

REVISED AGENDA
HANOVER CITY COUNCIL
MARCH 3, 2015

MAYOR
CHRIS KAUFFMAN

COUNCIL
JOHN VAJDA
DOUG HAMMERSENG
KEN WARPULA
JIM ZAJICEK

1. Call to Order/Pledge of Allegiance: 7:00 p.m.
2. Approval of Agenda
3. Consent Agenda Items:
 - a. Approve Minutes of February 17, 2015 City Council Work Session Meeting (pg. 4)
 - b. Approve Minutes of February 19, 2015 Joint City Council/EDA Meeting (pg. 7)
 - c. Approve Claims as Presented: (page 9)

➤ Claims	\$ 28,759.18
➤ Payroll	\$ 6,382.43
➤ P/R taxes & Exp	\$ 2,385.80
➤ Other Claims	<u>\$ 1,213.59</u>
➤ Total Claims	<u>\$ 38,741.00</u>
 - d. Res No 03-03-15-06 – Approving Renewal of Consumption and Display Permit (pg. 31)
4. Citizen’s Forum:
 - a. Hanover Lions – Shane Bruns
To address the Council in the Citizen’s Forum, please complete the Citizen’s Forum sign-in sheet on the table near the entrance and give it to the Mayor or City Administrator.
5. Public Hearings
6. Unfinished Business
 - a. 10 Acres Tree Clearing
 - b. Res No 03-03-15-09 – Awarding Hennepin County 19 Trail Bid (pg. 34)
7. New Business
 - a. Res No 03-03-15-07 – Supporting Changes to the FRA Investment Policy (pg. 36)
 - b. Res No 03-03-15-08 – Approving Amendment to the Cooperative Agreement Between Hanover and Three Rivers Park District for the Funding of the Lake Independence Regional Trail**
 - c. 2015 Crack Filling and Spray Injection Patching Quote (pg. 38)
 - d. Staff Retention (pg. 39)
8. Reports of Mayor and Council Members, Staff, Boards, and Committees
9. Adjournment

To: Mayor Kauffman & Members of the Hanover City Council
From: Brian Hagen, City Administrator
Date: February 26, 2015
Re: Review of March 3, 2015 City Council Agenda

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

2. Approval of Agenda

3. Consent Agenda Items: *see attached consent agenda packet*

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

b. Approve Minutes of February 19, 2015 Joint City Council/EDA Meeting

c. Approve Claims as Presented:

➤ Claims	\$ 28,759.18
➤ Payroll	\$ 6,382.43
➤ P/R taxes & Exp	\$ 2,385.80
➤ Other Claims	<u>\$ 1,213.59</u>
➤ Total Claims	<u>\$ 38,741.00</u>

d. Res No 03-03-15-06 – Approving Renewal of Consumption and Display Permit

4. Citizen’s Forum:

a. Hanover Lions – Shane Bruns

Mr. Bruns will be present to discuss water fountain and playground additions they would like to make to local parks

To address the Council in the Citizen’s Forum, please complete the Citizen’s Forum sign-in sheet on the table near the entrance and give it to the Mayor or City Administrator.

5. Public Hearings

None.

6. Unfinished Business

a. 10 Acres Tree Clearing

Councilor Warpula advocates for clearing the 10 acres to prepare for the next steps of the parcel. Staff has submitted a quote in the past from Tree Top Services for \$2,880 per acre to clear the trees and remove the stumps from the ground.

b. Res No 03-03-15-09 – Awarding Hennepin County 19 Trail Bid

Per the bid proposal, the bid is required to be accepted or rejected within 60 days of bid opening. This meeting is the last meeting within those 60 days. The bid came in higher than the engineer estimate, and therefore a change in the funding agreement was needed between Hanover, Hennepin County and Three Rivers Park District. Based on the amended funding agreement, this resolution supports Hennepin County's decision to award the project to the lowest responsible bidder. Further details will be discussed.

7. New Business

a. Res No 03-03-15-07 – Supporting Changes to the FRA Investment Policy

This resolution is supporting a recent amendment the FRA approved for their investment policy. The investment policy was amended in order to place a higher percentage of investment into common stocks in order to gain a higher return on investment.

b. Res No 03-03-15-08 – Approving Contract with _____ for GASB 67 & 68 FRA Pension Plan Actuarial Services

New standards in government accounting were implemented late 2014. These standards state that FRA pension plans must receive a third party assessment of the pension plan fund for volunteer fire relief associations every two years. These new standards also require a similar assessment for the City's audit on the off years from the FRA assessment. If this third party assessment is not completed, the result may be a negative audit finding on the City's audit. The FRA has scheduled a special meeting on March 2, 2015 to discuss this requirement and low quote received. A resolution with details of the contract agreement based on the FRA's decision will be placed in front of Council at the meeting for approval.

c. 2015 Crack Filling and Spray Injection Patching Quote

Enclosed is a quote from Pavement Resources to complete crack filling and spray inject patching throughout the City this summer. This cost will be offset by a surplus in the 2014 Public Works Budget.

d. Staff Retention

Due to recent events, a discussion on staff retention will be held. Enclosed are current wages and salary ranges for Hanover employees. Additional information will be provided prior to the meeting.

8. Reports of Mayor and Council Members, Staff, Boards, and Committees

9. Adjournment

**CITY OF HANOVER
CITY COUNCIL WORK SESSION
FEBRUARY 17, 2015 – DRAFT MINUTES**

Call to Order

Mayor Kauffman called the Regular City Council Work Session Meeting of Tuesday, February 17, 2015 to order at 6:02 p.m. Present were Mayor Chris Kauffman, Councilors John Vajda, Doug Hammerseng, Ken Warpula and Jim Zajicek. Also present were City Administrator Brian Hagen and City Engineer Justin Messner.

Approval of Agenda

MOTION by Warpula to approve agenda as presented, seconded by Vajda. **Motion carried unanimously.**

Consent Agenda

MOTION by Vajda to approve consent agenda as presented, seconded by Zajicek.

a. Approve Minutes of February 3, 2015 City Council Meeting

b. Approve Claims as Presented:

➤ Claims – 2014	\$ 1,242.70
➤ Claims – 2015	\$ 24,845.46
➤ Payroll	\$ 6,550.01
➤ P/R taxes & Exp	\$ 2,471.78
➤ Other Claims	<u>\$ 1,814.84</u>
➤ Total Claims	<u>\$ 36,924.79</u>

Motion carried unanimously.

Hennepin County 19 Trail Bid Update

Messner provided a summary of the meeting held between the City, Three Rivers Park District and Hennepin County on Friday, February 13, 2015. The intent of the meeting was to discuss the shortfall in funding for the project. Messner further explained the costs which are yet to come. Between the \$275,000 construction shortfall and \$60,000 additional engineering costs the project has a gap in funding of \$340,000. The tentative agreement reached between the representatives of the three parties is the following:

- Hennepin County provide an additional \$100,000 plus provide staff to complete the survey and observation of the project totaling \$150,000 in additional contributions
- Three Rivers Park District contribute an additional \$95,000
- Hanover contribute an additional \$95,000

Messner explained this would put the City on the hook for \$35,000 of unexpected funding because the initial funding agreement had Hanover paying all engineering costs. Messner further explained if the bid is awarded then most of the project would be done by this fall. Once staff hears back from Hennepin County and Three Rivers on their board's final decision, a resolution awarding or rejecting the bid will be placed on the March 3, 2015 agenda.

10 Acres Discussion

Hagen informed Council that the Athletic Association approached the City with another alternative for constructing ball fields on the 10 acre parcel. The Athletic Association is willing to provide donations over the next few years to compensate the City for the ball fields. In turn, the City would be responsible

for constructing and owning the fields. The Athletic Association would like to see two fields built on the 10 acres if possible. The new alternative is focused on the 10 acre parcel. Council questioned what would happen with the Settlers Park ball fields and if those would be restructured with the donation money as well. Hagen was unsure of the Athletic Associations intent with Settlers Park.

Hammerseng stated that the Council needs to decide what the setup of the land in this area of the City will be in the future. Hammerseng feels that if Hanover is going to be a City with ball fields and the fields are to be centrally located then the 10 acres may be the parcel for those fields. There was some further discussion on where Public Works would be located if the 10 acres is ball fields. One alternative is a shared site between Public Works and a ball field depending on whether two regulation size fields could fit on the 10 acre parcel. Council continues to be in favor of working with the Athletic Association. Council still is in favor of doing soil digging on the front portion of the 10 acres in order to gain a better understanding of what is or is not buried there.

Hanover Hills Stop Sign Survey

Hagen provided a summary of the responses from a survey sent to the Hanover Hills properties. Of the 19 responses, 12 were in favor of a stop sign. Also included in the summary were comments submitted. Hagen informed Council of Public Works comments on the stop sign location. There is a concern for safety particularly in the winter months and icy road conditions on the hill. Council discussed other methods of traffic control by either a permanent driver feedback sign to show rate of travel compared to the 30 mph limit or temporary speed bumps to be installed during the summer months when the vehicles travel the fastest through the area. An estimate for driver feedback signs cost \$2,700 each and temporary speed bumps would cost \$700 per location. There was no decision made at this time.

Reports

Mayor Kauffman directed Councilor Warpula to obtain ridership numbers at the next WCAT meeting from Trailblazers.

Vajda stated the first Harvest meeting was good. They are looking into booking Shane Martin for the live band.

Zajicek stated he has been in contact with a local person who does woodworking. This individual would be interested in cutting the old bridge decking down for the band shell as long as he can retain a percentage of the decking as payment.

At this time Councilor Warpula excused himself from the meeting for fire department medical training.

Hagen reminded Council of the Wright County Economic Development Partnership board meeting hosted by Hanover on February 20th. After the meeting everyone is invited to tour local business, Plug Technologies. Hagen also passed an invite along to Council to tour the Hennepin County 911 Center on February 18th.

Adjournment

MOTION by Vajda to adjourn at 7:29 p.m., seconded by Hammerseng. **Motion carried unanimously.**

APPROVED BY:

Chris Kauffman, Mayor

ATTEST:

Brian Hagen, City Administrator

CITY OF HANOVER
JOINT CITY COUNCIL/ECONOMIC DEVELOPMENT AUTHORITY MEETING
FEBRUARY 19, 2015 – DRAFT MINUTES

Call to Order

Mayor Kauffman called the Joint Council and EDA meeting to order on behalf of the Council at 6:00 p.m. Chair Todd Bartels called the Joint Council and EDA meeting to order on behalf of the EDA at 6:00 p.m. Present were Mayor Chris Kauffman, Councilors John Vajda (EDA member), Doug Hammerseng, Ken Warpula (EDA member), Jim Zajicek, EDA members Todd Bartels, Jim Hennessey, Keith Ulstad and Matt Hanson. Also present were City Administrator Brian Hagen and EDA Consultant Heidi Peper.

Approval of Agenda

MOTION by Warpula on behalf of the Council to approve agenda as presented, seconded by Vajda. **Motion carried unanimously.**

MOTION by Hennessey on behalf of the EDA to approve the agenda as presented, seconded by Hanson. **Motion carried unanimously.**

Introductions

Introductions of each other were made to meet new members.

History of EDA

Hagen provided a history of the Hanover EDA from when the board was originally formed and the bylaws through the changes and what the current authority of the board is today and the bylaws. Hagen explained that the EDA has the authority to promote economic development; however, any financial considerations offered by the EDA must be approved by the Council. Peper further explained that in the past six years the EDA has been a progressive board and has taken the steps forward to understand the local business community.

Common EDA Functions

Peper explained there are three main functions of EDA boards. Discussion on each function included:

- **Retention** and how Hanover has minimal open parcels for new construction of businesses. The EDA now has to turn the focus more to retaining existing business as their business grows. Over the last year there have been businesses approach the City and state that they are looking to expand but are unsure where that is possible.
- **Recruitment** and what types of businesses should be sought out. Hanover has some parcels ready to be built on, and there are larger parcels which when developed will be industrial lots. When additional lots become available there will be an opportunity to approach businesses and make that attempt to bring them to the City. A tool mentioned for the recruitment of business is the County Road 19 Corridor Study and which business the study found to be most suitable for Hanover. One example used was Hanover Wine and Spirits and how that business came to the City in part because the study noted a liquor store market.
- **Redevelopment** tends to happen in the areas of town with older structures. There has been a redevelopment plan for the downtown area and some of the downtown businesses have upgraded the facades. Another form of redevelopment is changing the intended use of a structure. i.e. commercial to retail.

Hanover Growth

Discussion held focused on what the goal of 2015 is for the EDA and the Council. Retention is the number one goal. Staff and representatives of the EDA will schedule business visits in order to develop a further understanding of why they stay in Hanover and how the City can help existing businesses when it comes time to expand. Evaluation of several 2015 opportunities was held including the 10 acre parcel, properties for start-up businesses, renewed message to show opportunity of outdoor storage and bringing a company in to discuss opportunity of residential development.

Other discussion involved focusing on vacant parcels and preparing a needs list for the parcel. This will allow staff to have a resource available to provide potential businesses interested in these parcels. The list will provide details on requirements like water and sewer extension or road improvements. This will be beneficial for both the business development and residential development. A last suggestion made is to revisit the Comprehensive Plan. The plan has not had any major revisions made since being adopted approximately six to eight years ago. The plan was adopted in a time when the economy was very strong and there was a development bubble. Given the recent recession the plan may need to be revised to match today's market and economy.

Adjournment

MOTION by Vajda on behalf of the Council and EDA to adjourn at 8:15 p.m., seconded by Warpula.
Motion carried unanimously.

APPROVED BY:

Chris Kauffman, Mayor

ATTEST:

Brian Hagen, City Administrator

HANOVER Payments

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Current Period: March 2015

Batch Name	03/03/15 PAY					
	Payment	Computer Dollar Amt	\$28,759.18	Posted		
Refer	585 <u>AFLAC</u>		-			
Cash Payment	E 100-41430-151 Med/Dental Insurance	February Supplemental Insurance - Clerical Staff				\$32.63
Invoice	832334	2/12/2015				
Cash Payment	E 100-41400-151 Med/Dental Insurance	February Supplemental Insurance - City Administrator				\$126.36
Invoice	832334	2/12/2015				
Cash Payment	E 100-41430-151 Med/Dental Insurance	February Supplemental Insurance - Clerical Staff				\$383.63
Invoice	832334	2/12/2015				
Cash Payment	E 100-43000-151 Med/Dental Insurance	February Supplemental Insurance -				\$98.28
Invoice	832334	2/12/2015				
Transaction Date	2/18/2015	Due 0	Cash	10100	Total	\$640.90
Refer	587 <u>ASPEN EQUIPMENT CO.</u>		-			
Cash Payment	E 100-43100-220 Repair/Maint Supply (GE	Adapters, Bushings				\$69.00
Invoice	10145275	2/12/2015				
Transaction Date	2/18/2015	Due 0	Cash	10100	Total	\$69.00
Refer	595 <u>ASSURANT EMPLOYEE BENEFITS</u>		-			
Cash Payment	E 100-41430-134 Employer Paid Life	Billing Period 3/1/15 - 3/31/15; Staff Insurance				\$88.10
Invoice		2/17/2015				
Cash Payment	E 100-43000-134 Employer Paid Life	Billing Period 3/1/15 - 3/31/15; Staff Insurance				\$75.03
Invoice		2/17/2015				
Cash Payment	E 100-41400-134 Employer Paid Life	Billing Period 3/1/15 - 3/31/15; Staff Insurance				\$30.67
Invoice		2/17/2015				
Cash Payment	E 100-41430-134 Employer Paid Life	Billing Period 3/1/15 - 3/31/15; Staff Insurance				\$98.67
Invoice		2/17/2015				
Cash Payment	E 100-43000-134 Employer Paid Life	Billing Period 3/1/15 - 3/31/15; Staff Insurance				\$52.67
Invoice		2/17/2015				
Cash Payment	E 100-41430-134 Employer Paid Life	Billing Period 3/1/15 - 3/31/15; Staff Insurance				\$206.40
Invoice		2/17/2015				
Cash Payment	E 100-41400-134 Employer Paid Life	Billing Period 3/1/15 - 3/31/15; Staff Insurance				-\$132.72
Invoice		2/17/2015				
Transaction Date	2/24/2015	Due 0	Cash	10100	Total	\$418.82
Refer	615 <u>BIREN, AMY</u>		-			
Cash Payment	E 100-41330-437 Other Miscellaneous	Reimbursement-Pastries/Donuts for WCEDP Meeting				\$21.06
Invoice	212938	2/20/2015				
Transaction Date	2/25/2015	Due 0	Cash	10100	Total	\$21.06
Refer	597 <u>BURSCHVILLE CONSTRUCTION</u>		-			
Cash Payment	E 100-48205-810 Refunds & Reimburseme	Hall - Damage Deposit Refund; 2/20/15 Event				\$200.00
Invoice		3/3/2015				
Transaction Date	2/24/2015	Due 0	Cash	10100	Total	\$200.00
Refer	613 <u>DEHMER FIRE PROTECTION</u>		-			
Cash Payment	E 100-42280-220 Repair/Maint Supply (GE					\$56.50
Invoice	2724	2/14/2015				

HANOVER Payments

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Current Period: March 2015

Cash Payment	E 100-41940-220 Repair/Maint Supply (GE					\$131.00
Invoice 2725	2/15/2015					
Transaction Date	2/25/2015	Due 0	Cash	10100	Total	\$187.50
Refer	616 DELTA DENTAL					
Cash Payment	G 100-21706 Medical/Dental Ins					\$193.00
Invoice 5882644	2/15/2015					
Transaction Date	2/25/2015	Due 0	Cash	10100	Total	\$193.00
Refer	596 DIAZ, GEORGE					
Cash Payment	E 100-48205-810 Refunds & Reimburseme					\$200.00
Invoice	3/3/2015					
Transaction Date	2/24/2015	Due 0	Cash	10100	Total	\$200.00
Refer	628 DIR ALCOHOL AND GAMBLING EN					
Cash Payment	E 100-41940-306 Dues & Subscriptions					\$250.00
Invoice	2/26/2015					
Transaction Date	2/26/2015	Due 0	Cash	10100	Total	\$250.00
Refer	590 ECM PUBLISHERS, INC.					
Cash Payment	E 100-41970-351 Legal Notices Publishing					\$79.15
Invoice 187640	2/12/2015					
Transaction Date	2/19/2015	Due 0	Cash	10100	Total	\$79.15
Refer	610 FIRSTLAB					
Cash Payment	E 100-43100-310 Other Professional Servi					\$46.50
Invoice FL00113653	2/12/2015					
Transaction Date	2/25/2015	Due 0	Cash	10100	Total	\$46.50
Refer	601 GOPHER SIGN COMPANY					
Cash Payment	E 100-43121-226 Sign Repair Materials					\$2,756.63
Invoice 142948	2/18/2015					
Cash Payment	E 100-43121-226 Sign Repair Materials					\$591.30
Invoice 95380	2/24/2015					
Transaction Date	2/24/2015	Due 0	Cash	10100	Total	\$3,347.93
Refer	605 GRAINGER					
Cash Payment	E 100-41940-220 Repair/Maint Supply (GE					\$487.50
Invoice 9668532865	2/17/2015					
Transaction Date	2/24/2015	Due 0	Cash	10100	Total	\$487.50
Refer	591 GUIDANCE POINT TECHNOLOGIE					
Cash Payment	E 100-41600-220 Repair/Maint Supply (GE					\$205.00
Invoice 8290	2/14/2015					
Transaction Date	2/19/2015	Due 0	Cash	10100	Total	\$205.00
Refer	612 HAGEN, BRIAN					
Cash Payment	E 100-41435-331 Travel Expenses					\$5.75
Invoice	1/27/2015					
Cash Payment	E 100-41435-331 Travel Expenses					\$14.95
Invoice	2/18/2015					
Cash Payment	E 100-41435-331 Travel Expenses					\$9.00
Invoice	2/18/2015					

HANOVER

Payments

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Current Period: March 2015

Transaction Date	2/25/2015	Due 0	Cash	10100	Total	\$29.70
Refer	623 LEAGUE OF MINNESOTA CITIES					
Cash Payment	E 603-43150-306 Dues & Subscriptions		Membership Renewal-MN Cities Stormwater Coalition Contributions			\$515.00
Invoice	212938	9/1/2014				
Transaction Date	2/26/2015	Due 0	Cash	10100	Total	\$515.00
Refer	598 LESHOVSKY, MARGARET FRANCE					
Cash Payment	E 100-48205-810 Refunds & Reimburseme		Hall - Damage Deposit Refund; 2/21/15 Event			\$200.00
Invoice		3/3/2015				
Transaction Date	2/24/2015	Due 0	Cash	10100	Total	\$200.00
Refer	599 LIVING ESSENTIALLY SPOILED LL					
Cash Payment	E 100-48205-810 Refunds & Reimburseme		Hall Damage Deposit Refund; 2/22/15 Event			\$200.00
Invoice		3/3/2015				
Transaction Date	2/24/2015	Due 0	Cash	10100	Total	\$200.00
Refer	584 METRO WEST INSPECTION SERVI					
Cash Payment	E 100-42401-310 Other Professional Servi		Building Inspector			\$6,608.92
Invoice	TWO	2/10/2015				
Transaction Date	2/18/2015	Due 0	Cash	10100	Total	\$6,608.92
Refer	600 RANDYS ENVIRONMENTAL SERVI					
Cash Payment	E 100-43245-384 Refuse/Garbage Dispos		January 2015 Multi Unit Recycling Service			\$2,916.11
Invoice		2/19/2015				
Transaction Date	2/24/2015	Due 0	Cash	10100	Total	\$2,916.11
Refer	603 ROY C INC					
Cash Payment	E 100-41940-220 Repair/Maint Supply (GE		Repair Main Entrance Button			\$212.00
Invoice	62500	2/18/2015				
Transaction Date	2/24/2015	Due 0	Cash	10100	Total	\$212.00
Refer	617 RUPP ANDERSON SQUIRES & WA					
Cash Payment	E 100-41610-304 Legal Fees		Miscellaneous			\$1,039.35
Invoice	2614	1/31/2015				
Cash Payment	E 100-41610-304 Legal Fees		City Council and Board/Commission Meetings			\$300.00
Invoice	2614	1/31/2015				
Cash Payment	E 100-41610-304 Legal Fees		Review of Medical Services Director Contract			\$153.00
Invoice	2614	1/31/2015				
Transaction Date	2/25/2015	Due 0	Cash	10100	Total	\$1,492.35
Refer	586 S E H					
Cash Payment	E 201-41330-310 Other Professional Servi		2015 EDA Services			\$1,155.84
Invoice	293214	2/6/2015				
Transaction Date	2/18/2015	Due 0	Cash	10100	Total	\$1,155.84
Refer	593 TEGRETE					
Cash Payment	E 100-41940-310 Other Professional Servi		Regular Monthly Services for March 1 - 18th			\$224.13
Invoice	53753	2/13/2015				
Transaction Date	2/19/2015	Due 0	Cash	10100	Total	\$224.13
Refer	619 VEOLIA WATER NORTH AMERICA					
Cash Payment	E 601-43252-310 Other Professional Servi		March Services			\$2,812.75
Invoice	00045403	2/16/2015				

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Payments

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Current Period: March 2015

Cash Payment	E 602-43252-310 Other Professional Servi	March Services				\$3,849.83
Invoice	00045403	2/16/2015				
Transaction Date	2/26/2015	Due 0	Cash	10100	Total	\$6,662.58
Refer	618 VISA - BANKWEST					
Cash Payment	E 100-41570-200 Office Supplies (GENER	PTM Document Systems Inc.-Tax Forms				\$21.43
Invoice		1/22/2015				
Cash Payment	E 100-41570-200 Office Supplies (GENER	PTM Document Systems Inc.-Tax Forms				\$40.91
Invoice		1/22/2015				
Cash Payment	E 100-41435-306 Dues & Subscriptions	Microsoft Online Exchange				\$28.00
Invoice		1/23/2015				
Cash Payment	E 100-43100-212 Motor Fuels	Lake Region Co-op; Kerosene				\$66.98
Invoice		1/23/2015				
Cash Payment	E 100-43100-220 Repair/Maint Supply (GE	SuperBrightLeds-Light Bulbs				\$63.85
Invoice		2/9/2015				
Cash Payment	E 100-41570-200 Office Supplies (GENER	Amazon.com-Wilson Jones Minute Book				\$143.94
Invoice		2/11/2015				
Cash Payment	E 100-41570-200 Office Supplies (GENER	Amazon.com				\$40.78
Invoice		1/26/2015				
Cash Payment	E 100-41570-200 Office Supplies (GENER	Amozon.com				\$7.96
Invoice		2/13/2015				
Transaction Date	2/25/2015	Due 0	Cash	10100	Total	\$413.85
Refer	602 WEX BANK					
Cash Payment	E 100-42260-212 Motor Fuels					\$522.64
Invoice	39884014	2/15/2015				
Transaction Date	2/24/2015	Due 0	Cash	10100	Total	\$522.64
Refer	621 WRIGHT-HENNEPIN COOPERATIV					
Cash Payment	E 100-45200-381 Electric Utilities	Eagle View Park				\$55.47
Invoice		2/18/2015				
Transaction Date	2/26/2015	Due 0	Cash	10100	Total	\$55.47
Refer	604 XCEL ENERGY					
Cash Payment	E 100-42280-381 Electric Utilities	369 Labeaux Ave				\$379.49
Invoice	0558891557	2/17/2015				
Cash Payment	E 100-41940-381 Electric Utilities	11250 5th St. NE				\$698.20
Invoice	0558895536	2/17/2015				
Cash Payment	E 100-45200-381 Electric Utilities	100 Millpond Trail				\$87.30
Invoice	0558926348	2/17/2015				
Cash Payment	E 100-43160-381 Electric Utilities	209 Labeaux Ave NE				\$39.24
Invoice	0558814447	2/17/2015				
Transaction Date	2/24/2015	Due 0	Cash	10100	Total	\$1,204.23

HANOVER

Payments

Current Period: March 2015

Fund Summary

	10100 Cash
603 STORM WATER ENTERPRISE FUND	\$515.00
602 SEWER ENTERPRISE FUND	\$3,849.83
601 WATER ENTERPRISE FUND	\$2,812.75
201 EDA SPECIAL REVENUE FUND	\$1,155.84
100 GENERAL FUND	\$20,425.76
	<hr/>
	\$28,759.18

Pre-Written Check	\$0.00
Checks to be Generated by the Computer	\$28,759.18
Total	<hr/>
	\$28,759.18



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

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

Federal Tax ID 46-1641135

Statement as of: 1/31/2015
Statement Date: 2/1/2015
Statement No. 2614

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

4011(1)-0001: Miscellaneous	1,039.35
4011(1)-0004: City Council and Board/Commission Meetings	300.00
4011(1)-0074: Review of Medical Services Director Contract	153.00
Total Fees and Expenses:	\$1,492.35
Total Now Due:	\$1,492.35



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

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

Federal Tax ID 46-1641135

Statement as of: 1/31/2015
 Statement Date: 2/1/2015
 Statement No. 2614

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

4011(1)-0001: Miscellaneous

		Hours	Rate	Amount
01/05/2015	JTS Telephone conference with Brian regarding commission issue.	0.30	170.00	51.00
01/06/2015	JTS Review agenda materials and prepare for meeting.	1.00	170.00	170.00
01/16/2015	JTS Review council packet regarding issues.	0.40	170.00	68.00
01/26/2015	JTS Review Bond Grant Agreement and forward to Brian with comment e-mail.	1.00	170.00	170.00
01/26/2015	JTS Review fire contract; E-mail Brian regarding ordinance regarding charges.	0.80	170.00	136.00
01/27/2015	JTS Fire protection contract; Review and revise same.	0.70	170.00	119.00
01/28/2015	JTS Telephone conference with Brian regarding vacation of road issue.	0.80	170.00	136.00
01/29/2015	JTS Review Cindy e-mail regarding vacation of road.	0.10	170.00	17.00
	Sub-total Fees:			\$867.00

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

		Hours	Rate	Amount
01/06/2015	JTS Council meeting.	3.20	170.00	300.00
	Sub-total Fees:			\$300.00

4011(1)-0074: Review of Medical Services Director Contract

		Hours	Rate	Amount
01/26/2015	JTS Review and revise Medical Services Director contract; Transmit changes to Brian.	0.90	170.00	153.00
	Sub-total Fees:			\$153.00

Rate Summary

Jay T. Squires 9.20 hours at \$170.00/hr 1,320.00
Total hours: 9.20

Expenses

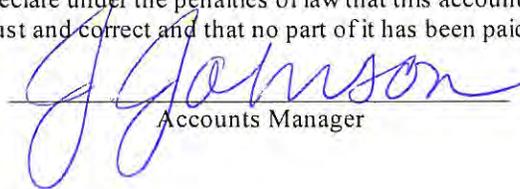
	Units	Price	Amount
12/15/2014 Mileage.	1.00	51.75	51.75
01/06/2015 Mileage.	1.00	46.00	46.00
01/06/2015 Mileage.	1.00	46.00	46.00
01/06/2015 Meal.	1.00	8.00	8.00
01/06/2015 Meal.	1.00	8.00	8.00
01/31/2015 Photocopies.	63.00	0.20	12.60

Sub-total Expenses: \$172.35

Total Fees and Expenses: \$1,492.35

Total Now Due: \$1,492.35

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


Accounts Manager



Invoice

Invoice Number: 293214

FEIN: 41-1251208 | 651.490.2000 | 800.325.2055

Page 1 of 2

BILL TO:

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

Pay This Amount \$1,155.84

Due Date	08-MAR-15
Invoice Date	06-FEB-15
Bill Through Date	31-JAN-15
Terms	30 NET
SEH Client #	13874
Client Project #	
Agreement / PO #	130741

REMIT TO:

Short Elliott Hendrickson, Inc.
NW6262
PO Box 1450
Minneapolis, MN 55485-6262

Project Manager / Email / Phone
Heidi Peper / hpeper@sehinc.com / 320.229.4300
Client Service Manager / Email / Phone
Heidi Peper / hpeper@sehinc.com / 320.229.4300
Accounting Representative / Email / Phone
Mary Graff / mgraff@sehinc.com / 720.540.6800

Project #	Project Name	Project Description
130741	HANOV Hanover 2015 EDA Serv	HANOV Hanover 2015 EDA Services

Project Billing Summary

	Current	Prior	To Date
Totals	\$1,155.84	\$0.00	\$1,155.84

Notes:

FEB 17 2015

201-41330-310



Invoice

Invoice Number: 293214

FEIN: 41-1251208 | 651.490.2000 | 800.325.2055

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Direct

Personnel	Hours	Rate	Amount	
Gilyard, Debra J (Deb)	0.20	90.00	\$18.00	
Graff, Mary A	0.75	90.00	\$67.50	
Peper, Heidi L	7.50	138.00	\$1,035.00	
	8.45			\$1,120.50

Reimbursed - Expenses

Expenditure Type	Amount	
Mileage	\$35.34	
		\$35.34

Invoice total \$1,155.84

HANOVER
Paid Register

Check Numbe	Employee Number	Employee Name	Pay Period	Pay Group Description	Check Amount	Check Date	Status
500245	000000003	Hagen, Brian S.	5	Bi-Weekly	\$1,797.13	2/27/2015	Outstanding
500246	000000002	Schmitz, Nancy A.	5	Bi-Weekly	\$954.67	2/27/2015	Outstanding
500244	000000008	Doboszanski, Jason	5	Bi-Weekly	\$1,190.44	2/27/2015	Outstanding
500243	000000011	Biren, Amy	5	Bi-Weekly	\$947.95	2/27/2015	Outstanding
EFT	000000006	Bursch, Jeffrey	5	Bi-Weekly	\$0.00	2/27/2015	Outstanding
EFT	000000007	Heins, Russell	5	Bi-Weekly	\$0.00	2/27/2015	Outstanding
500247	000000005	Vogel, Scott F.	5	Bi-Weekly	\$1,492.24	2/27/2015	Outstanding
					<hr/>		
					\$6,382.43		

HANOVER

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Deduction/Benefit Register

Pay Group: 01 Bi-Weekly

Pay Periods: 2015(5)

Deduction/Benefit Code & Description	Employee Number & Name	Deduction Amount	Benefit Amount
001 Federal	000000011 Biren, Amy	\$161.26	
	000000008 Doboszanski, Jason	\$113.53	
	000000003 Hagen, Brian S.	\$242.45	
	000000002 Schmitz, Nancy A.	\$66.66	
	000000005 Vogel, Scott F.	\$147.23	
	<i>Federal</i>		<hr/>
005 State Tax - MN	000000011 Biren, Amy	\$67.74	
	000000008 Doboszanski, Jason	\$53.15	
	000000003 Hagen, Brian S.	\$106.67	
	000000002 Schmitz, Nancy A.	\$35.66	
	000000005 Vogel, Scott F.	\$65.17	
	<i>State Tax - MN</i>		<hr/>
049 Medicare	000000011 Biren, Amy	\$19.88	
	000000008 Doboszanski, Jason	\$22.92	
	000000003 Hagen, Brian S.	\$36.25	
	000000002 Schmitz, Nancy A.	\$17.85	
	000000005 Vogel, Scott F.	\$28.79	
	<i>Medicare</i>		<hr/>
051 Social Security	000000011 Biren, Amy	\$85.00	
	000000008 Doboszanski, Jason	\$98.01	
	000000003 Hagen, Brian S.	\$155.00	
	000000002 Schmitz, Nancy A.	\$76.33	
	000000005 Vogel, Scott F.	\$123.11	
	<i>Social Security</i>		<hr/>
501 Social Security Benefit	000000011 Biren, Amy		\$85.00
	000000008 Doboszanski, Jason		\$98.01
	000000003 Hagen, Brian S.		\$155.00
	000000002 Schmitz, Nancy A.		\$76.33
	000000005 Vogel, Scott F.		\$123.11
	<i>Social Security Benefit</i>		<hr/>
502 Medicare Benefit	000000011 Biren, Amy		\$19.88
	000000008 Doboszanski, Jason		\$22.92
	000000003 Hagen, Brian S.		\$36.25
	000000002 Schmitz, Nancy A.		\$17.85

HANOVER

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Deduction/Benefit Register

Pay Group: 01 Bi-Weekly

Pay Periods: 2015(5)

Deduction/Benefit Code & Description	Employee Number & Name	Deduction Amount	Benefit Amount
502 Medicare Benefit	000000005 Vogel, Scott F.		\$28.79
	<i>Medicare Benefit</i>		\$125.69
<i>Grand Total</i>		\$1,722.66	\$663.14

HANOVER

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Deduction/Benefit Register

Pay Group: 01 Bi-Weekly

Pay Periods: 2015(5)

Deduction/Benefit Code & Description	Employee Number & Name	Deduction Amount	Benefit Amount
052 PERA	00000011 Biren, Amy	\$89.11	
	00000008 Doboszinski, Jason	\$102.75	
	00000003 Hagen, Brian S.	\$162.50	
	00000002 Schmitz, Nancy A.	\$80.03	
	00000005 Vogel, Scott F.	\$129.06	
	<i>PERA</i>		\$563.45
503 PERA ER	00000011 Biren, Amy		\$102.82
	00000008 Doboszinski, Jason		\$118.56
	00000003 Hagen, Brian S.		\$187.50
	00000002 Schmitz, Nancy A.		\$92.34
	00000005 Vogel, Scott F.		\$148.92
	<i>PERA ER</i>		
<i>Grand Total</i>		\$563.45	\$650.14

HANOVER
Cash Balances
March 2015

Fund	Begin Month	GL Debits Month	GL Credits Month	Balance
100 GENERAL FUND	\$663,633.64	\$132.72	\$20,558.48	\$643,207.88
107 FIRE DEPT DONATIONS FUND	\$31,388.94	\$0.00	\$0.00	\$31,388.94
201 EDA SPECIAL REVENUE FUND	\$95,119.34	\$0.00	\$1,155.84	\$93,963.50
205 EDA BUSINESS INCENTIVE FUND	\$177,733.31	\$0.00	\$0.00	\$177,733.31
311 2008A GO CIP REFUNDING BOND	\$36,643.35	\$0.00	\$0.00	\$36,643.35
312 2009A GO IMP REFUNDING BOND	\$18,531.31	\$0.00	\$0.00	\$18,531.31
313 2010 GO EQUIPMENT CERTIFICATES	-\$21,707.12	\$0.00	\$0.00	-\$21,707.12
314 2011A GO IMP CROSSOVER REF BD	\$354,097.96	\$0.00	\$0.00	\$354,097.96
401 GENERAL CAPITAL PROJECTS	\$357,027.88	\$0.00	\$0.00	\$357,027.88
402 PARKS CAPITAL PROJECTS	\$238,851.53	\$0.00	\$0.00	\$238,851.53
403 FIRE DEPT CAPITAL FUND	\$110,621.36	\$0.00	\$0.00	\$110,621.36
404 HISTORICAL CAPITAL PROJ FUND	\$95,978.60	\$0.00	\$0.00	\$95,978.60
407 TIF REDEV DIST #1	\$4,786.00	\$0.00	\$0.00	\$4,786.00
408 8TH ST CAPITAL PROJ FUND	\$0.00	\$0.00	\$0.00	\$0.00
411 CITY HALL CAPITAL PROJ FUND	\$60,060.31	\$0.00	\$0.00	\$60,060.31
412 CROW RIVER CROSSING PROJ FD	\$0.00	\$0.00	\$0.00	\$0.00
416 RIVER RD RECON FUND	\$0.00	\$0.00	\$0.00	\$0.00
417 EQUIPMENT CAPITAL FUND	\$52,347.82	\$0.00	\$0.00	\$52,347.82
418 STREET CAPITAL PROJ FUND	\$431,528.72	\$0.00	\$0.00	\$431,528.72
601 WATER ENTERPRISE FUND	\$703,170.52	\$0.00	\$2,812.75	\$700,357.77
602 SEWER ENTERPRISE FUND	\$232,087.45	\$0.00	\$3,849.83	\$228,237.62
603 STORM WATER ENTERPRISE FUND	\$106,726.25	\$0.00	\$515.00	\$106,211.25
611 WATER CAPITAL IMP FUND	\$400,829.15	\$0.00	\$0.00	\$400,829.15
612 SEWER CAPITAL IMP FUND	\$1,671,234.72	\$0.00	\$0.00	\$1,671,234.72
613 STORM WATER CAPITAL IMP FUND	\$543,678.81	\$0.00	\$0.00	\$543,678.81
804 SCHENDELS FIELD ESC FUND	\$144,620.02	\$0.00	\$0.00	\$144,620.02
809 BRIDGES AT HANOVER ESC FUND	-\$13,523.24	\$0.00	\$0.00	-\$13,523.24
811 EROSION CONTROL ESCROW FUND	\$34,000.00	\$0.00	\$0.00	\$34,000.00
815 LANDSCAPE ESCROW FUND	\$45,500.00	\$0.00	\$0.00	\$45,500.00
817 INFRASTRUCTURE ESCROW FUND	\$16,500.00	\$0.00	\$0.00	\$16,500.00
818 MISC ESCROWS FUND	\$6,073.42	\$0.00	\$0.00	\$6,073.42
820 BRIDGES TOWNHOMES ESC FUND	\$3,511.90	\$0.00	\$0.00	\$3,511.90
821 QUAIL PASS 2ND ADD ESCROW FD	\$11,710.55	\$0.00	\$0.00	\$11,710.55
	\$6,612,762.50	\$132.72	\$28,891.90	\$6,584,003.32

Revenue Budget by Source

Source Alt Code	Account Descr	March 2015 Amt	2015 YTD Amt	2015 YTD Budget	2015 YTD Balance	%YTD Budget
Fund 100 GENERAL FUND						
TAXES	R 100-31000 Property Taxes - General	\$0.00	\$0.00	\$995,728.00	\$995,728.00	0.00%
TAXES	R 100-31020 Property Taxes - Fire	\$0.00	\$0.00	\$95,624.00	\$95,624.00	0.00%
TAXES	R 100-31800 Franchise Fees	\$0.00	\$3,100.90	\$10,000.00	\$6,899.10	31.01%
Source Alt Code TAXES		\$0.00	\$3,100.90	\$1,101,352.00	\$1,098,251.10	0.28%
SERVICE	R 100-34000 Charges for Services	\$0.00	\$3,774.68	\$0.00	-\$3,774.68	0.00%
SERVICE	R 100-34101 City Hall Rent Revenue	\$0.00	\$775.00	\$5,000.00	\$4,225.00	15.50%
SERVICE	R 100-34107 Assessment Search Fees	\$0.00	\$25.00	\$300.00	\$275.00	8.33%
SERVICE	R 100-34108 Administrative Fees	\$0.00	\$0.00	\$2,000.00	\$2,000.00	0.00%
SERVICE	R 100-34109 Copies/Faxes	\$0.00	\$0.00	\$80.00	\$80.00	0.00%
SERVICE	R 100-34207 Fire Protection Services	\$0.00	\$0.00	\$106,964.00	\$106,964.00	0.00%
SERVICE	R 100-34403 Recycling Rev/Reimb	\$0.00	\$0.00	\$6,000.00	\$6,000.00	0.00%
SERVICE	R 100-34740 Park & Rec Concessions	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
SERVICE	R 100-34780 Park Rental Fees	\$0.00	\$233.59	\$2,000.00	\$1,766.41	11.68%
SERVICE	R 100-34940 Cemetery Revenues	\$0.00	\$1,300.00	\$2,000.00	\$700.00	65.00%
Source Alt Code SERVICE		\$0.00	\$6,108.27	\$124,344.00	\$118,235.73	4.91%
MISC	R 100-36100 Special Assessments	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
MISC	R 100-36200 Miscellaneous Revenues	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
MISC	R 100-36210 Interest Earnings	\$0.00	\$0.00	\$1,000.00	\$1,000.00	0.00%
MISC	R 100-36215 Investment Income/Loss	\$0.00	\$0.00	\$7,000.00	\$7,000.00	0.00%
MISC	R 100-36230 Contributions and Donations	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
MISC	R 100-36235 Insurance Dividends	\$0.00	\$0.00	\$6,000.00	\$6,000.00	0.00%
MISC	R 100-36250 Damage Deposits	\$0.00	\$1,000.00	\$7,000.00	\$6,000.00	14.29%
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	\$1,000.00	\$21,000.00	\$20,000.00	4.76%
LIC PERM	R 100-32110 Alcoholic Beverages	\$0.00	\$0.00	\$10,300.00	\$10,300.00	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	\$0.00	\$5,453.99	\$70,000.00	\$64,546.01	7.79%
LIC PERM	R 100-32240 Animal Licenses	\$0.00	\$20.00	\$100.00	\$80.00	20.00%
LIC PERM	R 100-32260 Solid Waste Hauler Licenses	\$0.00	\$500.00	\$1,500.00	\$1,000.00	33.33%
LIC PERM	R 100-32270 Rental Dwelling Licenses	\$0.00	\$0.00	\$300.00	\$300.00	0.00%
LIC PERM	R 100-32280 Other Non-Business Lic/Per	\$0.00	\$7.50	\$50.00	\$42.50	15.00%
Source Alt Code LIC PERM		\$0.00	\$5,981.49	\$82,350.00	\$76,368.51	7.26%
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	\$105,859.00	\$105,859.00	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	\$24,000.00	\$24,000.00	0.00%
INTGOVT	R 100-33426 State Police Aid	\$0.00	\$0.00	\$4,600.00	\$4,600.00	0.00%
INTGOVT	R 100-33610 County Grants/Aid for Roads	\$0.00	\$0.00	\$1,500.00	\$1,500.00	0.00%
Source Alt Code INTGOVT		\$0.00	\$0.00	\$136,298.00	\$136,298.00	0.00%
FINES	R 100-35100 Court Fines	\$0.00	\$0.00	\$1,500.00	\$1,500.00	0.00%
Source Alt Code FINES		\$0.00	\$0.00	\$1,500.00	\$1,500.00	0.00%
Fund 100 GENERAL FUND		\$0.00	\$16,190.66	\$1,466,844.00	\$1,450,653.34	1.10%

HANOVER

Expenditure Budget Report

Dept Abbrev	Account Descr	March 2015 Amt	2015 YTD Amt	2015 YTD Budget	2015 YTD Balance	%YTD Budget
Fund 100 GENERAL FUND						
Dept 41110 Council						
COUNCIL	E 100-41110-111 Committee Wages/Mee	\$0.00	\$120.00	\$13,700.00	\$13,580.00	0.88%
COUNCIL	E 100-41110-122 FICA	\$0.00	\$0.00	\$850.00	\$850.00	0.00%
COUNCIL	E 100-41110-123 Medicare	\$0.00	\$0.00	\$199.00	\$199.00	0.00%
COUNCIL	E 100-41110-150 Worker s Comp (GENE	\$0.00	\$0.00	\$150.00	\$150.00	0.00%
COUNCIL	E 100-41110-152 Worker s Comp Benefit	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
COUNCIL	E 100-41110-208 Training and Instructio	\$0.00	\$315.00	\$1,500.00	\$1,185.00	21.00%
COUNCIL	E 100-41110-306 Dues & Subscriptions	\$0.00	\$406.00	\$2,500.00	\$2,094.00	16.24%
COUNCIL	E 100-41110-331 Travel Expenses	\$0.00	\$0.00	\$2,000.00	\$2,000.00	0.00%
COUNCIL	E 100-41110-437 Other Miscellaneous	\$0.00	\$66.11	\$5,000.00	\$4,933.89	1.32%
Dept 41110 Council		\$0.00	\$907.11	\$25,899.00	\$24,991.89	3.50%
Dept 41330 Boards and Commissions						
BRDCOMM	E 100-41330-111 Committee Wages/Mee	\$0.00	\$0.00	\$5,500.00	\$5,500.00	0.00%
BRDCOMM	E 100-41330-160 Liability Insurance Emp	\$0.00	\$0.00	\$100.00	\$100.00	0.00%
BRDCOMM	E 100-41330-208 Training and Instructio	\$0.00	\$0.00	\$150.00	\$150.00	0.00%
BRDCOMM	E 100-41330-331 Travel Expenses	\$0.00	\$0.00	\$100.00	\$100.00	0.00%
BRDCOMM	E 100-41330-437 Other Miscellaneous	\$21.06	\$21.06	\$0.00	-\$21.06	0.00%
Dept 41330 Boards and Commissions		\$21.06	\$21.06	\$5,850.00	\$5,828.94	0.36%
Dept 41400 City Administrator						
CITYADM	E 100-41400-101 Full-Time Employees R	\$0.00	\$15,760.33	\$65,500.00	\$49,739.67	24.06%
CITYADM	E 100-41400-121 PERA	\$0.00	\$1,182.02	\$4,900.00	\$3,717.98	24.12%
CITYADM	E 100-41400-122 FICA	\$0.00	\$977.13	\$4,100.00	\$3,122.87	23.83%
CITYADM	E 100-41400-123 Medicare	\$0.00	\$228.52	\$900.00	\$671.48	25.39%
CITYADM	E 100-41400-131 Employer Paid Health	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
CITYADM	E 100-41400-132 Employer Paid HSA	\$0.00	\$248.31	\$0.00	-\$248.31	0.00%
CITYADM	E 100-41400-134 Employer Paid Life	-\$102.05	-\$12.60	\$0.00	\$12.60	0.00%
CITYADM	E 100-41400-150 Worker s Comp (GENE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
CITYADM	E 100-41400-151 Med/Dental Insurance	\$126.36	\$2,667.97	\$10,890.00	\$8,222.03	24.50%
CITYADM	E 100-41400-208 Training and Instructio	\$0.00	\$200.00	\$1,000.00	\$800.00	20.00%
CITYADM	E 100-41400-306 Dues & Subscriptions	\$0.00	\$155.00	\$0.00	-\$155.00	0.00%
CITYADM	E 100-41400-310 Other Professional Serv	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Dept 41400 City Administrator		\$24.31	\$21,406.68	\$87,290.00	\$65,883.32	24.52%
Dept 41410 Elections						
ELECTION	E 100-41410-200 Office Supplies (GENER	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
ELECTION	E 100-41410-310 Other Professional Serv	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
ELECTION	E 100-41410-351 Legal Notices Publishin	\$0.00	\$0.00	\$250.00	\$250.00	0.00%
ELECTION	E 100-41410-400 Repairs & Maint Cont (\$0.00	\$0.00	\$1,000.00	\$1,000.00	0.00%
Dept 41410 Elections		\$0.00	\$0.00	\$1,250.00	\$1,250.00	0.00%
Dept 41430 Clerical Staff						
CLERICAL	E 100-41430-101 Full-Time Employees R	\$0.00	\$22,482.22	\$82,600.00	\$60,117.78	27.22%
CLERICAL	E 100-41430-102 Full-Time Employees O	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
CLERICAL	E 100-41430-103 Part-Time Employees	\$0.00	\$0.00	\$5,000.00	\$5,000.00	0.00%
CLERICAL	E 100-41430-121 PERA	\$0.00	\$1,686.16	\$6,200.00	\$4,513.84	27.20%
CLERICAL	E 100-41430-122 FICA	\$0.00	\$1,393.89	\$5,100.00	\$3,706.11	27.33%
CLERICAL	E 100-41430-123 Medicare	\$0.00	\$325.97	\$1,200.00	\$874.03	27.16%
CLERICAL	E 100-41430-131 Employer Paid Health	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
CLERICAL	E 100-41430-132 Employer Paid HSA	\$0.00	\$989.70	\$0.00	-\$989.70	0.00%
CLERICAL	E 100-41430-134 Employer Paid Life	\$393.17	\$751.85	\$0.00	-\$751.85	0.00%
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	\$416.26	\$3,972.72	\$16,932.00	\$12,959.28	23.41%

HANOVER
Expenditure Budget Report

Dept Abbrev	Account Descr	March 2015 Amt	2015 YTD Amt	2015 YTD Budget	2015 YTD Balance	%YTD Budget
Dept 41430	Clerical Staff	\$809.43	\$31,602.51	\$117,032.00	\$85,429.49	27.00%
Dept 41435	Staff Expenses					
STAFFEXP	E 100-41435-208 Training and Instructio	\$0.00	\$0.00	\$1,500.00	\$1,500.00	0.00%
STAFFEXP	E 100-41435-260 Uniforms	\$0.00	\$0.00	\$300.00	\$300.00	0.00%
STAFFEXP	E 100-41435-306 Dues & Subscriptions	\$28.00	\$56.00	\$4,000.00	\$3,944.00	1.40%
STAFFEXP	E 100-41435-310 Other Professional Serv	\$0.00	\$150.00	\$1,000.00	\$850.00	15.00%
STAFFEXP	E 100-41435-331 Travel Expenses	\$29.70	\$29.70	\$1,500.00	\$1,470.30	1.98%
Dept 41435	Staff Expenses	\$57.70	\$235.70	\$8,300.00	\$8,064.30	2.84%
Dept 41530	Accounting					
ACCTING	E 100-41530-101 Full-Time Employees R	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
ACCTING	E 100-41530-121 PERA	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
ACCTING	E 100-41530-122 FICA	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
ACCTING	E 100-41530-123 Medicare	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
ACCTING	E 100-41530-150 Worker s Comp (GENE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
ACCTING	E 100-41530-151 Med/Dental Insurance	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
ACCTING	E 100-41530-310 Other Professional Serv	\$0.00	\$13,250.00	\$0.00	-\$13,250.00	0.00%
Dept 41530	Accounting	\$0.00	\$13,250.00	\$0.00	-\$13,250.00	0.00%
Dept 41540	Auditing					
AUDITING	E 100-41540-301 Auditing and Acctg Ser	\$0.00	\$150.00	\$26,000.00	\$25,850.00	0.58%
Dept 41540	Auditing	\$0.00	\$150.00	\$26,000.00	\$25,850.00	0.58%
Dept 41550	Assessing					
ASSESS G	E 100-41550-310 Other Professional Serv	\$0.00	\$159.75	\$17,600.00	\$17,440.25	0.91%
Dept 41550	Assessing	\$0.00	\$159.75	\$17,600.00	\$17,440.25	0.91%
Dept 41570	Purchasing					
PURCHASE	E 100-41570-200 Office Supplies (GENER	\$255.02	\$480.18	\$5,500.00	\$5,019.82	8.73%
PURCHASE	E 100-41570-205 Bank Fees	\$0.00	\$0.00	\$100.00	\$100.00	0.00%
PURCHASE	E 100-41570-207 Computer Supplies	\$0.00	\$0.00	\$3,000.00	\$3,000.00	0.00%
PURCHASE	E 100-41570-220 Repair/Maint Supply (G	\$0.00	\$331.22	\$6,800.00	\$6,468.78	4.87%
PURCHASE	E 100-41570-322 Postage	\$0.00	\$381.67	\$1,500.00	\$1,118.33	25.44%
PURCHASE	E 100-41570-570 Office Equip and Furnis	\$0.00	\$0.00	\$4,000.00	\$4,000.00	0.00%
Dept 41570	Purchasing	\$255.02	\$1,193.07	\$20,900.00	\$19,706.93	5.71%
Dept 41600	Computer					
COMPUTER	E 100-41600-220 Repair/Maint Supply (G	\$205.00	\$805.00	\$0.00	-\$805.00	0.00%
Dept 41600	Computer	\$205.00	\$805.00	\$0.00	-\$805.00	0.00%
Dept 41610	City Attorney					
CITYATNY	E 100-41610-304 Legal Fees	\$1,492.35	\$1,713.61	\$27,295.00	\$25,581.39	6.28%
Dept 41610	City Attorney	\$1,492.35	\$1,713.61	\$27,295.00	\$25,581.39	6.28%
Dept 41910	Planning and Zoning					
PLANZONG	E 100-41910-310 Other Professional Serv	\$0.00	\$190.00	\$17,000.00	\$16,810.00	1.12%
Dept 41910	Planning and Zoning	\$0.00	\$190.00	\$17,000.00	\$16,810.00	1.12%
Dept 41940	General Govt Buildings/Plant					
GOVTBLDG	E 100-41940-210 Operating Supplies (GE	\$0.00	\$295.07	\$5,000.00	\$4,704.93	5.90%
GOVTBLDG	E 100-41940-220 Repair/Maint Supply (G	\$830.50	\$1,173.51	\$10,000.00	\$8,826.49	11.74%
GOVTBLDG	E 100-41940-306 Dues & Subscriptions	\$250.00	\$250.00	\$0.00	-\$250.00	0.00%
GOVTBLDG	E 100-41940-310 Other Professional Serv	\$224.13	\$896.13	\$8,400.00	\$7,503.87	10.67%
GOVTBLDG	E 100-41940-321 Telephone	\$0.00	\$521.53	\$5,500.00	\$4,978.47	9.48%
GOVTBLDG	E 100-41940-325 Taxes	\$0.00	\$220.00	\$7,000.00	\$6,780.00	3.14%
GOVTBLDG	E 100-41940-381 Electric Utilities	\$698.20	\$1,110.53	\$9,000.00	\$7,889.47	12.34%
GOVTBLDG	E 100-41940-383 Gas Utilities	\$0.00	\$0.00	\$5,000.00	\$5,000.00	0.00%

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Expenditure Budget Report

Dept Abbrev	Account Descr	March 2015 Amt	2015 YTD Amt	2015 YTD Budget	2015 YTD Balance	%YTD Budget
GOVTBLDG	E 100-41940-384 Refuse/Garbage Dispos	\$0.00	\$195.05	\$2,000.00	\$1,804.95	9.75%
GOVTBLDG	E 100-41940-415 Other Equipment Renta	\$0.00	\$0.00	\$500.00	\$500.00	0.00%
GOVTBLDG	E 100-41940-520 Buildings and Structure	\$0.00	\$240.00	\$5,000.00	\$4,760.00	4.80%
GOVTBLDG	E 100-41940-560 Furniture and Fixtures	\$0.00	\$0.00	\$2,500.00	\$2,500.00	0.00%
GOVTBLDG	E 100-41940-580 Other Equipment	\$0.00	\$0.00	\$1,000.00	\$1,000.00	0.00%
Dept 41940	General Govt Buildings/Plant	\$2,002.83	\$4,901.82	\$60,900.00	\$55,998.18	8.05%
Dept 41950	Engineer					
ENGINEER	E 100-41950-303 Engineering Fees	\$0.00	\$0.00	\$25,000.00	\$25,000.00	0.00%
Dept 41950	Engineer	\$0.00	\$0.00	\$25,000.00	\$25,000.00	0.00%
Dept 41960	Insurance					
INSURANCE	E 100-41960-142 Unemployment Benefit	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
INSURANCE	E 100-41960-150 Worker s Comp (GENE	\$0.00	\$0.00	\$2,500.00	\$2,500.00	0.00%
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	\$0.00	\$35,000.00	\$35,000.00	0.00%
Dept 41960	Insurance	\$0.00	\$0.00	\$37,500.00	\$37,500.00	0.00%
Dept 41970	Legal Publications					
LEGALPUB	E 100-41970-341 Employment	\$0.00	\$0.00	\$250.00	\$250.00	0.00%
LEGALPUB	E 100-41970-343 Other Advertising	\$0.00	\$0.00	\$250.00	\$250.00	0.00%
LEGALPUB	E 100-41970-351 Legal Notices Publishin	\$79.15	\$79.15	\$2,000.00	\$1,920.85	3.96%
LEGALPUB	E 100-41970-354 Recording Fees	\$0.00	\$0.00	\$500.00	\$500.00	0.00%
Dept 41970	Legal Publications	\$79.15	\$79.15	\$3,000.00	\$2,920.85	2.64%
Dept 42101	Hennepin County Sheriff					
HCSHERIFF	E 100-42101-310 Other Professional Serv	\$0.00	\$0.00	\$69,335.00	\$69,335.00	0.00%
Dept 42101	Hennepin County Sheriff	\$0.00	\$0.00	\$69,335.00	\$69,335.00	0.00%
Dept 42102	Wright County Sheriff					
WCSHERIFF	E 100-42102-310 Other Professional Serv	\$0.00	\$15,695.00	\$94,170.00	\$78,475.00	16.67%
Dept 42102	Wright County Sheriff	\$0.00	\$15,695.00	\$94,170.00	\$78,475.00	16.67%
Dept 42210	Fire Dept Administration					
FIREADMIN	E 100-42210-103 Part-Time Employees	\$0.00	\$0.00	\$34,340.00	\$34,340.00	0.00%
FIREADMIN	E 100-42210-122 FICA	\$0.00	\$0.00	\$2,129.00	\$2,129.00	0.00%
FIREADMIN	E 100-42210-123 Medicare	\$0.00	\$0.00	\$515.00	\$515.00	0.00%
FIREADMIN	E 100-42210-142 Unemployment Benefit	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FIREADMIN	E 100-42210-150 Worker s Comp (GENE	\$0.00	\$0.00	\$10,000.00	\$10,000.00	0.00%
FIREADMIN	E 100-42210-200 Office Supplies (GENER	\$0.00	\$0.00	\$200.00	\$200.00	0.00%
FIREADMIN	E 100-42210-305 Medical and Dental Fee	\$0.00	\$0.00	\$4,000.00	\$4,000.00	0.00%
FIREADMIN	E 100-42210-306 Dues & Subscriptions	\$0.00	\$150.00	\$950.00	\$800.00	15.79%
FIREADMIN	E 100-42210-361 General Liability Ins	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FIREADMIN	E 100-42210-437 Other Miscellaneous	\$0.00	\$35.00	\$10,000.00	\$9,965.00	0.35%
FIREADMIN	E 100-42210-700 Transfers (GENERAL)	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Dept 42210	Fire Dept Administration	\$0.00	\$185.00	\$62,134.00	\$61,949.00	0.30%
Dept 42220	Fire Dept Equipment					
FIREEQUIP	E 100-42220-221 Equipment Parts	\$0.00	\$110.00	\$5,500.00	\$5,390.00	2.00%
FIREEQUIP	E 100-42220-228 Medical Supplies	\$0.00	\$171.16	\$1,500.00	\$1,328.84	11.41%
FIREEQUIP	E 100-42220-240 Small Tools and Minor	\$0.00	\$0.00	\$850.00	\$850.00	0.00%
FIREEQUIP	E 100-42220-260 Uniforms	\$0.00	\$0.00	\$4,500.00	\$4,500.00	0.00%
FIREEQUIP	E 100-42220-580 Other Equipment	\$0.00	\$73.19	\$5,000.00	\$4,926.81	1.46%
Dept 42220	Fire Dept Equipment	\$0.00	\$354.35	\$17,350.00	\$16,995.65	2.04%
Dept 42240	Fire Dept Training					
FIRETRNG	E 100-42240-208 Training and Instructio	\$0.00	\$0.00	\$7,500.00	\$7,500.00	0.00%
FIRETRNG	E 100-42240-331 Travel Expenses	\$0.00	\$0.00	\$1,500.00	\$1,500.00	0.00%

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Expenditure Budget Report

Dept Abbrev	Account Descr	March 2015 Amt	2015 YTD Amt	2015 YTD Budget	2015 YTD Balance	%YTD Budget
Dept 42240	Fire Dept Training	\$0.00	\$0.00	\$9,000.00	\$9,000.00	0.00%
Dept 42260	Fire Vehicles					
FIREVEH	E 100-42260-212 Motor Fuels	\$522.64	\$857.33	\$5,000.00	\$4,142.67	17.15%
FIREVEH	E 100-42260-220 Repair/Maint Supply (G	\$0.00	\$173.10	\$9,000.00	\$8,826.90	1.92%
FIREVEH	E 100-42260-240 Small Tools and Minor	\$0.00	\$0.00	\$2,000.00	\$2,000.00	0.00%
FIREVEH	E 100-42260-323 Radio Units	\$0.00	\$3,810.00	\$7,465.00	\$3,655.00	51.04%
Dept 42260	Fire Vehicles	\$522.64	\$4,840.43	\$23,465.00	\$18,624.57	20.63%
Dept 42280	Fire Stations and Bldgs					
FIREBLDG	E 100-42280-215 Shop Supplies	\$0.00	\$130.21	\$1,650.00	\$1,519.79	7.89%
FIREBLDG	E 100-42280-220 Repair/Maint Supply (G	\$56.50	\$56.50	\$3,500.00	\$3,443.50	1.61%
FIREBLDG	E 100-42280-321 Telephone	\$0.00	\$56.80	\$800.00	\$743.20	7.10%
FIREBLDG	E 100-42280-325 Taxes	\$0.00	\$0.00	\$175.00	\$175.00	0.00%
FIREBLDG	E 100-42280-381 Electric Utilities	\$379.49	\$547.26	\$5,000.00	\$4,452.74	10.95%
FIREBLDG	E 100-42280-383 Gas Utilities	\$0.00	\$1,714.04	\$2,600.00	\$885.96	65.92%
Dept 42280	Fire Stations and Bldgs	\$435.99	\$2,504.81	\$13,725.00	\$11,220.19	18.25%
Dept 42290	Fire Relief Association					
FIRERELIEF	E 100-42290-124 Fire Pension Contributi	\$0.00	\$0.00	\$29,500.00	\$29,500.00	0.00%
FIRERELIEF	E 100-42290-301 Auditing and Acctg Ser	\$0.00	\$0.00	\$6,000.00	\$6,000.00	0.00%
Dept 42290	Fire Relief Association	\$0.00	\$0.00	\$35,500.00	\$35,500.00	0.00%
Dept 42401	Building Inspection Admin					
INSPADMN	E 100-42401-310 Other Professional Serv	\$6,608.92	\$8,841.76	\$25,000.00	\$16,158.24	35.37%
Dept 42401	Building Inspection Admin	\$6,608.92	\$8,841.76	\$25,000.00	\$16,158.24	35.37%
Dept 42700	Animal Control					
ANIMCTRL	E 100-42700-210 Operating Supplies (GE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
ANIMCTRL	E 100-42700-310 Other Professional Serv	\$0.00	\$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	\$150.00	\$150.00	0.00%
Dept 42800	Cemetery	\$0.00	\$0.00	\$150.00	\$150.00	0.00%
Dept 43000	Public Works (GENERAL)					
PUBWRKS	E 100-43000-101 Full-Time Employees R	\$0.00	\$17,656.06	\$92,700.00	\$75,043.94	19.05%
PUBWRKS	E 100-43000-102 Full-Time Employees O	\$0.00	\$296.40	\$0.00	-\$296.40	0.00%
PUBWRKS	E 100-43000-103 Part-Time Employees	\$0.00	\$190.00	\$1,500.00	\$1,310.00	12.67%
PUBWRKS	E 100-43000-121 PERA	\$0.00	\$1,346.43	\$7,000.00	\$5,653.57	19.23%
PUBWRKS	E 100-43000-122 FICA	\$0.00	\$1,124.84	\$5,700.00	\$4,575.16	19.73%
PUBWRKS	E 100-43000-123 Medicare	\$0.00	\$263.06	\$1,300.00	\$1,036.94	20.24%
PUBWRKS	E 100-43000-132 Employer Paid HSA	\$0.00	\$406.72	\$0.00	-\$406.72	0.00%
PUBWRKS	E 100-43000-134 Employer Paid Life	\$127.70	\$383.10	\$0.00	-\$383.10	0.00%
PUBWRKS	E 100-43000-142 Unemployment Benefit	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
PUBWRKS	E 100-43000-150 Worker s Comp (GENE	\$0.00	\$0.00	\$9,000.00	\$9,000.00	0.00%
PUBWRKS	E 100-43000-151 Med/Dental Insurance	\$98.28	\$7,363.66	\$19,328.00	\$11,964.34	38.10%
PUBWRKS	E 100-43000-152 Worker s Comp Benefit	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
PUBWRKS	E 100-43000-208 Training and Instructio	\$0.00	\$950.00	\$1,500.00	\$550.00	63.33%
Dept 43000	Public Works (GENERAL)	\$225.98	\$29,980.27	\$138,028.00	\$108,047.73	21.72%
Dept 43100	Hwys, Streets, & Roads					
HWYROAD	E 100-43100-212 Motor Fuels	\$66.98	\$1,485.23	\$10,000.00	\$8,514.77	14.85%
HWYROAD	E 100-43100-215 Shop Supplies	\$0.00	\$268.48	\$5,000.00	\$4,731.52	5.37%
HWYROAD	E 100-43100-220 Repair/Maint Supply (G	\$132.85	\$734.54	\$7,500.00	\$6,765.46	9.79%
HWYROAD	E 100-43100-240 Small Tools and Minor	\$0.00	\$0.00	\$4,000.00	\$4,000.00	0.00%
HWYROAD	E 100-43100-260 Uniforms	\$0.00	\$0.00	\$2,000.00	\$2,000.00	0.00%

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Expenditure Budget Report

Dept Abbrev	Account Descr	March 2015 Amt	2015 YTD Amt	2015 YTD Budget	2015 YTD Balance	%YTD Budget
	HWYROAD E 100-43100-310 Other Professional Serv	\$46.50	\$46.50	\$3,000.00	\$2,953.50	1.55%
	HWYROAD E 100-43100-325 Taxes	\$0.00	\$0.00	\$200.00	\$200.00	0.00%
Dept 43100	Hwys, Streets, & Roads	\$246.33	\$2,534.75	\$31,700.00	\$29,165.25	8.00%
Dept 43121	Paved Streets					
	PAVSTRTS E 100-43121-224 Street Maint Materials	\$0.00	\$0.00	\$16,000.00	\$16,000.00	0.00%
	PAVSTRTS E 100-43121-226 Sign Repair Materials	\$3,347.93	\$3,347.93	\$7,000.00	\$3,652.07	47.83%
Dept 43121	Paved Streets	\$3,347.93	\$3,347.93	\$23,000.00	\$19,652.07	14.56%
Dept 43122	Unpaved Streets					
	UNPAVSTS E 100-43122-224 Street Maint Materials	\$0.00	\$0.00	\$12,500.00	\$12,500.00	0.00%
	UNPAVSTS E 100-43122-226 Sign Repair Materials	\$0.00	\$0.00	\$500.00	\$500.00	0.00%
Dept 43122	Unpaved Streets	\$0.00	\$0.00	\$13,000.00	\$13,000.00	0.00%
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	\$39.24	\$2,705.12	\$30,000.00	\$27,294.88	9.02%
Dept 43160	Street Lighting	\$39.24	\$2,705.12	\$30,000.00	\$27,294.88	9.02%
Dept 43240	Waste (refuse) Disposal					
	REFDISPO E 100-43240-384 Refuse/Garbage Dispos	\$0.00	\$0.00	\$1,000.00	\$1,000.00	0.00%
Dept 43240	Waste (refuse) Disposal	\$0.00	\$0.00	\$1,000.00	\$1,000.00	0.00%
Dept 43245	Recycling: Refuse					
	RECYCLING E 100-43245-215 Shop Supplies	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
	RECYCLING E 100-43245-384 Refuse/Garbage Dispos	\$2,916.11	\$5,726.92	\$28,000.00	\$22,273.08	20.45%
Dept 43245	Recycling: Refuse	\$2,916.11	\$5,726.92	\$28,000.00	\$22,273.08	20.45%
Dept 43260	Weed Control					
	WEEDCTRL E 100-43260-215 Shop Supplies	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
	WEEDCTRL E 100-43260-310 Other Professional Serv	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Dept 43260	Weed Control	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Dept 45186	Senior Center					
	SRCENTER E 100-45186-437 Other Miscellaneous	\$0.00	\$0.00	\$7,250.00	\$7,250.00	0.00%
Dept 45186	Senior Center	\$0.00	\$0.00	\$7,250.00	\$7,250.00	0.00%
Dept 45200	Parks (GENERAL)					
	PARKS E 100-45200-212 Motor Fuels	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
	PARKS E 100-45200-220 Repair/Maint Supply (G	\$0.00	\$0.00	\$5,000.00	\$5,000.00	0.00%
	PARKS E 100-45200-225 Landscaping Materials	\$0.00	\$0.00	\$3,300.00	\$3,300.00	0.00%
	PARKS E 100-45200-381 Electric Utilities	\$142.77	\$268.17	\$1,100.00	\$831.83	24.38%
	PARKS E 100-45200-400 Repairs & Maint Cont (\$0.00	\$355.86	\$6,000.00	\$5,644.14	5.93%
	PARKS E 100-45200-440 Programs/FYCC	\$0.00	\$0.00	\$5,300.00	\$5,300.00	0.00%
	PARKS E 100-45200-441 Community Garden	\$0.00	\$0.00	\$4,500.00	\$4,500.00	0.00%
	PARKS E 100-45200-580 Other Equipment	\$0.00	\$1,115.68	\$2,500.00	\$1,384.32	44.63%
Dept 45200	Parks (GENERAL)	\$142.77	\$1,739.71	\$27,700.00	\$25,960.29	6.28%
Dept 45500	Libraries (GENERAL)					
	LIBRARY E 100-45500-437 Other Miscellaneous	\$0.00	\$0.00	\$7,000.00	\$7,000.00	0.00%
Dept 45500	Libraries (GENERAL)	\$0.00	\$0.00	\$7,000.00	\$7,000.00	0.00%
Dept 48205	Damage Deposit Refunds					
	DMGDEPRF E 100-48205-810 Refunds & Reimburse	\$800.00	\$800.00	\$5,000.00	\$4,200.00	16.00%
Dept 48205	Damage Deposit Refunds	\$800.00	\$800.00	\$5,000.00	\$4,200.00	16.00%
Dept 49360	Transfers Out					

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Dept Abbrev	Account Descr	March 2015 Amt	2015 YTD Amt	2015 YTD Budget	2015 YTD Balance	%YTD Budget
TRANSFERS	E 100-49360-700 Transfers (GENERAL)	\$0.00	\$0.00	\$299,000.00	\$299,000.00	0.00%
Dept 49360	Transfers Out	\$0.00	\$0.00	\$299,000.00	\$299,000.00	0.00%
Dept 49800	Transit (GENERAL)					
TRANSIT	E 100-49800-310 Other Professional Serv	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Dept 49800	Transit (GENERAL)	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Fund 100	GENERAL FUND	\$20,232.76	\$155,871.51	\$1,456,823.00	\$1,300,951.49	10.70%

**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 3rd day of March 2015.

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

The following Council Members were absent: Vajda.

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

.....

**RESOLUTION NO 03-03-15-06
APPROVING RENEWAL OF CONSUMPTION AND DISPLAY PERMIT**

WHEREAS, the City of Hanover maintains a Consumption and Display Liquor License at City Hall due to the City's renting out the attached Community Hall; and

WHEREAS, this license must be renewed annually; and

WHEREAS, the City is in compliance with the conditions of the renewal as stated on the renewal application attached.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Hanover, Minnesota, hereby approves the renewal of the Consumption and Display Permit for City Hall.

Council members voting in favor: Kauffman, Hammerseng, Warpula, Zajicek.

Opposed or abstained: None.

Adopted by the City Council this 3rd day of March, 2015.

Approved by:

Chris Kauffman, Mayor

Attest:

Brian Hagen, City Administrator



**Minnesota Department of Public Safety
Alcohol and Gambling Enforcement**

445 Minnesota Street, Suite 222
St. Paul, MN 55101
651-201-7512

RENEWAL OF CONSUMPTION AND DISPLAY PERMIT

Permit Fee \$250 (Renewal Date: April 1)

ID# 6125	License Code	CDPBL
City of Hanover		
11250 5th St NE/Box 278		
Hanover	MN	55341
Business Phone 6124973777		

**IF NAME AND ADDRESS
SHOWN ARE NOT
CORRECT, MAKE
CHANGES BELOW**

Worker's Comp. Ins. Name _____ Policy # _____ Policy Period _____

City/County where permit approved _____

Licensee Name _____

Address, City, State, Zip 11250 5th St. NE

Business Phone 763-497-3777 Email _____

By signing this renewal application, applicant certifies that there has been no change in ownership, corporate officers, bylaws, membership, partners, home addresses, or telephone numbers. If changes have occurred during the past 12 months, please give details on the back of this renewal, then sign below.

Applicant's signature on this renewal confirms the following: Failure to report any of the following will result in fines.

1. Applicant confirms that it has never had a liquor license rejected by any city/township/county in the state of Minnesota. If ever rejected, please give details on the back of this renewal, then sign below.
2. Applicant confirms that for the past five years it has not had a liquor license revoked for any liquor law violation (state or local). If a revocation has occurred, please give details on the back of this renewal, then sign below.
3. Applicant confirms that during the past five years it or its employees have not been cited for any civil or criminal liquor law violations. If violations have occurred, please give details on the back of this renewal, then sign below.
4. Applicant confirms that workers compensation insurance is in effect for the full license period.
5. Applicant confirms, no club on-sale intoxicating liquor license is held.
6. Applicant confirms business premises are separate from any other business establishment.

Licensee Signature *Bi Hong* Date 2/25/15
(Signature certifies all application information to be correct and permit has been approved by city/county.)

City Clerk/County Signature *Bi Hong* Date 3/4/15
(Signature certifies that a consumptions and display permit has been approved by the city/county as stated above.)

**MAKE CHECKS PAYABLE TO: DIRECTOR ALCOHOL AND GAMBLING ENFORCEMENT
AND RETURN WITH APPLICATION**

Amount Received _____

Indicate below changes of corporate officers, partners, home addresses or telephone numbers:

Brian Hagen City Administrator/Clerk

- Annitz Smythe has terminated employment

**Report below details of liquor law violations (civil or criminal) that have occurred within the last five years.
(Dates, offenses fines or other penalties, including alcohol penalties):**

Report below details involving any license rejections or revocations:

City/County Comments:

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

The 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 3rd day of March 2015.

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

The following Council Members were absent: Vajda.

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

.....

**RESOLUTION NO 03-03-15-09
SUPPORTING HENNEPIN COUNTY AWARDDING THE BID FOR
THE HENNEPIN CSAH 19 TRAIL PROJECT
(LAKE INDEPENDENCE REGIONAL TRAIL EXTENSION)**

WHEREAS, pursuant to an advertisement for bids for the improvement as shown on the plan for the above-referenced project, bids were received, opened and tabulated according to law, and the following bids were received complying with the advertisement:

	Contractor	Total Bid
1	Sunram Construction Inc.	\$874,538.00
2	Landwehr Construction, Inc.	\$877,258.11
3	Blackstone Contractors, LLC	\$942,459.00
4	Minger Construction, Inc.	\$979,391.17

WHEREAS, it appears that Landwehr Construction, Inc. of St. Cloud, MN is the lowest responsible bidder.

NOW, THEREFORE, BE IT RESOLVED, that the City Council, of the City of Hanover, does hereby approve the following:

1. Hennepin County is hereby authorized to enter into a contract with Landwehr Construction, Inc. in the amount of \$877,258.11 in the name of Hennepin County and the City of Hanover, Minnesota for the improvement outlined in the above-referenced project according to the plans and specifications, therefore, approved by the City Council and on file in the office of the City Clerk.
2. Hennepin County is hereby authorized and directed to return forthwith to all bidders the deposits made with their bids, except that the deposits of the successful bidder and the next two lowest bidders shall be retained until a contract has been signed.

Council members voting in favor: Kauffman, Hammerseng, Warpula, Zajicek

Opposed or abstained:

Adopted by the City Council this 3rd day of March, 2015.

Approved By:

Chris Kauffman, Mayor

Attest:

Brian Hagen, City Administrator

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

The 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 3rd day of March 2015.

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

The following Council Members were absent: Vajda.

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

.....

**RESOLUTION NO 03-03-15-07
SUPPORTING FIRE RELIEF ASSOCIATION
INVESTMENT POLICY CHANGES**

WHEREAS, the Fire Relief Association (FRA) adopted an investment policy with the following target investments:

<u>Asset Category</u>	<u>Minimum</u>	<u>Policy</u>	<u>Maximum</u>
Common Stocks	26%	36%	46%
Fixed Income	54%	64%	74%
Short-Term Investment	0%	0%	0%

WHEREAS, the FRA approved a change to the policy in order to capitalize on the revenue common stock investments may bring; and

WHEREAS, the City is required to fund any shortfall in fire fighter pension payments in the event the FRA's pension fund cannot; and

WHEREAS, the City supports the FRA Investment Policy Changes.

NOW, THEREFORE, BE IT RESOLVED, that the City Council, of the City of Hanover, does hereby approve the changes to the FRA Investment Policy; and

BE IT FURTHER RESOLVED, that the City recognizes the desire to capitalize on investment by changing the target investment percentage on potentially higher payback investments; and

BE IT FURTHER RESOLVED, that the following is a breakdown of target investments:

<u>Asset Category</u>	<u>Minimum</u>	<u>Policy</u>	<u>Maximum</u>
Common Stocks	31%	41%	51%
Fixed Income	49%	59%	69%
Short-Term Investment	0%	0%	0%

Council members voting in favor: Kauffman, Hammerseng, Warpula, Zajicek

Opposed or abstained:

Adopted by the City Council this 3rd day of March, 2015.

Approved By:

Chris Kauffman, Mayor

Attest:

Brian Hagen, City Administrator



13535 Johnson St NE
Ham Lake, MN 55304
(763)434-2828 Office

Proposal

Date	Proposal No.
01/21/2015	2518
Exp. Date	
	03/15/2015

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

Sales Rep
Alisa

Date	Description	Quantity	Unit price	Amount
01/21/2015	<p>City of Hanover Roads TBD</p> <p>Pricing is quoted on per pound pricing. One pound roughly covers 2-3 LF pending depth and width.</p> <p>The estimate is based off of 70,000 LF of cracks. Numbers can be budgeted up or down pending budget and/or actual pounds used.</p> <p>Crackfilling</p> <p>Clean out cracks, with the blow and go method.</p> <p>Seal cracks with MN-DOT spec #3723 hot pour rubberized crackfiller.</p> <p>Touch-up old cracks.</p> <p>Apply barrier spray as needed.</p> <p>Some settling of material will occur after cooling.</p> <p>Minimum Charge is 2500 pounds.</p>	28000	1.75	49,000.00
01/21/2015	<p>Repair delaminated streets using the Spray Inject Method: \$3,150.00/day, each day consisting of 10 patching hours or one load of materials (approx. 8 tons), whichever comes first. Includes dumptruck, driver, patcher, and operator.</p>	2	3,150.00	6,300.00

Total	\$55,300.00
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ACCEPTANCE OF PROPOSAL

The above prices, specifications and conditions are satisfactory and hereby accepted. Pavement Resources, Inc. is authorized to do the work as specified.

DISCLAIMER:

Accepted By _____

Accepted Date _____

STAFF WAGES

	2014-15 Approved Ranges		2014 Actuals	2015 Current Actuals	2015 Wages
	Minimum	Maximum			
City Administrator	\$29.86	\$40.65	\$30.29	\$31.25	\$65,000
Receptionist/Accounting Clerk	\$15.06	\$19.40	\$15.50	\$16.20	\$33,700
Administrative Assistant	\$18.78	\$24.69	\$22.61	\$18.78	\$39,100
City Clerk/Assistant City Administrator	\$25.43	\$33.94	n/a	n/a	n/a
PW: Maintenance Supervisor	\$22.38	\$29.73	\$23.87	\$24.82	\$51,600
PW: Maintenance Worker	\$16.51	\$21.94	\$19.00	\$19.76	\$41,100



To: Honorable Mayor and City Council Members

From: Brian Hagen, City Administrator

Date: March 2, 2015

Re: March 3, 2015 Staff Retention Agenda Item

I have enclosed salary information from neighboring communities. I chose these communities for their proximity to Hanover. You will see a chart outlining the city, population, and salary minimum and maximum. Additionally I have sorted the data to show smallest to largest salaries for the minimum pay and the maximum pay.

In addition to the salary ranges, I have enclosed job descriptions for the public works maintenance position and the supervisor position. You will notice that not all cities assign positions the same job title but the functions and expectations of the positions compare to Hanover's positions. For the purpose of the discussion held at Tuesday's meeting, direction on staff recruitment/retention will be requested. This may be in the form of willingness to consider a potential adjustment in current wages and a willingness to consider a potential adjustment in overall salary ranges of all staff positions.

Position**City****Population****Salary Min.****City****Population****Salary Max.*****Maintenance Worker***

Rockford	5000	\$34,320.00
Hanover	3000	\$34,340.80
Buffalo	14000	\$38,750.40
Greenfield	3000	\$40,580.80
Otsego	15000	\$42,036.80
St. Michael	15000	\$43,326.40
Rogers	12000	\$44,012.80
Corcoran	5000	\$45,302.40
Albertville	7000	\$47,694.40
Medina	5000	\$48,692.80

Hanover	3000	\$45,635.20
Greenfield	3000	\$47,548.80
Buffalo	14000	\$48,942.40
Rogers	12000	\$53,684.80
Albertville	7000	\$53,955.20
Otsego	15000	\$54,662.40
Corcoran	5000	\$55,244.80
St. Michael	15000	\$55,785.60
Rockford	5000	\$57,990.40
Medina	5000	\$62,961.60

Public Works Supervisor

Hanover	3000	\$46,550.40
Rogers	12000	\$49,524.80
Greenfield	3000	\$53,539.20
Buffalo	14000	\$54,163.20
Medina	5000	\$57,636.80
Rockford	5000	\$62,400.00
Corcoran	5000	\$62,504.00
St. Michael	15000	\$66,352.00
Albertville	7000	\$66,892.80
Otsego	15000	\$72,363.20

Rogers	12000	\$60,403.20
Hanover	3000	\$61,838.40
Greenfield	3000	\$62,753.60
Buffalo	14000	\$68,411.20
Medina	5000	\$73,424.00
Albertville	7000	\$75,691.20
Corcoran	5000	\$76,211.20
St. Michael	15000	\$82,451.20
Rockford	5000	\$86,236.80
Otsego	15000	\$94,057.60



**CITY OF HANOVER
EMPLOYMENT POSITION DESCRIPTION**

PUBLIC WORKS SUPERVISOR

GENERAL DEFINITION OF WORK:

FLSA Status: Non-Exempt

Performs intermediate skilled work in the maintenance of municipal streets, facilities, parks and other public property; does related work as required. Work is performed under minimal supervision. Directs and coordinates activities of the Public Works/Maintenance Department, including supervision of other employees.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Maintaining and repairing municipal streets, facilities, parks and other public properties. Supervision of Public Works employees.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Operates appropriate equipment to clear brush, install culverts, mow grass, remove silt and other drainage obstructions, clear storm sewers, patch potholes, erect signs, repair frost boils, remove and replace concrete curbs and other duties relating to park and roadway maintenance
- Operates snow removal equipment in a safe, responsible manner in order to maintain a condition of maximum safety on public property
- Operate light, medium, and heavy vehicles
- Responsible for coordinating all aspects of park, trails, and open space maintenance and upkeep
- Performs manual labor in the maintenance of streets, storm sewers, parks, and equipment as directed by the City Administrator
- Maintains City property and equipment in order to preserve the useful life and minimize costs. Logs all maintenance and repairs. Develops recommendations for capital improvements
- Responds to complaints and monitors properties to ensure compliance with municipal erosion control, weed, and nuisance ordinances
- Repairs municipal vehicles, equipment, and facilities in order to minimize repair costs and maximize equipment availability
- Suggests improved methods and practices for public works
- Responsible for coordinating the training and duties of the Public Works workers and any seasonal or part-time employees.
- Act as primary liaison with private contractors as required
- Manages City's safety program. Assists with the development and implementation of the safety manual
- Attends City Council Meetings as needed
- Performs related tasks as required

KNOWLEDGE, SKILLS AND ABILITIES:

General knowledge of the safe use, operation and preventative maintenance of assigned equipment; skill in the use of hand tools; general knowledge of a variety of maintenance and manual tasks involved in the installation, maintenance, repair and replacement of municipal streets, facilities, parks, and other public property; some knowledge of the safe use and operation and preventative maintenance of common mechanical and automotive equipment; ability to perform light carpentry; ability to perform manual and semiskilled labor for extended periods, often under unfavorable weather conditions; ability to monitor safety conditions, recognize unsafe situations; knowledge of OSHA regulations; ability to use a computer; ability to establish and maintain effective working relationships with employees, the general public contractors and vendors; and ability to work with minimal supervision.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from high school and two years' experience in the general maintenance and repair of municipal streets, facilities, parks, equipment and other public property.

PHYSICAL REQUIREMENTS:

This is heavy work requiring the exertion of 100 pounds of force occasionally, up to 50 pounds of force frequently, and up to 20 pounds of force constantly to move objects; work requires climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, and grasping; vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to other accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound; visual acuity is required for depth perception, color perception, night vision, peripheral vision, visual inspection involving small defects or small parts, use of measuring devices, assembly or fabrication of parts at or within arm's length, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to outside environmental conditions, extreme cold, extreme heat, noise, vibration, hazards, atmospheric conditions, and oils.

SPECIAL REQUIREMENTS:

Must be 18 years of age or older and possess a valid Minnesota Class B Commercial Driver's License, with an air brake endorsement valid in the State of Minnesota.

Must have a flexible schedule, be available on-call to work overtime, particularly during the winter season, and be willing to work some evenings and weekends. Attend Park Board meetings as requested.

Ability to respond to emergency calls within 20 minutes.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.



**CITY OF HANOVER
EMPLOYMENT POSITION DESCRIPTION**

MAINTENANCE WORKER

GENERAL DEFINITION OF WORK:

FLSA Status: Non-Exempt

Performs intermediate skilled trades related to repair, construction, and public works maintenance. Operates both heavy and light equipment, hand tools, and related work to the position. Work is performed under the supervision of the Lead Maintenance Worker.

ESSENTIAL FUNCTIONAL/TYPICAL TASKS:

Operate public works equipment. Assist the Public Works Supervisor with skilled maintenance tasks on roads, ditches, and parks. Be able to work under minimal supervision.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Inspect and maintain/repair playground equipment, park facilities, park grounds, and trees
- Insures proper use of equipment and tools by properly cleaning and repairing tools after use
- Repairs equipment as directed by the Public Works Supervisor
- General upkeep of the Public Works shop area
- Good customer service to residents
- Prompt attendance during expected operating hours
- Follow all safety requirements of each job task
- Operates appropriate equipment to clear brush, install culverts, mow grass, remove silt and other drainage obstructions, clear storm sewers, patch potholes, erect signs, repair frost boils, remove and replace concrete curbs and other duties relating to park and roadway maintenance
- Operates snow removal equipment in a safe, responsible manner in order to maintain a condition of maximum safety on public property
- Operate light, medium, and heavy vehicles
- Performs manual labor in the maintenance of streets, storm sewers, parks, and equipment as directed by the Public Works Supervisor
- Maintains City property and equipment in order to preserve the useful life and minimize costs. Logs all maintenance and repairs. Develops recommendations for capital improvements
- Responds to complaints and monitors properties to ensure compliance with municipal erosion control, weed, and nuisance ordinances
- Performs related tasks as required

KNOWLEDGE, SKILLS AND ABILITIES:

General experience with heavy and light machine operating. Ability to work with construction materials to fix roads, culverts, and park equipment. Ability to follow directions and to stay on task. Ability to communicate effectively, and work in all weather conditions.

EDUCATION AND EXPERIENCE:

Experience working outside in all weather conditions. General knowledge of maintenance and repair of municipal streets, facilities, parks, equipment and other public property.

PHYSICAL REQUIREMENTS:

This is heavy work requiring the exertion of 100 pounds of force occasionally, up to 50 pounds of force frequently, and up to 20 pounds of force constantly to move objects; work requires climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, shoveling, raking, lifting, and grasping; good communication; visual acuity is required for depth perception, color perception, peripheral vision, visual inspection involving small parts, use of measuring devices, assembly or fabrication of parts at or within arm's length, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to outside environmental conditions, extreme cold, extreme heat, noise, vibration, hazards, atmospheric conditions, and oils.

SPECIAL REQUIREMENTS:

Must be 18 years of age or older and possess a valid Minnesota Class B Commercial Driver's License with a good driving record.

Must have a flexible schedule, be available on-call to work overtime, particularly during the winter season, and be willing to work some evenings and weekends. Ability to respond in emergency situations in a timely manner.

POSITION TITLE: Public Works and Parks Supervisor
DEPARTMENT: Public Works and Parks
ACCOUNTABLE TO: City Administrator
SUPERVISION GIVEN: Streets and Park Maintenance Workers

PRIMARY OBJECTIVE

Oversees the maintenance of the City's Public Works Department including streets, parks, and designated City buildings and property. In the absence of the Utilities Supervisor serves as backup. Responds promptly and courteously to service requests by the public in a fast-paced and multi-tasked environment.

LEVELS OF DISCRETION

1. Employee investigates situations, makes decisions, takes appropriate actions, reports by exception and through normal review process.
2. Employee investigates situations, makes decisions, takes appropriate actions, reports to supervisors immediately after action is taken.
3. Employee investigates situations, recommends action to supervisor, makes decisions with supervisor, takes appropriate action, reports to supervisor immediately after action is taken.
4. Employee discusses situations with supervisor before investigating, makes decisions with supervisors, takes appropriate actions, reports to supervisor immediately after action is taken.

ESSENTIAL FUNCTIONS OF THE POSITION

The listed examples may not include all duties performed.

1. Manages and maintains Public Works' Policies and Programs.
2. Submits Requests for Council Action (RCA) to the City Administrator when seeking formal approval on non-operating and capital items over \$1,000.
3. Plans, organizes, coordinates, and performs the public works, parks and City property maintenance work.
4. Maintains positive relations and communications with City employees, public, vendors, agencies and any one in contact with the City and department.
5. Manages the Health and Safety training for Public Works, Park Department and Utilities. Maintains safety manual and required documentation.
6. Supervises employee safety compliance.
7. Responsible for the maintenance, repair, and safe operation of City equipment, vehicles and buildings.
8. Operates light and heavy trucks and equipment.

-
9. Inspects, maintains and repairs as needed the City's infrastructure, either personally or by directing public works employees or vendors.
 10. Conveys City Administrator's directives and request to City employees, vendors and others.
 11. Processes Right-of-Way Permits and monitors their compliance.
 12. Reviews development plans providing input on future maintenance issues.
 13. Supervises the department staff including assigning, prioritizing, and evaluating work.
 14. Participates in selection of new employee candidates.
 15. Recommends rewards and discipline for employees under his/her supervision.
 16. Develops and oversees policies, procedures, and practices to insure safety and efficiency.
 17. Administers the annual Public Works and Parks budgets.
 18. Maintains a Five Year Capital Improvement Plan for equipment and infrastructure.
 19. Maintains the City's compost site.
 20. Purchases equipment, parts, and materials in accordance with approved budget.
 21. Completes necessary state and local reports, files and mails reports.
 22. Maintain As-Build Plans of all infrastructure.
 23. Prepares newsletter and newspaper articles as directed.
 24. Respond to after hour maintenance and emergency calls.
 25. Respond to residents, contractors, and coworkers in a positive, respective, and timely manner.
 26. Serves as the City Forester and Weed Inspector. Ability to identify noxious weeds and diseased, dangerous trees.
 27. Maintains up to date departmental maps.
 28. Insures street lights and traffic signals are operational.
 29. Maintains private property in violation of City Ordinances. (Lot mowing, etc.)
 30. Prepares a written monthly report to the City Administrator.
 31. Member of the Emergency Management Team.
 32. Performs other duties as assigned or apparent.

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Education and Experience.
 - a. Post Secondary Diploma in a related field or equivalent
 - b. Class D Wastewater License
 - c. Class D Water License
 - d. One year of supervisory experience

-
- e. Three years of relevant experience
2. Knowledge, Skills and Abilities.
- a. Knowledge of Public Works, Streets Maintenance, and Parks
 - b. Knowledge of Microsoft Word, Excel, and other computer related software
 - c. Ability to type and write letters, correspondence and reports
 - d. Ability to supervise employees
 - e. Ability to work independently.
 - f. Ability to communicate effectively orally and in writing.
 - g. Ability to establish effective working relationships with employees, other agencies, and the general public.
 - h. Knowledge of safety policies practices, and procedures.
 - i. Knowledge of municipal wastewater and water treatment operations.
 - j. Knowledge of tree disease
3. Equipment used
- a. A variety of hand tools.
 - b. All types of vehicles including large trucks.
 - c. All types of heavy equipment including skidloaders, payloaders, cranes, booms, backhoes, forklifts, lawnmowers, etc.
 - d. Computers, copiers, fax machines, multi-line Voice over IP phone system, lab equipment, and other general office equipment.

PHYSICAL DEMANDS & WORK ENVIRONMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations might be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to talk; hear; sit in vehicles or in an office setting; stand; walk; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to stoop, kneel, crouch, crawl, climb or run. The employee must have the ability to deal with heights and confined spaces, to stand extreme variations in temperature, and to sustain work in adverse weather conditions for long periods of time.

The employee must possess the ability to lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, ability to see and observe various activities related to the job. Specific audio abilities required by this job include hear voices, two-way radios, other radio devices, and phones

MENTAL REQUIREMENTS:

- a. Reading Ability: The position requires the ability to read and comprehend text of some difficulty, requiring the understanding of technical procedures or specifications and Ordinances.
- b. Writing: Excellent writing skills are required to assist in various writing tasks.
- c. Verbal skills: Excellent verbal communication skills required to be consistent with providing understandable explanations and information to the public and city staff.
- d. Math Skills: Position requires the ability to perform basic math and fee calculations.
- e. Reasoning ability: Must be able to respond to a great variety of general inquiries.

EMPLOYMENT SELECTION CRITERIA

Position requires:

- Post Secondary diploma or equivalent
- Class D Wastewater License (Ability to get Class C within three years)
- Class D Water License
- Must be able to respond to emergencies 24-hours a day, when on call
- Computer experience with Microsoft Office products
- One year of supervisor experience
- Three years of Public Work experience or equivalent
- Ability to communicate effectively orally and in writing.
- Ability to follow verbal and written instructions.
- Ability to establish effective working relationships with employees, other agencies, and the general public
- Must be 18 years of age.

PREFERRED QUALIFICATIONS

- Class B Driver License
- Class B Wastewater License
- Capital Project Management Experience
- Mechanical experience

SELECTION GUIDELINES

Formal application and resume; review of education and experience; oral interview; background check, final selection. NOTE: Appointees will be subject to completion of a standard probationary period.

The examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

POSITION TITLE: Public Works and Parks Maintenance Worker II (mechanic)
DEPARTMENT: Public Works and Parks Maintenance
ACCOUNTABLE TO: PW and Parks Supervisor, City Administrator

SUMMARY STATEMENT

This position requires demonstrated competency and increasing independence, knowledge and ability in performing routine and special assignments in a variety of maintenance program areas throughout the City. The position performs all the duties of the Maintenance Worker I and light and heavy equipment mechanic. Performs semi-skilled work and operates a wide variety of equipment providing field services in the City. The position participates in various phases of operation, maintenance, and construction activities related to the repair and maintenance of streets, sidewalks, sewers, water, storm drains, parks, municipal grounds and building facilities. Works is performed under supervision of the Public Works and Park Supervisor or other maintenance personnel. Responds promptly and courteously to service requests by the public in a fast-paced and multi-tasked environment.

COMMON PERFORMANCE STANDARDS

Expected to deal with the public and co-workers in a positive, respectful and timely manner and perform duties in a safe and respectful manner.

EQUIPMENT USED

All types of light and heavy equipment including but not limited to vehicles, dump trucks, snow plows, wheel loaders, pay loaders, tractors, skid steer loaders, backhoes, mowers and bucket truck. Uses hand tools, computer, copiers, fax machine, phone, lab equipment, and other general office equipment.

ESSENTIAL FUNCTIONS OF THE POSITION

The listed examples may not include all duties performed.

1. Performs maintenance and repair of all City vehicles, light and heavy equipment and all vehicles keeping them in a safe operating condition by diagnosing the need for repairs, performing repairs and doing preventative maintenance.
2. Performs maintenance and repair of building mechanical systems.
3. Maintains equipment maintenance records.
4. Participates in work with crews for patching streets, overlaying, road preparation for seal coating, street sweeping, snow plowing and removal, salt and or sanding of iced areas, and other related street maintenance.
5. Assists with service and repair of all City and or Fire Department vehicles and equipment for light maintenance.

6. Performs maintenance of park grounds, buildings, facilities, park shelters, skating rinks, athletic fields, cutting weeds, mowing lawns, tree trimming, and other various related duties.
7. Performs maintenance on city buildings such as the city hall, fire hall, park shelter, making necessary repairs, building modifications or enhancements, painting, cleaning, clearing sidewalks of snow and refuse, parking lot upkeep and other city facility related tasks.
8. Operates equipment to include pickup trucks with or without attached snow plow blade and wings, skid steer, wheel type loader with snow plow blade and wings, bucket trucks, wastewater related jet truck, front end loader, power mowers, paint equipment, etc.
9. May assist with plumbing, carpentry and other work related tasks.
10. May assist with the installation of sanitary sewer and storm drain lines and or assist outside contractors with similar type of work.
11. Ability to use hand tools and non-technical equipment to carry out all work assignments.
12. May assist other city department in the broad are of public works as directed.
13. Responsible for the maintenance, repair, and safe operation of City equipment and vehicles.
14. Responds to emergencies and priorities in a timely and effective manner.
15. Maintains positive relations and communications with City employees, public, vendors, agencies and any one in contact with the City and department.
 - Communicates and interacts positively with the above.
 - Conveys Public Works and Parks Maintenance Supervisor's directives and request to City employees, vendors and others.
 - Consistently behaves in a courteous and professional manner.
 - Responds positively to changes in routines and procedures including overtime and shift changes.
16. Occasionally assists with the inspects, maintenance and repairs as needed to the City's infrastructure, either personally or by directing public works employees or vendors, including:
 - Drinking water lines, mains and meters.
 - Wastewater systems, sanitary and storm sewers.
 - Streets, City sidewalks and City Parking lots, including snow removal.
 - City parks, land and buildings.
 - Trees, land, and grass in City property.
 - Maintenance of the City compost site.
17. Other duties:
 - Performs other duties as assigned or apparent.

QUALIFICATION REQUIREMENTS:

The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Education and Experience.

- High School Diploma
- One year of work experience related to construction, buildings or grounds maintenance in public or private setting
- Must be at least 18 years of age
- Some computer skills and software knowledge

2. Knowledge, Skills and Abilities.

- To work independently and have an awareness of issues beyond the immediate task.
- Ability to analyze situations and determine proper course of action.
- Ability to cope with situations firmly, fairly, courteously, tactfully, and with respect for the rights of others.
- Knowledge of the methods, techniques, tools, and equipment used in carpentry, plumbing, electrical, and other related areas of maintenance situations.
- Some ability to read blueprints.
- Knowledge of Public Works, Streets Maintenance, Parks Maintenance, Grounds Maintenance.
- Some knowledge of Microsoft Word, Excel, and other computer related software
- Ability to communicate effectively orally and in writing.
- Ability to establish effective working relationships with employees, other agencies, and the general public.
- Knowledge and skill in the operation and maintenance of equipment used for maintenance and construction of buildings and in general, which include the care and use of the tools.
- Some knowledge of municipal wastewater and water treatment operations.
- Knowledge of tree disease and tree care.

3. Special Requirements.

- No felony convictions.

4. Tools and Equipment Used

- A wide variety of light and heavy equipment including vehicles, dump trucks, snow plows, wheel loaders, pay loaders, tractors, and skid steer loaders, backhoes, mowers and bucket truck.
- Microsoft Word and Excel.
- Computer, calculator, phone, fax, printer, copier, two-way, cellular phone, postage machine, etc.

EMPLOYMENT SELECTION CRITERIA

Position requires:

1. High School Diploma

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2. One year of work experience related to construction, buildings or grounds maintenance in public or private setting
 3. Some computer skills and software knowledge
 4. Must be able to respond to emergencies 24-hours a day, when on call
 5. Ability to communicate effectively orally and in writing
 6. Ability to follow verbal and written instructions.
 7. Ability to establish effective working relationships with employees, other agencies, and the general public
 8. Must be 18 years of age.

PREFERRED QUALIFICATIONS

1. Class B Driver License
2. Mechanical experience
3. Computer experience
4. Previous wastewater and water experience
5. Secondary education in wastewater and water technology courses
6. Experience with Microsoft Word, and Excel
7. Class D Wastewater Operators License
8. Class D Water Operators License

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations might be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to talk; hear; sit in vehicles or in an office setting; stand; walk; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to stoop, kneel, crouch, crawl, climb or run. The employee must have the ability to deal with heights and confined spaces, to stand extreme variations in temperature, and to sustain work in adverse weather conditions for long periods of time.

The employee must possess the ability to lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, ability to see and observe various activities related to the job. Specific audio abilities required by this job include hear voices, two-way radios, other radio devices, and phones.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in all outdoor conditions, confined spaces, laboratory environment. Employee on occasion may work indoors in an office setting with moderate noise levels.

SELECTION GUIDELINES

Formal application and resume; review of education and experience; oral interview; background check, final selection. NOTE: Appointees will be subject to completion of a standard probationary period.

The examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

POSITION DESCRIPTION

Title: Superintendent of Streets and Parks
Department: Street/Parks
Reports To: City Administrator
Date: April 21, 1999
Revised Dates: November 11, 2006, November 21, 2011

POSITION PURPOSE AND OBJECTIVES

This position is a supervisory and maintenance position in the Public Works Department that conducts repair, maintenance, and limited construction within the Street and Parks Department, and maintains the storm sewers and public streets and rights-of-way in the City as well as City parks and trails systems. This person works under the supervision of the City Administrator.

ESSENTIAL JOB FUNCTIONS

The position involves responsibility for varied repair, maintenance, some construction activities, the performance of a variety of tasks with the public streets, parks, trails and the storm sewer system. Capital improvement planning and purchasing under the direction of the City Administrator are duties undertaken by the Street/Parks Lead Person. This position supervises street/parks maintenance workers as well.

Duties include manual labor and the ability to lift up to 100 pounds frequently throughout the work shift. Tasks include plowing snow, the operation of trucks, front-end loaders, road grader, tractors and snow equipment as deemed necessary. Use of a snow blower and hauling snow is also included.

Driving trucks while sanding the streets with the City's equipment is another function of this position. Some vehicle maintenance occurs and knowledge of basic maintenance techniques is necessary. This position also requires working with a router, tar kettle and blower, while doing crack filling of City streets. Patching of streets is also necessary as well as the use of a jack hammer, roller, and compaction equipment.

Landscaping in the parks department and along public streets and trails includes using shovels, rakes, and other various tools. This position also requires that a street sweeper be operated on a regular basis in the summer months. Park maintenance includes the use of a power rake, mower and grass equipment.

Buffalo, MN

Building facilities and play ground equipment that require maintenance and repair, along with the layout and site preparation and the installing of new play structures will be included in the duties of this position.

Use of a sewer jetter is necessary for cleaning storm sewers. Cleaning and repairing of manholes is necessary.

This position supervises crews in maintenance functions for various City departments including snow removal at the Buffalo Airport following FAA snowplow guidelines, operations of the City's compost facilities, assistance to Electric, Sewer and Water, Administration and all other departments as needed.

The Street/Parks Superintendent must at all time monitor weather conditions to determine call out and response by crews needed for storm clean up and snow/ice removal and sanding/salting of streets and sidewalks. This position oversees the maintenance and condition of all exterior City facilities grounds.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

The position requires knowledge and use of street maintenance equipment, the operation of trucks, loaders, tractors, snow equipment, router, tar kettle, blower, jack hammer, roller, compaction equipment, shovels, rakes, tolls, street sweepers, power rakes, mowers, and jettors, as well as other miscellaneous tools and equipment. It is desirable that the person that fills this position has general knowledge of maintenance of vehicles and equipment.

SUPERVISORY RESPONSIBILITY

This position reports to the City Administrator and is responsible to the City Administrator. Also helps the City Administrator do the budget, scheduling of work crews and tasks necessary in the streets, parks and trails areas and assistance to all City departments. Responsible for scheduling maintenance on all equipment and purchasing new equipment, DOT inspections, scheduling snow removal from City, responsible for recommending part-time help and supervising their work.

The person in this position must be readily available to respond to emergencies of any and all kinds and assist all City departments in emergency recovery situations.

WORKING CONDITIONS

This position requires lifting on a regular basis of up to 100 pounds. This position requires sitting in trucks and other equipment for long periods of time. The position also requires that this person will work in inclement weather, and will at times work irregular hours. Stand-by duty on evenings and weekends during fall and winter months on a rotating schedule is required of the person filling this position.

Buffalo, MN

MINIMAL QUALIFICATIONS

It is necessary that the person filling this position has a high school education and/or GED certificate and maintains a commercial driver's license and has training and/or experience in maintenance of streets and grounds. General knowledge of vehicle maintenance and repair is necessary, as is the use of heavy equipment, light equipment, and other tools. A physical examination is required upon offer of employment.

SUCCESS FACTORS

Careful attention to the use of equipment in a safe and efficient manner will ensure success, as well as teamwork and enthusiasm in functions of this department.

EQUAL OPPORTUNITY EMPLOYER

The City of Buffalo is an equal opportunity employer who, in compliance with the Americans with Disabilities Act, will provide reasonable accommodations to qualified individuals with disabilities and invites current and prospective employees to discuss the need for any such accommodations with City management.

4/21/99

Revised 11/20/06, 11/21/11

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POSITION DESCRIPTION

Title: Street/Parks Maintenance Employee

Department: Street/Parks

Reports To: Streets/Parks Lead Person

Date: January 1994

Revised Date: July 2002

POSITION PURPOSE AND OBJECTIVES

This position is a maintenance position in the Public Works Department that conducts repair, maintenance, and limited construction within the Street and Parks Department, and maintains the storm sewers and public streets and rights-of-way in the City as well as City parks. This person works under the supervision of the lead street/parks person.

ESSENTIAL JOB FUNCTIONS

The position involves responsibility for varied repair, maintenance, some construction activities, and the performance of a variety of tasks with the public streets, parks and storm sewer system. Duties include manual labor and the ability to lift up to 100 pounds frequently throughout the work shift. Tasks include plowing snow, the operation of trucks, front-end loaders, road grader, tractors and snow equipment as deemed necessary. Use of a snow blower and hauling snow is also included. Driving trucks while sanding the streets with the City's equipment is another function in this position. Some vehicle maintenance occurs and knowledge of basic maintenance techniques is necessary. This position also requires working with a router, tar kettle and blower, while doing crack filling of City streets. Patching of streets is also necessary as well as the use of jackhammer, roller and compaction equipment.

Landscaping in the parks department and along public streets includes using shovels, rakes and other various tools. This position also requires that a street sweeper be operated on a regular basis in the summer months. Park maintenance includes the use of a power rake, mower and grass equipment.

Building facilities and playground equipment that require maintenance and repair will be included in the duties of this position.

Use of a sewer jetter is necessary for cleaning storm sewers. Cleaning and repairing of manholes is necessary.

Buffalo, MN

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

The position requires knowledge and use of street maintenance equipment, the operation of trucks, loaders, tractors, snow equipment, router, tar kettle, blower, jackhammer, roller, compaction equipment, shovels, rakes, tools, street sweepers, power rakes, mowers, and jetters, as well as other miscellaneous tools and equipment. It is desirable that the person that fills this position has general knowledge of maintenance of vehicles and equipment.

SUPERVISORY RESPONSIBILITY

This position reports to the lead streets/parks person.

WORKING CONDITIONS

This position requires lifting on a regular basis of up to 100 pounds. This position requires sitting in trucks and other equipment for long periods of time. The position also requires that this person will work in inclement weather, and will at times work irregular hours. Stand-by duty on evenings and weekends during fall and winter months on a rotating schedule is required of the person filling this position.

MINIMAL QUALIFICATIONS

It is necessary that the person filling this position has a high school education and/or GED certificate and maintains a commercial driver's license. General knowledge of vehicle maintenance and repair is necessary as is the use of heavy equipment, light equipment and other tools. A physical examination is required upon offer of employment.

SUCCESS FACTORS

Careful attention to the use of equipment in a safe and efficient manner will ensure success, as well as teamwork and enthusiasm in functions of this department.

EQUAL OPPORTUNITY EMPLOYER

The City of Buffalo is an equal opportunity employer who, in compliance with the Americans with Disabilities Act, will provide reasonable accommodations to qualified individuals with disabilities and invites current and prospective employees to discuss the need for any such accommodations with City management.

January 1994

Revised July 2002

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POSITION DESCRIPTION
City of Corcoran
Last Updated October 2011

POSITION TITLE: Public Works Maintenance/Equipment Operator
DEPARTMENT: Public Works
ACCOUNTABLE TO: Public Works Superintendent

SUMMARY STATEMENT:

To maintain City property and roadways in a manner, which will provide safe, passable access to all residential and commercial properties and parks served by the City.

MAJOR AREAS OF ACCOUNTABILITY:

1. Operates Public Works equipment in a safe, responsible manner to maintain roads and parks.
2. Operates snow removal equipment in a safe, responsible manner in order to provide a condition of passability and maximum safety on public roadways and property.
3. Performs with the repair and maintenance of road equipment in order to minimize repair costs and maximize equipment availability.
4. Operate appropriate equipment to clear brush, install culverts, mow grass, remove silt and other drainage obstructions, patch potholes, erect signs, repair frost boils, remove and replace concrete curbs and asphalt roadways and other duties relating to park and roadway maintenance. Blacktop work will include sub cutting, removal, installation and compaction of asphalt. Concrete work will include removal of concrete, forming, curb pouring, and finishing.
5. Performs with the maintenance of the City Park.
6. Performs manual labor in the maintenance of streets, parks and equipment as directed by the Public Works Superintendent.
7. Performs with maintenance of the City property and public buildings, and equipment in order to preserve the useful life and minimize costs.
8. Drives medium, heavy, and light trucks in order to deliver and pick up materials and supplies.
9. Abide by all safety regulations and policies in order to prevent injuries to self or others.
10. Maintain detailed records of time and jobs in order to provide data for required records and management decision making and well as providing reports for determining costs for services.
11. Suggest improved methods and practices for public works when experience and common sense dictates.

12. Perform other duties or work on special projects as assigned by the Public Works Superintendent or City Administrator, including but not limited to, storm sewer and sewer maintenance activities.
13. Directs the activities of other Public Works Maintenance/Equipment Operator (s) based on policy and past practice, as assigned by the Public Works Superintendent and/or the City Administrator.

PERFORMANCE CRITERIA:

1. Employee shall place a priority on road maintenance and snowplowing, with other assigned tasks performed as time allows.
2. Employee shall not use any narcotics or hallucinogens except when prescribed in treatment by a physician or dentist. When narcotics or hallucinogens are prescribed, employee shall notify the City Administrator.
3. Employees shall not appear for work or be at work while under the influence of alcoholic beverages.
4. Employees shall operate city equipment in a careful and prudent manner and shall obey all state and city orders pertaining to such operation. Loss or suspension of driver's license shall promptly be reported to the Public Works Superintendent and City Administrator. Employee shall not driver his/her own vehicle during his workday or at any other time for City business until his/her license is reinstated.
5. Willingness and ability to work long and unusual hours when conditions require snow removal, when gravel roads are suitable for grading or for other emergency or unusual road maintenance requirements.
6. The ability to withstand working in severe weather conditions and extreme temperatures, including dressing in appropriate clothing for the weather conditions.
7. Willingness to be on call when weather conditions may dictate early starts, both on regular working days and on weekends.
8. Willingness to plan vacations or time off when the chances for emergency or unusual weather conditions are the least expected.
9. Ability to work effectively and communicate with the public, City employees and elected/appointed officials in a positive and respectful manner and perform duties accordingly.

EQUIPMENT USED:

Included but not limited to:

Medium, heavy, and light trucks, loaders, bobcats, tractors, backhoes, graders, steamers, lawn mowers, chain saws, welders, air compressors, hot tar kettles, rollers, pavers, jack hammers, compactors, brush chippers, misc. hand tools, and the operation of man lift station.

WORK ENVIRONMENT:

Works in or on public works equipment in a variety of weather conditions on roadways, road right-of-way, and city park locations. May be required to work long and unusual hours in inclement weather conditions.

MINIMUM REQUIREMENTS

1. Must be able to work fulltime
2. Education: High School graduate or Equivalent
3. Minimum 4 years practical experience
4. Commercial Drivers License. (Class – B minimum)

PHYSICAL REQUIREMENTS:

1. Strength and movement: Work requires lifting, reaching, bending, pushing, shoveling, pounding, digging, and sweeping.
2. Sensory ability: Vision must be sufficient to read instructions, distant vision (20/40 or better) must have depth discrimination, and hearing must be at a level to detect all warning signals.
3. Level of exertion: Work is occasionally heavy requiring lifting of up to 80 or more pounds and frequent arm motion. Also may include repetitive, strenuous activities, such as shoveling, raking, lifting, etc.

MENTAL REQUIREMENTS:

1. Reading ability: Must be sufficient to read instructions and warning labels. Requires the ability to read and understand rules and procedures.
2. Writing: Required to fill out forms on maintenance sheets and MN DOT C.D.L. forms for inspection of heavy trucks.
3. Verbal skills: Must be at a level to provide general information on road conditions, update on projects, and the ability to communicate by City radio and telephone to staff, council, and the public.
4. Reasoning ability: Must be able to use sound judgment when operating heavy equipment, pounding posts, or operating backhoe near power lines, gas lines, or fiber optic lines.

EMPLOYMENT SELECTION CRITERIA:

High School Diploma or equivalent required. Some level of post secondary vocational education is desired. Valid Minnesota Class B driver's license with appropriate endorsements required. Must obtain a Class A CDL within three (3) months of employment. Ability to respond to emergency calls within 30 minutes. DOT Physical Health Card required

**PUBLIC WORKS/
MAINTENANCE WORKER
City of Greenfield**

Title of Class: Maintenance Worker
Effective Date: 2-2-2012

DESCRIPTION OF WORK:

Works under the direction of the Public Works Supervisor

Duties: Responsible for performance of general maintenance/public works activities. Participates in maintenance of buildings, streets, ditches, culverts and public lake accesses. Operates and maintains all equipment for construction, reconstruction, snow removal and maintenance of all city streets and trails. Assists in operation and maintenance of sewage treatment plant and public water system as needed.

Supervision Exercised: Exercises general and technical supervision over part-time and seasonal public works employees and contractees for road construction and maintenance.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The listed examples may not include all duties performed by all positions in this class. Duties vary from time to time and are at the discretion of the City Council.

1. Performs street maintenance functions including, but not limited to, grading, snow plowing, drainage, patching pot holes, filling cracks, laying gravel; determines street sign placement, straightens and replaces street signs that are damaged; plows and shovels city property; approves permits for the placement of driveways onto city streets.
2. Assists in developing a preventative maintenance plan for city vehicles and equipment and ensures that it is followed; maintains and updates equipment records and performs minor to major repair of equipment and motors.
3. Performs mowing of city roads and ditches; sprays weeds; plants and removes trees as needed; trims trees and shrubs.
4. Maintains city street signs; replaces and repairs as needed.
5. Inspect roadways and picks up road side debris throughout the City.
6. Assists in organizing and maintaining city garage/shop facilities. Performs general custodial duties for all municipal equipment and buildings.
7. Operates small, medium or large hand tools; maintains all such equipment to ensure full operation.
8. Purchases parts, equipment and supplies for street and building maintenance; obtains approval when needed (purchases over \$100.00).
9. Responds to citizen concerns and complaints; resolves issues.
10. Obtains accurate information and communicates appropriately with citizens, Council and staff regarding public works business by utilizing tact, diplomacy and/or restraint to negotiate, persuade or motivate as necessary.
11. Carries out assignments and directives of the Public Works Supervisor.
12. Assists in reviewing contracts, agreements and contracting services related to the public works department.
13. Assists in maintenance of maps and street information, culverts and drain tile.
14. Maintains all City owned park and public use land by mowing, cleaning and maintain working order all parks and park equipment.
15. Other duties as assigned and directed.

OTHER DUTIES AND RESPONSIBILITIES

1. Represents the City with state and county officials such as the local utility company, MnDot, the County Highway Department and local Road Warrior group.
2. Makes comparison checks on items to be purchased; submits information and makes recommendations to the Public Works Supervisor or City Administrator for City Council approval.
3. Serves as the Safety Coordinator to ensure compliance of O.S.H.A work place safety requirements, performs periodic building safety inspections for safety violations, responsible for maintaining the City Safety Manual and files, works with other staff members to follow policies, procedures, practices and training to ensure safety and efficiency in work environment.
4. Serves as Assistant Weed Inspector to ensure compliance of Minnesota Noxious Weed Laws on both public and private properties; inspects, cuts, treats infested areas of road right of way and other public property, performs private property inspections for violations and sends out notices of non-compliance and follows compliance procedures by documenting and maintaining all records; handles public complaints regarding noxious weeds.
5. Participates in Emergency Management and Preparedness planning as directed by the Public Works Supervisor or City Administrator.
6. Caries out assignments and directives of the Water/Wastewater Treatment Plant Supervisor to include: rotating on call weekends at both plants, must be familiar with operations and be able to trouble shoot to resolve problems, perform building maintenance as needed at both plants.

KNOWLEDGE, SKILLS AND ABILITIES

- o Considerable knowledge of City Code, ordinances, resolutions and policies.
- o Considerable knowledge of the safe use of department equipment.
- o Considerable knowledge of surface water management and drainage control
- o Considerable knowledge of the occupational hazards and safety precautions necessary to perform manual and maintenance work.
- o Considerable knowledge of traffic laws as they pertain to operating autos, trucks and street equipment.
- o Considerable skill in operating equipment for snow removal, sanding and general street work.
- o Working skill in building and vehicle maintenance.
- o Considerable ability to perform street construction, maintenance and repair.
- o Considerable ability to lift and carry heavy objects, crawl, stand, bend, reach, climb ladders, sit for extended periods of time and manipulate tools and objects requiring manual dexterity.
- o Ability to tolerate extensive periods of time working outdoors.
- o Considerable ability to analyze information and develop alternatives for consideration.
- o Considerable ability to communicate effectively, both orally and in writing, with City staff, state and county officials, elected officials and the public.
- o Considerable ability to read and interpret technical manuals and to determine solutions to a variety of maintenance and repair problems.
- o Considerable ability to prioritize City needs and assist in coordinating public works operations and services.
- o Considerable ability to supervise part-time and/or seasonal staff.

MINIMUM QUALIFICATIONS

- o High school diploma or GED is required.
- o Minnesota Class B driver's license and Commercial Driver's License are required.
- o Two years of heavy equipment and general road maintenance experience. Some municipal experience and experience as a crew leader or lead person is desired.

City of Medina Position Description
PUBLIC WORKS FOREMAN

Position Title: Public Works Foreman
Department: Public Works
Supervisor's Title: Public Works Superintendent

Pay Grade: 6
FLSA Status: NON-EXEMPT
Work Status: Full-time

PRIMARY OBJECTIVE OF POSITION

To perform supervisory, manual, semi-skilled, and skilled work to assist in maintenance tasks performed in all public works areas. To operate a variety of equipment, to participate in snow plowing/sanding, and to perform routine maintenance on City-owned buildings/facilities. To respond to emergency situations and work beyond normal hours. To be responsible for assigning/prioritizing daily work tasks to PW department employees and the safe operation of the shop, as well as City infrastructure.

ESSENTIAL FUNCTIONS OF POSITION

- Inspects the water plant for proper operation and takes readings; maintains records of amount of water pumped and chemicals used in water treatment.
- Installs, cleans, takes readings and repairs or replaces water meters and records information; checks meters, gauges, pumps, and control panels to verify correct operation of equipment.
- Performs tests on water samples for chlorine, fluoride, and iron; collects and sends water samples in to the Health Department for bacteria, fluoride, manganese and nitrate testing; adjusts chemical feed rates as needed.
- Operates and maintains pumps, control panels, chlorinators, chemical feeders, cleans tanks, mixes chemicals and changes the chlorine cylinders.
- Inspects and monitors lift stations for proper operation of motors and pumps.
- Inspects and monitors city wells for proper operation and elevation; places packing in the pumps, maintains and repairs motors, replaces fuses as needed.
- Performs maintenance at the lift stations including cleaning, replacing or repairing filters, fuses, fans, submersible pumps; inspects, cleans and changes oil on motors; cleans lift stations.
- Monitors and repairs plant equipment including changing fuses, checking amps, cleaning and servicing wastewater tanks and performing annual inspections.
- Locates main breaks and repairs water mains.
- Maintains fire hydrants including flushing, lubricating, repair and painting; winterizes fire hydrants. Performs basic maintenance and repairs to tower and pump house buildings.
- Performs routine maintenance and tests backup generator; hooks up emergency water/wastewater generators during storms on occasion.
- Mixes and fills drums with phosphate and fluoride.
- Orders chemicals, equipment, and supplies as needed.
- Repairs or replaces utility covers and sewer grates; cleans storm sewers, catch basins, and sand traps; rods and jets sewer lines; places chemicals in utility holes and lift stations as needed.
- Assists with maintaining and repairing streets including patching potholes, filling cracks, laying gravel, and sweeping.
- Assists in plowing, shoveling, de-icing, sanding, and blowing snow on city-owned property.
- Assists in installing, repairing, and replacing street signs.
- Performs preventative maintenance and repair work on city street equipment and vehicles.
- Performs building maintenance including painting, basic carpentry, and plumbing; maintains lawns and grounds including mowing and trimming.
- Assists other departments as needed.
- Maintains certification in water and sewer collection. Keeps up-to-date on topics such as safety and hazardous materials through meetings, seminars, and workshops; and shares in work place safety through individual and team efforts.
- Communicates with other public works employees, administrative staff, police officers contractors, consultants, sales representatives, and residents.
- Oversees the maintenance of the City's safety manual; inspection of City grounds, buildings, and

City Council Approved: 02/15/2011

City of Medina Position Description
PUBLIC WORKS FOREMAN

equipment for safety hazards; coordination of safety committee and safety-related training and meetings.

OTHER DUTIES AND RESPONSIBILITIES

- Performs other related duties as delegated by the Supervisor or apparent.
- Provides good working habits and a willingness to cooperate with others and contribute in a positive way to a pleasant working climate.

HIRING AND PERFORMANCE ASSESSMENTS WILL INCLUDE THE FOLLOWING KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of relevant City ordinances, policies, and procedures.
- Knowledge of OSHA-related rules and ability to follow applicable safety guidelines while performing works tasks.
- Knowledge of City's geography and various infra- and super-structure.
- Knowledge of operation and maintenance of City's water system, including procedures for the proper collection of samples and testing.
- Ability to maintain pumps, valves, and fire hydrants.
- Ability to locate water lines and make necessary repairs/replacements.
- Knowledge of City's wastewater collection system.
- Knowledge of state and federal laws, rules and regulations relating to public works.
- Skill to operate all equipment and tools of public works department including in inclement weather and various traffic situations.
- Skill in troubleshooting problems and taking corrective measures.
- Ability to work independently and as part of a team; ability to serve as lead worker when needed.
- Ability to exert moderate to considerable effort to perform the position's essential functions.
- Ability to perform various movements such as lifting, bending, carrying while performing the position's essential functions.
- Ability to respond quickly and decisively to emergency situations in absence of supervisor.
- Ability to safely enter and work in confined spaces.
- Knowledge of chemical mixing and analysis and skill in using chemicals safely.
- Skill in operating equipment for snow removal/sanding/sweeping/patching City streets.
- Skill in repair and maintenance of public works tools, equipment, and facilities.
- Ability to communicate effectively with other City employees and the general public.
- Knowledge of tools, methods, operations and materials used in water and wastewater operations.
- Knowledge of water and wastewater testing and treatment.
- Knowledge of the occupational hazards and safety precautions necessary to perform manual and maintenance work with water and wastewater collection systems.
- Knowledge of the operation of Class D water and wastewater plants.
- Knowledge of federal and state laws, municipal ordinances, and regulatory requirements for water facilities and wastewater collection systems.
- Knowledge of tools, methods, operations, and materials used in street and park maintenance.
- Skill in the repair and maintenance of water and wastewater collection equipment and facilities.
- Skill in testing and treating water and wastewater samples and performing water tests.
- Skill in operating equipment for snow removal, sanding, and sweeping City streets.
- Skill in building maintenance, welding, carpentry, and painting.
- Ability to see & hear to operate equipment, to use depth perception when plowing streets, to distinguish color when operating equipment panel lights, & to have good night vision when plowing at night or early morning.
- Ability to read meters & gauges, be able to detect when problems are occurring, & respond appropriately
- Ability to communicate effectively by telephone or radio or in-person with other City employees, and the general public.

City of Medina Position Description
PUBLIC WORKS FOREMAN

- Ability to work at heights of 10 feet and maintain balance, sometimes in confined spaces when above empty tanks or when working in lift station, and occasionally to climb the water tower.
- Ability to stand, walk, sit, bend, stoop, crouch, shovel, push and pull, twist and turn for long periods of time, sometimes using repetitive movement.
- Ability to frequently lift and carry objects weighing up to 60 pounds and occasionally lift and move objects weighing 150 pounds when lifting electric motors, pumps or chlorine cylinders.
- Ability to work with and around hazardous chemicals and strong fumes, and to work with some exposure to infectious disease.
- Ability to work around noise and vibration generated from equipment and blowers.
- Ability to follow oral and written instructions and to work independently with minimal directions.
- Ability to perform excavation using a backhoe or shovel.
- Ability to frequently use both large and fine motor skills and to be able to hear, touch, and be able to smell to perform the work.
- Ability to see control panels, and to distinguish color when performing water tests.
- Ability to work nights, weekends &/or holidays, be on call & respond to calls during non-work hours.
- Ability to perform street maintenance and repair.
- Ability to work outside year-round, including during inclement weather.
- Ability to occasionally work with the potential for electric shock.
- Ability to perform mathematical calculations and to use a computer.
- Skill in troubleshooting problems and taking corrective measures.
- Ability to work independently and as part of a team.
- Ability to exert moderate to considerable effort to perform the position's essential functions.
- Ability to safely work around chemicals and other hazardous substances.

Machines, tools, and equipment used: Pick-up, dump truck, loader, sweeper, lawn mower, jetter/vac, water sample/testing equipment, locators, shovel/pick/mall, welder, various saws, drills and other hand/power tools.

MINIMUM REQUIREMENTS

- High school diploma or equivalent **and** some knowledge/skills related to public works through farm or other experience operating equipment and machinery.
- Mechanical aptitude.
- Class C water and Class S-C sewer licenses.
- Class B commercial driver's license.
- Ability to be trained in all public works areas and the operation and use of all public works equipment.

DESIRABLE QUALIFICATIONS

- Five years of experience in municipal government public works operations.
- Training, certifications, or degrees in public works administration.

SUPERVISION OF OTHERS: At the discretion of the Public Works Superintendent, will provide direction to Public Works maintenance employees. May serve as acting Superintendent in the Superintendent's absence.

WORK ENVIRONMENT: The Public Works Foreman functions in a varying work environment depending on the circumstances. Work is achieved in the office, within a motor vehicle, operating heavy and/or light equipment, and consistently outdoors often under adverse weather conditions. Position requires the use of paving and patching materials during hot or humid weather conditions, application of, and exposure to, a variety of hazardous chemicals, contact with sanitary sewage, and exposure to noise due to maintenance activities. The Foreman works in confined places, and is exposed to raw sewage and hot asphalt which may contain a variety of hazardous and toxic materials, and will occasionally work at high elevations such as water towers. The position is highly visible to public while performing work tasks.

City of Medina Position Description
PUBLIC WORKS MAINTENANCE WORKER

Position Title: Public Works Maintenance Worker
Department: Public Works
Accountable To: PW Superintendent/ PW Foreman

Pay Grade: 4
FLSA Status: NON-EXEMPT
Work Status: Full-time

PRIMARY OBJECTIVE OF POSITION

To perform non-supervisory, manual, semi-skilled, and skilled work to assist in maintenance tasks performed in all public works areas. To operate a variety of equipment, to participate in snow plowing/sanding, and to perform routine maintenance on City-owned buildings/facilities. To respond to emergency situations and work beyond normal hours.

ESSENTIAL FUNCTIONS OF POSITION

- Assists in street maintenance activities: patches potholes and fills cracks; cleans/repairs storm sewers/catch basins; paints crosswalks; and repairs street lights/signals. Operates sweeper to clean street surfaces, maintains signs and trims trees in right-of-way; and uses traffic control procedures.
- Participates in snow plowing tasks: plows with trucks and loaders, hauls and blows snow; and applies sand/salt on roads as needed.
- Performs preventive maintenance and basic repairs on vehicles/equipment and keeps written records; cleans public works garage and maintenance areas.
- Assists in park maintenance activities: mows grass and trims grass/trees/bushes; inspects playground equipment and areas and keeps free of trash and other hazards; repairs and cleans buildings/facilities; and maintains courts, ball fields and ice rinks.
- Assist in the maintenance of the municipal water system and components: checks wells and chemical feeding equipment, making repairs as needed; checks water valves through operation; and flushes and repairs hydrants.
- Assist in the maintenance of the municipal wastewater system and components: checks, cleans and repairs lift stations, assists in cleaning sewer lines, and responds to calls regarding plugged sewers or other emergencies.
- Inspect new and old utilities and handles utility locates for water and sewer lines as well as street lighting; reads water meters and makes repairs as necessary; and responds to, or refers to appropriate staff person, complaints regarding high utility bills.
- Assists in the maintenance of City buildings: cleans/sanitizes, performs basic carpentry, and works with building systems/equipment, assisting in troubleshooting problems.
- Performs preventative maintenance and repair of Street Department vehicles and heavy and light equipment including minor repair or adjustment to hydraulic systems, motors, brakes, steering, electrical and cooling systems, starters, etc.; maintains vehicle maintenance records.
- Maintains and repairs city streets including patching holes and sealing cracks using a bituminous cold mix or hot mix; rakes, grades, and operates the roller.
- Installs tile lines if roads are soft and digs tile lines if there are water pressure problems.
- Operates a one-ton truck with a hoist, pickup trucks, street sweeper, backhoe, road grader, dump truck, pony grader, blacktop and self-propelled rollers, tractor loader, tractor-snow blower, riding and push lawn mowers, string trimmer, pumps, leaf blower, and generator.
- Operates a cutting torch and welder as needed in repairing equipment; makes some repairs to vehicle and equipment bodies.
- Removes snow from sidewalks, intersections, catch basins, municipal parking lots, and around City buildings.
- Assists in repairing and replacing sewer and water mains.
- Cleans, installs, repairs, and replaces utility covers; cleans and repairs culverts.
- Assists in responding to sewer backups, water main breaks, or other public works emergency.
- Maintains inventory of shop and equipment supplies, including small engines and hand tools.
- Keeps up-to-date on topics such as safety and hazardous materials through meetings, seminars, and workshops; and shares in work place safety through individual and team efforts.

City of Medina Position Description
PUBLIC WORKS MAINTENANCE WORKER

OTHER DUTIES AND RESPONSIBILITIES

- Performs other related duties as delegated by the Supervisor or apparent.
- Provides good working habits and a willingness to cooperate with others and contribute in a positive way to a pleasant working climate.

HIRING AND PERFORMANCE ASSESSMENTS WILL INCLUDE THE FOLLOWING KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of relevant City ordinances, policies, and procedures.
- Knowledge of OSHA-related rules & ability to follow applicable safety guidelines while performing works tasks.
- Knowledge of City's geography and various infrastructures.
- Skill in operating equipment for snow removal/sanding/sweeping/patching City streets.
- Skill in repair and maintenance of public works tools, equipment and facilities.
- Ability to exert moderate to considerable physical effort to perform the position's essential functions.
- Ability to communicate effectively with other City employees and the general public.
- Ability to follow oral and written instructions.
- Skill to operate all equipment and tools of public works department including in inclement weather and various traffic situations.
- Skill in troubleshooting problems and taking corrective measures.
- Ability to work independently and as part of a team.
- Ability to regularly lift/carry objects weighing up to 60 pounds & occasionally lift objects weighing up to 150 lbs.
- Ability to perform various movements such as lifting, bending, carrying while performing essential functions.
- Ability to respond quickly and decisively to emergency situations in absence of supervisor.
- Ability to safely enter & work in confined spaces; work at heights including occasionally climbing water tower.
- Ability to safely work around chemicals and other hazardous substances.

Machines, tools, and equipment used: Pick-up, dump truck, loader, backhoe, sweeper, skid-steer, grader, roller, lawn mower, shovel/pick/mall, grinder, various saws, drills and other hand/power tools.

MINIMUM REQUIREMENTS

- High school diploma or equivalent **and** some knowledge/skills related to public works.
- Mechanical aptitude.
- Class A commercial driver's license.
- Ability to be trained in all public works areas and the operation and use of all public works equipment.

DESIRABLE QUALIFICATIONS

- Ability to run heavy equipment, including graders, front end loaders and backhoes.
- Possession of a Class C water and Class S-D Sewer license or willingness to obtain in a reasonable time frame.

WORK ENVIRONMENT: The Public Works Maintenance Worker functions in a varying work environment depending on the circumstances. Work is achieved in the office, within a motor vehicle, operating heavy and/or light equipment, and consistently outdoors often under adverse weather conditions. Position requires the use of paving and patching materials during hot or humid weather conditions, application of, and exposure to, a variety of hazardous chemicals, contact with sanitary sewage, and exposure to noise due to maintenance activities. The Maintenance Worker works in confined places, and is exposed to raw sewage and hot asphalt which may contain a variety of hazardous and toxic materials, and will occasionally work at high elevations such as water towers. The position is highly visible to public while performing work tasks.

Title of Class: Streets Maintenance Supervisor
Revised Date: February 2013
FLSA: Exempt
Pay Grade: Grade 18

Primary Objective of Position

The primary objective of the position is to perform responsible supervisory and administrative work planning and directing the operations and staff in the Public Works Department including street, storm sewer, equipment maintenance and repair; performs related duties as required.

Supervision Received: Works under the administrative supervision of the City Administrator.

Supervision Exercised: Provides general and technical supervision to full-time, part-time, seasonal and on-call Public Works employees.

Essential Functions of the Position

- ❖ Plans, organizes, directs and monitors the operation of the public works department, including streets, storm water systems and vehicle and equipment maintenance operations
- ❖ Researches the feasibility and cost of public works projects and recommends actions; discusses projects with elected officials, City Engineer and City Administrator
- ❖ Supervises the department staff including: interviewing, recommending hiring, assigning and prioritizing work, evaluating work, reviewing and approving time sheets, coaching, training and recommending or administering reward and discipline
- ❖ Develops short and long term operational plans and assigns work to staff consistent with plans and immediate needs
- ❖ Oversees and inspects job sites to determine work progress, changing priorities, problems, hazards and material and equipment needs
- ❖ Oversees the work of contractors on municipal construction projects; reviews and approves change orders
- ❖ Develops and oversees policies, procedures, and practices to ensure safety and efficiency in the workplace
- ❖ Responds to citizens concerns and complaints by answering questions and providing information and assistance
- ❖ Drafts the annual Public Works budget and manages the department's annual budget
- ❖ Approves and/or purchases equipment, vehicles, parts and materials in accordance with approved budget and cost effectiveness; determines long-range capital and equipment needs.
- ❖ Drafts specifications, directs research and projects cost estimations; evaluates incoming bids and recommends selection and oversees contracted work.
- ❖ Develops a system to assign an accurate inventory of department, parts, vehicles and equipment and oversees the use of materials and supplies.

- ❖ Works with the City Engineer in developing and recommending major capital expenditures proposals and to ensure compliance with the NPDES inspection and maintenance requirement.
- ❖ Provides staff assistance for water and sewer based on contractual requirements.
- ❖ Ensures all necessary records and reports are maintained and appropriate information is provided to the finance department for billing purposes.
- ❖ Ensures necessary permits are obtained prior to allowing work to begin on a project.
- ❖ Determines when to call in staff for snow and ice removal
- ❖ Oversees the equipment maintenance program for the Public Works Department.
- ❖ Oversees and participates in the maintenance of the storm water system, including utility holes, catch basins, inlets, outlets and ponds.
- ❖ Oversees maintenance and repair of streetlights and stoplights.
- ❖ Oversees maintenance, construction, and repair work as needed on City buildings and property being performed by street maintenance staff.
- ❖ Recommends and monitors training and educational opportunities to enhance and maintain employee skills.
- ❖ Assists other City departments as needed.
- ❖ Performs miscellaneous duties consistent with the position of Public Works Maintenance Worker II as needed.
- ❖ Performs related duties as needed or required.
- ❖ Follows all safety requirements

Knowledge, Skills and Abilities

- ❖ Considerable knowledge of the operations, equipment, tools and standard practices in the repair and maintenance of streets, and storm sewer systems.
- ❖ Considerable knowledge of the traffic laws, ordinances, and regulations involved in equipment operation.
- ❖ Considerable knowledge of occupational hazards and safety precautions involved in street, vehicle, equipment, water and wastewater collection system and storm sewer repair and maintenance work.
- ❖ Working knowledge of equipment and vehicle maintenance and repair including procedures, methods and tools.
- ❖ Knowledge of Microsoft Office products, email and the Internet to prepare correspondence and reports and communicate with others.
- ❖ Considerable skill in the operation of light and heavy equipment.
- ❖ Working knowledge of building maintenance practices including carpentry, plumbing, heating, welding, basic electrical, painting and staining.
- ❖ Considerable ability to plan and analyze department operations, develop alternatives, determine costs and effectively utilize resources.

- ❖ Considerable ability to prepare and administer an annual budget and estimate the cost of projects.
- ❖ Considerable ability to organize, prioritize and direct work projects and make sound decisions.
- ❖ Considerable ability to supervise and motivate staff and ensure safety in the work place.
- ❖ Considerable ability to maintain thorough and accurate records and prepare reports.
- ❖ Considerable ability to work independently and as part of a team and to coordinate work with other departments.
- ❖ Considerable ability to analyze repair and maintenance problems and determine appropriate solutions.
- ❖ Considerable ability to develop and maintain relationships and communicate effectively, both orally and in writing with City officials, staff, contractors, State and County agencies and the general public. Public Speaking Presentations

Minimum Qualifications

- ❖ Two years of college or vo-tech training in infrastructure construction, maintenance, engineering or repair and seven years of progressively responsible public works maintenance experience involving maintenance of streets and storm water systems, or an equivalent combination of training and experience. A Bachelor's degree in public works administration, engineering or a related field may substitute for two years of the public works experience.
- ❖ Must have five years of experience as a supervisor of public works maintenance operations including planning and directing operations, managing budgets and managing inventory.
- ❖ Must possess and maintain a valid Minnesota Class A commercial driver's license.

Preferred Qualifications

Preferred additional supervisory experience and experience estimating costs of public works projects.

Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform essential functions of the job. While performing the duties of this job, the employee is

- ❖ Regularly required to talk or hear
- ❖ Regularly required to stand; use hands to finger, handle, or feel; reach with hands and arms
- ❖ Specific vision abilities requires close vision, distance vision, depth perception, peripheral vision, color vision, and ability to adjust focus
- ❖ Regularly required to use large motor skills to perform manual and maintenance work for long periods of time involving: regular bending, moderately heavy to heavy lifting and carrying, digging, twisting, turning, climbing and maintaining balance, crouching, standing, walking, reaching, working at heights of over 10 feet and pushing and pulling.

Environmental Conditions

- ❖ Occasionally exposed to working in inclement weather and temperature extremes.
- ❖ Occasionally works on the road or in the road right-of-way.
- ❖ Occasionally works in office or shop
- ❖ Working ability to occasionally perform heavy manual labor, sometimes under adverse weather conditions and during abnormal hours.
- ❖ Working ability to occasionally lift objects weighing up to 50 pounds, to walk, sit, stand, kneel or crouch, grasp, pull, push and twist.

Title of Class: Public Works Worker II
Revised Date: June 1, 2009
FLSA: Non-Exempt

DESCRIPTION OF WORK

General Statement of Duties: Performs skilled equipment operation and maintenance work related to the street, parks and storm water systems, and/or repair and maintenance of equipment and vehicles in the Public Works Department; performs related duties as required.

Supervision Received: Works under the general supervision of the Public Works Superintendent.

Supervision Exercised: Provides technical work direction to summer seasonal employees and may oversee projects including providing some work direction and coordination during the project.

TYPICAL DUTIES PERFORMED

The listed examples may not include all duties performed by all positions in this class. Duties may vary somewhat from position to position within a class.

- *Operates heavy and light equipment to perform a variety of street, park and storm sewer maintenance work and shop tasks.
- *Removes snow from city streets, municipal parking lots and trails, applies salt and sand, hauls snow, cleans up after storms, etc. as needed.
- *Maintains and repairs streets including tearing out blacktop, patching potholes, crack sealing and seal coating; sets up work zones, places cones or barricades around hazardous work areas, etc.
- *Removes damaged curbs and sidewalks, sweeps streets and removes debris from streets, parks and ditches.
- *Keeps accurate records of maintenance and repairs.
- *Performs preventative maintenance and light repair of department vehicles; may assist shop mechanic with repair and maintenance work.
- *Trims trees, cuts tree limbs into sections using a chain saw and removes all debris for chipping.
- *Maintains playground facilities and equipment, including inspection, maintenance and repair, building sand boxes, providing sand, etc.
- *May install, maintain and prepare ballfields for use and prepare parks for events.
- *May identify noxious weeds and apply fertilizer and weed killer in accordance with state regulations to parks and other public lands; keeps accurate records of same.
- *Reconstructs and maintains pathways and maintains storm sewer ponds, inlets and outlets; maintains shoulders and mows ditches.
- *Establishes new turf areas by seeding or laying sod and ensuring regular irrigation and maintains by mowing, trimming, removing leaves and debris and thatching; may plant trees or shrubs.
- *May perform mechanical repairs to vehicles and heavy and light equipment including: diagnosing electrical and mechanical problems, replacing water and fuel pumps and filters, cleaning and repairing injectors and injection pumps, repairing, replacing, rebuilding or adjusting hydraulic systems and motors, engines, transmissions, exhaust system, differentials, air brakes, drive shafts, U-joints, disc drives, steering, heating and cooling systems, alternators, starters, etc.

- *Maintains comprehensive records on preventative maintenance and repair for each piece of equipment/vehicle.
- *Inspects commercial vehicles and trailers as required by DOT and completes required paperwork.
- *Maintains an inventory of parts and orders or purchases to ensure an adequate supply.
May install and repair proper informational, directional, regulatory and warning signs.
- *Participates in required safety training and adheres to safety requirements.
May clean and rebuild catch basins and assist contractors in repair and maintenance of storm sewer system.
- *Installs, maintains and repairs sprinkler lines.
May purchase parts, tools and materials.
- *Straightens, and replaces or repairs streets signs that are damaged and fabricates and installs new street signs.
Assists with the installation and removal of holiday decorations.
- *Performs miscellaneous maintenance, construction and repair work as needed on city buildings and property, including: carpentry, plumbing, welding, basic electrical, painting and staining.
May assist City contractors with repair and replacement of water or sewer mains.
May sandblast, prime and paint equipment, fabricate parts, and change bulbs and fixtures in streetlights.
Provides input on costs savings and operational changes to supervisor.
Performs miscellaneous cleaning, maintenance and repair work as needed.
- *Assists other city departments as needed.
Performs other duties as needed or assigned.

KNOWLEDGE, SKILLS AND ABILITIES

- *Considerable knowledge of heavy and light equipment and vehicle operation, including preventative maintenance and inspection procedures and practices.
- *Considerable knowledge of the tools, equipment and standard practices of maintaining streets, parks, trails and storm water catch basins.
- *Considerable knowledge of stationary and hand-powered tools, equipment and standard practices of maintaining parks and trails.
- *Considerable knowledge of the establishment and maintenance of turf and planting and care of trees, grasses, shrubs and flowers may be required.
- *Considerable knowledge of traffic laws, ordinances and regulations involved in equipment operation.
- *Considerable knowledge of occupational hazards and safety precautions involved in street, park, storm sewer and vehicle and equipment repair and maintenance work.
- *Working knowledge of playground installation, maintenance, repair and inspection and ballfield maintenance.
- *Working to considerable knowledge of equipment and vehicle repair, including procedures, methods, and tools.
Working knowledge of standard building construction and repair practices and sign fabrication.
- *Considerable skill in the operation of snow removal, street sweeping, light and heavy equipment and other public works equipment and vehicles.
Working skill in building and grounds maintenance, including carpentry, plumbing, welding, basic electrical, painting and staining.
- *Considerable ability to follow oral and written instruction, prioritize work and perform duties independently and as a member of a team.

- *Considerable ability to analyze repair and maintenance problems and determine appropriate and cost-effective solutions.
 - *Considerable ability to use large motor skills to perform manual and maintenance work for long periods of time involving: regular bending, moderately heavy to heavy lifting and carrying, digging, twisting, turning, climbing and maintaining balance, crouching, standing, walking, reaching, working at heights of over 10 feet and pushing and pulling.
 - *Working ability to regularly work outside including in inclement weather and temperature extremes.
 - *Working ability to establish and maintain good working relationships and communicate effectively with City staff and the general public.
 - *Working ability to work with and around chemicals and fumes, dust and dirt and with occasional exposure to electrical shock.
 - *Working ability to work with moving or vibrating parts on equipment and to manipulate levers and tools.
- Working ability to operate a computer to perform sign maintenance, maintain inventory, conduct research, calculate cost estimates, maintain HVAC and irrigation systems and complete work records.

MINIMUM QUALIFICATIONS

Must possess a valid Class B Minnesota driver's license with a tanker endorsement. A Class A license must be obtained within six months and maintained thereafter. Two years of maintenance or construction experience including light or heavy equipment operation, or an equivalent combination of training or experience. Education in a related field can substitute for up to one year of required experience.

Prefer experience in street maintenance, equipment maintenance and repair, park, turf and playground inspection and maintenance and A Class A driver's license. Specific experience preferred may vary with each opening depending on the needs of the department at the time.

*Asterisked items are essential to the job.



City of Rockford, Minnesota

Director of Public Works Position

6031 Main Street, Rockford, Minnesota 55373 | www.cityofrockford.org | (763) 477-6565

Position Title: Director of Public Works
Department: Public Works
Accountable To: City Administrator
Status: Exempt
Salary Range: \$62,400 to \$86,299
Depending on Qualifications

Application Materials:
Cover letter, City of Rockford Application,
Veterans' Preference Form
Two Sample Council Memorandums

Minimum qualifications: 3 years public works administrative experience; 3 years supervisory or employee management experience; 3 years budgeting or financial management experience; 3 years public relations or customer service experience, and a valid MN Driver's License.

Desired qualifications: college degree in related field; Class B MN Driver's License; Class C water operator license; Class C wastewater operator license; registration as professional engineer in Minnesota; 3 years civil engineering related experience.

Primary Objective of Position

Leads, oversees, directs and regularly evaluates all operations and outcomes of the public works department in a manner that ensures the expected reliability of the city's infrastructure. Ensures that all essential functions and responsibilities are compliant with city policies, practices, procedures and internal controls. Maintains oversight of, and responsibility for, five full-time employees and various part-time employees within the public works department. Performs complex supervisory, administrative and professional work in operation of the water and wastewater utilities, surface water management, streets and infrastructure, trail ways, traffic mitigation, public works garage, maintenance facility and offices. Manages the maintenance of the parks, public buildings, City Center Mall and rental buildings, and all other city owned facilities. Oversees public improvement projects and reviews, approves and executes projects and plans in conjunction with County and State agencies when applicable.

Necessary Knowledge, Skills and Abilities

- Considerable knowledge of Public Works operations including street maintenance, water and wastewater utility operations and management of staff.
- Considerable skill in operating standard public works machinery and equipment including skid loaders, pay loaders, plow trucks and a wide variety of power tools.
- Ability to communicate effectively, orally and in writing, with employees, management and the City Council. Ability to conduct necessary research and compile comprehensive reports and write memorandums for staff and council review.
- Experience establishing and managing budgets, capital improvement plans and capital equipment purchasing plans following municipal budgeting principles including documentation and basic accounting of funds.

Scope of Work:

- This position performs in both the office and the field, with outdoor work required and being a major part of this position. Hand-eye coordination and the ability to lift significant amounts of weight are necessary to operate machinery and conduct the physical aspects of street repairs and maintenance, utility operations and maintenance, snow removal and other day-to-day tasks typically associated with public works employment. This position involves working in varying settings including office and desk work and working outside in varying weather conditions customary in the State of Minnesota.

Essential Duties:

- Develops and submits a comprehensive work plan. Evaluates public works needs and formulates short and long range plans to meet needs in all areas of responsibility, including transportation, street, water, wastewater, drainage and park maintenance. Evaluates applicable codes, regulations and requirements for assigned projects.
- Develops and submits annually a budget that supports the comprehensive work plan and capital improvement project while being mindful of the fiscal constraints facing cities and challenges operating within the confines of limited funding.
- Assists staff in the field in a hands-on manner in day-to-day operations of all public works departments as needed. Regularly works with hazardous chemicals and materials and ensures use of chemicals and materials is done pursuant to all applicable codes and regulations.
- Assists City Clerk with the review of private project development plans for compliance with codes, regulations, and standards, adequacy of applications for permits and compliance with approved plans.
- Assists the City Engineer and / or City Administrator with the preparation of engineering plans and specifications, bidding and competency of contractors and vendors and the selection criteria for public contracts.
- Oversees the development and implementation of all Capital Improvement Plans and Capital Equipment Purchases. Oversees project management of public improvement projects and other assigned projects to ensure contractor compliance with time and budget parameters for the project.
- Coordinates the preparation of reviews and updates for the wastewater, water, storm drainage and street system maps, equipment database and comprehensive plans.
- Responds to public or other inquiries relative to department policies and procedures. Evaluates issues and options regarding municipal public works and makes recommendations.
- Attends Council Meetings to maintain communication with the City Council and drafts memorandums for agenda items related to the department.
- Promotes a positive work environment and responds to staff grievances. Trains city staff in public works system consistent with current best practices and procedures.
- Varying other duties and obligations as assigned.

Essential Functions

- Develops and maintains a thorough working knowledge of all City and department policies and procedures in order to help facilitate compliance with such policies and procedures by all personnel.
- Demonstrates by personal example the service excellence and integrity expected from all staff consistent with policy and the Code of Conduct.
- Develops respectful and cooperative relationships with co-workers, the public and all outside contacts / constituencies in a manner that helps establish, maintain and enhance the city's reputation as a well-managed city.
- Maintains a commitment to the organization; willing to take initiative, dependability, and maturity in relationships with others. Represents the organization to the public with a courteous, helpful, accurate and business-like manner in all communications.
- Confers regularly with and keeps the City Administrator informed of all important matters pertaining to those functions and job responsibilities for which accountable.

Selection Guidelines

Formal application, rating of education and experience, oral interview and reference check; proof of certifications and job related tests may be required.

The duties listed herein are intended only as illustrations of the various the types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment of the position.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

How to Apply

Please submit your application materials to City Hall at 6031 Main Street, Rockford, MN 55373, or by e-mail at: cityhall@cityofrockford.org. This position will remain open until filled, first review of applications will begin at 4:00 p.m., March 6th, 2015. The first round of interviews will be scheduled for the week of March 9th, 2015.

CITY OF ROCKFORD POSITION DESCRIPTION

POSITION NAME: General Public Works Maintenance Worker

DEPARTMENT: Public Works

IMMEDIATE SUPERVISOR: Public Works Supervisor

POSITION SUPERVISES: None

REPORTING OR INTERACTING RELATIONSHIPS: Periodic interaction with council, city hall staff, public works staff, citizens and outside consultants.

STATUS: Full time, regular, essential employee

NORMAL WORK HOURS: 40 hours per week, during regular public works business hours. Weekend duty on routine schedule.

GENERAL POSITION DESCRIPTION: This position primarily performs the various maintenance duties of sewer, water, streets, building, grounds, parks and other facilities and the position periodically performs heavy manual labor that may occur under adverse weather conditions, hazardous conditions, and unsanitary conditions. The city of Rockford is an organization specifically oriented to providing high quality services to the public and the promotion of high quality public relations is essential in this position as frequent interaction occurs with the public, council and city staff.

'SPECIFIC TASKS, DUTIES AND RESPONSIBILITIES:

25% - During growing season months, plan, organize, schedule, coordinate and perform inspections, maintenance, cleaning, making repairs, erecting or removing structures and keeping records regarding all municipal buildings and infrastructure. Operating small, medium or large hand tools, electrical, gas or engine powered tools, vehicles or heavy equipment. . Assists with street maintenance including but not limited to snow plowing, crack filling, patching streets, cleaning storm sewers, retention ponds and catch basins. Assist all departments as needed.

35%- Assist in emergency and routine maintenance of sewer and collection system to include but not limited to; sewer jetting, sewer televising, emergencies including plugged sewer lines, lab work, scada system call ins, and maintenance of sewer structures.

35%- Assist in emergency and routine maintenance of water structures and distribution system to include but not limited to; lab work, scada system call ins, water main breaks, maintenance of curb stops, maintenance of hydrants, maintenance of gate valves, maintenance of water meters and radios.

5%- Perform safety coordinator duties to include but not limited to scheduling safety classes, keeping records, organizing safety meetings, keeping as current as possible with new regulations, keeping safety manual up to date, and checking on cities subcontractors.

"The percentages shown indicate only relative amounts of time generally intended to be Spent over a long term basis in each major responsibility area and are not necessarily Indications of job or task importance or priority.

Obtain accurate information and communicate appropriately with citizens, council and staff regarding public works business by utilizing tact, diplomacy and/or restraint to negotiate, persuade or motivate as necessary.

***SKILLS REQUIRED:** Persons holding this position are minimally required to have substantial manual dexterity and the ability to operate small, medium or large hand tools, electrical, gas or engine powered tools, or vehicles. The ability to accurately make and record instrument or observations is required. The ability to lift up to 50 pounds approximately 5 times per week and to lift up to 150 pounds approximately once per month are required. Considerable customer satisfaction and human relation skills are required along with routine problem solving abilities. Promotes harmonious relations within the public works department, city hall and the public. Use and comprehension of the English language are required.

***PHYSICAL DEMANDS:** Walking, driving, holding, lifting up to 50 pounds, ability to wear and use all safety equipment, bending, pushing, pulling, hand and foot coordination, climbing, seeing and hearing are required physical demands. Subject to hazardous conditions including but not limited to; Confined space, trenching, chlorine exposure, sulfur dioxide exposure, biosolids exposure, dangers associated with heavy equipment and tools, and hot and cold weather exposure.

***MENTAL ABILITIES:** Math calculation, problem solving, ability to comprehend a variety of instructions and manuals.

***SCHEDULES:** May be subject to call back, unscheduled overtime, shift work. ***QUALIFICATIONS**

REQUIRED AND DESIRED. All job related are desired.

TRAINING REQUIRED AND DESIRED: All training that pertains is desired.

***EQUIPMENT/TOOLS USED:** Small, medium or large hand tools, electrical, gas or engine powered tools, vehicles or heavy equipment, communications equipment.

***DIPLOMAS, LICENSES, CERTIFICATES REQUIRED:** High school diploma or equivalent required. Valid Minnesota Drivers License is required. Class B within 6 months of employments is desired. Sewer license is desired. Water license is desired.

***Pay Equity Points 153**

Rev 10-8-07

CITY OF ROGERS

Job Description

Title: Street/Storm Maintenance Lead Worker	FLSA Status: Non-exempt
Department: Public Works	Position Status: Full-time
Accountable To: Public Works Superintendent	Salary Grade: 8

PURPOSE: The primary objective of the position is to oversee and perform the maintenance of public streets, alleys, parking lots and other areas as assigned.

DUTIES AND RESPONSIBILITIES:

1. Primary responsibility for coordination of street maintenance to include pothole patching, crack sealing, seal coating, resurfacing and street repairs.
2. Coordinate the day to day schedule of permanent and seasonal street maintenance workers.
3. Maintain all public unpaved roads in a safe manner to eliminate washboard and excessive dust.
4. Inspect and coordinate necessary repairs to all park trails and sidewalks that are a part of the city system.
5. Coordinate best management practices for street sweeping operations.
6. Participate in all snow and ice control events. Operate loader, CDL class vehicles, tractors and misc. equipment in a safe and efficient manner
7. Participate in maintenance and improvement of City buildings (City Hall, Municipal Liquor Store, Fire Station/Community Room, Park Buildings and Public Works Facility) as directed.
8. Participate in maintenance and improvement of Park and Recreation facilities as directed.
9. Participate in maintenance and improvement projects with the City Sewer collection and treatment facilities as directed.
10. Participate in maintenance and improvement projects with the City Water distribution, storage and treatment facilities as directed.
11. Participate in maintenance and improvement of City storm sewer facilities as directed.
12. Responsible for rating and recommending streets for inclusion in the City’s pavement management program.
13. Familiarity with MS4 Stormwater Reporting Standards and responsibility of compliance with standards
14. Maintain road ditches, stormwater treatment ponds and stormwater collection systems.
15. Keep Public Works Superintendent informed of all important matters requiring attention or action.
16. Cooperate with other co-workers to ensure the best use of available resources and to avoid duplication of efforts.
17. Perform other duties and required or assigned.

COMMON PERFORMANCE STANDARDS:

Expected to deal with the following:

1. Willingness to work long and unusual hours when weather conditions cause snow removal or for other emergency or unusual road maintenance requirements.
2. The ability to work in severe weather conditions and temperature extremes.
3. Willingness to be on call when weather conditions may dictate early starts on regular working days and on weekends.
4. Willingness to plan vacations or time off when the chances for emergency or unusual weather conditions are the least expected.

WORK ENVIRONMENT:

1. Works in or on public works equipment in a variety of weather conditions.
2. Works in the City Parks and public buildings.
3. Works on the public streets or in the road right-of-way.
4. Works in or on storm sewer facilities and or pond systems.

PHYSICAL REQUIREMENTS:

1. Strength and movement without restrictions: Work requires lifting, reaching, shoveling, pounding, digging and sweeping.
2. Sensory ability: Vision must be sufficient to read instructions, distant vision (20/40 or better) must have depth discrimination, and hearing must be able to detect all warning signals.
3. Level of exertion: Work is sometimes heavy requiring lifting of 80 pounds or more.

MINIMUM REQUIREMENTS:

1. Work status at the time of application will be Full-time
2. Education: High School Graduation or Equivalent
3. Minimum 4 years practical experience.
4. Commercial Drivers License. (Class – B minimum)

RESPONSIBILITY FOR WORK OF OTHERS:

Direct supervision over:

- Full-Time street maintenance staff
- Part–Time seasonal street workers

CITY OF ROGERS

Job Description

Title: Maintenance II - Streets	FLSA Status: Non-exempt
Department: Public Works	Position Status: Full-time
Accountable To: Public Works Superintendent	Salary Grade: 7

PURPOSE: Perform maintenance and repair of streets, drainage ways, traffic signs and other duties as assigned by Public Works Superintendent.

DUTIES AND RESPONSIBILITIES:

1. Street: Maintain and repair streets including patching potholes, sweeping streets, removing debris, placing cones or barricades around hazards, etc. Maintains shoulders and mow ditches for all non-sidewalk streets. May perform sidewalk repair and patching; removes cement and prepares area for sidewalk replacement.
2. Parks: Assist with maintenance of the City Parks when requested by the Public Works Superintendent.
3. Utilities: Install and repair utilities as needed including main breaks, line plugging and maintenance, when requested by the Public Works Superintendent.
4. Snow Removal: Operate loaders, tractors, and single and tandem axel trucks to remove snow from City streets, municipal parking lots during winter; operates sander and Brine applicator to apply salt to roadways, sidewalks, and municipal parking lots.
5. Operate all light to heavy equipment used in a safe and efficient manner to include but not limited to the following: light trucks, tractors, front end loader, road grader, back hoe, single and tandem axle dump trucks, skidsteer, street sweeper and miscellaneous hand and power tools.
6. Perform minor maintenance work and repairs on equipment operated.
7. Coordinate major repairs with Public Works Superintendent.
8. Assist other Public Works Personnel in miscellaneous tasks.

COMMON PERFORMANCE STANDARDS:

Expected to deal with the following:

1. Willingness to work long and unusual hours when weather conditions cause snow removal or for other emergency or unusual road maintenance requirements.

2. The ability to work in severe weather conditions and temperature extremes.
3. Willingness to be on call when weather conditions may dictate early starts on regular working days and on weekends.
4. Willingness to plan vacations or time off when the chances for emergency or unusual weather conditions are the least expected.
5. Possesses the ability to communicate both orally and in writing to maintain positive relationships with internal and external constituents.

WORK ENVIRONMENT:

1. Works in or on public works equipment in a variety of weather conditions over 50% of the time.
2. Works in City Parks, Streets, and Municipally owned properties.
3. Works on the road or in the road right-of-way.
4. Work includes inside and a majority of outdoor environments on a frequent basis; some of which include exposure to disagreeable elements.

PHYSICAL REQUIREMENTS:

1. Strength and movement: Work requires lifting, reaching, shoveling, pounding, digging and sweeping.
2. Sensory ability: Vision must be sufficient to read instructions, distant vision (20/40 or better) must have depth discrimination, and hearing must be able to detect all warning signals.
3. Level of exertion: Work is sometimes heavy requiring lifting of 80 pounds or more.
4. Health Card required.
5. Ability to pass routine or random drug and alcohol testing.

MINIMUM REQUIREMENTS

1. High School Diploma or equivalent, and a minimum of a two year technical degree in a related field; such as a public works certificate or water/sewer licensing – Class C or greater.
2. Minnesota Commercial Drivers License.
3. Knowledge or experience in street maintenance related areas.
4. Six months experience with truck, light equipment, and general maintenance.

**CITY OF SAINT MICHAEL
PUBLIC WORKS/MAINTENANCE SUPERVISOR
POSITION DESCRIPTION**

POSITION TITLE: Maintenance Worker/Maintenance Supervisor

DEPARTMENT: Public Works

ACCOUNTABLE TO: City Administrator

SUMMARY STATEMENT:

To coordinate all functions of the city maintenance department (roads, parks, grounds, buildings, utilities, and other public works facilities and activities), as directed by the City Council and City Administrator.

MAJOR AREAS OF ACCOUNTABILITY:

1. Supervise full and part-time employees of the public works and parks departments. Provide safety training. Perform manual labor in road, park, and other City maintenance activities.
2. Coordinate the general maintenance and minor construction of city streets, bridges, alleys, and related property.
3. Coordinate the maintenance of all street and other public works maintenance equipment, and keep updated maintenance records, to provide data for required records and management decision making, in order to minimize repair costs and maximize equipment availability.
4. Coordinate the maintenance of city parks and other city properties.
5. Monitor and control maintenance budget and provide input in the preparation of the budget.
6. Coordinate the specification and purchase of necessary street maintenance supplies and services as permitted by the City Council and as allowed in the budget.
7. Provide routine reporting information and assistance to the City Administrator and City Council.
8. Coordinate and operate road, park, snow removal equipment, tractors and mowers, and other City equipment in a safe and responsible manner.
9. Abide by all safety regulations and policies in order to prevent injuries to self or others.

10. Suggest improved methods and practices for public works when experience and common sense dictates.
11. Perform other duties as assigned by the City Council and City Administrator.
12. Attend Meetings of City Council and/or Park Board when needed, or as directed by the City Administrator.
13. Coordinate the Water, Sewer and Storm Sewer maintenance functions of the City, including: overseeing and coordinating work of contractors, working with Engineer and developers to assure quality installations of utilities and roads in new developments.
14. Coordinate a schedule of gravel and road grading to ensure that all city roads are graded periodically, systematically and equally. This schedule shall take into account the need to grade roads when adequate moisture is present in order to avoid windrowing.
15. Direct the work of annual street and public works maintenance improvement projects to protect city roads and utilities in an efficient and cost effect manner.

COMMON PERFORMANCE STANDARDS:

Expected to deal with the following:

1. Willingness to work long and unusual hours when weather conditions create special road maintenance requirements, such as snow plowing
2. Employee shall not use any narcotics or hallucinogens except when prescribed in the treatment by a physician or dentist. When narcotics or hallucinogens are prescribed, employee shall notify the City Administrator.
3. Employee shall not appear for work or be at work while under the influence of alcoholic beverages.
4. Employee shall operate city equipment in a careful and prudent manner and shall obey all state and city orders pertaining to such operation. Loss or suspension of a driving license shall promptly be reported to the City Administrator. Employee shall not drive his/her own vehicle during his work day or at any other time for city business until his/her license is reinstated.
5. Willingness to be on call when weather conditions may dictate early starts both on regular working days and on weekends,
6. Willingness to plan vacations or time off when the chances for emergency or unusual weather conditions are the least expected.
7. Expected to deal with the public and coworkers in a positive and respectful manner and reform duties in a safe and respectful manner.

EQUIPMENT USED:

Medium, heavy, and light trucks, tractors, rubber tired loader, backhoe, steamer, chain saw, welder, air compressor, hot tar kettle, jack hammer, jenny compactor, brush

shippers, miscellaneous hand tools, and other miscellaneous public works and maintenance equipment.

WORK ENVIRONMENT:

1. Works in or on public works equipment in a variety of weather conditions, including, at times, extremes of weather conditions.
2. Works in City Parks.
3. Works on the road or in the road right-or-way.
4. Works in an office or shop.

PHYSICAL REQUIREMENTS:

- A. Strength and movement: Work requires lifting, reaching, shoveling, pounding, digging and sweeping.
- B. Sensory ability: Vision must be sufficient to read instructions, distant vision (20/40 or better) must have depth discrimination, and hearing must be able to detect all warning signals.
- C. Level of exertion: Work is sometimes heavy requiring lifting of 80 or more pounds, and repetitive and strenuous activities, such as: digging, shoveling, cleaning, repetitive strenuous lifting, sweeping, painting, carpentry, mowing, etc.

MENTAL REQUIREMENTS:

- A. Reading ability: Reading should be sufficient to read instructions and warning labels.
- B. Writing: Writing skills are required to fill out forms, reports, and other administrative detail.
- C. Verbal skills: Verbal communication needs to be at a level to provide general information on road conditions, update on projects, report to the City Administrator and City Council.
- D. Reasoning ability: Must be able to use sound judgment when operating heavy equipment, pounding posts, or operating backhoe near power lines, gas lines, or fiber optic lines.

EMPLOYMENT SELECTION CRITERIA:

Must have certification in a related field from a Vocational Institute or possess an AA degree. Minimum of three (3) years public works supervisory experience, Class A driver's license and extensive experience in all phases of public works maintenance.

SALARY RANGE:

\$23.31/hour to \$28.98/hour

Last Revised: January 21, 2003

CITY OF SAINT MICHAEL

**PUBLIC WORKS
MAINTENANCE/EQUIPMENT OPERATOR
POSITION DESCRIPTION**

POSITION TITLE: Maintenance/Equipment Operator

DEPARTMENT: Public Works

ACCOUNTABLE TO: Public Works Supervisor

SUMMARY STATEMENT:

To maintain City equipment, City parks, roadways and related equipment in a manner which will provide safe, passable access to all residential and commercial properties and parks served by the City.

WORK SCHEDULE:

Standard work hours are 7:00am to 3:30pm, Monday-Friday. Shift changes and alternative schedules as determined by the Supervisor or Public Works Director may be required to meet specific needs. Call outs for emergencies or snow/ice control may occur at any time.

MAJOR AREAS OF ACCOUNTABILITY:

1. Performs scheduled routine maintenance, fabrication and repairs of heavy and light equipment including multi-axle trucks, loaders, graders, backhoes, sweepers, snow removal equipment, Fire emergency vehicles and other City-owned equipment to ensure safety and reliability.
2. Keeps accurate records of all maintenance, repairs, and parts used for each piece of equipment and keeps the Public Works Supervisor informed of inventory levels, parts needs, and ordering.
3. Inspects, troubleshoots, performs diagnostic analysis, and order parts of all vehicles and equipment consistent with preventative maintenance program.
4. Conducts Commercial D.O.T Inspections on all requirements.
5. Operates Public Works Equipment. Operates equipment in a safe, responsible manner in order to maintain roads and parks.
6. Operates snow removal equipment in a safe, responsible manner in order to maintain a condition of passability and maximum safety on public property.
7. Operates appropriate equipment to clear brush, install culverts, mow grass, remove silt and other drainage obstructions, patch potholes, erect signs, repair frost boils, remove and replace concrete curbs and asphalt roadways and other duties relating to park and roadway maintenance. Blacktop work will include subcutting, removal, installation and compaction of asphalt. Concrete work will include removal of concrete, forming, curb pouring, and finishing.
8. Assists with maintenance of the City Park.
9. Performs manual labor in the maintenance of streets, parks and equipment as directed by the Public Works Supervisor.
10. Assists with maintenance of City property and equipment in order to preserve the useful life and minimize costs.

11. Performs necessary welding and mechanical work to maintain and repair equipment, designs
12. Drives medium, heavy, and light trucks in order to deliver and pick up materials and supplies.
13. Adheres to and implements all safety rules, regulations and practices including wearing appropriate safety equipment as necessary to protect the employee, the operation and the general public.
14. Read and understand written and electronic manuals, reports and directives, search data base.
15. Maintains appropriate record of time and jobs in order to provide data for required records and management decision making.
16. Suggest improved methods and practices for public works when experience and common sense dictates.
17. Performs other duties as assigned by the Public Works Supervisor, Public Works Director or City Administrator including, but not limited to, streets, parks, storm sewer water and sanitary sewer maintenance activities.
18. Directs the activities of the other Public Works/Maintenance/Equipment Operator(s) based on policy and past practice.

COMMON PERFORMANCE STANDARDS:

Expected to deal with the following:

1. Employee shall place a priority on equipment maintenance, road maintenance and snowplowing with other assigned tasks performed as time allows.
2. Employee shall not use any narcotics, hallucinogens, or mind-altering drugs (legal or illegal) except when prescribed in the treatment by a physician or dentist. When narcotics, hallucinogens or mind-altering drugs are prescribed, employee shall notify the City Administrator immediately.
3. Employees shall not appear for work or be at work while under the influence of alcoholic beverages, narcotics, hallucinogens, or mind-altering drugs (legal or illegal).
4. Employees shall operate city equipment in a careful and prudent manner and shall obey all state and city orders pertaining to such operation. Loss or suspension of a driving license shall promptly be reported to the Public Works Supervisor and City Administrator and Vehicle Safety Policy will be reviewed to determine viability of employee.
5. Willingness to work long and unusual hours when weather conditions require snow removal, when gravel roads are suitable for grading, or for other emergency or unusual road maintenance requirements.
6. The ability to withstand working in severe weather conditions and temperature extremes, including dressing in appropriate clothing for the weather conditions.
7. Willingness to be on call when weather conditions may dictate early starts, both on regular working days and on weekends.
8. Willingness to plan vacations or time off when the chances for emergency or unusual weather conditions are the least expected.
9. Expected to deal with the public, coworkers, and Elected/Appointed Officials in a positive and respectful manner and perform duties in a safe and respectful manner.

EQUIPMENT USED:

Medium, heavy, and light trucks, bucket truck, forklift, loaders, bobcats, tractors, backhoes, graders, steamers, lawn mowers, chain saws, welders, torches, air compressors, hot tar kettles, rollers, pavers, jack hammers, compactors, brush chippers, misc. hand tools, truck lifts/hoists, overhead crane, mechanical tools, jacks, etc.

WORK ENVIRONMENT:

1. Works in or on public works equipment in a variety of weather conditions, including, at times, extremes of weather conditions.
2. Works in the Public Works shop area on equipment to maintain and repair.
3. Works in the City parks.
4. Works on the road or in the road right-or-way.

PHYSICAL REQUIREMENTS:

- A. Strength and movement: Prolonged periods of standing, climbing steps and ladders, digging, reaching, bending, twisting, lifting/holding objects overhead, utilizing hand/power tools, working in tight spaces, operating key boards and computer.
- B. Sensory ability: Vision must be sufficient to read instructions, distant vision (20/40 or better) must have depth discrimination, and hearing must be able to detect all warning signals. Good hearing level is needed, and a base line hearing test will be given upon hiring.
- C. Level of exertion: Work is sometimes heavy requiring lifting of 80 or more pounds with repetitive and strenuous activities.

MENTAL REQUIREMENTS:

- A. Reading ability: Reading should be sufficient to read instructions, old documents and warning labels in English.
- B. Writing: Writing skills are required to fill out forms on work orders for maintenance of fleet and MN D.O.T. forms for inspections.
- C. Verbal skills: Verbal communication needs to be at a level to provide general information on road conditions, update on projects, and the ability to communicate over the phone and City radio.
- D. Reasoning ability: Must be able to use sound judgment when operating heavy equipment, digging or operating equipment near power lines, gas lines, mechanical or fiber optic lines.

EMPLOYMENT SELECTION CRITERIA:

1. Class B with Tanker Endorsement is required. Class A Commercial Driver's License must be obtained within 6 months of hire.
2. Minimum of High School Diploma. Vocational Training in operation of Equipment, Carpentry, Paving, Heavy Truck Mechanics, or Concrete is a plus.
3. Heavy and light duty equipment repair and maintenance with verifiable shop or field experience.
4. D.O.T Inspection Certification desired, or must be obtained within 6 months of hire.

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

The 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 3rd day of March 2015.

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

The following Council Members were absent: Vajda.

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

.....

**RESOLUTION NO 03-03-15-08
APPROVING AMENDMENT TO THE COOPERATIVE AGREEMENT BETWEEN
HANOVER AND THREE RIVERS PARK DISTRICT FOR THE FUNDING OF
THE LAKE INDEPENDENCE REGIONAL TRAIL (HENNEPIN COUNTY ROAD 19 TRAIL)**

WHEREAS, the project was advertised for bids a total of two times; and

WHEREAS, the lowest responsible bidder for the project bid the project higher than the engineer's estimate; and

WHEREAS, Three Rivers Park District has agreed to provide additional funding for the project.

NOW, THEREFORE, BE IT RESOLVED, that the City Council, of the City of Hanover, does hereby approve Amendment No. 1 to the Cooperative Agreement between Hanover and Three Rivers Park District for the funding of the Lake Independence Regional Trail; and

BE IT FURTHER RESOLVED, that the City Council of the City of Hanover, Minnesota, hereby authorizes and directs the Mayor and City Administrator to take such actions as necessary to execute the attached agreement.

Council members voting in favor: Kauffman, Hammerseng, Warpula, Zajicek

Opposed or abstained:

Adopted by the City Council this 3rd day of March, 2015.

Approved By:

Chris Kauffman, Mayor

Attest:

Brian Hagen, City Administrator

**CITY OF HANOVER
AND
THREE RIVERS PARK DISTRICT**

**AMENDMENT NO. 1
TO THE LAKE INDEPENDENCE REGIONAL TRAIL
COOPERATIVE AGREEMENT**

This Amendment No. 1 to the Lake Independence Regional Trail Cooperative Agreement, dated as of March _____, 2015 ("Amendment") is entered into by and between Three Rivers Park District, a body corporate and politic and a political subdivision of the State of Minnesota ("Park District"), and the City of Hanover, a Minnesota municipal corporation ("City") pursuant to the Lake Independence Regional Trail Cooperative Agreement between the parties dated on or about March 6, 2014. Except as provided by Amendment, all of the terms and conditions of the Lake Independence Regional Trail Cooperative Agreement are hereby incorporated by reference, and any capitalized term that is not otherwise defined in this Amendment will have the meaning given in the Lake Independence Regional Trail Cooperative Agreement.

RECITALS

WHEREAS, the parties agree to amend the Lake Independence Regional Trail Cooperative Agreement to the extent provided herein.

NOW, THEREFORE, in consideration of the mutual covenants, promises and other good and valuable consideration, the receipt and sufficiency of which the parties hereby acknowledge, Park District and City agree as follows:

1. Paragraph 2: Cost Participation of the Lake Independence Regional Trail Cooperative Agreement are deleted in their entirety and replaced with the following:

Cost Participation.

City. The City shall be responsible for all design and land acquisition costs of Phase 1 and all design costs incurred as of the date of this Agreement associated with Phase 2.

City shall be solely responsible for all costs associated with Historic Bridge, Trailhead, safe route between the Historic Bridge and Trailhead, and all construction and construction administration costs for Phase 1, which exceeds the Park District's contribution of \$425,000.

Park District. Park District shall pay City \$425,000 for actual Trail construction of Phase 1. Park District will not reimburse City for indirect costs incurred by City including, but not limited to, staff costs, costs of consultants and advisors, legal fees, filing fees, permit fees, or any other expense, which does not represent direct construction costs as defined by this Agreement.

Park District shall reimburse City only after conveyance to Park District of Easement 1. City may request reimbursement for 50% of Park District's contribution when 50% of Phase 1 construction is complete in accordance with Paragraphs 1 and 3 of this Agreement and to the satisfaction of the Park District. City may request reimbursement for remaining 50% of Park District's contribution when Phase 1 construction is complete in its entirety in accordance with Paragraphs 1 and 3 of this Agreement and to the satisfaction of the Park District. Park District shall reimburse City within thirty (30) days of verified statement of direct construction costs for all costs authorized in this Paragraph. City shall provide all records necessary for audit of costs.

Park District shall be responsible for future design, land acquisition, and construction costs associated with Phase 2 in accordance with Paragraphs 1 and 3 of this Agreement.

2. The third paragraph under **Subparagraph: City** within **Paragraph 3: Design and Construction of Trail** shall be amended to include the following sentence: "The City shall hire a professional construction supervision company to provide construction supervision for all Phase 1 construction work which shall be subject to Park District approval."

3. All other terms of the Lake Independence Regional Trail Cooperative Agreement shall remain unchanged and unmodified and shall continue in full force and effect.

IN WITNESS WHEREOF, the parties have caused this Amendment to be executed by their duly authorized representatives as of the date first above written.

CITY OF HANOVER

_____ Date _____
Its Mayor

_____ Date _____
Its City Administrator

THREE RIVERS PARK DISTRICT

_____ Date _____
John Gunyou, Board Chair

_____ Date _____
Boe R. Carlson, Superintendent