

**AGENDA
HANOVER CITY COUNCIL
OCTOBER 1, 2024**

**MAYOR
CHRIS KAUFFMAN**

**COUNCIL
MIKE AMERY
THOMAS DIERBERGER**

**MARYANN HALLSTEIN
GREG ZGUTOWICZ**

- 1. Call to Order/Pledge of Allegiance: 7:00 p.m.**
- 2. Approval of Agenda**
- 3. Consent Agenda Items:** *Items on the consent agenda are generally procedural, non-controversial and/or have been previously discussed by the City Council. These items do not require further discussion at the meeting and are passed by one motion of the Council. Additional information is included for each item within the agenda packet, and Council members may move items to the regular agenda for further discussion as needed.*
 - a. Approve Minutes of September 17, 2024 City Council Meeting (4)**
 - b. Approve Claims as Presented: (6)**

➤ Claims	\$ 24,964.46
➤ Payroll	\$ 13,317.96
➤ P/R taxes & Exp.	\$ 4,941.81
➤ Other Claims	<u>\$ 3,536.82</u>
➤ Total Claims	<u>\$ 46,761.05</u>
 - c. Resolution 10-01-24-85 – Election Equipment Lease Agreement (20)**
 - d. Resolution 10-01-24-86 – Accepting Donations (30)**
- 4. Citizen’s Forum**
- 5. Presentations**

Firefighter Pinning – Kenzie Frenz and Jason Cavanaugh
- 6. New Business**
 - a. Resolution 10-01-24-87 – Fire Department SOGs and SOPs (32)**
 - b. Resolution 10-01-24-88 – Fire Department Purchases (101)**
 - c. Resolution 10-01-24-89 – Approving Purchase of Public Works Equipment – V-Plow (102)**
 - d. Bridge Asset Management Plan – WSB Proposal (106)**
 - e. Discuss Nominations for Vitalization Awards**
- 7. Closed Meeting under MN Stat. 13D.05, Subd. 3(c)3 – Meeting will be closed to consider offer or counteroffer for sale of City property – 19 Corridor ROW in front of 369 Labeaux Ave NE**
- 8. Reports**
- 9. Adjournment**

To: Mayor Kauffman & Members of the Hanover City Council
From: Jennifer Nash, City Administrator
Date: September 26, 2024
Re: Review of Tuesday, October 1, 2024 City Council Agenda

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

2. Approval of Agenda

3. Consent Agenda Items: *Items on the consent agenda are generally procedural, non-controversial and/or have been previously discussed by the City Council. These items do not require further discussion at the meeting and are passed by one motion of the Council. Additional information is included for each item within the agenda packet, and Council members may move items to the regular agenda for further discussion as needed.*

a. Approve Minutes of September 17, 2024 City Council Meeting (4)

b. Approve Claims as Presented: (6)

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c. Resolution 10-01-24-85 – Election Equipment Lease Agreement (20)

d. Resolution 10-01-24-86 – Accepting Donations (30)

4. Citizen’s Forum

5. Presentations

Firefighter Pinning – Kenzie Frenz and Jason Cavanaugh

Fire Chief Malewicki and members of the Hanover Fire Department will be at the meeting to recognize the achievement of Kenzie Frenz and Jason Cavanaugh on completion of their probationary firefighter period include training required to become full members of the Hanover Fire Department

6. New Business

a. Resolution 10-01-24-87 – Fire Department SOGs and SOPs (32)

Chief Malewicki and officers of the department have reviewed policies of the department and have recommended changes as noted in the attached redline versions.

b. Resolution 10-01-24-88 – Fire Department Purchases (101)

Chief Malewicki is recommending purchases as noted in the attached resolution.

c. Resolution 10-01-24-89 – Approving Purchase of Public Works Equipment – V-Plow (102)

Public Works is requesting purchase of a v-plow piece of equipment to help with efficient snow clearing. The attached report and resolution explain further the recommended purchase.

d. Bridge Asset Management Plan – WSB Proposal (106)

Staff requested proposal from our engineering firm to review repairs needed to the historic bridge and provide recommendations for extending the life of these investments. Attached is a brief report as well as proposal from WSB.

e. Discuss Nominations for Vitalization Awards

Staff has received a couple of nominations for awards we would like to discuss with Council.

- 7. Closed Meeting under MN Stat. 13D.05, Subd. 3(c)3 – Meeting will be closed to consider offer or counteroffer for sale of City property – 19 Corridor ROW in front of 369 Labeaux Ave NE**
Attorney Squires will lead Council through discussion of the above item in a closed session.

8. Reports

9. Adjournment

**CITY OF HANOVER
CITY COUNCIL WORK SESSION MEETING
SEPTEMBER 17, 2024**

Call to Order:

Mayor Chris Kauffman called the Council Work Session Meeting of Tuesday, September 17, 2024 to order at 7:00 p.m. Present were Mayor Chris Kauffman, Council Members Mike Amery, MaryAnn Hallstein, Tom Dierberger and Greg Zgutowicz. Also present were City Administrator Jennifer Nash, Public Works Supervisor Trent Brunn and Cody Vojacek.

Approval of Agenda:

Administrator Nash mentioned a draft resolution for hiring a temporary snowplow driver for the upcoming winter season she would like to include as part of the snowplow policy discussion. Hallstein suggested this rehiring of a temporary driver used last year would be fine on the consent agenda. A motion was made by Hallstein and seconded by Dierberger to approve the agenda as amended. All in favor. Motion carried.

Consent Agenda:

A motion was made by Hallstein and seconded by Zgutowicz to approve the consent agenda items.

a. Approve Minutes of September 3, 2024 City Council Meeting

b. Approve Claims as Presented:

➤ Claims	\$ 147,334.57
➤ Payroll	\$ 14,279.55
➤ P/R taxes & Exp.	\$ 5,155.95
➤ Other Claims	\$ <u>3,549.82</u>
➤ Total Claims	\$ <u>170,319.89</u>

c. Resolution 09-17-24-82 – Accepting Donation for Fire Dept

d. Resolution 09-17-24-83 – Approving Debt Service Levy for 2025

e. Resolution 09-17-24-84 – Approving Hire of Temporary Snowplow Driver

All in favor. Motion carried.

Public Works Items

Public Works Supervisor Brunn reviewed the snowplow policy with Council and handed out maps of routes for priority clearing streets. He also discussed trail and sidewalk areas that City staff clear versus sidewalk areas that adjacent property owners are responsible to clear.

Other public works items were discussed. Brunn noted he reached out to another appliance repair company to see if anything can be done to bring the current stove to working order so that the large cost of replacing the vent system can be delayed. Nash noted staff had called all rental to communicate that the stove would be unavailable, and some are asking for discounts for rentals this year with one potentially wanting to cancel next year if the stove is not available. Clayton's Appliance says they can repair for approximately \$1,000. Council consensus was to proceed with this repair.

Brunn handed out an estimate from Russell Security to rekey the exterior doors of the public works building and the City Hall building with a Medecco security key. Only a few keys would be issued for emergency access purposes, and all users would use the keyfob access otherwise which tracks entries. A motion was made by Hallstein and seconded by Zgutowicz to approve rekeying of the exterior doors as recommended and proposed by Russell Security at cost of \$1,875. All in favor. Motion carried.

Brunn expressed concerns about the condition of the shelter facility in Settlers Park. He is reaching out to contractors to get estimates for repairs to walls, bathroom areas, painting and other non-structural items to improve the condition of the facility. He would like to then bring these estimates to civic organizations to see if they would be interested in investing in repairs.

Newsletter Format Review

Nash handed out a draft of an updated format Administrative Assistant Russell has been working on for the City's quarterly newsletter. Council members liked the format, color choices, use of City logo and abbreviated content. Council also expressed interest in continuing to review drafts about a week before planned distribution so that they can provide editing and other suggestions. Staff will relay this message and plan to use this format in the next distribution coming out in October.

Reports

Amery

- Will be out of town for the September 23rd Planning Commission meeting. Hallstein is backup for coverage as Council liaison and will attend.

Hallstein

- Will be out of town for the October work session meeting date

Kauffman

- Shared Hennepin County budget information with Council and expressed concerns.
- Would like to discuss cannabis regulations before the turn of the year when the State licensing system is supposed to be available. Nash noted cannabis zoning is on Planning Commission's upcoming September 23rd meeting agenda. Both counties are still working on finalizing their regulations and process for cannabis which could affect options available to the City for registration, enforcement and inspections - some questions remain in limbo.

Adjournment

A motion was made by Hallstein and seconded by Dierberger to adjourn at 8:05 p.m. All in favor. Motion carried.

APPROVED BY:

Chris Kauffman, Mayor

ATTEST:

Jennifer Nash, City Administrator

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Payments

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JEW.

Current Period: October 2024

Payments Batch 100124 Claims

\$24,964.46

Refer	433 BartheL, Mike	10/1/2024			
Cash Payment	E 100-48205-810 Refunds & Reimburse	Damage deposit refund for Hall rental on 09-21-24			\$1,000.00
Invoice					
Transaction Date	9/23/2024	Cash	10100	Total	\$1,000.00 ✓
Refer	426 C & C Embroidery				
Cash Payment	E 100-43000-260 Uniforms	Hanover gear Public Works			\$479.00
Invoice 7572	9/13/2024				
Cash Payment	E 100-41435-260 Uniforms	Hanover gear City Hall			\$358.00
Invoice 7572	9/13/2024				
Transaction Date	9/19/2024	Cash	10100	Total	\$837.00 ✓
Refer	435 CINTAS	Ck# 004655E 9/27/2024			
Cash Payment	E 100-41940-310 Other Professional Servi	City Hall safety cabinet supplies			\$48.38
Invoice					
Cash Payment	E 100-43000-215 Shop Supplies	PW safety cabinet supplies			\$20.92
Invoice					
Transaction Date	9/24/2024	Cash	10100	Total	\$69.30 ✓
Refer	409 DIXON, LINDA				
Cash Payment	E 100-48205-810 Refunds & Reimburse	SHELTER DEPOSIT REFUND - EVENT 9/14/24			\$100.00
Invoice	10/1/2024				
Transaction Date	9/16/2024	Cash	10100	Total	\$100.00 ✓
Refer	410 Ehlers				
Cash Payment	E 100-41530-310 Other Professional Servi	Aug 2024 Accounting Services			\$3,001.25
Invoice 98961	9/9/2024				
Transaction Date	9/16/2024	Cash	10100	Total	\$3,001.25 ✓
Refer	411 ELITE SANITATION				
Cash Payment	E 100-45200-580 Other Equipment	Port a Potty Service 8/18 - 9/14/24			\$226.88
Invoice 30975	9/11/2024				
Transaction Date	9/16/2024	Cash	10100	Total	\$226.88 ✓
Refer	412 GUIDANCE POINT TECHNOLOGIE				
Cash Payment	E 100-41600-310 Other Professional Servi	Aug 2024 backup services			\$130.00
Invoice 20459	9/14/2024				
Cash Payment	E 100-41600-310 Other Professional Servi	Aug 2024 Onsite services and install sound splitter for overhead sound			\$112.50
Invoice 20447	9/14/2024				
Cash Payment	E 100-41570-207 Computer Supplies	Aug 2024 purchase computer supplies			\$65.00
Invoice 20447	9/14/2024				
Cash Payment	E 100-41600-310 Other Professional Servi	Aug 2024 - Internet was down, needed assistance to restore service			\$150.00
Invoice 20442	9/14/2024				
Cash Payment	E 100-41600-310 Other Professional Servi	Aug 2024 - anti virus renewal 9/27 - 12/31/25			\$149.97
Invoice 20428	9/14/2024				
Cash Payment	G 100-15500 Prepaid Items	aug 2024 - anti virus renewal prepaid 1/1 - 9/24/25			\$449.88
Invoice 20428	9/14/2024				
Transaction Date	9/16/2024	Cash	10100	Total	\$1,057.35 ✓
Refer	413 HAMANN, SARA	Ck# 004645E 10/1/2024			
Invoice	411 ELITE SANITATION				

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Payments

Current Period: October 2024

Cash Payment	E 100-41435-331	Travel Expenses	Sara - mileage to GC for duplicate title application		\$4.69	
Invoice						
Cash Payment	E 100-43000-325	Taxes	Pymt for duplicate title/ grass fire rig		\$22.50	
Invoice						
Transaction Date	9/16/2024	Cash	10100	Total	\$27.19	✓
Refer	434 Huttunen, Kristi		10/1/2024			
Cash Payment	E 100-48205-810	Refunds & Reimburse	Damage deposit refund for Shelter rental on 9/20/24		\$100.00	
Invoice						
Transaction Date	9/23/2024	Cash	10100	Total	\$100.00	✓
Refer	414 Innovative Office Solutions LLC					
Cash Payment	E 100-41570-200	Office Supplies (GENER	Office supplies for City Hall - folders, pencils, notebooks		\$31.35	
Invoice 4637500	9/12/2024					
Cash Payment	E 100-41570-200	Office Supplies (GENER	Office supplies for City Hall - labels for storage boxes		\$6.60	
Invoice 4641379	9/12/2024					
Cash Payment	E 100-41570-200	Office Supplies (GENER	Office supplies for City Hall - calculator		\$23.79	
Invoice 4642567	9/12/2024					
Transaction Date	9/16/2024	Cash	10100	Total	\$61.74	✓
Refer	422 Krone, Jackie		10/1/2024			
Cash Payment	E 100-48205-810	Refunds & Reimburse	Shelter deposit refund - event 9/17/24		\$100.00	
Invoice						
Transaction Date	9/18/2024	Cash	10100	Total	\$100.00	✓
Refer	418 Lange, Brent					
Cash Payment	E 100-45200-310	Other Professional Servi	50% pymt for Mosquito spray - Harvest Festival 2024		\$180.00	
Invoice	9/11/2024					
Transaction Date	9/16/2024	Cash	10100	Total	\$180.00	✓
Refer	416 LANO EQUIPMENT - LORETTO					
Cash Payment	E 100-45200-580	Other Equipment	Mower blade and weed whip string		\$93.46	
Invoice 03-1102472	9/10/2024					
Cash Payment	E 100-45200-220	Repair/Maint Supply (G	Toro Brush cutter rental - mowing outlots storm water area		\$250.00	
Invoice 03-1102469	9/10/2024					
Transaction Date	9/16/2024	Cash	10100	Total	\$343.46	✓
Refer	417 Lawson Products					
Cash Payment	E 100-43000-215	Shop Supplies	Shop stock supplies for PW - connectors, fuses, screws, washers, torq nuts		\$365.23	
Invoice 9311827161	9/7/2024					
Cash Payment	E 100-43000-215	Shop Supplies	Shop stock supplies for PW - lock nuts, screws, drywall screws		\$119.48	
Invoice 9311844398	9/7/2024					
Cash Payment	E 100-43000-215	Shop Supplies	Shop stock supplies for PW - mini fuse		\$2.05	
Invoice 9311855563	9/7/2024					
Transaction Date	9/16/2024	Cash	10100	Total	\$486.76	✓
Refer	415 LEAGUE OF MINNESOTA CITIES					
Cash Payment	E 100-41110-306	Dues & Subscriptions	LMC membership dues 9/1 - 12/31/24		\$1,768.00	
Invoice 411698	9/16/2024					
Transaction Date	9/16/2024	Cash	10100	Total	\$1,768.00	✓

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Payments

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Current Period: October 2024

Refer	432 Luhnig, Dustin	Ck# 004649E 10/1/2024		
Cash Payment	E 100-43000-215 Shop Supplies	PW - sanding sheets		\$7.60
Invoice				
Transaction Date	9/23/2024	Cash	10100	Total \$7.60 ✓
Refer	423 MARCO TECHNOLOGIES, LLC	Ck# 004646E 10/1/2024		
Cash Payment	E 100-41570-220 Repair/Maint Supply (G	Contract base rate charge for 9/20 - 10/19/24		\$262.55
Invoice				
Transaction Date	9/19/2024	Cash	10100	Total \$262.55 ✓
Refer	419 NAPA Auto Parts			
Cash Payment	E 100-43000-220 Repair/Maint Supply (G	Brake Pad sweeper parts		\$268.66
Invoice 401337	9/10/2024			
Transaction Date	9/16/2024	Cash	10100	Total \$268.66 ✓
Refer	431 Safe-Fast Inc			
Cash Payment	E 100-43000-215 Shop Supplies	PW - surveyor marking flags		\$15.95
Invoice 296730	9/13/2024			
Transaction Date	9/23/2024	Cash	10100	Total \$15.95 ✓
Refer	421 SHERWIN-WILLIAMS			
Cash Payment	E 100-41940-220 Repair/Maint Supply (G	Paint for City Hall front door		\$118.26
Invoice 8178-9	9/13/2024			
Cash Payment	E 100-41940-220 Repair/Maint Supply (G	Paint for City hall front door		\$39.05
Invoice 8308-2	9/17/2024			
Cash Payment	E 100-41940-220 Repair/Maint Supply (G	Paint for City Hall primer edging around front door		\$64.48
Invoice 8315-7	9/17/2024			
Cash Payment	E 100-41940-220 Repair/Maint Supply (G	Paint for City Hall edging around front door		\$36.68
Invoice 7483-6	9/16/2024			
Transaction Date	9/16/2024	Cash	10100	Total \$258.47 ✓
Refer	424 SQUIRES, WALDSPURGER & MAC			
Cash Payment	E 100-41610-304 Legal Fees	Misc legal fees - July 2024		\$531.00
Invoice 277	9/16/2024			
Cash Payment	E 100-41610-310 Other Professional Servi	Highlands & Vista - July 2024		\$308.50
Invoice 207337	9/16/2024			
Transaction Date	9/19/2024	Cash	10100	Total \$836.50 ✓
Refer	420 STOKMAN, MARCIE			
Cash Payment	E 100-48205-810 Refunds & Reimbusem	Shelter deposit refund for even 9/13/24		\$100.00
Invoice	10/1/2024			
Transaction Date	9/16/2024	Cash	10100	Total \$100.00 ✓
Refer	429 VEOLIA WATER NORTH AMERICA			
Cash Payment	E 601-43252-310 Other Professional Servi	Water Service Oct 2024		\$4,617.60
Invoice 9000173086	9/1/2024			
Cash Payment	E 602-43252-310 Other Professional Servi	Sewer Service Oct 2024		\$6,687.40
Invoice 9000173086	9/1/2024			
Transaction Date	9/23/2024	Cash	10100	Total \$11,305.00 ✓
Refer	427 XCEL ENERGY	Ck# 004648E 9/19/2024		
Cash Payment	E 100-42280-381 Electric Utilities	ACCT 51-8918630-5 369 LABEAUX AVE 8/6 - 9/5/24		\$386.34
Invoice				
Cash Payment	E 100-41940-381 Electric Utilities	ACCT 51-8918630-5 11250 5TH ST NE 8/6 - 9/5/24		\$1,297.92
Invoice				

Current Period: October 2024

Cash Payment E 100-45200-381 Electric Utilities ACCT 51-8918630-5 100 MILLPOND TRAIL 8/6 - 9/5/24 \$29.21

Invoice

Cash Payment E 100-43160-381 Electric Utilities ACCT 51-8918630-5 209 LABEAUX AVE 8/6 - 9/5/24 \$43.66

Invoice

Cash Payment E 100-45200-381 Electric Utilities ACCT 51-8918630-5 631 KADLER CR 8/6 - 9/5/24 \$11.12

Invoice

Cash Payment E 100-45200-381 Electric Utilities ACCT 51-8918630-5 1033 MALLARD ST NE 8/6 - 9/5/24 \$8.84

Invoice

Cash Payment E 100-43160-381 Electric Utilities ACCT 51-8918630-5 11149 5TH ST NE 8/6 - 9/5/24 \$576.96

Invoice

Cash Payment E 100-43160-381 Electric Utilities ACCT 51-8918630-5 11234 RIVER RD NE 8/6 - 9/5/24 \$9.67

Invoice

Transaction Date 9/19/2024 Cash 10100 Total \$2,363.72 ✓

Refer 430 ZEP SALES & SERVICE

Cash Payment E 100-43000-215 Shop Supplies PW - car wash supplies \$187.08

Invoice 9010258549 9/16/2024

Transaction Date 9/23/2024 Cash 10100 Total \$187.08 ✓

Fund Summary

100 GENERAL FUND	\$13,353.96
601 WATER ENTERPRISE FUND	\$4,617.60
602 SEWER ENTERPRISE FUND	\$6,687.40
818 MISC ESCROWS FUND	\$305.50
	<u>\$24,964.46</u>

Pre-Written Checks	\$2,730.36
Checks to be Generated by the Computer	\$22,234.10
Total	\$24,964.46

HANOVER

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*Check Summary Register©

Batch: 100124 Claims

	Name	Check Date	Check Amt	
10100	Cash			
4645e	HAMANN, SARA	10/1/2024	\$27.19	Sara - mileage to GC for duplicate title applicati
4646e	MARCO	10/1/2024	\$262.55	Contract base rate charge for 9/20 - 10/19/24
4648e	XCEL ENERGY	9/19/2024	\$2,363.72	ACCT 51-8918630-5 369 LABEAUX AVE 8/6 -
4649e	Luhning, Dustin	10/1/2024	\$7.60	PW - sanding sheets
4655e	Cintas Corp.	9/27/2024	\$69.30	City Hall safety cabinet supplies
37947	Barthel, Mike	10/1/2024	\$1,000.00	Damage deposit refund for Hall rental on 09-21
37948	C & C Embroidery	10/1/2024	\$837.00	Hanover gear Public Works
37949	DIXON, LINDA	10/1/2024	\$100.00	SHELTER DEPOSIT REFUND - EVENT 9/14/2
37950	Ehlers	10/1/2024	\$3,001.25	Aug 2024 Accounting Services
37951	ELITE SANITATION	10/1/2024	\$226.88	Port a Potty Service 8/18 - 9/14/24
37952	Guidance Point Technologies	10/1/2024	\$1,057.35	Aug 2024 backup services
37953	Huttunen, Kristi	10/1/2024	\$100.00	Damage deposit refund for Shelter rental on 9/
37954	Innovative Office Solutions LL	10/1/2024	\$61.74	Office supplies for City Hall - folders, pencils, n
37955	Krone, Jackie	10/1/2024	\$100.00	Shelter deposit refund - event 9/17/24
37956	Lange, Brent	10/1/2024	\$180.00	50% pymt for Mosquito spray - Harvest Festival
37957	LANO EQUIPMENT - LORETTO	10/1/2024	\$343.46	Mower blade and weed whip string
37958	Lawson Products	10/1/2024	\$486.76	Shop stock supplies for PW - connectors, fuse
37959	LEAGUE OF MINNESOTA CITIES	10/1/2024	\$1,768.00	LMC membership dues 9/1 - 12/31/24
37960	NAPA Auto Parts	10/1/2024	\$268.66	Brake Pad sweeper parts
37961	Safe-Fast Inc	10/1/2024	\$15.95	PW - surveyor marking flags
37962	SHERWIN-WILLIAMS	10/1/2024	\$258.47	Paint for City Hall front door
37963	Squires & Waldspurger & Mace	10/1/2024	\$836.50	Misc legal fees - July 2024
37964	STOKMAN, MARCIE	10/1/2024	\$100.00	Shelter deposit refund for even 9/13/24
37965	Veolia Water North America	10/1/2024	\$11,305.00	Water Service Oct 2024
37966	Acuity Specialty Products, Inc	10/1/2024	\$187.08	PW - car wash supplies
	Total Checks		\$24,964.46	

HANOVER
Cash Balances
October 2024

Fund	Begin Month	GL Debits Month	GL Credits Month	Balance
100 GENERAL FUND	\$1,195,650.64	\$0.00	\$13,353.96	\$1,182,296.68
104 AMERICAN RESCUE PLAN ACT FUND	\$19,809.83	\$0.00	\$0.00	\$19,809.83
105 PUBLIC SAFETY AID	\$159,274.80	\$0.00	\$0.00	\$159,274.80
107 FIRE DEPT DONATIONS FUND	\$48,457.11	\$0.00	\$0.00	\$48,457.11
201 EDA SPECIAL REVENUE FUND	\$209,168.04	\$0.00	\$0.00	\$209,168.04
205 EDA BUSINESS INCENTIVE FUND	\$270,739.32	\$0.00	\$0.00	\$270,739.32
311 2008A GO CIP REFUNDING BOND	\$0.00	\$0.00	\$0.00	\$0.00
312 2009A GO IMP REFUNDING BOND	\$0.00	\$0.00	\$0.00	\$0.00
314 2011A GO IMP CROSSOVER REF BD	\$512,891.24	\$0.00	\$0.00	\$512,891.24
315 2016A GO CIP BOND	\$78,711.31	\$0.00	\$0.00	\$78,711.31
401 GENERAL CAPITAL PROJECTS	\$596,044.89	\$0.00	\$0.00	\$596,044.89
402 PARKS CAPITAL PROJECTS	\$306,439.19	\$0.00	\$0.00	\$306,439.19
403 FIRE DEPT CAPITAL FUND	\$197,778.76	\$0.00	\$0.00	\$197,778.76
404 HISTORICAL CAPITAL PROJ FUND	\$0.00	\$0.00	\$0.00	\$0.00
405 PARK DEDICATION FEE	\$942,494.77	\$0.00	\$0.00	\$942,494.77
406 CHARITABLE GAMBLING PROCEEDS	\$36,900.58	\$0.00	\$0.00	\$36,900.58
407 TIF REDEV DIST #1	\$17,011.23	\$0.00	\$0.00	\$17,011.23
409 MAHLER PIT - 15TH ST IMP FUND	\$175,534.29	\$0.00	\$0.00	\$175,534.29
411 FACILITIES CAPITAL PROJ FUND	\$20,665.49	\$0.00	\$0.00	\$20,665.49
417 EQUIPMENT CAPITAL FUND	\$72,110.97	\$0.00	\$0.00	\$72,110.97
418 STREET CAPITAL PROJ FUND	\$5,170,238.67	\$0.00	\$0.00	\$5,170,238.67
601 WATER ENTERPRISE FUND	\$1,426,790.64	\$0.00	\$4,617.60	\$1,422,173.04
602 SEWER ENTERPRISE FUND	\$1,238,334.68	\$0.00	\$6,687.40	\$1,231,647.28
603 STORM WATER ENTERPRISE FUND	\$369,745.44	\$0.00	\$0.00	\$369,745.44
611 WATER CAPITAL IMP FUND	\$592,839.13	\$0.00	\$0.00	\$592,839.13
612 SEWER CAPITAL IMP FUND	\$3,195,650.47	\$0.00	\$0.00	\$3,195,650.47
613 STORM WATER CAPITAL IMP FUND	\$1,339,103.11	\$0.00	\$0.00	\$1,339,103.11
701 RIVER ROAD CEMETERY	\$36,999.43	\$0.00	\$0.00	\$36,999.43
702 CSAH 19 CEMETERY	\$30,026.00	\$0.00	\$0.00	\$30,026.00
810 BUILDING PERMITS ESCROW FUND	\$265,001.00	\$0.00	\$0.00	\$265,001.00
811 EROSION CONTROL ESCROW FUND	\$24,123.53	\$0.00	\$0.00	\$24,123.53
815 LANDSCAPE ESCROW FUND	\$17,900.65	\$0.00	\$0.00	\$17,900.65
817 INFRASTRUCTURE ESCROW FUND	\$9,500.00	\$0.00	\$0.00	\$9,500.00
818 MISC ESCROWS FUND	\$93,640.53	\$0.00	\$305.50	\$93,335.03
820 BRIDGES TOWNHOMES ESC FUND	\$3,618.05	\$0.00	\$0.00	\$3,618.05
823 CROW RVR HTS WEST 3RD / BACKES	\$0.00	\$0.00	\$0.00	\$0.00
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	\$0.00	\$0.00	\$0.00	\$0.00
829 RIVER TOWN VILLAS DEVEL AGRMT	\$16,144.35	\$0.00	\$0.00	\$16,144.35

HANOVER

Cash Balances

October 2024

Fund	Begin Month	GL Debits Month	GL Credits Month	Balance
830 FEHN COMP 15TH ST DEVEL AGRMT	\$0.00	\$0.00	\$0.00	\$0.00
831 RIVERS EDGE DEVEL AGRMT	\$0.35	\$0.00	\$0.00	\$0.35
832 CROW RVR HTS 5TH DEVEL AGRMT	\$0.00	\$0.00	\$0.00	\$0.00
833 RIVERS EDGE 2 DEVEL AGRMT	\$5,072.74	\$0.00	\$0.00	\$5,072.74
834 CROW RVR HTS 6TH DEVEL AGRMT	-\$11,410.43	\$0.00	\$0.00	-\$11,410.43
835 RIVERS EDGE 3 DEVEL AGRMT	\$8,215.65	\$0.00	\$0.00	\$8,215.65
836 RIVERS EDGE 4 DEVEL AGRMT	\$26,300.35	\$0.00	\$0.00	\$26,300.35
837 RIVER LANDING DEVEL AGRMT	\$7,857.01	\$0.00	\$0.00	\$7,857.01
838 RIVERS EDGE 5 DEVEL AGRMT	\$34,772.93	\$0.00	\$0.00	\$34,772.93
900 INTEREST	\$269,374.59	\$0.00	\$0.00	\$269,374.59
	<u>\$19,029,521.33</u>	<u>\$0.00</u>	<u>\$24,964.46</u>	<u>\$19,004,556.87</u>

Revenue Budget Report - General Fund

Source Alt Code	Account Descr	October 2024 Amt	2024 YTD Amt	2024 YTD Budget	2024 YTD Balance	%YTD Budget
100 GENERAL FUND						
TAXES	R 100-31000 Property Taxes - General	\$0.00	\$757,357.30	\$1,397,508.00	\$640,150.70	54.19%
TAXES	R 100-31020 Property Taxes - Fire	\$0.00	\$89,232.00	\$178,464.00	\$89,232.00	50.00%
TAXES	R 100-31800 Franchise Fees	\$0.00	\$5,987.73	\$15,000.00	\$9,012.27	39.92%
TAXES		\$0.00	\$852,577.03	\$1,590,972.00	\$738,394.97	53.59%
SERVICE	R 100-34000 Charges for Services	\$0.00	\$5,958.20	\$5,500.00	-\$458.20	108.33%
SERVICE	R 100-34101 City Hall Rent Revenue	\$0.00	\$21,150.00	\$20,000.00	-\$1,150.00	105.75%
SERVICE	R 100-34107 Assessment Search Fees	\$0.00	\$425.00	\$700.00	\$275.00	60.71%
SERVICE	R 100-34108 Administrative Fees	\$0.00	\$2,762.00	\$5,000.00	\$2,238.00	55.24%
SERVICE	R 100-34109 Copies/Faxes	\$0.00	\$16.00	\$25.00	\$9.00	64.00%
SERVICE	R 100-34206 Other Public Safety Charges	\$0.00	\$708.00	\$0.00	-\$708.00	0.00%
SERVICE	R 100-34207 Fire Protection Services	\$0.00	\$104,335.51	\$151,061.00	\$46,725.49	69.07%
SERVICE	R 100-34403 Recycling Rev/Reimb	\$0.00	\$4,946.31	\$9,300.00	\$4,353.69	53.19%
SERVICE	R 100-34780 Park Rental Fees	\$0.00	\$2,686.66	\$2,500.00	-\$186.66	107.47%
SERVICE	R 100-34940 Cemetery Revenues	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
SERVICE		\$0.00	\$142,987.68	\$194,086.00	\$51,098.32	73.67%
MISC	R 100-36100 Special Assessments	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
MISC	R 100-36200 Miscellaneous Revenues	\$0.00	\$6,859.82	\$100.00	-\$6,759.82	6859.82%
MISC	R 100-36210 Interest Earnings	\$0.00	\$26,735.49	\$0.00	-\$26,735.49	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 Donation	\$0.00	\$250.00	\$0.00	-\$250.00	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	\$22,000.00	\$15,000.00	-\$7,000.00	146.67%
MISC	R 100-36260 Refunds or Reimbursement	\$0.00	\$16,189.78	\$0.00	-\$16,189.78	0.00%
MISC	R 100-36290 Sale of Vehicles/Equipment	\$0.00	\$4,107.10	\$0.00	-\$4,107.10	0.00%
MISC	R 100-39101 Sales of General Fixed Asse	\$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%
MISC		\$0.00	\$76,142.19	\$15,100.00	-\$61,042.19	504.25%
LIC PERM	R 100-32110 Alcoholic Beverages	\$0.00	\$6,935.00	\$6,870.00	-\$65.00	100.95%
LIC PERM	R 100-32180 Other Bus. Licenses/Permits	\$0.00	\$5,595.00	\$1,000.00	-\$4,595.00	559.50%
LIC PERM	R 100-32210 Building Permits	\$0.00	\$218,641.55	\$200,000.00	-\$18,641.55	109.32%
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	\$0.00	\$1,250.00	\$1,250.00	0.00%
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	\$18.00	\$50.00	\$32.00	36.00%
LIC PERM		\$0.00	\$231,189.55	\$209,170.00	-\$22,019.55	110.53%
INTGOVT	R 100-33400 State Grants and Aids	\$0.00	\$50,869.00	\$30,000.00	-\$20,869.00	169.56%
INTGOVT	R 100-33401 Local Government Aid	\$0.00	\$80,688.00	\$161,376.00	\$80,688.00	50.00%
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	\$50,000.00	\$50,000.00	0.00%
INTGOVT	R 100-33426 State Police Aid	\$0.00	\$0.00	\$7,100.00	\$7,100.00	0.00%
INTGOVT	R 100-33610 County Grants/Aid for Road	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
INTGOVT		\$0.00	\$131,557.00	\$249,476.00	\$117,919.00	52.73%
FINES	R 100-35000 Fines and Forfeits	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FINES	R 100-35100 Court Fines	\$0.00	\$4,596.65	\$3,300.00	-\$1,296.65	139.29%
FINES		\$0.00	\$4,596.65	\$3,300.00	-\$1,296.65	139.29%
100 GENERAL FUND		\$0.00	\$1,439,050.10	\$2,262,104.00	\$823,053.90	63.62%

Expenditure Budget Report - General Fund

Dept Abbrev	Account Descr	October 2024 Amt	2024 YTD Amt	2024 YTD Budget	2024 YTD Balance	%YTD Budget
100 GENERAL FUND						
41110 Council						
COUNCIL	E 100-41110-111 Committee Wages/Me	\$0.00	\$4,675.00	\$13,000.00	\$8,325.00	35.96%
COUNCIL	E 100-41110-122 FICA	\$0.00	\$289.85	\$806.00	\$516.15	35.96%
COUNCIL	E 100-41110-123 Medicare	\$0.00	\$67.79	\$189.00	\$121.21	35.87%
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	\$1,768.00	\$2,568.00	\$7,500.00	\$4,932.00	34.24%
COUNCIL	E 100-41110-331 Travel Expenses	\$0.00	\$0.00	\$2,000.00	\$2,000.00	0.00%
COUNCIL	E 100-41110-437 Other Miscellaneous	\$0.00	\$60.00	\$60,000.00	\$59,940.00	0.10%
41110 Council		\$1,768.00	\$7,660.64	\$85,495.00	\$77,834.36	8.96%
41330 Boards and Commissions						
BRDCOMM	E 100-41330-111 Committee Wages/Me	\$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%
41330 Boards and Commissions		\$0.00	\$0.00	\$5,700.00	\$5,700.00	0.00%
41400 City Administrator						
CITYADM	E 100-41400-101 Full-Time Employees R	\$0.00	\$74,289.62	\$99,643.00	\$25,353.38	74.56%
CITYADM	E 100-41400-121 PERA	\$0.00	\$5,943.53	\$7,473.00	\$1,529.47	79.53%
CITYADM	E 100-41400-122 FICA	\$0.00	\$4,560.46	\$6,178.00	\$1,617.54	73.82%
CITYADM	E 100-41400-123 Medicare	\$0.00	\$1,066.51	\$1,445.00	\$378.49	73.81%
CITYADM	E 100-41400-134 Employer Paid Life	\$0.00	\$636.76	\$865.00	\$228.24	73.61%
CITYADM	E 100-41400-151 Med/Dental Insurance	\$0.00	\$7,282.59	\$9,240.00	\$1,957.41	78.82%
CITYADM	E 100-41400-208 Training and Instructio	\$0.00	\$2,719.00	\$3,500.00	\$781.00	77.69%
CITYADM	E 100-41400-306 Dues & Subscriptions	\$0.00	\$60.00	\$500.00	\$440.00	12.00%
41400 City Administrator		\$0.00	\$96,558.47	\$128,844.00	\$32,285.53	74.94%
41410 Elections						
ELECTION	E 100-41410-101 Full-Time Employees R	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
ELECTION	E 100-41410-122 FICA	\$0.00	\$0.00	\$372.00	\$372.00	0.00%
ELECTION	E 100-41410-123 Medicare	\$0.00	\$0.00	\$87.00	\$87.00	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 (GENE	\$0.00	\$1,074.35	\$1,000.00	-\$74.35	107.44%
ELECTION	E 100-41410-310 Other Professional Ser	\$0.00	\$4,503.54	\$6,000.00	\$1,496.46	75.06%
ELECTION	E 100-41410-351 Legal Notices Publishin	\$0.00	\$91.88	\$150.00	\$58.12	61.25%
ELECTION	E 100-41410-400 Repairs & Maint Cont (\$0.00	\$0.00	\$3,000.00	\$3,000.00	0.00%
ELECTION	E 100-41410-437 Other Miscellaneous	\$0.00	\$115.24	\$3,000.00	\$2,884.76	3.84%
41410 Elections		\$0.00	\$5,785.01	\$13,609.00	\$7,823.99	42.51%
41430 Clerical Staff						
CLERICAL	E 100-41430-101 Full-Time Employees R	\$0.00	\$43,063.39	\$68,603.00	\$25,539.61	62.77%
CLERICAL	E 100-41430-103 Part-Time Employees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
CLERICAL	E 100-41430-121 PERA	\$0.00	\$3,225.17	\$5,145.00	\$1,919.83	62.69%
CLERICAL	E 100-41430-122 FICA	\$0.00	\$2,733.45	\$4,253.00	\$1,519.55	64.27%
CLERICAL	E 100-41430-123 Medicare	\$0.00	\$639.26	\$995.00	\$355.74	64.25%
CLERICAL	E 100-41430-134 Employer Paid Life	\$0.00	\$332.55	\$570.00	\$237.45	58.34%
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	\$0.00	\$5,301.39	\$8,400.00	\$3,098.61	63.11%
CLERICAL	E 100-41430-208 Training and Instructio	\$0.00	\$976.00	\$3,500.00	\$2,524.00	27.89%
CLERICAL	E 100-41430-306 Dues & Subscriptions	\$0.00	\$410.00	\$100.00	-\$310.00	410.00%
CLERICAL	E 100-41430-310 Other Professional Ser	\$0.00	\$2,821.22	\$0.00	-\$2,821.22	0.00%
41430 Clerical Staff		\$0.00	\$59,502.43	\$91,566.00	\$32,063.57	64.98%
41435 Staff Expenses						

Expenditure Budget Report - General Fund

Dept Abbrev	Account Descr	October 2024 Amt	2024 YTD Amt	2024 YTD Budget	2024 YTD Balance	%YTD Budget
STAFFEXP	E 100-41435-260 Uniforms	\$358.00	\$358.00	\$400.00	\$42.00	89.50%
STAFFEXP	E 100-41435-310 Other Professional Ser	\$0.00	\$74.47	\$500.00	\$425.53	14.89%
STAFFEXP	E 100-41435-331 Travel Expenses	\$4.69	\$2,266.47	\$3,500.00	\$1,233.53	64.76%
41435	Staff Expenses	\$362.69	\$2,698.94	\$4,400.00	\$1,701.06	61.34%
41530	Accounting					
ACCTING	E 100-41530-101 Full-Time Employees R	\$0.00	\$6,536.16	\$58,362.00	\$51,825.84	11.20%
ACCTING	E 100-41530-121 PERA	\$0.00	\$490.21	\$4,377.00	\$3,886.79	11.20%
ACCTING	E 100-41530-122 FICA	\$0.00	\$363.55	\$3,618.00	\$3,254.45	10.05%
ACCTING	E 100-41530-123 Medicare	\$0.00	\$85.02	\$846.00	\$760.98	10.05%
ACCTING	E 100-41530-134 Employer Paid Life	\$0.00	\$0.00	\$486.00	\$486.00	0.00%
ACCTING	E 100-41530-151 Med/Dental Insurance	\$0.00	\$0.00	\$7,140.00	\$7,140.00	0.00%
ACCTING	E 100-41530-208 Training and Instructio	\$0.00	\$258.00	\$1,000.00	\$742.00	25.80%
ACCTING	E 100-41530-306 Dues & Subscriptions	\$0.00	\$0.00	\$200.00	\$200.00	0.00%
ACCTING	E 100-41530-310 Other Professional Ser	\$3,001.25	\$21,245.00	\$5,435.00	-\$15,810.00	390.89%
41530	Accounting	\$3,001.25	\$28,977.94	\$81,464.00	\$52,486.06	35.57%
41540	Auditing					
AUDITING	E 100-41540-301 Auditing and Acctg Ser	\$0.00	\$18,150.00	\$23,500.00	\$5,350.00	77.23%
41540	Auditing	\$0.00	\$18,150.00	\$23,500.00	\$5,350.00	77.23%
41550	Assessing					
ASSESS G	E 100-41550-310 Other Professional Ser	\$0.00	\$35,725.60	\$40,000.00	\$4,274.40	89.31%
41550	Assessing	\$0.00	\$35,725.60	\$40,000.00	\$4,274.40	89.31%
41570	Purchasing					
PURCHASE	E 100-41570-200 Office Supplies (GENE	\$61.74	\$2,012.56	\$4,500.00	\$2,487.44	44.72%
PURCHASE	E 100-41570-205 Bank Fees	\$0.00	\$175.64	\$400.00	\$224.36	43.91%
PURCHASE	E 100-41570-207 Computer Supplies	\$65.00	\$5,042.25	\$8,000.00	\$2,957.75	63.03%
PURCHASE	E 100-41570-220 Repair/Maint Supply (\$262.55	\$5,325.99	\$7,000.00	\$1,674.01	76.09%
PURCHASE	E 100-41570-322 Postage	\$0.00	\$1,500.51	\$3,500.00	\$1,999.49	42.87%
PURCHASE	E 100-41570-570 Office Equip and Furni	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
41570	Purchasing	\$389.29	\$14,056.95	\$23,400.00	\$9,343.05	60.07%
41600	Computer					
COMPUTER	E 100-41600-310 Other Professional Ser	\$542.47	\$5,474.79	\$10,000.00	\$4,525.21	54.75%
41600	Computer	\$542.47	\$5,474.79	\$10,000.00	\$4,525.21	54.75%
41610	City Attorney					
CITYATNY	E 100-41610-304 Legal Fees	\$531.00	\$9,028.95	\$20,000.00	\$10,971.05	45.14%
41610	City Attorney	\$531.00	\$9,028.95	\$20,000.00	\$10,971.05	45.14%
41910	Planning and Zoning					
PLANZONG	E 100-41910-310 Other Professional Ser	\$0.00	\$8,599.50	\$30,000.00	\$21,400.50	28.67%
41910	Planning and Zoning	\$0.00	\$8,599.50	\$30,000.00	\$21,400.50	28.67%
41940	General Govt Buildings/Plant					
GOVTBLDG	E 100-41940-210 Operating Supplies (G	\$0.00	\$3,205.17	\$6,000.00	\$2,794.83	53.42%
GOVTBLDG	E 100-41940-220 Repair/Maint Supply (\$258.47	\$9,996.49	\$8,000.00	-\$1,996.49	124.96%
GOVTBLDG	E 100-41940-306 Dues & Subscriptions	\$0.00	\$750.00	\$800.00	\$50.00	93.75%
GOVTBLDG	E 100-41940-310 Other Professional Ser	\$48.38	\$7,656.73	\$15,000.00	\$7,343.27	51.04%
GOVTBLDG	E 100-41940-321 Telephone	\$0.00	\$5,438.09	\$6,900.00	\$1,461.91	78.81%
GOVTBLDG	E 100-41940-325 Taxes	\$0.00	\$3,040.00	\$1,000.00	-\$2,040.00	304.00%
GOVTBLDG	E 100-41940-381 Electric Utilities	\$1,297.92	\$7,468.92	\$15,000.00	\$7,531.08	49.79%
GOVTBLDG	E 100-41940-383 Gas Utilities	\$0.00	\$2,137.67	\$7,000.00	\$4,862.33	30.54%
GOVTBLDG	E 100-41940-384 Refuse/Garbage Dispo	\$0.00	\$5,140.41	\$7,200.00	\$2,059.59	71.39%
GOVTBLDG	E 100-41940-415 Other Equipment Rent	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
GOVTBLDG	E 100-41940-520 Buildings and Structur	\$0.00	\$10,050.81	\$14,000.00	\$3,949.19	71.79%

Expenditure Budget Report - General Fund

Dept Abbrev	Account Descr	October 2024 Amt	2024 YTD Amt	2024 YTD Budget	2024 YTD Balance	%YTD Budget
GOVTBLDG	E 100-41940-560 Furniture and Fixtures	\$0.00	\$0.00	\$3,000.00	\$3,000.00	0.00%
GOVTBLDG	E 100-41940-580 Other Equipment	\$0.00	\$423.89	\$0.00	-\$423.89	0.00%
41940	General Govt Buildings/Plant	\$1,604.77	\$55,308.18	\$83,900.00	\$28,591.82	65.92%
41950	Engineer					
ENGINEER	E 100-41950-303 Engineering Fees	\$0.00	\$7,879.20	\$35,000.00	\$27,120.80	22.51%
41950	Engineer	\$0.00	\$7,879.20	\$35,000.00	\$27,120.80	22.51%
41960	Insurance					
INSURANCE	E 100-41960-150 Worker s Comp (GENE	\$0.00	\$17,297.52	\$20,000.00	\$2,702.48	86.49%
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	\$28,487.37	\$31,000.00	\$2,512.63	91.89%
41960	Insurance	\$0.00	\$45,784.89	\$51,000.00	\$5,215.11	89.77%
41970	Legal Publications					
LEGALPUB	E 100-41970-341 Employment	\$0.00	\$1,921.88	\$1,000.00	-\$921.88	192.19%
LEGALPUB	E 100-41970-343 Other Advertising	\$0.00	\$137.60	\$200.00	\$62.40	68.80%
LEGALPUB	E 100-41970-351 Legal Notices Publishin	\$0.00	\$362.07	\$600.00	\$237.93	60.35%
LEGALPUB	E 100-41970-354 Recording Fees	\$0.00	\$0.00	\$300.00	\$300.00	0.00%
41970	Legal Publications	\$0.00	\$2,421.55	\$2,100.00	-\$321.55	115.31%
42000	Public Safety (GENERAL)					
PUBSAFTY	E 100-42000-437 Other Miscellaneous	\$0.00	\$143.87	\$50.00	-\$93.87	287.74%
42000	Public Safety (GENERAL)	\$0.00	\$143.87	\$50.00	-\$93.87	287.74%
42101	Hennepin County Sheriff					
HCSHERIFF	E 100-42101-310 Other Professional Ser	\$0.00	\$48,990.50	\$97,981.00	\$48,990.50	50.00%
42101	Hennepin County Sheriff	\$0.00	\$48,990.50	\$97,981.00	\$48,990.50	50.00%
42102	Wright County Sheriff					
WCSHERIFF	E 100-42102-310 Other Professional Ser	\$0.00	\$121,512.83	\$162,167.00	\$40,654.17	74.93%
42102	Wright County Sheriff	\$0.00	\$121,512.83	\$162,167.00	\$40,654.17	74.93%
42210	Fire Dept Administration					
FIREADMIN	E 100-42210-101 Full-Time Employees R	\$0.00	\$17,549.32	\$26,304.00	\$8,754.68	66.72%
FIREADMIN	E 100-42210-103 Part-Time Employees	\$0.00	\$43,274.50	\$110,000.00	\$66,725.50	39.34%
FIREADMIN	E 100-42210-121 PERA	\$0.00	\$1,343.51	\$1,973.00	\$629.49	68.09%
FIREADMIN	E 100-42210-122 FICA	\$0.00	\$5,187.83	\$8,451.00	\$3,263.17	61.39%
FIREADMIN	E 100-42210-123 Medicare	\$0.00	\$1,213.27	\$1,976.00	\$762.73	61.40%
FIREADMIN	E 100-42210-134 Employer Paid Life	\$0.00	\$128.45	\$154.00	\$25.55	83.41%
FIREADMIN	E 100-42210-142 Unemployment Benefit	\$0.00	\$224.11	\$0.00	-\$224.11	0.00%
FIREADMIN	E 100-42210-150 Worker s Comp (GENE	\$0.00	\$14,885.88	\$20,000.00	\$5,114.12	74.43%
FIREADMIN	E 100-42210-151 Med/Dental Insurance	\$0.00	\$3,048.12	\$3,660.00	\$611.88	83.28%
FIREADMIN	E 100-42210-200 Office Supplies (GENE	\$0.00	\$71.95	\$400.00	\$328.05	17.99%
FIREADMIN	E 100-42210-305 Medical and Dental Fe	\$0.00	\$2,347.00	\$12,000.00	\$9,653.00	19.56%
FIREADMIN	E 100-42210-306 Dues & Subscriptions	\$0.00	\$619.75	\$1,200.00	\$580.25	51.65%
FIREADMIN	E 100-42210-361 General Liability Ins	\$0.00	\$5,448.15	\$5,100.00	-\$348.15	106.83%
42210	Fire Dept Administration	\$0.00	\$95,341.84	\$191,218.00	\$95,876.16	49.86%
42220	Fire Dept Equipment					
FIREEQUIP	E 100-42220-221 Equipment Parts	\$0.00	\$6,800.40	\$6,000.00	-\$800.40	113.34%
FIREEQUIP	E 100-42220-228 Medical Supplies	\$0.00	\$1,057.72	\$1,500.00	\$442.28	70.51%
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	\$5,044.55	\$18,000.00	\$12,955.45	28.03%
FIREEQUIP	E 100-42220-580 Other Equipment	\$0.00	\$3,774.41	\$5,000.00	\$1,225.59	75.49%
42220	Fire Dept Equipment	\$0.00	\$16,677.08	\$31,500.00	\$14,822.92	52.94%
42240	Fire Dept Training					

Expenditure Budget Report - General Fund

Dept Abbrev	Account Descr	October 2024 Amt	2024 YTD Amt	2024 YTD Budget	2024 YTD Balance	%YTD Budget
FIRETRNG	E 100-42240-208 Training and Instructio	\$0.00	\$7,777.31	\$9,500.00	\$1,722.69	81.87%
FIRETRNG	E 100-42240-310 Other Professional Ser	\$0.00	\$3,310.81	\$4,000.00	\$689.19	82.77%
FIRETRNG	E 100-42240-331 Travel Expenses	\$0.00	\$63.29	\$3,500.00	\$3,436.71	1.81%
42240	Fire Dept Training	\$0.00	\$11,151.41	\$17,000.00	\$5,848.59	65.60%
42260	Fire Vehicles					
FIREVEH	E 100-42260-212 Motor Fuels	\$0.00	\$1,645.51	\$5,000.00	\$3,354.49	32.91%
FIREVEH	E 100-42260-220 Repair/Maint Supply (\$0.00	\$3,465.00	\$7,000.00	\$3,535.00	49.50%
FIREVEH	E 100-42260-240 Small Tools and Minor	\$0.00	\$407.34	\$1,000.00	\$592.66	40.73%
FIREVEH	E 100-42260-323 Radio Units	\$0.00	\$4,765.00	\$6,000.00	\$1,235.00	79.42%
FIREVEH	E 100-42260-700 Transfers (GENERAL)	\$0.00	\$0.00	\$30,158.00	\$30,158.00	0.00%
42260	Fire Vehicles	\$0.00	\$10,282.85	\$49,158.00	\$38,875.15	20.92%
42280	Fire Stations and Bldgs					
FIREBLDG	E 100-42280-215 Shop Supplies	\$0.00	\$663.71	\$650.00	-\$13.71	102.11%
FIREBLDG	E 100-42280-220 Repair/Maint Supply (\$0.00	\$1,490.17	\$5,000.00	\$3,509.83	29.80%
FIREBLDG	E 100-42280-321 Telephone	\$0.00	\$1,004.09	\$1,500.00	\$495.91	66.94%
FIREBLDG	E 100-42280-325 Taxes	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FIREBLDG	E 100-42280-381 Electric Utilities	\$386.34	\$2,392.19	\$5,500.00	\$3,107.81	43.49%
FIREBLDG	E 100-42280-383 Gas Utilities	\$0.00	\$1,634.98	\$4,500.00	\$2,865.02	36.33%
FIREBLDG	E 100-42280-520 Buildings and Structur	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
42280	Fire Stations and Bldgs	\$386.34	\$7,185.14	\$17,150.00	\$9,964.86	41.90%
42290	Fire Relief Association					
FIRERELIEF	E 100-42290-124 Fire Pension Contributi	\$0.00	\$2,000.00	\$50,000.00	\$48,000.00	4.00%
FIRERELIEF	E 100-42290-125 Other Retirement Cont	\$0.00	\$8,250.00	\$16,500.00	\$8,250.00	50.00%
FIRERELIEF	E 100-42290-301 Auditing and Acctg Ser	\$0.00	\$6,725.00	\$7,000.00	\$275.00	96.07%
42290	Fire Relief Association	\$0.00	\$16,975.00	\$73,500.00	\$56,525.00	23.10%
42401	Building Inspection Admin					
INSPADMN	E 100-42401-101 Full-Time Employees R	\$0.00	\$26,784.37	\$39,262.00	\$12,477.63	68.22%
INSPADMN	E 100-42401-121 PERA	\$0.00	\$1,515.17	\$2,945.00	\$1,429.83	51.45%
INSPADMN	E 100-42401-122 FICA	\$0.00	\$1,614.04	\$2,434.00	\$819.96	66.31%
INSPADMN	E 100-42401-123 Medicare	\$0.00	\$377.50	\$569.00	\$191.50	66.34%
INSPADMN	E 100-42401-134 Employer Paid Life	\$0.00	\$148.62	\$372.00	\$223.38	39.95%
INSPADMN	E 100-42401-151 Med/Dental Insurance	\$0.00	\$2,635.50	\$5,460.00	\$2,824.50	48.27%
INSPADMN	E 100-42401-310 Other Professional Ser	\$0.00	\$109,325.08	\$94,000.00	-\$15,325.08	116.30%
42401	Building Inspection Admin	\$0.00	\$142,400.28	\$145,042.00	\$2,641.72	98.18%
42700	Animal Control					
ANIMCTRL	E 100-42700-310 Other Professional Ser	\$0.00	\$0.00	\$500.00	\$500.00	0.00%
42700	Animal Control	\$0.00	\$0.00	\$500.00	\$500.00	0.00%
42800	Cemetery					
CEMETERY	E 100-42800-310 Other Professional Ser	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
42800	Cemetery	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
43000	Public Works (GENERAL)					
PUBWRKS	E 100-43000-101 Full-Time Employees R	\$0.00	\$127,576.19	\$168,296.00	\$40,719.81	75.80%
PUBWRKS	E 100-43000-102 Full-Time Employees O	\$0.00	\$208.64	\$0.00	-\$208.64	0.00%
PUBWRKS	E 100-43000-103 Part-Time Employees	\$0.00	\$14,990.00	\$17,760.00	\$2,770.00	84.40%
PUBWRKS	E 100-43000-121 PERA	\$0.00	\$9,345.27	\$13,372.00	\$4,026.73	69.89%
PUBWRKS	E 100-43000-122 FICA	\$0.00	\$8,932.35	\$11,054.00	\$2,121.65	80.81%
PUBWRKS	E 100-43000-123 Medicare	\$0.00	\$2,089.02	\$2,585.00	\$495.98	80.81%
PUBWRKS	E 100-43000-134 Employer Paid Life	\$0.00	\$1,336.25	\$1,593.00	\$256.75	83.88%
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	\$0.00	\$24,649.15	\$26,400.00	\$1,750.85	93.17%

Expenditure Budget Report - General Fund

Dept Abbrev	Account Descr	October 2024 Amt	2024 YTD Amt	2024 YTD Budget	2024 YTD Balance	%YTD Budget
PUBWRKS	E 100-43000-208 Training and Instructio	\$0.00	\$350.00	\$4,500.00	\$4,150.00	7.78%
PUBWRKS	E 100-43000-212 Motor Fuels	\$0.00	\$12,734.40	\$16,000.00	\$3,265.60	79.59%
PUBWRKS	E 100-43000-215 Shop Supplies	\$718.31	\$4,993.14	\$10,000.00	\$5,006.86	49.93%
PUBWRKS	E 100-43000-220 Repair/Maint Supply (\$268.66	\$21,613.09	\$15,000.00	-\$6,613.09	144.09%
PUBWRKS	E 100-43000-226 Sign Repair Materials	\$0.00	\$1,222.43	\$1,500.00	\$277.57	81.50%
PUBWRKS	E 100-43000-240 Small Tools and Minor	\$0.00	\$4,351.29	\$10,000.00	\$5,648.71	43.51%
PUBWRKS	E 100-43000-260 Uniforms	\$479.00	\$2,067.76	\$3,000.00	\$932.24	68.93%
PUBWRKS	E 100-43000-310 Other Professional Ser	\$0.00	\$14,528.20	\$118,000.00	\$103,471.80	12.31%
PUBWRKS	E 100-43000-321 Telephone	\$0.00	\$3,368.31	\$6,500.00	\$3,131.69	51.82%
PUBWRKS	E 100-43000-325 Taxes	\$22.50	\$89.50	\$200.00	\$110.50	44.75%
PUBWRKS	E 100-43000-381 Electric Utilities	\$0.00	\$1,851.65	\$8,000.00	\$6,148.35	23.15%
PUBWRKS	E 100-43000-383 Gas Utilities	\$0.00	\$3,644.94	\$9,000.00	\$5,355.06	40.50%
PUBWRKS	E 100-43000-384 Refuse/Garbage Dispo	\$0.00	\$1,699.27	\$0.00	-\$1,699.27	0.00%
PUBWRKS	E 100-43000-520 Buildings and Structur	\$0.00	\$385.00	\$2,000.00	\$1,615.00	19.25%
43000	Public Works (GENERAL)	\$1,488.47	\$262,025.85	\$444,760.00	\$182,734.15	58.91%
43121	Paved Streets					
PAVSTRS	E 100-43121-224 Street Maint Materials	\$0.00	\$41,962.76	\$50,000.00	\$8,037.24	83.93%
43121	Paved Streets	\$0.00	\$41,962.76	\$50,000.00	\$8,037.24	83.93%
43122	Unpaved Streets					
UNPAVSTS	E 100-43122-224 Street Maint Materials	\$0.00	\$4,100.00	\$20,000.00	\$15,900.00	20.50%
43122	Unpaved Streets	\$0.00	\$4,100.00	\$20,000.00	\$15,900.00	20.50%
43125	Ice & Snow Removal					
SNOWREMO	E 100-43125-224 Street Maint Materials	\$0.00	\$0.00	\$22,000.00	\$22,000.00	0.00%
43125	Ice & Snow Removal	\$0.00	\$0.00	\$22,000.00	\$22,000.00	0.00%
43160	Street Lighting					
STLGHTG	E 100-43160-381 Electric Utilities	\$630.29	\$20,446.71	\$40,000.00	\$19,553.29	51.12%
43160	Street Lighting	\$630.29	\$20,446.71	\$40,000.00	\$19,553.29	51.12%
43240	Waste (refuse) Disposal					
REFDISPO	E 100-43240-384 Refuse/Garbage Dispo	\$0.00	\$2,953.79	\$5,000.00	\$2,046.21	59.08%
43240	Waste (refuse) Disposal	\$0.00	\$2,953.79	\$5,000.00	\$2,046.21	59.08%
43245	Recycling: Refuse					
RECYCLING	E 100-43245-384 Refuse/Garbage Dispo	\$0.00	\$49,352.00	\$83,000.00	\$33,648.00	59.46%
43245	Recycling: Refuse	\$0.00	\$49,352.00	\$83,000.00	\$33,648.00	59.46%
45186	Senior Center					
SRCENTER	E 100-45186-437 Other Miscellaneous	\$0.00	\$8,221.98	\$12,000.00	\$3,778.02	68.52%
45186	Senior Center	\$0.00	\$8,221.98	\$12,000.00	\$3,778.02	68.52%
45200	Parks (GENERAL)					
PARKS	E 100-45200-212 Motor Fuels	\$0.00	\$1,952.55	\$7,000.00	\$5,047.45	27.89%
PARKS	E 100-45200-220 Repair/Maint Supply (\$250.00	\$5,202.51	\$10,000.00	\$4,797.49	52.03%
PARKS	E 100-45200-225 Landscaping Materials	\$0.00	\$8,945.08	\$15,000.00	\$6,054.92	59.63%
PARKS	E 100-45200-310 Other Professional Ser	\$180.00	\$180.00	\$0.00	-\$180.00	0.00%
PARKS	E 100-45200-381 Electric Utilities	\$49.17	\$709.23	\$3,000.00	\$2,290.77	23.64%
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	\$320.34	\$3,187.50	\$3,000.00	-\$187.50	106.25%
45200	Parks (GENERAL)	\$799.51	\$20,176.87	\$38,000.00	\$17,823.13	53.10%
45500	Libraries (GENERAL)					
LIBRARY	E 100-45500-437 Other Miscellaneous	\$0.00	\$15,507.47	\$17,100.00	\$1,592.53	90.69%
45500	Libraries (GENERAL)	\$0.00	\$15,507.47	\$17,100.00	\$1,592.53	90.69%

Expenditure Budget Report - General Fund

Dept Abbrev	Account Descr	October 2024 Amt	2024 YTD Amt	2024 YTD Budget	2024 YTD Balance	%YTD Budget
48205	Damage Deposit Refunds					
DMGDEPRF	E 100-48205-810 Refunds & Reimburse	\$1,400.00	\$16,602.50	\$15,000.00	-\$1,602.50	110.68%
48205	Damage Deposit Refunds	\$1,400.00	\$16,602.50	\$15,000.00	-\$1,602.50	110.68%
49360	Transfers Out					
TRANSFERS	E 100-49360-700 Transfers (GENERAL)	\$0.00	\$478,445.00	\$0.00	-\$478,445.00	0.00%
49360	Transfers Out	\$0.00	\$478,445.00	\$0.00	-\$478,445.00	0.00%
49800	Transit (GENERAL)					
TRANSIT	E 100-49800-310 Other Professional Ser	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
49800	Transit (GENERAL)	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
100	GENERAL FUND	\$12,904.08	\$1,794,068.77	\$2,262,104.00	\$468,035.23	79.31%

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

RESOLUTION NO 10-01-24-85

**A RESOLUTION APPROVING LEASE AGREEMENT FOR
WRIGHT COUNTY ELECTION EQUIPMENT**

WHEREAS, Wright County provided the attached lease agreement for use and maintenance of election equipment used by the City of Hanover; and

WHEREAS, the prior lease agreement had separate contracts for different pieces of equipment; and

WHEREAS, this agreement includes ballot counter equipment, OmniBallot assistive devices and poll pad equipment; and

WHEREAS, the agreement also updates to current technology used and extends through 2026 allowing the City to budget for expenses for ongoing equipment needs.

NOW THEREFORE, BE IT RESOLVED, that the City Council of the City of Hanover, Minnesota, hereby approves the attached Wright County Election Equipment Lease Agreement and authorizes the City Administrator to execute the agreement on behalf of the City.

Adopted by the City Council this 1st day of October, 2024.

APPROVED:

Chris Kauffman, Mayor

ATTEST:

Jennifer Nash, City Administrator



**Finance & Taxpayer
Services**

Elections Division

3650 Braddock Ave NE
Suite 1400
Buffalo, MN 55313

Ph: (763) 682-7578

www.co.wright.mn.us

Dear Local Election Administrator,

As the general election approaches, it is time to review and renew the leasing agreements between you and the county. Updates have been made to appropriate agreements due to new equipment needs, maintenance updates, etc. Please review the attached agreement.

If you have any questions or concerns, feel free to reach out to the team to get those addressed. If everything looks good, please send a signed copy back to the Wright County Elections email at elections@co.wright.mn.us.

Thank you for your cooperation and good luck with the general election!

Sincerely,

Wright County Elections

**WRIGHT COUNTY/CITY OF HANOVER
ELECTION EQUIPMENT LEASE AGREEMENT**

THIS AGREEMENT, made by and between the COUNTY OF WRIGHT and the CITY OF HANOVER both political subdivisions of the State of Minnesota, hereinafter referred to as the “County” and the “Municipality” respectively. For purposes of this Agreement, the address of the County is 3650 Braddock Ave NE, Buffalo, Minnesota 55313 and the address of the Municipality is 11250 5th St NE, Hanover MN,55341.

WITNESSETH

WHEREAS, the Wright County Board of Commissioners in Resolution Number 18-23 authorized the purchase of election equipment (hereinafter “Election Equipment”) for a countywide digital scan voting system, election hardware and services; and

WHEREAS, the Wright County Board of Commissioners in Resolution Number 18-23 authorized the purchase of Assisted Voting Technology equipment (hereinafter “AVT Equipment”) for a countywide optical scan voting system, election hardware and services; and

WHEREAS, the County pursuant to Minn. Stat. § 471.85 may transfer property to the Municipality for its use; and

WHEREAS, the County desires to lease Election Equipment to City of Hanover for use in all elections.

NOW THEREFORE, in consideration of the mutual undertakings and agreements hereinafter set forth, the County and the Municipality agree as follows:

Section 1

SCOPE OF AGREEMENT

- 1.1 During the term of this Agreement and subject to the terms herein, the County hereby leases to the Municipality at the cost identified below and subject to the terms and conditions of this Agreement, and the Municipality hereby agrees to lease from the County Election Equipment identified as: 1 DS200 Digital Scan Ballot Tabulator(s), and 1 DS200 Plastic Ballot Box(es) for polling places contained within the Municipality.
- 1.2 During the term of this Agreement and subject to the terms herein, County hereby provides to Municipality and grants Municipality a limited, revocable, non-exclusive, royalty-free license to use 3 KNOWiNK Poll Pad Hardware and Software units, and a sufficient number of routers, exclusively for official election use. Unless County otherwise agrees in writing, said license is restricted to access and

use of the Election Equipment by Municipality's employees, contracted personnel and duly authorized election officials performing election duties and responsibilities on behalf of Municipality.

- 1.3 Starting with the 2022 State Primary Election, the County hereby leases to the Municipality at the cost identified below and subject to the terms and conditions of this Agreement, and the Municipality hereby agrees to lease from the County Election Equipment identified as: 1 OmniBallot assistive voting technology units, for polling places contained within the Municipality.
- 1.4 Subject to the terms and conditions of this Agreement, the parties may agree by written addendum executed by all the parties to increase or decrease the County Election Equipment included within the scope of this agreement. Wright County hereby delegates authority to execute such an addendum to the County Finance Director. The Municipality hereby delegates authority to execute such an addendum to its City Administrator/Clerk.

Section 2

OWNERSHIP

- 2.1 The Municipality acknowledges that the County owns the Election Equipment and that the Municipality is authorized to use said Election Equipment for official election related purposes. Use of the Election Equipment for any other purpose is strictly prohibited absent express written consent of the County Finance Director.
- 2.2 The Municipality acknowledges and agrees that the Election Equipment may contain proprietary and trade secret information that is owned by Election Systems and Software (ES&S), KNOWiNK, LLC or Democracy Live and is protected under federal copyright law or other laws, rules, regulations and decisions. The Municipality shall protect and maintain the proprietary and trade secret status of the Election Equipment.

Section 3

HANDLING OF EQUIPMENT AND INDEMNIFICATION

- 3.1 The Municipality shall be responsible for the Election Equipment while it is in the Municipality's custody. The Municipality, either through insurance or a self-insurance program, shall be responsible for all costs, fees, damages and expenses including but not limited to personal injury, storage, damage, repair and/or replacement of the Election Equipment while it's in the Municipality's custody and this contract is in effect, consistent with the Municipality's defense and indemnity obligations contained in Section 7.6 herein.

- 3.2 The Municipality shall be responsible for the transporting of the Election Equipment from and to the County. Upon termination of this Agreement, the Municipality shall forthwith deliver the Election Equipment to the County or its designee, complete and in good order and working condition. The Municipality shall be responsible for all costs, including but not limited to shipping, related to the repair or replacement of lost, stolen, destroyed or damaged Election Equipment.
- 3.3 Municipality shall secure, safeguard and control the Election Equipment, including but not limited to system authentication and passwords, in the same manner that Municipality secures, safeguards and controls its own critical or confidential equipment, systems, software, data, passwords or other information. While the Election Equipment is in Municipality's possession, custody and/or control, Municipality shall exercise best efforts to (i) use and handle the Election Equipment in a manner that avoids damage or harm to the Election Equipment; (ii) use and handle the Election Equipment in accordance with lawful County direction and any third-party lawful specification; and (iii) safeguard and secure the Election Equipment from theft, loss or other damage.

Section 4

TERM, TERMINATION

- 4.1 The Municipality and the County agree that this Agreement is in effect commencing upon signature by the County. The Municipality and County agree that this Agreement will terminate when the Municipality and County mutually agree that the equipment will no longer be used for the Municipality's elections, unless terminated sooner by either party with cause upon seven (7) calendar days' written notice to the other.

Section 5

MAINTENANCE

- 5.1 **Maintenance Agreement (DS200 & OmniBallot)** The County has entered into a Maintenance Agreement with election equipment vendors for the maintenance of the DS200 Ballot Tabulators and OmniBallot assistive voting technology. Starting in 2022, the Municipality agrees that it will reimburse the County two hundred dollars (\$200.00) for maintenance and license fees associated with each DS200 and OmniBallot leased to the Municipality. The Municipality agrees to reimburse the County within 60 days of invoice. The Municipality and the County agree to renegotiate this reimbursement fee in the event the maintenance and license fees increase by more than 10%.

- 5.2 The Municipality agrees not to make any repairs, changes, modifications or alterations to the Election Equipment that are not authorized by Wright County and said vendors.
- 5.3 After reasonable notice, the County shall have the right to enter into and upon the premises where the Election Equipment is located for the purposes of inspecting the same or observing its use, except that on an election day the County is not required to provide any reasonable notice. On an annual basis, during the term of this Agreement, the Municipality shall comply with the County's request for verification of Election Equipment inventory.
- 5.4 The Municipality agrees to provide notice to county election staff of any defects or malfunctions with the Election Equipment within twenty-four (24) hours. The county agrees to track via a log all such equipment malfunctions.

Section 6

PROGRAMMING AND ACCUMULATION

- 6.1 **Programming.** The County will be responsible for programming the DS200 Ballot Tabulators, the KNOWiNK Poll Pad electronic rosters and the OmniBallot assistive voting technology at no charge to jurisdictions for all state elections.

Section 7

OTHER TERMS AND CONDITIONS

- 7.1 **No Waiver.** No delay or omission by either party hereto to exercise any right or power occurring upon any noncompliance or default by the other party with respect to any of the terms of this Agreement shall impair any such right or power or be construed to be a waiver thereof unless the same is consented to in writing. A waiver by either of the parties hereto of any of the covenants, conditions, or agreements to be observed by the other shall not be construed to be a waiver of any succeeding breach thereof or of any covenant, condition, or agreement herein contained. All remedies provided for in this Agreement shall be cumulative and in addition to, and not in lieu of, any other remedies available to either party at law, in equity, or otherwise.
- 7.2 **Governing Law.** This Agreement shall be governed by and construed in accordance with the laws of the State of Minnesota.
- 7.3 **Entire Agreement.** It is understood and agreed that the entire Agreement between the parties is contained herein and that this Agreement supersedes all oral agreements and negotiations between the parties relating to the subject matter hereof. All items referred to in this Agreement are incorporated or attached and

are deemed to be part of this Agreement. Any alterations, variations, modifications, or waivers of provisions of this Agreement shall only be valid when they have been reduced to writing as an amendment to this Agreement signed by the parties hereto.

- 7.4 **No Assignment.** Neither party shall assign, sublet or transfer this Agreement, either in whole or in part, without the prior written consent of the other party, and any attempt to do so shall be void and of no force and effect.

7.5 **DISCLAIMER, LIABILITY AND LIMITATION OF LIABILITY**

COUNTY, BY AND THROUGH ITS DULY AUTHORIZED VENDOR, IS PROVIDING THE ELECTION EQUIPMENT ON AN AS-IS BASIS WITH NO SUPPORT WHATSOEVER. OTHER THAN AS STATED IN THIS AGREEMENT, THERE IS NO WARRANTY OF MERCHANTABILITY, NO WARRANTY OF FITNESS FOR PARTICULAR USE, NO WARRANTY OF NON-INFRINGEMENT, NO WARRANTY REGARDING THE USE OF THE INFORMATION OR THE RESULTS THEREOF AND NO OTHER WARRANTY OF ANY KIND, EXPRESS OR IMPLIED.

THE MUNICIPALITY ACKNOWLEDGES AND AGREES THAT COUNTY DOES NOT OWN OR CONTROL THE DATA SOURCE/SYSTEM NECESSARY FOR OPERATION OF THE ELECTION EQUIPMENT. WITHOUT LIMITING THE FOREGOING, COUNTY DOES NOT WARRANT THE PERFORMANCE OF THE ELECTION EQUIPMENT OR RELATED COMMUNICATIONS OR CONNECTIONS TO ANY DATA SOURCE/SYSTEM, THAT THE DATA SOURCE/SYSTEM WILL BE UNINTERRUPTED OR ERROR FREE, THAT THE DATA IS ACCURATE, COMPLETE AND CURRENT OR THAT DATA DEFECTS WILL BE CORRECTED, OR THAT THE DATA SOURCE/SYSTEM IS FREE OF HARMFUL CODE.

IN NO EVENT SHALL COUNTY BE LIABLE FOR ACTUAL, DIRECT, INDIRECT, SPECIAL, INCIDENTAL, CONSEQUENTIAL DAMAGES OR LOSS OF PROFIT, LOSS OF BUSINESS OR ANY OTHER FINANCIAL LOSS OR ANY OTHER DAMAGES EVEN IF COUNTY HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGE. COUNTY'S SOLE LIABILITY AND THE MUNICIPALITY'S SOLE AND EXCLUSIVE REMEDY FOR ANY DAMAGES RELATED TO THIS AGREEMENT, INCLUDING BUT NOT LIMITED TO LIABILITY FOR ELECTION EQUIPMENT NONPERFORMANCE, ERRORS OR OMISSIONS, SHALL BE LIMITED TO RESTORING OR CORRECTING THE ELECTION EQUIPMENT TO THE EXTENT AND DEGREE COUNTY IS CAPABLE OF PERFORMING THE SAME AND AS IS REASONABLY POSSIBLE UNDER THE PERTINENT CIRCUMSTANCES.

- 7.6 The County and the Municipality agree each will be responsible for their own acts and omissions under this Agreement and the results thereof and shall to the extent

authorized by law defend, indemnify and hold harmless the other party for such acts. Each party shall not be responsible for the acts, errors or omissions of the other party under the Agreement and the results thereof. The parties' respective liabilities shall be governed by the provisions of the Municipal Tort Claims Act, Minnesota Statutes Chapter 466, and other applicable law. This paragraph shall not be construed to bar legal remedies one party may have for the other party's failure to fulfill its obligations under this Agreement. Nothing in this Agreement constitutes a waiver by the Municipality or County of any statutory or common law defenses, immunities, or limits on liability. The statutory limits of liability for the parties may not be added together or stacked to increase the maximum amount of liability for either or both parties.

- 7.7 **Notice.** Any notice or demand shall be in writing and shall be sent registered or certified mail to the other party addressed as follows:

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

To the County: Lindsey Meyer
Wright County Finance Director
3650 Braddock Ave NE
Buffalo, MN 55313

- 7.8 **Audit Provision.** Both parties agree that either party, the State Auditor, the Minnesota Secretary of State, or any of their duly authorized representatives at any time during normal business hours, and as often as they may reasonably deem necessary, shall have access to and the right to examine, audit, excerpt, and transcribe any books, documents, papers, records, etc., which are pertinent to the accounting practices and procedures of the other party and involve transactions relating to this Agreement. Such materials shall be maintained and such access and rights shall be in force and effect during the period of the contract and for six (6) years after its termination or cancellation.
- 7.9 **Data Practices.** The parties, their officers, agents, owners, partners, employees, volunteers and subcontractors shall abide by the provisions of the Minnesota Government Data Practices Act, Minnesota Statutes, chapter 13 (MGDPA) and all other applicable state and federal laws, rules, regulations and orders relating to data privacy or confidentiality, which may include the Health Insurance Portability and Accountability Act of 1996 (HIPAA).
- 7.9 **Whereas Clauses.** The matters set forth in the "Whereas" clauses on page one of this Agreement are incorporated into and made a part hereof by this reference.

7.10 **Survival of Provisions.** It is expressly understood and agreed that the obligations and warranties of the Municipality and County hereof shall survive the completion of performance and termination or cancellation of this Agreement.

7.11 **Authority.** The person or persons executing this Lease Agreement on behalf of the Municipality and County represent that they are duly authorized to execute this Lease Agreement on behalf of the Municipality and the County and represent and warrant that this Lease Agreement is a legal, valid and binding obligation and is enforceable in accordance with its terms.

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APPROVAL

COUNTY OF WRIGHT
STATE OF MINNESOTA

By: _____
County Finance Director

Date: _____

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

City of Hanover

By: _____

Printed Name: _____

Printed Title: _____

Date: _____

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

RESOLUTION NO 10-01-24-86

ACCEPTING DONATIONS

NOW THEREFORE, BE IT RESOLVED that the City Council of the City of Hanover, Minnesota, hereby accepts the donations for the City of Hanover for the Fire Department from the following:

- Hanover Lions - \$4,000 for Fire Prevention Program Materials
- Corcoran Lions - \$1000 for Assistance with Corcoran Lions Events
- Rescue Trailer from the City of Maple Lake (Formerly Wright County Chief’s Association)

BE IT FURTHER RESOVLED, that the City of Hanover expresses its appreciation for the donations for the Hanover Fire Department.

Adopted by the City Council this 1st day of October, 2024.

APPROVED BY:

ATTEST:

Chris Kauffman, Mayor

Jennifer Nash, City Administrator

**CITY OF MAPLE LAKE
WRIGHT COUNTY
STATE OF MINNESOTA**

RESOLUTION NO. 2024-30

RESOLUTION APPROVING DONATION TO CITY OF HANOVER FIRE DEPARTMENT

WHEREAS, the City of Maple Lake (the “City”) and the Maple Lake Fire Department is approving the donation to the City of Hanover, Hanover Fire Department residing at 369 Ladeaux Avenue NE, Hanover, MN 55341; and


WHEREAS, the Maple Lake Fire Department no longer has a need for this enclosed Trailer

WHEREAS, the Maple Lake Fire Department (“Donor”) has offered to donate an enclosed Trailer Make/Model: Trailer Model Number RTT6X12SA, VIN # 5LABE12194M034528, to the Hanover Fire Department, and

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF MAPLE LAKE, MINNESOTA, AS FOLLOWS:


1. The Donation as described and conditioned above is hereby approved.
2. City staff and consultants are authorized to take any additional actions necessary or convenient to accomplish the intent of this Resolution.

Approved by the City Council of the City of Maple Lake, Minnesota, this 5th day of August 2024.



Lynn Kissock, Mayor

ATTEST:



Scott Hildebrand City Administrator

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

RESOLUTION NO 10-01-24-87

APPROVING AMENDMENTS TO FIRE DEPARTMENT POLICY AND SOG'S

WHEREAS, the Fire Chief and department personnel have reviewed the Fire Department Policy and Standard Operating Guidelines (SOG's) recommended changes; and

WHEREAS, the SOG's and Policy were found to be outdated and needing amendments to reflect actual practices of the department; and

WHEREAS, staff updated the department SOG;s and Policy in order to better conform the contents of the document against applicable laws and practices.

NOW THEREFORE, BE IT RESOLVED that the City Council of the City of Hanover, Minnesota, hereby repeals any previous Hanover Fire Department Standard Operating Guidelines and Policies and adopts the attached SOGs and Policy.

Adopted by the City Council this 1st day of October, 2024.

APPROVED:

Chris Kauffman, Mayor

ATTEST:

Jennifer Nash, City Administrator

Standard Operating Guidelines
HANOVER FIRE DEPARTMENT



MISSION STATEMENT

To save lives and protect property
in and around the Hanover Fire District
to the best of our ability, by public education
Firefighter training, fire investigation and proper equipment

ADOPTED BY:

Res No 10-16-18-100

AMENDED BY:

Res No 11-04-19-94

Res No 12-21-21-102

Res No 10-01-24-??

Standard Operating Guidelines
HANOVER FIRE DEPARTMENT

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Standard Operating Guidelines
HANOVER FIRE DEPARTMENT

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HANOVER FIRE DEPARTMENT

SECTION 1

DEDICATION

This handbook is dedicated to the members that hold devotion to duty above personal comfort and convenience, who strive unceasingly to find better ways of protecting the lives, homes and property from fire and other disasters.

As members of the Hanover Fire Department, our first responsibility shall be the attendance of regular department drills, business meetings, and responding to alarms. It is also recognized that there are many other important responsibilities to serve as officers, or serve on committees, maintenance, outside schools and meetings, teaching and contact with public and/or civic organizations. *While we would like each member to share in these additional duties, each of us must decide how much we can actually commit ourselves to without hindering our original obligations and family.*

If partaking in these other tasks would result in harming one's attendance to drills or alarms, that person should not accept the additional responsibility.

This should also serve as an invitation to those who are able to undertake additional responsibilities, to commit themselves to these areas of the fire department.

The Firefighters of Hanover

Without you we do not exist.

The purpose of this book is to provide you with general information as well as guidelines we must live by to function as an efficient team. It will be periodically updated to keep you abreast to the changes in Fire Department operations and procedures. It is your responsibility, as a member of the department, to read and follow these procedures, and in doing so we will be able to strengthen our commitment to ourselves and the City of Hanover and the surrounding communities we serve.

Fire Chief
City of Hanover

Standard Operating Guidelines
HANOVER FIRE DEPARTMENT

SECTION 2

NAME

SECTION 1. This organization shall be known as the “Hanover Fire Department” of the City of Hanover, Minnesota 55341.

SECTION 2. Department fiscal year shall run from January 1st through December 31st.

Standard Operating Guidelines
HANOVER FIRE DEPARTMENT

SECTION 3

GENERAL DEPARTMENT GUIDELINES

- SECTION 1.** No member shall report for duty under the influence of intoxicating liquor or drugs or be so while on duty.
- SECTION 2.** Members shall be subject to the orders of their superior officers at all times.
- SECTION 3.** Every member shall notify the Chief of the Department of his inability to report for duty due to sickness, injury, etc.; or if they absent themselves from the city for a period of over 48 hours.
- SECTION 4.** Every member shall immediately report to the officer in charge any accident or injury to themselves, no matter how trivial, sustained while on duty. 1st report of injury shall be made out for any member needing medical attention
- SECTION 5.** Every member shall be held responsible for the safe-keeping and proper care of all department property under their control.
- SECTION 6.** No member shall transmit by radio, telephone or otherwise any orders as to the need for Mutual Aid equipment, Firefighters, etc., at a fire or emergency except when ordered to do so by the officer in charge.
- SECTION 7.** Request for information concerning the cause, damage, etc. of a fire shall be referred to the Chief of the Department or if absent, the next senior officer.
- SECTION 8.** No member shall leave a scene or the station during an alarm unless they have permission of the officer in charge.
- SECTION 9.** Every member, upon resignation, suspension, expulsion or while on leave of absence from the Department, shall promptly surrender all fire department property in their possession to the Chief of the Department.
- SECTION 10.** No fire department apparatus or fire department equipment or department property of any kind shall be taken from the station for any purpose whatsoever except on permission or on direct orders from the Chief of the Department.
- SECTION 11.** All communications, letters, notices, requests, etc., received by a member or delivered to the station, pertaining to the fire department

Standard Operating Guidelines
HANOVER FIRE DEPARTMENT

shall be promptly forwarded & opened by the Chief Officers of the Department.

- SECTION 12.** A member driving a piece of apparatus to a fire shall, upon arrival at the fire scene, report immediately to the officer in charge if they are not capable of operating the apparatus.
- SECTION 13.** No one except members of the department shall be allowed to ride on the apparatus at any time without the permission of the Chief of the Department. This also applies to Parades.
- SECTION 14.** Apparatus and other fire department vehicles responding to an alarm shall not be driven on property other than streets and public highways except when absolutely necessary.
- SECTION 15.** Apparatus and other fire department vehicles, when responding to an alarm, shall not be driven at a speed greater than can be maintained with safety.
- SECTION 16.** In the event of an accident involving apparatus enroute to any emergency, the driver of the fire department apparatus shall be left at the scene of the accident to notify the police and to summon the necessary aid and also secure names and addresses of any witnesses and other pertinent information. All accidents shall be reported to the Chief of the Department or other officer in charge in writing on return to the station. The City's Drug & Alcohol Policy shall also be referenced in regards to required testing.
- SECTION 17.** When backing up apparatus, there shall be a member at the rear at all times with visual contact to signal the operator.
- SECTION 18.** In the event of any suspicion of incendiary at a fire, the officer shall immediately summon the Chief of the Department. **The premises should not be left unguarded until the arrival of the Chief or investigating officer.** Attempts should be made to contact the Chief Officers if not on scene.
- SECTION 19.** No person other than duly authorized persons shall be permitted to enter a building in which a fire has occurred and where the department is in charge, without permission of the officer in command. Should permission be granted, the officer in command shall direct a member to accompany the person who so desires admittance and such member shall remain with the person until he/she leaves the building. Such member shall complete a detailed description of contents removed from the premises.

Standard Operating Guidelines
HANOVER FIRE DEPARTMENT

SECTION 20. No member shall paint, relocate, or alter any tool, appliance, or part of the apparatus without authorization by a Department Officer.

Defects or malfunctions in any piece of apparatus or equipment or in any building shall be noted in writing to the attention of the Officer in Charge (OIC) and the Fire Chief

Every member shall have and maintain an unexpired driver's license as issued or recognized by the Minnesota Department of Public Safety. If member loses his state driving privileges, member must notify the Chief immediately.

Department apparatus is to be used only for official department business. The carrying of civilians on fire apparatus is forbidden unless the Fire Chief has authorized such carrying.

SECTION 21. No person other than Fire Department members shall be allowed to use the Fire Station. The Fire Station will be off limits to all outside businesses without prior written approval from Hanover Fire Chief.

SECTION 22. A member may respond to a call after having one (1) drink in the last four hours. One (1) drink is defined as a 12 ounce beer (5% abv), 5 ounces of wine (12% abv) or 1.5 ounces of distilled spirits (40% abv). Zero tolerance for the following: 1) driving fire trucks 2) taking command of an emergency situation 3) attending drills, meetings or special events. 4) direct patient contact

Standard Operating Guidelines
HANOVER FIRE DEPARTMENT

SECTION 4

INFORMATION

The following are some of the organizations associated with the Hanover Fire Department. Many of them are related one way or another and are often referred to by abbreviations which will also be listed.

HANOVER FIRE DEPARTMENT (HFD)

The Hanover Fire Department consists of dedicated Firefighters that have the responsibility for fire protection and emergency services within the Hanover protection area. Only through the continued hard work and dedication by the department and its members, can we continue to grow both in size and respect and increase our skills and ability.

HANOVER FIRE DEPARTMENT RELIEF ASSOCIATION (FRA or HFRA)

The Fire Department Relief Association administers the local pension. The State of Minnesota taxes all fire and related insurance premiums collected by insurance companies and a percentage of the monies is distributed to local departments for their pension. This special fund is limited by state law on how it can be spent for pensions, disabilities, and certain operating expenses.

MINNESOTA STATE FIRE DEPARTMENT ASSOCIATION (MSFDA)

<http://msfda.org/>

This association is a statewide organization of fire departments from Minnesota which membership is encouraged but not mandatory. This organization has an annual meeting once a year in June and resolutions from the many regionals are acted upon. These resolutions, which affect the Firefighters in Minnesota, are then passed to the respective legislature for consideration.

MINNESOTA STATE FIRE CHIEFS' ASSOCIATION (MSFCA)

<http://www.msfc.org/>

This is the statewide organization of Fire Chiefs from the State of Minnesota which membership is encouraged but not mandatory. This organization meets twice a year in June and October to share new ideas for fire departments and their chief officers. Resolutions from the regions are also acted upon with these resolutions being passed on to the state.

WRIGHT COUNTY FIRE CHIEFS ASSOCIATION

<http://www.wcfire-ems.org/firemain.htm>

An association of all fire chiefs in Wright County also includes a mutual aid agreement tying all fire departments in the county together. Meetings are held quarterly. Membership is restricted to chief officers and training officers.

Standard Operating Guidelines
HANOVER FIRE DEPARTMENT

WRIGHT COUNTY FIRE INVESTIGATION TEAM

This team consists of members from Wright County Fire Departments. Their goals are to support the local departments with their investigative skills.

WRIGHT COUNTY SPECIAL RESPONSE UNIT (WRIGHT COUNTY SRU)

This team provides special response to hazardous incidents, confined space, and technical rescues.

HENNEPIN COUNTY FIRE CHIEFS ASSOCIATION

HENNEPIN COUNTY FIRE INVESTIGATION TEAM

MINNESOTA DUTY OFFICER

FIRE/EMS/SAFETY CENTER

<http://www.firecenter.mnscu.edu/>

<http://fireactgrant.tripod.com/>

Training and education and other resources provided by Minnesota State Colleges and Universities.

DEPARTMENT FINANCING

Fire protection within the boundaries of the City of Hanover and the surrounding associated communities is funded through the city(s) budget(s). Property owners pay for this service through their city real estate taxes.

REQUIRED DOCUMENTATION

1. W-4 Withholding Declaration Form. Fire salaries are paid through the City Payroll system; you cannot receive a paycheck until this form is completed and returned to the Department's Secretary.
2. Training Records & Personnel Records are available by request to the fire Chief.
3. The Relief Association Secretary will provide you with an enrollment card for the Firefighter's Benefit Association Accidental Death and Dismemberment Policy and Pension. Please complete and return it to the Relief Association Treasurer.

BENEFITS

1. Hanover Firefighter's Relief Association
2. Smoke eater. "Accidental Death and Dismemberment".
3. Minnesota Public Safety Officer's Benefit Fund. "Death Benefit"
4. Minnesota State Workers' Compensation Insurance.
5. Federal Public Safety Officers' Benefit. "Death Benefit"

Standard Operating Guidelines
HANOVER FIRE DEPARTMENT

SECTION 5

**STANDARD OPERATING GUIDELINES (SOG's)
DISCIPLINE, LEAVES, RESIGNATION, TERMINATION**

LEAVES OF ABSENCE

Leaves of absence shall be granted in accordance with the City Personnel Chapter.

RESIGNATION / DISMISSAL OR LEAVE IN EXCESS OF 90 DAYS

The following fire department property will be turned in to a Chief immediately or as soon thereafter of a resignation, dismissal, or leave of absence.

1. Pager, charger, and/or portable radio
2. Keys
3. All department issued turnout gear (including gear bags and flashlights)
4. City purchased Class A uniform patch / badge
5. Cancellation of Active 911

DISCIPLINARY PROCEDURES

Infractions of any City Policy or Hanover Fire Department SOG's and/or SOP's shall be disciplined in accordance with the City Personnel Policy.

Standard Operating Guidelines
HANOVER FIRE DEPARTMENT

DEPT. MEETINGS / MAINT. Must make 10 of 12 of the monthly dept. meetings (reviewed annually)	S	_____
	U	_____
MEDICAL TRAININGS Must make 4 of 6 of the monthly drills. (reviewed annually)	S	_____
	U	_____

JOB PERFORMANCE:

S - Satisfactory

U -Unsatisfactory

Factors	Evaluation	Comments
PUBLIC RELATIONS Attends community service events, does station tours or other public service.(Fire prevention, Fire Department Tours, National Night Out, Halloween, Hanover Harvest Fest, etc)	S	_____
	U	_____
TASK ASSIGNMENTS Can be relied upon to complete tasks correctly and on time. (Equipment checks, special projects etc.)	S	_____
	U	_____
TASK PERFORMANCE Able and willing to perform job functions at the appropriate level.	S	_____
	U	_____

Standard Operating Guidelines
HANOVER FIRE DEPARTMENT

ATTENTION TO POLICY Follows S.O.Gs, safety regulations etc. Meets minimum requirements for membership.	S U	<hr/> <hr/> <hr/> <hr/>
INTERPERSONAL SKILLS Willingness and ability to communicate, cooperate, and work with co-workers and supervisors.	S U	<hr/> <hr/> <hr/> <hr/>

Accomplishments

Future Plan For Areas That Need Improvement

Recommendations for Career Development - Schooling, Seminars etc....

Standard Operating Guidelines
HANOVER FIRE DEPARTMENT

Employee's overall performance:

- Satisfactory
- Unsatisfactory.
- Probation for next 12 months.
- A second unsatisfactory within 12 months is cause for dismissal.
- Follow up necessary every 3 months.

Comments

Follow Up Required: _____ YES _____ NO
Print Firefighter Name:

Follow Up Date: _____ / _____ / _____
Firefighter Signature:

Chief Officer:

Fire Officer:

Standard Operating Guidelines
HANOVER FIRE DEPARTMENT

Office Qualifications

POSITION	NUMBER OF POSITIONS	YEARS OF SERVICE	EDUCATION/EXPERIENCE	
			REQUIRED QUALIFICATIONS	DESIRED QUALIFICATIONS
Chief	1	9	All Required Captain Qualifications Must have held a Captain or higher position Blue Card	Fire Officer I Fire Officer II 5 years Supervisory Experience Inspector I
Chief 2	1	9	All Required Captain Qualifications Must have held a Captain or higher position Blue Card	Fire Officer I Fire Officer II 3 years Supervisory Experience
Captains 1 & 2	1	7	All Required Lieutenant Qualifications Should be a Lieutenant First Blue Card	Fire Officer I 2 years Supervisory Experience
Captain 3	7	7	All Required Lieutenant Should be a Lieutenant first Blue Card	Fire Instructor I Fire Officer I
Lieutenant 1,2,3 & 4	1	4	All Required Firefighter Qualifications Blue Card	EMT—Basic

If you have taken classes that you feel meet the qualifications, you may submit the course objectives and your transcript to the Chief. The Chief may have the ability to make candidate exceptions.

Standard Operating Guidelines
HANOVER FIRE DEPARTMENT

SECTION 7

**STANDARD OPERATING GUIDELINES (SOG'S)
APPOINTMENT OF OFFICERS**

Applications for appointments shall be submitted by October ~~1st~~ 31st of each calendar year.

The following process will be followed yearly to appoint officers to the department:

1. Applications will be completed by each candidate by October ~~1st~~ 31st.
2. By the ~~October~~ November Business Meeting, each member (with the exception of probationary and members not in good standing) of the department will receive a selection form with all candidates for the positions. Members not in good standing are members who have not met the minimum attendance requirements during that calendar year or have had disciplinary action in the last 9 months. Grading will be based on 3 chosen categories with candidates listed along the top. Members will be asked to grade the candidates, using 3 as the top score and 1 as the least. Candidate scores will be presented to the City Council to note department input.
3. Interviews by city council and/or City HR and/or fire chief will be conducted ~~in~~ November.
4. The City Council makes the final decision on who is appointed to the officer position. Council may solicit input from Chief 1 and Chief 2 for other officer positions.
5. City Council to review candidates for appoint in December, with official appointment occurring the first meeting in January.

APPOINTMENT OF CHIEF 1 (*three-year term*):

1. Any member meeting the minimum qualifications established in the Chief 1 Job Description, as approved by the City Council, shall be eligible to apply for appointment to the position. Applications shall be reviewed by the City Administrator for eligibility.
2. Candidates will be listed at the top of a table, with the three categories listed along the left side. Members will be asked to place a 1, 2 and 3 horizontally to give the most points to the person they feel has the best quality. Points will be added by City HR staff and used for future considerations of appointing officer positions.

1. Experience
2. Qualifications
3. Character

Example:

	Firefighter1	Firefighter2	Firefighter3	Firefighter4
Experience	3	2	1	
Qualifications		3	2	1

Standard Operating Guidelines
HANOVER FIRE DEPARTMENT

Character	1		3	2
Totals	4	5	6	3

3. All applicants and their information related to internal candidate scoring shall be presented to the City Council. The City Council makes the final decision on who is interviewed and ultimately appointed to the Chief 1 position.
4. Should the Chief 1 position become vacant during the term, the City Council shall consider Chief 2 to assume the role for the remainder of the term. Should Council desire, an application process would be followed to fill the remainder of the term.

APPOINTMENT OF OFFICERS *(excluding Chief 1, two-year terms staggered, one-year for Lieutenants)*

1. Any member meeting the minimum qualifications established in the Chief 2, Captains (3 4), or Lieutenants (3 2) job descriptions, as approved by the City Council, shall be eligible to apply for appointment to the position(s). The appointment process shall follow the same steps as the ~~A~~ appointment of Chief 1 position.
2. The City Council makes the final decision on who is appointed to the officer position. Council may solicit input from Chief 1 and Chief 2 for other officer positions.
3. Should a vacancy occur, Chief 1 shall present a recommendation for appointment to fill the remainder of the term for City Council consideration.

Standard Operating Guidelines
HANOVER FIRE DEPARTMENT

SECTION 8

**STANDARD OPERATING GUIDELINES (SOG'S)
 TRUCK RESPONSE SCHEDULE**

***Must maintain an engine at the station or mutual aid with engines is required.**

CALL TYPE	RESPONSE	MIN. CREW	CODE 3
STRUCTURE FIRE (In Town with hydrant support)	ENGINE 11 01	4	YES
	ENGINE 12 11 (immediately call mutual aid to ensure an Engine is at our station to cover calls. "redirecting calls" to another department is not a form of covering the area)	4	YES
	RESCUE 11	3	YES
	UTILITY 11 (if needed for additional manpower)	2	YES
	<i>Others trucks as called for or as need for personnel</i>	2	YES
STRUCTURE FIRE (Rural area without hydrant support)	ENGINE 11 01	4	YES
	TANKER 12	2	YES
	TANKER 11	2	YES
	RESCUE 11	4	YES
	ENGINE 12 11 (immediately call mutual aid to ensure an Engine is at our station to cover calls. "redirecting calls" to another department is not a form of covering the area)	4	YES
UTILITY 11	2	YES	
<i>Others trucks as called for or as need for personnel</i>			
ALARM (With Hydrant)	ENGINE 11 01 <i>Others trucks as called for or as need for personnel</i>	4	YES NO*
ALARM (Without Hydrant)	ENGINE 11 01 TANKER 12 <i>Other trucks as needed</i>	4 2	YES YES

Standard Operating Guidelines
HANOVER FIRE DEPARTMENT

CALL TYPE	RESPONSE	MIN CREW	CODE 3
CARBON MONOXIDE	ENGINE 11 01 UTILITY 12	4 2	YES YES
GAS LEAK	ENGINE 11 01 TANKER 12 <i>Others trucks as called for or as need for personnel</i>	4 2	YES YES
GRASS FIRE	U11 with RANGER 12, (Grab Radios) U12 with RANGER 11 (Use U12 Radios) ENGINE 12 01 TANKER 12 ENGINE 11 TANKER 11 <i>Others trucks as called for or as need for personnel</i>	2 2 4 2 4 2	YES YES YES YES YES NO*
CAR FIRE	ENGINE 11 01 TANKER 12 UTILITY 11 UTILITY 12 <i>Other trucks as called for or as need for personnel</i>	4 2 2 2	YES YES YES NO*
RESCUE (PI)	ENGINE 11 01 RESCUE 11 TANKER 12 TANKER 11 UTILITY 12 <i>Others trucks as called for or as need for personnel</i>	4 4 2 2 2	YES YES YES YES YES NO*
ICE WATER RESCUE	RESCUE 11 UTILITY 12 11 AND BOAT ENGINE 11 01 UTILITY 12 <i>Others trucks as called for or as need for personnel</i>	4 4 4 2	YES YES YES NO* YES

Standard Operating Guidelines
HANOVER FIRE DEPARTMENT

CALL TYPE	RESPONSE	MIN CREW	CODE	
ICE RESCUE	ENGINE 01	6	YES	
	UTILITY 11 & BOAT	2	YES	
	UTILITY 12	4	YES	
MUTUAL-AID	<u>ENGINE REQUEST:</u> ENGINE 11 01	6	YES	
	<u>TANKER REQUEST:</u> TANKER 12	2	YES	
	TANKER 11—Return after first drop.	2	YES	
	<u>PERSONNEL REQUEST:</u> RESCUE 11 and UTILITY 11	4	YES	
	<u>RESCUE REQUEST:</u> ENGINE 11 01 and/or RESCUE 11	6	YES	
MUTUAL-AID	<u>STANDBY REQUEST:</u> ENGINE 11-11 or 01	5	NO	
	<u>GRASS RIG REQUEST:</u> RANGER 11 and/or RANGER 12—With Utility 11	2 4	YES YES	
MUTUAL-AID	<u>R.I.T. REQUEST:</u> ENGINE 11 01 (Chief Officer may change request)			
	MEDICAL	UTILITY 12 (1 ST MEDICAL)	2	YES
	RESCUE 11 (2nd MEDICAL)	ENGINE 11 01 (3 rd 2nd MEDICAL)	2	YES
WEATHER EVENT	ENGINE 12 (Cover contract areas) w/ PPE	3	NO	
	UTILITY 11 (Cover contract areas) w/ PPE	3	NO	
	UTILITY 12 (Cover contract areas) w/ PPE	2	NO	
	RESPOND TO STATION WRIGHT COUNTY TAC 5			

Note:

Chief Officers In Charge have the discretion on truck response and crew on all calls.

Chief Officers In Charge may respond to any scene at their discretion

An Officer shall respond to all mutual –aid calls.

Standard Operating Guidelines
HANOVER FIRE DEPARTMENT

SECTION 9

**STANDARD OPERATING GUIDELINES (SOG's)
RADIO PROCEDURES**

RADIO PERSONNEL DEFINITIONS

Hanover Fire Chief 1 refers to Chief 1
Hanover Fire Chief 2 refers to Chief 2

Hanover Captain 1 refers to Captain 1
Hanover Captain 2 refers to Captain 2
Hanover Captain 3 refers to Captain 3
~~**Hanover Captain 4** refers to Captain 4~~

Hanover Lieutenant 3 1 refers to ~~a~~-Lieutenant ~~3 1~~
~~**Hanover Lieutenant 2** refers to Lieutenant 2~~
~~**Hanover Lieutenant 3** refers to Lieutenant 3~~
~~**Hanover Lieutenant 4** refers to Lieutenant 4~~

Hanover Fire Station refers to Hanover Fire Station

Radios temporarily assigned to non-officers should refer to themselves as “Hanover ~~Portable x~~ Firefighter Name” regardless of who’s radio they are holding and should only be communicating on Hanover 1 in most situations. Chief Officers must be alerted if someone is taking a radio.

RADIO TERMINOLOGY

e.g.

~~Hanover Engine xx ENROUTE~~ COUNTY FROM HANOVER FIRE RESPONDING TO LOCATION, CREW OF xx WITH xx (officer)

Hanover Engine xx ON SCENE.

Fires you indicate: what you see and what action you are taking (Refer to Blue Card)

1. All trucks leaving station go enroute (ONE TIME).
2. All trucks go (on scene) at the scene ~~on radio assisted~~ channel assigned by dispatch. ~~Officer in charge shall direct all units when to change radio channel.~~
3. ~~Chief Officer~~ in Charge will clear ALL Truck

Standard Operating Guidelines
HANOVER FIRE DEPARTMENT

SECTION 10

**STANDARD OPERATING GUIDELINES (SOG's)
IN SERVICE CALLS / ABSENTEE CREDIT**

In Service Calls

1. When Hanover Fire gets paged out to an emergency from either WCSD or HCSD.
- ~~2. In the event that Hanover Fire is asked for assistants assistance for an emergency situation, HFD will have the department paged out.~~
2. All members that show up to ~~scene~~ or the station will be given credit for that call. ~~Members are required to show up within the fifteen (15) minute clock in the apparatus bay. The clock is tied into Active 9-11 and starts upon active page out. No credit will be given to anyone showing up after the fifteen (15) minutes have expired. Exceptions to this in order to receive credit are the following:~~
 - a. Active fire
 - b. Prolonged gas emergency (hit gas line)
 - c. Any call lasting ~~an hour~~ in excess of one hour.
3. An absent member may receive credit for attendance to a call if the following apply:
 - a. The member is at:
 - ~~i. A HFD training class~~
 - i. An educational class for HFD
 - ii. An event representing HFD i.e.: Water ball, Parade,
 - iii. A medical appointment to rehab a fire related injury if not already on a medical leave of absence.
 - iv. Any meeting representing HFD
 - v. On a task with Chiefs permission
4. The officer in charge will note any credited absentees on call log.
5. The officer in charge will make sure the call log is properly filled out and put their signature on the call log.
6. **Officer in charge is defined as: Highest ranking officer or senior member in charge.**

Standard Operating Guidelines
HANOVER FIRE DEPARTMENT

SECTION ~~12~~ 11

STANDARD OPERATING GUIDELINES (SOG's)

PARADES

The Hanover Fire Department is invited to annual parades from different cities. The guidelines below are to be followed:

1. Trucks that are going to attend a parade must be approved by a Chief Officer.
2. All trucks that go to a parade must be washed and show a clean display.
3. ~~In the event of more than 1 member wishing to drive, the highest ranking member will draw straws to elect the person driving. Shortest straw drives.~~
RENUMBER!
3. The member that is driving the truck will be responsible for the safe driving.
4. The truck, along with the members, will be dedicated to **all** the parade and will not leave the parade once it has started to attend a Hanover Fire call.
5. ~~Exception to this is if:~~
 - a. ~~Hanover gets an emergency call which requires Mutual Aid from another Department. If the parade has started, units must finish the parade before responding to the call. If the parade hasn't started and the trucks can leave safely, they may do so. This is at the Officer in Charge's discretion.~~
 - b. ~~An Officer from Hanover requests the truck to return.~~
6. 5. Once at the parade, all parade rules must be followed. If the parade requires the candy to be handed out, that is the way it is to be done. There are no exceptions to the parade rules.
7. 6. Any member or member's family is permitted to ride ~~on~~ **in** the truck(s) in a safe ~~manner~~ **manner**.
8. 7. Each truck must have at least one member of the department and one additional adult.

Standard Operating Guidelines
HANOVER FIRE DEPARTMENT

SECTION 13.12

**STANDARD OPERATING GUIDELINES (SOG's)
INCIDENT COMMAND SYSTEM (ICS)**

INTRODUCTION:

We feel that each emergency incident is different, and has its own unique command problems and these problems can be remedied through the use of a ~~systems~~ systematic approach.

The use of (ICS) provides unity of command and improves safety by providing proper supervision, accountability, coordinated efforts, and improved communications. Incident management also minimizes “freelancing” and can reduce the department’s liability, as well as the financial impact on the community.

OPERATIONAL SECTION:

The first officer to arrive on the scene of an emergency incident shall assume command of that incident. The officer in charge (OIC) shall perform size-up of that incident, evaluate resources on hand, probabilities of incident, and available resources to be used, or could be used.

The (OIC) shall be capable of expanding the incident command system as the incident expands.

The transfer of command to a higher-ranking officer can be performed in a face-to-face meeting or over the radio.

A higher-ranking officer may assume command if he/she feels it is necessary. Any time command is transferred, all personnel at the scene shall be informed. ~~Dispatch is to be informed as well.~~

All commanding officers shall stay within their span of control.

The incident commander shall establish a command post (CP).

The (CP) provides a location from which to manage a “field office” which should allow for:

- a quiet location to think and make decisions
- a vantage point from which to see
- a place to write and record
- lighting for night operations
- reference/preplanning material for information
- communications equipment
- space for staff to help
- stationary position to maintain composure

Standard Operating Guidelines
HANOVER FIRE DEPARTMENT

**STANDARD OPERATING GUIDELINES (SOG's)
INCIDENT COMMAND SYSTEM (ICS)**

(continued)

The Incident Command (IC) shall establish Apparatus staging:

Apparatus Staging is a resource-marshalling area where units report while waiting for specific assignment. **This is also known as Level 1 and Level 2 staging.**

Companies in Apparatus staging are under the control of the IC. a staging manager. If operations were not staffed, staging would report directly to the IC.

Functions of the (ICS):

There are five (5) major functions of the (ICS) which are:

- Command
- Operations
- Planning
- Logistics
- Finance

Command: Manages the incident, develops decisions, and is responsible for the results. The IC implements and retains responsibility for functions not implemented. The command staff includes the liaison officer who interfaces with all assisting agencies. The information officer handles information and media releases and the safety officer monitors hazardous and unsafe situations and initiates actions to prevent unsafe acts.

Operations: Manages all operations directly applicable to the primary mission (fire suppression, rescue, EMS, etc.). The operations chief, who is a member of the general staff, allocates and assigns resources to accomplish control of incident.

Planning: Collects and evaluates incident status information needed to understand the current situation, predict the course of the incident, and prepare control objectives and alternate strategies. The planning chief, who is a member of the general staff, conducts a continuous size-up.

Logistics: Provides facilities, supplies, and support. The logistics chief, who is also a member of the general staff, is in charge of services including communications, medical, and food.

Finance: **City Council Representative or City Staff are** responsible for all financial and cost analysis aspects of the incident.

Standard Operating Guidelines
HANOVER FIRE DEPARTMENT

SECTION 14.13

**STANDARD OPERATING GUIDELINES (SOG's)
CRITICAL INCIDENT STRESS DEBRIEFING (CISD)**

Policy:

It is the policy of the Hanover Fire Department to offer employees access to the CISD team as a means of relieving the traumatic stress caused by a critical incident so as to allow the Firefighter to return to his/her duties as soon as possible after an incident.

Objective:

The main objective of CISD is to mitigate and assess the impact of a critical incident and accelerate the return of personnel to duty following an incident. The CISD is an organized approach to the management of stress responses in emergency services. It entails a group meeting between the affected personnel and a debriefing team. This trained team is able to help Firefighters talk about their feelings and reactions to a critical incident.

Definition:

A “critical incident” is any incident which causes personnel to experience unusually strong emotional reaction that has the potential to interfere with their ability to function. Examples are involvement with disasters, serious injury, or death of a co-worker, unusual tragic death of children or any other life trauma.

Participation:

The Fire Chief may require an employee to attend a CISD within 72 hours after involvement in a critical incident. Following the CISD assessment, the employee may also be required to seek other professional counseling/assistance that is deemed appropriate by the Fire Chief. Any attributing costs will be borne by the fire department.

Standard Operating Guidelines
HANOVER FIRE DEPARTMENT

SECTION ~~15~~ 14

**STANDARD OPERATING GUIDELINES (SOG's)
ICE ~~/WATER~~ RESCUE**

- If unclear of the situation, call dispatch for more detailed information.
- ~~Rescue 11~~ Engine 01 is the 1st truck to respond. (with a min. crew of 6)
- Utility ~~12~~ 11 with the boat is the 2nd to respond with a min. of 2 on crew.
- ~~Engine 11-01 and Engine 12~~ Utility 12 are to respond with more personnel. (Consider backfilling our station, if low staff)
- Make sure that EMS and the Sheriff Department's **hover craft** **water patrol** are responding. They may be canceled later, if they are not needed.
- Designate a Safety Officer. Always think of safety first.
- At least 2 working rescuers in gummy suits, with 2 more rescuers in gummy suits for backup, for a 1-person rescue. ~~Get dressed in the back of Rescue 11.~~ No Firefighter is to wear the suit or perform a rescue with the sled, unless he or she has been trained to do so.
- Upon arrival on scene, the officer in charge should radio in the situation and describe the scene to the remaining responders. If mutual aid or more resources are required, they should be called for at this time.
 - Always have a safety line to any personnel on the ice performing a rescue.
 - Always have a backup person ready, with a suit on before any rescue attempted.
 - If the Safety Officer or the officer in charge finds that any activity is unsafe, the unsafe activity or all activities will stop until the safety issue is resolved.
 - Any person on the ice, or in a boat for water rescue, is to wear a lifejacket, unless they are in a gummy or mustang suit.
 - No trucks on the ice.
 - Ladders may be used on the ice.
 - **Wash, dry** and inspect the ropes after each use.

Standard Operating Guidelines
HANOVER FIRE DEPARTMENT

SECTION ~~15~~ 14

**STANDARD OPERATING GUIDELINES (SOG's)
~~ICE~~/WATER RESCUE**

- If unclear of the situation, call dispatch for more detailed information.
- ~~Rescue~~ Utility 11 and Boat is the 1st truck to respond. (with a min. crew of 5)
- ~~Utility 12 with the boat is the 2nd to respond with a min. of 2 on crew.~~
- Engine ~~11~~ 01 and ~~Engine 12~~ Utility 12 are to respond with more personnel. (Consider backfilling our station, if low staff)
- Make sure that EMS and the Sheriff Department's ~~hover-craft~~ water patrol are responding. They may be canceled later, if they are not needed.
- Designate a Safety Officer. Always think of safety first.
- At least 2 working rescuers in gumby suits, with 2 more rescuers in gumby suits for backup, for a 1-person rescue. ~~Get dressed in the back of Rescue 11.~~ No Firefighter is to wear the suit or perform a rescue ~~with the sled~~, unless he or she has been trained to do so.
- Upon arrival on scene, the officer in charge should radio in the situation and describe the scene to the remaining responders. If mutual aid or more resources are required, they should be called for at this time.
- ~~Always have a safety line to any personnel on the ice performing a rescue.~~
- Always have a backup person ready, with a suit on ~~and backup line attached~~ before any rescue attempted.
- If the Safety Officer or the officer in charge finds that any activity is unsafe, the unsafe activity or all activities will stop until the safety issue is resolved.
- Any person ~~on the ice, or~~ in a boat for water rescue ~~or near the water~~, is to wear a lifejacket, unless they are in a gumby or mustang suit.
- ~~No trucks on the ice.~~
- ~~Ladders may be used on the ice.~~
- Wash, dry and inspect the ropes after each use.
- No turn-out gear for water rescues.

Standard Operating Guidelines
HANOVER FIRE DEPARTMENT

SECTION 16 15

**STANDARD OPERATING GUIDELINES (SOG's)
HANOVER WEATHER EVENTS**

THUNDERSTORM WATCH: ~~Page between 7:00 a.m. and 10:00 p.m.
Advisory only~~ – No response required

THUNDERSTORM WARNING: Page anytime – Weather Event Activation
Respond to Station

TORNADO WATCH: Page anytime
Advisory only – No response required

TORNADO WARNING: Page anytime ~~–Respond to Station~~

We will be paged out by **either Hennepin or** Wright County, unless the officer in charge for Hanover wants you out, then Hanover will page.

Standard Operating Guidelines
HANOVER FIRE DEPARTMENT

SECTION 17 16

**STANDARD OPERATING GUIDELINES (SOG's)
SEVERE WEATHER**

- Personnel will report directly to the Fire Station for assignment.
- Officer-In-Charge (OIC) will take command from the station and assemble crews for response. Coverage to our contract areas should be considered when deploying trucks with staff. The OIC should be the only one communicating with dispatch.
- All radio traffic should go directly to Hanover Base on 800mhz HAN01 and personnel should not be calling each other to compare what they have and do not have.
- Call in by “location” and report only what you have and which direction you are looking. DO NOT call to report what you do not have. Example: “I don’t have any rain or hail at this time.” If we do not hear anything from your location, we will assume that there is nothing to report.
- Wright County Dispatch will designate WR TAC 5 for all communications.

Report the following to the incident command immediately:

- a. Suspected Tornadoes
- b. 50+ MPH Winds
- c. Flooding Type Rainfall
- d. Large Hail
- e. Confirmed Wall Cloud
- f. Continuous Severe Lightning
- g. Sudden change in Wind Direction and sudden change in temperature such as a drop of 20 degrees or more.

~~PERSONNEL AND EQUIPMENT NEEDED:~~

- ~~We should have two trained sky warn personnel at each assigned site.~~
- ~~Each site will have an assigned Fire Department vehicle and/or a portable radio, proper maps, and procedures, as well as proper PPE. See vehicle response section.~~

Standard Operating Guidelines
HANOVER FIRE DEPARTMENT

SECTION 18 17

**STANDARD OPERATING GUIDELINES (SOG's)
HAZARDOUS MATERIALS EMERGENCY**

The Hanover Fire Department is trained in Hazardous Material ~~Awareness-only~~ **Response**. We are not trained to enter Hazardous Material Incidents. We have a number of members trained in Hazmat Operations which is assisting the actual Hazmat Teams should they be called to Hanover.

Use the following acronym: **R I N S E** for **INITIAL SCENE ASSESSMENT**

1. **Recognition** of a hazardous materials incident
2. **Identification** of the product involved (Utilize any and all sources of information)
 - Physical Properties
 - Health Hazards
 - Quantity spilled or leaking
 - Maximum quantity that could be involved
 - Probability of other chemicals or combustibles being contacted by the spill or release
3. **Notification** of other agencies, facility representatives, persons with expertise
4. **Secure** the scene
5. **Evacuate** potentially affected persons

**Notify one of the officers if you suspect you may have been exposed to any
Hazardous Materials at any incident.**

Standard Operating Guidelines
HANOVER FIRE DEPARTMENT

SECTION 19 18

**STANDARD OPERATING GUIDELINES (SOG's)
INFECTIOUS DISEASE EXPOSURE CONTROL PLAN**

I. PURPOSE

The Hanover Fire Department recognizes that its Firefighters may encounter exposures to infectious disease through blood borne pathogens in their normal working environment. It is the intent of the Hanover Fire Department to promote safe work practices in an effort to minimize the incidence of illness or injury experienced by Firefighters through this “Blood borne Pathogens Standard”. Relative to this goal will also be to comply with OSHA’s standard 29 CFR 1910.1030.

This **Exposure Control Plans** objective is twofold.

1. Protect Firefighters from health hazards associated with blood borne pathogens.
2. To provide appropriate treatment and counseling should a Firefighter be exposed to blood borne pathogens.

Standard Operating Guidelines
HANOVER FIRE DEPARTMENT

**STANDARD OPERATING GUIDELINES (SOG's)
INFECTIOUS DISEASE EXPOSURE CONTROL PLAN**
(continued)

II. GENERAL PROGRAM MANAGEMENT

A. RESPONSIBLE PERSONS

There are four major "Categories of Responsibility" that are central to the implementation of our Exposure Control Plan. These roles are defined in the following section.

~~Chief 1 and Chief 2~~ ~~Captain 4~~ will be responsible for overall management and support of the Hanover Fire Department's Blood borne Pathogens Compliance Program. Activities ~~which are delegated to the Exposure Control Officer~~ include but are not limited to:

- Overall responsibility for implementing the Exposure Control Plan for the entire facility.
- Working with the Chief, ~~Asst. Chiefs~~ Chief 2, Captains, and other Firefighters to develop and administer any additional blood borne policies and practices needed to support the effective implementation of this plan.
- Looking for ways to improve the Exposure Control Plan, as well as to revise and update the plan when necessary.
- Collect and maintain a suitable reference library on the Blood borne Pathogens Standards and Blood borne Pathogens Safety and Health Information.
- Knowing current legal requirements concerning blood borne pathogens.
- Acting as facility liaison during OSHA inspections.
- Conducting periodic facility audits to maintain a current Exposure Control Plan.

Standard Operating Guidelines
HANOVER FIRE DEPARTMENT

STANDARD OPERATING GUIDELINES (SOG's)
INFECTIOUS DISEASE EXPOSURE CONTROL PLAN
(continued)

CHIEF, ~~ASST. CHIEFS~~ CHIEF 2, AND CAPTAINS

The Chief, ~~Asst. Chiefs~~ Chief 2, and Captains are responsible for exposure control in their respective areas. They work directly with ~~the Captain 4 and Chief 2, and~~ the Firefighters to ensure that proper exposure control procedures are followed.

TRAINING OFFICER

The Training Officer will be responsible for providing information and training to all Firefighters who have the potential for exposure to blood borne pathogens. Activities falling under the direction of the officer include:

- a. Maintaining a current list of all Fire Department personnel requiring training.
- b. Developing suitable education/training programs.
- c. Scheduling periodical training seminars for Firefighters.
- d. Maintaining appropriate training documentation.
- e. Periodic review of the training program ~~with the Chief, Asst. Chiefs Chief 2 and Captains~~ to include all new information.

FIREFIGHTERS

Firefighters have the most important role in our blood borne pathogens compliance program. The ultimate execution of much of the plan rests in their hands. In this role they must do things such as:

- Know what tasks they perform that have occupational exposure.
- Attend the blood borne pathogens training sessions.
- Plan and conduct all operations in accordance with work practice controls.
- Develop good hygiene habits.
- Report and document all exposures and comply with recommended follow-up treatment.

Standard Operating Guidelines
HANOVER FIRE DEPARTMENT

STANDARD OPERATING GUIDELINES (SOG's)
INFECTIOUS DISEASE EXPOSURE CONTROL PLAN
(continued)

B. AVAILABILITY OF THE EXPOSURE CONTROL PLAN TO FIREFIGHTERS

The Hanover Fire Department Exposure Control Plan is available to all Firefighters within their individual policies and procedures manuals.

C. REVIEW AND UPDATE OF THE PLAN

To ensure our plan remains up-to-date, it will be reviewed and updated in the following circumstances:

- Annually on or before April 1st of each year.
- Whenever new or modified tasks and procedures are implemented which affect occupational exposure of Firefighters.
- Whenever ~~we establish~~ new functional positions **are established** within the Hanover Fire Department that may involve exposure to blood borne pathogens.

Standard Operating Guidelines
HANOVER FIRE DEPARTMENT

**STANDARD OPERATING GUIDELINES (SOG's)
INFECTIOUS DISEASE EXPOSURE CONTROL PLAN**
(continued)

III. METHODS OF COMPLIANCE

In order to effectively eliminate or minimize exposure to blood borne pathogens in the Hanover Fire Department, our plan will deal with compliance in five areas:

A. UNIVERSAL PRECAUTIONS

All contact with human blood, semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, amniotic fluid, and saliva will be treated as if they are known to be infectious for HBV, HIV, and other blood borne pathogens.

In cases where it is difficult or impossible to differentiate between body fluid types, we assume all body fluids are potentially infectious.

B. ENGINEERING CONTROLS

~~Although Firefighters of~~ The Hanover Fire Department ~~do not~~ utilizes sharps disposal containers ~~and lancets~~, and ~~may come in contact with~~ injection type needles, or IV needles. Emergency circumstances may involve the Firefighter to be within close proximity to ~~their such~~ use. Direct contact or assistance with these items should be avoided if possible.

Contact with broken glass and jagged metal parts without personal protective equipment will be avoided.

Hand washing facilities with antiseptic cleansers are available at the station and at the Buffalo Hospital. Antiseptic towelettes are readily accessible in all ~~of our~~ trauma bags ~~and in our infection control kits~~ for all Firefighters that have the potential for exposure. ~~Ambulances should have accessible antiseptic towelettes as well.~~ Firefighters should use SCBA room sink to wash after a call.

Standard Operating Guidelines
HANOVER FIRE DEPARTMENT

STANDARD OPERATING GUIDELINES (SOG's)
INFECTIOUS DISEASE EXPOSURE CONTROL PLAN
(continued)

C. WORK PRACTICE CONTROLS

The following work practice controls will be implemented. The Chiefs and Captains responsible for your area will be in charge of overseeing these work practice controls.

1. Firefighters wash their hands, or use antiseptic towelettes immediately or as soon as feasible after removal of gloves or other personal protective clothing.
2. Following any contact with blood or any other infectious materials, Firefighters wash their hands as soon as possible. They also flush exposed mucous membranes with water.
3. Firefighters may not eat, drink, smoke, apply cosmetics or lip balm, or handle contact lenses where there is a potential for exposure to blood borne contaminants.
4. Mouth pipetting/suctioning of blood or other infectious materials is not allowed.
5. All procedures involving blood or other infectious materials should be done in a manner that minimizes splashing, spraying, or other actions that generate droplets of these materials.
6. Items contaminated with blood or other materials are placed in designated leak-proof containers, appropriately labeled, for handling and storage. These bags can be found in all the trauma bags ~~and in the infection control kits~~. **These items are to be left with the ambulance or brought to the Buffalo Hospital for proper disposal.**
- ~~7. If a leak in a primary container occurs, that container is placed within a second leak proof container, appropriately labeled, for handling and storage.~~
7. Equipment that becomes contaminated is examined prior to servicing or shipping, and decontaminated as necessary. If an item cannot be feasibly decontaminated, it will be labeled with type of contaminate, the date of contamination, and the area of contamination. Some equipment may need to be removed from service until known contaminants are no longer active.

Standard Operating Guidelines
HANOVER FIRE DEPARTMENT

**STANDARD OPERATING GUIDELINES (SOG's)
INFECTIOUS DISEASE EXPOSURE CONTROL PLAN**
(continued)

D. PERSONAL PROTECTIVE EQUIPMENT

Personal protective equipment is the “last line of defense” against blood borne pathogens. The Hanover Fire Department will provide to its Firefighters, at no cost to them, the Personal Protective Equipment they need to protect themselves against such as exposure. This equipment includes but is not limited to:

Disposable Gloves	Gowns	Leather Gloves
Face Shields	Face Masks	Safety Glasses
Goggles	Pocket Masks	Hoods
Turnout Coats	Bunker Pants	Rubber Boots

Hypoallergenic gloves, glove liners, and similar alternates will be readily available to Firefighters who are allergic to other gloves.

~~Captain 4 working with the~~ The Chief, ~~Asst. Chiefs~~ Chief 2, and Captains are responsible for ensuring that all department and work areas have appropriate equipment available to Firefighters and they are trained in its use.

To ensure that personal protective clothing is not contaminated and is in appropriate condition, Hanover Fire Department will use the following practices:

1. All personal protective equipment is inspected periodically and repaired or replaced as needed.
2. Reusable protective equipment is cleaned, laundered, and decontaminated as needed. Antiseptic soap, brushes, and a “clean” sink are readily available.
3. Single use personal protective equipment is disposed of by forwarding equipment to the Buffalo Hospital (in a red bio-hazard bag) or at another local health care facility during mutual aid operations.

Standard Operating Guidelines
HANOVER FIRE DEPARTMENT

STANDARD OPERATING GUIDELINES (SOG's)
INFECTIOUS DISEASE EXPOSURE CONTROL PLAN
(continued)

To ensure Personal Protective Equipment is effective the following practices will be followed.

1. Any garments exposed and/or penetrated by body fluids are removed immediately, or as soon as feasible.
2. All personal protective equipment is removed before leaving the work area.
3. Disposable gloves will be worn when anticipation of hand contact of potentially infectious materials and handling or touching contaminated surfaces.
4. Disposable gloves are replaced as soon as practical after contamination or if they are torn, punctured, or otherwise lose their ability to function as an “exposure barrier”.
5. ~~Utility Extraction~~ **Extrication** gloves are decontaminated for reuse unless they are cracked, peeling, or torn or exhibit other signs of deterioration, at which time they are disposed of.
6. Masks and eye protection are used whenever splashes or sprays may generate droplets of infectious materials.
7. **Protective clothing (such as turnout gear and boots) are worn whenever potential exposure to the body is anticipated. Appropriate PPE shall be worn for the type of call. Gowns are available in the infection control kit.**
8. Pre-mixed antiseptic spray is available for on scene decontamination of equipment where needed.

E. HOUSEKEEPING

In order to maintain a state of readiness for all types of emergencies, Hanover Fire Department Firefighters shall keep a clean and sanitary work environment. This is accomplished through the following practices:

1. All equipment and surfaces are decontaminated after contact with body fluids.
2. All pails, bins, cans, and other receptacles intended for use routinely are inspected, cleaned, and decontaminated as soon as possible if visibly contaminated.
3. Potentially contaminated broken glassware is picked up using mechanical means (such as dustpan and brush, ~~tongues~~ **tongs**, forceps, etc.)

Standard Operating Guidelines
HANOVER FIRE DEPARTMENT

STANDARD OPERATING GUIDELINES (SOG's)
INFECTIOUS DISEASE EXPOSURE CONTROL PLAN
(continued)

- ~~4. Regulated waste (contaminated laundry, used bandages, and other infectious materials) will be handled very carefully. Procedures used to ensure proper handling of these types of waste include:~~
- ~~a. Contaminated items are “bagged” in containers that are closable, puncture resistant, leak proof, and red in color or labeled with the appropriate biohazard warning.~~
 - ~~b. Contaminated laundry is handled very little and is not sorted or rinsed where it is used.~~
 - ~~c. Movement of containers from one area to another is done with containers closed and placed inside an appropriate second container if needed.~~

Standard Operating Guidelines
HANOVER FIRE DEPARTMENT

STANDARD OPERATING GUIDELINES (SOG's)
INFECTIOUS DISEASE EXPOSURE CONTROL PLAN
(continued)

IV. HEPATITIS B VACCINATION, POST-EXPOSURE EVALUATION AND FOLLOW-UP

A. VACCINATION PROGRAM

To protect Firefighters as much as possible from the possibility of Hepatitis B infection, the Hanover Fire Department has implemented a vaccination program. This program is available, at no cost, to all Firefighters that have occupational exposure to blood borne pathogens. ~~The Chief 1 and Chief 2~~ ~~Captain 4~~ are responsible for setting up and operating the vaccination program.

Vaccinations are performed under the supervision of a licensed physician or other health care professional. Firefighters taking part in the program are on file ~~with the Chief~~ ~~Captain 4~~ in their personnel file. A record of vaccinations should be placed in the firefighter's personnel file.

Firefighters who decline to take part in the program have signed a "Vaccination Declination Form" which can be found on file at the same locations.

B. POST-EXPOSURE EVALUATION AND FOLLOW-UP

Should a Firefighter be involved in an incident where exposure to blood borne pathogens may have occurred, there are two things ~~that we~~ on which to immediately focus efforts ~~on~~:

1. Ensuring the Firefighters receives medical consultation and treatment (if required) as expeditiously as possible.
2. Investigating the circumstances surrounding the exposure incident.
 - a. Completion of exposure documentation.
 - b. Completion of First Report of Injury.

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HANOVER FIRE DEPARTMENT

STANDARD OPERATING GUIDELINES (SOG's)
INFECTIOUS DISEASE EXPOSURE CONTROL PLAN
(continued)

The Chief or ~~Assistant Chiefs~~ Chief 2 or Captains will investigate every exposure incident within 24 hours. ~~after the incident occurs and involves gathering the following information.~~

- ~~1. Date and time the incident occurred.~~
- ~~2. Where the incident occurred.~~
- ~~3. What potentially infectious materials were involved.~~
- ~~4. Source of materials.~~
- ~~5. Under what circumstance the incident occurred.~~
- ~~6. How the incident was caused.~~
- ~~7. Personal protective equipment being used at the time of the incident.~~
- ~~8. Actions taken as a result of the time of the incident.~~
- ~~9. Actions taken as result of the incident such as decontamination, cleanup and notifications made.~~

After this information is gathered ~~within the exposure documentation and First Report of Injury~~, it is evaluated, a written summary of the incident and its causes is prepared and recommendations are made for avoiding similar incidents in the future on an "Accident/Incident Investigation Report".

~~Buffalo~~ Hanover Fire Department has set up a comprehensive post-exposure evaluation and follow-up process. This program will be overseen by ~~the Captain 4, Chief, and Assistant Chiefs~~ Chief 1 or Chief 2. All these individuals have Post-Exposure evaluation and Follow-up checklists.

Information involved in this process is confidential, and must remain so. Hanover Fire Department will do everything possible to protect the privacy of the people involved. An exposed Firefighter is provided with the following information:

1. Documentation regarding routes of exposure and circumstances under which the exposure occurred.
2. Identification of the source individual (unless prohibited by law).

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STANDARD OPERATING GUIDELINES (SOG's)
INFECTIOUS DISEASE EXPOSURE CONTROL PLAN
(continued)

~~Tests will be~~ If a test was done on the source individual to determine the presence of infectious diseases, this information will be made available to the infected Firefighter if not prohibited by law.

Tests will then be done to the exposed Firefighter, at no cost, for that infectious disease. An appointment will be arranged with a qualified health care professional to discuss the Firefighter's medical status. This includes an evaluation of any reported illnesses, as well as any recommended treatment.

C. INFORMATION PROVIDED TO THE HEALTH CARE PROFESSIONAL

To assist the health care professional, the following documents will be forwarded to them:

- ~~1. A copy of the Blood-borne Pathogens Standard.~~
1. A description of the exposure incident.
- ~~2. The exposed Firefighter's relevant medical records.~~
2. Other pertinent information.

D. HEALTH CARE PROFESSIONALS WRITTEN PERMISSION

After the consultation, the health care professional provides the Hanover Fire Department ~~and/or the firefighter~~ with a written opinion evaluating the exposed Firefighter's situation. A copy of this opinion will be furnished to the Firefighter. The written opinion will contain only:

1. Whether vaccination is recommended for the Firefighter.
2. Whether the Firefighter has received the vaccination.
3. Confirmation that the Firefighter has been informed of the results of the evaluation.
4. Confirmation that the Firefighter has been told about any medical conditions resulting from the exposure incident which require further evaluation or treatment.

Other findings or diagnosis will remain confidential and will not be included in the report.

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**STANDARD OPERATING GUIDELINES (SOG's)
INFECTIOUS DISEASE EXPOSURE CONTROL PLAN**
(continued)

E. MEDICAL RECORDS

Comprehensive medical records for each Firefighter are maintained by the Chief, which include, but are not limited to:

1. Name of Firefighter.
2. Social Security number of the Firefighter.
3. A copy of the Firefighter's vaccination status with, dates of any vaccinations and medical records pertinent to Firefighter's ability to receive vaccinations.
4. A copy of the "Vaccination Declination Form" **should be signed if he or she the Firefighter does** not want vaccination at this time.
5. A copy of the information provided to the health care professional as a result of the exposure to blood borne pathogens.

V. LABELS AND SIGNS

All items, equipment, evidence, and clothing that are contaminated will be in a red bag with the words *bio-hazard* on it or have a red bio-hazard *warning label* on it.

~~These red bags and bio-hazard labels are located in every infection control kit.~~

Standard Operating Guidelines
HANOVER FIRE DEPARTMENT

STANDARD OPERATING GUIDELINES (SOG's)
INFECTIOUS DISEASE EXPOSURE CONTROL PLAN
(continued)

VI. INFORMATION AND TRAINING

A comprehensive training program has been established for all Firefighters of the Hanover Fire Department. Firefighters will receive ~~four hours of annual OSHA training that covers blood borne pathogens and Right to Know. originally in conjunction with their general firefighting and first responder training and a minimum of one hour each year as a refresher. Additional training will be made available to those Firefighters who change job functions and as new procedures are~~ developed.

~~Captain 4 Chief 1, Chief 2~~ and the Training Officer are responsible for seeing that all Firefighters who have potential exposure to blood borne pathogens receive training to OSHA standards.

~~1. TRAINING TOPICS~~

~~The topics included in the training program include but are not limited to:~~

- ~~1. The Blood borne Pathogens Standard.~~
- ~~2. Epidemiology and symptoms of blood borne disease.~~
- ~~3. Modes of transportation of Blood borne Pathogens.~~
- ~~4. Hanover Fire Department Exposure Control Plan.~~
- ~~5. Appropriate methods for recognizing tasks and other activities that may involve exposure to blood and potentially infectious materials.~~
- ~~6. Review of the limitations of methods that will prevent or reduce exposure, including engineering controls, work practice controls, and personal protective equipment.~~
- ~~7. Selection and use of personal protective equipment.~~
- ~~8. Visual warnings of Biohazard.~~
- ~~9. Information on Hepatitis B Vaccine including efficiency, safety, method of administration, benefits of vaccination, Hanover Fire Department free vaccination program.~~
- ~~10. Actions to take and persons to contact in an emergency involving blood and potentially infectious materials.~~
- ~~11. Procedures to follow if an exposure incident occurs, including incident reporting.~~

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~~12. Information on post-exposure follow-up evaluation and follow-up, including medical consultation, that Hanover Fire Department will provide.~~

**STANDARD OPERATING GUIDELINES (SOG's)
INFECTIOUS DISEASE EXPOSURE CONTROL PLAN**
(continued)

2. TRAINING METHODS

Hanover Fire Department will provide this training to their Firefighters, at no cost, through classroom type settings, ~~video-tape~~ online programs, training manuals, Firefighter handouts, Firefighter review sessions and other training methods deemed appropriate by the training officer.

3. RECORD KEEPING

Training records will include dates, contents/summaries, and names of qualified instructors, names ~~and jobs~~ of Firefighters attending the training session. These training records are available for examination and copying to our Firefighters and their representatives, as well as OSHA and its representatives.

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HANOVER FIRE DEPARTMENT

SECTION 20 19

**STANDARD OPERATING GUIDELINES (SOG's)
RAPID INTERVENTION TEAM POLICY
~~WRIGHT COUNTY FIRE CHIEF'S ASSOCIATION~~**

~~(Plan may differ based on mutual aid needs)~~

RIT TEAM BASICS

1. At least 1 Rapid Intervention Team (RIT) ~~shall~~ **should** be established at ~~mutual aid incidents involving~~ structure fires. Multiple RIT's may be considered in incidents which involve large geographical areas, multiple floors, or multiple points of operation.
2. The word "Mayday" is the signal that a firefighter is in need of assistance, lost, trapped, or missing. ~~Receiving a mayday is an automatic indication for the RIT to act. See the section upon receipt of a mayday for further information.~~
3. The RIT ~~shall~~ **may** have the ability of a dedicated radio frequency separate from other scene operations.
4. RIT personnel ~~shall~~ **should** include 3-4 members plus an officer. All personnel ~~shall~~ **may** be ~~Firefighter I certified and have at least 1 year experience.~~ at officers' discretion.

~~RIT SETUP/ARRIVAL~~

- ~~1. The RIT officer communicates with the IC, preferably face to face to be briefed on the incident and progress. The officer completes a size up of the incident scene and briefs the RIT team members. While this is occurring, RIT team members set up equipment near the IC and point of entry.~~
- ~~2. The RIT officer monitors fire ground channels as an extra set of ears for the IC and to stay aware of incident progress.~~
- ~~3. The RIT should be prepared for action at all times and must stay together as covered under the Mutual Aid Accountability Protocol.~~
 - ~~a. "Prepared for action" for personnel means full protective gear is worn, SCBA backpack is worn, PASS device is worn and SCBA face piece is ready to don without delay.~~
 - ~~b. "Prepared for action" for equipment means that equipment is laid out in RIT area and ready for use. All power equipment should be warmed up and tested to ensure it is working.~~

Standard Operating Guidelines
HANOVER FIRE DEPARTMENT

**STANDARD OPERATING GUIDELINES (SOG's)
RAPID INTERVENTION TEAM POLICY
~~WRIGHT COUNTY FIRE CHIEF'S ASSOCIATION~~
(continued)**

Upon Receipt of a Mayday

1. Any mayday ~~shall~~ **should** immediately be brought to the attention of the IC for their evaluation and direction. ~~Once the Mayday is determined to be a true emergency,~~
The following activities need to occur almost simultaneously:
 - a. ~~All other operational communications should be moved to a secondary radio channel immediately, leaving the primary channel dedicated for the Mayday.~~
RE-LETTER
 - b. The IC ~~must~~ **should** initiate PAR as soon as possible. Identify the location and identity of the firefighter(s).
 - c. Evacuate the building only if necessary! The IC ~~must~~ **will** ensure that critical tasks continue to be done in an attempt to control the incident.
 - d. IC ~~shall~~ **should** provide additional resources for the operation, including extra alarms.
 - e. The RIT responds **on direction of IC/Division Boss** to the last reported location of the firefighter(s) and begins search and rescue operations.
2. After completion of the rescue, perform a ~~complete and thorough~~ PAR and re-form operational teams.

Disbanding the RIT

~~The RIT remains in place at the incident until the IC and/or Safety Officer gives permission for the team to disband.~~

Basic RIT Equipment

The basic equipment below is the minimum equipment that each ~~Wright County Fire~~ Department must be capable of providing for the RIT. There may be additional equipment that is appropriate for the RIT to use depending on the situation.

~~Tarp with specific and easily identifiable markings of "RIT"~~

~~Halogen Haligan~~Tool

Axe

First Aid Bag

Oxygen

~~SCBA with face piece (not just a spare cylinder—the complete unit)~~ RIT Pack

Rope 100' ~~& 150'~~ minimum, at least ½" diameter

Portable radio – ~~at least 2~~ Every member

Flashlights

Chainsaw, K12, or equivalent cutting saw

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HANOVER FIRE DEPARTMENT

SECTION ~~21~~ 20

**STANDARD OPERATING GUIDELINES (SOG's)
POST FIRE DECONTAMINATION PROCESS**

All members responding to an emergency call involving a fire ~~shall~~, weather permitting, ~~should~~ as soon as possible:

On Scene:

1. Rinse turn out gear and SCBA off before doffing equipment.
2. Use wipes to clean hands, face, neck, etc.

Upon Return to Station

1. Shower “within the hour” in luke warm or cold water.
2. Thoroughly wash and dry turn out gear.

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HANOVER FIRE DEPARTMENT

SECTION ~~22~~ 21

**STANDARD OPERATING GUIDELINES (SOG's)
AMENDING FIRE DEPARTMENT SOGS's and SOP's**

Standard Operating Guidelines of the Hanover Fire Department shall be approved by the Hanover City Council. For this purpose, all amendments desired by the department must be presented for full City Council review and consideration.

Chief 1 and the Officers of the department, should they see fit, present proposed language for any new, amended, or elimination of a Fire Department SOG. The entire department may be sought after for input on the language at the discretion of the Officers or City Council.

The proposed language shall be provided to the City Administrator for inclusion in a City Council agenda packet. City Council shall review and make final consideration of the proposed language via consideration of a Resolution with the language included.

Upon an approved amendment, department members shall be provided a printout **or electronic copy** of the updated SOG/SOP.

No amendment to the Department SOG's shall be valid until City Council approval.

Standard Operating Guidelines
HANOVER FIRE DEPARTMENT

SECTION 24 22

**STANDARD OPERATING GUIDELINES (SOG's)
DUTY CREW ACTIVATION**

1. **Purpose.** The purpose of this standard operating guideline is to establish guidelines for department staffing and deployment while staffing a duty crew.
2. **Scope.** This standard operating guideline shall apply to all members of the Hanover Fire Department.
3. **Duty Crew Activation**
 - 3.1. Activation of a Duty Crew will be at the Chief's discretion
 - 3.2. Situations that dictate necessity to activate a duty crew may include, but are not limited:
 - 3.2.1. Severe Weather Events
 - 3.2.2. Community Events
 - 3.2.3. Fire department standby
 - 3.3. In the event a duty crew is deemed necessary, membership will be notified via Active911 and/or paging system of location and timeframe of duty crew activation.
 - 3.4. **Shift Sign Up.** Members sign-up to participate and chief can use discretion as to which members will be part of the duty crew.
4. **Staffing**
 - 4.1. **Minimum.** The minimum duty crew shift staffing is four.
 - 4.2. **Positions**
 - 4.2.1. Officer in Charge
 - 4.2.2. Driver/**Pump Operator**
 - 4.2.3. General Firefighter
5. **Responsibilities** All members on shift ~~shall~~ **should** carry a Minitor pager and/or Motorola portable radio to monitor radio traffic.
 - 5.1. **Assigned Officer in Charge**
 - 5.1.1. Ensure crew checks in via sign-in sheet denoting start time of shift.
 - 5.1.2. Ensure crew places PPE in service on assigned apparatus in a ready state.
 - 5.1.3. Assign crew to inspect equipment
 - 5.1.4. Maintain accountability for crew.
 - 5.1.5. Monitor radio traffic.
 - 5.1.6. Respond to, mitigate and complete documentation for alarms.
 - 5.1.7. Assign and complete work projects.

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- 5.1.8. Ready equipment and station, ensure PPE is removed from the apparatus.
- 5.1.9. Secure station, grounds, and apparatus.
- 5.1.10. Ensure crew signs out denoting end of shift

- 5.2. **Assigned Driver.**
 - 5.2.1. Ensure the apparatus and all equipment on apparatus is inspected and in working condition, report any deficiencies to Chief Officers and/or Captain 2.
 - 5.2.2. Monitor fuel level in apparatus.
 - 5.2.3. Drive and operate apparatus with due regard for the safety of the crew and others.
 - 5.2.4. Follow orders from assigned officer in charge.

- 5.3. **Assigned Firefighter(s).**
 - 5.3.1. Inspect apparatus equipment and including SCBA's.
 - 5.3.2. Place PPE on proper apparatus and in a ready state.
 - 5.3.3. Follow orders from assigned officer in charge.

- 6. **Requirements to Fill Positions on a Duty Crew.**
 - 6.1. Duty Crew officer
 - 6.1.1. Must be a current line officer of Hanover Fire Department or be deemed qualified by the Chief.
 - 6.1.2. Must meet the requirements of a certified firefighter as stated in section 6.3

 - 6.2. Driver / Operator
 - 6.2.1. Must be qualified on the apparatus listed for the duty crew assignment.
 - 6.2.2. Must hold a valid MN driver's license.
 - 6.2.3. Adhere to the Driver requirements as stated in the Hanover Fire Department Standard Operating Procedures.
 - 6.2.4. Must meet the requirements of a certified firefighter as stated in section 6.3
 - 6.2.5. **Driver/Operator is proficient in pump operations.**

 - 6.3. Certified (Firefighter I II) Personnel
 - 6.3.1. Must have a current fit test on file
 - 6.3.2. Must have passed an annual SCBA agility test
 - 6.3.3. Personal appearance must conform to City of Hanover Personnel Policy 500.09 Uniform Requirements.
 - 6.3.4. Must meet all SCBA wear requirements as prescribed by the manufacturer of the SCBA that is to be worn
 - 6.3.5. Must be EMR certified
 - 6.3.6. Must be MN Firefighter II certified

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- 6.3.7. Must not be a probationary member
- 6.3.8. **Must be able and willing to do any and all assigned tasks.**

7. Documentation

7.1. **Shift Documentation.** All members are to sign in and out for shifts using the sign-in log in the office.

~~7.2. **Run Numbers.** Run number will be left blank until entered into computer by appointed individual.~~

7.3. **Run Sheet.** One run sheet should be left with the Department the duty crew is covering and a second copy stapled to the time sheet.

8. Uniform ~~As set for job function.~~ As selected by the officer for the job duty.

~~8.1. **Duty Uniform.** The duty uniform for all crew members will be our Class B uniform as outlined in the City of Hanover policies.~~

~~8.2. **Headwear.** Hats may be worn with any uniform so long as it is a clean Hanover FD hat.~~

9. Response

~~9.1. **Goal.** The number one priority of the duty crew is to have an in-service time of 60 seconds or less from time of page. ~~The duty crew on shift will respond to all incidents within our district.~~~~

9.2. **Apparatus.** Will be determined at the start of shift.

Mutual Aid. Duty crew and apparatus does not respond to mutual aid requests and will remain in service in District. General membership will respond to mutual aid requests.

9.3. **General membership.** Members not on the duty crew shift do not need to respond to calls while the duty crew is activated in the Hanover Fire Department coverage area. If more staffing is needed ~~a third~~ **an additional** page, All Call, is requested by the officer in charge.

9.3.1. Calls that would warrant ~~a third~~ **an additional** page “All Call” may include but are not limited to:

- 9.3.1.1. Cardiac arrest
- 9.3.1.2. Personal injury accident
- 9.3.1.3. Structure fire
- 9.3.1.4. Simultaneous calls

9.3.2. Calls during the duty crew period will not affect the members call percentage requirement. Attendance will be taken on the

Standard Operating Guidelines
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miscellaneous tab of the Run Log to not count against general membership.

~~10. **Daily Schedule.** Alarms and projects can interfere with the daily schedule however an effort needs to be made by the duty crew to complete the tasks daily, those that are not completed need to be documented in the pass on log for completion the next day.~~

~~RENUMBER~~

11. **Compensation.** Paid on-call members are paid their hourly rate, as set by the City of Hanover. ~~, for each shift worked.~~

Standard Operating Guidelines
HANOVER FIRE DEPARTMENT

SECTION 25 23

**STANDARD OPERATING GUIDELINES (SOG's)
REPORTING STRUCTURE/CHAIN OF COMMAND**

All firefighters will be assigned an officer throughout the year, and may change occasionally. The list can be found posted in the office or by asking any officer for a copy. These groups **assembled** will be used for several purposes throughout the year including but not limited to maintenance, training, response or miscellaneous task assignments.

For any issues, absences/vacations or concerns, please use this reporting structure as escalation order:

- ~~1. Your assigned officer or any officer or Fire Chief Officer Board (meeting dates are posted on the master training schedule)~~
- ~~2. City Administrator~~

~~Failure to follow may be considered for disciplinary action:~~

- ~~1. Assigned Officer~~
- ~~2. Any other Officer~~
- ~~3. Chief 1 or Chief 2~~
- ~~4. City Administrator~~

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HANOVER FIRE DEPARTMENT

SECTION 26 24

HONORARY MEMBERSHIP

This Section is to lay out the standard honorary firefighter membership for Hanover Fire and Rescue.

- “Honorary Membership” is a special recognition bestowed upon an individual for reasons determined by the membership of the department. This individual may not participate on a regular basis in the day-to-day operations of the department and is not an employee of the City.
- Honorary membership will be a person from within the fire department family brought forth by a member of the Hanover Fire Department other than a parent or immediate family member.
- An honorary member may receive Hanover Fire Department logoed items to wear while at approved events or approved activities.
- Honorary members will follow HFD policy 500.09, which references “Use of fire dept name or logo” and “Professional behavior”:
 - Use of the fire department name or logo – Any clothing or equipment using the fire department name or log must be approved by a Chief Officer. The Chief Officer may temporarily approve some items for a special event.
 - Professional behavior – It is the expectation that while on or off duty and wearing any fire department related gear or clothing that all members shall behave in a professional manner that reflects well on the department and the communities we serve.

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SECTION 23 25

RETIRED RESERVE FIREFIGHTER

A. REQUIREMENTS: The following must be met to be a member of the Retired Reserve Unit of the Hanover Fire Department (HFD):

1. Must be up to date with all fire and medical training requirements.
2. Must be a member in good standing with at least 10 years of membership in the department.
3. Must be removed from the active list of the Hanover Fire Relief Association (not accruing time towards pension).
4. Must successfully complete any scheduled fitness for duty screenings.
5. Must have a clean medical background and be in good physical health.

B. DUTIES/RESPONSIBILITIES:

1. Retired Reserve Firefighters (RRF) may drive and operate all apparatus as long as they are up to date with department driving policy and training requirements.
2. Operate all equipment in a safe and efficient manner.
3. Perform all on scene tasks that within training.
4. Maintain all equipment and the station before and after calls.
5. Be responsible for all property issued by the fire department and any equipment utilized in the performance of their duties.
6. Adhere to department policies and operating procedures.
7. Retired Reserve Firefighters are not required to wear SCBA or pass an annual fitness test.
8. Retired Reserve Firefighters will not perform interior structural firefighting duties.
9. Retired Reserve Firefighters do not need to meet the facial hair requirements, but all facial hair will be neatly trimmed and groomed.

C. BENEFITS:

1. Retired Reserve Firefighters will be paid for their training hours and the calls that they respond to at the rate of an active firefighter.
2. Retired Reserve Firefighters will not be eligible for relief benefits.
3. Retired Reserve Firefighters will not be held to the thirty percent (30%) call rule.

CITY OF HANOVER
WRIGHT / HENNEPIN COUNTIES
STATE OF MINNESOTA

FIRE DEPARTMENT POLICY

AMENDED BY:
Res No 12-04-18-122
Res No 11-04-19-95
Res No 03-29-22-22
Res No 10-01-24-??

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500.01 PURPOSE

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

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

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

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

500.02 SCOPE

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

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

500.03 EEO POLICY STATEMENT

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

500.04 CODE OF CONDUCT

- I fully realize and accept the responsibilities that my membership requires and shall faithfully perform the duties assigned to me.

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

500.05 MEMBERSHIP REQUIREMENTS

The department shall consist of a total number of members the Council deems necessary for adequate fire protection of the Hanover Fire Service Area.

New members have minimum one year probation. Probation may be extended up to three years at the discretion of the Fire Chief. The probationary period shall be utilized to learn from an assigned mentor about fire service duties, and to complete Fire Fighter I & II and EMR trainings. All three training programs must be passed prior to end of probation.

Members must attain and maintain the following:

- Firefighter I State Certification
- Firefighter II State Certification
- Emergency Medical Responder (EMR) State Certification

500.06 MEETINGS AND DRILLS

The regular meeting of the department shall be held on the second Tuesday of each month beginning at 8 p.m. or such time mutually agreed upon by members of the department. Special meetings may be called at any time by the Chief at their discretion.

Regular drills of the department shall be on the last Tuesday of the month at ~~7 p.m. or specified time on the master training schedule~~. Medical trainings shall be on the third Tuesday of ~~February, April, June, August, October and December~~ the month. Trainings can and may be added or changed at the Chief's discretion.

~~Members must attend eight out of twelve of each maintenance, training and business meetings. Any member going to be late up must contact chief officer or Officer in Charge. Training hours will be tracked towards state renewal.~~

Any member may make up and receive credit for the training if they receive the same or equivalent training. That training may be from an outside source as long as it is approved in advance by the Chief or Training Officer. Credit will be given as in-house credit. ~~Training is expected to be made up within 60 days of the missed training.~~

All drills shall begin promptly at the time designated.

Any member who notifies the chief officer of a satisfactory reason for his or her leaving early may be given drill credit as long as objectives are met. Determination of a "satisfactory reason" will be left to the discretion of the Chief or Training Officer in charge of the drill. The Chief or Training Officer shall make note of that fact in the drill report.

Drill credit shall be withheld for a member that does not participate in the drill, unless the Training Officer and/or Fire Chief otherwise orders.

Determination of equivalency drill credits for activities other than regular department drills, will be made by the Training Officer and the Fire Chief.

500.07 ATTENDANCE

Subd. 1. Response to a Fire Call. All members are required to maintain 30% attendance of fire calls. This will be reviewed quarterly by the Chief or designee. Members will be given credit for fire calls when on approved fire department business.

Subd. 2. Monthly Meetings/Maintenance. All members are required to attend ~~8-10~~ out of 12 of meetings in the fiscal year. No member shall be excused except in the case of a sickness, absence from the City, or absolute necessity. All excuses must be made to the Fire Chief or another Officer of the department. Members arriving fifteen minutes late shall not receive meeting credit. However, any member who notifies the Chief Officer of a satisfactory reason for the late arrival may be given credit for the meeting. If refusal of credit for tardiness happens, the Chief shall make note in the meeting record.

Subd. 3. Drill Attendance. All members are required to attend a minimum of ~~8 of 12 drills in a calendar year, while not missing more than 2 monthly drills in a row~~ 24 hours of drill. The Chief Officers will review this requirement on a quarterly basis. All mandatory drills must be attended or made up. Mandatory drills are required per OSHA and NFPA standards.

Subd. 4 Time Off Policy. All firefighters in good standing with the Hanover Fire Department are eligible to use time off based on the accrual schedule below. Leave requests must be approved by the Fire Chief and turned in the same month the leave is taken. A firefighter taking more than 3 consecutive days off must turn in the Leave Request Form before said days off. Accrued days not used in a calendar year are not permitted to be carried over to the following year. A firefighter

that uses their time off will not be accountable for fire incidents that are paged out while on leave. This is a non-financial policy.

Accrual Schedule –

Available time off days are accrued January 1 after the completion of the firefighter’s corresponding year of active service:

- Up to 2 years – No qualifying days
- After 2 Years – 7 days time off available in a calendar year
- 3+ Years – Firefighter will have available three additional days for every five years they are an active member of the Hanover Fire Department up to a maximum of 25 days leave in a calendar year.

500.08 COMPENSATION & BENEFITS

Subd. 1. Rate of Pay. Members shall be compensated at a rate of pay as approved by the City Council. A minimum of one hour of pay shall be earned in accordance with Fire Department Standard Operating Guidelines as it relates to responding to calls and cancelled calls. After the first hour of a call, time shall be accrued in 15 minute increments thereafter. In order to receive credit for the call, members are required to personally sign their name and post their in and out times.

Subd. 2. Paid Events.

- Any paged out Fire Call
- Any Department based training to maintain status or certification.
- Any duties assigned or fire related conferences as approved by Chief 1.

Subd. 3. Non Hourly Paid Events.

- Firefighter I, II, EMR, or any training required to obtain proper certification to be a member of the department.
- Members who successfully complete Firefighter I, II, and EMR training will receive a stipend in the amount of 220 hours of training multiplied by current hourly rate of pay for Probationary Firefighter.
- **Members who successfully complete Fire School, and receive the certificate, will receive a stipend in the amount of classroom hours multiplied by current hourly rate of pay.**

Subd. 4. Benefits. Members **may** receive additional benefits as follows:

- Hanover Fire Fighter’s Relief Association
- Smoke Eater – Accidental Death and Dismemberment
- Minnesota Public Safety Officer’s Benefit Fund
- Minnesota State Workers’ Compensation Insurance
- Federal Public Safety Officer’s Benefit – Death Benefit

Subd. 5. Meal and Travel Stipend

Members shall receive the IRS set mileage rate for travel in their personal vehicle to trainings/conferences. A daily meal stipend shall require submittal of food receipt up to ~~\$35~~ \$50 per day. Alcohol is not a reimbursable expense. Hotels will be reimbursed with receipt.

500.09 UNIFORM REQUIREMENTS

PURPOSE: To project and maintain a positive and professional image the following uniform policies and procedures will be strictly adhered to.

Personal appearance: Hair and mustaches shall be neatly trimmed. Mustaches shall not interfere with the wearing of any personal protective equipment. Longer hair shall be tied back in a manner that is professional in appearance and so as not to interfere with wearing of PPE. Jewelry, if worn, shall be conservative in nature. Stud or other small earrings may be worn. No hoop type or other dangling earrings may be worn. Piercings shall not interfere with the wearing of PPE during calls or training. Necklaces shall not be worn outside the t-shirt or any other uniform shirt. Make-up and other cosmetic products, if worn, shall be conservative in nature. Any visible tattoos that are in any manner considered vulgar shall be covered during public appearances.

Per OSHA standard 1910.134(g) (1) (i) (A) States that employers “shall not permit respirators with tight-fitting face-pieces to be worn by employees who have facial hair that comes between the sealing surface of the face-piece and the face.” No more than 24 hours growth will be tolerated by any fire personal.

Class ~~A~~ B Uniform: The class ~~A~~ B or dress uniform shall consist of the following: Short sleeve dark blue department supplied uniform shirt. The department issued badge shall be worn over the supplied badge tab. The badge can be shined with mild soap and water and a soft cloth. The ~~right~~ left sleeve shall have only the approved Hanover fire patch centered on the sleeve approximately one half inch below the shoulder seam. The ~~left~~ right sleeve shall have only the supplied American Flag centered on the sleeve approximately one half inch below the shoulder seam. The supplied nametag shall be centered and placed approximately one/eighth of an inch above the right breast pocket. Any other approved citation bar or years of service pin shall be centered and approximately one eighth of an inch above the nametag. A necktie of matching material and color may be added. A clean, white crew neck t-shirt shall be worn under the class A shirt and its sleeves shall not extend past the sleeves of the class A shirt. The uniform pants shall be supplied by the department. They shall be consistent in color with the uniform shirt. The uniform shirt and pants shall be cleaned and pressed as per the manufacturer. The uniform belt shall be supplied by the department and be black in color with a basket weave pattern and a silver toned buckle. Footwear shall be supplied by the firefighter member and shall be of black shineable leather and/or nylon combination, with no visible buckles logos or colored thread or colored laces except black. Shoes shall be buff shined for all public appearances. No other items shall be added to the uniform without the approval of a Chief Officer. No hats may be worn unless approved by event lead.

Class B C uniform: Shall consist of the department approved T-shirt, sweatshirt, golf shirt, varsity style dress jacket or pullover and Class A C pants, shorts or clean blue jeans that are in a state of good repair and consistent color, or other special event clothing. Must wear Hanover Fire Logo (visibly) to all scheduled drills, trainings, meetings and special events. The class B C uniform may be worn in lieu of the Class A B uniform with officer approval when deemed more appropriate. The department approved cap may also be worn. No other cap may be worn at any public event without approval by the Fire Chief. Headwear, approved hats may be worn with class B C uniform so long as it is a clean Hanover FD hat (optional, not paid by department).

Class C D uniform: shall consist of all department supplied Gear for structural firefighting and will be worn at all fires, rescues involving danger to firefighters and motor vehicle accidents. The Chief or Officer in charge of the scene may amend items worn as long as personnel safety is not compromised.

Class D E uniform: Shall consist of all fire department issued gear for fighting grass wild land fires. The Chief or Officer in charge of the scene may amend items worn as long as personnel safety is not compromised.

Class E F uniform: Shall consist of all department issued gear for water ice rescue. The Chief or Officer in charge of the scene may amend items worn as long as personnel safety is not compromised.

Use of the Fire department name or logo: Any clothing or equipment using the Fire department name or Logo must be approved by a Chief Officer. The Chief Officer may temporarily approve some items for a special event.

Professional behavior: It is the expectation that while on or off duty and wearing any fire department related gear or clothing that all members shall behave in a professional and appropriate manner that reflects well on the department and the communities we serve.

Safety Vest: A department issued safety vest shall be worn when the member is exposed to vehicle traffic.

500.10 TRAINING BEYOND MINIMUM REQUIREMENTS

The City recognizes the benefit of training members beyond the minimum requirements. Any or future other additional classes beyond this list must be submitted by written request to the chief for prior approval and funding.

- EMT- An optional Emergency Medical Technician (EMT) certification is offered after the fifth year of employment Firefighters who want to attend EMT classes prior to 5th year of employment may do so with Chief's discretion and request reimbursement after 5th year of employment.
- Officer 1/2 or Instructor 1/2 – 5 years and approved by the Chief.
- Investigator - 7 years and approved by the Chief.
- Fire Apparatus Operator certification – 5 years

- Any firefighter who wishes to obtain training beyond minimum requirements should maintain the certification while providing ~~to~~ service to our community.

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

RESOLUTION NO 10-01-24-88

APPROVING PURCHASES FOR FIRE DEPARTMENT

WHEREAS, the Fire Chief has provided information about need to replace turnout gear/uniforms, tires and pagers.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Hanover, Minnesota, hereby approves the purchase of the following items:

- Uniforms - \$18,100 from the 2024 Fire Department budget (4 sets of turnout gear at a total cost of \$3,500 each, 7 sets of boots at \$500 each, and 2 helmets at \$300 each)
- Tires for the white dodge pickup - \$1,200 from the 2024 Fire Department budget
- 4 pagers at a total cost of \$2,200 from the Fire Donations fund

Adopted by the City Council this 1st day of October, 2024.

APPROVED BY:

ATTEST:

Chris Kauffman, Mayor

Jennifer Nash, City Administrator



MEMORANDUM

To: Mayor Chris Kauffman and Council Members
From: Trent Brunn, Public Works Supervisor
Jennifer Nash, City Administrator
Date: September 26, 2024
RE: Public Works Purchase of V-Plow

Background

Public works is considering the acquisition of a new V-plow for the Toolcat and skid steer, which are currently not part of our inventory. The V-plow is an attachment that fits on the front of these two pieces of equipment and would enhance the efficiency for clearing snow. Staff tested a similar piece of equipment last year and would like one available for use during this upcoming snow season.

An estimate was provided by Lano earlier this year and staff have monitoring 2024 budget performance to determine if funds would be available for purchase in this budget year. Lano will honor this estimate for purchase this fall following Council authorization.

Financial Impact

The price of this piece of equipment is \$6,450.32. It is available through a state bid, eliminating the necessity for multiple bids. This item would come out of the public works budget for 2024 where there is adequate funds available.

Recommendation

Staff recommends purchase of the V-Plow from Lano equipment using State bid pricing.

Attachment

- Resolution 10-01-24-89 – Approving Purchase of V-Plow from Lano
- Lano Equipment Bid for V-Plow

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

RESOLUTION NO 10-01-24-89

APPROVING PURCHASE OF V-PLOW FOR SNOW CLEARING

WHEREAS, Public Works staff are recommending a v-plow attachment to assist in efficient clearing of snow from trails and other areas; and

WHEREAS, the 2024 public works budget has been reviewed and adequate funds identified to cover this purchase; and

WHEREAS, a bid was received from Lano Equipment using State bid pricing.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Hanover, Minnesota, hereby approves purchase of v-plow from Lano Equipment for \$6,450.32.

Adopted by the City Council this 1st day of October, 2024.

APPROVED BY:

ATTEST:

Chris Kauffman, Mayor

Jennifer Nash, City Administrator



Product Quotation
 Quotation Number: **DU434743**
 Quote Sent Date: **Apr 01, 2024**
 Expiration Date: **May 01, 2024**

Prepared By
Dave Underwood
 Phone: 612-282-8327
 Email: dave_u@lanoequip.com

Customer
CITY OF HANOVER
 11250 5TH ST NE
 HANOVER, MN, 55341-4101
 Phone: +1 763 477 2596

Contact
TRENT BRUNN
 Phone: +1 763 497 3777
 Email: Trentb@ci.hanover.mn.us

Dealer
Lano Equipment, Inc., Loretto, MN

Item Name	Item Number	Quantity	Price Each	Total
84" Snow V-Blade	6958577	1	5,102.64	5,102.64
Snow V-Blade Flotation Kit	7102603	1	754.68	754.68
Total for 84" Snow V-Blade				5,857.32
Quote Total - USD				5,857.32
Dealer P.D.I.				50.00
Destination Charges				288.00
Dealer Assembly Charges				255.00
Sales total before Taxes				6,450.32
Taxes				0.00
Quote Total - USD				6,450.32

Notes:

MN STATE CONTRACT #242479 CONTRACT RELEASE # T-631(5) SWIFT ID #0000193199-003

Customer Acceptance:	
Quotation Number: DU434743	Purchase Order: _____
Authorized Signature:	
Print: _____	Sign: _____
Date: _____	Email: _____
Addresses:	
Delivery Address: _____	
Billing Address (if different from ship to): _____	

Tax Exempt: Y / N

Exempt in the State of: _____

Tax Exempt ID:

Federal: _____

State: _____

Expiration Date: _____



MEMORANDUM

To: Mayor Chris Kauffman and Council Members
From: Jennifer Nash, City Administrator
Date: September 26, 2024
RE: Bridge Asset Management Plan Proposal

Background

In spring of 2024, decking on the historic pedestrian bridge was found to have significant deterioration. The condition was noticed by public works staff and by residents who reached out to city hall to express concerns.

Public works replaced several boards that were in the worst condition. There are a few more of the specialty white oak long boards left for further replacements, however there are not enough left to replace the full expanse of bridge decking.

Some may recall that the last large bridge rehab project occurred around 2016 following a grant to assist with costs for the project. Staff is interested in understanding for a next rehab project what options may be available (if any) to possibly extend the life of restoration investments for this historical community feature that is key identifier for the town as well as a component of the City and regional trail network. The bridge is on the National Register of Historic Places, so any restoration project will need to comply with rules for such assets.

Included with this packet is a proposal from WSB's bridge expert to review the bridge to identify restoration needed as well as options for long-lasting results and possible funding sources to help pay for the project.

Financial Impact

\$29,500 project scope which would come from the public works professional services budget.

Recommendation

Staff recommends a motion to approve the scope for bridge asset management planning and authorize the City Administrator to execute the agreement on the City's behalf.

Attachment

- WSB Proposal



July 19, 2024

Ms. Jennifer Nash
City Administrator
City of Hanover
11250 5th St. NE
Hanover, MN 55341
cityadmin@ci.hanover.mn.us

Re: Bridge 92366 Asset Management Plan
City of Hanover, MN

Dear Ms. Nash:

Attached for your review and approval is our proposed scope of services, fee, and schedule for providing professional engineering services to complete an Asset Management Plan for the historic Bridge No. 92366 in Hanover, MN.

Paul Kivisto will be the Project Manager for this project. He is Minnesota's premier Bridge Asset Management engineer having prepared plans for most of Minnesota's major bridges including the St. Croix Crossing near Stillwater and the Robert Street Bridge in St. Paul. He will be able to deliver a plan that meets the needs of the City to ensure the bridge is properly taken care of for years to come.

We look forward to working with you on this project. If you are in agreement with this proposal, please sign where indicated below and return one copy to our office. The necessary contract documents will then be provided. WSB will start work upon receipt of a signed contract. If you should have any questions regarding this proposal, please do not hesitate to contact Carl at 612-219-3524 or cosberg@wsbeng.com.

Sincerely,

WSB

Carl Osberg, PE
Director of Structures

Attachment

ACCEPTED BY:

City of Hanover

Name _____

Title _____

Date _____

701 XENIA AVENUE S | SUITE 300 | MINNEAPOLIS, MN | 55416 | 763.541.4800 | WSBENG.COM

**SCOPE OF ENGINEERING SERVICES
FOR
BRIDGE NO. 92366 ASSET MANAGEMENT**

HANOVER, MN

The City of Hanover is seeking a firm to provide an Asset Management Plan for Bridge 92366, which is a historic truss bridge over the Crow River. The purpose of the Asset Management Plans is to develop a customized plan for bridge inspection, maintenance and repair to ensure the bridge meets the desired life and performance.

SCOPE OF ENGINEERING SERVICES

Task 1 – Project Management

Project management will be performed throughout the course of this short project. The following subtasks are included as part of Project Management:

- 1.1 Provide general project management, invoices, and coordination. Tracking project deliverables and budget are included.
- 1.2 Host 4 meetings with the City of Hanover and stakeholders.
 - 1.2.1 The meetings will consist of discuss discussing:
 - 1.2.1.1 Bridge concerns and management plan criteria
 - 1.2.1.2 Bridge funding opportunities and potential costs
 - 1.2.1.3 Bridge condition, load ratings and alternatives
 - 1.2.1.4 Draft Bridge Asset Management Plan and comments
 - 1.2.1.5 Final Bridge Asset Management Plan and comments

Deliverables: Four virtual or in-person meetings (or combination)

Task 2 – Data Review

This task consists of requesting and reviewing existing bridge plans, inspection reports, load ratings, quantities, and cost estimates. A sit inspection will also be performed to verify reports and condition.

WSB will also evaluate the use of new structural components such as the array of potential wood preservatives, membrane and timber or composite decking.

Deliverables: Document Review and Site-Visit.

Task 3 – Load Ratings

This task consists of re-rating the existing bridge using MnDOT approved methods and software. This will allow us to examine the impacts of using heavier or lighter decking, and verify the weaker members of the bridge and evaluate how they can be strengthened.

Deliverables: Load Ratings.

Task 4 – Asset Management Plan

This task consists of composing draft and final Asset Management Plans which will guide the City on the future activities the bridge needs to meet the desired life and performance. The Asset Management Plan will include, but not be limited to:

- 1) Inspection frequency and detailed commentary
- 2) Maintenance frequency and detailed commentary
- 3) Repair frequency and details

Deliverables: Asset Management Plan (Draft and Final).
TOTAL ESTIMATED ENGINEERING FEE

The fees for the described services will be charged on an hourly, not to exceed basis. Paul Kivisto's hourly rate will be set at **\$237/hr**. An estimate of hours and fee per task is shown below. WSB recommends that a not-to-exceed budget of **\$29,500** be established for this work.

Task 1: (Project Management, Invoices and Meetings)
12 hours x \$237 = \$2,844

Task 2: (Data Review)
24 Hours x \$237= \$5,688

Task 3: (Load Rating – Existing and with Repair Options)
40 hours x \$237 = \$9,480

Task 4: (Asset Management Plan)
48 hours x \$237 = \$11,376

Expenses:
Travel 100 miles x \$0.655 = \$65.50

Should the scope of work change in nature or be expanded to include additional services, we reserve the right to negotiate the fees with you. Invoicing will be monthly in accordance with our Schedule of Hourly Rates and Charges and payment for services shall be made every thirty (30) days as charges are incurred and billed. A finance charge at the rate of 1.5% per month on the unpaid balance shall be charged on all accounts over 30 days past the statement date.

TIME SCHEDULE

A proposed project schedule is shown below:

Notice to Proceed	Aug 26, 2024
Document Review and Meeting.	Sept 12, 2024
Load Ratings and Meeting	Oct 11, 2024
Draft Asset Management Plan and Meeting	Oct 25, 2024
Final Asset Management Plan and Meeting	Nov 14, 2024