

# City of Hastings

## City Council Memorandum

**To:** Mayor Hicks & City Councilmembers  
**From:** Melanie Mesko Lee, City Administrator  
**Date:** May 29, 2013  
**Item:** 2013 Rivertown Days Agreement

**Council Action Requested:**

The City Council is requested to approve the 2013 Rivertown Days agreement

**Background Information:**

The City has historically partnered with the Chamber of Commerce to support the community festival Rivertown Days. This year, the event will take place July 18-21, 2013 and City staff and resources will be utilized to assist with the activities.

Attached you will find the draft agreement; staff is recommending approval of the agreement as presented.

**Financial Impact:**

The costs of RTD participation are included as part of the 2013 budget.

**Advisory Commission Discussion:**

None

**Council Committee Discussion:**

None

**Attachments:**

- Recommended agreement

AGREEMENT FOR HASTINGS RIVERTOWN DAYS

THIS AGREEMENT made this 3rd day of June 2013, by and between the City of Hastings, Minnesota, and the Hastings Area Chamber of Commerce.

WHEREAS, the Hastings Area Chamber of Commerce (Chamber) has scheduled a community festival for Hastings entitled Rivertown Days, which is to be held on July 18 through July 21, 2013; and

WHEREAS, in the past the City of Hastings (City) has cooperated with the Chamber in its production of Rivertown Days by providing some assistance; and

WHEREAS, both parties wish to put in writing the agreement which has been made between the parties.

NOW THEREFORE, it is agreed by both parties as follows:

I. CONCESSION FEES

The fees for Rivertown Days participants to the Chamber are:

	EXHIBIT	FOOD	CITY PERMIT FEE
Direct Sale/Home Based	\$150	N/A	\$25 Jaycee/\$15 Levee
Hastings Chamber Members	\$125	\$275	\$25 Jaycee/\$15 Levee
Non-Member	\$300	\$400	\$25 Jaycee/\$15 Levee
Arts & Crafts Fair Booth	\$90/\$100		\$15 Levee

There are additional fees for electrical hook up and for vehicles larger than 16’.

II. BUTTON SALES

The Chamber will be selling Rivertown Days Buttons for \$3 each. Buttons will be required for individuals age 12 and older for admission to the Lake Rebecca and Jaycee Park areas on Friday and Saturday. No buttons will be required on Sunday. Proceeds from button sales are used to pay for the fireworks display and offset other expenses.

III. PICNIC TABLES

The City will provide an adequate number of picnic tables to be determined by the City and the Rivertown Days Committee at Jaycee and Levee Parks and at the High School and Roadside Park tennis courts. Rivertown Days Committee will coordinate with Parks Department personnel.

#### IV. INSURANCE

##### A. Certificates of Insurance

The Chamber will obtain and present to the City prior to Rivertown Days certificates of insurance from each of the following: Fireworks operator, Dock Dogs Northern Stars, Fishing for Life, Twin Cities Fantasy Factory Mega Jump Stunt Shows, Stipes Shows (carnival operator), and any others the City deems necessary. The organizations and businesses that are sponsoring sports related events have indicated on their event forms that waivers of liability will be secured from all sports participants. Each certificate of insurance shall name the City of Hastings, the Hastings Area Chamber of Commerce, as Additional Insureds or Certificate Holders, whichever the City deems appropriate at no additional cost to the City of Hastings

##### B. Hold Harmless Agreement

The Chamber agrees to indemnify the City and hold it harmless from any and all claims, demands, lawsuits, or liability for such loss or damage, injury, death, and costs and expenses incident thereto arising out of all Chamber activities connected with Rivertown Days.

Prior to Rivertown Days, the City shall be furnished with an endorsement naming the City as an additional insured on the Chamber's policy. The Chamber's insurance policy shall not be canceled or its conditions altered in any manner without ten days prior written notice to the City Administrator of Hastings.

#### V. ELECTRICITY

The City will give the rights for use of all electrical outlets in Jaycee, Lake Rebecca and Levee Parks. City will not charge the Chamber for use of said electricity. City will check all electrical outlets and streetlights along the Lock and Dam Road and Levee Park area to verify that they are in working order. If needed, the City will allow the use of any temporary portable lighting they own for illuminating the button sales area at the junction of Second and Lock and Dam Road. City will allow the Chamber, at Chambers expense, to add additional outlets in Jaycee Park.

#### VI. WATER

The City will allow vendors access to all fire hydrants along the Lock and Dam Road and near the Levee Park trail. City will have connections available on Jaycee Park hydrants by July 15, 2013 and in Levee Park by July 19, 2013. Since there will be a Dock Dogs this year, the City will need to provide a fire hose to fill the dog pool from the hydrant. They will also assist with filling the Fishing for Life tank, if needed.

VII. MISCELLANEOUS

- A. In addition to the foregoing, the City of Hastings agrees to the following: *The City will:* **VI-05**
1. Ensure the grass is cut at Levee Park prior to the marking of the park on Thursday, July 18<sup>th</sup>. Arts and Crafts vendors arrive on Friday, July 19<sup>th</sup>.
  2. Provide in kind services of the Parks, Public Works, Police and Fire Departments.
  3. Provide trash and litter pickup before, during and after the festival, which will be coordinated with Tennis Sanitation (This service donated by Tennis Sanitation in accordance with their City of Hastings agreement.). The Parks Department will coordinate daily clean up.
  4. Provide two Parks Department employees on duty Saturday and Sunday, July 20th and 21st from 7 a.m. to 5 p.m.
  5. Provide barricades where appropriate.
  6. Erect "No Parking" and "Handicapped Parking" signs where needed.
  7. Provide ambulance services and appropriate coverage for Fireworks Display on Saturday, July 20, 2013.
  8. Provide City personnel to mark/rope the appropriate grass areas adjacent to Lock and Dam Road for public parking.
  9. Have City staff mow the former tank farm area to accommodate parking and the Lake Rebecca side of the road to accommodate the carnival.
  10. Have the Parks Department contact Mosquito Control and arrange spraying in the Jaycee Park area the week of July 15<sup>th</sup>.
  11. Provide adequate police protection during the festival.
  12. Provide extra garbage barrels at Jaycee and Levee Parks and provide pickup Saturday afternoon.
  13. Erect several temporary signs no larger than 4' X 8' (furnished by the Chamber) approximately 3-6 weeks before the event and take them down after the festival.
  14. Issue permits to approved vendors. Police will assist with removal of vendors without permits. All vendors must obtain concessions location from the Rivertown Days Committee.
  15. Provide the Chamber President with a list of cell phone numbers to reach City staff assisting during Rivertown Days. List will not be shared.
  16. Provide financial assistance for first aid services and portable toilets and expenses incurred for lifeguards on duty during the Teen Night Event at the Hastings Aquatic Center. (See page viii)
  17. Allow the Carnival Operator and his crew to have camping trailers in the park overnight as a security measure.
- B. In addition to the foregoing, the Chamber agrees to the following: *The Chamber will:*
1. Work with the Police Department to arrange for adequate traffic and crowd control at each scheduled Rivertown Days event.
  2. Provide the City with a list of contact persons with phone numbers who are responsible for the various areas and events.
  3. Secure all necessary City permits and licenses required by Hastings City Ordinances for any and all activities during Rivertown Days.
  4. Provide a schedule of events and listing of contacts for each event for Rivertown Days in the July 15, 2013 City Council Packet.
  5. Arrange for all portable toilets at sanctioned Rivertown Days events where they deem necessary.
  6. Coordinate with the police department for police reserve officers, who shall be in uniform during the festival, in accordance with the Police Operations Plan and the assigned detail supervisor, except as provided by the Jaycees.
  7. Coordinate all waste containers and recycling with Tennis Sanitation.
  8. Coordinate to ensure fencing is placed along road in Jaycee Park to define the beer and wine garden area. Said area will be located starting at the food vending area and extending to the boat launch from the road to the river.
  9. Mail out all permits to vendors.

IN WITNESS WHEREOF, the City of Hastings and the Hastings Area Chamber of Commerce has caused this Agreement to be executed by its Mayor and City Clerk and Chair of the Board and President, respectively, each acting with full authority to bind each party to this agreement.

**VI-05**

CITY OF HASTINGS

By \_\_\_\_\_  
Paul Hicks, Mayor

By \_\_\_\_\_  
Julie Flaten, Assistant City Administrator/City Clerk

HASTINGS AREA CHAMBER OF COMMERCE

By \_\_\_\_\_  
Abra Hovgaard, Chair of the Board

By \_\_\_\_\_  
Michelle Jacobs, President

SECURITY DUTIES AT  
JAYCEE & LEVEE PARK AREAS

**VI-05**

RIVERTOWN DAYS 2013  
July 19 – 21, 2013

1. Direct traffic and keep it running smoothly along Second Street. Police will monitor traffic to determine whether or not road closure is necessary.
2. Continue to direct traffic to designated parking lots filling the first lots before proceeding to the next.
3. Prevent cars from entering lots designated as areas for "permit parking" only.
4. Enforce the defined beer garden area and rules set by ordinance and agreement between the City and Rivertown Days, which prohibits carrying in alcohol or consuming alcohol without a wristband.
5. Patrol lots to support and assist Explorers in monitoring designated parking (e.g. Handicapped Parking and Permit Parking).
6. Watch for activities that may disrupt the peace and try to prevent any illegal activities.
7. Stay in contact by cellular phone or radio with the Rivertown Days Steering Committee.
8. Assist public or direct them appropriately with any questions or problems. (There will be an information tent at the river.)
9. Alert and assist ambulance service in case of an emergency.
10. Coordinate individuals or reserves so that an adequate number are working at all times. The busiest times are Saturday evening from 6:00 p.m. until after the fireworks and during the parade (Sunday @ 12:00 Noon).
11. Assist with escorting non-licensed vendors off City property and private property.
12. Other security duties as deemed appropriate by the Chief of Police.

## FINANCIAL REQUEST FOR RIVERTOWN DAYS

**VI-05**

Portable Restrooms – Approximately \$2,500

Golf Carts for Security – Approximately \$500

Total to Rivertown Days from City - \$3,000

All City staff expenses are absorbed by City payroll. Those costs include all staffing expenses including security, ambulance, parks and public works employees as well as lifeguards.

The Chamber has waived event fees for the following activities. These are listed in the schedule of events at no cost to the City of Hastings.

Youth Night at the Hastings Family Aquatic Center

Co-Ed Kittenball Tournament Sponsored by Hastings Park & Recreation Department

Additional fees have been waived for:

City of Hastings Booth at the River

Parade entry fee for City Council

The Chamber will pay the City of Hastings approximately \$2,000 for City Permits for vendors.