AGENDA
HANOVER CITY COUNCIL
MARCH 15, 2022

<u>MAYOR</u>
CHRIS KAUFFMAN

<u>COUNCIL</u>
JIM ZAJICEK
MARYANN HALLSTEIN
THOMAS DIERBERGER
MIKE AMERY

1. **Call to Order Regular City Council Work Session: 7:00 p.m.**

2. **Approval of Agenda**

3. **Consent Agenda Items:**
   a. **Approve Minutes of March 1, 2022 City Council Meeting** *(3)*
   b. **Approve Claims as Presented:** *(7)*

➢ **Claims**	**$**	**67,053.58**
➢ **Payroll**	**$**	**10,793.64**
➢ **P/R taxes & Exp.**	**$**	**4,430.44**
➢ **Other Claims**	**$**	**2,772.68**
➢ **Total Claims**	**$**	**85,050.34**

4. **Resolution 03-15-22-18 – Approving CUP for Accessory Structure at 10718 Jonquil Lane** *(22)*

5. **Resolution 03-15-22-19 – Authorizing Advertisement for Seasonal Public Works** *(27)*

6. **Resolution 03-15-22-20 – Approving Professional Services Agreement for HR Processes** *(30)*

7. **Reports**

8. **Adjournment**

To:	**Mayor Kauffman & Members of the Hanover City Council**
From:	**Jennifer Nash, City Administrator**
Date:	**March 10, 2022**
Re:	**Review of March 15, 2022 City Council Agenda**

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1. **Call to Order Regular City Council Work Session: 7:00 p.m.**

2. **Approval of Agenda**

3. **Consent Agenda Items:** *See enclosed consent agenda items.*
   a. **Approve Minutes of March 1, 2022 City Council Meeting** *(3)*
   b. **Approve Claims as Presented:** *(7)*

➢ **Claims**	**$**	**67,053.58**
➢ **Payroll**	**$**	**10,793.64**
➢ **P/R taxes & Exp.**	**$**	**4,430.44**
➢ **Other Claims**	**$**	**2,772.68**
➢ **Total Claims**	**$**	**85,050.34**

4. **Resolution 03-15-22-18 – Approving CUP for Accessory Structure at 10718 Jonquil** *(22)*
   Planner Nash has prepared the attached memo summarizing the request for an accessory structure exceeding the size of the home at 10718 Jonquil. The applicant has withdrawn their original request to also place the structure in the front yard. The attached resolution approves the request for conditional use permit and notes Planning Commission's recommendation of approval.

5. **Resolution 03-15-22-19 – Authorizing Advertisement for Seasonal Public Works** *(27)*
   The City has hired a seasonal staff person for the past several years to help with maintenance of parks, mowing, etc. Attached is the job description for this position along with a resolution authorizing posting. Some discussion items to consider may include the anticipated wage for the seasonal position and whether a reduced minimum age may be desired to allow for 16+ to apply.

6. **Resolution 03-15-22-20 – Approving Professional Services Agreement for HR Processes** *(30)*
   Council requested staff seek out consultants who can assist with analyzing the City's staff review processes, facilitating updating of job descriptions, and proposing improvements to achieve Council goals. Two proposals have been received from Baker Tilly and DDA Human Resources who both have significant experience working with cities and other agencies on this type of work. The attached proposal from Baker Tilly costs $10,975. DDA's attached proposal includes a few different options the Council could consider including individual task prices or an annual maintenance fee for HR task items at $2,700 each year for 3 years. A representative from DDA will be present at the meeting to review their proposal and answer questions posed by Council. The attached resolution would approve an agreement for services should Council choose to move forward with an option before them.

7. **Reports**
8. **Adjournment**

CITY OF HANOVER
CITY COUNCIL MEETING
MARCH 1, 2022 – DRAFT MINUTES

Call to Order/Pledge of Allegiance:
Councilor MaryAnn Hallstein called the regular meeting of Tuesday, March 1, 2022, to order at 7:00 p.m. Present were Councilors MaryAnn Hallstein, Thomas Dierberger, and Mike Amery. Absent were Chris Kauffman and Jim Zajicek. Also present were City Administrator Jennifer Nash, City Engineer Nick Preisler, Public Works Supervisor Jason Doboszenski and Accountant Jackie Heinz. Guests present were two Wright County Sheriff's Deputies.

MOTION by Amery to appoint Hallstein to run this meeting in the absence of the mayor and vice mayor, seconded by Dierberger. **Motion carried unanimously.**

Approval of Agenda:
Public Works Supervisor Doboszenski requested to add a Plow Truck Discussion under new business as item 7b.
MOTION by Hallstein to approve the agenda as amended, seconded by Dierberger. **Motion carried unanimously.**

Consent Agenda:
MOTION by Dierberger to approve the amended consent agenda, seconded by Amery.

- **a. Approve Minutes of February 15, 2022, City Council Work Session Meeting**
- **b. Approve Claims as Presented:**
  - **Claims $ 37,341.72**
  - **Payroll $ 10,034.94**
  - **P/R taxes & Exp $ 4,161.60**
  - **Other Claims $ 2,694.39**
  - **Total Claims $ 54,232.65**
- **c. Resolution 03-01-22-13 – Approving Renewal of Consumption and Display Permit**
- **d. Resolution 03-01-22-14 – Approving Non-Waiver of Liability Coverage**
- **e. Resolution 03-01-22-15 – Establishing Precincts and Polling Location Following Redistricting**
- **f. Resolution 03-01-22-16 – Approving Contracts for Concerts in the Park**

Motion carried unanimously.

Citizen's Forum
None

Public Hearing
None

Unfinished Business
Resolution 03-01-22-17 – Approving Purchase of Zamboni from City of Corcoran
Administrator Nash stated she has made inquiries for answers to Council's questions presented at the February 15th meeting regarding a proposed Zamboni purchase. Corcoran staff provided photos of the

Zamboni and verified its availability for purchase. A representative from Hanover Athletic Association stated they have money set aside to donate to the City for the cost of the Zamboni purchase. Hallstein inquired how much maintenance the machine might need and the type. Doboszenski stated the machine has worked well for Corcoran and that is why they have held onto it. Doboszenski noted the Zamboni would only be used at the Hanover Athletic Association rink.

MOTION by Amery to approve Resolution 03-01-22-17, seconded by Dierberger. **Motion carried unanimously.**

New Business

Park Shelter Architect Discussion

Accountant Heinz reviewed materials provided at the meeting showing the proposed location of a park shelter, the proposed look, description of City park funds and which funds would be used for the project. Amery stated the Park Board had a very in-depth conversation about this topic and found the architect would not do the project without the 3D renderings, which says something about the company and their product. Hallstein stated the amount is reasonable and the proposed architect Wilkus will listen to feedback, after a Park Board meeting Kinghorn brought back inaccurate items.

Nash inquired with Council as to their previous discussions regarding the proposed location for the shelter. The lot owned by the City adjacent to Settlers Park is zoned industrial and is posted on the EDA's website as for sale for industrial development. Staff has received inquiries from industrial businesses recently asking about the lot, so Nash asked for Council guidance regarding whether the decision has been made to use the lot for expansion of the park and the industrial listing should be taken down. Hallstein noted some challenges with the site for access for industrial users. Dierberger noted the hill is very steep in the back. Hallstein noted she didn't recall whether there had been an actual vote by Council deciding to remove the property from circulation as a possible industrial site, but stated Council and Park Board walked the land together last year and it became obvious what to do with the area. Hallstein further stated when she was door knocking, she consistently heard people wanting more parks. Dierberger inquired on the dimensions compared to the current shelter, Heinz stated it is roughly double. Heinz also relayed that the proposal would be for the existing park shelter to remain and this new shelter would be another availabile facility as an expansion to Settlers Park.

MOTION by Amery to approve the Preliminary Conceptual Design Services from Wilkus for a park shelter with cost listed at $5,500, seconded by Dierberger. **Motion carried unanimously.**

Plow Truck Discussion

Doboszenski referred to two bids he handed out for a plow truck chassis. He stated he has had problems getting the state bid from Western Star, this process started back in October and received the bid from Western Star on Monday. Doboszenski stated this is very time sensitive, there are currently 240 cities on the list in front of us. Doboszenski stated the price of steel is increasing, we will not likely see the truck this year, St. Michael waited 3 years for four trucks to be completed. Doboszenski stated there is no money required up front, Western Star is $3,000 higher than Mack, but staff prefers Western Star due to better visibility, especially when plowing.

Dierberger asked Doboszenski to compare to the plow truck the city has now. Doboszenski stated the city currently has a Freightliner which was a demo truck with an eleven' front blade, eleven' belly blade, staff has extended the life of the truck as it should have been replaced two years ago. Amery inquired if only city streets and lots are plowed with it, Doboszenski stated yes. Amery inquired if any plowing is contracted out, Doboszesnki stated no. Amery inquired if the city would get rid of the existing plow truck, Doboszenski stated no, but the truck may need to replaced faster as it has a lot of rust. Doboszenski further stated he was told by the previous administrator before he left in October to start getting bids, he was hoping to receive them sooner. Amery stated he would like more information on the proposed truck's inclusion in capital planning and would like to also have the full council present to discuss previous decision making to feel comfortable acting on a purchase of this size. Doboszenski noted the bids presented to Council at this meeting are for the chassis and all of the equipment to be installed would be additional expense to purchase and install. Hallstein inquired if Council could approve moving forward with ordering the chassis with a contingency for the order to be discontinued without penalty if directed by Council, Doboszenski stated yes.

Council members inquired whether the plow truck is included in the Capital Improvement Plan and scheduled to be purchased. Nash noted staff can bring further information to a future meeting and stated this information would normally be included within Council meeting materials for a request to make a purchase of this size. Information that would be pertinent for meeting materials includes background of the request, budget impacts and prior decision making for reference. Hallstein stated she is open to tabling the item or passing a motion with contingency.

MOTION by Amery to approve placing the order for the proposed plow truck chassis contingent upon being able to retract the order without penalty if needed once the Council can discuss with further information, seconded by Dierberger. **Motion carried unanimously.**

Reports

Doboszenski

- We need to advertise for summer help, Nash stated she will pull the prior advertisements for review.

Preisler

- Thanked everyone for his time while working at WSB. His last day will be March 11th and he will be starting at the City of St. Michael on March 14th. Justin Messner will be stepping into his seat for the next couple of meetings.

Dierberger

- Attended the Planning Commission Meeting, things are moving forward as expected.

Nash

- CRHW 6th Addition Development Agreement is moving forward.
- Working with David Drown Associates regarding a proposal to assist with improvements to the staff review process. Another proposal has also been submitted by Baker Tilly.
- Amy has had fourteen new home permits already this year. Hall rentals are also busy.
- Meetings about Schendel Farm – Projected for Industrial and residential uses which fits with the comprehensive plan.
- Staff Vacations Coming Up

Hallstein

- EDA moving forward with WSB reviewing access management on the Hennepin County portion of 19.

Adjournment
MOTION by Dierberger to adjourn at 8:27 p.m., seconded by Amery. **Motion carried unanimously.**

APPROVED BY:

____
MaryAnn Hallstein, Councilor

ATTEST:

____
Jennifer Nash, City Administrator

HANOVER

Payments

Current Period: March 2022

Payments Batch 03-15-22 Claims $67,053.58

Refer	3635 *CARDMEMBER SRVC (CENTRAL B*	-			
Cash Payment	E 100-42220-221 Equipment Parts	Oxygen O2Gear Bag with Compartments			$47.89
Invoice 4612263	2/15/2022				
Transaction Date	3/1/2022	Cash	10100	**Total**	$47.89
Refer	3600 *CENTERPOINT ENERGY*	Ck# 003599E 3/15/2022			
Cash Payment	E 100-43000-383 Gas Utilities	Acct. #10801925-8: Public Works Gas Utilities 1/27/2022 - 2/25/2022			$549.24
Invoice	3/1/2022				
Cash Payment	E 100-42280-383 Gas Utilities	Acct. #5774149-8: Fire Station Gas Utilties 1/27/2022 - 2/25/2022			$793.08
Invoice	3/1/2022				
Cash Payment	E 100-41940-383 Gas Utilities	Acct. #5783209-9: City Hall Gas Utilities 1/27/2022 - 2/25/2022			$965.41
Invoice	3/1/2022				
Transaction Date	3/2/2022	Cash	10100	**Total**	$2,307.73
Refer	3603 *CENTRAL HYDRAULICS, INC.*	Ck# 003600E 3/15/2022			
Cash Payment	E 100-43000-220 Repair/Maint Supply (GE	Plow Truck: Wing Hose, Female Swivel			$128.74
Invoice 74291	2/28/2022				
Cash Payment	E 603-43000-221 Equipment Parts	Sweeper: Hoses for Conveyer Motor			$244.32
Invoice 74343	3/2/2022				
Transaction Date	3/3/2022	Cash	10100	**Total**	$373.06
Refer	3599 *CITY OF ST. MICHAEL*	Ck# 003598E 3/15/2022			
Cash Payment	E 602-49455-310 Other Professional Servi	SAC Fee - 482 Emmy Lane			$5,647.00
Invoice					
Cash Payment	E 602-49455-310 Other Professional Servi	SAC Fee - 601 Emmy Lane			$5,647.00
Invoice					
Cash Payment	E 602-49455-310 Other Professional Servi	SAC Fee - 640 Emmy Lane			$5,647.00
Invoice					
Cash Payment	E 602-49455-310 Other Professional Servi	SAC Fee - 656 Emmy Lane			$5,647.00
Invoice					
Cash Payment	E 602-49455-310 Other Professional Servi	SAC Fee - 9744 Jordan Avenue			$5,647.00
Invoice					
Cash Payment	E 602-49455-310 Other Professional Servi	SAC Fee - 633 Emmy Lane			$5,647.00
Invoice					
Transaction Date	3/2/2022	Cash	10100	**Total**	$33,882.00
Refer	3632 *COMCAST*	-			
Cash Payment	E 100-43000-321 Telephone	PW: Digital Voice & Internet - March 2022			$155.33
Invoice	2/18/2022				
Cash Payment	E 100-41940-321 Telephone	CH: Digital Voice & Internet - March 2022			$153.89
Invoice	2/25/2022				
Transaction Date	3/1/2022	Cash	10100	**Total**	$309.22
Refer	3604 *GOPHER SIGN COMPANY*	-			
Cash Payment	E 100-43000-226 Sign Repair Materials	Lamont Avenue - Qty 2, 10th Street - Qty 2, 4 Way Bracket			$358.38
Invoice 110704	2/25/2022				
Transaction Date	3/3/2022	Cash	10100	**Total**	$358.38
Refer	3628 *GUIDANCE POINT TECHNOLOGIE*	-			

Current Period: March 2022

Cash Payment	E 100-41600-310 Other Professional Servi	Replibit: Daily Backup of Servers to Local Device & Cloud - February 2022		$120.00
Invoice 16528	2/28/2022			
Transaction Date 3/1/2022		Cash 10100	Total	$120.00
Refer 3598 *JOINT POWERS WATER BOARD*		-		
Cash Payment	E 601-49410-310 Other Professional Servi	WAC Fee - 482 Emmy Lane		$2,001.00
Invoice				
Cash Payment	E 601-49410-310 Other Professional Servi	WAC Fee - 601 Emmy Lane		$2,001.00
Invoice				
Cash Payment	E 601-49410-310 Other Professional Servi	WAC Fee - 640 Emmy Lane		$2,001.00
Invoice				
Cash Payment	E 601-49410-310 Other Professional Servi	WAC Fee - 656 Emmy Lane		$2,001.00
Invoice				
Cash Payment	E 601-49410-310 Other Professional Servi	WAC Fee - 9744 Jordan Avenue		$2,001.00
Invoice				
Cash Payment	E 601-49410-310 Other Professional Servi	WAC Fee - 633 Emmy Lane		$2,001.00
Invoice				
Transaction Date 3/2/2022		Cash 10100	Total	$12,006.00
Refer 3633 *QUILL CORPORATION*		Ck# 003589E 3/15/2022		
Cash Payment	E 100-41570-200 Office Supplies (GENER	Name Plate: J. Ganfield - Planning Commission		$5.29
Invoice 23040290	2/14/2022			
Cash Payment	E 100-41570-200 Office Supplies (GENER	Name Plate: M. Amery - Council		$5.29
Invoice 23040290	2/14/2022			
Transaction Date 3/1/2022		Cash 10100	Total	$10.58
Refer 3631 *RANDYS ENVIRONMENTAL SERVI*		Ck# 003588E 3/15/2022		
Cash Payment	E 100-43245-384 Refuse/Garbage Disposa	Recycling - February 2022 - 1,146 Carts		$3,965.16
Invoice	2/19/2022			
Cash Payment	E 100-43245-384 Refuse/Garbage Disposa	Recycle Revenue Share Credit - December 2021		-$726.16
Invoice	2/19/2022			
Cash Payment	E 100-41940-384 Refuse/Garbage Disposa	General Trash - City Hall - March 2022		$313.38
Invoice	2/19/2022			
Cash Payment	E 100-41940-384 Refuse/Garbage Disposa	General Trash - Fire Station - March 2022		$40.70
Invoice	2/19/2022			
Transaction Date 3/1/2022		Cash 10100	Total	$3,593.08
Refer 3630 *THE HARTFORD*		Ck# 003587E 3/15/2022		
Cash Payment	G 100-21707 Life Ins	STD & LTD - March 2022		$208.61
Invoice 720812425806				
Transaction Date 3/1/2022		Cash 10100	Total	$208.61
Refer 3605 *ULINE*		-		
Cash Payment	E 100-43000-520 Buildings and Structures	PW: Key Box		$143.65
Invoice 145393909	2/22/2022			
Transaction Date 3/3/2022		Cash 10100	Total	$143.65
Refer 3634 *VISA - BANKWEST*		-		
Cash Payment	E 100-41110-437 Other Miscellaneous	State of the Cities on 1/25/2022 - J. Nash		$50.00
Invoice	1/20/2022			
Cash Payment	E 100-41110-437 Other Miscellaneous	State of the Cities on 1/25/2022 - C. Kauffman		$50.00
Invoice	1/20/2022			
Cash Payment	E 100-43000-520 Buildings and Structures	Hot Surface Ignitors		$238.71
Invoice 994	1/20/2022			

HANOVER

Payments

Current Period: March 2022

Cash Payment	E 100-41940-321 Telephone	City Hall Phone Services - 6 Lines - 1/23/2022 - 2/22/2022	$242.34
Invoice INV00200697	1/23/2022		
Cash Payment	E 100-43000-321 Telephone	Public Works Phone Services - 2 Lines - 1/23/2022 - 2/22/2022	$81.65
Invoice INV00200697	1/23/2022		
Cash Payment	E 100-41570-200 Office Supplies (GENER	Manila Folders, Binder Clips, Paper Clips	$44.30
Invoice 223027956-1	1/20/2022		
Cash Payment	E 100-43000-240 Small Tools and Minor E	Salt Shakers for Sidewalks	$68.71
Invoice 0707456	1/25/2022		
Cash Payment	E 100-41570-200 Office Supplies (GENER	Blank Pressboard File Guides - Legal Size	$56.99
Invoice 223030100-001	1/20/2022		
Cash Payment	E 100-43000-240 Small Tools and Minor E	1 Gallon Stainless Steel Sprayer	$123.48
Invoice	1/26/2022		
Cash Payment	E 100-42210-200 Office Supplies (GENER	Stacking Trays	$20.89
Invoice 222306568-001	1/27/2022		
Cash Payment	E 100-41600-310 Other Professional Servi	Domain Renewal for Hanovereda.com - 1 Year Term	$42.99
Invoice 45941130	1/29/2022		
Cash Payment	E 100-42210-200 Office Supplies (GENER	Expanding Wall File	$17.99
Invoice 222303382-1	1/27/2022		
Cash Payment	E 100-41940-520 Buildings and Structures	Tombstones	$21.88
Invoice 65821	1/31/2022		
Cash Payment	E 100-43000-240 Small Tools and Minor E	PW: Battery Back Up Door Opener	$1,453.82
Invoice 102944	2/3/2022		
Cash Payment	E 100-43000-240 Small Tools and Minor E	2" Bung Caps with Knock Out, Thread Caps with Gasket	$36.50
Invoice 1419406	2/2/2022		
Cash Payment	E 100-41570-200 Office Supplies (GENER	Magentic Fastener - M. Amery - Council	$15.02
Invoice 468891	2/9/2022		
Cash Payment	E 100-41570-200 Office Supplies (GENER	Magentic Fastener - J. Ganfield - Planning Commission	$15.01
Invoice 468891	2/9/2022		
Cash Payment	E 100-41940-220 Repair/Maint Supply (GE	Batteries for Emergency Exit Signs	$32.35
Invoice 12774508	2/7/2022		
Cash Payment	E 100-43000-520 Buildings and Structures	ELB-B004 Batteries - Qty 2	$26.84
Invoice 6203198	2/9/2022		
Cash Payment	E 100-42210-200 Office Supplies (GENER	FD: 2 Black Toner Cartridges	$265.78
Invoice 225429544-001	2/8/2022		
Cash Payment	E 100-43000-220 Repair/Maint Supply (GE	Tire Changer: Hydraulic Fluid	$32.19
Invoice 81547	2/9/2022		
Cash Payment	E 100-41570-200 Office Supplies (GENER	Paper, Rubberbands, Pens	$205.33
Invoice 225420019-1	2/8/2022		
Cash Payment	E 100-41570-200 Office Supplies (GENER	Nitrile Gloves	$11.09
Invoice 225429547-001	2/8/2022		
Cash Payment	E 100-41600-310 Other Professional Servi	Microsoft Teams - 3 Users	$60.00
Invoice E0600HLET0	2/13/2022		
Cash Payment	E 100-41600-310 Other Professional Servi	Office 365 Business Software	$8.25
Invoice E0600HLET1	2/13/2022		
Cash Payment	E 100-41600-310 Other Professional Servi	Microsoft Online Exchange: 31 E-Mail Accounts	$128.65
Invoice E0600HLETJ	2/13/2022		

Transaction Date	3/1/2022	Cash	10100	**Total**	$3,350.76

Refer 3601 *WRIGHT COUNTY AUDITOR-TREA* _

HANOVER

Payments

Current Period: March 2022

Cash Payment	E 100-42102-310 Other Professional Servi	WC Patrol Services - March 2022			$10,244.33
Invoice March 2022	2/24/2022				
Transaction Date	3/3/2022	Cash	10100	**Total**	$10,244.33
Refer	3602 *WRIGHT COUNTY JOURNAL PRES*	_			
Cash Payment	E 818-41970-351 Legal Notices Publishing	PHN: George & Wendi Morin CUP			$31.50
Invoice 8021745	2/17/2022		Project 208305		
Transaction Date	3/3/2022	Cash	10100	**Total**	$31.50
Refer	3629 *WRIGHT-HENNEPIN COOPERATIV*	Ck# 003586E 3/15/2022			
Cash Payment	E 100-45200-381 Electric Utilities	EagleView Park - 1 Light			$19.89
Invoice 35029428781	2/17/2022				
Cash Payment	E 100-43000-310 Other Professional Servi	PW Building: Fire Alarm Testing / Inspection 3/31/2022			$18.95
Invoice 35029428781	2/17/2022				
Cash Payment	E 100-43000-310 Other Professional Servi	PW Building: Fire Panel Monitoring 3/31/2022			$27.95
Invoice 35029428781	2/17/2022				
Transaction Date	3/1/2022	Cash	10100	**Total**	$66.79

Fund Summary

	10100 Cash
100 GENERAL FUND	$20,889.76
601 WATER ENTERPRISE FUND	$12,006.00
602 SEWER ENTERPRISE FUND	$33,882.00
603 STORM WATER ENTERPRISE FUND	$244.32
818 MISC ESCROWS FUND	$31.50
	$67,053.58

Pre-Written Checks	$40,441.85
Checks to be Generated by the Computer	$26,611.73
Total	$67,053.58

HANOVER

03/03/22 1:43 PM
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*Check Summary Register©

Batch: 03-15-22 Claims

	Name	Check Date	Check Amt	
10100 Cash				
3586e	Wright-Hennepin Coop Electric	3/15/2022	$66.79	EagleView Park - 1 Light
3587e	The Hartford	3/15/2022	$208.61	STD & LTD - March 2022
3588e	Randy's Environmental Services	3/15/2022	$3,593.08	Recycling - February 2022 - 1,146 Carts
3589e	QUILL CORPORATION	3/15/2022	$10.58	Name Plate: J. Ganfield - Planning Commissio
3598e	CITY OF ST. MICHAEL	3/15/2022	$33,882.00	SAC Fee - 482 Emmy Lane
3599e	CENTERPOINT ENERGY	3/15/2022	$2,307.73	Acct. #10801925-8: Public Works Gas Utilities
3600e	CENTRAL HYDRAULICS, INC.	3/15/2022	$373.06	Plow Truck: Wing Hose, Female Swivel
36204	CARDMEMBER SERVICE	3/15/2022	$47.89	Oxygen O2Gear Bag with Compartments
36205	COMCAST	3/15/2022	$309.22	PW: Digital Voice & Internet - March 2022
36206	GOPHER SIGN COMPANY	3/15/2022	$358.38	Lamont Avenue - Qty 2, 10th Street - Qty 2, 4
36207	Guidance Point Technologies	3/15/2022	$120.00	Replibit: Daily Backup of Servers to Local Devi
36208	JOINT POWERS WATER BOARD	3/15/2022	$12,006.00	WAC Fee - 482 Emmy Lane
36209	ULINE	3/15/2022	$143.65	PW: Key Box
36210	VISA	3/15/2022	$3,350.76	City Hall Phone Services - 6 Lines - 1/23/2022
36211	WRIGHT COUNTY AUDITOR-TRE	3/15/2022	$10,244.33	WC Patrol Services - March 2022
36212	WRIGHT COUNTY JOURNAL PR	3/15/2022	$31.50	PHN: George & Wendi Morin CUP
		Total Checks	$67,053.58	

FILTER: (([Act Year]='2022' and [period] in (3))) and (Source in ('03-15-22 Claims'))

HANOVER
Cash Balances
March 2022

Fund	Begin Month	GL Debits Month	GL Credits Month	Balance
100 GENERAL FUND	$1,087,369.78	$726.16	$57,226.44	$1,030,869.50
104 AMERICAN RESCUE PLAN ACT FUND	$191,666.11	$0.00	$0.00	$191,666.11
107 FIRE DEPT DONATIONS FUND	$42,065.92	$0.00	$0.00	$42,065.92
201 EDA SPECIAL REVENUE FUND	$125,253.47	$0.00	$0.00	$125,253.47
205 EDA BUSINESS INCENTIVE FUND	$233,251.08	$0.00	$0.00	$233,251.08
311 2008A GO CIP REFUNDING BOND	$0.00	$0.00	$0.00	$0.00
312 2009A GO IMP REFUNDING BOND	$20,450.80	$0.00	$0.00	$20,450.80
314 2011A GO IMP CROSSOVER REF BD	$503,649.39	$0.00	$0.00	$503,649.39
315 2016A GO CIP BOND	$28,545.11	$0.00	$0.00	$28,545.11
401 GENERAL CAPITAL PROJECTS	$509,875.60	$0.00	$0.00	$509,875.60
402 PARKS CAPITAL PROJECTS	$146,083.53	$0.00	$0.00	$146,083.53
403 FIRE DEPT CAPITAL FUND	$63,281.00	$0.00	$0.00	$63,281.00
404 HISTORICAL CAPITAL PROJ FUND	$0.00	$0.00	$0.00	$0.00
405 PARK DEDICATION FEE	$417,148.87	$0.00	$0.00	$417,148.87
406 CHARITABLE GAMBLING PROCEEDS	$34,991.24	$0.00	$0.00	$34,991.24
407 TIF REDEV DIST #1	$10,245.51	$0.00	$0.00	$10,245.51
409 MAHLER PIT - 15TH ST IMP FUND	$55,575.31	$0.00	$0.00	$55,575.31
411 FACILITIES CAPITAL PROJ FUND	$15,286.97	$0.00	$0.00	$15,286.97
417 EQUIPMENT CAPITAL FUND	$129,653.67	$0.00	$0.00	$129,653.67
418 STREET CAPITAL PROJ FUND	$946,566.14	$0.00	$3,022.00	$943,544.14
601 WATER ENTERPRISE FUND	$1,187,419.62	$0.00	$15,916.00	$1,171,503.62
602 SEWER ENTERPRISE FUND	$636,499.40	$0.00	$39,398.67	$597,100.73
603 STORM WATER ENTERPRISE FUND	$244,303.37	$0.00	$804.07	$243,499.30
611 WATER CAPITAL IMP FUND	$314,737.60	$0.00	$0.00	$314,737.60
612 SEWER CAPITAL IMP FUND	$2,466,624.46	$0.00	$0.00	$2,466,624.46
613 STORM WATER CAPITAL IMP FUND	$833,892.78	$0.00	$0.00	$833,892.78
701 RIVER ROAD CEMETERY	$37,131.74	$0.00	$0.00	$37,131.74
702 CSAH 19 CEMETERY	$17,100.00	$0.00	$0.00	$17,100.00
810 BUILDING PERMITS ESCROW FUND	$365,000.00	$0.00	$0.00	$365,000.00
811 EROSION CONTROL ESCROW FUND	$50,123.53	$0.00	$0.00	$50,123.53
815 LANDSCAPE ESCROW FUND	$43,900.65	$0.00	$0.00	$43,900.65
817 INFRASTRUCTURE ESCROW FUND	$22,500.00	$0.00	$0.00	$22,500.00
818 MISC ESCROWS FUND	$56,519.80	$0.00	$3,779.25	$52,740.55
820 BRIDGES TOWNHOMES ESC FUND	$3,855.47	$0.00	$0.00	$3,855.47
823 CROW RVR HTS WEST 3RD / BACKES	$4,376.66	$0.00	$118.50	$4,258.16
825 CROW RVR HTS FUT WEST PLAT/PUD	$0.00	$0.00	$0.00	$0.00
826 CROW RVR HTS 4TH ADD FINL PLAT	$0.00	$0.00	$0.00	$0.00
827 HANOVER COVE PRELIMINARY PLAT	$0.00	$0.00	$0.00	$0.00
828 CROW RVR HTS 4TH DEVEL AGRMT	$22,139.21	$0.00	$274.25	$21,864.96
829 RIVER TOWN VILLAS DEVEL AGRMT	$24,239.18	$0.00	$111.25	$24,127.93
830 FEHN COMP 15TH ST DEVEL AGRMT	$8,000.85	$0.00	$0.00	$8,000.85

Fund	Begin Month	GL Debits Month	GL Credits Month	Balance
831 RIVERS EDGE DEVEL AGRMT	$59,244.69	$0.00	$178.00	$59,066.69
832 CROW RVR HTS 5TH DEVEL AGRMT	$48,914.37	$0.00	$439.75	$48,474.62
900 INTEREST	-$15,175.97	$0.00	$0.00	-$15,175.97
	$10,992,306.91	$726.16	$121,268.18	$10,871,764.89

HANOVER
Revenue Budget Report - General Fund

Source Alt Code	Account Descr	March 2022 Amt	2022 YTD Amt	2022 YTD Budget	2022 YTD Balance	%YTD Budget
Fund 100 GENERAL FUND						
TAXES	R 100-31000 Property Taxes - General	$0.00	$0.00	$1,003,063.00	$1,003,063.00	0.00%
TAXES	R 100-31020 Property Taxes - Fire	$0.00	$0.00	$120,413.00	$120,413.00	0.00%
TAXES	R 100-31800 Franchise Fees	$0.00	$3,760.59	$15,000.00	$11,239.41	25.07%
Source Alt Code TAXES		$0.00	$3,760.59	$1,138,476.00	$1,134,715.41	0.33%
SERVICE	R 100-34000 Charges for Services	$0.00	$0.00	$5,000.00	$5,000.00	0.00%
SERVICE	R 100-34101 City Hall Rent Revenue	-$50.00	$1,700.00	$13,000.00	$11,300.00	13.08%
SERVICE	R 100-34107 Assessment Search Fees	$0.00	$275.00	$700.00	$425.00	39.29%
SERVICE	R 100-34108 Administrative Fees	$0.00	$600.00	$4,000.00	$3,400.00	15.00%
SERVICE	R 100-34109 Copies/Faxes	$0.00	$0.00	$50.00	$50.00	0.00%
SERVICE	R 100-34206 Other Public Safety Charges	$0.00	$0.00	$0.00	$0.00	0.00%
SERVICE	R 100-34207 Fire Protection Services	$0.00	$13,130.95	$115,240.00	$102,109.05	11.39%
SERVICE	R 100-34403 Recycling Rev/Reimb	$0.00	$0.00	$6,000.00	$6,000.00	0.00%
SERVICE	R 100-34780 Park Rental Fees	$0.00	$1,005.84	$2,000.00	$994.16	50.29%
SERVICE	R 100-34940 Cemetery Revenues	$0.00	$0.00	$0.00	$0.00	0.00%
Source Alt Code SERVICE		-$50.00	$16,711.79	$145,990.00	$129,278.21	11.45%
MISC	R 100-36100 Special Assessments	$0.00	$0.00	$0.00	$0.00	0.00%
MISC	R 100-36200 Miscellaneous Revenues	$0.00	$6,600.00	$100.00	-$6,500.00	6600.00%
MISC	R 100-36210 Interest Earnings	$0.00	$0.00	$0.00	$0.00	0.00%
MISC	R 100-36215 Investment Income/Loss	$0.00	$0.00	$0.00	$0.00	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	$0.00	$0.00	0.00%
MISC	R 100-36250 Damage Deposits	$0.00	$1,500.00	$10,000.00	$8,500.00	15.00%
MISC	R 100-36260 Refunds or Reimbursements	$0.00	$0.00	$0.00	$0.00	0.00%
MISC	R 100-36290 Sale of Vehicles/Equipment	$0.00	$0.00	$0.00	$0.00	0.00%
MISC	R 100-39101 Sales of General Fixed Asset	$0.00	$0.00	$0.00	$0.00	0.00%
MISC	R 100-39203 Transfer from Other Fund	$0.00	$0.00	$0.00	$0.00	0.00%
Source Alt Code MISC		$0.00	$8,100.00	$10,100.00	$2,000.00	80.20%
LIC PERM	R 100-32110 Alchoholic Beverages	$0.00	$0.00	$6,870.00	$6,870.00	0.00%
LIC PERM	R 100-32180 Other Bus. Licenses/Permits	$0.00	$50.00	$1,000.00	$950.00	5.00%
LIC PERM	R 100-32210 Building Permits	$0.00	$57,459.89	$175,593.00	$118,133.11	32.72%
LIC PERM	R 100-32240 Animal Licenses	$0.00	$0.00	$0.00	$0.00	0.00%
LIC PERM	R 100-32260 Solid Waste Hauler Licenses	$0.00	$1,500.00	$1,500.00	$0.00	100.00%
LIC PERM	R 100-32270 Rental Dwelling Licenses	$0.00	$0.00	$0.00	$0.00	0.00%
LIC PERM	R 100-32280 Other Non-Business Lic/Per	$0.00	$0.00	$50.00	$50.00	0.00%
Source Alt Code LIC PERM		$0.00	$59,009.89	$185,013.00	$126,003.11	31.90%
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	$126,239.00	$126,239.00	0.00%
INTGOVT	R 100-33410 MV Credit	$0.00	$0.00	$1,000.00	$1,000.00	0.00%
INTGOVT	R 100-33420 PERA Aid	$0.00	$0.00	$0.00	$0.00	0.00%
INTGOVT	R 100-33422 State Fire Aid	$0.00	$0.00	$46,025.00	$46,025.00	0.00%
INTGOVT	R 100-33426 State Police Aid	$0.00	$0.00	$6,703.00	$6,703.00	0.00%
INTGOVT	R 100-33610 County Grants/Aid for Roads	$0.00	$0.00	$0.00	$0.00	0.00%
Source Alt Code INTGOVT		$0.00	$0.00	$179,967.00	$179,967.00	0.00%
FINES	R 100-35100 Court Fines	$0.00	$0.00	$3,000.00	$3,000.00	0.00%
Source Alt Code FINES		$0.00	$0.00	$3,000.00	$3,000.00	0.00%
Fund 100 GENERAL FUND		-$50.00	$87,582.27	$1,662,546.00	$1,574,963.73	5.27%

HANOVER

Revenue Budget Report - General Fund

Source Alt Code	Account Descr	March 2022 Amt	2022 YTD Amt	2022 YTD Budget	2022 YTD Balance	%YTD Budget
		-$50.00	$87,582.27	$1,662,546.00	$1,574,963.73	5.27%

HANOVER
Expenditure Budget Report - General Fund

Dept Abbrev	Account Descr	March 2022 Amt	2022 YTD Amt	2022 YTD Budget	2022 YTD Balance	%YTD Budget
Fund 100 GENERAL FUND						
Dept 41110 Council						
COUNCIL	E 100-41110-111 Committee Wages/Mee	$0.00	$0.00	$13,000.00	$13,000.00	0.00%
COUNCIL	E 100-41110-122 FICA	$0.00	$0.00	$806.00	$806.00	0.00%
COUNCIL	E 100-41110-123 Medicare	$0.00	$0.00	$189.00	$189.00	0.00%
COUNCIL	E 100-41110-208 Training and Instructio	$0.00	$0.00	$2,000.00	$2,000.00	0.00%
COUNCIL	E 100-41110-306 Dues & Subscriptions	$0.00	$1,477.00	$7,500.00	$6,023.00	19.69%
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	$100.00	$100.00	$20,000.00	$19,900.00	0.50%
Dept 41110 Council		$100.00	$1,577.00	$45,495.00	$43,918.00	3.47%
Dept 41330 Boards and Commissions						
BRDCOMM	E 100-41330-111 Committee Wages/Mee	$0.00	$0.00	$5,000.00	$5,000.00	0.00%
BRDCOMM	E 100-41330-208 Training and Instructio	$0.00	$0.00	$500.00	$500.00	0.00%
BRDCOMM	E 100-41330-331 Travel Expenses	$0.00	$0.00	$200.00	$200.00	0.00%
Dept 41330 Boards and Commissions		$0.00	$0.00	$5,700.00	$5,700.00	0.00%
Dept 41400 City Administrator						
CITYADM	E 100-41400-101 Full-Time Employees R	$3,423.08	$17,115.40	$89,544.00	$72,428.60	19.11%
CITYADM	E 100-41400-121 PERA	$256.73	$1,283.65	$6,716.00	$5,432.35	19.11%
CITYADM	E 100-41400-122 FICA	$212.23	$1,061.15	$5,552.00	$4,490.85	19.11%
CITYADM	E 100-41400-123 Medicare	$49.63	$248.15	$1,298.00	$1,049.85	19.12%
CITYADM	E 100-41400-134 Employer Paid Life	$28.20	$141.00	$793.00	$652.00	17.78%
CITYADM	E 100-41400-151 Med/Dental Insurance	$323.08	$1,615.40	$8,400.00	$6,784.60	19.23%
CITYADM	E 100-41400-208 Training and Instructio	$0.00	$725.00	$1,500.00	$775.00	48.33%
CITYADM	E 100-41400-306 Dues & Subscriptions	$0.00	$0.00	$200.00	$200.00	0.00%
Dept 41400 City Administrator		$4,292.95	$22,189.75	$114,003.00	$91,813.25	19.46%
Dept 41410 Elections						
ELECTION	E 100-41410-101 Full-Time Employees R	$0.00	$0.00	$4,000.00	$4,000.00	0.00%
ELECTION	E 100-41410-122 FICA	$0.00	$0.00	$248.00	$248.00	0.00%
ELECTION	E 100-41410-123 Medicare	$0.00	$0.00	$58.00	$58.00	0.00%
ELECTION	E 100-41410-142 Unemployment Benefit	$0.00	$0.00	$0.00	$0.00	0.00%
ELECTION	E 100-41410-200 Office Supplies (GENER	$0.00	$0.00	$0.00	$0.00	0.00%
ELECTION	E 100-41410-310 Other Professional Servi	$0.00	$0.00	$0.00	$0.00	0.00%
ELECTION	E 100-41410-351 Legal Notices Publishin	$0.00	$0.00	$75.00	$75.00	0.00%
ELECTION	E 100-41410-400 Repairs & Maint Cont (	$0.00	$0.00	$2,000.00	$2,000.00	0.00%
ELECTION	E 100-41410-437 Other Miscellaneous	$0.00	$0.00	$0.00	$0.00	0.00%
Dept 41410 Elections		$0.00	$0.00	$6,381.00	$6,381.00	0.00%
Dept 41430 Clerical Staff						
CLERICAL	E 100-41430-101 Full-Time Employees R	$2,077.61	$10,407.90	$54,534.00	$44,126.10	19.09%
CLERICAL	E 100-41430-103 Part-Time Employees	$0.00	$0.00	$0.00	$0.00	0.00%
CLERICAL	E 100-41430-121 PERA	$155.82	$780.59	$4,090.00	$3,309.41	19.09%
CLERICAL	E 100-41430-122 FICA	$125.12	$626.83	$3,381.00	$2,754.17	18.54%
CLERICAL	E 100-41430-123 Medicare	$29.26	$146.59	$791.00	$644.41	18.53%
CLERICAL	E 100-41430-134 Employer Paid Life	$17.70	$88.50	$531.00	$442.50	16.67%
CLERICAL	E 100-41430-142 Unemployment Benefit	$0.00	$0.00	$0.00	$0.00	0.00%
CLERICAL	E 100-41430-151 Med/Dental Insurance	$323.08	$1,615.40	$8,400.00	$6,784.60	19.23%
CLERICAL	E 100-41430-208 Training and Instructio	$0.00	$0.00	$500.00	$500.00	0.00%
CLERICAL	E 100-41430-306 Dues & Subscriptions	$0.00	$0.00	$100.00	$100.00	0.00%
Dept 41430 Clerical Staff		$2,728.59	$13,665.81	$72,327.00	$58,661.19	18.89%
Dept 41435 Staff Expenses						
STAFFEXP	E 100-41435-260 Uniforms	$0.00	$0.00	$300.00	$300.00	0.00%

HANOVER

Expenditure Budget Report - General Fund

Dept Abbrev	Account Descr	March 2022 Amt	2022 YTD Amt	2022 YTD Budget	2022 YTD Balance	%YTD Budget
STAFFEXP	E 100-41435-310 Other Professional Servi	$0.00	$150.00	$500.00	$350.00	30.00%
STAFFEXP	E 100-41435-331 Travel Expenses	$0.00	$0.00	$2,000.00	$2,000.00	0.00%
Dept 41435 Staff Expenses		$0.00	$150.00	$2,800.00	$2,650.00	5.36%
Dept 41530 Accounting						
ACCTING	E 100-41530-101 Full-Time Employees R	$2,421.12	$12,001.33	$63,249.00	$51,247.67	18.97%
ACCTING	E 100-41530-121 PERA	$181.58	$900.08	$4,744.00	$3,843.92	18.97%
ACCTING	E 100-41530-122 FICA	$147.57	$731.38	$3,921.00	$3,189.62	18.65%
ACCTING	E 100-41530-123 Medicare	$34.51	$171.04	$917.00	$745.96	18.65%
ACCTING	E 100-41530-134 Employer Paid Life	$20.42	$102.10	$607.00	$504.90	16.82%
ACCTING	E 100-41530-151 Med/Dental Insurance	$323.08	$1,615.40	$8,400.00	$6,784.60	19.23%
ACCTING	E 100-41530-208 Training and Instructio	$0.00	$0.00	$1,000.00	$1,000.00	0.00%
ACCTING	E 100-41530-306 Dues & Subscriptions	$58.30	$58.30	$200.00	$141.70	29.15%
ACCTING	E 100-41530-310 Other Professional Servi	$0.00	$0.00	$435.00	$435.00	0.00%
Dept 41530 Accounting		$3,186.58	$15,579.63	$83,473.00	$67,893.37	18.66%
Dept 41540 Auditing						
AUDITING	E 100-41540-301 Auditing and Acctg Ser	$150.00	$150.00	$22,500.00	$22,350.00	0.67%
Dept 41540 Auditing		$150.00	$150.00	$22,500.00	$22,350.00	0.67%
Dept 41550 Assessing						
ASSESS G	E 100-41550-310 Other Professional Servi	$0.00	$207.70	$27,000.00	$26,792.30	0.77%
Dept 41550 Assessing		$0.00	$207.70	$27,000.00	$26,792.30	0.77%
Dept 41570 Purchasing						
PURCHASE	E 100-41570-200 Office Supplies (GENER	$358.32	$681.00	$3,500.00	$2,819.00	19.46%
PURCHASE	E 100-41570-205 Bank Fees	$0.00	$31.21	$200.00	$168.79	15.61%
PURCHASE	E 100-41570-207 Computer Supplies	$0.00	$0.00	$8,000.00	$8,000.00	0.00%
PURCHASE	E 100-41570-220 Repair/Maint Supply (G	$176.05	$1,350.54	$4,500.00	$3,149.46	30.01%
PURCHASE	E 100-41570-322 Postage	$0.00	$0.00	$2,500.00	$2,500.00	0.00%
PURCHASE	E 100-41570-570 Office Equip and Furnis	$0.00	$0.00	$0.00	$0.00	0.00%
Dept 41570 Purchasing		$534.37	$2,062.75	$18,700.00	$16,637.25	11.03%
Dept 41600 Computer						
COMPUTER	E 100-41600-310 Other Professional Servi	$359.89	$2,263.30	$7,000.00	$4,736.70	32.33%
Dept 41600 Computer		$359.89	$2,263.30	$7,000.00	$4,736.70	32.33%
Dept 41610 City Attorney						
CITYATNY	E 100-41610-304 Legal Fees	$0.00	$123.04	$20,000.00	$19,876.96	0.62%
Dept 41610 City Attorney		$0.00	$123.04	$20,000.00	$19,876.96	0.62%
Dept 41910 Planning and Zoning						
PLANZONG	E 100-41910-310 Other Professional Servi	$0.00	$1,296.00	$20,000.00	$18,704.00	6.48%
Dept 41910 Planning and Zoning		$0.00	$1,296.00	$20,000.00	$18,704.00	6.48%
Dept 41940 General Govt Buildings/Plant						
GOVTBLDG	E 100-41940-210 Operating Supplies (GE	$0.00	$0.00	$2,500.00	$2,500.00	0.00%
GOVTBLDG	E 100-41940-220 Repair/Maint Supply (G	$599.10	$599.10	$6,000.00	$5,400.90	9.99%
GOVTBLDG	E 100-41940-306 Dues & Subscriptions	$0.00	$750.00	$800.00	$50.00	93.75%
GOVTBLDG	E 100-41940-310 Other Professional Servi	$84.24	$195.64	$7,500.00	$7,304.36	2.61%
GOVTBLDG	E 100-41940-321 Telephone	$396.23	$962.61	$5,400.00	$4,437.39	17.83%
GOVTBLDG	E 100-41940-325 Taxes	$0.00	$325.00	$300.00	-$25.00	108.33%
GOVTBLDG	E 100-41940-381 Electric Utilities	$762.07	$762.07	$10,000.00	$9,237.93	7.62%
GOVTBLDG	E 100-41940-383 Gas Utilities	$965.41	$1,967.78	$5,000.00	$3,032.22	39.36%
GOVTBLDG	E 100-41940-384 Refuse/Garbage Dispos	$354.08	$1,050.97	$3,500.00	$2,449.03	30.03%
GOVTBLDG	E 100-41940-415 Other Equipment Renta	$0.00	$0.00	$0.00	$0.00	0.00%
GOVTBLDG	E 100-41940-520 Buildings and Structure	$21.88	-$973.82	$4,000.00	$4,973.82	-24.35%
GOVTBLDG	E 100-41940-560 Furniture and Fixtures	$0.00	$0.00	$2,000.00	$2,000.00	0.00%

Dept Abbrev	Account Descr	March 2022 Amt	2022 YTD Amt	2022 YTD Budget	2022 YTD Balance	%YTD Budget
GOVTBLDG	E 100-41940-580 Other Equipment	$0.00	$0.00	$0.00	$0.00	0.00%
Dept 41940 General Govt Buildings/Plant		$3,183.01	$5,639.35	$47,000.00	$41,360.65	12.00%
Dept 41950 Engineer						
ENGINEER	E 100-41950-303 Engineering Fees	$2,496.50	$2,496.50	$25,000.00	$22,503.50	9.99%
Dept 41950 Engineer		$2,496.50	$2,496.50	$25,000.00	$22,503.50	9.99%
Dept 41960 Insurance						
INSURANCE	E 100-41960-150 Worker s Comp (GENE	$0.00	$0.00	$15,000.00	$15,000.00	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	$26,000.00	$26,000.00	0.00%
Dept 41960 Insurance		$0.00	$0.00	$41,000.00	$41,000.00	0.00%
Dept 41970 Legal Publications						
LEGALPUB	E 100-41970-341 Employment	$0.00	$0.00	$300.00	$300.00	0.00%
LEGALPUB	E 100-41970-343 Other Advertising	$0.00	$60.95	$100.00	$39.05	60.95%
LEGALPUB	E 100-41970-351 Legal Notices Publishin	$0.00	$35.00	$400.00	$365.00	8.75%
LEGALPUB	E 100-41970-354 Recording Fees	$0.00	$0.00	$200.00	$200.00	0.00%
Dept 41970 Legal Publications		$0.00	$95.95	$1,000.00	$904.05	9.60%
Dept 42000 Public Safety (GENERAL)						
PUBSAFTY	E 100-42000-437 Other Miscellaneous	$0.00	$0.00	$50.00	$50.00	0.00%
Dept 42000 Public Safety (GENERAL)		$0.00	$0.00	$50.00	$50.00	0.00%
Dept 42101 Hennepin County Sheriff						
HCSHERIFF	E 100-42101-310 Other Professional Servi	$0.00	$0.00	$90,362.00	$90,362.00	0.00%
Dept 42101 Hennepin County Sheriff		$0.00	$0.00	$90,362.00	$90,362.00	0.00%
Dept 42102 Wright County Sheriff						
WCSHERIFF	E 100-42102-310 Other Professional Servi	$10,244.33	$30,732.99	$124,129.00	$93,396.01	24.76%
Dept 42102 Wright County Sheriff		$10,244.33	$30,732.99	$124,129.00	$93,396.01	24.76%
Dept 42210 Fire Dept Administration						
FIREADMIN	E 100-42210-103 Part-Time Employees	$0.00	$39,780.00	$80,600.00	$40,820.00	49.35%
FIREADMIN	E 100-42210-122 FICA	$0.00	$2,466.39	$4,997.00	$2,530.61	49.36%
FIREADMIN	E 100-42210-123 Medicare	$0.00	$576.83	$1,169.00	$592.17	49.34%
FIREADMIN	E 100-42210-142 Unemployment Benefit	$0.00	$0.00	$300.00	$300.00	0.00%
FIREADMIN	E 100-42210-150 Worker s Comp (GENE	$0.00	$0.00	$9,000.00	$9,000.00	0.00%
FIREADMIN	E 100-42210-200 Office Supplies (GENER	$304.66	$304.66	$350.00	$45.34	87.05%
FIREADMIN	E 100-42210-305 Medical and Dental Fee	$0.00	$0.00	$8,500.00	$8,500.00	0.00%
FIREADMIN	E 100-42210-306 Dues & Subscriptions	$0.00	$100.00	$1,000.00	$900.00	10.00%
FIREADMIN	E 100-42210-361 General Liability Ins	$0.00	$0.00	$5,000.00	$5,000.00	0.00%
Dept 42210 Fire Dept Administration		$304.66	$43,227.88	$110,916.00	$67,688.12	38.97%
Dept 42220 Fire Dept Equipment						
FIREEQUIP	E 100-42220-221 Equipment Parts	$47.89	$119.83	$6,000.00	$5,880.17	2.00%
FIREEQUIP	E 100-42220-228 Medical Supplies	$0.00	$359.65	$1,500.00	$1,140.35	23.98%
FIREEQUIP	E 100-42220-240 Small Tools and Minor	$0.00	$0.00	$1,000.00	$1,000.00	0.00%
FIREEQUIP	E 100-42220-260 Uniforms	$0.00	$626.41	$18,000.00	$17,373.59	3.48%
FIREEQUIP	E 100-42220-580 Other Equipment	$452.00	$1,056.53	$5,000.00	$3,943.47	21.13%
Dept 42220 Fire Dept Equipment		$499.89	$2,162.42	$31,500.00	$29,337.58	6.86%
Dept 42240 Fire Dept Training						
FIRETRNG	E 100-42240-208 Training and Instructio	$0.00	$560.00	$7,500.00	$6,940.00	7.47%
FIRETRNG	E 100-42240-310 Other Professional Servi	$0.00	$952.25	$3,700.00	$2,747.75	25.74%
FIRETRNG	E 100-42240-331 Travel Expenses	$0.00	$938.78	$1,500.00	$561.22	62.59%
Dept 42240 Fire Dept Training		$0.00	$2,451.03	$12,700.00	$10,248.97	19.30%
Dept 42260 Fire Vehicles						

HANOVER

Expenditure Budget Report - General Fund

Dept Abbrev	Account Descr	March 2022 Amt	2022 YTD Amt	2022 YTD Budget	2022 YTD Balance	%YTD Budget
FIREVEH	E 100-42260-212 Motor Fuels	$0.00	$0.00	$3,000.00	$3,000.00	0.00%
FIREVEH	E 100-42260-220 Repair/Maint Supply (G	$0.00	$252.52	$5,000.00	$4,747.48	5.05%
FIREVEH	E 100-42260-240 Small Tools and Minor	$0.00	$0.00	$1,000.00	$1,000.00	0.00%
FIREVEH	E 100-42260-323 Radio Units	$0.00	$0.00	$5,000.00	$5,000.00	0.00%
FIREVEH	E 100-42260-700 Transfers (GENERAL)	$0.00	$0.00	$30,158.00	$30,158.00	0.00%
Dept 42260 Fire Vehicles		$0.00	$252.52	$44,158.00	$43,905.48	0.57%
Dept 42280 Fire Stations and Bldgs						
FIREBLDG	E 100-42280-215 Shop Supplies	$0.00	$28.84	$650.00	$621.16	4.44%
FIREBLDG	E 100-42280-220 Repair/Maint Supply (G	$114.00	$145.90	$5,000.00	$4,854.10	2.92%
FIREBLDG	E 100-42280-321 Telephone	$50.84	$161.04	$1,500.00	$1,338.96	10.74%
FIREBLDG	E 100-42280-325 Taxes	$0.00	$0.00	$0.00	$0.00	0.00%
FIREBLDG	E 100-42280-381 Electric Utilities	$371.44	$371.44	$4,500.00	$4,128.56	8.25%
FIREBLDG	E 100-42280-383 Gas Utilities	$793.08	$1,719.59	$3,500.00	$1,780.41	49.13%
FIREBLDG	E 100-42280-520 Buildings and Structure	$0.00	$0.00	$0.00	$0.00	0.00%
Dept 42280 Fire Stations and Bldgs		$1,329.36	$2,426.81	$15,150.00	$12,723.19	16.02%
Dept 42290 Fire Relief Association						
FIRERELIEF	E 100-42290-124 Fire Pension Contributio	$0.00	$0.00	$46,025.00	$46,025.00	0.00%
FIRERELIEF	E 100-42290-125 Other Retirement Contr	$0.00	$0.00	$14,829.00	$14,829.00	0.00%
FIRERELIEF	E 100-42290-301 Auditing and Acctg Ser	$0.00	$0.00	$6,400.00	$6,400.00	0.00%
Dept 42290 Fire Relief Association		$0.00	$0.00	$67,254.00	$67,254.00	0.00%
Dept 42401 Building Inspection Admin						
INSPADMN	E 100-42401-310 Other Professional Servi	$0.00	$5,663.47	$60,000.00	$54,336.53	9.44%
Dept 42401 Building Inspection Admin		$0.00	$5,663.47	$60,000.00	$54,336.53	9.44%
Dept 42700 Animal Control						
ANIMCTRL	E 100-42700-310 Other Professional Servi	$250.00	$250.00	$500.00	$250.00	50.00%
Dept 42700 Animal Control		$250.00	$250.00	$500.00	$250.00	50.00%
Dept 42800 Cemetery						
CEMETERY	E 100-42800-310 Other Professional Servi	$0.00	$0.00	$0.00	$0.00	0.00%
Dept 42800 Cemetery		$0.00	$0.00	$0.00	$0.00	0.00%
Dept 43000 Public Works (GENERAL)						
PUBWRKS	E 100-43000-101 Full-Time Employees R	$7,080.08	$33,222.02	$162,034.00	$128,811.98	20.50%
PUBWRKS	E 100-43000-102 Full-Time Employees O	$0.00	$0.00	$0.00	$0.00	0.00%
PUBWRKS	E 100-43000-103 Part-Time Employees	$429.00	$1,801.00	$39,276.00	$37,475.00	4.59%
PUBWRKS	E 100-43000-121 PERA	$531.01	$2,491.66	$12,903.00	$10,411.34	19.31%
PUBWRKS	E 100-43000-122 FICA	$448.06	$2,083.89	$10,836.00	$8,752.11	19.23%
PUBWRKS	E 100-43000-123 Medicare	$104.78	$487.36	$2,635.00	$2,147.64	18.50%
PUBWRKS	E 100-43000-134 Employer Paid Life	$55.96	$279.80	$1,666.00	$1,386.20	16.79%
PUBWRKS	E 100-43000-142 Unemployment Benefit	$0.00	$0.00	$0.00	$0.00	0.00%
PUBWRKS	E 100-43000-151 Med/Dental Insurance	$1,107.70	$5,538.50	$28,800.00	$23,261.50	19.23%
PUBWRKS	E 100-43000-208 Training and Instructio	$0.00	$1,800.00	$4,500.00	$2,700.00	40.00%
PUBWRKS	E 100-43000-212 Motor Fuels	$1,111.43	$3,801.67	$12,000.00	$8,198.33	31.68%
PUBWRKS	E 100-43000-215 Shop Supplies	$0.00	$998.41	$7,500.00	$6,501.59	13.31%
PUBWRKS	E 100-43000-220 Repair/Maint Supply (G	$589.96	$2,035.09	$12,000.00	$9,964.91	16.96%
PUBWRKS	E 100-43000-226 Sign Repair Materials	$358.38	$358.38	$1,500.00	$1,141.62	23.89%
PUBWRKS	E 100-43000-240 Small Tools and Minor	$1,682.51	$1,971.62	$10,000.00	$8,028.38	19.72%
PUBWRKS	E 100-43000-260 Uniforms	$0.00	$90.37	$3,000.00	$2,909.63	3.01%
PUBWRKS	E 100-43000-310 Other Professional Servi	$46.90	$140.70	$7,500.00	$7,359.30	1.88%
PUBWRKS	E 100-43000-321 Telephone	$236.98	$776.71	$3,400.00	$2,623.29	22.84%
PUBWRKS	E 100-43000-325 Taxes	$0.00	$134.75	$200.00	$65.25	67.38%
PUBWRKS	E 100-43000-381 Electric Utilities	$560.18	$560.18	$5,000.00	$4,439.82	11.20%
PUBWRKS	E 100-43000-383 Gas Utilities	$549.24	$2,027.86	$5,500.00	$3,472.14	36.87%

Dept Abbrev	Account Descr	March 2022 Amt	2022 YTD Amt	2022 YTD Budget	2022 YTD Balance	%YTD Budget
PUBWRKS	E 100-43000-520 Buildings and Structure	$409.20	$759.20	$1,998.00	$1,238.80	38.00%
Dept 43000 Public Works (GENERAL)		$15,301.37	$61,359.17	$332,248.00	$270,888.83	18.47%
Dept 43121 Paved Streets						
PAVSTRTS	E 100-43121-224 Street Maint Materials	$8,584.50	$8,584.50	$50,000.00	$41,415.50	17.17%
Dept 43121 Paved Streets		$8,584.50	$8,584.50	$50,000.00	$41,415.50	17.17%
Dept 43122 Unpaved Streets						
UNPAVSTS	E 100-43122-224 Street Maint Materials	$0.00	$0.00	$15,000.00	$15,000.00	0.00%
Dept 43122 Unpaved Streets		$0.00	$0.00	$15,000.00	$15,000.00	0.00%
Dept 43125 Ice & Snow Removal						
SNOWREMO	E 100-43125-224 Street Maint Materials	$1,125.21	$1,125.21	$20,000.00	$18,874.79	5.63%
Dept 43125 Ice & Snow Removal		$1,125.21	$1,125.21	$20,000.00	$18,874.79	5.63%
Dept 43160 Street Lighting						
STLGHTG	E 100-43160-381 Electric Utilities	$147.55	$2,605.55	$25,000.00	$22,394.45	10.42%
Dept 43160 Street Lighting		$147.55	$2,605.55	$25,000.00	$22,394.45	10.42%
Dept 43240 Waste (refuse) Disposal						
REFDISPO	E 100-43240-384 Refuse/Garbage Dispos	$0.00	$0.00	$3,000.00	$3,000.00	0.00%
Dept 43240 Waste (refuse) Disposal		$0.00	$0.00	$3,000.00	$3,000.00	0.00%
Dept 43245 Recycling: Refuse						
RECYCLING	E 100-43245-384 Refuse/Garbage Dispos	$3,239.00	$7,204.16	$46,000.00	$38,795.84	15.66%
Dept 43245 Recycling: Refuse		$3,239.00	$7,204.16	$46,000.00	$38,795.84	15.66%
Dept 45186 Senior Center						
SRCENTER	E 100-45186-437 Other Miscellaneous	$0.00	$0.00	$9,500.00	$9,500.00	0.00%
Dept 45186 Senior Center		$0.00	$0.00	$9,500.00	$9,500.00	0.00%
Dept 45200 Parks (GENERAL)						
PARKS	E 100-45200-212 Motor Fuels	$0.00	$0.00	$2,000.00	$2,000.00	0.00%
PARKS	E 100-45200-220 Repair/Maint Supply (G	$0.00	$275.00	$6,000.00	$5,725.00	4.58%
PARKS	E 100-45200-225 Landscaping Materials	$0.00	$3,447.99	$8,000.00	$4,552.01	43.10%
PARKS	E 100-45200-310 Other Professional Servi	$0.00	$0.00	$0.00	$0.00	0.00%
PARKS	E 100-45200-381 Electric Utilities	$81.86	$120.43	$2,200.00	$2,079.57	5.47%
PARKS	E 100-45200-400 Repairs & Maint Cont (	$0.00	$0.00	$0.00	$0.00	0.00%
PARKS	E 100-45200-440 Programs	$0.00	$0.00	$0.00	$0.00	0.00%
PARKS	E 100-45200-580 Other Equipment	$0.00	$0.00	$2,000.00	$2,000.00	0.00%
Dept 45200 Parks (GENERAL)		$81.86	$3,843.42	$20,200.00	$16,356.58	19.03%
Dept 45500 Libraries (GENERAL)						
LIBRARY	E 100-45500-437 Other Miscellaneous	$0.00	$5,500.00	$15,500.00	$10,000.00	35.48%
Dept 45500 Libraries (GENERAL)		$0.00	$5,500.00	$15,500.00	$10,000.00	35.48%
Dept 48205 Damage Deposit Refunds						
DMGDEPRF	E 100-48205-810 Refunds & Reimbursem	$0.00	$0.00	$10,000.00	$10,000.00	0.00%
Dept 48205 Damage Deposit Refunds		$0.00	$0.00	$10,000.00	$10,000.00	0.00%
Dept 49360 Transfers Out						
TRNSFERS	E 100-49360-700 Transfers (GENERAL)	$0.00	$0.00	$0.00	$0.00	0.00%
Dept 49360 Transfers Out		$0.00	$0.00	$0.00	$0.00	0.00%
Dept 49800 Transit (GENERAL)						
TRANSIT	E 100-49800-310 Other Professional Servi	$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		$58,139.62	$244,885.91	$1,662,546.00	$1,417,660.09	14.73%

Expenditure Budget Report - General Fund

Dept Abbrev	Account Descr	March 2022 Amt	2022 YTD Amt	2022 YTD Budget	2022 YTD Balance	%YTD Budget
		$58,139.62	$244,885.91	$1,662,546.00	$1,417,660.09	14.73%

Collaborative Planning, LLC

Memorandum

To:	Honorable Mayor and Council
From:	Cindy Nash, AICP, EDFP
Date:	March 10, 2022
Subject:	10718 Jonquil Road – Variance and Conditional Use Permit

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Description of Request

The City has received an application for the construction of an accessory building on the subject property. This would require the following applications:

1. Conditional Use Permit to permit an accessory building that is larger than the home. The ordinance requires the following:

   The combination of all accessory structures, including detached garages, shall not exceed the following area limitations:

Parcel Size	***Maximum Floor Area (sq. ft.)***
Smaller than ¾ acre	*1,000 **
¾ - 2.49 acres	*1,500 **
2.5 – 5 acres	*3,000 **
Greater than 5 acres	*Up to the floor area of the principal structure, but may exceed the floor area of the principal structure if a Conditional Use Permit is obtained. Farms are exempted from the maximum floor area requirement.*

The original application also was for a variance to permit the building to be up near the road. Since the Planning Commission, the applicant has amended their site plan to remove the need for a variance and has withdrawn the variance application.

Overview of Request

The subject property is approximately 12.2 acres, and is located on Jonquil Lane North. It is zoned Agricultural. The proposed accessory structure would be approximately 72 feet by 120 feet and located to the south of the home. The building would contain approximately 7,777 square feet, while the floor area of the home (including the attached garage) is approximately 2650 square feet.

Evaluation of Conditional Use Permit Request --- Accessory structure floor area size exceeding size of home.

The proposed accessory structure is approximately 3 times larger than the footprint of the home. In evaluating Conditional Use Permit requests, the following questions should be considered:

1. The use will not create an excessive burden on existing parks, schools, streets and other public facilities and utilities which serve or are proposed to serve the area. Staff Note: The use is not expected to create an excessive burden on public infrastructure provided the barn is used solely for personal use.
2. The use will be sufficiently compatible or separated by distance or screening from adjacent agricultural or residentially zoned or used land so that existing homes will not be depreciated in value and there will be no deterrence to development of vacant land. Staff Note: The building is located to the south of the existing home.
3. The structure and site shall have an appearance that will not have an adverse effect upon adjacent residential properties. Staff Note: The architecture of the proposed building is attractive, but the building is significantly larger than a typical accessory building in the agricultural area that is not associated with a farming operation.
4. The use, in the opinion of the City Council, is reasonably related to the overall needs of the City and to the existing land use. Staff Note: Not applicable.
5. The use is consistent with the purposes of the zoning code and the purposes of the zoning district in which the applicant intends to locate the proposed use. Staff Note: The use is consistent with the zoning code provided that no business is operated from the accessory structure (note that business use would require additional permits), but the scale of the building is larger than typical.

6. The use is not in conflict with the Comprehensive Plan of the City. Staff Note: The use is not in conflict with the Comprehensive Plan.
7. The use will not cause traffic hazard or congestion. Staff Note: The use is not anticipated to cause a traffic hazard or congestion, provided that no business is operated from the building.
8. Existing homes and/or businesses nearby will not be adversely affected because of curtailment of customer trade brought about by intrusion of noise, glare or general unsightliness. Staff Note: The building would have less of an impact on nearby properties than the original proposal to have the building close to Jonquil Lane.

Recommendation

The Planning Commission recommended denial of the variance application. The applicant has withdrawn that application.

The Planning Commission recommended approval of the conditional use permit, subject to the conditions contained in the draft resolution.

CITY OF HANOVER
COUNTIES OF WRIGHT AND HENNEPIN
STATE OF MINNESOTA

RESOLUTION NO 03-15-22-18

APPROVING A CONDITIONAL USE PERMIT FOR AN ACCESSORY STRUCTURE THAT IS LARGER THAN THE PRINCIPAL STRUCTURE

WHEREAS, George and Wendi Morin (“Applicant”) owns property located at 10718 Jonquil Lane; and

WHEREAS, the Subject Property is zoned Agriculture; and

WHEREAS, the applicant submitted an application for a Conditional Use Permit to allow an accessory building that is larger than the principal building; and

WHEREAS the public hearing was properly noticed and scheduled for the January 24 and February 28, 2022 Planning Commission meetings; and

WHEREAS the application was reviewed by the Planning Commission at its meetings on January 24 and February 28, 2022 and recommended approval of the request subject to conditions; and

WHEREAS the City Council reviewed the request in regard to this property at a meeting on March 15, 2022; and

WHEREAS the City Council concurred with the recommendation of the Planning Commission.

NOW, THEREFORE, BE IT RESOLVED, that the City Council does hereby approve the Conditional Use Permit for this property subject to the following conditions:

1. The west wall of the barn shall be no closer to the western property line than the west wall of the single-family home. A revised certificate of survey shall be submitted with the building permit application for staff review and approval.

2. The barn shall be located not less than 75 feet from all property lines.

3. The architecture of the barn shall be in substantial conformance with the architecture submitted with the variance application and shall not exceed 7800 square feet.

4. The barn shall be for personal use only, and no businesses shall be run from the barn nor shall any animals be housed in the barn that are not the property of the property owner.

Adopted by the City Council this 15th day of March, 2022.

APPROVED BY:

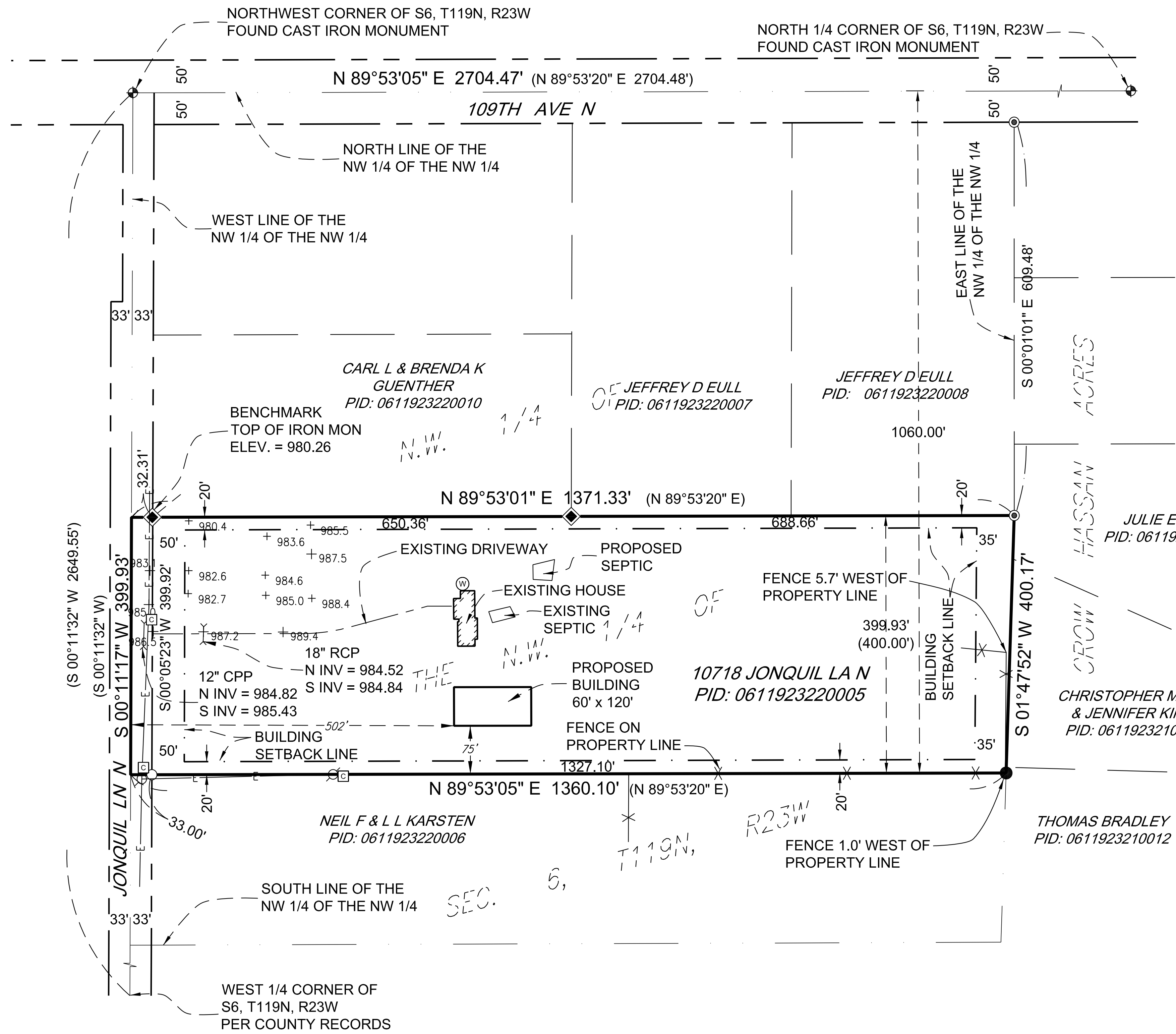
ATTEST:

____
Chris Kauffman, Mayor

____
Jennifer Nash, City Administrator

CERTIFICATE OF SURVEY

PART OF THE NORTHWEST QUARTER OF THE NORTHWEST QUARTER
OF SECTION 6, TOWNSHIP 119 NORTH, RANGE 23 WEST,
CITY OF HANOVER, HENNEPIN COUNTY, MINNESOTA



LEGEND

- FOUND CAST IRON MONUMENT
- FOUND 2" IRON PIPE
- FOUND IRON MONUMENT WITH PLASTIC CAP NO. 40062
- FOUND FOUND IRON MONUMENT WITH UNREADABLE PLASTIC CAP
- SET 1.25" OUTSIDE DIAMETER x 24" IRON PIPE WEIGHING 1.68 LBS/FT WITI PLASTIC CAP BEARING PLS NO. 2546
- (XXX) RECORD DATA
- EXISTING BUILDING
- POWER POLE
- OVERHEAD POWER LINE
- COMMUNICATION PEDESTAL
- STORM PIPE
- + 985.0 EXISTING GROUND ELEVATION

PROPERTY DESCRIPTION OF RECORD:

The South 400.00 feet of the North 1060 feet of the West Half of the Northwest Quarter of Section 6, Township 119, Range 23, Hennepin County, Minnesota as measured at right angles to the North line thereof. Subject to an easement for road purposes over the West 33 feet thereof.

BEARINGS SHOWN HEREON ARE BASED ON THE NORTH LINE OF THE NORTHWEST 1/4 OF SECTION 6, T119N,R23W WHICH IS ASSUMED TO BEAR N 89°53'05" E

0' 200' 400'
SCALE IN FEET

MINNESOTA
THOMAS M. HEALY
PLS NO. 41577
LAND SURVEYOR

REVISED: 3/6/2022

PREPARED FOR

JOE MORIN
10718 JONQUIL LANE NORTH
HANOVER, MINNESOTA 55341

SHEET	SCALE	MAP DATE	DRAWN BY	SURVEYED	SURV. BY	DWG FILE	PROJ. NO.
1 of 1	1"=200'	12/20/21	TMH	N/A	TMH	21-0773.dwg	21-0773

I hereby certify that this survey, plan or report was prepared by me or under my direct supervision and I am a duly registered land surveyor under the laws of the State of Minnesota.

Thomas M. Healy, PLS No. 41577 — 12/20/21 Date

Healy Land Surveying
P.O. Box 221
Niagara, WI 54151
Phone:715-548-0566
info@healysurveying.com

CITY OF HANOVER
COUNTIES OF WRIGHT AND HENNEPIN
STATE OF MINNESOTA

RESOLUTION NO 03-15-22-19

AUTHORIZING ADVERTISEMENT OF
PUBLIC WORKS/PARKS SEASONAL POSITION

WHEREAS, the City hires seasonal help to assist with summer maintenance needs in public works and parks; and

WHEREAS, anticipated hiring range is $12-$15 per hour depending on experience.

NOW THEREFORE, BE IT RESOLVED that the City Council of the City of Hanover, Minnesota, hereby authorizes the advertisement for the Public Works/Parks Seasonal Position.

Adopted by the City Council this 15th day of March, 2022.

APPROVED BY:

____
Chris Kauffman, Mayor

ATTEST:

____
Jennifer Nash, City Administrator

CITY OF HANOVER
EMPLOYMENT POSITION DESCRIPTION

PUBLIC WORKS/PARKS SEASONAL POSITION
POSITION WILL NOT EXCEEDS SIX MONTHS

GENERAL DEFINITION OF WORK: *FLSA Status: Non-Exempt, Not Benefits Eligible*
Performs light duty city maintenance work. This position is responsible for the general upkeep of city parks and properties by mowing lawns and picking up garbage. This position works under the supervision of the Lead Maintenance Worker.

ESSENTIAL FUNCTIONAL/TYPICAL TASKS:
Operating a mower to keep city properties clean. Also responsible for weed whipping in parks and city grounds, other tasks will include trimming trees, occasional cleaning of City Hall and Fire Department, and picking up any garbage left on city property. Will also be expected to complete minimum skilled tasks as directed by the Lead Maintenance Worker.

(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.)

- Lawn and landscape care of city own properties
- General upkeep of Public Works shop area
- Assist with Public Works related maintenance and repair tasks on streets, and in parks
- Operate light motorized and non-motorized equipment
- Drive city vehicles
- Prompt attendance during expected operating hours
- Good customer service to residents
- Follow all safety requirements of each job task
- Perform related tasks as required

KNOWLEDGE, SKILLS AND ABILITIES:
Ability to operate light machines such as mowers, trimmers, and hand tools. Ability to complete designated task with minimal direct supervision, have ability to establish and maintain effective working relationships with others.

EDUCATION AND EXPERIENCE:
Experience working outside in all weather conditions, with experience in yard work and small machinery.

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 Driver's License with a good driving record.

CITY OF HANOVER
COUNTIES OF WRIGHT AND HENNEPIN
STATE OF MINNESOTA

RESOLUTION NO 03-15-22-20

APPROVING PROFESSIONAL SERVICES AGREEMENT FOR HR PROCESSES

WHEREAS, the Hanover City Council is seeking assistance in analyzing staff review processes to make recommendations for improvements and update job descriptions to correlate with review matrices; and

WHEREAS, two proposals have been received from Baker Tilly and DDA Human Resources; and

WHEREAS, payment for these services would come Council's line item set aside for various projects and funds are available within the budget for this expense.

NOW THEREFORE, BE IT RESOLVED that the City Council of the City of Hanover, Minnesota, hereby approves moving forward with an agreement with ____________________________ for professional services.

BE IT FURTHER RESOLVED, that the City Council directs its City Administrator to execute the agreement on behalf of the City Council.

Adopted by the City Council this 15th day of March, 2022.

APPROVED BY:

____
Chris Kauffman, Mayor

ATTEST:

____
Jennifer Nash, City Administrator

CITY OF HANOVER

Professional Services Proposal Submitted by DDA Human Resources, Inc.

February 25, 2022

Jennifer Nash, City Administrator
City of Hanover
11250 Fifth Street NE
Hanover, MN 55341

RE: Proposal for Professional Services

Dear Ms. Nash:

We are pleased to be invited to submit a proposal to complete professional services for the City of Hanover. In the pages that follow, we have briefly provided information about DDA Human Resources, our staff credentials and experience, a detailed description of services to be provided and various levels of project scope. We have included cost for each option for 5 positions as follows:

- Option 1: Review, Rewrite and evaluate job descriptions $1,500 ($3,000 for fire department)
- Option 2: Creation of Performance Review Form and session on how to do performance reviews for employees and managers: $1,500
- Option 3: Market Analysis: $2,500
- Option 4: Market Analysis with Pay Grid Calibration: $3,500
- Option 5: Market Analysis, Pay Grid Calibration and Budget Implementation: $4,500
- Option 6: Ongoing Maintenance: $2,700 annually for three years

Three major factors distinguish DDA Human Resources from other providers:

- All our employees come with years of public sector experience. We specialize in government and we know first-hand the challenges of managing public sector compensation. This helps us deliver practical, workable solutions.
- We believe that classification and compensation can and should be managed as a practical, common-sense process – not as some theoretical or statistical exercise in regression analysis. We will help you design a compensation system that is technically solid and one you understand. We measure our effectiveness as a consulting firm not by studies completed, but by studies that are ***actually implemented***.
- We think a compensation should be actively managed as an ongoing program – not neglected and then fixed with a major compensation study like this. With proper on-going maintenance support, major disruptive and expensive compensation studies are unnecessary. We are pioneers in providing ongoing maintenance solutions.

Our firm's goal is to be known as the best human resources consultant in Minnesota. There is only one way to get there – by delivering exceptional service. We will do our very best to earn your trust, your respect, and your future business.

Sincerely,
Dr. Tessia Melvin, Management

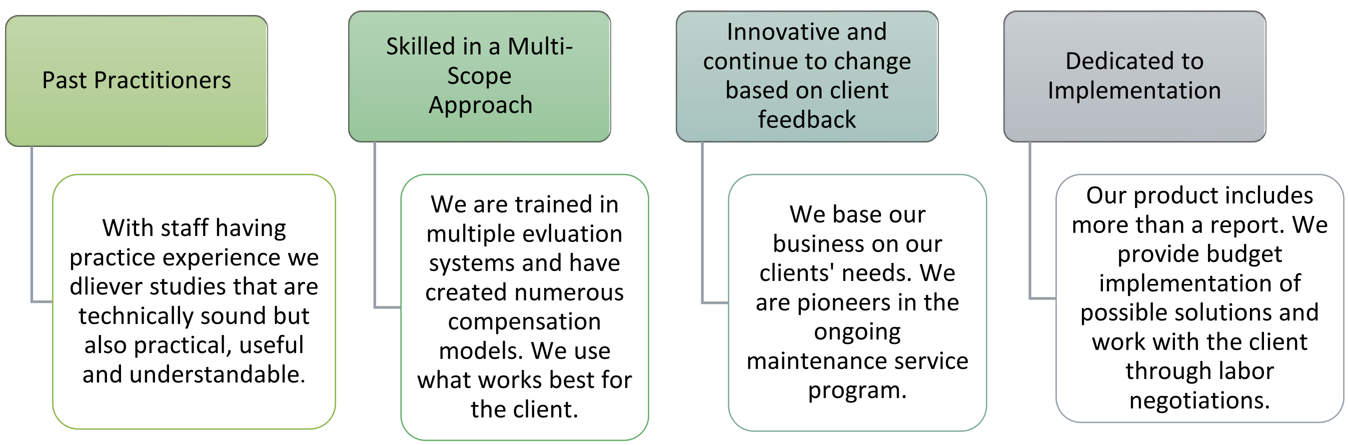
Tessia Melvin

CONTENTS OF THIS PROPOSAL

- Our Firm and Qualifications
- Our Service Team
- References
- Our Philosophy for Classification Studies
- Proposed Services
- Fees
- Our clients

OUR FIRM & QUALIFICATIONS

Our parent company, David Drown Associates, Inc. has provided consulting services to over 450 units of government across Minnesota since 1997. Over these years, DDA staff has gotten to know government well and we continually strive to keep our services practical, useful, and up to date. Our history and corporate culture have grown from an honest desire to serve public sector clients in a practical and common-sense manner. We are not your ordinary consultant, we are:



DDA Human Resources, Inc. was formed in 2013 to provide human resource support services exclusively to governmental clients in Minnesota. We currently offer services for executive recruitment, organizational design, and staff an HR Technical Assistance Program for the Association of MN Counties which provides technical advice and assistance to the HR staff of all the State's 87 counties. Since activating our compensation section in 2016, we have worked with clients as small as 4 employees to as large as 1,500 employees. Our completed studies include:

TOTAL STUDIES	COUNTY CLIENTS	CITY CLIENTS	Other Entities
107	35	55	17

Our Service Team

DDAHR maintains a staff of 10 individuals. We also maintain relationships with several independent consults in key specialty areas. Here is the Team we have assembled for your project:

Dr. Tessia Melvin –Department Head

Tessia heads the compensation and classification (C&C) services area of DDAHR. Over the past six years, Tessia has served as lead analyst on over 65 separate C&C engagements with Minnesota communities. She brings to the position nearly 13 years of diverse service to city and county government. As a City Administrator in Maple Plain, Minnesota, Tessia drafted five-year budgets, capital improvement plans, infrastructure improvement plans, and led strategic planning program. Working in Dakota County, Minnesota, Tessia provided leadership training, managed their performance management system, and worked with compensation and benefits. Dedicated to local governments and continued learning, Tessia earned her doctorate in Public Administration.

Mark Goldberg, MA-HRR – Principal Consultant

Mark Goldberg is a Principal Consultant with the firm. Mark's experience is broad and deep. He has held a variety of compensation leadership positions in media, high tech, manufacturing, local government organizations and the University of Minnesota. In addition, Mr. Goldberg has over 6 years of experience consulting with major public sector organizations around the country with a focus on project in Minnesota such as Koochiching County, the city of Red Wing and the City of Aitkin. He has a Master's Degree in Industrial and Labor Relations from Cornell University and a Bachelor's Degree in Human Resource Administration from Muhlenberg College.

David Drown – Technical Support

David is the founder and owner of DDA. David will lend his technical and statistical expertise to the team to manage the collection and analysis of market data, help calibrate your compensation plan, and calculate budget impacts. David received his undergraduate degree in civil engineering and served in local government as a registered civil engineer early in his career. He also holds an MBA in finance from the Carlson School of Management and has served as a finance and economic development consultant to numerous cities and counties across the State.

Kelly Jones – Technical Support

Kelly received his Bachelor of Arts degree in Psychology and his Master of Science degree in Industrial and Organizational Psychology from Saint Cloud State University in Saint Cloud, Minnesota. Prior to entering the field of compensation, he served as a project coordinator and talent management specialist for Sleep Number and Robert Half. Kelly has spent the last 3 years as a technical analyst and compensation consultant, while assisting dozens of Cities and Counties across the United States with their compensation and classification needs. His work will be primarily focused on data collection and analysis, while also assisting the DDA team with any ongoing project needs.

Elizabeth Blakesley – Clerical Support

Elizabeth has worked at DDA for over 20 years. She will provide technical and clerical assistance to coordinate the market surveying process and prepare documents. She will utilize her organizational and technological skills to help provide concise, professional work results. After attending the University of MN – Duluth, Elizabeth began working with local units of government in Minnesota with the MN Small Cities Association. Her work in municipal finance and economic development has given her a good insight into the operations of counties and cities throughout the State.

SUPPORTING TEAM MEMBERS (*Our Bench*)

Melanie Ault

Melanie Ault brings to DDAHR over 20 years of experience leading Minnesota county human resources and labor relations operations with additional experience at the city, regional, and state levels. Melanie joined DDAHR in 2017, after serving as Washington County's HR Director. You might recognize her by her passion for examining pending legislation and its ramifications for the public sector. Melanie holds BA, MAPA, and JD degrees, with further education in public administration. She is an avid supporter of professional organizations, serving on the state and national levels. She loves making new connections and looks forward to helping you find answers and ideas. Melanie is one of our AMC Human Resources Technical Assistance Program staff.

George Gmach

George has been doing classification and compensation study work in Minnesota for 30 years. He worked with the Stanton Group for 12+ years with management responsibility for salary and benefit surveys and compensation consulting. His experience has crossed multiple industries and included private, non-private and public sectors. George also worked at Employers Association and its successor for 16 years. During his career, he has designed and conducted several hundred compensation and benefit surveys and has implemented multiple compensation programs in large and small organizations across all sectors. He designed and modified job evaluation systems and implemented them in the public sector. He has worked with the Minnesota Pay Equity Statutes since their inception. In addition, he is a military veteran who served as a combat medic in Vietnam.

REFERENCES

Reference #1: **City of Victoria, Minnesota**

Contact: Gwen Campbell, Communications and HR Manager
952-443-4230
gcampbell@ci.victoria.mn.us

Contract dated: May 15, 2019 – completed October 2019, we continue to provide ongoing maintenance

Scope of Services: *This was a full-service class and comp study for a rapidly growing suburban community. We updated all job descriptions including several new job titles; classified all job titles using DDA's JET system, completed a market analysis of 14 benchmark communities (93% participation) and 5 "spotlight communities", evaluated two alternative salary plans with pay ranges calibrated at 100% of benchmark averages, and provided an implementation plan with employee-by-employee grade/step assignments and a calculation of budget impact. Victoria says they plan to enroll in DDA's ongoing service program.*

Reference #2: **City of Fridley, MN**

Contact: Becca Hellegers, Employee Resources Manager, 763-572-3507, Becca.Hellegers@FridleyMN.gov

Contract Dated: February 2020 – December 2020, the have entered an ongoing maintenance contract with us

Scope of Services: *DDA was originally engaged to complete a market study only of wages paid to 97 position descriptions. The work plan was expanded to have us perform a full classification and compensation study for all positions, classifying all jobs and designing a new pay plan for the City.*

Reference #3: **City of Golden Valley, MN**

Contact: Kirsten Santelices, HR Director
763-593-3989
ksantelices@goldenvalleymn.gov

Contract Dated: January 2020 – completed December 2020, we continue to provide ongoing maintenance

Scope of Services: *All job titles were reclassified using the JET evaluation system, and several employee challenges were reviewed and resolved. Market wage study revealed that the current pay plan wages averaged about*

5% below the benchmark average. We developed a new pay plan with expanded steps, reviewed several approaches for implementation, and ultimately arrived at a plan that worked within the City's limited budget.

Reference #4: **Rochester, MN**

Contact: Linda Hillenbrand, HR Director
507-328-2561
lhillenbrand@rochestermn.gov

Contract Dated: October 2021 for ongoing maintenance

Scope of Services: *This is an example of a client engagement with a scope of services looking to maintain their current classification system. We learned a new classification system, their job positions and are able to maintain their pay philosophy, job descriptions and maintain competitive pay without having to complete an entire study.*

OUR PHILOSOPHY FOR COMPENSATION STUDIES

Government is in the service delivery business, and quality service requires quality employees. An effective compensation system will help you attract and keep talented employees. Likewise, an out-of-date or ill-conceived compensation system will produce turnover and hamper efforts to recruit quality replacements.

In the real world of limited resources, government is increasingly expected to do more with less. Accordingly, a community's pay philosophy must strike a reasonable balance between a desire to pay your good employees well to retain their good services, while at the same time controlling costs to keep faith with the taxpayers. Designing a pay system is not easy, every community is different, and a "one size fits all" approach seldom produces a good result. As we work with you to build the best compensation system for your community, we keep four very practical objectives in mind:

Compensation and Benefits	Internal Equity	Positive and Transparent	Customized
• Competitive to hire, retain, and motivate qualified employees	• Satisfy MN Pay Equity Requirements	• Be open and fair to employees, managers and unions	• Establish a pay philosophy based on your organization

We approach compensation study work as a practical, common-sense process – not as some theoretical or statistical exercise in regression analysis. We collect information, analyze it, and communicate our findings in simple understandable ways. Our honest goal is to help you design a compensation system that is technically solid, is one you actually understand, and one that works better than what you have now. We measure our effectiveness as a consulting firm not by studies completed, but by studies that are ***actually implemented***. We do this through customizing your competitive pay philosophy.

WE CUSTOMIZE YOUR COMPETIVE PAY BY:

- Approved benchmarks
  - We will help create a list that matches your demographics, service level, tax capacity, employee numbers and other factors that fit your organization
- Market results that illustrate where you are to the market
- Determine a pay philosophy of where you want to be in relation to the market
- Adjusting your pay structure
- Ongoing maintenance

Proposed Services

Introduction and Project Orientation (Included in all options)

- **Project Initiation Meeting: Facilitated by DDA HR with applicable stakeholders as appropriate (1) to address current issues related to compensation, pay structure, policies, philosophies, and strategies, (2) to discuss the strengths and weaknesses of the current compensation system and (3) to identify possible barriers to implementing and maintaining change.**
- **Information Collection: Organization & salary material collected, including an employee roster, detailing key information (salary, job title, pay grade, etc.).**
- **Project Administration: Meeting with Project Team to develop and confirm detailed project schedule and review system history/materials.**
- **Define Communication Strategy: Partner with the City to design a communication strategy that combines best practices in the industry with practical applications and tools.**
- **Employee Orientation Sessions (optional): Conducted virtually, with one session recorded so any employee who is unable to attend can see the information presented.**
- **Job Description Review: We will undertake a general review of your existing job descriptions and recommend changes to assure compliance with ADA and other State and Federal Requirements. We can rewrite any job descriptions for an additional cost.**

Rewrite Job Descriptions (included with Option 1, Ongoing Maintenance or as needed for $150)

- **Review of Current System: DDA HR will review current job descriptions and provide any comments on any recommended changes.**
- **Position Analysis Questionnaire (PAQ)- DDA will work with you to design a PAQ that reflects your needs. This document is critical to the process as DDA will use it to create the job descriptions and to evaluate all positions.**
- **We will distribute a position analysis questionnaire (PAQ) to all employees and their supervisors, asking them to outline all the important requirements for and duties of the job.**
- **Based upon the information on the PAQs, the job description for each position will be updated or rewritten in standardized format developed with and approved by the Project Team.**
- **Employees and supervisors will be asked to review the new job descriptions, and we will guide a controlled process for employees to appeal the content of descriptions before they are finalized.**
- **Addition job descriptions may be added to provide for internal promotional opportunities, or jobs may be consolidated to make administration easier.**
- **Final job descriptions will be submitted for final approval by department heads, the Project Team and governing Council.**
- **Job Description Appeal Process: Once jobs descriptions are completed, employees and supervisors will review. If changes are needed, they will complete a Job Description Appeal form.**
- **DDA will review appeals and work with Project Team and employees to create consistent results.**

Job Evaluation (Included in Option 1 and Ongoing Maintenance or as needed for $150)

Job classification is a series of decisions about how a position is valued within an organization. Each factor requires a decision as to how the job under consideration will be rated using levels that are increasingly complex and of great impact, frequency, or quantity. We look at the job rather than the employee. Jobs are evaluated as they exist, or as the management plan says that they should exist, to meet the needs of the organization.

- **Review of Current System: DDA HR will review current job descriptions and provide any comments on any recommended changes.**
- **Job Evaluation: DDA HR will use the existing system to evaluate all jobs using the information gathered from the PDQs.**
- **Appeal of Assigned Grade: DDA HR will partner with the City to design a structure that aligns internally. However, we strongly recommend an appeal process should an employee feel that their position was assigned an incorrect grade. We will provide forms and a process for the City to use for these appeals with all appeal decisions reviewed by Council.**
- **Recommend Changes to Current System: DDA HR will conduct analysis of existing classifications and provide recommendations on any changes to current classification plan, to include recommendation of standard classification and titling conventions.**
- **Review Fair Labor Standards Act (FLSA) Designations: DDA HR will review exempt and non-exempt designations to ensure they are appropriate for classifications and make recommended changes, where appropriate.**

Market Analysis (included in options 3, 4, 5, and 6)

- **MN Data: DDA HR, in collaboration with the Project Team, will (1) confirm the labor market, (2) identify comparable organizations and gather data from various sources including the League of MN Cities, the Association of MN Counties and our roster of data from previous clients. We will work with the Project Team to select a group of benchmarks who you compete for talent, organizations that are similar to your services, and organizations that have similar factors including population, tax capacity, budget, number of employees and others as directed by the Project Team.**
- **We will collect detailed wage information on *all jobs* that you have in common with these communities – not just a selected list. We plan to utilize the wage survey data that is annually collected in the LMC/AMC wage data base, supplemented by other sources as needed to provide a meaningful set of comparison data. We will organize the results of this analysis using a series of graphs and charts that are designed to clearly show how your current pay ranges and wages compare to those of benchmark entities. This is the information needed to develop of a pay structure that balances both internal and external equity and assures compliance with State Pay Equity Compensation Standards.**

Pay Grid Calibration (included options 3, 4, 5 and 6.)

- **Data Analysis: DDA HR will perform the following activities on all data: (1) perform a competitive analysis, (2) conduct a diagnostic review of the current salary structures to identify opportunities for simplification and reduction in pay compression and (3) recommend updates to the existing pay structures or develop pay structures.**
- **We will provide recommendations and options for either an adjustment of your existing compensation plan, or a replacement plan that produces a better match with your compensation philosophy.**
- **We will fine tune the plan to establish fair and equitable compensation relationships within and outside the organization that are workable within a union and non-union environment.**
- **We will provide system testing to assure that any option proposed will comply with the State's pay equity standards and Federal requirements.**

Predict Payroll Cost Implementation (included in options 5 and 6)

- **We will outline transition options and next steps/costs.**
- **We will evaluate the cost/budget implications of up to two (2) alternative implementation strategies that consider your current budget constraints. The objective of this work is to provide you with meaningful, employee-by-employee level information that is useful for your detailed budgeting use.**
- **We will prepare final documents for the plan, including presentation, policy, guidelines, and procedures for administration. Any written and computerized data and supporting information will be submitted as appropriate or requested.**

Final Report (included in all options)

- **Draft Report and Communications Plan: DDA HR develops draft report and communications plan and discusses report elements with the Project Team**
- **Quality Assurance: DDA HR conducts quality assurance reviews and provides the draft report to the City for review and feedback.**
- **Final Report: DDA HR discusses consolidated feedback from the City and finalizes the report and communications plan.**
- **Guidelines and Policies: DDA HR provides the Project Team with compensation administrative guidelines and policies aligned with the updated/new system for review.**
- **Final Presentation: DDA HR presents study findings and recommendations to officials.**

Ongoing Maintenance

This exclusive DDA Human Resources, Inc. program is designed to eliminate the need for large classification and compensation study every 4 to 6 years. Services include everything needed to keep a freshly updated compensation plan perpetually current. We find that over half of larger communities who have completed a compensation study with DDAHR have opted to convert to this management approach. Our ongoing maintenance scope generally includes a three-year commitment and includes the following services:

- We review, update and reclassify as necessary 1/3 of job descriptions annually.
- We annually update a market analysis of wages with benchmark communities and suggestion changes to pay plan as necessary to remain in tune with the market.
- For any new jobs or changed jobs, we will write and classify the position for placement in the compensation system.
- We will complete and submit a pay equity report every three years or when otherwise required.
- If desired, we will handle data input of wage data into the LMC/AMC salary system

We will provide budget support by:

- Recommending an adjustment to your Pay Plan for the coming year based upon COLA and market factors.
- Preparing up to two (2) analysis of budget impacts of alternatives for wage adjustments.
- Making an annual presentation to the staff and/or selected group on the status of your compensation system.

Proposed Fee for Services

OPTION 1: OPTION 1: REVIEW, REWRITE AND EVALUATE JOB DESCRIPTIONS	**TOTAL: $1,500 ($3,000 IF INCLUDE FIRE)**
OPTION 2: CREATION OF PERFORMANCE REVIEW FORM AND SESSION ON HOW TO DO PERFORMANCE REVIEWS FOR EMPLOYEES AND MANAGERS	**TOTAL: $1,500**
OPTION 3: MARKET ANALYSIS **OPTION 4: MARKET ANALYSIS AND PAY GRID CALIBRATION**	**TOTAL: $2,500** **TOTAL: $3,500**
OPTION 5: MARKET ANALYSIS, PAY GRID CALIBRATION AND BUDGET IMPLEMENTATION	**TOTAL: $4,500**
OPTION 6: ONGOING MAINTENANCE	**TOTAL: $2,700 ANNUAL FOR 3 YEARS**

For clients who prefer to receive maintenance support in a less rigorous manner, we offer a full range of support services with standard pricing:

- Write and classify a new or revised job description — $300 per position
- Classify a job description provided by client — $150 per position
- Market Wage Analysis — $100 base fee plus $150 per position

Hourly rates:

- Professional — $250 per hour
- Technical Support — $150 per hour
- Clerical — $100 per hour

OUR CLIENTS

55 City Classification and Compensation Study Clients

Aitkin	Glyndon	Mankato	Royalton
Audubon	Golden Valley	Mayer	St. Augusta
Brainerd	Granite Falls	Medford	St. Paul Park
Breezy Point	Harmony	Medina	Staples
Caledonia	Hawley	Minneota	Thief River Falls
Cannon Falls	Howard Lake	New Ulm	Victoria
Clarks Grove	Kasson	North St. Paul	Warroad
Crosby	Lake Elmo	Norwood Young America	Watertown
Detroit Lakes	Lake Park	Olivia	Waverly
Dundas	Lakefield	Pequot Lakes	Zumbrota
East Grand Forks	Lanesboro	Pierz	
Eyota	Lester Prairie	Pillager	
Fairfax	Little Canada	Preston	
Fridley	Mahnomen	Rochester	
Gaylord	Mantorville	Rockville	

35 County Classification and Compensation Study Clients

Benton County	Mahnomen County
Big Stone County	McLeod County
Blue Earth County	Meeker County
Brown County	Morrison County
Clay County	Mower County
Cook County	Murray County
Chippewa County	Olmsted County
Dodge County	Polk County
Douglas County	Rice County
Fillmore County	Rock County
Freeborn County	St. Louis County
Goodhue County	Swift County
Houston County	Wadena County
Hubbard County	Waseca County
Jackson County	Wilkin County
Koochiching County	Yellow Medicine County
Le Sueur County	

17 Other Government Classification and Compensation Study Clients

- Brainerd Utilities
- Counties Providing Technology
- Detroit Lakes Utilities
- East Regional Development Commission
- Headwaters Regional Development Commission
- Metro I-Net
- MN Prairie County Alliance
- MN Multi Housing Authority
- Mower County Soil and Water Conservation District
- Murray County Hospital
- New Ulm Utilities
- Rice and Steele 911 Center
- Southlake Minnetonka Police Department
- Tri-Cap
- Tri-County Community Corrections
- Upper Valley Regional Development Center
- Washington County Conservation District

Baker Tilly US, LLP
225 South Sixth Street, Ste 2300
Minneapolis, MN 55402
United States of America
bakertilly.com

RE: Review and Analysis of Employee Annual Review Process

DATE: February 3, 2022

SCOPE OF WORK

The purpose of this study is to assist the City of Hanover with a review of its employee annual review and scoring process and goal setting policies, and procedures. The outcome of this review will provide recommendations for any changes to improve the process.

Study objectives and scope

The City of Hanover's objectives are to:

- Engage the Mayor and City Council, and City Administrator in a review and analysis of the City's employee review and scoring process and goal setting policies and their implementation
- Review the position descriptions and duties for each position
- Create an appropriate scoring mechanism for evaluating the performance of employees as part of the annual review process
- Provide recommendations for any changes or improvements to the process, policies, and their implementation

Suggested Process

The Baker Tilly team will assist the review and analysis of the City of Hanover's employee review and scoring policies and goal setting practices and implementation. Our approach is multi-faceted and best practices based, including the elements descripted in greater detail below.

Task 1 – Interviews with Key Stakeholders

- Initial interview with the City Administrator to gain an understanding of the current employee review and scoring system and goal setting policies, processes, and implementation. In addition to discuss the current position descriptions and the need for updating them.
- Individual interviews will be held with the Mayor and each member of the City Council to solicit their input on the current employee review and scoring system and goal setting. This will include a discussion of the system equity, results, any issues, or concerns, suggested improvements, or changes that they would like to see.
- Two employee focus group meetings will be held to solicit input from City staff. Each focus group meeting will be one hour in length and will be coordinated with department heads to minimize the disruption to their operations.

Task 2 – Data Collection

The purpose of this Task is to collect all information needed for to evaluate the current employee review process and position descriptions. Information collection techniques will include interviews, document accumulation, position analysis questionnaires, and consultant observations.

- Obtain and analyze the background information. This may include, but not limited to, a review of the following:
  - Current statements of mission, vision, and guiding principles
  - City and departmental organizational charts
  - Position descriptions for all employees
  - Current staffing levels (full-time equivalents for regular, part-time, and seasonal employees)
  - Current merit-based compensation policies
  - Current employee review and scoring process
  - Previous three years annual reviews, goals, and scoring for each position
  - Other relevant data as needed and requested
- Provide position analysis questionnaires to all City staff to complete

Task 3 – Conduct Detailed Analysis

- Evaluate the current employee review and scoring process and goal setting policies and practices
  - Is the current employee review, goal setting, and scoring process clear and understandable or are there areas that are inconsistent or not clearly defined?
  - Is the current employee review, goal setting, and scoring process understood by all?
  - Is the current employee review, goal setting, and scoring process fair and objective?
  - Are there areas where the review, goal setting, and scoring system can be improved and/or made more efficient
- Update position descriptions for all current positions

Task 4 – Prepare and Present Memorandum of Findings

Baker Tilly will present the prepare and Memorandum of Findings which will contain our findings and recommendations. We will present the memorandum to the City in a meeting of the City's choice. We will provide the City with an electronic copy in PDF format

Deliverables

The deliverables for this project will be the Memorandum of Findings and updated position descriptions.

Project Schedule

Baker Tilly will complete the study as described in this proposal within four to six weeks of receiving the notice to proceed provided all necessary information is provided in a timely manner and City staff and officials are available, as needed, following the approved schedule.

Meeting project schedules

Baker Tilly has a long history of successfully meeting our clients' schedules and we are committed to meeting every deadline set forth by the City. We believe in extensive planning and continuous project management to ensure that key personnel are available when needed and all deliverables are completed on time or ahead of schedule.

Remote work

For Baker Tilly, the safety of our people is paramount. We are committed to playing our part in containing COVID-19 by practicing responsible social distancing. As of this writing, our firm allows all professionals work remotely. Because the City of Hanover expects and deserves tailored, personalized service, we recognize that this policy may cause concern. **Please understand that we are prepared to deliver an exceptional service experience remotely if necessary**.

The City's engagement team has various tools enabling them to assist you from any location. Baker Tilly professionals each receive their own laptop and remote access credentials to connect to our internal network from outside the office. When Baker Tilly and the City are not able to meet in person, we utilize Microsoft Teams to quickly set up online meetings.

Additionally, we use Huddle, a secure cloud collaboration software, to work together anywhere, anytime and on any device. Huddle provides a platform for the City and Baker Tilly to come together, share files, assign tasks, and track activity in a secure environment. Using Huddle as a central hub of activity means we all spend less time organizing documents, chasing approvals, and searching through email – and more time achieving tangible results. The platform also enables real-time communication, meaning the status of your engagement will always be available.