

**AGENDA  
HANOVER CITY COUNCIL  
DECEMBER 20, 2016**

**MAYOR  
CHRIS KAUFFMAN**

**COUNCIL  
JOHN VAJDA  
DOUGLAS HAMMERSENG  
KEN WARPULA  
JIM ZAJICEK**

1. Call to Order: 6:00 p.m.
2. Approval of Agenda
3. Consent Agenda Items:
  - a. Approve Minutes of Special December 6, 2016 City Council Meeting (5)
  - b. Approve Minutes of December 6, 2016 City Council Meeting (6)
  - c. Approve Claims as Presented: (11)

➤ Claims	\$ 81,301.15
➤ Payroll	\$ 36,244.08
➤ P/R taxes & Exp	\$ 7,707.84
➤ Other Claims	<u>\$ 1,437.00</u>
➤ Total Claims	<u>\$ 126,690.07</u>
  - d. Res No 12-20-16-136 – Accepting Insurance Dividend Check from LMC (34)
  - e. Res No 12-20-16-137 – Approving Trade-In of Bobcat Skid Loader (35)
4. 2017 Joint Powers Budget (37)
5. Public Hearing – Ord. 2016-10 – Adopting 2017 Fee Schedule (38)
6. Ord. 2016-10 – Adopting 2017 Fee Schedule (38)
7. Fire Department Grass Rig/Medical Vehicle Purchase (45)
8. Res No 12-20-16-138 – Approving 2017 City Consultant Rates (96)
9. Ord. 2017-01 – Amending Chapter 9, Related to Water & Sanitary Sewer Service Lines (110)
10. 2017 Appointments/Vacancies (111)
11. City Policies Review – Chapters 100-500 (113)
12. City Network Upgrade Proposal (171)
13. Final Budget Draft 4 (180)
14. Res No 12-20-16-139 – Certifying 2017 Property Tax Levy (187)

**15. Res No 12-20-16-140 – Approving Fund Transfer (188)**

**16. Reports**

**17. Adjournment**

**To:** Mayor Kauffman & Members of the Hanover City Council  
**From:** Brian Hagen, City Administrator  
**Date:** December 16, 2016  
**Re:** Review of December 20, 2016 City Council Agenda

---

1. **Call to Order: 6:00 p.m.**
2. **Approval of Agenda**
3. **Consent Agenda Items:** *See enclosed consent packet.*
  - a. **Approve Minutes of Special December 6, 2016 City Council Meeting (5)**
  - b. **Approve Minutes of December 6, 2016 City Council Meeting (6)**
  - c. **Approve Claims as Presented: (11)**

➤ Claims	\$ 81,301.15
➤ Payroll	\$ 36,244.08
➤ P/R taxes & Exp	\$ 7,707.84
➤ Other Claims	<u>\$ 1,437.00</u>
➤ Total Claims	<u>\$ 126,690.07</u>
  - d. **Res No 12-20-16-136 – Accepting Insurance Dividend Check from LMC (34)**
  - e. **Res No 12-20-16-137 – Approving Trade-In of Bobcat Skid Loader (35)**
4. **2017 Joint Powers Budget (37)**  
*Eric from Veolia will be present to discuss.*
5. **Public Hearing – Ord. 2016-10 – Adopting 2017 Fee Schedule (38)**  
*A Public Hearing is required prior to adoption.*
6. **Ord. 2016-10 – Adopting 2017 Fee Schedule (38)**  
*Discussion on potential changes will be held. Adoption and publication are required prior to becoming effective.*
7. **Fire Department Grass Rig/Medical Vehicle Purchase (45)**  
*Discussion about the proposed vehicle purchase will be held. Approval would come at a later date.*
8. **Res No 12-20-16-138 – Approving 2017 City Consultant Rates (96)**  
*Enclosed is a resolution approving 2017 rates.*
9. **Ord. 2017-01 – Amending Chapter 9, Related to Water & Sanitary Sewer Service Lines (110)**  
*Enclosed is a proposed amendment to address service line responsibilities.*
10. **2017 Appointments/Vacancies (111)**  
*Discussion about vacancies will be held. A resolution appointing the positions will be brought to the January 3, 2017 meeting.*

**11. City Policies Review – Chapters 100-500 (113)**

*Review of all City policies will begin with Chapters 100-500. Proposed changes/additions are in red.*

**12. City Network Upgrade Proposal (171)**

*Enclosed is a proposal to upgrade the City's IT network in 2017. A resolution for approval would be presented in January.*

**13. Final Budget Draft 4 (180)**

*Enclosed is draft 4 of the final budget. Changes were made to bring the tax rate flat compared to last year. Details of the changes will be discussed.*

**14. Res No 12-20-16-139 – Certifying 2017 Property Tax Levy (187)**

*If Council is prepared to adopt the budget and levy, this resolution would adopt the levy and authorize certification to the County. The levy must be certified by December 28, 2016.*

**15. Res No 12-20-16-140 – Approving Fund Transfer (188)**

*This resolution approves fund transfers. The transfers would tie out the expenses from past projects related to trails, the bridge rehab, and revenue from land sales.*

**16. Reports**

**17. Adjournment**

**CITY OF HANOVER  
SPECIAL MEETING OF COUNCIL  
DECEMBER 6, 2016 – DRAFT MINUTES**

**Call to Order:**

Mayor Kauffman called the special council meeting of Tuesday, December 6, 2016, to order at 6:30 p.m. Present were Chris Kauffman, Doug Hammerseng, Ken Warpula, and Jim Zajicek. Also present was City Administrator Brian Hagen. Councilor John Vajda was absent.

**Approval of Agenda**

**MOTION** by Hammerseng to approve the agenda as presented, seconded by Zajicek. **Motion carried unanimously.**

**Closed Session – City Administrator Annual Review**

A closed session was held to discuss the performance of the City Administrator. Areas of accomplishments and areas needing improvement were discussed.

**Adjournment:**

**MOTION** by Warpula to adjourn at 7:00 p.m., seconded by Zajicek. **Motion carried unanimously.**

APPROVED:

\_\_\_\_\_  
Chris Kauffman, Mayor

ATTEST:

\_\_\_\_\_  
Brian Hagen, City Administrator

**CITY OF HANOVER  
CITY COUNCIL MEETING  
DECEMBER 6, 2016 – DRAFT MINUTES**

**Call to Order/Pledge of Allegiance:**

Mayor Chris Kauffman called the regular meeting of Tuesday, December 6, 2016 to order at 7:05 p.m. Present were Mayor Chris Kauffman, Councilors Doug Hammerseng, Ken Warpula, and Jim Zajicek. Also present were City Administrator Brian Hagen, Accountant/Deputy Clerk Elizabeth Lindrud, Public Works Supervisor Scott Vogel, City Engineer Justin Messner, and City Attorney Jay Squires. Guests present included James Calder, Clark Lee, MaryAnn Hallstein, Abby Peterson, Neil Karsten, Dave Malewicki, Amy Biren, Jason Doboszanski, Pat Meister, and Doug Voerding with the Wright County Journal Press. John Vajda was absent.

**Approval of Agenda:**

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

**Consent Agenda:**

Lindrud added a claim for Burschville Construction for the Final Pay Voucher for the CSAH 19 Sidewalk Extension in the amount of \$123,849.05, bringing claims to \$256,837.33 and total claims to \$280,634.01.

**MOTION** by Hammerseng to approve the consent agenda, seconded by Zajicek.

- a. **Approve Minutes of 2016 Election Canvassing Board**
- b. **Approve Minutes of November 15, 2016 City Council Work Session Meeting**
- c. **Approve Claims as Presented:**
  - **Claims**                               **\$ 256,837.33**
  - **Payroll**                               **\$ 14,986.76**
  - **P/R taxes & Exp**                   **\$ 5,935.92**
  - **Other Claims**                       **\$ 2,874.00**
  - **Total Claims**                       **\$ 280,634.01**
- d. **Res No 12-06-16-124 – Approving Multi-Family Rental Dwelling Licenses**
- e. **Res No 12-06-16-125 – Approving Purchase of Metal Locator**
- f. **Res No 12-06-16-126 – Approving Purchase of Fire Department Radios**
- g. **Res No 12-06-16-127 – Approving Purchase of Fire Department Helmets**
- h. **Res No 12-06-16-128 – Approving Purchase of Fire Department Apparel**

**Motion carried unanimously.**

**Citizen’s Forum:**

**James Calder**

James Calder inquired if there was an update to the discussion on the Pheasant Run road repair. Messner stated that he is putting together estimates for a complete improvement to the roads in Pheasant Run for 2017 and the scheduled 2018 project. At a minimum Messner would like to have a repair done to the section in front of Calder’s home in 2017.

**Clark Lee**

Clark Lee thanked Council for the great job they did this year.

**Public Hearings:**

**MOTION** by Warpula to open the Public Hearing at 7:12 p.m., seconded by Zajicek. **Motion carried unanimously.**

## **Truth in Taxation**

Hagen provided the Truth in Taxation Presentation for the Proposed 2017 Budget. Hagen educated the audience on the factors that influence the tax levy and how the property tax system works. He stated that the levy will increase by \$187,769 from 2016 to 2017. The levy remained flat for several years but has increased the past three years. The tax rate went from 49.50% in 2015 to 53.25% for 2017. Hagen gave an example of proposed tax amounts of a median value home in both Hennepin and Wright County. Hennepin County median home value is approximately \$335,000, total tax is \$4,995.07, and the City portion is \$1,738.18. Wright County median home value is \$253,500, total tax is \$3,325, and the City portion is \$1,241.60.

The final budget and tax levy for 2017 is set to be adopted on December 20<sup>th</sup>, 2016 at 6:00 p.m at City Hall.

Hagen asked if there were any questions from the public. Bill Bolte, Neil Karston, and Clark Lee all expressed concern over the increase in taxes being between 7%-14% and inquired as to what changed in the City to cause these increases. Hagen stated there were several factors. The City implemented a Capital Improvement Plan to increase cash balances to fund future projects and avoid issuing debt. The Fire Department moved from a per call wage to an hour wage. There is a proposed third Public Works employee in the budget as well as technology updates needed to the server and election equipment. Hagen added the City is also updating the Comprehensive Plan, which incurs additional consultant costs. Kauffman stated these figures are all from the preliminary tax levy and that Council is still working with staff to reduce the levy down to a flat tax rate of 49.50%.

**MOTION** by Warpula to close the Public Hearing and re-open the Regular meeting at 7:35 p.m., seconded by Hammerseng. **Motion carried unanimously.**

## **Unfinished Business:**

### **Res No 12-06-16-129 – Awarding the sale of 2016A G.O. Bonds**

Tammy Omdal from Northland Securities explained that City is bonding \$1.5 million for a new Public Works building and that bond was sold with an interest rate of 2.99%. The final bond levy is approximately \$110,000 per year.

**MOTION** by Hammerseng to approve Res No 12-06-16-129, seconded by Zajicek. **Motion carried unanimously.**

### **Res No 12-06-16-130 – Calling Redemption of the Outstanding 2009A G.O.**

Hagen stated this resolution will be calling the 2009A G.O. bond, the bond will be called in February. Kauffman inquired if the bond will be removed from the levy. Hagen stated that it will be removed from the debt levy, however, due to the funding plan the amounts of both the 2009A G.O. bond and the 2010 Equipment Certificates will still be levied as a Capital Levy to keep the City's CIP plan in place. Tammy Omdal stated that the plan was created to eliminate assessments for future road projects and reduce the amount of debt required. She stated if Council were to decrease the levy in 2017 and 2018, there would then be a large increase in 2019. She further explained one of the other goals was to keep a steady increase of around 3% each year instead of large fluctuations from year to year. She stated that calling the bonds early will save on interest and help reduce future bond issuance.

**MOTION** by Warpula to approve Res No 12-06-16-130, seconded by Hammerseng. **Motion carried unanimously.**

### **Res No 12-06-16-131 – Calling Redemption of the 2010 Equipment Certificates**

Hagen stated the 2010 Equipment Certificates will be paid in full after approval tonight.

**MOTION** by Warpula to approve Res No 12-06-16-131, seconded by Zajicek. **Motion carried unanimously.**

### **Third Public Works Position**

Hagen stated that he has included a worksheet with cost estimates of projects that Public Works would like to take in house with the addition of third person. Vogel stated he would like to take on more projects like the crack filling, sidewalks, asphalt patching, fire department maintenance in house instead of hiring it out. He also explained that the MS4 regulations will require additional time to complete documentation. Messner added that other cities have hired an additional part time employee to handle just the MS4 documentation. He explained that as they are inspecting, public works will also have to fix any issues that are found. Vogel explained the third person would free him up to handle the MS4 documentation and also help with the projects that he would like to bring in house. Hagen stated there are other benefits as well, Public Works will be able to get more things done during the year, if something similar to the July 5<sup>th</sup> storm were to happen, it would not set them back for weeks on regular tasks. Council requested that Vogel come back with further justification for a third person.

### **2017 Final Budget DRAFT 2**

Kauffman stated that there is still \$40,000 that needs to be cut to bring the tax rate down to a flat 49.50% rate. Council and Hagen discussed having a special budget meeting to go through line by line to reduce the costs. Hagen explained the final levy has to be certified by December 28<sup>th</sup>. Council agreed that if the final budget is not ready by the December 20<sup>th</sup> work session they will schedule a special session.

### **New Business:**

#### **Res No 12-06-16-132 – Approving 2016 Staff Reviews**

Hagen stated that he presented staff their reviews with the recommended increases. Hammerseng stated that if a third person is added to Public Works, Vogel's position will need to change to reflect the additional responsibilities.

**MOTION** by Warpula to approve Res No 12-06-16-132, seconded by Zajicek. **Motion carried unanimously.**

#### **Res No 12-06-16-133 – Approving Purchase of Mini Excavator**

Vogel stated that the mini excavator would be used for pond maintenance and other projects that he would like to bring in house. He stated currently he rents and it takes an hour to pick up and an hour to drop off with each rental. Warpula inquired as to how often Vogel felt he would use the mini excavator, Vogel stated at least once a week. Hagen stated the cost would come out of the Storm Water Fund, since it will be used for the pond and storm water maintenance. Messner added that any work Public Works does related to MS4 can also be paid out of that fund. Kauffman inquired as to the timing for the purchase, since pond maintenance will not start until spring. Hagen stated the resolution authorizes the purchase, not that it necessarily will happen today.

**MOTION** by Warpula to table Res No 12-06-16-133, seconded by Hammerseng. **Motion carried unanimously.**

#### **Res No 12-06-16-134 – Approving AEM Financial Solutions, Audit Services Proposal**

Lindrud stated that AEM provided a proposal for 10-15 hours of Audit Prep Review at \$180 per hour. Lindrud explained that the cost last year for full audit prep was \$6,800 and this would be around \$3,000. Lindrud further stated that she is creating a step by step manual for future use. Warpula inquired when the City can expect to no longer have to pay for audit prep, Lindrud stated this will be the last of the costs.

**MOTION** by Warpula to approve Res No 12-06-16-134, seconded by Hammerseng. **Motion carried unanimously.**

#### **Res No 12-06-16-135 – Approving Final Pay Voucher for CSAH 19 Sidewalk Extension**

Hagen stated this if the first and final pay voucher for the CSAH 19 Sidewalk Extension. Messner stated that the post construction inspection went well and the project looks good. There is a two-year warranty. Burschville also put in new sidewalks around City Hall.

**MOTION** by Hammerseng to approve Res No 12-06-16-135, seconded by Zajicek. **Motion carried unanimously.**

## **2016 Mahler Pit Annual Update**

Hagen stated they are 37% complete and the permit is good until the end of 2018.

### **Reports**

#### **Vogel**

- The plows are ready to run.
- Made a smaller snowblower for a section of sidewalk near Mallard Park that the City is now clearing.

#### **Messner**

- Will have the Hanover Hills final pay voucher shortly, they completed their punch list.
- Does not have a final pay for the 5<sup>th</sup> street watermain project, he is still waiting for them to complete their punch list.
- Introduced Nick Preisler to Council. He is Messner's assistant and will be helping take on any communications with Hanover.

#### **Hammerseng**

- Planning Commission is reviewing ordinance amendments that relate to fencing, accessory buildings, and solar panels.

#### **Zajicek**

- Park Board reviewed the Park Comp Plan and funding information.

#### **Warpula**

- Inquired how street light outages are reported and if that information could be put in the next newsletter.

#### **Lindrud**

- Both Mat Boie and Colleen Williams terms are up on the Park Board and they have both reapplied for another term.

#### **Hagen**

- The EDA discussed downtown parking and what can be done.
- Received a check from JS Stewart for the 5 acres off 5<sup>th</sup> street.

#### **Squires**

- Stated that both Vogel and Doboszinski's time can also be allocated to the storm water fund for any MS4 related activities.

#### **Kauffman**

- Next Wednesday is the Wright County Mayor's Association meeting in Cokato, Council members are welcome to attend.

**Adjournment**

**MOTION** by Warpula to adjourn at 9:06 p.m., seconded by Hammerseng. **Motion carried unanimously.**

APPROVED BY:

\_\_\_\_\_  
Chris Kauffman, Mayor

ATTEST:

\_\_\_\_\_  
Brian Hagen, City Administrator

CITY OF HANOVER

12/15/16 2:13 PM

Page 1

Payments

Current Period: December 2016

Batch Name	12/20/16 PAY	Payment	Computer Dollar Amt	\$81,301.15	Posted
Refer	1849	ADVANCED DISPOSAL SERVICES	Ck# 032315	12/20/2016	
Cash Payment	E 100-41940-384	Refuse/Garbage Dispos	Standard Trash - November		\$214.71
Invoice	G20001646051	11/30/2016			
Transaction Date	12/12/2016	Due 0	Cash	10100	<b>Total</b> \$214.71
Refer	1820	ANDERSON, MARJORIE	Ck# 032316	12/20/2016	
Cash Payment	G 100-22000	Deposits	Hall Rental - 12/11/16		\$200.00
Invoice		12/13/2016			
Transaction Date	12/13/2016	Due 0	Cash	10100	<b>Total</b> \$200.00
Refer	1815	BANKWEST - ROCKFORD	Ck# 032317	12/20/2016	
Cash Payment	E 407-46500-812	Tax Increment Financing	T.I.F. Payment #7		\$6,256.40
Invoice		12/13/2016			
Transaction Date	12/13/2016	Due 0	Cash	10100	<b>Total</b> \$6,256.40
Refer	1841	BARTELS, TODD	Ck# 001808E	12/20/2016	
Cash Payment	E 201-41330-111	Committee Wages/Meeti	EDA Meetings - 2016		\$300.00
Invoice		12/9/2016			
Transaction Date	12/9/2016	Due 0	Cash	10100	<b>Total</b> \$300.00
Refer	1825	BERGEE INDUSTRIES	Ck# 032318	12/20/2016	
Cash Payment	E 100-42280-220	Repair/Maint Supply (GE	HDS 900ci Generic Wand		\$89.00
Invoice	93756	12/14/2016			
Cash Payment	E 100-42280-220	Repair/Maint Supply (GE	Shipping		\$10.00
Invoice	93756	12/14/2016			
Transaction Date	12/14/2016	Due 0	Cash	10100	<b>Total</b> \$99.00
Refer	1818	BIFFS INC.	Ck# 001815E	12/20/2016	
Cash Payment	E 100-45200-580	Other Equipment	Eagleview Park		\$95.00
Invoice	W621319	12/7/2016			
Transaction Date	12/13/2016	Due 0	Cash	10100	<b>Total</b> \$95.00
Refer	1835	BROCK WHITE	Ck# 032319	12/20/2016	
Cash Payment	E 402-43123-310	Other Professional Servi	Silt Fence for Bridges Sidewalk		\$245.00
Invoice	12735252-00	11/2/2016			
Transaction Date	12/5/2016	Due 0	Cash	10100	<b>Total</b> \$245.00
Refer	1826	CARDMEMBER SRVC (CENTRAL B	Ck# 032320	12/20/2016	
Cash Payment	E 100-42240-331	Travel Expenses	Lodging - Chiefs Conference		\$267.48
Invoice		11/25/2016			
Cash Payment	E 100-42240-331	Travel Expenses	Lodging - Chiefs Conference		\$267.48
Invoice		11/25/2016			
Cash Payment	E 100-42210-200	Office Supplies (GENER	Notepads/clipboards/envelopes		\$45.00
Invoice		11/25/2016			
Transaction Date	12/14/2016	Due 0	Cash	10100	<b>Total</b> \$579.96
Refer	1823	CARSON, CLELLAND & SCHREDE	Ck# 032321	12/20/2016	
Cash Payment	E 100-41610-304	Legal Fees	Legal Support/Work - November 2016		\$14.11
Invoice		11/30/2016			
Transaction Date	12/5/2016	Due 0	Cash	10100	<b>Total</b> \$14.11

CITY OF HANOVER

12/15/16 2:13 PM

Page 2

Payments

Current Period: December 2016

Refer	1830 <u>CENTERPOINT ENERGY</u>	<u>Ck# 032322 12/20/2016</u>			
Cash Payment	E 100-42280-383 Gas Utilities	Fire Department - 10/26/16 - 11/28/16			\$106.62
Invoice	11/30/2016				
Cash Payment	E 100-41940-383 Gas Utilities	City Hall - 10/26/16 - 11/28/16			\$277.53
Invoice	11/30/2016				
Transaction Date	12/5/2016	Due 0	Cash	10100	<b>Total</b> \$384.15
Refer	1848 <u>CENTURY LINK</u>	<u>Ck# 032323 12/20/2016</u>			
Cash Payment	E 100-42280-321 Telephone	Fire Hall Landline - 11/28/16 - 12/27/16			\$30.90
Invoice	11/28/2016				
Transaction Date	12/12/2016	Due 0	Cash	10100	<b>Total</b> \$30.90
Refer	1827 <u>CITY OF ST. MICHAEL</u>	<u>Ck# 001803E 12/20/2016</u>			
Cash Payment	E 602-43252-310 Other Professional Servi	Lift Station Flows - 4th Quarter 2016			\$27,607.05
Invoice	12022016-1 12/2/2016				
Cash Payment	E 100-43000-310 Other Professional Servi	Compost & Brush Facility Partnership - 4th Quarter 2016			\$1,250.00
Invoice	12022016-1 12/2/2016				
Cash Payment	E 100-45500-437 Other Miscellaneous	Library Operations - 4th Quarter 2016			\$857.03
Invoice	12022016-1 12/2/2016				
Cash Payment	E 100-45186-437 Other Miscellaneous	Senior Center Operations - 4th Quarter 2016			\$1,945.91
Invoice	12022016-1 12/2/2016				
Cash Payment	E 602-43252-310 Other Professional Servi	Sewer Admin Costs - 2016			\$1,500.00
Invoice	12022016-2 12/2/2016				
Transaction Date	12/5/2016	Due 0	Cash	10100	<b>Total</b> \$33,159.99
Refer	1827 <u>CLASSIC CLEANING COMPANY, LL</u>	<u>Ck# 032324 12/20/2016</u>			
Cash Payment	E 100-41940-310 Other Professional Servi	Monthly Cleaning Fire Hall - November 2016			\$140.00
Invoice	24591 12/10/2016				
Transaction Date	12/15/2016	Due 0	Cash	10100	<b>Total</b> \$140.00
Refer	1839 <u>COTTENS, INC.</u>	<u>Ck# 032325 12/20/2016</u>			
Cash Payment	E 100-45200-220 Repair/Maint Supply (GE	Starter Lug (4)			\$15.96
Invoice	233-47068 11/1/2016				
Cash Payment	E 100-45200-220 Repair/Maint Supply (GE	Bulk Battery Cable (12)			\$92.28
Invoice	233-47068 11/1/2016				
Cash Payment	E 100-45200-220 Repair/Maint Supply (GE	Battery Cable (4)			\$9.16
Invoice	233-47068 11/1/2016				
Cash Payment	E 100-45200-220 Repair/Maint Supply (GE	Crimp - All Tool			\$75.99
Invoice	233-47068 11/1/2016				
Cash Payment	E 100-45200-220 Repair/Maint Supply (GE	Anti-freeze			\$8.49
Invoice	233-47068 11/1/2016				
Cash Payment	E 100-45200-220 Repair/Maint Supply (GE	80W-90 (5)			\$27.45
Invoice	233-47310 11/2/2016				
Cash Payment	E 100-43000-220 Repair/Maint Supply (GE	10pc 38 ME			\$21.99
Invoice	233-47311 11/2/2016				
Cash Payment	E 100-45200-220 Repair/Maint Supply (GE	Prem AW 46 HY			\$34.99
Invoice	233-47372 11/3/2016				
Cash Payment	E 100-45200-220 Repair/Maint Supply (GE	10W30 (12)			\$23.88
Invoice	233-47372 11/3/2016				
Cash Payment	E 100-45200-400 Repairs & Maint Cont (G	Val Cap (100)			\$19.00
Invoice	233-47585 11/4/2016				

CITY OF HANOVER

Payments

Current Period: December 2016

Cash Payment	E 100-45200-400 Repairs & Maint Cont (G	Tire Rep Rad Patch				\$4.99
Invoice	233-47585	11/4/2016				
Cash Payment	E 100-45200-400 Repairs & Maint Cont (G	Buffer Stick				\$5.49
Invoice	233-47585	11/4/2016				
Cash Payment	E 100-45200-400 Repairs & Maint Cont (G	Cement				\$14.20
Invoice	233-47585	11/4/2016				
Cash Payment	E 100-45200-400 Repairs & Maint Cont (G	10W30 (12)				\$23.88
Invoice	233-47585	11/4/2016				
Cash Payment	E 100-45200-400 Repairs & Maint Cont (G	Battery Cable Lugs (12)				\$27.48
Invoice	233-47942	11/7/2016				
Cash Payment	E 100-43000-220 Repair/Maint Supply (GE	Battery				\$262.86
Invoice	233-48063	11/8/2016				
Cash Payment	E 100-43000-240 Small Tools and Minor E	Bone Creeper				\$139.00
Invoice	233-48444	11/11/2016				
Cash Payment	E 100-43000-220 Repair/Maint Supply (GE	Bulbs for Plow Truck				\$43.40
Invoice	233-50049	11/22/2016				
Transaction Date	12/8/2016	Due 0	Cash	10100	<b>Total</b>	<b>\$850.49</b>
Refer	1816 <u>ECM PUBLISHERS, INC.</u>			<u>Ck# 001814E 12/20/2016</u>		
Cash Payment	E 100-41970-351 Legal Notices Publishing	PHN - 2017 Fee Schedule				\$63.32
Invoice	437956	12/8/2016				
Transaction Date	12/13/2016	Due 0	Cash	10100	<b>Total</b>	<b>\$63.32</b>
Refer	1824 <u>FINKEN WATER SOLUTIONS</u>			<u>Ck# 032326 12/20/2016</u>		
Cash Payment	E 100-42280-220 Repair/Maint Supply (GE	Cook & Cold Rental Cooler - December 2016				\$9.50
Invoice	4311192	12/1/2016				
Cash Payment	E 100-42280-220 Repair/Maint Supply (GE	Cook & Cold Rental Cooler - December 2016				\$9.50
Invoice	4311202	12/1/2016				
Transaction Date	12/14/2016	Due 0	Cash	10100	<b>Total</b>	<b>\$19.00</b>
Refer	1821 <u>FOURNIER, JAN</u>			<u>Ck# 032327 12/20/2016</u>		
Cash Payment	G 100-22000 Deposits	Hall Rental - 12/10/16				\$200.00
Invoice		12/13/2016				
Transaction Date	12/13/2016	Due 0	Cash	10100	<b>Total</b>	<b>\$200.00</b>
Refer	1819 <u>GOPHER SIGN COMPANY</u>			<u>Ck# 032328 12/20/2016</u>		
Cash Payment	E 100-43000-226 Sign Repair Materials	No Parking Signs (5)				\$95.10
Invoice	100072	12/7/2016				
Cash Payment	E 100-43000-226 Sign Repair Materials	Shipping				\$10.54
Invoice	100072	12/7/2016				
Transaction Date	12/13/2016	Due 0	Cash	10100	<b>Total</b>	<b>\$105.64</b>
Refer	1821 <u>HAGEN, BRIAN</u>			<u>Ck# 001802E 12/20/2016</u>		
Cash Payment	E 100-41435-331 Travel Expenses	Mileage - Stewart Title Land Sale Documents				\$37.26
Invoice		12/6/2016				
Cash Payment	E 100-41410-310 Other Professional Servi	Mileage - HC Election Recap Meeting				\$30.24
Invoice		12/6/2016				
Cash Payment	E 100-41600-310 Other Professional Servi	MSFT Online Exchange				\$28.00
Invoice		12/6/2016				
Cash Payment	E 100-41410-310 Other Professional Servi	Parking - HC Election Recap Meeting				\$31.00
Invoice		12/6/2016				
Transaction Date	12/5/2016	Due 0	Cash	10100	<b>Total</b>	<b>\$126.50</b>

CITY OF HANOVER

Payments

Current Period: December 2016

Refer	1826 HANOVER WINE & SPIRITS LLC	Ck# 032329 12/20/2016			
Cash Payment	G 100-22000 Deposits	Hall Rental - 12/02/16			\$200.00
Invoice					
Transaction Date	12/5/2016	Due 0	Cash	10100	<b>Total</b> \$200.00
Refer	1840 HANSON, MATT	Ck# 032330 12/20/2016			
Cash Payment	E 201-41330-111 Committee Wages/Meeti	EDA Meetings - 2016			\$300.00
Invoice	12/9/2016				
Transaction Date	12/9/2016	Due 0	Cash	10100	<b>Total</b> \$300.00
Refer	1837 HARDWARE HANK	Ck# 032331 12/20/2016			
Cash Payment	E 100-43000-220 Repair/Maint Supply (GE	Misc Builders Hardware			\$0.40
Invoice 1359195	11/1/2016				
Cash Payment	E 100-43000-220 Repair/Maint Supply (GE	Bushing Reduce			\$1.79
Invoice 1359195	11/1/2016				
Cash Payment	E 100-43000-220 Repair/Maint Supply (GE	Adapter DWV Male			\$1.16
Invoice 1359195	11/1/2016				
Cash Payment	E 100-43000-220 Repair/Maint Supply (GE	Adapter DWV Female			\$1.52
Invoice 1359195	11/1/2016				
Cash Payment	E 100-43000-220 Repair/Maint Supply (GE	Body Conduit			\$5.12
Invoice 1359195	11/1/2016				
Cash Payment	E 100-45200-400 Repairs & Maint Cont (G	Padlock			\$13.49
Invoice 1361316	11/9/2016				
Cash Payment	E 100-43000-220 Repair/Maint Supply (GE	Solder Rosin Core			\$10.79
Invoice 1364122	11/22/2016				
Cash Payment	E 100-43000-220 Repair/Maint Supply (GE	Connector (2)			\$7.18
Invoice 1364122	11/22/2016				
Cash Payment	E 100-43000-220 Repair/Maint Supply (GE	Solder Iron Featherweight			\$13.49
Invoice 1364122	11/22/2016				
Transaction Date	12/5/2016	Due 0	Cash	10100	<b>Total</b> \$54.94
Refer	1822 HEALTH PARTNERS	Ck# 001816E 12/20/2016			
Cash Payment	G 100-21706 Medical/Dental Ins	Medical Premiums - December 2016			\$2,964.48
Invoice 69432535	12/1/2016				
Transaction Date	12/14/2016	Due 0	Cash	10100	<b>Total</b> \$2,964.48
Refer	1820 HEINS, DENICE	Ck# 001801E 12/20/2016			
Cash Payment	G 100-15500 Prepaid Items	Storage - January 2017			\$120.00
Invoice	12/5/2016				
Transaction Date	12/5/2016	Due 0	Cash	10100	<b>Total</b> \$120.00
Refer	1847 HENNEPIN COUNTY SHERIFF SER	Ck# 032332 12/20/2016			
Cash Payment	E 100-42101-310 Other Professional Servi	HC Sheriff Patrol Services - 4th Quarter 2016			\$17,851.24
Invoice 1000085063	12/22/2016				
Transaction Date	12/12/2016	Due 0	Cash	10100	<b>Total</b> \$17,851.24
Refer	1822 HENNEPIN COUNTY TREASURER	Ck# 032333 12/20/2016			
Cash Payment	E 100-41570-322 Postage	Truth in Taxation Notices - 2017			\$54.19
Invoice	11/30/2016				
Transaction Date	12/5/2016	Due 0	Cash	10100	<b>Total</b> \$54.19
Refer	1828 HENNEPIN COUNTY TREASURER	Ck# 032333 12/20/2016			
Cash Payment	G 100-15500 Prepaid Items	DS200 Maintenance - 2016			\$561.60
Invoice 1216-2	12/12/2016				

CITY OF HANOVER

Payments

Current Period: December 2016

Cash Payment	G 100-15500 Prepaid Items	AutoMARK Maintenance - 2017			\$640.00
Invoice 1216-2	12/12/2016				
Cash Payment	E 100-41410-200 Office Supplies (GENER	Transfer Cases (20)			\$54.40
Invoice 1216-1	12/12/2016				
Cash Payment	E 100-41410-200 Office Supplies (GENER	Transfer Case Freight Charges			\$45.37
Invoice 1216-1	12/12/2016				
Cash Payment	E 100-41410-200 Office Supplies (GENER	PVC Total			\$11.62
Invoice 1216-1	12/12/2016				
Cash Payment	E 100-41410-200 Office Supplies (GENER	General Ballots (852)			\$27.69
Invoice 1216-1	12/12/2016				
Cash Payment	E 100-41410-200 Office Supplies (GENER	AutoMARK prog			\$25.00
Invoice 1216-1	12/12/2016				
Cash Payment	E 100-41410-200 Office Supplies (GENER	Election Guides/Supplies/Envelopes			\$390.11
Invoice 1216-1	12/12/2016				
Transaction Date	12/15/2016	Due 0	Cash	10100	<b>Total</b> \$1,755.79
Refer	1832 <u>JIFFY-JR. PRODUCTS</u>				<u>Ck# 001805E 12/20/2016</u>
Cash Payment	E 100-41940-220 Repair/Maint Supply (GE	Deicer Triple Melt (25)			\$320.75
Invoice 162585	11/28/2016				
Cash Payment	E 100-41940-220 Repair/Maint Supply (GE	Disinfecting Cleaning Wipes			\$50.40
Invoice 162585	11/28/2016				
Cash Payment	E 100-41940-220 Repair/Maint Supply (GE	Orange Peels Towels			\$75.00
Invoice 162585	11/28/2016				
Transaction Date	12/5/2016	Due 0	Cash	10100	<b>Total</b> \$446.15
Refer	1846 <u>JOHNSON, JESSICA</u>				<u>Ck# 032334 12/20/2016</u>
Cash Payment	E 201-41330-111 Committee Wages/Meeti	EDA Meetings - 2016			\$300.00
Invoice	12/9/2016				
Transaction Date	12/9/2016	Due 0	Cash	10100	<b>Total</b> \$300.00
Refer	1828 <u>KAUL DESIGN GROUP, LLC</u>				<u>Ck# 001804E 12/20/2016</u>
Cash Payment	E 201-41330-437 Other Miscellaneous	Priority Maintenance Package - December 2016			\$200.00
Invoice 16-191	12/5/2016				
Transaction Date	12/5/2016	Due 0	Cash	10100	<b>Total</b> \$200.00
Refer	1829 <u>LANO EQUIPMENT - LORETTO</u>				<u>Ck# 032335 12/20/2016</u>
Cash Payment	E 100-45200-225 Landscaping Materials	Rotary Cutter Rental			\$100.50
Invoice 03-402144	11/15/2016				
Cash Payment	E 100-45200-580 Other Equipment	Stump Grinder			\$150.00
Invoice 03-402027	11/14/2016				
Transaction Date	12/5/2016	Due 0	Cash	10100	<b>Total</b> \$250.50
Refer	1814 <u>LEAGUE OF MINNESOTA CITIES</u>				<u>Ck# 032338 12/20/2016</u>
Cash Payment	G 100-15500 Prepaid Items	2017 Leadership for Newly Elected Officials - M. Hallstein			\$325.00
Invoice 248044	12/13/2016				
Transaction Date	12/13/2016	Due 0	Cash	10100	<b>Total</b> \$325.00
Refer	1838 <u>LINDRUD, ELIZABETH</u>				<u>Ck# 001807E 12/20/2016</u>
Cash Payment	E 100-41435-331 Travel Expenses	Mileage - File Signature with WC for Notary			\$12.96
Invoice	12/6/2016				
Cash Payment	E 100-41530-306 Dues & Subscriptions	Notary Filing Fee			\$20.00
Invoice	12/6/2016				

CITY OF HANOVER

12/15/16 2:13 PM

Page 6

Payments

Current Period: December 2016

Transaction Date	12/6/2016	Due 0	Cash	10100	<b>Total</b>	<b>\$32.96</b>
Refer	1829 <u>LOFFLER COMPANIES, INC.</u>			<u>Ck# 032339 12/20/2016</u>		
Cash Payment	E 100-41570-220 Repair/Maint Supply (GE			Contract Overage Charge - 11/17/16 - 12/16/16		\$60.52
Invoice	2395960	12/9/2016				
Transaction Date	12/15/2016	Due 0	Cash	10100	<b>Total</b>	<b>\$60.52</b>
Refer	1836 <u>MTI DISTRIBUTING</u>			<u>Ck# 001806E 12/20/2016</u>		
Cash Payment	E 100-45200-400 Repairs & Maint Cont (G			Case-Gear		\$275.40
Invoice	1095810-00	12/2/2016				
Cash Payment	E 100-45200-400 Repairs & Maint Cont (G			Shipping		\$16.93
Invoice	1095810-00	12/2/2016				
Transaction Date	12/5/2016	Due 0	Cash	10100	<b>Total</b>	<b>\$292.33</b>
Refer	1831 <u>PLUNKETTS</u>			<u>Ck# 032340 12/20/2016</u>		
Cash Payment	E 100-41940-310 Other Professional Servi			Pest Control		\$83.00
Invoice	5571341	11/7/2016				
Transaction Date	12/5/2016	Due 0	Cash	10100	<b>Total</b>	<b>\$83.00</b>
Refer	1844 <u>RUPP ANDERSON SQUIRES &amp; WA</u>			<u>Ck# 032341 12/20/2016</u>		
Cash Payment	E 100-41610-304 Legal Fees			Miscellaneous		\$1,078.00
Invoice	4989	12/6/2016				
Cash Payment	E 100-41610-304 Legal Fees			City Council and Board/Commission Meetings		\$348.60
Invoice	4989	12/6/2016				
Cash Payment	E 100-41610-304 Legal Fees			Greenhouse Land Purchase Agreement		\$53.86
Invoice	4989	12/6/2016		Project 208204		
Cash Payment	E 100-41610-304 Legal Fees			Road Vacation		\$115.50
Invoice	4989	12/6/2016				
Cash Payment	E 100-41610-304 Legal Fees			Purchase Agreement (5 Acre Lot)		\$33.00
Invoice	4989	12/6/2016		Project 208220		
Transaction Date	12/9/2016	Due 0	Cash	10100	<b>Total</b>	<b>\$1,628.96</b>
Refer	1833 <u>SCHULTES GREENHOUSE</u>			<u>Ck# 032342 12/20/2016</u>		
Cash Payment	E 100-45200-225 Landscaping Materials			Spruce Tops for Decorative Pots		\$139.97
Invoice	3680					
Transaction Date	12/5/2016	Due 0	Cash	10100	<b>Total</b>	<b>\$139.97</b>
Refer	1825 <u>STREHLOW, STEPHANIE</u>			<u>Ck# 032343 12/20/2016</u>		
Cash Payment	G 100-22000 Deposits			Hall Rental - 12/03/16		\$200.00
Invoice		12/5/2016				
Transaction Date	12/5/2016	Due 0	Cash	10100	<b>Total</b>	<b>\$200.00</b>
Refer	1842 <u>ULSTAD, KEITH</u>			<u>Ck# 001809E 12/20/2016</u>		
Cash Payment	E 201-41330-111 Committee Wages/Meeti			EDA Meetings - 2016		\$210.00
Invoice		12/9/2016				
Transaction Date	12/9/2016	Due 0	Cash	10100	<b>Total</b>	<b>\$210.00</b>
Refer	1843 <u>WHITCOMB, RANDY</u>			<u>Ck# 032344 12/20/2016</u>		
Cash Payment	E 201-41330-111 Committee Wages/Meeti			EDA Meetings - 2016		\$300.00
Invoice		12/9/2016				
Transaction Date	12/9/2016	Due 0	Cash	10100	<b>Total</b>	<b>\$300.00</b>
Refer	1824 <u>WRIGHT COUNTY AUDITOR-TREA</u>			<u>Ck# 032345 12/20/2016</u>		
Cash Payment	E 100-42102-310 Other Professional Servi			WC Patrol Services - December 2016		\$8,174.00
Invoice		11/30/2016				



CITY OF HANOVER

12/15/16 2:13 PM

Page 1

\*Check Summary Register©

Cks 12/20/2016 - 12/20/2016

Name	Check Date	Check Amt	
<b>10100 Cash</b>			
Paid Chk# 001801E Heins, Denice	12/20/2016	\$120.00	Storage - January 2017
Paid Chk# 001802E Hagen, Brian	12/20/2016	\$126.50	Mileage - Stewart Title Land S
Paid Chk# 001803E CITY OF ST. MICHAEL	12/20/2016	\$33,159.99	Lift Station Flows - 4th Quart
Paid Chk# 001804E KAUL DESIGN GROUP, LLC	12/20/2016	\$200.00	Priority Maintenance Package -
Paid Chk# 001805E JIFFY-JR. PRODUCTS	12/20/2016	\$446.15	Deicer Triple Melt (25)
Paid Chk# 001806E MTI DISTRIBUTING	12/20/2016	\$292.33	Case-Gear
Paid Chk# 001807E LINDRUD, ELIZABETH	12/20/2016	\$32.96	Mileage - File Signature with
Paid Chk# 001808E BARTELS, TODD	12/20/2016	\$300.00	EDA Meetings - 2016
Paid Chk# 001809E ULSTAD, KEITH	12/20/2016	\$210.00	EDA Meetings - 2016
Paid Chk# 001814E ECM PUBLISHERS, INC.	12/20/2016	\$63.32	PHN - 2017 Fee Schedule
Paid Chk# 001815E BIFFS INC.	12/20/2016	\$95.00	Eagleview Park
Paid Chk# 001816E HEALTH PARTNERS	12/20/2016	\$2,964.48	Medical Premiums - December 20
Paid Chk# 032315 ADVANCED DISPOSAL SERVICE	12/20/2016	\$214.71	Standard Trash - November
Paid Chk# 032316 ANDERSON, MARJORIE	12/20/2016	\$200.00	Hall Rental - 12/11/16
Paid Chk# 032317 BANKWEST - ROCKFORD	12/20/2016	\$6,256.40	T.I.F. Payment #7
Paid Chk# 032318 BERGEE INDUSTRIES	12/20/2016	\$99.00	HDS 900ci Generic Wand
Paid Chk# 032319 BROCK WHITE	12/20/2016	\$245.00	Silt Fence for Bridges Sidewal
Paid Chk# 032320 CARDMEMBER SERVICE	12/20/2016	\$579.96	Lodging - Chiefs Conference
Paid Chk# 032321 CARSON, CLELLAND & SCHRED	12/20/2016	\$14.11	Legal Support/Work - November
Paid Chk# 032322 CENTERPOINT ENERGY	12/20/2016	\$384.15	City Hall - 10/26/16 - 11/28/1
Paid Chk# 032323 CENTURY LINK	12/20/2016	\$30.90	Fire Hall Landline - 11/28/16
Paid Chk# 032324 CLASSIC CLEANING COMPANY	12/20/2016	\$140.00	Monthly Cleaning Fire Hall - N
Paid Chk# 032325 COTTENS, INC	12/20/2016	\$850.49	Battery Cable Lugs (12)
Paid Chk# 032326 FINKEN WATER SOLUTIONS	12/20/2016	\$19.00	Cook & Cold Rental Cooler - De
Paid Chk# 032327 FOURNIER, JAN	12/20/2016	\$200.00	Hall Rental - 12/10/16
Paid Chk# 032328 GOPHER SIGN COMPANY	12/20/2016	\$105.64	No Parking Signs (5)
Paid Chk# 032329 Hanover Wine & Spirits LLC	12/20/2016	\$200.00	Hall Rental - 12/02/16
Paid Chk# 032330 HANSON, MATT	12/20/2016	\$300.00	EDA Meetings - 2016
Paid Chk# 032331 HARDWARE HANK	12/20/2016	\$54.94	Solder Rosin Core
Paid Chk# 032332 HENNEPIN COUNTY SHERIFF S	12/20/2016	\$17,851.24	HC Sheriff Patrol Services - 4
Paid Chk# 032333 HENNEPIN COUNTY TREASURE	12/20/2016	\$1,809.98	DS200 Maintenance - 2016
Paid Chk# 032334 JOHNSON, JESSICA	12/20/2016	\$300.00	EDA Meetings - 2016
Paid Chk# 032335 LANO EQUIPMENT - LORETTO	12/20/2016	\$250.50	Rotary Cutter Rental
Paid Chk# 032336 Void	12/20/2016	\$0.00	
Paid Chk# 032337 Void	12/20/2016	\$0.00	
Paid Chk# 032338 LEAGUE OF MINNESOTA CITIES	12/20/2016	\$325.00	2017 Leadership for Newly Elec
Paid Chk# 032339 LOFFLER COMPANIES, INC.	12/20/2016	\$60.52	Contract Overage Charge - 11/1
Paid Chk# 032340 PLUNKETTS	12/20/2016	\$83.00	Pest Control
Paid Chk# 032341 Rupp Anderson Squires & Waldsp	12/20/2016	\$1,628.96	City Council and Board/Commiss
Paid Chk# 032342 SCHULTES GREENHOUSE	12/20/2016	\$139.97	Spruce Tops for Decorative Pot
Paid Chk# 032343 STREHLOW, STEPHANIE	12/20/2016	\$200.00	Hall Rental - 12/03/16
Paid Chk# 032344 WHITCOMB, RANDY	12/20/2016	\$300.00	EDA Meetings - 2016
Paid Chk# 032345 WRIGHT COUNTY AUDITOR-TRE	12/20/2016	\$8,332.80	WC Patrol Services - December
Paid Chk# 032346 XCEL ENERGY	12/20/2016	\$2,114.15	City Lights - 11/03/16 - 12/02
<b>Total Checks</b>		<b>\$81,301.15</b>	

**CITY OF HANOVER**

12/15/16 2:13 PM

Page 2

**\*Check Summary Register©**

Cks 12/20/2016 - 12/20/2016

**Name**

**Check Date**

**Check Amt**

FILTER: None



Carson, Clelland & Schreder

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

November 30, 2016

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

Client Expense Charges :

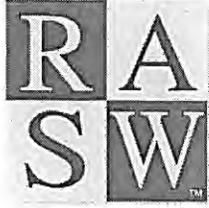
Table with columns for description and Amount. Rows include Criminal Expenses, Monthly support fee, SUBTOTAL, Total Client Expense Charges, Previous balance, 11/23/2016 Payment - thank you, Total payments and adjustments, and Balance due.

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

[Signature]
John J. Thames, City Attorney

100-411610-304 - 14.11
[Signature]

DEC 2 2016



# 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: 10/31/2016  
Statement Date: 12/6/2016  
Statement No. 4989

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

4011(1)-0001: Miscellaneous	1,078.00
4011(1)-0004: City Council and Board/Commission Meetings	348.60
4011(1)-0065: Senior Center Land Purchase Agreement	53.86
4011(1)-0075: Road Vacation	115.50
4011(1)-0078: Purchase Agreement (5 Acre Lot)	33.00

Total Fees and Expenses:	\$1,628.96
Previous Balance:	<del>\$708.24</del>
<b>Total Now Due:</b>	<b><del>\$2,337.20</del></b>

*pd 12/16*

*100-411610-204 - [unclear]  
1628.96 [unclear]*

DEC 8 2016



# Rupp, Anderson, Squires & Waldspurgen, 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: 10/31/2016  
Statement Date: 12/6/2016  
Statement No. 4989

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

4011(1)-0001: Miscellaneous

		Hours	Rate	Amount	
10/04/2016	ZJC	Office conference with Jay Squires regarding issue relating to volunteer firefighter with DUI and who smells like alcohol while at work.	0.10	165.00	16.50
10/04/2016	JTS	Prepare for council meeting; review agenda materials.	1.00	175.00	175.00
10/04/2016	JTS	Telephone conference with Brian regarding varied issues; lot combination, employee issue, Geis outlot, buildibility issues and elevation, council meeting.	0.60	175.00	105.00
10/04/2016	JTS	Telephone conference with Nikki Kerns regarding Geis outlot.	0.20	175.00	35.00
10/05/2016	ZJC	Legal research regarding SOPs for firefighters and other personnel policies regarding alcohol use at work.	0.50	165.00	82.50
10/06/2016	ZJC	Continue legal research regarding affect of DUI on a firefighter's employment.	0.60	165.00	99.00
10/12/2016	JTS	Brian e-mail regarding conflicting ordinance provisions regarding basement elevation; review and analyze ordinance; e-mail regarding opinion.	0.70	175.00	122.50
10/12/2016	ZJC	Continue legal research regarding discipline of firefighters for alcohol use.	1.20	165.00	198.00
10/14/2016	JTS	Telephone conference with Brian regarding notice of bidding; review statutes; work on revision of notice for paper.	0.30	175.00	52.50
10/18/2016	ZJC	Send e-mail to Brian Hagen regarding firefighter issues; Telephone conference with Mr. Hagen regarding the same.	0.40	165.00	66.00
10/19/2016	JTS	Telephone conference with Nikki Kearns, Geis attorney regarding outlot and need to replat; e-mail Brian regarding same.	0.30	175.00	52.50
10/21/2016	JTS	Brian e-mail regarding lot split; review statutes regarding substandard contiguous lots; forward to Brian with reply.	0.30	175.00	52.50
		Sub-total Fees:			\$1,057.00



# 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

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

		Hours	Rate	Amount
10/04/2016 JTS	Council meeting.	4.10	175.00	300.00
				300.00
			Sub-total Fees:	\$300.00

## 4011(1)-0065: Senior Center Land Purchase Agreement

		Hours	Rate	Amount
10/03/2016 JTS	Review recorded document sent by title company; forward to Brian with cover letter.	0.30	175.00	52.50
				52.50
			Sub-total Fees:	\$52.50

## 4011(1)-0075: Road Vacation

		Hours	Rate	Amount
10/11/2016 ZJC	Continue legal research regarding process for vacating roads on city and town lines.	0.70	165.00	115.50
				115.50
			Sub-total Fees:	\$115.50

## 4011(1)-0078: Purchase Agreement (5 Acre Lot)

		Hours	Rate	Amount
10/24/2016 JPE	Telephone conference with Brian Hagen regarding status of efforts to move toward closing.	0.20	165.00	33.00
				33.00
			Sub-total Fees:	\$33.00

### Rate Summary

Jay T. Squires	7.80 hours at \$175.00/hr	947.50
Zachary J. Cronen	3.50 hours at \$165.00/hr	577.50
John P. Edison	0.20 hours at \$165.00/hr	33.00
Total hours:	11.50	1,558.00

### Expenses

	Units	Price	Amount
10/03/2016 Postage.	1.00	1.36	1.36
10/04/2016 Mileage.	1.00	48.60	48.60

10/31/2016 Photocopies.

	105.00	0.20	21.00
Sub-total Expenses:			<u>\$70.96</u>
Total Fees and Expenses:			\$1,628.96
Previous Balance:			<u>\$708.24</u>
<b>Total Now Due:</b>			<b>\$2,337.20</b>

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

  
\_\_\_\_\_  
Accounts Manager

**CITY OF HANOVER**

**Cash Balances**

December 2016

Fund	Begin Month	GL Debits Month	GL Credits Month	Balance
100 GENERAL FUND	\$821,230.39	\$475,869.12	\$156,658.48	\$1,140,441.03
107 FIRE DEPT DONATIONS FUND	\$27,840.89	\$0.00	\$0.00	\$27,840.89
201 EDA SPECIAL REVENUE FUND	\$118,820.63	\$22,950.31	\$2,332.50	\$139,438.44
205 EDA BUSINESS INCENTIVE FUND	\$240,084.29	\$1,203.53	\$0.00	\$241,287.82
311 2008A GO CIP REFUNDING BOND	\$48,809.34	\$19,302.00	\$0.00	\$68,111.34
312 2009A GO IMP REFUNDING BOND	\$31,108.69	\$14,169.32	\$0.00	\$45,278.01
313 2010 GO EQUIPMENT CERTIFICATES	-\$13,631.64	\$15,067.00	\$21,397.57	-\$19,962.21
314 2011A GO IMP CROSSOVER REF BD	\$341,731.41	\$84,616.03	\$0.00	\$426,347.44
315 2016A GO CIP BOND	\$0.00	\$0.00	\$0.00	\$0.00
401 GENERAL CAPITAL PROJECTS	\$1,014,776.00	\$5,710.02	\$0.00	\$1,020,486.02
402 PARKS CAPITAL PROJECTS	\$194,871.78	\$16,161.25	\$124,094.05	\$86,938.98
403 FIRE DEPT CAPITAL FUND	\$178,856.78	\$15,000.00	\$0.00	\$193,856.78
404 HISTORICAL CAPITAL PROJ FUND	-\$74,211.46	\$0.00	\$5,467.50	-\$79,678.96
405 PARK DEDICATION FEE	\$1,370.00	\$0.00	\$0.00	\$1,370.00
407 TIF REDEV DIST #1	\$9,187.39	\$3,475.77	\$6,256.40	\$6,406.76
411 FACILITIES CAPITAL PROJ FUND	\$32,878.56	\$28,750.00	\$0.00	\$61,628.56
417 EQUIPMENT CAPITAL FUND	\$108,669.21	\$0.00	\$0.00	\$108,669.21
418 STREET CAPITAL PROJ FUND	\$392,551.06	\$111,250.00	\$0.00	\$503,801.06
601 WATER ENTERPRISE FUND	\$826,938.43	\$7,143.09	\$18,009.00	\$816,072.52
602 SEWER ENTERPRISE FUND	\$310,378.65	\$24,560.02	\$71,515.05	\$263,423.62
603 STORM WATER ENTERPRISE FUND	\$173,735.27	\$3,249.91	\$0.00	\$176,985.18
611 WATER CAPITAL IMP FUND	\$155,605.39	\$0.00	\$0.00	\$155,605.39
612 SEWER CAPITAL IMP FUND	\$1,785,528.56	\$23,172.38	\$0.00	\$1,808,700.94
613 STORM WATER CAPITAL IMP FUND	\$558,286.08	\$0.00	\$0.00	\$558,286.08
804 SCHENDELS FIELD ESC FUND	\$148,505.58	\$0.00	\$0.00	\$148,505.58
809 BRIDGES AT HANOVER ESC FUND	-\$13,476.50	\$0.00	\$0.00	-\$13,476.50
811 EROSION CONTROL ESCROW FUND	\$31,000.00	\$0.00	\$2,000.00	\$29,000.00
815 LANDSCAPE ESCROW FUND	\$33,000.00	\$0.00	\$4,000.00	\$29,000.00
817 INFRASTRUCTURE ESCROW FUND	\$15,000.00	\$0.00	\$0.00	\$15,000.00
818 MISC ESCROWS FUND	\$7,945.34	\$0.00	\$993.91	\$6,951.43
820 BRIDGES TOWNHOMES ESC FUND	\$3,606.26	\$0.00	\$0.00	\$3,606.26
821 QUAIL PASS 2ND ADD ESCROW FD	\$11,955.93	\$0.00	\$0.00	\$11,955.93
900 INTEREST	\$5,829.99	\$0.00	\$0.00	\$5,829.99
	\$7,528,782.30	\$871,649.75	\$412,724.46	\$7,987,707.59

Revenue Budget by Source - General Fund

Source Alt Code	Account Descr	December 2016 Amt	2016 YTD Amt	2016 YTD Budget	2016 YTD Balance	%YTD Budget
Fund 100 GENERAL FUND						
TAXES	R 100-31000 Property Taxes - General	\$342,727.26	\$778,085.08	\$771,014.33	-\$7,070.75	100.92%
TAXES	R 100-31020 Property Taxes - Fire	\$56,419.00	\$112,838.00	\$112,838.38	\$0.38	100.00%
TAXES	R 100-31800 Franchise Fees	\$0.00	\$10,605.18	\$12,000.00	\$1,394.82	88.38%
Source Alt Code TAXES		\$399,146.26	\$901,528.26	\$895,852.71	-\$5,675.55	100.63%
SERVICE	R 100-34000 Charges for Services	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
SERVICE	R 100-34101 City Hall Rent Revenue	\$425.00	\$8,010.00	\$8,000.00	-\$10.00	100.13%
SERVICE	R 100-34107 Assessment Search Fees	\$0.00	\$375.00	\$400.00	\$25.00	93.75%
SERVICE	R 100-34108 Administrative Fees	\$0.00	\$1,433.00	\$2,000.00	\$567.00	71.65%
SERVICE	R 100-34109 Copies/Faxes	\$0.00	\$124.75	\$50.00	-\$74.75	249.50%
SERVICE	R 100-34207 Fire Protection Services	\$0.00	\$65,056.79	\$104,284.82	\$39,228.03	62.38%
SERVICE	R 100-34403 Recycling Rev/Reimb	\$0.00	\$5,216.56	\$6,000.00	\$783.44	86.94%
SERVICE	R 100-34740 Park & Rec Concessions	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
SERVICE	R 100-34780 Park Rental Fees	\$0.00	\$2,687.44	\$3,000.00	\$312.56	89.58%
SERVICE	R 100-34940 Cemetery Revenues	\$0.00	\$3,700.00	\$2,000.00	-\$1,700.00	185.00%
Source Alt Code SERVICE		\$425.00	\$86,603.54	\$125,734.82	\$39,131.28	68.88%
MISC	R 100-36100 Special Assessments	\$598.30	\$2,012.44	\$0.00	-\$2,012.44	0.00%
MISC	R 100-36200 Miscellaneous Revenues	\$74,092.50	\$183,048.98	\$0.00	-\$183,048.98	0.00%
MISC	R 100-36210 Interest Earnings	\$0.00	\$5,164.12	\$1,000.00	-\$4,164.12	516.41%
MISC	R 100-36215 Investment Income/Loss	\$0.00	\$5,943.83	\$6,000.00	\$56.17	99.06%
MISC	R 100-36230 Contributions and Donations	\$0.00	\$6,000.00	\$0.00	-\$6,000.00	0.00%
MISC	R 100-36235 Insurance Dividends	\$0.00	\$0.00	\$6,000.00	\$6,000.00	0.00%
MISC	R 100-36250 Damage Deposits	\$0.00	\$100.00	\$8,000.00	\$7,900.00	1.25%
MISC	R 100-36260 Refunds or Reimbursements	\$0.00	\$4.49	\$0.00	-\$4.49	0.00%
MISC	R 100-36290 Sale of Vehicles/Equipment	\$0.00	\$1,702.00	\$0.00	-\$1,702.00	0.00%
MISC	R 100-39203 Transfer from Other Fund	\$0.00	\$19,200.00	\$0.00	-\$19,200.00	0.00%
Source Alt Code MISC		\$74,690.80	\$223,175.86	\$21,000.00	-\$202,175.86	1062.74%
LIC PERM	R 100-32110 Alcoholic Beverages	\$0.00	\$10,420.00	\$10,300.00	-\$120.00	101.17%
LIC PERM	R 100-32180 Other Bus. Licenses/Permits	\$175.00	\$232.00	\$100.00	-\$132.00	232.00%
LIC PERM	R 100-32210 Building Permits	\$412.06	\$187,274.77	\$100,000.00	-\$87,274.77	187.27%
LIC PERM	R 100-32240 Animal Licenses	\$0.00	\$180.00	\$100.00	-\$80.00	180.00%
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	\$795.00	\$150.00	-\$645.00	530.00%
LIC PERM	R 100-32280 Other Non-Business Lic/Per	\$0.00	\$53.00	\$50.00	-\$3.00	106.00%
Source Alt Code LIC PERM		\$587.06	\$200,454.77	\$112,200.00	-\$88,254.77	178.66%
INTGOVT	R 100-33400 State Grants and Aids	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
INTGOVT	R 100-33401 Local Government Aid	\$0.00	\$53,748.00	\$107,496.00	\$53,748.00	50.00%
INTGOVT	R 100-33410 MV Credit	\$0.00	\$848.37	\$0.00	-\$848.37	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	\$38,746.40	\$36,000.00	-\$2,746.40	107.63%
INTGOVT	R 100-33426 State Police Aid	\$0.00	\$5,728.68	\$5,500.00	-\$228.68	104.16%
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	\$99,240.95	\$149,335.00	\$50,094.05	66.46%
FINES	R 100-35100 Court Fines	\$0.00	\$2,253.76	\$1,500.00	-\$753.76	150.25%
Source Alt Code FINES		\$0.00	\$2,253.76	\$1,500.00	-\$753.76	150.25%
Fund 100 GENERAL FUND		\$474,849.12	\$1,513,257.14	\$1,305,622.53	-\$207,634.61	115.90%

Revenue Budget by Source - General Fund

Source Alt Code	Account Descr	December 2016 Amt	2016 YTD Amt	2016 YTD Budget	2016 YTD Balance	%YTD Budget
		\$474,849.12	\$1,513,257.14	\$1,305,622.53	-\$207,634.61	115.90%

**CITY OF HANOVER**  
**Expenditure Budget Report - General Fund**

Dept Abbrev	Account Descr	December 2016 Amt	2016 YTD Amt	2016 YTD Budget	2016 YTD Balance	%YTD Budget
<b>Fund 100 GENERAL FUND</b>						
Dept 41110 Council						
COUNCIL	E 100-41110-111 Committee Wages/Mee	\$81.72	\$5,686.72	\$12,000.00	\$6,313.28	47.39%
COUNCIL	E 100-41110-122 FICA	\$0.00	\$347.51	\$744.00	\$396.49	46.71%
COUNCIL	E 100-41110-123 Medicare	\$0.00	\$81.28	\$174.00	\$92.72	46.71%
COUNCIL	E 100-41110-208 Training and Instructio	\$0.00	\$0.00	\$450.00	\$450.00	0.00%
COUNCIL	E 100-41110-306 Dues & Subscriptions	\$200.00	\$7,855.73	\$7,000.00	-\$855.73	112.22%
COUNCIL	E 100-41110-331 Travel Expenses	\$0.00	\$0.00	\$1,000.00	\$1,000.00	0.00%
COUNCIL	E 100-41110-437 Other Miscellaneous	\$0.00	\$11,287.11	\$25,202.92	\$13,915.81	44.78%
Dept 41110 Council		\$281.72	\$25,258.35	\$46,570.92	\$21,312.57	54.24%
Dept 41330 Boards and Commissions						
BRDCOMM	E 100-41330-111 Committee Wages/Mee	\$1,500.00	\$1,500.00	\$4,000.00	\$2,500.00	37.50%
BRDCOMM	E 100-41330-208 Training and Instructio	\$0.00	\$0.00	\$150.00	\$150.00	0.00%
BRDCOMM	E 100-41330-331 Travel Expenses	\$0.00	\$0.00	\$100.00	\$100.00	0.00%
Dept 41330 Boards and Commissions		\$1,500.00	\$1,500.00	\$4,250.00	\$2,750.00	35.29%
Dept 41400 City Administrator						
CITYADM	E 100-41400-101 Full-Time Employees R	\$5,175.00	\$63,477.05	\$67,275.00	\$3,797.95	94.35%
CITYADM	E 100-41400-121 PERA	\$388.12	\$4,848.88	\$5,045.63	\$196.75	96.10%
CITYADM	E 100-41400-122 FICA	\$320.86	\$4,008.58	\$4,171.05	\$162.47	96.10%
CITYADM	E 100-41400-123 Medicare	\$75.04	\$937.49	\$975.49	\$38.00	96.10%
CITYADM	E 100-41400-134 Employer Paid Life	\$30.67	\$368.04	\$384.00	\$15.96	95.84%
CITYADM	E 100-41400-151 Med/Dental Insurance	\$700.00	\$8,372.06	\$8,400.00	\$27.94	99.67%
CITYADM	E 100-41400-208 Training and Instructio	\$0.00	\$410.00	\$1,500.00	\$1,090.00	27.33%
CITYADM	E 100-41400-306 Dues & Subscriptions	\$0.00	\$249.26	\$500.00	\$250.74	49.85%
Dept 41400 City Administrator		\$6,689.69	\$82,671.36	\$88,251.17	\$5,579.81	93.68%
Dept 41410 Elections						
ELECTION	E 100-41410-200 Office Supplies (GENER	\$992.38	\$1,281.42	\$2,000.00	\$718.58	64.07%
ELECTION	E 100-41410-310 Other Professional Serv	\$101.24	\$4,015.52	\$5,000.00	\$984.48	80.31%
ELECTION	E 100-41410-351 Legal Notices Publishin	\$0.00	\$174.13	\$300.00	\$125.87	58.04%
ELECTION	E 100-41410-400 Repairs & Maint Cont (	\$0.00	\$1,014.40	\$1,000.00	-\$14.40	101.44%
Dept 41410 Elections		\$1,093.62	\$6,485.47	\$8,300.00	\$1,814.53	78.14%
Dept 41430 Clerical Staff						
CLERICAL	E 100-41430-101 Full-Time Employees R	\$3,235.20	\$39,699.72	\$42,059.16	\$2,359.44	94.39%
CLERICAL	E 100-41430-121 PERA	\$242.64	\$3,032.37	\$3,154.44	\$122.07	96.13%
CLERICAL	E 100-41430-122 FICA	\$200.58	\$2,506.72	\$2,607.67	\$100.95	96.13%
CLERICAL	E 100-41430-123 Medicare	\$46.92	\$586.37	\$609.86	\$23.49	96.15%
CLERICAL	E 100-41430-134 Employer Paid Life	\$116.12	\$1,309.38	\$1,080.00	-\$229.38	121.24%
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	\$700.00	\$8,400.00	\$8,400.00	\$0.00	100.00%
CLERICAL	E 100-41430-208 Training and Instructio	\$0.00	\$255.00	\$500.00	\$245.00	51.00%
CLERICAL	E 100-41430-306 Dues & Subscriptions	\$0.00	\$0.00	\$250.00	\$250.00	0.00%
Dept 41430 Clerical Staff		\$4,541.46	\$55,789.56	\$58,661.13	\$2,871.57	95.10%
Dept 41435 Staff Expenses						
STAFFEXP	E 100-41435-260 Uniforms	\$0.00	\$0.00	\$300.00	\$300.00	0.00%
STAFFEXP	E 100-41435-310 Other Professional Serv	\$0.00	\$222.00	\$1,000.00	\$778.00	22.20%
STAFFEXP	E 100-41435-331 Travel Expenses	\$50.22	\$589.06	\$2,000.00	\$1,410.94	29.45%
Dept 41435 Staff Expenses		\$50.22	\$811.06	\$3,300.00	\$2,488.94	24.58%
Dept 41530 Accounting						
ACCTING	E 100-41530-101 Full-Time Employees R	\$3,916.80	\$48,049.68	\$50,918.40	\$2,868.72	94.37%
ACCTING	E 100-41530-121 PERA	\$293.76	\$3,670.85	\$3,818.88	\$148.03	96.12%

**CITY OF HANOVER**  
**Expenditure Budget Report - General Fund**

Dept Abbrev	Account Descr	December 2016 Amt	2016 YTD Amt	2016 YTD Budget	2016 YTD Balance	%YTD Budget
ACCTING	E 100-41530-122 FICA	\$220.77	\$2,819.32	\$3,156.94	\$337.62	89.31%
ACCTING	E 100-41530-123 Medicare	\$51.63	\$659.39	\$738.32	\$78.93	89.31%
ACCTING	E 100-41530-134 Employer Paid Life	\$81.70	\$980.40	\$504.00	-\$476.40	194.52%
ACCTING	E 100-41530-151 Med/Dental Insurance	\$900.00	\$10,800.00	\$10,800.00	\$0.00	100.00%
ACCTING	E 100-41530-208 Training and Instructio	\$0.00	\$690.00	\$1,000.00	\$310.00	69.00%
ACCTING	E 100-41530-306 Dues & Subscriptions	\$20.00	\$234.98	\$500.00	\$265.02	47.00%
ACCTING	E 100-41530-310 Other Professional Serv	\$0.00	\$2,456.80	\$3,000.00	\$543.20	81.89%
Dept 41530 Accounting		\$5,484.66	\$70,361.42	\$74,436.54	\$4,075.12	94.53%
Dept 41540 Auditing						
AUDITING	E 100-41540-301 Auditing and Acctg Ser	\$0.00	\$29,242.87	\$27,400.00	-\$1,842.87	106.73%
Dept 41540 Auditing		\$0.00	\$29,242.87	\$27,400.00	-\$1,842.87	106.73%
Dept 41550 Assessing						
ASSESS G	E 100-41550-310 Other Professional Serv	\$158.80	\$17,828.05	\$18,000.00	\$171.95	99.04%
Dept 41550 Assessing		\$158.80	\$17,828.05	\$18,000.00	\$171.95	99.04%
Dept 41570 Purchasing						
PURCHASE	E 100-41570-200 Office Supplies (GENER	\$103.28	\$2,935.37	\$4,000.00	\$1,064.63	73.38%
PURCHASE	E 100-41570-205 Bank Fees	\$17.45	\$116.36	\$100.00	-\$16.36	116.36%
PURCHASE	E 100-41570-207 Computer Supplies	\$0.00	\$4,876.32	\$3,500.00	-\$1,376.32	139.32%
PURCHASE	E 100-41570-220 Repair/Maint Supply (G	\$169.02	\$3,316.94	\$5,800.00	\$2,483.06	57.19%
PURCHASE	E 100-41570-322 Postage	-\$175.03	\$2,604.75	\$1,500.00	-\$1,104.75	173.65%
PURCHASE	E 100-41570-570 Office Equip and Furnis	\$0.00	\$0.00	\$4,000.00	\$4,000.00	0.00%
Dept 41570 Purchasing		\$114.72	\$13,849.74	\$18,900.00	\$5,050.26	73.28%
Dept 41600 Computer						
COMPUTER	E 100-41600-310 Other Professional Serv	\$56.00	\$2,247.23	\$4,000.00	\$1,752.77	56.18%
Dept 41600 Computer		\$56.00	\$2,247.23	\$4,000.00	\$1,752.77	56.18%
Dept 41610 City Attorney						
CITYATNY	E 100-41610-304 Legal Fees	\$2,351.31	\$21,931.05	\$21,786.56	-\$144.49	100.66%
Dept 41610 City Attorney		\$2,351.31	\$21,931.05	\$21,786.56	-\$144.49	100.66%
Dept 41910 Planning and Zoning						
PLANZONG	E 100-41910-310 Other Professional Serv	\$5,047.00	\$18,236.00	\$17,000.00	-\$1,236.00	107.27%
Dept 41910 Planning and Zoning		\$5,047.00	\$18,236.00	\$17,000.00	-\$1,236.00	107.27%
Dept 41940 General Govt Buildings/Plant						
GOVTBLDG	E 100-41940-210 Operating Supplies (GE	\$0.00	\$1,360.83	\$5,000.00	\$3,639.17	27.22%
GOVTBLDG	E 100-41940-220 Repair/Maint Supply (G	\$5,672.40	\$10,053.03	\$10,000.00	-\$53.03	100.53%
GOVTBLDG	E 100-41940-306 Dues & Subscriptions	\$0.00	\$250.00	\$300.00	\$50.00	83.33%
GOVTBLDG	E 100-41940-310 Other Professional Serv	\$823.00	\$6,468.33	\$8,400.00	\$1,931.67	77.00%
GOVTBLDG	E 100-41940-321 Telephone	\$279.96	\$3,138.92	\$3,500.00	\$361.08	89.68%
GOVTBLDG	E 100-41940-325 Taxes	\$0.00	\$213.59	\$250.00	\$36.41	85.44%
GOVTBLDG	E 100-41940-381 Electric Utilities	\$0.00	\$6,810.96	\$9,000.00	\$2,189.04	75.68%
GOVTBLDG	E 100-41940-383 Gas Utilities	\$277.53	\$2,367.15	\$5,000.00	\$2,632.85	47.34%
GOVTBLDG	E 100-41940-384 Refuse/Garbage Dispos	\$214.71	\$2,336.35	\$2,400.00	\$63.65	97.35%
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	\$3,333.69	\$5,000.00	\$1,666.31	66.67%
GOVTBLDG	E 100-41940-560 Furniture and Fixtures	\$0.00	\$241.51	\$2,500.00	\$2,258.49	9.66%
GOVTBLDG	E 100-41940-580 Other Equipment	\$0.00	\$226.16	\$1,000.00	\$773.84	22.62%
Dept 41940 General Govt Buildings/Plant		\$7,267.60	\$36,800.52	\$52,850.00	\$16,049.48	69.63%
Dept 41950 Engineer						
ENGINEER	E 100-41950-303 Engineering Fees	\$0.00	\$23,683.00	\$25,000.00	\$1,317.00	94.73%
Dept 41950 Engineer		\$0.00	\$23,683.00	\$25,000.00	\$1,317.00	94.73%

**CITY OF HANOVER**  
**Expenditure Budget Report - General Fund**

Dept Abbrev	Account Descr	December 2016 Amt	2016 YTD Amt	2016 YTD Budget	2016 YTD Balance	%YTD Budget
Dept 41960 Insurance						
INSURANCE	E 100-41960-150 Worker s Comp (GENE	\$0.00	\$8,543.02	\$9,317.50	\$774.48	91.69%
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	\$19,245.09	\$24,740.10	\$5,495.01	77.79%
Dept 41960 Insurance		\$0.00	\$27,788.11	\$34,057.60	\$6,269.49	81.59%
Dept 41970 Legal Publications						
LEGALPUB	E 100-41970-341 Employment	\$0.00	\$273.78	\$250.00	-\$23.78	109.51%
LEGALPUB	E 100-41970-343 Other Advertising	\$0.00	\$39.00	\$250.00	\$211.00	15.60%
LEGALPUB	E 100-41970-351 Legal Notices Publishin	\$126.64	\$1,711.21	\$2,000.00	\$288.79	85.56%
LEGALPUB	E 100-41970-354 Recording Fees	\$0.00	\$0.00	\$500.00	\$500.00	0.00%
Dept 41970 Legal Publications		\$126.64	\$2,023.99	\$3,000.00	\$976.01	67.47%
Dept 42101 Hennepin County Sheriff						
HCSHERIFF	E 100-42101-310 Other Professional Serv	\$17,851.24	\$71,404.96	\$71,404.96	\$0.00	100.00%
Dept 42101 Hennepin County Sheriff		\$17,851.24	\$71,404.96	\$71,404.96	\$0.00	100.00%
Dept 42102 Wright County Sheriff						
WCSHERIFF	E 100-42102-310 Other Professional Serv	\$8,174.00	\$99,001.24	\$98,088.00	-\$913.24	100.93%
Dept 42102 Wright County Sheriff		\$8,174.00	\$99,001.24	\$98,088.00	-\$913.24	100.93%
Dept 42210 Fire Dept Administration						
FIREADMIN	E 100-42210-103 Part-Time Employees	\$31,640.00	\$31,640.00	\$34,340.00	\$2,700.00	92.14%
FIREADMIN	E 100-42210-122 FICA	\$1,943.10	\$1,943.10	\$2,129.00	\$185.90	91.27%
FIREADMIN	E 100-42210-123 Medicare	\$454.45	\$454.45	\$515.00	\$60.55	88.24%
FIREADMIN	E 100-42210-150 Worker s Comp (GENE	\$0.00	\$7,946.77	\$10,000.00	\$2,053.23	79.47%
FIREADMIN	E 100-42210-200 Office Supplies (GENER	\$45.00	\$240.99	\$200.00	-\$40.99	120.50%
FIREADMIN	E 100-42210-305 Medical and Dental Fee	\$0.00	\$2,177.00	\$4,000.00	\$1,823.00	54.43%
FIREADMIN	E 100-42210-306 Dues & Subscriptions	\$0.00	\$605.00	\$950.00	\$345.00	63.68%
FIREADMIN	E 100-42210-361 General Liability Ins	\$0.00	\$4,743.07	\$6,119.40	\$1,376.33	77.51%
FIREADMIN	E 100-42210-437 Other Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Dept 42210 Fire Dept Administration		\$34,082.55	\$49,750.38	\$58,253.40	\$8,503.02	85.40%
Dept 42220 Fire Dept Equipment						
FIREEQUIP	E 100-42220-221 Equipment Parts	\$0.00	\$2,790.67	\$15,500.00	\$12,709.33	18.00%
FIREEQUIP	E 100-42220-228 Medical Supplies	\$0.00	\$370.04	\$1,500.00	\$1,129.96	24.67%
FIREEQUIP	E 100-42220-240 Small Tools and Minor	\$0.00	\$537.49	\$850.00	\$312.51	63.23%
FIREEQUIP	E 100-42220-260 Uniforms	\$6,815.00	\$7,559.26	\$4,500.00	-\$3,059.26	167.98%
FIREEQUIP	E 100-42220-580 Other Equipment	\$112.83	\$1,080.91	\$5,000.00	\$3,919.09	21.62%
Dept 42220 Fire Dept Equipment		\$6,927.83	\$12,338.37	\$27,350.00	\$15,011.63	45.11%
Dept 42240 Fire Dept Training						
FIRETRNG	E 100-42240-208 Training and Instructio	\$0.00	\$3,786.87	\$7,500.00	\$3,713.13	50.49%
FIRETRNG	E 100-42240-310 Other Professional Serv	\$729.50	\$2,939.25	\$3,000.00	\$60.75	97.98%
FIRETRNG	E 100-42240-331 Travel Expenses	\$534.96	\$2,137.21	\$1,500.00	-\$637.21	142.48%
Dept 42240 Fire Dept Training		\$1,264.46	\$8,863.33	\$12,000.00	\$3,136.67	73.86%
Dept 42260 Fire Vehicles						
FIREVEH	E 100-42260-212 Motor Fuels	\$269.82	\$2,097.68	\$5,000.00	\$2,902.32	41.95%
FIREVEH	E 100-42260-220 Repair/Maint Supply (G	\$2,967.25	\$11,368.18	\$9,000.00	-\$2,368.18	126.31%
FIREVEH	E 100-42260-240 Small Tools and Minor	\$268.00	\$321.57	\$2,000.00	\$1,678.43	16.08%
FIREVEH	E 100-42260-323 Radio Units	\$400.00	\$3,822.00	\$7,465.00	\$3,643.00	51.20%
Dept 42260 Fire Vehicles		\$3,905.07	\$17,609.43	\$23,465.00	\$5,855.57	75.05%
Dept 42280 Fire Stations and Bldgs						
FIREBLDG	E 100-42280-215 Shop Supplies	\$86.43	\$416.42	\$1,650.00	\$1,233.58	25.24%
FIREBLDG	E 100-42280-220 Repair/Maint Supply (G	\$118.00	\$2,826.52	\$3,500.00	\$673.48	80.76%

**CITY OF HANOVER**  
**Expenditure Budget Report - General Fund**

Dept Abbrev	Account Descr	December 2016 Amt	2016 YTD Amt	2016 YTD Budget	2016 YTD Balance	%YTD Budget
FIREBLDG	E 100-42280-321 Telephone	\$30.90	\$370.73	\$800.00	\$429.27	46.34%
FIREBLDG	E 100-42280-325 Taxes	\$0.00	\$0.00	\$175.00	\$175.00	0.00%
FIREBLDG	E 100-42280-381 Electric Utilities	\$280.14	\$3,087.29	\$5,000.00	\$1,912.71	61.75%
FIREBLDG	E 100-42280-383 Gas Utilities	\$106.62	\$1,540.83	\$3,000.00	\$1,459.17	51.36%
Dept 42280	Fire Stations and Bldgs	\$622.09	\$8,241.79	\$14,125.00	\$5,883.21	58.35%
Dept 42290	Fire Relief Association					
FIRERELIEF	E 100-42290-124 Fire Pension Contributi	\$0.00	\$38,746.40	\$36,000.00	-\$2,746.40	107.63%
FIRERELIEF	E 100-42290-125 Other Retirement Contr	\$0.00	\$5,566.79	\$11,133.58	\$5,566.79	50.00%
FIRERELIEF	E 100-42290-301 Auditing and Acctg Ser	\$0.00	\$6,100.00	\$6,500.00	\$400.00	93.85%
Dept 42290	Fire Relief Association	\$0.00	\$50,413.19	\$53,633.58	\$3,220.39	94.00%
Dept 42401	Building Inspection Admin					
INSPADMN	E 100-42401-310 Other Professional Serv	\$11,914.53	\$53,461.67	\$35,000.00	-\$18,461.67	152.75%
Dept 42401	Building Inspection Admin	\$11,914.53	\$53,461.67	\$35,000.00	-\$18,461.67	152.75%
Dept 42700	Animal Control					
ANIMCTRL	E 100-42700-310 Other Professional Serv	\$0.00	\$250.00	\$500.00	\$250.00	50.00%
Dept 42700	Animal Control	\$0.00	\$250.00	\$500.00	\$250.00	50.00%
Dept 42800	Cemetery					
CEMETERY	E 100-42800-310 Other Professional Serv	\$0.00	\$2,173.50	\$2,500.00	\$326.50	86.94%
Dept 42800	Cemetery	\$0.00	\$2,173.50	\$2,500.00	\$326.50	86.94%
Dept 43000	Public Works (GENERAL)					
PUBWRKS	E 100-43000-101 Full-Time Employees R	\$8,201.60	\$100,591.14	\$106,604.16	\$6,013.02	94.36%
PUBWRKS	E 100-43000-102 Full-Time Employees O	\$0.00	\$1,386.32	\$1,000.00	-\$386.32	138.63%
PUBWRKS	E 100-43000-103 Part-Time Employees	\$430.00	\$12,630.46	\$15,000.00	\$2,369.54	84.20%
PUBWRKS	E 100-43000-121 PERA	\$615.12	\$7,787.41	\$7,995.31	\$207.90	97.40%
PUBWRKS	E 100-43000-122 FICA	\$535.16	\$7,199.93	\$6,609.46	-\$590.47	108.93%
PUBWRKS	E 100-43000-123 Medicare	\$125.18	\$1,684.03	\$1,545.76	-\$138.27	108.95%
PUBWRKS	E 100-43000-134 Employer Paid Life	\$155.16	\$1,861.92	\$1,584.00	-\$277.92	117.55%
PUBWRKS	E 100-43000-142 Unemployment Benefit	\$0.00	\$27.50	\$500.00	\$472.50	5.50%
PUBWRKS	E 100-43000-151 Med/Dental Insurance	\$1,600.00	\$19,200.00	\$19,200.00	\$0.00	100.00%
PUBWRKS	E 100-43000-208 Training and Instructio	\$0.00	\$1,379.30	\$1,500.00	\$120.70	91.95%
PUBWRKS	E 100-43000-212 Motor Fuels	\$164.72	\$4,431.97	\$7,000.00	\$2,568.03	63.31%
PUBWRKS	E 100-43000-215 Shop Supplies	\$154.90	\$2,529.20	\$2,500.00	-\$29.20	101.17%
PUBWRKS	E 100-43000-220 Repair/Maint Supply (G	\$766.32	\$9,109.82	\$6,000.00	-\$3,109.82	151.83%
PUBWRKS	E 100-43000-226 Sign Repair Materials	\$105.64	\$1,251.85	\$1,500.00	\$248.15	83.46%
PUBWRKS	E 100-43000-240 Small Tools and Minor	\$374.77	\$2,343.39	\$5,000.00	\$2,656.61	46.87%
PUBWRKS	E 100-43000-260 Uniforms	\$297.92	\$1,020.47	\$2,000.00	\$979.53	51.02%
PUBWRKS	E 100-43000-310 Other Professional Serv	\$1,250.00	\$14,570.75	\$16,000.00	\$1,429.25	91.07%
PUBWRKS	E 100-43000-321 Telephone	\$138.02	\$1,740.60	\$2,000.00	\$259.40	87.03%
PUBWRKS	E 100-43000-325 Taxes	\$0.00	\$120.00	\$200.00	\$80.00	60.00%
Dept 43000	Public Works (GENERAL)	\$14,914.51	\$190,866.06	\$203,738.69	\$12,872.63	93.68%
Dept 43100	Hwys, Streets, & Roads					
HWYROAD	E 100-43100-220 Repair/Maint Supply (G	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Dept 43100	Hwys, Streets, & Roads	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Dept 43121	Paved Streets					
PAVSTRTS	E 100-43121-224 Street Maint Materials	\$7,248.75	\$45,828.34	\$50,000.00	\$4,171.66	91.66%
Dept 43121	Paved Streets	\$7,248.75	\$45,828.34	\$50,000.00	\$4,171.66	91.66%
Dept 43122	Unpaved Streets					
UNPAVSTS	E 100-43122-224 Street Maint Materials	\$0.00	\$9,929.18	\$10,000.00	\$70.82	99.29%
Dept 43122	Unpaved Streets	\$0.00	\$9,929.18	\$10,000.00	\$70.82	99.29%

**CITY OF HANOVER**  
**Expenditure Budget Report - General Fund**

Dept Abbrev	Account Descr	December 2016 Amt	2016 YTD Amt	2016 YTD Budget	2016 YTD Balance	%YTD Budget
Dept 43125	Ice & Snow Removal					
	SNOWREMO E 100-43125-224 Street Maint Materials	\$0.00	\$0.00	\$15,000.00	\$15,000.00	0.00%
Dept 43125	Ice & Snow Removal	\$0.00	\$0.00	\$15,000.00	\$15,000.00	0.00%
Dept 43160	Street Lighting					
	STLGHTG E 100-43160-381 Electric Utilities	\$2,678.38	\$24,014.21	\$27,000.00	\$2,985.79	88.94%
Dept 43160	Street Lighting	\$2,678.38	\$24,014.21	\$27,000.00	\$2,985.79	88.94%
Dept 43240	Waste (refuse) Disposal					
	REFDISPO E 100-43240-384 Refuse/Garbage Dispos	\$0.00	\$2,073.20	\$2,000.00	-\$73.20	103.66%
Dept 43240	Waste (refuse) Disposal	\$0.00	\$2,073.20	\$2,000.00	-\$73.20	103.66%
Dept 43245	Recycling: Refuse					
	RECYCLING E 100-43245-384 Refuse/Garbage Dispos	\$3,184.64	\$34,517.76	\$35,000.00	\$482.24	98.62%
Dept 43245	Recycling: Refuse	\$3,184.64	\$34,517.76	\$35,000.00	\$482.24	98.62%
Dept 45186	Senior Center					
	SRCENTER E 100-45186-437 Other Miscellaneous	\$1,945.91	\$7,016.47	\$8,000.00	\$983.53	87.71%
Dept 45186	Senior Center	\$1,945.91	\$7,016.47	\$8,000.00	\$983.53	87.71%
Dept 45200	Parks (GENERAL)					
	PARKS E 100-45200-212 Motor Fuels	\$74.35	\$1,478.10	\$3,000.00	\$1,521.90	49.27%
	PARKS E 100-45200-220 Repair/Maint Supply (G	\$288.20	\$4,513.85	\$6,000.00	\$1,486.15	75.23%
	PARKS E 100-45200-225 Landscaping Materials	\$240.47	\$4,356.35	\$7,000.00	\$2,643.65	62.23%
	PARKS E 100-45200-310 Other Professional Serv	\$0.00	\$0.00	\$6,800.00	\$6,800.00	0.00%
	PARKS E 100-45200-381 Electric Utilities	\$265.84	\$1,887.08	\$2,000.00	\$112.92	94.35%
	PARKS E 100-45200-400 Repairs & Maint Cont (	\$400.86	\$1,939.29	\$3,000.00	\$1,060.71	64.64%
	PARKS E 100-45200-440 Programs	\$0.00	\$2,216.47	\$1,000.00	-\$1,216.47	221.65%
	PARKS E 100-45200-580 Other Equipment	\$614.83	\$7,510.57	\$7,000.00	-\$510.57	107.29%
Dept 45200	Parks (GENERAL)	\$1,884.55	\$23,901.71	\$35,800.00	\$11,898.29	66.76%
Dept 45500	Libraries (GENERAL)					
	LIBRARY E 100-45500-437 Other Miscellaneous	\$857.03	\$10,428.12	\$10,500.00	\$71.88	99.32%
Dept 45500	Libraries (GENERAL)	\$857.03	\$10,428.12	\$10,500.00	\$71.88	99.32%
Dept 48205	Damage Deposit Refunds					
	DMGDEPRF E 100-48205-810 Refunds & Reimburse	-\$100.00	\$3,416.25	\$9,000.00	\$5,583.75	37.96%
Dept 48205	Damage Deposit Refunds	-\$100.00	\$3,416.25	\$9,000.00	\$5,583.75	37.96%
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	\$250.00	\$1,000.00	\$750.00	25.00%
Dept 49800	Transit (GENERAL)	\$0.00	\$250.00	\$1,000.00	\$750.00	25.00%
Fund 100	GENERAL FUND	\$152,118.98	\$1,162,256.94	\$1,309,122.55	\$146,865.61	88.78%

**CITY OF HANOVER**  
**Expenditure Budget Report - General Fund**

Dept Abbrev	Account Descr	December 2016 Amt	2016 YTD Amt	2016 YTD Budget	2016 YTD Balance	%YTD Budget
		\$152,118.98	\$1,162,256.94	\$1,309,122.55	\$146,865.61	88.78%

**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 6:00 p.m. in the Council Chambers of the City Hall, in the City of Hanover, Minnesota, on the 20<sup>th</sup> day of December, 2016.

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 12-20-16-136**

**A RESOLUTION ACCEPTING AN INSURANCE DIVIDEND FROM THE  
LEAGUE OF MINNESOTA CITIES**

**WHEREAS**, the City of Hanover has received a dividend payment in the amount of \$12,801.00 from the League of Minnesota Cities Property/Casualty Insurance Program for 2016.

**NOW, THEREFORE, BE IT RESOLVED**, that the City Council of the City of Hanover, Minnesota, hereby accepts the dividend from the League of Minnesota Cities.

Council members voting in favor:

Opposed or abstained:

Adopted by the city Council this 20<sup>th</sup> day of December, 2016

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 6:00 p.m. in the Council Chambers of the City Hall, in the City of Hanover, Minnesota, on the 20<sup>th</sup> day of December, 2016.

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 12-20-16-137**

**A RESOLUTION APPROVING TRADE-IN OF BOBCAT SKID LOADER**

**WHEREAS**, the City of Hanover has entered a program with Tri-State Bobcat to trade-in the Bobcat Skid Loader annually for a new replacement; and

**WHEREAS**, the attached quote identifies the trade-in cost.

**NOW, THEREFORE, BE IT RESOLVED**, that the City Council of the City of Hanover, Minnesota, hereby approves the trade-in and replacement of the Bobcat Skid Loader in the amount of \$2,000.

Council members voting in favor:

Opposed or abstained:

Adopted by the city Council this 20<sup>th</sup> day of December, 2016

APPROVED BY:

\_\_\_\_\_  
Chris Kauffman, Mayor

ATTEST:

\_\_\_\_\_  
Brian Hagen, City Administrator



## Product Quotation

Quotation Number: 26538D026568

Date: 2016-11-30 13:32:24

Ship to	Bobcat Dealer	Bill To
City of Hanover 11250 5th St NE Hanover, MN 55341 Phone: (763) 477-2596	Tri-State Bobcat, Inc 3101 Spruce St Little Canada MN 55117 Phone: (651) 407-3727 Fax: (651) 217-5770 ----- Contact: Patrick Schoen Phone: 651-407-3727 Fax: 651-217-5770 Cellular: 612-356-8890 E Mail: patricks@tristatebobcat.com	City of Hanover 11250 5th St NE Hanover, MN 55341 Phone: (763) 477-2596

Description	Part No	Qty	Price Ea.	Total
<b>S630 T4 Bobcat Skid-Steer Loader</b>	M0265	1	\$30,605.40	\$30,605.40
A91 Option Package	M0265-P01-A91	1	\$7,095.90	\$7,095.90
Air Ride Seat 3 pt Belt	M0265-R05-C12	1	\$219.80	\$219.80
Radio	M0265-R26-C02	1	\$291.90	\$291.90
Strobe Light Kit, Amber	7129301	1	\$218.42	\$218.42
74" Low Profile Bucket	6731421	1	\$745.50	\$745.50
--- Bolt-On Cutting Edge, 74"	6718007	1	\$167.60	\$167.60
<b>Total of Items Quoted</b>				<b>\$39,344.52</b>
Trade-in 2016 Bobcat S630 Skid Steer Loader				<b>(\$37,344.52)</b>
<b>Quote Total - US dollars</b>				<b>\$2,000.00</b>

**Notes:**

All prices subject to change without prior notice or obligation. This price quote supersedes all preceding price quotes. Customer must exercise his purchase option within 30 days from quote date.

**Customer Acceptance:**

Purchase Order: \_\_\_\_\_

**Authorized Signature:**

**Print:** \_\_\_\_\_ **Sign:** \_\_\_\_\_ **Date:** \_\_\_\_\_

15071 Hanover, MN Water 2017 Proposed Budget	2016 Budget CONSOL	2017 Budget CONSOL	Variance To Budget CONSOL	15071 Hanover, MN Wastewater 2017 Proposed Budget	2016 Budget CONSOL	2017 Budget CONSOL	Variance To Budget CONSOL	TOTAL 2017	TOTAL 2016	
SALARIES & WAGES	16335	16825	490	SALARIES & WAGES	16335	16825	490	33650	32670	980
FRINGE BENEFITS	3334	3467	133	FRINGE BENEFITS	3334	3467	133	6934	6667	267
TRAVEL/Training	50	50	0	TRAVEL/Training	150	150	0	200	200	0
VEHICLE EXPENSE	2350	2533	183	VEHICLE EXPENSE	2415	2587	172	5120	4765	355
OFFICE SUPPLIES & EQUIP EXI	985	985	0	OFFICE SUPPLIES & EQUIP E	985	985	0	1970	1970	0
DELIVERY / POSTAGE	2010	2065	55	DELIVERY / POSTAGE	2010	2065	55	4130	4020	110
Prof Fees/PR	175	175	0	PROMOTIONAL/ ADVERTISIN	175	175	0	350	350	0
DUES & SUBSCRIPTIONS	275	275	0	DUES & SUBSCRIPTIONS	275	275	0	550	550	0
Provisions/Bus Insurance	765	765	0	BUSINESS INSURANCE	765	765	0	1529	1529	0
TELEPHONE	1358	1358	0	TELEPHONE	3080	3185	105	4543	4438	105
OUTSIDE SERVICES	160	160	0	OUTSIDE SERVICES	160	160	0	320	320	0
LABORATORY / SAFETY SUPPL	190	190	0	LABORATORY / SAFETY SUPI	410	410	0	600	600	0
CHEMICALS	0	0	0	CHEMICALS	0	0	0	0	0	
REPAIR / MAINTENANCE	1000	1000	0	REPAIR / MAINTENANCE	7000	7000	0	8000	8000	
UTILITIES	0	0	0	UTILITIES	4500	4500	0	4500	4500	
DEPRECIATION / AMORTIZATIC	0	0	0	DEPRECIATION / AMORTIZAT	0	0	0	0	0	
OTHER EXPENSES	500	500	0	OTHER EXPENSES	500	500	0	1000	1000	
TECH SUPP/QAQC/PROJ SUPP	5416	5416	0	TECH SUPP/QAQC/PROJ SUF	5416	5416	0	10832	10832	
<b>TOTAL COSTS</b>	<b>\$34,902</b>	<b>\$35,764</b>	<b>(\$861)</b> 2.47%		<b>\$47,509</b>	<b>\$48,465</b>	<b>(\$955)</b> 2.01%	84228	82411	1817

2.20% Total Increase

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

**ORDINANCE NO 2016-10**

**AN ORDINANCE ADOPTING THE 2017 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 20<sup>th</sup> day of December 2016.

APPROVED BY:

---

Chris Kauffman, Mayor

ATTEST:

---

Brian Hagen, City Administrator



# City of Hanover 2017 Fee Schedule

## CITY HALL RENTAL FEES:

### Community Room: No Alcohol

	<u>Under 100 People</u>	<u>Over 100 People</u>
Damage Deposit	\$ 200.00	\$ 200.00
Rental Fee	\$ 100.00	\$ 125.00

### Community Room: With Alcohol

	<u>Under 100 People</u>	<u>Over 100 People</u>
Damage Deposit	\$ 200.00	\$ 200.00
Rental Fee	\$ 275.00	\$ 325.00
Set Up Fee	\$ 100.00	\$ 100.00
Deputy Fee	<b>Current Rate</b>	<b>Current Rate</b>

*\*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.**

### Conference Room: No Alcohol

Rental Fee	\$ <del>_____</del> 25.00
------------	---------------------------

### Civic & Non-Profit Organizations

Meet Occasionally with kitchen	\$ 50.00 per meeting
--------------------------------	----------------------

### Benefits/Fundraisers      Other Rental Options

<b>Benefit/Fundraiser:</b> No Liquor	\$ 100.00	
<b>Benefit/Fundraiser:</b> Liquor/Dance	\$ 125.00	+ <b>\$200</b> deputy fee
Kitchen <b>use</b> only	\$ <del>_____</del> 35.00	<b>50.00</b>
Funeral Receptions: <b>No Alcohol</b>	\$ <del>_____</del> 55.00	<b>75.00</b>
Conference Room Only: <b>No Alcohol</b>	\$ 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

## SETTLERS PARK SHELTER RENTAL FEES:

Damage Deposit	\$ 100.00
Rental Fee	\$ 133.59 Includes MN Sales Tax

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

# 2017 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
<b>Compost Site Replacement Key Fob</b>	<b>\$ 5.00</b>
Return/NSF Checks	\$ 30.00
Special Assessment Search	\$ 25.00 Per PID#

*\*Administrative Citation Fees are itemized in Resolution 04-12-04 and are incorporated herein.*

Election Recount	\$ 1,000.00 escrow	<b><i>moved to this section</i></b>
------------------	--------------------	-------------------------------------

*(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

## OTHER PERMITS/LICENSES:

Cat or Dog License - Lifetime	\$ 20.00	
Cat or Dog License - Replacement Tag	\$ 10.00	
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	
Rental Housing License (2 year)	\$ 75.00 plus inspection fees	
Charitable Gambling Premises Permit	\$ 100.00 (one time <b>use event</b> )	<b>?</b>
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 <b>(not to exceed \$5,000)</b>	<b>?</b>

# 2017 Fee Schedule

## BUILDING PERMITS:

<b>Building Permit Fees</b>	<b>1997 UBC Fee Schedule</b>	
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 (2nd Inspect)	\$ 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
<b>Residential Fireplace Permits</b>		
Solid Fuel Burning & Masonry	<b>1997 UBC Fee Schedule</b>	
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
Irrigation System Permit	\$ 50.00	plus current State surcharge
<b>Plumbing Permit</b>		
Residential	\$ 50.00	base fee plus \$9.00 per fixture
Commercial	<b>1997 UBC Fee Schedule</b>	
<b>Mechanical Permit (Commercial)</b>	<b>1997 UBC Fee Schedule</b>	
<b>Fire Suppression System Permit</b>	<b>1997 UBC Fee Schedule</b>	
Plan Review Fee		plus 65% of 1997 UBC Fee Schedule
<b>Fire Alarm System Permit</b>	<b>1997 UBC Fee Schedule</b>	
Plan Review Fee		plus 65% of 1997 UBC Fee Schedule
<b>Fire Department False Alarm Fee</b>	\$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.
<b>Sign Permit</b>		
Permanent Signs	<b>1997 UBC Fee Schedule</b>	
<del>Moving Permit</del>	<del>\$ 50.00</del>	<del>plus \$5,000.00 escrow/letter of credit</del>
<del>Demolition Permit</del>	<del>\$ 100.00</del>	<del>residential</del> Handled on a case by case basis.
	<del>\$ 200.00</del>	<del>commercial</del>
<b>Fence Permit</b>		
Over 6'	<b>1997 UBC Fee Schedule</b>	
Under 6'	<b>Administrative Permit</b>	
Landscape Escrow	\$ 2,000.00	per unit
Erosion Control Escrow	\$ 2,000.00	per unit
Infrastructure Escrow:	\$ 1,000.00	per unit
Escrow Inspection Fee	\$ 50.00	per re-inspection required after initial request

*\*All full-size plan sheets submitted 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.*

# 2017 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	\$	2,786.00	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	\$	400.00	

**Utility Rates**

Water Distribution Rates (City Portion)	\$	1.35	base fee per month
	\$	0.97	Per 1,000 gallons
Sewer Rates	\$	29.66	minimum per month (up to 7,000 gallons)
	\$	5.89	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 2016 fee schedule
Water Shut-off/Turn-on Fee	\$35.00

# 2017 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.

**Note:** TIF application fees generally range from \$5,000 to \$12,000 in cities. Fees cover the fiscal analysis, creation of the district, 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.

### Liquor Licenses

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	

# 2017 Fee Schedule

## PLANNING AND ZONING:

### ~~2016 Fee Schedule~~

	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 &amp; 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
Sketch Plan Review	\$ 250.00	\$ 500.00
Conditional Use Permit	\$ 300.00	\$ 1,000.00
Interim Use Permit	\$ 300.00	\$ 1,000.00
Variance	\$ 300.00	\$ 1,000.00
Concept Plan Review	\$ 300.00	\$ 1,500.00
<b>Preliminary Plat - Residential</b>		
(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
<b>Preliminary Plat - Commercial/Industrial</b>		
(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. City 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 charge to the escrow for scanning.



WWW.DANKO.NET

**DANKO EMERGENCY EQUIPMENT**

Equipment Sales: 109 Ash St • Fax: 402-568-2212  
Apparatus Sales: 302 East 4<sup>TH</sup> St • Fax: 402-568-2278  
PO Box 218 • Snyder, NE 68664-0218  
Phone: 402-568-2200 • www.danko.net • info@danko.net

**Toll Free: 866-568-2200**

**PROPOSAL FOR FIRE APPARATUS**

TO: \_\_\_\_\_  
\_\_\_\_\_

Dear Sirs:

We hereby propose and agree to furnish, after your acceptance of this proposal and the proper execution and approval of the accompanying contact, the following apparatus:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

All of which are to be built in accordance with the specifications attached, and which are made a part of this agreement and contract to deliver same by \_\_\_\_\_ calendar days after receipt of chassis and accepted contract at Danko Emergency Equipment, Co. Proposal subject to all causes beyond our control, for the sum of:

(\$ \_\_\_\_\_ ) F.O.B. \_\_\_\_\_

Terms: \_\_\_\_\_

All payments of any nature must be paid directly from the customer to Danko Emergency Equipment Company in Snyder, Nebraska.

The amount named in this proposal shall remain firm for a period of \_\_\_\_\_ days from the date of same.

Respectfully Submitted  
DANKO EMERGENCY EQUIPMENT CO.

We agree to accept the above proposal

\_\_\_\_\_  
David Knobbe

\_\_\_\_\_  
(Customer Signature)

Title: Apparatus Sales Manager

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Quote SO

M &amp; T Fire Safety, Inc.

City of Hanover  
 Brian Kottke  
 11250 5 th Street NE,  
 Hanover, MN 55341  
 (612) 384-5161  
 Brian.Hanoverfire@Gmail.com

Exp. Date: 11/30/2016  
 Quote No: 4252-0001  
 11/15/2016

Page 1

PART NO	S	DESCRIPTION	QTY	ID
		<b>== Flatbed 60" Cab to Axle Single Rear Wheel 110" L x 90" W - 2016.001 06/03/1</b>	1	DEE
		<b>Danko Data Version - October 2016</b>	1	DEE
A0-04-0100		Wildland, 60" Cab to Axle, Single Rear Wheels	1	DEE
B2-03-0600	S	CUSTOMER Supplied Chassis	1	DEE
		<b>NFPA COMPLIANCE</b>	1	DEE
B3-00-2040		NFPA 1906 Compliance, 2016 Edition, Flatbed	1	DEE
B3-00-2900		NFPA Statement of Exceptions	1	DEE
B3-00-6000		Minor Equipment, Wildland Fire Apparatus, Purchaser	1	DEE
B3-02-0505		Vehicle Stability, Similar Apparatus, NFPA 1906 4.13.1.1.2	1	DEE
B3-02-1100		Highway Performance Test	1	DEE
B3-02-2025		Tire Pressure Indicating Valve Caps, 6 Tires	1	DEE
		<b>BODY/CHASSIS</b>	1	DEE
D0-02-1400		Door Handle, D-Ring Style, Non-Locking	1	DEE
D0-02-1400		Door Handle, D-Ring Style, Non-Locking	1	DEE
D1-01-1450		Compartment Lighting	1	DEE
D1-01-5005		Rear Fuel Fill	1	DEE
		<b>QUICK ATTACK FLATBED</b>	1	DEE
D2-01-1100	S	110" Long x 90" Wide Aluminum Flatbed, No Access Area, SRW	1	DEE
D2-01-2020		Flatbed Mounting Provisions, U-Bolts/Bolt or Tow Eye Combination	1	DEE
D2-01-2100		Rear Flatbed Panel, Smooth Aluminum	1	DEE
D2-01-2600		Mudflaps, Behind Rear Wheels, One on Each Side	1	DEE
D2-01-3040		Aluminum Headache Rack	1	DEE
D2-01-3100		Headache Rack Modified to Accommodate Lightbar	1	DEE
D2-01-7120		> Rear Step, 8", 34" Wide, Removable	1	DEE
D2-01-8040		Tow Eyes, Two (2), Rear of Apparatus	1	DEE
		<b>FLATBED COMPARTMENTS</b>	1	DEE
D2-02-0010		Compartment Construction, Smooth	1	DEE
D2-02-0115		Compartment Doors, Smooth Horizontally Hinged Lift-Up Doors	1	DEE
D2-04-2100	S	Left Side, Above Deck, 60" W x 30"H, 1-Door Opening, Above Storage (L1)	1	DEE
D2-05-0000		NO LEFT SIDE BELOW DECK COMPARTMENTS	1	DEE
D2-08-2100		Right Side, Above Deck, 60" W x 30"H, 1-Door Opening, Above Storage (R1)	1	DEE
D2-09-0000		NO RIGHT SIDE BELOW DECK COMPTS	1	DEE
D2-10-6000		NO UNDER FLATBED COMPARTMENT	1	DEE
D5-02-5000		NO FOLDING STEPS	1	DEE
D5-04-1020		Adjustable Shelf with Struts, Left Side Compartment (L1)	1	DEE
D5-04-2020		Adjustable Shelf with Struts, Right Side Compartment (R1)	1	DEE
D5-05-0020		NO ROLL OUT TRAYS, 300 LB. LOAD CAPACITY	1	DEE
D5-05-0020		NO ROLL OUT TRAYS, 300 LB. LOAD CAPACITY	1	DEE
D5-20-1240		Matting, Compartment Floor, Std. Depth	1	DEE
D5-20-1240		Matting, Compartment Floor, Std. Depth	1	DEE
D5-20-5020		Mating, Adjustable Shelf	1	DEE
D5-20-5020		Mating, Adjustable Shelf	1	DEE
D5-25-2500		Compartment Lighting, Versa-Bryte LED, One (1) Strip/Door Opening	1	DEE

PART NO	S	DESCRIPTION	QTY	ID
D5-25-2500		Compartment Lighting, Versa-Bryte LED, One (1) Strip/Door Opening	1	DEE
D5-25-2900	S	Lighting Not Provided	1	DEE
D5-25-2900	S	Lighting Not Provided	1	DEE
D5-30-1210	S	Under broom compartment	1	DEE
D5-30-1810	S	Back board storage	1	DEE
N0-00-4125		Dash Switch Panel System, InPOWER Vehicle Control Module System	1	DEE
N0-00-4200		12-Volt Solenoid Disconnect w/Master Green Indicator Light	1	DEE
		<b>ELECTRICAL (QR Flatbed)</b>	1	DEE
N0-00-5750		Door Open Warning Light	1	DEE
N0-00-5780		Audible Alarm w/Hazard Warning Light	1	DEE
		<b>AUDIBLE WARNING DEVICES</b>	1	DEE
N0-01-2335		Brake/Reverse Lights, 4" Round LED, 2 Lights	1	DEE
N0-02-1125		Clearance Lights, 1" Round, LED	1	DEE
N0-02-2100		License Plate Bracket, Rear of Apparatus	1	DEE
		<b>GROUND LIGHTING/STEP LIGHTING</b>	1	DEE
N8-00-1125		Ground Lighting, LED	1	DEE
N8-00-1150		Activated with Emergency/Park Brake is Set	1	DEE
N8-00-2010		Surface Lighting	1	DEE
N8-00-2900		Surface Lighting, Activated by Emergency or Park Brake	1	DEE
		<b>NFPA VISUAL WARNING LIGHTING PACKAGE (Flatbeds)</b>	1	DEE
P1-00-2010		UPPER ZONE A - Whelen	1	DEE
P1-00-2320		UPPER ZONE C - Whelen	1	DEE
P1-00-3010		LOWER ZONE A - Whelen	1	DEE
P1-00-3110		LOWER ZONE B and ZONE D - Whelen LINZ6R Red LED	1	DEE
P1-00-3220		LOWER ZONE C - Whelen	1	DEE
P3-01-7500		Lightbar, Whelen Justice JE2NFPA 56" Red LED	1	DEE
P3-01-9100		Blocking Right of Way Mode	1	DEE
P3-04-1010		Whelen LINZ6R Red LED (Passenger Front)	1	DEE
P3-04-1310		Whelen LINZ6R Red LED (Passenger Midship)	1	DEE
P3-04-1510		Whelen LINZ6R Red LED (Passenger Rear)	1	DEE
P3-05-1010		Whelen LINZ6R Red LED (Driver Front)	1	DEE
P3-05-1310		Whelen LINZ6R Red LED (Driver Midship)	1	DEE
P3-05-1510		Whelen LINZ6R Red LED (Driver Rear)	1	DEE
P3-06-7510		Whelen LINZ6R Red LED w/Chrome Flg	1	DEE
P3-07-7520		Whelen LINZ6R Red LED w/Chrome Flange (2-Grille)	1	DEE
P3-08-7540		Whelen LINV2R Red LED w/Chrome Flange (2-Rear Lower)	1	DEE
		<b>MISC LIGHTING/ELECTRICAL OPTIONS:Cameras/Headlight Flasher/GoLights</b>	1	DEE
P7-07-2030		Scene Lights, Whelen 600 LED Scene Lights w/Chrome Flange	1	DEE
P7-07-2390		NO SCENE LIGHTS LEFT SIDE UPPER BODY	1	DEE
P7-07-2490		NO SCENE LIGHTS RIGHT SIDE UPPER BODY	1	DEE
P7-07-2510		Scene Lights, Two (2), Whelen 600 LED Scene, Rear of Body	1	DEE
P7-07-5200		Scene Lights Cab ON/OFF Switch, Rear Scene	1	DEE
P9-00-0040		Siren, 295LSA1 100/200 Watt Electronic Siren, Pedestal Mount, Whelen	1	DEE
P9-01-0115		Speaker, 100 Watt, DODGE Chassis	1	DEE
P9-02-0100		Back-Up Alarm, 97 Decibel	1	DEE
		<b>PAINT/FINISH</b>	1	DEE
S0-00-2100		APPARATUS PAINT	1	DEE
S1-01-2000		Paint Apparatus Compartment, Exterior	1	DEE
S1-03-1310		Compartment Interior, Painted to Match Compartment	1	DEE
S1-03-1400		Inner Door Stiffener Panels, DA Sanded	1	DEE
S1-05-0050		Painted Chassis Cab, Customer Supplied	1	DEE
S1-06-1100		Wheel Rims Per Customer Supplied	1	DEE
S1-07-0000		Electrolysis Corrosion Control	1	DEE
S1-07-1010		Undercoating, Water Based Hybrid, VOC Compliant	1	DEE
T0-00-1100		Lettering, Simulated Gold Leaf, Up to 60 Characters	1	DEE
T1-00-1100		Permanent Fluid Plate, NFPA 1906, 2016 Edition, Apparatus Fluids	1	DEE
U0-00-0015		Reflective Striping, 4", Straight Pattern	1	DEE
U0-02-1210		Rear Chevron Striping, 6" Alternating Stripes, Red/Fluorescent Yellow	1	DEE
W0-00-3950		Dodge 3500 Crew Cab 172.4" WB 60" CA	1	DEE
W1-00-1500		Automatic High Idle, Ford Diesel and Gas Chassis' Only	1	DEE

PART NO	S	DESCRIPTION	QTY	ID
W1-02-5310		Grip Step Running Boards	1	DEE
W1-03-2305		> Fab Fours Full Grille Guard/Bumper Replacement	1	DEE
W1-03-6300		Receiver Tube, Bolt-On, 2", Fab Fours	1	DEE
W1-05-6075		Winch, 9.5cti Multimount Series, Receiver Mount, 9,500 lbs Capacity, Warn	1	DEE
W1-05-9200		Quick Connect w/Plug Cover, 12 Volt, Near Front Receiver Tube	1	DEE
W1-06-3000		NO LEFT/RIGHT SIDE RECEIVER TUBE(S)	1	DEE
W1-06-4100		2" Receiver Tube, Rear, Class 3, 5,000 lbs GTW	1	DEE
W1-06-4500		Electrical Connector w/Plug Cover, 7 Prong	1	DEE
W1-06-4600		Electrical Quick-Connector w/Plug Cover, 12 Volt	1	DEE
W1-09-1010		NFPA 1906 Required Wheel Chocks	1	DEE
W7-00-1000		Body Structure Limited Warranty, 7 Years	1	DEE
W7-00-1100		Electrical Warranty, 2 Years	1	DEE
W8-01-1500		Manuals, Operation and Maintenance	1	DEE
W9-00-3065		Worden, Wheel Chocks, Rubber, HRX (Shipped Loose)	1	DEE
		== Skid Unit, XL Plumbing - 2016.001 06/03/16 ==	1	DEE
A0-00-2000		200 Gallon Poly Def 2CE, Skid Unit	1	DEE
A0-05-1500		Skid Unit Factory Installation, Mounted on Specified Fire Apparatus	1	DEE
D0-00-0150		2" Aluminum Frame, Poly Tanks	1	DEE
D5-20-4140		Matting, Hose Bed, Skids	1	DEE
D5-25-3355		Work Light, LED 12V Multi-Purpose	2	DEE
E0-00-4050	S	> Pump, Wildfire BB-4	1	DEE
E0-02-3100		Control Panel, Wildfire Pump, Mounted on Engine	1	DEE
E0-02-5000		Pump Location, Mounted to Frame/Platform, Rear of Tank	1	DEE
E7-00-4020		Apparatus Pump System Test, Skid Units	1	DEE
E8-00-6100		Fuel Tank, 5-Gallon Flambeau Tank w/Carbon Emissions Canister and Mounting	1	DEE
E9-01-1000		NO PRIMER REQUIRED	1	DEE
F0-03-2000		Discharge Pressure Gauge, 2-1/2", 0-300 PSI, Mounted In-Line Plumbing, Thuemling	1	DEE
G0-00-0140		PLUMBING, CUSTOM	1	DEE
G0-00-1500		Custom Plumbing; Stainless Steel, Polished Natural Mill Finish	1	DEE
G0-00-1505		Manifold, Discharge, Stainless Steel	1	DEE
G0-00-4020		Valves, Quarter Turn, Akron	1	DEE
G0-00-4500		Handle, R-1 with Knob	1	DEE
G0-01-2005	S	Tank to Pump, 2" Akron Valve w/Manual Control Handle, SS Plumbing	1	DEE
G0-01-5000		NO CHECK VALVE, TANK TO PUMP	1	DEE
G0-02-1049		Tank Fill/Recirculate, 1" Akron Valve w/Manual Control, SS Plumbing	1	DEE
G0-05-2000		Intake, 2-1/2" NH Male with Screen Insert, Chrome, Akron Valve	1	DEE
G0-05-9000		Cap with Chain, 2-1/2" NH Rocker Lug, Vented, Chrome	1	DEE
G0-06-0100		Treadbrite Hose Bed, 60" L x 11" W x 8" H, Vinyl Cover (On Top Of Tank)	1	DEE
G0-06-5730		1-1/2" Preconnect Deploy To Rear of Skid, Akron Valve	1	DEE
G0-09-0100		NO 1" DISCHARGE OUTLETS	1	DEE
G0-09-2125		Discharge, 1-1/2", Chrome Adapter, Akron Valve, Deploy to Rear	1	DEE
G0-09-3199		NO 2-1/2" DISCHARGE OUTLETS	1	DEE
G0-09-4000		Cap with Chain, 1-1/2" NH Rocker Lug, Vented, Chrome	1	DEE
G0-10-1000		NO PROTECTION LINES	1	DEE
G0-15-0100		NO FRONT GROUND SWEEPS	1	DEE
G1-00-2625	S	Booster Reel, Hannay EPF30-23-24, Steel,	1	DEE
G1-01-1135		Roller, One Set, Left Side, High Mount	1	DEE
G1-01-2025		Electric Reel Rewind Switch, One (1), Rear Skid Unit	1	DEE
G1-02-1020		Booster Hose, 3/4" Red Rubber, 300 PSI, 200' Capacity, 1" Brass Couplings	1	DEE
G1-02-1120	S	1/2" x 250' hose	1	DEE
G1-04-0100	S	Nozzle	1	DEE
G1-05-0200		> Mounting Location, Crosswise Above Tank, Deploy to Rear	1	DEE
H0-00-1000		NO FOAM SYSTEM	1	DEE
K0-00-2201		200 Gallon UPF Def-2CEPoly Tank (60Lx46Wx21H)	1	DEE
K0-01-3000		Tank Drain, 1", Stainless Steel Plug, Rear Tank Vertical Wall Right Side	1	DEE
K0-01-5000		Storage Compartment	1	DEE
K1-01-6005		Tank Level Gauge, Back Side of Tank	1	DEE
MT-XX-0001	X	Ranch Hand Legend series replacement bumper with 2" receiver with power	1	
MT-XX-0002	X	hose reel to hold 250' of 1/2" HP hose deploy to rear	1	

PART NO	S	DESCRIPTION	QTY	ID
MT-XX-0003	X	250' of 1/2" HP hose requested	1	
MT-XX-1004	X	heavy duty GUNJET spray gun model TEEJET 43H-AL10 requested	1	
MT-XX-1005	X	Left side compartment for brooms etc above flatbed but under compartment 8x17x89	1	
MT-XX-1006	X	slide out tray in left side above bed comp, with hinged door (poly tray)	1	
MT-XX-1007	X	right side compartment for back boards above flatbed large enough to hold 2	1	
MT-XX-1008	X	slide out tray for backboards poly	1	
MT-XX-1009	X	requested rear receiver tube recessed mounted in rear vertical portion step	1	
MT-XX-1010	X	dept name to be arched 4" and "fire dept" to be 3" straight	1	
MT-XX-1011	X	4x6 rear facing spot flood lights LED installed up high outer qty 2 one each sid	1	
MT-XX-1012	X	qty 2 led flood lights mounted to illuminate rear pump area in lieu of 1	1	
MT-XX-1013	X	BB424 HP style pump with 24 hp honda engine requested	1	
		<b>ELECTRICAL (XL Skid Unit)</b>	<b>1</b>	<b>DEE</b>

# M & T Fire Safety, Inc.

One (1) == Flatbed 60" Cab to Axle Single Rear Wheel 110" L x 90" W - 2016.001 06/03/1

One (1) Wildland, 60" Cab to Axle, Single Rear Wheels  
A0-04-0100

## **DANKO WILDLAND**

*60" CAB TO AXLE SINGLE REAR WHEELS*

One (1) *CUSTOMER Supplied Chassis*  
B2-03-0600

### **CUSTOMER SUPPLIED CHASSIS**

The chassis shall be provided by the customer. All NFPA requirements of the chassis shall be the responsibility of the purchaser unless otherwise specified.

Any modifications to the chassis that may occur in order for Danko Emergency Equipment to build the body as per the specifications previously mentioned will be at an additional cost to the customer upon customer approval.

The customer provided chassis will be a 2017 Ram 3500 6.4L crew cab with a 6.4 box removed from chassis (41") cab to axle.

One (1) NFPA 1906 Compliance, 2016 Edition, Flatbed  
B3-00-2040

### **NFPA 1906 COMPLIANCE**

The National Fire Protection Association "Standard for Wildland Fire Suppression Apparatus, 2016 Edition", is hereby adopted and made a part of these specifications, the same as if it were written out in full detail, with the exception of the section dealing with "Equipment Recommended for Various Types of Apparatus". Bidders shall provide the equipment requested herein and the buyer shall supply the rest before the apparatus is put into service.  
NFPA Statement of Exceptions

One (1)  
B3-00-2900

### **NFPA STATEMENT OF EXCEPTIONS**

The proposed apparatus as described in this specification document does not meet the intent and applicable requirements based on the specified edition of NFPA in the following areas:  
Minor Equipment, Wildland Fire Apparatus, Purchaser

One (1)  
B3-00-6000

The required "Minor Equipment" as stated in the newest edition of NFPA 1906, section 7.7.2 shall be the responsibility of the purchaser unless otherwise specified in these specifications.  
Vehicle Stability, Similar Apparatus, NFPA 1906 4.13.1.1.2

One (1)  
B3-02-0505

### **VEHICLE STABILITY**

The apparatus shall comply with the vehicle stability requirements of the 2016 edition of NFPA 1906. The apparatus shall be considered substantially similar to a previously tested apparatus meeting the stability requirements based on section 4.13.1.1.2.

One (1)  
B3-02-1100

Highway Performance Test

### **HIGHWAY PERFORMANCE**

# M & T Fire Safety, Inc.

The apparatus shall be tested at its estimated in-service weight to verify the NFPA 4.15.1 Highway Performance Test and 4.17 General Pre-Delivery Tests are met for the apparatus prior to delivery.

One (1)  
B3-02-2025  
Tire Pressure Indicating Valve Caps, 6 Tires

## **TIRE PRESSURE INDICATING VALVE CAPS**

The apparatus shall be equipped with a visual indicator on each tire to warn the operator when tire pressure needs to be checked.

One (1)  
D0-02-1400  
Door Handle, D-Ring Style, Non-Locking

The compartment door handle shall be non-locking.

One (1)  
D0-02-1400  
Door Handle, D-Ring Style, Non-Locking

The compartment door handle shall be non-locking.

One (1)  
D1-01-1450  
Compartment Lighting

## **COMPARTMENT LIGHTING**

The lighting strip shall be sealed in a flexible, water resistant, plastic body with (9) LED's every three inches and rated for 50,000 hours with an output of 33.8 lumens for every 6". This style of lighting will provide uniform and consistent illumination throughout the compartment.

The lighting strip shall be mounted vertically on the inside of the door opening and activated by an automatic switch located at each door.

One (1)  
D1-01-5005  
Rear Fuel Fill

## **FUEL FILL**

A fuel fill pocket flange shall be supplied and mounted at the rear of the body.  
110" Long x 90" Wide Aluminum Flatbed, No Access Area, SRW

One (1)  
D2-01-1100

## **ALUMINUM FLATBED**

The flatbed shall be designed to mount on a 60" cab to axle chassis with single rear wheels. The deck shall measure approximately 90" wide x 110" long.

The frame shall consist of 2" x 6" x 1/4" wall channel and 2" x 2" x 1/4" wall support angles. There shall be a minimum of seven (7) 2" extruded aluminum tubular cross members extending the full width of the deck to support selected equipment, compartments, and water tank, etc.

The left and right sides of the flatbed shall consist of 5" extruded aluminum channel and the deck shall be constructed with a combination of 1/8" aluminum treadplate and 1/8" aluminum NFPA embossed treadplate.

One (1)  
D2-01-2020  
*The flatbed shall be modified for a box removed type chassis frame rail.  
Flatbed Mounting Provisions, U-Bolts/Bolt or Tow Eye Combination*

## **FLATBED MOUNTING PROVISIONS**

# M & T Fire Safety, Inc.

The flatbed shall be fastened to the chassis frame in a minimum of six locations. There shall be two (2) spring loaded u-bolts at the front to allow flexing, two (2) rigid u-bolts, and two (2) bolts or tow eyes through the rear frame flange plate.

One (1)  
D2-01-2100 Rear Flatbed Panel, Smooth Aluminum

## **REAR PANEL**

The rear flatbed panel shall be constructed of smooth aluminum.

One (1)  
D2-01-2600 Mudflaps, Behind Rear Wheels, One on Each Side

## **MUDFLAPS**

Two (2), mud flaps shall be supplied and mounted one on each side behind the rear wheels.

One (1)  
D2-01-3040 Aluminum Headache Rack

## **HEADACHE RACK**

The body shall have an aluminum headache rack at the front of the flatbed to protect the rear of the chassis cab.

One (1)  
D2-01-3100 Headache Rack Modified to Accommodate Lightbar

## **HEADACHE RACK MODIFICATIONS**

The headache rack shall be modified to accommodate the specified lightbar.

One (1)  
D2-01-7120 Rear Step, 8", 34" Wide, Removable

## **REMOVABLE REAR STEP**

The rear step framework shall be constructed of 1-1/2" steel tubing and a slip resistant surface that is 8" in depth and 34" wide. The rear step shall have a 2" hitch bar permanently mounted for use with a receiver tube. A pin shall be provided to secure/remove the step from the receiver tube.

One (1)  
D2-01-8040 The step frame shall be painted black in color.  
Tow Eyes, Two (2), Rear of Apparatus

## **TOW EYES**

Two (2), heavy duty chrome tow eyes, shall be installed at the rear of the body above the rear step. The tow eyes shall have a 2-3/16" inside diameter eye with a 1-1/4" threaded shaft and nut. The tow eyes will be fastened directly to each rear chassis frame rail.

One (1)  
D2-02-0010 Compartment Construction, Smooth

## **COMPARTMENT CONSTRUCTION**

All compartments mounted above the flatbed deck shall be 21" deep, with a useable depth of 19".

The compartments shall be constructed entirely of fire apparatus quality, smooth aluminum sheets, using the break-and-bend method of fabrication, then welded together. This uniform method of construction forms the aluminum into a strong, yet flexible structure.

# M & T Fire Safety, Inc.

One (1)  
D2-02-0115  
The compartment shall have a smooth aluminum sweep-out floor.  
Compartment Doors, Smooth Horizontally Hinged Lift-Up Doors

## **LIFT UP COMPARTMENT DOORS**

All horizontally hinged lift-up compartment door(s) shall be furnished with two (2), pressurized, gas filled pneumatic cylinders to assist in raising and holding the door in the open position. The lift-up door(s) shall swing-up 30-degrees past horizontal position to allow for head clearance.

One (1)  
D2-04-2100  
Door handles shall be 6-1/8" diameter stainless steel recessed type, with nondirectional bent "D" ring type handles. There shall be a polymer film placed between the handle and door to insulate dissimilar metals. An adjustable rotary "D" compartment latch with a center single point striker pin and double catch shall be furnished on all compartment doors to keep a tight seal.  
Left Side, Above Deck, 60" W x 30"H, 1-Door Opening, Above Storage (L1)

## **COMPARTMENT L1**

One (1)  
D2-08-2100  
One (1), 60" wide x 30" high compartment shall be mounted on top of the flatbed deck on the left side. This compartment shall have a horizontally hinged lift-up door with an opening of approximately 56" wide x 24" high and a useable depth of 19".  
Right Side, Above Deck, 60" W x 30"H, 1-Door Opening, Above Storage (R1)

## **COMPARTMENT R1**

One (1)  
D5-04-1020  
One (1), 60" wide x 30" high compartment shall be mounted on top of the flatbed deck on the right side. This compartment shall have a horizontally hinged lift-up door with an opening of approximately 56" wide x 24" high and a useable depth of 19".  
Adjustable Shelf with Struts, Left Side Compartment (L1)

There shall be one (1) adjustable shelf(ves) located in the left side L1 compartment. The shelf (ves) will be constructed of 1/8" aluminum treadbrite with a 2" lip bent up around the perimeter of the shelf.

The shelf(ves) shall be mounted on strut channel to allow them to be adjusted in the compartment.

One (1)  
D5-04-2020  
Adjustable Shelf with Struts, Right Side Compartment (R1)

There shall be one (1) adjustable shelf(ves) located in the right side R1 compartment. The shelf (ves) will be constructed of 1/8" aluminum treadbrite with a 2" lip bent up around the perimeter of the shelf.

The shelf(ves) shall be mounted on strut channel to allow them to be adjusted in the compartment.

One (1)  
D5-20-1240  
Matting, Compartment Floor, Std. Depth

# M & T Fire Safety, Inc.

There shall be floor matting installed in the compartment to provide traction and drainage should water enter the compartment.

One (1)  
D5-20-1240

There shall be floor matting installed in the compartment to provide traction and drainage should water enter the compartment.

One (1)  
D5-20-5020

There shall be matting supplied in the adjustable shelf to provide traction and help keep items dry.

One (1)  
D5-20-5020

There shall be matting supplied in the adjustable shelf to provide traction and help keep items dry.

One (1)  
D5-25-2500

Compartment Lighting, Versa-Bryte LED, One (1) Strip/Door Opening

This compartment door opening shall be supplied with one (1) lighting strip.

One (1)  
D5-25-2500

Compartment Lighting, Versa-Bryte LED, One (1) Strip/Door Opening

This compartment door opening shall be supplied with one (1) lighting strip.

One (1)  
D5-25-2900

Lighting Not Provided

NOTE: Lighting will not be provided in this area.

## **OPEN STORAGE COMPARTMENT**

An open treadbrite compartment shall be provided rearward of the L2 compartment. The compartment shall be 10" in height, 19" wide and extend from the rear of the flatbed to the rear wall of the L2 compartment.

One (1)  
D5-25-2900

Lighting Not Provided

NOTE: Lighting will not be provided in this area.

## **OPEN STORAGE COMPARTMENT**

An open treadbrite compartment shall be provided rearward of the R2 compartment. The compartment shall be 10" in height, 19" wide and extend from the rear of the flatbed to the rear wall of the R2 compartment.

One (1)  
D5-30-1210

Under broom compartment

## **BROOM STORAGE**

There shall be a storage compartment located under the left side compartment. The compartment shall be approximately 8" in height x 19" wide extending the full depth of the flatbed. A drop down hinged smooth aluminum door shall be provided at the rear.

A poly tray shall be provided in the compartment, no rollers will be provided, the tray will slide on the floor of the broom storage compartment.

One (1)  
D5-30-1810

Back board storage

## **BACKBOARD STORAGE**

# M & T Fire Safety, Inc.

There shall be a backboard storage compartment located under the right side compartment. The compartment shall be approximately 8" in height x 19" wide extending the full depth of the flatbed. A drop down hinged smooth aluminum door shall be provided at the rear.

A poly tray shall be provided in the compartment, no rollers will be provided, the tray will slide on the floor of the broom storage compartment.

One (1)  
NO-00-4125

Dash Switch Panel System, InPOWER Vehicle Control Module System

## **SWITCH PANEL**

An InPOWER switch module system shall be provided and mounted in an easily accessible location inside the chassis cab. The switch module shall contain an adequate number of push button switches to be used for controlling the vehicle 12-volt auxiliary devices.

All push buttons shall utilize a tactile switch design that ensures a positive operation. Each switch position contains a push button switch and a status LED indicator directly above the switch.

The switch module shall be connected to one or more power modules via a logic cable to provide power outputs and digital input system control. The power modules shall contain 12-volt DC power outputs rated at 15 amps each and include over current and short circuit automatic fault shutdown protection. The digital inputs are provided for monitoring external conditions such as ignition switch on, transmission in park, etc. and can be individually programmed.  
12-Volt Solenoid Disconnect w/Master Green Indicator Light

One (1)  
NO-00-4200

## **APPARATUS BODY 12-VOLT DISCONNECT**

One (1), disconnect solenoid with a sufficient amp rating shall be wired from the battery and activated by the chassis ignition to disconnect all electrical accessories added by the body manufacturer. Items such as auxiliary engine starter, winch, booster reel(s), or high amp load items shall be excluded from the disconnect solenoid.

One (1), reset breaker shall be installed between the solenoid output and any electrical load.

One (1), indicator light shall be provided to indicate the apparatus 12-volt system is on. The light shall be located in the chassis cab and be visible from the driver's positions. The light shall be green in color and labeled "BATTERY ON".

One (1)  
NO-00-5200

ELECTRICAL (QR Flatbed)

## **12-VOLT ELECTRICAL**

All electrical equipment shall be installed using high temperature, copper, multi-strand, crosslink-coated wire. The wiring shall be colored coded and the function labeled every 3" end to end.

All wiring shall be enclosed in a protective loom throughout the electrical system and rubber grommets shall be used where the wiring passes through module walls.

# M & T Fire Safety, Inc.

All wire connections located under the apparatus body shall be weatherproofed with a clear, flexible, protective coating.

One (1)  
N0-00-5750

Door Open Warning Light

## **DOOR OPEN WARNING LIGHT**

A red flashing LED hazardous warning light shall be mounted in the chassis cab. This light shall warn the operator of any open compartment doors, and/or other items permanently attached to the apparatus that may cause damage should the apparatus be moved.

The warning light shall be marked with a decal that states "DO NOT MOVE APPARATUS WHEN LIGHT IS ON".

One (1)  
N0-00-5780

Audible Alarm w/Hazard Warning Light

## **AUDIBLE ALARM FOR HAZARD WARNING LIGHT**

An audible alarm shall be provided and activated in conjunction with the hazard warning light. Brake/Reverse Lights, 4" Round LED, 2 Lights

One (1)  
N0-01-2335

## **BRAKE/REVERSE LIGHTS**

The rear brake/turn/tail lights shall be 4" round LED with red lens.

The rear reverse lights shall be 4" round LED with clear lens.

One (1)  
N0-02-1125

Clearance Lights, 1" Round, LED

## **CLEARANCE LIGHTS**

There shall be 1" LED clearance lights provided to comply with ICC regulations. The clearance lights shall be located one on each side and rear corner of the apparatus body and a triple red light cluster recessed at the rear center of the body for a total of seven clearance lights.

Reflectors shall be supplied on the perimeter of the apparatus as specified by ICC regulations.

One (1)  
N0-02-2100

License Plate Bracket, Rear of Apparatus

## **LICENSE PLATE BRACKET**

A polished aluminum, LED lighted license plate bracket shall be mounted at the rear of the apparatus.

One (1)  
N8-00-1125

Ground Lighting, LED

## **LED GROUND LIGHTING**

LED ground lighting shall be installed beneath the apparatus in areas where personnel may be expected to climb on and off of the apparatus. The lights shall illuminate the ground within 30" of the apparatus to provide visibility of any obstructions or hazards. These areas shall include cab doors, and the rear step area.

One (1)  
N8-00-1150

Activated with Emergency/Park Brake is Set

The ground lighting shall be activated when the emergency or park brake is set.

One (1)  
N8-00-2010

Surface Lighting

# M & T Fire Safety, Inc.

## SURFACE LIGHTING

The completed apparatus shall have sufficient lighting provided as per NFPA 13.10.3 to illuminate all work surfaces, steps and walkways.

One (1)  
N8-00-2900  
Surface Lighting, Activated by Emergency or Park Brake

The surface lighting shall be activated when the emergency or park brake is set.

One (1)  
P1-00-0600  
Visual Warning Light Switches In Cab

## VISUAL WARNING LIGHT SWITCHES

All warning and signal lights shall have switches with an indicator light located inside the chassis cab.

One (1)  
P1-00-3110  
LOWER ZONE B and ZONE D - Whelen LINZ6R Red LED

## LOWER ZONE B/ZONE D LIGHTING

The following perimeter lighting shall be installed in the lower B and D zones of the apparatus.  
Lightbar, Whelen Justice JE2NFPA 56" Red LED

One (1)  
P3-01-7500

## UPPER ZONE A LIGHTING

One (1), Whelen Justice JE2NFPA 56" LED lightbar shall be installed on the apparatus. The lightbar shall have four corner red Linear-LEDs and six front CON3 LEDs (4-Red/2-White).  
Blocking Right of Way Mode

One (1)  
P3-01-9100

All white forward facing emergency lights in the light bar shall be deactivated when the parking brake is engaged in the Blocking Right of Way mode as required by NFPA.

One (1)  
P3-04-1010  
Whelen LINZ6R Red LED (Passenger Front)

One (1) Whelen LINZ6R LED light shall be installed on the **front passenger's side** of the apparatus. The light shall have red LEDs and a clear lens cover with a chrome flange.

One (1)  
P3-04-1310  
Whelen LINZ6R Red LED (Passenger Midship)

One (1) Whelen LINZ6R LED light shall be installed in the **passenger's side midship area** of the apparatus. The lighthouse shall have red LEDs and a clear lens cover with a chrome flange.

One (1)  
P3-04-1510  
Whelen LINZ6R Red LED (Passenger Rear)

One (1) Whelen LINZ6R LED light shall be installed on the **rear passenger's side** of the apparatus. The light shall have red LEDs and a clear lens cover with a chrome flange.

One (1)  
P3-05-1010  
Whelen LINZ6R Red LED (Driver Front)

One (1) Whelen LINZ6R LED light shall be installed on the **front driver's side** of the apparatus. The light shall have red LEDs and a clear lens cover with a chrome flange.

One (1)  
P3-05-1310  
Whelen LINZ6R Red LED (Driver Midship)

One (1) Whelen LINZ6R LED light shall be installed in the **driver's side midship area** of the apparatus. The light shall have red LEDs and a clear lens cover with a chrome flange

One (1)  
P3-05-1510  
Whelen LINZ6R Red LED (Driver Rear)

# M & T Fire Safety, Inc.

One (1) Whelen LINZ6R LED light shall be installed on the **rear driver's side** of the apparatus. The light shall have red LEDs and a clear lens cover with a chrome flange.

One (1)  
P3-06-7510

Whelen LINZ6R Red LED w/Chrome Flg

## UPPER ZONE C LIGHTING

Two (2) Whelen LINZ6R LED lights shall be installed in the outer rear corners of the apparatus, one per side. The lighthouse shall have red LEDs and a clear lens cover. The light shall be housed in a chrome flange.

One (1)  
P3-07-7520

Whelen LINZ6R Red LED w/Chrome Flange (2-Grille)

## LOWER ZONE A LIGHTING

Two (2), Whelen LINZ6R LED lights shall be installed at the front of the apparatus, one on each side with a chrome flange. The light shall have red LEDs and a clear lens.

One (1)  
P3-08-7540

Whelen LINV2R Red LED w/Chrome Flange (2-Rear Lower)

## LOWER ZONE C LIGHTING

Two (2) Whelen LINV2R LED lights shall be installed on the lower, rear area of the apparatus.

The LINV2R includes a warning light and a puddle light. The warning lights have six red LED lights and four white LED lights are installed below to work independently as a surface area illumination light. The lights shall have a chrome flange.

One (1)  
P7-07-2030

Scene Lights, Whelen 600 LED Scene Lights w/Chrome Flange

## SCENE LIGHTS

Whelen 6SC0ENZR series gradient LED opti-scene lights with chrome flanges featuring inner optics to direct the light downward shall be provided and mounted at the following locations:

One (1)  
P7-07-2510

Scene Lights, Two (2), Whelen 600 LED Scene, Rear of Body

Two (2) Whelen 6SC0ENZR LED Opti-Scene lights shall be mounted at the **rear of the apparatus**, one per side.

One (1)  
P7-07-5200

Scene Lights Cab ON/OFF Switch, Rear Scene

The rear scene lights shall be activated by a lighted switch located in the chassis cab. The switch shall be labeled "REAR SCENE."

One (1)  
P9-00-0040

Siren, 295SLSA1 100/200 Watt Electronic Siren, Pedestal Mount, Whelen

## SIREN

One (1), Whelen model 295SLSA1 100/200 watt selectable output electronic siren with a pedestal mount shall be supplied and installed in the cab.

The operating controls shall consist of a power switch, manual button, PA volume switch, horn button and a rotary switch. The overlay shall be illuminated with adjustable soft LED non-glaring backlighting.

The siren shall have 21 Scan-Lock™ siren tones with two manual functions for additional siren tones.

# M & T Fire Safety, Inc.

The siren amplifier shall have a "Siren in Use" icon driver and adjustable preset repeat radio volume. The PTT (push to talk) switch on the microphone shall override all siren functions.  
Speaker, 100 Watt, DODGE Chassis

One (1)  
P9-01-0115

## **SPEAKER**

One (1), Cast Products speaker, model SAD4320-08STR, 100 watt speaker shall be mounted on the front bumper of the chassis towards the driver's side.

One (1)  
P9-02-0100

## **BACK-UP ALARM**

The backup alarm shall be an electronic 97-decibel rated alarm installed at the rear of the vehicle. This alarm shall alert personnel any time the transmission is shifted into reverse.

One (1)  
S1-01-2000

Paint Apparatus Compartment, Exterior

## **COMPARTMENT PAINTING, EXTERIOR**

After the apparatus compartments and components have been fabricated and assembled, the exterior surface shall be completely sanded and deburred for removal of sharp edges. The apparatus components shall be metal prepped to provide a superior substrate for painting.

The apparatus components shall undergo a degreasing/cleaning process, starting with a clear, acidic liquid, designed to remove surface soils and oxidation. This process develops a light phosphate coating, which gives aluminum a superior base for good paint adhesion.

The exterior of the apparatus compartments shall be painted to match the color of the chassis:

CHASSIS PAINT COLOR:	*****
PAINT BRAND:	PPG
PAINT NUMBER:	*****

After the cleaning process, a fast build epoxy primer shall be applied and sanded prior to the top finish coatings. The finish painting process shall consist of applying two (2), coats of high quality, 3.5 VOC polyurethane paint to maintain proper film thickness.

One (1)  
S1-03-1310  
Compartment Interior, Painted to Match Compartment

## **COMPARTMENT INTERIOR PAINT**

The interior of the compartments shall be painted to match the exterior of the compartments unless otherwise specified.

One (1)  
S1-03-1400  
Inner Door Stiffener Panels, DA Sanded

## **INNER DOOR PANELS, DA SANDED**

All compartment inner door stiffener panels shall be DA sanded in order to create a smooth finish.

One (1)  
S1-05-0050  
Painted Chassis Cab, Customer Supplied

# M & T Fire Safety, Inc.

The chassis cab paint shall remain unchanged as received from the customer.

One (1)  
S1-06-1100  
Wheel Rims Per Customer Supplied

## **CHASSIS RIMS**

The wheel rims shall remain unchanged as received on the customer supplied chassis.  
Electrolysis Corrosion Control

One (1)  
S1-07-0000

## **ELECTROLYSIS CORROSION CONTROL**

The apparatus shall be assembled using ECK or electrolysis corrosion control, on all high corrosion potential areas, such as door latches, door hinges, trim plates, fenderettes, etc. This coating is a high zinc compound that shall act as a sacrificial barrier to prevent electrolysis and corrosion between dissimilar metals. This shall be in addition to any other barrier material that may be used.

All ¼" diameter and smaller screws and bolts shall be stainless steel with a powdered aluminum coating. This coating shall be bonded metallurgically to the stainless screws to prevent peeling and flaking. This coating is designed to reduce the potential for electrolysis and corrosion to occur where items are assembled and attached.

One (1)  
S1-07-1010  
Undercoating, Water Based Hybrid, VOC Compliant

## **BODY UNDERCOATING**

The entire underside of the body shall be coated with a tough, pliable, rubberized coating for protection against abrasion and corrosion. This hybrid undercoating features a water based formula with quick dry capability to achieve early water and weather resistance.

The undercoating shall be applied prior to installation of the body onto the chassis to avoid spraying the product on air lines, cables, or other items that would cause normal maintenance to be hindered.

One (1)  
T0-00-1100  
Lettering, Simulated Gold Leaf, Up to 60 Characters

## **LETTERING**

The lettering shall be simulated gold leaf outlined and shadowed in black up to 60 characters.

The lettering size will correlate with the area in which the lettering shall be applied as directed by the purchaser.

NOTE: If lettering request exceeds above noted character amount an additional charge will be added to the final invoice.

One (1)  
T1-00-1100  
Permanent Fluid Plate, NFPA 1906, 2016 Edition, Apparatus Fluids

## **PERMANENT FLUID PLATE**

A permanent plate shall be affixed to the completed apparatus specifying the quantity and type of the following fluids that may be used in the apparatus for normal maintenance. Where a fluid is not applicable to the unit, the plate shall be marked N/A to inform a service technician who may not be familiar with the apparatus.

# M & T Fire Safety, Inc.

APPARATUS FLUIDS	
Engine Oil	Pump Transmission Lubrication Fluid
Engine Coolant	Pump Primer Fluid
Transmission Fluid	Air Compressor System Lubricant
Drive Axle Lubrication Fluid	Generator System Lubricant
Transfer Case Fluid	Front Tire Cold Pressure
Power Steering Fluid	Rear Tire Cold Pressure
Air Conditioning Refrigerant	Other:
Air Conditioning Lubrication Oil	Misc:

*\*\* Sample Label for Reference Only.*

A sign shall be affixed in the chassis cab, in plain sight of the driver, that states the maximum number of personnel, and the overall travel length and height of the apparatus.

A sign that reads "OCCUPANTS MUST BE SEATED AND BELTED WHEN APPARATUS IS IN MOTION" and "DO NOT WEAR HELMET WHILE SEATED" shall be visible from each seated position.

Any other appropriate label(s) shall be affixed in noticeable locations to ensure the safe operation of the apparatus.

One (1)  
U0-00-0015

Reflective Striping, 4", Straight Pattern

### **NFPA COMPLIANT REFLECTIVE STRIPING**

Reflective striping shall be applied to the exterior of the apparatus in a manner consistent with NFPA; striping shall consist of a white Scotchlite 4" reflective stripe affixed to the exterior perimeter of the flatbed and chassis cab.

A white reflective stripe shall also be applied to the interior of each chassis cab door and any equipment such as roll-out trays or frames that protrude beyond the body of the apparatus to indicate a hazard or obstruction.

One (1)  
U0-02-1210

Rear Chevron Striping, 6" Alternating Stripes, Red/Fluorescent Yellow

### **REAR CHEVRON REFLECTIVE STRIPING**

There shall be reflective chevron striping applied to the rear panel of the flatbed.

# M & T Fire Safety, Inc.

The striping shall consist of alternating red and fluorescent yellow retro-reflective stripes. Each stripe shall be 6" in width and shall be applied to the apparatus at a 45° angle.

One (1)  
W1-00-1500  
Automatic High Idle, Ford Diesel and Gas Chassis' Only

## **CHASSIS HIGH IDLE**

The chassis SEIC (Stationary Engine Idle Control) system shall be wired to engage automatic high idle when the emergency brake is applied.

One (1)  
W1-02-5310  
Grip Step Running Boards

## **GRIP STEP RUNNING BOARDS**

One (1), set of Luverne Grip Step running boards shall be supplied and installed on the chassis. This running boards feature a 7" x 2-1/2" stepping surface constructed of grip strut aluminum for added traction and safety. The steps shall be installed with high-strength steel brackets, stainless steel fasteners, textured black ABS plastic end caps and have a durable black powder coated finish.

One (1)  
W1-03-2305  
Fab Fours Full Grille Guard/Bumper Replacement

## **FRONT BUMPER REPLACEMENT**

The OEM chassis front bumper shall be removed and replaced with a Fab Fours black steel bumper replacement with full grille guard providing heavy-duty protection for the vehicle. The bumper replacement will be constructed from a combination of pipe, tread plate, and punch plate. The bumper shall be finished with a gloss black powder coat.

One (1)  
W1-03-6300  
The aftermarket bumper shall be provided with bolt-on tow hooks.  
Receiver Tube, Bolt-On, 2", Fab Fours

The aftermarket bumper shall be provided with a 2" receiver tube with a gloss black powder coat finish.

One (1)  
W1-05-6075  
Winch, 9.5cti Multimount Series, Receiver Mount, 9,500 lbs Capacity, Warn

## **WARN 9.5cti MULTI-MOUNT WINCH KIT**

A Warn 9.5cti thermometric winch with 9500 lbs of pulling capacity shall be provided. The winch system includes the winch, a multi-mount carrier, and quick connect wiring for the front of the vehicle. The winch also comes with 125' of 5/16" wire rope, hook, remote control on 12' lead, and hawse fairlead.

This winch features a cast aluminum alloy housing with a high gloss, chip-resistant black powder coated finish. The series wound motor and 3-stage planetary gear train deliver 9,500 lbs. of pulling capacity, fast line speeds, and long duty cycles. The operator feedback controller includes a LED indicator light to provide information about the motor temperature during operation.

One (1)  
W1-05-9200  
NOTE: This winch is designed to be used with a 2" receiver hitch.  
Quick Connect w/Plug Cover, 12 Volt, Near Front Receiver Tube

# M & T Fire Safety, Inc.

## **QUICK CONNECT WITH PLUG COVER**

One (1), 12-volt winch quick-connector with a weatherproof cover shall be supplied and mounted near the front receiver tube.

One (1)  
W1-06-4100  
2" Receiver Tube, Rear, Class 3, 5,000 lbs GTW

## **REAR RECEIVER TUBE**

A Class III 2" receiver tube shall be installed at the rear of the apparatus with two safety chain attachment points. The receiver tube shall be rated up to 5,000 lbs gross trailer weight and 500 lbs maximum tongue weight.

A label shall be placed near the receiver stating the gross trailer weight, tongue weight and straight line pull rating.

One (1)  
W1-06-4500  
Electrical Connector w/Plug Cover, 7 Prong

## **TRAILER ELECTRICAL PLUG**

One (1), 7-prong connector with a weatherproof cover shall be supplied and mounted near the rear receiver tube.

One (1)  
W1-06-4600  
Electrical Quick-Connector w/Plug Cover, 12 Volt

## **QUICK CONNECT WITH PLUG COVER**

One (1), 12-volt winch quick-connector with a weatherproof cover shall be supplied and mounted near the rear receiver tube.

One (1)  
W7-00-1000  
Body Structure Limited Warranty, 7 Years

## **BODY STRUCTURE LIMITED WARRANTY**

Danko Emergency Equipment Company shall warrant the body structure of the apparatus to be free of defects in design and workmanship for a period of seven (7) years.

One (1)  
W7-00-1100  
Electrical Warranty, 2 Years

## **ELECTRICAL WARRANTY**

Danko Emergency Equipment Company shall warrant to each original purchaser that the Danko supplied electrical equipment are sound and free of all defects of both materials and workmanship, for a period of two (2) years. The warranty shall ensure that the vehicle will be free from defects in the electrical harness and connections under normal use and service within the warranty period.

One (1)  
W7-00-1500  
Basic Limited Warranty, 1 Year

## **BASIC LIMITED WARRANTY**

Danko Emergency Equipment Company shall warrant to each original purchaser that the apparatus is free of defects in material and workmanship for a period of one (1) year.

One (1)  
W7-00-1600  
Lettering/Striping Warranty, 3 Years

## **LETTERING/STRIPING WARRANTY**

Danko Emergency Equipment Company shall warrant to each original purchaser that the apparatus lettering and/or striping shall be free of defects for a period of three (3) years.

# M & T Fire Safety, Inc.

One (1) Manuals, Operation and Maintenance  
W8-01-1500

## **MANUALS/DOCUMENTATION**

There shall be one (1) 3-ring binder and one (1) electronic copy of the manufacturer operation and maintenance manual provided that covers the completed apparatus.

The manuals shall include chassis documentation, wiring diagrams, and any other documents or technical data referencing the apparatus. Also included shall be any manufacturers warranties and/or guarantees.

The manuals will include the NFPA recommended FAMA Fire Apparatus Safety Guide. Worden, Wheel Chocks, Rubber, HRX (Shipped Loose)

One (1)  
W9-00-3065

## **WHEEL CHOCKS**

One (1), pair of Worden HRX rubber wheel chocks shall be supplied and shipped loose. (*Mounting brackets not included.*)

One (1) == Skid Unit, XL Plumbing - 2016.001 06/03/16 ==

One (1) 200 Gallon Poly Def 2CE, Skid Unit  
A0-00-2000

## **DANKO SKID UNIT**

200 Gallon UPF Defender 2CE Poly Tank

One (1) Skid Unit Factory Installation, Mounted on Specified Fire Apparatus  
A0-05-1500

## **FACTORY INSTALLED SKID UNIT**

The skid unit shall be mounted on the above specified fire apparatus and connected to the 12-volt electrical system.

One (1) 2" Aluminum Frame, Poly Tanks  
D0-00-0150

## **ALUMINUM FRAME**

A heavy duty aluminum frame shall be constructed with a combination of 2" x 2" x 1/8" square aluminum tubing and 1-1/2" x 1-1/2" x 1/4" aluminum angle supports. The frame will provide a secure means of attaching the fire pump and water tank together as one unit to be mounted onto a truck or flatbed.

One (1) Matting, Hose Bed, Skids  
D5-20-4140

There shall be matting in the hose bed area to provide traction and drainage should water enter the area.

Two (2) Work Light, LED 12V Multi-Purpose  
D5-25-3355

## **WORK LIGHT**

Two (2), 12-Volt LED work light shall be mounted on the tank to light up the work area. An ON/OFF switch shall be located at the rear of the skid unit.

One (1) Pump, Wildfire BB-4  
E0-00-4050

# M & T Fire Safety, Inc.

## **FIRE PUMP**

A Waterax Model BB-4-21H portable 4-stage high pressure fire pump shall be provided and bolted to the specified engine. Performance shall be as follows:

Capacity		Pressure
103 GPM	@	150 PSI
94 GPM	@	250 PSI
65 GPM	@	350 PSI
* Maximum Pressure: 440 PSI		
*Free Flow: 106 US GPM		

NOTE: The above manufacturer performance rating is based on maximum full throttle with a flooded suction prior to the installation of associated piping.

### **Pump Specifications:**

Type: Detachable 4-stage Centrifugal

Ratings: ISO 9 and NFPA 1906 Medium Pressure Rating of 50 GPM

Description: High Pressure, Medium Flow, Foam Compatible

Maximum Allowable Pressure: 600 PSI (41.4 bar)

Intake: 2" Male NPSH Thread

Discharge: 1-1/2" Male NPSH Thread Priming

Port: 1-1/2" Male NPSH Thread

Body & Diffusers: Anodized corrosive resistant aluminum

Impellers: 3.67" Diameter; Anodized corrosive resistant aluminum

Pump Shaft: Stainless Steel

Bearings: Maintenance Free; sealed ball bearing and sintered bronze sleeve

Pump Seal: Maintenance Free; Blister-resistant carbon seal face, silicon carbide seat, and fully integrated drive bushing.

Clamp: Hand tight quick release clamp [no tools needed]

Drive Unit: Timing Belt and Pulley; Speed Increaser

Speed Increaser Position: Horizontal

Drive Ratio: 1.88: 1

Color: Red

Special Feature: The entire pump separates completely from the engine/speed increaser

### **Engine Specifications:**

Model & Type: Honda, GX630 Series 4-cycle, horizontal shaft, twin cylinder, OHV

Maximum Power: 20.8 HP (15.5 kW) @ 3600 RPM

Maximum Torque: 35.6 lb-ft (48.3 Nm) @ 2500 RPM

Bore & Stroke: 3.07 x 2.83 inches (78 x 72 mm)

Displacement: 41.98 cubic inches (688 cc)

Starting System: 12 VDC electric start

Ignition: Digital CDI with variable ignition timing

# M & T Fire Safety, Inc.

Charging: 17 AMP regulating alternator  
 Wiring: Pre-wired for Fast Wire panel connections (panels purchased separately) .  
 Governor: Mechanical  
 Cooling: AirCooled  
 Lubrication: Oil, Full pressure  
 Oil Capacity: 2.1 quarts (2.0 liters)  
 Fuel Pump: 18 inch lift .  
 Emissions: Meets current CARB, EPA, and CE requirements.  
 Fuel Type: Gasoline [unleaded, 86 minimum octane, 10% maximum ethanol]  
 Fuel Consumption: 1.8 US gals/hr (6.8 liters/hr)  
 Muffler: Forestry approved spark arrestor  
 One (1) Control Panel, Wildfire Pump, Mounted on Engine

E0-02-3100

A pump control panel shall be supplied and mounted on the pump engine and contain the following:

- One - Lockable Throttle
- One - Starter Button
- One - Stop Switch
- One - Choke

One (1)  
E0-02-5000

Pump Location, Mounted to Frame/Platform, Rear of Tank

The pump shall be firmly mounted to the skid frame or platform behind the water tank.

One (1)  
E7-00-4020

Apparatus Pump System Test, Skid Units

## **PUMP SYSTEM CERTIFICATION**

The pump shall be tested after the pump and all its associated piping and equipment have been installed on the skid unit by the apparatus manufacturer.

One (1)  
E8-00-6100

Fuel Tank, 5-Gallon Flambeau Tank w/Carbon Emissions Canister and Mounting

## **PUMP ENGINE FUEL TANK**

A five (5) gallon outboard fuel tank shall be supplied for the pump engine and mounted near the pump. The fuel tank shall be constructed of black high-density polyethylene (HDPE) and connected to the pump engine with an in-line carbon canister to provide low evaporative emissions in order to meet both the California Air Resource Board and EPA.

NO PRIMER REQUIRED

One (1)  
E9-01-1000

## **PUMP PRIMER**

No pump primer shall be provided.

One (1)  
F0-03-2000

Discharge Pressure Gauge, 2-1/2", 0-300 PSI, Mounted In-Line Plumbing, Thuemling

## **DISCHARGE PRESSURE GAUGE**

There shall be one (1), discharge pressure gauge installed in line with the plumbing. The gauge shall be a minimum of 2-1/2" in diameter with a white face and black text.

One (1)  
G0-00-1500

Custom Plumbing; Stainless Steel, Polished Natural Mill Finish

# M & T Fire Safety, Inc.

## **PLUMBING**

Plumbing shall be a combination of heavy duty stainless steel pipe and fittings, and high pressure rubber hose.

The high pressure rubber hose is designed to handle air, mild chemicals and water and is resistant to abrasion and UV protected.

The stainless steel pipe and fittings shall have a polished natural mill finish.

One (1)  
G0-00-1505  
Manifold, Discharge, Stainless Steel

A vertical manifold shall be attached to the discharge side of the pump to facilitate all outlets and reduce friction loss. The manifold shall be constructed of stainless steel tubing.

One (1)  
G0-00-4020  
Valves, Quarter Turn, Akron

All valves, unless otherwise specified, shall be an Akron 8800 heavy duty brass, quarter-turn, full flow, swing out, non-locking valve with a stainless steel ball. The valve body is constructed of high quality brass.

One (1)  
G0-00-4500  
Handle, R-1 with Knob

All Akron 8800 series valves shall be supplied with a R1 handle with a round knob attached.

One (1)  
G0-01-2005  
Tank to Pump, 2" Akron Valve w/Manual Control Handle, SS Plumbing

## **TANK TO PUMP**

The tank to pump shall be equipped with a 2" Akron 8820 full flow, quarter turn ball, swing-out type valve with a flexible hose to reduce vibration of the pump engine.

One (1)  
G0-02-1049  
Tank Fill/Recirculate, 1" Akron Valve w/Manual Control, SS Plumbing

## **PUMP TO TANK/RECIRCULATE VALVE**

One (1) 1" tank fill/recirculate line with a 1" Akron 8810 full flow, quarter turn ball valve shall be plumbed directly from the pump discharge to tank with a flexible hose to reduce vibration of the pump engine.

One (1)  
G0-05-2000  
Intake, 2-1/2" NH Male with Screen Insert, Chrome, Akron Valve

## **GATED INTAKE**

One (1), 2-1/2" male intake shall be mounted to the pump inlet and controlled with a 2-1/2" Akron 8825 full flow, quarter turn ball valve. The intake shall terminate with a chrome 2-1/2" NPT female x 2-1/2" NH male fitting with a screen to prevent foreign objects from entering the pump.

One (1)  
G0-05-9000  
Cap with Chain, 2-1/2" NH Rocker Lug, Vented, Chrome

## **CAP WITH CHAIN**

One (1) 2-1/2" NH vented chrome plated cap with chain shall be supplied for the intake. Treadbrite Hose Bed, 60" L x 11" W x 8" H, Vinyl Cover (On Top Of Tank)

One (1)  
G0-06-0100

## **HOSE BED**

# M & T Fire Safety, Inc.

One (1), treadbrite aluminum hose bed with a capacity to preconnect 150' of 1-1/2" fire hose shall be located above the water tank.

A RED vinyl cover shall be supplied on top of the hose bed to prevent hose from unintentionally deploying.

One (1)  
G0-06-5730  
1-1/2" Preconnect Deploy To Rear of Skid, Akron Valve

## **1 1/2"PRECONNECT DISCHARGE**

One (1), 1-1/2" NH preconnect discharge(s) shall be provided and controlled with a 1-1/2" Akron 8815 full flow, quarter turn valve. The discharge shall terminate with a chrome plated 1-1/2" NPT male x 1-1/2" NH male fitting and directed towards the rear of the skid.

One (1)  
G0-09-2125  
Discharge, 1-1/2", Chrome Adapter, Akron Valve, Deploy to Rear

## **1-1/2" DISCHARGE**

One (1) 1-1/2" NH discharge shall be provided with a 1-1/2" Akron 8815 full flow, quarter-turn valve. The discharge shall terminate with a chrome 1-1/2" NPT male x 1-1/2" NH male fitting and be directed to the rear.

One (1)  
G0-09-4000  
Cap with Chain, 1-1/2" NH Rocker Lug, Vented, Chrome

## **CAP WITH CHAIN**

One (1), 1-1/2" NH vented chrome cap with chain shall be supplied for the discharge.  
Booster Reel, Hannay EPF30-23-24, Steel,

One (1)  
G1-00-2625

## **BOOSTER REEL**

One (1), Hannay model EPF30-23-24 steel electric booster reel(s), with a capacity of 250' of 1/2" booster hose shall be supplied. The reel(s) shall be painted graphite in color. The reel shall have a 1" Akron 8810 full flow, quarter turn valve plumbed from the pump discharge and connected to the booster reel with a flexible hose to reduce vibration from the pump engine.

An auxiliary manual rewind crank shall be supplied with the reel and permanently mounted.

The booster reel(s) is equipped with a standard 1" 90 degree ball bearing swivel joint with 1" female NPT threads.

The reel(s) shall be capable of withstanding pressures to 1000 psi and temperature ranges from -60° F to 250° F.

One (1)  
G1-01-1135  
Roller, One Set, Left Side, High Mount

One (1), set of chrome guide rollers shall be mounted high on the left side of the hose reel. The rollers shall provide assistance in pulling the hose off from the reel and guiding it on after use.

One (1)  
G1-01-2025  
Electric Reel Rewind Switch, One (1), Rear Skid Unit

One (1), booster reel rewind switch shall be supplied and mounted at the rear of the skid unit.  
1/2" x 250' hose

One (1)  
G1-02-1120

One (1), 1/2" x 250' of high pressure hose shall be provided on the booster reel.

# M & T Fire Safety, Inc.

One (1) Nozzle  
G1-04-0100

One (1), Gunjet spray gun, model Teejet 43H-AL10 shall be provided.  
Mounting Location, Crosswise Above Tank, Deploy to Rear

One (1)  
G1-05-0200

The booster reel shall be mounted crosswise above the water tank and deploy to the rear of the apparatus.

One (1)  
K0-00-2201

200 Gallon UPF Def-2CEPoly Tank (60Lx46Wx21H)

## **WATER TANK**

The water tank shall be a UPF Defender 2CE series tank with a capacity of 200 US gallons.  
(Approximate tank dimensions: 60L x 46W x 21H)

The tank shall have a LIFETIME WARRANTY as supplied by the tank manufacturer.

The tank shall be constructed of black 1/2" thick UPF PT-2E textured polypropylene sheet stock with AccTuff resin. The material shall be of a certified, virgin, high quality, noncorrosive, stress relieved thermo plastic.

The tank shall be designed to have complete modular drop-in capability. All joints and seams are to be fusion welded and electronically and hydrostatically tested for maximum strength. The unit shall incorporate transverse and longitudinal partitions manufactured of 3/8" UPF PT2E polypropylene (natural in color) which shall interlock. All swash partitions shall be so designed to allow for maximum water and air flow between compartments and are completely welded to each other as well as to the inside of the tank.

The tank shall be equipped with a combination vent/overflow and manual fill tower. The fill tower shall be 8" round and 8" high with a blue, molded cover. The cover shall be fastened to the tower with a tether to prevent loss. The tower shall be located in the rear passenger's side corner. There shall be a vent/overflow installed out the side of the tank. This vent/overflow shall be schedule 40 polypropylene pipe and have an ID of 3". The vent/overflow shall be piped internally toward the passenger side and exit the tank through the sidewall. The overflow pipe shall be flush with the sidewall.

There shall be one sump as standard per tank. The sump shall be recessed into the tank floor and be a minimum of 1/4" deep.

There shall be two standard outlets located on the same vertical plane on the driver's side rear tank wall. One (1) 3" FNPT suction fitting and one (1) 1-1/2" FNPT tank fill with flow deflector.

The cover shall incorporate two (2) mounting blocks that shall be slotted to accommodate two (2) each 3/8" - 16 threading sliding fasteners. These mounting blocks shall be welded to the covers running from the rear edge of the tank forward.

The UPF Defender 2CE shall have provisions on the tank for mounting both front and rear to secure the tank to the skid base.

# M & T Fire Safety, Inc.

One (1) Tank Drain, 1", Stainless Steel Plug, Rear Tank Vertical Wall Right Side  
K0-01-3000

## **TANK DRAIN**

There shall be a 1" FNPT female tank drain located on the rear tank wall towards the passenger side with a 1" stainless steel plug.

One (1) Storage Compartment  
K0-01-5000

## **OPEN STORAGE COMPARTMENT**

There shall be an internal storage compartment built integral with the water tank and located on the left rear side of the tank. The compartment shall be open from the top of the water tank and be approximately 29" long x 11" wide x 9" deep with two (2) 1/2" drain holes.

NOTE: This compartment may be converted to a 12-gallon foam cell.  
Tank Level Gauge, Back Side of Tank

One (1)  
K1-01-6005

## **VISUAL WATER TANK SIGHT LEVEL GAUGE**

There shall be an external visual sight gauge located on the rear of the tank.  
ELECTRICAL (XL Skid Unit)

One (1)  
N0-00-5625

## **12-VOLT ELECTRICAL**

All electrical components of the unit shall be wired to a terminal stud block with high temperature, copper, multi-strand, crosslink-coated wire enclosed in a protective loom.  
Basic Limited Warranty, 1 Year

One (1)  
W7-00-1500

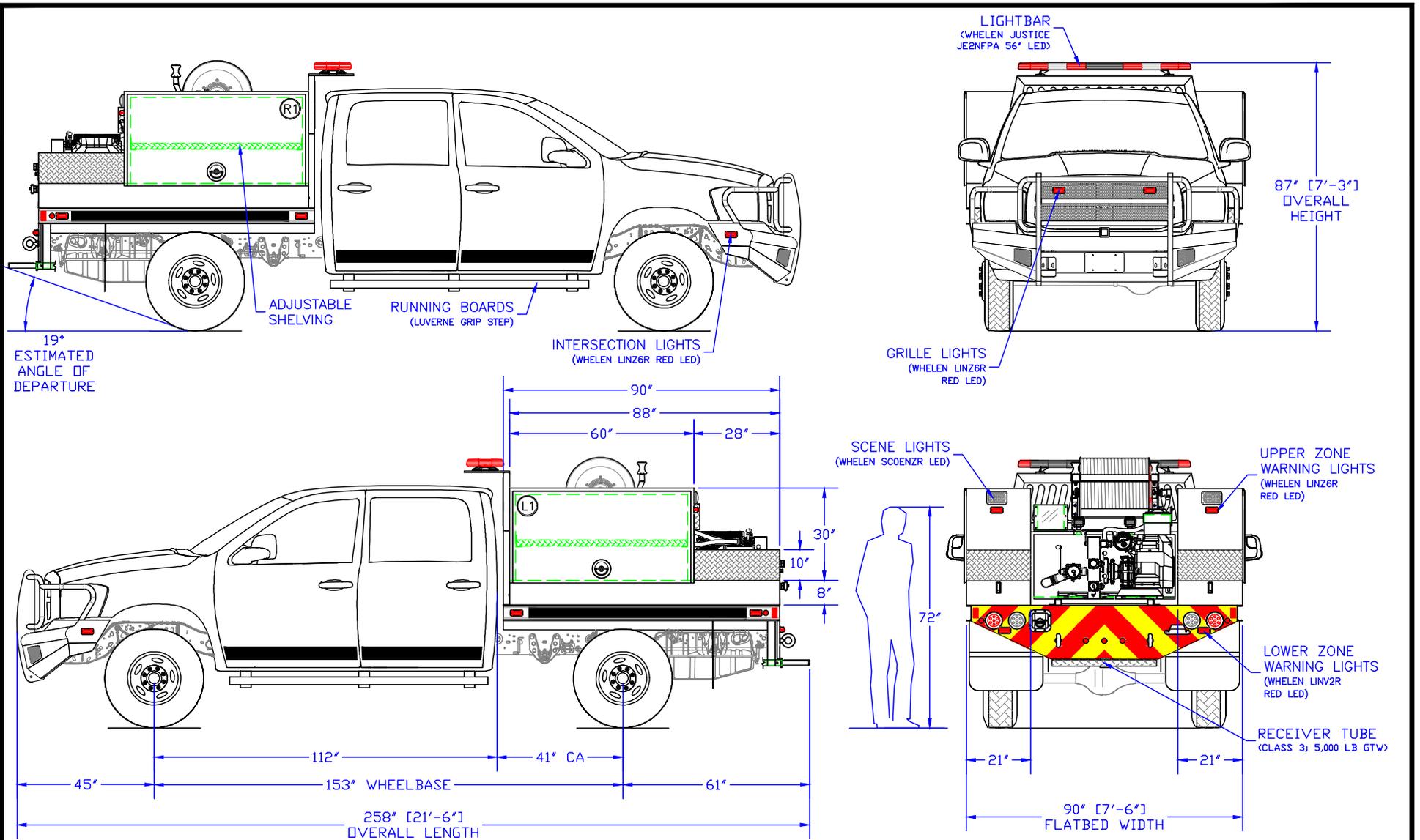
## **BASIC LIMITED WARRANTY**

Danko Emergency Equipment Company shall warrant to each original purchaser that the apparatus is free of defects in material and workmanship for a period of one (1) year.  
Stainless Steel Plumbing Warranty, 10 Years

One (1)  
W7-00-1700

## **STAINLESS STEEL PLUMBING WARRANTY**

Danko Emergency Equipment Company shall warrant to each original purchaser that the apparatus stainless steel plumbing shall be free of defects for a period of ten (10) years.

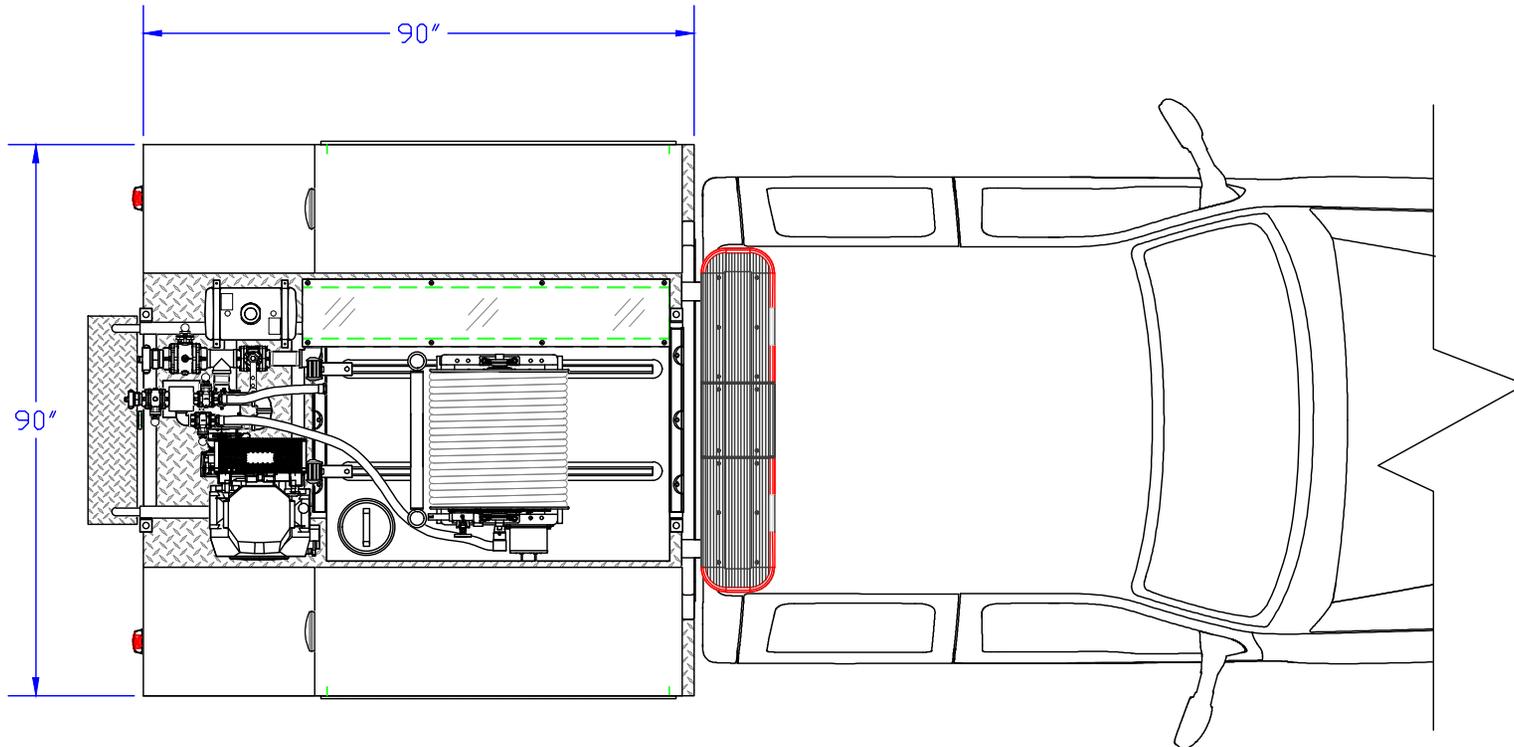


COMP.	OPENING	DEPTH
L1	56W X 28H	19
R1	56W X 28H	19

TOTAL COMPARTMENT CAPACITY 35 CU FT

**PRELIMINARY DRAFT**  
WILDLAND

<p>DANKO EMERGENCY EQUIPMENT CO. SNYDER, NEBRASKA www.DANKO.net</p>	<p>PUMP: Waterax BB-4-21H TANK: 200 Gallon Defender 1 Poly FOAM: n/a BODY: 90" Aluminum Flatbed CHASSIS: Dodge 3500 Customer Supplied</p>	<p>ID: BID-4252</p>	<p>CITY OF HANOVER HANOVER, MN</p>
		<p>SCALE: BEST FIT</p>	
<p>FILE NAME: Clients\Wildland\Hanover-MN DG</p>		<p>DIMENSIONS SHOWN ARE APPROXIMATE AND SUBJECT TO CHANGE AS MAY BE FOUND NECESSARY DURING CONSTRUCTION. MINOR DETAILS MAY NOT BE SHOWN TO RETAIN CLARITY WITHIN THE DRAWING. THE DRAWING IS FOR REFERENCE PURPOSES ONLY. SPECIFICATIONS SHALL BE THE FINAL AUTHORITY OF WHAT IS SUPPLIED ON THE APPARATUS.</p>	
		<p>PAGE 1 OF 3</p>	



**PRELIMINARY DRAFT**  
WILDLAND



DANKO EMERGENCY EQUIPMENT CO.  
SNYDER, NEBRASKA www.DANKO.net

PUMP: Waterax BB-4-21H  
TANK: 200 Gallon Defender 1 Poly  
FOAM: n/a  
BODY: 90" Aluminum Flatbed  
CHASSIS: Dodge 3500 Customer Supplied

FILE NAME: Clients\Wildland\Hanover-MN DG

ID: BID-4252

DRAWN BY: CTK

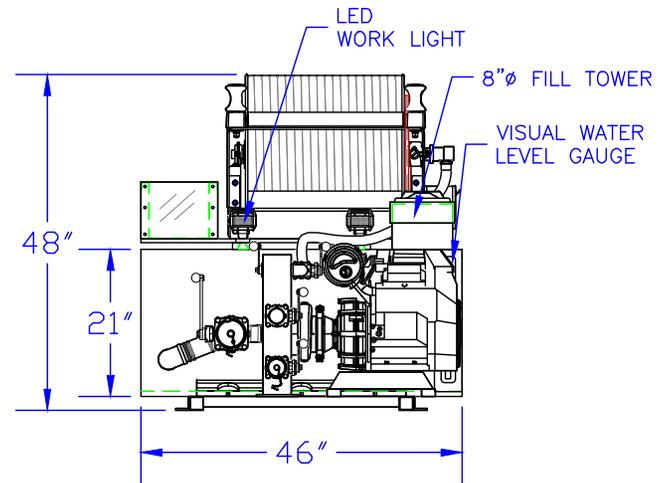
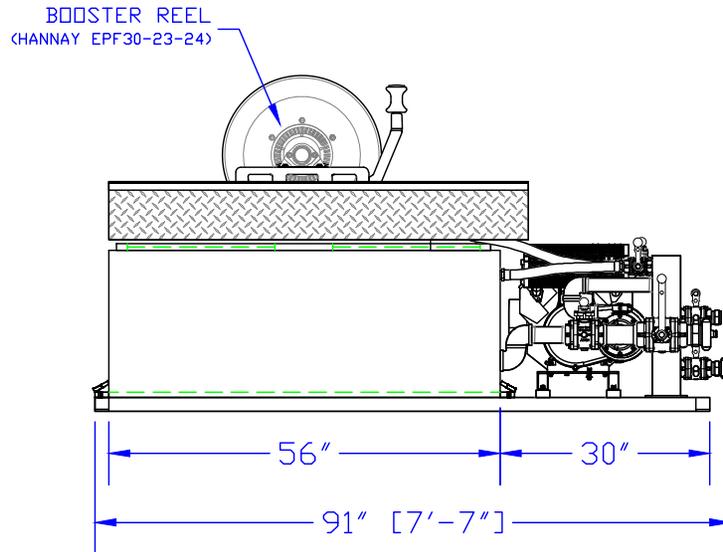
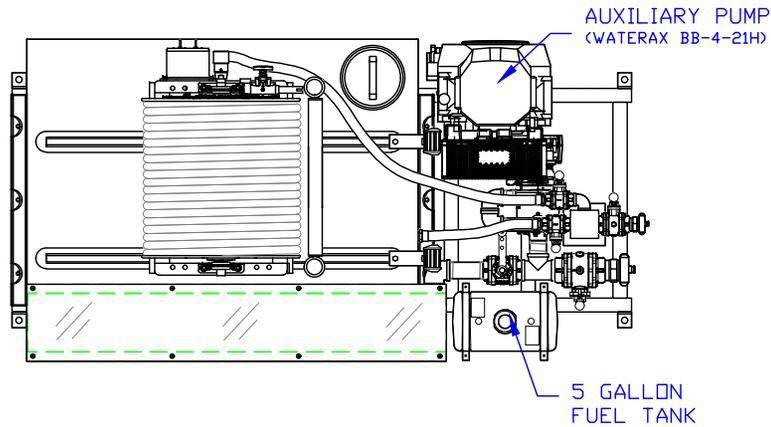
SCALE: BEST FIT

CITY OF HANOVER  
HANOVER, MN

DIMENSIONS SHOWN ARE APPROXIMATE AND SUBJECT TO CHANGE AS MAY BE FOUND NECESSARY DURING CONSTRUCTION. MINOR DETAILS MAY NOT BE SHOWN TO RETAIN CLARITY WITHIN THE DRAWING. THE DRAWING IS FOR REFERENCE PURPOSES ONLY. SPECIFICATIONS SHALL BE THE FINAL AUTHORITY OF WHAT IS SUPPLIED ON THE APPARATUS.

DATE: 11/10/2016

PAGE 2 OF 3



**PRELIMINARY DRAFT**  
WILDLAND



DANKO EMERGENCY EQUIPMENT CO.  
SNYDER, NEBRASKA www.DANKO.net

PUMP: Waterax BB-4-21H  
TANK: 200 Gallon Defender 1 Poly  
FOAM: n/a  
BODY: 90" Aluminum Flatbed  
CHASSIS: Dodge 3500 Customer Supplied

FILE NAME: Clients\Wildland\Hanover-MN DG

ID: BID-4252

DRAWN BY: CTK

SCALE: BEST FIT

CITY OF HANOVER  
HANOVER, MN

DIMENSIONS SHOWN ARE APPROXIMATE AND SUBJECT TO CHANGE AS MAY BE FOUND NECESSARY DURING CONSTRUCTION. MINOR DETAILS MAY NOT BE SHOWN TO RETAIN CLARITY WITHIN THE DRAWING. THE DRAWING IS FOR REFERENCE PURPOSES ONLY. SPECIFICATIONS SHALL BE THE FINAL AUTHORITY OF WHAT IS SUPPLIED ON THE APPARATUS.

DATE: 11/10/2016

PAGE 3 OF 3



**Bid Specifications**  
**Rescue / Wildland Fire Truck**  
**City of Hanover, Wright and**  
**Hennepin Counties, Minnesota**  
**11250 5th Street NE**  
**Hanover, MN. 55341**

**REQUEST FOR QUOTE**  
**RESCUE / WILDLAND FIRE TRUCK**  
**FOR THE CITY OF HANOVER**  
**WRIGHT AND HENNEPIN COUNTIES, MINNESOTA**

Submit quote to the City Administrator office of Hanover at [brianh@ci.hanover.mn.us](mailto:brianh@ci.hanover.mn.us) by November 17, 2016

Proposals are desired from reputable manufacturers of automotive fire apparatus for the piece of apparatus as follows: **Flatbed with compartments with a 200 gallon capacity wildland slide in skid unit to be installed on Dodge-Ram Crew Cab chassis, and all other appurtenances in accordance with the 8-page specifications that is available at Hanover City Hall. Two inspections are requested while in the fabrication process and assembly of vehicle.**

**Project is to completed within 120 days of delivery of the chassis.**

Interested bidders may obtain a copy of the specifications at Hanover City Hall, 11250 5<sup>th</sup> Street NE, Hanover, MN 55341 or by calling (763) 497-3777. Bidders with questions may contact Hanover Fire Chief 2 Brian Kottke at (612) 384-5161 or [Brian.Hanoverfire@Gmail.com](mailto:Brian.Hanoverfire@Gmail.com)

DATED: October 18, 2016

BY ORDER OF THE CITY COUNCIL

s/s

Brian Hagen  
City Administrator  
11250 5<sup>th</sup> Street NE  
Hanover, MN 55341



Date: 11-11-2016

The: City of Hanover, Wright and Hennepin Counties, Minnesota

Address: 11250 5<sup>th</sup> Street NE

City Hanover State MN Zip Code 55341

If in the event the City of Hanover, Wright and Hennepin Counties, Minnesota and Heiman Fire, Inc., enter into a contract. Please sign both contract copies, retain one for your records and send one copy back to address listed below.

Sincerely

Heiman Fire, Inc.  
25814 Rudolph Avenue  
Sioux Falls, S.D. 57107

ATTN: Jon Larsen

General Manager  
Office: 605-543-5510  
Cell: 605-212-9333



For: The City of Hanover, Wright and Hennepin Counties, Minnesota Date: 11-10-2016

Address: 11250 5<sup>th</sup> Street NE

City: Hanover State: MN Zip 55341

We hereby agree to sell and you agree to purchase, Heiman Wildland Body with compartments to be installed on customer's supplied adequate chassis. Upon your acceptance of this proposal and the proper execution by the City of Hanover, Wright and Hennepin Counties, Minnesota and an authorized employee of Heiman Fire Inc., the following apparatus and equipment will be sold:

Heiman Wildland body per Specifications \$53,122.00

**BODY TOTAL** **\$53,122.00**

Payment Terms: \* 25% due upon receipt of signed contract, balance due upon pickup at our Sioux Falls facility.

Completion to be 120 days from receipt of customer supplied chassis to Heiman's facility.

\* This proposal expires 30 days from November 17<sup>th</sup> 2016 \*

Respectfully submitted, Heiman Fire Inc. 25814 Rudolph Ave Sioux Falls, S.D. 57107

General Manger: Jon Larsen  Date 11/10/16

Salesmen: Dave Brunnette

We agree to accept this proposal and enter into contract with signature below.

Name: \_\_\_\_\_ Title \_\_\_\_\_  
City of Hanover, Wright and Hennepin Counties, Minnesota

Date: \_\_\_\_\_



For: The City of Hanover, Wright and Hennepin Counties, Minnesota      Date: 11-10-2016

Address: 11250 5<sup>th</sup> Street NE

City: Hanover

State: MN

Zip 55341

We hereby agree to sell and you agree to purchase, Heiman Wildland Body with compartments to be installed on customer's supplied adequate chassis. Upon your acceptance of this proposal and the proper execution by the City of Hanover, Wright and Hennepin Counties, Minnesota and an authorized employee of Heiman Fire Inc., the following apparatus and equipment will be sold:

Heiman Wildland body per Specifications \$53,122.00

**BODY TOTAL** **\$53,122.00**

Payment Terms: \* 25% due upon receipt of signed contract, balance due upon pickup at our Sioux Falls facility.

Completion to be 120 days from receipt of customer supplied chassis to Heiman's facility.

\* This proposal expires 30 days from November 17<sup>th</sup> 2016 \*

Respectfully submitted,

Heiman Fire Inc. 25814 Rudolph Ave Sioux Falls, S.D. 57107

General Manger: Jon Larsen

Date 11-10-16

Salesmen: Dave Brunnette

We agree to accept this proposal and enter into contract with signature below.

Name: \_\_\_\_\_ Title \_\_\_\_\_  
City of Hanover, Wright and Hennepin Counties, Minnesota

Date: \_\_\_\_\_

# Hanover, MN Fire Department

## Wildland Unit

### CHASSIS

Customer Supplied - Dodge Crew cab



#### INDEX to Specifications:

- Section No. 1 Fire Pump
- Section No. 2 Gated Suction Inlets, Discharges, & Preconnects
- Section No. 3 Booster Tank Valves & Piping
- Section No. 4 Booster Tank
- Section No. 5 Instrument Panel
- Section No. 6 Apparatus Body & Components
- Section No. 7 Apparatus Body Compartments
- Section No. 8 Tread Bright Overlay, & Trim
- Section No. 9 Electrical Equipment & Battery System
- Section No. 10 Emergency Signal & Lighting Equipment
- Section No. 11 Painting, Decorating, Lettering, & Signs
- Section No. 12 Chassis Modifications & Miscellaneous

**Section 1: Fire Pump.**

- 1.00 YES The pump shall be a   1 ½  " high pressure four\_ stage centrifugal pump powered by a 24 rated Honda gas engine with electric start. BB424 pump, Located: Rear center.  
**Note:** Pump, tank and booster reel shall be mounted and plumbed on a aluminum skid.
- 1.01 YES The pump must deliver the percentage of rated capacity at the pressures listed below:  
  103   GPM at  150   pounds net pressure  
  94   GPM at  250   pounds net pressure  
  65   GPM at  350   pounds net pressure
- 1.02 YES The pump shall be capable of taking suction and discharging water with a lift of 10 feet.
- 1.03 YES Priming Pump: A hand vacuum primer shall be used.
- 1.04 YES Fire pump engine fuel supply to be from a 3 gallon fuel tank with a quick disconnect on the fuel line. Located at the rear of skid
- 1.05 YES Unique blister resistant mechanical rotary seal to prolong pump end longevity.
- 1.06 YES Maintenance free sealed bearing to avoid the need for greasing the pump end in the field.
- 1.07 YES Anodized aluminum impellers and pump body which eliminate galvanic corrosion common with bronze impellers.

**Section 2: Gated: Suction Inlets, Discharges, & Preconnects.**

- 2.00 YES All quarter turn valves shall be a fire fighting/ repairable brand and be full flow. Each valve shall be plumbed with high pressure hose with stainless steel fittings.
- 2.01 YES **Gated Discharge Outlets.**
- 2.02 YES   1   1/2" gated discharge outlet to hose reel.
- 2.03 YES   1   1" refill / recirculate line to booster tank.
- 2.04 YES   1   1 1/2" gated rear discharge outlets for direct connection
- 2.05 YES   1   1 ½" Pre-Connect going to the hose trough, as directed on line 10.13.
- 2.06 YES A stainless steel manifold system shall be installed for discharges.
- 2.07 YES **Gated Intake Inlets**
- 2.08 YES   2 ½  " gated tank to pump valve.

- 2.09 YES 1\_ 2 1/2" \_ intake with cap and chain.
- 2.10 YES **Reel**
- 2.11 YES \_\_\_ 1 \_\_\_ electric motor driven hose reel with a reel capacity of \_\_\_ 250 \_\_\_ feet of \_\_\_ 1/2 \_\_\_ inch, high pressure hose and controlled from the pump operator's area. Reel to be mounted on top of the booster tank for rear deployment.
- 2.12 YES Reel rewind button to be located: \_\_\_ near reel in a convenient location per manufacturer \_\_\_
- 2.13 YES \_\_\_ 250 \_\_\_ feet of \_\_\_ 1/2 \_\_\_ inch, high pressure hose to be included with the reel set.
- 2.14 YES \_\_\_ 1 \_\_\_ set of each vertical and horizontal chrome hose roller guides. Mounted High on the reel, for rear deployment.
- 2.15 YES \_\_\_ 1 \_\_\_ Heavy duty GUNJET spray gun, model Teejet 43H-AL10.

**Section 3: Booster Tank, Valves & Piping**

- 3.00 YES Two inch (2") ball valve and piping to be connected with flexible hose from tank to pump. Valve to have control on the valve near pump operator.
- 3.01 YES 1 " booster tank refill ball valve and piping with flexible hose from pump to tank. Valve to have control on the valve near pump operator.

**Section 4: Booster Tank Poly & Aluminum Skid**

- 4.00 YES Booster tank shall be constructed of poly. This material shall be a non-corrosive product, black in color, and UV stabilized for maximum protection. Make: \_\_\_ **G3** \_\_\_ **LIFETIME WARRANTY** .
- 4.02 YES The Booster Tank shall have the capability of removing the entire lid.
- 4.03 YES There shall be one (1) sump standard per tank drain. All tanks shall have a anti-swirl plate above the sump.
- 4.04 YES Booster tank shall have a capacity of \_\_\_ 200 \_\_\_ Gallons.
- 4.05 YES Booster tank shall be of a shape and design to allow for maximum compartmentation.
- 4.06 YES Water fill towers, located rear on tank.
- 4.07 YES The booster tank baffling system shall meet N.F.P.A. standards.
- 4.08 YES A built in sight glass for water level to be included.

## Section 5: Instrument Panel

- 5.03 YES **Discharge pressure gauges.**
- 5.04 YES A gauge for the discharge manifold, 1 total.

## Section 6: Apparatus Body & Components, (No Commercial flatbeds)

- 6.00 YES Complete apparatus body, to be module in construction and built separately from chassis. After complete construction of body it shall be properly fastened to the steel chassis frame with u- bolts.  
The Apparatus Body shall have a FIVE (5) YEAR WARRANTY.
- 6.05 YES An aluminum flatbed approx 89" L x 84" W, with headache rack shall be installed to customer supplied adequate chassis.

## Section 7: Apparatus Body Compartments

- 7.00 YES Compartments to be sweep out design and to be water and dust proof. All compartments shall be made to the maximum practical dimensions to provide maximum storage capacity.
- 7.01 YES Body compartment doors, smooth aluminum, Painted, with (hinged /swing type).
- 7.02 YES **Left Side Body Compartments**
- 7.03 YES 1 storage compartment for, brooms, rakes and swatters, fabricated of 1/8" smooth aluminum (painted), with a painted single hinged door at the rear of the apparatus, located on top of the flatbed and under the side compartment.  
Approx: 8" T x 17" W x 89" L.
- Note: the above compartment shall have a poly slide out tray, completely removable, the tray has no rollers, it is designed to slide on the compartment floor.
- 7.04 YES 1 compartments extending in depth to booster tank shall be fabricated of 1/8" smooth aluminum, painted to match chassis color, with aluminum diamond top and drip rails, and (2) painted SINGLE swing doors, Approx: 30" T x 17" D x 59" L.
- 7.05 YES 1 adjustable shelves.
- 7.06 YES 1 open storage compartment, fabricated of 1/8" slotted Diamond tread plate, it shall be enclosed on all four side and open on top, located behind the side compartment and on top of the broom/rake compartment. Approx: 30"L x 17" W x 10" T
- 7.07 YES **Right Side Body Compartments**
- 7.08 YES 1 Backboard storage compartment, large enough to hold (2) backboards, fabricated of 1/8" smooth aluminum, (painted) with a painted single hinged door at the rear of the apparatus, located on top of the flatbed and under the side compartment.  
Approx. 8" T x 17" W x 89" L.

Note: the above compartment shall have a poly slide out tray, completely removable with (1) divider, location of the divider TBD. Note: the tray has no roller's, it is designed to slide on the compartment floor.

- 7.09 YES \_\_\_1\_\_\_ compartments extending in depth to booster tank shall be fabricated of 1/8" smooth aluminum, painted to match chassis color, with aluminum diamond top and drip rails, and (2) painted \_\_\_SINGLE\_\_\_ swing doors, Approx: 30" T x 17" D x 59" L.
- 7.10 YES \_\_\_1\_\_\_ adjustable shelves.
- 7.11 YES \_\_\_1\_\_\_ open storage compartment, fabricated of 1/8" slotted diamond tread plate, it shall be enclosed on all four side and open on top, located behind the side compartment and on top of the back board compartment. Approx: 30"L x 17" W x 10" T
- 7.12 YES **Hose Trough**
- 7.13 YES \_\_\_1\_\_\_ Poly preconnected hose trough, large enough to hold 150' of 1 1/2" fire hose, located on top of the tank on the right side with rear deployment.

**Section 8: Tread bright overlay, & Trim.**

8.00 YES Aluminum tread brite safety trim plate shall be constructed of 6061-T6 1/8" Aluminum, and shall be installed in the following areas.

8.01 YES Top of apparatus.

**Non-slip Running Boards, Walkways and Rear step.**

8.02 YES All exterior surfaces designated as stepping, standing, and walking areas shall have an aluminum non-slip material installed. The non-slip material shall have a raised serrated surface that will allow moisture to drain out either side. The recessed surface shall be one piece solid material to prevent road spray and debris from entering the top surface from below. The non-slip material shall be applied in the stepping surface of The following areas: (NFPA 13-7.3)

8.03 YES Apparatus body rear step shall be constructed with the non-slip aluminum treadplate .

**Section 9: Electrical Equipment & Battery System**

9.00 YES One rear 6" oval LED stop light on each side.

9.01 YES One rear 6" oval LED turn signal light on each side.

9.02 YES One rear 6" oval LED backup light on each side.

9.03 YES LED - Clearance lights and reflectors to comply with I.C.C. regulations.

- 9.04 YES        1   LED light in each side compartment and activated by an automatic door switch. Note this does not include the backboard and broom compartment.
- 9.05 YES      A flashing red warning light on the cab electrical module Marked "DoNot Move Apparatus When Light Is On" illuminates automatically when the parking brake is not engaged to indicate when passenger or equipment doors are open.
- 9.06 YES      All electrical equipment to have resetting circuit breakers mounted in a panel box with each circuit labeled.
- 9.07 YES      Wiring shall be high temperature, copper, multi-strand SXL crosslink coated wire. Wire shall be function coded every 3 inches for ease of maintenance.
- 9.08 YES      All wiring to be protected with automotive type loom with a temperature rating of -30 degree to +194 degree Fahrenheit. Grommets shall be used when wiring through body.
- 9.09 YES      Master battery disconnect shall be a Cole Hersey manually operated. Single battery system per NFPA. (Does not apply to chassis factory power).
- 9.10 YES      A rocker switch panel shall be located in chassis cab. It shall have lighted switches and lighted identification tags.
- 9.11 YES      A green "Battery On" light to be provided on the chassis dash.
- 9.12 YES      A license plate light to be provided on the rear of the apparatus body.

**Section 10: Emergency Signal & Lighting Equipment**

- 10.00 YES      Electronic Siren with microphone:  
Make:   Code 3   Model:   3692   Watts:   100
- 10.01 YES      Electronic Speaker mounted in chassis cab grill or front bumper area. Watts:   100
- 10.02 YES      Lighting for upper zones A, B, C & D. One (1) Brand Code 3 21TR47A4 - 47" LED light bar with R/C/R.  
Mounted: on the roof of the customer's chassis.  
  
Two (2) - Model TRX6 Red LED flashing lights, mounted on the upper rear facing side compartment panel, (1) on each side.  
  
Two (2) - Model TRX6 Red LED flashing lights, mounted on the upper side of the headache rack, (1) on each side.
- 10.03 YES      Lighting for lower zones, A.B.C &D: Brand: Code 3, Model TRX6 Red, LED, flashing lights.

Two (2) - Model TRX6 Red LED flashing lights, mounted on front grill, (1) on each side.

Two (2) - Model TRX6 Red LED flashing lights, mounted on front chassis side fender, (1) on each side.

Two (2) - Model TRX6 Red LED flashing lights, mounted on lower rear of apparatus body, (1) on each side.

Two (2) - Model TRX6 Red LED flashing lights, mounted - rearward of apparatus body, (1) on each side.

- 10.04 YES Two (2) ground lights shall be mounted, below the rear step and activated by a switch on the pump operator's control panel.
- 10.05 YES Ground lights to be provided below the chassis cab doors and activated by a switch whenever the cab doors are opened.
- 10.06 YES   2   Code 3 scene lights, 4" x 6", LED, 12 volt, surface mounted Located on the rear facing panel on the side compartment, (1) on each side.
- 10.07 YES   2   LED work lights, mounted (1) on each back panel of the side compartment, more towards the rear to illuminate pump area, controlled from rear of apparatus.
- 10.08 YES A 12 volt solid state backup alarm with a minimum rating of 97 decibels to be installed.

**Section 11: Painting, Printing, Decorating, Lettering, & Signs.**

- 11.00 YES The body subframe shall be undercoated with a heavy duty automotive type undercoating before the rubber backing and the compartment are bolted on. After the body has been bolted onto the subframe and all final items have been installed the body shall be undercoated in the same manner.
- 11.01 YES A 4" NFPA Scotchlite reflective stripe shall be installed on the perimeter of the apparatus body and chassis cab.  
Style:   Standard
- 11.02 YES Chevron Red/Yellow NFPA striping at rear of apparatus bed.
- 11.03 YES Shaded and outlined gold leaf mylar letters shall be applied on the cab as directed by the Fire Department.
- 11.04 YES Lettering shall be as follows: HANOVER – 4" slightly arched  
FIRE DEPT. – 3" Straight  
  
(Not to exceed fifty (50) 4" high letters or add for each additional letter).

- 11.05 YES A permanent plate shall be installed in the driver's compartment specifying the maximum number of personnel the vehicle is designed to carry per NFPA standards. It shall be located in an area visible to the driver.
- 11.06 YES An accident prevention sign stating "DANGER", personnel must be seated and seat belts must be fastened while vehicle is in motion, or "DEATH OR SERIOUS INJURY MAY RESULT" shall be provided. It shall be visible from each seating position.
- 11.07 YES An accident prevention sign stating "DANGER", do not ride on rear step while vehicle is in motion. "DEATH OR SERIOUS INJURY MAY RESULT" shall be provided. It shall be visible from the rear step area of the vehicle.

**Section 12: Chassis Modification & Miscellaneous:**

- 12.00 YES There shall be rear mud flaps.
- 12.01 YES   2   tow hooks direct off frame, installed on rear of body.
- 12.02 YES   1   Luerne grip step per side to be installed under chassis cab doors.
- 12.03 YES There shall be a Ranch Hand, Legend model, replacement front bumper with brush/grille guard, black powder coated with 2" receiver. Note: the 2" receiver shall be wired with a with quick dis-connects for the portable winch.
- 12.04 YES A 10,000 Warn winch / Multi Mount kit # 90360. It shall be installed in a carrying cradle so as it can be utilized from either the front or rear receiver tube.
- 12.05 YES   2   rear 2" receiver tubes, (1) will be located in a recessed pocket, located in the center of the rear vertical panel above the tailboard with quick dis-connects for the portable winch and (1) located in the centered below the tailboard, wired with a 7 pin trailer wiring harness.

# STANDARD 1 YEAR WARRANTY

HEIMAN FIRE EQUIPMENT warrants each new motorized fire apparatus manufactured by Heiman Fire Equipment for a period of ONE YEAR from the date of delivery, except for chassis and other components noted herein which are covered by a separate manufacturer's warranty.

Under this warranty we agree to furnish any parts to replace those that have failed due to defective material or workmanship where there is no indication of abuse, neglect, unusual or other than normal service providing that such parts are, at the option of HEIMAN FIRE EQUIPMENT, made available for our inspection at our request, returned by us with transportation prepaid within thirty days after the date of failure or within one year from the date of delivery of the apparatus to the original purchaser, whichever occurs first, and inspection indicates the failure was attributed to defective material or workmanship.

The warranty on the chassis and chassis supplied components, fire pump, water tank, generator, electrical components, and other devices not manufactured by HEIMAN FIRE EQUIPMENT is limited to the warranty and warranty terms of the manufacturer thereof, and adjustments are to be made directly with the manufacturer by the customer.

This warranty will not apply to any fire apparatus which has been repaired or altered outside our factory in any way, which in our opinion might affect its stability or reliability, unless otherwise pre-approved by authority of Heiman Fire Equipment.

This warranty shall not apply to those items that are usually considered normal maintenance and upkeep services including but not limited to: electrical lamps, valve seals, normal lubrication and/or proper adjustments of minor items.

Should repairs become necessary under the terms of the warranty, the extent of that repair shall be determined solely by the seller and shall be performed solely at the Heiman Fire Equipment facility or a repair facility designated by the seller. The expense of any transportation to or from such repair facility shall be that of the purchaser and is not an item covered by this warranty.

This warranty is in lieu of all other warranties, expressed or implied, and all other obligations or liabilities on our part. We neither assume nor authorize any person to assume for us any liability in connection with the sales of our apparatus unless made in writing by HEIMAN FIRE EQUIPMENT.



25814 Rudolph Ave.  
Sioux Falls, SD 57107  
Ph. 605-543-5510  
Fax: 605-543-5543  
sales@heimanfire.com

# 5 YEAR APPARATUS BODY STRUCTURAL WARRANTY

Subject to provisions, limitations, and conditions set forth in this warranty, Heiman Fire Equipment (hereby referred to as 'seller'), hereby warrants to each original purchaser only that each new modular body (exclusive of paint finish, hardware, moldings, windows, internal cabinets, and other accouterments and accessories covered by separate warranties) is structurally sound and will retain its structural integrity for a period of five (5) years. This warranty terminates upon transfer of possession or ownership by original purchaser.

This warranty is conditioned upon normal use and reasonable maintenance of such sub frame; prompt written notice of all defects to seller, no repair or additions there to except by seller or authorized by it; said defect not resulting from misuse, negligence, accident, remount, overloading beyond applicable weight rating by customer or third parties. If any of such conditions are not complied with, this warranty shall become void and unenforceable.

Should repairs become necessary under the terms of the warranty, the extent of that repair shall be determined solely by the seller and shall be performed solely at the Heiman Fire Equipment facility or a repair facility designated by the seller. The expense of any transportation to or from such repair facility shall be that of the purchaser and is not an item covered by this warranty.

Seller reserves the unrestricted right at any time and from time to time to make changes in the design of and/or improvements on its products without thereby imposing any obligation on itself to make corresponding changes or improvements in or on its products therefore manufactured.

**EXCLUSIONS AND LIMITATIONS:** This manufacturer's warranty is provided in place of any and all other representations or implied warranties. No person is authorized to make any representations or warranty on behalf of Heiman Fire Equipment, or any of its distributors other than set forth in the manufacturer's warranty. Your right to service and replacement of parts on the terms expressly set forth herein are your exclusive remedies and neither the manufacturer nor any of its distributors shall be liable for damages, whether ordinary, incidental, or consequential.

Heiman Fire Equipment will not be liable for consequential damages and under no circumstances will its liability exceed the price for a defective body. The remedies set forth herein are exclusive and in substitution for all other remedies to which the purchaser would otherwise be entitled.

Heiman Fire Equipment will be given a reasonable opportunity to investigate all claims. The purchaser must commence any action arising out of, based on or relating to agreement or the breach hereof, within twelve (12) months from the date the cause of the action occurred.



25814 Rudolph Ave.  
Sioux Falls, SD 57107  
Ph. 605-543-5510  
Fax: 605-543-5543  
sales@heimanfire.com

# 5 YEAR PAINT WARRANTY

The Heiman Fire Equipment/ PPG and/or DuPont 5 year Paint Performance Guarantee will cover the areas of the vehicle finished with specific products for a period of 5 years beginning the day the vehicle was delivered from the PPG Certified Original Equipment manufacturer to the vehicle owner.

The refinished areas, as outlined on the Guarantee Certificate, will be covered for the following paint failures:

## Guarantee Inclusions:

- Peeling or Delamination of the topcoat and/or other layers of paint
- Cracking or checking
- Loss of gloss caused by defective PPG and/or DuPont Fleet Finishes which are covered by this guarantee

## Guarantee Exclusions:

- Paint deterioration caused by blisters or other film degradation due to rust or corrosion originating from the substrate
- Hazing, chalking, or loss of gloss caused by improper care, abrasive polishes, cleaning agents, heavy duty pressure washing, or aggressive mechanical wash systems
- Paint deterioration caused by abuse, accidents, acid rain, chemical fallout, or acts of nature
- Custom finishes, exotic finishes or any finish other than standard refinish procedure
- Finishes on vehicles used for competitive purposes
- Failures resulting from product misuse or abuse
- Repairs done over previously refinished areas unless stripped to bare metal or appropriate substrate
- Claims presented without proper guarantee documentation
- Failure on finishes containing Non-PPG and/or DuPont or Non-PPG and/or DuPont Finishes approved products
- Failure on finishes performed by Non-PPG and/or DuPont Certified Refinish Technicians
- Failure on finishes performed by Non-PPG and/or DuPont Certified Repair Centers
- Failure on finishes performed by PPG and/or DuPont Certified Refinishers who have allowed their certification to expire

Heiman Fire Equipment will be given a reasonable opportunity to investigate all claims. The purchaser must commence any action arising out of, based upon or relating to agreement or the breach hereof, within twelve (12) months from the date the cause of the action occurred.



25814 Rudolph Ave.  
Sioux Falls, SD 57107  
Ph. 605-543-5510  
Fax: 605-543-5543  
sales@heimanfire.com

# 2 YEAR LETTERING WARRANTY

Heiman Fire Equipment warranty to the original purchaser only, that the lettering and graphics, installed by Heiman Fire Equipment, will remain free from defects for a period of two (2) years under normal use.

Heiman Fire Equipment will replace without charge, repair or make a fair allowance for any defect in material or workmanship demonstrated to its satisfaction to have existed at the time of delivery or not due to misuse, negligence, or accident. If Heiman Fire Equipment elects to repair this item, the extent of such repair shall be determined solely by Heiman Fire Equipment, and shall be performed solely at the Heiman Fire Equipment factory, or at an approved facility. The expense of any transportation to or from such repair facility shall be borne by the purchaser and is not an item covered under this warranty.



25814 Rudolph Ave.  
Sioux Falls, SD 57107  
Ph. 605-543-5510  
Fax: 605-543-5543  
sales@heimanfire.com

# 10 YEAR PLUMBING WARRANTY

Heiman Fire Equipment hereby warrants that we or our authorized repair facility will repair, replace, or adjust all parts, found to be defective in factory materials or workmanship, made or supplied by Heiman Fire Equipment for the period of 120 months from the date of purchase. This warranty is limited to the stainless steel components that comprise the foam and or water plumbing system.

This warranty is conditional upon normal and reasonable maintenance, and prompt written notice of all defects to Heiman Fire Equipment. This warranty does not cover defects caused from negligence, accident, over pressurization, or improper use.

Should repairs become necessary under the terms of this warranty, it shall be performed by a Heiman Fire Equipment facility or a facility authorized by Heiman Fire Equipment. The expense for any transportation to or from such facility shall be that of the purchaser. Furthermore, all warranted parts shall become the property of Heiman Fire Equipment.

Heiman Fire Equipment will be given a reasonable opportunity to investigate all claims. The purchaser must commence any action arising out of, based upon or relating to agreement or the breach hereof, within twelve (12) months from the date the cause of the action occurred.



25814 Rudolph Ave.  
Sioux Falls, SD 57107  
Ph: 605-543-5510  
Fax: 605-543-5543  
sales@heimanfire.com



# WARRANTY & Installation Guidelines

# COPOLYMER POLYPROPYLENE TANKS

## LIMITED LIFETIME SERVICE WARRANTY



G3 Fire® offers a limited lifetime warranty on all copolymer polypropylene water and foam tanks and guarantees the tank to be free of defects in workmanship and material for the normal service life of the original apparatus in which the tank is installed. All copolymer polypropylene tanks must be installed and operated in accordance with the G3 Fire® installation guidelines and procedures and failure to do so may void the warranty. The warranty extends to the original purchaser only, but may be transferred with prior written approval by G3 Fire®, with the exception that the original apparatus manufacturer may assign the warranty to the first titled owner of the apparatus.

Should a defect in material or workmanship occur under warranty, G3 Fire® will cover the cost of repair and complete the repair in a timely manner after the first written notification to G3 Fire®. G3 Fire® has sole discretion to determine if warranty is void due to improper installed and operation, misuse, modification from its designed use, or abuse. Tanks which have been stored improperly and suffered UV damage will not be covered under warranty. For valid service claims outside of North America, G3 Fire® will compensate for reasonable labor and material necessary for the repair. G3 Fire® is not responsible for any travel costs associated with international repair. Serial numbers must be intact for warranty to have effect.

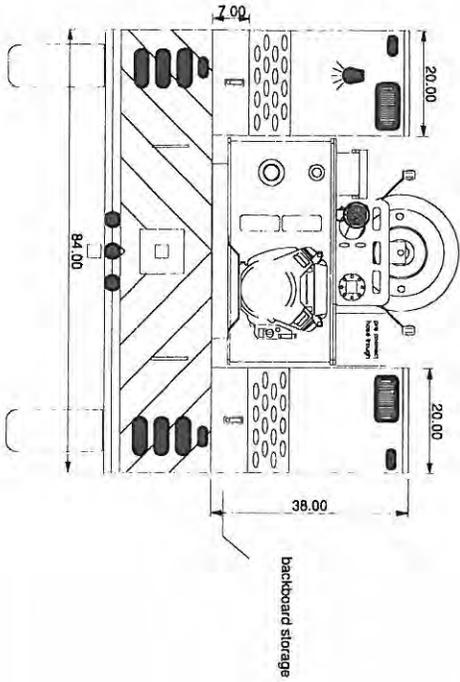
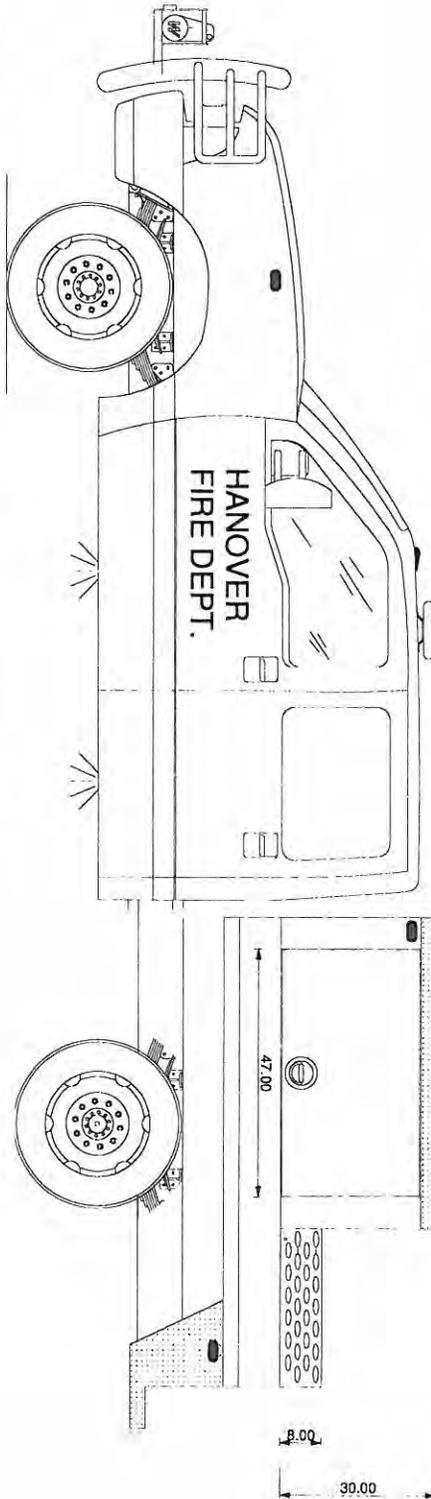
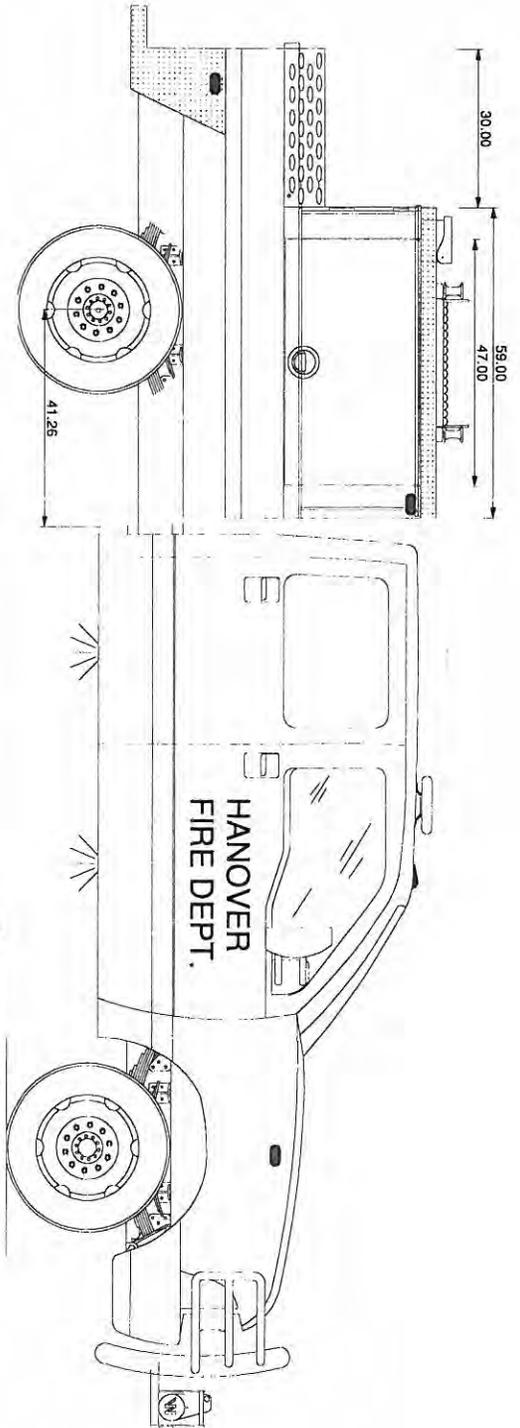
To ensure the highest rates of quality control, all warranty and repairs shall take place at the G3 Fire® facility, or that of an authorized service center. All service requests must be accompanied by a G3 Fire® Repair Request form. The costs associated with making the tank accessible for repair will be equally prorated for the first 5 years of tank service. During that time G3 Fire® will cover reasonable expenses to make the tank accessible for repair.

Any third party charges must be pre-authorized and approved in writing by G3 Fire® before beginning any service/repairs, and any unauthorized third party alterations, repairs, modifications, or actions may void the warranty.

G3 Fire® has the exclusive rights in determining valid warranty service claims. Under no circumstances will G3 Fire® be accountable for an amount exceeding the original purchase price of the copolymer polypropylene tank at the time of manufacture, for any loss or damage occurring from failure of the product such as loss of contents (water, foam, etc.) or any costs in connection with service repairs of the chassis, sub-frames, body, valves, dumps, hoses, or other components.

**THERE ARE NO WARRANTIES, EXPRESSED OR IMPLIED WHICH EXTEND BEYOND THE DESCRIPTION OF THE FACE HEREOF. THERE IS NO IMPLIED WARRANTY OF MERCHANTABILITY OR A WARRANTY OF FITNESS FOR A PARTICULAR PURPOSE. IN ADDITION, G3 FIRE® SHALL NOT BE LIABLE FOR ANY DIRECT OR INDIRECT LOSS OR DAMAGE ARISING OUT OF BREACH OF THIS WRITTEN WARRANTY OR ANY IMPLIED WARRANTY. THIS WARRANTY IS IN LIEU OF ALL OTHER OBLIGATION OR LIABILITIES ON THE PART OF G3 FIRE®.**

Since some states do not allow limitations on the length of an implied warranty or the exclusion and limitation of incidental or consequential damages, the above limitations may be irrelevant.



	Date	9/28/15
		60" C/A
<b>HANOVER FD</b>		
notes: dimensions shown are subject minor deviations during construction		



## Heiman History

Heiman Fire Equipment was founded in 1947 by Jack B. Heiman who, after returning from World War II, inquired about an ad in the Argosy and Sports Afield magazines for a distributor of Fyr Fyter Co. fire extinguishers. Jack began selling Red Ball fire extinguishers in the local area farming community in northwest Iowa. As his sales increased, Jack's father Henry Heiman joined the company and sold supplies to local fire departments until Henry's passing at age 57.

Heiman Fire's original office was the dining room table in Jack and Helen Heiman's home in Ashton, IA. Soon it expanded to the garage, sharing storage space with the other supplies. Later, the family moved to a larger home next door and the office transferred to an upstairs bedroom and the backyard shed became the 'warehouse'. As the business grew, the office and warehouse was moved to downtown Main Street Ashton into the former home of Irene Heiman.

In 1970, after returning home from serving in the Vietnam War, Jack's son, James Heiman (Jim), joined the business and traveled South Dakota as his sales territory. After his father's passing in 1974 at the age of 51, Jim took over the business and began to steadily develop the company. Over the years, each of Jack's nine children also took on various roles in the company.

In 1983, Heiman Inc. moved from the downtown location into the former Ashton motel located on Highway 60. Here, a new warehouse and shipping room was added. The fire equipment catalog sales business and call center is still based in the Ashton location and reaches all 50 states.

Ron Heiman, Jack's youngest son, began his career with Heiman Inc. in 1989 after graduating from Oklahoma State University with a degree in Fire Protection and Safety Engineering. He began his post-education work calling on fire departments throughout Minnesota and Iowa. In 2008 Ron moved from sales manager to president of the company.

In 1999, Heiman Inc. expanded and opened a plant in Sioux Falls, SD where it began fire truck manufacturing, service, and repairs. The warehouse moved to this larger location to better serve our customers.

Since its modest beginnings in 1947, Heiman Fire Equipment has evolved into a multi-faceted company with over 50 employees, 16 fire salesmen in 7 states, and 4 industrial salesmen. In 2009, a fourth generation of the family, Jack's granddaughter, joined the company.

At Heiman Fire Equipment we pride ourselves on maintaining the 'small town' quality and customer service that the company was founded on. Specializing in all aspects of fire equipment from hoses and nozzles to fire apparatus, we are committed to providing the best selection of fire equipment, exceptional customer service, and innovations in fire product technology.

We realize that you have a choice when it comes to purchasing fire equipment. We're confident that you'll be happy with Heiman's quality workmanship and excellent customer service provided by our group of knowledgeable and dedicated employees!

**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 Chris Kauffman at 6:00 p.m. in the Council Chambers of the City Hall, in the City of Hanover, Minnesota, on the 20<sup>th</sup> day of December, 2016.

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 12-20-16-138**

**A RESOLUTION APPROVING 2017 CONSULTANT RATES**

**WHEREAS**, the City Attorney, City Engineer, City Planner, and the EDA Consultant are contracted services; and

**WHEREAS**, the consultants have a budgeted amount outlined in the City’s operating budget; and

**WHEREAS**, annually the City Council approves the rates of these consultants; and

**WHEREAS**, the following are the proposed 2017 rates:

- City Attorney           \$180/hr.
- City Engineer         3% increase for the company rate table (see attached)
- City Planner           \$101/hr. (see attached)
- EDA Consultant       \$160/hr. (see attached)

**NOW THEREFORE, BE IT RESOLVED** that the City Council of the City of Hanover, Minnesota, hereby approves the consultant rates as described above.

**BE IT FURTHER RESOLVED**, that the City Administrator is authorized to sign contracts as presented.

Council members voting in favor:

Opposed or abstained:

Adopted by the city Council this 20<sup>th</sup> day of December, 2016.

APPROVED BY:

---

Chris Kauffman, Mayor

ATTEST:

---

Brian Hagen, City Administrator



November 29, 2016

Mr. Brian Hagen  
City Administrator  
City of Hanover  
11250 5<sup>th</sup> Street NE  
Hanover, MN 55341

Re: WSB & Associates, Inc. 2017 Rate Schedule

Dear Mr. Hagen:

I'd like to thank you for choosing WSB to support your planning and infrastructure needs in 2016! We appreciate our relationship with you and your staff, and look forward to serving you in 2017. We have had an exciting year, highlighted by the following:

- WSB was named a Great Place to Work by our staff for the fourth year in a row. We are proud that our staff are engaged and enjoy working together on your behalf.
- As we hope you are aware, we have constructed a material testing lab located in Burnsville to complement our existing Rochester location. We have added staff and equipment to expand our geotechnical/materials testing operation. We invite you to tour the facility with our staff and learn how we will employ these services to bring value and expertise to you.
- We've attracted specialty staff to our team in several areas in response to your needs and the changing regulatory landscape.
- WSB made investments in virtual reality and visualization technology which allows us to create 3D models for projects. The models add context and provide a clear vision so that you can effectively engage with stakeholders in your community.

We have attached our 2017 Rate Schedules for our typical services and geotechnical/material testing services for your information. Like our clients, we are facing a competitive staffing environment and increasing costs of doing business. As in years past, we are committed to controlling our costs and minimizing change in our rates. Our rate schedule includes an overall increase of 3% for 2017.

Please accept our sincere gratitude for the opportunity to serve you. I would be happy to answer any questions you have related to our rate schedules or our services. I can be contacted at (651) 286-8450.

Sincerely,

**WSB & Associates, Inc.**



Justin Messner, PE  
Associate

Attachments

DEC 1 2016

srb



# 2017 Rate Schedule

	Billing Rate/Hour
Principal	\$160-\$180
Associate / Sr. Project Manager / Sr. Project Engineer	\$143-\$180
Project Manager	\$125-\$137
Project Engineer	\$109-\$138
Graduate Engineer	\$82-\$102
Sr. Landscape Architect / Sr. Planner / Sr. GIS Specialist	\$113-\$142
Landscape Architect / Planner / GIS Specialist	\$67-\$107
Engineering Specialist / Sr. Environmental Scientist	\$94-\$135
<b>Pavement Coring</b>	
One-Person Crew	\$165
Two-Person Crew	\$245
<b>Survey</b>	
One-Person Crew	\$135
Two-Person Crew	\$172
Three-Person Crew	\$189
Underwater Inspection Dive Team	\$470
Office Technician	\$45-\$88
<p>Costs associated with word processing, cell phones, reproduction of common correspondence, and mailing are included in the above hourly rates. Vehicle mileage is included in our billing rates [excluding geotechnical and construction materials testing (CMT) service rates]. Mileage can be charged separately, if specifically outlined by contract.</p> <p>Reimbursable expenses include costs associated with plan, specification, and report reproduction; permit fees; delivery costs; etc.</p> <p>Multiple rates illustrate the varying levels of experience within each category.</p> <p>Rate Schedule is adjusted annually.</p>	



# 2017 Unit Rate Test Costs

Description	Unit	Rate
<b>Drilling Charges</b>		
Two-Person Crew Performing Soil Borings and Rock Coring	Per Hour	\$200.00
Two-Person Crew Travel Time, Utility Meets, Standby	Per Hour	\$160.00
Drilling Rig Mileage	Per Mile	\$1.35
Support Truck Mileage	Per Mile	\$1.05
Semi-Tractor Transport Mileage	Per Mile	\$2.20
Truck-Mounted Drilling Rig	Per Hour	\$50.00
Track-Mounted Drilling Rig	Per Hour	\$100.00
Trailer Rental (for transport of Track-Mounted Drilling Rig)	Per Project	\$350.00
<b>Construction Materials Testing</b>		
<b>Soils</b>		
Unified Soil Classification (ASTM D2487)	Per Sample	\$15.00
Visual Soil Identification (ASTM D2488)	Per Sample	\$15.00
Hand Penetrometer/Torvane	Per Test	\$10.00
Water/Moisture Content (ASTM D2216)	Per Test	\$15.00
Dry Density w/ Moisture (ASTM D7263)	Per Test	\$40.00
Atterberg Limits, P.I. (ASTM D4318)	Per Test	\$125.00
Liquid Limit or Plastic Limit Only	Per Test	\$60.00
Shrinkage Limit (ASTM D427)	Per Test	\$110.00
Sample Preparation (ASTM D421)	Per Sample	\$20.00
Sieve Analysis w/#200 Wash (ASTM D422 & ASTM D1140)	Per Test	\$155.00
#200 Wash Only (ASTM D1140)	Per Test	\$65.00
Sieve Analysis w/Hydrometer (ASTM D422)	Per Test	\$200.00
pH Determination (ASTM G51)	Per Test	\$45.00
Specific Gravity (ASTM D854)	Per Test	\$120.00
Organic Content (ASTM D2974)	Per Test	\$60.00
Topsoil Borrow (MnDOT 3877)	Per Test	\$280.00
Electrical Resistivity, Miller Box (ASTM G57 or G187)	Per Test	\$90.00
Unconfined Compression (ASTM D2166)	Per Test	\$80.00
Proctor Sample Preparation	Per Sample	\$30.00



# 2017 Unit Rate Test Costs

Standard Proctor (ASTM D698)	Per Test	\$150.00
Modified Proctor (ASTM D1557)	Per Test	\$175.00
Proctor – One Point Check	Per Test	\$60.00
Permeability – Falling Head (ASTM D3385)	Per Test	\$230.00
Consolidation – Up to 32 TSF (ASTM D2435)	Per Test	\$550.00
Sand Equivalent (ASTM D2419)	Per Test	\$200.00
Static Cone Penetrometer Rental (ASTM D3441)	Per Test	\$30.00
Dynamic Cone Penetrometer Rental (MnDOT Modified)	Per Test	\$40.00
Nuclear Density Testing Rental (ASTM D6938)	Per Trip	\$25.00
Sand Cone Density Rental (ASTM D1556)	Per Test	\$20.00
Double Ring Infiltrometer Rental (ASTM D3385)	Per Day	\$200.00
Wenner Probe Rental (ASTM G57)	Per Day	\$200.00
<b>Aggregates</b>		
Reducing Sample (ASTM C702)	Per Sample	\$20.00
Moisture Content (ASTM C566)	Per Test	\$20.00
Sieve Analysis (ASTM C136)	Per Test	\$100.00
Sieve Analysis w/#200 (ASTM C136 & ASTM C117)	Per Test	\$150.00
#200 Wash Only (ASTM C117)	Per Test	\$65.00
Clay Lumps & Friable (ASTM C142)	Per Test	\$100.00
Organic Impurities (ASTM C40)	Per Test	\$60.00
Specific Gravity & Absorption (ASTM C127 or ASTM C128)	Per Test	\$110.00
Lightweight Particles (ASTM C123)	Per Test	\$130.00
Unit Weight (ASTM C29)	Per Test	\$64.00
Abrasion – Los Angeles Rattler (ASTM 131 or ASTM C535)	Per Test	\$120.00
Percent Crushing (ASTM D5821)	Per Test	\$160.00
Flat & Elongated (ASTM D4791)	Per Test	\$150.00
Fine Aggregate Angularity (ASTM C1252)	Per Test	\$110.00
Total Spall - Visual (MnDOT 1209)	Per Test	\$175.00
Insoluble Residue (ASTM D3042)	Per Test	\$240.00
Soundness (ASTM C88)	Per Test	\$250.00



# 2017 Unit Rate Test Costs

Concrete		
Cylinder Molds	Per Mold	\$2.50
Preparation of Cylinder Ends	Per Cylinder	\$15.00
Compressive Strength – Cylinders (ASTM C39)	Per Cylinder	\$30.00
Compressive Strength – Mortar Cubes (ASTM C109)	Per Cube	\$30.00
Compressive Strength – Grout Prism (ASTM C1019)	Per Prism	\$60.00
Compressive Strength – Masonry Prisms (ASTM C1314)	Per Prism	\$160.00
Compressive Strength – CMU Block (ASTM C140)	Per Block	\$200.00
Compressive Strength – Beams (ASTM C78)	Per Beam	\$100.00
Compressive Strength – Concrete Cores (ASTM C42)	Per Core	\$80.00
Floor Flatness & Levelness Rental (ASTM E1155)	Per Day	\$200.00
Schmidt Rebound Hammer Rental (ASTM C805)	Per Day	\$40.00
Pullout Strength Rental (ASTM C900)	Per Day	\$200.00
Ground Penetrating Radar Rental (ASTM D6432)	Per Hour	\$60.00
Bituminous		
Pavement Density & Thickness (ASTM D2726)	Per Core	\$45.00
Core Thickness (ASTM D2726)	Per Core	\$15.00
Saw Trimming of Core Lifts	Per Core	\$20.00
Extraction (MnDOT 1852)	Per Test	\$160.00
Extraction & Gradation (MnDOT 1852)	Per Test	\$210.00
MnDOT Gyrotory Mix Properties	Per Test	\$525.00
Miscellaneous		
Sprayed Fire Materials Pull Test (ASTM E736)	Per Test	\$60.00
Sprayed Fire Materials Thickness & Density (ASTM E605)	Per Test	\$65.00
Company Vehicle Miles	Per Mile	\$0.70
<p>Costs associated with word processing, cell phones, reproduction of common correspondence, and mailing are included in the above rates. Vehicle mileage fees are not included in our rates.</p> <p>Rental Rates are in addition to personnel billing rates.</p> <p>Rate Schedule is adjusted annually.</p>		

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

December 1, 2016

Mr. Brian Hagen  
City of Hanover  
11250 5<sup>th</sup> Street NE  
Hanover, MN 55341

Re: City of Hanover Planning Services – 2017

Dear Brian:

Thank you for the opportunity to continue to serve Hanover in 2017. It has been a pleasure to work with so many people who are dedicated to making Hanover a great place to live and work.

A copy of the 2017 rate schedule is attached to this letter along with General Provisions which set forth terms and conditions that apply to my provision of services to the City.

If you are in agreement with the terms and rate schedule, please confirm your acceptance by signing the bottom of this letter and returning to me. Upon your acceptance, the terms and rates will apply retroactively to January 1, 2017.

With Warmest Regards,



Cynthia M. Nash, AICP

The City of Hanover acknowledges and agrees to the General Provisions and Rate Schedule. The City appoints Cynthia Nash and Collaborative Planning as the City Planner.

---

Brian Hagen  
City Administrator

## GENERAL PROVISIONS

The following provisions will apply to all services performed by Collaborative Planning, LLC for our clients:

1. **Compensation for Services.** The time for which our services will be charged will include but not be limited to telephone and office conferences; drafting and preparation of documents; attendance at public meetings on behalf of client; travel and waiting time; responding to requests to provide information; research and data preparation; review and respond to correspondence. All time shall be invoiced in 15-minute increments.
2. **Reimbursables.** In addition to our fees, any direct costs that are incurred in performing services shall be submitted for reimbursement, including but not limited to costs for items such as outside printing, messenger and delivery service, and filing fees. Such costs will be itemized on the invoices provided and will include documentation of the expenses incurred.
3. **Invoices.** Invoices shall be submitted monthly.
4. **Abandoned or Suspended Work.** If any work performed is abandoned or suspended in whole or in part by the City, we shall be paid for any services performed prior to receipt of written notice from the City of such abandonment or suspension.
5. **Independent Consultant.** At all times and for all purposes herein, we are an independent contractor and not an employee of the client.
6. **Subcontractor.** We shall not enter into subcontracts for services provided under this Agreement without the express written consent of the client. We shall pay any subcontractor involved in the performance of this Agreement within ten (10) days of our receipt of payment by the client for undisputed services provided by the subcontractor.
7. **Termination by Client.** This Agreement may be terminated by the client upon written notice for any reason. Such termination does not relieve the client of the obligation to pay for all services rendered prior to the date of termination.
8. **Termination by Collaborative Planning.** We reserve the right to terminate this Agreement for good cause. Good cause may include the client's failure to honor the terms of the engagement letter, the client's failure to pay amounts invoiced in a timely manner, or any fact or circumstance that would impair an effective relationship between us and the client.
9. **Severability.** The provisions of the Agreement are severable. If any portion hereof is, for any reason, held by a court of competent jurisdiction to be contrary to law, such decision shall not affect the remaining provisions of this Agreement.

## **2017 HANOVER CITY PLANNER RATE SCHEDULE**

We will provide the following types of services for the rate indicated.

**Billing Rates.** The billing rate for Ms. Nash for 2017 is as follows:

Planning Services: \$101 per hour

**Direct Expenses.** In addition to the billing rates listed above, any direct expenses that are incurred in performing services shall be submitted for reimbursement, including but not limited to costs for items such as outside printing, messenger and delivery service, and filing fees. Such costs will be itemized on the invoices provided and will include documentation of the expenses incurred.

**Mileage, photocopies and faxes.** These charges will not be invoiced to the City.

**SHORT ELLIOTT HENDRICKSON INC.**  
**Agreement for Professional Services**

This Agreement is effective as of January 1, 2017, between City of Hanover, Minnesota (Client) and Short Elliott Hendrickson Inc. (Consultant).

This Agreement authorizes and describes the scope, schedule, and payment conditions for Consultant's work on the Project described as: 2017 EDA Services.

**Client's Authorized Representative:** Brian Hagen  
**Address:** 11250 5th Street NE  
Hanover, MN 55341-4101  
**Telephone:** 763.497.3777      **e-mail:** brianh@ci.hanover.mn.us

**Project Manager:** Heidi Peper  
**Address:** PO Box 1717  
St. Cloud, MN 56302-1717  
**Telephone:** 320.229.4386      **e-mail:** hpeper@sehinc.com

**Scope:** The Basic Services to be provided by Consultant as set forth herein is provided subject to the attached General Conditions of the Agreement for Professional Services (General Conditions Rev. 08.03.11), which is incorporated by reference herein and subject to Exhibits attached to this Agreement.

**Project Goals and Objectives**

The overall project goal is to work with the Hanover EDA to further economic development efforts within the City. SEH is proposing to work for the Hanover EDA, at its direction, for an hourly fee. Some of the activities that could be performed at the EDA's direction include, but are not limited to:

**Marketing/Studies**

- Continue to coordinate and work with senior housing developers in the City of Hanover.
- Continue to coordinate and work with existing businesses' expansions and new business developments in the City of Hanover.
- Work with site locators and commercial/industrial realtors regarding Hanover opportunities.
- Identify and promote industrial uses complementary to existing uses.
- Update the State of Minnesota MNPRO's website (contains profiles for all cities).
- Maintain inventory of available land and buildings.
- Monthly reimbursement requests and annual reporting on Minnesota Investment Fund grant for Plug Technologies, Inc.
- Update to Business Retention and Expansion visits and report.

**Grant Writing**

- Research grant and low-interest loans to finance projects related to economic development. This could be funds to offer businesses directly or funds for the City for community facilities/ redevelopment/etc.
- Write grant and loan applications as directed by the EDA.

**Business Development**

- Coordinate and complete new business deals as they arise.
- Meet with existing businesses regarding growth plans.
- Explore redevelopment opportunities.
- Assist with new business leads.

**Financing/Management**

- Keep EDA apprised of new and existing business development financing tools.
- Update City’s criteria and materials related to existing financial incentive programs.
- Provide financial packaging assistance to new and expanding businesses.
- Maintain progress on the EDA’s workplan.

**Miscellaneous Activities as Directed by the EDA.**

**Payment:**

SEH proposes to provide the services outlined above at an hourly rates. The cumulative annual amount is estimated to be \$25,000, including reimbursables. Rates in effect through 2016 shall be:

Sr. Community Development Specialist	\$160
Administrative Technician	\$90

The payment method, basis, frequency and other special conditions are set forth in attached Exhibit A-1.

This Agreement for Professional Services, attached General Conditions, Exhibits and any Attachments (collectively referred to as the “Agreement”) supersedes all prior contemporaneous oral or written agreements and represents the entire understanding between Client and Consultant with respect to the services to be provided by Consultant hereunder. In the event of a conflict between the documents, this document and the attached General Conditions shall take precedence over all other Exhibits unless noted below under “Other Terms and Conditions”. The Agreement for Professional Services and the General Conditions (including scope, schedule, fee and signatures) shall take precedence over attached Exhibits. This Agreement may not be amended except by written agreement signed by the authorized representatives of each party.

**Other Terms and Conditions:** Other or additional terms contrary to the General Conditions that apply solely to this project as specifically agreed to by signature of the Parties and set forth herein:  
None

\\sehsc\projects\ff\h\hanov\135432\1-genl\10-setup-cont\03-proposal\2017 letter agreement 120116.docx

**Short Elliott Hendrickson Inc.**

**City of Hanover, Minnesota**

By:   
 Heidi Peper  
 Title: Principal

By: \_\_\_\_\_  
 Title: \_\_\_\_\_

**Exhibit A-1**  
**to Agreement for Professional Services**  
**Between City of Hanover (Client)**  
**and**  
**Short Elliott Hendrickson Inc. (Consultant)**  
**Dated January 1, 2017**

**Payments to Consultant for Services and Expenses**  
**Using the Hourly Basis Option**

The Agreement for Professional Services is amended and supplemented to include the following agreement of the parties:

**A. Hourly Basis Option**

The Client and Consultant select the hourly basis for payment for services provided by Consultant. Consultant shall be compensated monthly. Monthly charges for services shall be based on Consultant's current billing rates for applicable employees plus charges for expenses and equipment. Current billing rates shall be the Rate Table Method of Personnel Method as indicated in the Agreement.

1. **Rate Table Method** - Current billing rates for employees shall be those listed on a standard rate table submitted and approved as part of this Agreement. The employee rates in the approved rate tables shall include the cost of computers and cellular phones. The cost of other expenses and equipment shall be paid for as reimbursable expenses as identified in Paragraphs B and C of this Exhibit.

The rates in effect through 2017 shall be:

Community Development Manager	\$160/per hour
Administrative Technician	\$90/per hour

Prior to any increase in rate, SEH shall submit written notice to the Owner of such increase. SEH shall not be authorized to perform additional work or incur additional costs or expenses at any increased rate until such time as approved by the Owner in writing. Upon receipt of SEH's notice of a rate increase, the Owner shall have the right to accept or reject such increase and terminate this Agreement.

Consultant will provide an estimate of the costs for services in this Agreement. It is agreed that after 90% of the estimated compensation has been earned and if it appears that completion of the services cannot be accomplished within the remaining 10% of the estimated compensation, Consultant will notify the Client and confer with representatives of the Client to determine the basis for completing the work.

Compensation to Consultant based on the Rate Table Method is conditioned on completion of the work within the effective period of the rate table. Should the time required to complete the work be extended beyond this period, the rates in the Rate Table shall be appropriately adjusted.

**B. Expenses**

The following items involve expenditures made by Consultant employees or professional consultants on behalf of the Client. Their costs are not included in the hourly charges made for services and shall be paid for as described in this Agreement but instead are reimbursable expenses required in addition to hourly charges for services:

1. Transportation and travel expenses, billed at the IRS reimbursable rate.
2. Long distance services, dedicated data and communication services, teleconferences, Project Web sites, and extranets.
3. Lodging and meal expense connected with the Project.
4. Fees paid, in the name of the Client, for securing approval of authorities having jurisdiction over the Project.
5. Plots, Reports, plan and specification reproduction expenses.
6. Postage, handling and delivery.
7. Expense of overtime work requiring higher than regular rates, if authorized in advance by the Client.
8. Renderings, models, mock-ups, professional photography, and presentation materials requested by the Client.
9. All taxes levied on professional services and on reimbursable expenses.

10. Other special expenses required in connection with the Project.
11. The cost of special consultants or technical services as required. The cost of subconsultant services shall include actual expenditure plus 10% markup for the cost of administration and insurance.

The Client shall pay Consultant monthly for expenses.

### **C. Equipment Utilization**

The utilization of specialized equipment, including automation equipment, is recognized as benefiting the Client. The Client, therefore, agrees to pay the cost for the use of such specialized equipment on the project. Consultant invoices to the Client will contain detailed information regarding the use of specialized equipment on the project and charges will be based on the standard rates for the equipment published by Consultant.

The Client shall pay Consultant monthly for equipment utilization.

\\sehsc\projects\ff\h\hanov\135432\1-gen\10-setup-cont\03-proposal\exhibit a1 120116.docx

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

**ORDINANCE NO 2017-01**

**AN ORDINANCE AMENDING CHAPTER 9  
WATER, SANITARY SEWER, AND STORM WATER**

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

Section 1. A new section is added under Water Utility as follows:

RESPONSIBILITY OF SERVICE LINE

The water service line extending from the curb stop into the property is owned and maintained by the owner of the property serviced by such line. The property owner must bear all costs associated with installing, maintaining, and repairing the water service line to the water main between the building and the water main service stub; if no stub is present, the property owner is responsible for connecting to the water main in a location determined by the City. In the case of no stub, the property owner is then responsible for the service line between the building and the water main. The owner shall defend, indemnify, and hold harmless the City from any loss or damage that may be directly or indirectly occasioned by the installation of the building sewer.

Section 2. A new section is added under Sanitary Sewer Utility as follows:

RESPONSIBILITY OF SERVICE LINE

The sanitary sewer service line extending from the sanitary sewer main into the property is owned and maintained by the owner of the property serviced by such line. The property owner must bear all costs associated with installing, maintaining, and repairing the sanitary sewer service line to the sanitary sewer main between the building and the sanitary sewer main. If no service stub is present, the property owner is responsible for connecting to the sanitary sewer main in a location determined by the City. The owner shall defend, indemnify, and hold harmless the City from any loss or damage that may be directly or indirectly occasioned by the installation of the building sewer.

Section 3. This Ordinance shall be effective following its passage and publication. Publication may be made in summary form.

Adopted by the Hanover City Council this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

APPROVED BY:

\_\_\_\_\_  
Chris Kauffman, Mayor

ATTEST:

\_\_\_\_\_  
Brian Hagen, City Administrator





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



**CITY POLICY MANUAL**

*ADOPTED BY THE CITY COUNCIL:*  
\_\_\_\_\_, 2017

**POLICY MANUAL**  
**TABLE OF CONTENTS**

<b>CODE OF CONDUCT POLICY</b>	<b>CHAPTER 100</b>
<b>ELECTRONIC COMMUNICATIONS POLICY</b>	<b>CHAPTER 200</b>
<b>SOCIAL MEDIA AND POLICY</b>	<b>CHAPTER 300</b>
<b>PERSONNEL POLICY</b>	<b>CHAPTER 400</b>
<b>FIRE DEPARTMENT POLICY</b>	<b>CHAPTER 500</b>
<b>SAFETY POLICY</b>	<b>CHAPTER 600</b>
<b>ASSESSMENT POLICY</b>	<b>CHAPTER 700</b>
<b>SNOWPLOWING POLICY</b>	<b>CHAPTER 800</b>
<b>ALCOHOL AND DRUG TESTING POLICY</b>	<b>CHAPTER 900</b>
<b>POST ISSUANCE COMPLIANCE TAX-EXEMPT BOND POLICY</b>	<b>CHAPTER 1000</b>
<b>CONSTRUCTION HOURS IN NEW SUBDIVISIONS</b>	<b>CHAPTER 1100</b>
<b>STREET LIGHTING POLICY</b>	<b>CHAPTER 1200</b>
<b>PARK NAMING POLICY</b>	<b>CHAPTER 1300</b>
<b>MEMORIAL GIFT POLICY</b>	<b>CHAPTER 1400</b>
<b>TOBACCO-FREE PARKS &amp; TRAIL POLICY</b>	<b>CHAPTER 1500</b>
<b>INVESTMENT POLICY</b>	<b>CHAPTER 1600</b>
<b>CAPITALIZATION POLICY</b>	<b>CHAPTER 1700</b>
<b>INTERNAL CONTROLS AND FINANCIAL MANAGEMENT</b>	<b>CHAPTER 1800</b>
<b>LIQUOR LICENSE REFUND POLICY</b>	<b>CHAPTER 1900</b>
<b>FLOWER PURCHASING POLICY</b>	<b>CHAPTER 2000</b>
<b>BUSINESS SUBSIDY POLICY</b>	<b>CHAPTER 2100</b>
<b>TAX INCREMENT FINANCING POLICY</b>	<b>CHAPTER 2200</b>

**CITY OF HANOVER  
WRIGHT / HENNEPIN COUNTIES**

**CODE OF CONDUCT POLICY**

Adopted by City Council  
April 5, 2011

## Table of Contents

Title Page.....	100-1
Table of Contents .....	100-2
100.01 Purpose.....	100-3
100.02 Standards of Conduct .....	100-3
100.03 Complaint, Hearing .....	100-3

#### 100.01 PURPOSE

The Mayor and City Council of the City of Hanover determines that a code of conduct for its members, as well as the members of the various advisory boards and commissions of the City of Hanover, is essential for the public affairs of the city. By eliminating conflicts of interest and providing standards for conduct in city matters, the city council hopes to promote the faith and confidence of the citizens of Hanover in their government and to encourage its citizens to serve on its council and boards and commissions.

#### 100.02 STANDARDS OF CONDUCT

No elected official or a city advisory board or commission member may knowingly:

- a. Violate the open meeting law.
- b. Participate in a matter that is before the city council or relevant board that affects the person's financial interests or those of a business with which the person is associated, unless the effect on the person or business is no greater than on other members of the same business classification, profession, or occupation.
- c. Use the person's public position to secure special privileges or exemptions for the person or for others.
- d. Use the person's public position to solicit personal gifts or favors.
- e. Use the person's public position for personal gain.
- f. Except as specifically permitted pursuant to Minnesota Statute 471.895, 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.
- g. 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.
- h. 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.

Except as prohibited by the provisions of Minnesota Statute Section 471.87, there is no violation of item b. of this section for a matter that comes before the council, board, or commission, if the member of the council, board, or commission publicly discloses the circumstances that would violate these standards and refrains from participating in the discussion and vote on the matter. Nothing herein shall be construed to prohibit a contract with an elected official under the circumstances described under Minnesota Statute Section 471.88, if proper statutory procedures are followed.

#### 100.03 COMPLAINT, HEARING

Any person may file a written complaint with the city clerk alleging a violation of the aforementioned standards of conduct. The complaint must contain supporting facts for the allegation. The city council may hold a hearing after receiving the written complaint or upon the council's own volition. A hearing must be held only if the city council determines (1) upon advice of the city attorney, designee, or other attorney appointed by the council, that the factual allegations state a sufficient claim of a violation of these standards or rise to the level of a legally-recognized conflict of interest, and (2) that the complaint has been lodged in good faith and not for impermissible purposes such as delay. The city council's determination must be made within 30 days of the filing of the allegation with the city clerk. If the council determines that there is an adequate justification for holding a hearing, the hearing must be held within 30 days of the city council's determination. At the hearing, the person accused must have the opportunity to be heard. If after the hearing, the council finds that a violation of a standard has occurred or does exist, the council may censure the person, refer the matter for criminal prosecution, request an official not to participate in a decision, or remove an appointed member of a board or commission from office.

**THIS PAGE LEFT INTENTIONALLY BLANK**

**CITY OF HANOVER  
WRIGHT / HENNEPIN COUNTIES**

**ELECTRONIC COMMUNICATIONS POLICY**

~~Adopted by City Council  
March 15, 2011~~

## Table of Contents

Title Page.....	200-1
Table of Contents .....	200-2
200.01      Applicability .....	200-3
200.02      Purpose.....	200-3
200.03      Definitions.....	200-3
200.04      Communications with Members of the Public .....	200-3
200.05      Meeting Materials .....	200-4
200.06      Communications During Council Meetings.....	200-3
200.07      Communications Outside Formal Meetings.....	200-4
200.08      Retention of Electronic Communications .....	200-4
200.09      Email Communication .....	200-5

#### **110.01 APPLICABILITY**

This Policy applies to all members of the Hanover City Council and members of advisory boards and commissions of the City. For purposes of this Policy, reference to “Council Members” includes members of all other City commissions, boards, committees and groups subject to the Open Meeting Law. Reference to the “Council” shall include all such groups and meetings.

This Policy applies to all electronic communications containing government data, as defined by the Minnesota Government Data Practices Act, Minn. Chapter 13, regardless of whether the Council Member is using a City-provided email address and account, his/her personal email address or account, or one provided by his/her employer.

#### **110.02 PURPOSE**

This Policy is adopted to increase awareness of the risks associated with Council Members using electronic communications and to set forth the appropriate restrictions on the use of electronic communications in accordance with the Minnesota Open Meeting Law and Minnesota Government Data Practices Act.

Electronic communications may be classified as public data, and thus, may be subject to public disclosure.

#### **110.03 DEFINITIONS**

“Electronic communications” include email, instant messaging, chat rooms, and related electronic means of communicating with others.

“City Administrator” means the City Administrator or his/her designee.

#### **110.04 COMMUNICATIONS WITH MEMBERS OF THE PUBLIC**

Members of the public cannot require confidentiality when electronically communicating with Council Members on matters of City business. Correspondence between individuals and elected officials is private data on individuals, but may be made public by either the sender of the recipient as provided by Minnesota Statutes Section 13.601, subd. 2.

#### **110.05 MEETING MATERIALS**

Electronic communication of meeting materials should generally be conducted in a one-way communication from the City Administrator (or designated staff liaison) to the Council Members.

- A. Council Members may receive agenda materials, background information, and other materials via email attachment or other electronic means (such as file sharing) from the City Administrator (or designated staff liaison).
- B. If a Council Member has questions or comments about materials received, s/he should inquire via electronic means directly back to the City Administrator (or designated staff liaison). A Council Member should not copy other Council Members on his/her inquiry.
- C. If the clarification is one of value to other Council Members, the City Administrator (or designated staff liaison) may send follow-up materials or information to the Council Members.

Materials relating to agenda items of a meeting must also be made available to the public at the meeting, unless the materials are classified as nonpublic under the Minnesota Government Data Practices Act.

#### **110.06 COMMUNICATIONS DURING COUNCIL MEETINGS**

- A. Council Members should not communicate with one another via electronic means during a public meeting.
- B. Council Members should not communicate with any member of City staff via electronic means during a public meeting.
- C. Council Members are encouraged not to communicate with the public via electronic means during a public meeting.

**110.07 COMMUNICATIONS OUTSIDE OF FORMAL MEETINGS**

- A. Council Members should act with caution when using electronic means to communicate with one another, being mindful of the Minnesota Open Meeting Law. Council Members shall not communicate with each other outside of formal meetings for the purpose of avoiding public discussion, to forge a majority in advance of public meetings, or to hide improper influences such as personal or pecuniary interests of the Council Member.
- B. If a Council Member wishes to share information with other Council Members, s/he should do so through the City Administrator (or designated staff liaison). The Council Member may request the City Administrator (or designated staff liaison) distribute materials to others. The communication should not invite response to or discussion between any Council Members, including replies to the person making the distribution request. This should be considered a method for providing one-way information to other Council Members.
- C. If a Council Member wishes to address only one other Council Member through electronic means on any topic related to City business, s/he can do so directly, but should be mindful of the following:
  - a. One-to-one communication is preferable.
  - b. The recipient of an electronic message or inquiry should reply only to the sender, should not copy others on the reply and should not forward the original email to other Council Members.
  - c. The sender of an electronic message should not forward or copy the recipient's reply to any other Council Member.
  - d. If a Council Member receives an electronic communication from any source related to City business and distributed to multiple Council Members (i.e. an email sent to the entire council from a member of the public; or an email sent to three Council Members from a local business), s/he should reply only to the sender. The reply should not be copied to all on the original distribution or forwarded to any other Council Member.
- D. If a Council Member receives listserv distributions, electronic newsletters, or participates in electronic discussion forums where other Council Members are also likely to participate (such as chat rooms), the Council Member should not reply to any distribution or comment that could be considered deliberation on a matter presently pending before the Council that would foreseeably result in the taking of official Council action when that reply is copied to the entire distribution group, or any part of the group that might include other Council Members. In those situations, the Council Member should instead respond only to the sender of any message or inquiry.

**110.08 RETENTION OF ELECTRONIC COMMUNICATIONS**

- A. Council Members should provide the City Administrator with a copy of any electronic communication not already maintained by the City that was made or received by the Council Member and becomes part of an official City transaction pursuant to the following retention classifications:
  - a. Complaints – General: General city services, maintenance, repair, citizen complaints. [Retention period: 1 year after action completed.]
  - b. Correspondence – Historical: Correspondence to/from mayor, city administrator. Official correspondence that documents important events or major functions of the office. Usually deals with a specific topic, issue, organization or individual. [Retention period: Permanent.]
  - c. Correspondence – General. [Retention period: 3 years.]

- B. Council Members do not need to retain or provide the City Administrator with electronic communications that do not become part of an official transaction or electronic communications that fall within the following retention classification:
  - a. Correspondence – Messages: Transitory messages, e-mail or phone messages of short-term interest which are considered incidental and non-vital correspondence. [Retention period: Until read.]

**110.09 EMAIL COMMUNICATION**

- A. Council Members shall conduct email communication via the means of a City issued email address as assigned by the City Administrator and housed on the City's network.

**THIS PAGE LEFT INTENTIONALLY BLANK**

**CITY OF HANOVER  
WRIGHT / HENNEPIN COUNTIES**

**SOCIAL MEDIA POLICY**

**Table of Contents**

Title Page.....300-1

Table of Contents .....300-2

300.01      Applicability .....300-3

300.02      Purpose.....300-3

300.03      Definitions.....300-3

300.04      Policy .....300-3

300.05      Rules of Use.....300-4

300.06      Personal Social Media Use.....300-5

300.07      Data Ownership .....300-5

300.08      Policy Violations.....300-5

### **300.01 APPLICABILITY**

This policy applies to any existing or proposed social media web sites sponsored, established, registered or authorized by the City of Hanover. This policy also covers the private use of the City's social media accounts by all City representatives, including its employees and agents, Council members, appointed board or commission members and all public safety volunteers to the extent it affects the City. Questions regarding the scope of this policy should be directed to the City Administrator.

### **300.02 PURPOSE**

Social networking in government serves two primary functions: to communicate and deliver messages directly to citizens and to encourage citizen involvement, interaction, and feedback. Information which is distributed via social networking must be accurate, consistent, and timely and meet the information needs of the City's customers. Since social media is used for social networking, this policy seeks to ensure proper use of social media sites by its representatives.

The City wishes to establish a positive and informative social media presence. City representatives have the responsibility to use the City's social media resources in an efficient, effective, ethical and lawful manner pursuant to all existing City and departmental policies. This policy also provides guidelines and standards for city representatives regarding the use of social media for communication with residents, colleagues and all other followers.

### **300.03 DEFINITIONS**

"Social media" are internet and mobile-based applications, websites and functions, other than email, for sharing and discussing information, where users can post photos, video, comments and links to other information to create content on any imaginable topic. This may be referred to as "user-generated content" or "consumer-generated media."

Social media includes, but is not limited to:

- Social networking sites such as Facebook, LinkedIn, Twitter, and online dating services/mobile apps
- Blogs
- Social news sites such as Reddit and BuzzFeed
- Video and photo sharing sites such as YouTube, Instagram, SnapChat, and Flickr
- Wikis, or shared encyclopedias such as Wikipedia
- An ever emerging list of new web-based platforms generally regarded as social media or having many of the same functions as those listed above

"Employees and Agents" means all City representatives, including its employees and other agents of the city, such as independent contractors or Council members.

### **300.04 POLICY**

The Hanover City Council will determine, at its discretion, how its web-based social media resources will be designed, implemented and managed as part of its overall communication and information sharing strategy. City social media sites may be modified or removed by the City at any time and without notice, as described in this document.

Social media accounts are considered a City asset and administrator access to these accounts must be securely administered in accordance with the City's Computer Use policy. The City reserves the right to shut down any of its social media sites or accounts for any reason without notice.

All social media web sites created and utilized during the course and scope of an employee's performance of his/her job duties will be identified as belonging to the City of Hanover, including a link to the City's official web site.

### **300.05 RULES OF USE**

City employees and agents with administrator access are responsible for managing social media websites. Facilities or departments wishing to have a new social media presence must initially submit a request to the City Administrator in order to ensure social media accounts are kept to a sustainable number and policies are followed. All approved sites will be clearly marked as the City of Hanover site and will be linked with the official City website ([www.hanovermn.org](http://www.hanovermn.org)). No one may establish social media accounts or websites on behalf of the City unless authorized in accordance with this policy

Administration of all social media web sites must comply with applicable laws, regulations, and policies as well as proper business etiquette.

City social media accounts accessed and utilized during the course and scope of an employee's performance of his/her job duties may not be used for private or personal purposes or for the purpose of expressing private or personal views on personal, political or policy issues or to express personal views or concerns pertaining to City employment relations matters.

No social media website may be used by the City or any City employee or agent to disclose private or confidential information. No social media web site should be used to disclose sensitive information; if there is any question as to whether information is private, confidential or sensitive, contact the City Administrator.

When using social media sites as a representative of the City, employees and agents will act in a professional manner. Examples include but are not limited to:

- Adhere to all City personnel and Computer Use policies
- Use only appropriate language

Be aware that content will not only reflect on the writer but also on the City as a whole, including elected officials and other city employees and agents. Make sure information is accurate and free of grammatical errors.

- Not providing private or confidential information, including names, or using such material as part of any content added to a site.
- Not negatively commenting on community partners or their services, or using such material as part of any content added to a site.
- Not providing information related to pending decisions that would compromise negotiations.
- Be aware that all content added to a site is subject to open records/right to know laws and discovery in legal cases.
- Always keep in mind the appropriateness of content.
- Comply with any existing code of ethical behavior established by the City.

Where moderation of comments is an available option, comments from the public will be moderated by City staff, with administrative rights, before posting. Where moderation prior to posting is not an option, sites will be regularly monitored by City staff.

City staff with administrative rights will not edit any posted comments. However, comments posted by members of the public will be removed if they are abusive, obscene, defamatory, in violation of the copyright, trademark right or other intellectual property right of any third party, or otherwise inappropriate or incorrect. The following are examples of content that may be removed by City staff before or shortly after being published:

- Potentially libelous comments
- Obscene or racist comments
- Personal attacks, insults, or threatening language
- Plagiarized material
- Private, personal information published without consent
- Comments totally unrelated to the topic of the forum
- Commercial promotions or spam
- Hyperlinks to material that is not directly related to the discussion

### **300.06 PERSONAL SOCIAL MEDIA USE**

The City respects employees and agents' rights to post and maintain personal websites, blogs and social media pages and to use and enjoy social media on their own personal devices during non-work hours. The City requires employees and agents to act in a prudent manner with regard to website and internet postings that reference the City of Hanover, its personnel, its operation or its property. Employees and agents and others affiliated with the City may not use a city brand, logo or other city identifiers on their personal sites, nor post information that purports to be the position of the City without prior authorization.

City employees and agents are discouraged from identifying themselves as city employees when responding to or commenting on blogs with personal opinions or views. If an employee chooses to identify him or herself as a City of Hanover employee, and posts a statement on a matter related to City business, a disclaimer similar to the following must be used: "These are my own opinions and do not represent those of the City."

Occasional access to personal social media websites during work hours is permitted, but employees and agents must adhere to the guidelines outlined in the City's Computer Use policy and the City's Respectful Workplace policy. Employees and agents should also review the Ownership section of this policy (below).

There may be times when personal use of social media (even if it is off-duty or using the employee's own equipment) may spill over into the workplace and become the basis for employee coaching or discipline. Examples of situations where this might occur include:

- Friendships, dating or romance between co-workers
- Cyber-bullying, stalking or harassment
- Release of confidential or private data; if there are questions about what constitute confidential or private data, contact the City Administrator.
- Unlawful activities
- Misuse of city-owned social media
- Inappropriate use of the city's name, logo or the employee's position or title
- Using city-owned equipment or city-time for extensive personal social media use

Each situation will be evaluated on a case-by-case basis because the laws in this area are complex. If you have any questions about what types of activities might result in discipline, please discuss the type of usage with the City Administrator.

### **300.07 DATA OWNERSHIP**

All social media communications or messages composed, sent, or received on city equipment in an official capacity is the property of the City and will be subject to the Minnesota Government Data Practices Act. This law classifies certain information as available to the public upon request. The City also maintains the sole property rights to any image, video or audio captured while a City employee is representing the City in any capacity.

The City retains the right to monitor employee's social media use on city equipment and will exercise its right as necessary. Users should have no expectation of privacy. Social media is not a secure means of communication.

### **300.08 POLICY VIOLATIONS**

Violations of the Policy will subject the employee to disciplinary action up to and including discharge from employment.

**THIS PAGE LEFT INTENTIONALLY BLANK**

**CITY OF HANOVER  
WRIGHT / HENNEPIN COUNTIES**

**PERSONNEL POLICY**

## Table of Contents

Title Page.....	120-1
Table of Contents .....	120-2
120.01 Purpose.....	120-3
120.02 Scope.....	120-3
120.03 EEO Policy Statement .....	120.3
120.04 Definitions.....	120-3
120.05 Citywide Work Rules and Code of Conduct.....	120-5
120.06 Data Practices Advisory.....	120-7
120.07 Employee Recruitment and Selection .....	120-9
120.08 Organization.....	120-11
120.09 Hours of Work .....	120-12
120.10 Compensation .....	120-12
120.11 Performance Reviews .....	120-16
120.12 Benefits .....	120-17
120.13 Holidays .....	120-17
120.14 Leaves .....	120-18
120.15 Sexual Harassment Prevention.....	120-24
120.16 Separation from Service.....	120-25
120.17 Discipline .....	120-26
120.18 Grievance .....	120-27
120.19 Employee Education and Training.....	120-28
120.20 Outside Employment.....	120-30
120.21 Drug Free Workplace.....	120-31
120.22 Safety Policy .....	120-32
120.23 City Driving Policy .....	120-32
120.24 Electronic Communications Resources.....	120-32
120.25 Officials Under Workers Compensation Act .....	120-36
120.26 Emergency Closing Policy.....	120.36
120.27 Authority.....	120-36

#### **120.01 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.

#### **120.02 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;
4. ~~Volunteer fire personnel and other volunteer personnel; and~~
5. ~~Emergency employees~~

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.

#### **120.03 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.

#### **120.04 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).

**120.05 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.

#### **120.06 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).

## **120.07 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.

**Comment [BH1]:** FD would follow this same process.

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. 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 as [Appendix A](#) to this policy.

Comment [BH2]: Insert 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 are six months in duration and the employee may be terminated during this period.

## **120.08 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.

#### **120.09 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.

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.

#### **120.10 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:

- Should the employee respond to a fire emergency during working hours, the employee will be paid according to the employee's current 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.

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, ~~and~~ sick leave, and fire department emergencies 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 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

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.

**120.11 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.

**120.12 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 \$900.00 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 \$900.00 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 \$900.00 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 (HAS) 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.

## **120.13 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 holiday pay in addition to pay for hours worked. Holiday hours 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.

#### **120.14 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>
0-4 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 ~~on the first day of employment~~, after the 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) business days or less must be received at least forty-eight (48) hours 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. 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 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 in connection with the birth or adoption of a child. The leave may not exceed six weeks, and must begin within six (6) weeks after the birth or adoption of the child.~~

**Comment [BH3]:** Check to see if this meets FMLA

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. ~~for which they are unable to work due to medical reasons.~~

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 for 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 selected to serve as an election judge pursuant to Minnesota Statutes section 204B.195, will be allowed time off without pay for purposes of serving as an election judge, provided that the employee gives the City at least twenty (20) days written notice.

Pursuant to Minnesota Statutes section 204C.04, all employees eligible to vote at a State general election, at an election to fill a vacancy in the office of United States Senator or Representative, or in a Presidential primary, will be allowed time off with pay to vote during the morning of election day. Employees wanting to take advantage of such leave are required to work with their supervisors to avoid coverage issues.

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.

## **120.15 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.

#### **120.16 SEPARATION FROM SERVICE**

Subd. 1. Resignations. As provided in section 100.01 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 day 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 employ 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.

#### **120.17 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 100.01, 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.

**120.18 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.

**120.19 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.

## **120.20 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.

#### **120.21 DRUG FREE WORKPLACE**

**Comment [BH4]:** Ensure this section and the drug/alcohol testing policy correlate.

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 500, 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.

## **120.22 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 200, 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.

## **120.23 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.

## **120.24 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 100.22, 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.

#### **120.25 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.

#### **120.26 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.

#### **120.27 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**

**FIRE DEPARTMENT POLICY**

## Table of Contents

Title Page.....	400-1
Table of Contents .....	400-2
400.01 Purpose.....	400-xx
400.02 Scope.....	400-xx
400.03 EEO Policy Statement.....	400-xx
400.04 Code of Conduct .....	400-xx
400.05 Membership Requirements .....	400-xx
400.06 Meetings and Drills.....	400-xx
400.07 Benefits .....	400-xx
400.08 Uniform Requirements.....	400-xx
400.09 XXX.....	400-xx
400.10 XXXX.....	400-xx
400.11 XXX.....	400-xx

#### **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 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 previous personnel policies. In addition to these policies, Fire Department members are expected to conform to all other City of Hanover 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 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.

#### **400.02 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.

#### **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 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.

#### 400.05 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 a 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:

- First year – Firefighter I State Certification
- Second year –First Responder State Certification
- Fourth Year – Firefighter II State Certification

#### 400.06 MEETINGS AND DRILLS

#### 400.07 BENEFITS

Members receive additional benefits as follows:

- Smoke Eater – Accidental Death and Dismemberment
- Minnesota Public Safety Officer’s Benefit
- Federal Public Safety Officer’s Benefit – Death Benefit

#### 400.08 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 / 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.

**Comment [BH5]:** These two paragraphs contradict in the timing of completion.

**Comment [BH6]:** Further discussion needed. Meetings/decisions are not required, nor do they need to meet open meeting law regulations.

Drills can be required, and employment may be contingent on attendance.

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.

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

December 16, 2016

**Brian Hagen**  
*City of Hanover*  
11250 5<sup>th</sup> Street NE  
Hanover, MN 55341

Dear Brian Hagen,

#### OBJECTIVE

Virtualize the existing server OS onto new, faster, and more reliable hardware to continue to maintain a robust and high performing IT infrastructure. A virtualized infrastructure will host your current Microsoft 2008 R2 Server Standard (files, security, user permissions, Laserfiche, door security server, etc.) to effectively utilize server resources while providing the ability to virtualize other future technologies. An image-based backup and restore procedure in case of worst-case failure scenario will be implemented to provide for optimal business continuity and disaster recovery.

#### SCOPE OF WORK

1. Procedures
  - A. Review current network configuration
  - B. Configure Dell PowerEdge T430 as physical host for ESXi
  - C. Download and apply all new Dell updates to Dell PowerEdge T430
  - D. Setup VMware ESXi 6.0 on Dell PowerEdge T430
  - E. Configure ESXi 6.0 host for office and management/backup network connectivity
  - F. Test connectivity between network and ESXi host
  - G. Setup Acronis Backup for VMware as a virtual appliance and activate
  - H. Install new Dell PowerEdge T430 server into existing enclosure and connect to network
  - I. Implement physical to virtual conversion of FICHESERVER OS
  - J. Verify virtual conversion and boot of FICHESERVER OS
  - K. Verify Laserfiche and door security controller programs are functional
  - L. Power down existing physical FICHESERVER, Dell PowerEdge T310
  - M. Configure hourly backup job for FICHESERVER to COH-BACKUP machine at Fire Hall
  - N. Setup and configure Sonicwall Analyzer as virtual appliance for Internet Reporting
  
2. Training and Testing
  - A. Work with your staff to provide a general understanding of your new system
  - B. Train staff on backup and restore software and procedure

#### BENEFITS

When the project is complete, the current physical server infrastructure will be virtualized, allowing for entire server backup (Image-based backup), increased data storage space and flexibility, and enhanced reliability. Microsoft Windows 2008 R2 Server Standard will remain the server OS as FICHESERVER will be converted to a virtual machine. Additional servers, server replacements, or workstations may be added as virtual machines in the future.

HARDWARE DETAILS

- **Dell PowerEdge R430 Server (Physical Host for Virtualized Servers, Workstations)**
- VMware vSphere Essentials 6.0 - ESXi
- 1 x Intel® Xeon® E5-2620 v4 2.10GHz, 20M Cache, 8.0GT/s QPI, Turbo, HT 8C/16T, 85W, Mem 2133MHz
- 64GB Memory – 2400MHz
- Internal SD Slot with 2x 8GB SD cards, Mirrored – Hypervisor OS - ESXi
- RAID-10 – 4 x 2TB 7200k RPM SAS 12Gbps - 4TB Useable Redundant Storage Space, Expandable
- H730 1GB RAID Controller
- 8 Bay Drive Backplane for Increased Storage Expandability
- 2 x Broadcom 5720 1Gb NICs (Dual port)
- 495W Redundant Power Supplies
- 3 Year Dell Hardware Warranty - 5x10 Next Business Day Onsite

**Virtualization Host Server**

Dell PowerEdge T430 Rack Server - ESXi (Details Above) \$4,360.00

SOFTWARE / SERVICES

Acronis Backup 12 Virtual Host License Software (1 CPU) (w/ 1-year software subscription) \$1,199.00

VMware vSphere Essentials Kit for 3 Hosts (w/ 1-year software assurance subscription) \$560.00

SonicWALL Analyzer – Internet and Network Analysis and Reporting Software \$125.00

Labor: Estimated 10 hours to complete project at \$135.00 /hr \$1,350.00

Total: \$7,594.00

Terms: 20% down, net 30

Above pricing does not include appropriate tax and shipping.

Quote good for 30 days from date above.

## OPTIONALS

### OFFSITE BACKUP

eFolder for Acronis – A fast, secure and cost-efficient offsite data protection service.

Includes local backup computer for storing local backups (hourly and daily) while offsite backups to a secure cloud are performed nightly. Also provides the ability to run your server in the cloud in case of worst case scenario. All backup data is encrypted. Monitored.

\*eFolder for Acronis would replace the Acronis Backup 12 Virtual Host License listed in the quote above.

1TB - \$120.00 /month

### AUTOMATIC MONITORING OF SERVERS AND WORKSTATIONS

AutoTask Endpoint Management will proactively manage a full range of endpoints in an ever-changing technology landscape is more important than ever. Autotask's highly scalable, 100% SaaS-based solution helps you gain complete visibility, accountability and control of every device.

Autotask will monitor the servers and workstations while automatically reporting any issues to Guidance Point allowing us to respond proactively and minimize any downtime.

Server - \$25.00 /month per server

Workstation, Desktop, Laptop – \$3.00 /month per workstation

Sincerely,

**Curt Zachman**

*Guidance Point Technologies*

*Office: 763-497-8070 x101*

*Mobile: 612-251-8070*

[curt@guidancepoint.com](mailto:curt@guidancepoint.com)

[www.guidancepoint.com](http://www.guidancepoint.com)



## PowerEdge T430

The powerful and reliable PowerEdge T430 two-socket tower server delivers performance, expandability, and quiet operation to office environments.

The PowerEdge T430 is an excellent fit for a wide range of office workloads, including workgroup collaboration and productivity applications, mail and messaging, file and print serving, and web serving. The T430 is an ideal choice for small office and remote office/branch office (ROBO) sites in need of single-server performance and capacity.

### Deliver peak performance

Accelerate performance across a wide range of workloads with the latest Intel® Xeon® processor E5-2600 v3 product family. Drive fast response times and expand memory capacity over time with 12 DIMM slots and DDR4 memory. Boost I/O performance with 6 x PCIe 3.0 slots delivering 2x data throughput compared to PCIe 2.0.

### Discover greater versatility

Install performance where it's needed with a rackable tower form factor, short 22-inch depth and quiet office acoustics. Grow data storage over time with a choice of internal hard drive form factors and capacities, guarded by RAID options for data protection and optimized performance. Adapt flexibly to changing workload conditions with an expandable virtualization-ready platform.

### Maximize operational efficiency

Save time and reduce potential for error with simplified, intuitive systems management, and help reduce costs with energy-efficient features. Protect IT investments by using the management tools you know — Dell OpenManage Essentials, BMC® Software, Microsoft® System Center, VMware® vCenter®. Harness your budget with energy-efficient processors, memory and power supplies and Fresh Air 2.0 compliance.

### Innovative management with intelligent automation

The Dell OpenManage systems management portfolio includes innovative solutions that simplify and automate essential server lifecycle management tasks — making IT operations more efficient and Dell servers the most productive, reliable and cost effective. Leveraging the incomparable agent-free capabilities of the PowerEdge embedded integrated Dell Remote Access Controller (iDRAC) with Lifecycle Controller technology, server deployment, configuration and updates are streamlined across the OpenManage portfolio and through integration with third-party management solutions.

Monitoring and control of Dell and third-party data center hardware is provided by OpenManage Essentials and with anytime, anywhere mobile access, through OpenManage Mobile. OpenManage Essentials now also delivers Server Configuration Management capabilities that automate one-many PowerEdge bare-metal server and OS deployments, quick and consistent replication of configurations and ensure compliance to a predefined baseline with automated drift detection.

## PowerEdge T430

- Short 22" depth and quiet office acoustics
- Intel Xeon E5-2600 v3 processors
- 12 x DIMMs DDR4 memory
- 6 x PCIe 3.0 slots

Feature	PowerEdge T430 technical specification	
Form factor	Tower (5U rackable)	
Processors	Intel® Xeon® processor E5-2600 v3 product family Chipset: Intel C610 series chipset Processor sockets: 2 Internal interconnect: Two QPI links at 9.6 GT/s Cache: 2.5MB per core; core options: 6, 8, 10	
Memory <sup>1</sup>	12 DIMM slots: 4GB/8GB/16GB/32GB DDR4 up to 2133MT/s	
I/O slots	Support for up to total of 6 full-height PCIe 3.0 slots	
RAID controller	Support for a maximum of 1 internal controller and 1 external controller PERC H730, PERC H730P and PERC H830	
Network controller	2 x 1GbE LOMs	
Hard drives	SAS, SATA, nearline SAS, SSD	
I/O adapter options	Broadcom® 5720-based rack network daughter card; optional add-in NICs	
Power supply	495W, 750W, 1100W PSU; 450W cabled non-redundant PSU	
Systems management	<b>Systems management:</b> IPMI 2.0 compliant; Dell OpenManage Essentials; Dell OpenManage Mobile; Dell OpenManage Power Center  <b>Remote management</b> iDRAC8 with Lifecycle Controller, iDRAC8 Express (default), iDRAC8 Enterprise (upgrade), 8GB vFlash media (upgrade), 16GB vFlash media	Dell OpenManage Integrations: <ul style="list-style-type: none"> <li>• Dell OpenManage Integration Suite for Microsoft System Center</li> <li>• Dell OpenManage Integration for VMware® vCenter®</li> </ul> Dell OpenManage Connections: <ul style="list-style-type: none"> <li>• HP Operations Manager, IBM Tivoli® Netcool® and CA Network and Systems Management</li> <li>• Dell OpenManage Plug-in for Oracle® Database Manager</li> </ul>
Rack support	All configurations support rackable, except the 3.5" x 4 cabled chassis configuration	
Optional supported hypervisors	Citrix® XenServer® VMware vSphere® ESXi™ Red Hat® Enterprise Virtualization®	
Operating systems	Microsoft Windows Server® 2008 R2 Microsoft Windows Server 2012 Microsoft Windows Server 2012 R2 Microsoft Windows HPC Server 2008 Novell® SUSE® Linux Enterprise Server Red Hat® Enterprise Linux® VMware ESX® For more information on the specific versions and additions, visit <a href="http://Dell.com/OSsupport">Dell.com/OSsupport</a> .	
OEM-ready version	From bezel to BIOS to packaging, your servers can look and feel as if they were designed and built by you. For more information, visit <a href="http://Dell.com/OEM">Dell.com/OEM</a> .	
Recommended support	Dell ProSupport Plus for critical systems or Dell ProSupport for premium hardware and software support for your PowerEdge solution. Consulting and deployment offerings are also available. Contact your Dell representative today for more information. Availability and terms of Dell Services vary by region. For more information, visit <a href="http://Dell.com/Services">Dell.com/Services</a> .	

<sup>1</sup> GB equals 1 billion bytes and TB equals 1 trillion bytes; actual capacity varies with preloaded material and operating environment and will be less.

## End-to-end technology solutions

Reduce IT complexity, lower costs and eliminate inefficiencies by making IT and business solutions work harder for you. You can count on Dell for end-to-end solutions to maximize your performance and uptime. A proven leader in Servers, Storage and Networking, Dell Enterprise Solutions and Services deliver innovation at any scale. And if you're looking to preserve cash or increase operational efficiency, Dell Financial Services™ has a wide range of options to make technology acquisition easy and affordable. Contact your Dell Sales Representative for more information.\*\*

Learn More at [Dell.com/PowerEdge](http://Dell.com/PowerEdge).

©2015 Dell Inc. All rights reserved. Dell, the DELL logo, the DELL badge, PowerEdge, and OpenManage are trademarks of Dell Inc. Other trademarks and trade names may be used in this document to refer to either the entities claiming the marks and names or their products. Dell disclaims proprietary interest in the marks and names of others. This document is for informational purposes only. Dell reserves the right to make changes without further notice to any products herein. The content provided is as is and without express or implied warranties of any kind. \*\*Leasing and financing provided and serviced by Dell Financial Services L.L.C. or its affiliate or designee ("DFS") for qualified customers. Offers may not be available or may vary in certain countries. Where available, offers may be changed without notice and are subject to product availability, credit approval, execution of documentation provided by and acceptable to DFS, and may be subject to minimum transaction size. Offers not available for personal, family or household use. Dell and the DELL logo are trademarks of Dell Inc.



# Analyzer

Application traffic analytics, visualization and reporting tool

When employees use web applications such as web mail, Facebook, instant messaging and BitTorrent for non-work-related activity, bandwidth utilization spikes, productivity plummets and threats to the network begin to emerge. IT needs a solution to strengthen security awareness, optimize network utilization, intelligently manage applications and cost effectively provide troubleshooting and forensics analysis. Most third-party application traffic analytics and reporting products do not achieve these objectives because they do not provide full network visibility and they can be complex to use.

By contrast, Dell™ SonicWALL™ Analyzer does meet these objectives. Analyzer is a web-based traffic analytics and reporting tool that is easy to use and provides real-time and historical insight into network health, performance and security. Analyzer supports Dell SonicWALL firewalls, backup and recovery products and secure remote access solutions. Organizations of all sizes benefit from enhanced employee productivity, optimized network bandwidth utilization and increased security awareness. Dell SonicWALL is the *only* firewall vendor that provides a complete solution by combining off-box application traffic analytics with granular data generated by Dell SonicWALL firewalls.



## Benefits:

- Comprehensive graphical reports enable visibility and analysis of threats and activities
- Next-generation syslog reporting streamlines data summarization
- Powerful insights into Secure Remote Access and Continuous Data Protection appliance health and behavior
- Universal scheduled reports speed in-depth reporting
- At-a-glance reporting facilitates quick analysis
- Compliance reporting makes report generation easy
- Multi-threat reporting provides instant information on threats and attacks
- User-based reporting tracks activity across the entire network
- Ubiquitous access simplifies reporting for any location
- New attack intelligence enables granular reporting on specific attacks

## Features

### **Comprehensive graphical reports** —

Provide visibility into firewall threats, bandwidth usage, employee productivity, suspicious network activity and application traffic analysis.

### **Next-generation syslog reporting** —

Revolutionary architecture streamlines data summarization, allowing for near real-time reporting of incoming syslog messages. Direct access to the underlying raw data further facilitates extensive granular capabilities and highly customizable reporting.

### **Dell SonicWALL Secure Remote Access and Continuous Data Protection reporting** —

Leverages next-generation syslog data to provide powerful insight into appliance health and behavior.

**Universal scheduled reports** — Provide a single entry point for all scheduled reports. One report can combine charts and tables for multiple units. Reports can be scheduled and sent out in various formats to one or more email addresses.

**At-a-glance reporting** — Offers customizable views to illustrate multiple summary reports on a single page.

Users can easily navigate through vital network metrics to analyze data quickly across a variety of reports.

**Compliance reporting** — Enables administrators to generate reports that fulfill compliance requirements on an ad-hoc and scheduled basis for specific regulatory mandates.

**Multi-threat reporting** — Collects information on thwarted attacks, providing instant access to threat activities detected by Dell SonicWALL firewalls using the Dell SonicWALL Gateway Anti-Virus, Anti-Spyware, Intrusion Prevention and Application Intelligence and Control Service.

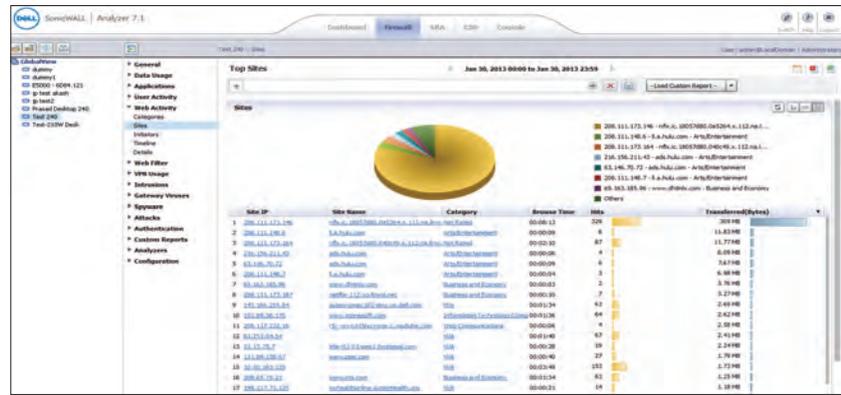
**User-based reporting** — Tracks individual user activities locally or on remote network sites. Provides greater insight into traffic usage across the entire network and, more specifically, application usage, websites visited, backup activity and VPN connections per user.

**Ubiquitous access** — Simplifies reporting to provide administrators with analysis of any location using only a standard web browser.

**New attack intelligence** — Offers granular reporting on specific types of attacks, intrusion attempts and the source address of the attack to enable administrators to react quickly to incoming threats.

## Dell SonicWALL Analyzer

Easily view traffic usage statistics such as top websites visited. Drill-down reporting allows for sorting of data according to granular details, such as the site name, IP address, website category and number of connections attempted.



Intuitive graphical reports simplify monitoring of Dell SonicWALL appliances and make it easy to identify traffic anomalies based on usage data for a specific timeline, initiator, responder or service. Export reports to a Microsoft® Excel® spreadsheet, PDF file or directly to a printer.



Built-in granular reporting allows for traffic usage data to be displayed according to top applications on the network. Easily identify the top applications detected or blocked according to category, timeline or initiator.



Threat management comes standard with Analyzer; easily view the top threats to the network by target, initiator or threat type. Comprehensive threat reporting, such as Gateway Anti-Virus, Intrusion Prevention and Anti-Spyware, are all included.



## System requirements

### Operating system

Microsoft® Windows® Server 2003 64 bit (SP2)

Windows Server 2008 SBS 64 bit (SP2)

Windows Server 2008 Standard 64 bit (SP1)

Windows 7 Pro 64 bit (SP1)

In all instances Dell SonicWALL Analyzer is running as a 32 bit application.

### Hardware for Analyzer server

Minimum Requirements: Single Core 3 GHz x86 Processor, 4 GB RAM, 100 GB HDD

### Java

Java SE Runtime Environment 1.6 or later

### Internet browsers

Microsoft® Internet Explorer 8.0 or higher

Mozilla Firefox 6.0 or higher

Google Chrome 13.0 and above

Supported only on Microsoft Windows platforms

### Virtual appliance

Hypervisor: VMware® ESX and ESXi

Operation System Installed: Hardened SonicLinux

Appliance Size: 250 GB, 950 GB

Recommended RAM: 8 GB (4 GB minimum)

VMware Compatibility Guide:

[www.vmware.com/resources/compatibility/search.php](http://www.vmware.com/resources/compatibility/search.php)

### Supported Dell SonicWALL appliances

Dell SonicWALL Next-Generation Firewalls: SuperMassive™ Series, E-Class Network Security Appliance (NSA) Series, NSA Series, TZ Series, and PRO Series<sup>1</sup>

Dell SonicWALL Continuous Data Protection Series

Dell SonicWALL Content Security Manager (CSM) Series

Dell SonicWALL E-Class and SMB Secure Remote Access (SRA) Series<sup>2</sup>

### Supported Dell SonicWALL firmware

Dell SonicWALL E-Class NSA and NSA Series: SonicOS Enhanced 5.0 or higher

Dell SonicWALL PRO Series: SonicOS Enhanced 3.2 or higher

Dell SonicWALL TZ Series: SonicOS Standard 3.1 or higher, and Enhanced 3.2 or higher

Dell SonicWALL CSM Series: Dell SonicWALL 2.0 or higher

Dell SonicWALL SRA for SMB Series: Firmware 2.0 or higher

Dell SonicWALL E-Class SRA Series: Firmware 9.0 or higher

Dell SonicWALL CDP 5.1 or higher

### IPv6 Support

GMS 7.2 supports IP version 6 (IPv6) management and configuration of firewalls, Domain Name System (DNS) and Neighbor Discovery Protocol (NDP).

<sup>1</sup> Legacy Dell SonicWALL XPRS/XPRS2, Dell SonicWALL SOHO2, Dell SonicWALL Tele2 and Dell SonicWALL Pro/Pro-VX models are not supported.

<sup>2</sup> Only newer Dell SonicWALL Aventail E-Class SRA appliances using 12 character hexadecimal serial numbers.



### Dell SonicWALL Analyzer

Analyzer for TZ Series  
01-SSC-3378

Analyzer for NSA 240, NSA 2400  
01-SSC-3379

Analyzer for NSA 3500  
01-SSC-3380

Analyzer for NSA 4500  
01-SSC-3381

Analyzer for E-Class NSA and SuperMassive E10000 Series  
01-SSC-3382

Analyzer for CDP 210  
01-SSC-3383

Analyzer for CDP 220  
01-SSC-3384

Analyzer for CDP 5040B  
01-SSC-3385

Analyzer for CDP 6080B  
01-SSC-3386

Analyzer for SRA 1200  
01-SSC-3387

Analyzer for SRA 4200  
01-SSC-3388

Analyzer for E-Class SRA Series  
01-SSC-3389

### For more information

Dell SonicWALL  
2001 Logic Drive  
San Jose, CA 95124

[www.sonicwall.com](http://www.sonicwall.com)  
T +1 408.745.9600  
F +1 408.745.9300

### Dell Software

5 Polaris Way, Aliso Viejo, CA 92656 | [www.dell.com](http://www.dell.com)  
If you are located outside North America, you can find local office information on our Web site.

© 2013 Dell, Inc. ALL RIGHTS RESERVED. Dell, Dell Software, the Dell Software logo and products—as identified in this document—are registered trademarks of Dell, Inc. in the U.S.A. and/or other countries. All other trademarks and registered trademarks are property of their respective owners.  
DataSheet-Analyzer-US-TD565-20131016



**Final Levy Certification  
2017 Revenue Budget**

Account	Description	Category	2010 Actual	2011 Actual	2012 Actual	2013 Actual	2014 Actual	2015 Actual	12/6/2016	2016 Budget	% of Budget	2017 Budget	% Change	Comments
<b>Revenue Accounts</b>														
100-31000	Property Taxes - City	TAXES	949,730	947,465	957,722	981,814	940,618	1,026,640	778,085.08	771,014		830,524		
100-31020	Property Taxes - Fire Dept	TAXES	93,603	94,892	96,217	95,882	99,864	95,624	112,838.00	112,838		111,200		
100-31800	Franchise Fees	TAXES	9,577	10,334	8,096	14,452	12,194	13,150	10,605.18	12,000		12,000		
		<b>TOTAL TAXES</b>	<b>1,052,909</b>	<b>1,052,691</b>	<b>1,062,035</b>	<b>1,092,148</b>	<b>1,052,676</b>	<b>1,135,414</b>	<b>901,528</b>	<b>895,853</b>	<b>101%</b>	<b>953,724</b>	<b>6%</b>	
100-32110	Alcoholic Beverages	LIC PERM	10,270	10,295	10,387	10,305	10,370	10,370	10,420	10,300		10,370		
100-32180	Other Bus. Lic. & Permits	LIC PERM	100	568	650	1,561	700	362	232	100		100		Utility Permits/Solicitors License
100-32210	Building Permits	LIC PERM	39,857	47,327	77,849	190,003	154,881	139,675	187,275	100,000		50,000		limited vacant lots
100-32240	Animal Licenses	LIC PERM	175	230	240	340	120	260	180	100		100		
100-32260	Solid Waste Hauler Licenses	LIC PERM	1,200	1,600	400	3,000	1,000	500	1,500	1,500		1,500		
100-32270	Rental Dwelling Licenses	LIC PERM	225	125	1,105	-	1,050	-	795	150		0		
100-32280	Other Non-Bus. Lic. & Permits	LIC PERM	45	36	374	74	37	45	53	50		50		
		<b>TOTAL LIC PERM</b>	<b>51,872</b>	<b>60,181</b>	<b>91,005</b>	<b>205,283</b>	<b>168,158</b>	<b>151,212</b>	<b>200,455</b>	<b>112,200</b>	<b>179%</b>	<b>62,120</b>	<b>-45%</b>	
100-33400	State Grants and Aid	INTGOVT	-	-	-	-	2,915	38,757	-	-		-		
100-33401	Local Gov't Aid (LGA)	INTGOVT	63,204	63,614	63,203	63,203	100,494	105,859	53,748	107,496		108,169		
100-33410	MV Credit	INTGOVT	1,579	1,475	-	-	1,297	1,866	848	-		-		
100-33420	PERA Aid	INTGOVT	339	339	339	339	339	339	170	339		339		
100-33422	State Fire Aid	INTGOVT	21,786	24,422	24,521	34,204	36,371	42,219	38,746	36,000		36,000		estimate
100-33426	State Police Aid	INTGOVT	4,681	4,668	4,542	5,057	5,265	5,566	5,729	5,500		5,500		estimate
100-33610	County Grants/Aid for Roads	INTGOVT	-	-	-	-	14,488	13,342	-	-		-		
		<b>TOTAL INTGOVT</b>	<b>91,589</b>	<b>94,517</b>	<b>92,605</b>	<b>102,803</b>	<b>161,169</b>	<b>207,947</b>	<b>99,241</b>	<b>149,335</b>	<b>66%</b>	<b>150,008</b>	<b>0%</b>	
100-34000	Charges for Service	SERVICE	-	-	-	-	16,643	-	-	-		-		
100-34101	City Hall Rentals	SERVICE	6,120	4,758	5,050	4,800	6,700	8,915	7,585	8,000		9,175		Raise Hall Rental \$25
100-34105	Sales of Maps & Publications	SERVICE	6	3	9	-	-	-	-	-		-		
100-34107	Assessment Searches	SERVICE	225	175	375	725	350	475	375	400		400		
100-34108	Administrative Fees	SERVICE	2,367	2,675	1,346	1,402	2,710	2,447	1,433	2,000		1,500		
100-34109	Copies/Faxes	SERVICE	61	60	104	76	83	15	125	50		50		
100-34207	Fire Protection	SERVICE	100,812	102,116	102,210	102,210	105,899	107,464	65,057	104,285		114,325		
100-34403	Recycling Rev/Reimb	SERVICE	6,034	5,246	3,494	8,264	26	6,902	5,217	6,000		6,000		
100-34780	Park Shelter Rental Fees	SERVICE	2,000	1,825	2,571	2,351	3,013	2,805	2,687	3,000		3,000		
100-34940	Cemetery Revenues	SERVICE	3,000	2,500	2,000	-	2,950	1,950	3,700	2,000		2,000		
		<b>TOTAL SERVICE</b>	<b>120,624</b>	<b>119,356</b>	<b>117,159</b>	<b>119,827</b>	<b>138,374</b>	<b>130,973</b>	<b>86,179</b>	<b>125,735</b>	<b>69%</b>	<b>136,450</b>	<b>9%</b>	
100-35100	Court Fines	FINES	4,385	4,298	861	1,420	315	2,643	2,254	1,500		2,000		
		<b>TOTAL FINES</b>	<b>4,385</b>	<b>4,298</b>	<b>861</b>	<b>1,420</b>	<b>315</b>	<b>2,643</b>	<b>2,254</b>	<b>1,500</b>	<b>150%</b>	<b>2,000</b>	<b>33%</b>	
100-36100	Special Assessments	MISC	5,908	400	-	951	54	429	2,012	-		740		Lawn Mowing assessed
100-36200	Misc Revenues	MISC	7,042	9,009	5,355	67,479	2,592	13,012	183,049	-		900		Payment from Corcoran for FD assist for triathlon/supplies for HHF
100-36210	Interest Earnings	MISC	13,996	13,708	9,074	4,476	(528)	36,318	5,164	1,000		3,000		
100-36215	Investment Income/Loss	MISC	-	-	-	-	7,518	(100)	5,944	6,000		6,000		
100-36218	Grants	MISC	2,377	1,000	2,799	1,205	-	6,280	-	-		-		
100-36230	Contributions & Donations	MISC	2,450	5,500	5,096	2,742	2,075	8,597	7,326	6,000		3,600		Concert in the Park and clean-up day donation
100-36235	Insurance Dividends	MISC	4,800	5,976	10,241	7,094	5,123	11,500	-	8,000		8,000		
100-36250	Damage Deposits	MISC	6,350	5,700	6,934	6,291	7,441	6,501	100	-		-		Moved to GL
100-36260	Refunds or Reimbursements	MISC	-	-	-	-	-	-	4	-		-		
100-36291	Sale of Vehicles/Equipment	MISC	-	-	3,300	1,300	100	-	1,702	-		-		
100-39203	Transfers from Other Funds	MISC	-	-	-	-	-	-	19,200	-		-		
		<b>TOTAL MISC</b>	<b>42,923</b>	<b>41,294</b>	<b>42,798</b>	<b>91,538</b>	<b>24,375</b>	<b>82,538</b>	<b>224,502</b>	<b>21,000</b>	<b>1069%</b>	<b>22,240</b>	<b>6%</b>	
		<b>TOTAL REVENUE</b>	<b>1,364,303</b>	<b>1,372,337</b>	<b>1,406,462</b>	<b>1,613,019</b>	<b>1,545,068</b>	<b>1,710,727</b>	<b>1,514,158</b>	<b>1,305,623</b>	<b>116%</b>	<b>1,326,541.39</b>	<b>1.60%</b>	

**Final Levy Certification  
2017 Expenditure Budget**

Account	Description	Category	2011 Actual	2012 Actual	2013 Actual	2014 Actual	2015 Actual	12/6/2016	2016 Budget	% of Budget	2017 Budget	% Change	Dollar Change	Comments
<b>Expenditure Accounts</b>														
<b>General Government</b>														
100-41110-111	Committee Wages	COUNCIL	11,680	12,786	12,176	9,359	9,881	5,687	12,000		11,000	-8%	(1,000)	Salary and 40 mtg per member
100-41110-122	FICA	COUNCIL	724	793	755	572	632	348	744		682	-8%	(62)	
100-41110-123	Medicare	COUNCIL	169	185	177	134	143	81	174		160	-8%	(15)	
100-41110-208	Training & Instruction	COUNCIL	992	1,109	398	-	365	-	450		400	-11%	(50)	LMC training for new member
100-41110-306	Dues & Subscriptions	COUNCIL	1,520	2,552	670	2,912	6,488	7,856	7,000		7,500	7%	500	
100-41110-331	Travel Expenses	COUNCIL	1,080	801	158	160	76	-	1,000		500	-50%	(500)	Reduced
100-41110-437	Discretionary Miscellaneous	COUNCIL	3,486	3,396	3,586	5,701	3,128	11,287	25,203		3,000	-88%	(22,203)	Removed 125th celebration allocation
	<b>Total Council</b>		<b>19,696</b>	<b>21,667</b>	<b>17,967</b>	<b>18,888</b>	<b>20,766</b>	<b>25,258</b>	<b>46,571</b>	<b>54%</b>	<b>23,242</b>	<b>-50%</b>	<b>(23,329)</b>	
100-41330-111	Committee Wages	BRDS & COMM	3,300	2,850	2,280	2,820	2,820	1,500	4,000		4,000	0%	0	
100-41330-208	Training & Instruction	BRDS & COMM	-	110	-	-	-	-	150		1,300	767%	1,150	Training costs for 3 Planning Members (\$200 each)
100-41330-331	Travel Expenses	BRDS & COMM	-	-	374	18	21	-	100		100	0%	0	
	<b>Total Brds &amp; Comm</b>		<b>3,300</b>	<b>2,960</b>	<b>2,654</b>	<b>2,838</b>	<b>2,936</b>	<b>1,500</b>	<b>4,250</b>	<b>35%</b>	<b>5,400</b>	<b>27%</b>	<b>1,150</b>	
100-41400-101	Full-Time Wages	CITY ADMIN	80,829	72,582	12,433	63,612	75,707	60,890	67,275		69,630	3%	2,355	
100-41400-121	PERA	CITY ADMIN	5,856	4,377	-	4,553	5,870	4,655	5,046		5,222	3%	177	
100-41400-122	FICA	CITY ADMIN	4,830	4,278	590	3,894	4,852	3,848	4,171		4,317	3%	146	
100-41400-123	Medicare	CITY ADMIN	1,130	1,001	138	911	1,135	900	975		1,010	3%	34	
100-41400-132	Employer Paid Life	CITY ADMIN	-	-	-	1,073	414	337	384		384	0%	0	reflects 2017 rate
100-41400-151	Health Insurance Premium	CITY ADMIN	9,135	6,238	-	5,676	5,237	7,929	8,400		8,400	0%	0	reflects monthly allotment
100-41400-208	Training & Instruction	CITY ADMIN	250	465	464	561	1,310	410	1,500		1,500	0%	0	
100-41400-306	Dues & Subscriptions	CITY ADMIN	-	-	-	445	256	249	500		500	0%	0	
	<b>Total City Admin</b>		<b>102,030</b>	<b>116,408</b>	<b>57,941</b>	<b>82,640</b>	<b>98,574</b>	<b>79,218</b>	<b>88,251</b>	<b>90%</b>	<b>90,963</b>	<b>3%</b>	<b>2,711</b>	
100-41410-200	Office Supplies	ELECTION	-	1,162	-	3,005	-	496	2,000		7,000	250%	5,000	WC Equip upgrades estimated costs
100-41410-310	Other Professional Services	ELECTION	-	3,660	-	5,317	79	3,954	5,000		-	-100%	(5,000)	No election
100-41410-351	Legal Notices Publishing	ELECTION	-	-	-	279	-	174	300		-	-100%	(300)	No election
100-41410-400	Repairs & Maintenance Cont	ELECTION	751	-	762	-	-	1,014	1,000		1,300	30%	300	Check w/HC and WC
	<b>Total Election</b>		<b>751</b>	<b>4,822</b>	<b>762</b>	<b>8,601</b>	<b>79</b>	<b>5,639</b>	<b>8,300</b>	<b>68%</b>	<b>8,300</b>	<b>0%</b>	<b>0</b>	
100-41430-101	Full-Time Wages	CLERICAL	37,550	39,200	43,120	80,994	53,307	38,082	42,059		43,740	4%	1,681	
100-41430-121	PERA	CLERICAL	2,788	2,827	1,832	5,711	3,798	2,911	3,154		3,280	4%	126	
100-41430-122	FICA	CLERICAL	2,384	2,417	2,544	5,607	3,715	2,406	2,608		2,712	4%	104	
100-41430-123	Medicare	CLERICAL	558	565	595	1,311	869	563	610		634	4%	24	
100-41430-134	Employer Paid Life	CLERICAL	-	-	-	(3,996)	1,581	1,193	1,080		1,440	33%	360	reflects 2017 rate
100-41430-151	Health Insurance Premium	CLERICAL	8,984	8,946	17,319	10,443	7,844	7,918	8,400		8,400	0%	0	reflects monthly allotment
100-41430-208	Training & Instruction	CLERICAL	-	-	-	-	255	500	500		500	0%	0	
100-41430-306	Dues & Subscriptions	CLERICAL	-	-	-	-	-	250	250		250	0%	0	
	<b>Total Clerical</b>		<b>53,269</b>	<b>53,956</b>	<b>65,410</b>	<b>115,462</b>	<b>74,280</b>	<b>53,329</b>	<b>58,661</b>	<b>91%</b>	<b>60,956</b>	<b>4%</b>	<b>2,295</b>	
100-41435-260	Uniforms	STAFF EXP	-	80	-	224	-	-	300		300	0%	0	
100-41435-310	Other Professional Services	STAFF EXP	-	9,845	5,763	578	787	222	1,000		500	-50%	(500)	
100-41435-331	Travel Expenses	STAFF EXP	1,539	1,101	368	561	1,277	539	2,000		2,000	0%	0	
	<b>Total Staff Exp</b>		<b>8,821</b>	<b>17,144</b>	<b>14,017</b>	<b>2,620</b>	<b>3,290</b>	<b>761</b>	<b>3,300</b>	<b>23%</b>	<b>2,800</b>	<b>-15%</b>	<b>(500)</b>	
100-41530-101	Full-Time Wages	ACCNT	59,367	59,281	78,673	-	24,895	46,091	50,918		52,955	4%	2,036	
100-41530-121	PERA	ACCNT	4,301	3,464	5,869	-	1,800	3,524	3,819		3,972	4%	153	
100-41530-122	FICA	ACCNT	3,678	3,676	5,019	-	1,446	2,708	3,157		3,283	4%	126	
100-41530-123	Medicare	ACCNT	860	860	1,174	-	338	633	738		768	4%	30	
100-41530-134	Employer Paid Life	ACCNT	-	-	-	-	348	899	504		996	98%	492	reflects 2017 rate
100-41530-151	Health Insurance Premium	ACCNT	8,481	6,021	9,149	-	3,322	9,900	10,800		10,800	0%	0	reflects monthly allotment
100-41530-208	Training & Instruction	ACCNT	-	-	-	-	690	1,000	1,000		1,000	0%	0	
100-41530-306	Dues & Subscriptions	ACCNT	-	-	-	-	-	215	500		250	-50%	(250)	Bring closer to actuals
100-41530-310	Other Professional Services	ACCNT	-	-	-	-	35,468	2,457	3,000		-	-100%	(3,000)	Audit Prep Review moved to Auditing and Account
	<b>Total Accnt</b>		<b>76,687</b>	<b>73,301</b>	<b>99,885</b>	<b>-</b>	<b>68,471</b>	<b>67,117</b>	<b>74,437</b>	<b>90%</b>	<b>74,023</b>	<b>-1%</b>	<b>(413)</b>	
100-41540-301	Auditing & Accounting	AUDITING	19,075	19,840	22,740	27,812	23,400	29,243	27,400		24,300	-11%	(3,100)	Actual audit and potential prep costs
	<b>Total Auditing &amp; Accounting</b>		<b>19,075</b>	<b>19,840</b>	<b>22,740</b>	<b>27,812</b>	<b>23,400</b>	<b>29,243</b>	<b>27,400</b>	<b>107%</b>	<b>24,300</b>	<b>-11%</b>	<b>(3,100)</b>	
100-41550-310	Other Professional Services	ASSESSING	16,378	16,316	16,889	17,328	17,772	17,669	18,000		18,000	0%	0	
	<b>Total Assessing</b>		<b>16,378</b>	<b>16,316</b>	<b>16,889</b>	<b>17,328</b>	<b>17,772</b>	<b>17,669</b>	<b>18,000</b>	<b>98%</b>	<b>18,000</b>	<b>0%</b>	<b>0</b>	
100-41570-200	Office Supplies	PURCHASING	2,898	6,172	5,587	1,128	3,146	2,935	4,000		3,500	-13%	(500)	Bring closer to actuals
100-41570-205	Bank Fees	PURCHASING	159	212	124	74	49	116	100		100	0%	0	
100-41570-207	Computer Supplies	PURCHASING	1,425	1,268	4,472	4,284	3,092	4,876	3,500		12,000	243%	8,500	Approx \$7k for server upgrade
100-41570-220	Repair/Maintenance Supply	PURCHASING	4,728	6,724	8,425	1,939	2,367	3,256	5,800		4,000	-31%	(1,800)	Bring closer to actuals
100-41570-322	Postage	PURCHASING	2,049	1,222	458	951	2,463	2,781	1,500		2,000	33%	500	
100-41570-570	Office Equipment/Furniture	PURCHASING	2,599	2,501	1,305	120	210	-	4,000		-	-100%	(4,000)	Bring closer to actuals
	<b>Total Purchasing</b>		<b>13,859</b>	<b>18,099</b>	<b>20,370</b>	<b>8,496</b>	<b>11,326</b>	<b>13,966</b>	<b>18,900</b>	<b>74%</b>	<b>21,600</b>	<b>14%</b>	<b>2,700</b>	
100-41600-310	Other Professional Services	COMPUTER	-	-	-	-	-	2,219	4,000		4,000	0%	0	
	<b>Total Computer</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>4,693</b>	<b>3,693</b>	<b>2,219</b>	<b>4,000</b>	<b>55%</b>	<b>4,000</b>	<b>0%</b>	<b>0</b>	

100-41610-304	Legal Fees	ATTORNEY	21,767	13,799	19,286	20,536	18,947	20,288	21,787	22,440	3%	654	increase of 3%
	<b>Total Attorney</b>		<b>21,767</b>	<b>13,799</b>	<b>19,286</b>	<b>20,536</b>	<b>18,947</b>	<b>20,288</b>	<b>21,787</b>	<b>93%</b>	<b>22,440</b>	<b>3%</b>	<b>654</b>
100-41910-310	Other Professional Services	PLANNING & ZONING	22,022	11,489	24,092	26,511	19,945	18,236	17,000	29,500	74%	12,500	\$12,500 towards 2017 Comp Plan Update
	<b>Total Planning &amp; Zoning</b>		<b>22,022</b>	<b>11,489</b>	<b>24,092</b>	<b>26,511</b>	<b>19,945</b>	<b>18,236</b>	<b>17,000</b>	<b>107%</b>	<b>29,500</b>	<b>74%</b>	<b>12,500</b>
100-41940-210	Operating Supplies	BLDG & GRNDS	3,579	3,484	4,454	2,494	617	1,361	5,000	1,500	-70%	(3,500)	cleaning supplies, garbage bags, etc.
100-41940-220	Repair/Maintenance Supply	BLDG & GRNDS	7,109	4,943	10,195	(3,187)	9,461	4,381	10,000	7,000	-30%	(3,000)	large expense in 2015 was key fob for PW
100-41940-306	Dues & Subscriptions	BLDG & GRNDS	-	-	-	250	250	250	300	300	0%	0	Liquor License
100-41940-310	Other Professional Services	BLDG & GRNDS	430	432	6,508	6,998	6,016	6,245	8,400	1,000	-88%	(7,400)	Removed \$7,000 Classic Cleaning, left pest control
100-41940-321	Telephone	BLDG & GRNDS	5,020	4,851	5,851	4,476	3,282	3,139	3,500	3,500	0%	0	
100-41940-325	Taxes	BLDG & GRNDS	6,988	6,723	6,439	258	220	214	250	250	0%	0	sales and use tax
100-41940-381	Electric Utility	BLDG & GRNDS	6,196	6,964	10,328	8,927	14,122	6,811	9,000	11,250	25%	2,250	6 mo PW works building
100-41940-383	Gas Utilities	BLDG & GRNDS	4,252	3,382	4,799	6,698	3,642	2,090	5,000	6,250	25%	1,250	6 mo PW works building
100-41940-384	Refuse/Garbage Disposal	BLDG & GRNDS	1,871	1,862	5,313	(502)	2,540	2,122	2,400	3,250	35%	850	6 mo PW works building
100-41940-415	Other Equipment Rental	BLDG & GRNDS	-	499	-	-	121	-	500	500	0%	0	
100-41940-520	Buildings & Structures	BLDG & GRNDS	-	-	637	5,591	5,346	3,334	5,000	4,500	-10%	(500)	Remove Storage Contract for last 4 months
100-41940-560	Furniture & Fixtures	BLDG & GRNDS	1,634	-	3,149	535	1,961	242	2,500	2,500	0%	0	
100-41940-580	Other Equipment	BLDG & GRNDS	-	160	352	308	1,263	226	1,000	500	-50%	(500)	
	<b>Total Bldg &amp; Grnds</b>		<b>97,440</b>	<b>97,170</b>	<b>106,016</b>	<b>32,848</b>	<b>48,842</b>	<b>30,413</b>	<b>52,850</b>	<b>58%</b>	<b>42,300</b>	<b>-20%</b>	<b>(10,550)</b>
100-41950-303	Engineering Fee	ENGINEERING	13,193	14,114	22,511	19,613	23,493	23,683	25,000	32,500	30%	7,500	\$7,500 towards 2017 Comp Plan Update
	<b>Total Engineering</b>		<b>13,193</b>	<b>14,114</b>	<b>22,511</b>	<b>19,613</b>	<b>23,493</b>	<b>23,683</b>	<b>25,000</b>	<b>95%</b>	<b>32,500</b>	<b>30%</b>	<b>7,500</b>
100-41960-150	Workers Comp Premium	INSURANCE	1,893	1,730	2,086	845	259	8,543	9,318	8,799	-6%	(518)	entire City less Fire Department (3% increase)
100-41960-361	General Liability Insurance	INSURANCE	23,061	22,340	21,946	24,476	24,785	19,245	24,740	18,860	-24%	(5,880)	entire City less Fire Department (4% decrease)
	<b>Total Insur</b>		<b>24,954</b>	<b>24,070</b>	<b>24,032</b>	<b>27,982</b>	<b>25,045</b>	<b>27,788</b>	<b>34,058</b>	<b>82%</b>	<b>27,659</b>	<b>-19%</b>	<b>(6,398)</b>
100-41970-341	Employment	LEGAL PUB	-	636	231	235	435	274	250	300	20%	50	
100-41970-343	Other Advertising	LEGAL PUB	-	-	-	38	-	39	250	50	-80%	(200)	WC Journal Subscription
100-41970-351	Legal Notices Publishing	LEGAL PUB	1,642	985	1,925	1,621	768	1,648	2,000	2,000	0%	0	
100-41970-354	Recording Fees	LEGAL PUB	-	654	128	441	-	-	500	500	0%	0	
	<b>Total Legal Pub</b>		<b>1,642</b>	<b>2,274</b>	<b>2,284</b>	<b>2,336</b>	<b>1,203</b>	<b>1,961</b>	<b>3,000</b>	<b>65%</b>	<b>2,850</b>	<b>-5%</b>	<b>(150)</b>
100-48205-810	Refunds & Reimbursements	DAMAGE DEPOSIT	5,200	6,205	7,720	7,554	11,079	3,516	9,000	-	-100%	(9,000)	Moved to GL
	<b>Total Damage Deposit</b>		<b>5,200</b>	<b>6,205</b>	<b>7,720</b>	<b>7,554</b>	<b>11,079</b>	<b>3,516</b>	<b>9,000</b>		<b>-100%</b>	<b>(9,000)</b>	
	<b>Total General Gov't</b>		<b>500,082</b>	<b>513,634</b>	<b>524,577</b>	<b>426,758</b>	<b>473,140</b>	<b>421,804</b>	<b>514,764</b>	<b>82%</b>	<b>490,834</b>	<b>-5%</b>	<b>(23,930)</b>
<b>Public Safety</b>													
100-42101-310	Other Professional Services	HC SHERIFF	63,443	64,977	65,503	75,078	69,333	53,554	71,405	78,731	10%	7,326	proposed contract price
	<b>Total HC Sheriff</b>		<b>63,443</b>	<b>64,977</b>	<b>65,503</b>	<b>75,078</b>	<b>69,333</b>	<b>53,554</b>	<b>71,405</b>	<b>75%</b>	<b>78,731</b>	<b>10%</b>	<b>7,326</b>
100-42102-310	Other Professional Services	WC SHERIFF	86,140	87,474	88,330	83,726	95,900	90,827	98,088	101,748	4%	3,660	based on contracted rate for 2017 of \$69.50
	<b>Total WC Sheriff</b>		<b>86,140</b>	<b>87,474</b>	<b>88,330</b>	<b>83,726</b>	<b>95,900</b>	<b>90,827</b>	<b>98,088</b>	<b>93%</b>	<b>101,748</b>	<b>4%</b>	<b>3,660</b>
100-42210-103	Part-Time Wages	FIRE ADMIN	20,068	18,420	29,404	28,116	27,804	-	34,340	55,000	60%	20,660	\$10/hr. for calls and \$16/mtg
100-42210-122	FICA	FIRE ADMIN	1,244	1,142	1,823	1,743	1,714	-	2,129	3,410	60%	1,281	
100-42210-123	Medicare	FIRE ADMIN	291	267	426	408	401	-	515	798	55%	283	
100-42210-150	Workers Comp Premium	FIRE ADMIN	5,556	6,731	7,042	6,679	7,137	7,947	10,000	8,344	-17%	(1,656)	projected increase of approx 5%
100-42210-200	Office Supplies	FIRE ADMIN	301	-	359	167	131	196	200	200	0%	0	
100-42210-305	Medical/Physical Fees	FIRE ADMIN	1,917	363	3,975	1,260	4,735	2,177	4,000	4,000	0%	0	
100-42210-306	Dues & Subscriptions	FIRE ADMIN	2,961	1,042	884	562	572	605	950	950	0%	0	
100-42210-361	General Liability Insurance	FIRE ADMIN	6,747	10,108	6,875	5,869	2,370	4,743	6,119	4,553	-26%	(1,566)	projected decrease of approx 4%
	<b>Total Fire Admin</b>		<b>39,086</b>	<b>38,073</b>	<b>50,788</b>	<b>45,975</b>	<b>45,125</b>	<b>15,668</b>	<b>58,253</b>	<b>27%</b>	<b>77,255</b>	<b>33%</b>	<b>19,002</b>
100-42220-221	Equipment Parts	FIRE EQUIP	5,424	7,812	3,665	6,025	1,056	2,791	15,500	13,500	-13%	(2,000)	added amount subtracted from other misc.
100-42220-228	Medical Supplies	FIRE EQUIP	-	-	-	-	782	370	1,500	1,500	0%	0	
100-42220-240	Small Tools/Equipment	FIRE EQUIP	765	581	718	132	-	537	850	850	0%	0	
100-42220-260	Uniforms	FIRE EQUIP	11,315	7,551	8,599	780	10,864	7,559	4,500	4,500	0%	0	
100-42220-580	Other Equipment	FIRE EQUIP	5,942	4,959	4,315	2,056	856	1,081	5,000	5,000	0%	0	
	<b>Total Fire Equip</b>		<b>23,446</b>	<b>20,903</b>	<b>17,296</b>	<b>8,993</b>	<b>13,557</b>	<b>12,338</b>	<b>27,350</b>	<b>45%</b>	<b>25,350</b>	<b>-7%</b>	<b>(2,000)</b>
100-42240-208	Training & Instruction	FIRE TRG	5,400	3,558	3,401	7,517	8,869	3,787	7,500	12,500	67%	5,000	To cover physicals for new recruits
100-42240-310	Other Professional Services	FIRE TRG	-	-	-	-	-	2,939	3,000	3,000	0%	0	Allina Medical Direction Contract remains same fr
100-42240-331	Travel Expenses	FIRE TRG	1,101	1,468	1,099	852	792	1,602	1,500	1,500	0%	0	
	<b>Total Fire Trg</b>		<b>6,501</b>	<b>5,025</b>	<b>4,500</b>	<b>8,369</b>	<b>9,661</b>	<b>8,328</b>	<b>12,000</b>	<b>69%</b>	<b>17,000</b>	<b>42%</b>	<b>5,000</b>
100-42260-212	Motor Fuels	FIRE VEHICLE	4,365	4,243	5,428	3,780	3,146	2,098	5,000	4,500	-10%	(500)	
100-42260-220	Repair/Maintenance Supply	FIRE VEHICLE	3,071	4,985	7,438	14,342	7,855	11,368	9,000	9,000	0%	0	
100-42260-240	Small Tools/Equipment	FIRE VEHICLE	386	1,845	2,335	1,860	198	322	2,000	2,000	0%	0	
100-42260-323	Radio Units	FIRE VEHICLE	2,025	2,250	1,107	2,661	5,035	3,822	7,465	7,465	0%	0	
	<b>Total Fire Vehicle</b>		<b>9,847</b>	<b>13,324</b>	<b>16,307</b>	<b>22,643</b>	<b>16,235</b>	<b>17,609</b>	<b>23,465</b>	<b>75%</b>	<b>22,965</b>	<b>-2%</b>	<b>(500)</b>
100-42280-215	Shop Supplies	FIRE BLDG	402	1,220	1,121	741	189	416	1,650	1,650	0%	0	
100-42280-220	Repair/Maintenance Supply	FIRE BLDG	3,163	4,958	-	522	14,969	2,709	3,500	3,500	0%	0	
100-42280-321	Telephone	FIRE BLDG	490	458	1,002	430	351	340	800	800	0%	0	
100-42280-325	Taxes	FIRE BLDG	172	165	138	-	-	-	175	175	0%	0	
100-42280-381	Electric Utilities	FIRE BLDG	5,207	4,450	4,696	3,722	3,636	3,087	5,000	4,500	-10%	(500)	
100-42280-383	Gas Utilities	FIRE BLDG	2,298	1,483	2,569	3,673	2,855	1,434	3,000	3,000	0%	0	
	<b>Total Fire Bldg</b>		<b>11,732</b>	<b>12,733</b>	<b>9,526</b>	<b>9,088</b>	<b>21,999</b>	<b>7,986</b>	<b>14,125</b>	<b>57%</b>	<b>13,625</b>	<b>-4%</b>	<b>(500)</b>

100-42290-124	State Aid Pensions	FRA	27,922	27,621	41,704	37,871	42,415	38,746	36,000	36,000	0%	0	pass through fund
100-42290-125	Other Retirement Contributions	FRA						5,567	11,134	11,134	0%	(0)	31% of two year's prior state aid paid by City for it
100-42290-301	Auditing & Accounting	FRA	4,475	-	10,683	5,800	6,580	6,100	6,500	6,500	0%	0	billed hourly, this is estimated amount
	<b>Total FRA</b>		<b>32,397</b>	<b>27,621</b>	<b>52,387</b>	<b>43,671</b>	<b>48,995</b>	<b>50,413</b>	<b>53,634</b>	<b>53,634</b>	<b>94%</b>	<b>0%</b>	<b>(0)</b>
100-42401-310	Other Professional Services	BLDG INSP	17,719	17,271	72,360	32,860	53,391	53,462	35,000	17,500	-50%	(17,500)	lack of vacant lots
	<b>Total Bldg Insp</b>		<b>17,719</b>	<b>17,271</b>	<b>72,360</b>	<b>32,860</b>	<b>53,391</b>	<b>53,462</b>	<b>35,000</b>	<b>17,500</b>	<b>-50%</b>	<b>(17,500)</b>	
100-42700-310	Other Professional Services	ANIMAL CTRL	688	-	189	180	185	500	500	500	100%	500	0%
	<b>Total Animal Ctrl</b>		<b>688</b>	<b>-</b>	<b>189</b>	<b>180</b>	<b>185</b>	<b>500</b>	<b>500</b>	<b>500</b>	<b>100%</b>	<b>500</b>	<b>0%</b>
100-42800-310	Other Professional Services	CEMETERY	-	-	-	-	50	2,174	2,500	50	-98%	(2,450)	
	<b>Total Cemetery</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>50</b>	<b>2,174</b>	<b>2,500</b>	<b>50</b>	<b>-98%</b>	<b>(2,450)</b>	
	<b>Total Public Safety</b>		<b>290,998</b>	<b>287,401</b>	<b>377,186</b>	<b>330,583</b>	<b>374,432</b>	<b>312,860</b>	<b>396,320</b>	<b>408,357</b>	<b>79%</b>	<b>3%</b>	<b>12,038</b>

**Public Works**

100-43000-101	Full-Time Wages - Reg	PUBLIC WORKS	43,250	45,643	61,257	74,389	98,608	96,490	106,604	116,803	10%	10,199	3 full time workers, with 3rd Full Time w/April st
100-43000-102	Full-Time Wages - OT	PUBLIC WORKS				1,340	604	1,386	1,000	1,050	5%	50	
100-43000-103	Part-Time Wages	PUBLIC WORKS	2,551	8,615	4,010	14,370	5,170	12,630	15,000	15,000	0%	0	(1) 6 mo. Summer help and (2) snow plow driver
100-43000-121	PERA	PUBLIC WORKS	3,133	3,498	3,462	5,168	7,730	7,480	7,995	10,279	29%	2,284	
100-43000-122	FICA	PUBLIC WORKS	2,679	3,274	3,846	5,688	6,637	6,946	6,609	8,251	25%	1,641	
100-43000-123	Medicare	PUBLIC WORKS	945	765	899	1,274	1,552	1,625	1,546	2,285	48%	739	
100-43000-134	Employer Paid Life	PUBLIC WORKS				1,107	1,729	1,707	1,584	2,832	79%	1,248	reflects 2017 rate
100-43000-142	Unemployment Benefits	PUBLIC WORKS	-	-	-	369	264	28	500	500	0%	0	
100-43000-151	Health Insurance Premiums	PUBLIC WORKS	5,615	5,378	5,537	10,892	15,616	17,894	19,200	27,600	44%	8,400	
100-43000-208	Training & Instruction	PUBLIC WORKS	95	1,140	-	225	997	1,379	1,500	2,500	67%	1,000	to reflect additional worker
100-43000-212	Motor Fuels	PUBLIC WORKS	8,257	9,113	10,110	8,790	-	4,432	7,000	7,000	0%	0	plow, loader, bobcat, pickups
100-43000-215	Shop Supplies	PUBLIC WORKS	1,980	929	4,608	3,569	-	2,529	2,500	2,500	0%	0	
100-43000-220	Repair/Maintenance Supply	PUBLIC WORKS	4,347	5,806	7,116	8,726	378	8,740	6,000	6,000	0%	0	
100-43000-226	Sign Repair Materials	PUBLIC WORKS	-	-	-	-	-	1,146	1,500	1,500	0%	0	consolidated all street sign resources here
100-43000-240	Small Tools/Equipment	PUBLIC WORKS	1,374	2,022	1,986	4,432	-	2,204	5,000	5,000	0%	0	
100-43000-260	Uniforms	PUBLIC WORKS	552	830	907	1,974	-	1,020	2,000	3,000	50%	1,000	to reflect additional worker
100-43000-310	Other Professional Services	PUBLIC WORKS	5,000	7,775	6,708	5,174	-	13,321	16,000	19,000	19%	3,000	Compost, street sweepings addl \$1000 for operati
100-43000-321	Telephone	PUBLIC WORKS	-	-	-	555	1,929	1,741	2,000	2,800	40%	800	to reflect additional worker
100-43000-325	Taxes	PUBLIC WORKS	-	-	-	119	-	120	200	200	0%	0	
	<b>Total Public Works</b>		<b>83,094</b>	<b>97,872</b>	<b>113,432</b>	<b>155,840</b>	<b>152,107</b>	<b>182,818</b>	<b>203,739</b>	<b>234,101</b>	<b>90%</b>	<b>15%</b>	<b>30,362</b>
100-43121-224	Street Maintenance Materials	PAVED STREETS	283	811	5,636	13,661	71,522	40,361	50,000	50,000	0%	0	
	<b>Total Paved Streets</b>		<b>6,419</b>	<b>7,454</b>	<b>6,225</b>	<b>14,625</b>	<b>75,755</b>	<b>40,361</b>	<b>50,000</b>	<b>50,000</b>	<b>81%</b>	<b>0%</b>	<b>0</b>
100-43122-224	Street Maintenance Materials	UNPAVED STREETS	2,909	2,655	2,240	7,094	10,403	9,929	10,000	10,000	0%	0	
	<b>Total Unpaved Streets</b>		<b>13,083</b>	<b>4,967</b>	<b>6,400</b>	<b>7,094</b>	<b>10,403</b>	<b>9,929</b>	<b>10,000</b>	<b>10,000</b>	<b>99%</b>	<b>0%</b>	<b>0</b>
100-43125-224	Street Maintenance Materials	SNOW/ICE	12,786	2,246	600	11,926	15,000	-	15,000	15,000	0%	0	
	<b>Total Snow/Ice</b>		<b>12,786</b>	<b>2,246</b>	<b>600</b>	<b>11,926</b>	<b>15,000</b>	<b>-</b>	<b>15,000</b>	<b>15,000</b>	<b>0%</b>	<b>0</b>	
100-43160-381	Electric Utilities	STREET LIGHTS	29,063	26,483	27,036	25,125	19,475	21,900	27,000	25,000	-7%	(2,000)	
	<b>Total Street Lights</b>		<b>29,063</b>	<b>26,483</b>	<b>27,036</b>	<b>25,125</b>	<b>19,475</b>	<b>21,900</b>	<b>27,000</b>	<b>25,000</b>	<b>81%</b>	<b>-7%</b>	<b>(2,000)</b>
100-43240-384	Refuse/Garbage Disposal	CITY CLEAN UP	-	487	828	887	1,784	2,073	2,000	2,000	0%	0	Lions Clean up
	<b>Total City Clean Up</b>		<b>-</b>	<b>487</b>	<b>828</b>	<b>887</b>	<b>1,784</b>	<b>2,073</b>	<b>2,000</b>	<b>2,000</b>	<b>104%</b>	<b>0%</b>	<b>0</b>
100-43245-384	Refuse/Garbage Disposal	RECYCLING	14,540	18,637	25,354	33,931	36,112	34,518	35,000	36,000	3%	1,000	recycling contract cost
	<b>Total Recycling</b>		<b>14,540</b>	<b>18,637</b>	<b>25,354</b>	<b>33,931</b>	<b>36,112</b>	<b>34,518</b>	<b>35,000</b>	<b>36,000</b>	<b>99%</b>	<b>3%</b>	<b>1,000</b>
	<b>Total Public Works</b>		<b>159,359</b>	<b>159,233</b>	<b>180,693</b>	<b>249,428</b>	<b>341,883</b>	<b>291,600</b>	<b>342,739</b>	<b>372,101</b>	<b>85%</b>	<b>9%</b>	<b>29,362</b>

**Culture & Recreation**

100-45186-437	Senior Center Contribution	SENIOR CENTER	1,250	625	1,250	7,654	5,330	5,071	8,000	8,000	0%	0	
	<b>Total Senior Center Contribution</b>		<b>1,250</b>	<b>625</b>	<b>1,250</b>	<b>7,654</b>	<b>5,330</b>	<b>5,071</b>	<b>8,000</b>	<b>8,000</b>	<b>63%</b>	<b>0%</b>	<b>0</b>
100-45200-212	Motor Fuels	PARKS				1,958	-	1,478	3,000	2,000	-33%	(1,000)	lawn mower fuel
100-45200-220	Repair/Maintenance Supply	PARKS	2,031	6,508	3,801	4,477	4,513	4,226	6,000	5,000	-17%	(1,000)	mower repairs, park maintenance equipment
100-45200-225	Landscaping Materials	PARKS	1,572	2,352	4,055	1,788	2,625	4,116	7,000	10,000	43%	3,000	playground rock, seed, soil, fertilizer, etc.
100-45200-310	Other Professional Services	PARKS				-	-	6,800	6,800	6,800	0%	0	FYCC Costs
100-45200-381	Electric Utilities	PARKS	817	825	2,729	1,932	2,054	1,887	2,000	2,000	0%	0	
100-45200-400	Repairs & Maintenance Cont	PARKS	3,579	2,704	4,489	4,469	2,249	1,538	3,000	1,500	-50%	(1,500)	
100-45200-440	Programs	PARKS	2,676	2,957	5,171	4,992	9,041	2,216	1,000	2,200	120%	1,200	city hosted events (offset by donations)
100-45200-580	Other Equipment	PARKS	6,696	2,484	1,182	2,711	7,190	7,266	7,000	7,000	0%	0	portable toilets
	<b>Total Parks</b>		<b>27,153</b>	<b>21,298</b>	<b>24,199</b>	<b>22,610</b>	<b>27,852</b>	<b>22,727</b>	<b>35,800</b>	<b>36,500</b>	<b>2%</b>	<b>700</b>	
100-45500-437	Contribution & Operation	ROY SIMMS LIBRARY	7,000	7,000	7,000	7,000	5,250	9,571	10,500	10,500	0%	0	
	<b>Total Roy Simms Library</b>		<b>7,000</b>	<b>7,000</b>	<b>7,000</b>	<b>7,000</b>	<b>5,250</b>	<b>9,571</b>	<b>10,500</b>	<b>10,500</b>	<b>91%</b>	<b>0%</b>	<b>0</b>
	<b>Total Culture &amp; Rec</b>		<b>35,403</b>	<b>28,923</b>	<b>32,449</b>	<b>37,264</b>	<b>38,432</b>	<b>37,369</b>	<b>54,300</b>	<b>55,000</b>	<b>1%</b>	<b>700</b>	

**Transfers Out**

100-49360-700	Transfer Out	GENERAL CAPITAL	336,140	145,203	221,307	100,000					#DIV/0!	0	eliminated as an operating expense
100-49360-700	Transfer Out	PARKS CAPITAL	-	-	-	-					#DIV/0!	0	eliminated as an operating expense
100-49360-700	Transfer Out	FIRE DEPT CAPITAL	4,694	-	-	20,000	52,300				#DIV/0!	0	eliminated as an operating expense
100-49360-700	Transfer Out	HISTORICAL FUND	10,000	10,000	10,000	10,000					#DIV/0!	0	eliminated as an operating expense

100-49360-700	Transfer Out	CITY HALL FUND	30,000	100,000	30,000	30,000	-	-	-	#DIV/0!	0	eliminated as an operating expense	
100-49360-700	Transfer Out	EQUIPMENT FUND	32,500	20,000	32,500	32,500	55,000	-	-	-	#DIV/0!	0	eliminated as an operating expense
100-49360-700	Transfer Out	STREET CAPITAL	53,000	100,000	275,000	100,000	369,000	-	-	-	#DIV/0!	0	eliminated as an operating expense
<b>Total Transfers Out</b>			<b>466,334</b>	<b>375,203</b>	<b>568,807</b>	<b>292,500</b>	<b>476,300</b>	<b>-</b>	<b>-</b>	<b>#DIV/0!</b>	<b>-</b>	<b>#DIV/0!</b>	<b>0</b>

Transit

100-49800-310	Other Professional Services	TRANSIT				1,107		250	1,000		250	-75%	(750)	Annual Cost
<b>Total Transit</b>						<b>1,107</b>	<b>-</b>	<b>250</b>	<b>1,000</b>	<b>25%</b>	<b>250</b>	<b>-75%</b>	<b>(750)</b>	
<b>Total Fund Expend.</b>			<b>1,452,175</b>	<b>1,364,394</b>	<b>1,683,711</b>	<b>1,337,640</b>	<b>1,704,187</b>	<b>1,063,882</b>	<b>1,309,122</b>	<b>81%</b>	<b>1,326,541</b>	<b>1.33%</b>	<b>17,419</b>	
<b>Total Revenue Over Expenditures</b>			<b>(79,838)</b>	<b>42,068</b>	<b>(70,692)</b>	<b>207,428</b>	<b>6,540</b>	<b>450,276</b>	<b>(3,500)</b>		<b>0</b>			

**Final Levy Certification**

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

Return by: December 28, 2016  
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 \_\_\_\_, 2016 levy the following amount to be raised by taxation for the City of Hanover for the payable year 2017.

**2016 Final**

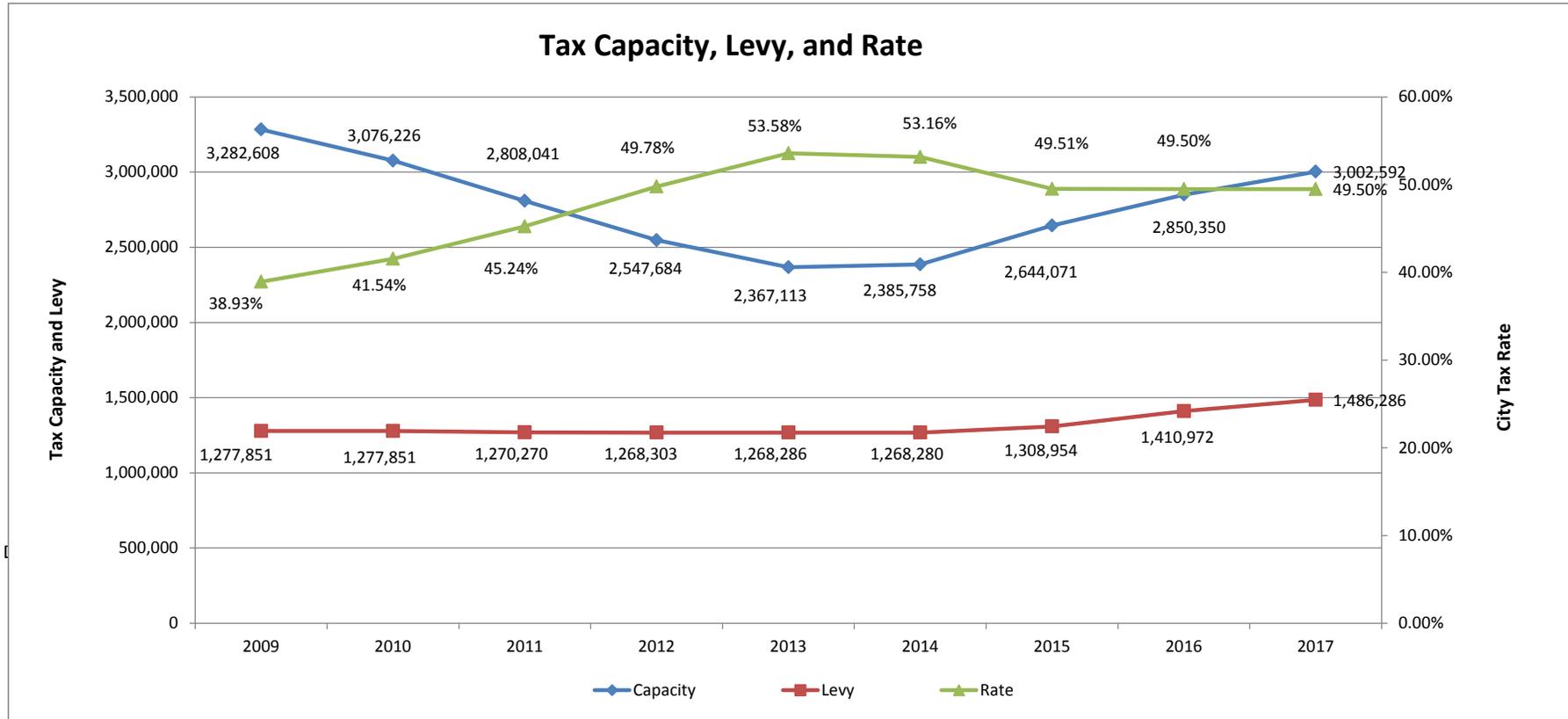
**2017 Proposed**

2016 Budget Requirement	2016 LGA	2016 Other Resources	2016 Tax Levy	# Fund	2017 Budget Requirement	2017 LGA	2017 Other Resources	2017 Certified Levy
1,052,499	107,496	173,989	771,014	5 Rev	1,065,016.52	108,169.00	126,324.00	830,523.52
253,123	36,000	104,285	112,838	7 Fire Prot.	261,524.63	36,000.00	114,324.87	111,199.77
258,793		41,674	217,119	19 Debt Services	270,351.14		(6,863.33)	\$277,214.47
310,000			310,000	26 Capital Improv.	267,348.00			267,348.00
<b>1,874,416</b>	<b>143,496</b>	<b>319,948</b>	<b>1,410,972</b>	<b>Total</b>	<b>1,864,240.30</b>	<b>144,169.00</b>	<b>233,785.54</b>	<b>1,486,285.76</b>

Dated this \_\_\_\_ day of December, 2016.

\_\_\_\_\_  
Brian Hagen, City Administrator

Preliminary Lev	2009	2010	2011	2012	2013	2014	2015	2016	2017
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
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
Rate	38.93%	41.54%	45.24%	49.78%	53.58%	53.16%	49.51%	49.50%	49.50%



CITY OF HANOVER  
COUNTIES OF WRIGHT AND HENNEPIN  
STATE OF MINNESOTA

The regular meeting of the City Council of the City of Hanover, Minnesota, was called to order by Mayor Kauffman at 6:00 p.m. in the Council Chambers of the City Hall, in the City of Hanover, Minnesota, on the 20<sup>th</sup> day of December 2016.

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 12-20-16-139**

**A RESOLUTION ADOPTING 2017 FINAL BUDGET AND LEVY**

**NOW, THEREFORE, BE IT RESOLVED**, that the City Council of the City of Hanover, Minnesota, hereby adopts the 2017 Final Budget as follows:

- City of Hanover General Fund Expenditures
  - General Government - \$490,833.53
  - Public Safety - \$409,357.05
  - Public Works - \$372,100.57
  - Culture and Recreation - \$55,000
  - Transit - \$250.00
  - Total General Fund Expenditures - \$1,326,541.16
- Hanover EDA Expenditures - \$50,200
- Veolia Expenditures - \$84,229

**BE IT FURTHER RESOLVED**, that the City Council of the City of Hanover hereby levies the following sums of money, collectible in 2016, upon the taxable property in the City of Hanover as follows:

- City of Hanover Levy - \$1,486,285.76
- Hanover EDA Levy - \$49,000

**BE IT FURTHER RESOLVED**, that the City Administrator is hereby instructed to transmit a certified copy of this Resolution to the Wright County Auditor.

Council members voting in favor:

Opposed or abstained:

Adopted by the city Council this 20<sup>th</sup> day of December, 2016.

APPROVED BY:

\_\_\_\_\_  
Chris Kauffman, Mayor

ATTEST:

\_\_\_\_\_  
Brian Hagen, City Administrator

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

The regular meeting of the City Council of the City of Hanover, Minnesota, was called to order by Mayor Kauffman at 6:00 p.m. in the Council Chambers of the City Hall, in the City of Hanover, Minnesota, on the 20<sup>th</sup> day of December 2016.

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 12-20-16-140**

**A RESOLUTION APPROVING TRANSFERS**

**WHEREAS**, the City is in the process of reviewing and correcting fund balances; and

**WHEREAS**, as part of the review process, staff noted that fund 313 used for bond payments has a negative balance due to the early bond payoff; and

**WHEREAS**, it was also noted that fund 809 escrow account for Bridges at Hanover has a negative balance; and

**WHEREAS**, it was also noted that fund 404 used for payments on the Historic Bridge Rehabilitation has a negative balance at the completion of the Rehabilitation Project; and

**WHEREAS**, it was also noted that fund 401 was used to make payments on the regional bike trails; and

**WHEREAS**, it was also noted that fund 402 used as Park Dedication Fees, which were used to make payments on the CSAH 19 trail/sidewalk extension in Bridges of Hanover and should have also been used to make payments on the regional bike trail system that was recently completed; and

**WHEREAS**, it was also noted that funds from fund 401 may be transferred to cover costs from the Historic Bridge Rehabilitation and the early equipment bond payoff; and

**WHEREAS**, it was also noted that fund 100 received revenues from recent land sales of a portion of 11149<sup>th</sup> St NE and 10875 Settlers Lane N; and

**WHEREAS**, staff recommends transferring funds to allocate expenses to the correct funds, and eliminating negative balances.

**NOW, THEREFORE, BE IT RESOLVED**, that funds from fund 402, which are park dedication and park capital funds be transferred to fund 401 to offset expenses made on construction the regional trail system;

**NOW, THEREFORE, BE IT RESOLVED**, that funds from fund 401 be transferred to fund 404 to offset expenses made on the Historic Bridge Rehabilitation and bring the fund to a zero balance;

**NOW, THEREFORE, BE IT RESOLVED**, that funds from fund 401 be transferred to fund 313 to offset the early bond payoff and bring the fund to a zero balance;

**NOW, THEREFORE, BE IT RESOLVED**, that revenues from the land sale of the portion of 11149 5<sup>th</sup> St NE in fund 100 be transferred to fund 411 for facilities capital;

**NOW, THEREFORE, BE IT RESOLVED**, that revenues from the land sale of 10875 Settlers Lane N in fund 100 be transferred to fund 809 to bring the negative escrow to a zero balance and the remainder of the sale proceeds to be transferred to fund 402 to offset the costs of the CSAH 19 trail/sidewalk extension in the Bridges at Hanover;

**NOW, THEREFORE, BE IT FURTHER RESOLVED**, that the City Council does hereby approve the transfer of the following funds:

Transfer the balance from the park capital fund to the general capital fund to repay regional trail costs:

From Fund 402 to Fund 401    \$172,032.48

Transfer funds from general capital to the historical bridge fund to repay the rehabilitation costs and to GO equipment capital fund to cover the cost of the early bond payoff and bring the fund to a zero balance:

From Fund 401 to Fund 404    \$79,678.96

From Fund 401 to Fund 313    \$19,962.21

Transfer revenue from the sale of a portion of 11149 5<sup>th</sup> St NE to facilities capital fund:

From Fund 100 to Fund 411    \$74,092.50

Transfer revenue from the sale of 10875 Settlers Lane N to parks capital fund to be used towards the CSAH 19 trail/sidewalk extension and to the Bridges at Hanover fund to be used to bring the fund to a zero balance:

From Fund 100 to Fund 809    \$13,476.50

From Fund 100 to Fund 402    \$85,093.50

Council members voting in favor:

Opposed or abstained:

Adopted by the city Council this 20<sup>th</sup> day of December, 2016.

Approved By:

\_\_\_\_\_  
Chris Kauffman, Mayor

Attest:

\_\_\_\_\_  
Brian Hagen, City Administrator