AGENDA
HANOVER CITY COUNCIL
FEBRUARY 21, 2017

MAYOR
CHRIS KAUFFMAN

COUNCIL
DOUGLAS HAMMERSENG
KEN WARPULA
JIM ZAJICEK
MARYANN HALLSTEIN

1. **Call to Order: 6:00 p.m.**

2. **Approval of Agenda**

3. **Consent Agenda Items:**
   a. **Approve Minutes of February 7, 2017 City Council Meeting** *(4)*
   b. **Approve Claims as Presented:** *(8)*

➢ **Claims**	**$ 52,519.72**
➢ **Payroll**	**$ 7,533.66**
➢ **P/R taxes & Exp**	**$ 3,034.08**
➢ **Other Claims**	**$ 1,974.06**
➢ **Total Claims**	**$ 65,061.52**

4. **John Miller – Eagle Scout Project**

5. **2017 Road Maintenance Project – Pheasant Run**

6. **Paving of Jandel Ave.**

7. **Settlers Park Ballfield Redesign Project Review**

8. **Res No 02-07-17-17 – Approving Public Works Facility Contingency Dollars** *(39)*

9. **2 Acre City Owned Parcel**

10. **Goal Setting Date Update**

11. **Met Council Legislative Item** *(44)*

12. **Public Works Staffing – Seasonal and Full Time**

13. **City Policies Review** *(46)*

14. **Reports**

15. **Adjournment**

To: **Mayor Kauffman & Members of the Hanover City Council**

From: **Brian Hagen, City Administrator**

Date: **February 17, 2017**

Re: **Review of February 21, 2017 City Council Work Session Agenda**

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1. **Call to Order: 6:00 p.m.**

2. **Approval of Agenda**

3. **Consent Agenda Items:** *See enclosed consent packet.*
   a. **Approve Minutes of February 7, 2017 City Council Meeting** *(4)*
   b. **Approve Claims as Presented:** *(8)*

➢ **Claims**	**$ 52,519.72**
➢ **Payroll**	**$ 7,533.66**
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➢ **Total Claims**	**$ 65,061.52**

4. **John Miller – Eagle Scout Project**
   John is planning to present an Eagle Scout Badge project proposal to Council. He is interested in coordinating Welcome to Hanover Signs to be installed.

5. **2017 Road Maintenance Project – Pheasant Run**
   This is a continued discussion from the last meeting.

6. **Paving of Jandel Ave.**
   This is a continued discussion from the last meeting where two property owners expressed support of this project. Staff is seeking Council's direction on how to proceed forward with the request.

7. **Settlers Park Ballfield Redesign Project Review**
   This is a follow up discussion to address where the project stands.

8. **Res No 02-07-17-17 – Approving Public Works Facility Soils Correction Contingency Dollars** *(39)*
   This resolution was tabled from the previous meeting. Since the last meeting a meeting was held with Kinghorn, Fehn, the civil engineer, the soil engineer, and City representatives. Discussion on potential cost saving measures were discussed. Details will be provided at the meeting. The resolution included in the packet is the same resolution that was tabled, but an adjustment to the additional dollar request may be needed. Fehn will provide their estimate prior to the meeting, but based on the discussion held, the amount will remain similar to $240,000.

9. **2 Acre City Owned Parcel**
   Discussion on whether this industrial lot parcel should be marketed for sale will be held. This discussion will not include a price associated with the real estate listing, as that discussion will be held in a closed meeting if that is the direction Council desires.

10. **Goal Setting Date Update**
    I have spoken with a facilitator and have feedback that warrants a change in plans for this session. It was suggested that a 8 hour session would be most beneficial given the scope of this goal setting session.

11. **Met Council Legislative Item** *(44)*
    Senator Mary Kiffmeyer passed information along to us regarding a desire of Met Council and a bill they are presenting during this legislative session. A memo is included in the packet. I am also waiting for a response to some questions I had asked regarding what this may entail for us if passed.

12. **Public Works Staffing – Seasonal and Full Time**
    Discussion related to seasonal staffing and the potential third full time position will be held.

13. **City Policies Review** *(46)*
    I have included all City Policies for review. The policies include changes previously discussed, as well as the remaining policies that I have finished reviewing.

14. **Reports**

15. **Adjournment**

CITY OF HANOVER
CITY COUNCIL MEETING
FEBRUARY 7, 2017 – DRAFT MINUTES

Call to Order/Pledge of Allegiance:
Mayor Chris Kauffman called the regular meeting of Tuesday, February 7, 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, Public Works Supervisor Scott Vogel, City Planner Cindy Nash, and City Engineer Justin Messner. There were also several guests present.

Approval of Agenda:
Hagen requested to add Res No 02-07-17-17 – Approving Public Works Facility Soils Correction Contingency Dollars as item 7.g.
Kauffman requested to allow State Representative Eric Lucero to the agenda prior to the Consent Agenda.
MOTION by Hammerseng to approve the amended agenda, seconded by Warpula. **Motion carried unanimously.**

State Representative Eric Lucero
Lucero discussed bills that are under consideration during the State Legislative Session. He identified bills which he felt provided a benefit to his constituents as well as bills he was authoring. The topics included insurance benefits, transportation, education, and student data privacy. Other topics discussed were the State's budget surplus, upcoming Town Hall meetings, and the lawsuit by State Auditor Rebecca Otto against three Minnesota counties for using independent auditors.

Consent Agenda:
Hammerseng requested further clarification on item g of the consent. Hagen explained the grant agreement would provide recycling revenue dollars. The new agreement would have a shift in focus to identify organic recycling as a revenue source. Hanover residents would be required to purchase an organic recycling option from a company.
MOTION by Hammerseng to approve the consent agenda, seconded by Zajicek.

a. **Approve Minutes of January 17, 2017 City Council Work Session Meeting**
b. **Approve Claims as Presented:**
   - **Claims** **$ 169,443.73**
   - **Payroll** **$ 7,898.78**
   - **P/R taxes & Exp** **$ 2,699.60**
   - **Other Claims** **$ 1,960.48**
   - **Total Claims** **$ 182,002.59**
c. **Res No 02-07-17-10 – Approving Renewal of Consumption and Display License**
d. **Res No 02-07-17-11 – Approving Pay Voucher #1, Soils Correction for Public Works Facility**
e. **Res No 02-07-17-12 – Approving 2017 Pay Equity Report**
f. **Res No 02-07-17-13 – Appointing Brian Dismang to Hanover EDA**
g. **Res No 02-07-17-14 – Approving Hennepin County Residential Recycling Grant Agreement**

Motion carried unanimously.

Citizen's Forum:
Martin Waters
Thanked the Fire Department for their service on a call to his property. He further expressed concern about public tax dollar expenditures. He felt tax dollars should not be spent on the ballfield project. He encouraged Council to have community engagement in the upcoming comprehensive plan amendment. He further suggested that Hanover work with Three Rivers Park District, Rogers, and Corcoran to develop a regional park including ballfields in Crow Hassan Park. Kauffman responded that Three Rivers has expressed no support for that idea when Kauffman asked the commissioners.

Kathy and Butch Cox
Requested Jandel Ave be improved to a paved surface. They feel the gravel road is no longer suitable for the neighborhood. They expressed in their opinion maintenance is not being completed. Their neighbor Matt Schnell was present and supported the request.

Mike Kehn
Reiterated his opposition of the Settlers Park Ballfield Redesign. He suggested the Council accept the donation from the Hanover Athletic Association with no strings attached so Council can use the funds on a different park enhancement.

Stephanie Gleason
Suggested adding a Park Board Member to the Comprehensive Plan Amendment discussions. Further expressed her opposition to the ballfield redesign. She feels there are viable options for field usage in neighboring cities. She also questioned some of the current Park Board members qualifications.

Councilor Jim Zajicek offered a response to the opposition to the ballfield. He stated that Three Rivers Mission Statement does not identify uses of this nature. They focus on the natural and open aspects for their parks system. He further stated that the ballfield was never intended to be adult use. The focus has always been youth. The schedule for the field usage reflects the youth use being 5 of the 7 days of the week minimum. He closed by stating park safety is a concern of Council with this project.

Public Hearings:
None

Unfinished Business:

New Business:
2017 Road Maintenance Project – Pheasant Run
Messner presented three options for the Pheasant Run project. Option 1 would be an overlay estimated at $512,000 construction costs, plus administrative fees. This option would add approximately 15 years to the road life with other proper maintenance performed in that time.

Option 2 would be a full depth reclamation estimated at $833,000 construction costs, plus administrative fees. This option would add approximately 30 years to the road life with other proper maintenance performed in that time.

Option 3 would be a sanitary sewer extension and full reconstruction estimated at $2.3 million. This option would involve an assessment estimated at a $20,700 15 year pay back cost per parcel.

Discussion continued around funding the project with Council informing the residents present that at this point it is only discussion. Messner reminded Council of the hearing requirements when assessments are proposed for a project.

Ordinance 2016-09 – Amending Chapter 10 related to Accessory Uses and Structures
Nash outlined the proposed changes. The amendments are related to accessory uses of properties. Nash stated the Planning Commission held multiple discussions about the amendment, as well as held a public hearing to collect input. Changes included accessory apartment regulations, outdoor dining regulations, and fence regulations.
MOTION by Hammerseng to approve Ordinance 2016-09, seconded by Hallstein. **Motion carried unanimously.**

Resolution No 02-07-17-15 – Recognizing Settlers Park lease Termination
Hagen explained that the Hanover Athletic Association submitted written notice of termination for the lease of the ballfield area of Settlers Park. Due to no improvements being made, Hagen suggests recognizing the request to terminate the lease immediately. Kauffman stated that the City is likely to be responsible for some costs incurred on this project due to the obstruction of individuals throughout this process.
MOTION by Warpula to approve Res No 02-07-17-15, seconded by Zajicek. **Motion carried unanimously.**

Resolution No 02-07-17-16 – Accepting Donation from Hanover Athletic Association
Hagen explained that donations that have a specific use identified must be accepted for sole use as identified by the donator. In this case, the Hanover Athletic Association has identified the Settlers Park Ballfield. Warpula inquired on what changes since the lease has been terminated. Hagen explained the City would continue to maintain the property, hold insurance, and be required to obtain additional quotes for the project. Kauffman stated the only difference is the requirement for additional quotes because we already were doing the other items up to this point.
MOTION by Zajicek to approve Res No 02-07-17-16, seconded by Kauffman. **Motion failed to pass for lack of 4/5's approval.**
Voting Aye: Kauffman, Hammerseng, Zajicek
Voting Nay: Warpula, Hallstein

Set Date for 2017 Goal Setting Session
Hagen asked for input on a goal setting session. Thoughts were to have a session with all boards present and to hold it on a weekday evening. Council directed Hagen to look into a facilitator. Hagen would send out a calendar availability request to all parties.

Set Date for Comprehensive Plan Work Plan Review
Council felt it best to hold a joint meeting with Planning Commission at 6:30 p.m. prior to their February 27th regular meeting. The Planning Commission meeting would commence following the joint meeting at approximately 7:15 p.m.

Res No 02-07-17-17 – Approving Public Works Facility Soils Correction Contingency Dollars
Hagen explained the project to date has not provided enough suitable materials on site to utilize as fill material for the driveway and parking lot location. Additionally, we have expensed funds on the munching of concrete debris. This concrete debris can be utilized on site but there is not enough quantity to offset the need to haul in fill. Fehn estimated costs that would be incurred to finish the sub-grade preparation of the site. In addition to the previously approved contracts and contingency dollars, $240,000 is estimated to be needed. This would cover additional concrete removal/munching, hauling in fill material for the driveway and parking lot locations and additional excavation needed in the ponding area.

Council at this point was not comfortable approving the additional contingency and would like to speak with Kinghorn Construction and Fehn Companies.
MOTION by Hammerseng to table Res No 02-07-17-17, seconded by Warpula. **Motion carried unanimously.**

Reports

Vogel

- Plow truck was broke down, but all repair work has been completed.
- Christmas decorations have been taken down
- Skid Loader will be delivered shortly

- Explained that Hanover Youth Ball is requesting the City to pay for a portable toilet at the Elementary School April-August. Council supported the request.
  MOTION by Kauffman to pay for a portable toilet during the youthball season at the Elementary School, seconded by Warpula. **Motion carried unanimously.**

Messner

- He and Scott will be looking at a chip seal project which will come to Council for approval at a later date.

Zajicek

- The Park Board is looking at hosting a float the crow event as well as an ice skating event.

Hagen

- Updated Council on a discussion between Hanover, BankWest, and Three Rivers Park District. There are two banks with ownership on the property. However, bank staff will be bringing the easement for the switchback request to their respective boards to gauge interest in granting an easement for the trail.
- Sent a final notice to JS Stewart to remove his fill from the Public Works site to allow Fehn to finish the grading of the swale and pond.

Adjournment

MOTION by Hammerseng to adjourn at 9:20 p.m., seconded by Zajicek. **Motion carried unanimously.**

APPROVED BY:

_____

Chris Kauffman, Mayor

ATTEST:

_____

Brian Hagen, City Administrator

CITY OF HANOVER

Payments

Current Period: December 2016

Batch Name 12/31/16PAY6
Payment Computer Dollar Amt $7,115.26 **Posted**

Refer	1894 *COLLABORATIVE PLANNING LLC*		Ck# 001877E 2/21/2017			
Cash Payment	E 100-41910-310 Other Professional Servi		General Planning			$1,617.00
Invoice 2017-014	2/16/2017					
Transaction Date	2/16/2017	Due 0	Cash	10100	**Total**	$1,617.00
Refer	1897 *CRYSTEEL TRUCK EQUIPMENT*		-			
Cash Payment	E 100-43000-220 Repair/Maint Supply (GE		2007 Plow Seal Kit			$47.00
Invoice FP163161	11/29/2016					
Transaction Date	2/16/2017	Due 0	Cash	10100	**Total**	$47.00
Refer	1892 *MCFOA*		Ck# 001875E 2/21/2017			
Cash Payment	E 100-41400-306 Dues & Subscriptions		MCFOA Membership Brian - 7/01/16-12/31/16			$17.50
Invoice	2/15/2017					
Cash Payment	G 100-15500 Prepaid Items		MCFOA Membership Brian - 01/01/17 - 6/30/17			$17.50
Invoice	2/15/2017					
Transaction Date	2/15/2017	Due 0	Cash	10100	**Total**	$35.00
Refer	1885 *MOTOROLA SOLUTIONS, INC.*		-			
Cash Payment	E 100-42260-323 Radio Units		APX 400 7/800 MHZ Model 2 Portable (2)			$2,100.00
Invoice 13146673	1/21/2017					
Cash Payment	E 100-42260-323 Radio Units		3 Year Service (2)			$168.00
Invoice 13146673	1/21/2017					
Cash Payment	E 100-42260-323 Radio Units		ENH: 3600 pr 9600 Trunking Baud S IN (2)			$2,250.00
Invoice 13146673	1/21/2017					
Cash Payment	E 100-42260-323 Radio Units		Extreme Noise Reduction (2)			$37.50
Invoice 13146673	1/21/2017					
Cash Payment	E 100-42260-323 Radio Units		Charger, Single-Unit, Impres, 1.25A (2)			$103.96
Invoice 13146673	1/21/2017					
Transaction Date	2/15/2017	Due 0	Cash	10100	**Total**	$4,659.46
Refer	1873 *RUPP ANDERSON SQUIRES & WA*		-			
Cash Payment	E 100-41610-304 Legal Fees		Miscellaneous			$367.90
Invoice 5208	1/26/2017					
Cash Payment	E 100-41610-304 Legal Fees		City Council and Board/Commission Meetings			$300.00
Invoice 5208	1/26/2017					
Cash Payment	E 100-41610-304 Legal Fees		Volunteer Firefighter Issue			$88.90
Invoice 5208	1/26/2017					
Transaction Date	2/14/2017	Due 0	Cash	10100	**Total**	$756.80

Fund Summary

	10100 Cash
100 GENERAL FUND	$7,115.26
	$7,115.26

Pre-Written Check	$1,652.00
Checks to be Generated by the Computer	$5,463.26
Total	$7,115.26

CITY OF HANOVER

Payments

Current Period: February 2017

Batch Name 02/21/17 PAY
Payment Computer Dollar Amt $45,384.46 **Posted**

Refer 1872 *ADVANCED DISPOSAL SERVICES* -
Cash Payment E 100-41940-384 Refuse/Garbage Dispos Standard Trash - January 2017 $223.24
Invoice G20001673156 1/31/2017
Transaction Date 2/13/2017 Due 0 Cash 10100 **Total** $223.24

Refer 1883 *ALLINA HEALTH SYSTEM* Ck# 001873E 2/21/2017
Cash Payment E 100-42240-310 Other Professional Servi Medical Directorship - 1st Quarter 2017 $729.50
Invoice II10021653 2/8/2017
Transaction Date 2/15/2017 Due 0 Cash 10100 **Total** $729.50

Refer 1891 *ASPEN EQUIPMENT CO.* -
Cash Payment E 100-43000-220 Repair/Maint Supply (GE Plow Truck Motor $10.00
Invoice 10172092A 1/4/2017
Transaction Date 2/6/2017 Due 0 Cash 10100 **Total** $10.00

Refer 1880 *B.K. AUTO* -
Cash Payment E 100-42260-220 Repair/Maint Supply (GE R-11 Seatbelts $391.22
Invoice 1/11/2017
Transaction Date 2/15/2017 Due 0 Cash 10100 **Total** $391.22

Refer 1869 *BIFFS INC.* Ck# 001870E 2/21/2017
Cash Payment E 100-45200-580 Other Equipment Eagleview Park $95.00
Invoice W625940 2/1/2017
Transaction Date 2/13/2017 Due 0 Cash 10100 **Total** $95.00

Refer 1881 *CARDMEMBER SRVC (CENTRAL B* -
Cash Payment E 100-42220-260 Uniforms Drill Performance Long Sleeve Tee (33) $620.00
Invoice 1/25/2017
Cash Payment E 100-41570-205 Bank Fees Interest Fees $10.34
Invoice 1/25/2017
Transaction Date 2/15/2017 Due 0 Cash 10100 **Total** $630.34

Refer 1888 *CENTERPOINT ENERGY* -
Cash Payment E 100-41940-383 Gas Utilities City Hall - 12/29/16 - 1/26/17 $792.68
Invoice 1/30/2017
Cash Payment E 100-42280-383 Gas Utilities Fire Hall - 12/29/16 - 1/28/17 $470.97
Invoice 1/30/2017
Transaction Date 2/6/2017 Due 0 Cash 10100 **Total** $1,263.65

Refer 1890 *CENTURY LINK* -
Cash Payment E 100-42280-321 Telephone Fire Hall Landline - 01/28/17 - 02/27/17 $30.85
Invoice 2/18/2017
Transaction Date 2/15/2017 Due 0 Cash 10100 **Total** $30.85

Refer 1871 *CITY OF ST. MICHAEL* Ck# 001872E 2/21/2017
Cash Payment E 100-43000-310 Other Professional Servi Compost & Brush Facility Partnership - 1st Quarter 2017 $1,250.00
Invoice 02102017-4 2/10/2017
Cash Payment E 100-45186-437 Other Miscellaneous Senior Center Operations - 1st Quarter 2017 $2,030.09
Invoice 02102017-4 2/10/2017

CITY OF HANOVER

Payments

Current Period: February 2017

Cash Payment	E 100-45186-437 Other Miscellaneous		Senior Center Operations - 2016 Year End Reconciliation			-$215.70
Invoice 02102017-4	2/10/2017					
Cash Payment	E 100-45500-437 Other Miscellaneous		Library Operations - 1st Quarter 2017			$980.15
Invoice 02102017-4	2/10/2017					
Cash Payment	E 100-45500-437 Other Miscellaneous		Library Operations - 2016 Year End Reconciliation			$319.21
Invoice 02102017-4	2/10/2017					
Transaction Date	2/13/2017	Due 0	Cash	10100	**Total**	$4,363.75
Refer	1878 *CROW RIVER FARM EQUIPMENT*		-			
Cash Payment	E 100-43000-215 Shop Supplies		Steel for Zamboni			$148.78
Invoice 182027	1/9/2017					
Transaction Date	2/14/2017	Due 0	Cash	10100	**Total**	$148.78
Refer	1890 *CUB SCOUT PACK 490*		-			
Cash Payment	G 100-22000 Deposits		Hall Rental - 2/05/17			$200.00
Invoice	2/13/2017					
Transaction Date	2/6/2017	Due 0	Cash	10100	**Total**	$200.00
Refer	1884 *DEHMER FIRE PROTECTION*		Ck# 001874E 2/21/2017			
Cash Payment	E 100-42280-220 Repair/Maint Supply (GE		FD Extinguisher Maintenance			$57.50
Invoice 5201	1/28/2017					
Cash Payment	E 100-42280-220 Repair/Maint Supply (GE		FD Extinguisher Maintenance			$183.00
Invoice 5200	1/28/2017					
Transaction Date	2/15/2017	Due 0	Cash	10100	**Total**	$240.50
Refer	1888 *FINKEN WATER SOLUTIONS*		-			
Cash Payment	E 100-42280-220 Repair/Maint Supply (GE		Cook & Cold Rental Cooler - February 2017			$9.50
Invoice 4388062	2/1/2017					
Cash Payment	E 100-42280-220 Repair/Maint Supply (GE		Cook & Cold Rental Cooler - February 2017			$9.50
Invoice 4388072	2/1/2017					
Cash Payment	E 100-41940-520 Buildings and Structures		Service Call for Dishwasher			$150.00
Invoice CS01167	2/3/2017					
Transaction Date	2/15/2017	Due 0	Cash	10100	**Total**	$169.00
Refer	1887 *FIRE SAFETY USA, INC.*		-			
Cash Payment	E 100-42220-260 Uniforms		Dex-Pro Fire Glove, Gaunlet (3)			$225.00
Invoice 97132	12/31/2016					
Transaction Date	2/15/2017	Due 0	Cash	10100	**Total**	$225.00
Refer	1898 *FIRSTLAB*		-			
Cash Payment	E 100-43000-310 Other Professional Servi		DOT - Random Drug Test - J. Doboszenski			$49.25
Invoice FL00167245	2/8/2017					
Cash Payment	E 100-42240-310 Other Professional Servi		FD Background Check - L. Groves			$32.25
Invoice FL00167245	2/8/2017					
Transaction Date	2/16/2017	Due 0	Cash	10100	**Total**	$81.50
Refer	1884 *HARDWARE HANK*		-			
Cash Payment	E 100-43000-215 Shop Supplies		Spray Paint Inver			$13.47
Invoice 1376917	1/19/2017					
Transaction Date	2/6/2017	Due 0	Cash	10100	**Total**	$13.47
Refer	1870 *HEALTH PARTNERS*		Ck# 001871E 2/21/2017			

CITY OF HANOVER

Payments

Current Period: February 2017

Cash Payment	G 100-21706 Medical/Dental Ins		Medical Premiums - March 2017			$2,964.48
Invoice 71033631	2/6/2017					
Transaction Date	2/13/2017	Due 0	Cash	10100	**Total**	$2,964.48
Refer	1885 *HEINS, DENICE*		Ck# 001862E 2/21/2017			
Cash Payment	E 100-41940-520 Buildings and Structures		Storage - March			$120.00
Invoice	2/13/2017					
Transaction Date	2/6/2017	Due 0	Cash	10100	**Total**	$120.00
Refer	1887 *KAUL DESIGN GROUP, LLC*		Ck# 001863E 2/21/2017			
Cash Payment	E 201-41330-437 Other Miscellaneous		Priority Maintenance Package - February 2017			$200.00
Invoice 17-023	2/13/2017					
Transaction Date	2/6/2017	Due 0	Cash	10100	**Total**	$200.00
Refer	1895 *LOFFLER COMPANIES, INC.*		-			
Cash Payment	E 100-41570-220 Repair/Maint Supply (GE		Contract Overage - 01/17/17 - 02/16/17			$64.99
Invoice 2446808	2/10/2017					
Transaction Date	2/16/2017	Due 0	Cash	10100	**Total**	$64.99
Refer	1891 *MBFTE*		-			
Cash Payment	E 100-42210-306 Dues & Subscriptions		MN Firefighter License Renewal - Steve V.			$75.00
Invoice	2/2/2017					
Cash Payment	E 100-42210-306 Dues & Subscriptions		MN Firefighter License Renewal - Dave P.			$75.00
Invoice	2/2/2017					
Cash Payment	E 100-42210-306 Dues & Subscriptions		MN Firefighter License Renewal - Richard E.			$75.00
Invoice	2/2/2017					
Cash Payment	E 100-42210-306 Dues & Subscriptions		MN Firefighter License Renewal - Rod Y.			$75.00
Invoice	2/2/2017					
Cash Payment	E 100-42210-306 Dues & Subscriptions		MN Firefighter License Renewal - Brian G.			$75.00
Invoice	2/2/2017					
Cash Payment	E 100-42210-306 Dues & Subscriptions		MN Firefighter License Renewal - Brian K.			$75.00
Invoice	2/2/2017					
Cash Payment	E 100-42210-306 Dues & Subscriptions		MN Firefighter License Renewal - Toby H.			$75.00
Invoice	2/2/2017					
Cash Payment	E 100-42210-306 Dues & Subscriptions		MN Firefighter License Renewal - Ken W.			$75.00
Invoice	2/2/2017					
Cash Payment	E 100-42210-306 Dues & Subscriptions		MN Firefighter License Renewal - David K.			$75.00
Invoice	2/2/2017					
Cash Payment	E 100-42210-306 Dues & Subscriptions		MN Firefighter License Renewal - Adam L.			$75.00
Invoice	2/2/2017					
Cash Payment	E 100-42210-306 Dues & Subscriptions		MN Firefighter License Renewal - Dave M.			$75.00
Invoice	2/2/2017					
Cash Payment	E 100-42210-306 Dues & Subscriptions		MN Firefighter License Renewal - Anthony W.			$75.00
Invoice	2/2/2017					
Cash Payment	E 100-42210-306 Dues & Subscriptions		MN Firefighter License Renewal - Darcy W.			$75.00
Invoice	2/2/2017					
Cash Payment	E 100-42210-306 Dues & Subscriptions		MN Firefighter License Renewal - Tim B.			$75.00
Invoice	2/2/2017					
Cash Payment	E 100-42210-306 Dues & Subscriptions		MN Firefighter License Renewal - Aaron S.			$75.00
Invoice	2/2/2017					
Cash Payment	E 100-42210-306 Dues & Subscriptions		MN Firefighter License Renewal - Carl O.			$75.00
Invoice	2/2/2017					

CITY OF HANOVER

Payments

Current Period: February 2017

Transaction Date	2/15/2017	Due 0	Cash	10100	**Total**	$1,200.00
Refer	1893 *MCFOA*		Ck# 001876E 2/21/2017			
Cash Payment	E 100-41400-208 Training and Instruction		Application for Municipal Clerk Certification - B. Hagen			$36.00
Invoice	2/15/2017					
Transaction Date	2/15/2017	Due 0	Cash	10100	**Total**	$36.00
Refer	1879 *MENARDS-BUFFALO*		-			
Cash Payment	E 100-41940-220 Repair/Maint Supply (GE		1" Vinyl White			$12.48
Invoice 33549	2/1/2017					
Cash Payment	E 100-41940-220 Repair/Maint Supply (GE		Iron Out			$15.98
Invoice 33549	2/1/2017					
Cash Payment	E 100-41940-220 Repair/Maint Supply (GE		CLR			$19.97
Invoice 33549	2/1/2017					
Cash Payment	E 100-41940-220 Repair/Maint Supply (GE		Zep Hi Traff Floor Finish (2)			$111.02
Invoice 33549	2/1/2017					
Cash Payment	E 100-43000-240 Small Tools and Minor E		Rags in a Box (3)			$31.44
Invoice 33549	2/1/2017					
Cash Payment	E 100-43000-240 Small Tools and Minor E		Batteries (4)			$25.78
Invoice 33549	2/1/2017					
Cash Payment	E 100-43000-240 Small Tools and Minor E		6 YD Okg TP 4pk			$3.97
Invoice 33549	2/1/2017					
Cash Payment	E 100-43000-240 Small Tools and Minor E		Hex keys (4)			$33.90
Invoice 33549	2/1/2017					
Cash Payment	E 100-43000-240 Small Tools and Minor E		Gorilla Tape			$7.89
Invoice 33549	2/1/2017					
Cash Payment	E 100-43000-240 Small Tools and Minor E		7" Diag Cut Pliers			$8.99
Invoice 33549	2/1/2017					
Cash Payment	E 100-43000-240 Small Tools and Minor E		3/8" Solid Punch			$6.99
Invoice 33549	2/1/2017					
Transaction Date	2/14/2017	Due 0	Cash	10100	**Total**	$278.41
Refer	1877 *METRO WEST INSPECTION SERVI*		-			
Cash Payment	E 100-42401-310 Other Professional Servi		Pmt 08-15 - 10785 Crow Hassane Pk Rd			$5.25
Invoice HO1701	2/8/2017					
Cash Payment	E 100-42401-310 Other Professional Servi		Pmt 29-15 - 551 Kayla Ln			$112.76
Invoice HO1701	2/8/2017					
Cash Payment	E 100-42401-310 Other Professional Servi		Pmt 87-15 - 10467 Beebee Lake			$17.50
Invoice HO1701	2/8/2017					
Cash Payment	E 100-42401-310 Other Professional Servi		Pmt 98-15 - 10520 106th Ave N			$5.25
Invoice HO1701	2/8/2017					
Cash Payment	E 100-42401-310 Other Professional Servi		Pmt 100-15 - 1314 Oakwood Lane			$5.25
Invoice HO1701	2/8/2017					
Cash Payment	E 100-42401-310 Other Professional Servi		Pmt 109-15 - 11435 Riverview Rd			$17.50
Invoice HO1701	2/8/2017					
Cash Payment	E 100-42401-310 Other Professional Servi		Pmt 110-15 - 1331 Esterly Oaks Dr			$17.50
Invoice HO1701	2/8/2017					
Cash Payment	E 100-42401-310 Other Professional Servi		Pmt 134-15 - 714 Kalea Ct			$112.76
Invoice HO1701	2/8/2017					
Cash Payment	E 100-42401-310 Other Professional Servi		Pmt 135-15 - 714 Kalea Ct			$30.10
Invoice HO1701	2/8/2017					

CITY OF HANOVER

Payments

Current Period: February 2017

Cash Payment	E 100-42401-310 Other Professional Servi	Pmt 137-15 - 714 Kalea Ct		$29.75
Invoice HO1701	2/8/2017			
Cash Payment	E 100-42401-310 Other Professional Servi	Pmt 25-16 - 11538 Lynwood Ct		$343.19
Invoice HO1701	2/8/2017			
Cash Payment	E 100-42401-310 Other Professional Servi	Pmt 71-16 - 10321 Kaitlin Ave		$255.70
Invoice HO1701	2/8/2017			
Cash Payment	E 100-42401-310 Other Professional Servi	Pmt 99-16 - 10875 Settlers Ln		$6,877.04
Invoice HO1701	2/8/2017			
Cash Payment	E 100-42401-310 Other Professional Servi	Pmt 109-16 - 338 Jandel Ave NE		$35.00
Invoice HO1701	2/8/2017			
Cash Payment	E 100-42401-310 Other Professional Servi	Pmt 111-16 - 10875 Settlers Ln		$336.77
Invoice HO1701	2/8/2017			
Cash Payment	E 100-42401-310 Other Professional Servi	Pmt 111-16B - 64.25		$64.25
Invoice HO1701	2/8/2017			
Cash Payment	E 100-42401-310 Other Professional Servi	Pmt 164-16 - 10800 Ginsing Lane		$33.25
Invoice HO1701	2/8/2017			
Cash Payment	E 100-42401-310 Other Professional Servi	Pmt 175-16 - 10875 Settlers Lane		$64.25
Invoice HO1701	2/8/2017			
Cash Payment	E 100-42401-310 Other Professional Servi	Pmt 176-16 - 1037 Emerald St		$1,209.41
Invoice HO1701	2/8/2017			
Cash Payment	E 100-42401-310 Other Professional Servi	Pmt 186-16 - 10411 Kalland Ave		$17.50
Invoice HO1701	2/8/2017			
Cash Payment	E 100-42401-310 Other Professional Servi	Pmt 193-16 - 11970 Riverview Rd		$17.50
Invoice HO1701	2/8/2017			
Cash Payment	E 100-42401-310 Other Professional Servi	Pmt 4-17 - 11183 14th St NE		$33.25
Invoice HO1701	2/8/2017			
Cash Payment	E 100-42401-310 Other Professional Servi	Pmt 6-17 - 10875 Settlers Ln		$506.77
Invoice HO1701	2/8/2017			
Transaction Date	2/14/2017 Due 0	Cash 10100	**Total**	$10,147.50
Refer	1882 *MN STATE FIRE DEPT ASSOCIATI*	-		
Cash Payment	E 100-42210-306 Dues & Subscriptions	MSFDA Membership Dues - 2017		$264.00
Invoice				
Transaction Date	2/15/2017 Due 0	Cash 10100	**Total**	$264.00
Refer	1876 *NW HOMESCHOOL ATHLETIC CO*	-		
Cash Payment	G 100-22000 Deposits	Hall Rental - 1/18/17		$200.00
Invoice	2/14/2017			
Transaction Date	2/14/2017 Due 0	Cash 10100	**Total**	$200.00
Refer	1886 *U.S. HEALTHWORKS*	-		
Cash Payment	E 100-42210-305 Medical and Dental Fees	Pre-Employment Physical Exam		$503.00
Invoice 0063197-MN	2/2/2017			
Cash Payment	E 100-42210-305 Medical and Dental Fees	Pre-Employment Resp Clearance		$80.00
Invoice 0063197-MN	2/2/2017			
Transaction Date	2/15/2017 Due 0	Cash 10100	**Total**	$583.00
Refer	1886 *VEOLIA WATER NORTH AMERICA*	-		
Cash Payment	E 601-43252-310 Other Professional Servi	Water Services - March 2017		$2,948.02
Invoice 00065252	2/15/2017			
Cash Payment	E 602-43252-310 Other Professional Servi	Sewer Services - March 2017		$4,071.06
Invoice 00065252	2/15/2017			

CITY OF HANOVER

Payments

Current Period: February 2017

Transaction Date	2/6/2017	Due 0	Cash	10100	**Total**	$7,019.08
Refer	1889 *WRIGHT COUNTY AUDITOR-TREA*		-			
Cash Payment	E 100-42102-310 Other Professional Servi		WC Patrol Services - February 2017			$8,455.83
Invoice	2/1/2017					
Transaction Date	2/6/2017	Due 0	Cash	10100	**Total**	$8,455.83
Refer	1889 *WRIGHT COUNTY IT*		-			
Cash Payment	E 100-42260-323 Radio Units		800 MHz Radio Infrastructure Fee - 2017			$2,635.00
Invoice	ARM17-012 2/3/2017					
Transaction Date	2/15/2017	Due 0	Cash	10100	**Total**	$2,635.00
Refer	1868 *XCEL ENERGY*		-			
Cash Payment	E 100-43160-381 Electric Utilities		City Lights - 12/01/03/17 - 02/02/17			$2,107.06
Invoice	533853358 2/3/2017					
Transaction Date	2/13/2017	Due 0	Cash	10100	**Total**	$2,107.06
Refer	1875 *ZEP SALES & SERVICE*		-			
Cash Payment	E 100-41940-210 Operating Supplies (GE		TWL 800 1PLY KRFT			$144.42
Invoice	9002648123 1/27/2017					
Cash Payment	E 100-41940-210 Operating Supplies (GE		2PLY JRT 1150FT WHI			$51.56
Invoice	9002648123 1/27/2017					
Cash Payment	E 100-41940-210 Operating Supplies (GE		Blue Marvel			$31.76
Invoice	9002648123 1/27/2017					
Cash Payment	E 100-41940-210 Operating Supplies (GE		Zep-O-Shine			$39.58
Invoice	9002648123 1/27/2017					
Cash Payment	E 100-41940-210 Operating Supplies (GE		Shipping			$25.99
Invoice	9002648123 1/27/2017					
Transaction Date	2/14/2017	Due 0	Cash	10100	**Total**	$293.31

Fund Summary

	10100 Cash
602 SEWER ENTERPRISE FUND	$4,071.06
601 WATER ENTERPRISE FUND	$2,948.02
201 EDA SPECIAL REVENUE FUND	$200.00
100 GENERAL FUND	$38,165.38
	$45,384.46

Pre-Written Check	$8,749.23
Checks to be Generated by the Computer	$36,635.23
Total	$45,384.46

CITY OF HANOVER

Payments

Current Period: February 2017

Batch Name 02/21/17PAY2
Payment Computer Dollar Amt $20.00 **Posted**

Refer 1899 *NORTH STAR AWARDS & TROPHI* -
Cash Payment E 100-42220-260 Uniforms Name Tag - R. Jacobson $20.00
Invoice 7383 12/20/2016
Transaction Date 2/17/2017 Due 0 Cash 10100 **Total** $20.00

Fund Summary

	10100 Cash
100 GENERAL FUND	$20.00
	$20.00

Pre-Written Check	$0.00
Checks to be Generated by the Computer	$20.00
Total	$20.00

CITY OF HANOVER

*Check Summary Register©

Cks 2/21/2017 - 2/21/2017

		Name	Check Date	Check Amt	
10100 Cash					
Paid Chk#	001862E	Heins, Denice	2/21/2017	$120.00	Storage - March
Paid Chk#	001863E	KAUL DESIGN GROUP, LLC	2/21/2017	$200.00	Priority Maintenance Package -
Paid Chk#	001870E	BIFFS INC.	2/21/2017	$95.00	Eagleview Park
Paid Chk#	001871E	HEALTH PARTNERS	2/21/2017	$2,964.48	Medical Premiums - March 2017
Paid Chk#	001872E	CITY OF ST. MICHAEL	2/21/2017	$4,363.75	Compost & Brush Facility Partn
Paid Chk#	001873E	ALLINA HEALTH SYSTEM	2/21/2017	$729.50	Medical Directorship - 1st Qua
Paid Chk#	001874E	DEHMER FIRE PROTECTION	2/21/2017	$240.50	FD Extinguisher Maintenance
Paid Chk#	001875E	MCFOA	2/21/2017	$35.00	MCFOA Membership Brian - 7/01/
Paid Chk#	001876E	MCFOA	2/21/2017	$36.00	Application for Municipal Cler
Paid Chk#	001877E	Collaborative Planning LLC	2/21/2017	$1,617.00	General Planning
Paid Chk#	032438	CRYSTEEL TRUCK EQUIPMENT	2/21/2017	$47.00	2007 Plow Seal Kit
Paid Chk#	032439	MOTOROLA SOLUTIONS, INC.	2/21/2017	$4,659.46	APX 400 7/800 MHZ Model 2 Port
Paid Chk#	032440	Rupp Anderson Squires & Waldsp	2/21/2017	$756.80	Miscellaneous
Paid Chk#	032441	ADVANCED DISPOSAL SERVICE	2/21/2017	$223.24	Standard Trash - January 2017
Paid Chk#	032442	ASPEN EQUIPMENT CO.	2/21/2017	$10.00	Plow Truck Motor
Paid Chk#	032443	B.K. AUTO	2/21/2017	$391.22	R-11 Seatbelts
Paid Chk#	032444	CARDMEMBER SERVICE	2/21/2017	$630.34	Drill Performance Long Sleeve
Paid Chk#	032445	CENTERPOINT ENERGY	2/21/2017	$1,263.65	City Hall - 12/29/16 - 1/26/17
Paid Chk#	032446	CENTURY LINK	2/21/2017	$30.85	Fire Hall Landline - 01/28/17
Paid Chk#	032447	CROW RIVER FARM EQUIPMEN	2/21/2017	$148.78	Steel for Zamboni
Paid Chk#	032448	CUB SCOUT PACK 490	2/21/2017	$200.00	Hall Rental - 2/05/17
Paid Chk#	032449	FINKEN WATER SOLUTIONS	2/21/2017	$169.00	Cook & Cold Rental Cooler - Fe
Paid Chk#	032450	FIRE SAFETY USA, INC.	2/21/2017	$225.00	Dex-Pro Fire Glove, Gaunlet (3
Paid Chk#	032451	FIRSTLAB	2/21/2017	$81.50	DOT - Random Drug Test - J. Do
Paid Chk#	032452	HARDWARE HANK	2/21/2017	$13.47	Spray Paint Inver
Paid Chk#	032453	LOFFLER COMPANIES, INC.	2/21/2017	$64.99	Contract Overage - 01/17/17 -
Paid Chk#	032454	MBFTE	2/21/2017	$1,200.00	MN Firefighter License Renewal
Paid Chk#	032455	MENARDS-BUFFALO	2/21/2017	$278.41	Rags in a Box (3)
Paid Chk#	032456	METRO WEST INSPECTION SER	2/21/2017	$10,147.50	Pmt 4-17 - 11183 14th St NE
Paid Chk#	032457	MN STATE FIRE DEPT ASSOCIA	2/21/2017	$264.00	MSFDA Membership Dues - 2017
Paid Chk#	032458	NW HOMESCHOOL ATHLETIC C	2/21/2017	$200.00	Hall Rental - 1/18/17
Paid Chk#	032459	U.S. HEALTHWORKS	2/21/2017	$583.00	Pre-Employment Resp Clearance
Paid Chk#	032460	Veolia Water North America	2/21/2017	$7,019.08	Water Services - March 2017
Paid Chk#	032461	WRIGHT COUNTY AUDITOR-TRE	2/21/2017	$8,455.83	WC Patrol Services - February
Paid Chk#	032462	Wright County IT	2/21/2017	$2,635.00	800 MHz Radio Infrastructure F
Paid Chk#	032463	XCEL ENERGY	2/21/2017	$2,107.06	City Lights - 12/01/03/17 - 02
Paid Chk#	032464	Acuity Specialty Products, Inc	2/21/2017	$293.31	Shipping
Paid Chk#	032465	NORTH STAR AWARDS & TROP	2/21/2017	$20.00	Name Tag - R. Jacobson
			Total Checks	$52,519.72	

FILTER: None

1877

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

February 16, 2017

City of Hanover
PO Box 278
Hanover, MN 55341

Reference to: **City of Hanover -- General Planning**
Invoice # **2017-014**

Date	Task	Hours	Amount
12/2/2016	Review packet.	0.25	24.50
12/5/2016	Phone conference with Amy, review deck, email to Amy.	1.25	122.50
12/8/2016	Draft public hearing notice, email to newspaper.	0.25	24.50
12/16/2016	Various emails, review packet.	0.5	49.00
12/19/2016	Preparing ordinance for packet.	1.25	122.50
12/20/2016	Preparing ordinance for packet. Various re: outside storage. Preparing accessory info. Phone conference with Brian.	3.5	343.00
12/21/2016	Preparing ordinance for packet. Various re: shed, phone conference with Amy.	2.5	245.00
12/28/2016	Various re: drawings and ordinance, revising. Various re: shed. Phone conference with Amy, various emails. Phone conference with Amy, phone conference with Brian.	2.5	245.00
12/29/2016	Prep for and attend Planning Commission meeting.	3.25	318.50
12/30/2016	Prep ordinance for council packets. Various re: Rogers CPA. Review packet.	1.25	122.50
		16.5	$1,617.00

100-41910-310 -1,617.00
EB

Additional Charges	$0.00
Total Amount of this Invoice	$1,617.00
Previous Balance	$2,009.00
Payments Received	$2,009.00
Balance Due	$1,617.00

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

333 South Seventh Street, Suite 2800
Minneapolis, MN 55402
Office (612) 436-4300 Fax (612) 436-4340
www.raswlaw.com

Federal Tax ID 46-1641135

Statement as of: 12/31/2016
Statement Date: 1/26/2017
Statement No. 5208

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

4011(1)-0001: Miscellaneous	367.90
4011(1)-0004: City Council and Board/Commission Meetings	300.00
4011(1)-0084: Volunteer Firefighter Issue	88.90
Total Fees and Expenses:	$756.80
Previous Balance:	$2,545.05
Total Now Due:	**$3,301.85**

100-41610-304-756.80
EBL

FEB 6 2017

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

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

4011(1)-0001: Miscellaneous

		Hours	Rate	Amount
12/06/2016 JTS	Review packet and prepare for meeting.	1.00	175.00	175.00
12/09/2016 JTS	Review storm sewer statutes and code; e-mail Brian regarding permissable uses.	0.40	175.00	70.00
12/09/2016 JTS	Telephone conference with Brian regarding fire department SOPs and residency for planning commission and park board.	0.10	175.00	17.50
	Sub-total Fees:			$262.50

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

		Hours	Rate	Amount
12/06/2016 JTS	Council meeting.	7.70	175.00	300.00
	Sub-total Fees:			$300.00

4011(1)-0084: Volunteer Firefighter Issue

		Hours	Rate	Amount
12/20/2016 ZJC	Legal research regarding alcohol testing requirements and procedures under state and federal law.	0.50	165.00	82.50
	Sub-total Fees:			$82.50

Rate Summary

Jay T. Squires	9.20 hours at $175.00/hr	562.50
Zachary J. Cronen	0.50 hours at $165.00/hr	82.50
Total hours:	9.70	645.00

Expenses

		Units	Price	Amount
12/06/2016	Meal.	1.00	9.50	9.50

12/06/2016 Mileage.	1.00	43.20	43.20
12/06/2016 Mileage.	1.00	43.20	43.20
12/06/2016 Meal.	1.00	9.50	9.50
12/31/2016 Photocopies.	32.00	0.20	6.40
	Sub-total Expenses:		$111.80

Total Fees and Expenses:	$756.80
Previous Balance:	$2,545.05
Total Now Due:	**$3,301.85**

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

Tara Fung

Accounts Manager

CITY OF HANOVER

Cash Balances

December 2016

Fund	Begin Month	GL Debits Month	GL Credits Month	Balance
100 GENERAL FUND	$821,227.39	$593,242.73	$417,638.56	$996,831.56
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	$5,480.00	$136,320.34
205 EDA BUSINESS INCENTIVE FUND	$240,084.29	$1,328.53	$989.97	$240,422.85
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	$1,730.75	$424,616.69
315 2016A GO CIP BOND	$0.00	$0.00	$0.00	$0.00
401 GENERAL CAPITAL PROJECTS	$1,014,776.00	$177,742.50	$105,121.11	$1,087,397.39
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	$757.52	$193,099.26
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	$6,290.44	$6,372.72
411 FACILITIES CAPITAL PROJ FUND	$32,878.56	$1,637,842.50	$35,835.17	$1,634,885.89
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	$39,142.95	$464,658.11
601 WATER ENTERPRISE FUND	$826,938.43	$7,143.09	$21,541.58	$812,539.94
602 SEWER ENTERPRISE FUND	$310,378.65	$24,560.02	$73,807.97	$261,130.70
603 STORM WATER ENTERPRISE FUND	$173,735.27	$3,249.91	$716.39	$176,268.79
611 WATER CAPITAL IMP FUND	$155,605.39	$0.00	$937.08	$154,668.31
612 SEWER CAPITAL IMP FUND	$1,785,528.56	$23,172.38	$7,388.53	$1,801,312.41
613 STORM WATER CAPITAL IMP FUND	$558,286.08	$0.00	$8,351.67	$549,934.41
804 SCHENDELS FIELD ESC FUND	$148,505.58	$0.00	$611.87	$147,893.71
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	$1,263.41	$9,371.50
820 BRIDGES TOWNHOMES ESC FUND	$3,606.26	$0.00	$14.86	$3,591.40
821 QUAIL PASS 2ND ADD ESCROW FD	$11,955.93	$0.00	$49.26	$11,906.67
900 INTEREST	-$10,198.17	$41,211.56	$31,013.39	$0.00
	$7,512,751.14	$3,031,415.04	$1,091,674.08	$9,452,492.10

CITY OF HANOVER
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	$4,075.72	$9,239.84	$1,000.00	-$8,239.84	923.98%
MISC	R 100-36215 Investment Income/Loss	-$7,815.68	-$1,871.85	$6,000.00	$7,871.85	-31.20%
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		$83,819.82	$232,304.88	$21,000.00	-$211,304.88	1106.21%
LIC PERM	R 100-32110 Alchoholic 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		$575,892.03	$1,614,300.05	$1,305,622.53	-$308,677.52	123.64%

CITY OF HANOVER

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
		$575,892.03	$1,614,300.05	$1,305,622.53	-$308,677.52	123.64%

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	$17.50	$266.76	$500.00	$233.24	53.35%
Dept 41400 City Administrator		$9,686.70	$85,668.37	$88,251.17	$2,582.80	97.07%
Dept 41410 Elections						
ELECTION	E 100-41410-200 Office Supplies (GENER	$1,341.55	$1,630.59	$2,000.00	$369.41	81.53%
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		$1,442.79	$6,834.64	$8,300.00	$1,465.36	82.35%
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%

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	$85.32	$187.23	$100.00	-$87.23	187.23%
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		$1,912.41	$15,650.43	$18,900.00	$3,249.57	82.81%
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	$5,667.27	$25,247.01	$21,786.56	-$3,460.45	115.88%
Dept 41610 City Attorney		$5,667.27	$25,247.01	$21,786.56	-$3,460.45	115.88%
Dept 41910 Planning and Zoning						
PLANZONG	E 100-41910-310 Other Professional Serv	$11,582.00	$24,771.00	$17,000.00	-$7,771.00	145.71%
Dept 41910 Planning and Zoning		$11,582.00	$24,771.00	$17,000.00	-$7,771.00	145.71%
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	$430.01	$2,551.65	$2,400.00	-$151.65	106.32%
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		$9,409.23	$38,942.15	$52,850.00	$13,907.85	73.68%
Dept 41950 Engineer						
ENGINEER	E 100-41950-303 Engineering Fees	$1,976.00	$25,659.00	$25,000.00	-$659.00	102.64%
Dept 41950 Engineer		$1,976.00	$25,659.00	$25,000.00	-$659.00	102.64%

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	$5,059.46	$8,481.46	$7,465.00	-$1,016.46	113.62%
Dept 42260 Fire Vehicles		$8,862.50	$22,566.86	$23,465.00	$898.14	96.17%
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	80.76%

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	$1,053.46	$3,860.61	$5,000.00	$1,139.39	77.21%
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		$1,789.35	$9,409.05	$14,125.00	$4,715.95	66.61%
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	$3,381.23	$11,724.73	$6,000.00	-$5,724.73	195.41%
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)		$28,443.36	$204,394.91	$203,738.69	-$656.22	100.32%
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%

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	$7,194.26	$28,530.09	$27,000.00	-$1,530.09	105.67%
Dept 43160 Street Lighting		$7,194.26	$28,530.09	$27,000.00	-$1,530.09	105.67%
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	$6,280.00	$6,280.00	$6,800.00	$520.00	92.35%
PARKS	E 100-45200-381 Electric Utilities	$643.27	$2,264.51	$2,000.00	-$264.51	113.23%
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)		$8,721.72	$30,738.88	$35,800.00	$5,061.12	85.86%
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 & Reimbursem	-$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						
TRNSFERS	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		$397,191.54	$1,407,332.50	$1,309,122.55	-$98,209.95	107.50%

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
		$397,191.54	$1,407,332.50	$1,309,122.55	-$98,209.95	107.50%

CITY OF HANOVER

Cash Balances

February 2017

Fund	Begin Month	GL Debits Month	GL Credits Month	Balance
100 GENERAL FUND	$967,024.80	$5,524.40	$72,422.72	$900,126.48
107 FIRE DEPT DONATIONS FUND	$37,840.89	$0.00	$0.00	$37,840.89
201 EDA SPECIAL REVENUE FUND	$136,320.81	$0.00	$200.00	$136,120.81
205 EDA BUSINESS INCENTIVE FUND	$241,181.38	$184.30	$0.00	$241,365.68
311 2008A GO CIP REFUNDING BOND	$39,173.84	$0.00	$0.00	$39,173.84
312 2009A GO IMP REFUNDING BOND	-$75,272.99	$0.00	$0.00	-$75,272.99
313 2010 GO EQUIPMENT CERTIFICATES	$0.00	$0.00	$0.00	$0.00
314 2011A GO IMP CROSSOVER REF BD	$424,616.69	$0.00	$0.00	$424,616.69
315 2016A GO CIP BOND	$0.00	$0.00	$0.00	$0.00
401 GENERAL CAPITAL PROJECTS	$1,095,041.25	$0.00	$0.00	$1,095,041.25
402 PARKS CAPITAL PROJECTS	$0.00	$0.00	$0.00	$0.00
403 FIRE DEPT CAPITAL FUND	$193,099.26	$0.00	$0.00	$193,099.26
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	$6,372.72	$0.00	$0.00	$6,372.72
411 FACILITIES CAPITAL PROJ FUND	$1,634,885.89	$0.00	$121,696.01	$1,513,189.88
417 EQUIPMENT CAPITAL FUND	$108,669.21	$0.00	$0.00	$108,669.21
418 STREET CAPITAL PROJ FUND	$464,658.11	$0.00	$0.00	$464,658.11
601 WATER ENTERPRISE FUND	$814,413.24	$4,280.58	$5,896.04	$812,797.78
602 SEWER ENTERPRISE FUND	$276,155.36	$23,387.15	$8,142.12	$291,400.39
603 STORM WATER ENTERPRISE FUND	$179,320.70	$3,273.21	$0.00	$182,593.91
611 WATER CAPITAL IMP FUND	$154,668.31	$0.00	$0.00	$154,668.31
612 SEWER CAPITAL IMP FUND	$1,801,312.41	$694.65	$0.00	$1,802,007.06
613 STORM WATER CAPITAL IMP FUND	$549,504.42	$0.00	$684.68	$548,819.74
804 SCHENDELS FIELD ESC FUND	$147,893.71	$0.00	$0.00	$147,893.71
809 BRIDGES AT HANOVER ESC FUND	$0.00	$0.00	$0.00	$0.00
811 EROSION CONTROL ESCROW FUND	$26,750.00	$0.00	$750.00	$26,000.00
815 LANDSCAPE ESCROW FUND	$27,500.00	$0.00	$1,500.00	$26,000.00
817 INFRASTRUCTURE ESCROW FUND	$14,000.00	$0.00	$1,000.00	$13,000.00
818 MISC ESCROWS FUND	$9,371.50	$0.00	$0.00	$9,371.50
820 BRIDGES TOWNHOMES ESC FUND	$3,591.40	$0.00	$0.00	$3,591.40
821 QUAIL PASS 2ND ADD ESCROW FD	$11,906.67	$0.00	$0.00	$11,906.67
900 INTEREST	$10,179.74	$0.00	$0.00	$10,179.74
	$9,301,549.32	$37,344.29	$212,291.57	$9,126,602.04

CITY OF HANOVER
Revenue Budget by Source - General Fund

Source Alt Code	Account Descr	February 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	$5,785.54	$830,523.52	$824,737.98	0.70%
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	$3,894.86	$3,894.86	$12,000.00	$8,105.14	32.46%
Source Alt Code TAXES		$3,894.86	$9,680.40	$953,723.52	$944,043.12	1.02%
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	$350.00	$9,175.00	$8,825.00	3.81%
SERVICE	R 100-34107 Assessment Search Fees	$0.00	$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	$133.59	$267.18	$3,000.00	$2,732.82	8.91%
SERVICE	R 100-34940 Cemetery Revenues	$50.00	$700.00	$2,000.00	$1,300.00	35.00%
Source Alt Code SERVICE		$233.59	$1,342.18	$136,449.87	$135,107.69	0.98%
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 Alchoholic 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	$764.06	$4,580.91	$50,000.00	$45,419.09	9.16%
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	$0.00	$1,500.00	$1,500.00	$0.00	100.00%
LIC PERM	R 100-32270 Rental Dwelling Licenses	$90.00	$90.00	$0.00	-$90.00	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		$854.06	$6,170.91	$62,120.00	$55,949.09	9.93%
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	$285.32	$2,000.00	$1,714.68	14.27%
Source Alt Code FINES		$0.00	$285.32	$2,000.00	$1,714.68	14.27%
Fund 100 GENERAL FUND		$4,982.51	$17,478.81	$1,326,541.39	$1,309,062.58	1.32%

CITY OF HANOVER

Revenue Budget by Source - General Fund

Source Alt Code	Account Descr	February 2017 Amt	2017 YTD Amt	2017 YTD Budget	2017 YTD Balance	%YTD Budget
		$4,982.51	$17,478.81	$1,326,541.39	$1,309,062.58	1.32%

CITY OF HANOVER
Expenditure Budget Report - General Fund

Dept Abbrev	Account Descr	February 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	$0.00	$325.00	$400.00	$75.00	81.25%
COUNCIL	E 100-41110-306 Dues & Subscriptions	$150.00	$3,732.23	$7,500.00	$3,767.77	49.76%
COUNCIL	E 100-41110-331 Travel Expenses	$0.00	$0.00	$500.00	$500.00	0.00%
COUNCIL	E 100-41110-437 Other Miscellaneous	$30.42	$30.42	$3,000.00	$2,969.58	1.01%
Dept 41110 Council		$180.42	$4,087.65	$23,241.50	$19,153.85	17.59%
Dept 41330 Boards and Commissions						
BRDCOMM	E 100-41330-111 Committee Wages/Mee	$0.00	$0.00	$4,000.00	$4,000.00	0.00%
BRDCOMM	E 100-41330-208 Training and Instructio	$0.00	$0.00	$1,300.00	$1,300.00	0.00%
BRDCOMM	E 100-41330-331 Travel Expenses	$0.00	$0.00	$100.00	$100.00	0.00%
Dept 41330 Boards and Commissions		$0.00	$0.00	$5,400.00	$5,400.00	0.00%
Dept 41400 City Administrator						
CITYADM	E 100-41400-101 Full-Time Employees R	$2,677.07	$7,986.54	$69,629.63	$61,643.09	11.47%
CITYADM	E 100-41400-121 PERA	$200.78	$598.99	$5,222.22	$4,623.23	11.47%
CITYADM	E 100-41400-122 FICA	$165.98	$495.17	$4,317.04	$3,821.87	11.47%
CITYADM	E 100-41400-123 Medicare	$38.82	$115.81	$1,009.63	$893.82	11.47%
CITYADM	E 100-41400-134 Employer Paid Life	$15.30	$45.90	$384.00	$338.10	11.95%
CITYADM	E 100-41400-151 Med/Dental Insurance	$334.78	$1,004.34	$8,400.00	$7,395.66	11.96%
CITYADM	E 100-41400-208 Training and Instructio	$36.00	$36.00	$1,500.00	$1,464.00	2.40%
CITYADM	E 100-41400-306 Dues & Subscriptions	$0.00	$149.58	$500.00	$350.42	29.92%
Dept 41400 City Administrator		$3,468.73	$10,432.33	$90,962.52	$80,530.19	11.47%
Dept 41410 Elections						
ELECTION	E 100-41410-200 Office Supplies (GENER	$0.00	$0.00	$7,000.00	$7,000.00	0.00%
ELECTION	E 100-41410-310 Other Professional Serv	$0.00	$0.00	$0.00	$0.00	0.00%
ELECTION	E 100-41410-351 Legal Notices Publishin	$0.00	$0.00	$0.00	$0.00	0.00%
ELECTION	E 100-41410-400 Repairs & Maint Cont (	$0.00	$1,201.60	$1,300.00	$98.40	92.43%
Dept 41410 Elections		$0.00	$1,201.60	$8,300.00	$7,098.40	14.48%
Dept 41430 Clerical Staff						
CLERICAL	E 100-41430-101 Full-Time Employees R	$1,682.40	$5,014.81	$43,739.90	$38,725.09	11.47%
CLERICAL	E 100-41430-121 PERA	$126.18	$376.11	$3,280.49	$2,904.38	11.47%
CLERICAL	E 100-41430-122 FICA	$104.31	$310.92	$2,711.87	$2,400.95	11.47%
CLERICAL	E 100-41430-123 Medicare	$24.39	$72.71	$634.23	$561.52	11.46%
CLERICAL	E 100-41430-134 Employer Paid Life	$57.39	$172.17	$1,440.00	$1,267.83	11.96%
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	$1,004.34	$8,400.00	$7,395.66	11.96%
CLERICAL	E 100-41430-208 Training and Instructio	$0.00	$0.00	$500.00	$500.00	0.00%
CLERICAL	E 100-41430-306 Dues & Subscriptions	$0.00	$17.50	$250.00	$232.50	7.00%
Dept 41430 Clerical Staff		$2,329.45	$6,968.56	$60,956.49	$53,987.93	11.43%
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	$0.00	$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		$0.00	$150.00	$2,800.00	$2,650.00	5.36%
Dept 41530 Accounting						
ACCTING	E 100-41530-101 Full-Time Employees R	$2,036.74	$6,071.08	$52,954.72	$46,883.64	11.46%

Dept Abbrev	Account Descr	February 2017 Amt	2017 YTD Amt	2017 YTD Budget	2017 YTD Balance	%YTD Budget
ACCTING	E 100-41530-121 PERA	$152.76	$455.34	$3,971.60	$3,516.26	11.46%
ACCTING	E 100-41530-122 FICA	$115.72	$344.73	$3,283.19	$2,938.46	10.50%
ACCTING	E 100-41530-123 Medicare	$27.06	$80.62	$767.84	$687.22	10.50%
ACCTING	E 100-41530-134 Employer Paid Life	$39.70	$119.10	$996.00	$876.90	11.96%
ACCTING	E 100-41530-151 Med/Dental Insurance	$430.43	$1,291.29	$10,800.00	$9,508.71	11.96%
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	$50.00	$60.00	$250.00	$190.00	24.00%
ACCTING	E 100-41530-310 Other Professional Serv	$0.00	$0.00	$0.00	$0.00	0.00%
Dept 41530 Accounting		$2,852.41	$8,422.16	$74,023.35	$65,601.19	11.38%
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	$284.25	$284.25	$3,500.00	$3,215.75	8.12%
PURCHASE	E 100-41570-205 Bank Fees	$10.34	$13.34	$100.00	$86.66	13.34%
PURCHASE	E 100-41570-207 Computer Supplies	$0.00	$1,148.48	$12,000.00	$10,851.52	9.57%
PURCHASE	E 100-41570-220 Repair/Maint Supply (G	$754.84	$754.84	$4,000.00	$3,245.16	18.87%
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		$1,049.43	$2,200.91	$21,600.00	$19,399.09	10.19%
Dept 41600 Computer						
COMPUTER	E 100-41600-310 Other Professional Serv	$28.00	$290.50	$4,000.00	$3,709.50	7.26%
Dept 41600 Computer		$28.00	$290.50	$4,000.00	$3,709.50	7.26%
Dept 41610 City Attorney						
CITYATNY	E 100-41610-304 Legal Fees	$14.45	$14.45	$22,440.16	$22,425.71	0.06%
Dept 41610 City Attorney		$14.45	$14.45	$22,440.16	$22,425.71	0.06%
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	$641.46	$641.46	$1,500.00	$858.54	42.76%
GOVTBLDG	E 100-41940-220 Repair/Maint Supply (G	$299.44	$299.44	$7,000.00	$6,700.56	4.28%
GOVTBLDG	E 100-41940-306 Dues & Subscriptions	$250.00	$250.00	$300.00	$50.00	83.33%
GOVTBLDG	E 100-41940-310 Other Professional Serv	$480.00	$480.00	$1,000.00	$520.00	48.00%
GOVTBLDG	E 100-41940-321 Telephone	$279.96	$559.92	$3,500.00	$2,940.08	16.00%
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	$792.68	$792.68	$6,250.00	$5,457.32	12.68%
GOVTBLDG	E 100-41940-384 Refuse/Garbage Dispos	$223.24	$223.24	$3,250.00	$3,026.76	6.87%
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	$270.00	$510.00	$4,500.00	$3,990.00	11.33%
GOVTBLDG	E 100-41940-560 Furniture and Fixtures	$116.99	$116.99	$2,500.00	$2,383.01	4.68%
GOVTBLDG	E 100-41940-580 Other Equipment	$0.00	$0.00	$500.00	$500.00	0.00%
Dept 41940 General Govt Buildings/Plant		$3,353.77	$3,873.73	$42,300.00	$38,426.27	9.16%
Dept 41950 Engineer						
ENGINEER	E 100-41950-303 Engineering Fees	$0.00	$0.00	$32,500.00	$32,500.00	0.00%

Dept Abbrev	Account Descr	February 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	$0.00	$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	$0.00	$10,369.59	$18,860.19	$8,490.60	54.98%
Dept 41960 Insurance		$0.00	$13,436.44	$27,659.50	$14,223.06	48.58%
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	$0.00	$40.00	$50.00	$10.00	80.00%
LEGALPUB	E 100-41970-351 Legal Notices Publishin	$14.98	$14.98	$2,000.00	$1,985.02	0.75%
LEGALPUB	E 100-41970-354 Recording Fees	$0.00	$0.00	$500.00	$500.00	0.00%
Dept 41970 Legal Publications		$14.98	$54.98	$2,850.00	$2,795.02	1.93%
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	$16,911.66	$101,748.00	$84,836.34	16.62%
Dept 42102 Wright County Sheriff		$8,455.83	$16,911.66	$101,748.00	$84,836.34	16.62%
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	$0.00	$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	$583.00	$583.00	$4,000.00	$3,417.00	14.58%
FIREADMIN	E 100-42210-306 Dues & Subscriptions	$1,464.00	$1,464.00	$950.00	-$514.00	154.11%
FIREADMIN	E 100-42210-361 General Liability Ins	$0.00	$2,491.37	$4,553.35	$2,061.98	54.72%
Dept 42210 Fire Dept Administration		$2,047.00	$7,718.32	$77,254.96	$69,536.64	9.99%
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	$865.00	$865.00	$4,500.00	$3,635.00	19.22%
FIREEQUIP	E 100-42220-580 Other Equipment	$0.00	$0.00	$5,000.00	$5,000.00	0.00%
Dept 42220 Fire Dept Equipment		$865.00	$865.00	$25,350.00	$24,485.00	3.41%
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	$761.75	$761.75	$3,000.00	$2,238.25	25.39%
FIRETRNG	E 100-42240-331 Travel Expenses	$0.00	$0.00	$1,500.00	$1,500.00	0.00%
Dept 42240 Fire Dept Training		$761.75	$761.75	$17,000.00	$16,238.25	4.48%
Dept 42260 Fire Vehicles						
FIREVEH	E 100-42260-212 Motor Fuels	$48.66	$48.66	$4,500.00	$4,451.34	1.08%
FIREVEH	E 100-42260-220 Repair/Maint Supply (G	$391.22	$391.22	$9,000.00	$8,608.78	4.35%
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	$2,635.00	$2,635.00	$7,465.00	$4,830.00	35.30%
Dept 42260 Fire Vehicles		$3,074.88	$3,074.88	$22,965.00	$19,890.12	13.39%
Dept 42280 Fire Stations and Bldgs						
FIREBLDG	E 100-42280-215 Shop Supplies	$0.00	$19.00	$1,650.00	$1,631.00	1.15%
FIREBLDG	E 100-42280-220 Repair/Maint Supply (G	$259.50	$272.70	$3,500.00	$3,227.30	7.79%

Dept Abbrev	Account Descr	February 2017 Amt	2017 YTD Amt	2017 YTD Budget	2017 YTD Balance	%YTD Budget
FIREBLDG	E 100-42280-321 Telephone	$30.85	$61.75	$800.00	$738.25	7.72%
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	$470.97	$470.97	$3,000.00	$2,529.03	15.70%
Dept 42280 Fire Stations and Bldgs		$761.32	$824.42	$13,625.00	$12,800.58	6.05%
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	$17,042.65	$17,042.65	$17,500.00	$457.35	97.39%
Dept 42401 Building Inspection Admin		$17,042.65	$17,042.65	$17,500.00	$457.35	97.39%
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	$3,733.07	$11,838.46	$116,803.34	$104,964.88	10.14%
PUBWRKS	E 100-43000-102 Full-Time Employees O	$0.00	$43.82	$1,050.00	$1,006.18	4.17%
PUBWRKS	E 100-43000-103 Part-Time Employees	$0.00	$385.00	$15,000.00	$14,615.00	2.57%
PUBWRKS	E 100-43000-121 PERA	$279.99	$891.19	$10,279.11	$9,387.92	8.67%
PUBWRKS	E 100-43000-122 FICA	$230.24	$759.36	$8,250.88	$7,491.52	9.20%
PUBWRKS	E 100-43000-123 Medicare	$53.84	$177.59	$2,285.25	$2,107.66	7.77%
PUBWRKS	E 100-43000-134 Employer Paid Life	$67.26	$213.87	$2,832.00	$2,618.13	7.55%
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	$688.69	$2,169.32	$27,600.00	$25,430.68	7.86%
PUBWRKS	E 100-43000-208 Training and Instructio	$0.00	$950.00	$2,500.00	$1,550.00	38.00%
PUBWRKS	E 100-43000-212 Motor Fuels	$689.22	$689.22	$7,000.00	$6,310.78	9.85%
PUBWRKS	E 100-43000-215 Shop Supplies	$179.85	$179.85	$2,500.00	$2,320.15	7.19%
PUBWRKS	E 100-43000-220 Repair/Maint Supply (G	$2,877.88	$3,462.88	$6,000.00	$2,537.12	57.71%
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	$806.96	$806.96	$5,000.00	$4,193.04	16.14%
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	$1,246.26	$1,246.26	$19,000.00	$17,753.74	6.56%
PUBWRKS	E 100-43000-321 Telephone	$198.95	$198.95	$2,800.00	$2,601.05	7.11%
PUBWRKS	E 100-43000-325 Taxes	$0.00	$38.00	$200.00	$162.00	19.00%
Dept 43000 Public Works (GENERAL)		$11,052.21	$24,050.73	$234,100.58	$210,049.85	10.27%
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%

Dept Abbrev	Account Descr	February 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	$2,107.06	$2,107.06	$25,000.00	$22,892.94	8.43%
Dept 43160 Street Lighting		$2,107.06	$2,107.06	$25,000.00	$22,892.94	8.43%
Dept 43240 Waste (refuse) Disposal						
REFDISPO	E 100-43240-384 Refuse/Garbage Dispos	$0.00	$0.00	$2,000.00	$2,000.00	0.00%
Dept 43240 Waste (refuse) Disposal		$0.00	$0.00	$2,000.00	$2,000.00	0.00%
Dept 43245 Recycling: Refuse						
RECYCLING	E 100-43245-384 Refuse/Garbage Dispos	$3,171.30	$3,171.30	$36,000.00	$32,828.70	8.81%
Dept 43245 Recycling: Refuse		$3,171.30	$3,171.30	$36,000.00	$32,828.70	8.81%
Dept 45186 Senior Center						
SRCENTER	E 100-45186-437 Other Miscellaneous	$1,814.39	$1,814.39	$8,000.00	$6,185.61	22.68%
Dept 45186 Senior Center		$1,814.39	$1,814.39	$8,000.00	$6,185.61	22.68%
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	$56.67	$56.67	$2,000.00	$1,943.33	2.83%
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	$95.00	$95.00	$7,000.00	$6,905.00	1.36%
Dept 45200 Parks (GENERAL)		$151.67	$151.67	$36,500.00	$36,348.33	0.42%
Dept 45500 Libraries (GENERAL)						
LIBRARY	E 100-45500-437 Other Miscellaneous	$1,299.36	$4,799.36	$10,500.00	$5,700.64	45.71%
Dept 45500 Libraries (GENERAL)		$1,299.36	$4,799.36	$10,500.00	$5,700.64	45.71%
Dept 48205 Damage Deposit Refunds						
DMGDEPRF	E 100-48205-810 Refunds & Reimbursem	$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						
TRNSFERS	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		$65,896.06	$134,426.50	$1,326,541.16	$1,192,114.66	10.13%

Dept Abbrev	Account Descr	February 2017 Amt	2017 YTD Amt	2017 YTD Budget	2017 YTD Balance	%YTD Budget
		$65,896.06	$134,426.50	$1,326,541.16	$1,192,114.66	10.13%

CITY OF HANOVER
COUNTIES OF WRIGHT AND HENNEPIN
STATE OF MINNESOTA

A regular meeting of the City Council of the City of Hanover, Minnesota, was called to order by Mayor Kauffman at 7:00 p.m. in the Council Chambers of the City Hall, in the City of Hanover, Minnesota, on the 7th day of February, 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 02-07-17-17

A RESOLUTION APPROVING ADDITIONAL CONTINGENCY DOLLARS FOR PUBLIC WORKS FACILITY SOILS CORRECTION

WHEREAS, Fehn Companies was awarded the contract to complete the soils correction for the future public works facility to subgrade status; and

WHEREAS, the project has not generated onsite material to be repurposed as suitable fill material throughout the soils correction phase; and

WHEREAS, to ensure a proper soils correction result additional work must be completed and additional fill material be imported for the project; and

WHEREAS, based on what Fehn Companies has experience through the project, they estimate an additional $240,000 may be incurred in additional work and fill material costs.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Hanover, Minnesota, hereby authorizes the City Administrator an additional $240,000 in contingency dollars related to the soils correction.

Council members voting in favor:

Opposed or abstained:

Adopted by the city Council this 7th day of February, 2017.

APPROVED BY:

_____

Chris Kauffman, Mayor

ATTEST:

_____

Brian Hagen, City Administrator

To: **Mayor Kauffman & Members of the Hanover City Council**

From: **Brian Hagen, City Administrator**

Re: **Public Works Soils Correction Project**

Date: **February 7, 2017**

On February 7, 2017, I met with John Studer, project manager from Kinghorn Construction, and Marcus Berning, project manager from Fehn Companies. Marcus provided an update on the soils correction phase for the future public works facility. In this update, he provided costs to date and projected costs not yet met. The projected costs are assumed from what Fehn Companies has experienced throughout the project to this point.

To date, the subgrade for the building pad and the drainage swale on the south and west property boundaries have been completed. Fehn continues to move forward with the correction for the asphalt to the south side of the building. Next they will begin work on the shared drainage swale and the public works half of the drainage pond, as well as the asphalt driveway/parking area entering the property extending to the rear of the building.

This phase of the project had a goal to bring the site to a complete subgrade status. At the start of this project the City had hoped it would be possible to generate suitable material in order to repurpose onsite versus having to import fill materials. This needed to be confirmed as soil corrections began. Concrete debris has been uncovered and will be crushed down to a suitable size to repurpose as a base material for the rear yard storage area. This prevents the City from having to import a fill material of similar make up to achieve the same end goal.

Unfortunately, suitable material has not been uncovered to repurpose to the amount we had hoped. What this means for the City is that we are faced with having to import additional material to complete correction required in the driveway/parking area as well as some additional material to be placed in the rear yard storage area.

At this point an update to Council was needed in order to gain direction on how to proceed forward. The following page identifies cost estimates that can be expected moving forward. I have also provided a map to assist with establishing steps of the soils correction phase.

Cost Estimates

Building Pad - complete

- included in original contract

South/West Drainage Swale – complete

- excavation included in original contract
- separating/munching concrete debris to suitable material – approx. $30,000 addtl. Incurred

Shared Drainage Swale/Pond

- excavation included in original contract
- separating/munching concrete debris to suitable material – approx. $30,000 projected

*Driveway/Parking Area**

- removal of unusable material – approx. $33,000 projected
- import/placement of fill material (16,000 cubic yards needed) – approx. $241,600 projected

*Rear Yard Storage Area***

- removal of unusable material – approx. $9,500 projected
- placement of suitable material – approx. $3,500 projected

Cost Breakdown

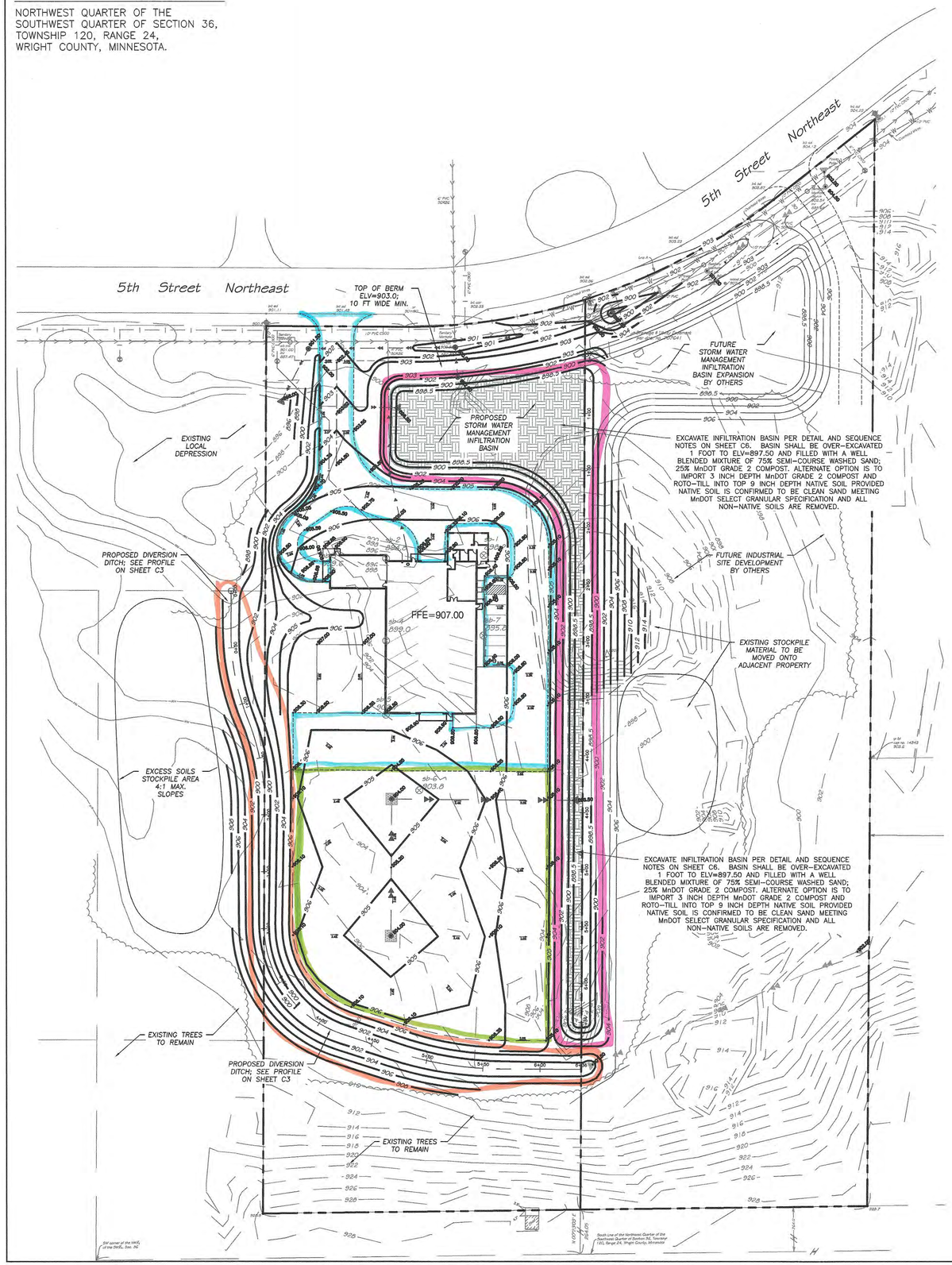
Contract Price	$ 192,893	Fehn Companies
	$ 5,000	AET
Asbestos Reporting Requirements	$ 11,500	AET
Removal of Unsuitable Material	$ 42,500	Fehn Companies
Separation/Munching of Concrete Debris	$ 60,000	Fehn Companies
Import/Placement of Fill Material	$ 245,100	Fehn Companies
	$ 556,993	***estimated complete project costs***
Less approved contract amount	$ 197,893	
Less approved contingency amount	$ 75,000	
Less onsite material repurposed	$ 45,300	
	$ 238,800	***estimated costs above previously approved total***

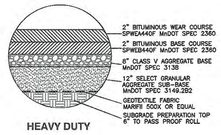
**The soils engineer is completing a soil sample to give direction on best course of action for correction under the driveway area entering the property. Depending on the results, the City may be able to eliminate a portion of import costs associated with the driveway/parking area. Until that result is in, the above estimates are worst case scenario.*

***If the concrete debris is not separated and crushed, it would not be able to be reused as suitable material. It would then have to be stock piled behind the fire hall, essentially rendering that area unusable for any future extension of a parking lot, etc. To date, approximately 3,000 cubic yards of crushed concrete has been generated for reuse. If this was unavailable, the cost to import to the same amount of usable material would have been approx. $45,300 for sand or $75,000 for similar crushed concrete material. It is anticipated that additional concrete debris from the storm water pond location will be generated. The location intended for the repurposed material is in the rear yard storage area. It is recommended to use a concrete sub-base vs. sand for better support over the poor soils.*

PROJECT LOCATION

NORTHWEST QUARTER OF THE
SOUTHWEST QUARTER OF SECTION 36,
TOWNSHIP 120, RANGE 24,
WRIGHT COUNTY, MINNESOTA.

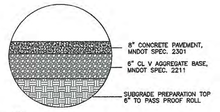




HEAVY DUTY

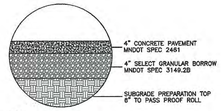
NOTES:
1. CLASS V AGGREGATE BASE TO EXTEND 1.0 FEET BEHIND BACK OF CURB.
2. SELECT GRANULAR AGGREGATE BASE TO EXTEND 2.0 FEET BEHIND BACK OF CURB.

BITUMINOUS PAVEMENT



NOTES:
1. CONCRETE MIX SHALL CONFORM TO MNDOT SPEC. 2461
   MIX No. 3122A FOR SLIPFORM PLACEMENT
   MIX No. 3132A FOR MANUAL PLACEMENT
2. CONCRETE PLACEMENT SHALL CONFORM TO MNDOT SPEC. 2301
3. CONTRACTOR SHALL SPACE THE CONTRACTION JOINTS AT 12'-0" O.C.
4. SOILS SPECIFICATIONS SUPERSEDE ABOVE LISTED SPECIFICATIONS

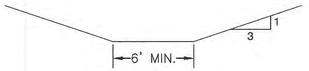
CONCRETE PAVEMENT - HEAVY DUTY



NOTES:
1. CONCRETE MIX SHALL CONFORM TO MNDOT SPEC. 2461
   MIX No. 3122A FOR SLIPFORM PLACEMENT
   MIX No. 3132A FOR MANUAL PLACEMENT
2. CONCRETE PLACEMENT SHALL CONFORM TO MNDOT SPEC. 2301
3. CONTRACTOR SHALL SPACE THE CONTRACTION JOINTS AT 6'-0" O.C.
4. SOILS SPECIFICATIONS SUPERSEDE ABOVE LISTED SPECIFICATIONS

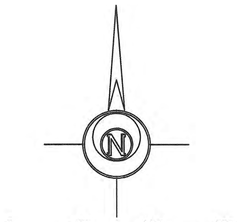
CONCRETE PAVEMENT - LIGHT DUTY

CONCRETE PAVEMENT



NOTE:
1. CONTRACTOR SHALL CLEAN OUT SWALE AS NECESSARY TO KEEP FREE FROM SEDIMENT OR AS DIRECTED BY CITY OR ENGINEER.

DITCH DETAIL



GRAPHIC SCALE IN FEET

Topography Survey By:

Lot Surveys Company
7601 73rd Avenue North
Minneapolis, MN 55428
763-560-3093

Benchmark:

Top nut of hydrant at Northeast corner of 5th Street & Hwy 19.
Elevation = 914.31 feet

GRADING NOTES

1. ALL SITE CONSTRUCTION TO COMPLY WITH THE CITY OF HANOVER STANDARDS AND THE LATEST VERSION OF THE MINNESOTA DEPARTMENT OF TRANSPORTATION SPECIFICATIONS FOR HIGHWAY CONSTRUCTION EXCEPT WHERE HEREIN MODIFIED BY THESE DOCUMENTS.
2. OSHA REQUIREMENTS SHALL BE FOLLOWED FOR ALL WORK ON THIS PROJECT.
3. THE CONTRACTOR SHALL NOTIFY GOPHER STATE ONE CALL PRIOR TO ANY EXCAVATION.
4. THE CONTRACTOR SHALL VERIFY ALL LOCATIONS AND ELEVATIONS OF UNDERGROUND UTILITIES WITH UTILITY COMPANIES PRIOR TO ANY CONSTRUCTION AND IMMEDIATELY NOTIFY THE ENGINEER OF ANY CONFLICTS.
5. ALL EROSION CONTROL MEASURES SHALL BE IN PLACE PRIOR TO BEGINNING GRADING OPERATIONS. ANY EROSION CONTROL ITEMS NECESSARY TO PROTECT ADJACENT PROPERTIES SHALL BE CONSTRUCTED BY THE GRADING CONTRACTOR.
6. EROSION CONTROL MAINTENANCE SHALL BE PERFORMED BY THE GRADING CONTRACTOR AND REMOVED AS PER THE CONTRACT DOCUMENTS OR AS DIRECTED BY THE ENGINEER, FOLLOWED BY ALL NECESSARY RESTORATION OF DISTURBED AREAS. THIS WORK SHALL BE INCIDENTAL TO THE GRADING CONTRACT.
7. THE GRADING CONTRACTOR SHALL SCHEDULE THE SOILS ENGINEER TO FACILITATE CERTIFICATION OF ALL CONTROLLED FILLS IN A TIMELY MATTER. DENSITY TESTS SHALL MEET THE FOLLOWING REQUIREMENTS:
   A. WITHIN THE UPPER 3' OF STREETS OR PAVEMENT, THE GRADING CONTRACTOR SHALL UTILIZE APPROVED SOILS THAT ARE WITHIN 1% OF THE OPTIMUM MOISTURE CONTENT AS DEFINED BY ASTM D-698 STANDARD PROCTOR TEST MEETING 100% STANDARD PROCTOR DENSITY AND NOT EXCEEDING THIS COMPACTION BY MORE THAN 1%. BELOW THE UPPER 3', COMPACTION SHALL MEET 95% STANDARD PROCTOR DENSITY AND BE WITHIN 3% OF THE OPTIMUM MOISTURE CONTENT. GRADING TOLERANCES SHALL AVERAGE 0.1', BUT SHALL NOT BE CONSISTENTLY HIGH OR LOW.
   B. GRADING TOLERANCES FOR THE REMAINDER OF THE SITE SHALL BE 0.15'.
8. THE FINAL PLAT OR CERTIFIED SURVEY SHALL GOVERN FOR EASEMENTS AND LOT DIMENSIONS.
9. ALL AREAS OF UNSUITABLE SOILS FOUND IN THE BUILDING PAD OR PAVEMENT AREAS THAT CANNOT BE CORRECTED SHALL BE DISPOSED OF OFF SITE BY THE CONTRACTOR. THE GRADING CONTRACTOR SHALL IMMEDIATELY NOTIFY THE ENGINEER OF THESE AREAS AND PROVIDE INFORMATION AS TO THEIR SIZE AND LOCATION.
10. THE GRADING CONTRACTOR SHALL PROVIDE POSITIVE DRAINAGE TO THE SITE AT ALL TIMES.
11. THE GRADING CONTRACTOR SHALL KEEP PUBLIC STREETS AND TRAVEL WAYS CLEAR OF SOIL AND DEBRIS. DAILY CLEANING AT THE CONSTRUCTION ENTRANCE SHALL BE PERFORMED.
12. ALL PROPOSED SPOT ELEVATIONS ARE TO FLOW LINE OF CURB OR THE FINISHED BITUMINOUS/CONCRETE SURFACE UNLESS OTHERWISE NOTED.

612
490
2872

INDEX OF CIVIL SITE DRAWINGS:

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C1 SITE PLAN
C2 GRADING AND DRAINAGE PLAN
C3 DIVERSION DITCH PROFILE PLAN
C4 UTILITY PLAN
C5 STORM WATER POLLUTION PREVENTION PLAN
C6 DETAILS
C7 LANDSCAPE PLAN

CONTRACTOR:

Kinghorn COMPANY
GENERAL CONTRACTORS

14198 Northdale Blvd
Rogers, MN 55374

John Studer
(763) 428-8088
johns@kinghornco.com

CITY OF HANOVER PUBLIC WORKS FACILITY

xxxx 5th Street
Hanover, MN 55341

GRADING AND DRAINAGE PLAN

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.

Date: 10/11/16 Reg. No. 24348

PREPARED BY:

CIVIL ENGINEERING
SITE DESIGN
118 East Broadway St.
PO Box 566
Monticello, MN 55362
Phone: 763-314-0929
www.civilesd.com

REVISIONS
10/11/16 storm water modifications

VERTICAL SCALE 1 inch = ____ feet

HORIZONTAL SCALE 1 inch = 50 feet (FULL SIZE SHEET 24 X 36)

DATE 09/08/16	DRAWN BY SD	DESIGNED BY SD	CHECKED BY SD

FILE NO. 00562

C2

Grading and Drainage Plan

Kelly Johnson

From: Schetnan, Judd <judd.schetnan@metc.state.mn.us>
Sent: Tuesday, February 07, 2017 1:34 PM
To: Rep. Eric Lucero; Rep. Joe McDonald; Sen. Mary Kiffmeyer; Sen. Bruce Anderson
Subject: Metropolitan Council agency bill - Fiscal Disparities Definition Consistency (Hanover & Rockford)
Attachments: Fiscal Disparities Definition Consistency.docx

Representatives Lucero & McDonald and Senators Anderson & Kiffmeyer,

I am sending you this email as a courtesy regarding a Metropolitan Council agency bill seeking Fiscal Disparities consistency. This bill will impact the cities of Hanover and Rockford in the districts you represent. I've attached an explanation of the initiative and would be happy to have a discussion with you at your convenience.

Have a great day,

Judd

Judd Schetnan
Government Affairs Director
Metropolitan Council

Chris Kauffman
Mayor Hanover
612-849-4936
chris@k-mfg.com

AGENCY INITIATIVE: FISCAL DISPARITIES PROGRAM DEFINITION CONSISTENCY

This proposal seeks to change the definition of "area" in the Metropolitan Revenue Distribution Act (Fiscal Disparities Act, commonly known as the Fiscal Disparities Program) to match the definition for the Metropolitan Council's seven-county metropolitan area jurisdiction. The Fiscal Disparities Program shares commercial-industrial tax base in the metropolitan area.

The definition of the metropolitan "area" in the Fiscal Disparities Act (Minn. Stat. § 473F.08, subd. 2) differs from the definition of the metropolitan area for the Council's jurisdiction (Minn. Stat. § 473.121). Because of the inconsistent definitions, Hanover and Rockford, mostly located in Wright County with a small part in the metropolitan area, participate in the Fiscal Disparities Program although they opted out of the Metropolitan Council's jurisdiction years ago.

This proposal seeks to create consistency for communities that are outside the Metropolitan Council's jurisdiction but partly located inside the 7-county metropolitan county area with respect to participation in the Fiscal Disparities Program.

Under state law, the Metropolitan Council and the Department of Revenue must annually determine eligibility to participate in the Fiscal Disparities Program, and a community must be excluded if its comprehensive zoning and planning policies deliberately exclude most commercial-industrial development for reasons other than preserving agricultural uses (Minn. Stat. § 473F.08, subd. 8). Since Hanover and Rockford do not submit comprehensive plans, the Metropolitan Council lacks information on whether they exclude most commercial-industrial development.

The cities of Northfield and New Prague, which were partially located in the seven-county metro area, were excluded from the jurisdiction of the Metropolitan Council. Northfield and New Prague are also currently excluded in the definition of "area" in the Fiscal Disparities Act, while Hanover and Rockford are not excluded. Under this proposal, the four communities outside the Metropolitan Council's jurisdiction and partly located inside the metropolitan area would be treated the same way.

Staff Contact: Judd Schetnan, Government Affairs Director
651-602-1142, judd.schetnan@metc.state.mn.us

METROPOLITAN COUNCIL

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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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200.09 Email Communication 200-6

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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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. Once 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 statues 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 period~~s~~ ~~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 7:00 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 respond to the City outside of typical 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 typical working hours are not subject to the two hour minimum. Examples of work outside of typical hours includes but not limited to:

- Assisting with hall/shelter rental inquiries
    - Unlocking doors, cleaning facilities
- Assisting with water, sewer, storm sewer, and road emergencies

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:

- Hours spent responding to a fire call as a member of the Hanover Fire Department during typical working hours will count towards the expected hours worked each week.
- Should the employee respond to a fire emergency as a member of the Hanover Fire Department during typical working hours, the employee will be paid according to the employee's full time employment 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.
- Should the employee respond to a fire emergency that begins during their typical working hours but it extends beyond the typical working hours, then that employee shall receive split pay. Regular full time wages during the period of call in typical workings hours and current fire department compensation during the period of the call outside typical working hours.

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, and official holidays 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

Requests for compensatory time in increments of four (4) days or less must be received at least two (2) 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 compensatory time 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. Compensatory time can be requested in increments as small as one hour up to the total amount of the accrued

leave balance. Compensatory time is to be used only by the employee who accumulated it. It cannot be transferred to another employee.

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

Comment [BH4]: Do we want to outline the 360 review process for administrator?

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.

Comment [BH5]: 30 hours is recognized as full time under the ACA. However, employers with less than 50 full time employees will not be subject to fees. In this case, I view this as a policy decision on when we offer full medical benefits to employees. Understanding employee recruitment tools, benefits are a large part of our recruitment strategy when interviewing applicants.

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 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 do not 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

Years of Service	Annual Accrual
6 Months	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 six month 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 (2) 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 [BH6]: Redundant?

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-of 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.
No department shall be left with less than 20% of the workforce due election judge duties.

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. Let it also be recognized that the State of Minnesota offers no excuse Absentee Voting.

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 [BH7]: 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 [BH8]: 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 date 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 date 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 1 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

Comment [BH2]: Do we implement when certain uniforms shall be worn? I.e. Class B at meetings and drills?

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

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 *I* 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

SAFETY POLICY

Comment [BH1]: Delete verbiage and instead reference safety handbook provided to Public Works from the annual safety training they attend. The content is similar, plus the manual provided to them is updated by a third party.

~~Adopted by City Council~~
~~November 7, 2006~~

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~~600.01 INTRODUCTION~~

~~**SAFETY is everyone's responsibility. It is our desire to provide a safe working environment for all employees. We believe accidents are preventable and strive to achieve an accident-free workplace environment.**~~

~~To accomplish this, the administration will provide safe procedures and processes for all work tasks. The City will also provide all safety equipment and train all employees to work in a safe manner.~~

~~Our supervisors are responsible to teach safe procedures and demand implementation of these procedures at each job site.~~

~~Employees are expected to use the safety equipment provided for them, and not to abuse or destroy safety equipment. Rules of safety and proper conduct shall be observed. Compliance with our written Safety Manual is a condition of employment.~~

~~**The joint co-operation of employee and administration in observance of this policy will help provide safe working conditions, help reduce work-related accidents and will be to the mutual advantage of all.**~~

~~600.02 MN AWAIR~~

~~The state legislature passed the Occupational Safety and Health Act ("OSHA") in 1970. This law requires affirmative action of the part of each employer to emphasize the responsibility of management and supervisors to provide a safe working environment, and safety training for all employees.~~

~~A. POLICY~~

~~Our city has set forth the following policies and procedures to solve safety problems and remove unsafe situations.~~

~~It is a priority of our city to comply with all OSHA regulations, federal and state codes, and insurance requirements.~~

~~B. RESPONSIBILITY~~

~~1) Administration has the responsibility to provide financial and team support for the City safety policy.~~

~~2) Administration, supervisors, and the Safety Committee are jointly responsible for the implementation of our safety program. The Safety Director is responsible for:~~

~~a. Maintaining this manual in an up to date condition,~~

~~b. Notifying personnel of upcoming training,~~

~~c. Maintaining all training records,~~

~~d. Advising the City Council of all safety compliance issues,~~

~~e. Chairing the safety committee, heading accident investigation teams, and safety walkthroughs of the facilities.~~

~~*3)* Supervisors shall have the primary responsibility of communicating and enforcing this safety policy with all employees working under them. They are responsible to keep their areas clean and in compliance with OSHA regulations. Supervisors shall provide on-going safety and health training to increase accident awareness and cause factors, promote acceptance of our company's safety rules, and improve team spirit by presenting loss prevention as a positive desirable activity at our company.~~

~~4) Each employee is required to read the safety manual. Each employee is responsible to work and act in a safe manner as set forth in the manual. All new employees must sign a memorandum verifying that they have read and understand our safety policy. Employees who do not follow safety procedures as set forth herein are subject to dismissal.~~

~~C. SAFETY COMMITTEE~~

~~A safety committee will be appointed by the City Council and headed by the safety director. This committee shall meet monthly to discuss:~~

~~1. All employee safety suggestions from the Suggestion Box;~~

~~2.. Report on a safety tour performed by the safety director, or his/her designee, before the meeting; and~~

~~3.. Investigate any employee injuries.~~

~~Minutes of the safety meeting are available from the Deputy Clerk/Accountant.~~

~~According to the MN AWAIR ACT, in order for a Safety Program to be effective, there must be a means developed for holding employees accountable for their unsafe work habits, therefore, safety violations shall be given to those that do not comply with safety regulations.~~

~~First Offense~~	~~verbal warning~~
~~Second Offense~~	~~verbal and written warning with a copy of the written warning becoming a part of the employees file~~
~~Third Offense~~	~~one day off work with no pay~~
~~Fourth Offense~~	~~possible employment termination~~

~~NOTE: Serious offenses may result in immediate termination.~~

~~The purpose of holding employees accountable is to help employees conform to City policy and to help them work safely. It is not designed to end employment and, therefore, employees will be given the opportunity to start over with a clean slate annually.~~

~~D. SAFETY RULES~~

~~The following rules must be followed for the safety of all employees:~~

1. ~~Report all accidents immediately to your supervisor, no matter how slight.~~
2. ~~If you find a chemical spill, guard the area to prevent accidental contact by another. Send a fellow employee to notify a supervisor who will notify trained cleanup personnel. Continue to guard the area until the spill is cleaned up. If you are responsible to cleanup chemical spills, follow the MSDS sheet procedure for clean up and disposal of the spilled chemical.~~
3. ~~Wear safety glasses where indicated and make sure any visitor you take into the signed area also wears safety glasses as indicated.~~
4. ~~Wear splash goggles and gloves whenever pouring or handling solvents or chemicals.~~
5. ~~All horseplay must be avoided to prevent serious injury.~~
6. ~~Use all guards and machine safeguards that are provided on any equipment. Removal of any guards from any machine or area will result in disciplinary action. Machines must not be modified in any way without a supervisor's approval.~~
7. ~~Report any machine, fan, or ventilation that appears not to be working or working incorrectly.~~
8. ~~Report all hazards or potential hazards to your supervisor or the Safety Director immediately. Use the suggestion box to suggest possible improvements to employee health and safety.~~
9. ~~Store waste, oily rags, and flammable items only in the receptacle designed and provided for that purpose. DO NOT hang rags on machinery. These rags must be disposed of regularly.~~
10. ~~No material will be stacked higher than six (6) feet from the floor without a supervisor's approval.~~
11. ~~No boxes, carts or equipment will be left in an aisle that could cause blockage of the aisle or a tripping hazard to others.~~
12. ~~No cords shall be strung across walkways, even temporarily.~~
13. ~~Compressed air shall never be used to clean off your clothing or another's clothing. Gloves shall be worn when pointing compressed air at one's~~

~~hands while cleaning off a piece of product or equipment.~~

14. ~~All hand tools shall be unplugged when not in use.~~

15. ~~No employee shall transfer any chemical to a secondary bottle without first checking the MSDS sheet, properly labeling the secondary bottle and placing a MSDS sticker on that bottle. They shall then place their initials on that secondary label.~~

16. ~~All employees shall wear protective gloves if assisting another in first aid. All blood spills should be reported to a supervisor to they can be cleaned properly. Any contaminated machinery shall be locked and tagged out, and properly sanitized before reuse.~~

17. ~~Upon contact with a chemical, an employee shall go to an eyewash or sink and rinse the affected area for a full fifteen (15) minutes with water. If there is eye or lung involvement, seek immediate professional advice.~~

18. ~~Obey all WARNING, DANGER, and informational signs. DO NOT cover or remove them.~~

19. ~~The use of intoxicating beverages or the use of drugs in any amount during work hours on the premises or reporting to work under the influence of intoxicants is cause for termination.~~

20. ~~Supervisors must okay the use of any radios or recorders. Combinations of noise exposure are not to exceed recommended noise levels.~~

21. ~~Do not attempt to repair or adjust any machine, electrical equipment or tools unless you are qualified to do so. Notify your supervisor if machinery is not working properly. Shut off any equipment when left unattended.~~

22. ~~Never block access to electrical panels or switches, first aid cabinets, fire extinguishers, exits, aisles, or stairways.~~

23. ~~Seatbelts must be worn when driving a vehicle, regardless of whether the vehicle is owned by the City or the employee.~~

~~E. PERSONAL CLOTHING AND HYGENE~~

~~Personal hygiene is important when working with others. Some body odor, colognes, deodorants, hairsprays, etc., can be offensive or can cause an allergic reaction. Cooperation is required.~~

~~Wear safe, clean clothing that is appropriate for your job.~~

~~Do not wear loose fitting clothes, gloves, or jewelry, as they can be a hazard when operating equipment such as drill presses, rotating machines, or electronic equipment.~~

~~Long hair, past shoulder length, must be tied back to prevent injury. Wash hands~~

~~well before eating or smoking.~~

~~F. JOB SAFETY ANALYSIS PROCEDURE~~

~~Job Safety Analysis (JSA) is a review of job methods and hazards that might affect employee safety. These hazards may have developed after production has started or after changes in production, or the hazards may have been overlooked in the design of the tools or machinery, workstation or plant layout. Once understood, solutions can be developed to eliminate the hazards.~~

~~Employees are required to cooperate with supervisors during safety analysis.~~

~~600.03 FIRE PREVENTION POLICY~~

~~Our city is determined to minimize any potential of injury to personnel or damage to property from fire.~~

~~All flammable and combustible liquids used in any operation should be used, handled, stored and transported according to applicable OSHA and governmental regulations and standards. It is important that all fire prevention means be practiced at all times.~~

~~A. RESPONSIBILITY~~

~~It is the responsibility of the Supervisors to assure that regular inspections of the premises are performed to assure that there is no accumulation of flammable and /or combustible materials or residues.~~

~~It is the responsibility of all employees to work safely and report all dangerous situations or potential fire hazards.~~

~~Management will provide all necessary fire prevention and fire fighting equipment and ensure that fire drills are regularly performed.~~

~~B. GENERAL REQUIREMENTS~~

~~All incoming containers of flammable or combustible material are to be stored in the fireproof cabinets. MSDS Sheets required.~~

~~All metal containers of flammable or combustible materials are to be grounded.~~

~~Use approved safety cans for handling or transferring flammable or combustible liquids.~~

~~Flammable or combustible containers are to be clearly labeled.~~

~~Any flammable received should promptly be delivered to the fireproof cabinets.~~

~~Rags and other absorbent materials that become contaminated with flammable or combustible material should be disposed of in cans with self-closing lids.~~

~~Fire extinguishers and fire hoses are to be in their proper places. Access to this equipment must not be obstructed.~~

~~C. GENERAL FIRE RULES AND INSTRUCTIONS~~

~~If fire or smoke is detected:~~

1. ~~Alert other employees and remove all persons in immediate danger of fire or smoke to a safe area.~~
2. ~~Confine the fire by closing all doors in area of fire.~~
3. ~~Call 911.~~
4. ~~Eliminate all sources that may increase fire intensity.~~
5. ~~Use proper fire extinguisher to stop fire if possible or evacuate area.~~

~~D. PORTABLE FIRE EXTINGUISHER GENERAL REQUIREMENTS~~

~~Employees should be familiar with the types and uses of extinguishers.~~

~~Public Works is responsible for placement (no more than 75 feet apart), selection and maintenance of all fire extinguishers in the city.~~

~~Fire extinguishers are to be inspected and maintained once a year by an outside service (monthly where chemicals are stored or areas where the general public has access).~~

~~E. FIRE EXTINGUISHER RATINGS~~

~~All fire extinguishers are marked with their gallon and pound capacities. Each fire extinguisher has an Underwriters Laboratories rating in numerical and alpha form. The numerical rating tells how many square feet the fire extinguisher can control. The alpha rating indicates which class of fire it extinguishes. For example, an ABC rated fire extinguisher can be used on Class A, B, and C fires. Class D fires must be extinguished with Class D fire extinguishers.~~

~~F. FIRE CATEGORIES~~

~~**Class A** fires are fires of such ordinary combustible materials such as wood, cloth, paper or rubber.~~

~~**Class B** fires are fires of flammable liquids, gases, and greases.~~

~~**Class C** fires are fires like electrical equipment, such as personal computers.~~

~~** All fire extinguishers classified as "ABC" can be used on ABC class fires.~~

~~**Class** D fires are fires involving flammable metals.~~

~~** Class D fires must be extinguished with Class D extinguishers.~~

~~When a fire extinguisher is discharged, it loses its ability to put out fires. Therefore, notify a supervisor immediately when a fire extinguisher is used so it can be replaced with a charged one.~~

~~Our city will offer classes to re-train employees periodically as to the proper use of all classes of fire extinguishers used at our facility.~~

~~G. FIRE EVACUATION~~

~~In case of a large fire, immediately stop what you are doing, yell "FIRE, FIRE", turn off your equipment, close doors, and evacuate the area.~~

~~If you find an incipient fire (one that you believe you can put out with a fire extinguisher) follow the following procedure:~~

~~If the fire increases in size:~~

1. ~~Yell "FIRE — FIRE"~~
2. ~~Turn off any machinery you are working with, and close doors,~~
3. ~~Evacuate IMMEDIATELY to the fire safe area and,~~
4. ~~Stay there until you have been counted and/or dismissed by your supervisor.~~

1. ~~Yell "FIRE — FIRE"~~
2. ~~Make sure there is no accelerant or flammable chemicals in the area.~~
3. ~~Be sure your back is to an escape route.~~
4. ~~Take a fire extinguisher form the wall, check its classification, pull the pin, and aim at the base of the fire from a distance of 8 feet away and sweep back and forth at the base of the fire.~~
5. ~~Report to your supervisor.~~

~~600.04 WEATHER EVACUATION~~

~~In case of a tornado, proceed to the areas marked on the evacuation floor plan as a safe weather area. Go to the closest area, sit down on the floor along the wall, and quietly wait for your~~

~~supervisor. After you have been counted, the supervisor will give you directions for safety or dismissal. You must not leave the area without the supervisor's approval.~~

~~600.05 PERSONAL PROTECTION EQUIPMENT~~

~~Employees are expected to review all MSDS sheets of the chemicals they use. It is their responsibility to wear the Personal Protection Equipment (PPE) that is advised in the MSDS sheet for that chemical as well as any PPE suggested signage.~~

1. ~~Safety Glasses must be worn where designated.~~
2. ~~Safety Goggles must be worn at all sites of grinding, deburring, buffing, or air hose sites.~~
3. ~~Chemical Splash Goggles must be worn at any site where chemicals are poured or where chemicals could become airborne and pose a threat to the employee' eyes.~~
4. ~~Earplugs must be worn at all sites signed, "Hearing protection Area".~~
5. ~~Hardhats must be worn in Hardhat Areas.~~

~~Our City will provide all nonprescription safety glasses, goggles, splash goggles, hardhats and earplugs at **no expense** to the employee.~~

~~600.06 LOCKOUT/TAGOUT~~

~~All employees are asked to inform their supervisor of any equipment/machines that are jammed or in need of repair. The Lockout/Tagout team will be informed to do the lockout/tagout procedure.~~

~~Employees must avoid all lockout/tagout sites and report any misuse of the lockout/tag out equipment or tags.~~

~~Employees must attend lockout/tagout classes when offered.~~

~~600.07 BLOODBORNE PATHOGEN ACCIDENTS~~

~~All employees are asked never to touch any human blood. Gloves are provided in the FIRST AID cabinets. Gloves must be worn before attempting to help another employee or before cleaning blood spill areas.~~

~~Bloodborne Pathogen classes are offered by the city periodically; if you want to attend, please notify your Safety Director.~~

~~If you have a blood accident, you must immediately report the accident to your supervisor. If management deems it a possible exposure, a Hepatitis vaccine will be given to any exposed employee at no cost to the employee. Please advise your supervisor if blood has been spilled on any machine so that it can be properly decontaminated.~~

~~600.08 FIRST AID/CPR~~

~~First Aid/CPR classes are offered periodically. If you would like to attend these classes, please advise your safety director.~~

~~600.09 CONFINED SPACES~~

~~**NO EMPLOYEE** is allowed to enter a confined space area without specific confined space training. Refusal to comply with this requirement is grounds for immediate dismissal.~~

~~All employees that enter confined spaces are required by law to attend confined space training yearly to be re-certified for confined space entry. All OSHA regulations shall be followed regarding confined space entry. Each entry must have a qualified attendant, and pre-entry atmosphere testing. Any employee entering a confined space must wear a confined space harness and be attached to the outside by a lanyard and tripod. All OSHA requirements regarding permits must be followed.~~

~~**NO employee is allowed to smoke** within 25 feet of any confined space area.~~

~~It is the employee's responsibility to follow all OSHA regulations as instructed and to wear all personal protective equipment each time they enter a confined space.~~

~~600.10 TRENCHING AND HEAVY EQUIPMENT USE~~

~~No employee shall use heavy equipment or take part in trenching activities until they are trained and certified by a qualified instructor.~~

~~600.11 SAFETY TRAINING~~

~~All employees are expected to attend and pay careful attention to any training classes that they are scheduled to attend. If you cannot attend for some reason, please talk to your supervisor.~~

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 statues 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.

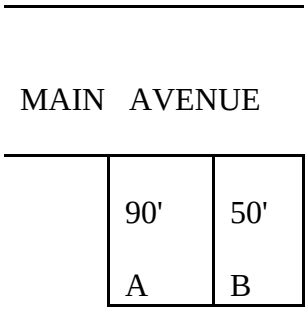
C. **Front Footage Assessment** - The actual physical dimensions of a parcel abutting an improvement (i.e., street, sewer, water, etc.) shall NOT be construed as the frontage utilized to calculate the assessment for a particular parcel. Rather, an "adjusted front footage" will be determined. The purpose 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:

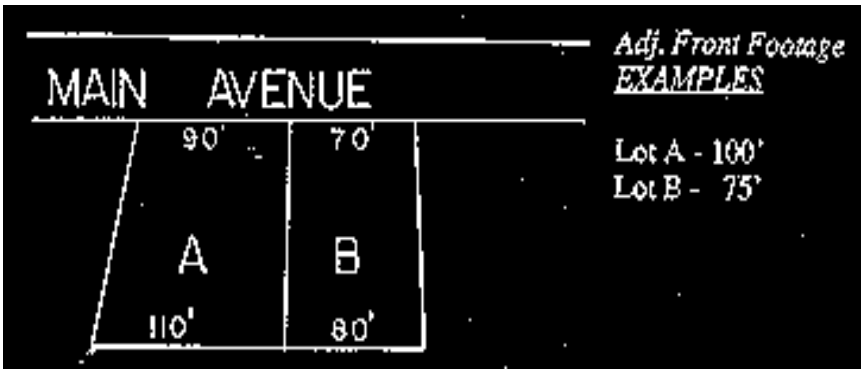
1. **Standard Lots -** In this instance, the adjusted front footage for rectangular lots will be the actual front footage of the lot. The frontage measured shall be the lot width at the front lot line.



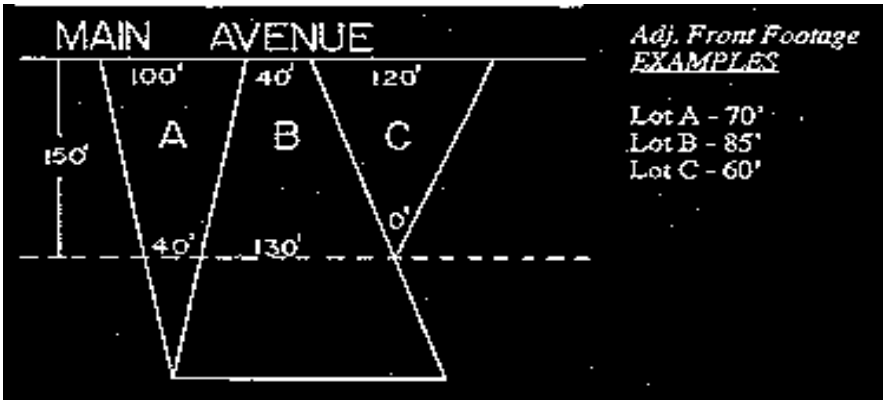
Adj. Front Footage
<u>EXAMPLES</u>

Lot A - 90'
Lot B - 50'

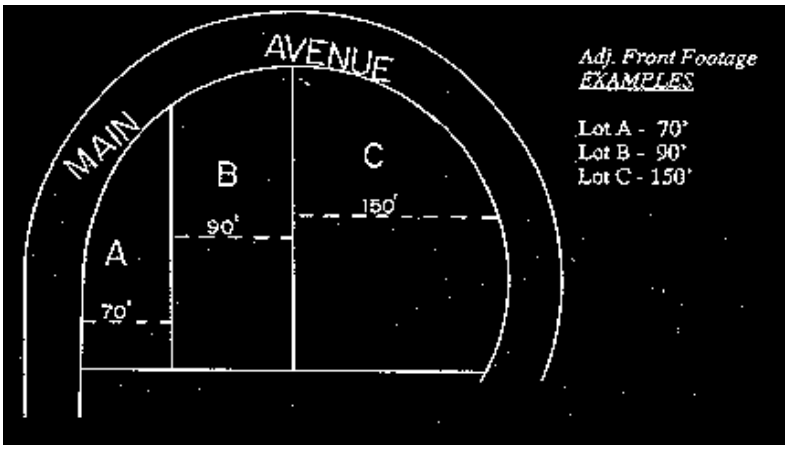
2. **Rectangular Variation Lots** - For a lot which is approximately rectangular and uniform in shape, the adjusted front footage is computed by averaging the front and back sides of the lot. This method is used only where the divergence between front and rear lot lines is 20 feet or less.



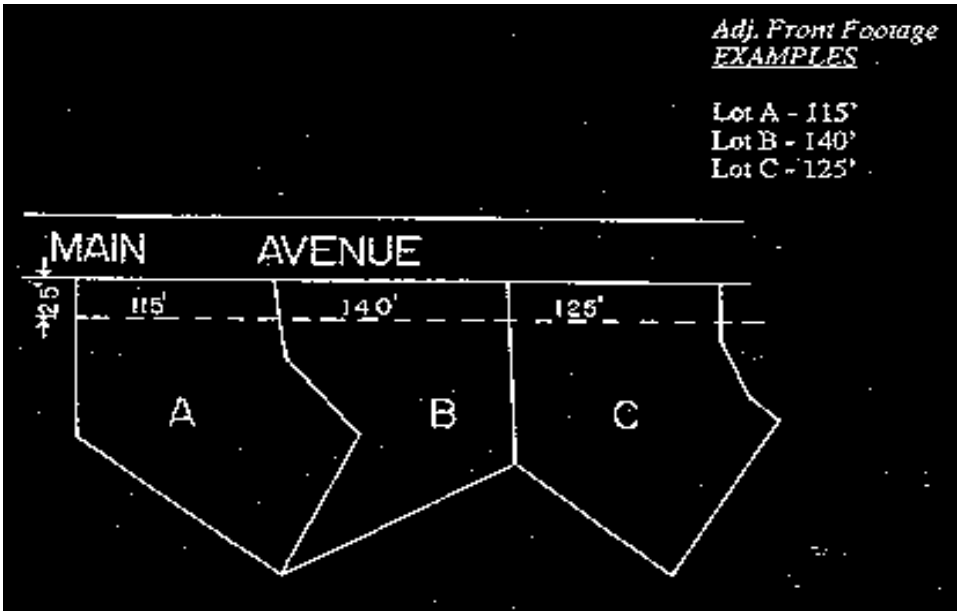
3. **Triangular Lots** - For a triangular shaped lot, the adjusted front footage is computed by averaging the front and back lot lines. The measurement at the back lot width shall not exceed a maximum distance in depth of 150 feet.



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 x 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 Resurfacin**g - 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 - l 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 propert***y* 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.

c. When the property affected is owned by an active military member.

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 FRONT FOOTAGE	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 will 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

SNOWPLOWING POLICY

~~Adopted by City Council~~
~~August 6, 1996~~

~~Amended by the City Council~~
~~November 7, 2006~~
~~October 7, 2008~~
~~December 20, 2011~~

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400.01 INTRODUCTION

The City of Hanover believes it is in the best interest of the residents for the city to assume basic responsibility for control of snow and ice on city streets. Reasonable ice and snow control is necessary for routine travel and emergency services. The city will provide such control in a safe and cost effective manner, keeping in mind safety, budget, personnel, and environmental concerns. The city will use city employees, equipment, and/or private contractors to provide this service.

400.02 OPERATIONS

The ~~Street Supervisor(s)~~ Public Works Supervisor, as appointed by the City Council, along with City staff shall determine when snow and ice control operations shall begin. Criteria for commencing operations are as follows:

A. Snow accumulation ~~of 2+ inches,~~ with continual snowfall;

B. Drifting of snow that causes problems for travel;

C. Icing and/or freezing rains affecting travel; and

D. Time of snowfall in relationship to heavy use of streets.

~~Snow and ice control operations are expensive and involve the use of limited personnel and equipment. Consequently snowplowing operations will not generally be conducted for snowfall of less than 2 inches. Snow and ice control operations will not generally be conducted during the hours of midnight and 4:00am.~~

Snowplowing operations will be conducted at a time determined which allows effective and efficient removal of snow and ice from the roadways. Public safety will be a factor in determining the best time to conduct snowplowing operations.

400.03 SUSPENSION OF PLOWING OPERATIONS

Snow and ice control operations will be conducted only when weather conditions do not endanger the safety of city employees and equipment. Factors that may delay snow and ice control operations include: severe cold, significant winds, and limited visibility. Operations may also be terminated as deemed necessary to allow personnel adequate time for rest.

400.04 LEVEL OF SERVICE

The intent of this policy is to provide safe winter driving conditions appropriate for the type of travel necessary on City streets. The level of service described herein shall be considered a guideline with the understanding that immediately after a storm, the level of service provided may be less than described and may vary in the City depending on storm conditions and other circumstances.

Streets shall be plowed and/or salted/sanded to allow intersections and curves to be as safe as conditions allow. The city will use sand, salt, and other chemicals when there are hazardous ice or slippery conditions. The city is concerned about the effect of such chemicals on the environment and will limit its use for that reason.

During light to normal snowfall, streets shall be plowed to their full width as soon after the initial pass as possible. During heavier snowfalls, the streets shall be widened as the storm intensity lessens. After the storm passes, clean-up operations shall begin to clear intersections and snow storage areas along corners and road right-of-ways. It is the City's intent to complete the initial plowing and widening operations within twenty four (24) hours of cessation of the storm. It is the City's intent that cleanup operations be completed within twenty four (24) hours for light snow fall and within seventy two (72) hours for heavy snowfalls. Extreme weather conditions (i.e. blizzards/high winds, ice/rain, or other unusual weather events) may require additional time to complete operations.

400.05 PLOW ROUTES – PRIORITIES

The City has classified city streets based on the street function, traffic volume and importance to the safety and welfare of the community.

A. First Priority: Major collector roads and Hanover Fire Hall;

B. Second Priority: Streets providing access to commercial businesses and high density neighborhoods, as well as the City Hall parking lot;

C. Third Priority: Low volume residential streets and opening cul-de-sacs;

D. Fourth Priority: Other City parking lots, curb-to-curb snow removal, clean-up of cul-de-sacs; and

E. Fifth Priority: Recreational Trails

Depending on weather conditions, roads with steep hills and curves shall be placed at a higher priority to ensure the safety of the public.

400.06 PARKING RESTRICTIONS

On-street parking is not compatible with efficient snow plowing operations. The City of Hanover does have a "Snowbird Ordinance" which will be enforced.

SEC. 5.03 D. "It is unlawful to park or leave standing any vehicle on any street between the hours of 2 a.m. and 6 a.m. every day from November 1 to April 1 of the following year. If snow has fallen, the prohibited hours on any street shall be from 2 a.m. to such time as snow plowing curb to curb has been completed."

~~Section 800.03, subd. 4 of the Hanover City Code states: ""It is unlawful to park or leave standing any vehicle on any street between the hours of 2:00 o'clock a.m and 6:00 o'clock a.m. every day from November 1 of each year to April 1 of the year next following. If snow has~~

~~fallen the prohibited hours on any street shall be from 2:00 a.m. to such time as snow plowing curb to curb has been completed on such street."~~

Violators of this ordinance will be ticketed and/or towed at the discretion of snowplow operators or the sheriff department.

400.07 SNOW STORAGE

Ongoing snow and ice control efforts require the use of City owned right-of-ways and easements for storage of plowed snow. Depending on the volume of snow, storage within the right-of-way could create sight obstruction at intersections because it is impossible financially and practically to remove all snow from intersection corners.

400.08 SIDEWALKS

The City will maintain the public sidewalks that are not abutting private property. If the sidewalk abuts private property it shall be the owners or tenants responsibility to remove such snow and/or ice within twelve (12) hours after such snow and/or ice has ceased to be deposited. (See Section 5.04 of the Hanover City Code)

Comment [BH1]: Update reference number

Violators of this ordinance will receive an Administrative Penalty citation.

400.09 TRAILS

The City annually budgets a sum of money for winter maintenance of public trails. Taking into consideration the financial and personnel resources available to the City, it is the policy of the City to remove snow and ice from the most frequently used trails in accordance with the standards set forth in this section.

The following standards are adopted for providing winter maintenance to designated trails:

A. The designated trails are normally plowed when the measured snowfall depth exceeds two inches;

B. Snow removal should commence approximately twenty four (24) hours from the end of any snowfall with an accumulated depth exceeding two inches;

C. The designated trails should be cleared as thoroughly as possible but need not be cleared of all ice and snow, nor need they be maintained to bare pavement;

D. Chemical agents and sand should not be used in the snow removal process; and

E. Snow removal should normally be done by City of Hanover employees or its agents.

400.10 PROPERTY DAMAGE

Snowplowing operations can cause property damage in spite of proper care and precautions taken. The City of Hanover practices the following property damage policy:

A. Mailboxes and mailbox posts, which meet current USPS regulations, physically hit by a plow will be repaired or replaced at the expense of the contractor or City. Cost of replacement shall not exceed $40.00.

B. Damage caused by the weight of the snow is not the responsibility of the City or contractor.

C. Boulevard damage is the responsibility of the resident and will not be repaired by the City or contractor

D. Damage caused to private improvements within the right of way is the responsibility of the property owner.

Therefore, the City will assume no responsibility for damage to underground lawn sprinkling systems, exterior lighting systems, and similar landscaping installed in the public right-of-way.

~~Section 20-37-02 of the Hanover Zoning Ordinance states that "the erection and/or placement of any structure in the public right-of-way or on City property by any person, or group, other than the City of Hanover, Hennepin County, Wright County, the State of Minnesota, Federal Government or franchised utility shall not be permitted." Therefore, *the City will assume no responsibility for damage to underground lawn sprinkling systems, exterior lighting systems, and similar landscaping installed in the public right-of-way.*~~

Comment [BH2]: Update reference number

400.11 RESPONSIBILITY OF RESIDENTS

Snow storms create numerous problems. Residents have certain responsibilities in minimizing these problems. Therefore, the following is requested from residents:

A. Keep updated on current and predicted weather conditions;

B. Be aware of the snow removal equipment. Please, DO NOT CROWD THE PLOW;

C. Expect snow removal equipment to back up frequently;

D. Obey the "Snowbird Ordinance" by not parking vehicles on City streets during the prohibited hours;

E. Be patient – plowing and sanding takes time;

F. DO NOT plow, push or blow snow onto or across the street;

G. Clean snow from around mailboxes, newspaper delivery tubes and fire hydrants;

H. Group mailboxes when possible;

I. Place garbage and recycling containers away from the edge of the road. Keep garbage and recycling containers off the street during snow events;

J. Decorative rock, landscaping items, lawn sprinkler heads, fences or other obstructions are not allowed in the right-of-way. These items need to be removed

as they are viewed as a hazard;

K. Residents should be aware that they may need to clear their driveways several times until their street has been plowed to its full width.

400.12 COMPLAINTS

Complaints regarding snow and ice control or damage shall be taken during normal office hours. They will be handled in accordance with the City's procedure for handling complaints. It is the City's intent to treat all residents uniformly and to ensure that the provisions of this policy are complied with.

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 _____

CITY OF HANOVER

WRIGHT / HENNEPIN COUNTIES

STATE OF MINNESOTA

POST ISSUANCE COMPLIANCE TAX-EXEMPT BOND POLICY

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1000.01 PURPOSE

The City of Hanover, Minnesota (the "Issuer") issues tax-exempt governmental bonds ("TEBs") to finance capital improvements. As an issuer of TEBs, the Issuer is required by the terms of Sections 103 and 141-150 of the Internal Revenue Code of 1986, as amended (the "Code"), and the Treasury Regulations promulgated thereunder (the "Treasury Regulations"), to take certain actions after the issuance of TEBs to ensure the continuing tax-exempt status of such bonds. In addition, Section 6001 of the Code and Section 1.6001-1(a) of the Treasury Regulations impose record retention requirements on the Issuer with respect to its TEBs. This Post-Issuance Compliance Procedure and Policy for Tax-Exempt Governmental Bonds (the "Policy") has been approved and adopted by the Issuer to ensure that the Issuer complies with its post-issuance compliance obligations under applicable provisions of the Code and Treasury Regulations.

Effective Date and Term. The effective date of this Policy is the date of approval by the City Council of the Issuer (May 17, 2016) and this Policy shall remain in effect until superseded or terminated by action of the City Council of the Issuer.

1000.02 RESPONSIBLE PARTIES

The Administrator/Clerk/Treasurer of the Issuer (the "Compliance Officer") shall be the party primarily responsible for ensuring that the Issuer successfully carries out its post-issuance compliance requirements under applicable provisions of the Code and Treasury Regulations. The Compliance Officer will be assisted by the staff of the Finance Department of the Issuer and by other Issuer staff and officials when appropriate. The Compliance Officer of the Issuer will also be assisted in carrying out post-issuance compliance requirements by the following organizations:

(a) Bond Counsel (as of the date of approval of this Policy, bond counsel for the Issuer is Kennedy & Graven, Chartered);
(b) Municipal Advisor (the person, organization, or officer of the Issuer primarily responsible for providing Municipal Advisory services to the Issuer);
(c) Paying Agent (the person, organization, or officer of the Issuer primarily responsible for providing paying agent services for the Issuer); and
(d) Rebate Analyst (the organization primarily responsible for providing rebate analyst services for the Issuer).

The Compliance Officer shall be responsible for assigning post-issuance compliance responsibilities to other staff of the Issuer, Bond Counsel, Paying Agent, and Rebate Analyst. The Compliance Officer shall utilize such other professional service organizations as are necessary to ensure compliance with the post-issuance compliance requirements of the Issuer. The Compliance Officer shall provide training and educational resources to Issuer staff responsible for ensuring compliance with any portion of the post-issuance compliance requirements of this Policy.

1000.03 POST-ISSUANCE COMPLIANCE ACTIONS

The Compliance Officer shall take the following post-issuance compliance actions or shall verify that the following post-issuance compliance actions have been taken on behalf of the Issuer with respect to each issue of TEBs:

(a) The Compliance Officer shall prepare a transcript of principal documents (this action will primarily be the responsibility of Bond Counsel or the Municipal Advisor).

(b) The Compliance Officer shall file with the Internal Revenue Service (the "IRS"), within the time limit imposed by Section 149(e) of the Code and applicable Treasury Regulations, an Information Return for Tax-Exempt Governmental Obligations, Form 8038-G (this action will be the primary responsibility of Bond Counsel).

(c) The Compliance Officer (in consultation with the Municipal Advisor and Bond Counsel) shall prepare an "allocation memorandum" for each issue of TEBs in accordance with the provisions of Treasury Regulations, Section 1.148-6(d)(1), that accounts for the allocation of the proceeds of the tax-exempt bonds to expenditures not later than the earlier of:

    i. 18 months after the later of (A) the date the expenditure is paid, or (B) the date the project, if any, that is financed by the tax-exempt bond issue is placed in service; or

    ii. 60 days after the earlier of (A) the fifth anniversary of the issue date of the tax-exempt bond issue, or (B) the date 60 days after the retirement of the tax-exempt bond issue.

(d) The Compliance Officer, in consultation with Bond Counsel, shall identify proceeds of TEBs that must be yield-restricted and shall monitor the investments of any yield-restricted funds to ensure that the yield on such investments does not exceed the yield to which such investments are restricted.

(e) In consultation with Bond Counsel, the Compliance Officer shall determine whether the Issuer is subject to the rebate requirements of Section 148(f) of the Code with respect to each issue of TEBs. In consultation with Bond Counsel, the Compliance Officer shall determine, with respect to each issue of TEBs of the Issuer, whether the Issuer is eligible for any of the temporary periods for unrestricted investments and is eligible for any of the spending exceptions to the rebate requirements. The Compliance Officer shall contact the Rebate Analyst (and, if appropriate, Bond Counsel) prior to the fifth anniversary of the date of issuance of each issue of TEBs of the Issuer which are subject to such rebate requirements, and each fifth anniversary thereafter, to arrange for calculations of the rebate requirements with respect to such TEBs. If a rebate payment is required to be paid by the Issuer, the Compliance Officer shall prepare or cause to be prepared the Arbitrage Rebate, Yield Reduction and Penalty in Lieu of Arbitrage Rebate, Form 8038-T, and submit such Form 8038-T to the IRS with the required rebate payment. If the Issuer is authorized to recover a rebate payment previously paid, the Compliance Officer shall prepare or cause to be prepared the Request for Recovery of Overpayments Under Arbitrage Rebate Provisions, Form 8038-R, with respect to such rebate recovery, and submit such Form 8038-R to the IRS.

1000.04 PROCEDURES FOR MONITORING, VERIFICATION, AND INSPECTIONS

The Compliance Officer shall institute such procedures as the Compliance Officer shall deem necessary and appropriate to monitor the use of the proceeds of TEBs issued by the Issuer, to verify that certain post-issuance compliance actions have been taken by the Issuer, and to provide for the inspection of the facilities financed with the proceeds of such bonds. At a minimum, the Compliance Officer shall establish the following procedures:

(a) The Compliance Officer shall monitor the use of the proceeds of TEBs to: (i) ensure compliance with the expenditure and investment requirements under the temporary period provisions set forth in Treasury Regulations, Section 1.148-2(e); (ii) ensure compliance with the safe harbor restrictions on the acquisition of investments set forth in Treasury Regulations, Section 1.148-5(d); (iii) ensure that the investments of any yield-restricted funds do not exceed the yield to which such investments are restricted; and (iv) determine whether there has been compliance with the spend-down requirements under the spending exceptions to the rebate requirements set forth in Treasury Regulations, Section 1.148-7.

(b) The Compliance Officer shall monitor the use of all bond-financed facilities in order to: (i) determine whether private business uses of bond-financed facilities have exceeded the limits set forth in Section 141(b) of the Code as a result of leases and subleases, licenses, management contracts, research contracts, naming rights agreements, or other arrangements that provide special legal entitlements to nongovernmental persons; and (ii) determine whether private security or payments that exceed the limits set forth in Section 141(b) of the Code have been provided by nongovernmental persons with respect to such bond-financed facilities. The Compliance Officer shall provide training and educational resources to any Issuer staff who have the primary responsibility for the operation, maintenance, or inspection of bond-financed facilities with regard to the limitations on the private business use of bond-financed facilities and as to the limitations on the private security or payments with respect to bond-financed facilities.

(c) The Compliance Officer shall undertake the following with respect to each outstanding issue of TEBs of the Issuer: (i) an annual review of the books and records maintained by the Issuer with respect to such bonds; and (ii) an annual physical inspection of the facilities financed with the proceeds of such bonds, conducted by the Compliance Officer with the assistance with any Issuer staff who have the primary responsibility for the operation, maintenance, or inspection of such bond-financed facilities.

1000.05 RECORD RETENTION REQUIREMENTS

The Compliance Officer shall collect and retain the following records, if applicable, with respect to each issue of TEBs of the Issuer and with respect to the facilities financed with the proceeds of such bonds: (i) audited financial statements of the Issuer; (ii) appraisals, demand surveys, or feasibility studies with respect to the facilities to be financed with the proceeds of such bonds; (iii) publications and brochures related to the bond financing; (iv) trustee or paying agent statements; (v) records of all investments and the gains (or losses) from such investments; (vi) paying agent or trustee statements regarding investments and investment earnings; (vii)

reimbursement resolutions and expenditures reimbursed with the proceeds of such bonds; (viii) allocations of proceeds to expenditures (including costs of issuance) and the dates and amounts of such expenditures (including requisitions, draw schedules, draw requests, invoices, bills, and cancelled checks with respect to such expenditures); (ix) contracts entered into for the construction, renovation, or purchase of bond-financed facilities; (x) an asset list or schedule of all bond-financed depreciable property and any depreciation schedules with respect to such assets or property; (xi) records of the purchases and sales of bond-financed assets; (xii) private business uses of bond-financed facilities that arise subsequent to the date of issue through leases and subleases, licenses, management contracts, research contracts, naming rights agreements, or other arrangements that provide special legal entitlements to nongovernmental persons and copies of any such agreements or instruments; (xiii) arbitrage rebate reports and records of rebate and yield reduction payments; (xiv) resolutions or other actions taken by the governing body subsequent to the date of issue with respect to such bonds; (xv) formal elections authorized by the Code or Treasury Regulations that are taken with respect to such bonds; (xvi) relevant correspondence relating to such bonds; (xvii) documents related to guaranteed investment contracts or certificates of deposit, credit enhancement transactions, and financial derivatives entered into subsequent to the date of issue; (xviii) copies of all Form 8038Ts and Form 8038-Rs filed with the IRS; and (xix) the transcript prepared with respect to such TEBs.

The records collected by the Issuer shall be stored in any format deemed appropriate by the Compliance Officer and shall be retained for a period equal to the life of the TEBs with respect to which the records are collected (which shall include the life of any bonds issued to refund any portion of such TEBs or to refund any refunding bonds) plus 4 years.

1000.06 REMEDIES

In consultation with Bond Counsel, the Compliance Officer shall become acquainted with the remedial actions under Treasury Regulations, Section 1.141-12, to be utilized in the event that private business use of bond-financed facilities exceeds the limits under Section 141(b)(1) of the Code. In consultation with Bond Counsel, the Compliance Officer shall become acquainted with the Tax Exempt Bonds Voluntary Closing Agreement Program described in Notice 2008-31, 2008-11 I.R.B. 592, to be utilized as a means for an issuer to correct any post-issuance infractions of the Code and Treasury Regulations with respect to outstanding tax-exempt bonds.

1000.07 CONTINUING DISCLOSURE OBLIGATIONS

In addition to its post-issuance compliance requirements under applicable provisions of the Code and Treasury Regulations, the Issuer has agreed to provide continuing disclosure, such as annual financial information and material event notices, pursuant to a continuing disclosure certificate or similar document (the “Continuing Disclosure Document”) prepared by Bond Counsel and made a part of the transcript with respect to each issue of bonds of the Issuer that is subject to such continuing disclosure requirements. The Continuing Disclosure Documents are executed by the Issuer to assist the underwriters of the Issuer’s bonds in meeting their obligations under Securities and Exchange Commission Regulation, 17 C.F.R. Section 240.15c2-12, as in effect and interpreted from time to time (“Rule 15c2-12”). The continuing disclosure obligations of the Issuer are governed by the Continuing Disclosure Documents and by the terms of Rule 15c2-12.

The Compliance Officer is primarily responsible for undertaking such continuing disclosure obligations and to monitor compliance with such obligations.

1000.08 OTHER POST-ISSUANCE ACTIONS

If, in consultation with Bond Counsel, Municipal Advisor, Paying Agent, Rebate Analyst, or the City Council, the Compliance Officer determines that any additional action not identified in this Policy must be taken by the Compliance Officer to ensure the continuing tax-exempt status of any issue of governmental bonds of the Issuer, the Compliance Officer shall take such action if the Compliance Officer has the authority to do so. If, after consultation with Bond Counsel, Municipal Advisor, Paying Agent, Rebate Analyst, or the City Council, the Compliance Officer and the Administrator determine that this Policy must be amended or supplemented to ensure the continuing tax-exempt status of any issue of governmental bonds of the Issuer, the Administrator shall recommend to the City Council that this Policy be so amended or supplemented.

1000.09 TAXABLE GOVERNMENT BONDS

Most of the provisions of this Policy, other than the provisions of Section 7, are not applicable to governmental bonds the interest on which is included in gross income for federal income tax purposes. On the other hand, if an issue of taxable governmental bonds is later refunded with the proceeds of an issue of tax-exempt governmental refunding bonds, then the uses of the proceeds of the taxable governmental bonds and the uses of the facilities financed with the proceeds of the taxable governmental bonds will be relevant to the tax-exempt status of the governmental refunding bonds. Therefore, if there is any reasonable possibility that an issue of taxable governmental bonds may be refunded, in whole or in part, with the proceeds of an issue of TEBs, then for purposes of this Policy, the Compliance Officer shall treat the issue of taxable governmental bonds as if such issue were an issue of TEBs and shall carry out and comply with the requirements of this Policy with respect to such taxable governmental bonds. The Compliance Officer shall seek the advice of Bond Counsel as to whether there is any reasonable possibility of issuing TEBs to refund an issue of taxable governmental bonds.

CITY OF HANOVER

WRIGHT / HENNEPIN COUNTIES

CONSTRUCTION HOURS OF OPERATION FOR NEW SUBDIVISIONS POLICY

~~Adopted by City Council~~
~~April 21, 2009~~

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1100.01 PURPOSE

The purpose of this noise policy is to provide the City with the necessary controls over noise associated with construction activities for new subdivisions.

1100.02 POLICY

It is the policy of the City of Hanover that future development agreements for the subdivision of new plats contain the following noise restrictions:

A. Construction activities including but not limited to the operation of construction equipment (i.e. bulldozers, dump trucks, excavating equipment) may only be conducted from 7:00am to 7:00pm Monday through Friday and 9:00am to 5:00pm on Saturdays.

B. The City Council may allow deviation from the noise restrictions identified in Section A only upon written request submitted by the developer and based upon review of specific circumstances associated with the project.

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CITY OF HANOVER

WRIGHT / HENNEPIN COUNTIES

STREET LIGHTING POLICY

~~Adopted by City Council~~
~~January 6, 2009~~

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1200.01 INTRODUCTION

This policy applies to street lighting erected within the public right-of-way for the purpose of lighting public streets.

Street lights are provided primarily for street traffic safety, for both vehicles and pedestrians. Street lights do provide an indirect benefit to security. However, street lights should not be installed solely for security purposes unless a traffic safety benefit can be justified.

Requested and/or proposed light locations shall be physically inspected by the City Engineer to determine the feasibility of placement and the need.

The lighting system should conscientiously respond to the energy issues of the times – both in terms of the amount of energy to be consumed and the potential cost of energy. The City Engineer shall periodically recommend to the Council the relocation or removal of existing lights in the event they are too close per City standards or are deemed hazardous or unnecessary for traffic safety purposes.

The City Engineer shall be responsible for maintaining a map of the City showing existing street light locations for all platted streets within the City.

1200.02 STREET LIGHT REQUESTS

Street lights will be considered upon receipt of a petition from property owners on the affected street or by recommendation of the City Engineer. Consideration will be given only when such a petition, and thereafter reviewed by the City, demonstrates a specific need warranted due to traffic safety.

A petition requesting a street light shall be by 60% of the abutting property owners in frontage within 350 feet in any street direction of the proposed location; on either side of the street.

Street light petitions shall be received by August 1 of every year in order for the street light to be installed during the following year. The City Engineer shall prepare an annual lighting project which shall include City owned and/or utility owned street lights requested and/or recommended during the preceding year.

1200.03 COST

The City shall pay the operating, maintenance and replacement cost of all street lighting located within the right-of-way.

In new developments, the City shall not assume the operating or maintenance costs until the fixtures and poles are accepted by the City.

Street lights shall be included as part of reconstruction and overlay projects unless 90% of the property owners sign a petition opposing the installation. Existing street lights that do not meet the design criteria shall be removed and replaced.

1200.04 LOCATIONS CONSIDERED

Street lights may be installed at every street intersection open for traffic in the City, except in cases where the City Engineer determines adjacent street lighting is adequate.

Mid-block street lights may be installed at the discretion of the City Engineer where the distance between intersection street lights is greater than 400 feet.

Other street lights may be considered if a specific safety hazard exists, such as a hill or curve, at the discretion of the City Engineer.

Street lights shall not be placed within 10 feet of fire hydrants or within 5 feet of driveways.

1200.05 TYPES OF LIGHTING INSTALLED

The City Engineer shall develop design criteria and technical specifications for residential development intensities and commercial development intensities, as well as for minor arterial, collector and local street classifications.

CITY OF HANOVER

WRIGHT / HENNEPIN COUNTIES

PARK NAMING POLICY

~~Adopted by City Council~~
~~December 2, 2008~~

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1300.01 PURPOSE

The City of Hanover, from time to time, needs to select names for its parks, and it also may find it appropriate to name specific facilities within its park system. This policy establishes the procedures and criteria to be used in selecting names for parks and park facilities.

1300.02 PROCEDURE FOR NAMING A NEW PARK

In that selecting a name or renaming a park can solicit strong emotions and a wide range of opinions, a process containing several steps has been established to provide the opportunity for a thorough evaluation of the alternatives. The City will utilize the following procedure in selecting the appropriate name for or renaming a City park:

1. The Park Board will develop a list of potential names including the rationale for each and accept public input on names for the park. No decision will be made at this initial meeting.

2. At the next Park Board meeting, staff will present any information requested by the Park Board and public input received. The Park Board will discuss the list of names, add any names to the list that seem appropriate, and select the top three names for consideration by the City Council. The Park Board will select a preferred name from the top three names in an effort to provide further direction to the City Council.

3. This name will be placed on the agenda at the next regular City Council meeting for possible action by the City Council. If the City Council does not feel that the names presented by the Park Board meet the criteria outlined in this policy, the matter will be sent back to the Park Board for further discussion.

1300.03 PARK NAMING CRITERIA

The following criteria and potential sources of park names shall be used as guidelines in preparing the list of potential names and evaluating their relative merit:

- Name of the subdivision associated with the park.
- Neighborhood name in which the park is located.
- School name if adjacent to or closely identified with the park.
- Street name adjacent to or closely identified with the park.
- Name of a local interest point or local focal point near the park.
- Name of a river or lake near the park.
- Name of a topographical or natural feature associated with the park.
- Name of historical significance associated with the area.

- Name of an event or person associated with City history. Parks named after individuals should be named in memoriam.
- Name of the person who dedicated part or all of the land for the park. This does not apply to land dedicated as required under the City's subdivision ordinance.
- Name of a person who made a significant financial contribution (50% or greater) toward a park or facility.
- A creative name based on some impressions of the site.
- A name based on the vegetation present or the ecology of the area.
- A name based on wildlife present in the area.

1300.04 FACILITY NAMING PROCEDURE AND CRITERIA

In certain situations it may be appropriate to name a specific facility within a park after an individual. This honor should generally be reserved for individuals who have a long history of service to the community.

If the naming rights are requested by an organization or individual, this request will be presented to the Park Board, which will review the merits of the request and the name suggested, and if deemed appropriate, submit a recommendation to the City Council. The Commission's recommendation will be placed on the agenda of the next City Council meeting for the Council's consideration.

The following criteria shall be considered in determining the appropriateness of naming the facility after an individual:

- The individual's history of service to the City and/or community at large
- The individual's connection to the facility being named
- The organization's or individual's donation of significant funds and/or labor to a park improvement

The cost of the plaque is the responsibility of the organization or individual requesting naming rights.

1300.05 COUNCIL AUTHORITY

The City Council has the authority to make exceptions to this policy in its discretion.

CITY OF HANOVER

WRIGHT / HENNEPIN COUNTIES

MEMORIAL GIFT POLICY

~~Adopted by City Council~~
~~October 6, 2009~~

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1400.01 PURPOSE

The purpose of this policy is to establish a policy governing the donation of funds for benches and plaques in the Memorial Garden at Hanover City Hall, memorial trees, and for other memorial donations to benefit the City's park system.

1400.02 PROCEDURES FOR SPONSORING A BENCH/PLAQUE

A. All requests for memorials must be approved by the City Administrator, or his/her designee, and submitted to the City Council for acceptance.

B. The cost of the Memorial Garden bench and plaque will be set annually by the City Council. The bench and plaque will be at specifications set by the City Council.

C. Memorials must be paid for prior to the City placing an order for a bench and plaque for placement in the Memorial Garden.

D. The City may limit the number of memorial benches in the Memorial Garden based on available space.

E. The City has final approval of the exact location of the bench within the Memorial Garden.

F. The City accepts no liability for damage to memorials from vandals or third parties, or while performing maintenance activities.

G. The City reserves the right to remove any memorials that have been damaged.

H. Memorials and plaque wording are subject to change at the discretion of the City.

I. No additional mementos shall be permitted in the Memorial Garden.

J. Staff will order the bench and plaque as soon as possible after the memorial request is approved by the City Council. The timeline for installing the bench and plaque will vary based on the time it takes to receive the bench/plaque, weather and other factors.

1400.03 PROCEDURES FOR SPONSORING A MEMORIAL TREE

A. All requests for a memorial tree must be submitted in writing on a form prescribed by the City. The request must be approved by the City Administrator, or his/her designee, and submitted to the City Council for acceptance.

B. The cost of the memorial tree shall be set annually by the City Council.

C. The cost of the memorial tree must be paid prior to the City placing an order for the memorial tree. The memorial tree will consist of a 2 inch caliper balled and burlap tree.

D. The City may limit the number of memorial trees based on available space.

E. The City accepts no liability for damage to memorial trees from vandals or third parties, or while performing maintenance activities.

F. The donor may request which park and the location within the park the memorial tree will be planted. The City has final approval of the exact location within the park, taking into consideration utilities, maintenance, site conditions, and park use.

1400.04 OTHER MEMORIALS

A. The City Council will address requests for other memorial donations on a case by case basis.

1400.05 AMENDMENTS

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

CITY OF HANOVER

WRIGHT / HENNEPIN COUNTIES

TOBACCO-FREE PARKS AND TRAIL POLICY

~~Adopted by City Council~~
~~December 6, 2011~~

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920.01 PURPOSE

In order to protect the health and welfare of the citizens of Hanover and the people who use the City's parks and trails, the City of Hanover prohibits the use of tobacco products on City owned parkland and trails.

920.02 DEFINITIONS

"Tobacco Use" is defined as any tobacco product which is smoked, chewed, snuffed or otherwise inhaled or ingested.

920.03 POLICY

No person shall use tobacco products on City owned park land or trails. For purposes of city festivals and/or shelter rentals at Settler's Park only, the parking lot of the parkland will be except from this policy. During such events the city will require a policy waiver request to be submitted by the renting party.

920.04 IMPLEMENTATION

The emphasis on enforcing the Tobacco-Free park policy is through voluntary compliance.

1. Signs shall be posted at all City owned parks and trails.
2. The community will be notified about this policy via City webpage, Facebook, and local newspaper.
3. The community will be reminded of this policy on communication documents that are given regarding park related or youth activities conducted at city owned parks or trails.
4. Communication to all youth athletic directors and associations that utilize city owned parks will be notified about this policy and must commit to enforcing this policy during all scheduled activities.
5. City staff will make periodic observations of park land and trails to monitor for compliance.
6. Persons violating this policy may be asked to first refrain from using tobacco products. If they fail to do so they may be asked to leave the facility for the remainder of the event.

CITY OF HANOVER

WRIGHT / HENNEPIN COUNTIES

INVESTMENT POLICY

~~Adopted by City Council~~
~~April 5, 2005~~

~~Amended by the City Council~~
~~September 18, 2007~~
~~April 21, 2009~~

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1600.01 PURPOSE

It is the policy of the City of Hanover to invest public funds in a manner which will provide the highest investment return with the maximum security while meeting the daily cash flow requirements of the City and conforming to all state and local statutes governing the investment of public funds. The purpose of this policy is to establish specific guidelines the City of Hanover will use in the investment of City funds.

1600.02 GOVERNING AUTHORITY

The investment program shall be operated in conformance with federal, state, and other legal requirements, including, but not limited to, Minn. Stat. Chapter 118A.

1600.03 SCOPE

This Policy applies to all financial assets of the City including but not limited to:

- General Fund
- Special Revenue Funds
- Debt Service Funds
- Capital Project Funds
- Enterprise Funds (water, sewer)

Pooling of Funds. Except for cash in certain restricted and special funds, the City will consolidate cash and reserve balances from all funds to maximize investment earnings and to increase efficiencies with regard to investment pricing, safekeeping and administration. Investment income will be allocated to the various funds based on their respective participating and in accordance with generally accepted accounting principles.

1600.04 OBJECTIVE

There are three main objectives of all investment activities that are prioritized as follows:

A. Safety

Safety of principal is the foremost objective of the City. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. The objective will be to mitigate credit risk and interest rate risk.

Credit Risk: The City will minimize credit risk, which is the risk of loss due to the failure of the security issuer or backer, by:

- Limiting investments to the types of securities listed in Section 1600.11 of the Investment Policy.
- Pre-qualifying the financial institutions, broker/dealers, intermediaries, and advisors with which the City will do business in accordance with Section 1600.09 of the Investment Policy.
- Diversifying the investment portfolio so that the impact of potential losses from any one type of security or from any one individual issuer will be minimized.

Interest Rate Risk: The City will minimize interest rate risk, which is the risk that the market value of securities in the portfolio will fall due to changes in market interest rates, by:

- Structuring the investment portfolio so that securities mature to meet cash requirements for ongoing operations, thereby avoiding the need to sell securities on the open market prior to maturity.
- Investing operating funds primarily in shorter-term securities, money market mutual funds, or similar investment pools and limiting the average maturity of the portfolio in accordance with this policy.

B. Liquidity -

The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated. This is accomplished by structuring the portfolio so that securities mature concurrent with cash needs to meet anticipated demands (static liquidity). Furthermore, since all possible cash demands cannot be anticipated, the portfolio should consist largely of securities with active secondary or resale markets (dynamic liquidity). Alternatively, a portion of the portfolio may be placed in money market mutual funds or local government investment pools which offer same-day liquidity for short-term funds.

C. Yield -

The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and liquidity needs. Return on investment is of secondary importance compared to the safety and liquidity objectives described above. The core of investments are limited to relatively low risk securities in anticipation of earning a fair return relative to the risk being assumed. Securities shall generally be held until maturity with the following exceptions:

- A security with declining credit may be sold early to minimize loss of principal.

- A security swap would improve the quality, yield, or target duration in the portfolio.
- Liquidity needs of the portfolio require that the security be sold.

1600.05 DELEGATION OF AUTHORITY

Management responsibility for the investment program is hereby delegated from the City Council to the City Administrator/Clerk/Treasurer, who shall establish procedures for the operation of the investment program, consistent with this investment policy. Such procedures shall include delegation of authority to persons responsible for actual investment transactions. The City Administrator/Clerk/Treasurer shall be responsible for all transactions undertaken and shall establish a system of internal controls designed to prevent losses from fraud and employee error.

1600.06 PRUDENCE

The standard of prudence to be used by investment officials shall be the "prudent person" standard and shall be applied in the context of managing an overall portfolio. Investment officers acting in accordance with written procedures and this investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and the liquidity and the sale of securities are carried out in accordance with the terms of this policy.

The "prudent person" standard states that, "Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived."

1600.07 CONFLICT OF INTEREST

Any City official (elected or appointed) involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the investment program, or that could impair their ability to make impartial decisions. Employees and investment officials shall disclose any material interests in financial institutions with which they conduct business. They shall further disclose any personal financial/investment positions that could be related to the performance of the investment portfolio. Any City official involved in the investment process shall refrain from undertaking personal investment transactions with the same individual with whom business is conducted on behalf of the City.

1600.08 REPORTING REQUIREMENTS

The City Administrator/Clerk/Treasurer shall provide an investments report to the City Council on a quarterly basis.

1600.09 AUTHORIZED FINANCIAL INSTITUTE AND DEALER

In accordance with Minnesota Statute 118A.005, the responsibility for conducting investment transactions resides with the City Council of the City of Hanover. Also, the City Council shall authorize the City Administrator/Clerk/Treasurer to exercise the powers of the Council in designating a depository of city funds. In selecting depositories, the credit worthiness of the institutions under consideration shall be examined by the City Administrator/Clerk/Treasurer.

Only approved security broker/dealers selected by creditworthiness shall be utilized (minimum capital requirement $10,000,000 and at least five years operation). These may include "primary" dealers or regional dealers that qualify under Securities and Exchange Commission Rule 15C3-1 (Uniform Net Capital Rule).

All financial institutions and broker/dealers who desire to become qualified for investment transactions must supply the following as appropriate:

- Audited financial statements demonstrating compliance with state and federal capital adequacy guidelines
- Proof of National Association of Securities Dealers (NASD) certification (not applicable to Certificate of Deposit counterparties)
- Proof of state registration
- Completed broker/dealer questionnaire (not applicable to Certificate of Deposit counterparties)
- Certification of having read and understood and agreeing to comply with the [entity's] investment policy, as required by M.S. 475,66, subd. 6
- Evidence of adequate insurance coverage.
- Agreement to undertake reasonable efforts to preclude imprudent transactions involving the City's funds.

An annual review of the financial condition and registration of all qualified financial institutions and broker/dealers will be conducted by the City Administrator/Clerk/Treasurer.

1600.10 AUTHORIZED INVESTMENTS

The City Administrator/Clerk/Treasurer shall only invest City funds in those investments authorized for Minnesota public sector entities under Minnesota Statutes Chapter 118A and amendments ~~(see Exhibit A)~~.

1600.11 DIVERSIFICATION

The City will attempt to diversify its investments according to type and maturity. The portfolio, as much as possible, will contain both short-term and long-term investments. The City will attempt to match its investments with anticipated cash flow requirements. Extended maturities may be utilized to take advantage of higher yields; however, no more than 15% of the total

investments should extend beyond five (5) years and in no circumstance should any extend beyond ten (10) years.

1600.12 COLLATERALIZATION

Interest-bearing deposits in authorized depositories must be fully insured or collateralized. Collateralization will be required on Certificates of Deposit (where the dollar amount is in excess of FDIC coverage). In order to anticipate market changes and provide a level of security for all funds, the collateralization level will be 110% of the market value of principal and accrued interest. When the pledged collateral consists of notes secured by first mortgages, the collateral level will be 140% of the market value of principal and accrued interest. Collateral shall be deposited in the name of the City, subject to release by the City Administrator/Clerk-Treasurer.

~~**1600.13 INVESTMENT FEE TO GENERAL FUND**~~

Comment [BH1]: What's the point of charging ourselves for time?

~~The City Administrator/Clerk/Treasurer shall charge a fee of 1% against all investment earnings, with said funds to be deposited into the City of Hanover General Fund. The fee is intended to reimburse the General Fund for staff time utilized to implement this Investment Policy.~~

1600.13 PERIODIC REVIEW

It shall be the practice of the City Council to review the investment policy at its first meeting in January.

~~EXHIBIT A~~

Comment [BH2]: We can look up the statute if it is needed to be referenced. No need to have the statute listed within our policy.

~~M.S. CHAPTER 118A~~

~~118A.01 Definitions.~~

~~Subdivision 1. **Application.** The definitions in this section apply to sections 118A.01 to 118A.06.~~

~~Subd. 2. **Government entity.**~~

~~(a) "Government entity" means a county, city, town, school district, hospital district, public authority, public corporation, public commission, special district, any other political subdivision, except an entity whose investment authority is specified under chapter 11A or 356A.~~

~~(b) For the purposes of sections 118A.02 and 118A.03 only, the term includes an American Indian tribal government entity located within a federally recognized American Indian reservation.~~

~~Subd. 3. **Financial institution.** "Financial institution" means a savings association, commercial bank, trust company, credit union, or industrial loan and thrift company.~~

~~Subd. 4. **Public funds.** "Public funds" means all general, special, permanent, trust, and other funds, regardless of source or purpose, held or administered by a government entity, unless otherwise restricted.~~

~~HIST: 1996 c 399 art 1 s 2; 1999 c 151 s 39~~

~~118A.02 Depositories; investing: sales, proceeds, immunity.~~

~~Subdivision 1. **Designation; delegation.**~~

~~(a) The governing body of each government entity shall designate, as a depository of its funds, one or more financial institutions.~~

~~(b) The governing body may authorize the treasurer or chief financial officer to:~~

~~(1) designate depositories of the funds;~~

~~(2) make investments of funds under sections 118A.01 to 118A.06 or other applicable law; or~~

~~(3) both designate depositories and make investments as provided in this subdivision.~~

~~Subd. 2. **Sale; proceeds; immunity, if loss.** (a) The treasurer or chief financial officer of a government entity may at any time sell obligations purchased pursuant to this section and the money received from such sale, and the interest and profits or loss on such investment shall be credited or charged, as the case may be, to the fund from which the investment was made. (b) Neither such official nor government entity, nor any other official responsible for the custody of such funds, shall be personally liable for any loss sustained from the deposit or investment of funds in accordance with the provisions of sections 118A.04 and 118A.05.~~

~~HIST: 1996 c 399 art 1 s 3~~

~~118A.03 When and what collateral required.~~

~~Subdivision 1. **For deposits beyond insurance.** To the extent that funds on deposit at the close of the financial institution's banking day exceed available federal deposit insurance, the government entity shall require the financial institution to furnish collateral security or a corporate surety bond executed by a company authorized to do business in the state. For the purposes of this section, "banking day" has the meaning given in Federal Reserve Board Regulation CC, Code of Federal Regulations, title 12, section 229.2(f), and incorporates a financial institution's cutoff hour established under section 336.4-108.~~

~~Subd. 2. **In lieu of surety bond.** The following are the allowable forms of collateral in lieu of a corporate surety bond:~~

~~(1) United States government Treasury bills, Treasury notes, Treasury bonds;~~

~~(2) issues of United States government agencies and instrumentalities as quoted by a recognized industry quotation service available to the government entity;~~

~~(3) general obligation securities of any state or local government with taxing powers which is rated "A" or better by a national bond rating service, or revenue obligation securities of any state or local government with taxing powers which is rated "AA" or better by a national bond rating service;~~

~~(4) unrated general obligation securities of a local government with taxing powers may be pledged as collateral against funds deposited by that same local government entity;~~

~~(5) irrevocable standby letters of credit issued by Federal Home Loan Banks to a municipality accompanied by written evidence that the bank's public debt is rated "AA" or better by Moody's Investors Service, Inc., or Standard &> Poor's Corporation; and~~

~~(6) time deposits that are fully insured by any federal agency.~~

~~Subd. 3. **Amount.** The total amount of the collateral computed at its market value shall be at least ten percent more than the amount on deposit plus accrued interest at the close of the financial institution's banking day, except that where the collateral is irrevocable standby letters of credit issued by Federal Home Loan Banks, the amount of collateral shall be at least equal to the amount on deposit plus accrued interest at the close of the financial institution's banking day. The financial institution may furnish both a surety bond and collateral aggregating the required amount.~~

~~Subd. 4. **Assignment.** Any collateral pledged shall be accompanied by a written assignment to the government entity from the financial institution. The written assignment shall recite that, upon default, the financial institution shall release to the government entity on demand, free of exchange or any other charges, the collateral pledged. Interest earned on assigned collateral will be remitted to the financial institution so long as it is not in default. The government entity may sell the collateral to recover the amount due. Any surplus from the sale of the collateral shall be payable to the financial institution, its assigns, or both.~~

~~Subd. 5. **Withdrawal of excess collateral.** A financial institution may withdraw excess collateral or substitute other collateral after giving written notice to the governmental entity and receiving confirmation. The authority to return any delivered and assigned collateral rests with the government entity.~~

~~Subd. 6. **Default.** For purposes of this section, default on the part of the financial institution includes, but is not limited to, failure to make interest payments when due, failure to promptly deliver upon demand all money on deposit, less any early withdrawal penalty that may be required in connection with the withdrawal of a time deposit, or closure of the depository. If a financial institution closes, all deposits shall be immediately due and payable. It shall not be a default under this subdivision to require prior notice of withdrawal if such notice is required as a condition of withdrawal by applicable federal law or regulation.~~

~~Subd. 7. **Safekeeping.** All collateral shall be placed in safekeeping in a restricted account at a Federal Reserve bank, or in an account at a trust department of a commercial bank or other financial institution that is not owned or controlled by the financial institution furnishing the collateral. The selection shall be approved by the government entity.~~

~~HIST: 1996 c 399 art 1 s 4; 2003 c 51 s 15,16; 2004 c 151 s 1,2; 2004 c 174 s 2 * NOTE: The amendments made to subdivisions 1 and 3 by Laws *2004, chapter 151, sections 1 and 2, are effective retroactively *from the beginning of a government entity's fiscal year 2003 and *apply to each fiscal year thereafter. Laws 2004, chapter 151, *section 3.~~

~~118A.04 Investments.~~

~~Subdivision 1. **What may be invested.** Any public funds, not presently needed for other purposes or restricted for other purposes, may be invested in the manner and subject to the conditions provided for in this section.~~

~~Subd. 2. **United States securities.** Public funds may be invested in governmental bonds, notes, bills, mortgages (excluding high-risk mortgage-backed securities), and other securities, which are direct obligations or are guaranteed or insured issues of the United States, its agencies, its instrumentalities, or organizations created by an act of Congress.~~

~~Subd. 3. **State and local securities.** Funds may be invested in the following:~~

~~(1) any security which is a general obligation of any state or local government with taxing powers which is rated "A" or better by a national bond rating service;~~

~~(2) any security which is a revenue obligation of any state or local government with taxing powers which is rated "AA" or better by a national bond rating service; and~~

~~(3) a general obligation of the Minnesota housing finance agency which is a moral obligation of the state of Minnesota and is rated "A" or better by a national bond rating agency.~~

~~Subd. 4. **Commercial papers.** Funds may be invested in commercial paper issued by United States corporations or their Canadian subsidiaries that is rated in the highest quality category by at least two nationally recognized rating agencies and matures in 270 days or less.~~

~~Subd. 5. **Time deposits.** Funds may be invested in time deposits that are fully insured by the Federal Deposit Insurance Corporation or bankers acceptances of United States banks.~~

~~Subd. 6. **High-risk mortgage-backed securities.** For the purposes of this section and section 118A.05, "high-risk mortgage-backed securities" are:~~

~~(a) interest-only or principal-only mortgage-backed securities; and~~

~~(b) any mortgage derivative security that:~~

~~(1) has an expected average life greater than ten years; (~~

~~2) has an expected average life that: (i) will extend by more than four years as the result of an immediate and sustained parallel shift in the yield curve of plus 300 basis points; or (ii) will shorten by more than six years as the result of an immediate and sustained parallel shift in the yield curve of minus 300 basis points; or~~

~~(3) will have an estimated change in price of more than 17 percent as the result of an immediate and sustained parallel shift in the yield curve of plus or minus 300 basis points.~~

~~Subd. 7. **Temporary general obligation bonds.** Funds may be invested in general obligation temporary bonds of the same governmental entity issued under section 429.091, subdivision 7, 469.178, subdivision 5, or 475.61, subdivision 6.~~

~~Subd. 8. **Debt service funds.** Funds held in a debt service fund may be used to purchase any obligation, whether general or special, of an issue which is payable from the fund, at such price, which may include a premium, as shall be agreed to by the holder, or may be used to redeem any obligation of such an issue prior to maturity in accordance with its terms. The securities representing any such investment may be sold by the governmental entity at any time, but the money so received remains part of the fund until used for the purpose for which the fund was created. Any obligation held in a debt service fund from which it is payable may be canceled at any time unless otherwise provided in a resolution or other instrument securing obligations payable from the fund.~~

~~Subd. 9. **Broker; statement and receipt.**~~

~~(a) For the purpose of this section and section 118A.05, the term "broker" means a broker-dealer, broker, or agent of a government entity, who transfers, purchases, sells, or obtains securities for, or on behalf of, a government entity.~~

~~(b) Prior to completing an initial transaction with a broker, a government entity shall provide annually to the broker a written statement of investment restrictions which shall include a provision that all future investments are to be made in accordance with Minnesota Statutes governing the investment of public funds.~~

~~(c) A broker must acknowledge annually receipt of the statement of investment restrictions in writing and agree to handle the government entity's account in accordance with these restrictions. A government entity may not enter into a transaction with a broker until the broker has provided this written agreement to the government entity.~~

~~(d) The state auditor shall prepare uniform notification forms which shall be used by the government entities and the brokers to meet the requirements of this subdivision.~~

~~HIST: 1996 c 399 art 1 s 5~~

~~118A.05 Contracts and agreements.~~

~~Subdivision 1. **May enter into.** In addition to other authority granted in sections 118A.01 to 118A.06, government entities may enter into contracts and agreements as follows:~~

~~Subd. 2. **Repurchase agreements.** Repurchase agreements consisting of collateral allowable in section 118A.04, and reverse repurchase agreements may be entered into with any of the following entities:~~

~~(1) a financial institution qualified as a "depository" of public funds of the government entity;~~

~~(2) any other financial institution which is a member of the Federal Reserve System and whose combined capital and surplus equals or exceeds $10,000,000;~~

~~(3) a primary reporting dealer in United States government securities to the Federal Reserve Bank of New York; or~~

~~(4) a securities broker-dealer licensed pursuant to chapter 80A, or an affiliate of it, regulated by the Securities and Exchange Commission and maintaining a combined capital and surplus of $40,000,000 or more, exclusive of subordinated debt. Reverse agreements may only be entered into for a period of 90 days or less and only to meet short-term cash flow needs. In no event may reverse repurchase agreements be entered into for the purpose of generating cash for investments, except as stated in subdivision 3.~~

~~Subd. 3. **Securities lending agreements.** Securities lending agreements, including custody agreements, may be entered into with a financial institution meeting the qualifications of subdivision 2, clause (1) or (2), and having its principal executive office in Minnesota. Securities lending transactions may be entered into with entities meeting the qualifications of subdivision 2 and the collateral for such transactions shall be restricted to the securities described in this section and section 118A.04.~~

~~Subd. 4. **Minnesota joint powers investment trust.** Government entities may enter into agreements or contracts for:~~

~~(1) shares of a Minnesota joint powers investment trust whose investments are restricted to securities described in this section and section 118A.04;~~

~~(2) units of a short-term investment fund established and administered pursuant to regulation 9 of the Office of the Comptroller of the Currency, in which investments are restricted to securities described in this section and section 118A.04;~~

~~(3) shares of an investment company which is registered under the Federal Investment Company Act of 1940 and which holds itself out as a money market fund meeting the conditions of rule 2a-7 of the Securities and Exchange~~

~~Commission and is rated in one of the two highest rating categories for money market funds by at least one nationally recognized statistical rating organization; or~~

~~(4) shares of an investment company which is registered under the Federal Investment Company Act of 1940, and whose shares are registered under the Federal Securities Act of 1933, as long as the investment company's fund receives the highest credit rating and is rated in one of the two highest risk rating categories by at least one nationally recognized statistical rating organization and is invested in financial instruments with a final maturity no longer than 13 months.~~

~~Subd. 5. **Guaranteed investment contracts.** Agreements or contracts for guaranteed investment contracts may be entered into if they are issued or guaranteed by United States commercial banks, domestic branches of foreign banks, United States insurance companies, or their Canadian subsidiaries. The credit quality of the issuer's or guarantor's short- and long-term unsecured debt must be rated in one of the two highest categories by a nationally recognized rating agency. Should the issuer's or guarantor's credit quality be downgraded below "A", the government entity must have withdrawal rights.~~

~~HIST: 1996 c 399 art 1 s 6; 1997 c 219 s 1; 2000 c 493 s 1~~

~~**118A.06 Safekeeping; acknowledgements.** Investments, contracts, and agreements may be held in safekeeping with:~~

~~(1) any Federal Reserve bank;~~

~~(2) any bank authorized under the laws of the United States or any state to exercise corporate trust powers, including, but not limited to, the bank from which the investment is purchased;~~

~~(3) a primary reporting dealer in United States government securities to the Federal Reserve Bank of New York; or~~

~~4) a securities broker-dealer having its principal executive office in Minnesota, licensed under chapter 80A, or an affiliate of it, and regulated by the Securities and Exchange Commission; provided that the government entity's ownership of all securities is evidenced by written acknowledgments identifying the securities by the names of the issuers, maturity dates, interest rates, CUSIP number, or other distinguishing marks.~~

~~HIST: 1996 c 399 art 1 s 7 ==118A.07~~

~~**118A.07 Additional investment authority.**~~

~~Subdivision 1. **Authority provided.** As used in this section, "governmental entity" means a city with a population in excess of 200,000 or a county that contains a city of that size. If a governmental entity meets the requirements of subdivisions 2 and 3, it may exercise additional investment authority under subdivisions 4, 5, and 6.~~

~~Subd. 2. **Written policies and procedures.** Prior to exercising any additional authority under subdivisions 4, 5, and 6, the governmental entity must have written investment policies and procedures governing the following:~~

~~(1) the use of or limitation on mutual bond funds or other securities authorized or permitted investments under law;~~

~~(2) specifications for and limitations on the use of derivatives;~~

~~(3) the final maturity of any individual security;~~

~~(4) the maximum average weighted life of the portfolio;~~

~~(5) the use of and limitations on reverse repurchase agreements;~~

~~(6) credit standards for financial institutions with which the government entity deals; and~~

~~(7) credit standards for investments made by the government entity.~~

~~Subd. 3. **Oversight process.** Prior to exercising any authority under subdivisions 4, 5, and 6, the governmental entity must establish an oversight process that provides for review of the government entity's investment strategy and the composition of the financial portfolio. This process shall include one or more of the following:~~

~~(1) audit reviews;~~

~~(2) internal or external investment committee reviews; and~~

~~(3) internal management control. Additionally, the governing body of the governmental entity must, by resolution, authorize its treasurer to utilize the additional authorities under this section within their prescribed limits, and in conformance with the written limitations, policies, and procedures of the governmental entity. If the governing body of a governmental entity exercises the authority provided in this section, the treasurer of the governmental entity must annually report to the governing body on the findings of the oversight process required under this subdivision. If the governing body intends to continue to exercise the authority provided in this section for the following calendar year, it must adopt a resolution affirming that intention by December 1.~~

~~Subd. 4. **Repurchase agreements.** A government entity may enter into repurchase agreements as authorized under section 118A.05, provided that the exclusion of mortgage-backed securities defined as "high-risk mortgage-backed securities" under section 118A.04, subdivision 6, shall not apply to repurchase agreements under this authority if the margin requirement is 101 percent or more.~~

~~Subd. 5. **Reverse repurchase agreements.** Notwithstanding the limitations contained in section 118A.05, subdivision 2, the county may enter into reverse repurchase agreements to:~~

~~(1) meet cash flow needs; or~~

~~(2) generate cash for investments, provided that the total securities owned shall be limited to an amount not to exceed 130 percent of the annual daily average of general investable monies for the fiscal year as disclosed in the most recently available audited financial report. Excluded from this limit are: (i) securities with~~

~~maturities of one year or less; and (ii) securities that have been reversed to maturity. There shall be no limit on the term of a reverse repurchase agreement. Reverse repurchase agreements shall not be included in computing the net debt of the governmental entity, and may be made without an election or public sale, and the interest payable thereon shall not be subject to the limitation in section 475.55. The interest shall not be deducted or excluded from gross income of the recipient for the purpose of state income, corporate franchise, or bank excise taxes, or if so provided by federal law, for the purpose of federal income tax.~~

~~Subd. 6. **Options and futures.** A government entity may enter into futures contracts, options on futures contracts, and option agreements to buy or sell securities authorized under law as legal investments for counties, but only with respect to securities owned by the governmental entity, including securities that are the subject of reverse repurchase agreements under this section that expire at or before the due date of the option agreement.~~

~~HIST: 1996 c 399 art 1 s 8 ==118A.08~~

~~**118A.08 No superseding effect.** Except as provided in Laws 1996, chapter 399, article 1, section 11, sections 118A.01 to 118A.06 shall not supersede any general or special law relating to the deposit and investment of public funds.~~

CITY OF HANOVER

WRIGHT / HENNEPIN COUNTIES

CAPITALIZATION POLICY

~~Adopted by City Council~~
~~September 2, 2003~~

~~Amended by the City Council~~
~~April 21, 2009~~

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1700.01 PURPOSE

This policy defines dollar thresholds and descriptions for categories of capital assets for the City of Hanover.

1700.02 CAPITAL ASSETS DEFINITION

A. ***Capital assets*** include land, land improvements, buildings, building improvements, construction in progress, machinery and equipment, vehicles, infrastructure, easements, works of art and historical treasurers acquired by the City for use in providing services to its citizens. A capital asset is to be reported and depreciated in government-wide financial statements. In the government-wide financial statements, assets that are not capitalized are expended in the year of acquisition.

B. ***Infrastructure assets*** are long-lived capital assets that normally can be preserved for a significant greater number of years than most capital assets and are normally stationary in nature. Examples include roads, bridges, tunnels, drainage systems, water and sewer systems, and dams. Infrastructure assets do not include buildings, driveways, parking lots or any other examples given above that are incidental to property or access to the property. However, acquisitions of water and sewer infrastructures are added to the *utility fixed asset inventory* based on current costs of construction and are depreciated accordingly.

1700.03 INVENTORY RECORD

The City shall inventory all capital assets. Each inventory record should include: description, year of acquisition, method of acquisition (*e.g.* purchase, donation, etc.) funding source, cost or estimated cost, salvage value, and estimated useful life. The inventory record will also identify the function(s) that use the asset. The existence, location, and condition of all fixed assets should be verified by taking an annual inventory on June 30th.

1700.04 RECORDING LAND

Land is to be capitalized but not depreciated. It is recorded at historical cost and remains at that cost until disposal. All costs for legal services incidental to the acquisition and other charges in preparing the land for use shall be included in the cost. If there is a gain or loss on the sale of land, it is reported as a special item in the statement of activities.

1700.05 RECORDING LAND IMPROVEMENTS

Land improvements include items such as excavation, non-infrastructure utility installation, driveways, sidewalks, parking lots, flagpoles, retaining walls, fencing, signs, outdoor lighting, and other non-building improvements intended to make the land ready for its intended purpose. Land improvements can be further categorized as non-exhaustible and exhaustible.

A. ***Non-Exhaustible***. Expenditures for improvements that do not require maintenance or replacement expenditures to bring land into condition to commence erection of structure, expenditures for improvements not identified with structures, and expenditures for land improvements that do not deteriorate with use or passage of time are additions to the cost of land and are not exhaustible and therefore not depreciable.

B. ***Exhaustible.*** Other improvements that are part of the site, such as parking lots, landscaping and fencing, are usually exhaustible and are depreciable. Depreciation of site improvements is necessary if the improvement is exhaustible.

1700.06 RECORDING BUILDINGS

Buildings should be recorded at either their acquisition cost or construction cost. The cost of new construction should be carefully evaluated because projects usually consist of major components such as land, land improvements, building construction (including professional fees and permits), furniture, fixtures and equipment. In addition, buildings include components such as roof, air conditioner system, etc. that should be recorded separately when significant because these building components have different useful lives. The value of each component needs to be determined and placed within its own category.

1700.07 RECORDING BUILDING IMPROVEMENTS

Building improvements that extend the useful life should be capitalized. Examples of building improvements include roofing projects, remodeling or replacing major building components.

1700.08 RECORDING CONSTRUCTION IN PROGRESS

This is primarily used in conjunction with Capital Projects. Capital Project costs are accumulated until completion, when cumulative costs are transferred to the appropriate fixed asset account. Construction in progress should be capitalized and not depreciated. It should be reported with land and other non-depreciating assets at the government-wide level. Unspent debt proceeds from capital assets related debt are reported in the net assets section of the statement of net assets as “restricted for capital projects”.

1700.09 RECORDING MACHINERY AND EQUIPMENT (INCLUDING OFFICE EQUIPMENT)

Assets such as furniture, machinery and equipment (that meet threshold levels) should be capitalized and inventoried. These items are described as tangible property not permanently affixed to real property, which are needed in carrying out the operations of the City. Installation cost should be included in the capitalized amount. Some assets, individually, may fall below the capitalization threshold but may be purchased in large quantities by the City *e.g.* computers, books. City staff should aggregate such assets and consider the materiality and significance of them and if material or significant capitalize such items either individually or in the aggregate.

1700.10 RECORDING VEHICLES

Vehicles are described as all equipment that must be titled by the Minnesota Division of Motor Vehicles and bear a license tag. Cars, trucks and trailers are examples. Vehicles should be identified, inventoried and depreciated.

1700.11 RECORDING EASEMENTS

An easement is an interest in land owned by another that entitles its holder to a specific limited use of the land. Therefore, easements are not required to be reported unless the City paid for the easement.

1700.12 RECORDING WORKS OF ART/HISTORICAL TREASURES

Works of art and historical treasures should be recorded at historical costs. Depreciation is not required for collections or works of art that are inexhaustible.

1700.13 ESTABLISHING AND SETTING THE THRESHOLD LEVELS FOR RECORDING CAPITAL ASSETS

The following elements of useful life and asset costs are established for capitalization of assets.

A. ***Estimated Useful Life.*** The first criterion is useful life. An asset must have an estimated useful life greater that one (1) year to be considered for capitalization and depreciation. Assets that are consumed, used-up, habitually lost or worn-out in one year or less will not be capitalized.

B. ***Asset Cost.*** The second criterion for determining depreciable capital assets is cost. The capitalization threshold shall be established as follows for per individual asset item.

Land	Capitalize Only
Construction in Progress	Capitalize Only
Land Improvements – Improvements other than Buildings $5,000 and over	Capitalize & Depreciate
Buildings and Building Improvements $5,000 and over	Capitalize & Depreciate
Infrastructure $5,000 and over	Capitalize & Depreciate
Machinery and Equipment $5,000 and over	Capitalize & Depreciate

Assets acquired or put in service before December 31, 2003, will not be capitalized unless required per GASB standards.

1700.14 OBTAINING AN ASSET'S COST OF ACQUISITION VALUE

Capital assets are reported at historical cost and should include the cost of freight, site preparation, architect and engineering fees, etc. If something other than cash is used to pay for the asset, then the fair-market value of the non-cash payment or consideration determines the asset's cost or acquisition value. When the value of the consideration paid can't be determined, the asset's fair-market value determines its cost. With few exceptions, an asset's cost should also include necessary costs incurred to place the asset in service. Costs include the invoice price plus incidental costs (insurance during transit, freight, capitalized interest as described below, duties, title search, registration fees, and installation costs). Exceptions to this rule include interest expenses associated with deferred payments and real estate taxes paid, if any, in the acquisition of property.

1700.15 CAPITALIZED INTEREST

Interest costs incurred during the period of construction of proprietary fund capital assets should be capitalized. The costs of capital assets for *governmental activities* do not include capitalized interest. However, interest is capitalized on:

- Assets that are constructed or otherwise produced for an enterprise's own use.
- Assets intended for sale or lease that are constructed or otherwise produced as discrete projects.

1700.16 DEPRECIATION DEFINITION

Depreciation is the process of allocating the cost of tangible property over a period of time rather than deducting the cost as an expense in the year of acquisition.

It is the City's policy to use the straight-line depreciation method. The basis of the asset is written off evenly over the estimated useful life of the asset. The same amount of depreciation is taken each year. In general, the amount of annual depreciation is determined by dividing an asset's depreciable cost by its estimated life. The total amount depreciated can never exceed the asset's historic cost less salvage value. At the end of the asset's estimated life, the salvage value will remain.

To avoid the complications of depreciating each asset from the specific year in which it is placed in service, the City will utilize a full-year convention. Under this convention, no depreciation will be taken for the year of acquisition and a full year of depreciation will be taken in the year of disposition (unless the asset is fully depreciated).

To calculate depreciation on a capital asset, the following five factors must be known:

1. The year the asset was placed in service.
2. The asset's cost or acquisition value.
3. The asset's salvage value.

4. The asset's estimated useful life.

5. The depreciation method.

1700.17 ESTABLISHING CLASSES OF ASSETS

The City establishes the following major categories of capital assets, with further details defined in Exhibit A attached hereto and made a part of this policy.

Land
Land Improvements—Improvements other than buildings
Buildings and Building Improvements
Construction in Progress
Vehicles
Machinery and Equipment (Including Office Equipment)
Infrastructure

1700.18 LEASES

A. ***Operating Leases*** are not capitalized. A lease is an operating lease if it does not transfer the benefits and risk of ownership to the local governmental unit. Operating lease payments are recognized as expenses/expenditures to the local governmental unit when they become payable.

B. ***Capital Leases*** will meet one of the following criteria:

a. The lease transfers ownership of the property to the governmental unit by the end of the lease.

b. The lease contains a bargain purchase option (an option extending to the lease the right to purchase the leased property at a price so favorable that the exercise of the option appears, at the inception of the lease, to be reasonably assured).

c. The term is 75% or more of the estimated life of the leased property.

d. The present value, at the beginning of the lease term, of the minimum lease payments is at least 90% of the fair market value of the leased property to the lessor.

Capital leases should be capitalized at the lessor of either the present value or the fair market value. The present value is determined to be the amount that would be borrowed to purchase the asset at the inception of the lease.

1700.19 ITEMS NOT CONSIDERED TO BE FIXED ASSETS

In order to clarify the question of asset classification, the following list of specific examples is provided.

COMPUTER SOFTWARE: Computer software, regardless of cost, is not regarded as a fixed asset because it is not a tangible item. Most of the purchase price of software consists of a one-time license fee to use the product only. The media and documentation cost are incidental.

MAINTENANCE AND REPAIR REPLACEMENTS: The replacement costs of component part(s) of a fixed asset, not the entire asset itself, during a maintenance and repair operation which also enhances the performance or life of the asset are not generally considered to be capital asset additions or modifications. For example, replacing an original disk drive with a higher capacity disk drive in a microcomputer or a more powerful engine in a leaf vacuum machine is considered to be maintenance and repair expense.

DRAPERIES AND CARPET: The original purchase of draperies and carpet is considered an addition to the total asset value of the building. Replacement of either of these items is classified as maintenance to the building.

SUPPLIES: Any supply, regardless of cost, that is not permanent and will be consumed within a year is not considered a fixed asset.

AGGREGATE PURCHASES: A purchase of items in quantity with an extended cost equal to, or more than the fixed asset limit of $5,000.00. For example, 50 chairs at $100.00 each were purchased on a single purchase order for a total of $5,000.00. Even though the total is at the policy limit, the chairs are not considered as fixed assets since the individual cost does not qualify.

1700.20 RECOMMENDED LIFE CYCLE OF FIXED ASSETS

The following are recommended life cycle of named fixed assets stated in years. Where necessary other criteria are listed as additional criteria to determine the life cycle of certain fixed assets.

A. Land & Land Improvements

Description	**Useful Life**	**Other Criteria*** **In Years**
Land	No Depreciation	
Land Improvements- Structures (parking lots, sidewalks, fencing, welcome signs)	20	
Land Improvements-Ground Work (ball	20	

Description	Useful Life	Other Criteria* In Years
fields, landscaping, sprinkler system)		

B. Building & Building Improvements

Description	Useful Life	Other Criteria* In Years
Buildings & Building Improvements	40	
Building Improvements such as: Electrical, plumbing, HVAC Systems, Roofing	20	

C. Vehicles

Description	Useful Life	Other Criteria* In Years
Trailers	10	
Refuse Collectors	7	
Auto (Sedans-Administrative-Other than Police)	10	or Miles
Auto (Sedans-Police Cruisers)	5	or Miles
Auto (Sedans-Police Detectives)	7	or Miles
Sports Vehicle – 2WD	7	or Miles
Sports Vehicle – 4 WD	7	or Miles
Trucks – Pick Ups	7	or Miles
Trucks – Utility 2 WD	7	or Miles
Trucks – Utility 4 WD	7	or Miles
Trucks – Dump/Plow	~~7~~ ??	or Miles
Trucks – Packer	7	or Miles
Trucks – Recycle	7	or Miles
Trucks – Fire Engines	20	or Hours
Trucks – Special Equipment, includes cranes, sewer-jets, street sweepers, flushers, tractor-trailer	15	or Hours
Vans	7	or Miles
All Other Vehicles	7	or Miles

D. Heavy Equipment

Description	Useful Life	Other Criteria* In Years
Backhoes/Front Loaders	~~8~~ ??	or Hours
Excavators	10	or Hours
Loaders/Fork Lifts	8	or Hours
Tractors/Brush Hogs/Tillers	8	or Hours

Description	Useful Life	Other Criteria* In Years
Riding Mowers/Tractors w/mowers-tillers	~~5~~ ??	or Hours
Rollers	8	or Hours
Other Rider Operated, Self-Propelled Equip	~~5~~ ??	or Hours
Concrete Mixers	5	or Hours
Generators	8	or Hours
Pumps	5	or Hours
Welders	5	or Hours
Leaf/Vacuum	5	or Hours
Other Trailer Mounted Motorized Equip	5	or Hours

E. Operating & Maintenance Equipment

Description	Useful Life	Other Criteria* In Years
Air Conditioners	5	or Hours
Compressors	10	or Hours
Welders	10	
Pipe Threaders	5	
Pumps	5	
Snow Plows	5	
Power Hand Tools	5	
Power Shop Tools	5	
Tool Boxes	3	
Sprayers (Paint)	5	
Concrete Equipment (Includes vibrators, mixers, curb forms, etc)	5	
Asphalt Equipment	5	
Lawn Mowers (Includes blowers,	5	

Description	Useful Life	Other Criteria* In Years
weedeaters, (not riding mowers)		
Vacuum Cleaners/Floor Scrubbers	5	
Theodolites/Levels/Transits	5	
Engineering Equipment (Includes equipment not specifically categorized elsewhere)	5	
Recreation Equipment (Bleachers, playground equipment, scoreboards)	10	

F. Communications Equipment

Description	Useful Life	Other Criteria* In Years
Telephones/Telephone Systems	5	
Cell Phones	5	
Monitor Pagers	5	
Mobile Radios	5	
Walkie Talkies	5	
P. A. System Equipment	5	
Fixed Radio Transmitters/Consoles	10	
Remote Control Units	6	
Radio Towers	6	
Outdoor Warning Sirens	10	
Fiber Optic Cable		

G. Computer Equipment

Description	Useful Life	Other Criteria* In Years
Personal Computers	5	

Description	Useful Life	Other Criteria* In Years
Main Frame Computers	5	
Printers (All Printers)	5	
Modems	5	
Scanners	5	

H. Office Furniture & Equipment

Description	Useful Life	Other Criteria* In Years
Chairs (Including stools, lounge, folding etc)	5	
Desk	5	
Tables (Folding, drafting, conference, etc.)	5	
Credenzas	5	
Cabinets	5	
Typewriters	5	
Calculators	5	
Copy Machines	5	
Dictating Machines	5	
Other Audio/Visual Machines (Includes TV's, VCR's, Recorders, Projectors, Camera's, etc)	5	
Bookcases	5	
Microfilm Equipment	5	
General Appliances	5	
Machine Stations	5	
Other Office Furniture & Equipment	5	

I. Protective Equipment

Description	Useful Life	Other Criteria* In Years
Pistols	10	
Rifles	10	
Other Weapons (Include riot guns, shotguns, etc)	10	
Breathing Apparatus/Fire Fighting Equipment	10	
Protective Clothing (Chem. suits, body armour, riot shields	5	
Other Protective Equipment (Gas detectors, etc.)	5	

J. Infrastructure

Description	Useful Life	Other Criteria* In Years
Easements	No Depreciation	
Water Systems	40	
Sanitary Sewer Systems	40	
Storm Sewer Systems	40	
Paved Streets/Roads	20	
Non-Paved Streets/Roads	30	
Traffic Signals	10	
Curbs/Sidewalks/Gutters	10	

* Other criteria is to be determined at a later date in order to accumulate historical information to provide accurate figures.

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CITY OF HANOVER

WRIGHT / HENNEPIN COUNTIES

INTERNAL CONTROL AND FINANCIAL MANAGEMENT POLICIES

~~Adopted by City Council~~
~~April 21, 2009~~

~~Amended by City Council~~
~~December 15, 2009~~
~~December 7, 2010~~
~~May 17, 2011~~

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1800.01 PURCHASE OF GOODS AND SERVICES

A. Central Purchasing

In the City of Hanover, the City Administrator has the responsibility to make all purchases while taking advantage of savings through bulk purchasing, systematic procedures, and effective expenditure controls. The City Administrator will obtain council approval before taking any final action.

B. Standards and Specifications

Pursuant to Minnesota Statue § 471.35 and 471.36, for all purchases except minor ones, the city should have standards of quality. The standards should be brief, clear descriptions of the minimum requirements for purchases. The standards must be broad enough to include all competitive supplies and equipment.

1. The department requiring the item and the City Administrator should jointly develop the specifications that will be used to make the purchase. Standard specifications are available for many items.
2. Standard specifications should meet the needs of all departments when an item is used by two or more departments.

C. Making Purchases: Purchasing Guidelines

All normal purchasing except purchasing with other price agreements or purchasing that comes out of petty-cash funds should adhere to the following process:

1. The person needing the item should prepare a requisition form.
    a. Include a description of the product, quantity, applicable specifications.
    b. The requisition form is given to the City Administrator.
    c. The City Administrator will determine whether the budget has authorized the purchase and if sufficient funds are available.
    d. The City Administrator will cancel the requisition if the budget does not allow the purchase or if funds are not available, pursuant to Minnesota Statute §412.721-.741. (**Note: The Council may modify the city's budget to make funds available, but may not increase the total amount that has been levied.)**
    e. If it is an approved budgeted item, the City Administrator may then proceed to acquire the requested item.

f. If the city needs to get bids for the proposed purchase, the requisition should go to the council for further action. (**See competitive bidding requirements)**.

g. After the City has received the item and tested its compliance with the specifications, the city may process and pay the bill according to the approval of payment of bills policy. (**See inspection and testing).**

D. Price Agreements

A price agreement is a contract between the city and a merchant, under which, the merchant agrees to supply all the city's requirements for the specified commodities during the period of the agreement. Price agreements:

1. Expedite delivery.
2. Reduce paperwork.
3. Generally result in lower prices.

E. Emergency Purchasing

Pursuant to Minnesota Statue § 471.345 and 412.311, although the competitive bidding laws require certain contracts be let using a competitive-bidding process, there are some limited exceptions to this requirement if a genuine emergency exists.

Determination of a true emergency:

1. Before deciding that an emergency exists, the mayor and council will consult with the city attorney.
2. Must be declared by the mayor.
3. Must be confirmed by the council.
4. Emergency must be real and unexpected.
5. Emergency cannot be declared so the council can dispense with regular bidding requirements.

F. Inspection and Testing: Guidelines

The following steps will be taken before the City pays for purchased items:

1. The City Administrator, department supervisor or designated employee receiving the item will determine whether it conforms to the city's specifications for that item.

2. The City Administrator, department supervisor or designated employee will check packing slips or bills of lading for accuracy and that all items were received by the City.

3. The City Administrator or department supervisor will retain the packing slip or bill of lading to attach to the corresponding invoice.

G. Competitive Bidding: Guidelines

1. Pursuant to Minnesota Statue § 471.345, subd.2., the following types of contracts must be competitively bid or procured under a best value alternative, pursuant to Minnesota Statute 16C.28, subdivision 1, paragraph (a), clause (2), and paragraph (c), if they are expected to exceed $100,000:

   a. Contracts for the sale or purchase of supplies, materials or equipment or the rental thereof.

   b. Contracts for the construction alteration, repair or maintenance of real or personal property.

2. For contracts that are expected to exceed $25,000 but not to exceed $100,000, the City can:

   a. Choose the competitive-bidding process, or

   b. Make the Contract by direct negotiation process:

      - The City must obtain at least two quotations or purchase off of state contract.
      - The City must keep all quotations on file for at least one year.

   c. Choose to procure under the best value alternative procedure, pursuant to Minnesota Statute 16C.28, subdivision 1, paragraph (a), clause (2), and paragraph (c).

3. For contracts that are expected to be $25,000 or less, the council has the discretion to:

   a. Make the Contract by direct negotiation process:

      - The City must obtain at least two quotations or purchase off of state contract.
      - The City must keep all quotations on file for at least one year.

   b. Buy the item on the open market

c. Choose to procure under the best value alternative procedure, pursuant to Minnesota Statute 16C.28, subdivision 1, paragraph (a), clause (2), and paragraph (c).

4. Pursuant to Minnesota Statute § 471.35 - .36, a city that calls for bids for purchase of supplies or equipment that are competitive in nature cannot prepare specifications to exclude all but one type of supply or equipment.

   a. Specifications must allow free and full competition

   b. Specifications may not give a prospective bidder an unfair advantage

   c. Specifications must be sufficiently definite and precise to afford a basis for comparable bids.

H. Advertisement for Bids

Pursuant to Minnesota Statute § 412.311, statutory cities must publish all requests for competitive bids in the city's official newspaper at least ten (10) days before the last day for submission of bids.

Pursuant to Minnesota Statute § 429.041, subd.1., there are specific requirements for advertising for competitive bids when dealing with local-improvement projects.

1. If special assessments will finance the local-improvement project estimated to cost more than $50,000, competitive bidding is required.

2. If the estimated cost of a local-improvement project financed by special assessments exceeds $100,000, the publication:

   a. Must appear in the city's official newspaper and at least once in the Construction Bulletin not later than three (3) weeks before the last date of submission for bids.

   b. Must contain a statement of when the bids will be opened, which cannot be less than three (3) weeks after its first publication.

   c. The published notice must contain the following information:

      - Description of the project or purchase.
      - Availability of specifications in the office of the city clerk.
      - Last day for submission of bids and the place where they are due.
      - Time and place for opening bids.
      - Statement reserving the right of the city to reject all bids.

I. Opening and Tabulating of Bids: Guidelines

Pursuant to Minnesota Statute § 429.041, subd.1., the city clerk should keep all bids sealed until after the last date for their submission. The city may specify in the public notice that two or more designated officers of the city will open bids publicly and tabulate them in advance of the meeting when they will be considered by the council.

The following steps will be taken when opening and tabulating competitive bids:

1. All competitive bids will remain sealed until the noticed bid opening.
2. All competitive bids will be opened by the City Administrator or Deputy Clerk and one other city staff member or professional staff member.
3. All bids will be tabulated to include the name of the bidder and the amount of the bid.
4. After opening all bids, the City Administrator or professional staff member such as the City Engineer will perform an investigation of all bids for compliance with the specifications, their reasonableness, and the responsibility of the bidders.
    a. All bids received through competitive bidding must conform to the specifications.
    b. An award of a contract by the City Council may be invalid if the selected bid varies materially from the specifications which may give a bidder a substantial advantage or benefit that other bidders do not have.

J. Disposition of Bids: Guidelines

Pursuant to Minnesota Statute § 429.041, subd. 2., the council may either accept one of the bids or reject all bids.

1. All competitive bids will be presented to the City Council once they have been opened, tabulated and investigated.
2. The City Council may either accept one of the bids or reject all of them.
3. If the City Council rejects all bids, the City Council may either:
    a. Issue a call for new bids.
    b. Decide to undertake it using day labor if it is a public project.
4. If the City Council awards a contract, it must go to the lowest responsible bidder.

a. The bidder who submits the lowest bid in dollars in not necessarily the lowest bidder and the City Council has the discretion in choosing among bidders.

b. The responsibility of bidders includes the following: 1) financial responsibility; 2) integrity; 3) skill; and 4) the likelihood of performing faithful and satisfactory work

K. Delay Acceptance of Bid

Pursuant to Minnesota Statute § 429.041,subd.1., in the case of projects that will be paid for with special assessments, a city may delay accepting a bid until after the assessment hearing in order to make sure sufficient funds are available to pay for the project. The council must let the contract or order the work done no later than one year after the adoption of the resolution ordering the improvement.

1800.02 APPROVAL AND PAYMENT OF BILLS

A. Expenditures

As stated in the Handbook for Minnesota Cities, city expenditures must meet the following standards to be legal:

1. **Public purpose.** There must be a public purpose for the expenditure.

   Public purpose expenditure: The Minnesota Supreme Court has concluded that "public purpose" means an activity that meets all of the following standards:

   a. The activity will benefit the community as a body.

   b. The activity is directly related to functions of government.

   c. The activity does not have as its primary objective the benefit of a private interest.

2. **Authority.** There must be specific or implied authority for the expenditure in Statute. Whether a particular statute implies authority for an expenditure is often subject to interpretation. Cities should consult with their city attorney if unsure of the authority for certain expenditures.

3. **Proper procedure.** The Council must properly approve the expenditure. Once an expenditure has been found to have a valid authority and public purpose, the council must follow the proper procedure to make the expenditure.

B. Payment of Claims

Pursuant to Minnesota Statute § 412.271, prior council review and approval is needed when paying claims for goods and services and furthermore that no order shall be issued for claims arising from the purchase of goods and services until the city council has reviewed and approved the claim (Minn. Stat.§ 412.271,subd.2)

Pursuant to Minnesota Statute § 412.271,subd.1, prior city council approval is not required to pay claims where the exact amount of the claim has been fixed by judgment, previously approved contract, or state law. The following are the types of claims where council approval is not required before payment is made:

1. Judgments
2. The principal or interest on obligations where the exact amounts have been previously fixed by contract.
3. Rent
4. Other fixed charges determined under a contract which the council has previously authorized.
5. Wages that have been previously set by the council.

Nonetheless, reports on such expenditures should routinely be given to the council by the City of Administrator.

C. Prompt Payment of Claims

Pursuant to Minnesota Statute § 471.425, subd. 2, requires that statutory cities make payments to vendors in accordance with the term of any contract or purchase agreement related to sale. The following requirements must be met:

1. Payment must be made within 35 days of satisfactory delivery of goods or receipt of the invoice, whichever is later, if the city holds regularly scheduled meetings at least once a month.
2. Cities must pay interest on late payments at a rate of 1.5 percent per month with a minimum penalty of $10 on late payments of $100 or more. (Minn. Stat. §471.425, subd.4)

D. Immediate Payment of Claims

Pursuant to Minnesota Statute § 412.271, subd. 4, claims based on a contract may be paid immediately if postponing payment until the next council meeting would cause a city's loss of discount privileges or other loss. Before an immediate payment can be made, however, a majority of council members must endorse the written claim. The claim must then be acted upon at the next council meeting as if it had not been paid. Early payment in this manner does not affect the city's or any taxpayer's right to subsequently challenge the claim's validity.

E. City of Hanover Cash Disbursement Guidelines

The following guidelines or internal control procedures have been established based on recommendations of the Office of the State Auditor. The City Administrator is responsible for implementing and providing internal control.

1. Disbursement Vouchers

The following internal control procedures are used for vendors who do not have an invoicing process.

a. Disbursement voucher was designed and implemented specifically to account for general ledger codes. All disbursement vouchers are filled in by the vendor providing documentation for the claim including date and time worked and total amount due.

b. Disbursement voucher is then signed and dated by the vendor verifying the amount due as accurate.

c. Disbursement vouchers are initialed and dated, as approved for payment by the department supervisor.

d. Disbursement vouchers are initialed and dated, as approved for payment by the City Administrator.

2. Cash Disbursement Process

a. All invoices received by the City are opened and date stamped by the Secretary/Receptionist and/or the Administrative Assistant and distributes them to the Accountant/Deputy Clerk.

b. All invoices presented to the City for payment are distributed to the respective department supervisors who:

- verifies that the goods and/or services were received
- verifies that the amount of the invoice is correct
- codes the invoice
- completes a payment voucher form, including proper codes
- signs and dates the voucher form and invoice.

c. All invoices are presented to the Accountant/Deputy Clerk who:

- completes payment vouchers on all invoices not coded by department supervisors
- verifying that all amounts due and codes are accurate

d. All invoices are presented to the City Administrator who:

- initials and dates the invoice authorizing payment
- delivers all authorized invoices to the Accountant/Deputy Clerk for processing

e. The Accountant/Deputy Clerk processes all authorized payments by:

- entering all invoices into the appropriate accounts payable module
- preparing an unpaid invoice report bi-monthly which is provided to the City Administrator

f. The City Administrator prepares the accounts payable report for Council approval by:

- Reviewing the accounts payable report for accuracy
- Providing a copy of the accounts payable report to the City Council for approval during the regularly scheduled council meetings.
- Providing explanation to the City Council for all disbursements within the accounts payable report.

g. Checks will be processed on and dated the day of ~~after~~ the City Council meeting, ~~after~~ for approval

- The Mayor or other City Council member with check signing authority will sign the approved checks.
- The City Administrator signs all approved checks, or in their absence the Accountant/Deputy Clerk will sign the approved checks.
- The City Administrator verifies that all checks are accurate by comparing the check and the amount to the approved accounts payable report.
- The Secretary/Receptionist and/or the Administrative Assistant attaches the check stub to the correct invoices being paid.
- The Secretary/Receptionist and/or the Administrative Assistant will then mail the approved disbursements:
    - A check stub is kept with the invoices in the vendors' folder
    - The check is mailed to the vendor with a stub, if there is one provided

3. Electronic Disbursement Process:

Pursuant to Minnesota Statute § 471.381, subd. 1, payments of claims and obligations of a statutory or home rule charter city, town, or county may be made by warrant, check, or all forms of electronic or wire funds transfer. If the city, town, or county may make investments, it may make electronic or wire transfers of funds notwithstanding any other law to the contrary.

For the purpose of this policy, "Electronic approval" means any electronic identifier intended by the person making, executing, or adopting it to authenticate and validate a city, town, or county administrative action. Notwithstanding any other general or special law to the contrary, a statutory or home rule charter city, a town, or a county may use electronic approvals, which have the same validity and consequences as an actual signature. The city, town, or county must establish policies and procedures to ensure the validity of electronic approvals.

The following is the City's policy for utilizing electronic disbursements.

Electronic disbursements are allowed for payment of State and Federal payroll taxes, Public Employee Retirement Association, Minnesota Sales and Use tax, ~~Wells Fargo for~~ employees' health savings account contributions, payment of claims, and transfers to/from the City's investments accounts.

a. The Accountant/Deputy Clerk shall present the claim/report that requires electronic payment to the City Administrator for approval. The City Administrator will then initial and date the claim/report authorizing the electronic payment.

b. The Accountant/Deputy Clerk will then process the authorized electronic payment(s) by:

- proceeding with the approved electronic transaction
- the transaction will then be entered into the manual check register in sequential order, receiving a manual check number
- the transaction(s) is then entered into the appropriate accounts payable module, processing the payment as a manual check with the assigned manual check number
- a check register for the entry(ies) will be printed out from the accounts payable module and attached to authorized claim/report and supporting confirmation number of transaction

- preparing a P/R taxes and Expenses report and an Other-Claims Paid report bi-monthly which is provided to the City Administrator

c. In the absence of the Accountant/Deputy Clerk, the City Administrator would perform the duties and process the payments having the Accountant/Deputy Clerk initialing and dating the claim(s)/report(s).

d. Transfers to/from the City's investment accounts will be processed by the City Administrator and signed and dated by the Accountant/Deputy Clerk.

e. The City Administrator provides a copy of the report to the City Council for approval during the regularly scheduled council meetings.

1800.03 ELECTRONIC PAYMENT OF CLAIMS

The City Administrator, or his/her designee, are authorized to utilize electronic payment of claims payable to the Federal Government, the State of Minnesota, and the Public Employee Retirement Association, subject to authorization by the City Council as with other claims.

1800.04 RECEIPT AND DEPOSIT OF FUNDS

A. Depositories

The City of Hanover receives and disburses funds and may deposit the funds only in financial institutions designated by its governing body. The City of Hanover may deposit funds in amounts that are federally insured or if it deposits more than this amount, it must either have the depository furnish a bond or assign collateral to protect the excess deposit.

By definition, the City Administrator for the City of Hanover is appointed by the City Council and serves as the City Treasurer and the City Clerk. (See City Administrator's Job Description)

B. Designating a Depository

Pursuant to Minnesota Statutes § 118A, all city councils must designate one or more financial institutions as a depository of city funds. A city may designate one or more of the following financial institutions as a depository:

1 Savings associations

2 Commercial banks

3 Trust companies

4 Credit unions

5 Industrial loan and thrift companies

Pursuant to Minnesota Statutes § 427.01-427.01, designations of depositories must be made by a council resolution if it is a statutory city or fourth class home rule charter city. The resolution must state the terms and conditions of deposit and be filed with the City Clerk.

Depository Guidelines:

1 Annual designation of the City of Hanover depositories will be made by the City Council during the first council meeting of the New Year.

2 The designation of additional depositories shall follow the process outlined in the City of Hanover Investment Policy.

3 City of Hanover depositories will be one or more of the above mentioned financial institutions.

C. Collateralization of Deposits

The safety of public funds should be the foremost objective in public fund management. Collateralization of public deposits through the pledging of appropriate securities or surety bonds by depositories is an important safeguard for such deposits. State programs pertaining to the collateralization of public deposits have generally proven to be beneficial for both the public sector and its depositories.

Generally, the maximum amount of FDIC Coverage is $100,000 per depositor, not per separate account.

Pursuant to Minnesota Statute § 118A.03, deposited amounts in excess of the $100,000 insurance limits must be protected by collateral security or a corporate surety bond executed by a company authorized to do business in the state which, when computed at its market value, shall be at least ten percent more than the amount of the excess deposit at the close of the banking day. Likewise, if a deposit is made in a nonmember bank (not covered by FDIC insurance), a city will need to get collateral or a corporate surety bond even if the deposit is less than $100,000. The financial institution may furnish both a surety bond and collateral aggregating the required amount.

State and local government depositors should take all possible actions to comply with federal requirements in order to ensure that their security interests in collateral pledged to secure deposits are enforceable against the receiver of a failed financial institution. The City must ensure that the following criteria must

be met in order to perfect a security interest in pledged collateral under federal law:

1. The assignment must be in writing;
2. The assignment must have been approved by the depository's board of directors or loan committee, and the approval must be reflected in the minutes of the board or committee;
3. The assignment must have been continuously, from the time of its execution, an official record of the depository.

Pursuant to Minnesota Statute §427.05, although the treasurer is the custodian of city funds and has authority to make deposits and withdrawals in accordance with the needs of the city, the city's funds are subject to the control of the council.

<u>Collateralization of Public Deposits Guidelines:</u>

1. The City Administrator will ensure that a collateralization pledge is received from each city depository following the first depository board meeting of each year.
2. The City Administrator will ensure that each collateralization pledge:
    a. Must be accompanied by a written assignment to the city from the financial institution
    b. must state that, upon default, the financial institution must release to the city on demand, free of exchange or any other charges, the pledged collateral
3. The City Administrator will ensure that the assignment was approved by the depository's board of directories, and that the approval is reflected in the minutes of the board and that a copy of the depository board of director's minutes be kept on file with the City Clerk.
4. The City Administrator will verify that the assignment has been continuously, from the time of its execution, an official record of the depository.
5. The City Administrator will verify that the collateral is one of the following as per Minnesota Statute § 118A.03, subd. 2:
    a. U.S. government treasury bills, notes, or bonds;
    b. Issues of a U.S. government agency or instruments that are quoted by a recognized industry quotation service available to the government entity;
    c. A general obligation of a state or local government, with taxing powers, rated "A" or better;

d. A revenue obligation of a state or local government, with taxing powers, rated "AA" or better;

e. unrated general obligation securities of a local government with taxing powers pledged as collateral against funds deposited by that same local government entity;

f. an irrevocable standby letter of credit issued by a Federal Home Loan Bank accompanied by written evidence that the Federal Home Loan Bank's public debt is rated "AA" or better by Moody's or Standard and Poor's.

g. Time deposits insured by any federal agency.

6. The City Administrator will ensure that the depository pledged collateral when computed at its market value, is at least ten percent more than the amount of the excess deposit at the close of the banking day which by definition incorporates a financial institution's cutoff hour.

D. Receipts

Pursuant to Minnesota Statute § 412.141, all city revenues must go to the Accountant/Deputy Clerk for deposit. The City Treasurer should make certain that deposits are never in excess of the FDIC guarantee, unless the City is in receipt of the depository's collateral pledge.

<u>Receipting Process Guidelines:</u>

1. Receipt Forms

a. Receipt forms will be in duplicate and pre-numbered

b. The original receipt is given to the person making the payment

c. A copy of the original receipt will be made for the Accountant/Deputy Clerk

d. The duplicate copy is for the City Clerk's records

2. Receipt Distribution

a. Issuing the receipt is the first step in the recording of receipts and will be completed immediately upon receiving the payment.

b. A separate receipt should be issued for all money received, including amounts received by mail such as tax apportionments from the county treasurer and state shared taxes or grants from the state.

c. The original receipt will be attached to the detailed statement accompanying the remittance and kept on file.

3. Cash Receipts

a. Cash received in person will be deposited intact with the Secretary/Receptionist and/or the Administrative Assistant each day and will then be given to the Accountant/Deputy Clerk.

b. Cash deposited with the City will be accompanied by the copies of the receipts.

c. All cash receipts will be deposited at the end of every week by the Secretary/Receptionist or the Administrative Assistant unless a single deposit is $25,000 or more. A cash receipt of $25,000 or more would be deposited immediately by the Secretary/Receptionist or the Administrative Assistant. The Accountant/Deputy Clerk will prepare a bank account receipt voucher for each cash receipt.

d. Cash deposited directly in the depository by the City Clerk will be accompanied by the deposit slip and the Accountant/Deputy Clerk's copies of the receipts.

4. Check Receipts

a. Includes checks received via the mail, electronically and that are collected in person.

b. Checks received will be deposited intact with the Secretary/Receptionist and/or the Administrative Assistant and will be given to the City's Accountant/Deputy Clerk for preparation for deposit.

c. Checks deposited with the City will be accompanied by the Accountant/Deputy Clerk's copies of the receipts.

d. All check receipts will be deposited at the end of every week by the Secretary/Receptionist or the Administrative Assistant. The Accountant/Deputy Clerk will prepare a receipt voucher for each check receipt.

e. A copy of the electronic receipt notification will be provided to the Accountant/Deputy Clerk immediately and that person will prepare and attach a receipt voucher to the notification.

5. Wire Transfers

Wire transfers can include a draw against project funds or investment dollars received. A wire transfer reflects a decision-making process on the part of the City Administrator and/or the Mayor or the City Council,

which is completed prior to the wire transfer and is based upon monthly expenditure or project fund needs.

a. When making a decision to draw against a project fund or when making an investment decision resulting in the City receiving funds, the City Administrator will document the process, receive Mayor or Council approval and therefore anticipate the funds to be wired to the designated depository on a particular date and time.

b. The City Administrator will obtain notification from the depository by phone that the wire transfer has been received.

c. The depository will mail a wire transfer receipt to the City Administrator who in turn provides that information to the Accountant/Deputy Clerk.

d. The Accountant/Deputy Clerk will prepare a receipt voucher and attach it to the wire transfer receipt.

6. Receipt Vouchers

A receipt voucher will be prepared for each receipt as per the following:

a. Created by the Accountant/Deputy Clerk

b. Attached to the cash or check received and the City Treasurer's copy of the receipt.

c. Includes the date of the receipt batch

d. Includes the appropriate accounting code and description of the receipt

7. Accounting for Receipts

All receipts including cash, checks, electronic receipts and wire transfers will be accounted for in the general ledger in the following manner:

a. All cash and check receipts are entered into the general ledger in the form of a receipt batch by the Accountant/Deputy Clerk. All electronic receipts and wire transfers will be entered into the general ledger in the form of a separate receipt batch per occurrence.

b. A receipt batch report is prepared and printed by the Accountant/Deputy Clerk.

c. The City Administrator will review the batch report, initial and date the receipt.

i. A copy of the signed batch report is kept on file in the Accountant/Deputy Clerk's office.

ii. A copy of the signed batch report is kept with the receipt vouchers.

d. All cash and check receipts will be deposited within the week they are collected by the City.

e. All deposits are made by the Secretary/Receptionist or the Administrative Assistant or the City Administrator.

f. A bank receipt is attached to a copy of the deposit slip by the Accountant/Deputy Clerk who again checks for accuracy.

1800.05 RECONCILIATION OF BANK ACCOUNTS

A. Monthly Reconciliation

According to the Office of the State Auditor, cities should establish procedures calling for monthly reconciliations between bank accounts and the general ledger. The reconciliations should also include the city's outstanding investments. Significant variances should be investigated immediately, with any needed adjustments to the general ledger approved by the City Administrator.

B. Guidelines for Reconciliation of Bank Accounts

The following steps will be taken on a monthly basis to ensure complete and accurate reconciliation between bank accounts and the general ledger.

The Accountant/Deputy Clerk is responsible for monthly bank reconciliations.

1. Monthly bank statements will be compared to the general ledger to account for all:
   - Receipts
   - Disbursements accounting for both cancelled and outstanding checks
   - Payroll and related payroll expenses disbursed
   - Wire Transfers
   - Electronic receipt of funds
   - Bank charges and earned interest:
2. Subsidiary ledgers will be used to:
   - Track daily bank account activity
   - Reconcile cash to the bank balance on a monthly basis

3. Bank reconciliations will be completed upon receipt of the bank statements

4. The Accountant/Deputy Clerk will maintain a book to keep track of all journal entries necessary to correct any variance determined through the reconciliation process.

C. Guidelines for Reconciliation of Investment Accounts

The following steps will be taken on a monthly basis to ensure complete and accurate reconciliation of the City of Hanover's outstanding investments.

The City Administrator is responsible for monthly investment reconciliation.

1. Monthly investment account statements will be reconciled to account for:
   - Interest earnings
   - Anticipated annual earnings
   - Rate of earnings
   - Investment balances
2. The City Administrator will reconcile all investment accounts utilizing a subsidiary ledger.
3. The monthly investment reconciliation will be compared to the general ledger to account for:
   - Investments purchased or sold
   - Interest earnings for the month
   - Any draws against investments for the month

The City Administrator will maintain a record of all investments.

1. The Investment Profile will be utilized to:
   - Maintain control over investments
   - Ensure that the City receives the correct interest payments as they become due.
2. The Investment Profile will include:
   - Date the investment was purchased
   - Description of the investment
   - Date of maturity
   - Purchase price
   - Date sold

- Proceeds when sold

3. The City Administrator will maintain the investment profile on a monthly basis upon receipt of the monthly investment account statements.

1800.06 IMPREST (PETTY CASH) FUNDS

A. Pursuant to Minnesota Statute § 412.271, the City of Hanover shall establish a petty cash fund to provide a means by which small cash transactions that require an immediate cash payment can be paid without delay. The fund is designed for expenses that cannot be easily anticipated that fall within the guidelines stated in this policy.

B. The Secretary-Receptionist will be the Custodian of the petty cash fund.

C. The City Administrator will be responsible for upholding the petty cash guidelines as they are listed under the "Petty Cash Guidelines" section of this policy.

D. The Accountant/Deputy Clerk will be responsible for reconciling the petty cash account on a weekly basis Upon reconciliation, if it is determined that funds are needed to replenish the petty cash account, the following procedure will be followed:

1. A payment voucher will be filled out
2. Each petty cash expense will be coded to the proper expense code
3. Each receipt, proof of purchase or purchase document will be attached to the payment voucher
4. The payment voucher will go through the regular payables process and be approved by the City Council
5. A check for the amount of the payment voucher will be written to the Custodian, at which time the Custodian will cash the check and deposit the money into the petty cash drawer

E. Petty Cash Guidelines

1. The petty cash fund may be used to make change for daily transactions
2. The petty cash starting balance will be $200, the balance shall never exceed this amount unless authorized by the City Administrator, pending City Council approval
3. Purchases shall be under $25.00 unless otherwise authorized by the City Administrator

4. All purchases require a dated receipt and any additional detail describing the nature and purpose of the purchase

5. Employees are not permitted to be reimbursed for personal expenses from the petty cash fund, if an employee requires reimbursement for City of Hanover related expenses, they must use the "Expense Reimbursement" form and follow the necessary procedure

6. The petty cash drawer will be locked in a secure place at the close of the business day

1800.07 ACCOUNTING FOR USE OF RESTRICTED FUNDS AND REIMBURSABLE GRANTS

A. Restricted Funds

The City of Hanover may have restricted funds. Examples of restricted funds would be the park dedication fund and project funds. Currently the City of Hanover has several project funds accounting for public improvement projects.

1. Park Dedication Fund

a. Overview

Pursuant to Minnesota Statute §462.358, subd.2b, any cash payments received shall be placed in a special fund by the municipality used only for the purposes for which the money was obtained, and may not be used for ongoing operation or maintenance, and subd. 2c, there must be an essential nexus (connection) between the fees or dedication imposed under subdivision 2b and the municipal purpose sought to be achieved by the fee or dedication.

Park dedication fees and the process for collection is determined by the City Council. Currently, the City of Hanover collects park dedication fees at the time of the final plat for new developments and park dedication is paid by the developer. Prior to 2005, park dedication was paid by the property owner or builder when the building permit was obtained. City staff must identify the development and confirm the amount of park dedication due for that particular parcel and the payment process per the development agreement.

b. Guidelines for Accounting for Park Dedication Funds

A specific fund has been established within the city's general ledger to account for all park dedication revenue and expenditures.

Park dedication will be expensed only for the construction of or improvements to parks and trails within the City of Hanover. Park dedication may not be utilized for general operation or maintenance cost related to the City of Hanover.

2. Public Improvement Project Funds

The City of Hanover issues bonds for public improvement projects. A project fund is established within the city's general ledger to account for all bond proceeds and expenditures related to the public improvement project. A subsidiary ledger is also established to track all activity related to the project including bond proceeds, other revenue such as developer contribution and assessments, and expenditures related to the project. A project file will be maintained by the Accountant/Deputy Clerk that will include copies of all invoices related to the project. City staff must consult the bond documents for authorized project expenditures.

B. Reimbursable Grants

1. Overview

Intergovernmental grants and aids are a form of local financial assistance and there are certain limitations on usage. The City of Hanover can apply for state and federal assistance when available. Application for such funding requires careful project planning in consultation with the State of Minnesota's planning offices. Federal grants fall into two categories; those that the federal government provides and administers exclusively, and those that the federal government provides, but state agencies administer.

2. Guidelines for Accounting for Reimbursable Grants

Projects that qualify for funding via reimbursable grants or non-governmental funds will be identified. A specific project fund will be established within the City's general ledger to account for all grant and non-governmental proceeds and expenditures relating to the project. A subsidiary ledger will also be established to track all transactions related to the project. A project file will be maintained by the Accountant/Deputy Clerk that will include copies of all invoices related to the project. All grants and reimbursable fund agreements must be strictly adhered to when expensing received funds from grants.

a. There may be transactions whereby agreements, resolutions and/or ordinances require remittance to the entity of an established amount.

b. As many governmental projects and services have a portion of their cost recovered from non-government sources, the proper accounting for such recoveries is necessary to ensure that funding is not adversely impacted.

c. Proper accounting procedures will be followed by city staff relative to the type of non-governmental revenue and the accounting practices will be centralized and uniform. (Example: developer contribution)

d. Receivable balances are maintained to provide on-going balances and will be monitored by the City Administrator throughout the year.

1800.08 FINANCIAL REPORTING

A. Required Financial Reporting

Statutes require the City of Hanover City Administrator to prepare the following two financial statements every year.

1. Annual city financial report (Minn. Stat. § 471.697)

Pursuant to Minnesota Statute §471.697, subd. 1, Plan A statutory cities with a population over 2,500 must submit an audited annual financial report to the state auditor. A copy of the audited financial statement, along with any management letter or other written findings or comments by the auditor, must be provided to each councilmember and the mayor, no later than 30 days after the report is required to be submitted to the state auditor, and presented at a scheduled meeting of the city council prior to October 31 of the year in which the report is submitted to the state auditor.

GASB Statement No. 34, issued by the Government Accounting Standards Board in June 1999, established new financial reporting standards for state and local governments. All cities that issue audited annual financial statements must comply with some or all of the GASB 34 standards for financial reporting.

2. Statement of Outstanding Indebtedness (Minn. Stat. § 471.70)

A statement that includes the City of Hanover's outstanding bonds must be presented annually to the Office of the State Auditor before February 1 of each year. This statement must list all unpaid, long-term and short-term debt.

B. Interim Financial Reporting

The City Administrator will provide interim financial reports to the City Council on a monthly basis. These reports differ from the annual financial report in that they cover a shorter time period, deal only with particular aspects of the city financial picture, purpose is to increase council control rather than to provide a picture of total financial condition and provide budget to actual comparisons.

Interim Administrative reports will include the following:

1. Revenue summary by department
2. Expenditure summary by department
3. Budget to actual comparison relating to revenue and expenditures
4. Financial condition of all funds
5. Financial status of public improvement projects

1800.09 RECORD KEEPING OF PAYROLL

A. Paying City Employees

Pursuant to Minnesota Statute § 412.271,subd. 2, when city employees are paid on an hourly or daily basis the City Clerk must keep a payroll. The payroll must indicate each employee's name and the number of hours or days the employee has worked. A timekeeper, supervisor, officer or employee having knowledge of how much an employee has worked must sign a declaration stating that the hours and days indicated on the payroll are accurate to the best of his or her knowledge. The employee being paid must also sign a declaration stating that he or she has done the work for which payment is received.

B. Payroll Reporting Guidelines

The following guidelines or internal control procedures were established based on recommendations of the Office of the State Auditor. The Accountant/Deputy Clerk is responsible for implementing and providing internal control for all payroll accounting.

1. Time Sheet Records

a. **Non-Exempt City Staff Positions:** All non-exempt City staff members keep track of their time by recording hours worked on a time sheet which is signed by the City Administrator. All time sheets will be signed prior to the payroll date.

b. **Exempt City Staff Positions:** All exempt City staff members keep track of their time by recording hours worked on a time sheet

which is signed by the City Administrator. In the case of the City Administrator's time sheet, the time sheet is signed by the Mayor, or his/her designee. All time sheets will be signed prior to the payroll date.

Comment [BH1]: Does this make sense? We haven't been doing it this way.

c. **Elected Officials:** All elected officials are paid an annual part-time salary and also additional meeting pay for any noticed City Council meeting they attend semi-annually. The City Administrator is responsible for verifying the number of meetings attended by each elected official.

2. Payroll Reporting

a. **Pay Period:** City staff is paid every two weeks. There are twenty six pay periods in the year. The pay period begins on Saturday and ends on Friday. Elected officials are paid in the first pay period in July and the last pay period in December.

b. **Payroll Calculation:** All the time sheets are completed, signed, and submitted to the City Administrator for the two week pay period for all non-exempt City staff members on the following Monday. He/she then:

- Calculates all hours worked.
- Calculates all annual leave and comp time used
- Authorizes the payroll process by signing the second signature line on the time sheet.

The Accountant/Deputy Clerk reviews the authorized timesheets and proceeds with the payroll process.

c. **Payroll Process:** The Accountant/Deputy Clerk processes the bi-weekly payroll on Tuesday following the last day of the pay period. He/she then:

- Produces the payroll reports.
- The City Administrator reviews the payroll reports consisting of payroll register, benefits register and leave time report; initialing them for authorization to complete process.
- The Accountant/Deputy Clerk then prepares the payroll checks.

- The payroll checks are handled via direct deposit to the employee's bank account. ~~require two authorized signatures~~.
- The Accountant/Deputy Clerk then attaches the payroll check stub to the time sheets for permanent record
- Payroll taxes and PERA are handled electronically with the City's depository.

Upon receipt of the payroll reports, the Accountant/Deputy Clerk reviews them for accuracy and enters the payroll into the general ledger. The payroll reports are maintained in the Accountant/Deputy Clerk's office.

d. **Payroll Check Distribution:** Payroll checks are distributed to all City Staff members on the Friday following the last day of the pay period. Payroll checks will not be given out to anyone other than the employee unless the City Administrator has received prior written authorization from the employee.

3. **Leave Time Reporting:**

The Accountant/Deputy Clerk tracks information pertaining to hours worked, annual leave used, compensatory time used, compensatory time to accrue and benefits.

Request for Time Off: The request for time off form is utilized by all City staff members when requesting time off.

1. The staff member must note if the time off requested is vacation, sick, or compensatory time.
2. The specific date and time requested must be noted on the form.
3. The request for time off form is presented to the City Administrator for signature authorizing the time off.
4. The approved time off is documented on the HR Calendar in the City Administrator office and in the front office.
5. All requests for time off forms are included with the payroll time sheets for that particular payroll period.

4. **Personnel Information:**

The City Administrator tracks information pertaining to human resources including personnel information, emergency contact information and salary history.

1800.10 CREDIT CARD USE

The City credit card can be used for authorized City purchases, as needed, with prior approval by the City Administrator and/or City Council. Any unauthorized use or abuse of the card, including any personal use, will result in disciplinary action, up to and including termination of employment, and will result in the employee being personally liable for the amount of the purchase. For this policy, employee shall include members of the City Council, members of Boards and Commissions appointed by the City Council, and members of the Fire Department.

1800.11 MAINTENANCE OF VARIOUS FILES

A. General Records Retention Schedule for Minnesota Cities

The purpose of a records retention schedule is to provide a plan for managing governmental records by giving continuing authority to dispose of records under Minnesota Statutes section 138.17.

This City General Record Retention Schedule establishes minimum retention periods for the city records based on their administrative, fiscal, legal and historical value. It lists records series common to cities and identifies how long to retain them.

This schedule was originally developed by the Minnesota State Department of Administration, Information Policy Analysis Division and the Minnesota Historical Society, Division of Archives and Manuscripts and was funded in part by a grant from the National Historical Publications and Records Commission.

The City of Hanover adopted the City General Retention Schedule (revised November, 1985). Currently, the City of Hanover follows the General Records Retention Schedule for Minnesota Cities that was revised in March of 2003. A copy of the records retention schedule is on file with the City Administrator who is responsible for internal control of records retention.

The various files outlined in this policy are based on a recommendation from the Office of the State Auditor and were included due to the nature of the information. Specific guidelines for handling these various files are defined below.

1. Employee Files

All employee files are kept in the Deputy Clerk's office in a locked file. Employee files contain information that is protected under data privacy laws and therefore it is not public information. The City Administrator is responsible for maintaining all information that is deemed private.

2. Accounting Records

Current year accounting records are maintained by the Accountant/Deputy Clerk in the Accountant/Deputy Clerk's office. These records include:

a. Payroll records including payroll service reports, time cards, request for time off forms, PERA records, and annual leave and compensatory pay balances.

b. Monthly bank statements and reconciliations

c. Invoices filed by vendor

d. Payment vouchers

e. Requisition forms

f. 1099's

g. Journal entries

The current year accounting records are maintained in the Accountant/Deputy Clerk's office (i.e. 2008). The prior years records are maintained in the archive room (i.e. 2007). The City archive room is locked at the end of each business day.

It is recommended by the Office of the State Auditor that original investment certificates be stored in a safety deposit box or with a qualified investment broker. Currently all certificates are maintained by qualified investment brokers.

3. Competitive Bids & Contracts

a. All quotations obtained through the competitive bidding process must be kept on file for a period of one year.

- All quotations obtained for projects will be maintained in the project.
- All quotations obtained for capital equipment will be maintained in the equipment files.

b. All contracts let for public projects must be kept on file for a period of one year or until the project has been finaled.

- All signed contracts will be kept in the individual project file in the front office.
- A copy of all signed contracts for public projects will be kept on file with the City Attorney.

c. All other contracts let that deal with individual vendors will be kept on file with the Accountant/Deputy Clerk in the individual vendors files.

4. Recorded Documents

a. Recorded documents are considered permanent records. Recorded documents include:

- Easements
- Plats
- Lot splits and lot line adjustments
- Property warranty deeds
- Property titles

b. The City has developed a data base to track historical information including recorded documents. The Office of the State Auditor recommends that the City store all recorded documents in a fire safe file cabinet. Currently, recorded documents are maintained as follows:

- Easements are filed within the individual project files in the front office.
- Plats are filed in the flat files.
- Lot splits and lot line adjustments are filed in the individual property files.
- Property Warranty Deeds are maintained in the safety deposit box at the city depository.
- Property Titles are maintained in the safety deposit box at the city depository.

5. Project Files

a. Public improvement project files are maintained by the City Administrator. All information related to the public project is kept on file in the front office until the project has been finaled and then

moved to the archive room for permanent records. Information related to public improvement project files includes:

- Feasibility studies
- Competitive bids, contracts, bid bonds
- Contractor pay applications
- Change orders
- Temporary and Permanent Construction Easements
- Special Assessment Notices
- Public Hearing Notices

6. City Archive Room

The City archive room is a room located on the second floor of the public works building. All information stored in the archive room is maintained by the Administrative Assistant and or Secretary-Receptionist.

1800.12 FUND BALANCE

It is the goal of the City to provide quality services to residents in a manner that keeps taxes at a consistent and sustainable level over time. The City's fund balance policy is meant to serve as the framework upon which sustainable operations may be built.

The City has a number of fund balance classifications. They are as follows:

1. Non-spendable.

   This describes the amount of the City's fund balance that is associated with resources such as inventories, prepaid amounts, permanent legal restrictions, such as principal of an endowment, long term loan and notes receivables and property held for resale. At the end of each fiscal year, the City will report the portion of the fund balance that is not available for spending, as defined by the State of Minnesota Office of the State Auditor Statement of Position on Fund Balances and GASB Statement 54.

2. Spendable.

   This describes the amount of a cash fund balance that is available for appropriation based on the constraints that control how specific amounts can be spent. Typically, a significant portion of a government's spendable resources can be spent for specified purposes. The following designations define the revenue source and the force of constraint on spending.

a. Spendable –Restricted

The restricted fund balance category includes the portion of the *spendable fund balance* that reflects constraints on spending because of legal restrictions stipulated by *outside parties* (e.g. encumbrances for goods or services with outside parties-creditors, grantors outstanding at the end of the year). Also, this may include any legal restrictions from state statutes or grant requirements placed on the use for specific purposes.

At the end of each fiscal year, the City will maintain a Spendable-Restricted fund balance equal to the amounts required to accommodate encumbrances or funds restricted by enabling legislation.

b. Spendable- Committed

The committed fund balance classification includes the portion of the *spendable fund balance* that reflects constraints that the city has *imposed upon itself* by a *formal action* of the *City Council.*

At the end of each fiscal year, the City will maintain a Spendable-Committed fund balance for long-term loan receivables such as advances to other funds.

c. Spendable – Assigned

The assigned fund balance is the portion of the *spendable fund balance* that reflects funds intended to be used by the government for specific purposes assigned by more informal operational plans (e.g. capital goods replacement – the constraints on use is not imposed by external parties or by formal council action). In governmental funds other than the general fund (special revenue funds, capital project funds, debt service funds and permanent funds), assigned fund balance represents the amount that is not restricted or limited.

Special Revenue Funds Cash Flow: At the end of each fiscal year, the City will maintain Spendable-Assigned portion of the fund balance for cash flow in a range equal to 20%-40% of the subsequent year's budgeted revenues.

Capital Goods Replacement: At the end of each fiscal year, the City will maintain a Spendable-Assigned fund balance portion for equipment replacement according to the City's Capital Improvement Plan

d. Spendable – Unassigned

This is the residual classification for the City's **General Fund** and includes all spendable amounts not contained n the other classifications and, therefore, not subject to any constraints. Unassigned amounts are available for any purpose. These are the current resources available for which there are no government self-imposed limitations or set spending plan. Although there is generally no set spending plan for the undesignated portion, there is a need to maintain a certain funding elvel. Undesignated fund balance is commonly used for emergency expenditures not previously considered. In addition, the recourses classified as undesignated can be used to cover expenditures for revenue not yet received.

It is the City's policy that at the end of each fiscal year, the City will maintain the Spendable-Unassigned portion of the fund balance for cash flow in a range equal to 35% to 55% of the General Fund operating expenditures. In addition to cash flow needs, this accommodates emergency contingency concerns.

In the amount that amounts designated for cash flow fall above or below the desired range, the City Administrator shall report such amounts to the City Council as soon as practical after the end of the fiscal year. Should the actual amount designated for cash flow fall below the desired range, the City Council shall adopt a plan to restore the appropriate levels. Should the actual amount designated for cash flow rise above the desired range, any excess funds will remain undesignated pending the City Council's final decision concerning transfer to another fund.

When more than one category of fund balance can be used to fund an expenditure, the highest (most restrictive) level shall be used first.

1800.13 DONATED FUNDS MANAGEMENT

A. Purpose

The purpose of this policy is to grant Council pre-approval to the City Administrator to spend donated funds for a purpose designated by the donor and agreed upon by the City Council.

B. Process

The following process will be followed with the concern of donated funds.

1. The City Administrator will document receipt of donated funds.

2. The City Administrator will present to the City Council a resolution accepting any funds donated by individuals, businesses and non-profit organizations. The resolution will state for what purposes the donation can be used for, if such restrictions are made by the donor. The Council shall act on the resolution.

3. The City Administrator shall have the authority to spend those funds received by the City to carry out the purposes stated in the resolution accepting the donation.

4. If the cost of the project or activity is expected to exceed the donation, the City Administrator shall request approval from the City Council prior to making any purchase.

5. The City Administrator will keep an accounting of said disbursements and present the reimbursements to the City Council for approval in the same manner as the City's claims.

CITY OF HANOVER

WRIGHT / HENNEPIN COUNTIES

LIQUOR LICENSE REFUND POLICY

Adopted by City Council
October 2, 2007

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1900.01 PURPOSE

The purpose of this policy is to establish a uniform and equitable system of refunding a pro rata share of the annual license fee to sell intoxicating or 3.2 percent malt liquor.

1900.02 POLICY

No refund of any fee shall be made except as authorized by Minnesota Statutes Chapter 340A, City ordinance and this policy. If a licensee ceases to carry on the licensed business and another person or entity has made a successful application to the City for a liquor license at the same premises and paid the license fee(s) covering that period for which a refund has been sought, the City Council will refund a pro rata share of the annual license fee to the original license holder. If the licensee ceases to carry on the licensed business and there is no other party seeking to run a licensed establishment at that location, the City will not refund a pro rata share of the annual license fee to the original license holder.

1900.03 REVIEW

It shall be the practice of the City Council to review this policy from time to time.

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CITY OF HANOVER

WRIGHT / HENNEPIN COUNTIES

FLOWER PURCHASING POLICY

~~Adopted by City Council~~
~~January 20, 2009~~

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2000.01 PURPOSE

The purpose of this policy is to establish guidelines for the purchase of flowers sent by the City. This policy shall apply to all members of the City Council, members of advisories boards, and City staff. For the purposes of this policy, City staff shall include employees of the City and members of the City's volunteer fire department.

2000.02 ELIGIBLE CIRCUMSTANCES

The City Administrator, on the City Council's behalf, is hereby authorized to send flowers in the following circumstances:

1. To a member of the City Council in the event of a serious illness or injury.
2. To a member of the City Council in the event of the death of a spouse, child, sibling or parent.
3. The spouse or child of a member of the City Council in the event of that member's death.
4. To a staff member or member of the Fire Department in the event of a serious illness or injury.
5. To a staff member in the event of the death of a spouse, child, sibling or parent.
6. To the spouse or child of a member of a staff member in the event of that staff member's death.
7. To a member of an Advisory Board or Commission of the City in the event of a serious illness or injury.
8. To a member of an Advisory Board or Commission of the City in the event of the death of a spouse, child, sibling or parent.
9. To the spouse or child of a member of an Advisory Board or Commission of the City in the event of the death of a spouse, child, sibling or parent.

In all other circumstances affecting members of the City Council, staff member, or members of an Advisory Board or Commission of the City that are not covered by this policy, the City Administrator is authorized to send a card on behalf of the City Council.

2000.03 MAXIMUM EXPENDITURE

The maximum expenditure for flowers in the case of a serious illness or injury for a Council Member, staff member, or member of an Advisory Board or Commission of the City illness is $50, plus applicable sales tax and delivery fees.

The maximum expenditure for flowers resulting from the death of a spouse, child, sibling, parent of a Council Member, staff member or member of an Advisory Board or Commission of the City is $75, plus applicable sales tax and delivery fees.

The maximum expenditure for flowers to a spouse or child of a Council Member, staff member or member of an Advisory Board or Commission in the event of that member's death is $100, plus applicable sales tax and delivery fees.

2000.04 PROCEDURE

A request to send flowers must be submitted to the City Administrator or his/her designee. The request shall state the person to whom the flowers will be sent, the reason why flowers are appropriate, and the location where the flowers will be sent. The City Administrator shall review the request to ensure that it complies with this policy. If the City Administrator is unsure if the request falls under the policy, he/she shall ask the Mayor (or, in the Mayor's absence, the Vice-Mayor) for approval. Once the request is approved, the City Administrator, or his/her designee, will order the flowers on the City's behalf.

In no case shall a member of the City Council, a staff member, or a member of an Advisory Board or Commission of the City order flowers on the City's behalf to be billed to the City without first receiving permission from the City Administrator. Failure to follow this policy could result in the individual ordering the flowers to be personally liable for the charges.

CITY OF HANOVER

WRIGHT / HENNEPIN COUNTIES

BUSINESS SUBSIDY POLICY

~~Adopted by City Council~~
~~May 4, 2004~~

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21**00.01 PURPOSE**

The purpose of this policy is to establish City standards with regard to business assistance. The City supports the concept of public/private partnerships as a means of: encouraging continued economic diversity; maintaining a viable tax base; expanding existing business and industry; attracting quality and compatible business and industry; enhancing and retaining employment opportunities; and, maximizing the return on municipal investments such as infrastructure, utilities and services. The standards herein are required by and in compliance with Minnesota Statutes 116J.993-995 as amended.

2100.02 DEFINITIONS

For the purposes of this policy, terms herein not specifically defined shall have the meanings given to them in MN St. 116J993.

A. "Benefit Date" means the date that the recipient receives the business assistance (e.g. when equipment put into service) (e.g. when improvements are finished or a business occupies the property).

B. "Business Assistance" means a state or local government agency grant, contribution or personal property, real property, infrastructure, the principal amount of a loan at rates below those commercially available to the recipient, any reduction or deferral of any tax or any fee, any financial guarantees or any preferential use of government facilities given to a business. Exceptions to this standard include those identified in MN. Stat. 116J.993, Subd. 3 items 1-18.

2100.03 ELIGIBLE BUSINESS ASSISTANCE USES

The City may consider business assistance to support private development in circumstances where the proposed project meets a minimum of one of the following uses and new full-time equivalent positions are paid no less than 100% of the median wage for the applicable general occupation classification within the St. Cloud Metropolitan Statistical Area, as defined by the Minnesota Workforce Center's most current report.

A. To redevelop blighted or under-utilized areas of the community.

B. To encourage redevelopment in the City's commercial and industrial areas to stimulate high levels of property maintenance and private reinvestment in those areas.

C. In conjunction with another business assistance use as provided for in this section to increase the tax base.

D. To retain jobs wherein job loss is specific and demonstrable.

E. To increase the number of jobs and diversity of the employment base.

F. To encourage additional unsubsidized private development in the area.

G. To offset increased costs of redevelopment (i.e. contaminated site clean-up), over and above those costs that a developer would normally incur.

H. To facilitate the development process and to achieve development on sites which would not be developed without this assistance.

I. To meet other uses of public policy including promotion of quality urban design, quality architectural design, energy conservation, decreasing the capital and operating costs of local government, etc.

2100.04 ASSISTANCE AGREEMENT

A. A recipient of a business assistance must enter into an agreement with the grantor of the assistance that includes:

1. The amount and type of assistance. The type of district if assistance is tax increment financing. A list of financial assistance by all grantors for the project.
2. A statement(s) of public purpose (from Section 3), including a statement of why the assistance is needed.
3. Goals for the assistance, including but not limited to, wage goals for the number of full time equivalent jobs created or retained within two years of the benefit date.
4. A statement as to the recipient's obligation if the recipient does not fulfill the agreement. At a minimum the agreement must require a recipient failing to meet assistance agreement goals to pay back the assistance plus interest to the grantor provided that repayment may be prorated to reflect partial fulfillment of goals.
5. The name and address of the recipient (and parent corporation where applicable) and, a description of the financial obligation of the recipient if the goals are not met.
6. A commitment to continue operations at the site where the assistance is used for at least five (5) years after the benefit date.
7. A statement as to the proposed project's compliance with the City's Comprehensive Plan.
8. A statement as to the recipient's annual reporting requirements.

B. Business assistance in the form of grants must be structured as forgivable loans. Business assistance not structured as a forgivable loans, must include a statement as to the fair market value of the assistance to the recipient, including the value of conveying property at less than a fair market price or other in-kind benefits to the recipient.

C. If a business assistance benefits more than one recipient, the grantor must assign a proportion of the business assistance to each recipient that signs an assistance agreement.

D. All grantors and recipients must be authorized to execute the assistance agreement and the agreement must be executed.

2100.05 PROCESS

A. As soon as possible development prospects seeking a business assistance should meet with EDA staff members to discuss the project, the public purpose for the assistance, proposed uses of the assistance, why the assistance is needed, goals for the assistance issuance and, materials required to process the request for assistance (e.g. historical and projected financial reports, proposed project financing including a demonstrable gap, evidence of ownership of property where applicable, appraisals, site information, the ability of the recipient to repay the assistance if goals are not achieved and other information deemed necessary to process the request).

B. The EDA shall consider evaluate and make a recommendation to the City Council regarding a request for business assistance.

C. If the amount of the requested assistance exceeds $100,000 the City shall hold a public hearing before granting or denying the request.

D. The City and the recipient shall enter into a Business Assistance Agreement.

2100.06 REPORTS

A. Reports by Recipients to Grantors. A recipient shall report information regarding goals and results for two years after the benefit date or until the goals are met, whichever is later. If goals are not met, the recipient must continue to provide information on the assistance until the assistance is repaid. The information must be filed on forms provided by the grantor and filed with the grantor no later than March first of each year and within 30 days after the deadline for meeting job and wage goals. If the recipient does not submit its report, the local government unit shall mail the recipient a warning within one week of the required filing date. If within 14 days a report is not provided, the recipient shall pay the grantor a penalty of $100 for each subsequent day the report is not filed to a maximum of $1,000.

B. Reports by the Grantor to the State. The City shall file a report by April first of each year with the State Department of Employment and Economic Development regardless of whether or not the City has awarded any business assistance.

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CITY OF HANOVER

WRIGHT / HENNEPIN COUNTIES

TAX INCREMENT FINANCING POLICY

Adopted by City Council
May 4, 2004

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2200.01 GENERAL POLICY

The purpose of this policy is to establish the position of the City of Hanover and the Hanover Economic Development Authority (EDA) with respect to the use of Tax Increment Financing for private development within the City. This policy shall be used as a guide in the application for, review and consideration of any requests for Tax Increment assistance. The fundamental purpose of tax increment financing in Hanover is to encourage desirable development and/or redevelopment that would not otherwise occur "but for " the assistance provided through TIF.

The City of Hanover and EDA shall consider Tax Increment Financing for projects that serve to accomplish the City's goals for housing and economic development as they may change over time. The goals include facilitating projects that would result in the creation of quality jobs (i.e. stable employment and/or attractive wages and benefits) and the attraction, retention, and expansion of business and housing options in the City.

2200.02 CITY's AND EDA's OBJECTIVE FOR THE USE OF TIF

As a matter of adopted policy, the City of Hanover and EDA will consider using tax Increment Financing (TIF) to assist private development projects to achieve one or more of the following purposes:

A. Remove blight and/or encourage redevelopment in the commercial and industrial areas of the City in order to encourage high quality development or redevelopment and private reinvestment in those areas.

B. To provide for a balanced and sustainable housing stock to meet diverse needs both today and in the future.

C. To retain local jobs and/or increase the number and diversity of quality jobs (i.e. stable employment and/or attractive wages and benefits.

D. To encourage additional unsubsidized private development in the area, either directly, or through secondary "spin-off" development.

E. To offset increased costs of redevelopment (i.e. contaminated site clean-up), over and above those cost that a developer would incur in normal urban and suburban development.

F. To facilitate the development process and to achieve development on sites which would not be developed without this assistance.

G. To meet other uses of public policy, as adopted by the Council from time to time, including promotion of quality urban design, quality architectural design, energy conservation, decreasing the capital and operating costs of local government, etc.

2200.03 COSTS WHICH TYPICALLY QUALIFY FOR TIF ASSISTANCE

A. Site related work including: permits for site work, earthwork/excavation, soil correction, landscaping, utilities, streets and roads, street/parking lot paving, street/parking lot lighting, curb and gutter, sidewalks

B. Land acquisition

C. Special assessments for street and utility work

D. Clean-up of contaminated soils which would otherwise preclude redevelopment

E. Rehabilitation if a redevelopment district

F. Project design fees including: utilities, landscape, and architectural and engineering design.

G. Any other costs allowable by Statute

2200.04 PROJECTS WHICH MAY QUALIFY FOR TIF ASSISTANCE

All new TIF projects considered by the City of Hanover and EDA must meet each of the following minimum qualifications and will also be evaluated based on their ability to meet the desired qualifications for assistance. However, it should not be presumed that a project meeting any of the qualifications will automatically be approved. Meeting the qualifications creates no contractual rights on the part of any potential developer to have its project approved.

A. Minimum Qualifications

1. The project should meet one or more of the Tax Increment Financing Objectives outlined in Section II of this policy, but at a minimum shall:

   a. Remove blight and/or encourage redevelopment in the commercial and industrial areas of the City in order to encourage high quality development and redevelopment and private investment in those areas and/or

   b. Facilitate the development process to achieve development on sites that would not be developed without this assistance.

2. The developer must demonstrate that the project is not financially feasible "but for" the use of TIF assistance.

3. The project must be consistent with the City's Comprehensive Plan, Zoning Ordinances and the EDA's Strategic Plan or require changes to the plan and ordinances must be under active consideration by the City at the time of final TIF application submittal.

4. Prior to approval of a TIF financing plan, the developer shall provide any requested market and financial feasibility studies, appraisals, soil borings, private lender commitment, and/or other information the City, EDA or its financial consultants may require in order to proceed with an independent underwriting of the proposal.

5. The developer must provide adequate financial guarantees to ensure the completion of the project. These may include, but not limited to: assessment agreements, letter of credit, personal deficiency guarantees, maximum cost contract, etc.

6. Any developer requesting TIF assistance should be able to demonstrate past successful general development capability as well as specific capability in the type and size of development proposed. TIF will not be used when the developer's credentials, in the sole judgment of the City, are inadequate due to past track record relating to: completion of the projects, general reputation and/or bankruptcy, or other problems or issues considered relevant by the City and EDA.

7. The developer shall retain ownership of the project at least long enough to complete it, to stabilize its occupancy, and to establish the project management and initiate repayment via the TIF assistance. TIF assistance shall not be assignable without EDA and Council approval.

B. Desired Qualifications

1. TIF proposals creating a higher ratio of property taxes paid before and after redevelopment will receive priority consideration. Given the different assessment circumstances in the City, this ratio will vary widely. A 1:2 ratio of taxes paid before and after redevelopment is desired.

2. TIF proposals should normally not be used to support speculative industrial, commercial, office or housing projects. In general, the developer should be able to provide market data, tenant letter of commitment or finance statements which support the market potential/demand for the proposed project.

3. TIF will normally not be used in a project that involves an excessive land and/or property price. This will normally be where the acquisition price is more than 20% in excess of the market value as determined by an independent appraisal of the property.

4. TIF will not be used in projects that would give a significant competitive financial advantage over similar projects in the area due to the use of tax increment subsidies. Developers should provide information to support that the TIF assistance will not create such a competitive advantage. Priority consideration will be given to projects that fill an unmet market need.

5. TIF will be provided on a pay-as-you-go basis. Any request for up front assistance will be evaluated on its own merit in accordance with this policy. Projects requesting pay-as-you-go financing will receive priority consideration.

6. Preference will be given to projects that do not place extraordinary demands on City services. If it is determined by the City's Engineer that an extraordinary increase in public service would result because of the project, TIF financing will not be considered.

7. TIF will not normally be used for projects that would generate significant environmental problems in the opinion of the local, state, or federal governments. Priority will be given to project that aim to clean-up existing contaminated sites and would facilitate the location of an industry or business that has an environmentally sound track record, or meet a housing need in the City.

8. Preference will be given to projects that meet good public policy criteria as determined by the EDA and City Council, including:

   a. Projects that are in accord with the Comprehensive Plan, Strategic Plan, Zoning Ordinances and other redevelopment plans of the City and EDA,
   b. Projects that provide significant improvement to surrounding land uses, the neighborhood, and/or the City,
   c. Projects that provide a significant increase in tax base,
   d. Projects that provide significant new, or retained employment,
   e. Projects that meet financial feasibility criteria established by the EDA, and
   f. Projects that provide the highest and best-desired use for the property.

2200.05 TAX INCREMENT PROJECT EVALUATION PROCESS

The following five methods of analysis for all TIF proposals will be used:

A. Consideration of project meeting minimum qualifications.

B. Consideration of project meeting desired qualifications.

C. Project meets "but for" analysis and statutory qualifications (Exhibit A).

D. Project Report Card (Exhibit B).

E. Project is deemed consistent with the EDA Strategic Plan and the City's Comprehensive Plan.

Please note that the evaluation methodology is intended to provide a balanced review. Each area will be evaluated individually and collectively and in no case shall one area outweigh another in terms of importance to determining the level of TIF assistance.

2200.06 APPLICATION FOR TIF ASSISTANCE FOR ALL TIF DISTRICTS AND PROJECT AREAS

The City's tax increment financing program will be administered by the Hanover Economic Development Authority (EDA). The Hanover EDA will require a non-refundable application fee in an amount set forth it the City's fee schedule for its processing of the application. The application fee shall be paid to the EDA at the time of final TIF application is submitted.

At the time a final TIF application is submitted, the applicant shall also deposit funds, as established in the City's fee schedule, with the EDA to cover its attorney's and consultant's costs incurred as part of amending or establishing a TIF District, drafting and negotiating a development agreement, and conducting and fiscal analysis that may be require to meet the requirements of utilizing TIF. If additional costs are incurred beyond the $deposit, prior to the execution of a development agreement, the EDA shall notify the applicant in writing and the applicant will be required to deposit additional funds upon notice.

If the project is approved and the applicant proceeds with the project, the EDA shall reimburse the applicant any unused portion of the deposit as of the date of execution of the development agreement. If the applicant does not proceed with the project, the EDA shall reimburse the applicant for the unused portion of the deposit as of the date that the EDA is notified in writing that the applicant desires to withdraw its application.

2200.07 OTHER POLICY ISSUES

Public Use of Tax Increment: The City and EDA shall follow applicable state laws in terms of potential public improvement financing with TIF. It shall be the general policy of the City and EDA to identify public improvements at the time of adoption or amendment of the TIF Plan.

CITY OF HANOVER

WRIGHT / HENNEPIN COUNTIES

CEMETARY POLICY

~~Adopted by City Council~~
~~May 4, 2004~~

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2300.01 PREFACE

The Hanover City Cemetery is owned and controlled by the City of Hanover. It is under the direct supervision of the Mayor and the City Council of Hanover, Minnesota.

It is the aim of the City of Hanover to make the Hanover City Cemetery a quiet and beautiful cemetery. To continue improvement and to preserve the appearance of the Cemetery requires the cooperation of all lot owners.

For the mutual protection of every lot purchaser, the City of Hanover hereby adopts the following rules and regulations. All lot owners, and all lots sold, shall be subject to said rules and regulations, amendments, or alterations as shall be adopted by the City from time to time; and the reference to these rules and regulations in the deed or certificate of ownership to lots shall have the same force and effect as if set in full therein.

Lots shall be sold at such rates as the Hanover City Council shall from time to time designate. The Hanover City Council may review charges made for associated costs such as grave and monument locating. If it is deemed advisable, the Hanover City Council may adjust prices accordingly. The rates and charges are reviewed annually by the Council and will be set by resolution.

2300.02 ESTABLISHMENT

A Cemetery has been established and is continued upon land acquired by purchase from Richard and Johanna Saenger on July 19, 1900, and is described as follows:

Beginning at a point on the section line eight and 75/100 (8 75/100) chains north of the southeast corner of the north east quarter (1/4) of the southeast quarter (1/4) of section thirty five (35) township one hundred and twenty (120) range twenty four (24) running north on said section line two (2) chains thence due west three and 75/100 (3 75/100) chains to place of beginning. Three quarters (0.75) of an acre to be used for cemetery purposes.

No person shall lay out or establish any cemetery, or use any lot of land within this City for the burial of the dead except in the said Hanover City Cemetery, or some other tract of land duly designated as a cemetery by an ordinance of the City Council.

2300.03 DEFINITIONS

Burial, cremation
The interment of the ashes of a deceased person.

Burial, traditional
The interment of an intact dead body in a coffin or casket.

Burial plot
See Grave.

Certificate of cremation

Certificate of ownership

City
The City of Hanover, Minnesota, owning and controlling the cemetery.

Cemetery
A hallowed park for earth interments.

Disposition permit

Grave
A space of ground reserved for one full body interment or two cremains

Interment
The disposition of human remains or cremains by burial.

Lot
Space in the cemetery reserved for the interment of human remains. The term includes and applies to one or more than one adjoining grave.

Lot owner

Memorial
A marker of granite or other approved material that does not extend above the surface of the lawn.

Memorial, seasonal

Monument
A marker of granite or other approved stone that extends above the surface of the lawn.

Wash

2300.04 LEGAL TITLE

The City of Hanover sells only the exclusive right of burial in a specific grave space, or grave spaces, known as burial plots. The legal title to all land in the cemetery remains in the Hanover City Cemetery; and all grave spaces will be subject to the laws of the State of Minnesota relating to the exclusive right of burial and are subject to the rules, regulations, and fee schedule in effect at the time of interment.

2300.05 LOT OF OWNERSHIP

Subd. 1. The laws of the State of Minnesota govern the descent of title to cemetery lots, as well as matters pertaining to assignments, conveyances, devices, trust deeds, and inalienability. The City will issue at the time of full purchase price a certificate of ownership to each lot owner.

Subd. 2. Descent of title is proven during probate of the estate of a descendant. When a Lot owner's estate has been probated, a Certificate of Final Decree should be filed with the City in order to establish the title of the new owner, provided the decree covers the cemetery lot, and determines the questions of ownership. If the cemetery lot is not covered by the decree, the title will then be established under Rule 1.03.

Subd. 3. In the case of a deceased Lot owner's estate not being probated, ownership based upon relationship or devise may be presumptively established by filing an Affidavit of Claimant with the City. If the facts as stated in the affidavit are not objected to within one year and no adverse claim is presented within the same timeframe, such an affidavit shall be conclusive proof of the facts and claims therein contained.

Subd. 4. When the title has been proven by either Rule 1.02 or 1.03, the City will issue a Certificate of Ownership to the new owner upon surrender of the Deed or Certificate cancelling ownership of the deceased owner.

Subd. 5. No transfer or assignment by a lot owner of any interest will be valid without securing the written consent of the City. Such consent will be granted only in those cases permitted by the laws of the State of Minnesota.

Subd. 6. Consent to a transfer or an assignment may be refused due to any indebtedness to the City from the lot owner of record.

Subd. 7. When a transfer has been made in accordance with cemetery policies, a Certificate of Ownership will be issued to the new owner upon surrender of the previously issued Certificate cancelling ownership of the former owner.

Subd. 8. A lot owner may dispose of his or her lot by Will to any one of his or her surviving relatives, or to the cemetery in trust, for the use and benefit of the persons designated in the Will, but no such lot shall be affected by a testamentary devise unless the same be specifically mentioned in the Will and by such devise limited to one particular person.

Subd. 9. The City will repurchase any lot with proof of ownership at the original purchase price. If ownership has been transferred due to Will, the new owner may have to prove the relationship to the previous owner.

2300.06 LOT BURIALS

Subd. 1. All fees or charges are payable to the City of Hanover. Patrons of the cemetery are requested not to pay any fee or gratuity to anyone other than the City Clerk or his or her representative.

Subd. 2. A lot purchase must be paid in full prior to interment. Interment prior to payment must be arranged at the City Hall office.

Subd. 3. Within the Hanover City Cemetery, Rows 10, 12, and 13 have been designated as cremation burials and sold as such. All other rows will be considered traditional burials. If a burial is planned for one casket and one set of cremains, a lot may be sold as a traditional lot even though it may be located in the cremation row of 12 or 13.

Subd. 4. Memorial or Monument markers will not be installed on any lot until full purchase price and any indebtedness owed to the City has been paid.

Subd. 5. No lot shall be used for any other purpose than for the burial of the human dead.

Subd. 6. No easement or right of interment is granted to any plot owners in any road, drive, alley, or walkway within the Cemetery.

Subd. 7. Descriptions of lots will be in accordance with the cemetery plots. All records will be kept at the City Hall office.

Subd. 8. The City will take all reasonable precautions to protect lot owners and the property rights of lot owners, within the Cemetery, from loss or damage. The City distinctly disclaims all responsibility for loss or damage from causes beyond its reasonable control, and, especially from damage caused by the elements, any act of God, common enemy, thieves, vandals, strikers, malicious mischief makers, explosions, unavoidable accidents, invasion, insurrection, riots, or order of any military or civil authority, whether the damage be direct or collateral, other than as herein provided.

Subd. 9. It is the duty of the plot owner to notify the City of any change of address. Notice sent to a plot owner at the last address on file in the Cemetery records shall be sufficient and proper legal notification.

2300.07 INTERMENT AND DISINTERMENT

Subd. 1. The City will not be responsible for any order given by telephone or for any mistake occurring from the want of precise and proper instructions as to the particular space, size of grave, and location in a plot, where interment is desired.

Subd. 2. The City reserves, and shall have the right to correct any errors that may be made by it, either in making interments, disinterments, or removals, or in the description, transfer, or

conveyance of any interment property, either by canceling such conveyance and substituting a similar location as far as possible, or as may be selected by the City, by refunding the amount of money paid on account of said purchase. In the event such error shall involve the interment of remains of any person in such property, the City reserves, and shall have, the right to remove or transfer such remains so interred to such other property of equal value and similar location as may be substituted and conveyed in lieu thereof.

Subd. 3. Prior to interment, a copy of the Disposition Permit or Certificate of Cremation must be supplied to the City.

Subd. 4. Prior to interment, payment of any and all indebtedness due the City must be arranged at the City Hall Office.

Subd. 5. The right is reserved by the City to insist upon at least twenty four (24) hours notice prior to any interment, and to at least one week notice prior to any disinterment or removal.

Subd. 6. In order to maintain accuracy and consistency of the grave sites, the City requires interment preparation to be completed by a professional business.

Subd. 7. Lot owners are granted only the right of interment in their lots. The City reserves the right to refuse the interment of anyone who was not at the time of death, the owner of the lot or a relative of the owner by blood or marriage.

Subd. 8. Lot owners shall not allow interments in their lots in return for remuneration of any kind.

Subd. 9. Acceptable burials for one gravesite include:

- One casket burial.
- Two cremains.
- One casket burial and one cremation burial.
- Parent and child in one casket.
- Two infants in one casket.

Subd. 10. In order to maintain a high standard of care and to eliminate sunken graves caused by the collapse of wooden boxes, it is required that all burials will be placed in acceptable vault structures.

Subd. 11. All interments, disinterments, and removals must be made at the time, and in the manner, and upon charges fixed by the City.

Subd. 12. Besides being subject to these rules and regulations, all interments, disinterments, and removals are made subject to the orders and laws of the properly constituted public authorities.

Subd. 13. The City will in no way be liable for any delay in the interment of a body where a protest to the interment has been made, or where the rules and regulations are in

Comment [BH1]: Jay—we need some polishing here. We are running into issues with DIYers for cremation graves because they don't want to spend the money to have Meiny's do it.

Comment [BH2]: Does the contradict prior statements?

noncompliance. The City shall be under no duty to recognize any protests of interments unless in writing and filed with the City.

Subd. 14. The City will not be liable for the Disposition Permit nor for the identity of the person sought to be interred.

Sudb. 15. The City will not be liable for floral pieces, baskets, or frames for funeral services held in the Cemetery.

2300.08 MEMORIALS AND MONUMENTS

Subd. 1. These rules apply to **all** Memorial and Monument work. **Before placing an order** with such a company, care should be used in selecting a reputable dealer who understands the Hanover City Cemetery Policy so as to avoid difficulties which may arise in cases where memorial or monument work ordered does not comply.

Subd. 2. All markers, memorial or monument, placed in the Cemetery shall be of bronze, granite or marble. No vertical joints therein will be permitted.

Subd. 3. All Memorials or Monuments will be required to be installed within six (6) months of the purchase of the lot or the interment of an individual, upon whose death a lot was purchased. Should this time frame occur or expire during winter months, it will be extended and completion of such work shall commence by May 31st.

Subd. 4. No lot owner shall erect or place, or cause to be erected or placed, on a lot in the Cemetery, any marker not approved by the City. The City reserves the right to reject any Memorial or Monument by reason of failure to abide by the rules and regulations governing Memorials or Monuments and its installation.

Subd. 5. No coping, curbing, fencing, hedging, trees, shrubs, borders, or enclosures of any kind shall be allowed around any lot; and no walks of bricks, cinders, tile, terra cotta, sand, cement, gravel, or wood shall be allowed on any lot. The City reserves the right to remove the same if so erected, planted, or placed.

Subd. 6. The United States Government furnishes markers for the graves of veterans of which there are two types: an upright monument which is 42 inches in height, and a flat memorial flush with the ground. Crosses or other grave markers of wood, iron, cement, concrete, or any like material are strictly prohibited, except the standard bronze insignia provided for the graves of veterans.

Subd. 7. Surface burial vaults, or so called, constructed of cement, concrete, artificial or cast stone will not be permitted in the Cemetery.

Subd. 8. All lettering shall be carefully spaced and accurately set in line, both vertically and horizontally, and must be uniform in width and height. Incised lettering and engraving must be at least 3/16 of an inch in depth.

Subd. 9. All markers shall be set in the place and position determined by the City with a six (6) inch concrete wash with sufficient gravel for leveling. The City has created a concrete "sidewalk" for markers in Rows 12, 13, 14, and 15.

Subd. 10. Markers may be of flat or upright type. Monuments may not exceed 60 inches in height. The base of the marker must meet the wash requirement in Section 4.08. No part of the marker shall overhang any area of the wash.

Subd. 11. Should any marker become unsightly, dilapidated, or a menace to life and limb, the City reserves the right to remove or repair same. Any cost incurred shall be at the expense of the lot owners.

Subd. 12. Persons engaged in erecting monuments or other structures are prohibited from attaching ropes to monuments, trees and shrubs; from scattering their material over adjoining lots; from blocking avenues of pathways; or from leaving their materials on the grounds longer than is absolutely necessary. A canvas must be used for the placing of all excavated material. This must be done with little injury as possible to the grass, trees, and shrubs. All debris must be removed and the ground and sod restored to its original condition.

Subd. 13. When heavy material is to be moved over paths or grass, planks must be laid for protection. The City reserves the right to refuse such work unless the grounds are thoroughly settled and in good condition.

Subd. 14. When a funeral or interment is being conducted nearby, all work of any description must cease.

Sudb. 15. A footstone marker will be allowed in order to accommodate a brass veteran's marker or a marker for a cremation burial on a traditional burial plot. The marker must be set in a concrete wash and be flush to the ground.

2300.09 SEASONAL MEMORIALS

Subd. 1. Placing boxes, shells, toys, metalwork, ornaments, chairs, settees, or similar articles upon the burial plot will not be permitted. The City reserves the right to remove any articles deemed unacceptable.

Subd. 2. The ground planting of flowers by lot owners or relatives is not permitted. Potted plants must be in a plant stand or alongside the marker, and **must not** be sunk into the ground. Plant or wreath stands may be placed within 12 inches from the marker.

Subd. 3. Glass containers, of all kinds, and cans are prohibited on the burial plot. If placed thereon, such items will be removed by the City.

Subd. 4. The City shall have the authority to remove all flowers, weeds, trees, shrubs, plants or herbage of any kind from the Cemetery that have become unsightly, dangerous, detrimental or diseased, or if not conforming to the standards maintained.

Subd. 5. The City shall not be liable for floral pieces, baskets, or frames in which or to which floral items are attached. The City shall not be liable for lost, misplaced or broken flower vases, artificial flowers, baskets, frames or any item that may have been placed by the lot owner or relatives.

Subd. 6. The placement of flowers, plants and artificial flowers are as follows:

- Seasonal memorials may be placed on burial plots from May 15th through October 15th.
- Winter memorials may be placed on the burial plots from December 1st until March 1st.
- All flowers, plants, and artificial flowers must be placed in non-glass containers, in a plant stand or upon the concrete marker base.
- **No separate concrete base or pad is permitted.**
- Artificial flowers must be securely fastened to a stand or container.
- Flags and markers placed to acknowledge military service may be kept at the burial plot year round.

2300.10 GENERAL CARE AND MAINTENANCE

Subd. 1. The general care of the Cemetery is assured by the City. General care includes mowing the grass at reasonable intervals, raking and cleaning the grounds, and pruning shrubs and trees. The general preservation of the lots, grounds, walks, roadways, boundaries, and structures shall remain and be reasonably cared for as Cemetery grounds forever.

Subd. 2. The general care assumed by the City shall in no case mean the maintenance, repair, or replacement of any marker placed or erected upon lots. Including, but not withstanding, of any special or unusual work caused by impoverishment of the soil; the reconstruction of any marble, granite, bronze or concrete work on any section or plot; or any portion(s) thereof on the Cemetery caused by the elements, an act of God, common enemy, thieves, vandals, strikers, malicious mischief makers, explosions, unavoidable accidents, invasions, insurrections, riots, or by the order of military or authority, whether the damage be direct or collateral.

2300.11 CONDUCT AND USE OF CEMETARY

Subd. 1. Persons visiting the Cemetery shall enter or leave by using the driveways. Persons should not use other means of entering.

Subd. 2. Persons visiting the Cemetery may do so during the hours between 7 am and sunset.

Subd. 3. Persons visiting the Cemetery or attending funerals or interments are strictly prohibited from:

- Picking flowers of any sort whether cultivated, wild, or on a burial plot.
- Breaking or injuring any tree, shrub or plant.
- Writing upon, defacing, or injuring any memorial, fence, or other structure within the Cemetery grounds.
- Allowing pets on the Cemetery grounds and defecation is strictly forbidden.
- Throwing of rubbish on the drives, paths, or any part of the Cemetery grounds.
- Removing seasonal memorial items from burial plots unless it is the lot owner or relative.

Subd. 4. It is of the utmost importance that there should be strict observance of the properties in the Cemetery. Hence, all persons within the Cemetery should avoid conduct unbecoming a sacred place. **The following are expressly forbidden:**

- Loud and boisterous verbal utterances.
- Improper conduct.
- Idling or loafing on the grounds.
- Interactive gaming.
- Consuming food or refreshments within the Cemetery grounds.
- Peddling or soliciting the sale of any commodity with the Cemetery.
- Placing of signs, notices, or advertisements of any kind within the Cemetery.
- Bringing firearms into the Cemetery except by a military escort accompanying a veteran's funeral or attending memorial services. Jay—permit to carry? The City does not prohibit guns on City property so would this also apply?

Comment [BH3]: Thoughts from Jay?

Comment [BH4]: Thoughts from Jay?

Subd. 5. Motorized vehicles are prohibited from the following:

- Driving through the Cemetery entrance at speeds in excess of 5 mph.
- Driving or parking across or upon any grave, lot or lawn.
- Parking or leaving any vehicle on the driveway or road right-of-ways within the Cemetery at such location or in such position as to prevent any other vehicle from passing the same.
- Overnight parking is not permitted from sundown to sunrise.
- Using the Cemetery grounds or any road therein as a public thoroughfare.

Subd. 6. Special cases may arise in which the enforcement of a rule may impose unnecessary hardship. The City hereby reserves the right to make exceptions, suspensions, or modifications of any rule or regulation. No temporary exception, suspension, or modification shall in no way be construed as a permanent change to the established rules and regulations.