

**CITY OF HASTINGS  
CITY COUNCIL AGENDA**

**Monday, March 16, 2020**

**7:00 p.m.**

- I. CALL TO ORDER**
- II. PLEDGE OF ALLEGIANCE**
  
- III. ROLL CALL**
- IV. DETERMINATION OF QUORUM**

**Presentation:** Pleasant Hill Library Update

- V. APPROVAL OF MINUTES**  
Approve Minutes of the Regular and Special Meeting of the City Council on March 2, 2020.
  
- VI. COMMENTS FROM THE AUDIENCE**  
*Comments from the audience may include remarks about items listed on the Consent Agenda.*
  
- VII. COUNCIL ITEMS TO BE CONSIDERED**

**VIII. CONSENT AGENDA**

*The items on the Consent Agenda are items of routine nature or no perceived controversy to be acted upon by the City Council in a single motion. There will be no discussion on these items unless a Councilmember so requests, in which event the items will be removed from the Consent Agenda to the appropriate Department for discussion.*

- 1. Pay Bills as Audited
- 2. Sidewalk Café License Renewals
- 3. Resolution: Approve the Transfer of Ace Liquor Warehouse's Liquor and Tobacco Licenses to New Store Location
- 4. Approve Water Service Repair Assessment Request – 568 Kendall Drive (Ruud)
- 5. Approve Water Service Repair Assessment Request – 2700 Westview Drive (Notch)
- 6. Approve JPA with Dakota County to Operate a Residential Organics Drop Site
- 7. Resolution: Approve a One-Day Temporary Gambling Permit for Hastings Catholic Education Foundation on April 25
- 8. Resolution: Authorization to Execute Closing Documents (3001 Lightbourn Court)
- 9. Resolution: Authorizing GreenCorps Application'
- 10. 1<sup>st</sup> Reading\Order Public Hearing: Amend City Code Chapter 155.01 - Rezone Property from A - Agriculture to R-4 High Density Residence (1190 Co Rd 47)
- 11. 1<sup>st</sup> Reading/Order Public Hearing – Ordinance Amendment – Adjusting City Fees
- 12. Order Public Hearing: Vacation of Easement (3001 Lightbourn Court)
- 13. Designate YMCA Glo Run as a Special Event
- 14. Designate Historic Hastings Downtown Cruise-In as a Special Event
- 15. Letter of Support for Real Estate Equities for the Schoolhouse Square Senior Housing Project

**IX. AWARDING OF CONTRACTS AND PUBLIC HEARING**

*These are formal proceedings that give the public the opportunity to express their concern, ask questions, provide additional information, or support on a particular matter. Once the public hearing is closed, no further testimony is typically allowed and the Council will deliberate amongst itself and with staff and/or applicant on potential action by the Council.*

1. Award Contract – Water Chlorination Plumbing & Mechanical Systems
2. Public Hearing: Proposed Ordinance Amendment – Chapter 150: State Building Code Construction Regulations

**X. REPORTS FROM CITY STAFF**

*These items are intended primarily for Council discussion and action. It is up to the discretion of the Mayor as to what, if any, public comment will be heard on these agenda items.*

**A. Public Works**

1. Accept Quotes & Authorize Work – Electrical & Controls Integration for Water Chlorination Systems

**B. Community Development**

1. Remove from the Table: Keeping of Chickens
2. Request to Change Non-Conforming Use - Haven Chemical Health (321 East 6th Street)

**C. Public Safety**

**D. Administration**

1. 2<sup>nd</sup> Reading\Ordinance Adoption: Chapter 150: State Building Code Construction Regulations
2. Pandemic Plan

**XI. UNFINISHED BUSINESS**

**XII. NEW BUSINESS**

**XIII. REPORTS FROM CITY COMMITTEES, OFFICERS, COUNCILMEMBERS**

**XIV. ADJOURNMENT**

**Next Regular City Council Meeting: Monday, April 6, 2020 7:00 p.m.**

**Hastings, Minnesota  
City Council Minutes  
March 2, 2020**

The City Council of the City of Hastings, Minnesota met in a regular meeting on Monday, March 2, 2020 at 7:00 p.m. in the Council Chambers at the Hastings City Hall, 101 East 4<sup>th</sup> Street, Hastings, Minnesota.

**Members Present:** Mayor Fasbender, Councilmembers Balsanek, Braucks, Folch, Lund and Vaughan

**Members Absent:** Councilmember Leifeld

**Staff Present:** City Administrator Dan Wietecha  
Administrative Services Director Julie Flaten  
City Attorney Dan Fluegel  
City Engineer Ryan Stempski  
Community Development Director John Hinzman  
Public Works Director Nick Egger

**Proclamation: MS Awareness Week**

City Councilmembers read the proclamation and presented it to Mary Nehring.

**Proclamation Commemorating the 50<sup>th</sup> Anniversary of the Vietnam War**

City Councilmembers read the proclamation and Dean Markuson presented information about women who serve.

**Presentation - Dakota County Historical Society**

Mariah Ring and Matt Carter, Dakota County Historical Society, discussed the quarterly LeDuc Historic Estate report, budget and upcoming events.

**Presentation - League of Minnesota Cities – Dave Unmacht**

Dave Unmacht, Executive Director, presented information on the mission of the League and the relationship between the League and Minnesota cities.

**Presentation - Ethical Leaders in Action – Chad Weinstein**

Chad Weinstein, Ethical Leaders in Action, discussed the upcoming City Council/senior staff retreat.

**Approval of Minutes**

Mayor Fasbender asked if there were any additions or corrections to the minutes of the Regular City Council meeting on February 18, 2020.

Minutes were approved as presented.

**Council Items to Be Considered**

Mayor Fasbender requested a proclamation for Hastings Family Service be added to the agenda. Hearing no objection, the item was added as #3 under Administration.

**Consent Agenda**

Councilmember Lund asked to have #4 pulled from consent for discussion. It was moved to #4 under Administration.

1. Pay Bills as Audited
2. Resolution No. 03-01-20: Acceptance and Appreciation of a Donation to the Parks & Recreation Department for a Memorial Bench from the Nesbitt Family

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<http://www.hastingsmn.gov/city-government/city-council/city-council-agendas-and-minutes>

3. 1<sup>st</sup> Reading\Order Public Hearing: City Ordinance Change: State Building Code Adopted
4. Approve Agreement with Ehlers Inc. for Utility Rate Study Review
5. Approve 2020 Traffic Marking Program and Authorize South Metro Joint Powers Agreement
6. Resolution No. 03-02-20: Approve Plans and Authorize Advertisement for Bids – 2020 Mill & Overlay Program
7. Resolution No. 03-03-20: Acceptance and Appreciation of a Donation to the Police Department from the Rivertown Lions Club

Councilmember Balsanek motioned to approve as amended, seconded by Councilmember Braucks. Ayes 6; Nays 0.

**Public Hearing Resolution No. 03-04-20: 2020 Order Neighborhood Infrastructure Improvements and Authorize Advertisement for Bids**

Stempski discussed the proposed scope and features of the 2020 Neighborhood Infrastructure Improvement Project and the timeline. He also detailed how information about the project, assessments and construction updates were communicated to the residents living in the project area.

Mayor Fasbender opened the public hearing at 8:07 p.m.

Paul Peters, 295 15<sup>th</sup> Street West, indicated that he was in favor for the project but expressed concerns about sidewalk changes and access to his property during construction.

Hearing no further comments, Mayor Fasbender closed the public hearing at 8:11 p.m.

Council discussed the rationale for the street narrowing, speed on 15<sup>th</sup> Street, a possible bike lane and current bike traffic on 15<sup>th</sup> Street, types of parking at Pioneer park, pedestrian safety concerns near Pioneer Park, potential cross-walk changes and markings and potential removal of Ash trees.

Councilmember Vaughan motioned to approve as presented, seconded by Councilmember Braucks. Ayes 6; Nays 0.

**Public Hearing: 2nd Reading/Adopt Ordinance No. 2020-01 Amendment– Chapter 112: Tobacco Regulations and Summary Resolution No. 03-06-20**

Fluegel detailed the history of the proposed amendment to Chapter 112: Tobacco and discussed the proposed ordinance changes.

Mayor Fasbender opened the public hearing opened at 8:28 p.m.

Alexis Bylander, Clearway MN, spoke in favor of the ordinance.

Gail Conzemius, Nininger Township resident, spoke in favor of the ordinance.

Mary Nehring, Hastings resident, spoke in favor of the ordinance.

Anna Grace Hottinger spoke in favor of the ordinance.

Hearing no further comments, Mayor Fasbender closed the public hearing at 8:37 p.m.

Council discussed the history of the T21 ordinance development, legislative actions, recognition of all involved in process of ordinance creation.

Councilmember Balsanek motioned to approve the ordinance as presented, seconded by Councilmember Braucks. Ayes 6; Nays 0.

Councilmember Vaughan motioned to approve the summary publication as presented, seconded by Councilmember Lund. Ayes 6; Nays 0.

**Resolution No. 03-05-20: Request to Change Non-Conforming Use - Haven Chemical Health (321 East 6th Street)**

Mayor Fasbender explained that Haven Chemical Health has withdrawn their current application.

**Presentation of 2019 Community Development Annual Report**

Hinzman presented the 2019 Community Development Annual Report.

Council discussed the definition of manufactured home.

**COPS Grant**

Wietecha discussed the application for the COPS Grant Hiring Program, timelines and potential funding source for an additional Police Officer.

Council discussed taking a cautious approach when using grant funds for long-term staffing, evaluation towards the end of the grant to determine if position remains funded, using data to measure the success of program and future needs as the community grows.

Councilmember Vaughan motioned to approve as presented, seconded by Councilmember Braucks. Ayes 6; Nays 0.

**Chamber of Commerce Annual Update**

Kristy Barse, Hastings Area Chamber of Commerce President, discussed the Tourism Bureau Agreement and provided an update on the 2020 marketing plan and budget.

Council discussed City exposure at travel shows, ability to accept donations, ways to raise revenue, progress of tourism in the last few years, presence at Mall of America, fully capturing lodging tax revenue and thanked the Chamber for their dedication and hard work to promote Hastings.

Councilmember Lund motioned to approve as presented, seconded by Councilmember Braucks. Ayes 6; Nays 0.

**Legislative Priorities**

Wietecha discussed the City's legislative priorities and upcoming League of MN Cities (LMC) Legislative Conference.

Council discussed LMC's model of setting priorities, that Council should be more pro-active and that the City should continue utilizing the LMC and Metro Cities to lobby on the City's behalf.

**Proclamation for Hastings Family Service**

Council read the proclamation and Chris Koop talked about March events.

**Approve Agreement with Ehlers Inc. for Utility Rate Study Review**

Councilmember Lund discussed the history of the utility rate study, reasons for review and highlighted the water availability charge (WAC) and the sewer availability charge (SAC) component.

Council discussed the proposal focus, how WAC/SAC fits into the utility rate model, how WAC/SAC funds are used, process for determining WAC/SAC fees, percentage of SAC/WAC fees assumed by residents, advocating to Metropolitan Council for disparity in Hastings, business owner concerns and Metro Cities Committee.

Councilmember Lund motioned to approve as presented, seconded by Councilmember Balsanek. Ayes 6; Nays 0.

**I. UNFINISHED BUSINESS**

**II. NEW BUSINESS**

**III. REPORTS FROM CITY COMMITTEES, OFFICERS, COUNCILMEMBERS**

- Planning Commission will meet on Monday, March 9<sup>th</sup> at 7:00 p.m.
- Parks & Recreation Commission will meet on Tuesday, March 10<sup>th</sup> at 7:00 p.m.
- HEDRA will meet on Thursday, March 12<sup>th</sup> at 6:00 p.m.
- HEDRA/City Council joint workshop on Monday, March 16<sup>th</sup> at 5:30 p.m.
- Election Day is tomorrow, Tuesday, March 3<sup>rd</sup>. Polls will be open from 7:00 a.m. to 8:00 p.m.
- Alternative Spring Break for 5<sup>th</sup> – 8<sup>th</sup> grade students will be held Tuesday, March 17 – Thursday, March 19<sup>th</sup>.
- Councilmember Folch requested when staff receives an invitation to advocate for issues from State/Federal representatives this be passed onto Councilmembers.
- Councilmember Folch discussed the 2020 Census and that an invitation to respond will be sent to residents shortly and the importance of being counted.

**IV. ADJOURNMENT**

Councilmember Folch motioned to adjourn, seconded by Councilmember Braucks. Ayes 6; Nays 0. The meeting was adjourned at 10:08 p.m.

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Mary Fasbender, Mayor

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Julie Flaten, City Clerk

**Hastings, Minnesota  
City Council Minutes  
March 2, 2020**

The City Council of the City of Hastings, Minnesota met in a special meeting on Monday, March 2, 2020 at 5:30 p.m. at the Hastings City Hall, 101 East 4<sup>th</sup> Street, Hastings, Minnesota

**Members Present:** Mayor Fasbender, Councilmembers Balsanek, Braucks, Folch, Lund, and Vaughan

**Members Absent:** Councilmember Leifeld

**Staff Present:** City Administrator Dan Wietecha  
Administrative Services Director Julie Flaten  
City Attorney Dan Fluegel  
Community Development Director John Hinzman

**Others Present:** Attorney George Hoff of Hoff Barry (via phone)

Mayor Fasbender called the meeting to order at 5:33p.m.

**Closed door meeting for attorney-client privilege.**

Motion by Councilmember Balsanek, seconded by councilmember Braucks to move to closed door session at 5:35 p.m. for an attorney-client privileged discussion pursuant to Minn. Stat. § 13D.05, subdivision 3(b), regarding the case of *Hastings Commons LLC et al v. City of Hastings*, District Court File No. 19HA-CV-19-5204, based on the Council's belief the need for confidentiality is important and the purposes served by the attorney-client privilege in this situation outweigh the purposes served by the Open Meeting Law. 5 Ayes, Nays, None

The meeting was closed at 5:36 p.m.

Mayor Fasbender called the closed-door session to order at 5:37 p.m.

Councilmember Folch arrived at 5:45 p.m.

Motion by Councilmember Folch, seconded by councilmember Braucks to adjourn the closed-door session at 6:46 p.m. 6 Ayes, Nays, None

Mayor Fasbender opened the meeting.

**ADJOURNMENT**

Motion to adjourn the meeting at 6:48 p.m. made by Councilmember Braucks and seconded by Councilmember Vaughan. 6 Ayes; Nays, None.

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Mary Fasbender, Mayor

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Julie Flaten, City Clerk





DAKOTA  
COUNTY  
LIBRARY



**Pleasant Hill Library**  
1490 S. Frontage Road, Hastings  
651-438-0200

M-Th	9 am-8 pm
F-Sat	9 am-5 pm
Sun	1-5 pm

**Julia Carlis**  
Branch Manager



DAKOTA  
COUNTY  
LIBRARY

**Our Vision**

Dakota County Library acts as a catalyst, connector, and partner to empower residents to build a successful community.

**Our Mission**

Dakota County Library cultivates community, creativity and learning.

**Our Values**

- We provide positive and welcoming experiences.
- We act inclusively, valuing and respecting differences.
- We are knowledgeable, engaged and culturally aware.
- We value free and open access to information, community talent and technology.



 DAKOTA COUNTY LIBRARY

# The Library Today



 DAKOTA COUNTY LIBRARY

# 2019 Statistics

**Visitors**

**Items Borrowed**

**Online Access**

**Website Traffic**



**70,955 Total Visits =  
202 Visitors Per Day**



DAKOTA  
COUNTY  
LIBRARY

## 2019 Statistics

Visitors

Items Borrowed

Online Access

Website Traffic



199,890 Items Borrowed



DAKOTA  
COUNTY  
LIBRARY

## 2019 Statistics

Visitors

Items Borrowed

Online Access

Website Traffic



18,053 hours = 2.1 years

 DAKOTA COUNTY LIBRARY

# 2019 Statistics

**Visitors**


**Items Borrowed**

**Online Access**

**Website Traffic**



**1,180,300 Visits**

 DAKOTA COUNTY LIBRARY

# United States<sup>®</sup> Census 2020



**DAKOTA COUNTY LIBRARY**

# The Library Tomorrow

**SUMMER DISCOVERY**  
at Dakota County Library

Head to the library to help your kids develop literacy skills and cultivate an appreciation for reading and learning.

**SIGN UP JUNE 10-JULY 31**

- Earn a free book
- Drop in for weekly themed activities
- Enter contests

**AGES**  
Birth-12th grade

SIGN UP at Pleasant Hill Library or at [www.dakotacountyusd.com/library](http://www.dakotacountyusd.com/library), search summer discovery.

*Dakota* MELSAs SUMMER AT THE LIBRARY DAKOTA COUNTY LIBRARY

A S L

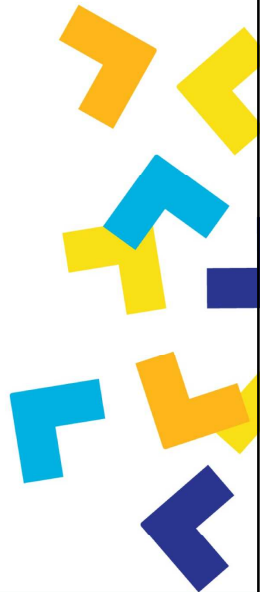
The graphic includes a blue star icon, a blue heron, and a green book icon with a person reading. At the bottom, three hands are shown holding up the letters A, S, and L. Two photographs are included: one of an elderly woman in a black hat reading a book on a bench, and another of a diverse group of children smiling together.

**Julia Carlis**

**651-438-0205**

[Julia.Carlis@co.dakota.mn.us](mailto:Julia.Carlis@co.dakota.mn.us)

*What can we do for you?*





## City Council Memorandum

**To:** Mayor Fasbender & City Council Members

**From:** Connie Lang - Accountant

**Date:** 03/12/2020

**Item:** Disbursements

### Council Action Requested:

Staff requests:

Council review of February 2020 Xcel payments.

Council review of weekly routine disbursements issued 03/10/2020.

Council approval of routine disbursements, capital purchases and employee reimbursements to be issued 03/17/2020.

### Background Information:

Disbursements for routine items are made weekly. Disbursements for capital purchases and employee reimbursements are made twice a month, subsequent to Council approval.

### Financial Impact:

February 2020 Xcel Payments	\$	59,533.24
Disbursement Checks, EFT, HEDRA issued on 03/10/2020	\$	91,836.51
Disbursement Checks & EFT to be issued on 03/17/2020	\$	526,156.42
Disbursement HEDRA to be issued on 03/17/2020	\$	356,729.89

**Advisory Commission Discussion:** N/A

**Council Committee Discussion:** N/A

**Attachments:** • Disbursement Reports

## XCEL AUTOMATIC PAYMENTS

## Feb 2020 Payments

Xcel Acct #	Amount	Date Paid	Account #
51-6960213-7	1,483.81	3-Feb	101-140-1403-6343
51-6960208-0	1,634.44	13-Feb	101-140-1404-6343
51-8110141-1	926.03	12-Feb	101-140-1407-6343
51-6960219-3	32.68	11-Feb	101-201-2016-6343
51-6960210-4	119.25	13-Feb	101-300-3100-6343
51-6960210-4	596.23	13-Feb	101-301-3200-6343
51-0011278454-9	136.53	12-Feb	101-302-3201-6343
51-0263715-0	654.46	12-Feb	101-302-3201-6343
51-6960218-2	13,584.08	19-Feb	101-302-3201-6343
51-6960215-9	1,511.07	6-Feb	200-401-4440-6343
51-0010048093-4	14.32	12-Feb	200-401-4440-6343
51-0011082067-5	192.01	12-Feb	200-401-4440-6343
51-6960220-6	851.27	12-Feb	200-401-4447-6343
51-6960209-1	408.36	31-Jan	201-401-4240-6343
51-6960214-8	950.57	12-Feb	213-210-2100-6343
51-7216831-9	441.10	12-Feb	220-450-4160-6343
51-6960216-0	10,076.91	3-Feb	600-300-3300-6343
51-6960210-4	476.99	13-Feb	600-300-3300-6343
51-6960216-0	2,958.13	3-Feb	600-300-3302-6343
51-6960217-1	1,392.14	6-Feb	601-300-3400-6343
51-6960211-5	13,467.41	4-Feb	615-401-4103-6343
51-6960212-6	7,625.45	31-Jan	620-300-3500-6343
	59,533.24		



**VIII-01**

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
NON-DEPARTMENTAL	GENERAL	HASTINGS AREA CHAMBER/COM	LODGING TAX	<u>2,442.87</u>
			TOTAL:	2,442.87
COUNCIL & MAYOR	GENERAL	METRO CITIES / ASSOCIATION OF METRO MU	2020 METRO CITIES MEMBERSH	7,693.00
		LEAGUE OF MN CITIES	2020 LEGISLATIVE CONF-FASB	<u>109.00</u>
			TOTAL:	7,802.00
FINANCE	GENERAL	BERGANKDV LTD	INTERIM BILLING ON 2019 AU	<u>9,000.00</u>
			TOTAL:	9,000.00
LEGAL	GENERAL	FLUEGEL LAW FIRM, PA	LEGAL FEES	<u>13,041.86</u>
			TOTAL:	13,041.86
FACILITY MANAGEMENT	GENERAL	DALCO	COMPOSTABLE TRASH BAGS - C	82.82
			IMOP CLEANING TOOL	4,342.80
		GERRYS FIRE & SAFETY INC.	RECHARGE FIRE EXTINGUISHER	91.00
		W.W. GRAINGER, INC.	TOILET REPAIR PARTS	<u>295.15</u>
			TOTAL:	4,811.77
I.T.	GENERAL	COMCAST	INTERNET	84.90
		CENTURY LINK	#612-E10-0514-020 911	88.68
		PRESIDIO NETWORKED SOLUTIONS GROUP LLC	PS MISC SERVICES	146.25
		CDW GOVERNMENT INC	JUNIPER EX3400	<u>297.27</u>
			TOTAL:	617.10
POLICE	GENERAL	DIGITAL ALLY	BODY CAMERA PARTS	145.00
			BODY CAMERA PARTS	125.00
		LOGIS/LOCAL GOVERNMENT INFORMATION SYS	APPL/MDC POLICE	2,997.00
			3 ENTRUST TOKENS	45.00
		POLICE SERVICE DOGS, INC.	poPOLICE SERVICE DOG	10,000.00
		NET TRANSCRIPTS, INC.	TRANSCRIPTION SVC	101.25
		DAKOTA ELECTRIC ASSN	ELECTRIC SERVICE	<u>16.75</u>
			TOTAL:	13,430.00
BUILDING & INSPECTIONS	GENERAL	MCMULLEN INSPECTING INC	FEB & MAR ELECTRICAL INSPE	6,395.80
			FEB & MAR ELECTRICAL INSPE	<u>1,053.60</u>
			TOTAL:	7,449.40
PUBLIC WORKS STREETS	GENERAL	NAPA AUTO PARTS	RUBBER FLOOR MAT	<u>25.98</u>
			TOTAL:	25.98
PUBLIC WORKS STR. LIGH	GENERAL	MN DEPT OF TRANSPORTATION	TRAFFIC SIGNAL MAINT-TH55/	<u>197.54</u>
			TOTAL:	197.54
PARKS & RECREATION	GENERAL	HOMETOWN ACE HARDWARE	HELMET & CHAPS	179.98
		GRAPHIC DESIGN	SOLID WASTE GUIDE	3,234.00
			SOLID WASTE GUIDE	<u>1,761.82</u>
			TOTAL:	5,175.80
NON-DEPARTMENTAL	PARKS	MANSFIELD OIL COMPANY	400 GALS DIESEL	<u>922.25</u>
			TOTAL:	922.25
PARKS & RECREATION	PARKS	METRO JANITORIAL SUPPLY INC.	HAND SOAP	402.45
		HOMETOWN ACE HARDWARE	ICE MELT FOR DOG PARK	27.89
			BULBS FOR LIONS PARK	40.90
			MISC	3.48

**VIII-01**

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
			MISC SUPPLIES	10.25
			CABLE FOR PLOW	9.99
		NAPA AUTO PARTS	BUCKET TRUCK REPAIR	20.61
		TROPHIES PLUS OF HASTINGS	PLAQUES FOR BENCHES	36.00
		CHEMSEARCH	YIELD	179.85
		SHERWIN-WILLIAMS	TAPE FOR GARBAGE	47.70
		TERRYS HARDWARE, INC.	BOLTS FOR TOOL CAT	14.00
			BAND SAW	304.94
			GAS FOR WELDER	99.99
			SUPPLIES FOR BLEACHER REPA	<u>39.99</u>
			TOTAL:	1,238.04
FIRE	FIRE & AMBULANCE	LOGIS/LOCAL GOVERNMENT INFORMATION SYS	APPL/MDC POLICE	297.00
		DAKOTA COUNTY TECH COLLEGE	EMERG. RESPONSE DRIVING	300.00
		EMERGENCY APPARATUS MAINT	PART FOR FIRE ENGINE #2	230.43
			PART FOR AERIAL LADDER TRU	<u>130.57</u>
			TOTAL:	958.00
AMBULANCE	FIRE & AMBULANCE	PRAXAIR DISTRIBUTION-409	OXYGEN	125.76
			OXYGEN	886.64
			OXYGEN	<u>190.88</u>
			TOTAL:	1,203.28
POLICE RESERVES	POLICE RESERVE S.R AXON ENTERPRISE		TASER	<u>3,960.00</u>
			TOTAL:	3,960.00
PARKS & RECREATION	PARKS CAPITAL PROJ HOISINGTON KOEGLER GROUP		PMP CONSULTING FEES	<u>1,275.22</u>
			TOTAL:	1,275.22
ECONOMIC DEVELOPMENT	HEDRA	DAKOTA COUNTY CDA	MCCD - OPEN TO BUSINESS AN	<u>5,513.00</u>
			TOTAL:	5,513.00
NON-DEPARTMENTAL	WATER	MISCELLANEOUS V HUSS, NATHAN/ALISSA	13-513040-02	<u>19.62</u>
			TOTAL:	19.62
PUBLIC WORKS	WATER	BRIKK MECHANICAL LLC.	REPLACE RPZ - WELL #8	500.00
		VALLEY-RICH CO., INC.	REPAIR WATER LINE-1015 W 3	3,463.28
		DAKOTA ELECTRIC ASSN	ELECTRIC SERVICE	<u>174.06</u>
			TOTAL:	4,137.34
PUBLIC WORKS	WASTEWATER	DAKOTA ELECTRIC ASSN	ELECTRIC SERVICE	205.85
			ELECTRIC SERVICE	<u>163.02</u>
			TOTAL:	368.87
PUBLIC WORKS	STORM WATER UTILIT	LEAGUE OF MN CITIES	MN CITIES STORMWATER COALI	<u>1,000.00</u>
			TOTAL:	1,000.00
PARKS & RECREATION	ARENA	WATSON COMPANY	CONCESSION SUPPLIES	466.99
			CONCESSION SUPPLIES	716.86
			CONCESSION SUPPLIES	588.80
		HUEBSCH LAUNDRY CO.	ENTRY RUG SVC	33.29
			ENTRY RUG SVC	33.29
			ENTRY RUG SVC	33.29
			ENTRY RUG SVC	33.29
			FINANCE CHARGE	1.00
		PARAMOUNT MKTG OF MTONKA, INC.	189 BAGS SOFTNER SALT	797.58

**VIII-01**

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
		QUALITY PROPANE OF MN	PROPANE	118.60
			PROPANE	64.81
		KENDELL DOORS AND HARDWARE	DOOR HINGES	121.06
		ADS ON BOARDS	DASHBOARD CLEANING-BOTH RI	900.00
		FARMER BROS CO.	CONCESSION SUPPLIES	216.54
		R & R SPECIALTIES, INC.	BLADE SHARPENING	110.00
		SYSCO, MINNESOTA	CONCESSION SUPPLIES	509.75
		TERRYS HARDWARE, INC.	KEYS	<u>7.17</u>
			TOTAL:	4,752.32
PUBLIC WORKS	HYDRO ELECTRIC	L & S ELECTRIC	MOTOR REPAIR JOB	<u>2,494.25</u>
			TOTAL:	2,494.25

===== FUND TOTALS =====

101	GENERAL	63,994.32
200	PARKS	2,160.29
213	FIRE & AMBULANCE	2,161.28
221	POLICE RESERVE S.R.	3,960.00
401	PARKS CAPITAL PROJECTS	1,275.22
407	HEDRA	5,513.00
600	WATER	4,156.96
601	WASTEWATER	368.87
603	STORM WATER UTILITY	1,000.00
615	ARENA	4,752.32
620	HYDRO ELECTRIC	2,494.25

-----  
 GRAND TOTAL: 91,836.51  
 -----

PACKET: 06989 Regular Payments  
 VENDOR SET: 1  
 FUND : 101 GENERAL  
 DEPARTMENT: N/A NON-DEPARTMENTAL  
 BUDGET TO USE: CB-CURRENT BUDGET

**VIII-01**

BANK: GEN

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
=====						
1 -1	MISCELLANEOUS VENDOR					
	RONALD HENRY BUTZE	I-19-002400	101-201-2010-2099	ESCROW POLICE RONALD HENRY BUTZE: MONEY	000000	451.00
				DEPARTMENT NON-DEPARTMENTAL	TOTAL:	451.00
-----						
1 -01850	ALLINA OCC MED					
		I-317116260	101-107-1052-6312	TESTING SERVI POST ACCIDENT PRE-EMPLOYMENT	000000	797.50
-----						
1 -44646	LEAGUE OF MN CITIES					
		I-317591	101-107-1052-6319	PROFESSIONAL HARASSMENT PREVENTION	000000	400.00
		I-317602	101-107-1052-6319	PROFESSIONAL HARASSMENT PREVENTION	000000	170.00
		I-317632	101-107-1052-6319	PROFESSIONAL HARASSMENT PREVENTION	000000	300.00
		I-317716	101-107-1052-6319	PROFESSIONAL HARASSMENT PREVENTION	000000	490.00
				DEPARTMENT 107 CITY CLERK	TOTAL:	2,157.50
-----						
1 -16343	ECOLAB PEST ELIMINATION					
		I-8604277	101-140-1404-6310	MAINTENANCE C CONTRACTED PEST CONTROL-CH	000000	143.84
		I-8604279	101-140-1403-6310	MAINTENANCE C CONTRACTED PEST CONTROL-PD	000000	90.28
		I-8604280	101-140-1406-6310	MAINTENANCE C CONTRACTED PEST CONTROL-FD	000000	76.04
		I-8782040	101-140-1407-6310	MAINTENANCE C CONTRACTED PEST CONTROL-CS	000000	84.47
-----						
1 -26725	W.W. GRAINGER, INC.					
		I-9468263034	101-140-1406-6353	REPAIRS & MAI TIMER FOR FD DRYER	000000	35.55
-----						
1 -78700	TRANE PARTS CENTER					
		I-310668085	101-140-1404-6310	MAINTENANCE C SERVICE AGREEMENT FOR CHILLER	000000	1,371.25
				DEPARTMENT 140 FACILITY MANAGEMENT	TOTAL:	1,801.43
-----						
1 -001948	BLUESTONE SAFETY PRODUC					
		I-79	101-201-2010-6229	BODY ARMOR & BALLISTIC VESTS	000000	1,055.50
				DEPARTMENT 201 POLICE	TOTAL:	1,055.50
-----						
1 -001672	SPIN CITY LAUNDROMAT, L					
		I-081569	101-301-3200-6217	OTHER GENERAL LAUNDER RAGS	000000	20.00
		I-720286	101-301-3200-6217	OTHER GENERAL LAUNDER RAGS	000000	20.00
-----						
1 -76750	TERRYS HARDWARE, INC.					
		C-295347	101-301-3200-6353	REPAIRS & MAI HARD HAT RETURN CREDIT	000000	64.95-
		I-294913	101-301-3200-6217	OTHER GENERAL TAPE	000000	5.98
		I-295043	101-301-3200-6216	CHEMICALS & C PROPANE	000000	25.29
		I-295126	101-301-3200-6353	REPAIRS & MAI RUBBER CASTER	000000	9.79
		I-295306	101-301-3200-6353	REPAIRS & MAI HARD HAT FUNCTION	000000	64.95

PACKET: 06989 Regular Payments

VENDOR SET: 1

**VIII-01**

FUND : 101 GENERAL

DEPARTMENT: 301 PUBLIC WORKS STREETS

BANK: GEN

BUDGET TO USE: CB-CURRENT BUDGET

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
=====						
1 -76750	TERRYS HARDWARE, INC.		continued			
		I-295347	101-301-3200-6353	REPAIRS & MAI HELMET SYSTEM	000000	73.99
				DEPARTMENT 301 PUBLIC WORKS STREETS	TOTAL:	155.05
-----						
1 -001069	MIDWEST ELECTRICAL CONS					
		I-20-2274	101-302-3201-6353	REPAIRS & MAI ST LIGHTING-VERMILLION ST.	000000	105.00
		I-20-2275	101-302-3201-6353	REPAIRS & MAI ST LIGHTING - 2ND STREET	000000	105.00
				DEPARTMENT 302 PUBLIC WORKS STR. LIGHTS	TOTAL:	210.00
-----						
1 -34104	HASTINGS SCHOOL DISTRIC					
		I-2556	101-401-4143-6361	RENTAL-BUILDI TILDEN CTR COST SHARING 3/2020	000000	2,500.00
				DEPARTMENT 401 PARKS & RECREATION	TOTAL:	2,500.00
-----						
			FUND 101 GENERAL		TOTAL:	8,330.48

PACKET: 06989 Regular Payments

VENDOR SET: 1

**VIII-01**

FUND : 200 PARKS

DEPARTMENT: 401 PARKS & RECREATION

BANK: GEN

BUDGET TO USE: CB-CURRENT BUDGET

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
=====						
1 -000760	WILDSIDE GRAPHIX					
		I-1871	200-401-4440-6226	STREET SIGN/S SIGN FOR COMMISSIONER	000000	30.00
1 -001712	NAPA AUTO PARTS					
		I-2845-468154	200-401-4440-6353	REPAIRS & MAI SPARK PLUGS	000000	23.11
1 -001951	NATHAN GRINER					
		I-2020	200-401-4445-6319	OTHER PROFESS MUSIC FOR PARTY IN THE PARK	000000	400.00
1 -001953	ABC RENTALS INC.					
		I-271343	200-401-4440-6353	REPAIRS & MAI PLOW REPAIR	000000	160.75
		I-W6972	200-401-4440-6353	REPAIRS & MAI PLOW VALVES	000000	193.26
1 -76750	TERRYS HARDWARE, INC.					
		I-295544	200-401-4440-6240	SMALL TOOLS & TORCH SET	000000	22.99
		I-295724	200-401-4440-6216	CHEMICALS & C PROPANE REFILL	000000	15.79
DEPARTMENT 401 PARKS & RECREATION					TOTAL:	845.90
-----						
FUND 200 PARKS					TOTAL:	845.90

PACKET: 06989 Regular Payments  
 VENDOR SET: 1  
 FUND : 201 AQUATIC CENTER  
 DEPARTMENT: 401 PARKS & RECREATION  
 BUDGET TO USE: CB-CURRENT BUDGET

# VIII-01

BANK: GEN

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
1 -49397	MN DEPARTMENT OF HEALTH					
		I-2020	201-401-4240-6319	OTHER PROFESS HFAC LICENSE RENEWAL	000000	670.00
				DEPARTMENT 401 PARKS & RECREATION	TOTAL:	670.00
				FUND 201 AQUATIC CENTER	TOTAL:	670.00

PACKET: 06989 Regular Payments  
VENDOR SET: 1  
FUND : 213 FIRE & AMBULANCE  
DEPARTMENT: 210 FIRE  
BUDGET TO USE: CB-CURRENT BUDGET

# VIII-01

BANK: GEN

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
=====						
1 -001216	HILDI INC.					
		I-11592	213-210-2100-6301	AUDITING & AC FEES FOR FIRE RELIEF VALUATION	000000	1,050.00
1 -001745	NAPA AUTO PARTS					
		I-2845-468016	213-210-2100-6221	EQUIPMENT PAR THROTTLE CLEANER FOR ATV	000000	8.58
1 -001949	INMAR MARINE GROUP					
		I-20395	213-210-2100-6494	DONATIONS INFLATABLE BOAT	000000	4,414.95
1 -02977	ASPEN MILLS					
		I-253825	213-210-2100-6218	CLOTHING & BA UNIFORMS - HECK	000000	62.00
					DEPARTMENT 210 FIRE	TOTAL: 5,535.53
-----						
1 -001869	McKESSON MEDICAL-SURGIC					
		I-78383118	213-220-2200-6219	MEDICAL & FIR MEDICAL SUPPLIES	000000	140.66
1 -06366	BOUND TREE MEDICAL LLC					
		I-83526791	213-220-2200-6219	MEDICAL & FIR MEDICAL SUPPLIES	000000	723.47
		I-83530411	213-220-2200-6219	MEDICAL & FIR MEDICAL SUPPLIES	000000	206.19
					DEPARTMENT 220 AMBULANCE	TOTAL: 1,070.32
-----						
					FUND 213 FIRE & AMBULANCE	TOTAL: 6,605.85



PACKET: 06989 Regular Payments

VENDOR SET: 1

# VIII-01

FUND : 220 LEDUC HISTORIC ESTATE

DEPARTMENT: 450 LEDUC

BANK: GEN

BUDGET TO USE: CB-CURRENT BUDGET

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
1 -16343	ECOLAB PEST ELIMINATION					
		I-8604278	220-450-4160-6310	MAINTENANCE C CONTRACTED PEST CONTROL-LD	000000	124.58
DEPARTMENT 450 LEDUC						TOTAL: 124.58
FUND 220 LEDUC HISTORIC ESTATE						TOTAL: 124.58

PACKET: 06989 Regular Payments

VENDOR SET: 1

# VIII-01

FUND : 401 PARKS CAPITAL PROJECTS

DEPARTMENT: 401 PARKS & RECREATION

BANK: GEN

BUDGET TO USE: CB-CURRENT BUDGET

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
1 -30294	HOISINGTON KOEGLER GROU					
		I-019-061 00000002	401-401-4101-6311	EXPERT & CONS PEOPLE MOVEMENT PLAN-CONSULT	000000	9,159.44
DEPARTMENT 401 PARKS & RECREATION TOTAL:						9,159.44
FUND 401 PARKS CAPITAL PROJECTS TOTAL:						9,159.44

PACKET: 06989 Regular Payments

VENDOR SET: 1

# VIII-01

FUND : 407 HEDRA

DEPARTMENT: 180 ECONOMIC DEVELOPMENT

BANK: GEN

BUDGET TO USE: CB-CURRENT BUDGET

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
=====						
1	-001864 JOHN FIFIELD					
		I-322020	407-180-1502-6324	MILEAGE MILEAGE JAN/FEB	000000	69.60
		I-322020	407-180-1502-6323	CONFERENCE & CONF. FEES & MEALS- JAN/FEB	000000	127.14
			DEPARTMENT 180	ECONOMIC DEVELOPMENT	TOTAL:	196.74
-----						
			FUND 407	HEDRA	TOTAL:	196.74

PACKET: 06989 Regular Payments

VENDOR SET: 1

**VIII-01**

FUND : 600 WATER

DEPARTMENT: N/A NON-DEPARTMENTAL

BANK: GEN

BUDGET TO USE: CB-CURRENT BUDGET

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
=====						
1 -49397	MN DEPARTMENT OF HEALTH					
		I-352020	600-300-3300-2011	ACCOUNTS PAYA 01/01/2020-03/30/2020 1ST QTR	000000	18,052.00
			DEPARTMENT	NON-DEPARTMENTAL	TOTAL:	18,052.00
-----						
1 -000191	O'REILLY AUTOMOTIVE					
		I-1544-243231	600-300-3300-6353	REPAIRS & MAI SEMI-MET PAD, FUNNELS	000000	35.38
1 -001480	HOMETOWN ACE HARDWARE					
		I-6987	600-300-3300-6353	REPAIRS & MAI SCREWDRIVER	000000	9.29
		I-6993	600-300-3300-6217	OTHER GENERAL BUCKET	000000	11.15
1 -001596	CUMMINS SALES & SERVICE					
		I-J6-53932	600-300-3300-6350	REPAIRS & MAI HEATER, HOSES	000000	944.05
1 -09306	CITY OF BLOOMINGTON					
		I-2000030	600-300-3300-6312	TESTING SERVI BACT SAMPLING - FEB 2020	000000	273.00
			DEPARTMENT 300	PUBLIC WORKS	TOTAL:	1,272.87
-----						
			FUND	600 WATER	TOTAL:	19,324.87

PACKET: 06989 Regular Payments  
VENDOR SET: 1  
FUND : 615 ARENA  
DEPARTMENT: 401 PARKS & RECREATION  
BUDGET TO USE: CB-CURRENT BUDGET

# VIII-01

BANK: GEN

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
1 -000280	CINTAS CORPORATION NO 2					
		I-5016193868	615-401-4103-6219	MEDICAL & FIR RESTOCK FIRST AID CABINET	000000	70.65
1 -001480	HOMETOWN ACE HARDWARE					
		I-7158	615-401-4103-6317	BANK SERVICE GLASS CLEANER	000000	29.75
1 -001481	M. JUDGE ELECTRIC LLC					
		I-3949	615-401-4103-6353	REPAIRS & MAI INSTALL OUTLET-GARAGE DOOR	000000	357.00
1 -001517	QUALITY PROPANE OF MN					
		I-196079	615-401-4103-6212	MOTOR FUEL & PROPANE	000000	50.43
		I-196901	615-401-4103-6212	MOTOR FUEL & PROPANE	000000	89.63
1 -001746	NAPA AUTO PARTS					
		I-2845-467974	615-401-4103-6217	OTHER GENERAL LUBRICANT	000000	9.98
1 -32350	ICE SKATING INSTITUTE					
		I-31841	615-401-4103-6433	DUES,SUBSCRIP ANNUAL MEMBERSHIP DUES 2020	000000	395.00
DEPARTMENT 401 PARKS & RECREATION					TOTAL:	1,002.44
-----						
FUND 615 ARENA					TOTAL:	1,002.44

PACKET: 06989 Regular Payments  
 VENDOR SET: 1  
 FUND : 620 HYDRO ELECTRIC  
 DEPARTMENT: 300 PUBLIC WORKS  
 BUDGET TO USE: CB-CURRENT BUDGET

# VIII-01

BANK: GEN

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
1 -001015	PREMIUM WATERS, INC.					
		I-317400273	620-300-3500-6217	OTHER GENERAL COOLER RENTAL	000000	12.00
1 -001069	MIDWEST ELECTRICAL CONS					
		I-20-2273	620-300-3500-6353	REPAIRS & MAI HYDRO PLANT-VENTILATION SYS	000000	525.00
		I-20-2276	620-300-3500-6353	REPAIRS & MAI HYDRO PLANT - REWIRE DAMPERS	000000	315.00
1 -001950	LS MARINE INC					
		I-19027	620-300-3500-6353	REPAIRS & MAI LOG BOOM REMOVAL	000000	16,745.00
DEPARTMENT 300 PUBLIC WORKS					TOTAL:	17,597.00
FUND 620 HYDRO ELECTRIC					TOTAL:	17,597.00

PACKET: 06989 Regular Payments  
VENDOR SET: 1  
FUND : 705 INSURANCE FUND  
DEPARTMENT: 600 MISCELLANEOUS  
BUDGET TO USE: CB-CURRENT BUDGET

# VIII-01

BANK: GEN

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
1 -44647	LEAGUE/MN CITIES INS TR					
		I-5661	705-600-6004-6337	INSURANCE GEN 01-01-19 THRU 01-01-20 LMG INS	000000	2,500.00
1 -44648	LEAGUE MN CITIES INSURA					
		I-03042020	705-600-6004-6338	INSURANCE PRO PROPERTY/CASUALTY COVERAGE	000000	61,919.00
		I-15525 & 15554	705-600-6004-6340	INSURANCE WOR WC CLAIM 12/01/2019	000000	14.97
		I-15525 & 15554	705-600-6004-6340	INSURANCE WOR WC CLAIM 10/10/2019	000000	155.06
		I-342020	705-600-6004-6340	INSURANCE WOR WORKERS' COMP COVERAGE	000000	96,046.00
			DEPARTMENT 600	MISCELLANEOUS	TOTAL:	160,635.03
			FUND 705	INSURANCE FUND	TOTAL:	160,635.03
				REPORT GRAND TOTAL:		224,492.33

## VIII-01

\*\* G/L ACCOUNT TOTALS \*\*

YEAR	ACCOUNT	NAME	AMOUNT	=====LINE ITEM=====		=====GROUP BUDGET=====	
				ANNUAL BUDGET	BUDGET OVER AVAILABLE BUDG	ANNUAL BUDGET	BUDGET OVER AVAILABLE BUDG
2019-2020	620-300-3500-6353	REPAIRS & MAINT-EQUIPMENT	16,745.00	64,000	29,274.72-	Y	
	705-600-6004-6337	INSURANCE GENERAL LIABILIT	2,500.00	445,560	312,192.96		
	705-600-6004-6340	INSURANCE WORKERS COMP	170.03	392,100	886.12		
	** 2019-2020 YEAR TOTALS **		19,415.03				
2020-2021	101-107-1052-6312	TESTING SERVICES	797.50	16,200	14,744.70		
	101-107-1052-6319	PROFESSIONAL SERVICES	1,360.00	2,105	695.00		
	101-140-1403-6310	MAINTENANCE CONTRACTS	90.28	1,800	258.38		
	101-140-1404-6310	MAINTENANCE CONTRACTS	1,515.09	13,000	7,772.40		
	101-140-1406-6310	MAINTENANCE CONTRACTS	76.04	680	603.96		
	101-140-1406-6353	REPAIRS & MAINT-EQUIPMENT	35.55	8,000	21.53-	Y	
	101-140-1407-6310	MAINTENANCE CONTRACTS	84.47	600	431.06		
	101-201-2010-2099	ESCROW POLICE EVIDENCE RM	451.00				
	101-201-2010-6229	BODY ARMOR & VESTS	1,055.50	1,000	4,406.20-	Y	
	101-301-3200-6216	CHEMICALS & CHEMICAL PRODU	25.29	60,000	18,908.81		
	101-301-3200-6217	OTHER GENERAL SUPPLIES	45.98	1,500	1,037.39		
	101-301-3200-6353	REPAIRS & MAINT-EQUIPMENT	83.78	55,000	45,658.97		
	101-302-3201-6353	REPAIRS & MAINT-EQUIPMENT	210.00	20,000	1,720.82		
	101-401-4143-6361	RENTAL-BUILDINGS	2,500.00	30,000	22,500.00		
	200-401-4440-6216	CHEMICALS & CHEMICAL PRODU	15.79	10,000	9,704.37		
	200-401-4440-6226	STREET SIGN/SIGN REPAIR MA	30.00	5,000	4,970.00		
	200-401-4440-6240	SMALL TOOLS & EQUIPMENT	22.99	4,500	4,048.61		
	200-401-4440-6353	REPAIRS & MAINT-EQUIPMENT	377.12	23,000	19,492.60		
	200-401-4445-6319	OTHER PROFESSIONAL FEES	400.00	10,000	4,300.00		
	201-401-4240-6319	OTHER PROFESSIONAL FEES	670.00	3,000	2,330.00		
	213-210-2100-6218	CLOTHING & BADGES	62.00	45,000	42,432.22		
	213-210-2100-6221	EQUIPMENT PARTS	8.58	13,500	9,605.70		
	213-210-2100-6301	AUDITING & ACCOUNTING FEES	1,050.00	5,400	4,350.00		
	213-210-2100-6494	DONATIONS	4,414.95	0	4,414.95-	Y	
	213-220-2200-6219	MEDICAL & FIRST AID	1,070.32	62,000	52,014.33		
	220-450-4160-6310	MAINTENANCE CONTRACTS	124.58	6,180	6,055.42		
	401-401-4101-6311	EXPERT & CONSULTANT	9,159.44	0	10,434.66-	Y	
	407-180-1502-6323	CONFERENCE & SCHOOLS	127.14	1,700	687.86		
	407-180-1502-6324	MILEAGE	69.60	300	230.40		
	600-300-3300-2011	ACCOUNTS PAYABLE-MN DOH TE	18,052.00				
	600-300-3300-6217	OTHER GENERAL SUPPLIES	11.15	4,000	3,988.85		
	600-300-3300-6312	TESTING SERVICES	273.00	3,000	2,454.00		
	600-300-3300-6350	REPAIRS & MAINT-BUILDING	944.05	2,000	367.92		
	600-300-3300-6353	REPAIRS & MAINT-EQUIPMENT	44.67	20,000	19,550.69		
	615-401-4103-6212	MOTOR FUEL & OIL	140.06	3,000	2,307.93		
	615-401-4103-6217	OTHER GENERAL SUPPLIES	9.98	5,000	4,642.80		
	615-401-4103-6219	MEDICAL & FIRST AID	70.65	250	110.13		
	615-401-4103-6317	BANK SERVICE CHARGES	29.75	800	455.41		
	615-401-4103-6353	REPAIRS & MAINT-EQUIPMENT	357.00	23,000	20,301.70		



\*\* G/L ACCOUNT TOTALS \*\*

**VIII-01**

YEAR	ACCOUNT	NAME	AMOUNT	=====LINE ITEM=====		=====GROUP BUDGET=====	
				ANNUAL BUDGET	BUDGET OVER AVAILABLE BUDG	ANNUAL BUDGET	BUDGET OVER AVAILABLE BUDG
	615-401-4103-6433	DUES, SUBSCRIPTIONS, MEMBERS	395.00	960	24.38		
	620-300-3500-6217	OTHER GENERAL SUPPLIES	12.00	108	84.00		
	620-300-3500-6353	REPAIRS & MAINT-EQUIPMENT	840.00	425,000	421,109.25		
	705-600-6004-6338	INSURANCE PROPERTY	61,919.00	0	123,845.00-	Y	
	705-600-6004-6340	INSURANCE WORKERS COMP	96,046.00	0	192,092.40-	Y	
**	2020-2021 YEAR TOTALS	**	205,077.30				

\*\* DEPARTMENT TOTALS \*\*

ACCT	NAME	AMOUNT
101	NON-DEPARTMENTAL	451.00
101-107	CITY CLERK	2,157.50
101-140	FACILITY MANAGEMENT	1,801.43
101-201	POLICE	1,055.50
101-301	PUBLIC WORKS STREETS	155.05
101-302	PUBLIC WORKS STR. LIGHTS	210.00
101-401	PARKS & RECREATION	2,500.00
101 TOTAL	GENERAL	8,330.48
200-401	PARKS & RECREATION	845.90
200 TOTAL	PARKS	845.90
201-401	PARKS & RECREATION	670.00
201 TOTAL	AQUATIC CENTER	670.00
213-210	FIRE	5,535.53
213-220	AMBULANCE	1,070.32
213 TOTAL	FIRE & AMBULANCE	6,605.85

**VIII-01****\*\* DEPARTMENT TOTALS \*\***

ACCT	NAME	AMOUNT
220-450	LEDUC	124.58
-----		
220 TOTAL	LEDUC HISTORIC ESTATE	124.58
401-401	PARKS & RECREATION	9,159.44
-----		
401 TOTAL	PARKS CAPITAL PROJECTS	9,159.44
407-180	ECONOMIC DEVELOPMENT	196.74
-----		
407 TOTAL	HEDRA	196.74
600	NON-DEPARTMENTAL	18,052.00
600-300	PUBLIC WORKS	1,272.87
-----		
600 TOTAL	WATER	19,324.87
615-401	PARKS & RECREATION	1,002.44
-----		
615 TOTAL	ARENA	1,002.44
620-300	PUBLIC WORKS	17,597.00
-----		
620 TOTAL	HYDRO ELECTRIC	17,597.00
705-600	MISCELLANEOUS	160,635.03
-----		
705 TOTAL	INSURANCE FUND	160,635.03
-----		
	<b>** TOTAL **</b>	<b>224,492.33</b>

NO ERRORS

**\*\* END OF REPORT \*\***

PACKET: 06990 EFT Payments  
 VENDOR SET: 1  
 FUND : 101 GENERAL  
 DEPARTMENT: N/A NON-DEPARTMENTAL  
 BUDGET TO USE: CB-CURRENT BUDGET

**VIII-01**

BANK: GEN

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	EFT #	AMOUNT
1 -48769	METROPOLITAN COUNCIL EN					
		C-3102020	101-230-2301-5221	BUILDING PERM 1% ADMIN FEE FEB SAC	000000	844.90-
		I-3102020	101-230-2301-2017	SAC CHARGES P FEB SAC CHARGES	000000	84,490.00
			DEPARTMENT	NON-DEPARTMENTAL	TOTAL:	83,645.10
1 -001387	SUN LIFE ASSUANCE COMPA					
		I-APR 2020 LTD	101-105-1051-6134	EMPLOYER PAID APRIL LTD INSURANCE	000000	22.10
			DEPARTMENT 105	ADMINISTRATION	TOTAL:	22.10
1 -001021	INNOVATIVE OFFICE SOLUT					
		I-IN2894208	101-107-1072-6217	OTHER GENERAL 9 X 12 ENV.-ELECTION SUPPLIES	000000	14.64
1 -001387	SUN LIFE ASSUANCE COMPA					
		I-APR 2020 LTD	101-107-1061-6134	EMPLOYER PAID APRIL LTD INSURANCE	000000	10.35
		I-APR 2020 LTD	101-107-1071-6134	EMPLOYER PAID APRIL LTD INSURANCE	000000	44.28
1 -001805	MEGAN SCHLEI					
		I-342020	101-107-1071-6324	MILEAGE MILEAGE	000000	21.51
		I-342020	101-107-1071-6322	POSTAGE OTHER	000000	21.33
1 -28200	FORUM COMMUNICATIONS CO					
		I-1966320	101-107-1071-6333	LEGAL NOTICES 2020 SUMMARY BUDGET PG 2	000000	227.70
		I-1966327	101-107-1071-6333	LEGAL NOTICES 2020 SUMMARY BUDGET PG 1	000000	138.00
		I-2815696	101-107-1071-6334	GENERAL NOTIC PHN: TIF 8	000000	75.90
		I-2818373	101-107-1072-6333	LEGAL NOTICES NOTICE OF PAT	000000	55.20
		I-2818378	101-107-1072-6333	LEGAL NOTICES NOTICE OF PNP	000000	82.80
		I-2820827	101-107-1071-6335	ORDINANCE PUB TOBACCO ORD.	000000	110.40
		I-2824327	101-107-1071-6334	GENERAL NOTIC PHN: 2020-1 INFRASTRUCTURE IMP	000000	331.20
1 -44013	LABORATORY CORP OF AMER					
		I-65522533	101-107-1052-6312	TESTING SERVI POST-ACCIDENT PRE-EMPLOYMENT	000000	153.30
			DEPARTMENT 107	CITY CLERK	TOTAL:	1,286.61
1 -001387	SUN LIFE ASSUANCE COMPA					
		I-APR 2020 LTD	101-120-1201-6134	EMPLOYER PAID APRIL LTD INSURANCE	000000	61.08
			DEPARTMENT 120	FINANCE	TOTAL:	61.08
1 -001311	GILBERT MECHANICAL CONT					
		I-55806	101-140-1406-6353	REPAIRS & MAI INSTALL AIR HOSE REEL, ETC.	000000	3,995.00
1 -001387	SUN LIFE ASSUANCE COMPA					

PACKET: 06990 EFT Payments  
 VENDOR SET: 1  
 FUND : 101 GENERAL  
 DEPARTMENT: 140 FACILITY MANAGEMENT  
 BUDGET TO USE: CB-CURRENT BUDGET

BANK: GEN

**VIII-01**

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	EFT #	AMOUNT
1 -001387	SUN LIFE ASSUANCE COMPA			continued		
		I-APR 2020 LTD	101-140-1401-6134	EMPLOYER PAID APRIL LTD INSURANCE	000000	12.05
1 -45313	LIFEWORCS SERVICES INC.					
		I-182177A	101-140-1404-6310	MAINTENANCE C CONTRACTED CLEANING-CH & PW	000000	293.25
					DEPARTMENT 140 FACILITY MANAGEMENT	TOTAL: 4,300.30
1 -001387	SUN LIFE ASSUANCE COMPA					
		I-APR 2020 LTD	101-150-1501-6134	EMPLOYER PAID APRIL LTD INSURANCE	000000	17.84
					DEPARTMENT 150 COMMUNITY DEVELOPMENT	TOTAL: 17.84
		I-APR 2020 LTD	101-160-1601-6134	EMPLOYER PAID APRIL LTD INSURANCE	000000	44.63
1 -001613	SOLARWINDS, INC.					
		I-IN471649	101-160-1601-6310	MAINTENANCE C DAMEWARE MAINTENANCE	000000	213.00
1 -10440	CDW GOVERNMENT INC					
		I-WZF6368	101-160-4400-6571	NON CAP. COMP DELL OPTIPLEX 3070, 9 TOTAL	000000	4,215.00
		I-WZF6368	101-160-1201-6571	NON CAP. COMP DELL OPTIPLEX 3070, 9 TOTAL	000000	2,107.50
		I-WZL1284	101-160-2010-6571	NON CAP. COMP PC FOR PD TRAINING ROOM	000000	638.64
		I-WZZ3573	101-160-1601-6353	REPAIRS & MAI REPLACE PD PROJECTOR	000000	529.79
1 -18355	ESRI /ENVIRONMENTAL SYS					
		I-93792028	101-160-1501-6310	MAINTENANCE C ARCGIS BASIC PRIMARY QTY 1	000000	404.00
		I-93792028	101-160-3100-6310	MAINTENANCE C ARCGIS BASIC SECONDARY QTY 6	000000	1,818.00
					DEPARTMENT 160 I.T.	TOTAL: 9,970.56
1 -000335	DAKOTA COMMUNICATIONS C					
		I-HA2020-04	101-201-2010-6313	DISPATCH CONT DCC FEE/CAPITAL PROJ. APR 2020	000000	21,783.00
1 -000652	SYMBOLARTS, LLC					
		I-0349146-IN	101-201-2010-6218	CLOTHING & BA BADGE REP.	000000	135.00
1 -001352	GALLS LLC					
		I-015133073	101-201-2010-6218	CLOTHING & BA HEDRICK UNIFORM ALLOWANCE	000000	100.36
1 -001387	SUN LIFE ASSUANCE COMPA					
		I-APR 2020 LTD	101-201-2010-6134	EMPLOYER PAID APRIL LTD INSURANCE	000000	533.45
1 -001796	RIVER BLUFF HUMANE SOCI					
		I-869	101-201-2011-6367	BOARDING FEES ANIMAL CONTROL	000000	80.00
1 -26730	GRAPHIC DESIGN					

PACKET: 06990 EFT Payments

VENDOR SET: 1

**VIII-01**

FUND : 101 GENERAL

DEPARTMENT: 201 POLICE

BANK: GEN

BUDGET TO USE: CB-CURRENT BUDGET

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	EFT #	AMOUNT
1 -26730	GRAPHIC DESIGN			continued		
		I-QB33416	101-201-2010-6217	OTHER GENERAL NEIGHBORHOOD WATCH MAILING	000000	199.00
		I-QB33417	101-201-2010-6217	OTHER GENERAL NEIGHBORHOOD WATCH BROCHURES	000000	311.00
					DEPARTMENT 201 POLICE	TOTAL: 23,141.81
1 -001387	SUN LIFE ASSUANCE COMPA					
		I-APR 2020 LTD	101-230-2301-6134	EMPLOYER PAID APRIL LTD INSURANCE	000000	59.65
		I-APR 2020 LTD	101-230-2302-6134	EMPLOYER PAID APRIL LTD INSURANCE	000000	13.92
					DEPARTMENT 230 BUILDING & INSPECTIONS	TOTAL: 73.57
1 -001453	FOCUS ENGINEERING, INC.					
		I-6659	101-300-3100-6311	EXPERT & CONS RETAINER 1/26/20-2/29/20	000000	5,377.50
					DEPARTMENT 300 PUBLIC WORKS	TOTAL: 5,434.97
1 -001037	PRECISE MOBILE RESOURCE					
		I-200-1024926	101-301-3200-6310	MAINTENANCE C DATA PLAN	000000	203.88
1 -001387	SUN LIFE ASSUANCE COMPA					
		I-APR 2020 LTD	101-301-3200-6134	EMPLOYER PAID APRIL LTD INSURANCE	000000	66.45
1 -001453	FOCUS ENGINEERING, INC.					
		I-6659	101-301-3200-6311	EXPERT & CONS RETAINER 1/26/20-2/29/20	000000	2,390.00
1 -001569	1ST AYD CORPORATION					
		I-PSI341633	101-301-3200-6217	OTHER GENERAL GLOVES, PADS, BRUSHES, HANDLES	000000	286.18
		I-PSI343221	101-301-3200-6217	OTHER GENERAL HARD HATS	000000	87.86
1 -001952	BENJAMIN BANITT					
		I-3424	101-301-3200-6218	CLOTHING & BA BEN BANITT-GLOVES, PANTS, ETC.	000000	335.00
		I-56114	101-301-3200-6203	SAFETY BOOTS BEN BANITT-SAFETY BOOTS	000000	169.99
1 -06385	BOYER FORD TRUCKS					
		I-903818	101-301-3200-6353	REPAIRS & MAI SEALS, HOSES, ORINGS	000000	356.62
		I-903971	101-301-3200-6353	REPAIRS & MAI HOSES, ADAPTER, SEAL RINGS	000000	96.08
		I-904264	101-301-3200-6353	REPAIRS & MAI EXHAUST PARTS, CLAMPS	000000	59.85
					DEPARTMENT 301 PUBLIC WORKS STREETS	TOTAL: 4,051.91
1 -12074	DAKOTA ELECTRIC ASSN					
		I-1527043 - MAR 20	101-302-3201-6343	LIGHT & POWER ELECTRICAL SERVICE	000000	2,584.04

PACKET: 06990 EFT Payments

VENDOR SET: 1

# VIII-01

FUND : 101 GENERAL

DEPARTMENT: 302 PUBLIC WORKS STR. LIGHTS

BANK: GEN

BUDGET TO USE: CB-CURRENT BUDGET

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	EFT #	AMOUNT
1 -49989	MILLERBERND					
		I-154161	101-302-3201-6353	REPAIRS & MAI ST LIGHTS - ORDERED 2019	000000	16,212.00
DEPARTMENT 302 PUBLIC WORKS STR. LIGHTS TOTAL:						18,796.04
FUND 101 GENERAL TOTAL:						150,801.89

PACKET: 06990 EFT Payments  
 VENDOR SET: 1  
 FUND : 200 PARKS  
 DEPARTMENT: N/A NON-DEPARTMENTAL  
 BUDGET TO USE: CB-CURRENT BUDGET

# VIII-01

BANK: GEN

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	EFT #	AMOUNT
=====						
1 -001247	MANSFIELD OIL COMPANY					
		I-21701023	200-401-0000-1501	FUEL INVENTOR 250 GALLONS DIESEL	000000	536.85
				DEPARTMENT NON-DEPARTMENTAL	TOTAL:	536.85
-----						
1 -001262	SCHLOMKA'S PORTABLE RES					
		I-7494	200-401-4440-6365	RENTAL-MACHIN FEB SERVICES	000000	213.00
1 -001387	SUN LIFE ASSUANCE COMPA					
		I-APR 2020 LTD	200-401-4440-6134	EMPLOYER PAID APRIL LTD INSURANCE	000000	130.63
				DEPARTMENT 401 PARKS & RECREATION	TOTAL:	343.63
-----						
			FUND	200 PARKS	TOTAL:	880.48

PACKET: 06990 EFT Payments  
 VENDOR SET: 1  
 FUND : 201 AQUATIC CENTER  
 DEPARTMENT: 401 PARKS & RECREATION  
 BUDGET TO USE: CB-CURRENT BUDGET

# VIII-01

BANK: GEN

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	EFT #	AMOUNT
1 -26730	GRAPHIC DESIGN	I-QB33311	201-401-4240-6201	OFFICE SUPPLI BUSINESS CARDS - TJ LUCAS	000000	79.00
DEPARTMENT 401 PARKS & RECREATION						TOTAL: 79.00
FUND 201 AQUATIC CENTER						TOTAL: 79.00



PACKET: 06990 EFT Payments

VENDOR SET: 1

# VIII-01

FUND : 205 CABLE TV

DEPARTMENT: 420 CABLE

BANK: GEN

BUDGET TO USE: CB-CURRENT BUDGET

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	EFT #	AMOUNT
1	-001387 SUN LIFE ASSUANCE COMPA					
		I-APR 2020 LTD	205-420-4201-6134	EMPLOYER PAID APRIL LTD INSURANCE	000000	4.44
					DEPARTMENT 420 CABLE	TOTAL: 4.44
					FUND 205 CABLE TV	TOTAL: 4.44

PACKET: 06990 EFT Payments

VENDOR SET: 1

# VIII-01

FUND : 210 HERITAGE PRESERVATION

DEPARTMENT: 170 HERITAGE PRESERVATION

BANK: GEN

BUDGET TO USE: CB-CURRENT BUDGET

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	EFT #	AMOUNT
1	-001387 SUN LIFE ASSUANCE COMPA					
		I-APR 2020 LTD	210-170-1702-6134	EMPLOYER PAID APRIL LTD INSURANCE	000000	4.15
DEPARTMENT 170 HERITAGE PRESERVATION TOTAL:						4.15
FUND 210 HERITAGE PRESERVATION TOTAL:						4.15

PACKET: 06990 EFT Payments

VENDOR SET: 1

**VIII-01**

FUND : 213 FIRE &amp; AMBULANCE

DEPARTMENT: 210 FIRE

BANK: GEN

BUDGET TO USE: CB-CURRENT BUDGET

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	EFT #	AMOUNT
1 -000335	DAKOTA COMMUNICATIONS C					
	I-HA2020-04	213-210-2100-6313	DISPATCH CONT DCC FEE/CAPITAL PROJ. APR 2020	000000	21,783.00	
1 -000357	IMAGE TREND, INC.					
	I-121107	213-210-2100-6311	EXPERT & CONS SERVICE FEE	000000	675.00	
	I-121111	213-210-2100-6311	EXPERT & CONS PHASE 2 MONTHLY HOSTING FEE	000000	265.23	
1 -001387	SUN LIFE ASSUANCE COMPA					
	I-APR 2020 LTD	213-210-2100-6134	EMPLOYER PAID APRIL LTD INSURANCE	000000	52.60	
1 -001849	JOSEPH CYSIEWSKI					
	I-100726859	213-210-2100-6203	SAFETY BOOTS CYSIEWSKI- SAFETY BOOTS	000000	200.00	
1 -36126	JEFFERSON FIRE & SAFETY					
	I-IN115683	213-210-2100-6218	CLOTHING & BA PHOENIX GLOVES	000000	911.14	
					DEPARTMENT 210 FIRE	TOTAL: 23,886.97
1 -001387	SUN LIFE ASSUANCE COMPA					
	I-APR 2020 LTD	213-220-2200-6134	EMPLOYER PAID APRIL LTD INSURANCE	000000	204.81	
1 -62700	PRAXAIR DISTRIBUTION-40					
	I-95333246	213-220-2200-6216	CHEMICALS & C OXYGEN	000000	110.19	
1 -98312	ZOLL MEDICAL CORP					
	I-3028872	213-220-2200-6219	MEDICAL & FIR PAPER, THERMAL	000000	59.04	
	I-3029653	213-220-2200-6219	MEDICAL & FIR BATTERY & ELECTRODES	000000	1,629.00	
					DEPARTMENT 220 AMBULANCE	TOTAL: 2,003.04
					FUND 213 FIRE & AMBULANCE	TOTAL: 25,890.01

PACKET: 06990 EFT Payments  
 VENDOR SET: 1  
 FUND : 220 LEDUC HISTORIC ESTATE  
 DEPARTMENT: 450 LEDUC  
 BUDGET TO USE: CB-CURRENT BUDGET

BANK: GEN

# VIII-01

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	EFT #	AMOUNT
1 -001387	SUN LIFE ASSUANCE COMPA					
		I-APR 2020 LTD	220-450-4160-6134	EMPLOYER PAID APRIL LTD INSURANCE	000000	2.13
DEPARTMENT 450 LEDUC					TOTAL:	2.13
FUND 220 LEDUC HISTORIC ESTATE					TOTAL:	2.13

PACKET: 06990 EFT Payments

VENDOR SET: 1

# VIII-01

FUND : 407 HEDRA

DEPARTMENT: 180 ECONOMIC DEVELOPMENT

BANK: GEN

BUDGET TO USE: CB-CURRENT BUDGET

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	EFT #	AMOUNT
1 -001387	SUN LIFE ASSUANCE COMPA					
		I-APR 2020 LTD	407-180-6003-6134	EMPLOYER PAID APRIL LTD INSURANCE	000000	32.88
					DEPARTMENT 180 ECONOMIC DEVELOPMENT	TOTAL: 32.88
					FUND 407 HEDRA	TOTAL: 32.88

PACKET: 06990 EFT Payments  
 VENDOR SET: 1  
 FUND : 600 WATER  
 DEPARTMENT: 300 PUBLIC WORKS  
 BUDGET TO USE: CB-CURRENT BUDGET

# VIII-01

BANK: GEN

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	EFT #	AMOUNT
1 -001018	VALLEY CHEVROLET OF HAS	I-18662	600-300-3300-6353	REPAIRS & MAI NUT	000000	42.84
1 -001387	SUN LIFE ASSUANCE COMPA	I-APR 2020 LTD	600-300-3300-6134	EMPLOYER PAID APRIL LTD INSURANCE	000000	63.66
1 -001453	FOCUS ENGINEERING, INC.	I-6659	600-300-3300-6311	EXPERT & CONS RETAINER 1/26/20-2/29/20	000000	1,792.50
1 -26336	GOPHER STATE ONE-CALL I	I-0020448	600-300-3300-6318	SERVICE FOR L LOCATES - FEBRUARY	000000	33.75
1 -26730	GRAPHIC DESIGN	I-QB33288	600-300-3300-6202	PRINTED FORMS UTILITY BILLING - FEB 2020	000000	81.67
DEPARTMENT 300 PUBLIC WORKS					TOTAL:	2,014.42
FUND 600 WATER					TOTAL:	2,014.42

PACKET: 06990 EFT Payments  
 VENDOR SET: 1  
 FUND : 601 WASTEWATER  
 DEPARTMENT: 300 PUBLIC WORKS  
 BUDGET TO USE: CB-CURRENT BUDGET

# VIII-01

BANK: GEN

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	EFT #	AMOUNT
1 -001387	SUN LIFE ASSUANCE COMPA					
		I-APR 2020 LTD	601-300-3400-6134	EMPLOYER PAID APRIL LTD INSURANCE	000000	47.21
1 -001453	FOCUS ENGINEERING, INC.					
		I-6659	601-300-3400-6311	EXPERT & CONS RETAINER 1/26/20-2/29/20	000000	1,792.50
1 -26730	GRAPHIC DESIGN					
		I-QB33288	601-300-3400-6202	PRINTED FORMS UTILITY BILLING - FEB 2020	000000	81.67
1 -48768	MCES					
		I-0001107583	601-300-3400-6366	METRO WASTE C WASTEWATER SERV-APRIL 2020	000000	117,669.21
DEPARTMENT 300 PUBLIC WORKS					TOTAL:	119,590.59
FUND 601 WASTEWATER					TOTAL:	119,590.59

PACKET: 06990 EFT Payments  
 VENDOR SET: 1  
 FUND : 603 STORM WATER UTILITY  
 DEPARTMENT: 300 PUBLIC WORKS  
 BUDGET TO USE: CB-CURRENT BUDGET

# VIII-01

BANK: GEN

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	EFT #	AMOUNT
1 -001387	SUN LIFE ASSUANCE COMPA					
		I-APR 2020 LTD	603-300-3600-6134	EMPLOYER PAID APRIL LTD INSURANCE	000000	51.56
1 -001453	FOCUS ENGINEERING, INC.					
		I-6659	603-300-3600-6311	EXPERT & CONS RETAINER 1/26/20-2/29/20	000000	597.50
1 -26730	GRAPHIC DESIGN					
		I-QB33288	603-300-3600-6202	PRINTED FORMS UTILITY BILLING - FEB 2020	000000	81.66
DEPARTMENT 300 PUBLIC WORKS					TOTAL:	730.72
FUND 603 STORM WATER UTILITY					TOTAL:	730.72



PACKET: 06990 EFT Payments  
 VENDOR SET: 1  
 FUND : 615 ARENA  
 DEPARTMENT: 401 PARKS & RECREATION  
 BUDGET TO USE: CB-CURRENT BUDGET

# VIII-01

BANK: GEN

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	EFT #	AMOUNT
1 -001387	SUN LIFE ASSUANCE COMPA					
		I-APR 2020 LTD	615-401-4103-6134	EMPLOYER PAID APRIL LTD INSURANCE	000000	28.41
1 -68006	R & R SPECIALTIES, INC.					
		I-70067	615-401-4103-6353	REPAIRS & MAI BLADE SHARPENING	000000	110.00
1 -75794	SYSCO, MINNESOTA					
		C-247927279	615-401-4103-6254	COST OF MERCH CREDIT FOR JALAPENO CHZ SAUCE	000000	43.46-
		I-247946822	615-401-4103-6254	COST OF MERCH CONCESSION SUPPLIES	000000	606.87
DEPARTMENT 401 PARKS & RECREATION					TOTAL:	701.82
FUND 615 ARENA					TOTAL:	701.82

PACKET: 06990 EFT Payments

VENDOR SET: 1

# VIII-01

FUND : 620 HYDRO ELECTRIC

DEPARTMENT: 300 PUBLIC WORKS

BANK: GEN

BUDGET TO USE: CB-CURRENT BUDGET

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	EFT #	AMOUNT
1	-001387 SUN LIFE ASSUANCE COMPA					
		I-APR 2020 LTD	620-300-3500-6134	EMPLOYER PAID APRIL LTD INSURANCE	000000	6.56
					DEPARTMENT 300 PUBLIC WORKS	TOTAL: 6.56
					FUND 620 HYDRO ELECTRIC	TOTAL: 6.56

PACKET: 06990 EFT Payments  
VENDOR SET: 1  
FUND : 807 ESCROW - DEV/ENG/TIF-HRA  
DEPARTMENT: N/A NON-DEPARTMENTAL  
BUDGET TO USE: CB-CURRENT BUDGET

# VIII-01

BANK: GEN

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	EFT #	AMOUNT
=====						
1	-001453 FOCUS ENGINEERING, INC.					
		I-6660	807-150-1679-2024	CREEK RENTALS CREEK RENTALS	000000	50.00
		I-6661	807-150-1678-2024	TIF DIST. 8- SCHOOL HOUSE SQUARE	000000	350.00
		I-6662	807-150-1680-2024	BAUER ANNEXAT BAUER ANNEX	000000	525.00
			DEPARTMENT	NON-DEPARTMENTAL	TOTAL:	925.00
-----						
			FUND	807 ESCROW - DEV/ENG/TIF-HRA	TOTAL:	925.00
					REPORT GRAND TOTAL:	301,664.09

DEPARTMENT: N/A NON-DEPARTMENTAL

BANK: GEN

BUDGET TO USE: CB-CURRENT BUDGET

# VIII-01

\*\* G/L ACCOUNT TOTALS \*\*

YEAR	ACCOUNT	NAME	AMOUNT	=====LINE ITEM=====		=====GROUP BUDGET=====	
				ANNUAL BUDGET	BUDGET OVER AVAILABLE BUDG	ANNUAL BUDGET	BUDGET OVER AVAILABLE BUDG
2020-2021	101-105-1051-6134	EMPLOYER PAID-DISABILITY (	22.10	543	454.60		
	101-107-1052-6312	TESTING SERVICES	153.30	16,200	14,744.70		
	101-107-1061-6134	EMPLOYER PAID-DISABILITY (	10.35	0	41.40-	Y	
	101-107-1071-6134	EMPLOYER PAID-DISABILITY (	44.28	696	518.88		
	101-107-1071-6322	POSTAGE	21.33	1,900	1,814.07		
	101-107-1071-6324	MILEAGE	21.51	700	678.49		
	101-107-1071-6333	LEGAL NOTICES PUBLISHING	365.70	0	420.90-	Y	
	101-107-1071-6334	GENERAL NOTICES & PUBLIC I	407.10	3,500	2,547.80		
	101-107-1071-6335	ORDINANCE PUBLICATION	110.40	4,000	3,889.60		
	101-107-1072-6217	OTHER GENERAL SUPPLIES	14.64	0	817.99-	Y	
	101-107-1072-6333	LEGAL NOTICES PUBLISHING	138.00	0	138.00-	Y	
	101-120-1201-6134	EMPLOYER PAID-DISABILITY (	61.08	1,208	963.68		
	101-140-1401-6134	EMPLOYER PAID-DISABILITY (	12.05	217	168.80		
	101-140-1404-6310	MAINTENANCE CONTRACTS	293.25	13,000	7,772.40		
	101-140-1406-6353	REPAIRS & MAINT-EQUIPMENT	3,995.00	8,000	21.53-	Y	
	101-150-1501-6134	EMPLOYER PAID-DISABILITY (	17.84	323	251.64		
	101-160-1201-6571	NON CAP. COMPUTER EQUIP-FI	2,107.50	0	2,107.50-	Y	
	101-160-1501-6310	MAINTENANCE CONTRACT-PLANN	404.00	666	262.00		
	101-160-1601-6134	EMPLOYER PAID DISABILITY (	44.63	801	622.48		
	101-160-1601-6310	MAINTENANCE CONTRACT	213.00	36,416	5,385.33		
	101-160-1601-6353	REPAIRS & MAINT-EQUIPMENT	529.79	7,500	6,837.97		
	101-160-2010-6571	NON CAP. COMPUTER EQUIP.-P	638.64	45,350	43,061.36		
	101-160-3100-6310	MAINTENANCE CONTRACT-ENGIN	1,818.00	6,680	405.50-	Y	
	101-160-4400-6571	NON CAP. COMPUTER EQUIP-PA	4,215.00	0	4,215.00-	Y	
	101-201-2010-6134	EMPLOYER PAID-DISABILITY (	533.45	9,677	7,563.68		
	101-201-2010-6217	OTHER GENERAL SUPPLIES	510.00	10,100	8,891.00		
	101-201-2010-6218	CLOTHING & BADGES	235.36	23,000	13,497.00		
	101-201-2010-6313	DISPATCH CONTRACT-COUNTY	21,783.00	436,165	338,341.27		
	101-201-2011-6367	BOARDING FEES	80.00	7,000	6,855.00		
	101-230-2301-2017	SAC CHARGES PAYABLE	84,490.00				
	101-230-2301-5221	BUILDING PERMIT*NON-EXPENS	844.90-	290,000-	204,973.11-		
	101-230-2301-6134	EMPLOYER PAID-DISABILITY (	59.65	1,003	764.40		
	101-230-2302-6134	EMPLOYER PAID-DISABILITY (	13.92	250	194.71		
	101-300-3100-6134	EMPLOYER PAID-DISABILITY (	57.47	1,080	850.12		
	101-300-3100-6311	EXPERT & CONSULTANT	5,377.50	67,850	55,997.50		
	101-301-3200-6134	EMPLOYER PAID-DISABILITY (	66.45	1,119	875.22		
	101-301-3200-6203	SAFETY BOOTS	169.99	1,700	1,330.01		
	101-301-3200-6217	OTHER GENERAL SUPPLIES	374.04	1,500	1,037.39		
	101-301-3200-6218	CLOTHING & BADGES	335.00	3,000	2,594.99		
	101-301-3200-6310	MAINTENANCE CONTRACTS	203.88	20,000	19,172.44		
	101-301-3200-6311	EXPERT & CONSULTANT	2,390.00	24,000	19,483.00		
	101-301-3200-6353	REPAIRS & MAINT-EQUIPMENT	512.55	55,000	45,658.97		
	101-302-3201-6343	LIGHT & POWER	2,584.04	231,800	198,994.87		
	101-302-3201-6353	REPAIRS & MAINT-EQUIPMENT	16,212.00	20,000	1,720.82		
	200-401-0000-1501	FUEL INVENTORY	536.85				

\*\* G/L ACCOUNT TOTALS \*\*

VIII-01

YEAR	ACCOUNT	NAME	AMOUNT	=====LINE ITEM=====		=====GROUP BUDGET=====	
				ANNUAL BUDGET	BUDGET OVER AVAILABLE BUDG	ANNUAL BUDGET	BUDGET OVER AVAILABLE BUDG
	200-401-4440-6134	EMPLOYER PAID-DISABILITY (	130.63	2,114	1,629.01		
	200-401-4440-6365	RENTAL-MACHINERY	213.00	22,186	21,605.00		
	201-401-4240-6201	OFFICE SUPPLIES	79.00	650	571.00		
	205-420-4201-6134	EMPLOYER PAID-DISABILITY (	4.44	0	17.76-	Y	
	210-170-1702-6134	EMPLOYER PAID-DISABILITY (	4.15	75	58.44		
	213-210-2100-6134	EMPLOYER PAID-DISABILITY (	52.60	1,047	836.52		
	213-210-2100-6203	SAFETY BOOTS	200.00	7,600	7,150.53		
	213-210-2100-6218	CLOTHING & BADGES	911.14	45,000	42,432.22		
	213-210-2100-6311	EXPERT & CONSULTANT	940.23	76,325	63,709.67		
	213-210-2100-6313	DISPATCH CONTRACT-COUNTY	21,783.00	309,450	220,167.18		
	213-220-2200-6134	EMPLOYER PAID-DISABILITY (	204.81	4,383	3,563.32		
	213-220-2200-6216	CHEMICALS & CHEMICAL PRODU	110.19	0	3,011.41-	Y	
	213-220-2200-6219	MEDICAL & FIRST AID	1,688.04	62,000	52,014.33		
	220-450-4160-6134	EMPLOYER PAID-DISABILITY I	2.13	38	29.48		
	407-180-6003-6134	EMPLOYER PAID-DISABILITY (	32.88	583	451.48		
	600-300-3300-6134	EMPLOYER PAID-DISABILITY (	63.66	1,372	1,111.28		
	600-300-3300-6202	PRINTED FORMS & PAPER	81.67	3,000	2,746.33		
	600-300-3300-6311	EXPERT & CONSULTANT	1,792.50	33,750	29,358.00		
	600-300-3300-6318	SERVICE FOR LOCATES	33.75	4,000	3,875.75		
	600-300-3300-6353	REPAIRS & MAINT-EQUIPMENT	42.84	20,000	19,550.69		
	601-300-3400-6134	EMPLOYER PAID-DISABILITY (	47.21	1,021	823.44		
	601-300-3400-6202	PRINTED FORMS & PAPER	81.67	3,000	2,746.33		
	601-300-3400-6311	EXPERT & CONSULTANT	1,792.50	43,750	40,257.50		
	601-300-3400-6366	METRO WASTE CONTROL COMMIS	117,669.21	1,270,143	799,466.16		
	603-300-3600-6134	EMPLOYER PAID-DISABILITY I	51.56	957	749.56		
	603-300-3600-6202	PRINTED FORMS & PAPER	81.66	3,000	2,746.34		
	603-300-3600-6311	EXPERT & CONSULTANT	597.50	30,000	27,277.50		
	615-401-4103-6134	EMPLOYER PAID-DISABILITY (	28.41	572	458.36		
	615-401-4103-6254	COST OF MERCHANDISE	563.41	28,000	15,483.57		
	615-401-4103-6353	REPAIRS & MAINT-EQUIPMENT	110.00	23,000	20,301.70		
	620-300-3500-6134	EMPLOYER PAID-DISABILITY (	6.56	146	119.92		
	807-150-1678-2024	TIF DIST. 8- SENIOR HOUSIN	350.00				
	807-150-1679-2024	CREEK RENTALS MINI STORAGE	50.00				
	807-150-1680-2024	BAUER ANNEXATION	525.00				
	** 2020-2021 YEAR TOTALS **		301,664.09				

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## \*\* DEPARTMENT TOTALS \*\*

**VIII-01**

ACCT	NAME	AMOUNT
101	NON-DEPARTMENTAL	83,645.10
101-105	ADMINISTRATION	22.10
101-107	CITY CLERK	1,286.61
101-120	FINANCE	61.08
101-140	FACILITY MANAGEMENT	4,300.30
101-150	COMMUNITY DEVELOPMENT	17.84
101-160	I.T.	9,970.56
101-201	POLICE	23,141.81
101-230	BUILDING & INSPECTIONS	73.57
101-300	PUBLIC WORKS	5,434.97
101-301	PUBLIC WORKS STREETS	4,051.91
101-302	PUBLIC WORKS STR. LIGHTS	18,796.04
-----		
101 TOTAL	GENERAL	150,801.89
200	NON-DEPARTMENTAL	536.85
200-401	PARKS & RECREATION	343.63
-----		
200 TOTAL	PARKS	880.48
201-401	PARKS & RECREATION	79.00
-----		
201 TOTAL	AQUATIC CENTER	79.00
205-420	CABLE	4.44
-----		
205 TOTAL	CABLE TV	4.44
210-170	HERITAGE PRESERVATION	4.15
-----		
210 TOTAL	HERITAGE PRESERVATION	4.15
213-210	FIRE	23,886.97
213-220	AMBULANCE	2,003.04
-----		
213 TOTAL	FIRE & AMBULANCE	25,890.01

**VIII-01****\*\* DEPARTMENT TOTALS \*\***

ACCT	NAME	AMOUNT
220-450	LEDUC	2.13
-----		
220 TOTAL	LEDUC HISTORIC ESTATE	2.13
407-180	ECONOMIC DEVELOPMENT	32.88
-----		
407 TOTAL	HEDRA	32.88
600-300	PUBLIC WORKS	2,014.42
-----		
600 TOTAL	WATER	2,014.42
601-300	PUBLIC WORKS	119,590.59
-----		
601 TOTAL	WASTEWATER	119,590.59
603-300	PUBLIC WORKS	730.72
-----		
603 TOTAL	STORM WATER UTILITY	730.72
615-401	PARKS & RECREATION	701.82
-----		
615 TOTAL	ARENA	701.82
620-300	PUBLIC WORKS	6.56
-----		
620 TOTAL	HYDRO ELECTRIC	6.56
807	NON-DEPARTMENTAL	925.00
-----		
807 TOTAL	ESCROW - DEV/ENG/TIF-HRA	925.00
-----		
	<b>** TOTAL **</b>	<b>301,664.09</b>

NO ERRORS

**\*\* END OF REPORT \*\***

PACKET: 06991 Regular Payments  
VENDOR SET: 1  
FUND : 404 HRA REDEVELOPMENT  
DEPARTMENT: 500 EDA/HRA  
BUDGET TO USE: CB-CURRENT BUDGET

# VIII-01

BANK: EDA

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
1 -001801	CONFLUENCE DEVELOPMENT,	I-392020	404-500-6008-6319	OTHER PROFESS HUDSON PURCHASE-DEV. AGMT	000000	356,729.89
			DEPARTMENT 500	EDA/HRA	TOTAL:	356,729.89
			FUND	404 HRA REDEVELOPMENT	TOTAL:	356,729.89
				REPORT GRAND TOTAL:		356,729.89



VIII-01

\*\* G/L ACCOUNT TOTALS \*\*

YEAR	ACCOUNT	NAME	AMOUNT	=====LINE ITEM=====			=====GROUP BUDGET=====		
				ANNUAL BUDGET	BUDGET OVER AVAILABLE BUDG	OVER	ANNUAL BUDGET	BUDGET OVER AVAILABLE BUDG	OVER
2019-2020	404-500-6008-6319	OTHER PROFESSIONAL FEES	356,729.89	0	356,729.89-	Y			
** 2019-2020 YEAR TOTALS **			356,729.89						

\*\* DEPARTMENT TOTALS \*\*

ACCT	NAME	AMOUNT
404-500	EDA/HRA	356,729.89
-----		
404 TOTAL	HRA REDEVELOPMENT	356,729.89
-----		
** TOTAL **		356,729.89

NO ERRORS

\*\* END OF REPORT \*\*



***City Council Memorandum***

**To: Mayor Fasbender & City Council Members**  
**From: Erica Henderson, Deputy City Clerk**  
**Date: March 16, 2020**  
**Item: Renewal of Sidewalk Café Licenses with Liquor License Amendments**

**Council Action Requested:**

Consider the renewal applications for sidewalk café with liquor license amendment for The Busted Nut, The Onion Grill, Lock & Dam Eatery, 2<sup>nd</sup> Street Depot and Spiral Brewery.

**Background Information:**

The Busted Nut, The Onion Grill, Lock & Dam Eatery, 2<sup>nd</sup> Street Depot and Spiral Brewery have submitted the required application and documents for the sidewalk café licenses with liquor license amendments renewals. A Sidewalk Café License Insurance and Indemnification Agreement will need to be signed before issuance of the renewal licenses.

**Financial Impact:**

N/A

**Advisory Commission Discussion:**

N/A

**Council Committee Discussion:**

N/A

**Attachments:**

N/A



## *City Council Memorandum*

**To: Mayor Fasbender & City Councilmembers**  
**From: Erica Henderson**  
**Date: March 16, 2020**  
**Item: Transfer of Ace Liquor Warehouse's Liquor and Tobacco Licenses to New Store Location**

**Council Action Requested:**

Approve the attached resolution allowing the liquor and tobacco licenses of Nirvana, LLC. d/b/a Ace Liquor Warehouse be transferred to the new store location.

**Background Information:**

Nirvana, LLC. d/b/a Ace Liquor Warehouse is currently located at 1250 Frontage Road South. In April, Ace Liquor Warehouse will be relocating to the Westview Center, 1355 Frontage Road South, Suite 330.

City Code 111: Alcoholic Beverages and City Code 112: Tobacco Regulations detail that requests of liquor and tobacco license transfers to a different location must be approved by City Council.

Nirvana, LLC. d/b/a Ace Liquor Warehouse has submitted the appropriate applications to transfer the Liquor and Tobacco Licenses from its current store location of 1250 Frontage Road South, to the new store location of 1355 Frontage Road South, Suite 330.

Approval is contingent on Ace Liquor Warehouse submitting all required documents with the new address and passing the background check conducted by Hastings Police Department.

**Financial Impact:**

N/A

**Advisory Commission Discussion:**

N/A

**Council Committee Discussion:**

N/A

**Attachments:**

- Resolution

**CITY OF HASTINGS  
DAKOTA COUNTY, MINNESOTA**

**RESOLUTION NO. XX- -20**

**RESOLUTION APPROVING THE  
TRANSFER OF ACE LIQUOR WAREHOUSE'S  
LIQUOR AND TOBACCO LICENSES  
TO ITS NEW LOCATION**

**WHEREAS**, Nirvana, LLC. d/b/a Ace Liquor Warehouse has made application to transfer the Liquor and Tobacco Licenses from its current store location of 1250 Frontage Road South, to the new store location of 1355 Frontage Road South, Suite 330; and

**WHEREAS**, approval of the Liquor and Tobacco Licenses transfer to the new store location are contingent upon the City receiving all required documents and passing the background check conducted by Hastings Police Department.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Hastings that the Liquor and Tobacco Licenses location transfer for Nirvana, LLC., d/b/a Ace Liquor Warehouse is approved.

Whereupon said resolution was declared duly passed and adopted on the 16<sup>th</sup> day of March 2020.

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*Mary D. Fasbender, Mayor*

ATTEST:

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*Julie Flaten, City Clerk*



*City Council Memorandum*

**To:** Mayor Fasbender & City Council Members  
**From:** Nick Egger – Public Works Director  
**Date:** March 3, 2020  
**Item:** Water Service Repair Assessment Request – 568 Kendall Drive

**COUNCIL ACTION REQUESTED**

Enclosed for Council approval is a request from Stacey and Tim Ruud for the City to pay the cost to repair the water service line for their home at 568 Kendall Drive and to assess the costs back to the property. The cost of the work in this case was \$5,400.00.

With similar requests for utility service repairs, the City Attorney has prepared an agreement and waiver of assessment appeal for property owners to sign, spelling out the conditions and terms of the assessment and protecting the City from an assessment appeal.

The Council is requested to approve the Ruud's request for the City to fund the water service repair and assess the cost back to the property under the condition that they first enter into an assessment agreement with the City.

Stacey Ruud

568 Kendall Drive

Hastings, MN 55033

2-27-2020

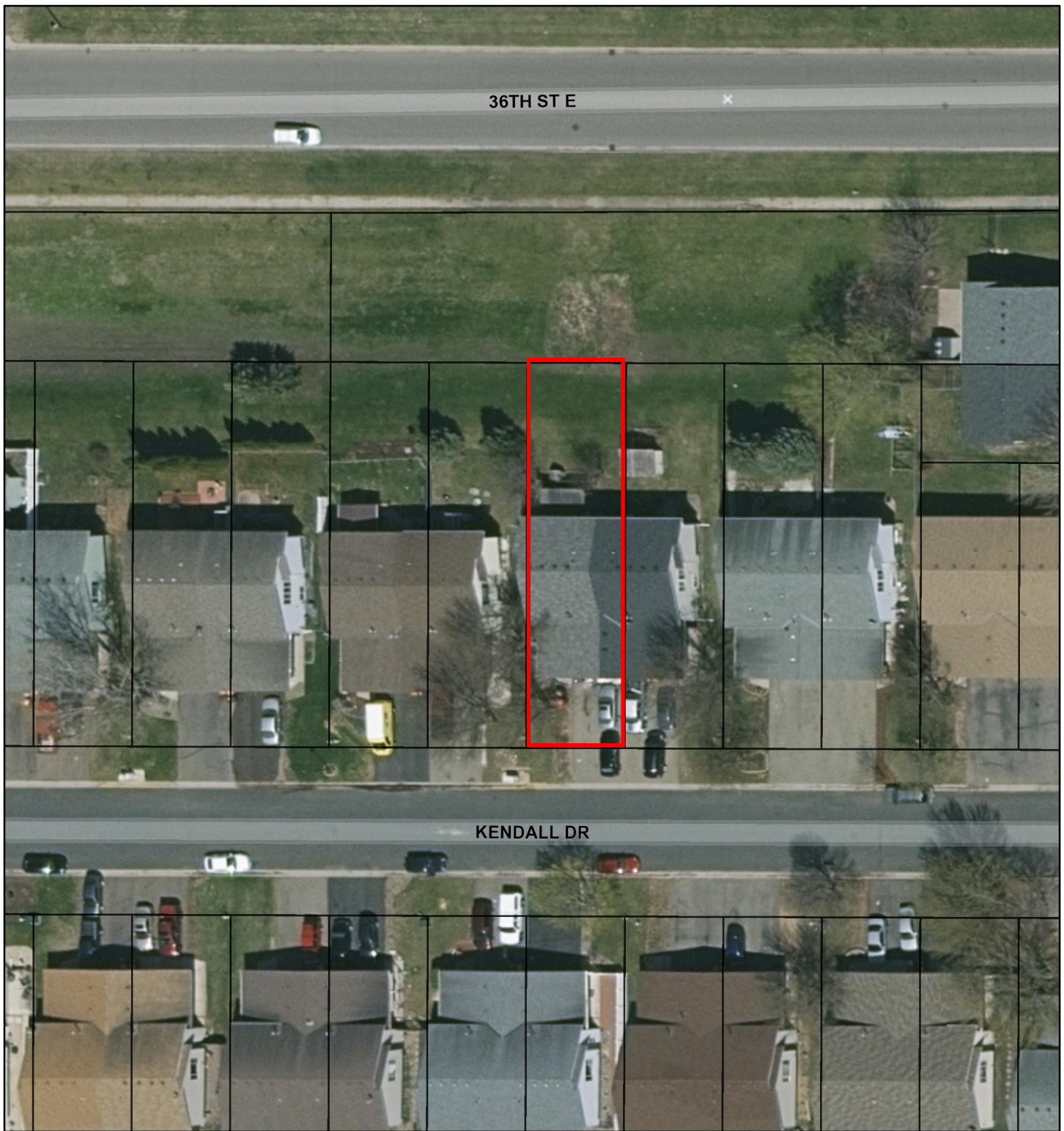
To whom it may concern:

On February 19<sup>th</sup>,2020 our outside water main had burst. We are in the Cari Park development on Kendall Drive. This has been a common issue on our street with many,many of our neighbors going through the same issue it was faulty piping put in by the company that built the houses. The Company used indoor grade piping instead of outdoor piping. I'm requesting that this repair be put on our Assessment for our property taxes. This is an added expense we had not planned for. We went through Bauer Services for the repair. The estimate for the repair is \$5400.00. I will enclose the estimate and final bill when its received.

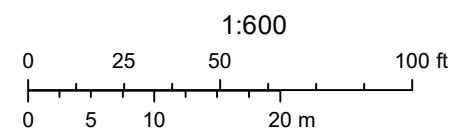
Thank you ,

Stacey Ruud

# Water Service Repair Assessment Request - 568 Kendall Drive VIII-04



February 27, 2020



Property Information

Property Card		Parcel ID Number 19-16404-01-130			
<b>Owner Information</b>					
Fee Owner TIM & STACEY RUUD					
Mailing Address 568 KENDALL DR  HASTINGS MN 55033					
<b>Property Address</b>					
Address 568 KENDALL DR					
Municipality HASTINGS					
Parcel Information					
Last Qualified Sale	04/21/2004	Total Acres	0.11		
Sale Value	\$175,000.00	R/W Acres			
Uses	RESIDENTIAL	Water Acres			
		Plat	CARI PARK 5TH ADDITION		
		Lot and Block	13 1		
		Tax Description			
2019 Building Characteristics (payable 2020)*					
Building Type	TWIN HOME	Year Built	1995		
Building Style	SPLIT LEVEL	Bedrooms	3		
Foundation	WOOD	Foundation Sq Ft	912		
Frame	WOOD	Bathrooms	2.00		
Multiple Buildings		Above Grade Sq Ft	912		
		Garage Sq Ft	440		
		Finished Sq Ft	1,604		
		Other Garage			
Miscellaneous Information					
School District	Watershed District	Homestead	Green Acres	Ag Preserve	Open Space
200	VERMILLION RIVER	FULL HOMESTEAD			
Assessor Valuation					
		Taxable		Estimated	
2019 Land Values (payable 2020)		\$27,290.00		\$30,700.00	
2019 Building Values (payable 2020)*		\$137,338.00		\$154,500.00	
2019 Total Values (payable 2020)*		\$164,628.00		\$185,200.00	
2018 Total Values (payable 2019)*		\$150,349.00		\$172,100.00	
Property Tax Information					
Net Tax (payable 2019)	Special Assessments (2019)	Total Tax & Assessments (2019)			
\$2,090.70	\$0.00	\$2,090.70			

\* Manufactured Homes Payable the Same Year as Assessment.

**Disclaimer:** Map and parcel data are believed to be accurate, but accuracy is not guaranteed. This is not a legal document and should not be substituted for a title search, appraisal, survey, or for zoning verification.





**Bauer Services of Welch, LLC**

**Aaron Bauer**

**26469 130th Ave**

**Welch, MN 55089**

**651-246-9153**

**bauerservices@hotmail.com**

DATE: February 26, 2020

FOR: SRuud

INVOICE # 02262020-736

*Attn: Mark Peine*

*City of Hastings*

*101 4th Street East*

*Hastings, MN 55033-1944*

*Stacey Ruud*

*568 Kendall Drive*

*Hastings, MN 55033*

DESCRIPTION	AMOUNT
<i>Replace Water Service From Curbstop To Meter AT 568 Kendall Drive Hastings, MN</i>	
<i>~ Materials and Labor</i>	<b>\$5,400.00</b>

**Total Due \$5,400.00**

**Thank You For Your Business!**

*Please make check payable to Bauer Services of Welch, LLC*

*Please feel free to contact Aaron Bauer with any questions regarding this invoice*

*at 651-246-9153 or at bauerservices@hotmail.com.*



*City Council Memorandum*

**To:** Mayor Fasnender & City Council Members  
**From:** Nick Egger – Public Works Director  
**Date:** March 5, 2020  
**Item:** Water Service Repair Assessment Request – 2700 Westview Drive

**COUNCIL ACTION REQUESTED**

Enclosed for Council approval is a request from Dave Notch for the City to pay the cost to repair the water service line for his home at 2700 Westview Drive and to assess the costs back to the property. The cost of the work in this case was \$5,250.00.

With similar requests for utility service repairs, the City Attorney has prepared an agreement and waiver of assessment appeal for property owners to sign, spelling out the conditions and terms of the assessment and protecting the City from an assessment appeal.

The Council is requested to approve Mr. Notch's request for the City to fund the water service repair and assess the cost back to the property under the condition that they first enter into an assessment agreement with the City.

Mr. David Notch  
2700 Westview Drive  
Hastings, MN 55033

March 5, 2020

Mr. Nick Egger, P.E.  
Public Works Director  
1225 Progress Drive  
Hastings, MN 55033  
[nickegger@hastingsmn.gov](mailto:nickegger@hastingsmn.gov)  
+1 (651) 480-6185

Dear Mr. Egger,

On February 29<sup>th</sup>, the main water service line to my home at 2700 Westview Drive ruptured, resulting in loss of service and significant erosion under the driveway. Due to a swift response by representatives from the Hastings Police Department and Hastings Public Works, any additional damage was avoided, for which I am grateful. Bauer Services completed repairs to the line on March 2<sup>nd</sup> and I respectfully request that the City of Hastings add an assessment for the amount of the repairs to the property taxes for the above property.

Sincerely,

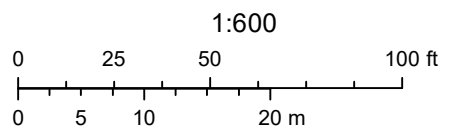
A handwritten signature in black ink, appearing to read "David Notch". The signature is fluid and cursive, with a large initial "D" and a long horizontal stroke extending to the right.

David Notch  
[dave.notch@gmail.com](mailto:dave.notch@gmail.com)  
+1 (651) 235-7579

# Water Service Repair Request - 2700 Westview Drive (Notch) VIII-05



March 5, 2020



Property Information

Property Card		Parcel ID Number 19-13451-01-100			
<b>Owner Information</b>					
Fee Owner DAVID J NOTCH					
Mailing Address 2700 WESTVIEW DR  HASTINGS MN 55033					
<b>Property Address</b>					
Address 2700 WESTVIEW DR					
Municipality HASTINGS					
Parcel Information					
Last Qualified Sale	12/19/2019	Total Acres	0.44		
Sale Value	\$525,773.00	R/W Acres			
Uses	RESIDENTIAL	Water Acres			
		Plat	BAUER VIEW 2ND ADDITION		
		Lot and Block	10 1		
		Tax Description			
2019 Building Characteristics (payable 2020)*					
Building Type	S.FAM.RES	Year Built	1995	Bedrooms	4
Building Style	ONE STORY	Foundation Sq Ft	2,268	Bathrooms	3.00
Frame	WOOD	Above Grade Sq Ft	2,268	Garage Sq Ft	544
Multiple Buildings		Finished Sq Ft	3,924	Other Garage	
Miscellaneous Information					
School District	Watershed District	Homestead	Green Acres	Ag Preserve	Open Space
200	VERMILLION RIVER	NON HOMESTEAD			
Assessor Valuation					
			Taxable		Estimated
2019 Land Values (payable 2020)			\$112,100.00		\$112,100.00
2019 Building Values (payable 2020)*			\$337,000.00		\$337,000.00
2019 Total Values (payable 2020)*			\$449,100.00		\$449,100.00
2018 Total Values (payable 2019)*			\$425,800.00		\$425,800.00
Property Tax Information					
Net Tax (payable 2019)	Special Assessments (2019)	Total Tax & Assessments (2019)			
\$5,757.94	\$0.00	\$5,757.94			

\* Manufactured Homes Payable the Same Year as Assessment.

**Disclaimer:** Map and parcel data are believed to be accurate, but accuracy is not guaranteed. This is not a legal document and should not be substituted for a title search, appraisal, survey, or for zoning verification.


**Bauer Services of Welch, LLC**

**Aaron Bauer**  
**26469 130th Ave**  
**Welch, MN 55089**  
**651-246-9153**  
**bauerservices@hotmail.com**

DATE: *March 2, 2020*  
 FOR: *DNotch*  
 INVOICE # *03022020-1570*

*Attn: Nick Egger*  
*City of Hastings*  
*101 4th Street East*  
*Hastings, MN 55033-1944*

*David Notch*  
*2700 Westview Drive*  
*Hastings, MN 55033*

DESCRIPTION	AMOUNT
<u>Repair Water Service at 2700 Westview Drive Hastings, MN</u>	
~ Materials and Labor	\$5,250.00
~ Tear Out Driveway Panel	
~ Load Out Wet Frozen Fill	
~ Replace Curbstop	
~ Backfill	
~ Compact With 3/8" Limestone	
<b>Total Due</b>	<b>\$5,250.00</b>

**Thank You For Your Business!**

*Please make check payable to Bauer Services of Welch, LLC*

*Please feel free to contact Aaron Bauer with any questions regarding this invoice at 651-246-9153 or at bauerservices@hotmail.com.*



## City Council Memorandum

**To:** Mayor Fasbender & City Council Members  
**From:** Paige Marschall Bigler, Recreation Programming Specialist (City Recycling Coordinator)  
**Date:** March 16, 2020  
**Item:** Joint Powers Agreement with Dakota County to Operate a Residential Organics Drop-Off Site

**Council Action Requested:** Approve Joint Powers Agreement with Dakota County to operate a residential organics drop-off site for the period of March 1, 2020 to December 31, 2026

**Background Information:** Metropolitan counties are responsible for waste management policy and programs (Minn. Stat. §115A.551). By Resolution No. 18-493 (September 18, 2018), the Dakota County Board of Commissioners adopted the 2018-2036 Solid Waste Master Plan (Master Plan). The Master Plan includes a strategy to expand residential organics recovery and a tactic to co-develop and help with residential organics drop-off sites with priority municipalities and partners until curbside organics collection is widely available. Staff from the City of Hastings has requested, in partnership with Dakota County, for a residential organics drop-off site to be located in the City of Hastings at the Dakota County Highway Shop, 900 County Road 47. Dakota County staff analyzed the proposed location and determined that approximately 1,466 households would utilize this site, diverting approximately 92 tons of organics annually from land disposal or incineration. The drop-off site location would be available to all County residents. Currently, the County either operates or partners on four (4) residential organics drop-off sites located in West St. Paul, Eagan, Lakeville and Rosemount (Empire Township). There are currently 4,242 registered households diverting approximately 200 tons or organics per year from area landfills.

**Overview:** It is recommended that the City of Hastings and Dakota County partner to construct and operate a residential organics recycling drop-off site. The drop-off site will be located at the Dakota County Highway Shop, 900 County Rd 47 (south and west of the existing fuel pumps). The Joint Powers Agreement establishes City and County project responsibilities and costs.

- City Responsibilities Include: Promotion and communications collaboration; compostable bag purchases; daily site monitoring and maintenance; and administration for invoicing and reimbursement.
- County Responsibilities Include: Drop-Off Site construction and infrastructure Installation; hauler service retention and management; maintaining a list of acceptable materials and guidelines; developing and providing promotion; communication and training; reimbursing the City of Hastings for recurring operational expenses; and administering participant recruitment, registration, and ongoing communication. *Please also see Section 5.1 of the attached JPA*

*concerning the County's commitment to deferred maintenance such as fence replacement, concrete repair or replacement, and electrical components.*

**Timing:** Upon approval from the City of Hastings, the following timeline is proposed:

- Execute JPA
- Distribute a Participant Recruitment Letter in late April (Dakota County)
- Provide online program registration and distribute Participant Welcome Kits (begin in a late April – ongoing throughout program) (Dakota County)
- Construct Drop-Off Site Enclosure in early May (Dakota County)
- Provide voluntary training sessions to interested residents at Pleasant Hill Library (currently scheduled for May 20, 26, & 28) (Dakota County; City Optional)
- Open site to public on June 1 (Day to Day Maintenance performed by City or its designee)

**Financial Impact:** Dakota County is responsible for monthly hauling costs, enclosure construction costs and deferred maintenance. Dakota County will reimburse the City of Hastings for reoccurring compostable bag purchases. The complete financial impact is illustrated in Exhibit 1 within the attached JPA.

**Advisory Commission Discussion:** N/A

**Council Committee Discussion:** N/A

**Attachments:**

- Joint Power Agreement to Operate a Residential Organics Drop-off Site
- Board of County Commissioners Resolution No. 20-091



**JOINT POWERS AGREEMENT  
BETWEEN THE COUNTY OF DAKOTA AND  
THE CITY OF HASTINGS  
TO OPERATE A RESIDENTIAL ORGANICS DROP OFF SITE**

This Agreement is between the County of Dakota (County) and the City of Hastings (Municipality).

**WHEREAS**, Minn. Stat. § 471.59 authorizes local governmental units to jointly or cooperatively exercise any power common to the contracting parties; and

**WHEREAS**, the County and the Municipality are governmental units as that term is defined in Minn. Stat. § 471.59; and

**WHEREAS**, Metropolitan counties are responsible for waste management policy and programs (Minn. Stat. §115A.551); and

**WHEREAS**, by Resolution No.18-493 (September 18, 2018), the Dakota County Board of Commissioners adopted the 2018-2036 Solid Waste Master Plan (Master Plan); and

**WHEREAS**, the Master Plan includes a strategy to expand opportunities for residential organics recovery; and

**WHEREAS**, the Master Plan includes a tactic to co-develop and provide assistance for residential organics drop off sites with priority municipalities and/or partners until curbside organics collection is widely available; and

**WHEREAS**, the city of Hastings asked, in partnership with the County, for an organics drop-off site to be located at the Dakota County Highway Shop at 900 County Road 47 in Hastings; and

**WHEREAS**, the County receives Select Committee on Recycling and the Environment (SCORE) funds from the state to implement landfill abatement programs; and

**WHEREAS**, Minn. Stat. § 115A.557 requires the County to expend a portion of the state-allocated SCORE funds on organics programming; and

**WHEREAS**, allocated SCORE funds are used for residential organics drop sites at Thompson County Park, Lebanon Hills Regional Park, the Mulch Store, and the Lakeville Water Treatment Facility; and

**WHEREAS**, Municipality responsibilities include: promotion and communications collaboration; compostable bag purchases; daily site monitoring and maintenance; and administration for invoicing and reimbursement; and

**WHEREAS**, County responsibilities include: drop-off site construction and infrastructure installation; maintaining a list of acceptable organic materials and guidelines; developing and providing promotion, communications materials, and training; reimbursing the Municipality for recurring operational expenses; and administering participant recruitment, registration, and ongoing communication.

**NOW, THEREFORE**, in consideration of the mutual promises and benefits that the County and Municipality shall derive from this Agreement, the County and Municipality hereby enter into this Agreement for the purposes stated herein.

**SECTION 1  
PURPOSE**

The purpose of this Agreement is to provide for cooperation and funding between the County and the Municipality for the operation of a residential organics drop off facility.

## SECTION 2 PARTIES

The parties to this Agreement are the County and the Municipality.

## SECTION 3 TERM

Notwithstanding the dates of the signatures of the parties, this Agreement shall be in effect March 1, 2020, and shall continue in effect until December 31, 2026, or until curbside organics collection is offered to residents in the Municipality whichever comes first, or until termination in accordance with the provisions herein. This Agreement may be amended in accordance with Section 11.

## SECTION 4 COOPERATION

The County and the Municipality agree to cooperate and use their reasonable efforts to ensure prompt implementation of the various provisions of this Agreement and to, in good faith, undertake resolution of any dispute in an equitable and timely manner.

## SECTION 5 RESPONSIBILITIES OF PARTIES

### 5.1 County Responsibilities. The County shall:

- A. Ensure any necessary residential drop off location approvals from the state, county, or municipality are fulfilled.
- B. Provide one drop-off site within the Municipality accessible from 5:00 a.m. – 10:00 p.m. daily for Dakota County residents to drop off acceptable organic materials.
- C. Maintain a list of acceptable organic materials, compostable bag specifications, and drop site guidelines on the County's website.
- D. Develop and supply outreach, education, and communications materials to the Municipality.
- E. Provide recurring drop-off site participation promotion.
- F. Retain and manage contractor to build enclosure and related infrastructure.
- G. Purchase and install access lock; signs, labels; bulletin board; and compostable bag storage case.
- H. Retain, manage, and pay for licensed waste hauling services including carts or dumpsters for organics collection from drop-off site to a licensed and/or permitted facility using adequate dumpster sizes and at a frequency necessary to support a clean and well-maintained site, and not less than one collection per week.
- I. Provide the waste hauling services pickup schedule to the Municipality.
- J. Reimburse drop-off site costs to the Municipality, including for: recurring costs for compostable bags; and other supplies and services with pre-approval from the County liaison.
- K. Recruit participants through direct mail to all households located in the Municipality.
- L. Assume cost of deferred maintenance such as fence replacement , concrete repair or replacement, and electrical components

- M. Administer participant recruitment, registration, training, and ongoing participant communication.
- N. Provide a dedicated organics email for direct contact to County drop-off site coordinator for residents and Municipality for daily communication.

**5.2 Municipality Responsibilities.** The Municipality shall:

- A. Provide training location and participate in up to three participant training sessions at no charge to the County.
- B. Collaborate for implementation and recurring promotion using County-supplied materials.
- C. Refer all participation inquiries to the County's designated email.
- D. Communicate to County's dedicated email any and all plans or unforeseen circumstances impacting participant use of the sites(s).
- E. Purchase and store a sufficient supply of BPI-certified compostable bags for use at the drop-off site at a size determined by the County for residential use.
- F. Provide daily monitoring (Monday-Friday) and necessary maintenance of drop-off area (Monday-Sunday) to ensure a clean, safe, and accessible drop off for residents, including: snow and ice removal; enclosure structure, door, lock, signage, labels, and compostable bag case cleanliness and operation; certified-compostable bag restocking; and dumpster capacity observations to ensure proper sizing and hauling frequency.
- G. Restock compostable bags at least once each day Monday – Friday.
- H. Observe dumpster capacity no later than 24 hours prior to scheduled collection service and report to the County's dedicated email at least weekly.
- I. Submit itemized invoices to the County in accordance with Section 6 for recurring organics drop site expenses, including: compostable bags; and other supplies and services with pre-approval from the County liaison.

**SECTION 6  
FUNDING**

**6.1 FUNDING AMOUNT.** The allocated funding for the Municipality shall be in the total amount not to exceed \$25,396 as set forth in Exhibit 1.

**6.2 FUNDING PAYMENT.** The Municipality shall submit itemized invoices to the County covering annual drop-off site expenses by June 30 of each program year and February 1 following the program year. Costs not billed to the County by February 1 of a given calendar year may not be eligible for reimbursement. The invoices shall be paid within 35 days from the presentation of the claim.

**6.3 ELIGIBLE EXPENSES.** Municipality may use allocated funds only on eligible items as identified in Section 5 and includes recurring costs for compostable bags; and other supplies and services including necessary maintenance with pre-approval from the County liaison.

**SECTION 7  
PROPERTY**

Upon termination of this Agreement, any necessary infrastructure purchased by the County and provided to the Municipality shall be the sole property of the County.

## SECTION 8 INDEMNIFICATION

**8.1 IN GENERAL.** Each party to this Agreement shall be liable for the acts of its officers, employees or agents and the results thereof to the extent authorized by law and shall not be responsible for the acts of the other party, its officers, employees or agents.

**8.2 LIMITATIONS.** The provisions of Minn. Stat. § 471.59, the Municipal Tort Claims Act, Minn. Stat. ch. 466 and other applicable laws govern liability of the County and the Municipality. In the event of any claims or actions are filed against either Party, nothing in this Agreement shall be construed to allow a claimant to obtain separate judgments or separate liability caps from the Individual Parties.

**8.3 SURVIVORSHIP.** The provisions of this Section shall survive the expiration or termination of this Agreement.

## SECTION 9 AUTHORIZED REPRESENTATIVES AND LIAISONS

**9.1 AUTHORIZED REPRESENTATIVES:** The following named persons are designated the Authorized Representatives of the parties for purposes of this Agreement. These persons have authority to bind the party they represent and to consent to modifications, except that the authorized representative shall have only the authority specifically or generally granted by their respective governing boards. Notice required to be provided pursuant to this Agreement shall be provided to the following named persons and addresses unless otherwise stated in this Agreement, or in a modification of this Agreement.

TO THE COUNTY

Georg T. Fischer  
Environmental Resources Director  
Western Service Center  
14955 Galaxie Avenue  
Apple Valley, MN 55124

TO THE MUNICIPALITY

Mary Fasbender, Mayor  
101 4<sup>th</sup> Street East  
Hastings, MN 55033

In addition, notification to the County regarding termination under Section 10 of this Agreement by the other party shall be provided to the Office of the Dakota County Attorney, Civil Division, 1560 Highway 55, Hastings, MN 55033.

**9.2 LIAISONS.** To assist the parties in the day-to-day performance of this Agreement, to ensure compliance, and provide ongoing consultation, a liaison shall be designated by the County and the Municipality. The County and the Municipality shall keep each other continually informed, in writing, of any change in the designated liaison. At the time of execution of this Agreement, the following persons are the designated liaisons:

County Liaison:           John Exner, or successor  
                                  Telephone: (952) 891-7112  
                                  Email: [john.exner@co.dakota.mn.us](mailto:john.exner@co.dakota.mn.us)

Municipality Liaison:    Name: Paige Marschall Bigler  
                                  Telephone: (651) 480-6182  
                                  Email: [pmarschall@hastingsmn.gov](mailto:pmarschall@hastingsmn.gov)

## SECTION 10 TERMINATION

**10.1 IN GENERAL.** Either party may terminate this Agreement for cause by giving seven days' written notice or without cause by giving thirty (30) days' written notice, of its intent to terminate, to the other party. Such notice to terminate for cause shall specify the circumstances warranting termination of the Agreement. Cause shall mean a material breach of this Agreement and any supplemental agreements or amendments thereto. Notice of Termination shall be made by certified mail or personal delivery to the authorized representative of the other party. Termination of this Agreement shall not discharge any liability, responsibility or right of any party, which arises from the performance of or failure to adequately perform the terms of this Agreement prior to the effective date of termination.

**10.2 TERMINATION BY COUNTY FOR LACK OF FUNDING.** Notwithstanding any provision of this Agreement to the contrary, the County may immediately terminate this Agreement if it does not obtain funding from the Minnesota Legislature, Minnesota Agencies, or other funding source, or if its funding cannot be continued at a level sufficient to allow payment of the amounts due under this Agreement. Written notice of termination sent by the County to the Municipality by email or facsimile is sufficient notice under this section. The County is not obligated to pay for any services that are provided after written notice of termination for lack of funding. The County will not be assessed any penalty or damages if the Agreement is terminated due to lack of funding.

## SECTION 11 GENERAL PROVISIONS

**11.1 COMPLIANCE WITH LAWS/STANDARDS.** The County and Municipality agree to abide by all federal, state or local laws, statutes, ordinances, rules and regulations now in effect or hereafter adopted pertaining to this Agreement or to the facilities, programs and staff for which either party is responsible.

**11.2 EXCUSED DEFAULT – FORCE MAJEURE.** Neither party shall be liable to the other party for any loss or damage resulting from a delay or failure to perform due to unforeseeable acts or events outside the defaulting party's reasonable control, providing the defaulting party gives notice to the other party as soon as possible. Acts and events may include acts of God, acts of terrorism, war, fire, flood, epidemic, acts of civil or military authority, and natural disasters.

### 11.3 CONTRACT RIGHTS CUMULATIVE NOT EXCLUSIVE

- A. All remedies available to either party for breach of this Agreement are cumulative and may be exercised concurrently or separately, and the exercise of any one remedy shall not be deemed an election of such remedy to the exclusion of other remedies. The rights and remedies provided in this Agreement are not exclusive and are in addition to any other rights and remedies provided by law.
- B. Waiver. Any waiver is only valid when reduced to writing, specifically identified as a waiver, and signed by the waiving party's Authorized Representative. A waiver is not an amendment to the Contract. The County's failure to enforce any provision of this Contract does not waive the provision or the County's right to enforce it.

**11.4 RECORDS RETENTION AND AUDITS.** Each party's bonds, records, documents, papers, accounting procedures and practices, and other records relevant to this Agreement are subject to the examination, duplication, transcription and audit by the other party, the Legislative Auditor or State Auditor under Minn. Stat. § 16C.05, subd. 5. If any funds provided under this Agreement use federal funds these records are also subject to review by the Comptroller General of the United States and his or her approved representative. Following termination of this Agreement, the parties must keep these records for at least six years or longer if any audit-in-progress needs a longer retention time.

**11.5 MODIFICATIONS.** Any alterations, variations, modifications, or waivers of the provisions of this Agreement shall only be valid when they have been reduced to writing and signed by the authorized representatives of the County and Municipality.

**11.6 ASSIGNMENT.** Neither party may assign any of its rights under this Agreement without the prior written consent of the other party. Said consent may be subject to conditions.

**11.7 GOVERNMENT DATA PRACTICES.** For purposes of this Agreement, all data on individuals collected, created, received, maintained or disseminated shall be administered consistent with the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13.

**11.8 MINNESOTA LAW TO GOVERN.** This Agreement shall be governed by and construed in accordance with the substantive and procedural laws of the State of Minnesota, without giving effect to the principles of conflict of laws. All proceedings related to this Agreement shall be venued in Dakota County, Minnesota or U.S. District Court, District of Minnesota. The provisions of this section shall survive the expiration or termination of this Agreement.

**11.9 MERGER.** This Agreement is the final expression of the agreement of the parties and the complete and exclusive statement of the terms agreed upon and shall supersede all prior negotiations, understandings, or agreements. There are no representations, warranties, or provisions, either oral or written, not contained herein.

**11.10 SEVERABILITY.** The provisions of this Agreement shall be deemed severable. If any part of this Agreement is rendered void, invalid, or unenforceable, such rendering shall not affect the validity and enforceability of the remainder of this Agreement unless the part or parts that are void, invalid or otherwise unenforceable shall substantially impair the value of the entire Agreement with respect to either party.

**IN WITNESS WHEREOF,** the parties hereto have executed this Agreement on the date(s) indicated below.

**DAKOTA COUNTY**

\_\_\_\_\_  
Georg T. Fischer, Director, Environmental  
Resources Department  
Date of Signature: \_\_\_\_\_

**CITY OF HASTINGS**

\_\_\_\_\_  
Mary Fasbender, Mayor  
Date of Signature: \_\_\_\_\_

APPROVED AS TO FORM:

/s/ Helen R. Brosnahan 3/9/20  
Assistant County Attorney/Date

KS-20-126

County Board Res. No. 20-091

Attest \_\_\_\_\_  
\_\_\_\_\_  
(title)  
Date of Signature: \_\_\_\_\_

<b>Exhibit 1</b>			
<b>Joint Powers Agreement for Organics Drop-Off Site</b>			
<b>County of Dakota and City of Hastings</b>			
<b>Item</b>	<b>Annual Cost</b>	<b>Term (Years)</b>	<b>Total Cost</b>
Certified Compostable Bags	\$ 4,232.70	6	\$ 25,396
<b>Six-Year Cost (Reimbursable to City of Hastings)</b>			<b>\$ 25,396</b>
<b>Item</b>	<b>Construction Cost</b>	<b>Term</b>	<b>Total Cost</b>
Fence Quote	\$ 9,105	1	\$ 9,105
Concrete Quote	\$ 5,324	1	\$ 5,324
Lighting (Pole and Electrical Work)	\$ 12,000	1	\$ 12,000
Metal Signs	\$ 200	1	\$ 200
Pelican Bag Case/Bag Dispenser	\$ 277	1	\$ 277
Door Lock	\$ 529	1	\$ 529
Bulletin Board	\$ 384	1	\$ 384
Collection & Disposal Cost		6	\$ 10,902
<b>Six-Year Cost (Non-Reimbursable)</b>			<b>\$ 38,721</b>
<b>Total Project Cost - Six-Year Term</b>			<b>\$ 64,117</b>

**BOARD OF COUNTY COMMISSIONERS  
DAKOTA COUNTY, MINNESOTA**

February 25, 2020  
Motion by Commissioner Egan

Resolution No. 20-091  
Second by Commissioner Gaylord

**Authorization To Execute Joint Powers Agreement With City Of Hastings To Operate Residential Organics Drop-Off Site**

WHEREAS, Minn. Stat. § 471.59 authorizes local governmental units to jointly or cooperatively exercise any power common to the contracting parties; and

WHEREAS, Dakota County and the Municipality are governmental units as that term is defined in Minn. Stat. § 471.59; and

WHEREAS, Metropolitan counties are responsible for waste management policy and programs (Minn. Stat. §115A.551); and

WHEREAS, by Resolution No.18-493 (September 18, 2018), the Dakota County Board of Commissioners adopted the 2018–2036 Solid Waste Master Plan (Master Plan); and

WHEREAS, the Master Plan includes a strategy to expand opportunities for residential organics recovery; and

WHEREAS, the Master Plan includes a tactic to co-develop and provide assistance for residential organics drop-off sites with priority municipalities and/or partners until curbside organics collection is widely available; and

WHEREAS, the City of Hastings (City) has requested to provide a residential organics drop-off site in collaboration with the County; and

WHEREAS, Dakota County receives Select Committee on Recycling and the Environment (SCORE) funds from the state to implement landfill abatement programs; and

WHEREAS, Minn. Stat. § 115A.557 requires Dakota County to expend a portion of the state-allocated SCORE funds on organics programming; and

WHEREAS, allocated SCORE funds were used for residential organics drop-off sites at Thompson County Park (2016), Holland Lake (2017), Lakeville Water Treatment Facility (2019), and The Mulch Store (2019); and

WHEREAS, the City responsibilities include promotion and communications collaboration, compostable bag purchases, daily site monitoring and maintenance, and administration for invoicing and reimbursement; and

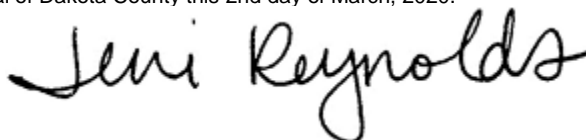
WHEREAS, County responsibilities include drop-off site construction and infrastructure installation; hauler service retention and management; maintaining a list of acceptable organic materials and guidelines; developing and

**STATE OF MINNESOTA  
County of Dakota**

	<b>VOTE</b>
<b>Slavik</b>	Yes
<b>Gaylord</b>	Yes
<b>Egan</b>	Yes
<b>Atkins</b>	Yes
<b>Workman</b>	Yes
<b>Holberg</b>	Yes
<b>Gerlach</b>	Yes

I, Jennifer Reynolds, Clerk to the Board of the County of Dakota, State of Minnesota, do hereby certify that I have compared the foregoing copy of a resolution with the original minutes of the proceedings of the Board of County Commissioners, Dakota County, Minnesota, at their session held on the 25th day of February, 2020, now on file in the County Administration Department, and have found the same to be a true and correct copy thereof.

Witness my hand and official seal of Dakota County this 2nd day of March, 2020.



Clerk to the Board



providing promotion, communications materials, and training; reimbursing the City for recurring operational expenses; and administering participant recruitment, registration, and ongoing communication; and

WHEREAS, staff recommends executing a joint powers agreement with the City to operate a residential organics drop-off site for Dakota County residents for the period of March 1, 2020, to December 31, 2026, or until curbside collection of residential organics is widely available.

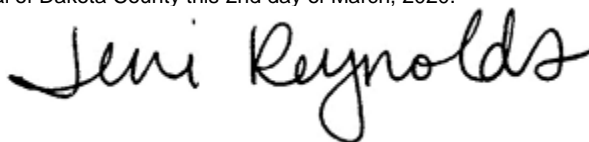
NOW, THEREFORE, BE IT RESOLVED, That the Dakota County Board of Commissioners hereby authorizes the County Manager, or designee, to execute a joint powers agreement with the City of Hastings to operate a residential organics drop-off site located at the Dakota County Highway Shop, 900 Highway 47 in the City of Hastings for the period of March 1, 2020, to December 31, 2025, or until curbside residential organics collection is offered in the City of Hastings and not to exceed \$25,396 for the six-year term as substantially presented on February 11, 2020, to the Physical Development Committee of the Whole, subject to approval by the County Attorney's Office as to form.

STATE OF MINNESOTA  
County of Dakota

	VOTE
Slavik	Yes
Gaylord	Yes
Egan	Yes
Atkins	Yes
Workman	Yes
Holberg	Yes
Gerlach	Yes

I, Jennifer Reynolds, Clerk to the Board of the County of Dakota, State of Minnesota, do hereby certify that I have compared the foregoing copy of a resolution with the original minutes of the proceedings of the Board of County Commissioners, Dakota County, Minnesota, at their session held on the 25th day of February, 2020, now on file in the County Administration Department, and have found the same to be a true and correct copy thereof.

Witness my hand and official seal of Dakota County this 2nd day of March, 2020.



Clerk to the Board



*City Council Memorandum*

**To: Mayor Fasbender & City Councilmembers**  
**From: Erica Henderson**  
**Date: March 16, 2020**  
**Item: One-Day Temporary Gambling Permit for Hastings Catholic Education Foundation**

**Council Action Requested:**

Approve the attached resolution allowing the one-day temporary gambling permit for the Hastings Catholic Education Foundation.

**Background Information:**

The Hastings Catholic Education Foundation is requesting a one-day temporary gambling permit for April 25, 2020 to be held at St. Elizabeth Ann Seton Church, 2035 15<sup>th</sup> Street West. A raffle will be the only gambling activity.

**Financial Impact:**

The \$25.00 One-Day Temporary Gambling License fee has been paid.

**Advisory Commission Discussion:**

N/A

**Council Committee Discussion:**

N/A

**Attachments:**

- Resolution

**CITY OF HASTINGS  
DAKOTA COUNTY, MINNESOTA  
RESOLUTION NO. XX- -20  
RESOLUTION APPROVING THE TEMPORARY  
ONE-DAY GAMBLING PERMIT FOR  
HASTINGS CATHOLIC EDUCATION FOUNDATION**

**WHEREAS**, the Hastings Catholic Education Foundation has requested a one day temporary gambling permit on April 25, 2020 to be held at St. Elizabeth Ann Seton Church, 2035 15<sup>th</sup> Street West.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Hastings that the request for a one day temporary gambling permit from Hastings Catholic Education for an event on April 25, 2020 to be held at St. Elizabeth Ann Seton Church is approved.

Approved by the City Council on this 16<sup>th</sup> day of March 2020.

---

*Mary D. Fasbender, Mayor*

ATTEST:

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*Julie Flaten, City Clerk*



## *City Council Memorandum*

**To: Mayor Fasbender and City Council**  
**From: John Hinzman, Community Development Director**  
**Date: March 9, 2020**  
**Item: Resolution: Authorization to Execute Closing Documents – Lots 11-12, Block 2, Hastings Industrial Park No. 7**

**Council Action Requested:**

Adopt the attached resolution authorizing execution of certain documents necessary for the closing on the sale of the Industrial Park parcels to Hickory Creek Rentals LLC.

A simple majority vote is required.

**Background Information:**

The City Council authorized signature of the Purchase and Development Agreement for sale of the City-owned property on October 7, 2019 by Resolution 10-4-19. That resolution identified the buyer as Creek Properties LLC but the buyer has now organized their business entity under the name of Hickory Creek Rentals LLC. Hickory Creek Rentals is seeking to close on the property on or about March 20, 2020. The City Council granted a Special Use Permit for the property and approved the proposed Site Plan for the property on February 18, 2020. Because closing document can often be prepared just before closing or may need to be modified at the last minute, it can be difficult to coordinate signatures by the Mayor and City Clerk and Staff requests authority to execute closing documents to avoid a potential delay in closing.

**Financial Impact:**

The City will receive \$38,219.88 as closing proceed from the sale of the property.

**Advisory Commission Discussion:**

N\A

**Council Committee Discussion:**

N\A

**Attachments:**

- Resolution

**HASTINGS CITY COUNCIL**

**RESOLUTION NO. \_\_\_\_\_**

**AUTHORIZATION TO EXECUTE CERTAIN ACTIONS  
RELATED TO THE SALE OF PROPERTY**

**WHEREAS**, the City of Hastings (the “City”) is the owner of certain real property (the “Property”) located in the City of Hastings legally described as Lots 11 and 12, Block 2, Hastings Industrial Park No. 7, Dakota County, Minnesota; and

**WHEREAS**, the City and Hickory Creek Rentals LLC (the “Developer”) entered into a Purchase and Development Agreement (“the Agreement”) whereby the Developer will purchase the Property from the City; and

**WHEREAS**, the Hastings City Council approved the Agreement and the sale of the Property to the Developer on October 7, 2019 by Resolution 10-4-19 which identified the Developer as Creek Rentals LLC and not Hickory Creek Rentals LLC; and

**WHEREAS**, the Developer seeks to acquire title to the Property in accordance with the Agreement.

**NOW THEREFORE BE IT RESOLVED** that the change in the identification of the Developer from Creek Rentals LLC to Hickory Creek Rentals LLC is hereby approved and ratified and the Mayor and City Clerk, or in the alternative, John Hinzman, Community Development Director, are hereby authorized to execute the following actions on behalf of the City related to sale of the Property to the Developer including but not limited to:

- 1) Execution and delivery of the warranty deed.
- 2) Additional closing documents necessary to close the transaction including the settlement statements, affidavits, compliance documents, 1099 forms and non-foreign entity documents.
- 3) Receipt and disbursement of funds at closing as required by the Agreement including but not limited to sale proceeds, deed tax, conservation fee, recording fees and any prorated taxes or assessments.

---

Mary Fasbender, Mayor

ATTEST

---

Julie Flaten, City Clerk

I HEREBY CERTIFY that the above is a true and correct copy of the resolution presented to and adopted by the City Council of the City of Hastings, County of Dakota, Minnesota, on the 16<sup>th</sup> day of March, 2020, as disclosed by the records of the City of Hastings on file and of record in the office.

---

Julie Flaten, City Clerk

**(SEAL)**

This instrument drafted by:  
City of Hastings (JH)  
101 4th St. East  
Hastings, MN 55033

CITY OF HASTINGS  
DAKOTA COUNTY, MINNESOTA

RESOLUTION 03- -20

RESOLUTION AUTHORIZING APPLICATION TO MINNESOTA  
GREENCORPS

**WHEREAS**, Hastings Parks and Recreation Department has applied to host an AmeriCorps member from the Minnesota GreenCorps, a program of the Minnesota Pollution Control Agency (MPCA), for the 2020-2021 program year; and

**WHEREAS**, if the MPCA selects The City of Hastings, the organization is committed to implementing the proposed project as described in the host site application, and in accordance with prescoped position description; and

**WHEREAS**, the MPCA requires that the City of Hastings enter into a host site agreement with the MPCA that identifies the terms, conditions, roles and responsibilities;

**NOW, THEREFORE BE IT RESOLVED**, the City of Hastings hereby agrees to enter into and sign a host site agreement with the MPCA to carry out the member activities specified therein and to comply with all of the terms, conditions, and matching provisions of the host site agreement and authorizes and directs The Parks and Recreation Director to sign the grant agreement on its behalf.

Adopted this 16<sup>th</sup> day of March 2020,

---

*Mary Fasbender, Mayor*

Attest:

---

*Julie Flaten, City Clerk*



## City Council Memorandum

**To:** Mayor Fasbender and City Council  
**From:** John Hinzman, Community Development Director  
**Date:** March 16, 2020  
**Item:** 1<sup>st</sup> Reading\Order Public Hearing: Amend City Code Chapter 155.01 - Rezone Property from A - Agriculture to R-4 High Density Residence (3001 Lightbourn)

### **Council Action Requested:**

Consider 1<sup>st</sup> Reading and schedule a public hearing of an amendment to City Code Chapter 155.01 to rezone property from A - Agriculture to R-4 High Density Residence as requested by Mint Development on property owned by Patrick Schmitt located at 1190 County Road 47. Upon action by the Council the public hearing and 2<sup>nd</sup> Reading would be scheduled for the April 6, 2020 City Council meeting along with a Comprehensive Plan Amendment. A simple majority is necessary for action.

### **Background Information:**

Mint Development and Headwaters Development plan to construct a senior housing facility of up to 120 units on the site. The facility would provide a continuum care for residents including independent living, assisted living, and memory care. The building will likely be a multi-story apartment building over a ground level parking garage. A children's day care facility may also be incorporated into the site.

The application seeks a change in land use only. The City would review a separate application for Site Plan review detailing specific site improvements and impacts prior to construction of the building.

### **Financial Impact:**

The addition of a senior housing facility will further enhance the tax base.

### **Advisory Commission Discussion:**

The Planning Commission voted 4-1 (Siebenaler nay) to recommend approval of the request at the March 9, 2020 meeting. During the public hearing, six individuals provided comment on rationale for comprehensive plan amendment, traffic, market, lighting, could the apartment be built somewhere else, and effect on surrounding properties. Commissioners discussed having senior facilities to allow aging in Hastings, lower density development may not meet market conditions, calculation of density, change from low to high density, and floodplain.



**Council Committee Discussion:**

The Planning Committee of City Council (Chair Vaughan, Balsanek, and Leifeld) reviewed the potential land use change and senior housing proposal on January 30, 2020 and were generally supportive of the change.

**Attachments:**

- Ordinance Amendment
- Planning Commission Memo - March 9, 2020

**1<sup>st</sup> READING DRAFT**

**ORDINANCE NO. 2020-\_\_\_\_, THIRD SERIES**

**AN ORDINANCE OF THE CITY OF HASTINGS, MINNESOTA AMENDING  
SECTION 155.01, ZONING CODE OF THE CITY CODE HAVING TO DO  
WITH:**

**OFFICIAL ZONING MAP**

**BE IT ORDAINED** by the City Council of the City of Hastings that approximately 8.37 acres of property generally located at 1190 County Road 47, is rezoned from A - Agriculture to R-4 - High Density Residence. The property is legally described as follows:

The East Half of the Southwest Quarter of the Southwest Quarter of Township 33, Section 115, Range 17, Dakota County, Minnesota located north of County Road 47; except that portion Zoned Floodway.

Approval is subject to approval of the concurrent Comprehensive Plan Amendment by Metropolitan Council:

**EFFECTIVE DATE:** This Ordinance shall be in full force and effect from and after its passage and approval and publication, as required by law and/or charter.

**ADOPTED** by the Hastings City Council on this 6<sup>th</sup> day of April, 2020.

\_\_\_\_\_  
Mary Fasbender, Mayor

ATTEST:

\_\_\_\_\_  
Julie Flaten, City Clerk

I HEREBY CERTIFY that the above is a true and correct copy of an ordinance presented to and adopted by the City of Hastings, County of Dakota, Minnesota, on the 6<sup>th</sup> day of April, 2020, as disclosed by the records of the City of Hastings on file and of record in the office.

---

Julie Flaten, City Clerk

**(SEAL)**

This instrument drafted by:  
City of Hastings (JH)  
101 4th St. East  
Hastings, MN 55033



### *Planning Commission Memorandum*

**To: Planning Commissioners**

**From: John Hinzman, Community Development Director**

**Date: March 9, 2020**

**Item: Mint Development Company - Comprehensive Plan and Rezoning - 1190 County Road 47**

#### **Planning Commission Action Requested**

Review and make recommendation to the City Council on the following actions as proposed by Mint Development Co on an 11.33 acre property owned by Patrick Schmitt located at 1190 County Road 47:

- 1) Comprehensive Plan Amendment to change the Future Land Use Map designation to High Density Residence from Low Density Residence.
- 2) Rezoning from A - Agriculture to R-4 High Density Residence.

Mint Development plans to acquire the property for construction of a senior housing facility with up to 120 units. The application seeks a change in land use only. The Planning Commission would review a separate application for Site Plan review detailing specific site improvements and impacts prior to construction of the building.

#### **BACKGROUND INFORMATION**

##### **Existing Condition**

The property is relatively flat containing a mature tree line along the west and east perimeters. Approximately 2/3<sup>rd</sup> of the site is located within the 100 year floodplain of the Vermillion River. The Vermillion River trail is located along the eastern and northern property lines. Development is planned on approximately three acres located at the southwest corner of the property.

##### **Concept Plan for Development**

Mint Development and Headwaters Development plan to construct a senior housing facility of up to 120 units on the site. The facility would provide a continuum care for residents including independent living, assisted living, and memory care. The building will likely be a multi-story apartment building over a ground level parking garage. A children's day care facility may also be incorporated into the site. A concept plan for site development has been attached to this report.

### Adjacent Zoning and Land Use

The following land uses about the property:

Direction	Use	Comp Plan District	Zoning District
North	Vacant - Wooded - Vermillion River Floodway	Floodplain	Floodway
East	Single Family Home	Low Density Residential	R-1 - Single Family
South	County Road 47 - Riverwood Townhomes Vermillion Shores Apt.	Medium Density Residential	R-3 - Medium\High Density Res.
West	Agriculture	Low Density Residential	A - Agriculture

### Planning Committee of City Council

The Planning Committee of City Council (Chair Vaughan, Balsanek, and Leifeld) reviewed the potential land use change and senior housing proposal on January 30, 2020 and were generally supportive of the change.

### Neighborhood Meeting

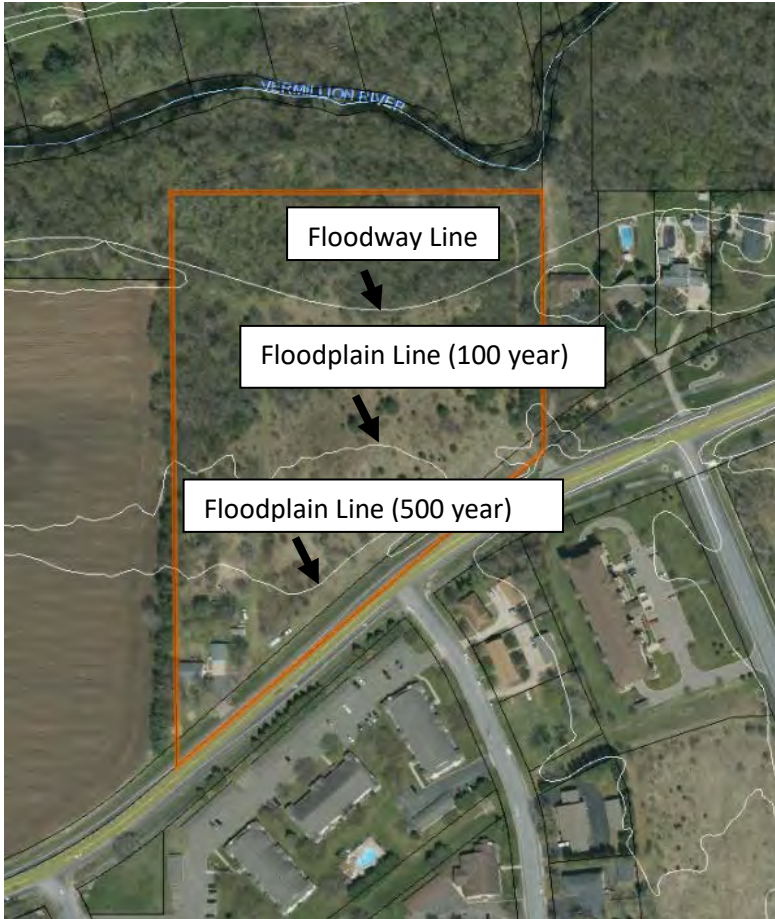
Mint Development held a neighborhood meeting on March 4, 2020 to discuss the proposal with the neighborhood. Approximately ten residents were in attendance and discussed existing traffic along County Road 47, proposed impact of development to traffic, tree removal, building height, and change in land use.

### Public Notification

Notification of the meeting was sent to all property owners within 350 feet of the proposed property. Staff has not received any questions or comments as of this writing.

### Difference between the Comprehensive Plan and Zoning

The Comprehensive Plan serves as a guiding document for future land use for the next 20 years and includes a Future Land Use Map identifying desired land uses. The Zoning Ordinance is the legal mechanism for regulating land use and includes the zoning map which identifies zoning districts and permitted uses. The Future Land Use Map of the Comprehensive Plan is used to guide decisions on rezonings.



### Floodway and Floodplain

Portions of the site are identified for flooding risk per the Flood Insurance Rate Map as developed by FEMA.

Areas north of the Floodway Line have the most restrictive prohibitions for building and site grading. The Floodway is a distinct zoning district on the zoning map with very limited uses. Floodway areas (northern ¼ of the site) are not included in the rezoning request.

Areas north of the 100 Year Floodplain Line also have building and site grading restrictions, but land uses are regulated by the underlying zoning district. Areas

within the 100 Year Floodplain (northern 2/3<sup>rd</sup> of the site) are not included in the Comprehensive Plan Amendment.

Areas north of the 500 Year Floodplain Line do not have specific building or grading restrictions by the City of Hastings.

## COMPREHENSIVE PLAN AMENDMENT

### Request

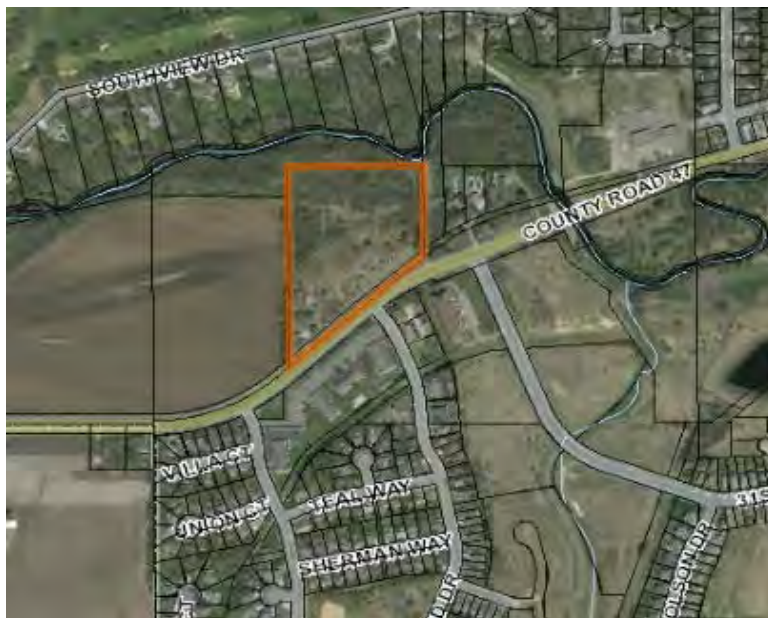
Change the Future Land Use designation of Low Density Residence to High Density Residence for the subject property. The Future Land Use Map can be found on page 4-39 in Chapter 4 - Land Use of the Draft 2040 Comprehensive Plan. The proposal amends the current Draft Comprehensive Plan that is in the final stages of review by Metropolitan Council. The entire Comprehensive Plan can be found at <https://hastings2040plan.com/>.

The property currently lies within both the *Low Density Residence* and *Floodplain or Wetland Protection* future land use designations. The amendment to High Density Residence affects only that area designated for low density residence (approximately 3.28 acres of the 11.33 total acres); areas identified as Floodplain or Wetland Protection are not part of this amendment and would remain unchanged.

2040 Comprehensive Plan



-  Agriculture
-  Low Residential
-  Medium Residential
-  High Residential
-  Mixed Use
-  Upland Conservation Area
-  Floodplain or Wetland Protection
-  Golf Course
-  HWY/Rail ROW
-  Commercial
-  Business Park
-  Industrial
-  Institutional
-  Park



**High Density Residence**

High Density Residence is defined within the Comprehensive Plan as:

*Small-lot detached houses, duplexes, townhouses. 4-, 6- and 8-unit buildings with individual exterior entrances, and all forms of apartment buildings are included in this category, which has been located where there is good traffic access, between Low-Density Housing and non-residential land uses, and at high-amenity locations. The density is expected to be in the range of 8 to 30 units per net acre with an average of 15. Includes places of worship.*

**Review of Medium and High-Density Housing Applications**

The Comprehensive Plan establishes the following factors in review of Medium and High-Density Housing Applications:

- Adequate utility and street capacity
- The ability of a given area or neighborhood to absorb additional density
- Adequate access
- Proximity to services and employment opportunities
- Proximity to schools and natural amenities
- Compatibility with adjacent development
- Suitability of the site for construction
- Other matters of interest as determined by the City Council

**Analysis**

- The site is undeveloped and abuts undeveloped land to the west and floodplain to the north.
- Areas to the south are developed as mid density townhomes.
- Two apartment buildings that are 4 stories in height (3 stories of apartments over at grade parking) are located southeast of the site.
- The Vermillion River Trail is located between the site and the abutting single family home; care must be taken during development of the site to provide adequate buffering.
- Although the site does not abut any other areas designated for High Density Development, the site provides adequate space and ability to buffer affects from neighboring land uses.

**RECOMMENDATION**

Approval of the Comprehensive Plan Amendment is recommended subject to the following conditions:

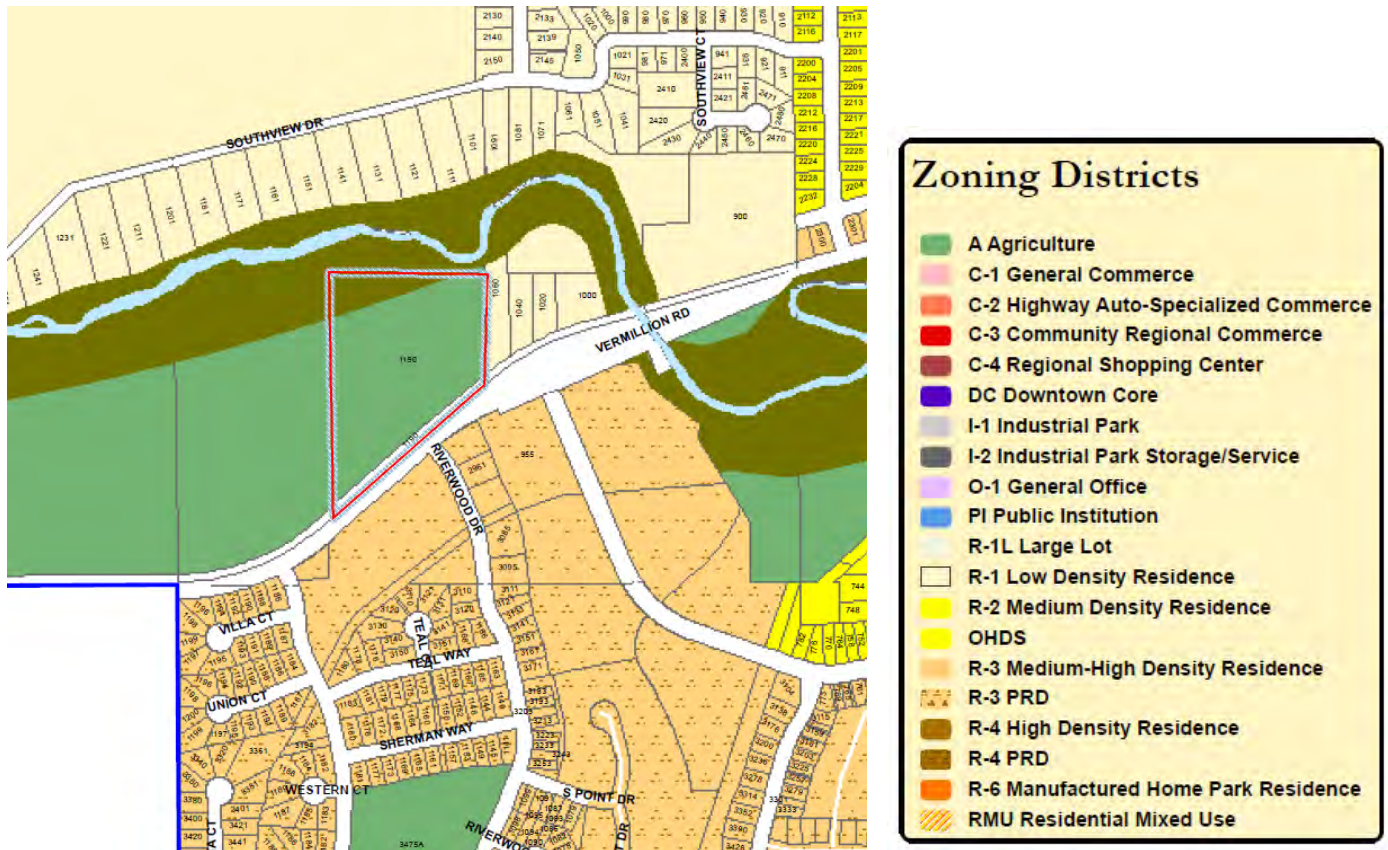
- 1) Conformance with the plans submitted with the Planning Commission Staff Report dated March 9, 2020.
- 2) Approval of the Comprehensive Plan Amendment by Metropolitan Council.

**REZONING****Request**

Rezone property from A - Agriculture to R-4 - High Density Residence. The actions serve as an amendment to Hastings City Code Chapter 155.01 - Official Zoning Map. The property currently lies within both the *A - Agriculture* and *Floodway* zoning districts. The amendment to R-4 High Density Residence affects only that area currently zoned A - Agriculture (approximately 8.37 acres



of the 11.33 total acres); areas zoned Floodway are not part of this amendment and would remain unchanged.



### R-4 High Density Zoning District

City Code Chapter 155.25 identifies the following uses within the R-4 District:

*Uses permitted.*

- (1) Multiple-family and single-family dwellings when part of a PRD;
- (2) Residential care facility, dependent and semi-independent, residential senior facility-independent, dormitories, public and parochial schools and churches, fire stations, professional offices, day care center, library, gift or craft shop and similar uses of a public service nature;
- (3) Accessory uses incidental to the foregoing principal uses such as private garages and sheds;
- (4) Home occupations in accordance with § 155.07; and

- (5) Planned residential developments pursuant to § 155.07

*Uses by special permit.*

- (1) Neighborhood commercial subject to the requirements of § 155.07.
- (2) Towers as regulated by § 155.07. (Prior Code, § 10.14) Penalty, see § 10.99

#### **R-4 Residential Density**

The site would have an estimated maximum density of 145 housing units (17.4 dwelling units per acre x 8.37 acres). The R-4 Zoning District has a minimum lot size of 2,500 s.f. A maximum residential density of 17.4 dwelling units per acre is allowed within the district. The area outside the floodway to be rezoned R-4 is 8.37 acres.

#### **Analysis**

- The site is undeveloped and abuts undeveloped land to the west and floodplain to the north.
- Areas to the south are developed as mid density townhomes.
- Two apartment buildings that are 4 stories in height (3 stories of apartments over at grade parking) are located southeast of the site.
- The Vermillion River Trail is located between the site and the abutting single family home; care must be taken during development of the site to provide adequate buffering.
- Although the site does not abut any other areas zoned R-4, the site provides adequate space and ability to buffer affects from neighboring land uses.

#### **RECOMMENDATION**

Approval of the Rezoning is recommended subject to the following conditions:

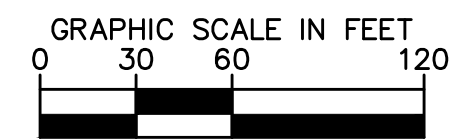
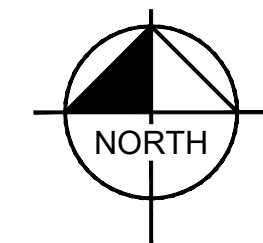
- 1) Conformance with the plans submitted with the Planning Commission Staff Report dated March 9, 2020.
- 2) Approval of the Comprehensive Plan Amendment.

#### **ATTACHMENTS**

- Aerial Map
- Concept Plans
- Application

AERIAL MAP





**NOT FOR CONSTRUCTION**

**LEGEND**

- PROPERTY LINE
- PROPOSED FENCE
- SETBACK LINE

PROPERTY SUMMARY	
TOTAL PROPERTY AREA	±11.34 AC.
BUILDING FOOTPRINT	±43,750 SF
TOTAL BUILDING AREA (4 STORIES)	±175,000 SF
ZONING SUMMARY	
EXISTING ZONING	AGRICULTURAL
PROPOSED ZONING	PUD (PLANNED UNIT DEVELOPMENT)
BUILDING SETBACKS	FRONT = 20'; INTERIOR SIDE = 24' (HALF THE BUILDING HEIGHT); REAR = 20'

BUILDING A DATA SUMMARY	
PARKING	
REQUIRED PARKING	120 SPACES (@ 1 SPACE / UNIT FOR RESIDENTIAL SENIOR FACILITY)
PROPOSED PARKING (INTERNAL)	UP TO 90 SPACES
PROPOSED PARKING (SURFACE LOT)	72 SPACES

No.	REVISIONS	DATE	BY

**FOR REVIEW**

**Kimley»Horn**  
 787 EUSTIS STREET, SUITE 100  
 ST. PAUL, MINNESOTA 55114  
 TEL. NO. (651) 645-1107  
 FAX. NO. (651) 645-5116

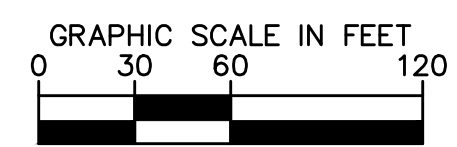
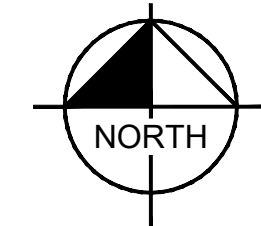
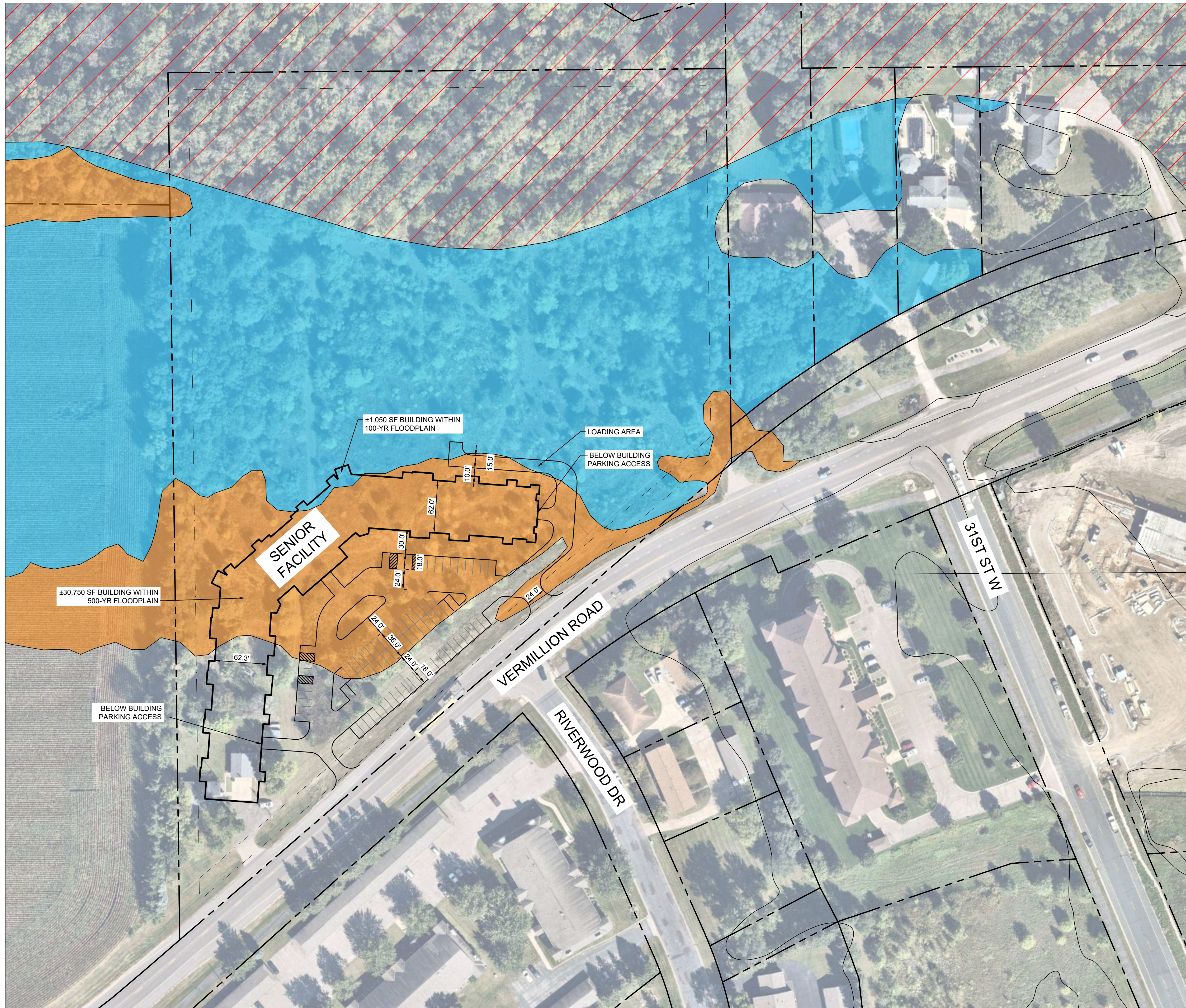
SCALE	AS SHOWN
DESIGNED BY	APK
DRAWN BY	APK
CHECKED BY	BRE

**SITE CONCEPT**

**SENIOR LIVING FACILITY**  
 DAKOTA COUNTY  
 HASTINGS, MINNESOTA

DATE  
1/14/20  
 PROJECT NO.  
XXXXXXXXXX  
 SHEET NUMBER

**EX-1**



**LEGEND**

- PROPERTY LINE
- PROPOSED FENCE
- SETBACK LINE
- 100-YR FEMA FLOOD PLAIN
- 500-YR FEMA FLOOD PLAIN
- VERMILLION RIVER FLOODWAY

PROPERTY SUMMARY	
TOTAL PROPERTY AREA	±2.74 AC.
BUILDING FOOTPRINT	±43,350 SF
TOTAL BUILDING AREA (4 STORIES)	±173,400 SF
ZONING SUMMARY	
EXISTING ZONING	AGRICULTURAL
PROPOSED ZONING	PUD (PLANNED UNIT DEVELOPMENT)
BUILDING SETBACKS	FRONT = 20'; INTERIOR SIDE = 24' (HALF THE BUILDING HEIGHT); REAR = 20'

BUILDING A DATA SUMMARY	
PARKING	
REQUIRED PARKING	120 SPACES (@ 1 SPACE / UNIT FOR RESIDENTIAL SENIOR FACILITY)
PROPOSED PARKING (INTERNAL)	UP TO 90 SPACES
PROPOSED PARKING (SURFACE LOT)	78 SPACES

No.	REVISIONS	DATE	BY

**FOR REVIEW**

**Kimley»Horn**  
 767 EUSTIS STREET, SUITE 100  
 ST. PAUL, MINNESOTA 55114  
 TEL. NO. (651) 645-1197  
 FAX. NO. (651) 645-5118

SCALE	AS SHOWN
DESIGNED BY	APK
DRAWN BY	APK
CHECKED BY	BRE

**SITE CONCEPT**

**SENIOR LIVING FACILITY**  
 DAKOTA COUNTY  
 HASTINGS, MINNESOTA

DATE	12/16/19
PROJECT NO.	XXXXXXXX
SHEET NUMBER	EX-1

VIII 20 08



# City of Hastings Community Development Department

## Land Use Application

Address or PID of Property: 19-03300-67-010 / 1190 County Road 46

Applicant Name: Mint Development Co  
Address: 723 S Oaks Dr, Hastings, MN 55033  
Attn: Rob Barse  
Phone: 612-499-6095  
Fax: \_\_\_\_\_  
Email: Rob@mintdevco.com

Property Owner: Patrick Schmitt  
Address: 9963 160th St E  
Hastings, MN 55033  
Phone: 612-236-3498  
Fax: \_\_\_\_\_  
Email: \_\_\_\_\_

Description of Request: Comprehensive plan amendment and rezoning from agricultural land to R-4.

If requesting site plan review of multi-family units (three or more attached), are the units intended to be for sale or rental units? \_\_\_\_\_

Check Applicable Line(s)      Please Note: All Fees and Escrows are due at time of application.

<input checked="" type="checkbox"/> Rezone	\$500	<input type="checkbox"/> Minor Subdivision	\$500
<input type="checkbox"/> Final Plat	\$600	<input type="checkbox"/> Special Use Permit	\$500
<input type="checkbox"/> Variance	\$250	<input checked="" type="checkbox"/> Comp Plan Amend.	\$500
<input type="checkbox"/> Vacation	\$400	<input type="checkbox"/> Lot Split/Lot Line Adj.	\$50
<input type="checkbox"/> House Move	\$500	<input type="checkbox"/> Annexation	\$500 plus legal expenses
<input type="checkbox"/> Prelim Plat	\$500 + escrow	<input type="checkbox"/> EAW	\$500 + \$1,000 escrow
<input type="checkbox"/> Site Plan	\$500 + escrow	<input type="checkbox"/> Interim Use Permit	\$500

Total Amount Due: \$ 500.00      Make checks payable to City of Hastings.  
Credit cards also accepted.

Please ensure that all copies of required documents are attached.

Rob Barse      02 / 03 / 2020  
Applicant Signature      Date

Patrick Schmitt      2-14-20  
Owner Signature      Date

Rob Barse, Principle / Founder  
Applicant Name and Title – Please Print

Patrick Schmitt  
Owner Name – Please Print

OFFICIAL USE ONLY  
File # 20-0008  
Fee Paid: PAID

Rec'd By: J Hinzman  
Receipt #: 00897110

Date Rec'd: 2/14/20  
App. Complete \_\_\_\_\_



## *City Council Memorandum*

**To: Mayor Fasbender & City Councilmembers**  
**From: Chris Jenkins, Parks & Recreation Director**  
**Date: March 12, 2020**  
**Item: 1<sup>st</sup> Reading and Order Public Hearing: Hastings Family Aquatic Center Fee Changes**

**Council Action Requested:**

Conduct 1<sup>st</sup> Reading and order a public hearing for an amendment to City Code Chapter 34 – Park and Recreation Fee Schedule Update. Upon conducting 1<sup>st</sup> reading, the public hearing and final adoptions would be scheduled for the April 6<sup>th</sup>, 2020 City Council Meeting.

**Background Information:**

The proposed fee schedule changes were submitted as a part of the 2020 budget process; however, the changes were not implemented with other fee changes in December of 2019. This action will increase 2 fee categories for the swim lesson program.

Semi-Private and Private Lessons: increase from \$50/session to \$60/session.

Mon-Thur and Tues-Thur Group Lessons: increase from \$42/session to \$45/session

One additional fee schedule change is also requested as a program enhancement developed from customer suggestions. Our “One Day A Week” lessons have been offered as a session of 3 lessons, customers have asked for 4 lessons, and we propose to meet that demand. This is a unique program offered only on weekends, and serves customers who cannot make weekday classes.

One Day A Week Swim Lesson: increase from \$35/session to \$40/session.

**Financial Impact:**

The proposed fee increases are modest, however are likely to slightly increase revenues from the swim lesson program at the Hastings Family Aquatic Center.

**Advisory Commission Discussion:**

None

**Council Committee Discussion:**

None.

**Attachments:**

- 2020 Recommended HFAC Fee Changes



## ORDINANCE NO. \_\_\_\_\_

**AN ORDINANCE OF THE CITY OF HASTINGS, MINNESOTA AMENDING  
HASTINGS CITY CODE CHAPTER 34: FEES**

<i>Swimming Lessons</i>	<i>Current</i>	<i>Proposed</i>	<i>Updated</i>
Private	\$50.00 for three 30-minutes lessons	\$60.00	2016
Semi-private	\$50.00 for three 30-minutes lessons	\$60.00	2016
Swim Lesson Express	\$7.00 for a 1 - 45 minute lesson/swimmer		2016
One day a week classes	\$35.00 for a 3 - 45 minute class/student	\$40.00 for 4 – 45 min classes	2016
Monday through Thursday classes	\$42.00 for a 8 - 30 minute class/student	\$45.00	2016
Tuesday and Thursday classes	\$42.00 for a 8 - 30 minute class/student	\$45.00	2016
Lifeguard Training	\$200.00		2014
Jr. Lifeguard Training	\$50.00		2014



## *City Council Memorandum*

**To:** Mayor Fasbender & City Councilmembers  
**From:** John Hinzman, Community Development Director  
**Date:** March 16, 2020  
**Item:** Order Public Hearing– Vacation of Easement #2020-12 – Lightbourn Court

### **Council Action Requested:**

Order a public hearing to consider vacation of a 20 foot wide drainage and utility easement centered on the joint property line between Lots 11 and 12, Block 2, HASTINGS INDUSTRIAL PARK NO. 7. The properties are owned by the City of Hastings and will be combined into a single lot as part of sale and development of mini storage units. Upon action by the Council, the public hearing and final approval would be scheduled for the April 6, 2020 City Council Meeting. A simple majority is necessary for action.

### **Background Information:**

**History** - The subject easement was dedicated upon the final Plat of HASTINGS INDUSTRIAL PARK NO. 7 in 2006. Dedication of the easement is consistent with City policies to establish a ten foot drainage and utility easement along the perimeter of commercial lots. Since the properties will be combined into a single parcel, there is no longer a need for the easement. The easement is free of City utilities.

**Vacation Procedure** – Hastings Home Rule Charter Section 7.05 regulates the vacation of streets and alleys. The City Council may consider vacating public ways upon published and mailed notice to affected property owners.

**Recommendation** – Approval of the vacation is recommended. The City has determined there is no longer a need for the easement.

### **Financial Impact:**

N\A

### **Advisory Commission Discussion:**

N\A

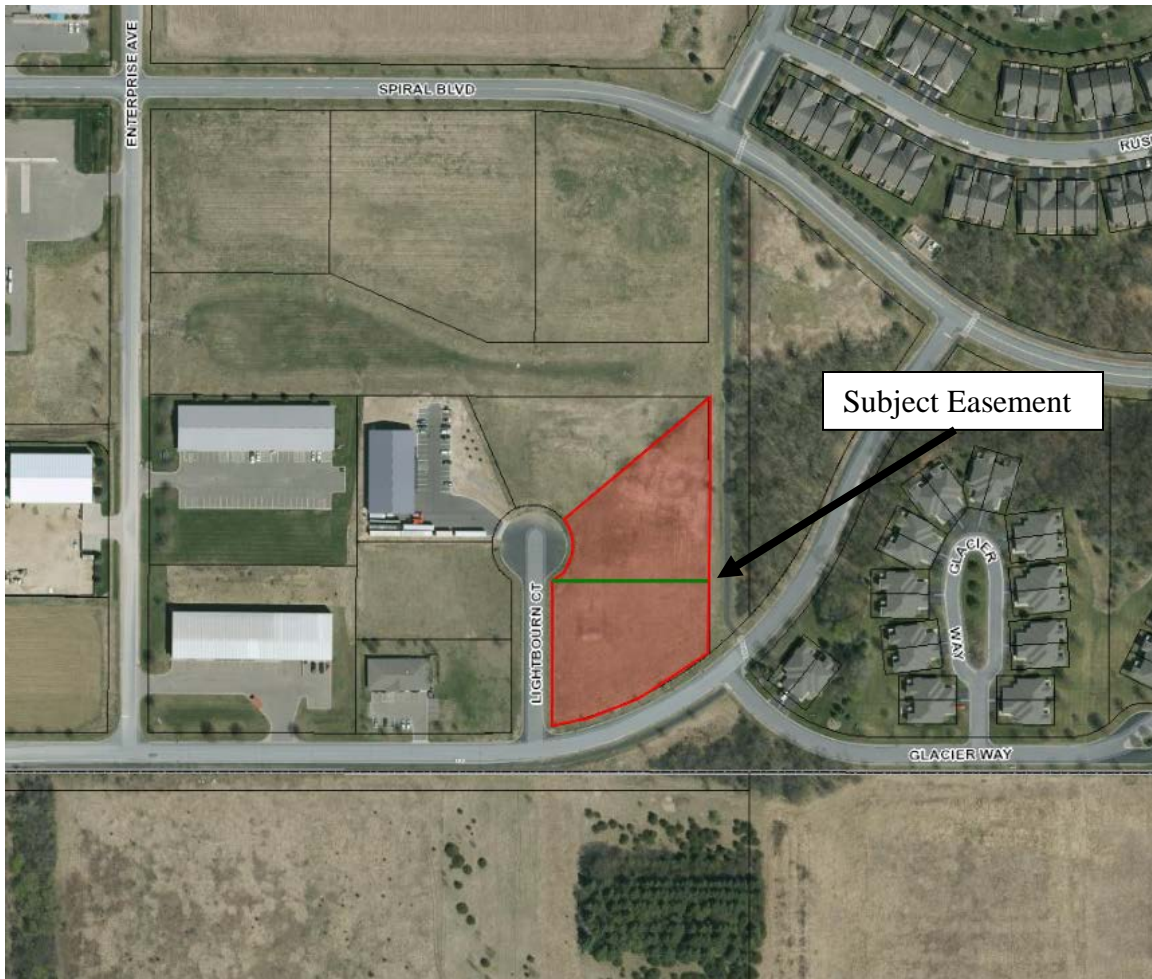
### **Council Committee Discussion:**

N\A

### **Attachments:**

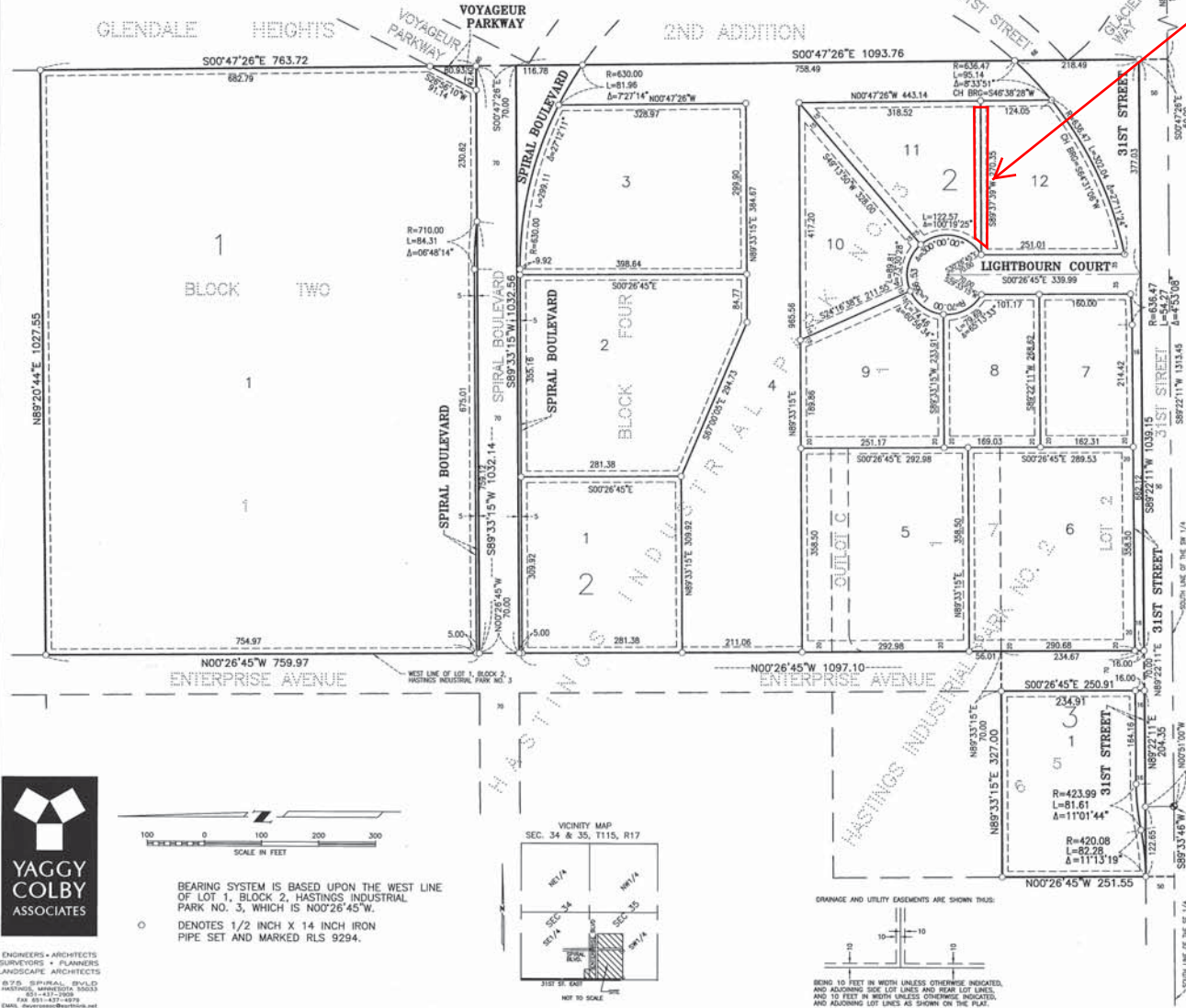
- Location Map
- Plat Map

LOCATION MAP



Subject Easement

# HASTINGS INDUSTRIAL PARK No. 7

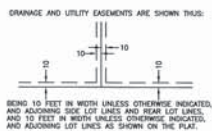
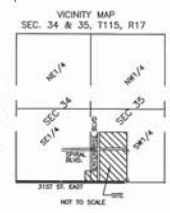


**YAGGY COLBY ASSOCIATES**  
ENGINEERS + ARCHITECTS  
SURVEYORS + PLANNERS  
LANDSCAPE ARCHITECTS  
2778 SERIAL ROAD  
HASTINGS, MINNESOTA 55033  
612-432-7000  
FAX: 612-432-6979  
EMAIL: info@yaggycolby.com



BEARING SYSTEM IS BASED UPON THE WEST LINE OF LOT 1, BLOCK 2, HASTINGS INDUSTRIAL PARK NO. 3, WHICH IS N00°26'45"W.

○ DENOTES 1/2 INCH X 14 INCH IRON PIPE SET AND MARKED RLS 9294.



KNOW ALL PERSONS BY THESE PRESENTS: That the City of Hastings, a Minnesota Municipal Corporation, owner and proprietor of the following described property situated in the County of Dakota, State of Minnesota, to wit: Block 6 and Lots 1 & 2, Block 7 and Outlot C, HASTINGS INDUSTRIAL PARK NO. 2, according to the recorded plat thereof.

Lot 1, Block 2 and Lot 1, Block 4, HASTINGS INDUSTRIAL PARK NO. 3, according to the recorded plat thereof.

Has caused the same to be surveyed and plotted as HASTINGS INDUSTRIAL PARK NO. 7 and does hereby donate and dedicate to the public for public use forever the thoroughfares and cul-de-sac, and also dedicates the easements as shown on this plat for drainage and utility purposes only.

In witness whereof said City of Hastings, a Minnesota Municipal Corporation, has caused these presents to be signed by its proper officers this 15th day of May, 2006.

CITY OF HASTINGS  
By [Signature] Mayor  
By [Signature] Clerk

State of Minnesota  
County of Dakota

The foregoing instrument was acknowledged before me this 15th day of May, 2006 by Michael Werner, Mayor and Melanie M. Leal, Clerk of the City of Hastings, a Minnesota Municipal Corporation, on behalf of the corporation.

Adeline Schroeder  
Notary Public, Dakota County, Minnesota  
My Commission Expires 1-31-10

I hereby certify that I have surveyed and plotted the property described on this plat as HASTINGS INDUSTRIAL PARK NO. 7, that this plat is a correct representation of the survey; that all distances are correctly shown on the plat in feet and hundredths of a foot; that all monuments have been correctly placed in the ground as shown; that the outside boundary lines are correctly designated on the plat; and that there are no wet lands or public highways to be designated other than as shown.

John F. Deyer  
John F. Deyer, Land Surveyor, Minnesota License No. 9294

State of Minnesota  
County of Dakota

The foregoing Surveyor's Certificate was acknowledged before me this 15th day of May, 2006 by John F. Deyer, Land Surveyor, Minnesota License No. 9294.

April M. Bealget  
Notary Public, Minnesota  
My Commission Expires 1/1/10

CITY PLANNING COMMISSION

Approved by the Planning Commission of the City of Hastings, Minnesota, at a regular meeting thereof, on the 24th day of October, 2006.

David Smith Chair  
[Signature] Secretary

CITY APPROVAL

We do hereby certify that on the 3rd day of October, 2006, the City Council of Hastings, Minnesota approved this plat.

[Signature] Mayor  
[Signature] Clerk

COUNTY SURVEYOR

Pursuant to Section 283D.05, Minnesota Statutes, this plat has been approved this 15th day of May, 2006.

Todd B. Tolleson  
Todd B. Tolleson, Dakota County Surveyor

COUNTY TREASURER-AUDITOR

I hereby certify that the taxes for the year 2006 for the land described on this plat as HASTINGS INDUSTRIAL PARK NO. 7 have been paid and no delinquent taxes are due and transfer entered on this 23rd day of May, 2006.

Cesar Hernandez  
County Treasurer-Auditor, Dakota County, Minnesota

COUNTY RECORDER

Document Number 2435743

I hereby certify that this instrument was filed in the office of the County Recorder for record on this 26th day of May, 2006, at 2:02 o'clock P.M., and was duly recorded in Book 2007-114 of Plats on page 100.

[Signature]  
County Recorder, Dakota County, Minnesota  
[Signature] Deputy

3 NUMBER

DRAWING NUMBER

DRAWING NUMBER

DRAWING



## ***City Council Memorandum***

**To:** Mayor Fasbender & City Council Members  
**From:** Paige Marschall Bigler, Recreation Program Specialist  
**Date:** March 16, 2020  
**Item:** Special Event Designation

**Council Action Requested:** Designate the Annual YMCA Glo-Run as a Special Event with the following conditions.

**Background Information:** The Hastings Area YMCA is requesting to hold a 1 mile and 4 mile race in the City of Hastings on Thursday, July 16, 2020. This event will act as a fundraiser for the Hastings Area YMCA Annual Giving Program. The event has the same footprint as previous years. City Staff are supportive of the event with the following conditions:

- Event organizers are responsible for providing and properly posting No Parking signage and Route signage for both the 1 mile and 4 mile race.
- The City Police Department will provide a police presence to assist with traffic management indicated on the corresponding map. Event volunteers will provide additional traffic management.
- Event Organizer will contact Dakota County for West 2<sup>nd</sup> Street/Nininger Road for traffic control requests to create a coned pedestrian lane from Lock and Dam Road to Pleasant on the north side of Nininger on the roadway, which may require a separate permit or authorization from the County. City Staff will provide event organizer with the Dakota County contact.
- Only chalk may be used for any directional markings on pavement including trails. Signs on lath are allowed and encouraged.
- No unauthorized vehicles on any City trails
- All event supplies and equipment will be removed by event organizers within 24 hours after the event.

**Financial Impact:**

N/A

**Advisory Commission Discussion:**

N/A

**Council Committee Discussion:**

None

**Attachments:**

- 2020 Glow Run Permit Application
- Maps illustrating run routes



## SPECIAL EVENT PERMIT APPLICATION

General Event Information				
Event Name:				
Name of Event Coordinator:		Home Phone: (    )		
		Work Phone: (    )		
Name of Organization/Business Hosting Event:		Cell Phone: (    )		
		E-mail:		
Mailing Address:		Website:		
On Site Contact Name:		On Site Contact Cell Phone: (    )		
<b>Type of Event (mark all that apply):</b> <input type="checkbox"/> Downtown Event <input type="checkbox"/> Race/Run/Walk <input type="checkbox"/> Concert/Performance <input type="checkbox"/> Fundraiser <input type="checkbox"/> Other:				
Date(s) Requested:				
Date	Day of Week	Time		Total Hours
		am/pm to    am/pm		
		am/pm to    am/pm		
		am/pm to    am/pm		
Is this event: <input type="checkbox"/> Open to the public <input type="checkbox"/> Private		Will this be an annual event? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Has this event been held in another City? <input type="checkbox"/> Yes _____ <input type="checkbox"/> No				
If yes, when was it held and where? _____				
Will an admission fee be charged? <input type="checkbox"/> Yes \$ _____ <input type="checkbox"/> No		Will donations be accepted? <input type="checkbox"/> Yes <input type="checkbox"/> No		
What will proceeds from the event be used for?				
Anticipated Attendance:    Total _____ Per Day _____				
Will there be a tent(s) at the event? <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, how many and how big? _____		

Event Location Information
Location of the event (including the starting line, finish line and staging/disbanding areas):

List of any City parks/facilities to be used for the event:

Number of vehicles expected at the event:

Describe where participants will park:

If the event will take place on private property, has approval been obtained from the property owner(s)?

Yes  No

Please include a site plan for the event location that show the location of the starting line, finishing line, staging areas, tents, vendors, parking areas, sound amplification equipment and any other areas that will be setup as part of the event.

### Event Route Information

Does the event propose to require the use of any public right of way (crossing or traveling within)?  Yes  No

List all public right of way that will be used during the event:

City Streets \_\_\_\_\_

Trails/Sidewalks \_\_\_\_\_

County Roads \_\_\_\_\_

State Road \_\_\_\_\_

Other Right of Way \_\_\_\_\_

Have you received approval for the use of any County or State right-of-way?  Yes  No  Not applicable

Does the route require the closing or partial closing of any streets, intersections or crossings?  Yes  No

If yes, please describe: \_\_\_\_\_

(The City of Hastings reserves the right to require street closings)

Please include a detailed map showing the proposed route. The route map must show what roadways, trails and sidewalks will be used and the direction the participants will travel. All street names must be clearly labeled.

### Event Safety Information

Number of volunteers assisting with the event:

Do you have a contingency plan if volunteers don't show up?  Yes  No

If yes, please summarize: \_\_\_\_\_

Is the promoter aware of any problems that may arise during the event?  Yes  No

If yes, please summarize: \_\_\_\_\_

Have arrangements been made for emergency medical services?  Yes  No

If yes, please summarize: \_\_\_\_\_

Will alcohol be served or sold at the event?  No  Yes (a temporary beer or liquor license is required)

Will there be a raffle or other regulated gambling activity at the event?  No  Yes (a temporary gambling permit is required)

Will the event include the sale of any products or services?  No  Yes (please provide a list of your approved event vendors):

Will the event include the sale of any food or beverages?  No  Yes (health department permits are required, please provide a list of your approved food vendors): \_\_\_\_\_

**Event Signage and Sound Information**

Please include a route map detailing where all DIRECTIONAL signage will be placed for the event.

Please include a map detailing where all signs ADVERTISING the event will be placed.

Will any sound amplification equipment be used at the event?  Yes  No

If yes, please describe where in the event area the equipment will be used and what time the equipment will be used: \_\_\_\_\_

**Insurance Information**

Insurance coverage shall be maintained for the duration of the event with a minimum \$1,000,000 combined single limit and a minimum \$2,000,000 aggregate limit. If food or non-alcoholic beverages are sold or provided at the event the insurance policy shall also include an endorsement for product liability in an amount not less than \$1,000,000. Proof of insurance coverage must be provided at least 5 days prior to the event.

I have read and agree to all ordinances and rules associated with this special event permit. I certify that the answers are true and correct to the best of my knowledge.



Signature

Date

Please return completed form to Paige Marschall-Bigler at [pmarschall@hastingsmn.gov](mailto:pmarschall@hastingsmn.gov) or mail in to Parks Department 920 10<sup>th</sup> St W, Hastings MN 55033. Call 651-480-6182 with any questions.

**OFFICE USE ONLY**

Date application submitted: \_\_\_\_\_

Date application approved by CC: \_\_\_\_\_

Required resources:



- Police Reservists: \_\_\_\_\_
- Equipment: \_\_\_\_\_
- City staff: \_\_\_\_\_

Insurance information received: \_\_\_\_\_

Licenses/permits obtained: \_\_\_\_\_



# VIII-13

-  NO PARKING
-  TRAFFIC CONTROL



# 4 Mile Glow Run -

8:30pm start time

## Signage for the course:

- At every turn off there will be directional signage and a volunteer directing traffic
- At every mile marker there will be mileage signage
- in any neighborhoods (up 2nd street) there will be signage on the street noting no parking on the street that evening



# 1 Mile Family Run

- 7:45pm Start time

### Signage for the course:

- At every turn off there will be directional signage and a volunteer directing traffic
- in any neighborhoods there will be signage on the community mailboxes that notifies residents of the race
- 7 days prior to the race

### START / FINISH

Hastings YMCA, 85 Pleasant Drive. Both start and finish will use Pleasant Drive

85 Pleasant Drive





## *City Council Memorandum*

**To: Mayor Fasbender & City Councilmembers**  
**From: Chief Schafer**  
**Date: March 16, 2020**  
**Item: Special Event Designation**

### **Council Action Requested:**

Designate the Historic Hastings Downtown Cruise-In as a Special Event with the following conditions.

### **Background Information:**

The Downtown Business Association (DBA) is planning for the 2020 Annual Cruise-In events. The requested dates begin on Saturday, June 13, 2020 and every other Saturday through September 5, 2020 from 4-9:00 p.m. The details of this event are similar to the previous year as recommended from City Staff.

### **Conditions:**

- Obtain Special Event Permit from Dakota County for 2<sup>nd</sup> Street closure west of the bridge.
- Closure of the areas barricaded in blue (reference map) from 4-5:00 p.m. for event preparation.
- No Parking permitted in the blue barricaded areas from 4-5:00 p.m.
- DBA will post 'No Parking' signs 24-hrs. prior to the event. Hastings Police will tag/tow any cars in restricted area starting at 4:00 p.m. This is consistent with other major events such as Gobble Gait and Rivertown Days Parade.
- Complete closure of the event area, depicted by red dotted lines, (reference map) at 5:00 p.m.
- Block-off the following areas including: 2<sup>nd</sup> Street from Tyler Street to Eddy Street. Ramsey Street from 3<sup>rd</sup> Street to the Levee Park Entrance. Sibley Street from 3<sup>rd</sup> Street to the Alley by the Onion Grille. The frontage road west of the bridge. Block 2, first lot behind Graphic Design and Block 16 if needed, for special theme nights.
- Hastings Police Department (HPD) will continue to provide Reservists and Police Officers for the event.
- DBA provides additional trash and recycling receptacles for attendees.
- DBA provides portable bathrooms for attendees.
- No extra dates be added to this request; only dates specified within DBA Letter.
- Levee Park Parking Lot is not for exclusive use for the event and will remain open for public use.
- No vehicles newer than 1976 allowed in designed event area.
- No animals (unless certified service animals) allowed in designed event area.

### **Financial Impact:**

The DBA has been independent in the organization of these events, there are some City resources used including Police Reservists and a full-time Police Officer to assist.

**Advisory Commission Discussion:**

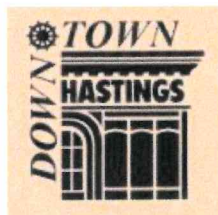
n/a

**Council Committee Discussion:**

n/a

**Attachments:**

- 2020 DBA Letter
- 2019 Cruise-ins Map



## Hastings Downtown Business Association

P.O. Box 541  
Hastings MN 55033

2 /3/2020

Dan Wietecha  
Hastings City Administrator  
101 East 4<sup>th</sup> St.  
Hastings, MN. 55033

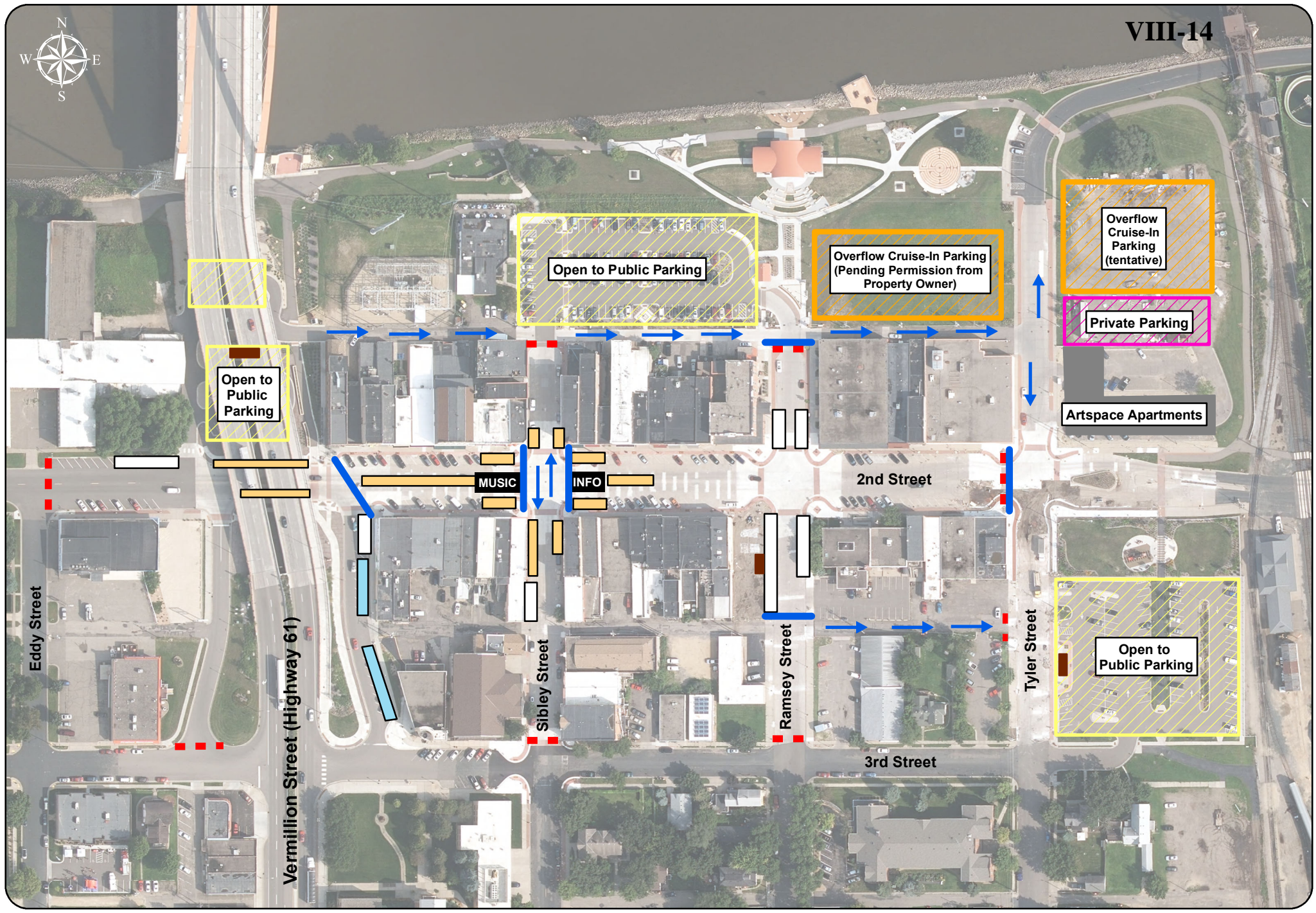
Dan,

The Hastings Downtown Business Association is asking permission to block off the following areas for the Historic Hastings Saturday Night Cruise-In: Second Street from Tyler Street to Eddy, Ramsey Street from 3<sup>rd</sup> Street to the Levee Park entrance, Sibley Street from 3<sup>rd</sup> Street to the alley by The Onion Grille, The frontage road West side of bridge. Block 2, first lot behind Graphic Design and Block 16 if needed, for special theme nights starting June 13th, 2020 and every other Saturday through September 5th, or the afternoon on the 6<sup>th</sup> from 1:00 pm to 6:00 pm 2020.

Also, we are asking that the Historic Hastings Saturday Night Cruise-In be classified as a special event. The time of the event will be from 5 pm to 9 pm and we are asking that no vehicles newer than 1976 be allowed in the designated area.

Thank you,

Kevin Hoeschen  
HHSNCruise-in  
Chair



**Saturday Night Cruise-In**  
 Layout, Closures, & Public Parking Options

- Sponsor Parking Areas (held until 5:30pm)
- Food Vendor Space
- Portable Toilet Area
- Handicapped Parking Areas
- Event Closure/Barricade (5-9pm)
- Hard Closure - Event Prep (4-5pm)
- Traffic Flow



## ***City Council Memorandum***

**To:** Mayor Fasbender & City Council Members

**From:** John Hinzman, Community Development Director  
Rusty Fifield, Economic Development Coordinator

**Date:** March 12, 2020

**Subject:** Letter of Support for REE Senior Housing Project

### **City Council Action Requested**

Approve the attached letter to the Dakota County Community Development Agency supporting the funding request by Real Estate Equities for the Schoolhouse Square Senior Housing Project.

### **Background Information**

Real Estate Equities (REE) plans to build a 90-unit affordable senior housing project on property east of Schoolhouse Square. Earlier this year, the City Council granted the land use approvals and approved a tax increment financing district for this project. REE has applied to the CDA for an allocation of tax-exempt bonds, tax credits and HOPE loan. This funding is essential to undertaking the project.

As part of its review process, the CDA gives the City an opportunity to submit comments (see attached letter). We have prepared the attached letter of support. We believe that it is very important for the City to make a strong statement of support. The CDA has received more applications than it can fully fund. We want to do all that we can to encourage full funding of the REE project in Hastings.

### **Financial Impact**

None

### **HEDRA Discussion**

The letter will be considered at the March 12 meeting. Approval is expected.

### **Attachments**

1. Letter of support to CDA
2. Letter from CDA requesting comments





March 16, 2020

Dakota County Community Development Agency  
 c/o Katherine Kugel, Housing Finance Program Coordinator  
 1228 Town Centre Drive  
 Eagan, MN 55123

Dear Ms. Kugel:

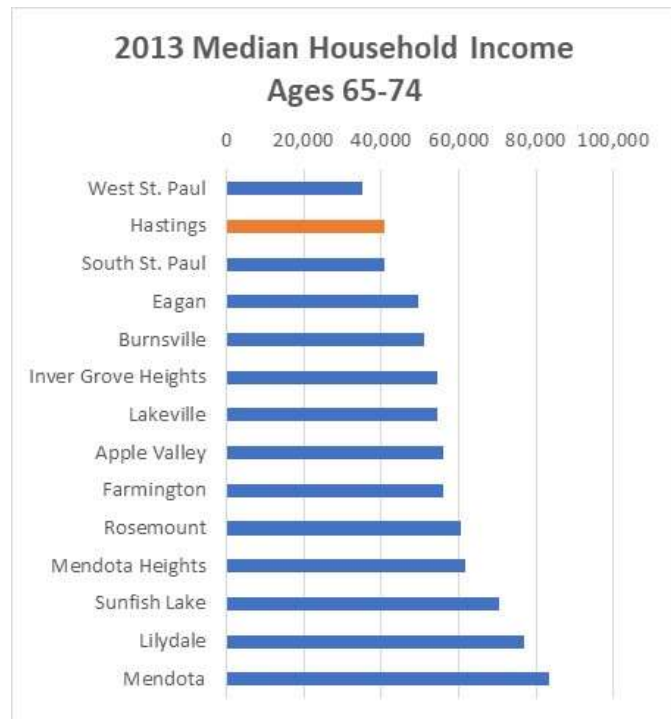
Thank you for the opportunity to submit comments on the request for bonding allocation, low income tax credits and a HOPE loan from Real Estate Equities, LLC (“REE”) to allow for the construction of a 90-unit affordable senior housing project (“Project”) in Hastings. The City of Hastings wants to express its strong support for this project. Both the Hastings Economic Development and Redevelopment Authority (HEDRA) and the City Council have approved this letter and urge the CDA Board of Commissioners to fully approve the REE funding request.

We realize that the requested funds are limited resources and requests exceed the available funds. As you evaluate the applications, we hope you will consider the following:

1. The City has already granted all of the land use approvals required for the Project.
2. The City has approved the establishment of a Housing TIF District in support of this affordable housing.
3. There is significant need for affordable senior housing in Hastings. The CDA’s 2013 Comprehensive Housing Needs Assessment showed only 103 affordable senior rental projects in Hastings. The forthcoming 2019 Needs Assessment will show that no additional units have been built since 2013, while our senior population continues to grow. The supply was inadequate in 2013 and has the situation has worsened as our population ages.



4. According to the 2013 Needs Assessment, the Hastings population age 65-74 had the second lowest median household income in Dakota County Developed and Growth Cities. We believe that the 2019 Needs Assessment will show a similar result. Recent income growth in Hastings has lagged behind the County as a whole.
5. The Project is an essential part of our overall housing strategy. Not only will it allow older residents to remain in Hastings, but this housing will make single-family units available for younger families. Hastings has averaged just 20 new single-family housing starts per year since 2006. Only 14 new homes were started last year. Increasing the availability of existing homes is critical to the long-term health of the City and the Hastings School District.



6. We hope that the equitable distribution of CDA support for housing plays a role in your decision-making. The most recent CDA senior housing project in Hastings was Rivertown Court in 2005. Since then, projects have been built in Apple Valley, Burnsville, Eagan, Farmington, Inver Grove Heights, Lakeville, Rosemount, and South St. Paul. Of the 27 workforce housing townhouse projects in which the CDA is a partner, only two are in Hastings with the most recent project completed in 2007.

The funding support of the CDA enables this much needed affordable senior housing project to be built in Hastings. The City of Hastings has done all that it can to facilitate the Project. We stand ready to help the developer successfully complete construction and sustain long-term operations. We hope that the CDA will join us in this impactful project.

Thank you again for the opportunity to provide these comments. Please contact John Hinzman (Community Development Director) or Rusty Fifield (Economic Development Coordinator) with any questions or need for information.

Sincerely,  
The City of Hastings

Mary Fasbender  
Mayor



1228 Town Centre Drive | Eagan, MN 55123  
 Phone: 651-675-4400 | TDD/VO: 711  
[www.dakotacda.org](http://www.dakotacda.org)

March 9, 2020

Mayor Mary Fasbender  
 City of Hastings  
 101 4<sup>th</sup> Street East  
 Hastings, MN 55033

Dear Mayor Fasbender:

The Dakota County Community Development Agency (CDA) received applications requesting the CDA issue Multifamily Housing Revenue Bonds, award low income housing tax credits and award a HOPE Loan to newly construct the Hastings Senior Housing rental project located 101 10<sup>th</sup> Street East in Hastings.

The developer, Real Estate Equities, LLC, proposes a four-story building with 90 units and a level of underground parking. All of the 62 one-bedroom and 28 two-bedroom units will be rented to households who earn less than or equal to 50%-60% of the area median income. Site amenities include an on-site management office, fitness center, dog run and community room for all the residents to use at no extra charge.

If the project is awarded the requested CDA financing sources and all necessary financing is secured, as well as the required city approvals are complete, the developer would plan to begin construction Summer 2020. Hastings Senior Housing Project will be owned by the Hastings AH I, L.L.P., of which Real Estate Equities will be the sponsor/parent company and developer. Schoepfner Incorporated will be the general contractor and the property will be managed by Real Estate Equities Management LLC.

Upon receipt of a bond, tax credit, HOPE and other funding requests, the CDA's policy is to notify the Mayor and staff of the city in which the project is located for review and comment. Cities are given a minimum of 30 days to review and submit comments. The CDA will not consider approving a final bond sale resolution or other funding awards before this time has elapsed or comments are received, whichever comes first. If you have comments, please forward them to me by April 10, 2020.

If you have any questions or would like additional information about the project, please contact me at (651) 675-4478 or [kkugel@dakotacda.state.mn.us](mailto:kkugel@dakotacda.state.mn.us). Thank you.

Sincerely,

A handwritten signature in blue ink, appearing to read "K. Kugel".

Katherine Kugel  
Housing Finance Program Coordinator

cc: Dan Wietecha, City Administrator  
John Hinzman, Community Development Director  
Tony Schertler, CDA Executive Director



## City Council Memorandum

**To:** Mayor Fasbender & City Council Members  
**From:** Nick Egger – Public Works Director  
**Date:** March 10, 2020  
**Item:** Resolution – Award Contract for Gas Chlorination Plumbing & Mechanical Equipment Installation

### COUNCIL ACTION REQUESTED

Council is requested to adopt the attached resolution to award a contract to M.J. O’Connor, Inc. of Austin, MN for installation of gas chlorination plumbing and mechanical equipment on the City’s water system.

### BACKGROUND INFORMATION

Last fall, the City received two bids for gas chlorine systems implementation, with the lowest bid coming in about 35% higher than the final construction cost estimate. The Council rejected those bids, and staff worked with Stantec to refine and revise the scope of work. We kept the plumbing and mechanical work as the major element of the project, divided this work into a base group of sites and two alternatives in order to give the City some flexibility, and issued an advertisement for bids in early January. Interest was once again low, with only one bid being received on March 3<sup>rd</sup>. However, with the adjusted scope of work the bid for these components was much closer to budget parameters, arriving at a cost of \$240,500 to complete installations at all of the five sites where it is necessary (Well Nos. 4, 6, 7, 8, and the Water Treatment Plant).

In a similar manner, we separated the electrical and controls integration portion of the work, soliciting quotes from local area electricians and electrical contractors. We received four quotes in late January, with the lowest responsible quote coming in at \$77,900. This price is substantially lower when compared to what prime contractors assigned for the value of this work in the bids we received last fall, where the low-bid contractor put an amount of \$160,000 in their bid for the electrical and controls work. The Council will be asked to approve the quote in a separate action.

Finally, seeing additional potential for cost savings, rather than including them as contracted activities, the City will provide a small amount of work in the overall project scope by using our own workforce for exterior concrete work, and we will direct-purchase gas chlorine storage cabinets. The value of these efforts and purchase is expected to be approximately \$10,000. By comparison, these project elements were being valued at around \$35,000-\$45,000 in the bids received last fall.

### FINANCIAL IMPACT

Altogether, construction and contracted expenses total just over \$328,000. Together with the cost of \$119,000 for Stantec’s past efforts in final engineering design work and forthcoming efforts on construction inspection and observation, the total expected project cost for the gas chlorine systems implementation under the above-detailed scenario is expected to be \$447,000, which is just slightly higher than the projected amount of \$440,000 presented at the conclusion of the feasibility study in June of 2019.

### STAFF RECOMMENDATION

Staff is recommending the Council adopt the attached resolution to award the contract to M.J. O’Connor, including both add alternates, in the amount of \$240,500.00.

### ATTACHMENTS

- Resolution to Award Contract
- Reference Check and Bid Review Memo from Stantec

**CITY OF HASTINGS**

DAKOTA COUNTY, MINNESOTA

RESOLUTION NO.

**RESOLUTION RECEIVING AND REJECTING BIDS  
GAS CHLORINATION PLUMBING & MECHANICAL SYSTEMS INSTALLATION**

**WHEREAS**, pursuant to an advertisement for bids for installation of gas chlorination plumbing and mechanical equipment on the City’s water systems, the following bids was received on March 3, 2020, and tabulated according to law:

<u>Bidder</u>	<u>Base Bid</u>	<u>Add Alternate No. 1</u>	<u>Add Alternate No. 2</u>
M.J. O’Connor, Inc. – Austin, MN	\$183,000.00	\$30,000.00	\$27,500.00

and

**WHEREAS**, this bid has been reviewed for completeness and accuracy, and

**WHEREAS**, a reference check of experience and performance of M.J. O’Connor, Inc. has been conducted and demonstrates that M.J. O’Connor is a responsible bidder, and

**WHEREAS**, the City desires to complete all chlorine systems installation work in one construction season, and the City’s financial resources allow for the base bid and both add alternates to be completed.

**NOW, THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF HASTINGS AS FOLLOWS:**

1. The Mayor and Clerk are hereby authorized and directed to enter into a contract with M.J. O’Connor, Inc. that includes the Base Bid, Add Alternate No. 1, and Add Alternate No. 2.
2. The total amount of the contract is hereby declared to be \$240,500.00

**ADOPTED BY THE CITY COUNCIL OF HASTINGS, MINNESOTA, THIS 16<sup>TH</sup> DAY OF MARCH, 2020.**

Ayes:

Nays:

ATTEST:

\_\_\_\_\_  
*Julie Flaten, City Clerk*

\_\_\_\_\_  
*Mary D. Fasbender, Mayor*

SEAL



**Stantec Consulting Services Inc.**  
733 Marquette Avenue Suite 1000, Minneapolis MN 55402-2309

March 11, 2020  
File: 193804586

**Attention: Nick Egger, Public Works Director**  
City of Hastings Public Works  
1225 Progress Drive Hastings, MN 55033

Dear Nick,

**Reference: Review of References for M.J. O'Connor Inc.**

As requested we have conducted a review of references provided by M.J. O'Connor Inc. Based upon the responses we have gathered this contractor appears to be qualified to conduct the scope of work included in the Chlorine Systems Implementation Project.

As part of our review we spoke with the City of Austin, City of Cedar Rapids, IA, and also with two prime contractors under which M.J. O'Connor performed as a subcontractor. Given the responses from these references, it appears that M.J. O'Connor is a responsive contractor that has performed similar construction in wellhouses, they have conducted their work for these clients in a professional and competent manner, had the resources to complete the work within expected timelines, and ultimately provided expected results.

If you have any further questions I will be happy to answer them.

Regards,

**Stantec Consulting Services Inc.**

A handwritten signature in black ink, appearing to read 'R. Capelle'.

**Ryan Capelle** PE (MN, ND, WI)  
Senior Associate  
Phone: 651 604 4857  
Ryan.Capelle@stantec.com



Project Name: **Chlorine Systems Implementation**

I hereby certify that this is an exact reproduction of bids received.

District Project No.:

Project No.: 193804586

Bid Opening: Tuesday, March 3rd, 2020 at 2 P.M., CDT

Owner: **Town of Hastings, Minnesota**

Ryan J. Capelle, PE

License No. 43142

Bidder No. 1

M. J. O'Connor Inc

BID TABULATION					
Item Num	Item	Units	Qty	Unit Price	Total
<b>PART 1:</b>					
1	LUMP SUM BASE BID: ALL LABOR AND MATERIALS OF THIS SECTION SHALL BE INCIDENTAL TO THE PROJECT AND INCLUDED IN THE CHLORINE SYSTEMS IMPLEMENTATION LUMP SUM BASE BID ITEM ON THE BID FORM. IN GENERAL, THE BASE BID INCLUDES ALL WORK AND COSTS ASSOCIATED WITH THE IMPLEMENTATION OF CHLORINE SYSTEMS AT WELL 7, WELL 8 AND THE CITY'S WATER TREATMENT PLANT COMPLETE WITH BOOSTER PUMPS, ASSOCIATED CHLORINE FEED DEVICES, BOOSTER PUMPS, SAFETY DEVICES, BUILDING MODIFICATIONS, MECHANICAL AND VENTILATION MODIFICATIONS REQUIRED TO PROVIDE COMPLETE AND FUNCTIONAL SYSTEMS AT EACH LOCATION. THE BASE BID EXCLUDES THE ELECTRICAL AND CONTROLS ASPECTS ASSOCIATED WITH THE PROJECT WHICH WILL BE PROVIDED SEPARATELY BY AN ELECTRICAL CONTRACTOR HIRED BY THE OWNER. THE BASE BID ALSO EXCLUDES THE WORK ASSOCIATED WITH ALTERNATES NO. 1 AND NO. 2.	LS	1	\$183,000.00	\$183,000.00
<b>TOTAL PART 1: BASE BID</b>					<b>\$183,000.00</b>
<b>PART 2 ALTERNATES:</b>					
<b>ALTERNATE NO. 1 - SUPPLEMENTAL EXTERIOR STORAGE CABINETS AT WELLS 4 AND 8.</b>					
1	Alternate No.1 includes all labor and materials necessary to provide a complete and functioning chlorine feed system at Well 4 including but not limited to installation of associated chlorine feed devices, booster pumps, safety devices, building modifications, mechanical and ventilation modifications required to provide complete and functional systems. The alternate excludes the electrical and controls aspects associated with the Project which will be provided separately by an electrical contractor hired by the Owner. Include all mechanical, structural, and architectural work associated with implementing the chlorine systems as	LS	1	\$30,000.00	\$30,000.00
<b>TOTAL ALTERNATE NO. 1:</b>					<b>\$30,000.00</b>



Bidder No. 1

M. J. O'Connor Inc

BID TABULATION

Item Num	Item	Units	Qty	Unit Price	Total
	<b>ALTERNATE NO. 2 - INTERIOR STORAGE ROOM IN LIEU OF EXTERIOR STORAGE AT WELL 7</b>				
	Alternate No. 2 includes all labor and materials necessary to provide a complete and functioning chlorine feed system at Well 6 including but not limited to installation of associated chlorine feed devices, booster pumps, safety devices, building modifications, mechanical and ventilation modifications required to provide complete and functional systems. The alternate excludes the electrical and controls aspects associated with the Project which will be provided separately by an electrical contractor hired by the Owner. Include all mechanical, structural, and architectural work associated with implementing the chlorine systems as	LS	1	\$27,500.00	\$27,500.00
	<b>TOTAL ALTERNATE NO. 2:</b>				<b>\$27,500.00</b>
	Contractor Name and Address: M. J. O'Connor Inc. 1507 14th St NE Austin, MN 55912 Phone: 507-433-5017 Email: <a href="mailto:mick@mjoconnorinc.com">mick@mjoconnorinc.com</a> Signed By: Michael J. O'Connor III Title: Vice President Bid Security: Bid Bond Addenda Acknowledged: N/A Responsible Contractor: Included				



*City Council Memorandum*

**To:** Mayor Fasbender & City Councilmembers  
**From:** Dan Wietecha, City Administrator  
**Date:** March 16, 2020  
**Item:** 2<sup>nd</sup> Reading\ Public Hearing: Proposed Ordinance Amendment – Chapter 150: State Building Code Construction Regulations

**Council Action Requested:**

Consider 2<sup>nd</sup> Reading and hold a public hearing of an ordinance amendment to Chapter 150: State Building Code Construction Regulations. the attached amendment to Hastings City Code Chapter for Land Usage, Section 150.1 – State Building Code Adopted.

**Background Information:**

The proposed ordinance amendment reflects the 2020 Minnesota State Code Edition. The 2020 Minnesota State Code Edition is comprised of Minnesota, Uniform, and International Codes and is required by Minnesota Statutes to be enforced in all applicable cities.

**Financial Impact:**

N/A.

**Advisory Commission Discussion:**

N/A

**Council Committee Discussion:**

N/A

**Attachments:**

- Ordinance Amendment
- Resolution for Summary Publication

ORDINANCE NO. \_\_\_\_\_, Third Series

AN ORDINANCE OF THE CITY OF HASTINGS, MINNESOTA AMENDING ~~SECTION-TITLE~~ XV - LAND USAGE, CHAPTER 150, SECTION 150.01 OF THE HASTINGS CITY CODE PERTAINING TO:

LAND USAGE STATE BUILDING CODE ADOPTED

BE IT ORDAINED by the City Council of the City of Hastings as follows:

Chapter 150, Section 150.01, *State Building Code Adopted* of the Hastings City Code are hereby modified as follows:

§ 150.01 STATE BUILDING CODE ADOPTED.

(A) *Building Code.* The ~~2015-2020~~ Minnesota State Building Code, established pursuant to M.S. ~~chapter Chapter 326B~~, as they may be amended from time to time, ~~one~~ copy of which is on file in the office of the City Clerk, is hereby adopted as the building code for the City of Hastings. The code is hereby incorporated in this chapter as completely as if set out in full.

(B) *Administration required.* The following chapters of the ~~2015-2020~~ Minnesota State Building Code are adopted without change by the City of Hastings:

CHAPTER 150: CONSTRUCTION REGULATIONS

Section

- 150.1 State Building Code adopted
- 150.2 Special requirements for moving buildings
- 150.3 Certificate of survey
- 150.4 Certificate of occupancy
- 150.5 Wrecking and demolition of buildings
- 150.6 Licensing contractors
- 150.7 Electric, telephone, television cable, and other similar utility construction to be underground
- 150.8 Commercial building rehabilitation program
- 150.9 Accessory structures
- 150.10 Survey inspections
- 150.11 Irrigation systems

§ 150.01 STATE BUILDING CODE ADOPTED.

(A) *Building Code.* The ~~2015-2020~~ Minnesota State Building Code, established pursuant to M.S. ~~326B.082, Subd. 16~~, as they may be amended from time to time, 1 copy of which is on file in the office of the City Clerk, is hereby adopted as the building code for the City of Hastings. The code is hereby incorporated in this chapter as completely as if set out in full.

(B) *Administration required.* The following chapters of the ~~2015-2020~~ Minnesota State

Building Code are adopted without change by the City of Hastings:

- (1) 1300 - Minnesota State Building Code;
- (2) 1301 - Building Official Certification;
- (3) 1302 - Construction Approvals;
- (4) 1303 - Minnesota Provisions of the State Building Code;
- (5) 1303 - Window Fall Prevention Provisions;
- (6) 1305- Adoption of the ~~2012~~—2018 International Building Code;
- (7) 1307 – Elevators and Related Devices;
- (8) 1309 - Adoption of ~~2012~~—2018 International Residential Code;
- (9) 1311 - Adoption of the ~~2012~~—2018 International Existing Building Code
- (10) 1315 - Adoption of the ~~2014~~—2020 National Electrical Code;
- (11) 1322 - Residential Energy Code – ~~2012~~—2018 International Energy Conservation Code;
- (12) 1323 - Commercial Energy Code – ~~2012~~—2018 International Energy Conservation Code;
- (13) 1325 - Solar Energy Systems;
- (14) 1335 - Floodproofing Regulations;
- (15) 1341 - Minnesota Accessibility Code;
- (16) 1346 - Adoption of the ~~2012~~—2018 International Mechanical and Fuel Gas Code;
- (17) 1350 - Manufactured Homes;
- (18) 1360 - Prefabricated Buildings;
- (19) 1361 - Industrialized/Modular Buildings;
- (20) 1370 - Storm Shelters (Manufactured Home Parks);
- (21) 4715 - ~~Minnesota Plumbing Code~~—2018 Uniform Plumbing Code; and
- (22) International Building Code Appendix J (Grading).

(C) *Organization and enforcement.*

(1) There is hereby established in this jurisdiction a code enforcement agency which shall be under the administrative and operational control of the Building Official.

(2) The Building Official is hereby authorized and directed to enforce all the provisions of this code. For such purpose, the Building Official shall have powers of law enforcement officers.

(3) The Appointing Authority shall designate the Building Official for the City of Hastings.

(D) Permits, inspections, and fees; surcharge. Permits, inspections, and fees shall be as provided in accordance with the Minnesota State Building Code and as adopted by ordinance. In addition to the permit fee required by above, the applicant shall pay the required surcharge to be remitted to the Minnesota Department of Administration as prescribed by M.S. ~~326B.082, Subd. 16148~~, as it may be amended from time to time. (Prior Code, § 4.01) (Am. Ord. 2007-04, 3rd Series, passed 8-6-2007; Am. Ord. 2009-09, 3rd Series, passed 9-8-2009; Ord. 2010-16, 3<sup>rd</sup> Series, passed 07-19-2010)

Adopted by the Hastings City Council on this 16<sup>th</sup> day of March 2020 by the following vote:

Ayes:  
Nays:  
Absent:

City ~~Of~~of Hastings

*Mary D. Fasbender, Mayor*

ATTEST:

*Julie Flaten, City Clerk*

I hereby certify that the above is a true and correct copy of the Ordinance presented to and adopted by the City of Hastings, County Dakota, Minnesota, on the 16<sup>th</sup> day of March 2020, as disclosed by the records of the City of Hastings on file and of record in the office.

ATTEST:

*Julie Flaten, City Clerk*

**CITY OF HASTINGS  
DAKOTA COUNTY, MINNESOTA**

**RESOLUTION NO. XX- -20**

**RESOLUTION APPROVING AUTHORIZING PUBLICATION OF A  
SUMMARY OF THE ORDINANCE AMENDMENT TO CHAPTER 150: STATE  
BUILDING CODE CONSTRUCTION REGULATIONS**

**WHEREAS**, the Hastings City Council has passed an ordinance amendment to Chapter 150: State Building Code Construction Regulation adopting the 2020 Minnesota State Building Code; and

**WHEREAS**, the Hastings City Charter provides that an ordinance passed by the City Council requires publication and that seven (7) days after publication, the ordinance is in effect; and

**WHEREAS**, the City Council has determined that publication of the title and a summary of the ordinance would clearly inform the public of the intent and effect of the ordinance amendment.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Hastings that the following summary publication shall be published:

**PUBLICATION SUMMARY  
CITY OF HASTINGS  
ORDINANCE NO. 2020-04**

**An Ordinance of the City of Hastings Amending City Code Chapter 150:  
State Building Code Construction Regulations**

On March 16, 2020, the Hastings City Council amended Chapter 150: State Building Code Construction Regulations to adopt the 2020 Minnesota State Building Code. Copies of the ordinance are available for public inspection in the Office of the City Clerk during normal business hours or upon request by calling 651-480-2350.

Whereupon said resolution was declared duly passed and adopted on the 16<sup>th</sup> day of March 2020.

*Mary D. Fasbender, Mayor*

ATTEST:

*Julie Flaten, City Clerk*



### *City Council Memorandum*

**To:** Mayor Fasbender & City Council Members  
**From:** Nick Egger – Public Works Director  
**Date:** March 10, 2020  
**Item:** Accept Quotes and Authorize Work - Electrical & Controls Integration for Gas Chlorine Systems

#### **COUNCIL ACTION REQUESTED**

Council is requested to accept quotes and authorize work on the electrical and controls-integration elements of the water system gas chlorination project. This work will be coordinated and performed in conjunction with the gas chlorination equipment installation work that is being recommended for award to M.J. O'Connor, Inc.

#### **BACKGROUND INFORMATION**

Last fall, the City received two bids for the full scope of gas chlorine systems implementation, including all plumbing, mechanical, electrical, and controls integration work. The lowest bid for this work as a packaged project came in about 35% higher than the final construction cost estimate. The Council rejected those bids, and staff worked with Stantec to refine and revise the scope of work. We kept the plumbing and mechanical work as the major element of the project and issued an advertisement for bids in early January. A recommendation for award of that contract is being presented separately.

In a similar manner, we separated the electrical and controls integration portion of the work, soliciting quotes from local area electricians and electrical contractors. We received four quotes in late January, with the lowest responsible quote coming in at \$77,900 to perform this work at all of the five sites where it is necessary (Well Nos. 4, 6, 7, 8, and the Water Treatment Plant). A tabulation of the quotes we received is attached for reference. The lowest quote price is substantially lower when compared to what prime contractors assigned for the value of this work in the bids we received last fall, where the low-bid contractor put an amount of \$160,000 in their bid for the electrical and controls work.

#### **FINANCIAL IMPACT**

Altogether, construction and contracted expenses total just over \$328,000. Together with the cost of \$119,000 for Stantec's past efforts in final engineering design work and forthcoming efforts on construction inspection and observation, the total expected project cost for the gas chlorine systems implementation is expected to be \$447,000, which is just slightly higher than the projected amount of \$440,000 presented at the conclusion of the feasibility study in June of 2019.

#### **STAFF RECOMMENDATION**

Staff is recommending the Council accept the quotes, and authorize staff to commence work with Total Construction & Equipment, Inc. of Inver Grove Heights.

#### **ATTACHMENTS**

- Tabulation of Quotes – Electrical & Controls Integration for Gas Chlorine Systems

<b>QUOTES</b>				
<b>City of Hastings Water Chlorination Systems - Electrical &amp; Controls Integration</b>				
<b>Contractor</b>	<b>Base Group Well Nos. 7, 8, and WTP (Wells 3 &amp; 5)</b>	<b>Add Alternate No. 1 Well No. 4</b>	<b>Add Alternate No. 2 Well No. 6</b>	<b>Total</b>
Total Construction & Equipment - Inver Grove Heights, MN	\$53,300.00	\$14,300.00	\$10,300.00	<b>\$77,900.00</b>
Midwest Electric - St. Paul, MN	\$68,000.00	\$16,500.00	\$14,000.00	<b>\$98,500.00</b>
Premier Electric - Brooklyn Park, MN	\$93,000.00	\$27,000.00	\$25,500.00	<b>\$145,500.00</b>
Daley Electric - Newport, MN**	\$13,139.00	\$4,943.00	\$4,160.00	<b>\$22,242.00</b>

**\*\*Quote incomplete - did not include controls integration component**





**City Council Memorandum**

**To:** Mayor Fasbender & City Councilmembers  
**From:** Justin Fortney, City Planner  
**Date:** March 16, 2020  
**Item:** Tabled - Planning Committee of the Council Report - Keeping of Chickens

**Council Action Requested:**

Remove the following item from the table:

1. A report from the Planning Committee of City Council (Chair Vaughan, Balsanek, and Leifeld) related to keeping of chickens in residential districts.

The City Council tabled the item on July 15, 2019. A similar request to remove from the table failed on a 3-4 vote on February 3, 2020. A simple majority is necessary for action.

If the item is removed from the table, review the report and recommendation of the Planning Committee of the Council and take action:

2. The Council Planning Committee (Vaughan (chair), Balsanek, and Leifeld) recommend that the City Council direct staff to bring the attached draft ordinance through the public hearing process for consideration at their July 9, 2019 meeting (2-1 – Vaughan opposed). A simple majority of the Council is necessary for a recommendation.

**Background Information:**

The previous ordinance amendment allowing backyard chickens that failed to pass at the May 20, 2019 Council meeting was sent to the Council Planning Committee for review and to provide direction to the City Council.

The Planning Committee reviewed the failed amendment and made recommendations for a new proposal to go through the public hearing process. The discussion at the July 15<sup>th</sup>, 2019 Council meeting was tabled, to be brought back for discussion between December 2019 and February 2020.

This tabled item returned to the City council agenda on February 3<sup>rd</sup>, 2020. There were not enough affirmative votes to remove the item from the table.

**Financial Impact:** N\A

**Advisory Commission Discussion:**

The Planning Commission has not reviewed this draft ordinance, but had recommended approval of the previous draft (3-2).

**Council Committee Discussion:**

The Council Planning Committee reviewed the previous proposal and directed a series of changes at the June 6, 2019 Council Planning Committee meeting and directed staff to bring a clean version back to the Committee for review on July 9, 2019. The changes included staff review and approval of permits, removal of notification requirements as it was mentioned there is no opportunity for veto by neighbors, and removal of additional setbacks beyond those already required. The Committee in a 2-1 vote (Vaughan opposed), recommended that the City Council send this draft ordinance through the standard public hearing process including review by the Planning Commission and City Council.

**Attachment:** Draft Ordinance Amendment as directed by the Council Planning Committee on July 9, 2019

**DRAFT - 7/9/2019 Planning Committee Recommendation (clean version)**  
**ORDINANCE NO. 2019- , THIRD SERIES**

§ 155.07 APPLICATION OF DISTRICT REGULATIONS.

(l) *Keeping of chickens.*

(1) *Purpose.* The purpose of this division is to provide a means, through the establishment of specific standards and procedures, by which chickens can be kept in areas that are principally not used for agricultural. It is recognized that the keeping of chickens is clearly incidental and subordinate to the primary use and will not be allowed to negatively affect the character, health, safety or general welfare of the surrounding area.

(2) *Notice.* Consult your Home Owners Association if applicable, as they may prohibit the keeping of chickens or the improvements required by this ordinance to keep them. Pursuant to City Code Chapter § 91.33 Cruelty to Animals, no person shall torture, kill, neglect, injure or abandon any animal.

(3) *Regulations.* The keeping of chickens requires approval of a zoning permit issued by the Planning Department. The following conditions are requirements of the permit:

- (a) Allowed in specified zoning districts.
- (b) No roosters permitted.
- (c) Four chickens are allowed per parcel and an additional four per acre over the first acre.
- (d) Confinement restrictions. Chickens must be kept and confined as follows:
  - (1) Fenced area to keep the chickens contained on the property at all times with a minimum area of 8 square feet per chicken;
  - (2) Feeders must not be accessible to rodents and wild birds;
  - (3) Food storage containers must be kept from access by rodents
  - (4) Sanitary conditions must be maintained;
  - (5) Fecal matter shall not accumulate in a manner that causes odor;
  - (6) Injury or annoyance to others. No chicken may be kept or raised in a manner as to cause injury or annoyance to persons or other animals on other property in the vicinity by reason of noise, odor or filth;
  - (7) Impounding chicken. Any chicken at large or in violation of this section may be impounded by the city, and after being impounded for 5 business days or more without being reclaimed by the owner, may be rehomed,

sold, or humanely euthanized without notice. Failure to claim an impounded chicken may result in the revocation of the permit. A person reclaiming any impounded chicken shall pay the cost of impounding and keeping the same; and

- (e) Enclosure (coop) must be provided to protect chickens from the elements and predators. The required enclosure must meet the following requirements:
  - (1) Accessory building regulations under § 155.05(D);
  - (2) Completely covered, secured and with a solid floor; and
  - (3) Any device used for heating must be rated for that use and properly secured.
  - (4) The enclosure must provide at least four square feet per chicken.
- (f) The permit shall not run with the land and shall not be transferable.
- (g) Prior to issuing the permit, staff shall inspect the property to determine if all of the provisions of this section have been met.
- (h) permits shall be renewed every five years
- (i) Staff may revoke the permit if the conditions of this section are not followed or if unresolved nuisances arise.
- (j) Zoning permit and renewal fees shall be paid to the city prior to acceptance of the zoning permit application. The license fee shall be established by ordinance (*Currently \$75*). (Prior Code, § 10.14) (Am. Ord. 2007-05, 3rd Series, passed 9-4-2007; Am. Ord. 2008-6, 3rd Series, passed 3-17-2008; Am. Ord. 2009-08, 3rd Series, passed 9-21-2009; Am. Ord. 2010-08, 3rd Series, Passed 6-21-2010) Penalty, see § 10.99

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§ 155.22 R-1 LOW DENSITY RESIDENCE.

*(B) Uses Permitted*

- (8) Keeping chickens pursuant to 155.07. (This automatically carries to R-1L and R-2)

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§ 155.24 R-3 MEDIUM HIGH DENSITY RESIDENCE.

*(B) Uses Permitted*

- (6) Keeping chickens pursuant to 155.07.
-



*City Council Memorandum*

**To:** Mayor Fasbender & City Councilmembers  
**From:** Justin Fortney, City Planner  
**Date:** March 16, 2020  
**Item:** Change of a Nonconforming Use #2020-06 – Harbor Youth Shelter to an Inpatient Substance Use Disorder Facility – 321 6<sup>th</sup> Street East - Haven Chemical Health Systems, L.L.C.

**Council Action Requested:**

Acting as the Board of Adjustment, review the request to allow a change of one nonconforming use to another nonconforming use, take action, and direct staff to draft a resolution based on the findings for passage at the April 6, 2020 City Council Meeting.

Approving the change of a nonconforming use requires a simple majority of Councilmembers.

**Background Information:**

The Property was formerly owned by Saint Elizabeth Ann Seton Catholic Church and operated a convent as a legal nonconforming use until 1993. The Church and Harbor Shelter applied for and were granted approval to change the nonconforming use of the property by the City Council. This change in 1993, is the only time the change of nonconforming use provision of City Code Chapter 155.06 (E)(3) has been used.

The Harbor Shelter closed at the end of September, 2019. Rod Stivland, owner of the Harbor Shelter attributed the closure to severely reduced numbers of court ordered shelter placements, in favor of in-home monitoring. The property will lose its status as a legal nonconforming youth shelter, approximately by the end of March (6-months from closure).

Haven Chemical Health Systems, L.L.C. opens and operates both inpatient and outpatient substance use disorder treatment facilities. They are proposing to operate A High Intensity Residential 15-bed women's drug and alcohol inpatient treatment program with the following elements:

**Inpatient Treatment**

- Women, 18 years of age or older
- Primary Diagnosis of Substance Use Disorder. These clients may have a co-occurring disorder (depression, anxiety, etc.), but we will not accept any clients that have major mental illness that are not medication managed. We have an RN

on-call 24/7 and the RN will make the determination with the client's MD prior to admission.

- Clients typically have a trauma history
- Clients do not have very severe medical issues.
- We do not admit any clients with a history of sexual offending.
- 24 hour on site and on-call staff
- Visiting hours 4 days per week, divided into 2 groups
- Only staff and visitors would have vehicles at the site

### **Review**

If an existing use is lawfully in operation prior to a current zoning ordinance that precludes it, the use may lawfully continue until it has ceased for a period of 6-months. The zoning ordinance allows the consideration of changing from one nonconforming use to another, with the following requirements of City Code Chapter 155.06 (E) (3):

- No structural alterations may be made to the building
- The Board of Adjustment (City Council), must make findings that the proposed use is equally appropriate or more appropriate to the district than the existing nonconforming use
- In permitting a change, appropriate conditions and safeguards may be required

The applicant has stated that no alterations to the building would be made. The district is a medium density residential district, which allows single and two-family homes by right. The following, is the district's purpose statement:

#### **§ 155.23 R-2 MEDIUM DENSITY RESIDENCE**

(A) Intent. The intent of this chapter in establishing a medium density residence district is to protect those predominately single-family residential areas within Hastings that were developed in most part prior to World War II, encroachment from potential conflicting uses, and to provide for future residential and related development consistent with proper existing development existing neighborhood character and with minimum maintaining standards for the provision of health, light, air, and visual appeal.

To review whether or not the proposed use is equally appropriate or more appropriate to the district than the existing use, the chart below compares the attributes of the former, proposed, and predominant district use.

There may also be former and preexisting uses in the district that have a higher intensity than the district allows. However, the ordinance requires findings that compare the proposed use to the district.

	Predominant District Use (R-2)	Harbor Shelter	Haven Chemical Health Systems, L.L.C.
Use	Residential	Youth shelter	High Intensity Residential 15-bed adult women's treatment center
Specific Uses	Single-family and some two-family homes	Residential & counseling of residents	Residential, counseling of residents, treatment of substance use disorder
Residents	2.98	18 - no cars	15 – no cars
Outpatients	0	0	0
Staff	0	Shelter Staff: 9 over 3 shifts	3 daytime alcohol and drug counselors 3 Medication Administrators over 3 shifts
Scheduled Professionals	0	Combined with below	1 consulting medical director
Visiting Professionals	0	Probation, social workers, therapist up to 2-4 in a day	1 RN On-call 24/7 with 2-3 visits/ week 1 alcohol and drug counselor on call 24/7
Typical hours	Mornings, evenings M-F, weekends	Days Sun -Sat	Days Sun -Sat
Weekly Visitors	0-5	16-32 (Owner Estimate)	Up to 30 (maximum based on allowed 2 visitors for all clients)
Parking Needs	2	~9 + visitors	8 + visitors
Daily Trips	9.5 *	34 **	25**

\* National residential average, includes all trip impacts: mail deliveries, services, etc

\*\* Actual trips are likely higher due to employees leaving for lunch, visiting other sites, deliveries, etc.

The following factors may be considered when determining whether or not the proposed use is as appropriate or more appropriate to the district than the current use for approval or denial.

1. Parking needs and daily trips attributed to the proposed treatment facility appear to be less than that of the Harbor shelter, based on the information provided by the applicant on both businesses.
2. The Harbor Shelter maintained 18 beds for youth, as opposed to the 15 beds proposed for the adult female treatment facility.
3. The operations of both the treatment facility and Harbor Shelter would occur almost entirely within the building.
4. Both uses required the residents to stay at the facility, but the treatment patients may quit the program and leave voluntarily.
5. The residents of the Harbor Shelter received some counseling on site. However, the principal purpose of their residency was for safe alternative housing. The principal purpose of residency at the proposed treatment facility is to receive treatment for substance use disorder.

6. Regular scheduled employees working at the harbor shelter were primarily for care and supervision. Employees at the proposed treatment facility are primarily for treatment of substance use disorder.

**Conditions**

If approved based on findings that the proposed nonconforming use is as appropriate or more appropriate to the district, the Board of Adjustment should consider imposing conditions, as allowed by the ordinance and intended to reduce the impact on the neighborhood. These could include the following:

1. No outside gatherings
2. No outside smoking or location limitations
3. No on street employee parking
4. Conversion of the basketball court to parking
5. Operations must remain in compliance with City code chapter § 95.23 Public Nuisances Affecting Peace and Safety
6. Maintain site security of patients and unwanted guests

Staff would recommend approval of the request, based on the parking, traffic, and number of beds decreasing as proposed. The proposed decrease of traffic and parking impacts are based on the applicant's estimate of their proposed impacts, along with estimated impacts of the Harbor Shelter, as provided by the property owner (summarized in the chart above and attached as part of the application submittal). The actual traffic and parking impacts may differ. The applicant has stated there may be a need for additional evening supervision, as the estimates are based on their existing facilities that contain 6-10 beds rather than the proposed 15 beds.

Traffic is certainly not the sole consideration in determining a uses appropriateness to a district. The proposal appears to shift the character of the sites usage further from the residential nature of the district.

If denied, the site will lose its legal nonconforming status as a youth shelter after six months from closure. The site may be utilized as a single or two-family residence, apartment, neighborhood commercial, funeral home, or residential care facility (nursing home), as regulated under City Code chapter 155.23.

**Resolution**

A resolution has not been drafted due to the variety of findings and possible conditions that could be required. With a high likelihood for a resolution requiring amendment, staff has planned to draft one based on the action and findings presented at the City Council meeting. The resolution could be adopted at the April 6, 2020 City Council meeting.

**Notification**

Notification was sent to property owners within 350-feet from the property. A relative of the owners of 312 5<sup>th</sup> St E called and commented that the owners previously had issues with the shelter and are concerned over traffic in the alley.



**Financial Impact:**

N/A

**Advisory Commission Discussion:**

N/A

**Council Committee Discussion:**

N/A

**Attachments:**

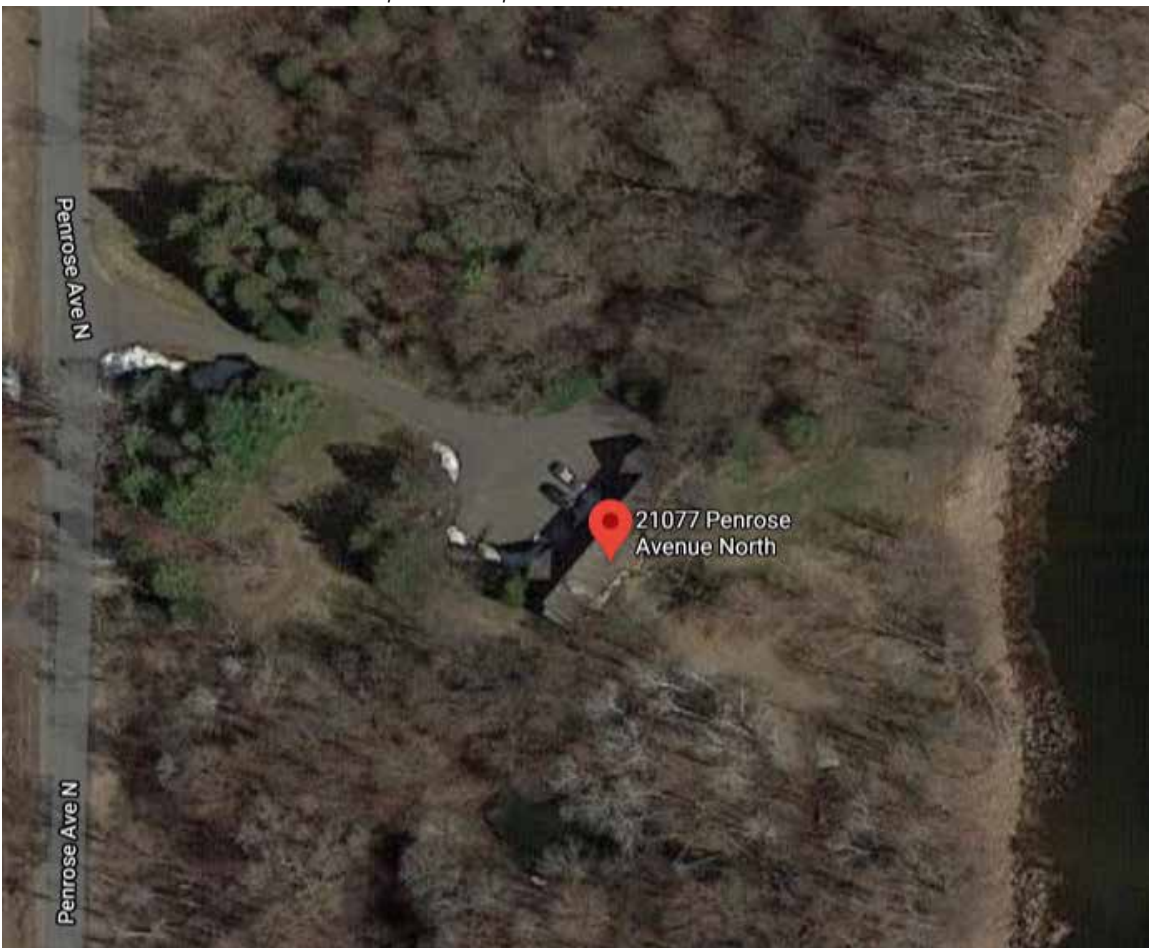
- Photos of Existing Haven Chemical Health Systems, L.L.C. Inpatient Facilities and the Subject Property
- Application Materials Provided by the Applicant Submitted February 11, 2020 and March 3, 2020

## Haven Chemical Health Systems, L.L.C. Existing Inpatient Facilities

Margaret's House opened in 2001, a 10-bed women's facility  
2535 Condon Ct, Mendota Heights



Rebecca's Residence opened in 2004, a 10-bed women's facility  
21077 Penrose Avenue North, Scandia, MN 55073



Paul's Place opened in 2008, a 6-bed men's facility  
22355 Albatross Cir, Farmington, MN 55024



Subject property 321 6<sup>th</sup> Street East, Hastings MN







City of Hastings  
Community Development Department

Land Use Application

Address or PID of Property: 321 6th St. E., Hastings, MN 55033

Applicant Name: Haven Chemical Health Systems, LLC  
Address: 2042 Wooddale Dr. Ste. 220  
Woodbury, MN 55125  
Phone: 651-734-9833  
Fax: 651-734-9533  
Email: rebeccahaven@havenchemicalhealth.com

Property Owner: Rodney Stivland  
Address: 5387 Noland Ln N  
Stilwater, MN 55082  
Phone: 952-250-0909  
Fax: \_\_\_\_\_  
Email: rodstivland@msn.com

Description of Request: \_\_\_\_\_  
Use of the property for Residential Substance Use Treatment \*see attached documentation.

If requesting site plan review of multi-family units (three or more attached), are the units intended to be for sale or rental units? \_\_\_\_\_

Check Applicable Line(s)      Please Note: All Fees and Escrows are due at time of application.

<input type="checkbox"/> Rezone	\$500	<input type="checkbox"/> Minor Subdivision	\$500
<input type="checkbox"/> Final Plat	\$600	<input checked="" type="checkbox"/> Special Use Permit	\$500
<input type="checkbox"/> Variance	\$300	<input type="checkbox"/> Comp Plan Amend.	\$500
<input type="checkbox"/> Vacation	\$500	<input type="checkbox"/> Lot Split/Lot Line Adj.	\$75
<input type="checkbox"/> House Move	\$500	<input type="checkbox"/> Annexation	\$500 plus legal expenses
<input type="checkbox"/> Prelim Plat	\$500 + escrow	<input type="checkbox"/> EAW	\$500 + \$1,000 escrow
<input type="checkbox"/> Site Plan	\$500 + escrow	<input type="checkbox"/> Interim Use Permit	\$500

Total Amount Due: \$ \$ 500

Make checks payable to City of Hastings.  
Most credit cards also accepted.

Please ensure that all copies of required documents are attached.

[Signature]      3/2/2020  
Applicant Signature      Date

[Signature]      3/2/20  
Owner Signature      Date



Rebecca Haven, COO  
Applicant Name and Title – Please Print

Rodney Stivland      Rodney I. Stivland  
Owner Name – Please Print

OFFICIAL USE ONLY

File # \_\_\_\_\_  
Fee Paid: \_\_\_\_\_

Rec'd By: \_\_\_\_\_  
Receipt # \_\_\_\_\_

Date Rec'd: \_\_\_\_\_  
App. Complete \_\_\_\_\_

**Background**

Haven Chemical Health Systems, LLC was incorporated in April 2000 and is a local family-owned and operated for-profit company whose focus is opening and operating substance use treatment programs. Our mission is to assist in changing people's lives by giving them education and tools to recover successfully.

The current owner of the company, Robert Haven, has been in the Substance Use field since 1970 where he began his career at Hastings State Hospital. He was a Licensed Alcohol and Drug counselor who managed and developed treatment programs throughout the country for over 40 years. Bob is currently assisted by an Executive Team headquartered in the Woodbury office and is helmed by Rebecca Haven, Chief Operating Officer, Jennifer Frazer John, Administrator, and Allen Johnson, LADC, Executive Director.

Haven Chemical Health Systems, LLC currently operates seven treatment locations.

Three locations are High Intensity Residential locations, all are licensed by the MN Dept. of Human Services (DHS) and have Supervised Living Facility Licenses from the MN Dept. of Health:

- Margaret's House opened in 2001, a 10-bed women's facility in a Residential home in Mendota Heights
- Rebecca's Residence opened in 2004, a 10-bed women's facility in a Residential home in Scandia
- Paul's Place opened in 2008, a 6-bed men's facility in a Residential home in Farmington

Four are outpatient locations that have all been operating for over 15 years. All of these locations offer MN Dept. of Human Services' licensed Intensive Outpatient treatment programs to adult men and women over the age of 18:

- The Haven in Woodbury
- The Haven in Shakopee
- The Haven in Waconia
- The Haven in Cloquet

The program that we are proposing in Hastings is modeled after our current programs and will be suitable for the building space located at 321 6<sup>th</sup> Street East in Hastings. Programs require intensive interaction between clients and staff and are highly scheduled. Our current referrals for our programs are about 75% either Medicaid or County referrals with CCDTF (Consolidated Chemical Dependency Treatment Fund) funding and about 25% private insurance. On average, 85% of clients come from the seven county metro area and 15% come from counties outside of that in Minnesota and Wisconsin. We work closely with both Washington and Dakota Counties to ensure proper placement of clients. Our current Residential programs typically have waiting lists for admission.

Dakota and Washington Counties have both expressed a need for additional Residential beds. Hastings has a history of supporting the recovery community and this program will serve the city. Haven Chemical Health prefers that clients participate in scheduled volunteering as a supervised group while in the program. We hope to partner with local organizations so clients may serve the local community if the opportunity arises.

**Proposed Residential Program**

We are proposing a Residential Program that will be a 15-bed structured women's program. The daily schedule will begin at 7am and has activities and groups scheduled until around 9pm depending on the specific activities scheduled for the evening. This will be a High Intensity Residential Program as characterized by DHS and will offer a minimum of 30 hours of treatment per week to the clients. Our typical schedule currently offers between 33-36 hours of group and individual treatment.

Clients will live in the program, on average, between 21-45 days. Treatment is individualized and we determine treatment plans and completion of the program based upon client need and how they are progressing through the program. We use several different treatment modalities in group and individual settings such as the Covington method, cognitive skills building, motivational interviewing, and the principles of Alcoholics Anonymous.

Clients are not allowed to have a car during the Residential program. If a client needs to be transported somewhere, staff from the program will transport them or they will arrange for transportation.

The program is voluntary and the doors will be locked for safety, but clients may voluntarily leave the program and be discharged at their request at any time. This means that we will work with them to find a safe place to go and transport them there if necessary—we do not discharge clients without ensuring someone will pick them up or providing transportation for them, even if they have not completed the program.

***Client population***

- Women, 18 years of age or older
- Primary Diagnosis of Substance Use Disorder. These clients may have a co-occurring disorder (depression, anxiety, etc.), but we will not accept any clients that have major mental illness that are not medication managed. We have an RN on-call 24/7 and the RN will make the determination with the client's MD prior to admission.
- Clients typically have a trauma history
- Clients do not have very severe medical issues. Because we do not have an MD on site 24/7 there are some acute medical issues our programs are not equipped to handle. The RN will review and make the determination with the Client's MD prior to admission.
- We do not admit any clients with a history of sexual offending.

***Goals***

Clients can expect to develop life management and coping skills as they are assisted in:

- Recognizing the consequences of their use
- Recognizing self-defeating behavior patterns and distorted thinking
- Making a commitment to recovery
- Building on personal strengths
- Learning to implement strategies to prevent relapse
- Initiating behavior changes necessary for an abstinence based lifestyle

***Staffing pattern***

The Residential program will have a total of 3 Licensed Alcohol and Drug Counselors (LADC, licensed by MN Board of Behavioral Health and Therapy (BBHT)). One of these LADC's will act as the Program Director/Clinical Supervisor. At minimum, two LADC's will be on-site full time to cover programming each week, the majority of these shifts will overlap. An LADC will be available on-call 24-hours per day. We will also have at minimum 1 Trained Medication Administrator/Tech per shift to cover a 24-hour day (3 shifts). All Tech staff is awake staff and will be on-site with the clients for all shifts.

The program will have a consulting Medical Director who may perform the admission history and physical or will review the chart and records if the client opts to have the physical performed at their own MD or another medical provider. The medical director currently works 100% remotely and out of their own practice if a physical is needed. An RN will be available on call 24 hours per day and will be on site as we admit clients into the program or if any medical issues present while the client is in the program. The RN is, on average, on site 2-3 times per week depending on need.

The program will coordinate care with client's providers such as mental health, MD, and dental providers if necessary. Typically coordination is done over the phone during the clients stay or the client will go to that provider during the program. Because we have the clients in our program for such a short period of time we do try to encourage them to schedule appointments before admission or after discharge unless the doctor/provider determines it is absolutely necessary for them to attend appointments during treatment.

All staff will be backed up by the Administrative staff in our Woodbury business office.

***Visitors***

The program will have family/support network visiting time each week, on weekends, for two hours at a time. Clients will only be allowed to have visitors that are approved by the staff and a maximum of two visitors at a time. Visiting time will be split and tentatively scheduled as listed:

- Group A, 7 clients

Subgroup 1: 3 client may have visitors from 1:00pm-3:00pm Saturdays

Subgroup 2: 4 Clients may have visitors from 3:00pm-5:00pm Saturdays

- Group B, 8 clients

Subgroup 1: 4 client may have visitors from 1:00pm-3:00pm Sundays

Subgroup 2: 4 Clients may have visitors from 3:00pm-5:00pm Sundays

***Licenses***

Our Residential Program will be licensed by the MN Dept. of Health as a Supervised Living facility. This will drive the policies that surround meals, living areas, medication administration, etc. Our RN and Medical Director are involved in this process and will work with the State to get approval.

Our program will also be licensed by the MN Dept. of Human Services.



The MN State Fire Marshall must approve the building for use in order for us to be compliant with both MN DHS and MN Dept of Health.

**The Building**

We do not plan to make any changes to the existing building. The most work that we see may be necessary is paint and carpet replacement at some point in time. We do not plan to do any construction to the interior of the property.

We will ensure that clients do not congregate outside in the front of the building for any reason. If they are outside for recreational purposes, they will be in the back of the property or off site at an approved outing.

***Parking***

The current owner has confirmed that there is currently enough space for at minimum a van and 6 cars on property, not including the backyard space for the basketball court.

Haven Chemical Health could also remove the basketball court that currently exists in the backyard and turn those into parking spaces if needed. The current owner mentioned that there is also open street parking on two sides of the property for those that would drive to the property.

The program will address parking with all clients, staff, and visitors to ensure that no one is parking in front of neighbor's property, blocking sidewalks, and also that everyone is following local parking rules (snow emergencies, etc.).

Visitors would be able to park on site during the weekend as there will be less total staff on site utilizing spaces. It's important to note that some client's visitors arrive together in one car and some clients don't receive visitors at all.

**Contact Information and Website**

Haven Chemical Health Systems, LLC

2042 Wooddale Dr. Ste 220

Woodbury, MN 55125

Phone: 651-734-9633 Fax: 651-734-9533

Email: [RebeccaHaven@HavenChemicalHealth.com](mailto:RebeccaHaven@HavenChemicalHealth.com)

Website: [www.havenchemicalhealth.com](http://www.havenchemicalhealth.com)

## SUMMARY OF PREVIOUS USE

321 6<sup>th</sup> St. E Hastings, MN 55033

Harbor Shelter housed up to 18 male and female clients. They were referred by the police, social workers, probation officers, or court ordered. Clients were referred because of family problems, behavior problems, and a variety of mental health issues. The average length of stay was ten days, recently, but some clients were there up to 90 days. Most clients were not at Harbor Shelter voluntarily. The clients were separated by sex and were not permitted to interact with each other. Each group had group sessions 5 days a week and individual counseling was provided as needed. The clients had a very structured day which was a combination of attending school, therapy, and recreational activities. They also had educational sessions weekly, on chemical dependency and cultural diversity.

Parent visits were scheduled for the male group on Wednesdays from 6:30 – 8:30pm and Saturdays from 3 – 5pm. And the female group had visits on Thursdays from 6:30 – 8:30pm and Sundays from 3-5pm. Typically, we'd have four to eight people visiting their children.

On Wednesdays from noon – 2pm we held staff meetings and all staff would attend. This could be up to fourteen people. Parking did not appear to be an issue.

Probation officers and social workers, along with therapists would visit with their clients at the shelter. Typically, two to four people visiting for an hour each day. At times, those visits included family members.

In the late 1990's we had a group of adults that met for a group session weekly, for approximately one year. Typically, seven to ten people attended this group. This was held 6:30pm – 8pm on Wednesdays.

Originally, the school conducted classes in-house. Therefore, a teacher and one or two assistants added to the total number of staff in the building. Approximately five years ago the school provided classes in the Hastings Middle School, thus eliminating the number of staff at the shelter. Typically, we staffed the shelter with 3 staff in the morning, and four staff in the evening, with two on overnight shifts. At shift change there would be six staff in the building.

See also attachment: Statement of Intended Use



## STATEMENT OF INTENDED USE

### **Mission Statement**

The mission of Harbor Shelter is to feed, clothe, counsel, and protect adolescents through a safe, secure, and structured environment. The program promotes a sense of pride, self-control, and hope for adolescents to develop a better understanding of themselves. It is our vision to enable clients to move forward with their lives confidently and productively.

### **Expertise**

Harbor Shelter has significant expertise and qualifications to provide shelter services. The CEO holds a masters degree in social work with an emphasis on group work. His experience includes 40+ years of working with teenagers. He is licensed by the State of Minnesota as a LICSW. He has over 20 years experience providing outpatient counseling to individuals and the families.

The Program Director and the two supervisors have B.A. Degrees. The Program Director has 23 years experience working at Harbor Shelter. Supervisors have BA degrees and have been with the program from 2-12 years.

### **Target Population**

Male and female adolescents between the ages of 12 through 17, will be accepted who have committed acts of delinquency, runaway, who have been abused, neglected, abandoned, are mentally ill, or for some other reason are unable to reside with their families and who are waiting to return to the family, foster care, or other placement. Clients must be able to function in a non-locked and non-medical setting.

Clients who are emotionally disturbed to the point of requiring hospitalization or actively suicidal will not be served. Clients who are violent and are determined to be a real danger to other clients and staff will not be served. Clients who are intoxicated or impaired by other drugs will not be accepted. We do not accept insulin-dependent clients, or medically fragile clients. Clients who are substantially limited in major life activities: self-care, understanding use of language, learning, or mobility, will not be accepted. Referrals may be made with any staff member on duty in the facility.

Clients may be placed through CHIPS petition, delinquency, court order, 36 hour and 72 hour police holds, or voluntary placement agreements.

## **Primary Needs**

The clients need a safe place to temporarily live. Clients need their physical needs met. They are in need of counsel and guidance in managing their emotional needs and responding to their life situations.

Who Provides: The staff of Harbor Shelter and Counseling Center provide services required to meet the basic needs of the clients. This includes room and board, group counseling and individual counseling. Services provided outside the program include 1) case management provided by social workers and probation officers 2) school program is provided by Hastings School District #200. 3) some clients have private therapists that they work with while in the program. 4) Psych evaluations and chemical dependency assessments can be arranged with services outside of the program

Where and When: Harbor Shelter and Counseling Center East is located at 321 - 6th St. E. Hastings, MN 55033. Harbor Shelter is open twenty-four hours per day, 365 days per year.

Coordination with other providers/data privacy practice: As required by the Minnesota Department of Human Services, we have a Release of Information form that is signed by the legal guardian giving permission to share information with other agencies.

## **Cultural Diversity**

### Individual Clients:

- Every effort will be made to help minority clients make contact with people who represent their race. This will include contacting parents or case managers to see if there are people already involved with the client in this area as well as attempting to contact agencies within the community that can provide mentoring or other educational services to minority clients.
- Cultural issues will be addressed in therapy groups as well as through individual assignments and education.
- Clients will be allowed and encouraged to practice their own religious beliefs with efforts made to provide access to religious instruction outside the shelter if possible.
- Appropriate foods will be provided should the regular shelter menu conflict with a client's cultural diet.
- If an interpreter is required, Harbor Shelter will work with the referring agency to obtain this service.
- Harbor Shelter will make every effort to keep clients connected to cultural groups they are already associated with.

### Client Group:

- We will encourage clients with similar backgrounds to relate to each other and discuss relevant cultural/racial issues.
- Cultural education will be provided for the client group as a whole, to expose them to the different cultures they may encounter in their lives. This will be accomplished by weekly presentations that will involve:
  - Presentations done by staff about specific cultural issues
  - The use of videos that present specific cultural education.
  - Assignments geared towards cultural topics.

**Extent & Limitations of Program**

Clients must be able to function in a non-locked and non-medical setting. Clients who are emotionally disturbed to the point of requiring hospitalization or are actively suicidal will not be served. Clients who are violent and are determined to be a real danger to other clients or staff will not be served. We do not accept insulin-dependent clients or medically fragile clients. Clients who are substantially limited in major life activities: self-care, understanding use of language, learning, or mobility, will not be accepted. Restrictive procedures can be used to prevent a client from doing harm to self or others. Staff are trained in the use of a T-hold and a Basket Hold. Clients may also be physically escorted. It is used to control a client who needs to be guided to a safe place to help de-escalate interactions between the client and others. Restraint or physical escorts are only to be used when verbal de-escalation efforts have failed.



*City Council Memorandum*

**To:** Mayor Fasbender & City Councilmembers  
**From:** Dan Wietecha, City Administrator  
**Date:** March 16, 2020  
**Item:** 2<sup>nd</sup> Reading\ Public Hearing: Proposed Ordinance Amendment – Chapter 150: State Building Code Construction Regulations

**Council Action Requested:**

Consider 2<sup>nd</sup> Reading and hold a public hearing of an ordinance amendment to Chapter 150: State Building Code Construction Regulations. the attached amendment to Hastings City Code Chapter for Land Usage, Section 150.1 – State Building Code Adopted.

**Background Information:**

The proposed ordinance amendment reflects the 2020 Minnesota State Code Edition. The 2020 Minnesota State Code Edition is comprised of Minnesota, Uniform, and International Codes and is required by Minnesota Statutes to be enforced in all applicable cities.

**Financial Impact:**

N/A.

**Advisory Commission Discussion:**

N/A

**Council Committee Discussion:**

N/A

**Attachments:**

- Ordinance Amendment
- Resolution for Summary Publication

**ORDINANCE NO. \_\_\_\_\_, Third Series**

**AN ORDINANCE OF THE CITY OF HASTINGS, MINNESOTA AMENDING SECTION XV - LAND USAGE, CHAPTER 150, SECTION 150.01 OF THE HASTINGS CITY CODE PERTAINING TO:**

**LAND USAGE**

**BE IT ORDAINED** by the City Council of the City of Hastings as follows:

Chapter 150, Section 150.01, *State Building Code Adopted* of the Hastings City Code are hereby modified as follows:

**§ 150.01 STATE BUILDING CODE ADOPTED.**

(A) *Building Code.* The ~~2015~~ 2020 Minnesota State Building Code, established pursuant to M.S. chapter 326B, as they may be amended from time to time, 1 copy of which is on file in the office of the City Clerk, is hereby adopted as the building code for the City of Hastings. The code is hereby incorporated in this chapter as completely as if set out in full.

(B) *Administration required.* The following chapters of the ~~2015~~ 2020 Minnesota State Building Code are adopted without change by the City of Hastings:

**CHAPTER 150: CONSTRUCTION REGULATIONS**

Section

- 150.01 State Building Code adopted
- 150.02 Special requirements for moving buildings
- 150.03 Certificate of survey
- 150.04 Certificate of occupancy
- 150.05 Wrecking and demolition of buildings
- 150.06 Licensing contractors
- 150.07 Electric, telephone, television cable, and other similar utility construction to be underground
- 150.08 Commercial building rehabilitation program
- 150.09 Accessory structures
- 150.10 Survey inspections
- 150.11 Irrigation systems

**§ 150.01 STATE BUILDING CODE ADOPTED.**

(A) *Building Code.* The ~~2015~~ 2020 Minnesota State Building Code, established pursuant to M.S. 326B.082, Subd. 16, as they may be amended from time to time, 1 copy of which is on file in the office of the City Clerk, is hereby adopted as the building code for the City of Hastings. The code is hereby incorporated in this chapter as completely as if set out in full.

(B) *Administration required.* The following chapters of the ~~2015~~ 2020 Minnesota State

Building Code are adopted without change by the City of Hastings:

- (1) 1300 - Minnesota State Building Code;
- (2) 1301 - Building Official Certification;
- (3) 1302 - Construction Approvals;
- (4) 1303 - Minnesota Provisions of the State Building Code;
- (5) 1303 - Window Fall Prevention Provisions;
- (6) 1305- Adoption of the ~~2012~~ 2018 International Building Code;
- (7) 1307 – Elevators and Related Devices;
- (8) 1309 - Adoption of ~~2012~~ 2018 International Residential Code;
- (9) 1311 - Adoption of the ~~2012~~ 2018 International Existing Building Code
- (10) 1315 - Adoption of the ~~2014~~ 2020 National Electrical Code;
- (11) 1322 - Residential Energy Code – ~~2012~~ 2018 International Energy Conservation Code:
- (12) 1323 - Commercial Energy Code – ~~2012~~ 2018 International Energy Conservation Code:
- (13) 1325 - Solar Energy Systems;
- (14) 1335 - Floodproofing Regulations;
- (15) 1341 - Minnesota Accessibility Code;
- (16) 1346 - Adoption of the ~~2012~~ 2018 International Mechanical and Fuel Gas Code;
- (17) 1350 - Manufactured Homes;
- (18) 1360 - Prefabricated Buildings;
- (19) 1361 - Industrialized/Modular Buildings;
- (20) 1370 - Storm Shelters (Manufactured Home Parks);
- (21) 4715 - ~~Minnesota Plumbing Code~~ 2018 Uniform Plumbing Code; and
- (22) International Building Code Appendix J (Grading).

(C) *Organization and enforcement.*

(1) There is hereby established in this jurisdiction a code enforcement agency which shall be under the administrative and operational control of the Building Official.



(2) The Building Official is hereby authorized and directed to enforce all the provisions of this code. For such purpose, the Building Official shall have powers of law enforcement officers.

(3) The Appointing Authority shall designate the Building Official for the City of Hastings.

(D) Permits, inspections, and fees; surcharge. Permits, inspections, and fees shall be as provided in accordance with the Minnesota State Building Code and as adopted by ordinance. In addition to the permit fee required by above, the applicant shall pay the required surcharge to be remitted to the Minnesota Department of Administration as prescribed by M.S. **326B.082, Subd. 16**, as it may be amended from time to time. (Prior Code, § 4.01) (Am. Ord. 2007-04, 3rd Series, passed 8-6-2007; Am. Ord. 2009-09, 3rd Series, passed 9-8-2009; Ord. 2010-16, 3<sup>rd</sup> Series, passed 07-19-2010)

Adopted by the Hastings City Council on this 16<sup>th</sup> day of March 2020 by the following vote:

Ayes:  
Nays:  
Absent:

City Of Hastings

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***Mary D. Fasbender, Mayor***

ATTEST:

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***Julie Flaten, City Clerk***

I hereby certify that the above is a true and correct copy of the Ordinance presented to and adopted by the City of Hastings, County Dakota, Minnesota, on the 16<sup>th</sup> day of March 2020, as disclosed by the records of the City of Hastings on file and of record in the office.

ATTEST:

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***Julie Flaten, City Clerk***

**CITY OF HASTINGS  
DAKOTA COUNTY, MINNESOTA**

**RESOLUTION NO. XX- -20**

**RESOLUTION APPROVING AUTHORIZING PUBLICATION OF A  
SUMMARY OF THE ORDINANCE AMENDMENT TO CHAPTER 150: STATE  
BUILDING CODE CONSTRUCTION REGULATIONS**

**WHEREAS**, the Hastings City Council has passed an ordinance amendment to Chapter 150: State Building Code Construction Regulation adopting the 2020 Minnesota State Building Code; and

**WHEREAS**, the Hastings City Charter provides that an ordinance passed by the City Council requires publication and that seven (7) days after publication, the ordinance is in effect; and

**WHEREAS**, the City Council has determined that publication of the title and a summary of the ordinance would clearly inform the public of the intent and effect of the ordinance amendment.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Hastings that the following summary publication shall be published:

**PUBLICATION SUMMARY  
CITY OF HASTINGS  
ORDINANCE NO. 2020-04**

**An Ordinance of the City of Hastings Amending City Code Chapter 150:  
State Building Code Construction Regulations**

On March 16, 2020, the Hastings City Council amended Chapter 150: State Building Code Construction Regulations to adopt the 2020 Minnesota State Building Code. Copies of the ordinance are available for public inspection in the Office of the City Clerk during normal business hours or upon request by calling 651-480-2350.

Whereupon said resolution was declared duly passed and adopted on the 16<sup>th</sup> day of March 2020.

---

*Mary D. Fasbender, Mayor*

ATTEST:

---

*Julie Flaten, City Clerk*



*City Council Memorandum*

**To: Mayor Fasbender & City Councilmembers**  
**From: City Administrator Dan Wietecha**  
**Date: March 16, 2020**  
**Item: Pandemic Plan**

**Council Action Requested:**

Approve the updated Pandemic Influenza Continuity of Operations Plan.

**Background Information:**

Over the past few weeks, senior staff have been updating the City's Pandemic Plan as well as implementing the Preparation / Monitoring Phase of the plan.

The Pandemic Plan should be understood as a continuity of operations plan. It is based on a worst-case scenario of 40% of the City's employees home ill or attending to a family member for an extended period of time. Much of it is about how managerial decisions for providing City services might play out during an extreme event. Indeed, the vast majority of the actions in it are already authorized in existing City policies or ordinances, but it is helpful to get them in one place.

The Plan's overall purpose is maintaining the safety of our residents and employees. It identifies four goals:

- To minimize the health impact of a pandemic on our citizens and employees.
- To provide uninterrupted essential City services.
- To minimize the economic impact of a pandemic on our community.
- To support the Dakota County Health Department in conjunction with the Minnesota Department of Health in response to a pandemic and providing for a public health response.

The Plan is structured around four phases.

**Preparation / Monitoring Phase**

At present, we are in this phase. Preparatory activities have included:

- Briefing by Dakota County Health Department.
- Consulting with peer communities and organizations.
- Updating the City's Pandemic Response Plan.
- Inventory current stock of PPEs, and ordered additional supplies. (Please note current PPEs are limited and orders are delayed).
- Increasing level of workplace cleaning on frequently touched surfaces.
- Working with IT to prepare devices/equipment for staff to work from home.
- Communicating basic health safety information, as recommended by CDC, with employees and residents.
- Senior staff weekly meetings, and daily check-ins as needed.

Please follow the recommendations of the Center for Disease Control (CDC):

- Wash your hands frequently, with soap and water
- Cover your mouth with your arm/elbow when coughing or sneezing
- Avoid touching your face, particularly your eyes, nose, and mouth
- Stay home if experiencing flu-like symptoms (fever, cough, shortness of breath) until symptoms subside

**Intermediate Response Phase**

- Increased support for county and state monitoring
- Communication with employees about Pandemic Plan
- Communication with public about Pandemic Plan

**Full Response Phase**

In the event of an outbreak of COVID-19 in our area, we will activate a multi-stage response. The specific protocols of the City's response will depend on the timing, extent, and nature of an outbreak. Key elements of the response will likely include:

- Personal Protective Equipment (PPE)
  - Particularly for Fire / Ambulance and Police who may have contact with the public.
  - Current inventory is limited. Additional supplies have been ordered but are expected to be delayed.
  - Police and Fire have discussed protocols for decontamination of non-PPE clothing.

- Reassigned Job Duties
  - A key focus of the Pandemic Plan is the continuance of priority services such as fire and rescue services, law enforcement, water and sewer operations, snow removal, maintaining critical equipment, emergency response, emergency communications, and finance.
  - Schedules may be adjusted to minimize contact and exposure.
  - Some non-priority services may be suspended or cut back, particularly if we have 40% of employees absent for extended period (worst-case scenario).
  - City Personnel Policy allows for employees to be temporarily assigned work outside of their job classification. Depending on the length of time, additional compensation may be warranted.
  
- Work From Home
  - Where possible, many office employees are able to work from home.
  - This can help social distancing practices to minimize contact and exposure.
  - This may also help maintain office functions if an employee is unable to report to the workplace due to illness, care of a family member, or quarantine.
  - IT is reviewing individual employee technology needs. In some cases, an employee might utilize personal computer equipment but be required to use City encryption services for security.
  - City Personnel Policy allows supervisors to approve employee work from home.
  
- Close City Buildings
  - To minimize contact and exposure.
  - If buildings are closed to the public and / or employees, maintenance and security are still necessary.
  
- Cancel Events
  - To minimize contact and exposure.
  - Potential cancelling City events such as recreation programs.
  - Potential rescinding of special event permits.
  - Potential rescinding of room rentals.
  
- Emergency Communications
  - Information will be communicated to residents via the city's website, Facebook and Twitter pages, Nixle alert systems and Everbridge, and through our local media partners.
  - Emergency messaging system: To register for emergency alerts, or to check your account, go to [www.hastingsmn.gov/alerts](http://www.hastingsmn.gov/alerts). You may register to receive a text

message, phone call, or email. Text messaging is strongly suggested so you don't miss a call.

### **Post Pandemic / Recovery Phase**

- Re-introduce non-essential City services.
- Debrief to identify what worked well and not well in order to improve the Plan and future preparation.

### **Special Considerations for City Council**

- Continuity of Governance – Under the Pandemic Plan, the Mayor, in consultation with the City Council and City Administrator, shall have the responsibility of enacting the Pandemic Plan. Please recognize that your role as Mayor and City Council are policy oriented; while, the Emergency Manager and senior staff are oriented to operations and implementation.
  - Timely payment of bills
  - Attend to City business
  - Potential policy items:
    - Accept late payments without penalty
    - Budget amendments related to emergency response
    - Advanced use of sick leave (we have 7 employees with 2 weeks or less accrued sick, vacation, personal leave).
- Special Meetings
  - State Statute and City Charter allow Mayor or 3 Councilmembers to call a special meeting. Procedures require 3 days advance notice and limit the agenda to items specifically noticed.
- Emergency Meetings
  - State Statute and City Charter allow an emergency meeting. Procedures are as quick as 1 hour notice, otherwise similar to a special meeting.
- Remote Meetings
  - State Statute allows Mayor, Attorney, or Administrator to determine that in-person meeting is not practical or prudent due to a health pandemic.
  - We are be able to conduct a conference call type meeting.
  - We are exploring options which would enable a video conference call.
  - Depending on technology, we are exploring the ability for the public to comment or ask questions during a remote meeting.
  - We have spoken with HCTV about the ability to tap into an phone-in or video conference call.

- Communications
  - Talking points and updates will be provided to ensure accurate and consistent messages.

**Financial Impact:**

Unknown

**Attachment:**

Pandemic Influenza Continuity of Operations Plan

## **ANNEX T: PANDEMIC INFLUENZA RESPONSE**

Pandemic Influenza  
Continuity of Operations Plan

Updated: 3/13/2020



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## **I. PURPOSE**

The purpose of this plan is to provide an effective coordinated response to a pandemic influenza outbreak or similar occurrence in order to maintain critical city services. Under this plan, the City will utilize the National Incident Management System and all provisions of the current City of Hastings Emergency Operations Plan.

## **II. SCOPE**

Throughout this plan references will be made to Pandemic Influenza. This does not limit the use of the plan to influenza related outbreaks only and should be interpreted to include any large-scale outbreak of infectious disease.

Each City department will be prepared to function with a temporarily reduced work force (up to 40%) while continuing to provide services to the community during a pandemic occurrence or outbreak. This plan outlines operational concepts for responding to a public health challenge that could seriously impact the citizens and economy of Hastings. It delineates departmental responsibilities and provides for effective notification procedures.

The plan identifies and prioritizes critical City services. The plan also describes the role and responsibilities of each city department in the provision of these services. The plan will be periodically exercised and evaluated.

## **III. RESPONSIBILITIES AND OBJECTIVES**

The City Council of the City of Hastings has the authority and responsibility to approve this Pandemic Influenza Continuity of Operations Plan.

The Mayor of the City of Hastings, in consultation as time permits with the City Council and City Administrator, shall have the authority and responsibility to direct the implementation and termination of the use of this plan.

Each department within the City of Hastings shall be familiar with the Hastings EOP and this COOP and shall be responsible to carry out all the duties as described in these plans as they apply to the individual department and situation. Specific response protocols will vary and depend on the timing, extent and nature of the outbreak, as well as the staff and resources available to implement the COOP.

Each Department Head is responsible for maintaining records of departmental activities taken to mitigate an influenza pandemic. Daily reports of absence within the department may be necessary to evaluate the condition of the workforce.

The objectives of the City of Hastings are as follows:

1. To minimize the health impact of a pandemic on our citizens and employees.
2. To provide uninterrupted critical City services.
3. To minimize the economic impact of a pandemic on our community.
4. To support the Dakota County Health Department in conjunction with the Minnesota Department of Health in response to a pandemic and providing for a public health response.

## **IV. PLANNING ASSUMPTIONS**

Pandemic Influenza or similar widespread disease outbreaks present unique challenges not otherwise covered by the City's Emergency Operation Plan. Therefore, this plan was developed to address these considerations and to prepare the City for the potential impact of such an event. X-D-02

In developing this plan, certain assumptions based on predictable worst-case scenarios were necessary. Following is a breakdown of these assumptions.

1. There may be little advanced warning of a potential outbreak.
2. The pandemic could progress from one level to another more rapidly than expected.
3. A pandemic could be lengthy and may progress in waves of different severity.
4. Effective treatments or vaccines may not be available for months, if at all.
5. As much as 40 percent of the work force could be out during peak weeks of an outbreak.
6. Staff may be cross-trained to provide critical services.
7. Service from vendors and outside contractors may be curtailed or unavailable.
8. Mutual aid from other agencies may be severely impacted.

## V. OPERATIONS POLICIES

The Dakota County Health Department priorities in an Influenza Pandemic response will be: communication of medical information, disease surveillance, vaccine delivery, distribution of medications and disease control. The City of Hastings will maintain communication with the Dakota County Health Department and will implement recommended procedures that promote the health and safety of employees.

The World Health Organization (WHO), the Department of Health and Human Services (HHS), the Center for Disease Control (CDC), the Minnesota Department of Health (MDH) and Dakota County Health Department are on the alert for any signs of an emerging pandemic.

## VI. PANDEMIC RESPONSE PHASES

**Phase 1 – Preparation/Monitoring:** This phase involves review of the Pandemic Annex and City of Hastings Emergency Operations Plan. Generally, this phase is activated when a potential pandemic is identified that could affect the United States.

During this phase, the City of Hastings should:

- Identify critical services that must continue and those that could be temporarily suspended
- Determine staffing needs for each department
- Identify technology issues associated with remote access for employees
- Inventory preventative supplies (gloves, disinfectant wipes, hand sanitizers, masks) for public spaces within the City of Hastings

**Phase 2 – Intermediate Response:** This phase occurs when the pandemic appears in the State of Minnesota and there appears a likelihood that the City of Hastings could be affected.

During this phase the City of Hastings should:

- Be in direct contact with County, State and Federal Health Organizations to assist in monitoring the progression of the pandemic
- Provide information to City employees regarding continued employment responsibilities; what steps to take if employees experience flu like symptoms
- Disseminate information to the City residents outlining potential cutbacks in City services and City events and responsibilities if citizens have flu like symptoms

**Phase 3 – Full Response:** This phase occurs when the pandemic appears in the City of Hastings and has potential to be severe and widespread.

During this phase the City of Hastings should:

- Reduce or eliminate non-critical city services. Provide communication to employees and residents that non-critical services are suspended
- Implement telecommuting or remote work for designated positions as appropriate
- Cancel city events that are non-critical in nature
- Ensure critical services to the city continue through re-assigning staff, contracting, or mutual aid
- Activation of Virtual EOC if needed
- Provide daily reports to the Dakota County Emergency Manager
- Implement emergency communications

**Phase 4 – Post Pandemic/Recovery:** This phase occurs when the pandemic subsides in the City of Hastings and metro area.

During this phase the City of Hastings should:

- Re-introduce non-critical city services. Provide communication to employees and residents that these services are open
- Inventory of used supplies and replenish (gloves, disinfectant wipes, hand sanitizers, masks)
- Correspondence to city employees and residents with status of the pandemic
- Review of operational Phases and make necessary changes for future pandemics

## VI. PRIORITIZATION OF SERVICES

The City of Hastings will need to prioritize the services provided during a pandemic. The ability of the City to provide services to the residents will be adversely impacted at the same time that demand for services will increase. The City will continually review which services are critical and which services can be temporarily curtailed or reassigned.

The City of Hastings considers the following factors when establishing service priorities:

- Health, welfare and safety of employees
- Health, welfare and safety of citizens
- Economic impact of not providing or delaying service; Impact of performing or not performing services
- Ability to provide services during a pandemic
- Availability of alternate methods of delivering services

As recommended in the Minnesota Department of Public Safety Division of Homeland Security and Emergency Management (HSEM) Local Jurisdiction Service Continuation Planning Guide, the following guidelines are used by the City of Hastings in determining service priorities.

### **Priority One** (Immediate threat to public health, safety or welfare)

These activities must remain uninterrupted. Generally, these include departments and facilities that operate 24 hours a day and/or 7 days a week. (If the service closes on a weekend or holiday, it is not a Priority One service.) This category includes:

- Fire suppression/rescue service
- Law enforcement
- Ambulance Service
- Dispatch Service / 911
- Water supply, service and treatment; wastewater and stormwater conveyance
- IT
- Emergency road repair
- Emergency Operations Center Staffing
- Snow removal from roadways
- Maintaining building HVAC systems/Critical Equipment
- Emergency or disaster response
- Emergency communications

**Priority Two** (Direct economic impact, constitutionally or statutorily mandated time frames, or civil disorder may develop if not performed in a few days)

These activities may be disrupted temporarily or might be periodic in nature, but must resume within a few days. This category includes:

- Legal services
- City Council meetings
- Processing payroll
- Payment to vendors
- Utility and Vendor Billing
- Building security
- Emergency equipment repair
- Cleaning and disinfecting facilities during a pandemic
- Emergency procurements
- Emergency contracts
- Insurance payments
- Disaster recovery assistance
- Phone service
- Time sensitive inspections for construction activities
- General communications
- Litter removal from parks and public spaces

**Priority Three** (Regulatory services required by law, rule or order that can be suspended or delayed by law or rule during an emergency)

These activities may be disrupted temporarily (Several days to six weeks) but must be re-established before the pandemic wave is over. This category includes.

- Mail services
- License renewals
- Grounds maintenance
- Issuing building permits
- General inspections services (not time sensitive)
- Vehicle maintenance
- Collective bargaining with labor unions
- Grant and contract management

- Project management
- Investigation of complaints
- Filling job vacancies
- Maintaining City website

**Priority Four** (All other services that could be suspended during an emergency and are not required by law or rule)

These activities may be deferred for the duration of a pandemic influenza wave. This category includes:

- Educational programs
- Training
- Research
- Recreational programs
- Reception desks

**VIII. DEPARTMENTAL SERVICE PRIORITIES**

Each department has prioritized and shall continue to prioritize their department activities according to the information in sections VII and IX. The table below briefly categorizes current activities.

**ADMINISTRATION**

Priority	Activity	Staffing Current	Staffing Minimum
1	City Operations	2	1
2	City Council public notifications	1	1
2	City Council Meetings	Variable	Variable
2	Human Resource functions	1	1
3	Committee and Commission Meetings	Variable	Variable
3	Extend licensing deadlines	2	1

**COMMUNICATIONS**

Priority	Activity	Staffing Current	Staffing Minimum
1	Release of public information via news releases and website	1	1
1	Social Media		
2	Direct media and public inquiries to proper staff	1	1
3	Posting of legal documents and announcements (City Clerk)	1	1

**BUILDING**

Priority	Activity	Staffing Current	Staffing Minimum
2	Life Safety Inspections	4	1
3	Issue building permits	5	1
3	Building inspections	3	1
3	Construction inspections	3	1
3	Code enforcement	4	1

**FINANCE**

Priority	Activity	Staffing Current	Staffing Minimum
2	Payroll	3	2
2	Utility billing	1	1
2	Accounts payable	2	2
2	Data processing (cash collections)	1	1
2	General ledger	2	1
2	Investment management	2	1
2	Accounts Receivable	1	1
2	Insurance	1	1
2	Budgeting	2	1
3	Audit	2	2
4	Special assessments	1	1

**FIRE/EMS**

Priority	Activity	Staffing Current	Staffing Minimum
1	Fire/Rescue/EMS response	5-15	6
1 or 2	Non-emergency transfers	3	2
2	Life safety inspections	1	1
3	Inspections	1	1

**IT**

Priority	Activity	Staffing Current	Staffing Minimum
1	Critical communications network (phones, email, and network infrastructure)	3	1
1	PD and Finance servers	3	1
3	File/print servers and Laserfiche	3	1
4	Other application servers	3	1

**FACILITIES MAINTENANCE**

Priority	Activity	Staffing Current	Staffing Minimum
1	Maintain HVAC in critical buildings	1	1
1	Cleaning and disinfecting of work buildings	2	1

**PARKS & RECREATION**

Priority	Activity	Staffing Current	Staffing Minimum
2	Trash collection in parks	9	1
2	Operation of Civic Arena (If needed for EM)	2	1
4	Management of Parks	9	2
4	Programming recreation activities	2	0

**COMMUNITY DEVELOPMENT**

Priority	Activity	Staffing Current	Staffing Minimum
4	Planning and Zoning	2	1
4	Economic development	2	1
4	Heritage Preservation	1	1

**POLICE**

Priority	Activity	Staffing Current	Staffing Minimum
1	In-progress crime call response	47	3
1	Medical response	1	1
1	Crowd control	10	10
1	Support services	6	2
2	Investigations	3	2
3 or 4	Non-crime calls for service	3	3
	Have 27 Officers for 911 response, 15 Reserve Officers to assist		

**PUBLIC WORKS/ENGINEERING**

Priority	Activity	Staffing Current	Staffing Minimum
1	Water/Wastewater Utilities and Hydropower Plant (essential maintenance)	6	1
1	Snow/Ice removal/maintenance	10	7
1	Emergency locates	1	1
2	Fleet maintenance	1	1
2	Road maintenance	7	4
2-3	Project Management/Construction Inspections	3	1



**IX. COMMUNICATIONS PLAN**

The City recognizes the necessity of an effective plan to communicate with employees, residents, vendors, contractors, businesses, schools, other governmental agencies and the media during a pandemic.

The City Emergency Management Team shall be responsible for activation of this Communications Plan as deemed necessary in consultation with the Mayor and City Council. A Communications Committee may be established and may consist of the Mayor, Emergency Management Team, City Administrator and any department heads designated by the City Administrator.

**A. Public Information Officer (PIO)**

Under this plan, the Public Information Officer (PIO) for the City of Hastings is the Communications Coordinator. If the Communications Coordinator is unavailable, the City Administrator or designee would serve as the alternate PIO. These individuals would be given access to all information necessary to carry out their roles as PIO for the City of Hastings.

**B. Communications Committee**

The Communications Committee, under direction of the Emergency Management Team, is charged with the following responsibilities:

1. Support the City PIO in the dissemination of emergency public information.
2. Establish coordinated news conferences, new releases, and determine schedules for media briefings.
3. Prepare and disseminate educational and rumor control information through the City's various media outlets; including but not limited to the City website, social media, newspapers, cable TV, local radio and pamphlets.
4. Coordinate actions with the designated PIOs representing other state and federal agencies, voluntary agencies and local governments involved in the emergency response.
5. Coordinate actions with the designated PIOs from any businesses and industries that have direct involvement in the response to and recovery from a pandemic.
6. Monitor media reports and other sources to identify unanticipated public health concerns, rumors, and other issues that may arise during an event.
7. Manage requests for, and release of, information through the Communications Committee.
8. Coordinate communications among all city departments.

**C. City Department Heads**

Department Heads will assist with the following public information tasks:

1. Support the City PIO in the dissemination of emergency public information.
2. Provide pertinent information to the City PIO concerning the emergency situation.
3. Distribute various disaster response and recovery-related documents intended for public use.
4. Coordinate and distribute intelligence information.

**X. EMPLOYEE HEALTH AND SAFETY**

During a pandemic, the protection of the health of employees is of paramount importance. It is critical in these situations to limit the exposure of employees to humans and animals that may be infected.

**A. Disease Containment**

A number of disease containment measures may be considered including the following:

1. Self-shielding by self-imposed exclusion from infected persons or those who may be infected (e.g. staying home). Self-shielding is the most effective measure that can be taken at the individual level to prevent infection.
2. Social distancing by reducing interactions between people to reduce the risk of disease transmission.
3. Closing departments or canceling operations for a period of time.
4. The use of personal protective equipment (PPE) such as hand hygiene products, tissues, masks and gloves.
5. Isolation by restricting the movement or separation of persons ill or infected with a contagious disease.
6. Quarantine by restricting the movement or separation of well persons who are likely to have been exposed to a contagious disease.

**B. Reducing Risk from Infected Persons Entering the Workplace**

During a pandemic, workplace visitors should be limited to those critical to the operation of City. Doors may be locked if buildings are not open to the public, and employees working there should be vigilant to keep the building secure.

**C. Department Head Responsibilities**

Department Heads will ensure:

1. Employees receive information about pandemic influenza, including information regarding how to prevent transmission of the virus with hand hygiene, environmental cleaning, and social distancing via departmental meetings, brochures, newsletters, employee notice boards, and information included with pay stubs.
2. Visual alerts are posted at entry points to the facility, advising staff and visitors not to enter if they have symptoms of influenza.
3. Adequate supplies of tissues, hand hygiene products (e.g. soap and water, paper towels, alcohol-based hand rubs), cleaning supplies, and masks are available for employees.
4. Visual alerts with key infection control messages (hand hygiene, covering coughs and sneezes, and social distancing) are posted in the workplace.
5. Decontamination stations consisting of antibacterial wipes and towels are stations at entrances to City buildings.
6. Shared work areas such as desktops and tables, and frequently touched surfaces such as door handles, stair rails, etc. are cleaned and disinfected at least between shift or more often if possible. Routinely used cleaning products (EPA-registered disinfectants, bleach solution) may be used.
7. Employees experiencing illness will not report to work.
8. Information and guidance from the CDC and MDH will be used for accurate and consistent communications.

**D. Pandemic Influenza Facts for Employees**

Employees should be made aware of the following facts regarding pandemic influenza.

- Influenza is a respiratory disease that spreads easily from person to person. Do not come to work if you are ill or if you have any symptoms of influenza.
- The symptoms are fever, headache, fatigue, weakness, sore throat, cough, difficulty breathing, and muscle or joint aches and pains. The symptoms usually occur suddenly and can vary depending on specific pandemic.
- Influenza is spread by coughs and sneezes. Cover your nose and mouth with a tissue or your upper arm when you are coughing, sneezing, or blowing your nose. Discard used tissues and clean your hands immediately.

- Influenza is also spread when someone touches their eyes, nose, or mouth with hands contaminated by discharges of the nose or throat of infectious people. Keep your hands away from your eyes, nose and mouth. Keep your hands clean to minimize the risk of infecting yourself with influenza virus.
- Influenza virus is readily destroyed on hands by cleaning them with soap and water or alcohol-based hand rubs.

#### **E. Social Distancing**

Social distancing refers to reducing the frequency of contact between people. Social distancing is encouraged for those employees remaining in the workplace; and ill employees who are excluded from the work place. All employees will be informed of social distancing practices.

Department heads may implement the following Social Distancing strategies:

- Arrange for employees to work from home when practical. Encourage flexible work schedules for employees who must be in the workplace to minimize contact with other employees
- Minimize face-to-face contact with others by using telephone or the Internet to conduct business including with other employees in the same building
- Separate work teams into different work locations if possible. Stagger work shifts to minimize contact between employees. Avoid unnecessary travel.
- Cancel or postpone non-essential meetings, gatherings, workshops and training sessions
- Allow an interval between shifts to thoroughly ventilate the worksite by either opening doors or windows or using the HVAC system. Encourage bringing lunch from home and eating away from others (avoid the lunch room, cafeteria, and crowded restaurants).
- Introduce staggered lunchtimes to limit the number of people in the lunch room at one time
- Use stairs instead of crowded elevators.
- Set up systems where clients can request information via phone, email, and fax.

#### **F. Workplace Cleaning**

Influenza virus can survive on nonporous surfaces up to 24-48 hours. The transfer of bacteria and viruses from environmental surfaces to people occurs largely by hand contact with the surface followed by inoculation of the mucous membranes of the eyes, nose, or mouth by contaminated hands. Cleaning frequently touched surfaces can help reduce the risk of influenza transmission.

In a pandemic, there will be a shortage of cleaning staff and they may be working other than normal business hours to reduce workplace exposure. Therefore, all employees may need to assist with cleaning their facilities.

- Cleaning should focus on cleaning frequently touched surfaces and items in areas where employees are working (not all areas of a building may be used in a pandemic).
- Normal vacuuming and dusting should be avoided during a pandemic to reduce the spread of dust particles that could contain influenza virus. Dusting should be damp, not dry. Any vacuuming should be done using vacuums with high-efficiency particulate air (HEPA) filter.
- Shared work areas such as desktops and tables, and frequently touched surfaces such as door handles, stair rails and faucet handles should be disinfected between shifts and more often if possible.
- Telephones and other equipment should not be shared or should be disinfected between users.
- Cleaning supplies should be made available for use by all employees. Specialized cleaning solutions are not needed and routine cleaning products (EPA-registered disinfectants, bleach solution) may be used.
- Persons performing cleaning duties should wear cleaning gloves and should clean hands after removing gloves.

- Remove non-essential items (e.g., magazines/newspapers) from common areas (such as lunch rooms).

### **G. Hand Hygiene**

Transmission of influenza virus can occur from hands contacting articles freshly soiled with nose or throat discharges from an ill individual. Frequent hand cleaning destroys germs that have been picked up from other people, contaminated surfaces, or animals and animal waste. Employees should take responsibility for keeping their hands clean and for minimizing hand contact with environment surfaces to reduce contamination to or from the surfaces.

- Hand hygiene is a simple and important step in preventing the spread of infectious diseases, including influenza.
- Hand cleansing can be performed with either soap and warm water or waterless, alcohol-based hand sanitizers.
- Influenza virus is readily inactivated by both soap and water and alcohol-based hand rubs.
- Antibacterial hand wash products are not required because routine products, along with proper techniques will inactivate influenza virus.

### **H. Pandemic Influenza Vaccine**

If a vaccine for the pandemic influenza virus strain is available, the Minnesota Department of Health or Center for Disease Control (MDH/CDC) will determine priority groups for vaccine and will inform the public on how the vaccine will be used. The Emergency Management Team will work with Dakota County Health to determine vaccination sites to be utilized. Employees should always be encouraged to receive the annual seasonal influenza vaccine unless contraindicated for health reasons.

### **I. Antiviral Medications**

Antiviral medications may play a role in the treatment and prevention of pandemic influenza. Unlike a pandemic influenza vaccine, antiviral medications are already available. However, the supply may be limited during a pandemic and the medications may not prove to be an effective treatment or prevention tool for pandemic influenza. If antivirals are available and thought to be useful, MDH/CDC will determine priorities and methods for dispersal.

### **J. Personal Protection Equipment (PPE)**

Employees whose work involves close contact with humans or animals known or suspected to be infected with avian or pandemic influenza will be provided appropriate personal protective equipment (PPE). The need for PPE by employees whose regular duties do not involve probable contact with infected humans or animals will be evaluated on a case-by-case basis.

### **K. Heating, ventilation, and Air Conditioning (HVAC) Systems**

There is evidence that influenza can spread more easily in inadequately ventilated indoor spaces. In order to assure adequate ventilation, HVAC systems will be maintained regularly according to appropriate standards and building codes. Filters will be cleaned or changed frequently.

### **L. Management of Employees**

The latest Minnesota Department of Health (MDH) recommendations should be followed regarding management of employees who become ill at work and the identification of workplace contacts (Attachment 4).

Employees become ill at work. If an employee feels ill or observes another person exhibiting influenza symptoms at work, they should contact their supervisor immediately. The supervisor will determine if the employee has influenza symptoms by using the Influenza-Like Screening Form as depicted below. If the employee does not have any symptoms listed in the Influenza-Like Illness Screening Form, the employee is unlikely to have influenza. The ill employee should still be advised to go home as soon as possible, contact their healthcare provider and keep their supervisor aware of their health status.

If the ill employee has any of the symptoms listed on the Influenza-Like Illness Screening Form:

- Consider the ill employee to be a possible pandemic influenza case.
- Provide a mask for the ill employee and instruct them to wear it immediately to help prevent exposure to other employees or the public.
- Advise the ill employee to leave the workplace immediately if able and to contact their healthcare provider.
- Advise the ill employee to avoid public transportation if possible. If the use of public transportation cannot be avoided, advise the employee to clean their hands before, wear a mask and stay as far from other passengers as possible.
- Isolate any ill employee who cannot immediately leave the workplace because of transportation or other issues.
- Inform the department head when the ill employee has left the workplace.
- After the ill employee has left the workplace, have their workspaces cleaned and disinfected.
- Advise an ill employee not to return to work until they are healthy and no longer infectious using the current MDH/Center for Disease Control and Prevention (CDC) definition of the infectious period for pandemic influenza.
- Complete a Suspect Influenza Case Form (attachment 4).

#### **Influenza-Like Illness Screening Form**

1. Ask the ill person if they have any of the following symptoms:

- Fever (feels feverish and hot)
- Headache
- Fatigue or weakness
- Sore throat, cough, or difficulty breathing
- Muscle or joint aches or pains

\*An ill person with any of the above symptoms should be considered a suspect case of pandemic influenza.

1. Return to Work of a Recovered Individual:

Employees who have recovered from pandemic influenza will have developed immunity to the pandemic influenza strain and re-infection is unlikely. Encourage them to return to work as soon as they are healthy and no longer infectious.

#### **XI. HUMAN RESOURCE CONSIDERATIONS**

At any time during a pandemic, a significant number of City employees may be absent or unable to perform their normal duties. The City may implement temporary policy changes as recommended by the City Administrator and Human Resources Department. These changes may include training, travel, use of leave or compensatory time, family and medical leave, and alternate job duties or assignments.

#### **XII. ATTACHMENTS LIST:**

Attachment 1	Leadership Succession and delegation of Authority
Attachment 2	Suspect Influenza Form

## LEADERSHIP SUCCESSION AND DELEGATION OF AUTHORITY

During a pandemic, management of a department may need to be delegated to a designated alternate in order to maintain continuity within the department. The designated person is authorized to perform all operational tasks normally performed by the Department Head unless otherwise specifically limited.

If the designated individual is unavailable, authority will pass to the next individual on the list. "Unavailable" is defined as:

- The designated person is incapable of carrying out the assigned duties by reason of death or disability.
- The designated person is unable to be contacted or respond within a reasonable time.
- The designated person has been assigned to other priority emergency activities.

### Administration Leadership Succession

First: City Administrator  
Second: Administrative Services Director  
Third: Designee

### Building Department Leadership Succession

First: Building Official  
Second: Building Inspector  
Third: Code Enforcement

### Community Development Department Leadership Succession

First: Community Development Director  
Second: Economic Development Coordinator

### Finance Department Leadership Succession

First: Finance Manager  
Second: Senior Accountant  
Third: Designee

### Fire Department Leadership Succession

First: Fire Chief  
Second: Assistant Fire Chief  
Third: On-duty Shift Captain

### Information Technology Leadership Succession

First: IT Manager  
Second: IT Support Specialist  
Third: Help Desk Support

### Parks & Recreation Leadership Succession

First: Parks & Recreation Director  
Second: Park Maintenance & Operations Supervisor  
Third: Arena Manager  
Fourth: Aquatics Manager

### Police Department Leadership Succession

First: Chief

Second: Deputy Chief  
Third: Commander

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**Public Works Leadership Succession**

First: Public Works Director  
Second: Public Works Superintendent  
Third: Public Works Supervisor

**Engineering Leadership Succession**

First: Public works Director  
Second: City Engineer  
Third: Engineering Supervisor

**Communications Succession**

First: Communications Coordinator  
Second: Designee

**ATTACHMENT 2**



## SUSPECTED INFLUENZA FORM

Name:	Date:	<input type="checkbox"/> Visitor <input type="checkbox"/> Employee	Date of Birth:
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Job Title:	Worksite:	Location of Isolation:
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Address:

Telephone no:  
 \_\_\_\_\_ (Work)      \_\_\_\_\_ (Home)      \_\_\_\_\_ (Other)

Symptoms:

<input type="checkbox"/> Fever - Time of onset _____	<input type="checkbox"/> Body aches
<input type="checkbox"/> Dry cough	<input type="checkbox"/> Fatigue
<input type="checkbox"/> Cold or chills	<input type="checkbox"/> Other

Healthcare referral:

Notes:

Close contacts during previous 2 days:

Name:	Email:	Phone #:	Address:
1.			
2.			
3.			
4.			
5.			

Reporting Party Name:

Job Title:

Telephone no.  
 \_\_\_\_\_ (Work)      \_\_\_\_\_ (Home)      \_\_\_\_\_ (Other)

**SUBMIT COMPLETED FORM PROMPTLY TO THE CITY ADMINISTRATOR**