

**AGENDA
HANOVER CITY COUNCIL
DECEMBER 4, 2018**

MAYOR

CHRIS KAUFFMAN

COUNCIL

DOUG HAMMERSENG

KEN WARPULA

JIM ZAJICEK

MARYANN HALLSTEIN

- 1. Call to Order/Pledge of Allegiance: 7:00 p.m.**
- 2. Approval of Agenda**
- 3. Consent Agenda Items:**
 - a. Approve Minutes of November 20, 2018 City Council Work Session Meeting (4)**
 - b. Approve Claims as Presented: (6)**

➤ Claims	\$ 54,244.80
➤ Payroll	\$ 9,160.56
➤ P/R taxes & Exp	\$ 3,307.27
➤ Other Claims	<u>\$ 1,725.66</u>
➤ Total Claims	<u>\$ 68,438.29</u>
 - c. Res No 12-04-18-117 – Designating 2019 Polling Place Location (35)**
 - d. Res No 12-04-18-118 – Approving Quit Claim DEED to the City of Hanover (36)**
 - e. Res No 12-04-18-119 – Approving Withdraw from WCAT Joint Powers Board (37)**
 - f. Res No 12-04-18-120 – Approving Amendments to the City Policy Manual (43)**
- 4. Citizen’s Forum**
- 5. Public Hearings**
 - a. Truth in Taxation**
- 6. Unfinished Business**
- 7. New Business**
 - a. Res No 12-04-18-121 – Adopting the 2019 Final Budget and Levy (101)**
 - b. Ordinance 2018-06 – Amending Zoning Ordinance Related to Home Occupations (120)**
 - c. Res No 10-04-18-122 – Adopting the City of Hanover 2018 Park Dedication Fee Study (135)**
 - d. Ordinance 2018-05 – Adopting the 2019 Fee Schedule (162)**
 - e. Res No 12-04-18-123 – Approving Contract for Employee Disability Insurance (170)**
- 8. Reports**
- 9. Adjournment**

To: Mayor Kauffman & Members of the Hanover City Council
From: Brian Hagen, City Administrator
Date: November 29, 2018
Re: Review of December 4, 2018 City Council Agenda

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

2. Approval of Agenda

3. Consent Agenda Items: See enclosed consent agenda.

a. Approve Minutes of November 20, 2018 City Council Work Session Meeting (4)

b. Approve Claims as Presented: (6)

➤ Claims	\$ 54,244.80
➤ Payroll	\$ 9,160.56
➤ P/R taxes & Exp	\$ 3,307.27
➤ Other Claims	\$ <u>1,725.66</u>
➤ Total Claims	\$ <u>68,438.29</u>

c. Res No 12-04-18-117 – Designating 2019 Polling Place Location (35)

d. Res No 12-04-18-118 – Approving Quit Claim DEED to the City of Hanover (36)

e. Res No 12-04-18-119 – Approving Withdraw from WCAT Joint Powers Board (37)

This is the final step in a year plus process to transfer full public transportation responsibility from the WCAT Jt. Powers board to Wright County. WCAT originally formed under a Jt. Powers Agreement amongst several cities in Wright County. As noted in the resolution, Wright County was included in WCAT in 2017, with an end goal of Wright County taking sole responsibility of public transportation.

f. Res No 12-04-18-120 – Approving Amendments to the City Policy Manual (43)

These amendments have been previously discussed. The amendment to the Personnel Policy formally approves, in policy format, the increase to family coverage insurance contribution. The amendments to the Fire Department Policy reflect the final steps of the comprehensive review of department policies and standard operating guidelines.

4. Citizen's Forum

5. Public Hearings

a. Truth in Taxation

A presentation will be given to the public regarding the use of property taxes levied by the City.

6. Unfinished Business

7. New Business

a. Res No 12-04-18-121 – Adopting the 2019 Final Budget and Levy (101)

No changes have been made to the budget or levy. Based on the previous meeting, this item could have gone on consent, however, state statute requires a Truth in Taxation Hearing be conducted prior to final adoption of the levy. It is staff's intent to hold a more complex discussion on capital improvement funds in the coming months to preview the next year(s) anticipated expenses.

b. Ordinance 2018-06 – Amending Zoning Ordinance Related to Home Occupations (120)

City Planner Nash will be present to discuss the ordinance amendment as it was reviewed by Planning Commission.

c. Res No 10-04-18-122 – Adopting the City of Hanover 2018 Park Dedication Fee Study (135)

City Planner Nash will be present to discuss the final draft of the Park Ded. Study as it was reviewed by the Park Board.

d. Ordinance 2018-05 – Adopting the 2019 Fee Schedule (162)

Enclosed is an ordinance setting the 2019 Fee Schedule. There is one outstanding item that needs to be set. The item is the fee for both water and sewer utility usages. Albertville is not planning an increase to their fee, whereas, St. Michael anticipates a 3% increase.

e. Res No 12-04-18-123 – Approving Contract for Employee Disability Insurance (170)

As part of the employee benefit review recently completed, I asked for quotes to change our short-term and long-term disability insurance provider. The quotes were two-fold, first I wanted to take the opportunity to check rates as we have had the same provider for several years. Secondly, the provider has consistently been presenting challenges through poor customer service, inaccurate billings, and inability to update benefit totals as directed. I am happy to say that The Hartford is able to provide virtually identical coverage at half the rate of our current provider. When looking at all insurance savings from the recent contract changes, the annual savings is \$11,000.

8. Reports

9. Adjournment

**CITY OF HANOVER
CITY COUNCIL MEETING
NOVEMBER 20, 2018 – DRAFT MINUTES**

Call to Order/Pledge of Allegiance:

Mayor Chris Kauffman called the regular meeting of Tuesday, November 20, 2018 to order at 6:00 p.m. Present were Mayor Chris Kauffman, Councilors Doug Hammerseng, Ken Warpula, and MaryAnn Hallstein. Also present was City Administrator Brian Hagen. Councilor Jim Zajicek was absent.

Approval of Agenda:

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

Consent Agenda:

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

- a. **Approve Minutes of November 14, 2018 Election Canvassing Board Meeting**
- b. **Approve Minutes of November 14, 2018 City Council Meeting**
- c. **Approve Claims as Presented:**

➤ Claims	\$ 61,659.16
➤ Payroll	\$ 9,052.27
➤ P/R taxes & Exp.	\$ 3,246.43
➤ Other Claims	\$ <u>2,369.34</u>
➤ Total Claims	\$ <u>76,327.20</u>

- d. **Res No 11-20-18-115 – Approving 2018 Pavement Improvement Project Final Pay Voucher**

Motion carried unanimously.

Res No 11-20-18-116 – Approving Hanover Historical Society Snow Plowing Agreement

Hagen presented the snow plowing agreement which would allow the city to plow snow from the Historical Society’s parking lot in exchange for public parking ability for cemetery visitors on River Rd NE.

MOTION by Warpula to approve Res No 11-20-18-116, seconded by Hallstein. **Motion carried unanimously.**

Review of Ordinance 2018-05 – Adopting 2019 Fee Schedule

Hagen reviewed the proposed changes and questions on the draft fee schedule. Council gave direction for changes to hall rental prices as well as other fees as needed. Council directed Hagen to inquire on Albertville and St. Michael plans for utility rate increases.

EDA Recommendation of Dilapidated Structures

Council further discussed vacant properties located on Mill Pond Trail and Church St. NE. Consensus was that the City would like to see the property owners clean the lots up, but recognize the property owners likely do not have current plans to complete the work. For Church St. NE, Hagen was directed to contact the property owner to discuss plans to market the site for redevelopment to commercial use or restoration of the home. For Mill Pond Trail, Hagen and Hammerseng will make plans to meet with the property owner to discuss future use of the site and how the City recognizes a potential park location in that area of town.

No enforcement action was directed at this time.

Reports

Hagen

- Inquired to how Council would like to work through the Fire Department Officer interviews. Hammerseng and Hallstein offered to conduct the interviews and then bring back a review of the candidates for Council consideration. The Council requested input on interview questions from Chief Malewicki as well as an opportunity to review the candidates with the Fire Chief. Hagen noted he would work with applicants to find best interview times and begin coordinating the scheduling.
- Hagen noted that Hammerseng is planning to travel in the beginning of 2019 so if anyone is planning to be absent from a meeting to share it as soon as possible. This is key to coordinating any meeting date changes due to lack of quorums.

Hallstein

- Noted she attended the LMC Webinar on how cities can account for the snowbird population during the 2020 Census.

Adjournment

MOTION by Hammerseng to adjourn at 7:35 p.m., seconded by Warpula. **Motion carried unanimously.**

APPROVED BY:

Chris Kauffman, Mayor

ATTEST:

Brian Hagen, City Administrator

CITY OF HANOVER

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Payments

Current Period: November 2018

Batch Name	11/19/18 PAY				
	Payment	Computer Dollar Amt	\$14.25	Posted	
Refer	2521 MN DEPT OF REVENUE	Ck# 002515E 11/19/2018			
Cash Payment	E 100-43000-212 Motor Fuels	Petroleum Tax - October 2018			\$14.25
Invoice	11/19/2018				
Transaction Date	11/19/2018	Due 0	Cash	10100	Total \$14.25

Fund Summary

	10100 Cash	
100 GENERAL FUND	\$14.25	
	<hr/>	\$14.25

Pre-Written Check	\$14.25
Checks to be Generated by the Computer	\$0.00
Total	<hr/> \$14.25

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Payments

Current Period: December 2018

Batch Name	12/04/18 PAY				
Payment	Computer Dollar Amt	\$54,244.80	Posted		
Refer	<u>2527 ASPEN EQUIPMENT CO.</u>		<u>Ck# 033931 12/4/2018</u>		
Cash Payment	E 100-43000-220 Repair/Maint Supply (GE	Plow Truck: Hydraulic Motor Spreader			\$321.75
Invoice	10195980	11/13/2018			
Transaction Date	11/26/2018	Due 0	Cash	10100	Total \$321.75
Refer	<u>2522 ASPEN MILLS</u>		<u>Ck# 033932 12/4/2018</u>		
Cash Payment	E 100-42220-260 Uniforms	S. Thompson: Navy Pant, Navy Shirt with Patches, Black Leather Belt, White Tee, Metal Name Tag			\$148.80
Invoice	227161	11/26/2018			
Cash Payment	E 100-42220-260 Uniforms	B. Gronsberg: Metal Name Tag			\$8.85
Invoice	227162	11/26/2018			
Cash Payment	E 100-42220-260 Uniforms	D. Freund: Metal Name Tag			\$8.85
Invoice	227162	11/26/2018			
Transaction Date	11/28/2018	Due 0	Cash	10100	Total \$166.50
Refer	<u>2527 BIREN, AMY</u>		<u>Ck# 002522E 12/4/2018</u>		
Cash Payment	E 100-41110-437 Other Miscellaneous	Get Well Flowers - Park Board Member Jeff Grupp			\$32.72
Invoice		11/29/2018			
Transaction Date	11/29/2018	Due 0	Cash	10100	Total \$32.72
Refer	<u>2528 BLUE TARP FINANCIAL</u>		<u>Ck# 002523E 12/4/2018</u>		
Cash Payment	E 100-43000-240 Small Tools and Minor E	Powerluber 18 Volt Grease Gun			\$330.83
Invoice	0191073046	11/14/2018			
Transaction Date	11/29/2018	Due 0	Cash	10100	Total \$330.83
Refer	<u>2524 BURSCHVILLE CONSTRUCTION</u>		<u>Ck# 033933 12/4/2018</u>		
Cash Payment	E 100-43122-224 Street Maint Materials	Grading of Gravel Roads on 10/12/18			\$720.00
Invoice	4441	11/17/201			
Transaction Date	11/26/2018	Due 0	Cash	10100	Total \$720.00
Refer	<u>2524 CARDMEMBER SRVC (CENTRAL B</u>		<u>Ck# 033934 12/4/2018</u>		
Cash Payment	E 100-42220-580 Other Equipment	Streamlight Survivor LED Division 2 Battery Pack - Qty 4			\$207.18
Invoice	EC0020903305	11/13/2018			
Cash Payment	E 100-42220-580 Other Equipment	Utility 12: Map Light			\$69.36
Invoice	11769822-1	11/13/2018			
Cash Payment	E 100-42280-215 Shop Supplies	Cords, Cleaning Supplies, Tarp Straps, Etc.			\$233.52
Invoice	02-6101	11/21/2018			
Transaction Date	11/28/2018	Due 0	Cash	10100	Total \$510.06
Refer	<u>2535 CARGILL, INCORPORATED</u>		<u>Ck# 033935 12/4/2018</u>		
Cash Payment	E 100-43125-224 Street Maint Materials	Ice Control Salt - 47.46 Ton @ 75.90 per Ton			\$3,602.21
Invoice	2904443141	11/21/2018			
Transaction Date	11/30/2018	Due 0	Cash	10100	Total \$3,602.21
Refer	<u>2526 CITY OF ST. MICHAEL</u>		<u>Ck# 002521E 12/4/2018</u>		
Cash Payment	E 602-43252-310 Other Professional Servi	Life Station Flows - 4th Quarter 2018			\$30,338.41
Invoice	11282018-1	11/28/2018			

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Payments

Current Period: December 2018

Cash Payment	E 100-43000-310 Other Professional Servi	Compost & Brush Facility Partnership - 4th Quarter 2018				\$1,250.00
Invoice	11282018-1	11/28/2018				
Cash Payment	E 602-43252-310 Other Professional Servi	Sewer Administrative Costs - 2018				\$1,500.00
Invoice	11282018-1	11/28/2018				
Transaction Date	11/28/2018	Due 0	Cash	10100	Total	\$33,088.41
Refer	2521 CLASSIC CLEANING COMPANY, LL	Ck# 033936 12/4/2018				
Cash Payment	E 100-41940-310 Other Professional Servi	City Hall Monthly Cleaning - November 2018				\$325.00
Invoice	27383	11/23/2018				
Cash Payment	E 100-41940-310 Other Professional Servi	Hall Special Cleaning: 11/10, 11/11, 11/12, 11/17, 11/18 & 11/24				\$390.00
Invoice	27383	11/23/2018				
Transaction Date	11/28/2018	Due 0	Cash	10100	Total	\$715.00
Refer	2522 COMCAST	Ck# 033937 12/4/2018				
Cash Payment	E 100-41940-321 Telephone	PW: Digital Voice & Internet - December 2018				\$150.80
Invoice		11/18/2018				
Transaction Date	11/26/2018	Due 0	Cash	10100	Total	\$150.80
Refer	2523 CUSTOMIZED FIRE RESCUE TRAI	Ck# 033938 12/4/2018				
Cash Payment	E 100-42240-208 Training and Instruction	Class on 7/21/18: Elevator Rescue				\$375.00
Invoice	1344	11/24/2018				
Cash Payment	E 100-42240-208 Training and Instruction	Class on 10/30/18: Car Fire Live Burn Prop.				\$600.00
Invoice	1344	11/24/2018				
Cash Payment	E 100-42240-208 Training and Instruction	Class on 11/20/18: SCBA Survival Skill Drills				\$375.00
Invoice	1344	11/24/2018				
Cash Payment	E 100-42240-208 Training and Instruction	Class on 11/27/18: SCBA Confidence Prop.				\$1,200.00
Invoice	1344	11/24/2018				
Transaction Date	11/28/2018	Due 0	Cash	10100	Total	\$2,550.00
Refer	2528 DEISTING, NANCY	Ck# 033939 12/4/2018				
Cash Payment	G 100-22000 Deposits	Hall Damage Deposit Release - 11/17/18 Event				\$200.00
Invoice		11/19/2018				
Transaction Date	11/26/2018	Due 0	Cash	10100	Total	\$200.00
Refer	2531 GUIDANCE POINT TECHNOLOGIE	Ck# 033940 12/4/2018				
Cash Payment	E 100-41600-310 Other Professional Servi	Trend Micro Anti-Virus 1 Yr Renewal 9/23/18 - 12/31/18				\$105.00
Invoice	12511	11/23/2018				
Cash Payment	G 100-15500 Prepaid Items	Trend Micro Anti-Virus 1 Yr Renewal 1/1/19 - 9/26/19				\$315.00
Invoice	12511	11/23/2018				
Cash Payment	E 100-41600-310 Other Professional Servi	11/14/18 Remote Service: BDS Payroll Not Functioning, Downloaded & Updated to Latest Version				\$135.00
Invoice	12520	11/23/2018				
Cash Payment	E 100-41600-310 Other Professional Servi	11/12/18 Remote Service: Network and Server Updates				\$202.50
Invoice	12521	11/23/2018				
Transaction Date	11/26/2018	Due 0	Cash	10100	Total	\$757.50
Refer	2529 JERDE, ERIN	Ck# 033941 12/4/2018				
Cash Payment	G 100-22000 Deposits	Hall Damage Deposit Release - 11/18/18 Event				\$200.00
Invoice		11/19/2018				

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Payments

Current Period: December 2018

Transaction Date	11/26/2018	Due 0	Cash	10100	Total	\$200.00
Refer	2533 LANO EQUIPMENT - LORETTO		Ck# 033942 12/4/2018			
Cash Payment	E 100-43000-220 Repair/Maint Supply (GE		Kubota: Water Pump, Thermostat, Oil, Gaskets			\$314.12
Invoice	03-623228	11/27/2018				
Transaction Date	11/29/2018	Due 0	Cash	10100	Total	\$314.12
Refer	2525 MARCO TECHNOLOGIES, LLC		Ck# 033943 12/4/2018			
Cash Payment	E 100-41570-220 Repair/Maint Supply (GE		Contract Base Rate Charge for 11/20/18 - 12/19/18			\$176.05
Invoice	INV5779229	11/19/2018				
Transaction Date	11/26/2018	Due 0	Cash	10100	Total	\$176.05
Refer	2526 MENARDS - BUFFALO		Ck# 033944 12/4/2018			
Cash Payment	E 100-45200-220 Repair/Maint Supply (GE		Light Bulbs for Historic Bridge			\$158.23
Invoice	85180	11/14/2018				
Cash Payment	E 100-42280-220 Repair/Maint Supply (GE		32W 3Bulb T8 Ballast - Qty 2			\$41.98
Invoice	85321	11/16/2018				
Transaction Date	11/26/2018	Due 0	Cash	10100	Total	\$200.21
Refer	2523 PERSONS, JESSICA		Ck# 033945 12/4/2018			
Cash Payment	G 100-22000 Deposits		Hall Damage Deposit Release - 11/23/18 Event			\$200.00
Invoice		11/26/2018				
Transaction Date	11/26/2018	Due 0	Cash	10100	Total	\$200.00
Refer	2534 RANDYS ENVIRONMENTAL SERVI		Ck# 002516E 12/4/2018			
Cash Payment	E 100-43245-384 Refuse/Garbage Dispos		Recycling - November 2018			\$3,381.78
Invoice		11/19/2018				
Cash Payment	E 100-41940-384 Refuse/Garbage Dispos		General Trash - City Hall - December 2018			\$212.37
Invoice		11/19/2018				
Cash Payment	E 100-41940-384 Refuse/Garbage Dispos		General Trash - Fire Station - December 2018			\$28.79
Invoice		11/19/2018				
Transaction Date	11/27/2018	Due 0	Cash	10100	Total	\$3,622.94
Refer	2530 RUPP ANDERSON SQUIRES & WA		Ck# 033946 12/4/2018			
Cash Payment	E 100-41610-304 Legal Fees		Miscellaneous: September 2018			\$108.00
Invoice	8076	11/13/2018				
Cash Payment	G 818-20200 Accounts Payable		Backes Lot Split: September 2018			\$54.00
Invoice	8076	11/13/2018		Project 208248		
Transaction Date	11/26/2018	Due 0	Cash	10100	Total	\$162.00
Refer	2529 RUSSELL SECURITY RESOURCE I		Ck# 002524E 12/4/2018			
Cash Payment	E 100-41940-220 Repair/Maint Supply (GE		PW Bldg: 3 Keys Everest C123 - AA1			\$13.50
Invoice	A33500	11/7/2018				
Transaction Date	11/29/2018	Due 0	Cash	10100	Total	\$13.50
Refer	2532 SCHULTES GREENHOUSE		Ck# 033947 12/4/2018			
Cash Payment	E 100-45200-225 Landscaping Materials		Spruce Tops for Decorative Pots			\$139.97
Invoice	4107	11/20/2018				
Transaction Date	11/29/2018	Due 0	Cash	10100	Total	\$139.97
Refer	2531 SERVICE GRINDING & SHARPENI		Ck# 033948 12/4/2018			
Cash Payment	E 100-43000-220 Repair/Maint Supply (GE		Wood Chipper: Double Sided Blade Sharpened - Qty 2			\$36.00
Invoice	32188	11/27/2018				

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Payments

Current Period: December 2018

Transaction Date	11/29/2018	Due 0	Cash	10100	Total	\$36.00
Refer	2536 SNOWPLOWS PLUS INC.					
Cash Payment	E 100-43125-224 Street Maint Materials		Western Plow Part - 9.5 Ft. MVP Plus Cutting Edge			\$310.98
Invoice	21028	11/19/2018				
Transaction Date	11/30/2018	Due 0	Cash	10100	Total	\$310.98
Refer	2525 SUN LIFE FINANCIAL					
Cash Payment	G 100-21707 Life Ins		Life Insurance - November 2018			\$176.87
Invoice		11/9/2018				
Transaction Date	11/28/2018	Due 0	Cash	10100	Total	\$176.87
Refer	2532 VISA - BANKWEST					
Cash Payment	E 100-41940-321 Telephone		Phone Services - 8 Lines - 10/23/18 - 11/22/18			\$308.68
Invoice	INV00082737	10/24/2018				
Cash Payment	E 100-42280-215 Shop Supplies		Disposal of Fire Dept. Cabinets			\$85.26
Invoice	1099292	10/25/2018				
Cash Payment	E 100-43000-240 Small Tools and Minor E		Brinly Roller for Lawn			\$115.57
Invoice	181024-15243-9	10/30/2018				
Cash Payment	E 100-43000-215 Shop Supplies		Propane Exchange			\$23.61
Invoice	2576	11/5/2018				
Cash Payment	E 100-43000-215 Shop Supplies		Bulk LP for Infrared Heater			\$20.46
Invoice	299826	11/5/2018				
Cash Payment	E 100-41940-580 Other Equipment		Credit on Tax Charged on Reach-In Cooler			-\$217.15
Invoice		11/6/2018				
Cash Payment	E 100-41410-200 Office Supplies (GENER		2018 General Election: Supper			\$182.00
Invoice	11062018	11/6/2018				
Cash Payment	E 100-43000-240 Small Tools and Minor E		Hawz Receiver Hitches with Quick Attach Plate			\$121.65
Invoice	181107-15243-13	11/8/2018				
Cash Payment	E 100-41600-310 Other Professional Servi		Microsoft Online Exchange			\$104.00
Invoice	E0600708X3	11/13/2018				
Cash Payment	E 100-42260-212 Motor Fuels		4.969 Gallons of Non-Oxygenated Gas			\$15.65
Invoice	3788	11/15/2018				
Transaction Date	11/27/2018	Due 0	Cash	10100	Total	\$759.73
Refer	2530 VONCO II, LLC					
Cash Payment	E 100-43121-224 Street Maint Materials		Fall 2018 Street Sweepings			\$162.50
Invoice	47200	11/11/2018				
Transaction Date	11/29/2018	Due 0	Cash	10100	Total	\$162.50
Refer	2535 WRIGHT-HENNEPIN COOPERATIV					
Cash Payment	G 100-15500 Prepaid Items		PW Building: Fire Panel Monitoring 01/31/19			\$27.95
Invoice		11/19/2018				
Cash Payment	G 100-15500 Prepaid Items		PW Building: Fire Alarm Testing / Inspection 01/31/19			\$18.95
Invoice		11/19/2018				
Cash Payment	E 100-45200-381 Electric Utilities		Jansen Avenue NE Siren - May 2018 to October 2018			\$20.49
Invoice	35026811382	11/19/2018				
Cash Payment	E 100-45200-381 Electric Utilities		EagleView Park - 3 Light Poles			\$56.61
Invoice	35026811382	11/19/2018				
Transaction Date	11/27/2018	Due 0	Cash	10100	Total	\$124.00

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Payments

Current Period: December 2018

Refer	2534 WSB & ASSOCIATES, INC.	Ck# 002525E 12/4/2018			
Cash Payment	G 823-20200 Accounts Payable	CRHW 3rd Addition - Phase 2 Construction - Constructino Observation: October 2018			\$1,288.00
Invoice	010287-18-1118	11/29/2018			
Cash Payment	E 603-41910-310 Other Professional Servi	2018 MS4 Services: October 2018			\$168.00
Invoice	011009-11-1118	11/29/2018			
Cash Payment	E 100-41950-303 Engineering Fees	2018 General Engineering Services: October 2018			\$1,319.50
Invoice	011288-10-1118	11/29/2018			
Cash Payment	G 825-20200 Accounts Payable	CRH Future Additions: October 2018			\$150.00
Invoice	011855-6-1118	11/29/2018			
Cash Payment	G 827-20200 Accounts Payable	Hanover Cove Preliminary Plat: October 2018			\$163.00
Invoice	012261-4-1118	11/29/2018			
Transaction Date	11/30/2018	Due 0	Cash	10100	Total \$3,088.50

Refer	2533 XCEL ENERGY	Ck# 033952 12/4/2018			
Cash Payment	E 100-42280-381 Electric Utilities	Fire Station 10/06/18 - 11/02/18			\$269.86
Invoice					
Cash Payment	E 100-41940-381 Electric Utilities	City Hall 10/06/18 - 11/02/18			\$602.85
Invoice	616186856	11/20/2018			
Cash Payment	E 100-45200-381 Electric Utilities	Historical Bridge Lighting 10/04/18 - 11/04/18			\$60.55
Invoice	616186856	11/20/2018			
Cash Payment	E 100-43160-381 Electric Utilities	209 LaBeaux Avenue NE 10/04/18 - 11/04/18			\$38.08
Invoice	616186856	11/20/2018			
Cash Payment	E 100-45200-381 Electric Utilities	Cardinal Circle Park 10/07/18 - 11/05/18			\$15.11
Invoice	616186856	11/20/2018			
Cash Payment	E 100-45200-381 Electric Utilities	1033 Mallard Street NE 10/07/18 - 11/05/18			\$11.54
Invoice	616186856	11/20/2018			
Cash Payment	E 100-43160-381 Electric Utilities	751 LaBeaux Avenue NE 10/07/18 - 11/05/18			\$76.69
Invoice	616186856	11/20/2018			
Cash Payment	E 100-41940-381 Electric Utilities	Public Works Building 10/04/18 - 11/04/18			\$336.97
Invoice	616186856	11/20/2018			
Transaction Date	11/27/2018	Due 0	Cash	10100	Total \$1,411.65

Fund Summary

	10100 Cash	
827 HANOVER COVE PRELIMINARY PLAT	\$163.00	
825 CROW RVR HTS FUT WEST PLAT/PUD	\$150.00	
823 CROW RVR HTS WEST 3RD / BACKES	\$1,288.00	
818 MISC ESCROWS FUND	\$54.00	
603 STORM WATER ENTERPRISE FUND	\$168.00	
602 SEWER ENTERPRISE FUND	\$31,838.41	
100 GENERAL FUND	\$20,583.39	
	<hr/>	
	\$54,244.80	

Pre-Written Check	\$54,244.80
Checks to be Generated by the Computer	\$0.00
Total	<hr/> \$54,244.80

CITY OF HANOVER

11/20/18 10:41 AM

Page 1

*Check Summary Register©

Cks 11/19/2018 - 11/19/2018

Name	Check Date	Check Amt	
<hr/>			
10100 Cash			
Paid Chk# 002515E MN DEPT OF REVENUE	11/19/2018	<u>\$14.25</u>	Petroleum Tax - October 2018
	Total Checks	\$14.25	

FILTER: None

CITY OF HANOVER

11/30/18 9:19 AM

Page 1

*Check Summary Register©

Cks 12/4/2018 - 12/4/2018

Name	Check Date	Check Amt	
10100 Cash			
Paid Chk# 002516E Randy's Environmental Services	12/4/2018	\$3,622.94	Recycling - November 2018
Paid Chk# 002517E Wright-Hennepin Coop Electric	12/4/2018	\$124.00	PW Building: Fire Panel Monito
Paid Chk# 002521E CITY OF ST. MICHAEL	12/4/2018	\$33,088.41	Life Station Flows - 4th Quart
Paid Chk# 002522E BIREN, AMY	12/4/2018	\$32.72	Get Well Flowers - Park Board
Paid Chk# 002523E BLUE TARP FINANCIAL	12/4/2018	\$330.83	Powerluber 18 Volt Grease Gun
Paid Chk# 002524E RUSSELL SECURITY RESOURC	12/4/2018	\$13.50	PW Bldg: 3 Keys Everest C123 -
Paid Chk# 002525E WSB & ASSOCIATES, INC.	12/4/2018	\$3,088.50	CRHW 3rd Addition - Phase 2 Co
Paid Chk# 002526E SNOWPLOWS PLUS INC.	12/4/2018	\$310.98	Western Plow Part - 9.5 Ft. MV
Paid Chk# 033931 ASPEN EQUIPMENT CO.	12/4/2018	\$321.75	Plow Truck: Hydraulic Motor Sp
Paid Chk# 033932 ASPEN MILLS	12/4/2018	\$166.50	S. Thompson: Navy Pant, Navy S
Paid Chk# 033933 BURSCHVILLE CONSTRUCTION	12/4/2018	\$720.00	Grading of Gravel Roads on 10/
Paid Chk# 033934 CARDMEMBER SERVICE	12/4/2018	\$510.06	Utility 12: Map Light
Paid Chk# 033935 CARGILL, INCORPORATED	12/4/2018	\$3,602.21	Ice Control Salt - 47.46 Ton @
Paid Chk# 033936 CLASSIC CLEANING COMPANY	12/4/2018	\$715.00	City Hall Monthly Cleaning - N
Paid Chk# 033937 COMCAST	12/4/2018	\$150.80	PW: Digital Voice & Internet -
Paid Chk# 033938 CUSTOMIZED FIRE RESCUE TR	12/4/2018	\$2,550.00	Class on 11/27/18: SCBA Confid
Paid Chk# 033939 DEISTING, NANCY	12/4/2018	\$200.00	Hall Damage Deposit Release -
Paid Chk# 033940 Guidance Point Technologies	12/4/2018	\$757.50	Trend Micro Anti-Virus 1 Yr Re
Paid Chk# 033941 JERDE, ERIN	12/4/2018	\$200.00	Hall Damage Deposit Release -
Paid Chk# 033942 LANO EQUIPMENT - LORETTO	12/4/2018	\$314.12	Kubota: Water Pump, Thermostat
Paid Chk# 033943 MARCO TECHNOLOGIES, LLC	12/4/2018	\$176.05	Contract Base Rate Charge for
Paid Chk# 033944 MENARDS - BUFFALO	12/4/2018	\$200.21	32W 3Bulb T8 Ballast - Qty 2
Paid Chk# 033945 PERSONS, JESSICA	12/4/2018	\$200.00	Hall Damage Deposit Release -
Paid Chk# 033946 Rupp Anderson Squires & Waldsp	12/4/2018	\$162.00	Miscellaneous: September 2018
Paid Chk# 033947 SCHULTES GREENHOUSE	12/4/2018	\$139.97	Spruce Tops for Decorative Pot
Paid Chk# 033948 SERVICE GRINDING & SHARPEN	12/4/2018	\$36.00	Wood Chipper: Double Sided Bla
Paid Chk# 033949 Sun Life Financial	12/4/2018	\$176.87	Life Insurance - November 2018
Paid Chk# 033950 VISA	12/4/2018	\$759.73	Phone Services - 8 Lines - 10/
Paid Chk# 033951 VONCO II, LLC	12/4/2018	\$162.50	Fall 2018 Street Sweepings
Paid Chk# 033952 XCEL ENERGY	12/4/2018	\$1,411.65	Public Works Building 10/04/18
	Total Checks	\$54,244.80	

FILTER: None



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

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

Federal Tax ID 46-1641135

Statement as of: 9/30/2018
Statement Date: 11/13/2018
Statement No. 8076

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

4011(1)-0001: Miscellaneous	108.00
4011(1)-0095: Crow River Heights Future West Addition	54.00

Total Fees and Expenses: \$162.00

Previous Balance: -

Total Now Due: \$162.00

Handwritten initials

NOV 16 2018



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

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

4011(1)-0001: Miscellaneous

*E# 100-411610-304
City Attorney
↳ Legal Fees*

		Hours	Rate	Amount
09/06/2018	JTS Cindy message regarding Mahler pit.	0.10	180.00	18.00
09/13/2018	JTS Prepare for and participate in call with Cindy regarding Mahler pit and interim use extension.	0.40	180.00	72.00
09/21/2018	JTS Brian e-mail regarding park dedication fee; reply.	0.10	180.00	18.00

Sub-total Fees: \$108.00

4011(1)-0095: Crow River Heights Future West Addition

*G# 818-20200 Misc. Escrows - Backes Lot Split - CRHW
Project # 208248*

		Hours	Rate	Amount
09/12/2018	JTS Review e-mails regarding developer request for deed sign-off; Telephone conference with Brian and Cindy regarding same.	0.30	180.00	54.00

Sub-total Fees: \$54.00

Rate Summary

Jay T. Squires	0.90 hours at \$180.00/hr	162.00
Total hours:	0.90	162.00

Total Fees and Expenses: \$162.00

Previous Balance: -

Total Now Due: \$162.00

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

Crista A. Anderson
Accounts Manager



2525

701 Xenia Avenue South | Suite 300 | Minneapolis, MN 55416 | (763) 541-4800

November 29, 2018

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

Re: October 2018 Invoices

Dear Mr. Hagen:

Enclosed please find a list of the current invoices for professional engineering services during the month of October for the City of Hanover.

If you have any questions, please contact me at 651-286-8465.

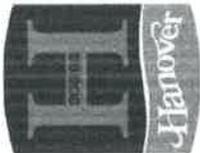
Sincerely,

WSB & Associates, Inc.

Justin Messner
Principal

Enclosures

nf



Project Budget Tracking

For the period 10/1/2018 - 10/31/2018

Project Name	WSB Project #	Project Manager	Current Invoice	Fee Type	JTD Billed	Comments	Client Invoice Reviewer
HANO - 2018 General Engineering Services	R-011288-000	Messner, Justin	\$ 1,319.50	Hourly	\$ 13,153.25		Hagen, Brian
HANO - 2018 MS4 Services	R-011009-000	Johnson, Paul	\$ 168.00	Hourly	\$ 3,916.00		Hagen, Brian
HANO - Crow River Heights Future Additions	R-011655-000	Messner, Justin	\$ 150.00	Hourly	\$ 4,149.75		Hagen, Brian
HANO - Hanover Cove	R-012261-000	Messner, Justin	\$ 163.00	Hourly	\$ 7,883.00		Hagen, Brian
HANO- Crow River Heights West 3rd Addition	R-010287-000	Messner, Justin	\$ 1,288.00	Hourly	\$ 62,152.25		Hagen, Brian
Final Totals			\$ 3,088.50				

JP





City of Hanover
 Attn: Brian Hagen
 11250 5th Street NE
 Hanover, MN 55341

November 29, 2018
 Project/Invoice: R-010287-000 - 18 - 1118
 Reviewed by: Andrew Brotzler
 Project Manager: Justin Messner

Crow River Heights West 3rd Addition
Professional Services from October 1, 2018 to October 31, 2018

Phase 002 Construction
 Construction Observation

		Hours	Rate	Amount
Johnson, Paul	10/2/2018	1.50	112.00	168.00
Erosion Control				
Johnson, Paul	10/3/2018	1.00	112.00	112.00
Erosion Control				
Johnson, Paul	10/9/2018	1.50	112.00	168.00
Erosion Control				
Johnson, Paul	10/10/2018	2.50	112.00	280.00
Erosion Control/Rain Event				
Johnson, Paul	10/11/2018	1.00	112.00	112.00
Erosion Control				
Johnson, Paul	10/16/2018	1.50	112.00	168.00
Erosion Control				
Johnson, Paul	10/18/2018	1.00	112.00	112.00
Erosion Control				
Johnson, Paul	10/23/2018	1.50	112.00	168.00
Erosion Control				

Totals 11.50 1,288.00

Total Labor 1,288.00

G# 823-20200

CRHW 3rd Addition

↳ Developers Agreement

Total this Task \$1,288.00

Total this Phase \$1,288.00

Total this Invoice \$1,288.00

gt (circled)

Outstanding Invoices

Invoice Number	Date	Balance
17	10/29/2018	728.00
Total		728.00

Total Now Due \$2,016.00

Project	R-010287-000	HANO- Crow River Heights West 3rd Additi	Invoice	18
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Billings to Date

	Current	Prior	Total
Labor	1,288.00	60,864.25	62,152.25
Totals	1,288.00	60,864.25	62,152.25



City of Hanover
Attn: Brian Hagen
11250 5th Street NE
Hanover, MN 55341

November 29, 2018
Project/Invoice: R-011009-000 - 11 - 1118
Reviewed by: Justin Messner
Project Manager: Paul Johnson

2018 MS4 Services

Professional Services from October 1, 2018 to October 31, 2018

Phase 001 2018 MS4 Services
Project Management

		Hours	Rate	Amount
Johnson, Paul	10/4/2018	1.50	112.00	168.00
Quarterly Update, SWPPP Updates				
Totals		1.50		168.00
Total Labor				168.00
Total this Task				\$168.00
Total this Phase				\$168.00

Billing Limits	Current	Prior	To-Date
Total Billings	168.00	3,748.00	3,916.00
Limit			7,700.00
Remaining			3,784.00
Total this Invoice			\$168.00

Outstanding Invoices

Invoice Number	Date	Balance	
10	10/29/2018	78.00	
Total		78.00	
Total Now Due			\$246.00

E# 603-41910-310
Storm Water Ent. Fund
↳ Planning & Zoning
↳ Other Prof. Svcs.



City of Hanover
 Attn: Brian Hagen
 11250 5th Street NE
 Hanover, MN 55341

November 29, 2018
 Project/Invoice: R-011288-000 - 10 - 1118
 Reviewed by: Andrew Brotzler
 Project Manager: Justin Messner

2018 General Engineering Services
Professional Services from October 1, 2018 to October 31, 2018

Phase	001	General Engineering Services		
Project Management				
		Hours	Rate	Amount
Messner, Justin	10/24/2018	.25	163.00	40.75
Plan Review - 11103 12th St Shed				
Messner, Justin	10/25/2018	.25	163.00	40.75
Plan Review - 9871 Jordan Ave				
Preisler, Nicholas	10/1/2018	.25	120.00	30.00
10731 108th Ave Deck Stairs permit				
Preisler, Nicholas	10/1/2018	.25	120.00	30.00
11589 Erin Porch Permit				
Preisler, Nicholas	10/2/2018	.25	120.00	30.00
10261 Kalen Lane Permit				
Preisler, Nicholas	10/18/2018	.50	120.00	60.00
10555 Prairie Lane Engineering Review				
Preisler, Nicholas	10/30/2018	1.25	120.00	150.00
9896 Jordan Ave Engineering Review				
Preisler, Nicholas	10/31/2018	.25	120.00	30.00
9896 Jordan Ave Engineering Review (2nd)				
Totals		3.25		411.50
Total Labor				411.50
Total this Task				\$411.50

Council Meetings

Field Services Billing

Council Mtg and/or Planning Commission

1.0 Meeting @ 40.00	40.00	
Total Field Services	40.00	40.00
Total this Task		\$40.00

GIS Mapping

	Hours	Rate	Amount
Pittman, Bryan	10/16/2018	2.00	124.00
			248.00

Project	R-011288-000	HANO - 2018 General Engineering Services	Invoice	10	
Comp Plan Map Changes					
Pittman, Bryan		10/17/2018	2.00	124.00	248.00
Comp Plan Map Changes and functional classification					
Pittman, Bryan		10/18/2018	2.00	124.00	248.00
Comp Plan Map Changes					
Pittman, Bryan		10/22/2018	1.00	124.00	124.00
Comp Plan Update					
Totals			7.00		868.00
Total Labor					868.00
Total this Task					\$868.00
Total this Phase					\$1,319.50
Total this invoice					\$1,319.50

JH

Outstanding Invoices

Invoice Number	Date	Balance
9	10/29/2018	1,893.50
Total		1,893.50

Total Now Due \$3,213.00

Billings to Date

	Current	Prior	Total
Labor	1,279.50	11,553.75	12,833.25
Field Services	40.00	280.00	320.00
Totals	1,319.50	11,833.75	13,153.25

E# 100-41950-303

Engineer
↳ Engineering Fees



City of Hanover
Attn: Brian Hagen
11250 5th Street NE
Hanover, MN 55341

November 29, 2018
Project/Invoice: R-011855-000 - 6 - 1118
Reviewed by: Andrew Brotzler
Project Manager: Justin Messner

Crow River Heights Future Additions
Professional Services from October 1, 2018 to October 31, 2018

Phase 001 Plan Review
Plan Review

		Hours	Rate	Amount
Keller, Kris	10/31/2018	1.25	120.00	150.00
Plan Review				
Totals		1.25		150.00
Total Labor				150.00
			Total this Task	\$150.00
			Total this Phase	\$150.00
			Total this Invoice	\$150.00

Billings to Date

	Current	Prior	Total
Labor	150.00	3,999.75	4,149.75
Totals	150.00	3,999.75	4,149.75

G # 825-20200
CRH Future West



City of Hanover
Attn: Brian Hagen
11250 5th Street NE
Hanover, MN 55341

November 29, 2018
Project/Invoice: R-012261-000 - 4 - 1118
Reviewed by: Andrew Brotzler
Project Manager: Justin Messner

Hanover Cove

Professional Services from October 1, 2018 to October 31, 2018

Phase 001 Plan Review
Plan Review

		Hours	Rate	Amount
Messner, Justin	10/29/2018	1.00	163.00	163.00
Density/Outlot Plan Review				
Totals		1.00		163.00
Total Labor				163.00

Total this Task \$163.00

Total this Phase \$163.00

Total this Invoice \$163.00

Billings to Date

	Current	Prior	Total
Labor	163.00	7,720.00	7,883.00
Totals	163.00	7,720.00	7,883.00

JH

G# 827-20200

Hanover Cove - Preliminary Plat

CITY OF HANOVER

11/30/18 9:25 AM

Cash Balances

Page 1

December 2018

Fund	Begin Month	GL Debits Month	GL Credits Month	Balance
100 GENERAL FUND	\$337,619.40	\$217.15	\$20,800.54	\$317,036.01
107 FIRE DEPT DONATIONS FUND	\$23,618.31	\$0.00	\$0.00	\$23,618.31
201 EDA SPECIAL REVENUE FUND	\$75,371.04	\$0.00	\$0.00	\$75,371.04
205 EDA BUSINESS INCENTIVE FUND	\$126,785.47	\$0.00	\$0.00	\$126,785.47
311 2008A GO CIP REFUNDING BOND	\$62,626.41	\$0.00	\$0.00	\$62,626.41
312 2009A GO IMP REFUNDING BOND	\$8,735.63	\$0.00	\$0.00	\$8,735.63
313 2010 GO EQUIPMENT CERTIFICATES	\$0.00	\$0.00	\$0.00	\$0.00
314 2011A GO IMP CROSSOVER REF BD	\$363,793.19	\$0.00	\$0.00	\$363,793.19
315 2016A GO CIP BOND	\$38,099.02	\$0.00	\$0.00	\$38,099.02
401 GENERAL CAPITAL PROJECTS	\$1,229,074.20	\$0.00	\$0.00	\$1,229,074.20
402 PARKS CAPITAL PROJECTS	\$16,102.09	\$0.00	\$0.00	\$16,102.09
403 FIRE DEPT CAPITAL FUND	\$263,103.70	\$0.00	\$0.00	\$263,103.70
404 HISTORICAL CAPITAL PROJ FUND	\$0.00	\$0.00	\$0.00	\$0.00
405 PARK DEDICATION FEE	\$2,740.00	\$0.00	\$0.00	\$2,740.00
406 GAMBLING PROCEEDS	\$6,650.00	\$0.00	\$0.00	\$6,650.00
407 TIF REDEV DIST #1	\$13,312.02	\$0.00	\$0.00	\$13,312.02
409 MAHLER PIT - 15TH ST IMP FUND	\$79,056.88	\$0.00	\$0.00	\$79,056.88
411 FACILITIES CAPITAL PROJ FUND	-\$514,537.06	\$0.00	\$0.00	-\$514,537.06
417 EQUIPMENT CAPITAL FUND	\$118,826.61	\$0.00	\$0.00	\$118,826.61
418 STREET CAPITAL PROJ FUND	\$26,107.31	\$0.00	\$0.00	\$26,107.31
601 WATER ENTERPRISE FUND	\$899,980.25	\$0.00	\$0.00	\$899,980.25
602 SEWER ENTERPRISE FUND	\$308,318.88	\$0.00	\$31,838.41	\$276,480.47
603 STORM WATER ENTERPRISE FUND	\$119,900.42	\$0.00	\$168.00	\$119,732.42
611 WATER CAPITAL IMP FUND	\$168,120.38	\$0.00	\$0.00	\$168,120.38
612 SEWER CAPITAL IMP FUND	\$1,951,836.36	\$0.00	\$0.00	\$1,951,836.36
613 STORM WATER CAPITAL IMP FUND	\$606,943.25	\$0.00	\$0.00	\$606,943.25
701 RIVER ROAD CEMETERY	\$35,981.74	\$0.00	\$0.00	\$35,981.74
804 SCHENDELS FIELD ESC FUND	\$0.00	\$0.00	\$0.00	\$0.00
809 BRIDGES AT HANOVER ESC FUND	\$0.00	\$0.00	\$0.00	\$0.00
811 EROSION CONTROL ESCROW FUND	\$28,000.00	\$0.00	\$0.00	\$28,000.00
815 LANDSCAPE ESCROW FUND	\$26,000.00	\$0.00	\$0.00	\$26,000.00
817 INFRASTRUCTURE ESCROW FUND	\$10,000.00	\$0.00	\$0.00	\$10,000.00
818 MISC ESCROWS FUND	\$9,040.55	\$0.00	\$54.00	\$8,986.55
820 BRIDGES TOWNHOMES ESC FUND	\$3,626.40	\$0.00	\$0.00	\$3,626.40
821 QUAIL PASS 2ND ADD ESCROW FD	\$0.00	\$0.00	\$0.00	\$0.00
823 CROW RVR HTS WEST 3RD / BACKES	\$20,691.17	\$0.00	\$1,288.00	\$19,403.17
824 CROW RVR HTS WEST 3RD PH2 EAW	\$0.00	\$0.00	\$0.00	\$0.00
825 CROW RVR HTS FUT WEST PLAT/PUD	\$11,196.31	\$0.00	\$150.00	\$11,046.31
826 CROW RVR HTS 4TH ADD FINL PLAT	\$0.00	\$0.00	\$0.00	\$0.00
827 HANOVER COVE PRELIMINARY PLAT	\$54,825.00	\$0.00	\$163.00	\$54,662.00
900 INTEREST	\$9,474.08	\$0.00	\$0.00	\$9,474.08

Cash Balances

December 2018

Fund	Begin Month	GL Debits Month	GL Credits Month	Balance
	\$6,541,019.01	\$217.15	\$54,461.95	\$6,486,774.21

Revenue Budget by Source - General Fund

Source Alt Code	Account Descr	December 2018 Amt	2018 YTD Amt	2018 YTD Budget	2018 YTD Balance	%YTD Budget
Fund 100 GENERAL FUND						
TAXES	R 100-31000 Property Taxes - General	\$0.00	\$506,298.61	\$881,449.00	\$375,150.39	57.44%
TAXES	R 100-31020 Property Taxes - Fire	\$0.00	\$64,952.00	\$129,904.00	\$64,952.00	50.00%
TAXES	R 100-31800 Franchise Fees	\$0.00	\$11,234.25	\$15,000.00	\$3,765.75	74.90%
Source Alt Code TAXES		\$0.00	\$582,484.86	\$1,026,353.00	\$443,868.14	56.75%
SERVICE	R 100-34000 Charges for Services	\$0.00	\$3,759.00	\$0.00	-\$3,759.00	0.00%
SERVICE	R 100-34101 City Hall Rent Revenue	\$0.00	\$10,424.04	\$10,000.00	-\$424.04	104.24%
SERVICE	R 100-34107 Assessment Search Fees	\$0.00	\$700.00	\$400.00	-\$300.00	175.00%
SERVICE	R 100-34108 Administrative Fees	\$0.00	\$5,706.00	\$2,000.00	-\$3,706.00	285.30%
SERVICE	R 100-34109 Copies/Faxes	\$0.00	\$43.00	\$75.00	\$32.00	57.33%
SERVICE	R 100-34206 Other Public Safety Charges	\$0.00	\$415.00	\$0.00	-\$415.00	0.00%
SERVICE	R 100-34207 Fire Protection Services	\$0.00	\$96,748.90	\$140,661.00	\$43,912.10	68.78%
SERVICE	R 100-34403 Recycling Rev/Reimb	\$0.00	\$4,944.70	\$6,000.00	\$1,055.30	82.41%
SERVICE	R 100-34780 Park Rental Fees	\$0.00	\$2,050.00	\$3,000.00	\$950.00	68.33%
SERVICE	R 100-34940 Cemetery Revenues	\$0.00	\$3,500.00	\$2,000.00	-\$1,500.00	175.00%
Source Alt Code SERVICE		\$0.00	\$128,290.64	\$164,136.00	\$35,845.36	78.16%
MISC	R 100-36100 Special Assessments	\$0.00	\$0.00	\$500.00	\$500.00	0.00%
MISC	R 100-36200 Miscellaneous Revenues	\$0.00	-\$2,024.23	\$900.00	\$2,924.23	-224.91%
MISC	R 100-36210 Interest Earnings	\$0.00	\$5,402.38	\$3,000.00	-\$2,402.38	180.08%
MISC	R 100-36215 Investment Income/Loss	\$0.00	-\$3,818.70	\$6,000.00	\$9,818.70	-63.65%
MISC	R 100-36230 Contributions and Donations	\$0.00	\$375.00	\$2,000.00	\$1,625.00	18.75%
MISC	R 100-36235 Insurance Dividends	\$0.00	\$0.00	\$8,000.00	\$8,000.00	0.00%
MISC	R 100-36250 Damage Deposits	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
MISC	R 100-36260 Refunds or Reimbursements	\$0.00	\$259.13	\$0.00	-\$259.13	0.00%
MISC	R 100-36290 Sale of Vehicles/Equipment	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
MISC	R 100-39101 Sales of General Fixed Asset	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
MISC	R 100-39203 Transfer from Other Fund	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Source Alt Code MISC		\$0.00	\$193.58	\$20,400.00	\$20,206.42	0.95%
LIC PERM	R 100-32110 Alcoholic Beverages	\$0.00	\$7,020.00	\$10,370.00	\$3,350.00	67.70%
LIC PERM	R 100-32180 Other Bus. Licenses/Permits	\$0.00	\$1,790.00	\$400.00	-\$1,390.00	447.50%
LIC PERM	R 100-32210 Building Permits	\$0.00	\$82,087.77	\$140,000.00	\$57,912.23	58.63%
LIC PERM	R 100-32240 Animal Licenses	\$0.00	\$0.00	\$100.00	\$100.00	0.00%
LIC PERM	R 100-32260 Solid Waste Hauler Licenses	\$0.00	\$1,500.00	\$1,500.00	\$0.00	100.00%
LIC PERM	R 100-32270 Rental Dwelling Licenses	\$0.00	\$1,180.00	\$800.00	-\$380.00	147.50%
LIC PERM	R 100-32280 Other Non-Business Lic/Per	\$0.00	\$35.00	\$50.00	\$15.00	70.00%
Source Alt Code LIC PERM		\$0.00	\$93,612.77	\$153,220.00	\$59,607.23	61.10%
INTGOVT	R 100-33400 State Grants and Aids	\$0.00	\$12,719.50	\$0.00	-\$12,719.50	0.00%
INTGOVT	R 100-33401 Local Government Aid	\$0.00	\$58,825.50	\$117,651.00	\$58,825.50	50.00%
INTGOVT	R 100-33410 MV Credit	\$0.00	\$659.47	\$0.00	-\$659.47	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	\$39,020.04	\$39,000.00	-\$20.04	100.05%
INTGOVT	R 100-33426 State Police Aid	\$0.00	\$5,983.76	\$5,500.00	-\$483.76	108.80%
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	\$117,377.77	\$162,490.00	\$45,112.23	72.24%
FINES	R 100-35100 Court Fines	\$0.00	\$5,656.24	\$2,000.00	-\$3,656.24	282.81%
Source Alt Code FINES		\$0.00	\$5,656.24	\$2,000.00	-\$3,656.24	282.81%
Fund 100 GENERAL FUND		\$0.00	\$927,615.86	\$1,528,599.00	\$600,983.14	60.68%

Revenue Budget by Source - General Fund

Source Alt Code	Account Descr	December 2018 Amt	2018 YTD Amt	2018 YTD Budget	2018 YTD Balance	%YTD Budget
		\$0.00	\$927,615.86	\$1,528,599.00	\$600,983.14	60.68%

CITY OF HANOVER
Expenditure Budget Report - General Fund

Dept Abbrev	Account Descr	December 2018 Amt	2018 YTD Amt	2018 YTD Budget	2018 YTD Balance	%YTD Budget
Fund 100 GENERAL FUND						
Dept 41110 Council						
COUNCIL	E 100-41110-111 Committee Wages/Mee	\$0.00	\$5,535.00	\$13,000.00	\$7,465.00	42.58%
COUNCIL	E 100-41110-122 FICA	\$0.00	\$343.17	\$806.00	\$462.83	42.58%
COUNCIL	E 100-41110-123 Medicare	\$0.00	\$80.26	\$189.00	\$108.74	42.47%
COUNCIL	E 100-41110-208 Training and Instructio	\$0.00	\$345.00	\$400.00	\$55.00	86.25%
COUNCIL	E 100-41110-306 Dues & Subscriptions	\$0.00	\$3,914.21	\$7,500.00	\$3,585.79	52.19%
COUNCIL	E 100-41110-331 Travel Expenses	\$0.00	\$711.38	\$500.00	-\$211.38	142.28%
COUNCIL	E 100-41110-437 Other Miscellaneous	\$32.72	\$3,879.80	\$17,503.00	\$13,623.20	22.17%
Dept 41110 Council		\$32.72	\$14,808.82	\$39,898.00	\$25,089.18	37.12%
Dept 41330 Boards and Commissions						
BRDCOMM	E 100-41330-111 Committee Wages/Mee	\$0.00	\$0.00	\$4,000.00	\$4,000.00	0.00%
BRDCOMM	E 100-41330-208 Training and Instructio	\$0.00	\$0.00	\$500.00	\$500.00	0.00%
BRDCOMM	E 100-41330-331 Travel Expenses	\$0.00	\$0.00	\$100.00	\$100.00	0.00%
Dept 41330 Boards and Commissions		\$0.00	\$0.00	\$4,600.00	\$4,600.00	0.00%
Dept 41400 City Administrator						
CITYADM	E 100-41400-101 Full-Time Employees R	\$0.00	\$64,882.97	\$72,040.00	\$7,157.03	90.07%
CITYADM	E 100-41400-121 PERA	\$0.00	\$4,983.90	\$5,403.00	\$419.10	92.24%
CITYADM	E 100-41400-122 FICA	\$0.00	\$4,120.03	\$4,466.00	\$345.97	92.25%
CITYADM	E 100-41400-123 Medicare	\$0.00	\$963.63	\$1,045.00	\$81.37	92.21%
CITYADM	E 100-41400-134 Employer Paid Life	\$0.00	\$345.06	\$400.00	\$54.94	86.27%
CITYADM	E 100-41400-151 Med/Dental Insurance	\$0.00	\$7,668.85	\$8,400.00	\$731.15	91.30%
CITYADM	E 100-41400-208 Training and Instructio	\$0.00	\$1,161.04	\$1,500.00	\$338.96	77.40%
CITYADM	E 100-41400-306 Dues & Subscriptions	\$0.00	\$91.72	\$500.00	\$408.28	18.34%
Dept 41400 City Administrator		\$0.00	\$84,217.20	\$93,754.00	\$9,536.80	89.83%
Dept 41410 Elections						
ELECTION	E 100-41410-200 Office Supplies (GENER	\$182.00	\$1,726.60	\$5,000.00	\$3,273.40	34.53%
ELECTION	E 100-41410-310 Other Professional Serv	\$0.00	\$3,879.27	\$5,000.00	\$1,120.73	77.59%
ELECTION	E 100-41410-351 Legal Notices Publishin	\$0.00	\$64.39	\$300.00	\$235.61	21.46%
ELECTION	E 100-41410-400 Repairs & Maint Cont (\$0.00	\$0.00	\$1,500.00	\$1,500.00	0.00%
Dept 41410 Elections		\$182.00	\$5,670.26	\$11,800.00	\$6,129.74	48.05%
Dept 41430 Clerical Staff						
CLERICAL	E 100-41430-101 Full-Time Employees R	\$0.00	\$41,310.51	\$45,718.00	\$4,407.49	90.36%
CLERICAL	E 100-41430-121 PERA	\$0.00	\$3,172.57	\$3,429.00	\$256.43	92.52%
CLERICAL	E 100-41430-122 FICA	\$0.00	\$2,622.64	\$2,835.00	\$212.36	92.51%
CLERICAL	E 100-41430-123 Medicare	\$0.00	\$613.43	\$663.00	\$49.57	92.52%
CLERICAL	E 100-41430-134 Employer Paid Life	\$0.00	\$1,384.79	\$1,600.00	\$215.21	86.55%
CLERICAL	E 100-41430-142 Unemployment Benefit	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
CLERICAL	E 100-41430-151 Med/Dental Insurance	\$0.00	\$7,698.98	\$8,400.00	\$701.02	91.65%
CLERICAL	E 100-41430-208 Training and Instructio	\$0.00	\$0.00	\$500.00	\$500.00	0.00%
CLERICAL	E 100-41430-306 Dues & Subscriptions	\$0.00	\$22.50	\$250.00	\$227.50	9.00%
Dept 41430 Clerical Staff		\$0.00	\$56,825.42	\$63,395.00	\$6,569.58	89.64%
Dept 41435 Staff Expenses						
STAFFEXP	E 100-41435-260 Uniforms	\$0.00	\$200.00	\$300.00	\$100.00	66.67%
STAFFEXP	E 100-41435-310 Other Professional Serv	\$0.00	\$240.00	\$500.00	\$260.00	48.00%
STAFFEXP	E 100-41435-331 Travel Expenses	\$0.00	\$706.27	\$2,000.00	\$1,293.73	35.31%
Dept 41435 Staff Expenses		\$0.00	\$1,146.27	\$2,800.00	\$1,653.73	40.94%
Dept 41530 Accounting						
ACCTING	E 100-41530-101 Full-Time Employees R	\$0.00	\$47,785.47	\$53,040.00	\$5,254.53	90.09%
ACCTING	E 100-41530-121 PERA	\$0.00	\$3,672.00	\$3,978.00	\$306.00	92.31%

CITY OF HANOVER
Expenditure Budget Report - General Fund

Dept Abbrev	Account Descr	December 2018 Amt	2018 YTD Amt	2018 YTD Budget	2018 YTD Balance	%YTD Budget
ACCTING	E 100-41530-122 FICA	\$0.00	\$3,021.00	\$3,288.00	\$267.00	91.88%
ACCTING	E 100-41530-123 Medicare	\$0.00	\$706.40	\$769.00	\$62.60	91.86%
ACCTING	E 100-41530-134 Employer Paid Life	\$0.00	\$950.19	\$1,100.00	\$149.81	86.38%
ACCTING	E 100-41530-151 Med/Dental Insurance	\$0.00	\$7,700.00	\$8,400.00	\$700.00	91.67%
ACCTING	E 100-41530-208 Training and Instructio	\$0.00	\$210.00	\$1,000.00	\$790.00	21.00%
ACCTING	E 100-41530-306 Dues & Subscriptions	\$0.00	\$41.66	\$250.00	\$208.34	16.66%
ACCTING	E 100-41530-310 Other Professional Serv	\$0.00	\$2,815.75	\$5,000.00	\$2,184.25	56.32%
Dept 41530 Accounting		\$0.00	\$66,902.47	\$76,825.00	\$9,922.53	87.08%
Dept 41540 Auditing						
AUDITING	E 100-41540-301 Auditing and Acctg Ser	\$0.00	\$21,050.00	\$21,050.00	\$0.00	100.00%
Dept 41540 Auditing		\$0.00	\$21,050.00	\$21,050.00	\$0.00	100.00%
Dept 41550 Assessing						
ASSESS G	E 100-41550-310 Other Professional Serv	\$0.00	\$20,392.00	\$20,000.00	-\$392.00	101.96%
Dept 41550 Assessing		\$0.00	\$20,392.00	\$20,000.00	-\$392.00	101.96%
Dept 41570 Purchasing						
PURCHASE	E 100-41570-200 Office Supplies (GENER	\$0.00	\$2,787.25	\$3,500.00	\$712.75	79.64%
PURCHASE	E 100-41570-205 Bank Fees	\$0.00	-\$61.38	\$200.00	\$261.38	-30.69%
PURCHASE	E 100-41570-207 Computer Supplies	\$0.00	\$4,089.10	\$8,000.00	\$3,910.90	51.11%
PURCHASE	E 100-41570-220 Repair/Maint Supply (G	\$176.05	\$3,926.65	\$4,000.00	\$73.35	98.17%
PURCHASE	E 100-41570-322 Postage	\$0.00	\$1,750.25	\$2,500.00	\$749.75	70.01%
PURCHASE	E 100-41570-570 Office Equip and Furnis	\$0.00	\$1,122.00	\$6,000.00	\$4,878.00	18.70%
Dept 41570 Purchasing		\$176.05	\$13,613.87	\$24,200.00	\$10,586.13	56.26%
Dept 41600 Computer						
COMPUTER	E 100-41600-310 Other Professional Serv	\$546.50	\$7,026.30	\$8,500.00	\$1,473.70	82.66%
Dept 41600 Computer		\$546.50	\$7,026.30	\$8,500.00	\$1,473.70	82.66%
Dept 41610 City Attorney						
CITYATNY	E 100-41610-304 Legal Fees	\$108.00	\$7,730.40	\$23,500.00	\$15,769.60	32.90%
Dept 41610 City Attorney		\$108.00	\$7,730.40	\$23,500.00	\$15,769.60	32.90%
Dept 41910 Planning and Zoning						
PLANZONG	E 100-41910-310 Other Professional Serv	\$0.00	\$22,245.22	\$25,000.00	\$2,754.78	88.98%
Dept 41910 Planning and Zoning		\$0.00	\$22,245.22	\$25,000.00	\$2,754.78	88.98%
Dept 41940 General Govt Buildings/Plant						
GOVTBLDG	E 100-41940-210 Operating Supplies (GE	\$0.00	\$0.00	\$1,500.00	\$1,500.00	0.00%
GOVTBLDG	E 100-41940-220 Repair/Maint Supply (G	\$13.50	\$8,990.36	\$7,000.00	-\$1,990.36	128.43%
GOVTBLDG	E 100-41940-306 Dues & Subscriptions	\$0.00	\$620.00	\$250.00	-\$370.00	248.00%
GOVTBLDG	E 100-41940-310 Other Professional Serv	\$715.00	\$6,593.92	\$9,000.00	\$2,406.08	73.27%
GOVTBLDG	E 100-41940-321 Telephone	\$459.48	\$7,387.85	\$4,200.00	-\$3,187.85	175.90%
GOVTBLDG	E 100-41940-325 Taxes	\$0.00	\$262.00	\$300.00	\$38.00	87.33%
GOVTBLDG	E 100-41940-381 Electric Utilities	\$939.82	\$11,827.74	\$14,000.00	\$2,172.26	84.48%
GOVTBLDG	E 100-41940-383 Gas Utilities	\$0.00	\$7,326.22	\$8,000.00	\$673.78	91.58%
GOVTBLDG	E 100-41940-384 Refuse/Garbage Dispos	\$241.16	\$2,883.82	\$3,500.00	\$616.18	82.39%
GOVTBLDG	E 100-41940-415 Other Equipment Renta	\$0.00	\$0.00	\$500.00	\$500.00	0.00%
GOVTBLDG	E 100-41940-520 Buildings and Structure	\$0.00	\$9,711.15	\$4,500.00	-\$5,211.15	215.80%
GOVTBLDG	E 100-41940-560 Furniture and Fixtures	\$0.00	\$1,450.00	\$2,500.00	\$1,050.00	58.00%
GOVTBLDG	E 100-41940-580 Other Equipment	-\$217.15	\$7,941.77	\$500.00	-\$7,441.77	588.35%
Dept 41940 General Govt Buildings/Plant		\$2,151.81	\$64,994.83	\$55,750.00	-\$9,244.83	116.58%
Dept 41950 Engineer						
ENGINEER	E 100-41950-303 Engineering Fees	\$1,319.50	\$12,027.25	\$25,000.00	\$12,972.75	48.11%
Dept 41950 Engineer		\$1,319.50	\$12,027.25	\$25,000.00	\$12,972.75	48.11%

CITY OF HANOVER
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Dept Abbrev	Account Descr	December 2018 Amt	2018 YTD Amt	2018 YTD Budget	2018 YTD Balance	%YTD Budget
Dept 41960 Insurance						
INSURANCE	E 100-41960-150 Worker s Comp (GENE	\$0.00	\$11,061.75	\$9,500.00	-\$1,561.75	116.44%
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	\$13,521.98	\$22,000.00	\$8,478.02	61.46%
Dept 41960 Insurance		\$0.00	\$24,583.73	\$31,500.00	\$6,916.27	78.04%
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	\$0.00	\$50.00	\$50.00	0.00%
LEGALPUB	E 100-41970-351 Legal Notices Publishin	\$0.00	\$202.18	\$2,000.00	\$1,797.82	10.11%
LEGALPUB	E 100-41970-354 Recording Fees	\$0.00	\$165.95	\$500.00	\$334.05	33.19%
Dept 41970 Legal Publications		\$0.00	\$368.13	\$2,850.00	\$2,481.87	12.92%
Dept 42101 Hennepin County Sheriff						
HCSHERIFF	E 100-42101-310 Other Professional Serv	\$0.00	\$60,821.79	\$81,096.00	\$20,274.21	75.00%
Dept 42101 Hennepin County Sheriff		\$0.00	\$60,821.79	\$81,096.00	\$20,274.21	75.00%
Dept 42102 Wright County Sheriff						
WCSHERIFF	E 100-42102-310 Other Professional Serv	\$0.00	\$99,879.58	\$105,120.00	\$5,240.42	95.01%
Dept 42102 Wright County Sheriff		\$0.00	\$99,879.58	\$105,120.00	\$5,240.42	95.01%
Dept 42210 Fire Dept Administration						
FIREADMIN	E 100-42210-103 Part-Time Employees	\$0.00	\$29,841.38	\$59,000.00	\$29,158.62	50.58%
FIREADMIN	E 100-42210-122 FICA	\$0.00	\$3,271.10	\$3,658.00	\$386.90	89.42%
FIREADMIN	E 100-42210-123 Medicare	\$0.00	\$765.03	\$856.00	\$90.97	89.37%
FIREADMIN	E 100-42210-142 Unemployment Benefit	\$0.00	\$167.88	\$0.00	-\$167.88	0.00%
FIREADMIN	E 100-42210-150 Worker s Comp (GENE	\$0.00	\$5,023.45	\$8,500.00	\$3,476.55	59.10%
FIREADMIN	E 100-42210-200 Office Supplies (GENER	\$0.00	\$0.00	\$350.00	\$350.00	0.00%
FIREADMIN	E 100-42210-305 Medical and Dental Fee	\$0.00	\$2,497.00	\$4,000.00	\$1,503.00	62.43%
FIREADMIN	E 100-42210-306 Dues & Subscriptions	\$0.00	\$725.00	\$1,000.00	\$275.00	72.50%
FIREADMIN	E 100-42210-361 General Liability Ins	\$0.00	\$2,003.82	\$5,000.00	\$2,996.18	40.08%
Dept 42210 Fire Dept Administration		\$0.00	\$44,294.66	\$82,364.00	\$38,069.34	53.78%
Dept 42220 Fire Dept Equipment						
FIREEQUIP	E 100-42220-221 Equipment Parts	\$0.00	\$4,790.04	\$15,500.00	\$10,709.96	30.90%
FIREEQUIP	E 100-42220-228 Medical Supplies	\$0.00	\$1,077.52	\$1,500.00	\$422.48	71.83%
FIREEQUIP	E 100-42220-240 Small Tools and Minor	\$0.00	\$336.91	\$850.00	\$513.09	39.64%
FIREEQUIP	E 100-42220-260 Uniforms	\$166.50	\$3,543.37	\$28,500.00	\$24,956.63	12.43%
FIREEQUIP	E 100-42220-580 Other Equipment	\$276.54	\$5,081.17	\$5,000.00	-\$81.17	101.62%
Dept 42220 Fire Dept Equipment		\$443.04	\$14,829.01	\$51,350.00	\$36,520.99	28.88%
Dept 42240 Fire Dept Training						
FIRETRNG	E 100-42240-208 Training and Instructio	\$2,550.00	\$4,158.62	\$12,500.00	\$8,341.38	33.27%
FIRETRNG	E 100-42240-310 Other Professional Serv	\$0.00	\$3,168.42	\$3,210.00	\$41.58	98.70%
FIRETRNG	E 100-42240-331 Travel Expenses	\$0.00	\$1,397.06	\$1,500.00	\$102.94	93.14%
Dept 42240 Fire Dept Training		\$2,550.00	\$8,724.10	\$17,210.00	\$8,485.90	50.69%
Dept 42260 Fire Vehicles						
FIREVEH	E 100-42260-212 Motor Fuels	\$15.65	\$2,848.76	\$4,500.00	\$1,651.24	63.31%
FIREVEH	E 100-42260-220 Repair/Maint Supply (G	\$0.00	\$3,908.78	\$9,000.00	\$5,091.22	43.43%
FIREVEH	E 100-42260-240 Small Tools and Minor	\$0.00	\$168.97	\$2,000.00	\$1,831.03	8.45%
FIREVEH	E 100-42260-323 Radio Units	\$0.00	\$11,144.51	\$7,805.00	-\$3,339.51	142.79%
Dept 42260 Fire Vehicles		\$15.65	\$18,071.02	\$23,305.00	\$5,233.98	77.54%
Dept 42280 Fire Stations and Bldgs						
FIREBLDG	E 100-42280-215 Shop Supplies	\$318.78	\$598.12	\$1,650.00	\$1,051.88	36.25%
FIREBLDG	E 100-42280-220 Repair/Maint Supply (G	\$41.98	\$9,698.36	\$7,500.00	-\$2,198.36	129.31%

CITY OF HANOVER
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Dept Abbrev	Account Descr	December 2018 Amt	2018 YTD Amt	2018 YTD Budget	2018 YTD Balance	%YTD Budget
FIREBLDG	E 100-42280-321 Telephone	\$0.00	\$909.58	\$1,000.00	\$90.42	90.96%
FIREBLDG	E 100-42280-325 Taxes	\$0.00	\$0.00	\$175.00	\$175.00	0.00%
FIREBLDG	E 100-42280-381 Electric Utilities	\$269.86	\$3,325.76	\$4,500.00	\$1,174.24	73.91%
FIREBLDG	E 100-42280-383 Gas Utilities	\$0.00	\$2,264.67	\$3,000.00	\$735.33	75.49%
FIREBLDG	E 100-42280-520 Buildings and Structure	\$0.00	\$932.35	\$0.00	-\$932.35	0.00%
Dept 42280 Fire Stations and Bldgs		\$630.62	\$17,728.84	\$17,825.00	\$96.16	99.46%
Dept 42290 Fire Relief Association						
FIRERELIEF	E 100-42290-124 Fire Pension Contributi	\$0.00	\$39,020.04	\$39,000.00	-\$20.04	100.05%
FIRERELIEF	E 100-42290-125 Other Retirement Contr	\$0.00	\$6,005.50	\$12,011.00	\$6,005.50	50.00%
FIRERELIEF	E 100-42290-301 Auditing and Acctg Ser	\$0.00	\$6,250.00	\$6,500.00	\$250.00	96.15%
Dept 42290 Fire Relief Association		\$0.00	\$51,275.54	\$57,511.00	\$6,235.46	89.16%
Dept 42401 Building Inspection Admin						
INSPADMN	E 100-42401-310 Other Professional Serv	\$0.00	\$35,481.36	\$50,000.00	\$14,518.64	70.96%
Dept 42401 Building Inspection Admin		\$0.00	\$35,481.36	\$50,000.00	\$14,518.64	70.96%
Dept 42700 Animal Control						
ANIMCTRL	E 100-42700-310 Other Professional Serv	\$0.00	\$865.00	\$500.00	-\$365.00	173.00%
Dept 42700 Animal Control		\$0.00	\$865.00	\$500.00	-\$365.00	173.00%
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	\$0.00	\$134,251.50	\$131,192.00	-\$3,059.50	102.33%
PUBWRKS	E 100-43000-102 Full-Time Employees O	\$0.00	\$700.84	\$2,000.00	\$1,299.16	35.04%
PUBWRKS	E 100-43000-103 Part-Time Employees	\$0.00	\$11,510.00	\$13,740.00	\$2,230.00	83.77%
PUBWRKS	E 100-43000-121 PERA	\$0.00	\$10,379.00	\$11,714.00	\$1,335.00	88.60%
PUBWRKS	E 100-43000-122 FICA	\$0.00	\$8,936.99	\$10,536.00	\$1,599.01	84.82%
PUBWRKS	E 100-43000-123 Medicare	\$0.00	\$2,090.16	\$2,464.00	\$373.84	84.83%
PUBWRKS	E 100-43000-134 Employer Paid Life	\$0.00	\$2,143.79	\$2,100.00	-\$43.79	102.09%
PUBWRKS	E 100-43000-142 Unemployment Benefit	\$0.00	\$7,057.74	\$250.00	-\$6,807.74	823.10%
PUBWRKS	E 100-43000-151 Med/Dental Insurance	\$0.00	\$28,946.40	\$30,000.00	\$1,053.60	96.49%
PUBWRKS	E 100-43000-208 Training and Instructio	\$0.00	\$2,459.23	\$2,500.00	\$40.77	98.37%
PUBWRKS	E 100-43000-212 Motor Fuels	\$0.00	\$9,855.09	\$7,000.00	-\$2,855.09	140.79%
PUBWRKS	E 100-43000-215 Shop Supplies	\$44.07	\$7,926.85	\$5,500.00	-\$2,426.85	144.12%
PUBWRKS	E 100-43000-220 Repair/Maint Supply (G	\$671.87	\$14,382.21	\$9,000.00	-\$5,382.21	159.80%
PUBWRKS	E 100-43000-226 Sign Repair Materials	\$0.00	\$0.00	\$1,500.00	\$1,500.00	0.00%
PUBWRKS	E 100-43000-240 Small Tools and Minor	\$568.05	\$3,866.93	\$5,000.00	\$1,133.07	77.34%
PUBWRKS	E 100-43000-260 Uniforms	\$0.00	\$2,266.15	\$3,000.00	\$733.85	75.54%
PUBWRKS	E 100-43000-310 Other Professional Serv	\$1,250.00	\$5,455.00	\$17,000.00	\$11,545.00	32.09%
PUBWRKS	E 100-43000-321 Telephone	\$0.00	\$2,738.62	\$2,800.00	\$61.38	97.81%
PUBWRKS	E 100-43000-325 Taxes	\$0.00	\$118.00	\$200.00	\$82.00	59.00%
Dept 43000 Public Works (GENERAL)		\$2,533.99	\$255,084.50	\$257,496.00	\$2,411.50	99.06%
Dept 43121 Paved Streets						
PAVSTRTS	E 100-43121-224 Street Maint Materials	\$162.50	\$7,749.73	\$100,000.00	\$92,250.27	7.75%
Dept 43121 Paved Streets		\$162.50	\$7,749.73	\$100,000.00	\$92,250.27	7.75%
Dept 43122 Unpaved Streets						
UNPAVSTS	E 100-43122-224 Street Maint Materials	\$720.00	\$6,504.50	\$15,000.00	\$8,495.50	43.36%
Dept 43122 Unpaved Streets		\$720.00	\$6,504.50	\$15,000.00	\$8,495.50	43.36%
Dept 43125 Ice & Snow Removal						
SNOWREMO	E 100-43125-224 Street Maint Materials	\$3,913.19	\$10,537.67	\$15,000.00	\$4,462.33	70.25%

CITY OF HANOVER
Expenditure Budget Report - General Fund

Dept Abbrev	Account Descr	December 2018 Amt	2018 YTD Amt	2018 YTD Budget	2018 YTD Balance	%YTD Budget
Dept 43125	Ice & Snow Removal	\$3,913.19	\$10,537.67	\$15,000.00	\$4,462.33	70.25%
Dept 43160	Street Lighting					
STLGHTG	E 100-43160-381 Electric Utilities	\$114.77	\$19,615.86	\$25,000.00	\$5,384.14	78.46%
Dept 43160	Street Lighting	\$114.77	\$19,615.86	\$25,000.00	\$5,384.14	78.46%
Dept 43240	Waste (refuse) Disposal					
REFDISPO	E 100-43240-384 Refuse/Garbage Dispos	\$0.00	\$3,448.47	\$0.00	-\$3,448.47	0.00%
Dept 43240	Waste (refuse) Disposal	\$0.00	\$3,448.47	\$0.00	-\$3,448.47	0.00%
Dept 43245	Recycling: Refuse					
RECYCLING	E 100-43245-384 Refuse/Garbage Dispos	\$3,381.78	\$37,064.56	\$38,500.00	\$1,435.44	96.27%
Dept 43245	Recycling: Refuse	\$3,381.78	\$37,064.56	\$38,500.00	\$1,435.44	96.27%
Dept 45186	Senior Center					
SRCENTER	E 100-45186-437 Other Miscellaneous	\$0.00	\$6,191.86	\$8,700.00	\$2,508.14	71.17%
Dept 45186	Senior Center	\$0.00	\$6,191.86	\$8,700.00	\$2,508.14	71.17%
Dept 45200	Parks (GENERAL)					
PARKS	E 100-45200-212 Motor Fuels	\$0.00	\$1,898.82	\$2,000.00	\$101.18	94.94%
PARKS	E 100-45200-220 Repair/Maint Supply (G	\$158.23	\$5,323.26	\$5,000.00	-\$323.26	106.47%
PARKS	E 100-45200-225 Landscaping Materials	\$139.97	\$3,701.11	\$8,000.00	\$4,298.89	46.26%
PARKS	E 100-45200-310 Other Professional Serv	\$0.00	\$6,800.00	\$6,800.00	\$0.00	100.00%
PARKS	E 100-45200-381 Electric Utilities	\$164.30	\$1,723.07	\$2,200.00	\$476.93	78.32%
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	\$2,529.16	\$2,200.00	-\$329.16	114.96%
PARKS	E 100-45200-580 Other Equipment	\$0.00	\$4,008.27	\$8,000.00	\$3,991.73	50.10%
Dept 45200	Parks (GENERAL)	\$462.50	\$25,983.69	\$35,700.00	\$9,716.31	72.78%
Dept 45500	Libraries (GENERAL)					
LIBRARY	E 100-45500-437 Other Miscellaneous	\$0.00	\$9,863.77	\$11,500.00	\$1,636.23	85.77%
Dept 45500	Libraries (GENERAL)	\$0.00	\$9,863.77	\$11,500.00	\$1,636.23	85.77%
Dept 48205	Damage Deposit Refunds					
DMGDEPRF	E 100-48205-810 Refunds & Reimburse	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Dept 48205	Damage Deposit Refunds	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Dept 49360	Transfers Out					
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	\$488.63	\$5,000.00	\$4,511.37	9.77%
Dept 49800	Transit (GENERAL)	\$0.00	\$488.63	\$5,000.00	\$4,511.37	9.77%
Fund 100	GENERAL FUND	\$19,444.62	\$1,158,106.31	\$1,528,599.00	\$370,492.69	75.76%

Expenditure Budget Report - General Fund

Dept Abbrev	Account Descr	December 2018 Amt	2018 YTD Amt	2018 YTD Budget	2018 YTD Balance	%YTD Budget
		\$19,444.62	\$1,158,106.31	\$1,528,599.00	\$370,492.69	75.76%

**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 4th day of December, 2018.

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 12-04-18-117

A RESOLUTION DESIGNATING 2019 ELECTION POLLING PLACE

WHEREAS, pursuant to Minnesota State Statute 204B.16, cities are required to designate polling places by December 31st of each year.

NOW THEREFORE, BE IT RESOLVED, that the City Council of the City of Hanover, Minnesota, hereby designates Hanover City Hall, 11250 5th St. NE, as the official polling place for Precincts 1 and 2 for 2019 Elections. Let it be noted that Precinct 3 is designated as a mail ballot precinct.

Council members voting in favor:

Opposed or abstained:

Adopted by the city Council this 4th day of December, 2018.

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 4th day of December, 2018.

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 12-04-18-118

**A RESOLUTION APPROVING QUIT CLAIM DEED TO
THE CITY OF HANOVER FOR 11234 RIVER RD NE**

WHEREAS, the Economic Development Authority of the City of Hanover (Hanover EDA) owns real property located at 11234 River Rd. NE; and

WHEREAS, a public parking lot exists on the property; and

WHEREAS, the City of Hanover desires to purchase the property from the Hanover EDA.

NOW THEREFORE, BE IT RESOLVED, that the City Council of the City of Hanover, Minnesota, hereby approves a Quit Claim DEED transferring ownership from the Hanover EDA to the City of Hanover.

BE IT FURTHER RESOLVED, that the City Council directs its City Administrator to execute the Quit Claim DEED on behalf of the Hanover EDA and the City of Hanover.

Council members voting in favor:

Opposed or abstained:

Adopted by the city Council this 4th day of December, 2018.

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 4th day of December, 2018.

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 12-04-18-119

**A RESOLUTION WITHDRAWING FROM THE
WRIGHT COUNTY AREA TRANSPORTATION JOINT POWERS BOARD**

WHEREAS, the Wright County Area Transportation Joint Powers Board (WCAT Board) was formed by a Joint Powers Agreement between a number of Wright County cities in 2014. Wright County was added to the WCAT Board in 2017 pursuant to a WCAT Joint Powers Agreement (2017 WCAT JPA) adopted by the Wright County cities who were members of the WCAT Board and by Wright County. Hanover adopted the 2017 WCAT JPA per Resolution 11-21-17-116, with a copy of the 2017 WCAT JPA attached thereto as Exhibit A; and

WHEREAS, the WCAT Board has pursued its stated general purpose of providing affordable public transportation to the residents of its cities, primarily by taking part in Trailblazer Transit, a joint powers organization with McLeod and Sibley Counties; and

WHEREAS, the members of WCAT Board now seek to dissolve the WCAT Board and to have Wright County, through its Board of Commissioners, take the place of the WCAT Board as a partner in Trailblazer Transit; and

WHEREAS, the members of the WCAT Board also wish to have any funds remaining after payment of WCAT obligations transferred to Wright County to be used for public transit purposes;

NOW THEREFORE, BE IT RESOLVED, that the City Council of the City of Hanover, Minnesota, hereby approves as follows:

- 1) That the City of Hanover, by action of its City Council, hereby withdraws from the WCAT Board, effective December 31, 2018, but contingent upon the adoption of a substantially similar Resolution by the other members of the WCAT Board whereby said other members also withdraw from the WCAT Board effective December 31, 2018.
- 2) That all bills and obligations of WCAT shall be paid from any funds remaining with the WCAT Board.

- 3) That, notwithstanding section 9 of the 2017 WCAT JPA, all WCAT funds remaining after payment of bills and obligations incurred through December 31, 2018 shall be transferred to the Wright County Auditor-Treasurer, to be used for public transit purposes.
- 4) That, by taking these actions, the City of Hanover City Council intends that upon adoption of a substantially similar Resolution by the other members of the WCAT Board the WCAT Board will be dissolved and further intends to effectively rescind any provision of the 2017 WCAT JPA that may be in conflict with this Resolution.

Council members voting in favor:

Opposed or abstained:

Adopted by the city Council this 4th day of December, 2018.

APPROVED BY:

Chris Kauffman, Mayor

ATTEST:

Brian Hagen, City Administrator

**WRIGHT COUNTY AREA TRANSPORTATION
JOINT POWERS AGREEMENT**

The parties to this Agreement are municipal corporations under the laws of the State of Minnesota and located in Wright County, Minnesota (the parties to this Agreement are hereafter referred to individually as a “City” or “Wright County” and collectively as the “Cities” or as “governmental units”).

RECITALS

WHEREAS, Minnesota Statute §471.59 authorizes the joint and cooperative exercise of powers common to the governmental units; and

WHEREAS, the governmental units desire to provide for an agreement between and among them to establish a joint powers board for Transportation for the purpose of providing a coordinated service delivery and funding source for public transportation; and

WHEREAS, each governmental unit has adopted a Resolution finding that it is in the best interests of the citizens of each governmental unit to enter into this Agreement.

NOW THEREFORE, IT IS MUTUALLY AGREED AND UNDERSTOOD AS FOLLOWS:

1. **General Purpose.** Pursuant to the authority of the Joint Powers Act, the governmental units desire and intend to provide affordable Public Transportation to their communities. The goal of the governmental units is to provide people in their communities with mobility and access to employment, community resources, medical care and recreational opportunities, while reducing the impact of road congestion, travel times, air pollution, the cost of road maintenance and repair, and energy and oil consumption for their communities.
2. **Joinder of Wright County Political Subdivisions.** The undersigned governmental units hereby agree to join together for the purpose of coordinating the delivery of public transportation services and establishing a joint funding source for said services through establishment of a Wright County Area Transportation Joint Powers Board (“WCAT Board”). Any governmental unit seeking to join the WCAT Authority after January 1, 2018, shall do so only on an affirmative vote of a majority of the WCAT Board members. The WCAT Board shall determine voting authority and contribution requirements for any governmental units joining after January 1, 2018.
3. **WCAT Board Composition.** Each governmental unit shall appoint annually a representative to the WCAT Board. Each governmental unit may appoint an alternate representative who may act in the place and stead of an absent representative from that governmental unit. Members to the board may be appointed or removed at the pleasure of the governmental unit, with each member serving until their successor is appointed and qualified as provided by each governmental unit. Each member shall serve without compensation, health or medical benefits provided by the WCAT Board.
4. **Funding.** The WCAT Board is authorized to procure such State and Federal funding as is available toward financing the costs of providing public transportation services for the governmental units.

- a. Wright County shall provide the funding necessary for the WCAT Board share of the Trailblazer Transit operating capital balance. For calendar year 2018, this amount is \$600,000. Said amount shall be held in a reserve account by Trailblazer Transit and shall be released from the reserve account only in accordance with the voting and other requirements of the Trailblazer Joint Powers Agreement.
- b. Wright County shall pay 50% of the WCAT Board’s unfunded local share (operating expenses and capital expenditures) in 2018. For 2019, Wright County shall pay 60% of the WCAT Board’s unfunded local share (operating expenses and capital expenditures). For 2020, Wright County shall pay 70% of the WCAT Board’s unfunded local share (operating expenses and capital expenditures). For 2021, Wright County shall pay 80% of the WCAT Board’s unfunded local share (operating expenses and capital expenditures). For 2022, Wright County shall pay 90% of the WCAT Board’s unfunded local share (operating expenses and capital expenditures). For each year, each City agrees to pay a proportionate share (the “Pro Rata Share”) of the WCAT Board’s remaining unfunded operating expenses and capital expenditures, with a cap of \$100,000 for the cities’ contribution towards operating expenses and a cap of \$100,000 for the cities’ contribution towards capital expenditures for each year. The pro rata share for each City shall be based upon the number of rides originating in the City during the prior year as compared to the total number of rides originating in all of the Cities during the prior year (the “Ride Share”).

5. Meetings. The WCAT Board shall meet at least annually on a schedule determined by the WCAT Board. All meetings of the WCAT Board shall be conducted in a manner consistent with the Minnesota Open Meeting Law, Minn. Stat. §13D.01, et. seq., as amended. Special meetings may be called by the WCAT Board Chair or upon written request of three (3) or more members of the WCAT Board. Written notice of any special meetings shall be sent to all WCAT Board members and to the City Clerk or County Coordinator of each governmental unit to comply with posting requirements.

6. Powers and Duties. The powers and duties of the WCAT Board include, but are not limited to, expending funds for the purpose of establishing, funding, coordinating, administering and operating a public transportation service including:

- a. Apply for, receive and expend State and Federal funds available for said purpose, as well as funds from other lawful sources, including fares, donations or gifts for the purpose of providing public transportation services and such supplemental services deemed advisable by the WCAT Board.
- b. Approve an annual budget.
- c. Adopt and implement a management plan to carry out the WCAT Board’s purpose.
- d. Enter into contracts with public or private entities as the WCAT Board deems necessary to accomplish the purpose for which the WCAT Board is organized, including, but not limited to, the hiring of any consultants.
- e. Obtain such insurance as the Board deems necessary for the protection of the WCAT Board, members of the WCAT Board, member cities, and its property.

f. Exercise all other lawful powers necessary and incidental to the implementation of public transportation services and the purposes and powers set forth herein.

h. The WCAT Board has no authority to obtain or operate an independent transit service without the express approval of a majority of the Parties.

i. The WCAT Board has no authority to levy taxes or issue debt for operating capital or debt service purposes unless approved in writing by the governing body of all governmental units.

j. The WCAT Board has no authority to issue debt that exceeds the term of this Agreement.

7. Voting. Wright County shall be entitled to 50% of the weighted voting power for the WCAT Board. The remaining 50% of the weighted voting power for the WCAT Board shall be apportioned among the Cities as follows: Each City shall be entitled to one vote plus one additional vote per each 3,000 rides originating in that City during the previous year. Prior to the first meeting in March the Secretary of the WCAT Board shall determine the number of votes for each Party in accordance with this section and certify the results to the Chair. A quorum shall consist of a simple majority (51%) of representatives from the governmental units. A simple majority vote, on a weighted basis, of the WCAT Board members present at the meeting with a valid quorum shall be required by the WCAT Board to take action unless otherwise provided in this Agreement or by law.

WCAT currently has two seats on the Trailblazer Transit Board. One of these seats shall be filled by a representative appointed by Wright County.

8. Officers. There shall be a chair, a vice chair, and a secretary elected from the members of the WCAT Board at the initial meeting of each year. The officers shall be elected from different member governmental units. The WCAT Board may elect or appoint such other officers as it deems necessary to conduct its meetings and affairs.

9. Effective Date/Termination. This Agreement shall become effective as of January 1, 2018 and shall continue in effect through December 31, 2022. This Agreement shall remain in effect for each respective governmental unit until that governmental unit hereto gives notice to the WCAT Board of its intention to withdraw. Notice of withdrawal must be given by April 1 of a given year. If notice of withdrawal is given after April 1 of a given year the withdrawal shall be effective on December 31 of the following year. A withdrawing governmental unit shall be responsible for its respective share of any debts or liabilities outstanding as of the effective date of withdrawal. Termination will be effective at the conclusion of the fiscal year. This Agreement shall remain in effect as to the remaining members provided that there are three or more members who desire to continue operating the WCAT Board. The withdrawing member shall not be entitled to compensation or distribution of any assets of the WCAT Board. In the event of dissolution of the WCAT Board, any property owned or held by the WCAT Board shall be sold for fair market value. All remaining funds after satisfaction of all WCAT Board debt, payments and other financial obligations shall be returned to the governmental units in the same manner in which the governmental units contributed funding to the WCAT Board in the last full calendar year prior to dissolution.

10. No Waiver. Nothing herein shall be construed to waive or limit any immunity from, or limitation on, liability available to any governmental unit, whether set forth in Minnesota Statutes, Chapter 466 or otherwise.

11. Severability. If any section, subdivision or provision of this Agreement shall be held invalid or unenforceable for any reason, the invalidity or unenforceability of such section, subdivision or provision shall not invalidate or render unenforceable any of the remaining provisions.

12. Amendment. Any amendments to this Agreement must be in writing, signed by all of the governmental units, following approval of their respective governing bodies.

13. Governing Law. This Agreement shall be interpreted in accordance with the laws of the State of Minnesota.

14. Liability and Insurance. Each governmental unit shall be liable for its torts and the torts of its employees, agents and consultants in undertaking its respective individual responsibilities as described in this Joint Powers Agreement. Notwithstanding any language to the contrary, the governmental units agree that liability arising out of the activities of the WCAT Board and the governmental units shall be subject to the requirements of Minnesota Statutes §471.59, Subdivision 1a. (b), as it may be amended. The governmental units intend that the WCAT Board shall obtain insurance coverage for its tort liability and general liability as a Joint Powers Board. Nothing herein shall be construed to waive or limit any immunity from, or limitation on, liability available to any governmental unit, whether set forth in Minnesota Statutes, Chapter 466 or otherwise.

15. Default. The failure by any governmental unit to observe or timely perform any covenant, condition, obligation or agreement herein shall constitute Default of the Agreement. Whenever a Default occurs, the WCAT Board shall provide thirty (30) days written notice to the defaulting governmental unit of the default which notice includes the nature of the Default and the manner in which the Default may be cured. If the Default is not timely cured, the WCAT Board may take any action available, including legal, equitable or administrative action, to enforce this Agreement.

16. Disputes. The governmental units agree that they will submit any disputes under this Agreement to mediation prior to resorting to an action in Court.

By signing this Agreement, the governmental units certify that the same has been approved by their respective governing bodies.

By _____
Chair, County Board

By _____
Mayor

ATTEST:

ATTEST:

County Coordinator

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 4th day of December, 2018.

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 12-04-18-120

A RESOLUTION ADOPTING AMENDMENTS TO THE CITY POLICY MANUAL

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Hanover, Minnesota hereby adopts the amended Chapter 400 and Chapter 500 of the City Policy Manual, as attached.

Council members voting in favor:

Opposed or abstained:

Adopted by the city Council this 4th day of December, 2018.

APPROVED BY:

Chris Kauffman, Mayor

ATTEST:

Brian Hagen, City Administrator

CITY OF HANOVER
WRIGHT / HENNEPIN COUNTIES
STATE OF MINNESOTA

PERSONNEL POLICY

AMENDED BY:
Res No 12-04-18-122

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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 (20) hours per week on a regular basis.

Demotion

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

Direct Deposit

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

Employee

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

Exempt Employee

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

FICA (Federal Insurance Contributions Act)

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

Fiscal Year

The period from January 1 to December 31.

Full-time Employee

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

Hours of Operation

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

Management Employee

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

Non-exempt Employee

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

Part-time Employee

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

Pay Period

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

PERA (Public Employees Retirement Association)

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

Promotion

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

Reclassify

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

Seasonal Employee

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

Service Credit

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

Temporary Employee

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

Training Period

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

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

Transfer

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

Workweek

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

400.05 CITYWIDE WORK RULES AND CODE OF CONDUCT

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

400.06 DATA PRACTICES ADVISORY

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

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

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

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

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

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

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

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

- ✓ All information must be respectful, professional and truthful. Corrections must be issued when needed.
- ✓ Personal opinions generally don't belong in official city statements. 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 8:00 a.m. – 4:30 p.m. Monday, Wednesday, Thursday, 8:00 a.m. – 5:30 p.m. Tuesdays, and 8:00 a.m. – 3:30 p.m. Fridays. A typical work schedule for public works employees is 7:00 a.m. – 3:30 p.m. Monday through Friday.

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

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

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

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

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

Subd. 3. Work Outside of Normal Hours. Non-exempt Employees who are required to respond to the City outside of typical working hours will be compensated for a minimum of a two hour period. Any amount of time worked beyond two hours will be reflected as actual time worked. Attendance at City Council or other City advisory board meetings held outside of typical working

hours are not subject to the two hour minimum. Examples of work outside of typical hours includes but not limited to:

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

400.10 COMPENSATION

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

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

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

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

Subd. 2. Compensation Program

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

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

- To establish and maintain pay opportunities that enable the City of Hanover to attract and retain qualified, reliable and motivated people who are committed to quality and excellence for those we serve.
- To ensure subject to the financial condition of the organization, that employees receive fair and equitable salaries in relation to their individual contributions to organization success.
- To follow the principles of equal pay for equal work and comparable worth in establishing and maintaining pay relationships among positions based on skill, effort, responsibility and working conditions.
- To ensure program flexibility necessary to meet changing economic, competitive, technological and regulatory conditions.
- To establish, manage and communicate the compensation and performance management program in a manner that strengthens internal relationships among related and unrelated functions and emphasizes the service expectations of our community.
- To balance compensation and benefit needs with available resources.

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

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

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

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

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

Increase levels will correlate to final scores as described below. All increases will be calculated on base wages. Employees with scores that correlate to an increase, but, who are at the maximum of their pay range are only eligible for an increase if Council approves an adjustment to the salary

range for that position. Increases will be awarded on January 1 following an employee’s annual review.

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

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

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

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

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

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

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

Subd. 5. Overtime/Compensatory Time. Because of the nature of work, employees may be directed to work overtime on weekends or additional hours during the regular workday.

Employees are expected to comply with such directives. The City of Hanover has established this overtime policy to comply with applicable state and federal laws governing accrual and use of overtime. The City Administrator will determine whether each employee is designated as “exempt” or “non-exempt” from earning overtime. In general, employees in executive, administrative and professional job classes are exempt; all others are non-exempt.

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

All overtime-eligible employees will be compensated at the rate of time and one-half (1.5) for all hours worked over forty (40) in one (1) workweek. Vacation, 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 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
STATE OF MINNESOTA**

FIRE DEPARTMENT POLICY

AMENDED BY:
Res No 12-04-18-122

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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. An optional E.M.T. certification is offered after the fifth year of employment.

Members must attain and maintain the following:

- Firefighter I State Certification
- Firefighter II State Certification
- First Responder State Certification

500.06 MEETINGS AND DRILLS

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

~~Members who are absent for three consecutive maintenance/training meetings without excuse may be subject to disciplinary actions.~~

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

Members must attend eight of twelve of each maintenance, trainings, and business meetings. Members who are absent for three consecutive months of either maintenance, trainings, and business meetings without excuse may be subject to disciplinary actions.

The Chief or Training Officer may approve excuses before drills to members. Members must make eight of twelve trainings per year, while not missing more than two in a row.

Any member may make up and receive credit for the training if they receive the same or better training. That training may be from an outside source as long as it is approved in advance by the Chief or Training Officer. Credit will be given as in house credit.

All drills shall begin promptly at the time designated.

Any member who notifies the chief officer of a satisfactory reason for his or her late arrival after the drill begins may be given drill credit. If a member is refused credit for tardiness, the Chief or Training Officer in charge of the drill shall make note of that fact in the drill record.

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

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

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

MANDATORY DRILL LIST

- Blood borne pathogens
- SCBA/Search and Rescue/RIT
- Pumper/Truck Driver
- Ventilation
- Haz-mat Operations/Awareness
- Confined Space
- Right to Know

500.07 ATTENDANCE

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

Subd. 2. Monthly Meetings. All members are required to attend 50% of meetings in the fiscal year. No member shall be excused except in the case of a sickness, absence from the City, or absolute necessity. All excuses must be made to the Fire Chief or another Officer of the department. Members arriving fifteen minutes late shall not receive meeting credit. However, any member who notifies the Chief Officer of a satisfactory reason for the late arrival may be given credit for the meeting. If refusal of credit for tardiness happens, the Chief shall make note in the meeting record.

Subd. 3. Drill Attendance. All members are required to attend a minimum of 66% of (e.g. 8 of 12) drills in a calendar year, while not missing more than 2 in a row. The Chief Officers will review this requirement on a quarterly basis. All mandatory drills must be attended or made up. Mandatory drills are required per OSHA and NFPA standards. All outside training unless approved for make-up shall not count towards the required minimum hours, but shall be added to your training record. Members arriving fifteen minutes after the start of the drill shall not receive drill credit. However, any member who notifies the chief officer of a satisfactory reason for his late arrival after the drill begins may be given drill credit. If a member is refused credit for tardiness, the Chief or Training Officer in charge of the drill shall make note of that fact in the drill record.

500.08 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.

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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.

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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 Firefighter.

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

- Hanover Fire Fighter's Relief Association
- Smoke Eater – Accidental Death and Dismemberment

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- 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.

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

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

Class B uniform: Shall consist of the department approved T-shirt, sweatshirt, golf shirt, varsity style dress jacket or pullover and Class A pants, shorts or blue jeans that are in a state of good repair and consistent color, or other special event clothing. The class B uniform may be worn in lieu of the Class A uniform with officer approval when deemed more appropriate. The department

approved cap may also be worn. No other cap may be worn at any public event without approval by the Board of Review or Chief Officer.

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

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

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

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

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

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

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**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 4th day of December, 2018.

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 12-04-18-121

A RESOLUTION ADOPTING 2019 FINAL BUDGET & LEVY

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Hanover, Minnesota hereby adopts the 2019 Final Budget as follows:

- City of Hanover General Fund Budget
 - General Government \$ 522,562
 - Public Safety \$ 493,820
 - Public Works \$ 481,372
 - Culture and Recreation \$ 56,900
 - Transfers Out \$ 0
 - Transit \$ 0
 - **Total** **\$ 1,554,654**

- Hanover EDA Budget \$ 49,000

- Veolia Budget \$ 8,462.25

BE IT FURTHER RESOLVED, that the City Council hereby levies the following sums of money, collectible 2019, upon the taxable property in the City of Hanover as follows:

- City of Hanover Levy \$ 1,647,006
- Hanover EDA Levy \$ 49,000

Council members voting in favor:

Opposed or abstained:

Adopted by the city Council this 4th day of December, 2018.

APPROVED BY:

Chris Kauffman, Mayor

ATTEST:

Brian Hagen, City Administrator

**Final Levy Certification
2019 Revenue Budget**

Account	Description	Category	2013 Actual	2014 Actual	2015 Actual	2016 Actual	2017 Actual	06-31-18 Actual	2018 Budget	% of Budget	2019 Budget	% Change	Comments
100-31000	Property Taxes - City	TAXES	981,814	940,618	1,026,640	783,871	842,144	281,151.68	881,449		1,019,659		
100-31020	Property Taxes - Fire Dept	TAXES	95,882	99,864	95,624	112,838	111,200	64,952.00	129,904		101,578		
100-31800	Franchise Fees	TAXES	14,452	12,194	13,150	14,500	15,759	3,738.97	15,000		15,000		
	Total Taxes		1,092,148	1,052,676	1,135,414	911,209	969,103	349,843	1,026,353	34%	1,136,237	11%	
100-32110	Alcoholic Beverages	LIC PERM	10,305	10,370	10,370	10,420	10,420	7,020	10,370		10,370		5 Liquor License Renewals
100-32180	Other Bus. Lic. & Permits	LIC PERM	1,561	700	362	482	2,870	1,415	400		1,000		Utility Permits/Solicitors License
100-32210	Building Permits	LIC PERM	190,003	154,881	139,675	180,198	82,122	39,768	140,000		100,000		
100-32240	Animal Licenses	LIC PERM	340	120	260	200	100	-	100		0		
100-32260	Solid Waste Hauler Licenses	LIC PERM	3,000	1,000	500	1,500	1,500	1,250	1,500		1,500		
100-32270	Rental Dwelling Licenses	LIC PERM	-	1,050	-	1,215	90	130	800		0		No permits due for renewal '19
100-32280	Other Non-Bus. Lic. & Permits	LIC PERM	74	37	45	55	66	14	50		50		Burn Permits
	Total Lic Perm		205,283	168,158	151,212	194,070	97,168	49,597	153,220	32%	112,920	-26%	
100-33400	State Grants and Aid	INTGOVT	-	2,915	38,757	-	30,772	-	-		-		
100-33401	Local Gov't Aid (LGA)	INTGOVT	63,203	100,494	105,859	107,496	108,169	-	117,651		118,253		2019 estimate
100-33410	MV Credit	INTGOVT	-	1,297	1,866	1,697	1,583	-	-		-		
100-33420	PERA Aid	INTGOVT	339	339	339	339	339	-	339		339		
100-33422	State Fire Aid	INTGOVT	34,204	36,371	42,219	39,121	37,428	-	39,000		39,000		estimate
100-33426	State Police Aid	INTGOVT	5,057	5,265	5,566	5,729	5,911	-	5,500		5,500		estimate
100-33610	County Grants/Aid for Roads	INTGOVT	-	14,488	13,342	-	-	-	-		-		
	Total Intgovt		102,803	161,169	207,947	154,382	184,202	-	162,490	0%	163,092	0%	
100-34000	Charges for Service	SERVICE	-	16,643	-	-	-	3,759	-		3,500		Cleanup Day
100-34101	City Hall Rentals	SERVICE	4,800	6,700	8,915	8,315	10,698	5,474	10,000		10,000		
100-34107	Assessment Searches	SERVICE	725	350	475	400	750	450	400		600		
100-34108	Administrative Fees	SERVICE	1,402	2,710	2,447	2,433	3,300	3,600	2,000		3,000		
100-34109	Copies/Faxes	SERVICE	76	83	15	127	35	29	75		50		
100-34206	Other Public Safety Charges	SERVICE	-	-	-	-	250	300	-		-		Fire Emergency Services Fees
100-34207	Fire Protection	SERVICE	102,210	105,899	107,464	104,785	114,825	52,337	140,661		110,755		reflects only operating portion
100-34403	Recycling Rev/Reimb	SERVICE	8,264	26	6,902	6,372	6,928	1,112	6,000		6,000		
100-34780	Park Shelter Rental Fees	SERVICE	2,351	3,013	2,805	2,687	2,220	1,675	3,000		2,500		
100-34940	Cemetery Revenues	SERVICE	-	2,950	1,950	3,700	6,050	1,500	2,000		2,000		
	Total Service		119,827	138,374	130,973	128,819	145,057	70,236	164,136	43%	134,905	-18%	
100-35100	Court Fines	FINES	1,420	315	2,643	2,254	5,167	3,935	2,000		3,000		
	Total Fines		1,420	315	2,643	2,254	5,167	3,935	2,000	197%	3,000	50%	
100-36100	Special Assessments	MISC	951	54	429	2,013	856	-	500		-		Lawn Mowing assessed
100-36200	Misc Revenues	MISC	67,479	2,592	13,012	10,454	1,733	(4,416)	900		100		Compost Card Replacements
100-36210	Interest Earnings	MISC	4,476	(528)	36,318	16,286	19,127	3,254	3,000		-		
100-36215	Investment Income/Loss	MISC	-	7,518	(100)	(1,872)	(2,872)	(3,491)	6,000		-		
100-36218	Grants	MISC	1,205	-	6,280	-	-	-	-		-		
100-36230	Contributions & Donations	MISC	2,742	2,075	8,597	6,000	2,425	375	2,000		400		HAA no longer due to 10% req.
100-36235	Insurance Dividends	MISC	7,094	5,123	11,500	12,801	3,109	-	8,000		4,000		
100-36250	Damage Deposits	MISC	6,291	7,441	6,501	100	-	-	-		-		Moved to GL
100-36260	Refunds or Reimbursements	MISC	-	-	-	4	181	61	-		-		

100-36291	Sale of Vehicles/Equipment	MISC	1,300	100	-	1,702	773	-	-		
100-39101	Sales of General Fixed Assets	MISC				120,917	-	-	-		
100-39203	Transfers from Other Funds	MISC		-	-	19,200	-	-	-		
Total Misc			91,538	24,375	82,538	187,606	25,334	(4,218)	20,400	-21%	4,500 -78%
Total Revenue			1,613,019	1,545,068	1,710,727	1,578,339	1,426,030	469,392	1,528,599	31%	1,554,654 1.70%

**Final Levy Certification
2019 Expenditure Budget**

Account	Description	Category	2013 Actual	2014 Actual	2015 Actual	2016 Actual	2017 Actual	06-31-2018 Actual	2018 Budget	% of Budget	2019 Budget	% Change	Dollar Change	Comments
General Government														
100-41110-111	Committe Wages	COUNCIL	12,176	9,359	9,881	10,692	11,967	-	13,000		13,000		0	
100-41110-122	FICA	COUNCIL	755	572	632	658	740	-	806		806		0	
100-41110-123	Medicare	COUNCIL	177	134	143	154	173	-	189		189		0	
100-41110-208	Training & Instruction	COUNCIL	398	-	365	-	575	300	400		1,000		600	
100-41110-306	Dues & Subscriptions	COUNCIL	670	2,912	6,488	7,856	6,507	2,654	7,500		7,500		0	
100-41110-331	Travel Expenses	COUNCIL	158	160	76	-	138	-	500		1,000		500	
100-41110-437	Discretionary Miscellaneous	COUNCIL	3,586	5,701	3,128	11,287	6,035	1,114	17,503		20,000		2,497	
Total Council			17,967	18,888	20,766	30,646	26,136	4,067	39,898	10%	43,495	9%	3,597	
100-41330-111	Committe Wages	BRDS & COMM	2,280	2,820	2,820	3,270	4,380	-	4,000		5,000		1,000	
100-41330-208	Training & Instruction	BRDS & COMM	-	-	-	-	-	-	500		-		(500)	
100-41330-331	Travel Expenses	BRDS & COMM	374	18	21	-	-	-	100		-		(100)	
Total Brds & Comm			2,654	2,838	2,936	3,270	4,380	-	4,600	0%	5,000	9%	400	
100-41400-101	Full-Time Wages	CITY ADMIN	12,433	63,612	75,707	67,580	69,612	34,404	72,040		75,642		3,602	
100-41400-121	PERA	CITY ADMIN	-	4,553	5,870	5,043	5,217	2,698	5,403		5,673		270	
100-41400-122	FICA	CITY ADMIN	590	3,894	4,852	4,169	4,313	2,230	4,466		4,690		223	
100-41400-123	Medicare	CITY ADMIN	138	911	1,135	975	1,009	522	1,045		1,097		52	
100-41400-132	Employer Paid Life	CITY ADMIN	-	1,073	414	368	380	188	400		385		(15)	estimate
100-41400-151	Health Insurance Premium	CITY ADMIN	-	5,676	5,237	8,372	8,401	4,148	8,400		8,400		0	reflects monthly allotment
100-41400-208	Training & Instruction	CITY ADMIN	464	561	1,310	410	681	1,161	1,500		1,500		0	
100-41400-306	Dues & Subscriptions	CITY ADMIN	-	445	256	267	254	92	500		250		(250)	
Total City Admin			57,941	82,640	98,574	87,184	89,866	45,443	93,754	48%	97,637	4%	3,883	
100-41410-200	Office Supplies	ELECTION	-	3,005	-	1,631	64	-	5,000		100		(4,900)	Supplies and minor equipment upgrades
100-41410-310	Other Professional Services	ELECTION	-	5,317	79	4,016	-	32	5,000		-		(5,000)	Judge Wages
100-41410-351	Legal Notices Publishing	ELECTION	-	279	-	174	-	-	300		-		(300)	
100-41410-400	Repairs & Maintenance Cont	ELECTION	762	-	-	1,014	1,652	-	1,500		2,000		500	
Total Election			762	8,601	79	6,835	1,716	32	11,800	0%	2,100	-82%	(9,700)	
100-41430-101	Full-Time Wages	CLERICAL	43,120	80,994	53,307	42,267	43,842	21,908	45,718		48,004		2,286	
100-41430-121	PERA	CLERICAL	1,832	5,711	3,798	3,154	3,285	1,717	3,429		3,600		171	
100-41430-122	FICA	CLERICAL	2,544	5,607	3,715	2,607	2,716	1,420	2,835		2,976		142	
100-41430-123	Medicare	CLERICAL	595	1,311	869	610	635	332	663		696		33	
100-41430-134	Employer Paid Life	CLERICAL	-	(3,996)	1,581	1,309	1,402	755	1,600		1,540		(60)	estimate
100-41430-151	Health Insurance Premium	CLERICAL	17,319	10,443	7,844	8,400	8,401	4,200	8,400		8,400		0	reflects monthly allotment
100-41430-208	Training & Instruction	CLERICAL	-	-	-	255	-	-	500		500		0	
100-41430-306	Dues & Subscriptions	CLERICAL	-	-	-	-	18	23	250		100		(150)	
Total Clerical			65,410	115,462	74,280	58,602	60,298	30,355	63,395	48%	65,817	4%	2,422	
100-41435-260	Uniforms	STAFF EXP	-	224	-	-	-	200	300		300		0	
100-41435-310	Other Professional Services	STAFF EXP	5,763	578	787	1,157	373	240	500		500		0	
100-41435-331	Travel Expenses	STAFF EXP	368	561	1,277	589	750	383	2,000		2,000		0	
Total Staff Exp			14,017	2,620	3,290	1,746	1,124	823	2,800	29%	2,800	0%	0	
100-41530-101	Full-Time Wages	ACCNT	78,673	-	24,895	51,158	51,257	25,345	53,040		55,692		2,652	
100-41530-121	PERA	ACCNT	5,869	-	1,800	3,818	3,491	1,989	3,978		4,177		199	
100-41530-122	FICA	ACCNT	5,019	-	1,446	2,941	3,096	1,636	3,288		3,453		164	
100-41530-123	Medicare	ACCNT	1,174	-	338	688	724	383	769		808		38	
100-41530-134	Employer Paid Life	ACCNT	-	-	348	980	820	518	1,100		1,060		(40)	estimate
100-41530-151	Health Insurance Premium	ACCNT	9,149	-	3,322	10,800	8,500	4,200	8,400		8,400		0	reflects monthly allotment
100-41530-208	Training & Instruction	ACCNT	-	-	-	690	285	-	1,000		1,000		0	
100-41530-306	Dues & Subscriptions	ACCNT	-	-	-	235	123	42	250		250		0	
100-41530-310	Other Professional Services	ACCNT	-	-	35,468	2,457	6,211	2,816	5,000		2,500		(2,500)	Audit Review by AEM
Total Accnt			99,885	-	68,471	73,767	74,507	36,929	76,826	48%	77,339	1%	514	
100-41540-301	Auditing & Accounting	AUDITING	22,740	27,812	23,400	29,243	24,065	21,050	21,050		22,000		950	Audit Costs
Total Auditing & Accounting			22,740	27,812	23,400	29,243	24,065	21,050	21,050	100%	22,000	5%	950	
100-41550-310	Other Professional Services	ASSESSING	16,889	17,328	17,772	17,828	18,942	12,767	20,000		21,000		1,000	

	Total Assesing		16,889	17,328	17,772	17,828	18,942	12,767	20,000	64%	21,000	5%	1,000	
100-41570-200	Office Supplies	PURCHASING	5,587	1,128	3,146	3,077	2,581	1,918	3,500		3,500		0	
100-41570-205	Bank Fees	PURCHASING	124	74	49	187	387	(95)	200		200		0	
100-41570-207	Computer Supplies	PURCHASING	4,472	4,284	3,092	5,876	11,453	3,732	8,000		6,000		(2,000)	
100-41570-220	Repair/Maintenance Supply	PURCHASING	8,425	1,939	2,367	3,670	2,751	1,896	4,000		4,000		0	
100-41570-322	Postage	PURCHASING	458	951	2,463	2,840	2,267	416	2,500		2,500		0	
100-41570-570	Office Equipment/Furniture	PURCHASING	1,305	120	210	-	9,611	1,122	6,000		3,000		(3,000)	Upgrade Conf. Chairs & PW Conf. Chairs
	Total Purchasing		20,370	8,496	11,326	15,650	29,049	8,989	24,200	37%	19,200	-21%	(5,000)	
100-41600-310	Other Professional Services	COMPUTER			-	2,542	4,616	5,690	8,500		5,000		(3,500)	Increase for PW setup
	Total Computer		-	4,693	3,693	2,542	4,616	5,690	8,500	67%	5,000	-41%	(3,500)	
100-41610-304	Legal Fees	ATTORNEY	19,286	20,536	18,947	25,247	21,223	5,472	23,500		23,500		0	
	Total Attorney		19,286	20,536	18,947	25,247	21,223	5,472	23,500	23%	23,500	0%	0	
100-41910-310	Other Professional Services	PLANNING & ZONING	24,092	26,511	19,945	24,771	25,492	8,333	25,000		25,000		0	
	Total Planning & Zoning		24,092	26,511	19,945	24,771	25,492	8,333	25,000	33%	25,000	0%	0	
100-41940-210	Operating Supplies	BLDG & GRNDS	4,454	2,494	617	1,567	1,080	-	1,500		2,000		500	cleaning suplies, garbage bags, etc.
100-41940-220	Repair/Maintenance Supply	BLDG & GRNDS	10,195	(3,187)	9,461	10,286	7,361	1,506	7,000		7,000		0	
100-41940-306	Dues & Subscriptions	BLDG & GRNDS		250	250	250	250	620	250		525		275	Liquor License, Drug Tests, Fuel Card
100-41940-310	Other Professional Services	BLDG & GRNDS	6,508	6,998	6,016	7,208	7,214	3,090	9,000		7,500		(1,500)	cleaning contract and pest control
100-41940-321	Telephone	BLDG & GRNDS	5,851	4,476	3,282	3,139	4,204	3,518	4,200		6,400		2,200	Comcast
100-41940-325	Taxes	BLDG & GRNDS	6,439	258	220	214	349	262	300		500		200	sales and use tax
100-41940-381	Electric Utilities	BLDG & GRNDS	10,328	8,927	14,122	8,917	8,793	5,243	14,000		9,600		(4,400)	City Hall
100-41940-383	Gas Utilities	BLDG & GRNDS	4,799	6,698	3,642	3,047	5,100	6,452	8,000		5,000		(3,000)	City Hall
100-41940-384	Refuse/Garbage Disposal	BLDG & GRNDS	5,313	(502)	2,540	2,552	2,937	1,402	3,500		3,500		0	City Hall, PW, FD
100-41940-415	Other Equipment Rental	BLDG & GRNDS	-	-	121	-	-	-	500		-		(500)	
100-41940-520	Buildings & Structures	BLDG & GRNDS	637	5,591	5,346	3,402	2,112	471	4,500		4,000		(500)	
100-41940-560	Furniture & Fixtures	BLDG & GRNDS	3,149	535	1,961	242	2,069	1,450	2,500		2,000		(500)	
100-41940-580	Other Equipment	BLDG & GRNDS	352	308	1,263	226	-	-	500		-		(500)	
	Total Bldg & Grnds		106,016	32,848	48,842	41,048	41,468	24,015	55,750	43%	48,025	-14%	(7,725)	
100-41950-303	Engineering Fee	ENGINEERING	22,511	19,613	23,493	25,659	16,135	3,449	25,000		20,000		(5,000)	No Comp. Plan
	Total Engineering		22,511	19,613	23,493	25,659	16,135	3,449	25,000	14%	20,000	-20%	(5,000)	
100-41960-150	Workers Comp Premium	INSURANCE	2,086	845	259	8,543	9,376	7,867	9,500		18,000		8,500	entire City less Fire Department estimate
100-41960-361	General Liability Insurance	INSURANCE	21,946	24,476	24,785	19,245	21,536	13,522	22,000		25,000		3,000	entire City less Fire Department estimate
	Total Insur		24,032	27,982	25,045	27,788	30,912	21,389	31,500	68%	43,000	37%	11,500	
100-41970-341	Employment	LEGAL PUB	231	235	435	274	362	-	300		300		0	
100-41970-343	Other Advertising	LEGAL PUB	-	38	-	39	104	-	50		100		50	WC Journal Subscription
100-41970-351	Legal Notices Publishing	LEGAL PUB	1,925	1,621	768	1,814	337	141	2,000		1,000		(1,000)	Election Year
100-41970-354	Recording Fees	LEGAL PUB	128	441	-	-	53	166	500		250		(250)	
	Total Legal Pub		2,284	2,336	1,203	2,127	856	307	2,850	11%	1,650	-42%	(1,200)	
100-48205-810	Refunds & Reimbursements	DAMAGE DEPOSIT	7,720	7,554	11,079	3,416	-	-	-		-		0	Moved to GL
	Total Damage Deposit		7,720	7,554	11,079	3,416	-	-	-		-	#DIV/0!	0	
	Total General Gov't		524,577	426,758	473,140	477,369	470,784	229,109	530,422	43%	522,562	-1%	(7,859)	
Public Safety														
100-42101-310	Other Professional Services	HC SHERIFF	65,503	75,078	69,333	71,405	78,731	20,274	81,096		82,716		1,620	contract price
	Total HC Sheriff		65,503	75,078	69,333	71,405	78,731	20,274	81,096	25%	82,716	2%	1,620	
100-42102-310	Other Professional Services	WC SHERIFF	88,330	83,726	95,900	99,168	105,708	54,366	105,120		108,770		3,650	contract price
	Total WC Sheriff		88,330	83,726	95,900	99,168	105,708	54,366	105,120	52%	108,770	3%	3,650	
100-42210-103	Part-Time Wages	FIRE ADMIN	29,404	28,116	27,804	31,640	47,144	29,841	59,000		61,000		2,000	straight hourly pay/increased calls
100-42210-122	FICA	FIRE ADMIN	1,823	1,743	1,714	1,943	1,483	3,271	3,658		3,782		124	
100-42210-123	Medicare	FIRE ADMIN	426	408	401	454	347	765	856		885		29	
100-42210-142	Unemployment Benefits	FIRE ADMIN	-	-	22	-	275	168			300		300	
100-42210-150	Workers Comp Premium	FIRE ADMIN	7,042	6,679	7,137	7,947	8,225	5,040	8,500		9,000		500	estimate
100-42210-200	Office Supplies	FIRE ADMIN	359	167	131	241	560	-	350		350		0	
100-42210-305	Medical/Physical Fees	FIRE ADMIN	3,975	1,260	4,735	4,567	2,644	1,249	4,000		4,000		0	
100-42210-306	Dues & Subscriptions	FIRE ADMIN	884	562	572	605	1,889	100	1,000		1,500		500	
100-42210-361	General Liability Insurance	FIRE ADMIN	6,875	5,869	2,370	4,743	5,248	2,004	5,000		5,000		0	estimate
	Total Fire Admin		50,788	45,975	45,125	52,140	67,816	42,438	82,364	52%	85,817	4%	3,453	

100-42220-221	Equipment Parts	FIRE EQUIP	3,665	6,025	1,056	2,791	6,579	3,363	15,500	15,500	0		
100-42220-228	Medical Supplies	FIRE EQUIP	-	-	782	370	-	842	1,500	1,500	0		
100-42220-240	Small Tools/Equipment	FIRE EQUIP	718	132	-	537	-	239	850	1,000	150		
100-42220-260	Uniforms	FIRE EQUIP	8,599	780	10,864	7,559	12,699	3,056	28,500	28,500	0	Purchase extra to incorporate 2 sets each	
100-42220-580	Other Equipment	FIRE EQUIP	4,315	2,056	856	1,081	730	1,916	5,000	5,000	0		
	Total Fire Equip		17,296	8,993	13,557	12,338	20,009	9,416	51,350	18%	51,500	0%	150
100-42240-208	Training & Instruction	FIRE TRG	3,401	7,517	8,869	4,162	6,078	974	12,500	12,500	0		
100-42240-310	Other Professional Services	FIRE TRG	-	-	-	2,939	3,055	1,585	3,210	3,210	0	Contracted cost	
100-42240-331	Travel Expenses	FIRE TRG	1,099	852	792	2,137	3,754	1,397	1,500	1,500	0		
	Total Fire Trg		4,500	8,369	9,661	9,238	12,886	3,957	17,210	23%	17,210	0%	0
100-42260-212	Motor Fuels	FIRE VEHICLE	5,428	3,780	3,146	2,362	2,302	1,521	4,500	4,500	0		
100-42260-220	Repair/Maintenance Supply	FIRE VEHICLE	7,438	14,342	7,855	11,402	9,144	893	9,000	9,000	0		
100-42260-240	Small Tools/Equipment	FIRE VEHICLE	2,335	1,860	198	322	25	147	2,000	1,000	(1,000)		
100-42260-323	Radio Units	FIRE VEHICLE	1,107	2,661	5,035	8,481	3,439	3,673	7,805	7,805	0	add additional radios	
	Total Fire Vehicle		16,307	22,643	16,235	22,567	14,911	6,234	23,305	27%	22,305	-4%	(1,000)
100-42280-215	Shop Supplies	FIRE BLDG	1,121	741	189	416	177	113	1,650	1,650	0		
100-42280-220	Repair/Maintenance Supply	FIRE BLDG	-	522	14,969	2,827	1,364	1,832	7,500	7,500	0	increase for hose testing	
100-42280-321	Telephone	FIRE BLDG	1,002	430	351	371	1,857	464	1,000	1,000	0		
100-42280-325	Taxes	FIRE BLDG	138	-	-	-	-	-	175	-	(175)		
100-42280-381	Electric Utilities	FIRE BLDG	4,696	3,722	3,636	3,861	3,859	1,181	4,500	4,500	0		
100-42280-383	Gas Utilities	FIRE BLDG	2,569	3,673	2,855	1,935	2,298	2,005	3,000	3,000	0		
100-42280-520	Buildings & Structures	FIRE BLDG	-	-	-	-	-	932	-	-	0		
	Total Fire Bldg		9,526	9,088	21,999	9,410	9,555	6,528	17,825	37%	17,650	-1%	(175)
100-42290-124	State Aid Pensions	FRA	41,704	37,871	42,415	38,746	37,428	-	39,000	39,000	0	pass through fund	
100-42290-125	Other Retirement Contributions	FRA	-	-	-	11,134	11,134	-	12,011	11,602	(409)	31% of two year's prior state aid amount	
100-42290-301	Auditing & Accounting	FRA	10,683	5,800	6,580	6,100	6,200	-	6,500	6,250	(250)	billed hourly, this is estimated amount	
	Total FRA		52,387	43,671	48,995	55,980	54,762	-	57,511	0%	56,852	-1%	(659)
100-42401-310	Other Professional Services	BLDG INSP	72,360	32,860	53,391	54,669	39,212	19,144	50,000	50,000	0		
	Total Bldg Insp		72,360	32,860	53,391	54,669	39,212	19,144	50,000	38%	50,000	0%	0
100-42700-310	Other Professional Services	ANIMAL CTRL	189	180	185	250	577	561	500	1,000	500		
	Total Animal Ctrl		189	180	185	250	577	561	500	112%	1,000	100%	500
100-42800-310	Other Professional Services	CEMETERY	-	-	50	2,174	-	-	-	-	0		
	Total Cemetery		-	-	50	2,174	-	-	-	#DIV/0!	-	#DIV/0!	0
	Total Public Safety		377,186	330,584	374,432	389,338	404,167	162,918	486,281	34%	493,820	2%	7,539

Public Works

100-43000-101	Full-Time Wages - Reg	PUBLIC WORKS	61,257	74,389	98,608	107,097	111,190	73,056	131,192	138,997	7,804	3 FTE - with \$25k paid from Storm H2O
100-43000-102	Full-Time Wages - OT	PUBLIC WORKS	-	1,340	604	1,386	526	583	2,000	2,000	0	
100-43000-103	Part-Time Wages	PUBLIC WORKS	4,010	14,370	5,170	13,080	11,292	5,300	13,740	14,580	840	1 Summer help and 1 temp. snow plow driver
100-43000-121	PERA	PUBLIC WORKS	3,462	5,168	7,730	8,095	8,059	5,781	11,714	12,300	585	
100-43000-122	FICA	PUBLIC WORKS	3,846	5,688	6,637	7,482	7,411	4,899	10,536	11,072	536	
100-43000-123	Medicare	PUBLIC WORKS	899	1,274	1,552	1,750	1,733	1,146	2,464	2,589	125	
100-43000-134	Employer Paid Life	PUBLIC WORKS	-	1,107	1,729	1,862	1,374	1,120	2,100	2,535	435	estimate
100-43000-142	Unemployment Benefits	PUBLIC WORKS	-	369	264	28	1,865	5,200	250	-	(250)	
100-43000-151	Health Insurance Premiums	PUBLIC WORKS	5,537	10,892	15,616	19,200	20,701	15,444	30,000	32,400	2,400	2 family & 1 single
100-43000-208	Training & Instruction	PUBLIC WORKS	-	225	997	1,379	166	2,163	2,500	2,500	0	to reflect additional worker
100-43000-212	Motor Fuels	PUBLIC WORKS	10,110	8,790	-	5,218	5,085	5,916	7,000	7,000	0	plow, loader, bobcat, pickups
100-43000-215	Shop Supplies	PUBLIC WORKS	4,608	3,569	-	2,658	3,524	5,793	5,500	7,500	2,000	added for fuel storage
100-43000-220	Repair/Maintenance Supply	PUBLIC WORKS	7,116	8,726	378	11,725	7,134	6,854	9,000	12,000	3,000	
100-43000-226	Sign Repair Materials	PUBLIC WORKS	-	-	-	1,252	943	-	1,500	1,500	0	consolidated all street sign resources here
100-43000-240	Small Tools/Equipment	PUBLIC WORKS	1,986	4,432	-	2,576	6,505	1,276	5,000	5,000	0	
100-43000-260	Uniforms	PUBLIC WORKS	907	1,974	-	1,316	2,225	585	3,000	3,000	0	to reflect additional worker
100-43000-310	Other Professional Services	PUBLIC WORKS	6,708	5,174	-	18,696	13,075	1,250	17,000	10,000	(7,000)	Compost, street sweepings
100-43000-321	Telephone	PUBLIC WORKS	-	555	1,929	1,880	2,820	1,544	2,800	4,200	1,400	Cell Phones, Comcast Internet/Phones
100-43000-325	Taxes	PUBLIC WORKS	-	119	-	120	38	118	200	200	0	
100-43000-381	Electric Utilities	PUBLIC WORKS	-	-	-	-	-	-	-	6,000	6,000	
100-43000-383	Gas Utilities	PUBLIC WORKS	-	-	-	-	-	-	-	5,000	5,000	

	Total Public Works		113,432	155,840	152,107	206,800	205,666	138,028	257,497	54%	280,372	9%	22,876	
100-43121-224	Street Maintenance Materials	PAVED STREETS	5,636	13,661	71,522	32,250	16,992	1,812	100,000		100,000		0	increase to pay for annual chip seal
	Total Paved Streets		6,225	14,625	75,755	32,250	16,992	1,812	100,000	2%	100,000	0%	0	
100-43122-224	Street Maintenance Materials	UNPAVED STREETS	2,240	7,094	10,403	11,179	12,639	-	15,000		15,000		0	
	Total Unpaved Streets		6,400	7,094	10,403	11,179	12,639	-	15,000	0%	15,000	0%	0	
100-43125-224	Street Maintenance Materials	SNOW/ICE	600	11,926	15,000	9,453	19,171	6,624	15,000		20,000		5,000	
	Total Snow/Ice		600	11,926	15,000	9,453	19,171	6,624	15,000	44%	20,000	33%	5,000	
100-43160-381	Electric Utilities	STREET LIGHTS	27,036	25,125	19,475	26,424	23,876	9,624	25,000		25,000		0	
	Total Street Lights		27,036	25,125	19,475	26,424	23,876	9,624	25,000	38%	25,000	0%	0	
100-43240-384	Refuse/Garbage Disposal	CITY CLEAN UP	828	887	1,784	2,073	-	1,935	-		1,000		1,000	\$0 cost last two years ('16 received donation)
	Total City Clean Up		828	887	1,784	2,073	-	1,935	-	#DIV/0!	1,000	#DIV/0!	1,000	
100-43245-384	Refuse/Garbage Disposal	RECYCLING	25,354	33,931	36,112	37,745	38,298	16,818	38,500		40,000		1,500	residential recycling service addt. houses
	Total Recycling		25,354	33,931	36,112	37,745	38,298	16,818	38,500	44%	40,000	4%	1,500	
	Total Public Works		180,693	249,428	341,883	325,925	316,643	174,841	450,997	39%	481,372	7%	30,376	

Culture & Recreation

100-45186-437	Senior Center Contribution	SENIOR CENTER	1,250	7,654	5,330	7,016	7,905	1,887	8,700		8,700		0	provided by St. Michael
	Total Senior Center Contribution		1,250	7,654	5,330	7,016	7,905	1,887	8,700	22%	8,700	0%	0	
100-45200-212	Motor Fuels	PARKS		1,958	-	1,478	1,214	699	2,000		2,000		0	lawn mower fuel
100-45200-220	Repair/Maintenance Supply	PARKS	3,801	4,477	4,513	4,599	3,428	1,257	5,000		5,000		0	mower repairs, park maintenance equipment
100-45200-225	Landscaping Materials	PARKS	4,055	1,788	2,625	4,356	4,638	231	8,000		8,000		0	wood chips, seed, soil, fertilizer, etc.
100-45200-310	Other Professional Services	PARKS			-	6,280	6,500	6,800	6,800		7,000		200	FYCC Costs
100-45200-381	Electric Utilities	PARKS	2,729	1,932	2,054	2,265	2,981	876	2,200		2,200		0	
100-45200-400	Repairs & Maintenance Contract	PARKS	4,489	4,469	2,249	1,939	112	-	1,500		1,500		0	
100-45200-440	Programs	PARKS	5,171	4,992	9,041	2,216	1,945	2,467	2,200		3,000		800	city hosted events
100-45200-580	Other Equipment	PARKS	1,182	2,711	7,190	7,606	4,070	409	8,000		8,000		0	added Biff @ school
	Total Parks		24,199	22,610	27,852	30,739	24,887	12,740	35,700	36%	36,700	3%	1,000	
100-45500-437	Contribution & Operation	ROY SIMMS LIBRARY	7,000	7,000	5,250	10,428	11,240	4,188	11,500		11,500		0	\$7K bond plus \$4,500 operation
	Total Roy Simms Library		7,000	7,000	5,250	10,428	11,240	4,188	11,500	36%	11,500	0%	0	
	Total Culture & Rec		32,449	37,264	38,432	48,183	44,032	18,815	55,900	34%	56,900	2%	1,000	

Transfers Out

100-49360-700	Transfer Out	GENERAL CAPITAL	221,307	100,000		250,000			-		-		0	eliminated as an operating expense
100-49360-700	Transfer Out	PARKS CAPITAL	-	-		148,570			-		-		0	eliminated as an operating expense
100-49360-700	Transfer Out	FIRE DEPT CAPITAL	-	20,000	52,300	31,000	74,151		-		-		0	eliminated as an operating expense
100-49360-700	Transfer Out	HISTORICAL FUND	10,000	10,000					-		-		0	eliminated as an operating expense
100-49360-700	Transfer Out	CITY HALL FUND	30,000	30,000		74,093			-		-		0	eliminated as an operating expense
100-49360-700	Transfer Out	EQUIPMENT FUND	32,500	32,500	55,000				-		-		0	eliminated as an operating expense
100-49360-700	Transfer Out	STREET CAPITAL	275,000	100,000	369,000		150,000		-		-		0	eliminated as an operating expense
	Total Transfers Out		568,807	292,500	476,300	503,663	224,151	-	-	#DIV/0!	-	#DIV/0!	0	

Transit

100-49800-310	Other Professional Services	TRANSIT		1,107		250	187	489	5,000		-		(5,000)	annual cost, capital debt repayment
	Total Transit			1,107	-	250	187	489	5,000	10%	-	-100%	(5,000)	

Total Fund Expend.	1,683,711	1,337,641	1,704,187	1,744,728	1,459,964	586,172	1,528,599	38%	1,554,654	1.70%	26,055
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Total Revenue Over Expenditures	(70,692)	207,427	6,540	(166,390)	(33,934)	(116,780)	(0)	(0)
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Fire Department Cost for Services Calculation

2019 Estimated Market Values	HC	WC	TOTAL	
City of Corcoran	\$205,397,200		\$205,397,200	25.09%
City of Greenfield	\$140,036,400		\$140,036,400	17.11%
City of Hanover	\$88,457,900	\$281,896,000	\$370,353,900	45.25%
Rockford Township		\$102,762,700	\$102,762,700	12.55%
	<hr/>	<hr/>	<hr/>	<hr/>
	\$433,891,500	\$384,658,700	\$818,550,200	100.00%

Total Calls by Year	2013	2014	2015	2016	2017	Total	Average	
City of Corcoran	24	34	34	50	43	185	37	22.87%
City of Greenfield	13	12	12	42	24	103	20.6	12.73%
City of Hanover	77	73	73	103	82	408	81.6	50.43%
Rockford Township	22	28	28	22	13	113	22.6	13.97%
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	136	147	147	217	162	809	161.8	100.00%

2019 Budget: 311,333.50 Total Budgeted Expenditures (General Fund, Bonds, Capital Transfer)
 (39,000.00) State FRA Pension Contribution
\$272,333.50 Amount to be allocated

Payment from City is based on dividing the budget in half and then determining costs based on Market Value and Total Calls.

	MV %	MV Pymt.	CH %	CH Pymt.	Payment
City of Corcoran	25.09%	34,168.06	22.87%	31,138.26	65,306.31
City of Greenfield	17.11%	23,295.21	12.73%	17,336.43	40,631.65
City of Hanover	45.25%	61,608.79	50.43%	68,672.48	130,281.27
	12.55%	17,094.69	13.97%	19,019.58	36,114.27
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	100.00%	136,166.75	100.00%	136,166.75	272,333.50
		136,166.75		136,166.75	

2018 Payment Per City:		2019 Payment Per City:	% Change
City of Corcoran	\$64,116.39	City of Corcoran	\$65,306.31 2%
City of Greenfield	\$39,557.64	City of Greenfield	\$40,631.65 3%
City of Hanover	\$129,903.70	City of Hanover	\$130,281.27 0%
Rockford Township	\$36,986.77	Rockford Township	\$36,114.27 -2%
	<hr/>		<hr/>
	\$270,564.50		\$272,333.50

Capital Improvement Fund Levy Revenue

Fund No.	Account Description	2013 Actual	2014 Actual	2015 Actual	2016 Actual	2017 Actual	2018 Budget	2019 Budget	% Change	Comments
401	General	221,307	100,000							
402	Parks					25,000	25,000	25,000		
403	Fire Department		20,000	24,000	30,000	104,151	60,000	60,000		
404	Historical Projects	10,000	10,000							
407	TIF Redev. Dist #1									
408	8th St. Project									
411	Facilities	30,000	30,000			-				
417	Equipment	32,500	32,500	55,000	65,000	52,348	15,000	20,000		
418	Street Project	275,000	100,000	190,000	215,000	310,000	152,880	169,806		
Total Revenue		568,807	292,500	269,000	310,000	491,499	252,880	274,806	83%	

City of Hanover
Debt Services

2008A GO CIP Refunding Bond Fund

Acct No.	Account Description	2013 Actual	2014 Actual	2015 Actual	2016 Actual	2017 Actual	2018 Budget	2019 Budget	% Change
<u>Revenue Accounts</u>									
311-31000	PROPERTY TAXES-CITY	79,457	40,934	39,770	38,604	42,688	41,255	39,821	
311-33410	MV CREDIT								
311-36210	INTEREST EARNINGS	504	50	400	344	688	200	0	
311-36215	INVESTMENT INCOME/LOSS		413	(92)	289	(284)	200	0	
311-39100	BOND PROCEEDS								
311-39200	TRANSFERS IN								
Total Revenue		79,961	41,397	40,079	39,238	43,092	41,655	39,821	10%
<u>Expenditure Accounts</u>									
311-47000-601	DS: PRINCIPAL	70,000	70,000	25,000	30,000	30,000	30,000	35,000	
311-47000-611	DS: INTEREST	13,270	11,030	9,448	8,338	7,320	6,210	4,973	
311-47000-620	DS: FISCAL AGENT FEES	495	495	495	425	495	495	495	
Total Expenditures		83,765	81,525	34,943	38,763	37,815	36,705	40,468	-2%
Total Revenue Over Expenditure		(3,804)	(40,128)	5,136	475	5,277	4,950	(646)	-112%

*Last payment made in 2022

**City of Hanover
Debt Services**

2011 GO Improvement Crossover Refunding Bond Fund

Acct No.	Account Description	2013 Actual	2014 Actual	2015 Actual	2016 Actual	2017 Actual	2018 Budget	2019 Budget	% Change
<u>Revenue Accounts</u>									
314-31000	PROPERTY TAXES-CITY	34,403	74,174	110,246	125,400	124,490	134,080	132,803	
314-33410	MV CREDIT								
314-36100	SPECIAL ASSESSMENTS	79,169	93,196	71,146	62,387	43,450			
314-36210	INTEREST EARNINGS	2,756	417	3,965	5,559	5,717			
314-36215	INVESTMENT INCOME/LOSS		4,553	(299)	(270)	(2,168)			
314-39100	BOND PROCEEDS								
314-39200	TRANSFERS IN								
Revenue Accounts		116,328	172,341	185,058	193,076	171,489	134,080	132,803	-11%
<u>Expenditure Accounts</u>									
314-47000-601	DS: PRINCIPAL	80,000	125,000	125,000	140,000	140,000	150,000	150,000	
314-47000-611	DS: INTEREST	27,375	25,775	23,275	20,775	17,975	15,175	12,025	
314-47000-620	DS: FISCAL AGENT FEES	425	495	495	495	495	495	495	
	BALANCING (Fund 309 residuals)								
Total Expenditures		107,800	151,270	148,770	161,270	158,470	165,670	162,520	-2%
Total Revenue Over Expenditure		8,528	21,071	36,288	31,806	13,019	(31,590)	(29,717)	-59%

*Last payment made in 2021

City of Hanover
Debt Services

2016 GO Public Works Building Bond

Acct No.	Account Description	2013 Actual	2014 Actual	2015 Actual	2016 Budget	2017 Actual	2018 Budget	2019 Budget	% Change
<u>Revenue Accounts</u>									
315-31000	PROPERTY TAXES-CITY					110,036	105,236	109,636	
315-36210	INTEREST EARNINGS					358			
315-36215	INVESTMENT INCOME/LOSS					(175)			
315-39100	BOND PROCEEDS								
315-39200	TRANSFERS IN								
Revenue Accounts		-	-	-	\$ -	\$ 110,219	\$ 105,236	\$ 109,636	#DIV/0!
<u>Expenditure Accounts</u>									
315-47000-601	DS: PRINCIPAL					0	60,000	60,000	
315-47000-611	DS: INTEREST					24,249	40,630	39,820	
315-47000-620	DS: FISCAL AGENT FEES						495	495	
Total Expenditures		\$ -	\$ -	\$ -	\$ -	\$ 24,249	\$ 101,125	\$ 100,315	#DIV/0!
Total Revenue Over Expenditures		-	-	-	\$ -	\$ 85,970	\$ 4,111	\$ 9,321	#DIV/0!

**City of Hanover
Debt Services**

Minnesota PFA Loan

Acct No.	Account Description	2013 Actual	2014 Actual	2015 Actual	2016 Actual	2017 Actual	2018 Budget	2019 Budget	% Change
<u>Expenditure Accounts</u>									
602-47000-601	PRINCIPAL				95,000	98,000	100,000	102,000	
602-47000-611	INTEREST			12,463	11,221	9,046	6,801	4,511	
Total Expenditures				12,463	106,221	107,046		106,511	1%

**last payment made in 2020*

Total Debt Services Expenditures	196,176	306,254	327,580	409,814	25%
Total Debt Services Tax Revenues	150,016	164,004	277,214	282,260	2%
Total Debt Services Non-Tax Revenues	75,120	68,309	47,587	0	-100%
Total Debt Expenditures Paid by Levy Dollars	183,713	200,033	220,534	303,303	38%

FINAL LEVY CERTIFIED

Bond Register/Debt Levy Supplement

Bond Issues	Original Principal	Date Issued	Paid by Levy Dollars (Y/N)	Debt Levy per Issued Bond for Pay 2019	Reductions to Levied Amount	Certified Debt Levy 2019
GO Wastewater Treatment Note - Mn PFA	\$1,909,275	1999	N	\$0.00	\$0.00	\$0.00
GO Improvement Plan Refunding	\$660,000	2008	Y	\$39,821.25	\$0.00	\$39,821.25
GO Improvement Crossover Refunding	\$1,225,000	2011	Y	\$132,803.11	\$0.00	\$132,803.11
GO Bond Capital Improvement	\$1,535,000	2016	Y	\$109,635.75	\$0.00	\$109,635.75
Total	\$3,420,000			\$282,260	\$0.00	\$282,260.11

I hereby certify that the above schedule of bond levies to be spread on payable 2019 tax rolls agrees with your records and is true and correct. Copies of any resolutions which increase or reduce these levies are attached.

Dated this _____ day of December, 2018.

Brian Hagen, City Administrator

FINAL LEVY CERTIFIED

**STATE of MINNESOTA
COUNTY of WRIGHT
CITY OF HANOVER**

Return by: _____, 2018
City Taxes Voted

To the Auditor of Wright County: I hereby certify that the Council for the City of Hanover, County of Wright, Minnesota, did at a meeting on December ____, 2018 levy the following amount to be raised by taxation for the City of Hanover for the payable year 2019.

2019 Preliminary

2019 Final

2019 Budget Requirement	2019 LGA	2019 Other Resources	2019 Tax Levy	# Fund	2019 Budget Requirement	2019 LGA	2019 Other Resources	2019 Certified Levy
1,303,321	118,253	165,409	1,019,659	5 Rev	1,303,321	118,253	165,409	1,019,659
251,333	39,000	110,755	101,578	7 Fire Prot.	251,334	39,000	110,755	101,578
303,302		21,042	282,260	19 Debt Services	303,303		21,042	282,260
274,806		31,297	243,509	26 Capital Improv.	274,806		31,297	243,509
2,132,762	157,253	328,503	1,647,006	Total	2,132,763	157,253	328,504	1,647,006

Dated this ____ day of December, 2018.

Brian Hagen, City Administrator

FINAL LEVY CERTIFIED

**STATE of MINNESOTA
COUNTY of WRIGHT
HANOVER EDA**

Return by: _____, 2018
District Taxes Voted

To the Auditor of Wright County: I hereby certify that the Hanover City Council, on behalf of the **Board for the Hanover EDA**, County of Wright, Minnesota, did at a meeting on December ____, 2018 levy the following amount to be raised by taxation for the City of Hanover for the payable year 2019.

2019 Preliminary

2019 Final

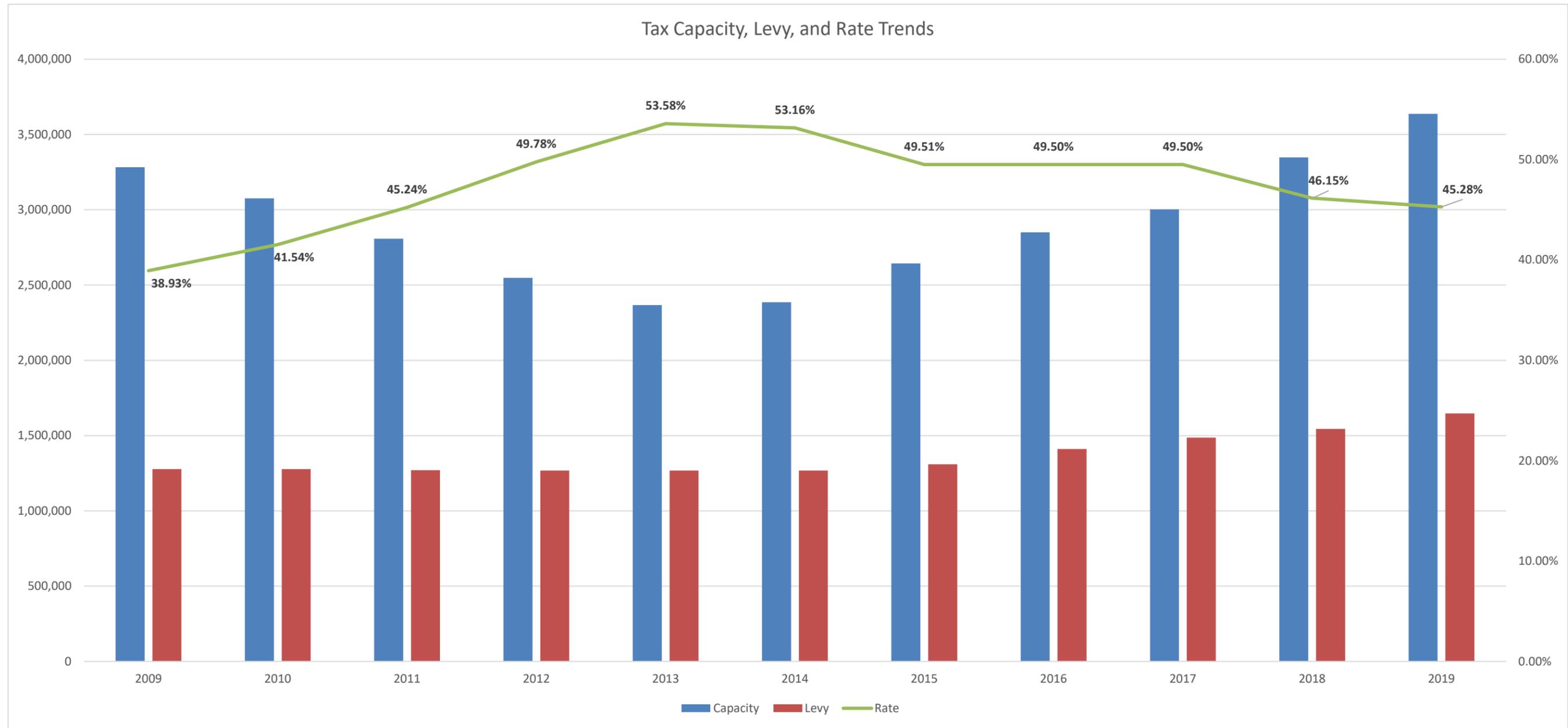
2019 Budget Requirement	2019 LGA	2019 Other Resources	2019 Tax Levy	# Fund	2019 Budget Requirement	2019 LGA	2019 Other Resources	2019 Certified Levy
49,000			49,000	5 Administration	49,000			49,000
49,000	0	0	49,000	Total	49,000	0	0	49,000

Dated this ____ day of December, 2018.

Brian Hagen, City Administrator

Preliminary Levy Certification	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019
Capacity	3,282,608	3,076,226	2,808,041	2,547,684	2,367,113	2,385,758	2,644,071	2,850,350	3,002,592	3,347,361	3,637,226
Levy	1,277,851	1,277,851	1,270,270	1,268,303	1,268,286	1,268,280	1,308,954	1,410,972	1,486,286	1,544,804	1,647,006
Rate	38.93%	41.54%	45.24%	49.78%	53.58%	53.16%	49.51%	49.50%	49.50%	46.15%	45.28%

Tax Capacity:
 HC 891,707
 WC 2,745,519



City of Hanover Water & Wastewater Budget

Water	2017	2018	2019	Monthly Payment
LIM	1,000	1,008	2,004	167.00
Repair & Maintenance	1,000	1,008	2,004	
Utilities				
O&M	34,764	35,004	41,026	3,418.83
Workforce Costs	20,292	20,772	24,374	
Training Travel & Expenses	50	50	166	
Consumables	0	0	184	
Vehicles & Mobile Equipment	2,533	2,632	2,876	
Equipment, Supplies & Tools	0	0	363	
Laboratory, Regulatory Compliance and Safety costs	190	210	514	
IT/Hardware/Software	610	513	692	
Insurance	765	765	815	
Other Expenses (Phones, Postage, Office)	4,908	4,608	5,236	
Internal Tech Support / Overhead / Other Expenses	5,416	5,454	5,806	
Total	35,764	36,012	43,030	3,585.83

Wastewater	2017	2018	2019	Monthly Payment
LIM	11,500	14,880	11,808	984.00
Repair & Maintenance	7,000	9,792	7,008	
Utilities	4,500	5,088	4,800	
O&M	36,965	37,008	46,971	3,914.25
Workforce Costs	20,292	25,156	29,593	
Training Travel & Expenses	150	150	2,472	
Consumables	0	0	84	
Vehicles & Mobile Equipment	2,587	2,587	3,020	
Equipment, Supplies & Tools			2,000	
Laboratory, Regulatory Compliance and Safety costs	410	410	420	
IT/Hardware/Software	610	610	120	
Insurance	765	765	836	
Other Expenses (Phones, Postage, Office)	6,735	1,907	2,880	
Internal Tech Support / Overhead / Other Expenses	5,416	5,423	5,546	
Total	48,465	51,888	58,517	4,876.42

Combined	2017	2018	2019	Monthly Payment
LIM	12,500	15,888	13,812	1,151.00
Repair & Maintenance	8,000	10,800	9,012	
Utilities	4,500	-	4,800	
O&M	71,729	72,012	87,997	7,333.08
Workforce Costs	40,584	45,928	53,967	
Training Travel & Expenses	200	200	2,638	
Consumables				
Vehicles & Mobile Equipment	5,120	5,219	5,896	
Equipment, Supplies & Tools				
Laboratory, Regulatory Compliance and Safety costs	600	620	934	
IT/Hardware/Software				
Insurance	1,530	1,530	1,651	
Other Expenses (Phones, Postage, Office)	11,643	6,515	8,116	
Internal Tech Support / Overhead / Other Expenses	10,832	10,877	11,352	
Total	84,229	87,900	101,547	8,462.25

Collaborative Planning, LLC

Memorandum

Date: November 27, 2018
To: Honorable Mayor and Council
From: Cindy Nash, City Planner
RE: Home Occupation Ordinance

The Planning Commission was previously asked by the City Council to review the home occupation ordinance after a property owner with a noncompliant home occupation appeared before the City Council. The Planning Commission reviewed this ordinance at their September, October and November meetings and has recommended the draft ordinance revisions that are included in this packet.

History

The City last updated its home occupation ordinance in the spring of 2014. A copy of that ordinance is attached along with a copy of the previous ordinance.

Recently, City Administrator Hagen has been in communications with the owners of 10467 Beebe Lake Road regarding a violation of the home occupation ordinance at that location. The owner addressed the City Council at their September 4, 2018 meeting, and the Council determined that it would be useful for the City to review its home occupation ordinances again.

In the past, the City has permitted more extensive business use of a residential property under an Interim Use Permit for home-extended businesses. A number of these older permits still remain in operation in the community, primarily on larger lots.

Draft Ordinance

Under the draft ordinance, existing home occupations that are permitted without requiring a permit from the City are essentially left the same, except for language clarifying the type of commercial vehicles that may deliver to the home (to ensure that FedEx, UPS, and similar deliveries do not result in a non-compliance issue).

Properties meeting certain characteristics may also apply for an Interim Use Permit to have slightly more intensive home occupations on their properties. A summary of differences are as follows:

- Properties must be in the RA zoning district and be at least 2 acres in size with a driveway access to a County Road.
- Accessory buildings could be used for the home occupation.
- The home occupation can result in two additional cars.

The Planning Commission also discussed a number of other items related to the ordinance, but did decide not to recommend the use of outside storage and other site conditions that would permit the business to have a greater impact on other nearby properties.

A map showing the properties that would be eligible to receive an interim use permit under this updated draft is attached.

Effect on Existing Non-Compliant Home Occupation (10467 Beebe Lake Road)

The property owners attended all Planning Commission meetings and indicated that they would be able to comply with the conditions included within the draft ordinance. If the ordinance is adopted, the property owners would need to apply for and receive an Interim Use Permit in order to bring their property into compliance.

Attachments:

- 1) Draft ordinance (redline)
- 2) Ordinance
- 3) Existing Ordinance (since 2014)
- 4) Older ordinance
- 5) Map of Impacted Properties

SEC. 10.68. HOME OCCUPATIONS.

Home Occupations are permitted by this Ordinance but must be established and maintained so as to comply with the provisions of the following standards:

A. Home Occupations Allowed as Permitted Use

1. ~~A.~~ No Home Occupation shall require internal or external alterations or involve construction features not customarily found in dwellings except where required to comply with local and State fire and police recommendations.
2. ~~B.~~ Conduct of the Home Occupation does not generate more noise, vibration, glare, fumes, odors, or electrical interference than normally associated with residential occupancy in the neighborhood.
3. ~~C.~~ The Home Occupation is not of a scale requiring the use of commercial vehicles that are different from those typically used for routine deliveries to homes (FedEx, USPS, or similar home delivery commercial vehicles) for the delivery of materials to or from the premises. The Home Occupation is not of a scale requiring the use of a commercial vehicle for the delivery of materials to or from the premises.
4. ~~D.~~ The use shall not generate sewage of a nature or rate greater than that normally associated with residential occupancy nor shall it generate hazardous waste or solid waste at a rate greater than that normally associated with residential occupancy.
5. ~~E.~~ The Home Occupation may increase vehicular traffic flow and parking by no more than one additional vehicle at a time and any need for parking generated by the conduct of a Home Occupation shall be met off the street, other than in a required front yard, and, if in a driveway, in such a manner that access to the garage is not eliminated.
6. ~~F.~~ No more than one person other than those living in the residence may be employed in the Home Occupation.
7. ~~G.~~ No outdoor display of goods or outside storage of equipment or materials shall be permitted.
8. ~~H.~~ No accessory building may be used for operations, display of goods or the storage of equipment or materials used in the Home Occupation.
9. ~~I.~~ No Home Occupation will be allowed that jeopardizes the health and safety of residents of the City.
10. ~~J.~~ There shall be no renting of space in a residence for non-residential purposes.

11. ~~K.~~ Retail is not a permitted home occupation.
12. ~~L.~~ There shall be no exterior display or exterior signs or interior display or interior signs that are visible from outside the dwelling with the exception of one (1) directional or identification/business sign not to exceed two (2) square feet in area.

B. Home Occupations Allowed as Interim Use

1. Only properties that are zoned RA consisting of at least 2 acres and having a driveway access to a county road may be permitted for a home occupation as an interim use under the conditions outlined below.
2. No Home Occupation shall require internal or external alterations or involve construction features not customarily found in dwellings except where required to comply with local and State fire and police recommendations.
3. Conduct of the Home Occupation does not generate more noise, vibration, glare, fumes, odors, or electrical interference than normally associated with residential occupancy in the neighborhood.
4. The Home Occupation is not of a scale requiring the use of commercial vehicles that are different from those typically used for routine deliveries to homes (FedEx, USPS, or similar home delivery commercial vehicles) for the delivery of materials to or from the premises.
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7. No more than one person other than those living in the residence may be employed in the Home Occupation.
8. No outdoor display of goods or outside storage of equipment or materials shall be permitted.
9. Accessory buildings may be used for operations, display of goods or the storage of equipment or materials used in the Home Occupation.

10. No Home Occupation will be allowed that jeopardizes the health and safety of residents of the City.

11. There shall be no renting of space in a residence for non-residential purposes.

12. Retail is not a permitted home occupation.

13. There shall be no exterior display or exterior signs or interior display or interior signs that are visible from outside the dwelling with the exception of one (1) directional or identification/business sign not to exceed two (2) square feet in area.

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

ORDINANCE NO. 2018-06

**AN ORDINANCE AMENDING THE ZONING ORDINANCE PERTAINING TO HOME
OCCUPATIONS**

THE CITY COUNCIL OF THE CITY OF HANOVER ORDAINS AS FOLLOWS:

Section 1. Section 10-68 of the City of Hanover Code of Ordinances is repealed in its entirety and a new Section 10-68 is added as follows:

SEC. 10.68. HOME OCCUPATIONS.

Home Occupations are permitted by this Ordinance but must be established and maintained so as to comply with the provisions of the following standards:

A. Home Occupations Allowed as Permitted Use

1. No Home Occupation shall require internal or external alterations or involve construction features not customarily found in dwellings except where required to comply with local and State fire and police recommendations.
2. Conduct of the Home Occupation does not generate more noise, vibration, glare, fumes, odors, or electrical interference than normally associated with residential occupancy in the neighborhood.
3. The Home Occupation is not of a scale requiring the use of commercial vehicles that are different from those typically used for routine deliveries to homes (FedEx, USPS, or similar home delivery commercial vehicles) for the delivery of materials to or from the premises.
4. The use shall not generate sewage of a nature or rate greater than that normally associated with residential occupancy nor shall it generate hazardous waste or solid waste at a rate greater than that normally associated with residential occupancy.
5. The Home Occupation may increase vehicular traffic flow and parking by no more than one additional vehicle at a time and any need for parking generated by the conduct of a Home Occupation shall be met off the street, other than in a required front yard, and, if in a driveway, in such a manner that access to the garage is not eliminated.

6. No more than one person other than those living in the residence may be employed in the Home Occupation.
7. No outdoor display of goods or outside storage of equipment or materials shall be permitted.
8. No accessory building may be used for operations, display of goods or the storage of equipment or materials used in the Home Occupation.
9. No Home Occupation will be allowed that jeopardizes the health and safety of residents of the City.
10. There shall be no renting of space in a residence for non-residential purposes.
11. Retail is not a permitted home occupation.
12. There shall be no exterior display or exterior signs or interior display or interior signs that are visible from outside the dwelling with the exception of one (1) directional or identification/business sign not to exceed two (2) square feet in area.

B. Home Occupations Allowed as Interim Use

1. Only properties that are zoned RA consisting of at least 2 acres and having a driveway access to a county road may be permitted for a home occupation as an interim use under the conditions outlined below.
2. No Home Occupation shall require internal or external alterations or involve construction features not customarily found in dwellings except where required to comply with local and State fire and police recommendations.
3. Conduct of the Home Occupation does not generate more noise, vibration, glare, fumes, odors, or electrical interference than normally associated with residential occupancy in the neighborhood.
4. The Home Occupation is not of a scale requiring the use of commercial vehicles that are different from those typically used for routine deliveries to homes (FedEx, USPS, or similar home delivery commercial vehicles) for the delivery of materials to or from the premises.
5. The use shall not generate sewage of a nature or rate greater than that normally associated with residential occupancy nor shall it generate hazardous waste or solid waste at a rate greater than that normally associated with residential occupancy.
6. The Home Occupation may increase vehicular traffic flow and parking by no more than two additional vehicles at a time and any need for parking generated by the conduct of a Home Occupation shall be met off the street, other than in a

required front yard, and, if in a driveway, in such a manner that access to the garage is not eliminated.

7. No more than one person other than those living in the residence may be employed in the Home Occupation.
8. No outdoor display of goods or outside storage of equipment or materials shall be permitted.
9. Accessory buildings may be used for operations, display of goods or the storage of equipment or materials used in the Home Occupation.
10. No Home Occupation will be allowed that jeopardizes the health and safety of residents of the City.
11. There shall be no renting of space in a residence for non-residential purposes.
12. Retail is not a permitted home occupation.
13. There shall be no exterior display or exterior signs or interior display or interior signs that are visible from outside the dwelling with the exception of one (1) directional or identification/business sign not to exceed two (2) square feet in area.

Section 2. This Ordinance shall be in force and effect after adoption and publication in summary form in the official newspaper of the City of Hanover in accordance with applicable law. Staff is directed to prepare a summary form of the ordinance.

Adopted by the Hanover City Council this 4th day of December, 2018.

CITY OF HANOVER

Chris Kauffman, Mayor

ATTEST:

Brian Hagen, City Administrator

Ordinance since 2014

Sec. 10.68 HOME OCCUPATIONS

Home Occupations are permitted by this Ordinance but must be established and maintained so as to comply with the provisions of the following standards:

- A. No Home Occupation shall require internal or external alterations or involve construction features not customarily found in dwellings except where required to comply with local and State fire and police recommendations.
- B. Conduct of the Home Occupation does not generate more noise, vibration, glare, fumes, odors, or electrical interference than normally associated with residential occupancy in the neighborhood.
- C. The Home Occupation is not of a scale requiring the use of a commercial vehicle for the delivery of materials to or from the premises.
- D. The use shall not generate sewage of a nature or rate greater than that normally associated with residential occupancy nor shall it generate hazardous waste or solid waste at a rate greater than that normally associated with residential occupancy.
- E. The Home Occupation may increase vehicular traffic flow and parking by no more than one additional vehicle at a time and any need for parking generated by the conduct of a Home Occupation shall be met off the street, other than in a required front yard, and, if in a driveway, in such a manner that access to the garage is not eliminated.
- F. No more than one person other than those living in the residence may be employed in the Home Occupation.
- G. No outdoor display of goods or outside storage of equipment or materials shall be permitted.
- H. No accessory building may be used for operations, display of goods or the storage of equipment or materials used in the Home Occupation.
- I. No Home Occupation will be allowed that jeopardizes the health and safety of residents of the City.
- J. There shall be no renting of space in a residence for non-residential purposes.
- K. Retail is not a permitted home occupation.

L. There shall be no exterior display or exterior signs or interior display or interior signs that are visible from outside the dwelling with the exception of one (1) directional or identification/business sign not to exceed two (2) square feet in area.

ARTICLE 14

HOME OCCUPATIONS

* Ordinance in late
2000's thru 2013

SECTION

- 20-14-01: Purpose
- 20-14-02: Application
- 20-14-03: Procedures and Permits
- 20-14-04: General Provisions
- 20-14-05: Non-Conforming Use
- 20-14-06: Inspection

20-14-01: PURPOSE: The purpose of this Article is to maintain the character and integrity of residential areas, to prevent competition with commercial districts, to encourage telecommuting, and to provide, through the establishment of specific standards and procedures, a means by which home occupations can be conducted in residential neighborhoods without jeopardizing the health, safety and general welfare of the surrounding neighborhood.

20-14-02: APPLICATION: Subject to the non-conforming use provision of this Chapter, all occupations conducted in the home shall comply with the provisions of this Chapter. This Article shall not, however, be construed to apply to home occupations accessory to farming, nor home offices as defined by this Chapter.

20-14-03: PROCEDURES AND PERMITS:

- A. **Home Occupation.** Any home occupation, as defined in this Chapter, shall require an administrative permit. Such permits shall be issued subject to the conditions of 20-04-00 (Administrative Permits and Approvals) of this Chapter and applicable City ordinances and State law.
- B. **Special Home Occupation.** Any home occupation which does not meet the specific requirements for a home occupation, as defined in this Chapter shall require an interim use permit which shall be applied for, reviewed and terminated in accordance with the provisions of Article 20-15-00 (Interim Use Permits) of this Chapter and the following:
 - 1. Declaration of Conditions. The Planning Commission and City Council may impose such conditions on the granting of an interim use permit as may be necessary to carry out the purpose and provisions of this Chapter.

2. Term and Renewal of Permit. An interim use permit may be issued for a period of one (1) year, after which the permit may be reissued for periods of up to three (3) years each. Each application for permit renewal shall, however, be processed in accordance with the provisions of Article 20-15-00 (Interim Use Permit - Procedure) of this Chapter regarding interim use permits and shall require a public hearing. Notice of the permit renewal application must be provided to all property owners of land within five hundred (500) feet of the boundary of the property in question. The notice must provide the date of consideration before the Planning Commission and indicate that parties may be heard to consider the permit renewal. Failure of a property owner to receive said notice shall not invalidate any such proceedings as set forth within this Chapter.
3. Limitation of Permit. An applicant shall not have a vested right to a permit renewal by reason of having obtained a previous permit. In applying for and accepting a permit, the permit holder agrees that his/her monetary investment in the home occupation will be fully amortized over the life of the permit and that a permit renewal will not be needed to amortize the investment. Each application for the renewal of a permit will be considered de novo without taking into consideration that a previous permit has been granted. The previous granting or renewal of a permit shall not constitute a precedent or basis for the renewal of a permit.

C. **Transferability.** Administrative or interim use permits shall not run with the land and shall not be transferable.

20-14-04: GENERAL PROVISIONS: All home occupations shall comply with the following general provisions and according to definition, the applicable requirement provisions:

A. **All Uses.**

1. No home occupation shall produce light, glare, noise, odor or vibration that will in any way have an objectionable effect upon adjacent or nearby property.
2. No equipment shall be used in the home occupation that will create electrical interference to surrounding properties.
3. Any home occupation shall be clearly incidental and secondary to the residential use of the premises, should not change the residential character thereof, and shall result in no incompatibility or disturbance to the surrounding residential uses.

4. No home occupation shall require internal or external alterations or involve construction features not customarily found in dwellings except where required to comply with local and State fire and police recommendations.
5. There shall be no exterior storage of equipment or materials used in the home occupation, except personal automobiles used in the home occupation may be parked on the site.
6. The home occupation shall meet all applicable fire and building codes.
7. There shall be no exterior display or exterior signs or interior display or interior signs that are visible from outside the dwelling with the exception of one (1) directional or identification/business sign not to exceed two (2) square feet in area.
8. No home occupation shall be conducted between the hours of ten o'clock (10:00) PM and seven o'clock (7:00) AM, unless said occupation will not require any on-street or off-street parking facilities.
9. No home occupation shall ship, send and/or receive deliveries that require large trucks traveling to or from the premises.
10. The home occupation shall operate in compliance with all applicable statutes, rules, regulations, codes and ordinances.

B. Home Occupations.

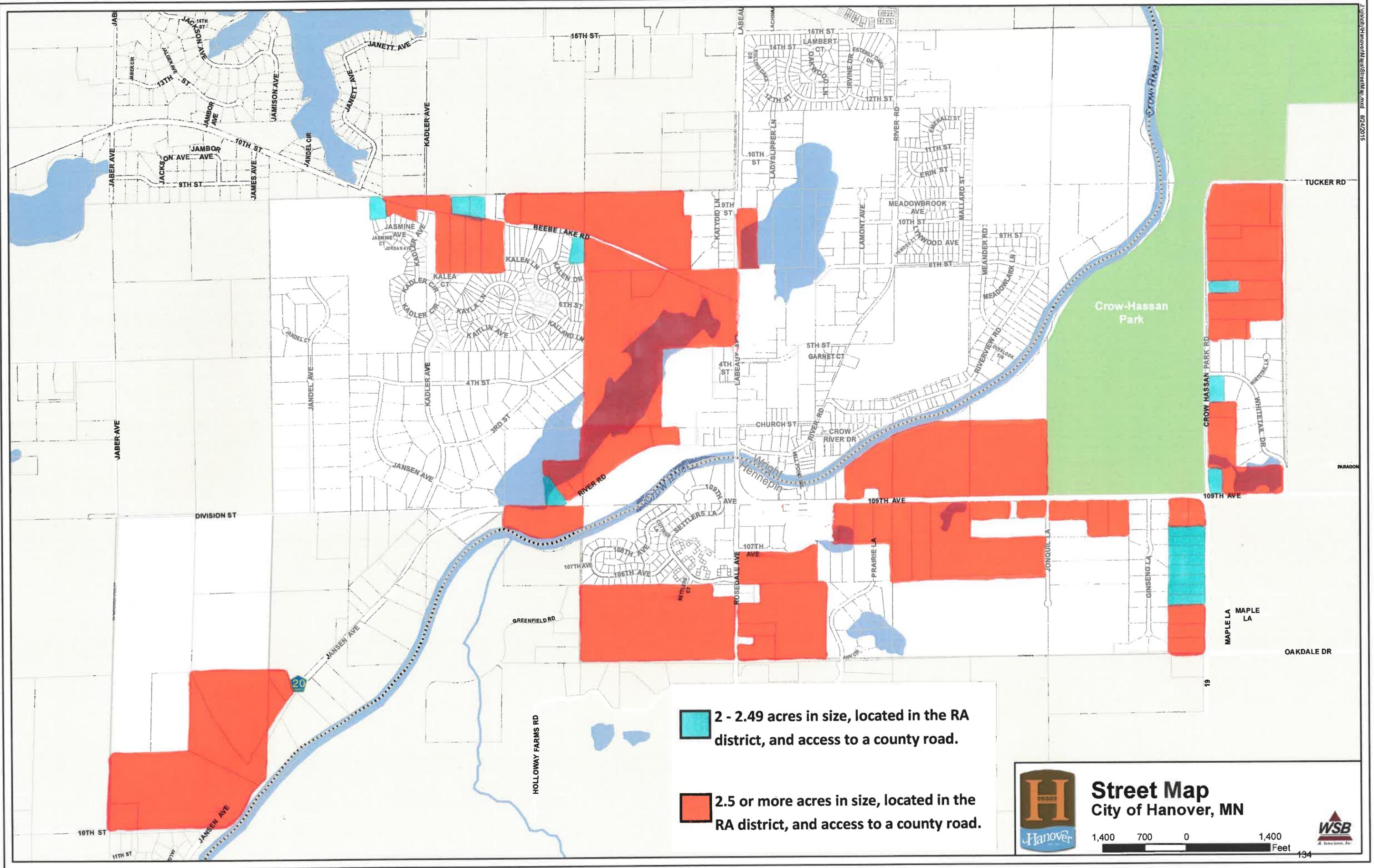
1. No person other than those who customarily reside on the premises shall be employed.
2. Home occupations include and are limited to: art studio, tailoring, secretarial services, consulting services, professional offices, and teaching with musical, dancing and other instructions which consist of no more than one (1) pupil at a time and similar uses.
3. The home occupation shall not involve any of the following: repair service or manufacturing which requires equipment other than found in a dwelling; teaching or services which consist of more than one (1) pupil, client, or customer at a time; or over-the-counter sale of merchandise produced off the premises.
4. Home occupations shall not create a parking demand in excess of that which can be accommodated in an existing driveway or guest parking area for multiple family dwellings, where no vehicle is parked closer than fifteen (15) feet from the curb line or edge of paved surface.

C. Special Home Occupations.

1. Examples of special home occupations include: barber and beauty services, massage therapy, photography studio, group lessons, small appliance repair, the marketing of non-over-the-counter brand name products, and the like.
2. The special home occupation may involve any of the following: stock-in-trade incidental to the performance of the service, repair service, the teaching with musical, dancing and other instruction of more than one (1) pupil at a time.

20-14-05: NON-CONFORMING USE: Home occupations lawfully existing on June 16, 2003 may continue as non-conforming uses. They shall, however, be required to obtain permits for their continued operation. Any existing home occupation that is discontinued for a period of more than thirty (30) days, or is in violation of any of the provisions under which it was initially established, shall be brought into conformity with the provisions of this Chapter.

20-14-06: INSPECTION: The City hereby reserves the ongoing right upon issuing any home occupation permit to inspect the premises in which the occupation is being conducted to ensure compliance with the provisions of this Chapter or any conditions additionally imposed.



- 2 - 2.49 acres in size, located in the RA district, and access to a county road.
- 2.5 or more acres in size, located in the RA district, and access to a county road.



Street Map
City of Hanover, MN



Collaborative Planning, LLC

Memorandum

Date: November 29, 2018
To: Honorable Mayor and Council
From: Cindy Nash, City Planner
RE: Park Dedication Study

Attached is a draft of the Park Dedication Study, reflecting the direction provided by the City Council, Park Board, and Planning Commission over 2017 and 2018. The Park Board reviewed and recommended approval of the Park Dedication Study at their November meeting.

Based on the planned improvements to the City's park and trail system, it is recommended the park dedication fee be increased to \$3,272 per residential unit if it is the desire of the City to have new development pay for its proportional share of the planned improvements. This compares to the existing park dedication fee of \$2,786 per residential unit which has been in place since 2011.

For comparison purposes, the park dedication fee for surrounding communities is as follows:

- St. Michael: \$2,679 per residential unit (2018 fee schedule)
- Corcoran: \$3,970 (2018 fee schedule)
- Rogers: \$3,500 (2018 fee schedule)
- Greenfield: \$3,500 (2018 fee schedule)
- Buffalo: \$1,600 (2017)
- Rockford: \$1,724 (2018)

While the proposed fee is similar to the majority of the immediately neighboring communities to the east of the City, it is more than the current fee in St. Michael. The City could implement a fee that is less than the recommended amount in order to have the fee amount be more competitive with that of St. Michael. If that were to happen, then the City would either need to find an alternate funding source for the gap that would remain, or would need to scale back the proposed improvements contained in the study in the future.

Park Board Review

At their November meeting, the Park Board had reviewed a slightly different draft of this study that had resulted in a significantly higher park dedication amount (\$3,896 per residential unit). After significant discussion related to both the amount of the proposed increase and the similarities between Hanover and St. Michael, it was determined to remove proposed improvements for Future Park 4 (new school property). This is appropriate to do at this time due to the uncertainty as to whether a school would be constructed at that location and the likely high degree of fluctuation of any cost share or participation by the City as compared to that included in the draft for planning purposes. At such time that plans for Future Park 4 are under discussion, the Park Dedication Study can be updated to include improvements for that park.

Motion

Please review the plan and determine if additional changes should be made along with approval of the amount of the park dedication fee. A resolution is included for your consideration. Upon approval of the study, the park dedication fee amount should be included in the fee ordinance to be adopted by the City.

Attachments:

- 1) Park Dedication Study
- 2) Resolution

City of Hanover

Park Dedication Fee Study

December 2018

Prepared by:

Collaborative Planning, LLC

PO Box 251

Medina, MN 55340

763-473-0569

Section 1: Introduction

INTRODUCTION

The City of Hanover updated the Comprehensive Plan in 2018. The purpose of this study is to provide recommendations to the City of Hanover concerning park dedication in furtherance of the adopted Comprehensive Plan. This document serves to update the existing Park Dedication Fee study prepared by Collaborative Planning in 2011.

New developments are required to participate in park dedication by either dedication of land, construction of improvements, payment of fee-in-lieu of land dedication, or a combination of these methods. The purpose of this study is to ascertain the improvements that are necessary due to new development as opposed to those that are required for existing dwelling units, as well as to recommend to the City Council the implementation of these improvements using both park dedication funds and other funding sources.

Section 2: Statute and Case Law

STATUTORY LAW - MINNESOTA STATUTES SECTION 462.358

The enabling legislation permitting municipalities to require parkland dedication or a cash equivalent for park acquisition and development is set forth in Minnesota Statutes Section 462.358 Subd. 2b. and 2c. as follows:

Subd. 2b. Dedication.

(a) The regulations may require that a reasonable portion of the buildable land, as defined by municipal ordinance, of any proposed subdivision be dedicated to the public or preserved for public use as streets, roads, sewers, electric, gas, and water facilities, storm water drainage and holding areas or ponds and similar utilities and improvements, parks, recreational facilities as defined in section [471.191](#), playgrounds, trails, wetlands, or open space. The requirement must be imposed by ordinance or under the procedures established in section [462.353](#), subdivision 4a.

(b) If a municipality adopts the ordinance or proceeds under section [462.353](#), subdivision 4a, as required by paragraph (a), the municipality must adopt a capital improvement budget and have a parks and open space plan or have a parks, trails, and open space component in its comprehensive plan subject to the terms and conditions in this paragraph and paragraphs (c) to (i).

(c) The municipality may choose to accept a cash fee as set by ordinance from the applicant for some or all of the new lots created in the subdivision, based on the average fair market value of the unplatted land for which park fees have not already been paid that is, no later than at the time of final approval or under the city's adopted comprehensive plan, to be served by municipal sanitary sewer and water service or community septic and private well as authorized by state law. For purposes of redevelopment on developed land, the municipality may choose to accept a cash fee based on fair market value of the land no later than the time of final approval.

(d) In establishing the portion to be dedicated or preserved or the cash fee, the regulations shall give due consideration to the open space, recreational, or common areas and facilities open to the public that the applicant proposes to reserve for the subdivision.

(e) The municipality must reasonably determine that it will need to acquire that portion of land for the purposes stated in this subdivision as a result of approval of the subdivision.

(f) Cash payments received must be placed by the municipality in a special fund to be used only for the purposes for which the money was obtained.

(g) Cash payments received must be used only for the acquisition and development or improvement of parks, recreational facilities, playgrounds, trails, wetlands, or open space based on the approved park systems plan. Cash payments must not be used for ongoing operation or maintenance of parks, recreational facilities, playgrounds, trails, wetlands, or open space.

(h) The municipality must not deny the approval of a subdivision based solely on an inadequate supply of parks, open spaces, trails, or recreational facilities within the municipality.

(i) Previously subdivided property from which a park dedication has been received, being resubdivided with the same number of lots, is exempt from park dedication requirements. If, as a result of resubdividing the property, the number of lots is increased, then the park dedication or per-lot cash fee must apply only to the net increase of lots.

Subd. 2c.Nexus.

(a) There must be an essential nexus between the fees or dedication imposed under subdivision 2b and the municipal purpose sought to be achieved by the fee or dedication. The fee or dedication must bear a rough proportionality to the need created by the proposed subdivision or development.

(b) If a municipality is given written notice of a dispute over a proposed fee in lieu of dedication before the municipality's final decision on an application, a municipality must not condition the approval of any proposed subdivision or development on an agreement to waive the right to challenge the validity of a fee in lieu of dedication.

(c) An application may proceed as if the fee had been paid, pending a decision on the appeal of a dispute over a proposed fee in lieu of dedication, if (1) the person aggrieved by the fee puts the municipality on written notice of a dispute over a proposed fee in lieu of dedication, (2) prior to the municipality's final decision on the application, the fee in lieu of dedication is deposited in escrow, and (3) the person aggrieved by the fee appeals under section [462.361](#), within 60 days of the approval of the application. If such an appeal is not filed

by the deadline, or if the person aggrieved by the fee does not prevail on the appeal, then the funds paid into escrow must be transferred to the municipality.

RELEVANT CASE LAW

Relevant case law establishes a two-prong analysis with respect to determining the amount of parkland dedication. First, the City must establish that the proposed development will create a rational nexus for additional park facilities. Second, the City must be able to prove that the amount of the dedication is roughly proportionate to the impact from the development.

Nollan v. California Coastal Commission, 483 U.S. 825 (1987).

In *Nollan*, the United States Supreme Court reviewed a regulation under which the California Coastal Commission required that an offer to dedicate a lateral public easement along the Nollans' beachfront lot be recorded on the chain of title to the property as condition of approval of a permit to demolish an existing bungalow and replace it with a three-bedroom house. The Coastal Commission had asserted that the public-easement condition was imposed to promote the legitimate state interest of diminishing the "blockage of the view of the ocean" caused by construction of the larger house. The Court held that in evaluating such claims, it must be determined whether an "essential nexus" exists between a legitimate state interest and the permit condition

Dolan v. City of Tigard, 114 S. Ct. 2309 (1994).

In *Dolan*, the U.S. Supreme Court found that land use extractions must be reflective of a development impact on the infrastructure system. In this respect, park dedication extracted from a land use must reflect the demand they generate for park and recreational facilities. This case established that a rational nexus or relationship must exist between the fees charged for parks and the related impacts that are generated by the use.

Collis v. City of Bloomington, 246 N.W.2d 19 (Minn. 1976).

In *Collis*, the Minnesota Supreme Court upheld the constitutionality of Bloomington's Ordinance that set forth a ten (10) percent park dedication requirement "as a general rule." The Court found for this particular case and developer/project, that "as a general rule, it was reasonable for the City to require dedication of ten percent of land or payment of ten percent of the value of undeveloped land for park dedication." The Court noted that the ten percent requirement might be arbitrary as a matter of law because it does not consider the relationship between the particular subdivision and recreational need in the community.

Kottschade v. City of Rochester, 537 N.W.2d 301 (Minn. Ct. App. 1995).

In *Kottschade*, this case, the Minnesota Court of Appeals noted that in the case of a dedication, the City is requiring a property owner to give up a constitutional right – the right to receive just compensation when private property is taken for a public purpose. In order to uphold a dedication requirement the City has the burden of proving the required relationship between the

property development and the City’s need for land dedication. To meet that burden, the City must show that an “essential nexus” exists between the need for the land and the dedication requirement. If the nexus can be demonstrated, the City must also demonstrate a “rough proportionality” between the development and the City’s dedication requirement.

The City must be able to prove that the proposed project will create a need for additional park facilities and that the amount of dedication required is roughly proportionate to the need that will be generated from the development. A precise mathematical calculation is not required, however.

Section 3: Parks Plan

2018 COMPREHENSIVE PLAN

The City of Hanover 2018 Comprehensive Plan sets forth the framework for the continued development of the City's park and trail system.

COMMUNITY GROWTH

The demographic statistics set forth in the City of Hanover 2018 Comprehensive Plan serve as the basis for the population and household statistics. The following relevant data is set forth in the City of Hanover Comprehensive Plan:

- Hanover was home to 3,456 residents living in 1,065 households in 2017 according to the U.S. Census Bureau. This would equate to 3.25 people per household.
- Total households in 2040 is projected to be 2,800, which would equate to a population of approximately 8,400 at 3 persons per household.
- The City can accommodate the forecasted level of growth within the existing corporate boundary.
- The City has planned for significant future expansion by annexing portions of Rockford Township. These future annexation areas are not accounted for in this study.

PARK CLASSIFICATIONS

Parks are classified according to factors including size, use, service area, location and site improvements. Generally accepted park classifications include the following:

Mini Park. Mini parks are intended to provide specialized facilities that serve a concentrated or limited population or specific group such as tots or senior citizens. These parks have an area of two acres or less, are typically located within neighborhoods and serve people living within less than ¼ mile of the Mini Park.

Neighborhood Park. Neighborhood parks are intended to provide areas for intense recreational activities such as field games, courts, apparatus areas, skating, etc. These parks are intended to serve a population of 1,000 to 2,500 people with a service area range from ¼ to ½ mile. The existing Hanover city parks are all neighborhood parks with the exception of Settlers Park.

Linear Park. Linear parks are typically developed for one or more varying modes of recreational travel such as hiking, biking, skiing, canoeing, etc. Trails are linear parks.

Special Use Park. Special use parks are generally areas established to provide specialized or single purpose recreational activities such as a golf course, nature center, marina, zoo, display gardens, etc.

Community Parks. Community parks are generally intended to provide areas of natural or ornamental quality for outdoor recreation activities including walking, picnicking, fields and court athletic activities. Settlers Park is a community park.

Regional Park. Regional parks are areas of natural or ornamental quality for nature oriented outdoor recreation including swimming, picnicking, hiking, fishing, boating, camping and trail use. These parks are designed to serve three to five communities and typically include 200 to 500 acres of land (100 acres minimum).

Regional Park Reserve. Regional park reserves are areas of natural quality for nature/outdoor recreation including viewing and studying nature, wildlife habitat, conservation, swimming, picnicking, hiking, fishing, boating, camping and trail use. These parks are designed to serve one or several counties and typically include 1,000 or more acres of land.

Open Space. Open space is defined as area set aside for the preservation of natural open spaces to counteract the effects of urban congestion and monotony.

EXISTING PARKS WITHIN THE CITY OF HANOVER

Several parks currently comprise the existing Hanover park system. The majority of these parks are classified as neighborhood parks. Settlers Park, when considered together with the Hanover Athletic Association Complex, serves the function of community park. Hanover also has a county park (Riverside County Park) and a portion of a regional park reserve (Crow-Hassan Park Reserve) within its corporate limits.

Eagle View Park

Eagle View Park is a neighborhood park located on the southern side of the Hanover Hills Development overlooking the Crow River. Eagle View Park consists of approximately 3.68 acres and primarily serves the residents of Hanover Hills, White Tail Preserve and other nearby residents. In addition to the playground and gazebo, this park offers a popular sliding hill in the winter months.

Pheasant Run Park

Pheasant Run Park is a neighborhood park located in the Pheasant Run neighborhood east of downtown Hanover. Pheasant Run Park consists of 2.01 acres and primarily serves residents located on the eastern side of downtown Hanover.

Settler's Park

Settler's Park serves community park functions in conjunction with the adjacent Hanover Athletic Association Complex. Settler's Park itself consists of 4.99 acres and serves as a neighborhood park to the downtown Hanover area and surrounding neighborhoods. This park is the site of larger community events and gatherings. There is a shelter with a small kitchen area and restrooms available. Several fields are located between this and the Athletic Association Complex.

Cardinal Circle Park

Cardinal Circle Park is located in the Crow River Heights neighborhood and contains approximately five acres. This park contains more extensive facilities than other neighborhood parks in Hanover but is also within the service area for future developments to the west. Additional development of this park is needed as new development occurs.

Mallards Landing Park

This park is slightly smaller than two acres and primarily serves residents in the Schendel's Fields neighborhood in the northeastern side of Hanover. The park contains a gazebo, playground, and basketball court.

Bridgeview Park

Bridgeview Park is located on land owned by the Bridges at Hanover homeowner's association that is leased to the City. This small park contains playground equipment.

Riverside County Park

Riverside County Park is small regional park located in the northeast quadrant of Hanover. Riverside County Park, maintained by the Wright County Parks Department, consists of 17 acres with 1/4 mile of river frontage, a picnic area, a canoe and camping site, and toilets. Wright County Parks are open to everyone, free of charge and Wright County does not permit pets or alcohol within Wright County Parks.

Crow-Hassan Park Reserve

Crow-Hassan Park Reserve is a regional park reserve located along the eastern boundary of the City of Hanover. The Crow-Hassan Park Reserve, maintained by Three Rivers Park District, consists of 2,600 acres and offers nature-oriented outdoor recreation.

FUTURE PARKS ANTICIPATED BY THE CITY OF HANOVER

Following is a summary of the future parks planned by the City Hanover Park Board. A map showing the future parks and trails included within this Study is attached as Exhibit A and a more detailed description of the amenities in each of the following future parks is attached as Exhibit B.

Future Park 1 – Neighborhood Park (East Hanover)

There is an anticipated need for a neighborhood park (3 acres) in eastern Hanover to serve primarily future developments. It is anticipated that this park can be constructed adjacent to Riverside Park, as a way of expanding the opportunities already available there but also providing for more typical neighborhood park needs. However, it could also be located within future residential development planned for the area to the northwest of Riverside Park.

Future Park 2 Special Use Park (Southwest Hanover)

There is an anticipated need for a park (3 acres) located west of downtown Hanover and adjacent to the north side of the Crow River to provide access to the river. This will be a special use facility to provide nature-based recreation and access to the river. The location, commonly known as “the tube”, is susceptible to spring floods and is a popular fishing site for residents and visitors. The property itself is sandwiched between the river on the south and County Road 20 on the north with around 60-100 feet of land separating the two.

Future Park 3 – Special Use Park (Downtown Riverfront)

This is a special use park located adjacent to the historic bridge over the Crow River that serves as a specialty riverside park with minimal amenities. The park will have trail access and will be primarily used for a sitting and resting area along the Crow River.

Future Park 4 – Community Park (Southeast Hanover with School District)

There is an anticipated need for a community park (20 acres) located in the southeast side of Hanover in conjunction with a future school. Improvements of the site will be for active recreation uses typical of an athletic complex. It is unknown at this time as to whether there would be a contribution from the City for the construction of a park associated with this school. This would be subject to negotiation between the City and the school district and no contribution for this park is included in this study at this time.

Future Park 5 – Neighborhood/Special Use Park (West Hanover)

There is an anticipated need for a park (3 acres) located in the recently annexed areas west of CR 20 as development progresses. It is envisioned that this park would have some amenities as a neighborhood park to serve the new residences, but that it will also be used as a special use nature park.

Future Park 6 – Neighborhood (North Hanover)

There is an anticipated need for a park (3 acres) located in the northern portion of the community near areas planned for higher density housing.

Future Park 7 – Neighborhood (South Hanover)

There is an anticipated need for a park (3 acres) located in the southern portion of the community near areas planned for neighborhood residential development.

TRAIL SYSTEM

In the past decade, the City of Hanover added miles of trails to its existing trail system creating linkages throughout the City. The City of Hanover future trail plan includes the addition of a trail system that would connect the various parks and recreation facilities together. In addition to the trails shown in the map in Exhibit A, there are also anticipated to be linking trails and sidewalks that connect from the neighborhoods to the circulation trails that would be constructed coincident with new development.

Section 4: **Park Dedication Analysis**

RESIDENTIAL PARK DEDICATION ANALYSIS

Park dedication is collected as a condition of subdivision approval. In this respect, the park dedication fee is estimated on the basis of new housing units or households. Currently, the City has completed approximately 44.5% of its ultimate park system based on estimated value and future improvements (see Table 1 on the following page). According to the U.S. Census, there were 1,065 housing units in the City of Hanover in 2017 which represents 38% of the projected 2040 housing units of 2,800 anticipated by the City of Hanover. Housing units yet to be constructed represent 62% of the 2040 households in Hanover. This indicates that the current park system is adequate to serve the current population but also does not have capacity to accommodate future growth.

To determine the equitable distribution of future park system value to residential units, the ultimate system value is divided by projected household counts. The City of Hanover Park Board provided a list of existing and proposed future park facilities that was used to establish the value of the existing park system and to identify costs reasonably expected to complete the future park system. Existing and potential park sites identified by the City of Hanover Park Board are set forth on Exhibit B, City of Hanover Park Facilities Cost Matrix. The anticipated total acreage, facilities and values of each park are also identified. It should be noted that the information contained therein is the best estimate of future facilities that can be made at this time and that the specific facilities and dollar figures may be subject to change/revision as time goes by and market conditions fluctuate.

The estimated value of the complete park system is approximately \$10,230,627. Based on such estimated value of the complete park system, Table 1 illustrates that the park system is currently 44.5% developed.

Park	Estimated Existing Value	Estimated Future Improvements	Estimated Completed Value
Cardinal Circle	\$410,550	\$277,725	\$688,275
Mallards Landing	\$234,025	\$100,625	\$334,650
Bridgeview	\$77,500	\$0	\$77,500
Eagle View	\$206,856	\$43,125	\$249,981
Pheasant Run	\$176,666	\$28,750	\$205,416
Settlers	\$521,123	\$431,563	\$952,685
FP 1: East Hanover -- Near Riverside	\$0	\$296,290	\$296,290
FP 5: Southwest Hanover	\$0	\$177,875	\$177,875
FP 3: Downtown Riverfront	\$0	\$1,000,000	\$1,000,000
FP 4: SE Hanover -- With School District	Not Included	Not Included	Not Included
FP 2: West Hanover	\$0	\$383,094	\$383,094
FP 6: North Hanover	\$0	\$311,219	\$311,219
FP 7: South Hanover	\$0	\$311,219	\$311,219
Trails	\$2,926,485	\$2,315,939	\$5,242,424
Totals	\$4,553,205	\$5,677,422	\$10,230,627
Percent of Completed Value	44.5%	55.5%	

A portion of the 2040 completed park system is attributable to existing development. The portion of the park system attributable to the existing development in the City can be determined by calculating the percentage of housing units existing as compared to those that will be in place in 2040, and then further determining if those existing units have paid their share of the park system, or whether there is a portion that remains to be funded. Table 2 below outlines the calculations for the existing share of development.

A. Existing Housing Units	1065
B. 2040 Housing Units	2800
C. Percent Existing (A/B)	38.0%
D. Estimated Value of 2040 Park System (from Table 1)	\$10,230,627
E. Estimated Value of Park System Attributable to Existing Development (C*D)	\$3,891,292
F. Estimated Existing Park System Value (from Table 1)	\$4,553,205
G. Amount of Future Park System to be Funded by Existing Development (E-F)	(\$661,913)

As evidenced from Table 2 above, existing development has already paid its share of the cost of the 2040 park system outlined in Table 1.

To determine the equitable distribution of future park system value to residential units, a comparison is made to determine the lower value between how much of the future park system is attributable to future development and the actual cost of constructing the remainder of the park system. The lower value is then divided by the projected additional housing units to be created to estimate a park dedication fee needed to construct the share of the park system attributable to future development. Table 3 shows these calculations.

Table 3. Park Dedication Calculation

A. Estimated Value of 2040 Park System (from Table 1)	\$10,230,627
B. Future Household Percentage (2040 Projections less existing households)	62.0%
C. Estimated Value of Park System Attributable to Future Development (A * B)	\$6,339,335
D. Estimated Value of Park System Remaining to be Constructed (from Table 1)	\$5,677,422
E. Lesser of Line C and D.	\$5,677,422
F. Number of Additional Future Households	1,735
G. Park Dedication Fee per Housing Unit (C/D)	\$3,272

It is important to note that the City should re-evaluate the system value, current land values and system needs on a periodic basis and adjust the park dedication fees accordingly.

Park maintenance and replacement of existing equipment should not be financed using park dedication funds. The operational and future improvement costs must be budgeted within the City's general funds with costs shared by all community residents.

COMMERCIAL/INDUSTRIAL PARK DEDICATION ANALYSIS

The City of Hanover Comprehensive Plan indicates that the existing commercial and industrial acreage within the City of Hanover is relatively limited.

Many metropolitan communities collect commercial/ industrial park land dedication or a fee in lieu thereof. When implementing a commercial/industrial park land fee, a nexus between commercial and industrial use and the benefit received through the city's park system must be established. Factors to be considered include commercial or industrial league programs. There are discussions that suggest that there is intrinsic benefit to all land uses from a quality park system related to quality of life within a community. The issue at hand is to determine the proportionate need that commercial/industrial developments generate for the community park system.

In Hanover, there is no empirical data that currently illustrates whether a direct park benefit to the commercial and industrial properties either exists or does not exist. It is likely that employees of local businesses use city parks for lunch breaks, walking and/or recreational purposes. The ultimate question is whether commercial and industrial development generates the same need/demand on the park system as an equivalent residential development. The proportionate benefit is unknown for the City of Hanover, due to the lack of information about the degree to which the commercial/industrial developments use the system. For the purposes of this analysis, it is assumed that the City will continue its past policy of imposing a park dedication fee on new residential development only. If the City implements a commercial/industrial park dedication fee in the future, the residential unit fee must be reduced proportionately.

RELEVANT ORDINANCE PROVISIONS

It is recommended that the City's ordinances be updated as appropriate to reflect this study.

Section 5: Summary and Recommendations

SUMMARY

- Minnesota Statutes and case law provide that park dedication requirements can be applied only to facilities that will be impacted by the specific project. Future park dedication fees cannot be utilized to maintain existing neighborhood park and trail systems.
- The total planned park system is estimated to cost \$10,230,627 based upon the park plan developed by the City of Hanover Park Board Park Plan, current land values and facility costs.
- The current policy of the City is to charge only residential developments for park dedication fees. If the City desires to charge park dedication fees for commercial and industrial development, it is suggested that this study be amended to determine the appropriate fee for those land uses and to reduce the residential fee to reflect a proportional distribution of costs.
- Park maintenance and replacement should not be financed using park dedication funds. The operational replacement costs should be budgeted within the City's general or capital improvement program funds with costs shared by all taxpayers.

RECOMMENDATIONS

1. The current park system and plan is consistent with the City of Hanover 2040 Comprehensive Plan and as such, the park dedication fee structure for new residential developments should be based upon this analysis providing a park dedication fee of \$3,272 per residential unit to construct that portion of the City's planned park system that is attributed to new development.
2. A periodic review of land values and facility costs should be done to ensure that the park dedication fee remains current based upon market conditions.
3. The City should consider incorporating park redevelopment infrastructure planning as part of the 5-year Capital Improvements Plan. Minnesota Statutes specify that park dedication fees may not be used for maintenance purposes and therefore it is important for the City to continue to provide a separate budget fund for maintenance. Replacement of aging replacement facilities is not included in this study and it is assumed that these will be paid for by different funding sources than park dedication.

4. In the event that the City is contemplating park improvement upgrades, facility or equipment replacement in the future that are not substantially similar to those in Exhibit B, the City should include these improvements in the Capital Improvement Plan and budget for these improvements in the City's general funds. These improvements should not be funded out of the park dedication fees unless this study has been updated to include those improvements.
5. The City's ordinances should be amended to reflect the adoption of the new park dedication fee amount as well as to incorporate the other recommended ordinance changes.
6. In the event the City of Hanover determines to reduce the number, or size of the parks proposed by its current park plan, this park dedication study should be updated accordingly.
7. It is recommended that the City maintain an annual budget appropriation for the ongoing maintenance and replacement of existing facilities.
8. Park dedication fees should be placed in a separate segregated fund and appropriate accounting of the fund should be created on an annual basis.

EXHIBIT A

City of Hanover Future Parks and Trails Map

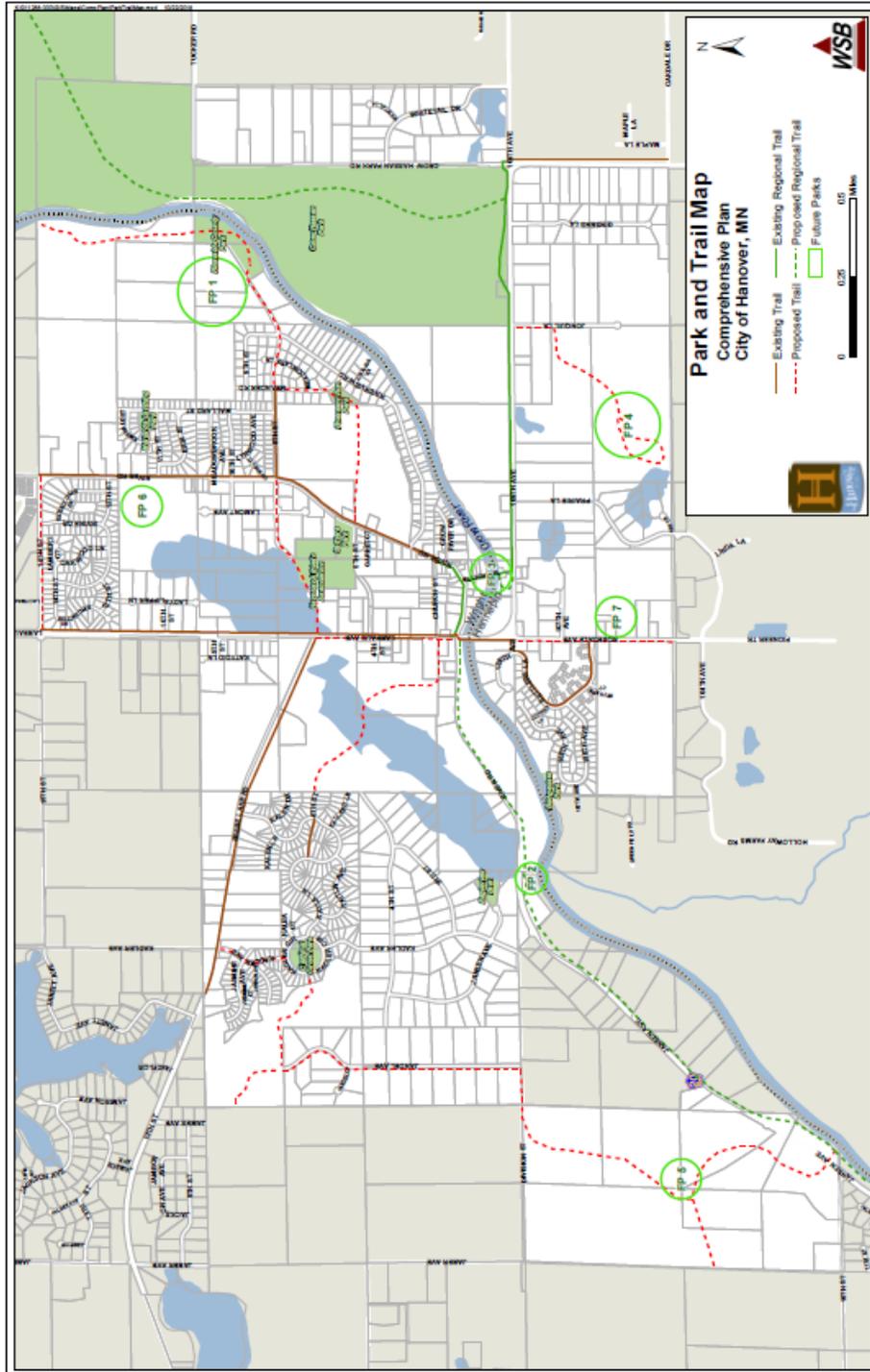


EXHIBIT B

City of Hanover Park Study – Park Facility Cost Estimates

Settler's Park	Unit	Unit Cost	Quantity	Existing Park Facilities	Future Park Facilities	Est. Value Existing	Est. Cost New Facilities	Total Park Cost/Value
	Acre	\$30,000		4.99 acres of land	2 acres	\$150,000	\$60,000	
	Acre	\$7,500		site preparation		\$37,500	\$15,000	
	Each	\$18,000	1	Shelter		\$18,000		
	--	\$20,000	1	Kitchen		\$20,000		
	--	\$10,000	2	Restrooms		\$20,000		
	Each	\$12,000	1	Playground Equip		\$12,000		
	--	\$45,000	1	Little League BB Field		\$45,000		
	--	\$35,000	1	T-ball field		\$35,000		
	Each	\$200	4	Horseshoe Pits		\$800		
	--	\$15,000	1	VB courts		\$15,000		
	Each	\$2,000	30	Paved parking lot		\$60,000		
	Each	\$50,000	1		Bandshell		\$200,000	
		\$200,000			Lights and upgrade electrical		\$200,000	
		\$200,000			Trail connection - 19 to River Road		\$200,000	
	Each	\$1,300	4	Bleachers (15')		\$5,200		
	--	\$50,000	1		Restroom upgrade		\$50,000	
	--	\$50,000	1		Kitchen Upgrade		\$50,000	
	% of Subtotal of Development	15%			Landscaping/Hardscaping/Amenities	\$34,650	\$116,250	
	% of Subtotal of Development and Land	15%			Indirect	\$67,973	\$133,688	
	% of Subtotal of Development & Landscaping	10%			Construction Contingencies		\$81,625	
					Subtotals	\$521,123	\$431,563	\$952,685

City of Hanover Park Dedication Study
December 2018

Cardinal Circle	Unit	Unit Cost	Quantity	Existing Park Facilities	Future Park Facilities	Est. Value Existing	Est. Cost New Facilities	Total Park Cost/Value
	Acre	\$30,000	5.00	5 acres		\$150,000		
	Acre	\$7,500	5.00	site preparation		\$37,500		
	Each	\$20,000	1	Gazebo		\$20,000		
	Each	\$45,000	1	ballfield		\$45,000		
	Each	\$25,000	1	soccer		\$25,000		
	Each	\$10,000	2		Restroom Facilities		\$20,000	
	Each	\$50,000	1		Warming House		\$50,000	
	Each	\$60,000	1	Playground Equip		\$60,000		
	Each	\$100,000	1		Field/Court Lighting		\$100,000	
	Each	\$40,000	1		Basketball/Multi-purpose court		\$40,000	
	% of Subtotal of Development	15%		Landscaping/Hardscaping/Amenities	Landscaping/Hardscaping/Amenities	\$19,500	\$31,500	
	% of Subtotal of Development and Land	15%		Indirect	Indirect	\$53,550	\$36,225	
	% of Subtotal of Development & Landscaping	10%		Construction Contingencies	Construction Contingencies		\$24,150	
					Subtotals	\$410,550	\$277,725	\$688,275

Mallards Landing	Unit	Unit Cost	Quantity	Existing Park Facilities	Future Park Facilities	Est. Value Existing	Est. Cost New Facilities	Total Park Cost/Value
	Acre	30,000	2	2 acres		\$60,000		
	Acre	7,500	2	site preparation		\$15,000		
	Each	20,000	1	Gazebo		\$20,000		
	Each	15,000	1	soccer		\$15,000		
	Each	40,000	1	Playground Equip		\$40,000		
	Each	20,000	1		Totlot		\$20,000	
	Each	40,000	1	Multi-purpose Court		\$40,000		
	Each	50,000	1		Field Lighting		\$50,000	
	% of Subtotal of Development	15%		Landscaping/Hardscaping/Amenities		\$13,500	\$10,500	
	% of Subtotal of Development and Land	15%		Indirect		\$30,525	\$12,075	
	% of Subtotal of Development & Landscaping	10%		Construction Contingencies			\$8,050	
					Subtotals	\$234,025	\$ 100,625	\$334,650

City of Hanover Park Dedication Study
December 2018

Eagle View Park	Unit	Unit Cost	Quantity	Existing Park Facilities	Future Park Facilities	Est. Value Existing	Est. Cost New Facilities	Total Park Cost/Value
	Acre	\$30,000	3.68	3.68 acres of land		\$110,400		
	Acre	\$7,500	3.68	site preparation		\$27,600		
	Each	\$5,500	1	Gazebo (16')		\$5,500		
	Each	\$400	1	Picnic Table		\$400		
	Each	\$300	2	Bench Rest Areas		\$600		
	Each	\$16,000	1	Playground Equipment		\$16,000		
	Each	\$30,000	1		Nature-Based Paths and Educational Feature		30000	
	Stall	\$2,000	8	Parking Lot -- 8 car		\$16,000		
	% of Subtotal of Development	15%			Landscaping/Hardscaping/Amenities	\$3,375	4500	
	% of Subtotal of Development and Land	15%			Indirect	\$26,981	5175	
	% of Subtotal of Development & Landscaping	10%			Construction Contingencies		3450	
					Subtotals	\$206,856	\$43,125	\$249,981

Bridgeview	Unit	Unit Cost	Quantity	Existing Park Facilities	Future Park Facilities	Est. Value Existing	Est. Cost New Facilities	Total Park Cost/Value
	Acre	\$30,000	0.25	Land		\$7,500		
	Each	\$30,000	1	Playground		\$30,000		
	Project	\$40,000	1	Landscaping		\$40,000		
					Subtotals	\$77,500	\$0	\$77,500

Pheasant Run Park	Unit	Unit Cost	Quantity	Existing Park Facilities	Future Park Facilities	Est. Value Existing	Est. Cost New Facilities	Total Park Cost/Value
	Acre	\$30,000	2.01	2.01 acres of land		\$60,300		
	Acre	\$7,500	2.01	site preparation		\$15,075		
	Each	\$5,500	2	Gazebo (16')		\$11,000		
	Each	\$2,000	12	Parking spaces		\$24,000		
	Each	\$15,650	1	Playground Equip		\$15,650		
	Each	\$20,000	1		Totlot		20000	
	Each	40000	0.5	- 1/2 basketball court		\$20,000		
	% of Subtotal of Development	15%			Landscaping/Hardscaping/Amenities	\$7,598	3000	
	% of Subtotal of Development and Land	15%			Indirect	\$23,043	3450	
	% of Subtotal of Development & Landscaping	10%			Construction Contingencies		2300	
					Subtotals	\$176,666	28750	\$205,416

City of Hanover Park Dedication Study
December 2018

Future Park 1 (FP1)	Unit	Unit Cost	Quantity	Existing Park Facilities	Future Park Facilities	Est. Value Existing	Est. Cost New Facilities	Total Park Cost/Value
East Hanover -- Near Riverside Park	Acre	\$30,000	3		3 acres land acquisition		\$90,000	
	Acre	\$7,500	3		Site Preparation		\$22,500	
	Each	\$20,000	1		Shelter area		\$20,000	
	Space	\$2,000	10		Paved parking lot		\$20,000	
	Each	\$10,000	2		Restrooms		\$20,000	
	Each	\$45,000	1		Playground Equip		\$45,000	
	Each	\$20,000	1		Multi-purpose Recreation Field		\$20,000	
	Each	\$200	4		Horseshoe pits		\$800	
	% of Subtotal of Development	15%			Landscaping/Hardscaping/Amenities		\$22,245	
	% of Subtotal of Development and Land	15%			Indirect		\$35,745	
	% of Subtotal of Development & Landscaping	10%			Construction Contingencies		\$17,055	
					Subtotals	\$0	\$296,290	\$296,290

Future Park 2 (FP2)	Unit	Unit Cost	Quantity	Existing Park Facilities	Future Park Facilities	Est. Value Existing	Est. Cost New Facilities	Total Park Cost/Value
Southwest Hanover	Acre	\$7,500	2		land acquisition		\$15,000	
	Acre	\$5,000	2		site preparation		\$10,000	
		\$50,000			Debris removal/ decontamination		\$50,000	
	Each	\$10,000	1		Boat or Canoe Launch		\$10,000	
	Each	\$2,000	10		Parking Lot - Crushed Rock		\$20,000	
	Each	\$25,000	1		Internal trails through site		\$25,000	
	% of Subtotal of Development	15%			Landscaping/Hardscaping/Amenities		\$13,500	
	% of Subtotal of Development and Land	15%			Indirect		\$21,525	
	% of Subtotal of Development & Landscaping	10%			Construction Contingencies		\$12,850	
					Subtotals	\$0	\$177,875	\$177,875

Future Park 3 (FP3)	Unit	Unit Cost	Quantity	Existing Park Facilities	Future Park Facilities	Est. Value Existing	Est. Cost New Facilities	Total Park Cost/Value
Downtown Riverfront	Project	\$1,000,000	1		Acquisition/Landscaping / Hardscaping/ Amenities - enhancement of downtown riverfront and historic bridge area		\$1,000,000	
					Subtotals	\$0	\$1,000,000	\$1,000,000

City of Hanover Park Dedication Study
December 2018

Future Park 5 (FP5)	Unit	Unit Cost	Quantity	Existing Park Facilities	Future Park Facilities	Est. Value Existing	Est. Cost New Facilities	Total Park Cost/Value
West Hanover	Acre	\$30,000	3		3 acres of land		\$90,000	
	Acre	\$7,500	3		site preparation		\$22,500	
	Each	\$20,000	1		Shelter		\$20,000	
	Each	\$30,000	1		Playground		\$30,000	
	Each	40000	1		Basketball court		\$40,000	
	Each	\$2,000	16		Parking Lot		\$32,000	
	Item	\$50,000	1		Woodchip trails throughout park and into open space area		\$50,000	
	% of Subtotal of Development	15%			Landscaping/Hardscaping/Amenities		\$29,175	
	% of Subtotal of Development and Land	15%			Indirect		\$47,051	
	% of Subtotal of Development & Landscaping	10%			Construction Contingencies		\$22,368	
					Subtotals	\$0	\$383,094	\$383,094

Future Park 6 (FP6)	Unit	Unit Cost	Quantity	Existing Park Facilities	Future Park Facilities	Est. Value Existing	Est. Cost New Facilities	Total Park Cost/Value
North Hanover	Acre	\$30,000	3		3 acres of land		\$90,000	
	Acre	\$7,500	3		site preparation		\$22,500	
	Each	40000	1		Basketball court		\$40,000	
	Each	\$30,000	1		Playground		\$30,000	
	Each	\$2,000	16		Parking Lot		\$32,000	
	Each	\$20,000	1		Multi-purpose Recreation Field		\$20,000	
	% of Subtotal of Development	15%			Landscaping/Hardscaping/Amenities		\$21,675	
	% of Subtotal of Development and Land	15%			Indirect		\$38,426	
	% of Subtotal of Development & Landscaping	10%			Construction Contingencies		\$16,618	
					Subtotals	\$0	\$311,219	\$311,219

City of Hanover Park Dedication Study
December 2018

Future Park 7 (FP7) South Hanover	Unit	Unit Cost	Quantity	Existing Park Facilities	Future Park Facilities	Est. Value Existing	Est. Cost New Facilities	Total Park Cost/Value
	Acre	\$30,000	3		3 acres of land		\$90,000	
	Acre	\$7,500	3		site preparation		\$22,500	
	Each	40000	1		Basketball court		\$40,000	
	Each	\$30,000	1		Playground		\$30,000	
	Each	\$2,000	16		Parking Lot		\$32,000	
	Each	\$20,000	1		Multi-purpose Recreation Field		\$20,000	
	% of Subtotal of Development	15%			Landscaping/Hardscaping/Amenities		\$21,675	
	% of Subtotal of Development and Land	15%			Indirect		\$38,426	
	% of Subtotal of Development & Landscaping	10%			Construction Contingencies		\$16,618	
					Subtotals	\$0	\$311,219	\$311,219

TRAILS	Unit	Unit Cost	Quantity	Existing Park Facilities	Future Park Facilities	Est. Value Existing	Est. Cost New Facilities	Total Park Cost/Value
	Acre	\$ 15,000			15 foot easements for trails	\$201,710	\$147,794	
	Lineal Foot	\$60	39051	Existing Trails		\$2,343,060		
	Lineal Foot	\$60	28613		Proposed Trails Constructed as City project		\$1,716,780	
	% of Subtotal of Development and Land	15%			Indirect	\$381,715	\$279,686	
	% of Subtotal of Development & Landscaping	10%			Construction Contingencies		\$171,678	
					Subtotals	\$2,926,485	\$2,315,939	\$5,242,424

**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 4th day of December, 2018.

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 12-04-18-122

**A RESOLUTION ADOPTING THE
CITY OF HANOVER 2018 PARK DEDICATION FEE STUDY**

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Hanover, Minnesota hereby adopts City of Hanover 2018 Park Dedication Fee Study, as attached.

Council members voting in favor:

Opposed or abstained:

Adopted by the city Council this 4th day of December, 2018.

APPROVED BY:

Chris Kauffman, Mayor

ATTEST:

Brian Hagen, City Administrator

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

ORDINANCE NO 2018-05

AN ORDINANCE ADOPTING THE 2019 CITY OF HANOVER FEE SCHEDULE

THE CITY COUNCIL OF THE CITY OF HANOVER ORDAINS AS FOLLOWS:

Section 1. The City of Hanover Fee Schedule, as attached, is hereby adopted.

Section 2. This Ordinance shall be effective following its passage and publication.
Publication may be made in summary form.

Adopted by the Hanover City Council this 4th day of December 2018.

APPROVED BY:

Chris Kauffman, Mayor

ATTEST:

Brian Hagen, City Administrator



City of Hanover 2019 Fee Schedule

CITY HALL RENTAL FEES: Complete payment is due 60 days prior to event.

Community Room: No Alcohol

Damage Deposit	\$	200.00
Rental Fee	\$	200.00

Community Room: With Alcohol

Damage Deposit	\$	200.00
Rental Fee	\$	350.00
Set Up Fee	\$	100.00
*Deputy Fee	Current Rate	

**required if liquor & dance: Deputy on duty (4 hrs)*

**Deputy fee is determined by the Wright County Sheriff's Department and may be subject to change without notice.*

Civic & Non-Profit Organizations

Meet Occasionally with kitchen	\$	50.00	per meeting
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Other Rental Options

Benefit/Fundraiser: No Liquor	\$	100.00
Benefit/Fundraiser: Liquor/Dance	\$	125.00 + deputy fee
Kitchen use only	\$	50.00
Funeral Receptions: No Alcohol	\$	100.00
Conference Room Only: No Alcohol	\$	25.00

Organizations Exempt from Rental Fees

City of Hanover	Hanover Fire Department	Hanover Historical Society
Crow River Lions	Hanover Golden Age Club	Hanover Lions
Hanover Athletic Association	Hanover Harvest Festival	Hanover Youth Ball

**If the hall is rented the following day after an event, the organization is responsible for paying for a special cleaning and will be invoiced by the City.*

SETTLERS PARK SHELTER RENTAL FEES: Full payment is required at time of reservation.

Damage Deposit	\$	100.00
Rental Fee	\$	134.21 Includes Tax

**If same group is also renting City Hall, damage deposit for shelter is waived.*

2019 Fee Schedule

MISCELLANEOUS FEES:

Cemetery Lots

Resident	\$ 750.00
Non-Resident	\$ 1,000.00
Cremation Lot	\$ 650.00
Locating / Staking Fee	\$ 50.00 per trip

Other Administrative Fees

Copies of Public Information	\$ 0.25/0.50 (black & white/color)
Copies of Public Information (on CD)	\$ 5.00
Faxes	\$ 1.00 per page
Compost Site Replacement Key Fob	\$ 5.00
Return/NSF Checks	\$ 30.00
ACH Return Fee	\$ 10.00
Stop Payment Fee	\$ 25.00
Special Assessment Search	\$ 25.00 Per PID#
Administrative Citation of Code Offense	\$ 100.00 First Occurance
Administrative Citation Appeal Hearing to Officer	\$ 50.00 if violation is confirmed
Election Recount	\$ 1,000.00 escrow

(Discretionary - candidate responsible for actual costs)

Staff Billing Rates

Clerical	\$ 50.00 per hour
Accounting	\$ 65.00 per hour
Public Works	\$ 65.00 per hour
City Administrator	\$ 80.00 per hour
City Planner	current rate schedule
City Engineer	current rate schedule
City Attorney	current rate schedule
Special City Council/Board/Commission meeting	\$ 250.00 plus staff/consultant costs

2019 Fee Schedule

BUILDING PERMITS:

Building Permit Fees	1997 UBC Fee Schedule
Plan Review Fee	plus 65% of 1997 UBC Fee Schedule
"Master Plan" Review Fee	plus 25% of 1997 UBC Fee Schedule
ISTS Site Review Fee	\$ 100.00
Septic Permit Fee	\$ 175.00
Re-inspection Fee	\$ 50.00
Minor Residential Maintenance (door, same opening window replacement, siding, roof)	\$ 95.00 plus current State surcharge
Minor Inside Residential Maintenance (bath fans, other venting, gas fittings)	\$ 50.00 plus current State surcharge
Residential Fireplace Permits	
Solid Fuel Burning & Masonry	1997 UBC Fee Schedule
Gas Fired Mechanical	\$ 85.00 plus current State surcharge
Residential Furnace/AC/Softner	\$ 50.00 per unit plus current State surcharge
Residential Water Heater	\$ 50.00 plus current State surcharge
Plumbing Permit	
Residential	\$ 50.00 base fee plus \$9.00 per fixture plus State surcharge
Commercial	1997 UBC Fee Schedule
Mechanical Permit (Commercial)	1997 UBC Fee Schedule
Fire Suppression System Permit	1997 UBC Fee Schedule
Plan Review Fee	plus 65% of 1997 UBC Fee Schedule
Fire Alarm System Permit	1997 UBC Fee Schedule
Plan Review Fee	plus 65% of 1997 UBC Fee Schedule
Sign Permit	
Permanent Signs	1997 UBC Fee Schedule
Demolition Permit	\$ 100.00 residential
	\$ 200.00 commercial
Fence Permit	
Over 6'	1997 UBC Fee Schedule
Under 6'	Administrative Permit
Residential Landscape Escrow	\$ 2,000.00 per unit
Residential Erosion Control Escrow	\$ 2,000.00 per unit
Residential Infrastructure Escrow	\$ 1,000.00 per unit
Non-Residential Landscape Escrow	Will handle on case by case basis
Non-Residential Infrastructure Escrow	Will handle on case by case basis
Non-Residential Erosion Control Escrow	Will handle on case by case basis
Escrow Inspection Fee	\$ 50.00 per re-inspection required after initial request

**All full-size plan sheets submitted for new construction must be provided both in paper and electronically.
Failure to provide an electronic version will result in a \$50 increase to the permit fee for scanning.*

2019 Fee Schedule

DEVELOPMENT FEES AND CONNECTION CHARGES:

Sanitary Sewer Trunk Fee	\$ 2,270.00	per unit
Water Trunk Fee	\$ 903.00	per unit
Storm Sewer Trunk Fee	\$ 0.08	per square foot
Park Dedication Fee	\$ 3,272.00	per unit
Storm Warning Siren Fee	\$ 68.63	per acre

Connection Permit Charges:

Sewer Permit Fee	\$ 125.00	
Sewer Connection Fee (SAC)	\$ 5,212.00	per SAC unit
Water Permit Fee	\$ 125.00	
Water Connection Fee (WAC)	\$ 2,241.00	per WAC unit
Water Meter Fee	\$ 550.00	

Utility Rates

Water Distribution Rates	\$ 1.41	City portion base fee per month
	\$ 1.01	City portion per 1,000 gallons
		Jt. Powers portion per Jt. Powers current fee schedule
Sewer Rates (City Portion)	\$ 30.85	minimum per month (up to 7,000 gallons)
	\$ 6.13	per 1,000 gallons over 7,000 gallons
Storm Water Utility Rate	\$ 102.00	per REF per year, capped at 2 acres

Examples of Storm Water Fee on Various Parcels:

Neighborhood Residential	\$ 34.00	Per lot
Rural Residential	\$ 34.00	Per lot
Commercial/Downtown commercial	\$ 173.40	Per acre
Industrial	\$ 193.80	Per acre
Public/Institutional	\$ 102.00	Per acre
Parks/Open Space	\$ 30.60	Per acre
Agricultural	\$ 30.60	Per acre

Late Fee	Per Joint Powers Fee Schedule
Water Shut-off/Turn-on Fee	\$35.00

2019 Fee Schedule

ECONOMIC DEVELOPMENT:

Tax Increment Financing Fee Schedule

Pre-Application	No fee
Final Application	\$12,000 with funds placed in an escrow and any portion remaining following payment for a fiscal advisor, legal and economic development consulting, remainder to be returned to applicant.
Annual Fee	Depending on size of the district, the City will generally retain up to 10% of the annual tax increment for administration of the TIF district. This includes annual reports to the county, school district, official newspaper and State Auditor's Office.

filing of the TIF plan with the State, and legal fees for preparation of the Development Agreement.

Tax Abatement Fee Schedule

Pre-Application	No fee
Final Application	\$6,500 with funds placed in an escrow and any portion remaining following payment for fiscal advisor, legal and economic development consulting; remainder to be returned to applicant.

FEES FOR EMERGENCY PROTECTION FIRE SERVICES:

Fire Department False Alarm Fee	\$150	third false alarm within 12 mos (Jan - Dec)
Additional False Alarms Add-On Fee	\$100	added to each fee after third during same 12 mos Ex: 3rd false alarm - \$150, 4th - \$250, 5th - \$350, etc.
Engine	Up to 4 Personnel	\$ 275.00 per hour
Ladder/Aerial	Up to 4 Personnel	\$ 275.00 per hour
Water Tender	Up to 2 Personnel	\$ 200.00 per hour
Heavy Rescue/Rescue/Ambulance	Up to 2 Personnel	\$ 185.00 per hour
Command Vehicle/Utility Truck/Grass Truck	Up to 2 Personnel	\$ 85.00 per hour
ATV/UTV with Water Tank	Up to 2 Personnel	\$ 50.00 per hour
Extra Personnel		\$ 15.00 per hour
County Special Response Unit		\$ 500.00 per hour
County Fire Investigation Team		\$ 300.00 per hour

2019 Fee Schedule

PLANNING AND ZONING:

	Base	Escrow
Annexation	\$ 300.00	\$ 3,000.00
Appeals	\$ 250.00	\$ 500.00
Comprehensive Plan Amendment	\$ 300.00	\$ 500.00
Flood Use Permit	\$ 300.00	\$ 500.00
Ordinance Amendment (text or map)	\$ 300.00	\$ 500.00
PUD Concept Plan	\$ 300.00	\$ 1,000.00
PUD General Plan	\$ 300.00	\$ 2,000.00
PUD Final Plan	\$ 300.00	\$ 1,000.00
Administrative Lot Split/Consolidation	\$ 300.00	\$ 500.00
<i>*Fee & escrow for administrative lot split/consolidation does not include park dedication fees or other development fees. See Subdivision Ordinance for more details.</i>		
Site Plan Review	\$ 300.00	\$ 750.00
Administrative Site Plan Amendment	\$ 100.00	\$ 200.00
Sketch Plan Review	\$ 250.00	\$ 500.00
Conditional Use Permit	\$ 300.00	\$ 2,000.00
Interim Use Permit	\$ 300.00	\$ 2,000.00
Variance	\$ 300.00	\$ 1,000.00
Concept Plan Review	\$ 300.00	\$ 1,500.00
Preliminary Plat - Residential		
(up to 50 lots)	\$ 400.00	\$ 15,000.00
(51-100 lots)	\$ 400.00	\$ 15,000.00 plus \$250/lot > 50
(101-200 lots)	\$ 400.00	\$ 27,500.00 plus \$200/lot > 100
(over 200 lots)	\$ 400.00	\$ 47,500.00 plus \$150/lot > 200
Preliminary Plat - Commercial/Industrial		
(0-10 acres)	\$ 400.00	\$ 10,000.00
(11-20 acres)	\$ 400.00	\$ 15,000.00
(21-40 acres)	\$ 400.00	\$ 20,000.00
(40 + acres)	\$ 400.00	\$ 25,000.00
Final Plat	\$ 300.00	\$ 3,000.00
Vacation	\$ 300.00	\$ 500.00
Administrative Permit	\$ 50.00	\$ 100.00
Environmental Review	\$ 300.00	\$ 10,000.00 (EAW,EIS,AUAR)
Wetland Mitigation	\$ 300.00	\$ 2,000.00

A 10% Administration Fee will be charged at the time of development agreement for subdivisions.

- 1) Posted escrows shall be used to cover City expenses associated with the review of applications, including staff and consulting staff (Attorney, Engineer, Planner, and/or Others).
- 2) Actual costs not fully paid or reimbursed from the base fee shall be paid or reimbursed from the escrow deposit.
- 3) All escrows shown above represent funds sufficient for a typical review of an application. City staff, after reviewing the application, may require a higher escrow based on the complexity of an application. Staff will provide a justification for the higher escrow requirement to the applicant.
- 4) Failure to pay an outstanding escrow may result in the City certifying the outstanding escrow to the County Auditor for collection through the property tax or the City placing a lien in the amount of the outstanding escrow on the property.
- 5) It shall be the responsibility of the applicant to contact the City, in writing, to request the return of any unused portion of the escrow deposit.
- 6) Applicants for Special Meetings are responsible for consulting staff fees associated with meeting attendance.
- 7) All full-size sheets submitted must be provided both in paper and electronically. Failure to provide an electronic version will result in a \$50.00

2019 Fee Schedule

OTHER PERMITS/LICENSES:

Cat or Dog Impound Fees	As billed by Animal Shelter
Solid Waste Haulers License	\$ 250.00 (6 licenses available)
Recycling Haulers License	\$ - (1 license available)
Utility Permit	\$ 100.00 Fee + \$75 per bore hole
Small Site Stormwater Permit	\$ 50.00
Large Site Stormwater Permit	\$ 200.00 Base + Erosion Control Escrow
Grading Permit (no building permit)	Will handle on case by case basis
Erosion Control Plan Security	Will handle on case by case basis
Street Sweeping	\$ 100.00 per hour
Rental Housing License (2 year) Multi-Unit	\$ 75.00 plus inspection fees
Charitable Gambling Premises Permit	\$ 100.00
Excluded or Exempt Gambling Permits	\$ 100.00
Peddler, Solicitor, Transient Merchant License	\$ 50.00 per application
Tattooing/Body Piercing Permit	\$ 250.00 per year
Pawn Broker License	\$ 5,000.00 per year + Investigation fee
Adult Use/Sexually Oriented Business License	\$ 12,000.00 per year + investigation fee
<u>Liquor Licenses</u>	
Intoxicating Liquor Off-Sale License	\$ 100.00
Intoxicating Liquor On-Sale License	\$ 3,100.00
Intoxicating Liquor Sunday License	\$ 200.00
Intoxicating Liquor Temporary License	\$ 50.00 plus any state fees
3.2% Malt Liquor Off-Sale License	\$ 110.00
3.2% Malt Liquor On-Sale License	\$ 35.00
3.2% Malt Liquor Temporary License	\$ 25.00
Wine License On-Sale	\$ 1,550.00
Investigation Fee	\$ 300.00
Surety Bond	\$ 3,000.00
Duplicate License	\$ 10.00

**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 4th day of December, 2018.

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 12-04-18-123

A RESOLUTION APPROVING CONTRACT FOR EMPLOYEE DISABILITY INSURANCE

WHEREAS, staff recently completed an employee benefit review; and

WHEREAS, the City Council approved a new contract for major medical, dental, and life insurance through the Minnesota Public Employees Insurance Program; and

WHEREAS, staff received quotes for short-term and long-term disability insurance; and

WHEREAS, The Hartford quoted to provide comparable coverage to what is currently provided; and

WHEREAS, the annual premium is estimated to be 50% of what is currently being invoiced to the City.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Hanover, Minnesota hereby approves entering into a contract through The Hartford for the purpose of providing short-term and long-term disability insurance.

BE IT FURTHER RESOLVED, that the City Council authorizes its City Administrator to execute the contract on behalf of the City of Hanover.

Council members voting in favor:

Opposed or abstained:

Adopted by the city Council this 4th day of December, 2018.

APPROVED BY:

Chris Kauffman, Mayor

ATTEST:

Brian Hagen, City Administrator