

**AGENDA
HANOVER CITY COUNCIL
OCTOBER 15, 2019**

MAYOR

CHRIS KAUFFMAN

COUNCIL

DOUGLAS HAMMERSENG

KEN WARPULA

JIM ZAJICEK

MARYANN HALLSTEIN

- 1. Call to Order Regular City Council Work Session: 7:00 p.m.**
- 2. Approval of Agenda**
- 3. Consent Agenda Items:**
 - a. Approve Minutes of October 1, 2019 City Council Meeting (4)**
 - b. Approve Claims as Presented: (7)**

➤ Claims	\$ 95,564.17
➤ Payroll	\$ 10,288.73
➤ P/R taxes & Exp.	\$ 3,713.56
➤ Other Claims	<u>\$ 2,602.32</u>
➤ Total Claims	<u>\$ 112,168.78</u>
 - c. Res No 10-15-19-85 - Appointing Jack Olson to the Hanover Fire Department (36)**
 - d. Res No 10-15-19-86 - Appointing Shane Boudreaux to the Hanover Fire Department (37)**
 - e. Res No 10-15-19-87 - Approving Hanover FRA Excluded Bingo Permit (38)**
- 4. B.H.M. Schools – Superintendent Thielman**
- 5. Res No 10-15-19-88 – Approving Amendment #1 to Grading Agreement River Town Villas (39)**
- 6. Res No 08-05-19-73 – Ratifying FRA Pension Increase (56)**
- 7. Fire Department Facility Upgrades**
- 8. Fire Department Policy, SOG, and Job Descriptions Review (59)**
- 9. City Policies Review (139)**
- 10. Reports**
- 11. Adjournment**

To: Mayor Kauffman & Members of the Hanover City Council
From: Brian Hagen, City Administrator
Date: October 12, 2019
Re: Review of October 15, 2019 City Council Work Session Agenda

1. **Call to Order: 7:00 p.m.**
2. **Approval of Agenda**
3. **Consent Agenda Items:**
 - a. **Approve Minutes of October 1, 2019 City Council Meeting (4)**
 - b. **Approve Claims as Presented: (7)**

➤ Claims	\$ 95,564.17
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 - c. **Res No 10-15-19-85 - Appointing Jack Olson to the Hanover Fire Department (36)**
 - d. **Res No 10-15-19-86 - Appointing Shane Boudreaux to the Hanover Fire Department (37)**
 - e. **Res No 10-15-19-87 - Approving Hanover FRA Excluded Bingo Permit (38)**
4. **B.H.M. Schools – Superintendent Thielman**

Discussion related to the upcoming referendum vote will be held.
5. **Res No 10-15-19-88 – Approving Amendment #1 to Grading Agreement River Town Villas (39)**

Enclosed is an amended grading agreement to allow for escrow funds for engineering inspection as well as an Escrow Pledge and Payment agreement. The developer has requested alternative financial security means instead of the typical letter of credit. This agreement compares to what was approved for Crow River Heights West Third Addition.
6. **Res No 08-05-19-73 – Ratifying FRA Pension Increase (56)**

Enclosed is a resolution tabled from previous meetings.
7. **Fire Department Facility Upgrades**

Chief Malewicki will discuss requested upgrades to the Fire Hall property. Desired upgrades include an access drive from the Public Works Facility. Location is unknown at this point as well as other requirements related to maintaining proper stormwater management. Other desired upgrades are related to grading work of the hill behind the station to allow for improvements like a potential training area to install a live burn training facility. Consideration of how operation of this facility and the impact to neighboring properties should be discussed.

8. Fire Department Policy, SOG, and Job Descriptions Review (59)

Chief Malewicki will be present to discuss recommended changes. The changes are included in a redlined version.

9. City Policy Review (139)

Enclosed are redline policies with recommended changes for discussion.

10. Reports

11. Adjournment

**CITY OF HANOVER
CITY COUNCIL MEETING
OCTOBER 1, 2019 – DRAFT MINUTES**

Call to Order/Pledge of Allegiance:

Mayor Chris Kauffman called the regular meeting of Tuesday, October 1, 2019, to order at 7:00 pm. Present were Mayor Chris Kauffman, Councilors Ken Warpula, Jim Zajicek and MaryAnn Hallstein. Also present were City Attorney Jay Squires, City Administrator Brian Hagen, and Accountant / Deputy Clerk Jackie Heinz. Guests included Gerald Tollefson, Josh Pomerleau, WC Sheriff Sean Deringer and Todd Sandin.

Approval of Agenda:

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

Consent Agenda:

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

- a. **Approve Minutes of September 12, 2019 Special City Council Meeting**
- b. **Approve Minutes of September 17, 2019 City Council Work Session Meeting**
- c. **Approve Claims as Presented:**
 - **Claims** \$ 32,451.83
 - **Payroll** \$ 10,489.57
 - **P/R taxes & Exp** \$ 3,825.16
 - **Other Claims** \$ 2,647.44
 - **Total Claims** \$ 49,414.00
- d. **Res No 10-01-19-79 – Accepting Donations from Scott Jamison**
- e. **Res No 10-01-19-80 – Approving Fire Department Purchases**
- f. **Res No 10-01-19-81 – Approving Three Rivers Park Winter Use Permit**
- g. **Res No 10-01-19-82 – Approving 2020 Elections Polling Place Designation**

Motion carried unanimously.

Citizen’s Forum:

Gerald Tollefson – 11161 14th Street NE

Tollefson stated he received a letter from Amy Biren at City Hall regarding a tree in violation of code and was given less than one week to trim the tree. Tollefson stated he has lived in Hanover for 5 years and feels the letter is threatening and wants to make Council aware of other areas of concern around the City including the stop sign at Miller Trucking and Landscaping and the stop sign at St. Paul’s Lutheran Church. Tollefson further stated violations should be enforced throughout the City and not per resident. Hallstein stated a letter is the first point of contact, the City of Hanover uses a complaint base system and not code enforcement.

Public Hearings:

None

Unfinished Business:

None

New Business:

Res No 10-01-19-83 – Approving PUD Amendment for Bridges at Hanover

Hagen stated the resolution will amend the existing PUD which identifies specific floor plans for the townhomes. Josh Pomerleau has purchased the remaining lots and is looking for add more floor plan options. Hagen further stated the townhome association has reviewed the new plans and expressed support as well as the Planning Commission. There is a possibility for a twin home plan in the future.

MOTION by Warpula to approve Res No 10-01-19-83, seconded by Hallstein. **Motion carried unanimously.**

Res No 10-01-19-84 – Approving Wright County Sheriff Contract

Hagen stated the Wright County Sheriff Contract is a 2-year contract which is up for renewal. Hallstein inquired if some cities have a larger increase than others. Deringer stated all cities are charged the same per hour rate across the County. Hagen inquired about the proposed change in service. Deringer stated there are three items driving the per hour rate to increase:

1. A high turn-over rate and trying to be competitive with wages. There has been a comp in class study done by Baker Tilly.
2. Training hour requirements have increased, dedicating 16 of the 48 hours to PTSD de-escalation and similar topics.
3. WC will be staying with Ford vehicles, the price per vehicle has increased \$6,800.00, they plan to spend \$126,000.00 on vehicles.

Deringer also stated the scheduling will become 6 on and 3 off with 10-hour days increasing the amount of County coverage. Sandin stated the City is currently patrolled from 6-10 pm, 7 days per week. The new contract coverage will be based on 4 hours per day x 365 days = total coverage. The patrol hours won't be set but rather during busier times, providing a dedicated car at a more efficient time. Sandin stated the change in hours will reduce overtime and bring the price per hour rate down. Deringer stated Hennepin County hours are tracked per vehicle via GPS, where as Wright County is a dedicated service. Deringer further stated if a patrol car is running through town on a service call, the time is not counted against the contract hours.

Kauffman stated there is an increase in the contract price every year, he would like to see Hennepin and Wright County work together and coordinate patrol times so as to not overlap each other. Hallstein stated the morning commute and County Road 19 traffic are priority. Deringer stated the new schedule will give more flexibility than before.

Discussion continued regarding shared coverage between Otsego, Albertville, St. Michael and Hanover, increased population creating an increase in patrol, early morning and late afternoon to early evening busy times. Warpula stated he would like to see a report once the new coverage has started.

MOTION by Hallstein to approve Res No 10-01-19-84, seconded by Warpula. **Motion carried unanimously.**

Reports

Hallstein

- Will be absent at the October 15th Work Session Meeting

Heinz

- Attended the MNGFOA Conference last week, there were great break out sessions and a lot of networking

Hagen

- Will be attending the third course of EDFP training next week.
- LMC will be holding a small break-out session on Thursday, October 24th from 3-4 pm at Wild Marsh in Buffalo, Council is invited to Attend
- Planning Commission has inquired if a reminder about ATV and Snowmobile use in the City can be put in the newsletter, Council Consensus okay to print
- The drive lanes were shifted on River Road to create more spots in front of Maverick and less in front of River Inn. Staff is recommending to paint the curb yellow from the east driveway of River Inn to the south driveway. **MOTION** by Hallstein to paint the curb yellow from East to South driveway of River Inn, seconded by Warpula. **Motion carried unanimously.**
- Big Bore BBQ is buttoning up the exterior and has begun on the interior remodel, has hired a restaurant manager and bar manager and will begin hiring staff with a target open date around Thanksgiving

Squires

- Recommending the City does not opt out of the Opioid Litigation Class Action Lawsuit. No damages to go after and no fees will be incurred by the City. Council Consensus to not opt out of the lawsuit.

Adjournment

MOTION by Warpula to adjourn at 7:55 pm, seconded by Hallstein. **Motion carried unanimously.**

APPROVED BY:

Chris Kauffman, Mayor

ATTEST:

Brian Hagen, City Administrator

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Payments

Current Period: October 2019

Payments Batch 101519 PAY \$95,564.17

Refer	2807 ADVANTAGE SIGNS & GRAPHICS		-			
Cash Payment	E 100-43000-226 Sign Repair Materials	Vehicle Noise Laws Enforced Signs - Qty 4				\$194.47
Invoice	39928	9/30/2019				
Transaction Date	10/9/2019	Due 10/9/2019	Cash	10100	Total	\$194.47
Refer	2798 ALERT-ALL CORP		-			
Cash Payment	E 107-42210-437 Other Miscellaneous	Fire Prevention Supplies - October 7-11, 2019				\$1,696.00
Invoice	219091086	9/20/2019				
Transaction Date	10/9/2019	Due 10/9/2019	Cash	10100	Total	\$1,696.00
Refer	2812 BLUE TARP FINANCIAL		-			
Cash Payment	E 100-43000-215 Shop Supplies	Oxygen Gas				\$34.99
Invoice	0191100917	10/1/2019				
Transaction Date	10/9/2019	Due 10/9/2019	Cash	10100	Total	\$34.99
Refer	2805 BURSCHVILLE CONSTRUCTION		-			
Cash Payment	E 100-43122-224 Street Maint Materials	Grading & Rolling of Gravel Roads on 9/16/19				\$650.00
Invoice	4548	9/27/2019				
Cash Payment	E 401-42800-310 Other Professional Servi	Cemetery Columbarium: 48 cy of Class 5 Recycle				\$672.00
Invoice	4548	9/27/2019				
Transaction Date	10/9/2019	Due 10/9/2019	Cash	10100	Total	\$1,322.00
Refer	2790 CARSON, CLELLAND & SCHREDE		-			
Cash Payment	E 100-41610-304 Legal Fees	Legal Support / Work - September 2019				\$201.07
Invoice		9/27/2019				
Transaction Date	10/8/2019	Due 10/8/2019	Cash	10100	Total	\$201.07
Refer	2808 CEMSTONE		-			
Cash Payment	E 100-43121-224 Street Maint Materials	Kalen Drive: Concrete				\$395.00
Invoice	C2105448	9/26/2019				
Transaction Date	10/9/2019	Due 10/9/2019	Cash	10100	Total	\$395.00
Refer	2779 CENTERPOINT ENERGY		-			
Cash Payment	E 100-41940-383 Gas Utilities	City Hall Gas Utilities: 8/28/19 - 9/27/19				\$29.61
Invoice		10/1/2019				
Cash Payment	E 100-43000-383 Gas Utilities	PW Building Gas Utilities: 8/28/19 - 9/27/19				\$52.86
Invoice		10/1/2019				
Cash Payment	E 100-42280-383 Gas Utilities	Fire Station Gas Utilities: 8/28/19 - 9/27/19				\$18.71
Invoice		10/1/2019				
Transaction Date	10/8/2019	Due 10/8/2019	Cash	10100	Total	\$101.18
Refer	2778 CENTURY LINK		-			
Cash Payment	E 100-42280-321 Telephone	Fire Station Landline - 9/28/19 - 10/27/19				\$39.93
Invoice		9/28/2019				
Transaction Date	10/8/2019	Due 10/8/2019	Cash	10100	Total	\$39.93
Refer	2787 CITY OF ST. MICHAEL		-			
Cash Payment	E 602-49455-310 Other Professional Servi	SAC Fee - 500 Kadler Avenue NE				\$5,045.00
Invoice						
Cash Payment	E 602-49455-310 Other Professional Servi	SAC Fee - 10755 Settlers Lane North				\$5,045.00
Invoice						

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Payments

Current Period: October 2019

Transaction Date	10/8/2019	Due 10/8/2019	Cash	10100	Total	\$10,090.00
Refer	2795 COLLABORATIVE PLANNING LLC Ck# 002781E 10/15/2019					
Cash Payment	E 818-41910-310 Other Professional Servi		JP Brooks - PUD: September 2019			\$25.75
Invoice 2019-169	10/6/2019			Project 208265		
Cash Payment	E 818-41910-310 Other Professional Servi		TOMAR / Astro Engineering - Site & Building Plan: September 2019			\$25.75
Invoice 2019-169	10/6/2019			Project 208261		
Cash Payment	E 100-41910-310 Other Professional Servi		General Planning: September 2019			\$3,347.50
Invoice 2019-169	10/6/2019					
Cash Payment	E 818-41910-310 Other Professional Servi		David & AuriAnna Mooers - Application Variance: September 2019			\$25.75
Invoice 2019-170	10/6/2019			Project 208259		
Cash Payment	E 818-41910-310 Other Professional Servi		JP Brooks - PUD: September 2019			\$772.50
Invoice 2019-171	10/6/2019			Project 208265		
Cash Payment	E 823-41910-310 Other Professional Servi		CRHW 3rd Addition - Developers Agreement: September 2019			\$77.25
Invoice 2019-172	10/6/2019					
Cash Payment	E 828-41910-310 Other Professional Servi		CRHW 4th Addition - Developers Agreement: September 2019			\$77.25
Invoice 2019-173	10/6/2019					
Cash Payment	E 818-41910-310 Other Professional Servi		Fehn Companies - EAW: September 2019			\$978.50
Invoice 2019-174	10/6/2019			Project 208262		
Cash Payment	E 818-41910-310 Other Professional Servi		Fehn Companies - IUP Expansion: September 2019			\$128.75
Invoice 2019-175	10/6/2019			Project 208263		
Cash Payment	E 818-41910-310 Other Professional Servi		JW Family Holdings / RiverTown Villas - Final Plat: September 2019			\$618.00
Invoice 2019-176	10/6/2019			Project 208258		
Transaction Date	10/8/2019	Due 10/8/2019	Cash	10100	Total	\$6,077.00
Refer	2791 COMCAST					
Cash Payment	E 100-41940-321 Telephone		CH: Digital Voice & Internet - October 2019			\$149.80
Invoice	9/25/2019					
Cash Payment	E 100-43000-321 Telephone		PW: Digital Voice & Internet - October 2019			\$158.61
Invoice	9/25/2019					
Transaction Date	10/8/2019	Due 10/8/2019	Cash	10100	Total	\$308.41
Refer	2811 COTTENS, INC.					
Cash Payment	E 100-42260-220 Repair/Maint Supply (GE		Rescue 11: Spotlight Bulb			\$19.49
Invoice 188332	9/9/2019					
Cash Payment	E 100-42260-220 Repair/Maint Supply (GE		Rescue 11: Light Adaptor, Stoplight Bulb			\$11.78
Invoice 188333	9/9/2019					
Cash Payment	E 100-43000-220 Repair/Maint Supply (GE		Sweeper: Return Strobe Lamp			-\$69.99
Invoice 188724	9/11/2019					
Cash Payment	E 603-43000-221 Equipment Parts		Sweeper: Transmission Oil, Hydraulic Filters, Fuel Filters, Oil			\$186.93
Invoice 188784	9/12/2019					
Cash Payment	E 100-43000-220 Repair/Maint Supply (GE		Bobcat: Oil Filter			\$11.26
Invoice 190544	9/25/2019					
Transaction Date	10/9/2019	Due 10/9/2019	Cash	10100	Total	\$159.47
Refer	2800 FINKEN WATER SOLUTIONS					

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Payments

Current Period: October 2019

Cash Payment	E 100-42280-220 Repair/Maint Supply (GE	15 Gallons of Drinking Water				\$18.60
Invoice 27849TI	9/16/2019					
Cash Payment	E 100-42280-220 Repair/Maint Supply (GE	40 lbs. Of Solar Salt				\$9.50
Invoice 27849TI	9/16/2019					
Cash Payment	E 100-42280-220 Repair/Maint Supply (GE	Cook & Cold Rental Cooler - October 2019				\$9.50
Invoice 1167000	10/1/2019					
Transaction Date	10/9/2019	Due 10/9/2019	Cash	10100	Total	\$37.60
Refer	2781 GONZALEZ, LISSETH					
Cash Payment	E 100-48205-810 Refunds & Reimburseme	Hall Damage Deposit Release - 10/4 - 10/6/19 Event				\$200.00
Invoice	10/7/2019					
Transaction Date	10/8/2019	Due 10/8/2019	Cash	10100	Total	\$200.00
Refer	2801 GRAINGER	Ck# 002786E 10/15/2019				
Cash Payment	E 100-43000-215 Shop Supplies	Ear Plugs Uncorded, Safety Glasses				\$318.82
Invoice 9296644942	9/18/2019					
Cash Payment	E 100-43000-260 Uniforms	Full Body Harness 425 lb, Full Body Harness 400 lb, Shock Absorbing Lanyard				\$864.40
Invoice 9296644959	9/18/2019					
Transaction Date	10/9/2019	Due 10/9/2019	Cash	10100	Total	\$1,183.22
Refer	2813 HANOVER FIRE RELIEF ASSOCIAT					
Cash Payment	E 100-42290-124 Fire Pension Contributio	Supplemental Fire Aid - 2019				\$7,742.48
Invoice						
Cash Payment	E 100-42290-124 Fire Pension Contributio	State Fire Aid - 2019				\$33,444.75
Invoice						
Transaction Date	10/9/2019	Due 10/9/2019	Cash	10100	Total	\$41,187.23
Refer	2810 HARDWARE HANK					
Cash Payment	E 100-45200-220 Repair/Maint Supply (GE	Lions Shelter: Poly, Painters Plastic				\$36.75
Invoice 1585491	9/4/2019					
Cash Payment	E 100-43000-215 Shop Supplies	Pest Control				\$7.19
Invoice 1587980	9/17/2019					
Cash Payment	E 401-42800-310 Other Professional Servi	Columbarium: Grass Seed				\$35.99
Invoice 1587980	9/17/2019					
Transaction Date	10/9/2019	Due 10/9/2019	Cash	10100	Total	\$79.93
Refer	2783 INITIAL ATTACK FIRE TRAINING					
Cash Payment	E 100-42240-208 Training and Instruction	Live Burn / Ventilation Simulator on 4/30/19				\$1,500.00
Invoice	4/29/2019					
Transaction Date	10/8/2019	Due 10/8/2019	Cash	10100	Total	\$1,500.00
Refer	2786 JOINT POWERS WATER BOARD					
Cash Payment	E 601-49410-310 Other Professional Servi	WAC Fee - 500 Kadler Avenue NE				\$2,001.00
Invoice						
Cash Payment	E 601-49410-310 Other Professional Servi	WAC Fee - 10755 Settlers Lane North				\$2,001.00
Invoice						
Transaction Date	10/8/2019	Due 10/8/2019	Cash	10100	Total	\$4,002.00
Refer	2799 KOTTKE, BRIAN					
Cash Payment	E 107-42210-437 Other Miscellaneous	2019 Fire Prevention: Kitchen Fire Safety Trailer				\$75.00
Invoice 400006089	9/16/2019					
Transaction Date	10/9/2019	Due 10/9/2019	Cash	10100	Total	\$75.00

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Current Period: October 2019

Refer	2793 KOUKOU-TWAGLEE, KAREN		-			
Cash Payment	E 100-48205-810 Refunds & Reimburseme	Hall Damage Deposit Release - 9/28/19 Event				\$200.00
Invoice	9/30/2019					
Transaction Date	10/8/2019	Due 10/8/2019	Cash	10100	Total	\$200.00
Refer	2803 LANO EQUIPMENT - LORETTO		-			
Cash Payment	E 100-43121-224 Street Maint Materials	Kalen Drive: Stanley Breaker Rental				\$150.00
Invoice 03-704701	9/25/2019					
Transaction Date	10/9/2019	Due 10/9/2019	Cash	10100	Total	\$150.00
Refer	2809 MENARDS - BUFFALO		-			
Cash Payment	E 100-45200-220 Repair/Maint Supply (GE	Lions Shelter: Paint				\$74.94
Invoice 07735	9/25/2019					
Cash Payment	E 100-43000-240 Small Tools and Minor E	100' Fat Max Tape Measure				\$16.29
Invoice 07735	9/25/2019					
Cash Payment	E 100-43000-215 Shop Supplies	Waterproof Sealant, Paint Trays, Paint Roller, Pad Edger, Paint Brushes, Roller Covers				\$202.02
Invoice 07735	9/25/2019					
Cash Payment	E 100-45200-220 Repair/Maint Supply (GE	Lions Shelter: Return Primer				-\$179.98
Invoice 06947	9/12/2019					
Transaction Date	10/9/2019	Due 10/9/2019	Cash	10100	Total	\$113.27
Refer	2797 METRO WEST INSPECTION SERVI		-			
Cash Payment	E 100-42401-310 Other Professional Servi	Pmt 19-19 @ 9859 Jordan Avenue				\$1,499.80
Invoice 2156	9/24/2019					
Cash Payment	E 100-42401-310 Other Professional Servi	Pmt 43-19 @ 990 Mallard Street NE				\$17.50
Invoice 2156	9/24/2019					
Cash Payment	E 100-42401-310 Other Professional Servi	Pmt 57-19 @ 10555 Prairie Lane				\$33.25
Invoice 2156	9/24/2019					
Cash Payment	E 100-42401-310 Other Professional Servi	Pmt 87-19 @ 404 River Road NE				\$8.23
Invoice 2156	9/24/2019					
Cash Payment	E 100-42401-310 Other Professional Servi	Pmt 74-19 @ 11622 Meadowbrook Avenue NE				\$115.45
Invoice 2156	9/24/2019					
Cash Payment	E 100-42401-310 Other Professional Servi	Pmt 76-19 @ 11929 9th Street NE				\$33.25
Invoice 2156	9/24/2019					
Cash Payment	E 100-42401-310 Other Professional Servi	Pmt 89-19 @ 1263 Irvine Drive				\$26.25
Invoice 2156	9/24/2019					
Transaction Date	10/8/2019	Due 10/8/2019	Cash	10100	Total	\$1,733.73
Refer	2782 MN DEPT OF LABOR AND INDUST		Ck# 002779E 10/15/2019			
Cash Payment	E 100-42401-310 Other Professional Servi	Surcharge Fees - 3rd Qtr. 2019 - Confirmation #SEPTEMBER0530852019				\$1,191.53
Invoice						
Transaction Date	10/8/2019	Due 10/8/2019	Cash	10100	Total	\$1,191.53
Refer	2789 NW HENN LEAGUE MUNICIPALITIE		-			
Cash Payment	G 100-15500 Prepaid Items	Annual Dues for 2020				\$200.00
Invoice	10/1/2019					
Transaction Date	10/8/2019	Due 10/8/2019	Cash	10100	Total	\$200.00
Refer	2806 OMANN BROTHERS INC		-			
Cash Payment	E 100-43121-224 Street Maint Materials	Kalen Drive: Asphalt				\$170.04
Invoice 14208	9/30/2019					

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Payments

Current Period: October 2019

Transaction Date	10/9/2019	Due 10/9/2019	Cash	10100	Total	\$170.04
Refer	2802 POSTMASTER					
Cash Payment	E 100-41570-322	Postage		Postage - 4th Quarter Newsletter		\$255.36
Invoice						
Transaction Date	10/9/2019	Due 10/9/2019	Cash	10100	Total	\$255.36
Refer	2804 READY WATT ELECTRIC					
Cash Payment	E 100-41940-220	Repair/Maint Supply (GE		2019 Siren Maintenance - 3 City Sirens		\$1,370.00
Invoice	102770	9/23/2019				
Transaction Date	10/9/2019	Due 10/9/2019	Cash	10100	Total	\$1,370.00
Refer	2794 STMA CHEERLEADING					
Cash Payment	E 100-48205-810	Refunds & Reimburseme		Hall Damage Deposit Release - 9/29/19 Event		\$200.00
Invoice	9/30/2019					
Transaction Date	10/8/2019	Due 10/8/2019	Cash	10100	Total	\$200.00
Refer	2792 THE HARTFORD					
Cash Payment	G 100-21707	Life Ins		STD & LTD - October 2019		\$201.27
Invoice	729926379456	10/1/2019				
Transaction Date	10/8/2019	Due 10/8/2019	Cash	10100	Total	\$201.27
Refer	2780 VEOLIA WATER NORTH AMERICA					
Cash Payment	E 602-43252-310	Other Professional Servi		Sewer Services - November 2019		\$4,898.25
Invoice	90212424	10/15/2019				
Cash Payment	E 601-43252-310	Other Professional Servi		Water Services - November 2019		\$3,585.83
Invoice	90212424	10/15/2019				
Transaction Date	10/8/2019	Due 10/8/2019	Cash	10100	Total	\$8,484.08
Refer	2784 WRIGHT COUNTY AUDITOR-TREA					
Cash Payment	E 100-42102-310	Other Professional Servi		WC Patrol Services - October 2019		\$9,064.17
Invoice	October19	9/30/2019				
Transaction Date	10/8/2019	Due 10/8/2019	Cash	10100	Total	\$9,064.17
Refer	2785 WRIGHT COUNTY AUDITOR-TREA					
Cash Payment	E 100-42102-310	Other Professional Servi		WC Patrol Fines - May 2019		\$419.92
Invoice	10/3/2019					
Cash Payment	E 100-42102-310	Other Professional Servi		WC Patrol Fines - June 2019		\$169.96
Invoice	10/3/2019					
Cash Payment	E 100-42102-310	Other Professional Servi		WC Patrol Fines - July 2019		\$479.93
Invoice	10/3/2019					
Cash Payment	E 100-42102-310	Other Professional Servi		WC Patrol Fines - August 2019		\$123.30
Invoice	10/3/2019					
Transaction Date	10/8/2019	Due 10/8/2019	Cash	10100	Total	\$1,193.11
Refer	2788 WRIGHT COUNTY JOURNAL PRES					
Cash Payment	E 818-41970-351	Legal Notices Publishing		PHN: JP Brooks PUD Amendment		\$35.36
Invoice	9/30/2019					
Transaction Date	10/8/2019	Due 10/8/2019	Cash	10100	Total	\$35.36
Refer	2796 XCEL ENERGY					
Cash Payment	E 100-42280-381	Electric Utilities		Fire Station 08/06/19 - 09/07/19		\$373.35
Invoice	654117987	9/17/2019				
Cash Payment	E 100-41940-381	Electric Utilities		City Hall 08/06/19 - 09/07/19		\$1,234.67
Invoice	654117987	9/17/2019				

CITY OF HANOVER

Payments

Current Period: October 2019

Cash Payment	E 100-45200-381 Electric Utilities	Historical Bridge Lighting 08/06/19 - 09/05/19			\$11.43
Invoice 654117987	9/17/2019				
Cash Payment	E 100-43160-381 Electric Utilities	209 LaBeaux Avenue NE 08/06/19 - 09/05/19			\$37.38
Invoice 654117987	9/17/2019				
Cash Payment	E 100-45200-381 Electric Utilities	Cardinal Circle Park 08/07/19 - 09/08/19			\$15.98
Invoice 654117987	9/17/2019				
Cash Payment	E 100-45200-381 Electric Utilities	1033 Mallard Street NE 08/07/19 - 09/08/19			\$11.82
Invoice 654117987	9/17/2019				
Cash Payment	E 100-43160-381 Electric Utilities	751 LaBeaux Avenue NE 08/07/19 - 09/08/19			\$78.54
Invoice 654117987	9/17/2019				
Cash Payment	E 100-43000-381 Electric Utilities	Public Works 08/06/19 - 09/05/19			\$354.58
Invoice 654117987	9/17/2019				
Transaction Date	10/8/2019	Due 10/8/2019	Cash	10100	Total
					\$2,117.75

Fund Summary

	10100 Cash
100 GENERAL FUND	\$67,557.31
107 FIRE DEPT DONATIONS FUND	\$1,771.00
401 GENERAL CAPITAL PROJECTS	\$707.99
601 WATER ENTERPRISE FUND	\$7,587.83
602 SEWER ENTERPRISE FUND	\$14,988.25
603 STORM WATER ENTERPRISE FUND	\$186.93
818 MISC ESCROWS FUND	\$2,610.36
823 CROW RVR HTS WEST 3RD / BACKES	\$77.25
828 CROW RVR HTS 4TH DEVEL AGRMT	\$77.25
	<u>\$95,564.17</u>

Pre-Written Check	\$18,576.74
Checks to be Generated by the Computer	\$76,987.43
Total	<u>\$95,564.17</u>

CITY OF HANOVER

10/10/19 2:57 PM

Page 1

*Check Summary Register©

Name	Check Date	Check Amt	
10100 Cash			
2779e MN DEPT OF LABOR AND INDUS	10/15/2019	\$1,191.53	Surcharge Fees - 3rd Qtr. 2019 - Confirmation
2780e CITY OF ST. MICHAEL	10/15/2019	\$10,090.00	SAC Fee - 500 Kadler Avenue NE
2781e Collaborative Planning LLC	10/15/2019	\$6,077.00	JP Brooks - PUD: September 2019
2785e BLUE TARP FINANCIAL	10/15/2019	\$34.99	Oxygen Gas
2786e GRAINGER	10/15/2019	\$1,183.22	Ear Plugs Uncorded, Safety Glasses
34561 ADVANTAGE SIGNS & GRAPHIC	10/15/2019	\$194.47	Vehicle Noise Laws Enforced Signs - Qty 4
34562 ALERT-ALL CORP	10/15/2019	\$1,696.00	Fire Prevention Supplies - October 7-11, 2019
34563 BURSCHVILLE CONSTRUCTION	10/15/2019	\$1,322.00	Grading & Rolling of Gravel Roads on 9/16/19
34564 CARSON, CLELLAND & SCHRED	10/15/2019	\$201.07	Legal Support / Work - September 2019
34565 CEMSTONE	10/15/2019	\$395.00	Kalen Drive: Concrete
34566 CENTERPOINT ENERGY	10/15/2019	\$101.18	City Hall Gas Utilities: 8/28/19 - 9/27/19
34567 CENTURY LINK	10/15/2019	\$39.93	Fire Station Landline - 9/28/19 - 10/27/19
34568 COMCAST	10/15/2019	\$308.41	CH: Digital Voice & Internet - October 2019
34569 COTTENS, INC.	10/15/2019	\$159.47	Rescue 11: Spotlight Bulb
34570 FINKEN WATER SOLUTIONS	10/15/2019	\$37.60	15 Gallons of Drinking Water
34571 GONZALEZ, LISSETH	10/15/2019	\$200.00	Hall Damage Deposit Release - 10/4 - 10/6/19
34572 HANOVER FIRE RELIEF ASSOCI	10/15/2019	\$41,187.23	Supplemental Fire Aid - 2019
34573 HARDWARE HANK	10/15/2019	\$79.93	Lions Shelter: Poly, Painters Plastic
34574 INITIAL ATTACK FIRE TRAINING	10/15/2019	\$1,500.00	Live Burn / Ventilation Simulator on 4/30/19
34575 JOINT POWERS WATER BOARD	10/15/2019	\$4,002.00	WAC Fee - 500 Kadler Avenue NE
34576 KOTTKE, BRIAN	10/15/2019	\$75.00	2019 Fire Prevention: Kitchen Fire Safety Trail
34577 KOUKOU-TWAGLEE, KAREN	10/15/2019	\$200.00	Hall Damage Deposit Release - 9/28/19 Event
34578 LANO EQUIPMENT - LORETTO	10/15/2019	\$150.00	Kalen Drive: Stanley Breaker Rental
34579 MENARDS - BUFFALO	10/15/2019	\$113.27	Lions Shelter: Paint
34580 METRO WEST INSPECTION SER	10/15/2019	\$1,733.73	Pmt 19-19 @ 9859 Jordan Avenue
34581 NW HENN LEAGUE MUNICIPALIT	10/15/2019	\$200.00	Annual Dues for 2020
34582 OMANN BROTHERS INC	10/15/2019	\$170.04	Kalen Drive: Asphalt
34583 POSTMASTER	10/15/2019	\$255.36	Postage - 4th Quarter Newsletter
34584 READY WATT ELECTRIC	10/15/2019	\$1,370.00	2019 Siren Maintenance - 3 City Sirens
34585 STMA CHEERLEADING	10/15/2019	\$200.00	Hall Damage Deposit Release - 9/29/19 Event
34586 THE HARTFORD	10/15/2019	\$201.27	STD & LTD - October 2019
34587 VEOLIA WATER NORTH AMERIC	10/15/2019	\$8,484.08	Sewer Services - November 2019
34588 WRIGHT COUNTY AUDITOR-TRE	10/15/2019	\$10,257.28	WC Patrol Services - October 2019
34589 WRIGHT COUNTY JOURNAL PR	10/15/2019	\$35.36	PHN: JP Brooks PUD Amendment
34590 XCEL ENERGY	10/15/2019	\$2,117.75	Fire Station 08/06/19 - 09/07/19
Total Checks		\$95,564.17	

FILTER: ((([Act Year]='2019' and [period] in (10)))) and (Source in ('101519 PAY'))



Carson, Clelland & Schreder

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

September 27, 2019

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

Professional Services

Amount

Criminal

Table with 2 columns: Description and Amount. Rows include dates and descriptions of services like 'Preparation for 9/3 cases', 'Attend arraignments and pretrial hearings', etc.

SUBTOTAL: [181.25]

For professional services rendered \$181.25

Client Expense Charges :

Criminal Expenses:

Table with 2 columns: Description and Amount. Rows include 'Monthly support fee for August' and 'Monthly support fee for September'.

SUBTOTAL: [19.82]

Total Client Expense Charges SEP 30 2019 \$19.82

Total amount of this bill \$201.07

Previous balance \$18.75

9/20/2019 Payment - thank you (\$18.75)

	<u>Amount</u>
Total payments and adjustments	(\$18.75)
Balance due	\$201.07

JH \$201.07

I hereby declare under the penalties of perjury that the foregoing statement for legal services is just and correct and that no part thereof has been paid.


John J. Thames, City Attorney

*E # 100-41610-304
City Attorney
↳ Legal Fees*

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

2781

INVOICE

BILL TO

Hanover General Planning
 City of Hanover
 PO Box 278
 Hanover, MN 55341

INVOICE # 2019-169

DATE 10/06/2019

PROJECT

General Planning

DATE	ACCOUNT SUMMARY	AMOUNT
09/09/2019	Balance Forward	\$2,008.50
	Payments and credits between 09/09/2019 and 10/06/2019	-2,008.50
	New charges (details below)	3,399.00
	Total Amount Due	\$3,399.00

DATE	ACTIVITY	QTY	RATE	AMOUNT	
09/03/2019	Emails re: Bridges.	CMN	0:15	103.00	25.75
09/09/2019	Phone conference with Brian re: various.	CMN	0:15	103.00	25.75
09/10/2019	Emails re: development parcel. Editing zoning.	CMN	1:15	103.00	128.75
09/11/2019	Emails re: pole barn. Editing zoning.	CMN	1:30	103.00	154.50
09/12/2019	Phone conference with Brian re: Astro.	CMN	0:15	103.00	25.75
09/13/2019	Editing zoning.	CMN	3:30	103.00	360.50
09/16/2019	Phone conference with Amy. Phone conference with Steve Wilhelmy. Editing zoning.	CMN	3:30	103.00	360.50
09/17/2019	Review two building permits, emails to Amy. Phone conference with Amy. Edit zoning.	CMN	2:15	103.00	231.75
09/18/2019	Reivewing and preparing information for development of vacant lot, email to Amy. Editing zoning.	CMN	2:45	103.00	283.25
09/23/2019	Review as-built, email to Amy. Emails re: PC meeting. Editing ordinance.	CMN	3:30	103.00	360.50

DATE	ACTIVITY	QTY	RATE	AMOUNT	
09/24/2019	Editing ordinance.	CMN	3:00	103.00	309.00
09/25/2019	Draft memo, prepare shoreland for PC packet. Meeting with developer. Review Council and PC packets.	CMN	4:15	103.00	437.75
09/26/2019	Editing ordinances.	CMN	2:45	103.00	283.25
09/27/2019	Review deck, email to Amy.	CMN	0:15	103.00	25.75
09/30/2019	Edit Zoning Ordinance. Prepare for and attend Planning Commission meeting.	CMN	3:45	103.00	386.25

TOTAL OF NEW CHARGES
BALANCE DUE

3,399.00

~~\$3,399.00~~

3,347.50

General Planning

E# 100-41910-310
Planning & Zoning
↳ Other Prof. Svcs.

25.75

= JP Brooks PUD
= E* 818-41910-310
Misc. Escrows

↳ Planning & Zoning
Project # 208265 ↳ Other Prof. Svcs.

25.75

= TOMAR / Astro Engineering
= E* 818-41910-310
Misc. Escrows

↳ Planning & Zoning
Project # 208261 ↳ Other Prof. Svcs.

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

INVOICE

BILL TO
City of Hanover
PO Box 278
Hanover, MN 55341

INVOICE # 2019-170
DATE 10/06/2019

PROJECT

500 Kadler Variance

David & AuriAnna Movers

DATE	ACCOUNT SUMMARY	AMOUNT
09/09/2019	Balance Forward	\$257.50
	Payments and credits between 09/09/2019 and 10/06/2019	-257.50
	New charges (details below)	25.75
	Total Amount Due	\$25.75

DATE	ACTIVITY	QTY	RATE	AMOUNT	
09/04/2019	Email from Jay, review easement, emails with Brian/Nick. Email to AuriAnna.	CMN	0:15	103.00	25.75

TOTAL OF NEW CHARGES 25.75
BALANCE DUE

\$25.75

Project # 208259

E# 818-41910-310

Misc. Escrows

↳ Planning & Zoning

↳ Other Prof. Sres.

Collaborative Planning, LLC

PO Box 251
Hamel, MN 55340
763-473-0569

INVOICE

BILL TO

City of Hanover
PO Box 278
Hanover, MN 55341

INVOICE # 2019-171

DATE 10/06/2019

PROJECT

Bridges Townhome PUD Amend

JP Brooks

DATE	ACTIVITY	QTY	RATE	AMOUNT	
09/11/2019	Attend meeting with developer and HOA. Phone conference with Jason.	CMN	3:15	103.00	334.75
09/13/2019	Email re: PC meeting.	CMN	0:15	103.00	25.75
09/16/2019	Email from Brian. Phone conference with Amy. Various emails.	CMN	0:45	103.00	77.25
09/17/2019	Draft public hearing notice, email to paper. Phone conference with paper. Various emails re: PUD amend application.	CMN	0:30	103.00	51.50
09/18/2019	Emails with Amy.	CMN	0:15	103.00	25.75
09/20/2019	Various emails.	CMN	0:15	103.00	25.75
09/23/2019	Emails re: architecture.	CMN	0:15	103.00	25.75
09/24/2019	Email to Josh. Emails with Brian re: HOA. Draft PC memo, draft resolution.	CMN	1:00	103.00	103.00
09/25/2019	Various emails. Update memo and resolution, email to Brian.	CMN	0:30	103.00	51.50
09/30/2019	Prep for and attend Planning Commission meeting.	CMN	0:30	103.00	51.50

BALANCE DUE

\$772.50

E # 818-41910-310

Misc. Escrows

↳ Planning & Zoning

↳ Other Prof. Svcs.

Project # 208265

Collaborative Planning, LLC

PO Box 251
Hamel, MN 55340
763-473-0569

INVOICE

BILL TO

Crow River Heights West 3rd
City of Hanover
PO Box 278
Hanover, MN 55341

INVOICE # 2019-172

DATE 10/06/2019

PROJECT

CRH West 3rd

Developers Agreement

DATE	ACCOUNT SUMMARY	AMOUNT
09/09/2019	Balance Forward	\$128.75
	Payments and credits between 09/09/2019 and 10/06/2019	-128.75
	New charges (details below)	77.25
	Total Amount Due	\$77.25

DATE	ACTIVITY	QTY	RATE	AMOUNT	
09/17/2019	Review emails re: LOC.	CMN	0:15	103.00	25.75
09/18/2019	Review LOC, email to Buck/Kurt.	CMN	0:15	103.00	25.75
09/19/2019	Review LOC, email to Jay.	CMN	0:15	103.00	25.75

TOTAL OF NEW CHARGES
BALANCE DUE

77.25

\$77.25

E# 823-41910-310

CRHW 3rd Addition

↳ Planning & Zoning

↳ Other Prof. Svcs.

Collaborative Planning, LLC

PO Box 251
Hamel, MN 55340
763-473-0569

INVOICE

BILL TO

City of Hanover
PO Box 278
Hanover, MN 55341

INVOICE # 2019-173
DATE 10/06/2019

PROJECT

CRHW 4th Addition *Developers Agreement*

DATE	ACCOUNT SUMMARY	AMOUNT
09/09/2019	Balance Forward	\$1,158.75
	Payments and credits between 09/09/2019 and 10/06/2019	-1,158.75
	New charges (details below)	77.25
	Total Amount Due	\$77.25

DATE	ACTIVITY	QTY	RATE	AMOUNT	
09/05/2019	Emails with Nick.	CMN	0:15	103.00	25.75
09/18/2019	Emails re: reduction of LOC.	CMN	0:15	103.00	25.75
09/20/2019	Emails re: LOC reduction.	CMN	0:15	103.00	25.75

TOTAL OF NEW CHARGES 77.25
BALANCE DUE

\$77.25

E# 828-41910-310

CRHW 4th Addition

↳ Planning & Zoning

↳ Other Prof. Svcs.

Collaborative Planning, LLC

PO Box 251
Hamel, MN 55340
763-473-0569

INVOICE

BILL TO

City of Hanover
PO Box 278
Hanover, MN 55341

INVOICE # 2019-174

DATE 10/06/2019

PROJECT

Mahler EAW

Fehn Companies

DATE	ACCOUNT SUMMARY	AMOUNT
09/09/2019	Balance Forward	\$875.50
	Payments and credits between 09/09/2019 and 10/06/2019	-875.50
	New charges (details below)	978.50
	Total Amount Due	\$978.50

DATE	ACTIVITY	QTY	RATE	AMOUNT	
09/04/2019	Review comment letter, emails with Scott/Rob.	CMN	0:15	103.00	25.75
09/05/2019	Emails with Scott.	CMN	0:15	103.00	25.75
09/09/2019	Review EAW for info for Mark, email to Mark. Review MPCA letter. Phone conference with Mark.	CMN	1:30	103.00	154.50
09/10/2019	Phone conference with Scott.	CMN	0:15	103.00	25.75
09/11/2019	Review DNR memo, email to Scott. Preparing response to comments.	CMN	1:30	103.00	154.50
09/12/2019	Emails with resident re: wells. Phone conference with Gary. Emails with Scott/Rob re: negative declaration. Preparing response to comments, resolution and memo for Council packets.	CMN	3:15	103.00	334.75
09/17/2019	Prepare for and attend City Council meeting.	CMN	1:45	103.00	180.25
09/18/2019	Emails re: resolution. Emails re: decision distribution.	CMN	0:15	103.00	25.75
09/24/2019	Email to Brian.	CMN	0:15	103.00	25.75
09/30/2019	Email to Brian.	CMN	0:15	103.00	25.75

TOTAL OF NEW
CHARGES
BALANCE DUE

978.50

\$978.50

E # 818-41910-310

Misc. Escrows

Project # 208262

↳ Planning & Zoning

↳ Other Prof. Svcs.

Collaborative Planning, LLC

PO Box 251
Hamel, MN 55340
763-473-0569

INVOICE

BILL TO

City of Hanover
PO Box 278
Hanover, MN 55341

INVOICE # 2019-175

DATE 10/06/2019

PROJECT

Mahler IUP

Expansion

DATE	ACCOUNT SUMMARY	AMOUNT
09/09/2019	Balance Forward	\$875.50
	Payments and credits between 09/09/2019 and 10/06/2019	-875.50
	New charges (details below)	128.75
	Total Amount Due	\$128.75

DATE	ACTIVITY	QTY	RATE	AMOUNT	
09/13/2019	Various emails.	CMN	0:15	103.00	25.75
09/27/2019	Email to Scott/Gary. Emails with Amy. Email from Scott.	CMN	0:30	103.00	51.50
09/30/2019	Emails with Amy. Email to Nick/Justin. Begin review.	CMN	0:30	103.00	51.50

TOTAL OF NEW CHARGES 128.75
BALANCE DUE

\$128.75

E# 818-41910-310

Misc. Escrows

↳ Planning & Zoning

↳ Other Prof. Svcs.

Project # 208263

Collaborative Planning, LLC

PO Box 251
Hamel, MN 55340
763-473-0569

INVOICE

BILL TO

City of Hanover
PO Box 278
Hanover, MN 55341

INVOICE # 2019-176

DATE 10/06/2019

PROJECT

River Town Villas Final Plat

JW Family Holdings

DATE	ACCOUNT SUMMARY	AMOUNT
09/09/2019	Balance Forward	\$257.50
	Payments and credits between 09/09/2019 and 10/06/2019	-257.50
	New charges (details below)	618.00
	Total Amount Due	\$618.00

DATE	ACTIVITY	QTY	RATE	AMOUNT	
09/04/2019	Emails with Jay re: DA, grading agreement, titlework. Email to Josh re: titlework. Email to Brian/Justin. Email to Josh re: HOA docs.	CMN	0:30	103.00	51.50
09/09/2019	Emails re: HOA documents. Email from Jay re: grading agreement, email to Justin/Brian.	CMN	0:15	103.00	25.75
09/10/2019	Various emails.	CMN	0:15	103.00	25.75
09/12/2019	Edit grading agreement, email to Jay. Email from Jay. Edit agreement, email to Jay.	CMN	0:45	103.00	77.25
09/13/2019	Emails with Jay re: grading agreement.	CMN	0:15	103.00	25.75
09/17/2019	Edit grading agreement, email to Justin/Nick, email to Josh. Emails with Nick, edit agreement, phone conference with Josh, email to Amy. Draft resolution, email to Jackie. Prepare for and attend City Council meeting.	CMN	3:00	103.00	309.00
09/18/2019	Edit grading agreement, email to all.	CMN	0:15	103.00	25.75
09/24/2019	Phone conference with Josh re: grading agreement. Emails re: pre-con.	CMN	0:15	103.00	25.75

DATE	ACTIVITY	QTY	RATE	AMOUNT	
09/25/2019	Emails re: pre-con. Phone conference with Josh. Phone conference with Josh. Phone conference with Brian.	CMN	0:30	103.00	51.50

TOTAL OF NEW
CHARGES
BALANCE DUE

618.00

\$618.00

E # 818-41910-310

Misc. Escrows

Project # 208258

↳ Planning & Zoning

↳ Other Prof. Svcs.

CITY OF HANOVER

Cash Balances

October 2019

Fund	Begin Month	GL Debits Month	GL Credits Month	Balance
100 GENERAL FUND	\$649,673.85	\$849.27	\$98,987.18	\$551,535.94
107 FIRE DEPT DONATIONS FUND	\$22,512.97	\$0.00	\$1,771.00	\$20,741.97
201 EDA SPECIAL REVENUE FUND	\$119,159.63	\$0.00	\$975.00	\$118,184.63
205 EDA BUSINESS INCENTIVE FUND	\$57,564.01	\$0.00	\$0.00	\$57,564.01
311 2008A GO CIP REFUNDING BOND	\$64,148.56	\$0.00	\$0.00	\$64,148.56
312 2009A GO IMP REFUNDING BOND	\$13,521.23	\$0.00	\$0.00	\$13,521.23
314 2011A GO IMP CROSSOVER REF BD	\$559,070.38	\$0.00	\$0.00	\$559,070.38
315 2016A GO CIP BOND	\$46,606.74	\$0.00	\$0.00	\$46,606.74
401 GENERAL CAPITAL PROJECTS	\$719,224.44	\$0.00	\$707.99	\$718,516.45
402 PARKS CAPITAL PROJECTS	\$80,238.41	\$0.00	\$0.00	\$80,238.41
403 FIRE DEPT CAPITAL FUND	\$258,551.96	\$0.00	\$0.00	\$258,551.96
404 HISTORICAL CAPITAL PROJ FUND	\$0.00	\$0.00	\$0.00	\$0.00
405 PARK DEDICATION FEE	\$117,260.00	\$0.00	\$0.00	\$117,260.00
406 GAMBLING PROCEEDS	\$12,791.66	\$0.00	\$0.00	\$12,791.66
407 TIF REDEV DIST #1	\$11,130.86	\$0.00	\$0.00	\$11,130.86
409 MAHLER PIT - 15TH ST IMP FUND	\$94,832.55	\$0.00	\$0.00	\$94,832.55
411 FACILITIES CAPITAL PROJ FUND	\$0.00	\$0.00	\$0.00	\$0.00
417 EQUIPMENT CAPITAL FUND	\$139,579.00	\$0.00	\$0.00	\$139,579.00
418 STREET CAPITAL PROJ FUND	\$190,192.25	\$0.00	\$0.00	\$190,192.25
601 WATER ENTERPRISE FUND	\$951,622.65	\$0.00	\$7,587.83	\$944,034.82
602 SEWER ENTERPRISE FUND	\$337,074.97	\$0.00	\$14,988.25	\$322,086.72
603 STORM WATER ENTERPRISE FUND	\$162,295.78	\$0.00	\$836.12	\$161,459.66
611 WATER CAPITAL IMP FUND	\$215,438.00	\$0.00	\$0.00	\$215,438.00
612 SEWER CAPITAL IMP FUND	\$2,100,820.34	\$0.00	\$0.00	\$2,100,820.34
613 STORM WATER CAPITAL IMP FUND	\$680,728.60	\$0.00	\$0.00	\$680,728.60
701 RIVER ROAD CEMETERY	\$35,981.74	\$0.00	\$0.00	\$35,981.74
811 EROSION CONTROL ESCROW FUND	\$44,123.53	\$0.00	\$4,000.00	\$40,123.53
815 LANDSCAPE ESCROW FUND	\$44,000.00	\$0.00	\$4,000.00	\$40,000.00
817 INFRASTRUCTURE ESCROW FUND	\$20,000.00	\$0.00	\$2,000.00	\$18,000.00
818 MISC ESCROWS FUND	\$24,436.36	\$0.00	\$6,787.56	\$17,648.80
820 BRIDGES TOWNHOMES ESC FUND	\$3,719.44	\$0.00	\$0.00	\$3,719.44
823 CROW RVR HTS WEST 3RD / BACKES	\$5,964.76	\$0.00	\$1,493.75	\$4,471.01
825 CROW RVR HTS FUT WEST PLAT/PUD	\$7,069.56	\$0.00	\$0.00	\$7,069.56
826 CROW RVR HTS 4TH ADD FINL PLAT	\$0.00	\$0.00	\$0.00	\$0.00
827 HANOVER COVE PRELIMINARY PLAT	\$30,128.31	\$0.00	\$0.00	\$30,128.31
828 CROW RVR HTS 4TH DEVEL AGRMT	\$105,000.00	\$0.00	\$1,286.75	\$103,713.25
900 INTEREST	\$49,761.24	\$0.00	\$0.00	\$49,761.24
	\$7,974,223.78	\$849.27	\$145,421.43	\$7,829,651.62

Revenue Budget Report - General Fund

Source Alt Code	Account Descr	October 2019 Amt	2019 YTD Amt	2019 YTD Budget	2019 YTD Balance	%YTD Budget
Fund 100 GENERAL FUND						
TAXES	R 100-31000 Property Taxes - General	\$0.00	\$553,428.66	\$1,019,659.00	\$466,230.34	54.28%
TAXES	R 100-31020 Property Taxes - Fire	\$0.00	\$50,789.00	\$101,578.00	\$50,789.00	50.00%
TAXES	R 100-31800 Franchise Fees	\$0.00	\$7,275.51	\$15,000.00	\$7,724.49	48.50%
Source Alt Code TAXES		\$0.00	\$611,493.17	\$1,136,237.00	\$524,743.83	53.82%
SERVICE	R 100-34000 Charges for Services	\$0.00	\$5,335.31	\$0.00	-\$5,335.31	0.00%
SERVICE	R 100-34101 City Hall Rent Revenue	\$0.00	\$10,725.00	\$10,000.00	-\$725.00	107.25%
SERVICE	R 100-34107 Assessment Search Fees	\$0.00	\$625.00	\$600.00	-\$25.00	104.17%
SERVICE	R 100-34108 Administrative Fees	\$0.00	\$4,900.00	\$3,000.00	-\$1,900.00	163.33%
SERVICE	R 100-34109 Copies/Faxes	\$0.00	\$3.00	\$50.00	\$47.00	6.00%
SERVICE	R 100-34206 Other Public Safety Charges	\$0.00	\$620.00	\$0.00	-\$620.00	0.00%
SERVICE	R 100-34207 Fire Protection Services	\$0.00	\$76,027.25	\$110,755.00	\$34,727.75	68.64%
SERVICE	R 100-34403 Recycling Rev/Reimb	\$0.00	\$3,588.40	\$6,000.00	\$2,411.60	59.81%
SERVICE	R 100-34780 Park Rental Fees	\$0.00	\$1,654.40	\$2,500.00	\$845.60	66.18%
SERVICE	R 100-34940 Cemetery Revenues	\$0.00	\$10,100.00	\$2,000.00	-\$8,100.00	505.00%
Source Alt Code SERVICE		\$0.00	\$113,578.36	\$134,905.00	\$21,326.64	84.19%
MISC	R 100-36100 Special Assessments	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
MISC	R 100-36200 Miscellaneous Revenues	\$0.00	\$1,005.92	\$100.00	-\$905.92	1005.92%
MISC	R 100-36210 Interest Earnings	\$0.00	\$4,249.34	\$0.00	-\$4,249.34	0.00%
MISC	R 100-36215 Investment Income/Loss	\$0.00	\$5,575.34	\$0.00	-\$5,575.34	0.00%
MISC	R 100-36230 Contributions and Donations	\$0.00	\$1,360.00	\$400.00	-\$960.00	340.00%
MISC	R 100-36235 Insurance Dividends	\$0.00	\$0.00	\$4,000.00	\$4,000.00	0.00%
MISC	R 100-36250 Damage Deposits	\$0.00	\$9,050.00	\$0.00	-\$9,050.00	0.00%
MISC	R 100-36260 Refunds or Reimbursements	\$0.00	\$19.56	\$0.00	-\$19.56	0.00%
MISC	R 100-36290 Sale of Vehicles/Equipment	\$0.00	\$391.85	\$0.00	-\$391.85	0.00%
MISC	R 100-39101 Sales of General Fixed Asset	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
MISC	R 100-39203 Transfer from Other Fund	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Source Alt Code MISC		\$0.00	\$21,652.01	\$4,500.00	-\$17,152.01	481.16%
LIC PERM	R 100-32110 Alcoholic Beverages	\$0.00	\$3,620.00	\$10,370.00	\$6,750.00	34.91%
LIC PERM	R 100-32180 Other Bus. Licenses/Permits	\$0.00	\$925.00	\$1,000.00	\$75.00	92.50%
LIC PERM	R 100-32210 Building Permits	\$0.00	\$91,795.57	\$100,000.00	\$8,204.43	91.80%
LIC PERM	R 100-32240 Animal Licenses	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
LIC PERM	R 100-32260 Solid Waste Hauler Licenses	\$0.00	\$1,500.00	\$1,500.00	\$0.00	100.00%
LIC PERM	R 100-32270 Rental Dwelling Licenses	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
LIC PERM	R 100-32280 Other Non-Business Lic/Per	\$0.00	\$25.00	\$50.00	\$25.00	50.00%
Source Alt Code LIC PERM		\$0.00	\$97,865.57	\$112,920.00	\$15,054.43	86.67%
INTGOVT	R 100-33400 State Grants and Aids	\$0.00	\$4,715.00	\$0.00	-\$4,715.00	0.00%
INTGOVT	R 100-33401 Local Government Aid	\$0.00	\$59,125.00	\$118,253.00	\$59,128.00	50.00%
INTGOVT	R 100-33410 MV Credit	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
INTGOVT	R 100-33420 PERA Aid	\$0.00	\$169.50	\$339.00	\$169.50	50.00%
INTGOVT	R 100-33422 State Fire Aid	\$0.00	\$0.00	\$39,000.00	\$39,000.00	0.00%
INTGOVT	R 100-33426 State Police Aid	\$0.00	\$0.00	\$5,500.00	\$5,500.00	0.00%
INTGOVT	R 100-33610 County Grants/Aid for Roads	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Source Alt Code INTGOVT		\$0.00	\$64,009.50	\$163,092.00	\$99,082.50	39.25%
FINES	R 100-35100 Court Fines	\$0.00	\$2,632.40	\$3,000.00	\$367.60	87.75%
Source Alt Code FINES		\$0.00	\$2,632.40	\$3,000.00	\$367.60	87.75%
Fund 100 GENERAL FUND		\$0.00	\$911,231.01	\$1,554,654.00	\$643,422.99	58.61%

CITY OF HANOVER
Revenue Budget Report - General Fund

Source Alt Code	Account Descr	October 2019 Amt	2019 YTD Amt	2019 YTD Budget	2019 YTD Balance	%YTD Budget
		\$0.00	\$911,231.01	\$1,554,654.00	\$643,422.99	58.61%

CITY OF HANOVER
Expenditure Budget Report - General Fund

Dept Abbrev	Account Descr	October 2019 Amt	2019 YTD Amt	2019 YTD Budget	2019 YTD Balance	%YTD Budget
Fund 100 GENERAL FUND						
Dept 41110 Council						
COUNCIL	E 100-41110-111 Committee Wages/Mee	\$29.12	\$7,044.12	\$13,000.00	\$5,955.88	54.19%
COUNCIL	E 100-41110-122 FICA	\$0.00	\$434.93	\$806.00	\$371.07	53.96%
COUNCIL	E 100-41110-123 Medicare	\$0.00	\$101.72	\$189.00	\$87.28	53.82%
COUNCIL	E 100-41110-208 Training and Instructio	\$0.00	\$1,300.00	\$1,000.00	-\$300.00	130.00%
COUNCIL	E 100-41110-306 Dues & Subscriptions	\$0.00	\$7,007.91	\$7,500.00	\$492.09	93.44%
COUNCIL	E 100-41110-331 Travel Expenses	\$0.00	\$1,488.56	\$1,000.00	-\$488.56	148.86%
COUNCIL	E 100-41110-437 Other Miscellaneous	\$90.16	\$531.18	\$20,000.00	\$19,468.82	2.66%
Dept 41110 Council		\$119.28	\$17,908.42	\$43,495.00	\$25,586.58	41.17%
Dept 41330 Boards and Commissions						
BRDCOMM	E 100-41330-111 Committee Wages/Mee	\$0.00	\$0.00	\$5,000.00	\$5,000.00	0.00%
BRDCOMM	E 100-41330-208 Training and Instructio	\$0.00	\$150.00	\$0.00	-\$150.00	0.00%
BRDCOMM	E 100-41330-331 Travel Expenses	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Dept 41330 Boards and Commissions		\$0.00	\$150.00	\$5,000.00	\$4,850.00	3.00%
Dept 41400 City Administrator						
CITYADM	E 100-41400-101 Full-Time Employees R	\$2,881.60	\$55,653.76	\$75,642.00	\$19,988.24	73.58%
CITYADM	E 100-41400-121 PERA	\$216.12	\$4,317.61	\$5,673.00	\$1,355.39	76.11%
CITYADM	E 100-41400-122 FICA	\$178.38	\$3,563.92	\$4,690.00	\$1,126.08	75.99%
CITYADM	E 100-41400-123 Medicare	\$41.72	\$833.53	\$1,097.00	\$263.47	75.98%
CITYADM	E 100-41400-134 Employer Paid Life	\$29.62	\$499.24	\$385.00	-\$114.24	129.67%
CITYADM	E 100-41400-151 Med/Dental Insurance	\$350.00	\$6,650.00	\$8,400.00	\$1,750.00	79.17%
CITYADM	E 100-41400-208 Training and Instructio	\$0.00	\$1,195.00	\$1,500.00	\$305.00	79.67%
CITYADM	E 100-41400-306 Dues & Subscriptions	\$0.00	\$135.00	\$250.00	\$115.00	54.00%
Dept 41400 City Administrator		\$3,697.44	\$72,848.06	\$97,637.00	\$24,788.94	74.61%
Dept 41410 Elections						
ELECTION	E 100-41410-200 Office Supplies (GENER	\$0.00	-\$1,651.40	\$100.00	\$1,751.40	651.40%
ELECTION	E 100-41410-310 Other Professional Serv	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
ELECTION	E 100-41410-351 Legal Notices Publishin	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
ELECTION	E 100-41410-400 Repairs & Maint Cont (\$0.00	\$1,601.60	\$2,000.00	\$398.40	80.08%
Dept 41410 Elections		\$0.00	-\$49.80	\$2,100.00	\$2,149.80	-2.37%
Dept 41430 Clerical Staff						
CLERICAL	E 100-41430-101 Full-Time Employees R	\$1,828.80	\$35,366.59	\$48,004.00	\$12,637.41	73.67%
CLERICAL	E 100-41430-121 PERA	\$137.16	\$2,743.61	\$3,600.00	\$856.39	76.21%
CLERICAL	E 100-41430-122 FICA	\$113.10	\$2,262.77	\$2,976.00	\$713.23	76.03%
CLERICAL	E 100-41430-123 Medicare	\$26.45	\$529.15	\$696.00	\$166.85	76.03%
CLERICAL	E 100-41430-134 Employer Paid Life	\$19.98	\$339.28	\$1,540.00	\$1,200.72	22.03%
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	\$350.00	\$6,650.00	\$8,400.00	\$1,750.00	79.17%
CLERICAL	E 100-41430-208 Training and Instructio	\$0.00	\$180.00	\$500.00	\$320.00	36.00%
CLERICAL	E 100-41430-306 Dues & Subscriptions	\$0.00	\$45.00	\$100.00	\$55.00	45.00%
Dept 41430 Clerical Staff		\$2,475.49	\$48,116.40	\$65,816.00	\$17,699.60	73.11%
Dept 41435 Staff Expenses						
STAFFEXP	E 100-41435-260 Uniforms	\$0.00	\$245.57	\$300.00	\$54.43	81.86%
STAFFEXP	E 100-41435-310 Other Professional Serv	\$0.00	\$150.00	\$500.00	\$350.00	30.00%
STAFFEXP	E 100-41435-331 Travel Expenses	\$0.00	\$1,052.83	\$2,000.00	\$947.17	52.64%
Dept 41435 Staff Expenses		\$0.00	\$1,448.40	\$2,800.00	\$1,351.60	51.73%
Dept 41530 Accounting						
ACCTING	E 100-41530-101 Full-Time Employees R	\$2,121.60	\$40,973.60	\$55,692.00	\$14,718.40	73.57%
ACCTING	E 100-41530-121 PERA	\$159.12	\$3,178.73	\$4,177.00	\$998.27	76.10%

CITY OF HANOVER
Expenditure Budget Report - General Fund

Dept Abbrev	Account Descr	October 2019 Amt	2019 YTD Amt	2019 YTD Budget	2019 YTD Balance	%YTD Budget
ACCTING	E 100-41530-122 FICA	\$131.54	\$2,627.76	\$3,453.00	\$825.24	76.10%
ACCTING	E 100-41530-123 Medicare	\$30.76	\$614.50	\$808.00	\$193.50	76.05%
ACCTING	E 100-41530-134 Employer Paid Life	\$23.09	\$391.89	\$1,060.00	\$668.11	36.97%
ACCTING	E 100-41530-151 Med/Dental Insurance	\$335.16	\$6,368.12	\$8,398.00	\$2,029.88	75.83%
ACCTING	E 100-41530-208 Training and Instructio	\$0.00	\$285.00	\$1,000.00	\$715.00	28.50%
ACCTING	E 100-41530-306 Dues & Subscriptions	\$0.00	\$50.04	\$250.00	\$199.96	20.02%
ACCTING	E 100-41530-310 Other Professional Serv	\$0.00	\$3,137.90	\$2,500.00	-\$637.90	125.52%
Dept 41530 Accounting		\$2,801.27	\$57,627.54	\$77,338.00	\$19,710.46	74.51%
Dept 41540 Auditing						
AUDITING	E 100-41540-301 Auditing and Acctg Ser	\$0.00	\$22,150.00	\$22,000.00	-\$150.00	100.68%
Dept 41540 Auditing		\$0.00	\$22,150.00	\$22,000.00	-\$150.00	100.68%
Dept 41550 Assessing						
ASSESS G	E 100-41550-310 Other Professional Serv	\$0.00	\$21,036.60	\$21,000.00	-\$36.60	100.17%
Dept 41550 Assessing		\$0.00	\$21,036.60	\$21,000.00	-\$36.60	100.17%
Dept 41570 Purchasing						
PURCHASE	E 100-41570-200 Office Supplies (GENER	-\$277.17	\$502.30	\$3,500.00	\$2,997.70	14.35%
PURCHASE	E 100-41570-205 Bank Fees	\$0.00	\$89.00	\$200.00	\$111.00	44.50%
PURCHASE	E 100-41570-207 Computer Supplies	\$0.00	\$6,463.41	\$6,000.00	-\$463.41	107.72%
PURCHASE	E 100-41570-220 Repair/Maint Supply (G	\$176.05	\$4,093.33	\$4,000.00	-\$93.33	102.33%
PURCHASE	E 100-41570-322 Postage	\$1.81	\$1,223.43	\$2,500.00	\$1,276.57	48.94%
PURCHASE	E 100-41570-570 Office Equip and Furnis	\$0.00	\$0.00	\$3,000.00	\$3,000.00	0.00%
Dept 41570 Purchasing		-\$99.31	\$12,371.47	\$19,200.00	\$6,828.53	64.43%
Dept 41600 Computer						
COMPUTER	E 100-41600-310 Other Professional Serv	\$274.86	\$4,517.51	\$5,000.00	\$482.49	90.35%
Dept 41600 Computer		\$274.86	\$4,517.51	\$5,000.00	\$482.49	90.35%
Dept 41610 City Attorney						
CITYATNY	E 100-41610-304 Legal Fees	\$1,356.97	\$7,591.83	\$23,500.00	\$15,908.17	32.31%
Dept 41610 City Attorney		\$1,356.97	\$7,591.83	\$23,500.00	\$15,908.17	32.31%
Dept 41910 Planning and Zoning						
PLANZONG	E 100-41910-310 Other Professional Serv	\$3,347.50	\$22,763.00	\$25,000.00	\$2,237.00	91.05%
Dept 41910 Planning and Zoning		\$3,347.50	\$22,763.00	\$25,000.00	\$2,237.00	91.05%
Dept 41940 General Govt Buildings/Plant						
GOVTBLDG	E 100-41940-210 Operating Supplies (GE	\$0.00	\$0.00	\$2,000.00	\$2,000.00	0.00%
GOVTBLDG	E 100-41940-220 Repair/Maint Supply (G	\$1,370.00	\$5,928.25	\$7,000.00	\$1,071.75	84.69%
GOVTBLDG	E 100-41940-306 Dues & Subscriptions	\$0.00	\$525.00	\$525.00	\$0.00	100.00%
GOVTBLDG	E 100-41940-310 Other Professional Serv	\$0.00	\$4,248.93	\$7,500.00	\$3,251.07	56.65%
GOVTBLDG	E 100-41940-321 Telephone	\$344.56	\$3,543.27	\$6,400.00	\$2,856.73	55.36%
GOVTBLDG	E 100-41940-325 Taxes	\$0.00	\$25.06	\$500.00	\$474.94	5.01%
GOVTBLDG	E 100-41940-381 Electric Utilities	\$1,234.67	\$7,671.90	\$9,600.00	\$1,928.10	79.92%
GOVTBLDG	E 100-41940-383 Gas Utilities	\$29.61	\$2,635.26	\$5,000.00	\$2,364.74	52.71%
GOVTBLDG	E 100-41940-384 Refuse/Garbage Dispos	\$193.28	\$2,576.52	\$3,500.00	\$923.48	73.61%
GOVTBLDG	E 100-41940-415 Other Equipment Renta	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
GOVTBLDG	E 100-41940-520 Buildings and Structure	\$1,794.00	\$1,794.00	\$4,000.00	\$2,206.00	44.85%
GOVTBLDG	E 100-41940-560 Furniture and Fixtures	\$0.00	\$4,742.54	\$2,000.00	-\$2,742.54	237.13%
GOVTBLDG	E 100-41940-580 Other Equipment	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Dept 41940 General Govt Buildings/Plant		\$4,966.12	\$33,690.73	\$48,025.00	\$14,334.27	70.15%
Dept 41950 Engineer						
ENGINEER	E 100-41950-303 Engineering Fees	\$2,271.00	\$20,997.25	\$20,000.00	-\$997.25	104.99%
Dept 41950 Engineer		\$2,271.00	\$20,997.25	\$20,000.00	-\$997.25	104.99%

CITY OF HANOVER
Expenditure Budget Report - General Fund

Dept Abbrev	Account Descr	October 2019 Amt	2019 YTD Amt	2019 YTD Budget	2019 YTD Balance	%YTD Budget
Dept 41960 Insurance						
INSURANCE	E 100-41960-150 Worker s Comp (GENE	\$0.00	\$13,129.83	\$18,000.00	\$4,870.17	72.94%
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	\$23,659.82	\$25,000.00	\$1,340.18	94.64%
Dept 41960 Insurance		\$0.00	\$36,789.65	\$43,000.00	\$6,210.35	85.56%
Dept 41970 Legal Publications						
LEGALPUB	E 100-41970-341 Employment	\$0.00	\$0.00	\$300.00	\$300.00	0.00%
LEGALPUB	E 100-41970-343 Other Advertising	\$0.00	\$119.00	\$100.00	-\$19.00	119.00%
LEGALPUB	E 100-41970-351 Legal Notices Publishin	\$0.00	\$199.52	\$1,000.00	\$800.48	19.95%
LEGALPUB	E 100-41970-354 Recording Fees	\$0.00	\$52.65	\$250.00	\$197.35	21.06%
Dept 41970 Legal Publications		\$0.00	\$371.17	\$1,650.00	\$1,278.83	22.50%
Dept 42000 Public Safety (GENERAL)						
PUBSAFTY	E 100-42000-437 Other Miscellaneous	\$0.00	\$20.00	\$0.00	-\$20.00	0.00%
Dept 42000 Public Safety (GENERAL)		\$0.00	\$20.00	\$0.00	-\$20.00	0.00%
Dept 42101 Hennepin County Sheriff						
HCSHERIFF	E 100-42101-310 Other Professional Serv	\$0.00	\$41,358.00	\$82,716.00	\$41,358.00	50.00%
Dept 42101 Hennepin County Sheriff		\$0.00	\$41,358.00	\$82,716.00	\$41,358.00	50.00%
Dept 42102 Wright County Sheriff						
WCSHERIFF	E 100-42102-310 Other Professional Serv	\$10,257.28	\$92,394.74	\$108,770.00	\$16,375.26	84.95%
Dept 42102 Wright County Sheriff		\$10,257.28	\$92,394.74	\$108,770.00	\$16,375.26	84.95%
Dept 42210 Fire Dept Administration						
FIREADMIN	E 100-42210-103 Part-Time Employees	\$0.00	\$23,100.54	\$61,000.00	\$37,899.46	37.87%
FIREADMIN	E 100-42210-122 FICA	\$0.00	\$3,634.73	\$3,782.00	\$147.27	96.11%
FIREADMIN	E 100-42210-123 Medicare	\$0.00	\$850.10	\$885.00	\$34.90	96.06%
FIREADMIN	E 100-42210-142 Unemployment Benefit	\$0.00	\$0.00	\$300.00	\$300.00	0.00%
FIREADMIN	E 100-42210-150 Worker s Comp (GENE	\$0.00	\$8,543.37	\$9,000.00	\$456.63	94.93%
FIREADMIN	E 100-42210-200 Office Supplies (GENER	\$0.00	\$845.59	\$350.00	-\$495.59	241.60%
FIREADMIN	E 100-42210-305 Medical and Dental Fee	\$0.00	\$0.00	\$4,000.00	\$4,000.00	0.00%
FIREADMIN	E 100-42210-306 Dues & Subscriptions	\$0.00	\$917.00	\$1,500.00	\$583.00	61.13%
FIREADMIN	E 100-42210-361 General Liability Ins	\$0.00	\$3,548.16	\$5,000.00	\$1,451.84	70.96%
Dept 42210 Fire Dept Administration		\$0.00	\$41,439.49	\$85,817.00	\$44,377.51	48.29%
Dept 42220 Fire Dept Equipment						
FIREEQUIP	E 100-42220-221 Equipment Parts	\$37.98	\$1,117.85	\$15,500.00	\$14,382.15	7.21%
FIREEQUIP	E 100-42220-228 Medical Supplies	\$0.00	\$1,331.00	\$1,500.00	\$169.00	88.73%
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	\$3,097.51	\$28,500.00	\$25,402.49	10.87%
FIREEQUIP	E 100-42220-580 Other Equipment	\$0.00	\$3,798.89	\$5,000.00	\$1,201.11	75.98%
Dept 42220 Fire Dept Equipment		\$37.98	\$9,345.25	\$51,500.00	\$42,154.75	18.15%
Dept 42240 Fire Dept Training						
FIRETRNG	E 100-42240-208 Training and Instructio	\$1,500.00	\$6,591.72	\$12,500.00	\$5,908.28	52.73%
FIRETRNG	E 100-42240-310 Other Professional Serv	\$0.00	\$2,412.84	\$3,210.00	\$797.16	75.17%
FIRETRNG	E 100-42240-331 Travel Expenses	\$0.00	\$293.64	\$1,500.00	\$1,206.36	19.58%
Dept 42240 Fire Dept Training		\$1,500.00	\$9,298.20	\$17,210.00	\$7,911.80	54.03%
Dept 42260 Fire Vehicles						
FIREVEH	E 100-42260-212 Motor Fuels	\$0.00	\$1,569.57	\$4,500.00	\$2,930.43	34.88%
FIREVEH	E 100-42260-220 Repair/Maint Supply (G	\$31.27	\$727.23	\$9,000.00	\$8,272.77	8.08%
FIREVEH	E 100-42260-240 Small Tools and Minor	\$0.00	\$0.00	\$1,000.00	\$1,000.00	0.00%
FIREVEH	E 100-42260-323 Radio Units	\$0.00	\$5,795.30	\$7,805.00	\$2,009.70	74.25%
Dept 42260 Fire Vehicles		\$31.27	\$8,092.10	\$22,305.00	\$14,212.90	36.82%

CITY OF HANOVER
Expenditure Budget Report - General Fund

Dept Abbrev	Account Descr	October 2019 Amt	2019 YTD Amt	2019 YTD Budget	2019 YTD Balance	%YTD Budget
Dept 42280 Fire Stations and Bldgs						
FIREBLDG	E 100-42280-215 Shop Supplies	\$0.00	\$70.64	\$1,650.00	\$1,579.36	4.28%
FIREBLDG	E 100-42280-220 Repair/Maint Supply (G	\$47.10	\$1,789.70	\$7,500.00	\$5,710.30	23.86%
FIREBLDG	E 100-42280-321 Telephone	\$39.93	\$791.53	\$1,000.00	\$208.47	79.15%
FIREBLDG	E 100-42280-325 Taxes	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FIREBLDG	E 100-42280-381 Electric Utilities	\$373.35	\$2,599.91	\$4,500.00	\$1,900.09	57.78%
FIREBLDG	E 100-42280-383 Gas Utilities	\$18.71	\$2,121.54	\$3,000.00	\$878.46	70.72%
FIREBLDG	E 100-42280-520 Buildings and Structure	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Dept 42280 Fire Stations and Bldgs		\$479.09	\$7,373.32	\$17,650.00	\$10,276.68	41.78%
Dept 42290 Fire Relief Association						
FIRERELIEF	E 100-42290-124 Fire Pension Contributi	\$41,187.23	\$41,187.23	\$39,000.00	-\$2,187.23	105.61%
FIRERELIEF	E 100-42290-125 Other Retirement Contr	\$0.00	\$5,801.00	\$11,602.00	\$5,801.00	50.00%
FIRERELIEF	E 100-42290-301 Auditing and Acctg Ser	\$0.00	\$6,250.00	\$6,250.00	\$0.00	100.00%
Dept 42290 Fire Relief Association		\$41,187.23	\$53,238.23	\$56,852.00	\$3,613.77	93.64%
Dept 42401 Building Inspection Admin						
INSPADMN	E 100-42401-310 Other Professional Serv	\$2,925.26	\$26,281.77	\$50,000.00	\$23,718.23	52.56%
Dept 42401 Building Inspection Admin		\$2,925.26	\$26,281.77	\$50,000.00	\$23,718.23	52.56%
Dept 42700 Animal Control						
ANIMCTRL	E 100-42700-310 Other Professional Serv	\$0.00	\$457.00	\$1,000.00	\$543.00	45.70%
Dept 42700 Animal Control		\$0.00	\$457.00	\$1,000.00	\$543.00	45.70%
Dept 42800 Cemetery						
CEMETERY	E 100-42800-310 Other Professional Serv	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Dept 42800 Cemetery		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Dept 43000 Public Works (GENERAL)						
PUBWRKS	E 100-43000-101 Full-Time Employees R	\$6,268.01	\$116,884.00	\$138,997.00	\$22,113.00	84.09%
PUBWRKS	E 100-43000-102 Full-Time Employees O	\$0.00	\$1,063.56	\$2,000.00	\$936.44	53.18%
PUBWRKS	E 100-43000-103 Part-Time Employees	\$950.00	\$12,153.58	\$14,580.00	\$2,426.42	83.36%
PUBWRKS	E 100-43000-121 PERA	\$470.10	\$9,192.32	\$12,300.00	\$3,107.68	74.73%
PUBWRKS	E 100-43000-122 FICA	\$432.46	\$8,081.98	\$11,072.00	\$2,990.02	72.99%
PUBWRKS	E 100-43000-123 Medicare	\$101.14	\$1,890.13	\$2,589.00	\$698.87	73.01%
PUBWRKS	E 100-43000-134 Employer Paid Life	\$67.87	\$1,133.47	\$2,535.00	\$1,401.53	44.71%
PUBWRKS	E 100-43000-142 Unemployment Benefit	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
PUBWRKS	E 100-43000-151 Med/Dental Insurance	\$1,350.00	\$25,254.64	\$32,400.00	\$7,145.36	77.95%
PUBWRKS	E 100-43000-208 Training and Instructio	\$21.72	\$2,025.11	\$2,500.00	\$474.89	81.00%
PUBWRKS	E 100-43000-212 Motor Fuels	\$627.25	\$8,728.44	\$7,000.00	-\$1,728.44	124.69%
PUBWRKS	E 100-43000-215 Shop Supplies	\$686.74	\$2,755.92	\$7,500.00	\$4,744.08	36.75%
PUBWRKS	E 100-43000-220 Repair/Maint Supply (G	-\$58.73	\$4,635.92	\$12,000.00	\$7,364.08	38.63%
PUBWRKS	E 100-43000-226 Sign Repair Materials	\$303.67	\$577.40	\$1,500.00	\$922.60	38.49%
PUBWRKS	E 100-43000-240 Small Tools and Minor	\$154.50	\$3,360.54	\$5,000.00	\$1,639.46	67.21%
PUBWRKS	E 100-43000-260 Uniforms	\$864.40	\$2,302.88	\$3,000.00	\$697.12	76.76%
PUBWRKS	E 100-43000-310 Other Professional Serv	\$46.90	\$4,580.20	\$10,000.00	\$5,419.80	45.80%
PUBWRKS	E 100-43000-321 Telephone	\$600.80	\$4,788.76	\$4,200.00	-\$588.76	114.02%
PUBWRKS	E 100-43000-325 Taxes	\$0.00	\$19.50	\$200.00	\$180.50	9.75%
PUBWRKS	E 100-43000-381 Electric Utilities	\$354.58	\$3,134.34	\$6,000.00	\$2,865.66	52.24%
PUBWRKS	E 100-43000-383 Gas Utilities	\$52.86	\$3,783.48	\$5,000.00	\$1,216.52	75.67%
Dept 43000 Public Works (GENERAL)		\$13,294.27	\$216,346.17	\$280,373.00	\$64,026.83	77.16%
Dept 43121 Paved Streets						
PAVSTRTS	E 100-43121-224 Street Maint Materials	\$3,475.39	\$35,209.97	\$100,000.00	\$64,790.03	35.21%
Dept 43121 Paved Streets		\$3,475.39	\$35,209.97	\$100,000.00	\$64,790.03	35.21%
Dept 43122 Unpaved Streets						

CITY OF HANOVER
Expenditure Budget Report - General Fund

Dept Abbrev	Account Descr	October 2019 Amt	2019 YTD Amt	2019 YTD Budget	2019 YTD Balance	%YTD Budget
UNPAVSTS	E 100-43122-224 Street Maint Materials	\$650.00	\$6,488.00	\$15,000.00	\$8,512.00	43.25%
Dept 43122	Unpaved Streets	\$650.00	\$6,488.00	\$15,000.00	\$8,512.00	43.25%
Dept 43125	Ice & Snow Removal					
SNOWREMO	E 100-43125-224 Street Maint Materials	\$0.00	\$4,572.86	\$20,000.00	\$15,427.14	22.86%
Dept 43125	Ice & Snow Removal	\$0.00	\$4,572.86	\$20,000.00	\$15,427.14	22.86%
Dept 43160	Street Lighting					
STLGHGTG	E 100-43160-381 Electric Utilities	\$115.92	\$16,643.40	\$25,000.00	\$8,356.60	66.57%
Dept 43160	Street Lighting	\$115.92	\$16,643.40	\$25,000.00	\$8,356.60	66.57%
Dept 43240	Waste (refuse) Disposal					
REFDISPO	E 100-43240-384 Refuse/Garbage Dispos	\$0.00	\$2,674.82	\$1,000.00	-\$1,674.82	267.48%
Dept 43240	Waste (refuse) Disposal	\$0.00	\$2,674.82	\$1,000.00	-\$1,674.82	267.48%
Dept 43245	Recycling: Refuse					
RECYCLING	E 100-43245-384 Refuse/Garbage Dispos	\$3,478.40	\$31,168.00	\$40,000.00	\$8,832.00	77.92%
Dept 43245	Recycling: Refuse	\$3,478.40	\$31,168.00	\$40,000.00	\$8,832.00	77.92%
Dept 45186	Senior Center					
SRCENTER	E 100-45186-437 Other Miscellaneous	\$0.00	\$6,523.53	\$8,700.00	\$2,176.47	74.98%
Dept 45186	Senior Center	\$0.00	\$6,523.53	\$8,700.00	\$2,176.47	74.98%
Dept 45200	Parks (GENERAL)					
PARKS	E 100-45200-212 Motor Fuels	\$0.00	\$1,551.58	\$2,000.00	\$448.42	77.58%
PARKS	E 100-45200-220 Repair/Maint Supply (G	\$5.37	\$6,060.95	\$5,000.00	-\$1,060.95	121.22%
PARKS	E 100-45200-225 Landscaping Materials	\$0.00	\$3,392.07	\$8,000.00	\$4,607.93	42.40%
PARKS	E 100-45200-310 Other Professional Serv	\$0.00	\$7,000.00	\$7,000.00	\$0.00	100.00%
PARKS	E 100-45200-381 Electric Utilities	\$97.73	\$1,247.64	\$2,200.00	\$952.36	56.71%
PARKS	E 100-45200-400 Repairs & Maint Cont (\$0.00	\$0.00	\$1,500.00	\$1,500.00	0.00%
PARKS	E 100-45200-440 Programs	\$0.00	\$864.52	\$3,000.00	\$2,135.48	28.82%
PARKS	E 100-45200-580 Other Equipment	\$0.00	\$5,090.21	\$8,000.00	\$2,909.79	63.63%
Dept 45200	Parks (GENERAL)	\$103.10	\$25,206.97	\$36,700.00	\$11,493.03	68.68%
Dept 45500	Libraries (GENERAL)					
LIBRARY	E 100-45500-437 Other Miscellaneous	\$0.00	\$10,299.46	\$11,500.00	\$1,200.54	89.56%
Dept 45500	Libraries (GENERAL)	\$0.00	\$10,299.46	\$11,500.00	\$1,200.54	89.56%
Dept 48205	Damage Deposit Refunds					
DMGDEPRF	E 100-48205-810 Refunds & Reimburse	\$1,000.00	\$8,850.00	\$0.00	-\$8,850.00	0.00%
Dept 48205	Damage Deposit Refunds	\$1,000.00	\$8,850.00	\$0.00	-\$8,850.00	0.00%
Dept 49360	Transfers Out					
TRANSFERS	E 100-49360-700 Transfers (GENERAL)	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Dept 49360	Transfers Out	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Dept 49800	Transit (GENERAL)					
TRANSIT	E 100-49800-310 Other Professional Serv	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Dept 49800	Transit (GENERAL)	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Fund 100	GENERAL FUND	\$99,745.81	\$1,033,609.51	\$1,554,654.00	\$521,044.49	66.48%

Expenditure Budget Report - General Fund

Dept Abbrev	Account Descr	October 2019 Amt	2019 YTD Amt	2019 YTD Budget	2019 YTD Balance	%YTD Budget
		\$99,745.81	\$1,033,609.51	\$1,554,654.00	\$521,044.49	66.48%

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

A regular meeting of the City Council of the City of Hanover, Minnesota, was called to order by Mayor Kauffman at 7:00 p.m. in the Council Chambers of the City Hall, in the City of Hanover, Minnesota, on the 15th day of October, 2019.

The following Council Members were present:

The following Council Members were absent:

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



RESOLUTION NO 10-15-19-85

A RESOLUTION APPOINTING PROBATIONARY FIREFIGHTER

WHEREAS, the Hanover Fire Department currently has vacancies; and

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

NOW THEREFORE, BE IT RESOLVED that the City Council of the City of Hanover, Minnesota, hereby approves the hiring of Jack Olson as a Probationary Firefighter, subject to the conditions listed above and applicable City policies.

Council members voting in favor:

Opposed or abstained:

Adopted by the city Council this 15th day of October, 2019.

APPROVED BY:

Chris Kauffman, Mayor

ATTEST:

Brian Hagen, City Administrator

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

A regular meeting of the City Council of the City of Hanover, Minnesota, was called to order by Mayor Kauffman at 7:00 p.m. in the Council Chambers of the City Hall, in the City of Hanover, Minnesota, on the 15th day of October, 2019.

The following Council Members were present:

The following Council Members were absent:

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



RESOLUTION NO 10-15-19-86

A RESOLUTION APPOINTING PROBATIONARY FIREFIGHTER

WHEREAS, the Hanover Fire Department currently has vacancies; and

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

NOW THEREFORE, BE IT RESOLVED that the City Council of the City of Hanover, Minnesota, hereby approves the hiring of Shane Boudreaux as a Probationary Firefighter, subject to the conditions listed above and applicable City policies.

Council members voting in favor:

Opposed or abstained:

Adopted by the city Council this 15th day of October, 2019.

APPROVED BY:

Chris Kauffman, Mayor

ATTEST:

Brian Hagen, City Administrator

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

A regular meeting of the City Council of the City of Hanover, Minnesota, was called to order by Mayor Kauffman at 7:00 p.m. in the Council Chambers of the City Hall, in the City of Hanover, Minnesota, on the 15th day of October, 2019.

The following Council Members were present:

The following Council Members were absent:

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

.....

RESOLUTION NO 10-15-19-87

**A RESOLUTION APPROVING EXCLUDED BINGO PERMIT FOR
HANOVER FIRE RELIEF ASSOCIATION**

WHEREAS, the Hanover FRA has submitted an application for an Excluded Bingo Permit for the purpose of conducting a bingo event in conjunction with their annual poultry social; and

WHEREAS, this is the organization’s first permit application for 2019.

NOW THEREFORE, BE IT RESOLVED, that the City Council of the City of Hanover, Minnesota, hereby approves the first of six allowed events for the Hanover FRA, in 2019 to be conducted in conjunction with November 22, 2019 event located at 11250 5th St. NE.

BE IT FURTHER RESOLVED THAT, the City Council waives the \$100 permit fee payable to the City, due to the public nature of the event by supporting the City’s Fire Department members.

Council members voting in favor:

Opposed or abstained:

Adopted by the city Council this 15th day of October, 2019.

APPROVED:

Chris Kauffman, Mayor

ATTEST:

Brian Hagen, City Administrator

Collaborative Planning, LLC

Memorandum

Date: October 10, 2019
To: Honorable Mayor and Council
From: Cindy Nash, City Planner
RE: River Town Villas – Amended Grading Agreement and Escrow Pledge and Payment Agreement

A grading agreement was previously approved in September by the City Council. Since that time, the Developer has requested to utilize an Escrow Pledge and Payment Agreement for financial security rather than the more typical letter of credit.

Every development or grading agreement includes a financial security that the City can utilize in the event that the developer defaults on the terms of the agreement to pay for construction costs, engineering fees, or other items as outlined in the development agreement. This financial security is typically in the form of a letter of credit (LOC) that is issued by an FDIC-insured bank. An LOC is the simplest and most risk-free form of security for a city to receive.

The developer for River Town Villas is not obtaining financing for the grading portion of their development, and is thus finding it difficult to find a bank that is willing to issue a letter of credit when there is not also a construction loan. Staff/consultants have negotiated an option for an Escrow Pledge and Payment Agreement (also attached) for consideration by the City Council as an alternative to an LOC. Under this agreement, the estimated cost of the grading plus 25% additional funding are placed in escrow with a title company. Pay requests are processed periodically and signed off by both the developer and City prior to the escrow company paying the contractors. In the event the developer is not meeting the terms of the grading agreement, the City can draw on this escrow to cure deficiencies similar to how it would with an LOC. This method of financial security is more work for the City (the costs for additional time would be paid for by the developer through pass-through invoicing), but provides a similar level of financial security to the City as the LOC.

Since the City will not be holding an LOC for the grading, but the City will still have on-going pass-through costs related to erosion control inspection, etc. the Grading Agreement is also proposed to be amended to provide a cash escrow to the City to be used for the on-going pass through costs until a Development Agreement is established.

Both of these agreements are still being reviewed by the developer and City Attorney, and we anticipate that changes will be made to the draft agreements and that updated copies will be provided to the Council at Tuesday's meeting.

Attachments:

- 1) Grading Agreement
- 2) Escrow Pledge and Payment Agreement

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

A regular meeting of the City Council of the City of Hanover, Minnesota, was called to order by Mayor Kauffman at 7:00 p.m. in the Council Chambers of the City Hall, in the City of Hanover, Minnesota, on the 15th day of October, 2019.

The following Council Members were present:

The following Council Members were absent:

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



RESOLUTION NO 10-15-19-88

**A RESOLUTION APPROVING AMENDMENT #1 FOR A PROJECT KNOWN AS
RIVER TOWN VILLAS OF HANOVER**

WHEREAS, Wits Realty, LLC (“Developer”) is the fee owner of the real property described in the attached Exhibit A, which real property has received preliminary plat approval by Resolution Number 04-16-19-29 on April 16, 2019 and has received final plat approval by Resolution Number 07-02-19-57, and shall hereinafter be referred to in its entirety as the “Subject Property”; and

WHEREAS, Developer has requested permission to commence grading activities prior to recording the final plat and entering into a Development Agreement with the City; and

WHEREAS, Developer has proposed to be permitted to commence grading activities which are limited to a portion of the Subject Property and consistent with the grading plan, sheet C3-1, prepared by Loucks and dated July 9, 2019, attached hereto as Exhibit B; and

WHEREAS, the Developer has proposed to provide security in the form of an escrow pledge and payment agreement rather than a letter of credit, and

NOW, THEREFORE, BE IT RESOLVED that the City Council hereby approves the amended Grading Agreement and the Escrow Pledge and Payment Agreement and authorizes City staff and the Mayor to execute documents as necessary.

Council members voting in favor:

Opposed or abstained:

Adopted by the city Council this 15th day of October, 2019.

APPROVED:

Chris Kauffman, Mayor

ATTEST:

Brian Hagen, City Administrator

EARLY GRADING AGREEMENT

This Agreement is made and entered into effective the _____ day of _____, 2019 by and between JBW Holdings, LLC (“Developer”) and the City of Hanover (“City”)

WHEREAS, Developer is in the process of obtaining City approvals for development of River Town Villas of Hanover, as more fully depicted and described on the attached Exhibit A (“Development”).

WHEREAS, Developer wishes to grade the Development prior to final land use approvals for the Development.

WHEREAS, the City is willing to permit the early grading activity on the terms contained herein.

NOW, THEREFORE, for and in consideration of the mutual promises contained herein, and for other good and valuable consideration the parties agree as follows:

1. Early Grading Allowed. Developer shall be allowed to grade the Development consistent with the grading plan prepared by Loucks, Inc and last revised on July 9, 2019 attached hereto as Exhibit B. Developer is not allowed to engage in any other activities except the grading allowed by this paragraph, and is specifically prohibited from the installation of any stormwater pipes or structures.
2. Financial Security. Developer shall post with the City financial security, acceptable to the City, in the amount of \$269,075. Security shall be posted prior to commencement of any grading activity. No work may commence until financial security acceptable to the City and approved by the City Attorney has been received by the City.
3. Acknowledgment of Developer. Developer acknowledges that this Agreement only allows Developer to engage in early grading work. No other work is

authorized by this Agreement. Developer proceeds with the early site grading at its own risk, and any changes required to the grading work based on finally-approved plans and the project as approved will be at Developer's expense.

4. Erosion Control.

- a. All construction related to the Development shall be conducted in a manner designed to control erosion and in compliance with all City ordinances and other requirements, including the City's permit with the Minnesota Pollution Control Agency regarding municipal separate storm sewer system program dated August 1, 2013. Before any portion of the Development is graded, an erosion control plan shall be implemented by the Developer as approved by the City. The City may impose additional reasonable erosion control requirements after the City's initial approval if the City deems such necessary due to a change in conditions. All areas disturbed by grading shall be reseeded promptly after the completion of the work in that area unless construction of streets or utilities, buildings or other improvements is anticipated immediately thereafter. Except as otherwise provided in the erosion control plan, seed shall provide a temporary ground cover as rapidly as possible. All seeded areas shall be mulched, and disc anchored as necessary for seed retention. The parties recognize that time is of the essence in controlling erosion.

- b. If the Developer does not comply with the erosion control plan and schedule or supplementary instructions received from the City, the City may take such action as it deems reasonably necessary to control erosion based on the urgency of the situation. The City agrees to provide reasonable notice to the Developer in advance of any proposed action, including notice by telephone or email in the case of emergencies, but limited notice by the City when conditions so dictate

will not affect the Developer's obligations or the City's rights hereunder.

- c. The Developer agrees to reimburse the City for all expenses it incurs in connection with any action it takes to control erosion. No grading of the Development will be allowed within the Subdivision unless the Developer is in full compliance with the erosion control requirements. The erosion control measures specified in the erosion control plan or otherwise required within the Development or adjacent areas shall be binding on the Developer and its successors and assigns.

5. Site Grading; Haul Routes.

- a. All site and other grading must be done in compliance with the Plans, required erosion control measures and all requirements of the Minnesota Pollution Control Agency regarding contaminated soils. The City may withhold issuance of a building permit for any structure within the Subdivision until the approved certified grading plan is on file with the City and all erosion control measures are in place as determined by the City. Within 30 days after completion of the grading, or such other period acceptable to the City's engineer, the Developer shall provide the City with an "as constructed" grading plan and a certification by a registered land surveyor or engineer.
- b. The Developer agrees that any fill material which must be brought to or removed from the Development or adjacent areas while grading of the Development will be transported using the haul route established by the City. The City designates 5th Street from CSAH 19 to River Road, and River Road from 5th Street to Church Street as the haul route. Church Street from the project site directly to CSAH 19 shall not be used as a haul route.

6. Escrow. The Developer is responsible for the payment of future city administrative, legal, planning, and engineering fees incurred in conjunction with the Development. Developer shall deposit \$10,000 in an escrow fund to cover said costs.

This escrow amount must be submitted to the City in cash or certified check prior to commencement of grading activities. Any amounts not actually utilized from this escrow fund shall be returned to Developer when all improvements have been completed, and all financial obligations to the City satisfied. Any amounts returned to Developer hereunder shall be returned with such interest as has actually accrued on said amounts. If the amount in this escrow drops below \$2,500 Developer shall submit an additional escrow amount to the City in an amount determined by the City as necessary to bring the escrow amount on deposit to a level commensurate with future expected costs.

JBW HOLDINGS, LLC

CITY OF HANOVER

By _____

By _____

Its _____

Its _____

Exhibit A

Legal Description

The South 656.60 feet of the East 284.93 feet of the Northwest Quarter of the Southwest Quarter of Section 36, Township 120, Range 24, except the South 33 feet, Wright County, Minnesota.

ESCROW PLEDGE AND PAYMENT AGREEMENT

RIVER TOWN VILLAS OF HANOVER

This Escrow Pledge and Payment Agreement (the “Agreement”) made and entered into effective this ____ day of _____, 2019, by and between the City of Hanover, a municipal corporation organized under the laws of the State of Minnesota, party of the first part (hereinafter referred to as “City”); JBW Holdings, LLC., a Minnesota limited liability corporation organized under the laws of the State of Minnesota, party of the second part (hereinafter referred to as “Developer”); and [REDACTED], a corporation organized under the laws of the State of Minnesota, party of the third party (hereinafter referred to as “Escrow Agent”);

Commented [CN1]: Need to enter title company name

WITNESSETH

WHEREAS, City has given, by Resolution No. 07-02-19-57 dated July 2, 2019, the terms of which are incorporated herein by reference, final approval to the subdivision referred to as “River Town Villas of Hanover,” situated in the City of Hanover, Minnesota; and

WHEREAS, City and Developer have entered into a Grading Agreement dated [REDACTED], 2019, a copy of which is attached hereto as **Exhibit “A”** and made a part hereof; and

WHEREAS, pursuant to the Grading Agreement, amongst other obligations, Developer agrees to install the improvements set forth therein; and

WHEREAS, Developer has made a deposit with Escrow Agent to finance the cost of the construction and installation of the improvements described in the Grading Agreement to ensure sufficient funds are available to complete the same.

NOW, THEREFORE, in consideration of the premises and of the mutual promises and covenants hereinafter contained, it is hereby agreed as follows:

1. The recitals set forth above are incorporated into this Agreement by reference as though set out in full.

2. Escrow Agent hereby represents and warrants that it has on deposit, in good and collected funds, held in a separate account solely for the purposes of payments under this Agreement, the sum of \$269,075 to be used for, and only for, the payments for the costs of construction, installation, and correction of the improvements identified in the Grading Agreement in the manner and subject to all other conditions for construction, installation, and correction as required by the Grading Agreement and for curing any default of Developer of the Grading Agreement.

3. Upon receipt of invoices for labor or material or other work performed or contemplated in said Grading Agreement for the improvements listed in the Grading Agreement, which invoices are approved for payment by both the Developer and the City engineer, Escrow Agent shall pay said invoices, it being understood and acknowledged by and between the City, the Developer and Escrow Agent that approval for payment of invoices by the City does not constitute the City's approval or acceptance of the work or

labor performed or materials supplied which are represented by said invoices. Nothing herein obligates the City to make any payments to Developer or Developer's contractors, subcontractors, or vendors and this Agreement affords no rights or remedies to Developer's contractors, subcontractors, or vendors to claim payment from the funds held by Escrow Agent or payment from the City.

4. The specific improvements in the Grading Agreement which may be paid by the Escrow Agent pursuant to the terms of this Agreement are shown on the Grading plan prepared by Loucks, Inc last revised on July 9, 2019.

5. Upon completion of construction of the improvements as identified in the Grading Agreement, the City shall inspect the improvements and determine if it is appropriate for the Escrow Agent to make final payments to contractors and vendors as per the contracts between Developer and contractors and vendors. Approval for interim or final payment does not indicate any acceptance by the City of such improvements.

6. Following final payment and clearance of any punch list items, the Escrow Agent must retain the sum of \$53,815 to assure that Developer has met all of its obligations under the Grading Agreement.

7. The \$53,815 shall be returned to the Developer only upon receipt by Escrow Agent of a written certification from the City that the Developer has met all of its obligations under the Grading Agreement, and that the funds may be returned to the Developer.

8. Prior to commencement of construction of any of the improvements required under the Grading Agreement, Developer must provide to the City and the Escrow Agent a current sworn construction cost statement detailing the cost for the construction of said improvements. Such sworn construction cost statement must be updated on a monthly basis and submitted to the City and the Escrow Agent with the monthly draw request. Draw requests can be submitted no more than once per month for work completed in the prior month. The draw request shall be on a form approved by the City and the Escrow Agent and shall contain such detail and information as the City and the Escrow Agent may require.

9. In the event of a default of any of the Developer's obligations to the City under the Grading Agreement, the City is entitled to receive from the Escrow Agent funds necessary to cure such default regardless of whether the default relates to the obligation of the Developer to construct the improvements set forth the Grading Agreement.

10. Escrow Agent shall provide a monthly report to the City and the Developer which summarizes amounts paid in previous draw requests and amounts paid in the current draw request and, after payment of such amounts, the balance remaining in the separate account in which the funds deposited by the Developer are held. City may, at reasonable times and upon reasonable notice, audit and review the records of the Developer and the Escrow Agent in relation to work completed and disbursements made.

11. It is essential that the materials used in the construction of the improvements described herein be completed in accordance with the Grading Agreement and the approved plans outlined above. Such improvements must be constructed on a timely basis

as indicated in the Grading Agreement. Upon the failure of the Developer to fully comply with the terms of the Grading Agreement or if, in the City's opinion, the Developer is not making a good faith effort to timely complete said improvements, the City may in addition to any other remedy it may have enter upon the project and perform, or cause to have performed, any obligation on behalf of the Developer to be performed pursuant to the Grading Agreement and to draw upon the funds above provided and held by Escrow Agent, to make payment therefor with said funds. In the event said funds are insufficient to complete the improvements outlined the Grading Agreement, the City may complete the improvements and assess the additional costs thereof to the property benefited. Developer consents to such assessment and waives any irregularity or right to appeal in relation to such an assessment.

12. This Agreement may be executed in one or more counterparts, each of which shall be deemed an original but all of which together will constitute one and the same instrument.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed effective on the date and year first above written.

COUNTERPART SIGNATURE PAGES TO FOLLOW

CITY

City of Hanover

By: Chris Kauffmann
Its: Mayor

By: Brian Hagen
Its: City Administrator

STATE OF MINNESOTA)
)ss.
COUNTY OF WRIGHT)

The foregoing instrument was acknowledged before me this ___ day of _____, 2019, by Chris Kauffmann and Brian Hagen, the Mayor and City Administrator, respectively, of the City of Hanover, a Minnesota municipal corporation, on behalf of the corporation.

Notary Public

DEVELOPER

JBW Holdings, LLC

By: _____
Its: _____

STATE OF MINNESOTA)
)ss.
COUNTY OF _____)

The foregoing instrument was acknowledged before me this ___ day of _____, 2019, by _____, the _____ of JBW Holdings, LLC a Minnesota limited liability company, on behalf of the limited liability company.

Notary Public

ESCROW AGENT

LAND TITLE, INC.

Commented [CN2]: Insert name of title company

By: _____

Its: _____

STATE OF MINNESOTA)
)ss.
COUNTY OF _____)

The foregoing instrument was acknowledged before me this ____ day of _____, 2019, by _____, the _____ of Land Title, Inc., a Minnesota limited liability company, on behalf of the corporation.

Commented [CN3]: Insert name of title company

Notary Public

THIS INSTRUMENT WAS DRAFTED BY:
Rupp, Anderson, Squires & Waldspurger, P.A.
333 South Seventh Street, Suite 2800
Minneapolis, MN 55402
(612) 436-4300

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

A regular meeting of the City Council of the City of Hanover, Minnesota, was called to order by Mayor Kauffman at 7:00 p.m. in the Council Chambers of the City Hall, in the City of Hanover, Minnesota, on the 5th day of August, 2019.

The following Council Members were present:

The following Council Members were absent:

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



RESOLUTION NO 08-05-19-73

A RESOLUTION APPROVING RATIFICATION OF PENSION INCREASE

WHEREAS, the Hanover Fire Relief Association has requested the City Council to ratify an annual pension increase from \$1,875 to \$2,000; and

WHEREAS, the Hanover Fire Relief Association’s pension fund is estimated to be funded at 109% with the pension increase.

NOW THEREFORE, BE IT RESOLVED that the City Council of the City of Hanover, Minnesota, hereby approves the ratification of a Hanover Fire Relief Association Pension increase to an amount of \$2,000 per year of service, subject to the regulations of the Hanover Fire Relief Association By-Laws.

Council members voting in favor:

Opposed or abstained:

Adopted by the city Council this 5th day of August, 2019.

APPROVED BY:

Chris Kauffman, Mayor

ATTEST:

Brian Hagen, City Administrator



To: Mayor Kauffman & the Hanover City Council
From: Brian Hagen, City Administrator
Re: Kauffman Inquiries on Hanover FRA Pension Information
Date: August 1, 2019

Below are answers to questions raised at the July 16, 2019 Council Worksession related to the Hanover FRA Pension amount.

Hanover FRA Pension Amount Ratified by Year as supplied by the State Auditor's Officer:

1995: \$600

1999: \$1,000

2008: \$1,400

2015: FRA requested \$1,600; Council ratified \$1,500. This is when an informal level of 105% funding level for the pension fund was established by the FRA

2016: \$1,575

2017: \$1,775

2018: \$1,875

Firefighter compensation amounts:

Pre 2017: \$8/call

2017: \$10/hr. for calls (one-hour minimum pay); \$17/meeting

2018: \$10/hr. straight hourly pay (one-hour minimum pay)

How does a decrease happen?

In speaking with the Office of the State Auditor, the general process of a pension decrease should be as follows:

1. The Hanover FRA approves a reduced annual pension amount. The decrease, according to current Hanover FRA By-Laws may be approved by the Board of Trustees. The Board of Trustees is compiled by six members of the Hanover FRA and three City Officials (Mayor, City Administrator and Fire Chief)
2. City Council ratification of the reduced amount.

When does City pay in?

It depends on information from an annual report as filed on the SC Form that is submitted to the State Auditor's Office each year. Unfortunately, there is not a simple black and white answer. The answer is

largely; it depends. What the FRA Secretary does do though is input potential increases to the form to determine whether the City would be required to contribute based on the increase. The last few years, the fund has been at approximately 110% funded after the increase. The proposed increase to \$2,000 would place the fund at an estimated 109% funded.

Neighboring entity's FRA pension amounts:

Albertville: \$2,800/ratified by the Council

Buffalo: \$4,400/TBD ratified by the Council

Rockford: \$2,350/ratified by the Council (increasing by \$150 ea. year to an amount of \$2,600)

Rogers: \$3,650/ratified by the Council

St. Michael: \$3,800/ratified by the Council

CITY OF HANOVER
WRIGHT / HENNEPIN COUNTIES
STATE OF MINNESOTA

FIRE DEPARTMENT POLICY

AMENDED BY:
Res No 12-04-18-122
Drafted adjustments 5-6-19

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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. 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. All members are required to attend 8 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. 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.

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.

Subd. 4. Benefits. Members 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 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 Uniform: The class A or dress uniform shall consist of the following:

Short sleeve dark blue department supplied uniform shirt. The department issued badge shall be worn over the supplied badge tab. The badge can be shined with mild soap and water and a soft cloth. The right sleeve shall have only the approved Hanover fire patch centered on the sleeve approximately one half inch below the shoulder seam. The left sleeve shall have only the supplied American Flag centered on the sleeve approximately one half inch below the shoulder seam. The supplied nametag shall be centered and placed approximately one/eighth of an inch above the right breast pocket. Any other approved citation bar or years of service pin shall be centered and approximately one eighth of an inch above the nametag. A necktie of matching material and color may be added. A clean, white crew neck t-shirt shall be worn under the class A shirt and its sleeves shall not extend past the sleeves of the class A shirt. The 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 uniform: Shall consist of the department approved T-shirt, sweatshirt, golf shirt, varsity style dress jacket or pullover and Class A 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 uniform may be worn in lieu of the Class A uniform with officer approval when deemed more appropriate. The department approved cap may also be worn. No other cap may be worn at any public event without approval by the Fire Chief. Headwear, approved hats may be worn with class B uniform so long as it is a clean Hanover FD hat (optional, not paid by department).

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

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

Class E uniform: Shall consist of all department issued gear for water 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.

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 ON:

5-16-19 by SOG Committee (BG Lead, BK, AL, TB, GD, AW)

Standard Operating Guidelines
HANOVER FIRE DEPARTMENT

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Standard Operating Guidelines
HANOVER FIRE DEPARTMENT

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HANOVER FIRE DEPARTMENT

SECTION I.

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 II.

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 III.

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, Fire fighters, 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. A member may respond to a call after having 1 drink in the last four hours. 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

Commented [BH1]: Is this best place for this statement?

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

Standard Operating Guidelines
HANOVER FIRE DEPARTMENT

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.

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.

Standard Operating Guidelines
HANOVER FIRE DEPARTMENT

SECTION IV.

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 Fire Fighters 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 Fire Fighter'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 V.

**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 shall be disciplined in accordance with the City Personnel Policy.

Standard Operating Guidelines
HANOVER FIRE DEPARTMENT

SECTION VI.

**STANDARD OPERATING GUIDLINES (SOG's)
 PERFORMANCE REVIEW**

Hanover Fire Department Performance Evaluation

Name: _____ Position: _____
 Supervisor: _____ Station: _____
 Chief or others to be present: _____
 Date of this Evaluation / / Date of last Evaluation / / Next scheduled Evaluation / /

Reason for Evaluation:
 Annual Probation Policy Infraction Missed critical participation requirement

Instructions: Evaluate the employee's work performance as it pertains to the job requirements. Circle the letter that best describes the employee's performance since the last evaluation. Add comments to support the evaluation. Critical job participation requirements must be met to receive a satisfactory evaluation unless the supervisor agrees that the employee's explanation is acceptable.

CRITICAL JOB PARTICIPATION REQUIREMENTS:

S - Satisfactory U - Unsatisfactory

Factors	Evaluation	Comments
EMERGENCY CALLS Attends 30% or more of the paged emergency calls. (reviewed annually)	S	_____
	U	_____

FIRE TRAININGS Must make 8 of 12 of the monthly drills. (reviewed annually)	S	_____
	U	_____

Standard Operating Guidelines
HANOVER FIRE DEPARTMENT

DEPT. MEETINGS / MAINT. Must make 8 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

Follow Up Date: _____ / _____ / _____

Print Firefighter Name:

Firefighter Signature:

Chief Officer:

Fire Officer:

Standard Operating Guidelines
HANOVER FIRE DEPARTMENT

SECTION VII.

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

Applications for appointments shall be submitted by October 1st 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.
2. By the October 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
Character	1		3	2
Totals	4	5	6	3

Standard Operating Guidelines
HANOVER FIRE DEPARTMENT

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 (4), or Lieutenants (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 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 VIII.

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

CALL TYPE	RESPONSE	MIN. CREW	CODE 3
STRUCTURE FIRE (In Town with hydrant support)	ENGINE 11	4	YES
	ENGINE 12(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 3	YES YES
	RESCUE 11	2	YES
	UTILITY 11 (if needed for additional manpower)	2	YES
	<i>Others trucks as called for or as need for personnel</i>		
STRUCTURE FIRE (Rural area without hydrant support)	ENGINE 11	4	YES
	TANKER 12	2	YES
	TANKER 11	2	YES
	RESCUE 11	4	YES
	ENGINE 12 (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 <i>Others trucks as called for or as need for personnel</i>	2	YES
ALARM (With Hydrant)	ENGINE 11 <i>Others trucks as called for or as need for personnel</i>	4	YES NO*
ALARM (Without Hydrant)	ENGINE 11 TANKER 12 <i>Other trucks as needed</i>	4 2	YES YES
CARBON MONOXIDE	ENGINE 11	4	YES
	UTILITY 12	2	YES

Standard Operating Guidelines
HANOVER FIRE DEPARTMENT

GAS LEAK	ENGINE 11	4	YES
	TANKER 12 <i>Others trucks as called for or as need for personnel</i>	2	YES

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**STANDARD OPERATING GUIDLINES (SOG's)
 TRUCK RESPONSE SCHEDULE**

CALL TYPE	RESPONSE	MIN. CREW	CODE 3
GRASS FIRE	U11 with RANGER 12, (Grab Radios)	2	YES
	U12 with RANGER 11 (Use U12 Radios)	2	YES
	ENGINE 12	4	YES
	TANKER 12	2	YES
	ENGINE 11	4	YES
	TANKER 11 <i>Others trucks as called for or as need for personnel</i>	2	NO*
CAR FIRE	ENGINE 11	4	YES
	TANKER 12	2	YES
	UTILITY 11	2	YES
	UTILITY 12	2	NO*
	<i>Other trucks as called for or as need for personnel</i>		
RESCUE (PI)	ENGINE 11	4	YES
	RESCUE 11	4	YES
	TANKER 12	2	YES
	TANKER 11	2	YES
	UTILITY 12 <i>Others trucks as called for or as need for personnel</i>	2	YES NO*
ICE RESCUE	RESCUE 11	4	YES
	UTILITY 12 AND BOAT	2	YES
	ENGINE 11	4	YES
	<i>Others trucks as called for or as need for personnel</i>		NO*
MUTUAL-AID	<u>ENGINE REQUEST:</u> ENGINE 11		
	<u>TANKER REQUEST:</u>		

Standard Operating Guidelines
HANOVER FIRE DEPARTMENT

	TANKER 12 TANKER 11 <u>PERSONNEL REQUEST:</u> RESCUE 11 and UTILITY 11 <u>RESCUE REQUEST:</u> ENGINE 11 and/or RESCUE11 <u>STANDBY REQUEST:</u> ENGINE 11		
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**STANDARD OPERATING GUIDLINES (SOG's)
 TRUCK RESPONSE SCHEDULE**

CALL TYPE	RESPONSE	MIN. CREW	CODE 3
MUTUAL-AID	<u>GRASS RIG REQUEST:</u> RANGER 11 and/or RANGER 12 <u>R.I.T. REQUEST:</u> ENGINE 11 (Chief Officer may change request)		
MEDICAL	UTILITY 12 (1 ST MEDICAL) RESCUE 11 (2 nd MEDICAL) ENGINE 11 (3 rd MEDICAL)	4 4 2	YES YES YES
WEATHER EVENT	ENGINE 12 (Cover contract areas) w/ PPE UTILITY 11 (Cover contract areas) w/ PPE UTILITY 12 (Cover contract areas) w/ PPE	3 3 2	NO NO NO

Note:
 Chief Officers have the discretion on truck response and crew on all calls.
 Chief Officers may respond to any scene at their discretion
 An Officer shall respond to all mutual –aid calls.

Standard Operating Guidelines
HANOVER FIRE DEPARTMENT

SECTION VIII.

**STANDARD OPERATING GUIDLINES (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 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" 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 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

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

Standard Operating Guidelines
HANOVER FIRE DEPARTMENT

SECTION X.

**STANDARD OPERATING GUIDLINES (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 for an emergency situation, HFD will have the department paged out.
3. All members that show up to scene or station will be given credit for that call.
4. 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
 - ii. An educational class for HFD
 - iii. An event representing HFD i.e.: Water ball, Parade,
 - iv. A medical appointment to rehab a fire related injury if not already on a medical leave of absence.
 - v. Any meeting representing HFD
 - vi. On a task with Chiefs permission
5. The officer in charge will note any credited absentees on call log.
6. The officer in charge will make sure the call log is properly filled out and put their signature on the call log.

Standard Operating Guidelines
HANOVER FIRE DEPARTMENT

SECTION XI.

**STANDARD OPERATING GUIDLINES (SOG's)
CANCELED CALLS**

No Credit for Call:

If a call is paged out one time and the second page is a cancel call page, no credit for the call will be given. Members do not need to continue their response to the station.

Credit for Call:

If a call is paged out two times, with any subsequent page being a cancel call page, credit will be given to responding members. Members will be given up to 10 minutes from first page to continue their response to the station in order to be awarded attendance.

Standard Operating Guidelines
HANOVER FIRE DEPARTMENT

SECTION XII.

STANDARD OPERATING GUIDLINES (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.
4. The member that is driving the truck will be responsible for the safe driving.
5. The truck, along with the members, will be dedicated to the parade and will not leave the parade once it has started to attend a Hanover Fire call.
6. 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.
 - b. An Officer from Hanover requests the truck to return.
7. 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.
8. Any member or member's family is permitted to ride on the truck(s) in a safe manor.
9. Each truck must have at least one member of the department and one additional adult.

SECTION XIII.

Standard Operating Guidelines
HANOVER FIRE DEPARTMENT

**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 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.

All commanding officers shall stay with-in 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 (SOG's)
INCIDENT COMMAND SYSTEM (ICS)**

Standard Operating Guidelines
HANOVER FIRE DEPARTMENT

(continued)

The Incident Command (IC) shall establish Apparatus staging:

Apparatus Staging is a resource-marshalling area where units report while waiting for specific assignment.

Companies in Apparatus staging are under the control of 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: Is responsible for all financial and cost analysis aspects of the incident.

SECTION XIV

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

Standard Operating Guidelines
HANOVER FIRE DEPARTMENT

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 Fire fighter 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 CIDSD 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 Fire fighters 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 XV.

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

- If unclear of the situation, call dispatch for more detailed information.
- Rescue 11 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 and Engine 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 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 Fire fighter 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 attempt.
- 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 gumby or mustang suit.
- No trucks on the ice.
- Ladders may be used on the ice.
- Dry and inspect the ropes after each use.

Standard Operating Guidelines
HANOVER FIRE DEPARTMENT

SECTION XVI.

**STANDARD OPERATING GUIDLINES (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

TORNADO WATCH: Page anytime
Advisory only – No response required

TORNADO WARNING: Page anytime

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

Standard Operating Guidelines
HANOVER FIRE DEPARTMENT

SECTION XVII.

**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 incidence 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 XVIII.

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

The Hanover Fire Department is trained in Hazardous Material Awareness only. 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. **R**ecognition of a hazardous materials incident
2. **I**dentification 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. **N**otification of other agencies, facility representatives, persons with expertise
4. **S**ecure the scene
5. **E**vacuate 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 XVIII.

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

I. PURPOSE

The Hanover Fire Department recognizes that its Fire fighters 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 Fire fighters 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 Fire fighters from health hazards associated with blood borne pathogens.
2. To provide appropriate treatment and counseling should a Fire fighter be exposed to blood borne pathogens.

Standard Operating Guidelines
HANOVER FIRE DEPARTMENT

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

(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.

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, Captains, and other Fire fighters 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 GUIDLINES (SOG's)
INFECTIOUS DISEASE EXPOSURE CONTROL**
(continued)

CHIEF, ASST. CHIEFS, AND CAPTAINS

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

TRAINING OFFICER

The Training Officer will be responsible for providing information and training to all Fire fighters 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 Fire fighters.
- d. Maintaining appropriate training documentation.
- e. Periodic review of the training program with the Chief, Asst. Chiefs, and Captains to include all new information.

FIRE FIGHTERS

Fire Fighters 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**

(continued)

B. AVAILABILITY OF THE EXPOSURE CONTROL PLAN TO FIRE FIGHTERS

The Hanover Fire Department Exposure control Plan is available to all Fire fighters 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 Fire fighters.
- Whenever we establish new functional positions 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**

(continued)

III. METHODS OF COMPLIANCE

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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 Fire fighters of the Hanover Fire Department do not utilize sharps disposal containers, injection type needles, or IV needles, emergency circumstances may involve the Fire fighter to be within close proximity to their use. Direct contact or assistance with these items should be avoided if at all 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 Fire fighters that have the potential for exposure.

Standard Operating Guidelines
HANOVER FIRE DEPARTMENT

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

(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. Fire fighters 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, Fire fighters wash their hands as soon as possible. They also flush exposed mucous membranes with water.
3. Fire fighters 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.
8. 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**

(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 Fire fighters, 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 Fire fighters who are allergic to other gloves.

Captain 4 working with the Chief, Asst. Chiefs, and Captains are responsible for ensuring that all department and work areas have appropriate equipment available to Fire fighters 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 GUIDLINES (SOG's)
INFECTIOUS DISEASE EXPOSURE CONTROL**

(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 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. 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 Fire Fighters 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, forceps, etc.)

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Standard Operating Guidelines
HANOVER FIRE DEPARTMENT

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

(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**
(continued)

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

A. VACCINATION PROGRAM

To protect Fire fighters 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 Fire fighters that have occupational exposure to blood borne pathogens. The Chief and 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. Fire Fighters taking part in the program are on file with the Captain 4.

Fire Fighters 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 Fire fighter be involved in an incident where exposure to blood borne pathogens may have occurred, there are two things that we immediately focus efforts on:

1. Ensuring the Fire fighters receives medical consultation and treatment (if required) as expeditiously as possible.
2. Investigating the circumstances surrounding the exposure incident.

Standard Operating Guidelines
HANOVER FIRE DEPARTMENT

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

(continued)

The Chief or Assistant Chiefs 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, 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 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. 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 Fire fighter 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).

Standard Operating Guidelines
HANOVER FIRE DEPARTMENT

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

(continued)

Tests will be done on the source individual to determine the presence of infectious diseases. This information will be made available to the infected Fire fighter if not prohibited by law.

Tests will then be done to the exposed Fire fighter, at no cost, for that infectious disease. An appointment will be arranged with a qualified health care professional to discuss the Fire fighter'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.
2. A description of the exposure incident.
3. The exposed Fire fighter's relevant medical records.
4. Other pertinent information.

D. HEALTH CARE PROFESSIONALS WRITTEN PERMISSION

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

1. Whether vaccination is recommended for the Fire fighter.
2. Whether the Fire fighter has received the vaccination.
3. Confirmation that the Fire fighter has been informed of the results of the evaluation.
4. Confirmation that the Fire fighter 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.

Standard Operating Guidelines
HANOVER FIRE DEPARTMENT

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

E. MEDICAL RECORDS

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

1. Name of Fire fighter.
2. Social Security number of the Fire fighter.
3. A copy of the Fire fighter's vaccination status with, dates of any vaccinations and medical records pertinent to Fire fighter's ability to receive vaccinations.
4. A copy of the "Vaccination Declination Form" should be the Fire fighter 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**

(continued)

VI. INFORMATION AND TRAINING

A comprehensive training program has been established for all Fire fighters of the Hanover Fire Department. Fire Fighters will receive four hours of training 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 Fire fighters who change job functions and as new procedures are developed.

Captain 4 and Training Officer are responsible for seeing that all Fire fighters who have potential exposure to blood borne pathogens receive training.

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

Standard Operating Guidelines
HANOVER FIRE DEPARTMENT

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

2. TRAINING METHODS

Hanover Fire Department will provide this training to their Fire fighters, at no cost, through classroom type settings, video tape programs, training manuals, Fire fighter handouts, Fire fighter 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 Fire fighters attending the training session. These training records are available for examination and copying to our Fire fighters and their representatives, as well as OSHA and its representatives.

Standard Operating Guidelines
HANOVER FIRE DEPARTMENT

SECTION XX.

**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 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 have the ability of a dedicated radio frequency separate from other scene operations.
4. RIT personnel shall include 3-4 members plus an officer. All personnel shall be Firefighter I certified and have at least 1 year experience.

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 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.
 - b. The IC must 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 ensure that critical tasks continue to be done in an attempt to control the incident.
 - d. IC shall provide additional resources for the operation, including extra alarms.
 - e. The RIT responds 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 Tool

Axe

First Aid Bag

Oxygen

SCBA with face piece (not just a spare cylinder – the complete unit)

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

Portable radio – at least 2

Flashlights

Chainsaw, K12, or equivalent cutting saw

Standard Operating Guidelines
HANOVER FIRE DEPARTMENT

SECTION XXI.

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

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

On Scene:

1. Rise 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.

Standard Operating Guidelines
HANOVER FIRE DEPARTMENT

SECTION XXII.

**STANDARD OPERATING GUIDELINES (SOG's)
AMENDING FIRE DEPARTMENT SOGS'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 of the updated SOG.

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

Standard Operating Guidelines
HANOVER FIRE DEPARTMENT

SECTION XXIII.

**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
 - 4.2.3. General Firefighter
5. **Responsibilities** All members on shift shall 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.
 - 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.

Standard Operating Guidelines
HANOVER FIRE DEPARTMENT

- 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.
 - 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
 - 6.3. Certified (Firefighter I) 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 I certified
 - 6.3.7. Must not be a probationary member
- 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.
- 8. **Uniform**
 - 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.

Standard Operating Guidelines
HANOVER FIRE DEPARTMENT

- 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 page, All Call, is requested by the officer in charge.
- 9.3.1. Calls that would warrant a third 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 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.
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 XXIV.

**STANDARD OPERATING GUIDELINES (SOG's)
REPORTING STRUCTURE**

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.



**CITY OF HANOVER
EMPLOYMENT POSITION DESCRIPTION**

FIREFIGHTER

REPORTS TO:

Fire Chief and Department Officers

GENERAL DEFINITION OF WORK:

Fire protection from bodily injury and property damage, provide public safety education, operate fire department equipment; including but not limited to driving trucks, operating pumps, and using SCBA (self-contained breathing apparatus). May have an opportunity to serve as an officer of the department or be involved in department planning for purchases or department operations.

ESSENTIAL FUNCTIONAL/TYPICAL TASKS:

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

- Respond to fire and medical calls
- Perform fire suppression and extrication at accident scenes
- Public safety education
- Attend and complete necessary trainings
- Complete routine inspections and maintenance of department equipment

KNOWLEDGE, SKILLS AND ABILITIES:

Must attain and maintain Firefighter I and II State Certifications as well as Emergency Medical Responder State Certification. Be up to date on safety standards in order to provide safety education to the community. Be able to work with the public, other firefighters, and city officials.

SPECIAL DUTIES:

All Firefighters shall act as a safety officer. Duties of a safety officer include monitoring all department activities to ensure safety regulations are being followed. When necessary, recommend corrective actions after an incident to the Fire Chief or other Officer of the Department. Alter, suspend, or terminate activities posing an imminent hazard. Inform Incident Command of actions taken to correct imminent hazards, and develop actions to correct the administrative process of non-imminent hazards. As determined by the Incident Command, any Firefighter may be designated as sole safety officer during any emergency incident.

MINIMUM QUALIFICATIONS:

Be at least 18 years of age, with a high school diploma or GED equivalent. Must reside or work within 10 minutes of the Hanover Fire Station.

SPECIAL REQUIREMENTS:

Possess of a valid Minnesota Class D driver's license. Availability to respond to emergency calls all hours of the day. Pass a physical agility test, drug test, and background check.

PHYSICAL REQUIREMENTS:

Must be able to work under stressful conditions, in all types of weather conditions, long hours at a time, be prepared to work in storms and accidents of all kinds, work in both natural and man-made disasters.



CITY OF HANOVER EMPLOYMENT POSITION DESCRIPTION

CHIEF 1

REPORTS TO:

City Administrator

GENERAL DEFINITION OF WORK:

Provides management, leadership, direction, and guidance to department staff. Perform general management duties/projects as assigned to be carried out independently using professional judgement while acting within the limits of the policies and procedures.

ESSENTIAL FUNCTIONAL/TYPICAL TASKS:

Direct activities of the department within the resources approved by the City Council. Supervise the administrative functions of the department and coordinate the City's Emergency Preparedness Plan. Meet all requirements of Firefighter duties.

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

- May respond directly to emergency response calls
- Assume command of emergency scenes, establish Incident Command System, command may be reassigned if appropriate
- Evaluate and direct activities/resources at emergency scenes
- Direct operations of the department
- Provide general supervision; assign areas of responsibility
- Assess resources as needed
- Develop department budget and financial activities
- Maintain community relationships with residents, civic groups, schools, boards, and committees
- Attend extra trainings/meetings as required, including the Wright County Chief Association and Hennepin County Chiefs Association (or delegated officer)
- Work closely with Chief 2 establishing goals for the department
- Improve morale within the department, monitor activities and progress of department goals
- Serve as Civil Defense Director in the event of a natural disaster

SPECIAL REQUIREMENTS:

Have ~~seven-ten~~ years of service with the Hanover Fire Department; held an officer role of Captain or higher for three years with the Hanover Fire Department

DESIRED REQUIREMENTS OR EXPECTATIONS

~~with desired qualifications of~~ Fire Officer I & II, EMT - Basic and five years of supervisory experience.

It is desired that all officers of the Hanover Fire Department maintain a call percentage of 35% or greater and work above and beyond each month. Meeting these desired requirements will assist in consideration for future officer appointment opportunities.



CITY OF HANOVER EMPLOYMENT POSITION DESCRIPTION

CHIEF 2

REPORTS TO:

Chief One

GENERAL DEFINITION OF WORK:

Work under general supervision of Chief One. A majority of the time is spent as a leader of the station management team. Provides management, leadership, direction, and guidance to department staff. Perform general management duties/projects as assigned to be carried out independently using professional judgement while acting within the limits of the policies and procedures.

ESSENTIAL FUNCTIONAL/TYPICAL TASKS:

Provide general supervision on emergency scenes, administer first aid, and assist in other types of emergencies and disasters. Provide supervision to maintain department equipment, apparatus, and facilities. Provide supervision and direction to personnel. Meet all requirements of Firefighter duties.

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

- Act as Fire Chief in the absence of Chief One
- May respond directly to emergency response calls
- Assume command of emergency scenes, command may be reassigned
- Assures that all equipment, apparatus, and staff are directed in a safe and effective manner
- Assure complete maintenance, repair, and cleaning of equipment, apparatus, and facilities
- Work with other Fire Department Officers, assume command of emergency scene when directed, establish Incident Command System
- Enforce rules, regulations, guidelines, and policies of the department
- Assist with recruiting, hiring, and evaluating department staff
- Maintain all station records, reports, and regulatory filings
- Work with Chief 1 to maintain department budget and financials
- Review property damage and personal injury accidents of the department
- Assure incident reports are accurate and complete
- Attend extra meetings and trainings as required, including Wright County Fire Chiefs Association
- Instruct training sessions as required
- Improve morale within the department, monitor activities and progress of department goals
- Other duties as assigned

SPECIAL REQUIREMENTS:

Have ~~seven~~nine years of service with the Hanover Fire Department; held an officer role as a Captain for three years with the Hanover Fire Department, obtain training certification as it pertains to the fire service.

DESIRED REQUIREMENTS OR EXPECTATIONS

~~with desired qualifications of~~ Fire Officer I & II, Instructor I & II, EMT - Basic and three years of supervisory experience.

It is desired that all officers of the Hanover Fire Department maintain a call percentage of 35% or greater and work above and beyond each month. Meeting these desired requirements will assist in consideration for future officer appointment opportunities.



CITY OF HANOVER EMPLOYMENT POSITION DESCRIPTION

CAPTAIN 1

REPORTS TO:

Chief Officers

GENERAL DEFINITION OF WORK:

Work under general supervision of Chief Officers. A majority of the time is spent working as a member of the station management team. General duties/projects are assigned to be carried out independently using professional judgement while acting within the limits of the policies and procedures.

ESSENTIAL FUNCTIONAL/TYPICAL TASKS:

~~Provide general supervision in suppression of fire, administering first aid, and assisting in other types of emergencies and disasters. Provide supervision to maintain station/department equipment, apparatus, and facilities. Provide supervision, direction, and guidance to personnel. Meet all requirements of Firefighter duties.~~

Provide general supervision in suppression of fire, administering first aid, and assisting in other types of emergencies and disasters. Provide supervision to maintain station/department safety and other equipment, personal protective equipment, and facilities. Provide supervision, direction, and guidance to personnel. Meet all requirements of Firefighter duties.

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

- Direct crews in firefighting, first aid, or assists with other types of emergencies or disasters as required, needed, or assigned
- May respond directly to emergency response calls
- Act as a line officer that makes entry with team, supervises team on assigned task
- Assist in enforcing rules, regulations, and policies of the department
- Assures operations of equipment and apparatus in an effective and safe manner
- Assists Captain 2 with monthly maintenance, repair, and cleaning of station, equipment, and apparatus
- Coordinate work details
- Assists Chief Officers with recruiting, hiring, and evaluation of department staff
- Attends extra training/meetings as required
- Instructs training sessions as required
- Works closely with Chief 1 and Chief 2 as part of Command Staff
- Assures that all incident reports are complete and accurate
- Reports and discusses with the Chief Officers on personnel issues

- Improve morale within the department
- Assists in establishment and execution of annual goals and objectives for the station
- Other duties as assigned

SPECIAL REQUIREMENTS:

Have ~~five~~-seven years of service on the Hanover Fire Department, meet all requirements of being a Lieutenant with two years of experience as a Lieutenant, obtain training certification as it pertains to the fire service.

DESIRED REQUIREMENTS OR EXPECTATIONS

Fire Instructor I, Fire Officer I, EMT - Basic and two years of ~~supervisory teaching~~ experience.

It is desired that all officers of the Hanover Fire Department maintain a call percentage of 35% or greater and work above and beyond each month. Meeting these desired requirements will assist in consideration for future officer appointment opportunities.



CITY OF HANOVER EMPLOYMENT POSITION DESCRIPTION

CAPTAIN 2

REPORTS TO:

Chief Officers

GENERAL DEFINITION OF WORK:

Work under general supervision of Chief Officers. A majority of the time is spent working as a member of the station management team. General duties/projects are assigned to be carried out independently using professional judgement while acting within the limits of the policies and procedures.

ESSENTIAL FUNCTIONAL/TYPICAL TASKS:

Provide general supervision in suppression of fire, administering first aid, and assisting in other types of emergencies and disasters. Provide supervision to maintain ~~station/department equipment, apparatus,~~ and facilities. Provide supervision, direction, and guidance to personnel. Meet all requirements of Firefighter duties.

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

- Direct crews in firefighting, first aid, or assists with other types of emergencies or disasters as required, needed, or assigned
- ~~May respond directly to emergency response calls~~
- Act as a line officer that makes entry with team, supervises team on assigned task
- Assist in enforcing rules, regulations, and policies of the department
- Assures operations of equipment and apparatus in an effective and safe manner
- Directs monthly maintenance, repair, and cleaning of station, equipment, and apparatus
- Maintain, test, and update records of all SCBA packs
- Coordinate work details
- Assists Chief Officers with recruiting, hiring, and evaluation of department staff
- Attends extra training/meetings as required
- Instructs training sessions as required
- Works closely with Chief 1 and Chief 2 as part of Command Staff
- Assures that all incident reports are complete and accurate
- Reports and discusses with the Chief Officers on personnel issues
- Improve morale within the department
- Assists in establishment and execution of annual goals and objectives for the station
- Other duties as assigned

SPECIAL REQUIREMENTS:

Have ~~five-seven~~ years of service on the Hanover Fire Department; meet all requirements of being a Lieutenant with two years of experience as a Lieutenant, obtain training certification as it pertains to the fire service. with desired

DESIRED REQUIREMENTS OR EXPECTATIONS

Fire Instructor I, Fire Officer I, EMT - Basic and two years of ~~supervisory-teaching~~ experience.

It is desired that all officers of the Hanover Fire Department maintain a call percentage of 35% or greater and work above and beyond each month. Meeting these desired requirements will assist in consideration for future officer appointment opportunities.



CITY OF HANOVER EMPLOYMENT POSITION DESCRIPTION

CAPTAIN 3

REPORTS TO:

Chief Officers

GENERAL DEFINITION OF WORK:

Work under general supervision of Chief Officers. A majority of the time is spent working as a member of the station management team. General duties/projects are assigned to be carried out independently using professional judgement while acting within the limits of the policies and procedures.

ESSENTIAL FUNCTIONAL/TYPICAL TASKS:

Provide general supervision in suppression of fire, administering first aid, and assisting in other types of emergencies and disasters. Provide supervision to maintain station/department equipment, apparatus, and facilities. Provide supervision, direction, and guidance to personnel. Meet all requirements of Firefighter duties.

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

- Direct crews in firefighting, first aid, or assists with other types of emergencies or disasters as required, needed, or assigned
- May respond directly to emergency response calls
- Act as a line officer that makes entry with team, supervises team on assigned task
- Assist in enforcing rules, regulations, and policies of the department
- Assures operations of equipment and apparatus in an effective and safe manner
- Instruct monthly fire trainings on a professional level and obtain or create objectives sheet and/or post objective assessment for all trainings and attach to the attendance sheet. All training material should be digitally saved on the network drive for future use and audit purposes.
- ~~➤ Instruct monthly fire trainings on a professional level~~
- Maintain all fire personnel records of training and assists members in certifications
- Coordinate work details
- Attends extra training/meetings as required
- Works closely with Chief 1 and Chief 2 as part of Command Staff
- Assures that all incident reports are complete and accurate
- Reports and discusses with the Chief Officers on personnel issues
- Improve morale within the department
- Assists in establishment and execution of annual goals and objectives for the station
- Post all NFPA and OSHA training requirements at the station
- Other duties as assigned

SPECIAL REQUIREMENTS:

Have ~~five~~seven years of service on the Hanover Fire Department; meet all requirements of being a Lieutenant with two years of experience as Lieutenant, obtain training certification as it pertains to the fire service. with desired

DESIRED REQUIREMENTS OR EXPECTATIONS

Fire Instructor I, Fire Officer I, EMT - Basic and two years of teaching experience.

It is desired that all officers of the Hanover Fire Department maintain a call percentage of 35% or greater and work above and beyond each month. Meeting these desired requirements will assist in consideration for future officer appointment opportunities.



CITY OF HANOVER EMPLOYMENT POSITION DESCRIPTION

CAPTAIN 4

REPORTS TO:

Chief Officers

GENERAL DEFINITION OF WORK:

Work under general supervision of Chief Officers. A majority of the time is spent working as a member of the station management team. General duties/projects are assigned to be carried out independently using professional judgement while acting within the limits of the policies and procedures.

ESSENTIAL FUNCTIONAL/TYPICAL TASKS:

Provide general supervision in suppression of fire, administering first aid, and assisting in other types of emergencies and disasters. Provide supervision to maintain station/department equipment, apparatus, and facilities. Provide supervision, direction, and guidance to personnel. Meet all requirements of Firefighter duties.

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

- Direct crews in firefighting, first aid, or assists with other types of emergencies or disasters as required, needed, or assigned
- May respond directly to emergency response calls
- Act as a line officer that makes entry with team, supervises team on assigned task
- Assist in enforcing rules, regulations, and policies of the department
- Assures operations of equipment and apparatus in an effective and safe manner
- Instruct medical trainings on a professional level and obtain or create objectives sheet and/or post objective assessment for all trainings and attach to the attendance sheet. All training material should be digitally saved on the network drive for future use and audit purposes.
- ~~➤ Instruct monthly fire trainings on a professional level~~
- Maintain all fire personnel records of training and assists members in certifications
- Coordinate member physicals on annual basis
- Coordinate work details
- Attends extra training/meetings as required
- Works closely with Chief 1 and Chief 2 as part of Command Staff
- Assures that all incident reports are complete and accurate
- Reports and discusses with the Chief Officers on personnel issues
- Improve morale within the department
- Assists in establishment and execution of annual goals and objectives for the station
- Other duties as assigned

SPECIAL REQUIREMENTS:

Have ~~five~~seven years of service on the Hanover Fire Department; meet all requirements of being a Lieutenant with two years of experience as Lieutenant, obtain training certification as it pertains to the fire service.

DESIRED REQUIREMENTS OR EXPECTATIONS

Fire Instructor I, Fire Officer I, EMT - Basic and two years of teaching experience.

It is desired that all officers of the Hanover Fire Department maintain a call percentage of 35% or greater and work above and beyond each month. Meeting these desired requirements will assist in consideration for future officer appointment opportunities.



**CITY OF HANOVER
EMPLOYMENT POSITION DESCRIPTION**

LIEUTENANT 3

REPORTS TO:

Captain 3

GENERAL DEFINITION OF WORK:

Work under general supervision of Captain 3 and may assist other officers as needed. A majority of the time is spent working as a member of the Fire Training team. General duties/projects are assigned to be carried out independently using professional judgement while acting within the limits of the policies and procedures.

ESSENTIAL FUNCTIONAL/TYPICAL TASKS:

Provide general supervision in suppression of fire, administering first aid, and assisting in other types of emergencies and disasters. Provide supervision to maintain station/department equipment, apparatus, and facilities. Provide supervision, direction, and guidance to personnel. Meet all requirements of Firefighter duties.

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

- Respond to station/emergency scenes as directed by Chief Officers
- May respond directly to emergency response calls
- Direct crews in firefighting, first aid, or assists with other types of emergencies or disasters as required, needed, or assigned
- Act as a line officer that makes entry with team, supervises team on assigned task
- Assist in enforcing rules, regulations, and policies of the department
- Assures operations of equipment and apparatus in an effective and safe manner
- Directs maintenance, repair, and cleaning of station, equipment, and apparatus with the Operations and Maintenance department
- Coordinate work details
- Assists with the monthly Fire Trainings
- Attends extra training/meetings as required
- Instructs training sessions as required
- Assures that all incident reports are complete and accurate
- Reports and discusses with the Chief Officers on personnel issues
- Improve morale within the department
- Assists in establishment and execution of semi-annual goals and objectives for the station
- Other duties as assigned

SPECIAL REQUIREMENTS:

Have five years of fire service; meet all requirements of being a Firefighter with a desired qualification of EMT –Basic

DESIRED REQUIREMENTS OR EXPECTATIONS

It is desired that all officers of the Hanover Fire Department maintain a call percentage of 35% or greater and work above and beyond each month. Meeting these desired requirements will assist in consideration for future officer appointment opportunities.



**CITY OF HANOVER
EMPLOYMENT POSITION DESCRIPTION**

LIEUTENANT 4

REPORTS TO:

Captain 4

GENERAL DEFINITION OF WORK:

Work under general supervision of Captain 4 and may assist other officers as needed. A majority of the time is spent working as a member of the Medical Training team. General duties/projects are assigned to be carried out independently using professional judgement while acting within the limits of the policies and procedures.

ESSENTIAL FUNCTIONAL/TYPICAL TASKS:

Provide general supervision in suppression of fire, administering first aid, and assisting in other types of emergencies and disasters. Provide supervision to maintain station/department equipment, apparatus, and facilities. Provide supervision, direction, and guidance to personnel. Meet all requirements of Firefighter duties.

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

- Respond to station/emergency scenes as directed by Chief Officers
- May respond directly to emergency response calls
- Direct crews in firefighting, first aid, or assists with other types of emergencies or disasters as required, needed, or assigned
- Act as a line officer that makes entry with team, supervises team on assigned task
- Assist in enforcing rules, regulations, and policies of the department
- Assures operations of equipment and apparatus in an effective and safe manner
- Directs maintenance, repair, and cleaning of station, equipment, and apparatus with the Operations and Maintenance department
- Coordinate work details
- Assists with the monthly Medical Trainings
- Attends extra training/meetings as required
- Instructs training sessions as required
- Assures that all incident reports are complete and accurate
- Reports and discusses with the Chief Officers on personnel issues
- Improve morale within the department
- Assists in establishment and execution of semi-annual goals and objectives for the station
- Other duties as assigned

SPECIAL REQUIREMENTS:

Have five years of fire service; meet all requirements of being a Firefighter with a desired qualification of EMT –Basic

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DESIRED REQUIREMENTS OR EXPECTATIONS

It is desired that all officers of the Hanover Fire Department maintain a call percentage of 35% or greater and work above and beyond each month. Meeting these desired requirements will assist in consideration for future officer appointment opportunities.

CITY OF HANOVER
WRIGHT / HENNEPIN COUNTIES
STATE OF MINNESOTA

PERSONNEL POLICY

AMENDED BY:
Res No 12-04-18-122
Council Motion 06-04-19

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400.01 PURPOSE

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

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

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

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

400.02 SCOPE

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

1. Elected Officials;
2. Members of City Boards, Commissions, and Committees;
3. Consultants or Contractors, including City Attorney;

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

400.03 EEO POLICY STATEMENT

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

400.04 DEFINITIONS

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

Authorized Hours:

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

Benefits

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

Benefit Earning Employees

Employees who are eligible for ~~at least a pro-rated portion of~~ City provided benefits. Such employees must be year-round employees who work at least ~~twenty-three~~ (2030) hours per week on a regular basis.

Demotion

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

Direct Deposit

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

Employee

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

Exempt Employee

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

FICA (Federal Insurance Contributions Act)

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

Fiscal Year

The period from January 1 to December 31.

Full-time Employee

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

Hours of Operation

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

Management Employee

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

Non-exempt Employee

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

Part-time Employee

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

Pay Period

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

PERA (Public Employees Retirement Association)

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

Promotion

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

Reclassify

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

Seasonal Employee

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

Service Credit

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

Temporary Employee

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

Training Period

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

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

Transfer

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

Workweek

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

400.05 CITYWIDE WORK RULES AND CODE OF CONDUCT

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

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

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

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

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

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

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

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

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

Subd. 5. Conflict of Interest. City employees are to remove themselves from situations in which they would have to take action or make a decision where that action or decision could be a perceived or actual conflict of interest. Under no circumstances shall an employee use his/her public position to secure special privileges or exemptions for himself/herself or others; use his/her position to solicit personal gifts or favors; or use his/her public position for personal gain. If an employee has any question about whether a conflict of interest exists, he/she should consult with the City Administrator.

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

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

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

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

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

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

400.06 DATA PRACTICES ADVISORY

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

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

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

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

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

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

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

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

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

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

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

400.07 EMPLOYEE RECRUITMENT AND SELECTION

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

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

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

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

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

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

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

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

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

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

The City of Hanover values each employee and recognizes each person's need for a safe and healthy work environment. Employees who use illegal drugs and abuse alcohol tend to be less productive, less reliable, more prone to accidents, and more prone to greater absenteeism; resulting

in the potential for increased accidents, costs, and risks to the City and to you as an employee. It is the intent of the City to provide a drug-free working environment to help ensure the safety and health of the City employees and others that do business with the City or come in contact with employees. A drug-free workplace is also conducive to efficient and productive work standards and creates a favorable public image. City employees who drive and/or operate equipment under a commercial driver's license (CDL) are subject, by law, to specific drug and alcohol testing requirements. The City will comply with the drug and alcohol testing requirements of the U.S. Department of Transportation pursuant to the Commercial Driver's License Regulations, Code of Federal Regulations, Title 49 (49 CFR), Part 382; Title 49 (49 CFR), Part 40; and any other applicable federal and state laws and regulations. This policy applies to all full-time, regular part-time, part-time and temporary City employees. A list of employee positions subject to CDL drug and alcohol testing is attached to Chapter 900 as Appendix A.

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

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

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

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

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

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

law, the City Administrator will determine the level of background check to be conducted based on the position being filled.

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

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

400.08 ORGANIZATION

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

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

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

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

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

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

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

When all other considerations are equal, the principle of seniority will apply in layoffs and recall from layoff.

400.09 HOURS OF WORK

Subd. 1. Work Hours. Work schedules for employees will be established by supervisors with the approval of the City Administrator. Work schedules will be assigned in accordance with the business needs of the City, including ensuring coverage during regular business hours. A typical work schedule for city office employees is 7:30 a.m. – 4:30 p.m. Monday through Thursday and 7:30 a.m. – 1:30 p.m. Fridays. A typical work schedule for public works employees is 6:30 a.m. – 4:00 p.m. Monday through Thursday and 6:30 a.m. – 10:30 a.m. Fridays.

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

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

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

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

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

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

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

400.10 COMPENSATION

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

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

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

- Hours spent responding to a fire call as a member of the Hanover Fire Department during typical working hours will count towards the expected hours worked each week.
- Should the employee respond to a fire emergency as a member of the Hanover Fire Department during typical working hours, the employee will be paid according to the employee's full-time employment wage. The hours worked responding to the fire emergency will not count as "hours worked" in determining overtime.
- Should the employee respond to a fire emergency outside working hours, the employee will be paid according to the current fire department compensation plan.
- Should the employee respond to a fire emergency that begins during their typical working hours but it extends beyond the typical working hours, then that employee shall receive split pay. Regular full time wages during the period of call in typical workings hours and current fire department compensation during the period of the call outside typical working hours.

Subd. 2. Compensation Program

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

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

- To establish and maintain pay opportunities that enable the City of Hanover to attract and retain qualified, reliable and motivated people who are committed to quality and excellence for those we serve.
- To ensure subject to the financial condition of the organization, that employees receive fair and equitable salaries in relation to their individual contributions to organization success.

- To follow the principles of equal pay for equal work and comparable worth in establishing and maintaining pay relationships among positions based on skill, effort, responsibility and working conditions.
- To ensure program flexibility necessary to meet changing economic, competitive, technological and regulatory conditions.
- To establish, manage and communicate the compensation and performance management program in a manner that strengthens internal relationships among related and unrelated functions and emphasizes the service expectations of our community.
- To balance compensation and benefit needs with available resources.

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

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

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

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

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

Increase levels will correlate to final scores as described below. All increases will be calculated on base wages. Employees with scores that correlate to an increase, but, who are at the maximum of their pay range are only eligible for an increase if Council approves an adjustment to the salary range for that position. Employees who are at the maximum of their pay range either at the time of the review or where their review score would cause them to exceed the pay range may receive compensation higher than the pay range subject to City Council approval. An adjustment to an employee's pay causing them to exceed their position's pay range shall reflect a cost of living increase. Increases will be awarded on January 1 following an employee's annual review.

A final score between...	Merit Increase of...
0-2.00	0%
2.00-2.25	1.0%
2.26-2.50	2.00%
2.51-2.75	3.00%
2.75-3.00	3.50%
3.01-3.25	4.00%
3.26-3.50	4.50%
3.51-4.0	5.00%

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

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

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

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

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

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

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

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

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

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

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

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

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

Requests for compensatory time in increments of four (4) days or less must be received at least two (2) business days in advance of the requested time off. If requesting five or more days consecutively, the request must be made at least ten (10) business days in advance. It is desired that the employee provide as much prior notice as possible for compensatory time as possible to allow adequate time for planning an adjustment to job duties. This notice may be waived at the discretion of the City Administrator or designee. Compensatory time can be requested in increments as small as one hour up to the total amount of the accrued leave balance. Compensatory time is to be used only by the employee who

accumulated it. It cannot be transferred to another employee.

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

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

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

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

- The employee is in a position that does not earn vacation or personal leave and is absent for a day or more for personal reasons other than sickness or accident;
- The employee is in a position that earns sick leave, receives a short term disability benefit or workers' compensation wage loss benefits and is absent for a full day due to sickness or disability, but he/she is either not yet qualified to use the paid leave or he/she has exhausted all of his/her paid leave.
- The employee is absent for a full workweek and, for whatever reason, the absence is not charged to paid leave (for example, a situation where the employee has exhausted all of his/her paid leave or a situation where the employee does not earn paid leave).
- The very first workweek or the very last workweek of employment with the City in which the employee does not work a full week. In this case, the City will prorate the employee's salary based on the time actually worked.
- The employee is in a position that earns paid leave and is absent for a partial day due to personal reasons, illness or injury, but:
 - Paid leave has not been requested or has been denied;
 - Paid leave is exhausted;

- The employee has specifically requested unpaid leave;
- The employee is suspended without pay for a full day or more for disciplinary reasons for violations of any written policy that is applied to all employees.
- The employee takes unpaid leave under the Family and Medical Leave Act (FMLA).
- The City of Hanover may for budgetary reasons implement a voluntary or involuntary unpaid leave program and, under this program, make deductions from the weekly salary of an exempt employee. In this case, the employee will be treated as non-exempt for any workweek in which the budget-related deductions are made.

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

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

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

C. All Employees

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

400.11 PERFORMANCE REVIEWS

Subd. 1. Process. A performance review system will be established by the City Administrator or designee for the purpose of periodically evaluating the performance of City employees. The quality of an employee's past performance will be considered in personnel decisions such as promotions, transfers, demotions, terminations and, where applicable, salary adjustments. The City Administrator shall solicit the opinions of the City Council as part of the overall review

process, and shall take into account progress towards the City Council’s goals, progress towards team goals, and the individual job responsibilities of each employee as part of the overall review. Employees are expected to participate in the review process, including providing feedback as part of a discussion of results and future goals.

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

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

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

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

400.12 BENEFITS

Subd. 1. Health and Dental Insurance. Full Time exempt and nonexempt employees shall qualify for up to \$700.00 per month employer-paid contribution to single member health and dental insurance coverage OR up to \$1,000.00 per month for family coverage on the first day of employment. Part Time Employees who work 30 hours or more per week shall qualify for up to \$700.00 per month employer-paid single coverage health and dental insurance OR up to \$1,000.00 per month employer-paid family coverage at the end of their probationary period. Part Time Employees who work ~~more than 25 hours but~~ less than 30 hours per week shall ~~not~~ qualify for ~~pro-rata~~ benefits ~~based upon a 40 hour work week~~. Premiums above the allotment provided are the sole responsibility of the employee.

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

Any portion that remains of the \$700.00 OR \$1,000.00 per month after the payment of health and dental premiums may be used by the employee for the purchase of other supplemental insurance or contributed to a Health Savings Account (HSA) subject to federal limits. Any supplemental insurance premiums not covered by the employee’s allotted premium amount is the sole responsibility of the employee.

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

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

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

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

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

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

400.13 HOLIDAYS

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

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

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

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

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

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

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

Employees will be paid for the holiday if they:

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

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

Employees who are required to work on a holiday will receive pay at their regularly calculated rate in addition to pay for the official holiday. Holiday hours do not count toward hours worked for overtime pay calculations.

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

400.14 LEAVES

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

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

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

- Full-time employees will accumulate sick leave at a rate of one (1) day per month.

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

Sick leave may be used as follows:

- When an employee is unable to perform work duties due a medical condition such as an illness, disability or pregnancy, but not limited to only the mentioned conditions.
- For medical, dental or other care provider appointments.
- When an employee has been exposed to a contagious disease of such a nature that his/her presence at the work place could endanger the health of others.
- To care for the employee's injured or ill children, including stepchildren or foster children, for such reasonable periods as the employee's attendance with the child may be necessary.
- To take children, or other family members (defined as a spouse, father, mother, sister or brother) to a medical, dental or other care provider appointment.
- To take care of an ill spouse, father, father-in-law, mother, mother-in-law, stepparent, grandparent, grandchild, sister or brother.
- Employees are authorized to use sick leave for reasonable absences for themselves or relatives (employee's adult child, spouse, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, or stepparent) who are providing or receiving assistance because they, or a relative, is a victim of sexual assault, domestic abuse, or stalking. Safety leave for those listed, other than the employee and the employee's child, is limited to 160 hours in any 12-month period.
- Pursuant to Minn. Stat. §181.9413, eligible employees may use up to 160 hours of sick leave in any 12-month period for absences due to an illness of or injury to the employee's adult child, spouse, sibling, parent, grandparent, stepparent, parent-in-laws (mother-in-laws and father-in-laws) and grandchildren (includes step-grandchildren, biological, adopted or foster grandchildren).

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

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

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

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

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

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

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

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

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

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

Subd. 3. Vacation Leave.

Vacation Leave Schedule

<u>Years of Service</u>	<u>Annual Accrual</u>
6 Months	40 hours
1-4 Years	80 hours
5-9 Years	120 hours

10+ Years

160 hours

Eligibility

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

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

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

Accrual Rate

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

Earnings and Use

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

Requests for vacation in increments of four (4) days or less must be received at least two (2) business days in advance of the requested time off. If requesting five or more days consecutively, the request must be made at least ten (10) business days in advance. It is desired that the employee provide as much prior notice as possible for Vacation Leave as possible to allow adequate time for planning an adjustment to job duties. This notice may be waived at the discretion of the City Administrator or designee. Vacation can be requested in increments as small as one hour up to the total amount of the accrued leave balance. Vacation leave is to be used only by the employee who accumulated it. It cannot be transferred to another employee.

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

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

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

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

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

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

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

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

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

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

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

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

Temporary and seasonal employees are generally not eligible for compensation for absences due

to jury duty, but can take a leave without pay subject to approval by the City Administrator or designee. However, if a temporary or seasonal employee is classified as exempt, he/she will receive compensation for the jury duty time.

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

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

If the injury is not of an emergency nature, but requires medical attention, the employee will report it to the supervisor and make arrangements for a medical appointment.

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

Subd. 9. Parenting Leave. Employees are not required to use sick leave during Parenting Leave but may use sick leave at their option for any period of this leave.

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

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

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

Subd. 11. Adoptive Parents. Adoptive parents will be given the same opportunities for leave as

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

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

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

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

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

Subd. 16. Elections/Voting. An employee who is selected to serve as an election judge pursuant to section 204B.21, subdivision 2 may, after giving at least 20 days' written notice, be absent from a place of work for the purpose of serving as an election judge without penalty. The employee's pay shall be reduced the salary or wages of the employee serving as an election judge by the amount paid to the election judge by the appointing authority during the time the employee was absent from the place of employment.

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

Pursuant to Minnesota Statutes section 204C.04, all employees eligible to vote at an election has the right to vote. An employee who is eligible to vote will be allowed time off with pay to vote during the election day, but must return to work. Employees wanting to take advantage of such leave are encouraged to work with their supervisors to avoid coverage issues. Let it also be recognized that the State of Minnesota offers no excuse Absentee Voting.

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

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

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

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

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

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

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

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

400.15 SEXUAL HARASSMENT PREVENTION

Subd. 1. General. The City of Hanover is committed to creating and maintaining a work place

free of harassment and discrimination. Such harassment is a violation of Title VII of the Civil Rights Act of 1964 and the Minnesota Human Rights Act.

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

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

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

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

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

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

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

1. Immediate Supervisor;

2. City Administrator;
3. Mayor or City Council member.

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

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

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

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

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

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

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

400.16 SEPARATION FROM SERVICE

Subd. 1. Resignations. As provided in section 400.01 of this policy, an employee may terminate employment at any time for any reason. However, employees wishing to leave the City service in

good standing must provide a written resignation notice to their supervisor, at least ten (10) working days before leaving. Exempt employees must give thirty (30) calendar days' notice. The written resignation must state the effective date of the employee's resignation.

Failure to comply with this procedure may be cause for denying the employee's severance pay and any future employment with the City.

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

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

400.17 DISCIPLINE

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

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

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

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

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

The following are descriptions of the types of disciplinary actions:

Oral Reprimand

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

prior approval.

Oral reprimands are normally given for first infractions on minor offenses to clarify expectations and put the employee on notice that the performance or behavior needs to change, and what the change must be. The supervisor will document the oral reprimand including date(s) and a summary of discussion and corrective action needed.

Written Reprimand

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

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

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

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

Suspension With or Without Pay

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

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

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

Demotion and/or Transfer

An employee may be demoted or transferred if the City Administrator determines a

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

Salary

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

Dismissal

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

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

400.18 GRIEVANCE PROCEDURE

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

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

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

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

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

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

400.19 EMPLOYEE EDUCATION AND TRAINING

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

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

following criteria and procedures:

- Job-Related Training & Conferences

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

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

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

- Job-Related Meetings

Attendance at professional meetings require the approval of the City Administrator. Advance approval is required to ensure adequate department coverage.

- Request for Participation in Training & Conferences

The request for participation in a training session or conference must be submitted in writing to the employee's supervisor on the appropriate form. All requests must include an estimate of the total cost (training session, travel, meals, etc.) and a statement of how the education or training is related to the performance of the employee's work responsibilities with the City.

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

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

- Out of State Travel

Attendance at training or conferences out of state is approved only if the training or conference is not available locally. **All requests for out of state travel are reviewed for approval/disapproval by the City Council.**

- Compensation for Travel & Training Time

Time spent traveling to and from, as well as time spent attending a training session or

conference, will be compensated in accordance with the federal Fair Labor Standards Act.

Travel and other related training expenses will be reimbursed subject to the employee providing necessary receipts and appropriate documentation.

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

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

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

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

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

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

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

- Job-related educational programs must be taken from accredited institutions of higher learning or vocational-technical schools. The City Administrator determines whether or not a course is job-related, with final approval/disapproval provided by the City Council prior to the beginning of any course.
- The employee requesting tuition assistance has completed his or her probationary period, has been appointed as a regular full-time or part-time permanent city employee and employed at least two full years.
- The subject matter of the course work is directly job related. The responsibilities outlined in the position description and annual employee work and training goals will be considered

in determining if the request is job related. Courses taken by employee in order to maintain licensing or other professional accreditation will not be eligible under this section unless the subject matter relates directly to the employee's duties, even though the employee may be required to maintain such licensing or accreditation as a condition of employment.

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

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

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

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

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

400.20 OUTSIDE EMPLOYMENT

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

For the purpose of this policy, outside employment refers to any non-City employment or consulting work for which an employee receives compensation, except for compensation received

in conjunction with military service or holding a political office or an appointment to a government board or commission that is compatible with City employment. The following is to be considered when determining if outside employment is acceptable:

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

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

400.21 DRUG FREE WORKPLACE

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

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

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

400.22 SAFETY POLICY

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

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

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

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

400.23 CITY DRIVING POLICY

This policy applies to all employees who drive a vehicle on city business at least once per month,

whether driving a city-owned vehicle or their own personal vehicle. It also applies to employees who drive less frequently but whose ability to drive is essential to their job due to the emergency nature of the job. The City expects all employees who are required to drive as part of their job to drive safely and legally while on City business and to maintain a good driving record.

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

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

400.24 ELECTRONIC COMMUNICATIONS POLICY

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Subd. 8. Internet Use.

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

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

Monitoring Use -- Employees should be aware that it is possible to track Internet sites visited by a particular workstation. The City reserves the right to access, monitor, and disclose all Internet and online services for any purpose not specifically prohibited by statute or regulation that have been accessed by a City employee. The City retains the right to keep, retrieve, and monitor all access to Internet or online service activity by any City employee. Restrictions may be placed on use of the Internet or online services to protect the City and its resources. Inappropriate use of the City's Internet resources may result in discipline up to and including discharge of employment.

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

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

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

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

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

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

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

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

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

400.25 OFFICIALS UNDER WORKERS COMPENSATION ACT

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

400.26 EMERGENCY CLOSING POLICY

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

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

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

400.27 AUTHORITY

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

RECEIPT FOR EMPLOYEE HANDBOOK

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

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

Date: _____

Signature: _____

Print Name: _____

**CITY OF HANOVER
WRIGHT / HENNEPIN COUNTIES**

INTERNAL CONTROL AND FINANCIAL MANAGEMENT POLICIES

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1800.01 PURCHASE OF GOODS AND SERVICES

A. Central Purchasing

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

B. Standards and Specifications

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

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

C. Making Purchases: Purchasing Guidelines

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

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

- f. If the city needs to get bids for the proposed purchase, the requisition should go to the council for further action. (**See competitive bidding requirements**).
- g. After the City has received the item and tested its compliance with the specifications, the city may process and pay the bill according to the approval of payment of bills policy. (**See inspection and testing**).

D. Price Agreements

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

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

E. Emergency Purchasing

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

Determination of a true emergency:

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

F. Inspection and Testing: Guidelines

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

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

2. The City Administrator, department supervisor or designated employee will check packing slips or bills of lading for accuracy and that all items were received by the City.
3. The City Administrator or department supervisor will retain the packing slip or bill of lading to attach to the corresponding invoice.

G. Competitive Bidding: Guidelines

1. Pursuant to Minnesota Statute § 471.345, subd.2., the following types of contracts must be competitively bid or procured under a best value alternative, pursuant to Minnesota Statute 16C.28, subdivision 1, paragraph (a), clause (2), and paragraph (c), if they are expected to exceed ~~\$100~~175,000:
 - a. Contracts for the sale or purchase of supplies, materials or equipment or the rental thereof.
 - b. Contracts for the construction alteration, repair or maintenance of real or personal property.
2. For contracts that are expected to exceed \$25,000 but not to exceed ~~\$100~~175,000, the City can:
 - a. Choose the competitive-bidding process, or
 - b. Make the Contract by direct negotiation process:
 - The City must obtain at least two quotations or purchase off of the state ~~contract~~ cooperative purchasing venture or other acceptable cooperative purchasing venture.
 - The City must keep all quotations on file for at least one year.
 - c. Choose to procure under the best value alternative procedure, pursuant to Minnesota Statute 16C.28, subdivision 1, paragraph (a), clause (2), and paragraph (c).
3. For contracts that are expected to be \$25,000 or less, the council has the discretion to:
 - a. Make the Contract by direct negotiation process:
 - The City must obtain at least two quotations or purchase off of state contract.
 - The City must keep all quotations on file for at least one year.
 - b. Buy the item on the open market

- c. Choose to procure under the best value alternative procedure, pursuant to Minnesota Statute 16C.28, subdivision 1, paragraph (a), clause (2), and paragraph (c).
4. Pursuant to Minnesota Statute § 471.35 - .36, a city that calls for bids for purchase of supplies or equipment that are competitive in nature cannot prepare specifications to exclude all but one type of supply or equipment.
 - a. -Specifications must allow free and full competition
 - b. Specifications may not give a prospective bidder an unfair advantage
 - c. -Specifications must be sufficiently definite and precise to afford a basis for comparable bids.

H. Advertisement for Bids

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

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

1. If special assessments will finance the local-improvement project estimated to cost more than ~~\$50~~175,000, competitive bidding is required.
2. If the estimated cost of a local-improvement project financed by special assessments exceeds ~~\$100~~350,000, the publication:
 - a. Must appear in the city's official newspaper and at least once in the Construction Bulletin not later than three (3) weeks before the last date of submission for bids.
 - b. Must contain a statement of when the bids will be opened, which cannot be less than three (3) weeks after its first publication.
 - c. The published notice must contain the following information:
 - Description of the project or purchase.
 - Availability of specifications in the office of the city clerk.
 - Last day for submission of bids and the place where they are due.
 - Time and place for opening bids.
 - Statement reserving the right of the city to reject all bids.

I. Opening and Tabulating of Bids: Guidelines

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

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

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

J. Disposition of Bids: Guidelines

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

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

- a. The bidder who submits the lowest bid in dollars is not necessarily the lowest bidder and the City Council has the discretion in choosing among bidders.
- b. The responsibility of bidders includes the following: 1) financial responsibility; 2) integrity; 3) skill; and 4) the likelihood of performing faithful and satisfactory work

K. Delay Acceptance of Bid

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

1800.02 APPROVAL AND PAYMENT OF BILLS

A. Expenditures

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

1. **Public purpose.** There must be a public purpose for the expenditure.
Public purpose expenditure: The Minnesota Supreme Court has concluded that “public purpose” means an activity that meets all of the following standards:
 - a. The activity will benefit the community as a body.
 - b. The activity is directly related to functions of government.
 - c. The activity does not have as its primary objective the benefit of a private interest.
2. **Authority.** There must be specific or implied authority for the expenditure in Statute. Whether a particular statute implies authority for an expenditure is often subject to interpretation. Cities should consult with their city attorney if unsure of the authority for certain expenditures.
3. **Proper procedure.** The Council must properly approve the expenditure. Once an expenditure has been found to have a valid authority and public purpose, the council must follow the proper procedure to make the expenditure.

B. Payment of Claims

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

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

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

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

C. Prompt Payment of Claims

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

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

D. Immediate Payment of Claims

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

E. City of Hanover Cash Disbursement Guidelines

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

1. Disbursement Vouchers

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

- a. Disbursement voucher was designed and implemented specifically to account for general ledger codes. All disbursement vouchers are filled in by the vendor providing documentation for the claim including date and time worked and total amount due.
- b. Disbursement voucher is then signed and dated by the vendor verifying the amount due as accurate.
- c. Disbursement vouchers are initialed and dated, as approved for payment by the department supervisor.
- d. Disbursement vouchers are initialed and dated, as approved for payment by the City Administrator.

2. Cash Disbursement Process

- a. All invoices received by the City are opened and date stamped by the Secretary/Receptionist and/or the Administrative Assistant and distributes them to the Accountant/Deputy Clerk.
- b. All invoices presented to the City for payment are distributed to the respective department supervisors who:
 - verifies that the goods and/or services were received
 - verifies that the amount of the invoice is correct
 - codes the invoice
 - completes a payment voucher form, including proper codes
 - signs and dates the voucher form and invoice.
- c. All invoices are presented to the Accountant/Deputy Clerk who:
 - completes payment vouchers on all invoices not coded by department supervisors
 - verifying that all amounts due and codes are accurate

- d. All invoices are presented to the City Administrator who:
 - initials and dates the invoice authorizing payment
 - delivers all authorized invoices to the Accountant/Deputy Clerk for processing
- e. The Accountant/Deputy Clerk processes all authorized payments by:
 - entering all invoices into the appropriate accounts payable module
 - preparing an unpaid invoice report bi-monthly which is provided to the City Administrator
- f. The City Administrator prepares the accounts payable report for Council approval by:
 - Reviewing the accounts payable report for accuracy
 - Providing a copy of the accounts payable report to the City Council for approval during the regularly scheduled council meetings.
 - Providing explanation to the City Council for all disbursements within the accounts payable report.
- g. Checks will be processed on and dated the day of the City Council meeting, for approval
 - The Mayor or other City Council member with check signing authority will sign the approved checks.
 - The City Administrator signs all approved checks, or in their absence the Accountant/Deputy Clerk will sign the approved checks.
 - The City Administrator verifies that all checks are accurate by comparing the check and the amount to the approved accounts payable report.
 - The Secretary/Receptionist and/or the Administrative Assistant attaches the check stub to the correct invoices being paid.
 - The Secretary/Receptionist and/or the Administrative Assistant will then mail the approved disbursements:
 - A check stub is kept with the invoices in the vendors' folder
 - The check is mailed to the vendor with a stub, if there is one provided

3. Electronic Disbursement Process:

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

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

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

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

- a. The Accountant/Deputy Clerk shall present the claim/report that requires electronic payment to the City Administrator for approval. The City Administrator will then initial and date the claim/report authorizing the electronic payment.
- b. The Accountant/Deputy Clerk will then process the authorized electronic payment(s) by:
 - proceeding with the approved electronic transaction
 - the transaction will then be entered into the manual check register in sequential order, receiving a manual check number
 - the transaction(s) is then entered into the appropriate accounts payable module, processing the payment as a manual check with the assigned manual check number
 - a check register for the entry(ies) will be printed out from the accounts payable module and attached to authorized claim/report and supporting confirmation number of transaction

- preparing a P/R taxes and Expenses report and an Other-Claims Paid report bi-monthly which is provided to the City Administrator
- c. In the absence of the Accountant/Deputy Clerk, the City Administrator would perform the duties and process the payments having the Accountant/Deputy Clerk initialing and dating the claim(s)/report(s).
- d. Transfers to/from the City's investment accounts will be processed by the City Administrator and signed and dated by the Accountant/Deputy Clerk.
- e. The City Administrator provides a copy of the report to the City Council for approval during the regularly scheduled council meetings.

1800.03 ELECTRONIC PAYMENT OF CLAIMS

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

1800.04 RECEIPT AND DEPOSIT OF FUNDS

A. Depositories

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

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

B. Designating a Depository

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

- 1 Savings associations
- 2 Commercial banks

- 3 Trust companies
- 4 Credit unions
- 5 Industrial loan and thrift companies

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

Depository Guidelines:

- 1 Annual designation of the City of Hanover depositories will be made by the City Council during the first council meeting of the New Year.
- 2 The designation of additional depositories shall follow the process outlined in the City of Hanover Investment Policy.
- 3 City of Hanover depositories will be one or more of the above mentioned financial institutions.

C. Collateralization of Deposits

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

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

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

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

institution. The City must ensure that the following criteria must be met in order to perfect a security interest in pledged collateral under federal law:

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

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

Collateralization of Public Deposits Guidelines:

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

- d. A revenue obligation of a state or local government, with taxing powers, rated “AA” or better;
 - e. unrated general obligation securities of a local government with taxing powers pledged as collateral against funds deposited by that same local government entity;
 - f. an irrevocable standby letter of credit issued by a Federal Home Loan Bank accompanied by written evidence that the Federal Home Loan Bank’s public debt is rated “AA” or better by Moody’s or Standard and Poor’s.
 - g. Time deposits insured by any federal agency.
6. The City Administrator will ensure that the depository pledged collateral when computed at its market value, is at least ten percent more than the amount of the excess deposit at the close of the banking day which by definition incorporates a financial institution’s cutoff hour.

D. Receipts

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

Receipting Process Guidelines:

1. Receipt Forms
 - a. Receipt forms will be in duplicate and pre-numbered
 - b. The original receipt is given to the person making the payment
 - c. A copy of the original receipt will be made for the Accountant/Deputy Clerk
 - d. The duplicate copy is for the City Clerk’s records
2. Receipt Distribution
 - a. Issuing the receipt is the first step in the recording of receipts and will be completed immediately upon receiving the payment.
 - b. A separate receipt should be issued for all money received, including amounts received by mail such as tax apportionments from the county treasurer and state shared taxes or grants from the state.
 - c. The original receipt will be attached to the detailed statement accompanying the remittance and kept on file.

3. Cash Receipts

- a. Cash received in person will be deposited intact with the Secretary/Receptionist and/or the Administrative Assistant each day and will then be given to the Accountant/Deputy Clerk.
- b. Cash deposited with the City will be accompanied by the copies of the receipts.
- c. All cash receipts will be deposited at the end of every week by the Secretary/Receptionist or the Administrative Assistant unless a single deposit is \$25,000 or more. A cash receipt of \$25,000 or more would be deposited immediately by the Secretary/Receptionist or the Administrative Assistant. The Accountant/Deputy Clerk will prepare a bank account receipt voucher for each cash receipt.
- d. Cash deposited directly in the depository by the City Clerk will be accompanied by the deposit slip and the Accountant/Deputy Clerk's copies of the receipts.

4. Check Receipts

- a. Includes checks received via the mail, electronically and that are collected in person.
- b. Checks received will be deposited intact with the Secretary/Receptionist and/or the Administrative Assistant and will be given to the City's Accountant/Deputy Clerk for preparation for deposit.
- c. Checks deposited with the City will be accompanied by the Accountant/Deputy Clerk's copies of the receipts.
- d. All check receipts will be deposited at the end of every week by the Secretary/Receptionist or the Administrative Assistant. The Accountant/Deputy Clerk will prepare a receipt voucher for each check receipt.
- e. A copy of the electronic receipt notification will be provided to the Accountant/Deputy Clerk immediately and that person will prepare and attach a receipt voucher to the notification.

5. Wire Transfers

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

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

- a. When making a decision to draw against a project fund or when making an investment decision resulting in the City receiving funds, the City Administrator will document the process, receive Mayor or Council approval and therefore anticipate the funds to be wired to the designated depository on a particular date and time.
- b. The City Administrator will obtain notification from the depository by phone that the wire transfer has been received.
- c. The depository will mail a wire transfer receipt to the City Administrator who in turn provides that information to the Accountant/Deputy Clerk.
- d. The Accountant/Deputy Clerk will prepare a receipt voucher and attach it to the wire transfer receipt.

6. Receipt Vouchers

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

- a. Created by the Accountant/Deputy Clerk
- b. Attached to the cash or check received and the City Treasurer's copy of the receipt.
- c. Includes the date of the receipt batch
- d. Includes the appropriate accounting code and description of the receipt

7. Accounting for Receipts

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

- a. All cash and check receipts are entered into the general ledger in the form of a receipt batch by the Accountant/Deputy Clerk. All electronic receipts and wire transfers will be entered into the general ledger in the form of a separate receipt batch per occurrence.
- b. A receipt batch report is prepared and printed by the Accountant/Deputy Clerk.
- c. The City Administrator will review the batch report, initial and date the receipt.
 - i. A copy of the signed batch report is kept on file in the Accountant/Deputy Clerk's office.

- ii. A copy of the signed batch report is kept with the receipt vouchers.
- d. All cash and check receipts will be deposited within the week they are collected by the City.
- e. All deposits are made by the Secretary/Receptionist or the Administrative Assistant or the City Administrator.
- f. A bank receipt is attached to a copy of the deposit slip by the Accountant/Deputy Clerk who again checks for accuracy.

1800.05 RECONCILIATION OF BANK ACCOUNTS

A. Monthly Reconciliation

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

B. Guidelines for Reconciliation of Bank Accounts

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

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

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

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

C. Guidelines for Reconciliation of Investment Accounts

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

The City Administrator is responsible for monthly investment reconciliation.

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

The City Administrator will maintain a record of all investments.

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

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

1800.06 IMPREST (PETTY CASH) FUNDS

- A. Pursuant to Minnesota Statute § 412.271, the City of Hanover shall establish a petty cash fund to provide a means by which small cash transactions that require an immediate cash payment can be paid without delay. The fund is designed for expenses that cannot be easily anticipated that fall within the guidelines stated in this policy.
- B. The Secretary-Receptionist will be the Custodian of the petty cash fund.
- C. The City Administrator will be responsible for upholding the petty cash guidelines as they are listed under the “Petty Cash Guidelines” section of this policy.
- D. The Accountant/Deputy Clerk will be responsible for reconciling the petty cash account on a weekly basis. Upon reconciliation, if it is determined that funds are needed to replenish the petty cash account, the following procedure will be followed:
 1. A payment voucher will be filled out
 2. Each petty cash expense will be coded to the proper expense code
 3. Each receipt, proof of purchase or purchase document will be attached to the payment voucher
 4. The payment voucher will go through the regular payables process and be approved by the City Council
 5. A check for the amount of the payment voucher will be written to the Custodian, at which time the Custodian will cash the check and deposit the money into the petty cash drawer
- E. Petty Cash Guidelines
 1. The petty cash fund may be used to make change for daily transactions
 2. The petty cash starting balance will be \$200, the balance shall never exceed this amount unless authorized by the City Administrator, pending City Council approval
 3. Purchases shall be under \$25.00 unless otherwise authorized by the City Administrator
 4. All purchases require a dated receipt and any additional detail describing the nature and purpose of the purchase

5. Employees are not permitted to be reimbursed for personal expenses from the petty cash fund, if an employee requires reimbursement for City of Hanover related expenses, they must use the “Expense Reimbursement” form and follow the necessary procedure
6. The petty cash drawer will be locked in a secure place at the close of the business day

1800.07 ACCOUNTING FOR USE OF RESTRICTED FUNDS AND REIMBURSABLE GRANTS

A. Restricted Funds

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

1. Park Dedication Fund

a. Overview

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

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

b. Guidelines for Accounting for Park Dedication Funds

A specific fund has been established within the city’s general ledger to account for all park dedication revenue and expenditures. Park dedication will be expensed only for the construction of or improvements to parks and trails within the City of Hanover. Park

dedication may not be utilized for general operation or maintenance cost related to the City of Hanover.

2. Public Improvement Project Funds

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

B. Reimbursable Grants

1. Overview

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

2. Guidelines for Accounting for Reimbursable Grants

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

- a. There may be transactions whereby agreements, resolutions and/or ordinances require remittance to the entity of an established amount.
- b. As many governmental projects and services have a portion of their cost recovered from non-government sources, the proper accounting for such recoveries is necessary to ensure that funding is not adversely impacted.

- c. Proper accounting procedures will be followed by city staff relative to the type of non-governmental revenue and the accounting practices will be centralized and uniform. (Example: developer contribution)
- d. Receivable balances are maintained to provide on-going balances and will be monitored by the City Administrator throughout the year.

1800.08 FINANCIAL REPORTING

A. Required Financial Reporting

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

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

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

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

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

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

B. Interim Financial Reporting

The City Administrator will provide interim financial reports to the City Council on a monthly basis. These reports differ from the annual financial report in that they cover a shorter time period, deal only with particular aspects of the city

financial picture, purpose is to increase council control rather than to provide a picture of total financial condition and provide budget to actual comparisons.

Interim Administrative reports will include the following:

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

1800.09 RECORD KEEPING OF PAYROLL

A. Paying City Employees

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

B. Payroll Reporting Guidelines

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

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

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

2. Payroll Reporting

- a. **Pay Period:** City staff is paid every two weeks. There are twenty six pay periods in the year. The pay period begins on Saturday and ends on Friday. Elected officials are paid in the first pay period in July and the last pay period in December.
- b. **Payroll Calculation:** All the time sheets are completed, signed, and submitted to the City Administrator for the two week pay period for all non-exempt City staff members on the following Monday. He/she then:
- Calculates all hours worked.
 - Calculates all annual leave and comp time used
 - Authorizes the payroll process by signing the second signature line on the time sheet.

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

- c. **Payroll Process:** The Accountant/Deputy Clerk processes the bi-weekly payroll on Tuesday following the last day of the pay period. He/she then:
- Produces the payroll reports.
 - The City Administrator reviews the payroll reports consisting of payroll register, benefits register and leave time report; initialing them for authorization to complete process.
 - The Accountant/Deputy Clerk then prepares the payroll checks.
 - The payroll checks are handled via direct deposit to the employee's bank account.
 - The Accountant/Deputy Clerk then attaches the payroll check stub to the time sheets for permanent record

- Payroll taxes and PERA are handled electronically with the City's depository.

Upon receipt of the payroll reports, the Accountant/Deputy Clerk reviews them for accuracy and enters the payroll into the general ledger. The payroll reports are maintained in the Accountant/Deputy Clerk's office.

- d. **Payroll Check Distribution:** Payroll checks are distributed to all City Staff members on the Friday following the last day of the pay period. Payroll checks will not be given out to anyone other than the employee unless the City Administrator has received prior written authorization from the employee.

3. Leave Time Reporting:

The Accountant/Deputy Clerk tracks information pertaining to hours worked, annual leave used, compensatory time used, compensatory time to accrue and benefits.

Request for Time Off: The request for time off form is utilized by all City staff members when requesting time off.

1. The staff member must note if the time off requested is vacation, sick, or compensatory time.
2. The specific date and time requested must be noted on the form.
3. The request for time off form is presented to the City Administrator for signature authorizing the time off.
4. The approved time off is documented on the HR Calendar in the City Administrator office and in the front office.
5. All requests for time off forms are included with the payroll time sheets for that particular payroll period.

4. **Personnel Information:**

The City Administrator tracks information pertaining to human resources including personnel information, emergency contact information and salary history.

1800.10 CREDIT CARD USE

The City credit card can be used for authorized City purchases, as needed, with prior approval by the City Administrator and/or City Council. Any unauthorized use or abuse of the card, including any personal use, will result in disciplinary action, up to and including termination of employment, and will result in the employee being personally liable for the amount of the purchase. For this policy, employee shall include members of the City Council, members of Boards and Commissions appointed by the City Council, and members of the Fire Department.

1800.11 MAINTENANCE OF VARIOUS FILES

A. General Records Retention Schedule for Minnesota Cities

The purpose of a records retention schedule is to provide a plan for managing governmental records by giving continuing authority to dispose of records under Minnesota Statutes section 138.17.

This City General Record Retention Schedule establishes minimum retention periods for the city records based on their administrative, fiscal, legal and historical value. It lists records series common to cities and identifies how long to retain them.

This schedule was originally developed by the Minnesota State Department of Administration, Information Policy Analysis Division and the Minnesota Historical Society, Division of Archives and Manuscripts and was funded in part by a grant from the National Historical Publications and Records Commission.

The City of Hanover adopted the City General Retention Schedule (revised November, 1985). Currently, the City of Hanover follows the General Records Retention Schedule for Minnesota Cities that was revised in March of 2003. A copy of the records retention schedule is on file with the City Administrator who is responsible for internal control of records retention.

The various files outlined in this policy are based on a recommendation from the Office of the State Auditor and were included due to the nature of the information. Specific guidelines for handling these various files are defined below.

1. Employee Files

All employee files are kept in the Deputy Clerk's office in a locked file. Employee files contain information that is protected under data privacy laws and therefore it is not public information. The City Administrator is responsible for maintaining all information that is deemed private.

2. Accounting Records

Current year accounting records are maintained by the Accountant/Deputy Clerk in the Accountant/Deputy Clerk's office. These records include:

- a. Payroll records including payroll service reports, time cards, request for time off forms, PERA records, and annual leave and compensatory pay balances.
- b. Monthly bank statements and reconciliations
- c. Invoices filed by vendor
- d. Payment vouchers
- e. Requisition forms
- f. 1099's
- g. Journal entries

The current year accounting records are maintained in the Accountant/Deputy Clerk's office (i.e. 2008). The prior years records are maintained in the archive room (i.e. 2007). The City archive room is locked at the end of each business day.

It is recommended by the Office of the State Auditor that original investment certificates be stored in a safety deposit box or with a qualified investment broker. Currently all certificates are maintained by qualified investment brokers.

3. Competitive Bids & Contracts

- a. All quotations obtained through the competitive bidding process must be kept on file for a period of one year.
 - All quotations obtained for projects will be maintained in the project.
 - All quotations obtained for capital equipment will be maintained in the equipment files.
- b. All contracts let for public projects must be kept on file for a period of one year or until the project has been finalized.

- All signed contracts will be kept in the individual project file in the front office.
 - A copy of all signed contracts for public projects will be kept on file with the City Attorney.
- c. All other contracts let that deal with individual vendors will be kept on file with the Accountant/Deputy Clerk in the individual vendors files.

4. Recorded Documents

- a. Recorded documents are considered permanent records. Recorded documents include:
- Easements
 - Plats
 - Lot splits and lot line adjustments
 - Property warranty deeds
 - Property titles
- b. The City has developed a data base to track historical information including recorded documents. The Office of the State Auditor recommends that the City store all recorded documents in a fire safe file cabinet. Currently, recorded documents are maintained as follows:
- Easements are filed within the individual project files in the front office.
 - Plats are filed in the flat files.
 - Lot splits and lot line adjustments are filed in the individual property files.
 - Property Warranty Deeds are maintained in the safety deposit box at the city depository.
 - Property Titles are maintained in the safety deposit box at the city depository.

5. Project Files

- a. Public improvement project files are maintained by the City Administrator. All information related to the public project is kept on file in the front office until the project has been finalized and then

moved to the archive room for permanent records. Information related to public improvement project files includes:

- Feasibility studies
- Competitive bids, contracts, bid bonds
- Contractor pay applications
- Change orders
- Temporary and Permanent Construction Easements
- Special Assessment Notices
- Public Hearing Notices

6. City Archive Room

The City archive room is a room located on the second floor of the public works building. All information stored in the archive room is maintained by the Administrative Assistant and or Secretary-Receptionist.

1800.12 FUND BALANCE

It is the goal of the City to provide quality services to residents in a manner that keeps taxes at a consistent and sustainable level over time. The City's fund balance policy is meant to serve as the framework upon which sustainable operations may be built.

The City has a number of fund balance classifications. They are as follows:

1. Non-spendable.

This describes the amount of the City's fund balance that is associated with resources such as inventories, prepaid amounts, permanent legal restrictions, such as principal of an endowment, long term loan and notes receivables and property held for resale. At the end of each fiscal year, the City will report the portion of the fund balance that is not available for spending, as defined by the State of Minnesota Office of the State Auditor Statement of Position on Fund Balances and GASB Statement 54.

2. Spendable.

This describes the amount of a cash fund balance that is available for appropriation based on the constraints that control how specific amounts can be spent. Typically, a significant portion of a government's spendable resources can be spent for specified purposes. The following designations define the revenue source and the force of constraint on spending.

a. Spendable –Restricted

The restricted fund balance category includes the portion of the *spendable fund balance* that reflects constraints on spending because of legal restrictions stipulated by *outside parties* (e.g. encumbrances for goods or services with outside parties-creditors, grantors outstanding at the end of the year). Also, this may include any legal restrictions from state statutes or grant requirements placed on the use for specific purposes.

At the end of each fiscal year, the City will maintain a Spendable-Restricted fund balance equal to the amounts required to accommodate encumbrances or funds restricted by enabling legislation.

b. Spendable- Committed

The committed fund balance classification includes the portion of the *spendable fund balance* that reflects constraints that the city has *imposed upon itself* by a *formal action* of the *City Council*.

At the end of each fiscal year, the City will maintain a Spendable-Committed fund balance for long-term loan receivables such as advances to other funds.

c. Spendable – Assigned

The assigned fund balance is the portion of the *spendable fund balance* that reflects funds intended to be used by the government for specific purposes assigned by more informal operational plans (e.g. capital goods replacement – the constraints on use is not imposed by external parties or by formal council action). In governmental funds other than the general fund (special revenue funds, capital project funds, debt service funds and permanent funds), assigned fund balance represents the amount that is not restricted or limited.

Special Revenue Funds Cash Flow: At the end of each fiscal year, the City will maintain Spendable-Assigned portion of the fund balance for cash flow in a range equal to 20%-40% of the subsequent year's budgeted revenues.

Capital Goods Replacement: At the end of each fiscal year, the City will maintain a Spendable-Assigned fund balance portion for equipment replacement according to the City's Capital Improvement Plan

d. Spendable – Unassigned

This is the residual classification for the City's **General Fund** and includes all spendable amounts not contained in the other classifications and, therefore, not subject to any constraints. Unassigned amounts are available for any purpose. These are the current resources available for which there are no government self-imposed limitations or set spending plan. Although there is generally no set spending plan for the undesignated portion, there is a need to maintain a certain funding level. Undesignated fund balance is commonly used for emergency expenditures not previously considered. In addition, the resources classified as undesignated can be used to cover expenditures for revenue not yet received.

It is the City's policy that at the end of each fiscal year, the City will maintain the Spendable-Unassigned portion of the fund balance for cash flow in a range equal to 35% to 55% of the General Fund operating expenditures. In addition to cash flow needs, this accommodates emergency contingency concerns.

In the amount that amounts designated for cash flow fall above or below the desired range, the City Administrator shall report such amounts to the City Council as soon as practical after the end of the fiscal year. Should the actual amount designated for cash flow fall below the desired range, the City Council shall adopt a plan to restore the appropriate levels. Should the actual amount designated for cash flow rise above the desired range, any excess funds will remain undesignated pending the City Council's final decision concerning transfer to another fund.

When more than one category of fund balance can be used to fund an expenditure, the highest (most restrictive) level shall be used first.

1800.13 DONATED FUNDS MANAGEMENT

A. Purpose

The purpose of this policy is to grant Council pre-approval to the City Administrator to spend donated funds for a purpose designated by the donor and agreed upon by the City Council.

B. Process

The following process will be followed with the concern of donated funds.

1. The City Administrator will document receipt of donated funds.
2. The City Administrator will present to the City Council a resolution accepting any funds donated by individuals, businesses and non-profit organizations. The resolution will state for what purposes the donation can

be used for, if such restrictions are made by the donor. The Council shall act on the resolution.

3. The City Administrator shall have the authority to spend those funds received by the City to carry out the purposes stated in the resolution accepting the donation.
4. If the cost of the project or activity is expected to exceed the donation, the City Administrator shall request approval from the City Council prior to making any purchase.
5. The City Administrator will keep an accounting of said disbursements and present the reimbursements to the City Council for approval in the same manner as the City's claims.