

**CITY OF HASTINGS
CITY COUNCIL AGENDA**

Monday, July 20, 2020

7:00 p.m.

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

V. APPROVAL OF MINUTES

Approve Minutes of the Regular City Council Meeting on July 6, 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

Unanimous consent is required to add items to the agenda.

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. 2020 Mill & Overlay Program – Pay Estimate No. 1 in the amount of \$200,940.55
3. 2020-1 Neighborhood Infrastructure Improvements – Pay Estimate No. 1 in the amount of \$303,073.81
4. Resolution: Acceptance and Appreciation of a Donation from the Humbert Family to the Parks and Recreation Department
5. Appointment of Planning Commissioner – Todd Matzke
6. Approve Special Event American Cancer Society ‘Relay for life’
7. Approve Special Event Jan’s School of Dance
8. Set Special City Council Meeting to Canvass 2020 Primary Election Results
9. Resolution: Training of Healthcare Facility Employees to Administer Absentee Voting
10. Resolution: Approve Lawful Gambling Premise Permit for Hastings Hockey Boosters at Loco U & Me d/b/a Me & Julio
11. Tennis Sanitation Green Team Proceeds from 2nd Quarter

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. Public Hearing: Amend City Code Chapter 51.03 Rules and Regulations Relating to Municipal Utilities

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. Water Service Repair Costs Appeal – 1208 Tyler Street

B. Community Development

C. Parks & Recreation

D. Administration

1. 2nd Reading/Ordinance Adoption: Amend City Code Chapter 51.03 Rules and Regulations Relating to Municipal Utilities
2. CARES Act Funding

XI. UNFINISHED BUSINESS

XII. NEW BUSINESS

XIII. REPORTS FROM CITY COMMITTEES, OFFICERS, COUNCILMEMBERS

XIV. ADJOURNMENT

Next Regular City Council Meeting: Monday, August 3, 2020 7:00 p.m.

Hastings, Minnesota
City Council Meeting Minutes
July 6, 2020

The City Council of the City of Hastings, Minnesota met in a regular meeting on Monday, July 6, 2020 at 7:00 p.m. via Zoom video conference.

Mayor Fasbender explained why and referenced various city, state and federal declarations and guidelines that an in-person meeting was not practical or prudent due to the COVID-19 Pandemic.

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

Staff Present: City Administrator Dan Wietecha
Deputy City Clerk Erica Henderson
City Attorney Dan Fluegel
Community Development Director John Hinzman
Parks and Recreation Director Chris Jenkins

Presentation – Emerald Ash Borer – Rainbow Tree Care

Jeff Hafner, Rainbow Tree Care Director of Municipal Consulting, gave a presentation about how Rainbow Tree is helping to protect and maintain the City's ash trees, cost benefit models and resident participation in the program.

Council discussed the preventative maintenance cost for the City versus residents of ash trees in the boulevard, that the ordinance details boulevard trees must be maintained by the property owner, cost share between the City and residents, cost of preventative maintenance versus tree removal, possible future impact EAB and tree loss, how Rainbow Tree informs residents of the reduced cost preventative maintenance program, residents participating in the reduced cost program, various areas within the City where residents are treating boulevard ash trees, and recommendation to forward this to the Parks and Recreation Committee.

Approval of Minutes

Mayor Fasbender asked if there were any additions or corrections to the minutes of the Regular Meeting on June 15, 2020 of the City Council.

Minutes were approved as presented.

Comments from the Audience

Stan McCoy, 1208 Tyler Street, explained why Council should forgive the overtime charges on a waterline repair bill and that the Operations Committee previously denied this request.

Councilmember Folch requested that this be placed on the July 20, 2020 agenda.

Consent Agenda

1. Pay Bills as Audited
2. 1st Reading\Order Public Hearing: Amend City Code Chapter 51.03 Rules and Regulations Relating to Municipal Utilities
3. Fiber Optic Indefeasible Right to Use (IRU) Agreement with Dakota Broadband Board
4. Resolution No. 07-01-20: Appointment of Election Judges for the 2020 Primary and General Elections
5. Resolution No. 07-02-20: Acceptance and Appreciation of a Donation from the Norring Family to the Parks & Recreation Department
6. Resolution No. 07-03-20: Acceptance and Appreciation of a Donation from the Ruedy Family to

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- the Parks & Recreation Department
7. Accept Ardent Mills Sponsorship for the 2020 Rotary Pavilion 2020 Programming for Movies in the Park
 8. Resolution No. 07-04-20: Acceptance and Appreciation of a Donation from the Stein Family to the Fire Department
 9. Declare Surplus Property and Authorize for Public Sale – Fire Department
 10. Declare Abandoned/Surplus Property and Authorize for Public Sale – Police Department
 11. Approve Wireless Carrier Lease Agreement with AT&T
 12. Special Event Designation: MN Fire Engines Club

Councilmember Folch motioned to approve as presented, seconded by Councilmember Braucks. Roll Call: Ayes 7; Nays 0.

Award Contract to AEM Financial for Interim Financial Services

Wietecha summarized the previous discussion for interim financial services through September, various finance projects and why the contract should be awarded to AEM Financial.

Councilmember Lund motioned to approve as presented, seconded by Councilmember Vaughan. Roll Call: Ayes 7, Nays 0

CARES Act Funding

Wietecha detailed the CARES Act Funding, eligible expenses and restrictions, and that the City will receive \$1,743,298 for eligible expenses.

Council discussed various scenarios about how the money could be used, clarification on requirements and definitions, types of reimbursable expenses and how these were being tracked for reimbursement, current COVID-19 related expenses, money that has been used to help local small businesses, state aid for small businesses, supplanting, recommendation of spending by the CARES Act Fund, forwarded to the Administrative Committee and that staff should continue as is and provide an update at the next City Council meeting.

COVID-19 Financial Update

Wietecha provided an update on the affects that COVID-19 is having on the City's finances.

Mayor Fasbender and Councilmembers made the following announcements:

- Councilmember Folch updated the Council on the recent Utilities Committee meeting.
- The first free event of the season at Levee Park is Music in the Park with The Brothers Allmanac performing rock music on Thursday, July 9, 7:00 p.m. - 8:30 p.m.
- Next week, Music in the Park continues with Westwind Swing Band on Thursday, July 16, 7:00 - 8:30 p.m.
- Story Walk features "Once Upon a Reader" this weekend, Friday, July 10, to Monday, July 13.
- There will be an Open House update on the Lake Isabel Park Master Plan on Thursday, July 16, from 4 to 6 pm at Lake Isabel Park.
- HEDRA, Thursday, July 9, 6:00 pm
- Planning Commission, Monday, July 13, 7:00 pm
- Parks & Recreation Commission, Meeting Cancelled on Tuesday, July

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- Public Safety Advisory Commission, Thursday, July 16, 6:30 pm
- City Council – closed session to meet with attorney about litigation, Monday, July 20, 5:30 pm

Councilmember Vaughan motioned to adjourn, seconded by Councilmember Folch. Roll Call: Ayes 7; Nays 0. The meeting was adjourned at 9:21 p.m.

Mary Fasbender, Mayor

Julie Flaten, City Clerk



City Council Memorandum

To: Mayor Fasbender & City Council Members

From: Connie Lang - Accountant

Date: 07/16/2020

Item: Disbursements

Council Action Requested:

Staff requests:

Council review of June 2020 Xcel payments.

Council review of weekly routine disbursements issued 07/14/2020.

Council approval of routine disbursements, capital purchases and employee reimbursements to be issued 07/20/2020.

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:

June 2020 Xcel Payments	\$	42,185.59
Disbursement Checks, EFT on 07/14/2020	\$	106,974.03
Disbursement Checks & EFT, HEDRA to be issued on 07/20/2020	\$	780,256.76

Advisory Commission Discussion: N/A

Council Committee Discussion: N/A

Attachments: • Disbursement Reports

XCEL AUTOMATIC PAYMENTS

June 2020 Payments

Xcel Acct #	Amount	Date Paid	Account #
51-6960213-7	1,759.44	1-Jun	101-140-1403-6343
51-6960208-0	1,326.16	11-Jun	101-140-1404-6343
51-8110141-1	737.16	12-Jun	101-140-1407-6343
51-6960219-3	51.51	9-Jun	101-201-2016-6343
51-6960210-4	105.22	11-Jun	101-300-3100-6343
51-6960210-4	526.11	11-Jun	101-301-3200-6343
51-0011278454-9	42.37	10-Jun	101-302-3201-6343
51-0263715-0	381.74	12-Jun	101-302-3201-6343
51-6960218-2	12,555.42	19-Jun	101-302-3201-6343
51-6960215-9	1,091.35	9-Jun	200-401-4440-6343
51-0011082067-5	141.04	10-Jun	200-401-4440-6343
51-0010048093-4	13.28	10-Jun	200-401-4440-6343
51-6960220-6	562.71	10-Jun	200-401-4447-6343
51-6960209-1	383.91	29-May	201-401-4240-6343
51-6960209-1	410.20	29-Jun	201-401-4240-6343
51-6960214-8	738.30	10-Jun	213-210-2100-6343
51-7216831-9	346.68	10-Jun	220-450-4160-6343
51-6960216-0	8,188.19	3-Jun	600-300-3300-6343
51-6960210-4	420.88	11-Jun	600-300-3300-6343
51-6960216-0	3,696.17	3-Jun	600-300-3302-6343
51-6960217-1	877.53	9-Jun	601-300-3400-6343
51-6960211-5	1,324.45	3-Jun	615-401-4103-6343
51-6960212-6	6,505.77	3-Jun	620-300-3500-6343
	42,185.59		

VIII-01

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
NON-DEPARTMENTAL	GENERAL	METROPOLITAN COUNCIL ENVIRONMENTAL SER	SAC DEFERRAL (LIGHTBOURN P	443.09
			TOTAL:	443.09
ADMINISTRATION	GENERAL	INNOVATIVE OFFICE SOLUTIONS, LLC	SUPPLIES	4.62
		US POSTMASTER	MARKETING PERMIT FEE 2020	240.00
			TOTAL:	244.62
CITY CLERK	GENERAL	INNOVATIVE OFFICE SOLUTIONS, LLC	INNOVATIVE OFFICE SOLUTION	161.29
			TOTAL:	161.29
FACILITY MANAGEMENT	GENERAL	DALCO	CLEANING SUPPLIES	15.97
			CLEANING SUPPLIES	15.97
		MOSENG LOCKSMITHING	REPAIR OF PD LOCK	100.05
			TOTAL:	131.99
I.T.	GENERAL	COMCAST	CABLE ACCT #87721057402503	84.90
		CENTURY LINK	#612-E10-0514-020 911	88.68
		SHI INTERNATIONAL CORP	WEBCAMS	327.00
			TOTAL:	500.58
POLICE	GENERAL	LOGIS/LOCAL GOVERNMENT INFORMATION SYS	POLICE/FIRE MDC	2,997.00
		RIVER BLUFF HUMANE SOCIETY	ANIMAL CONTROL BOARDING	160.00
		MN DEPT OF PUBLIC SAFETY	EXPERT/CONSULTANT	960.00
			TOTAL:	4,117.00
PUBLIC WORKS	GENERAL	APWA MEMBERSHIP	APWA MEMBERSHIP 2020-21	875.00
			TOTAL:	875.00
PUBLIC WORKS STREETS	GENERAL	ROAD MACHINERY & SUPPLIES CO	SCRAPER	122.48
		PRECISE MOBILE RESOURCE MGMT. LLC	DATA PLAN	203.88
		HOMETOWN ACE HARDWARE	SUPPLIES	17.23
			SUPPLIES	24.15
			SUPPLIES	23.12
			KNEE PADS	20.45
		BOYER FORD TRUCKS	THERMOSTAT, GASKET	82.17
		DALCO	CLEANING SUPPLIES	7.10
			TOTAL:	500.58
PARKS & RECREATION	GENERAL	HASTINGS SCHOOL DISTRICT #200	SR. CENTER/TILDEN COST SHA	2,500.00
			TOTAL:	2,500.00
PARKS & RECREATION	PARKS	MIDDLETOWN CREATIVE	LEVEE PARK PROGRAM EDITS	90.00
		DALCO	CLEANING SUPPLIES	13.01
		GRAPHIC DESIGN	EVENT GUIDE PRINTING	113.00
			TOTAL:	216.01
FIRE	FIRE & AMBULANCE	IMAGE TREND, INC.	APP SVC PROVIDER MONTHLY F	675.00
			PHASE 2 MONTHLY FEE	265.23
		LOGIS/LOCAL GOVERNMENT INFORMATION SYS	POLICE/FIRE MDC	297.00
		LIGHTHOUSE MOTORSPORTS & MARINE, LLC	REPAIR TO RESCUE BOAT #1	923.13
		ANCOM COMMUNICATIONS INC.	IMPRES 2000MAH NIMH FM BAT	590.00
			TOTAL:	2,750.36
AMBULANCE	FIRE & AMBULANCE	EXPERT T BILLING INC.	ELECTRONIC AMB BILLING	6,188.00
		BOUND TREE MEDICAL LLC	MEDICAL SUPPLIES	317.82
		PRAXAIR DISTRIBUTION-409	OXYGEN	110.19

VIII-01

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
			TOTAL:	6,616.01
PARKS & RECREATION	PARKS CAPITAL PROJ	FOCUS ENGINEERING, INC.	2020 TRAIL IMPROVEMENT PRO	<u>6,849.75</u>
			TOTAL:	6,849.75
PUBLIC WORKS	2019 IMPROVEMENTS	ALLIED BLACKTOP COMPANY	2020 SEAL COAT PROGRAM	<u>71,445.32</u>
			TOTAL:	71,445.32
PUBLIC WORKS	WATER	MCPHILLIPS BROS ROOFING CO	REPAIR TO PW OFFICE ROOF	2,500.00
		MAJESKI PLUMBING & HEATING	1309 23RD ST W - DRAIN CLE	675.00
		HOMETOWN ACE HARDWARE	SUPPLIES	28.80
			SUPPLIES	7.99
			SUPPLIES	8.36
			SUPPLIES	12.25
			SUPPLIES	7.43
		ARROW BUILDING CENTER	SUPPLIES	82.65
		CITY OF BLOOMINGTON	BACT SAMPLING - JUNE	273.00
		DALCO	CLEANING SUPPLIES	7.10
		GOPHER STATE ONE-CALL INC	LOCATES-JUNE	329.40
		MOSENG LOCKSMITHING	SERVICE CALL - SHOP LOCK R	101.00
		TERRYS HARDWARE, INC.	SUPPLIES	43.82
			NIPPLE	<u>4.59</u>
			TOTAL:	4,081.39
PUBLIC WORKS	HYDRO ELECTRIC	PREMIUM WATERS, INC.	WATER COOLER RENTAL, WATER	22.71
			WATER COOLER RENTAL	12.00
		HOMETOWN ACE HARDWARE	ANCHOR SHACKLES	19.50
			EXTENSION CORDS, ANCHOR SH	86.44
			GLOVES, CLEANER, PINE SOL	35.49
		BROCK WHITE COMPANY	BENTONITE GRANULAR	375.00
		FASTENAL COMPANY	SCREWS, NUTS	29.03
		QUALITY FLOW SYSTEMS, INC.	LABOR - POWER CABLE	432.00
		TERRYS HARDWARE, INC.	AMCHOR SHACKLES	29.95
			TAPE, BUSHINGS, NIPPLES	5.95
			SPOTLIGHT	34.99
			FOAM CUPS	3.98
		TOTAL TOOL SUPPLY	BEAM TROLLEY RENTAL	<u>60.00</u>
			TOTAL:	1,147.04
NON-DEPARTMENTAL	ESCROW - DEV/ENG/T	ALLIED BLACKTOP COMPANY	2020 SEAL COAT PROGRAM	<u>4,394.00</u>
			TOTAL:	4,394.00

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
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===== FUND TOTALS =====
101 GENERAL                9,474.15
200 PARKS                   216.01
213 FIRE & AMBULANCE      9,366.37
401 PARKS CAPITAL PROJECTS 6,849.75
479 2019 IMPROVEMENTS     71,445.32
600 WATER                   4,081.39
620 HYDRO ELECTRIC         1,147.04
807 ESCROW - DEV/ENG/TIF-HRA 4,394.00
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GRAND TOTAL:              106,974.03
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VIII-01

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
ADMINISTRATION	GENERAL	SUN LIFE ASSUANCE COMPANY OF CANADA	AUG 2020 LTD PREMIUM	<u>22.10</u>
			TOTAL:	22.10
CITY CLERK	GENERAL	SUN LIFE ASSUANCE COMPANY OF CANADA	AUG 2020 LTD PREMIUM	44.69
		MINNESOTA OCCUPATIONAL HEALTH	PRE EMPLOYMENT	<u>124.00</u>
			TOTAL:	168.69
FINANCE	GENERAL	DEPARTMENT OF THE TREASURY	PCORI FEE Q2 2020	476.40
		SUN LIFE ASSUANCE COMPANY OF CANADA	AUG 2020 LTD PREMIUM	29.22
		AEM FINANCIAL SOLUTIONS, LLC	CONSULTING	<u>6,146.70</u>
			TOTAL:	6,652.32
LEGAL	GENERAL	FLUEGEL LAW FIRM, PA	PROSECUTION EXP & ADV THRU	106.35
			CIVIL EXP & ADVANCES THRU	555.25
			2019 HASTINGS COMMONS LITI	771.75
			2020 EMERGENCY PANDEMIC PL	1,554.75
			LEGAL FEES	<u>13,041.86</u>
			TOTAL:	16,029.96
FACILITY MANAGEMENT	GENERAL	SUN LIFE ASSUANCE COMPANY OF CANADA	AUG 2020 LTD PREMIUM	12.05
		BATHRICK'S APPLIANCE INC	ENGINEERING INSPECTION	150.00
			RECHARGE AC AT FD	275.00
		DALCO	CLEANING SUPPLIES	6.19
			CLEANING SUPPLIES	6.19
		GRAYBAR ELECTRIC	LED FIXTURES FOR FD DORM	<u>782.88</u>
			TOTAL:	1,232.31
COMMUNITY DEVELOPMENT	GENERAL	SUN LIFE ASSUANCE COMPANY OF CANADA	AUG 2020 LTD PREMIUM	17.84
		ST.PAUL PIONEER PRESS	LEGAL PUBLICATIONS	<u>59.77</u>
			TOTAL:	77.61
I.T.	GENERAL	OFFICE OF MN.IT SERVICES	JUNE 2020 WAN USAGE	125.00
		LOGIS/LOCAL GOVERNMENT INFORMATION SYS	CISCO ASM SUPPORT	750.00
			VPN TOKEN FOR BRENDA DAVIT	15.00
		PRO-TEC DESIGN, INC.	MILESTONE	594.00
			PD CONFRENCE RM CAMERA	190.00
		ALAN NORDQUIST	MILEAGE	7.71
		SUN LIFE ASSUANCE COMPANY OF CANADA	AUG 2020 LTD PREMIUM	44.63
		CDW GOVERNMENT INC	DRIVE FOR PD	<u>135.00</u>
			TOTAL:	1,861.34
POLICE	GENERAL	SYMBOLARTS, LLC	NEW SGT BADGES	250.00
		ANCOM TECHNICAL CENTER, INC.	RADIO REPAIRS	516.00
		SUN LIFE ASSUANCE COMPANY OF CANADA	AUG 2020 LTD PREMIUM	523.80
		ENTERPRISE FM TRUST	CAR LEASES	301.51
			CAR LEASES	285.48
			CAR LEASES	276.80
			CAR LEASES	394.20
			CAR LEASES	371.51
			CAR LEASES	442.97
		SOUTH EAST TOWING OF HASTINGS INC	JULY LOT RENT	<u>195.00</u>
			TOTAL:	3,557.27
BUILDING & INSPECTIONS	GENERAL	SUN LIFE ASSUANCE COMPANY OF CANADA	AUG 2020 LTD PREMIUM	59.80
			AUG 2020 LTD PREMIUM	13.92
		ENTERPRISE FM TRUST	CAR LEASES	334.83

VIII-01

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
		MCMULLEN INSPECTING INC	ELECTRICAL INSPECTIONS	<u>6,971.20</u>
			TOTAL:	7,379.75
PUBLIC WORKS	GENERAL	SUN LIFE ASSUANCE COMPANY OF CANADA	AUG 2020 LTD PREMIUM	<u>45.49</u>
			TOTAL:	45.49
PUBLIC WORKS STREETS	GENERAL	EXPRESS AUTO PARTS	FILTERS	60.60
		SUN LIFE ASSUANCE COMPANY OF CANADA	AUG 2020 LTD PREMIUM	60.63
		HOMETOWN ACE HARDWARE	SUPPLIES	42.71
		SPIN CITY LAUNDROMAT, LLC.	LAUNDRER RAGS	20.00
		CONFLUENCE DEVELOPMENT, LLC	DEC SNOW REMOVAL, SECURIT	718.38
			JAN-FEB SNOW REMOVAL, SECU	1,320.38
			MAR-MAY SNOW REMOVAL, SECU	707.01
		BITUMINOUS ROADWAYS INC.	2020 MILL & OVERLAY	200,940.55
		DALCO	CLEANING SUPPLIES	2.75
		PINE BEND PAVING, INC.	HOT MIX - 6.32 TON	366.56
		UNLIMITED SUPPLIES INC.	SUPPLIES	<u>266.01</u>
			TOTAL:	204,505.58
PUBLIC WORKS STR. LIGH	GENERAL	CRESCENT ELECTRIC SUPPLY COMPANY	LED LIGHTS	637.94
		DAKOTA ELECTRIC ASSN	ELECTRIC	<u>2,584.04</u>
			TOTAL:	3,221.98
NON-DEPARTMENTAL	PARKS	MANSFIELD OIL COMPANY	500 GAL DIESEL	858.16
		MISCELLANEOUS V MARGE TRAUTMAN	MARGE TRAUTMAN: PARK RNT R	<u>2.85</u>
			TOTAL:	861.01
PARKS & RECREATION	PARKS	TRI-STATE BOBCAT, INC.	TOOL CAT PULLEY REPAIR	404.07
			LIGHT TOOL CAT	83.28
		SCHLONKA'S PORTABLE RESTROOMS & MOBILE	MAY SERVICES	113.00
			JUNE SERVICES	2,585.00
		SUN LIFE ASSUANCE COMPANY OF CANADA	AUG 2020 LTD PREMIUM	130.63
		ENTERPRISE FM TRUST	CAR LEASES	484.53
		COLE PAPERS, INC.	BAGS FOR PARKS GARBAGES	375.65
		GORDY'S GLASS, INC.	WINDOW AT PRESS BOX	322.00
		EXPERIENCE SHOWS, INC	SANDWICHES & BEVERAGES	86.00
		THOMAS ALANE	MUSIC IN THE PARK	400.00
		BARNUM GATE SERVICES INC	SOUTH GATE REPAIR	720.80
		CEMSTONE PRODUCTS CO.	CONCRETE FOR BENCHES	230.00
		CHEMSEARCH	CLEANING SUPPLIES	317.70
		MISCELLANEOUS V MARGE TRAUTMAN	MARGE TRAUTMAN: PARK RNT R	40.00
		DALCO	TOWEL DISPENSERS	182.92
			CLEANING SUPPLIES	5.04
		MIRACLE RECREATION EQUIPMENT CO.	TUTTLE SLIDE REPAIR	694.00
			BENCHES	3,005.87
		MOSENG LOCKSMITHING	LOCK AT LEVEE	551.75
		MTI DISTRIBUTING COMPANY	5910 REPAIRS	210.15
		PRECISION LANDSCAPING & CONSTRUCTION	HANGING BASKETS	2,500.00
			PLANTS FOR POTS DWNTOWN	6,969.60
		SHERWIN-WILLIAMS	MARKING PAINT	16.98
		VERMILLION ELEVATOR INC	WEED KILLER	<u>279.25</u>
			TOTAL:	20,708.22
PARKS & RECREATION	AQUATIC CENTER	KEVIN O'BRIEN	RED CROSS TRAINING	<u>180.00</u>
			TOTAL:	180.00

VIII-01

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
HERITAGE PRESERVATION	HERITAGE PRESERVAT	SUN LIFE ASSUANCE COMPANY OF CANADA	AUG 2020 LTD PREMIUM	<u>4.14</u>
			TOTAL:	4.14
FIRE	FIRE & AMBULANCE	SUN LIFE ASSUANCE COMPANY OF CANADA	AUG 2020 LTD PREMIUM	53.05
		MN FIRE SERVICE CERT.BRD	FFI CERT. & HAZ MAT	<u>870.00</u>
			TOTAL:	923.05
AMBULANCE	FIRE & AMBULANCE	SUN LIFE ASSUANCE COMPANY OF CANADA	AUG 2020 LTD PREMIUM	207.34
		HOMETOWN ACE HARDWARE	ITEMS FOR MEDIC #1	31.56
		McKESSON MEDICAL-SURGICAL GOV. SOLUTIO	MEDICAL SUPPLIES	129.05
		PRAXAIR DISTRIBUTION-409	OXYGEN	142.69
		ZOLL MEDICAL CORP	MEDICAL SUPPLIES	143.14
			RESQPOD ITD 10	<u>1,242.00</u>
			TOTAL:	1,832.66
LEDUC	LEDUC HISTORIC EST	SUN LIFE ASSUANCE COMPANY OF CANADA	AUG 2020 LTD PREMIUM	<u>2.13</u>
			TOTAL:	2.13
POLICE-DUI ENFORCEMENT	DUI ENFORCEMENT/EQ	SOUTH EAST TOWING OF HASTINGS INC	FORFEITURE TOW/RETOW 19-00	280.00
			VEHICLE TOW (131 MJE)	<u>195.00</u>
			TOTAL:	475.00
ECONOMIC DEVELOPMENT	HEDRA	SAFETY SIGNS	COVID-19 - DOWNTOWN PARKLE	16,181.75
		SCHLOMKA'S PORTABLE RESTROOMS & MOBILE	PORTABLE TOILET&HANDWASH -	512.00
		SUN LIFE ASSUANCE COMPANY OF CANADA	AUG 2020 LTD PREMIUM	16.26
		FLUEGEL LAW FIRM, PA	HEDRA GENERAL BUSINESS	204.75
			THE CONFLUENCE	150.75
			INDUSTRIAL PARK SALE-CREEK	<u>38.25</u>
			TOTAL:	17,103.76
DEBT	HEDRA	STANTEC CONSULTING SERVICES INC.	WOOD SEALING	<u>6,471.13</u>
			TOTAL:	6,471.13
PUBLIC WORKS	2020 IMPROVEMENTS	A-1 EXCAVATING, INC	PAY ESTIMATE #1	<u>303,073.81</u>
			TOTAL:	303,073.81
NON-DEPARTMENTAL	WATER	MISCELLANEOUS V BLACK, STEVE	02-050000-04	122.15
		SLATE LLC	04-029100-02	35.00
		DALASKA, JUSTIN/NIKO	10-260000-02	12.78
		LANGENFELD, MICHAEL	12-830900-01	70.64
		FIEREK, HEIDI	15-154000-03	200.00
		DURNER, RONALD	16-258000-01	41.22
		FICKE, SHAWN/CHRISTI	29-726000-04	8.88
		HANSEN, CHRISTOPHER	12-826000-02	199.10
		SEAQUIST, MARK	13-117000-01	150.00
		HARNES, PENELOPE	13-777170-02	72.66
		WINKLER, THOMAS/DONN	29-158000-06	<u>7.20</u>
			TOTAL:	919.63
PUBLIC WORKS	WATER	HAWKINS INC	AZONE	2,285.50
		KLM ENGINEERING, INC.	SCREEN REPLACEMENT	1,800.00
		WATER CONSERVATION SERVICES, INC.	LEAK/LOCATE - 6TH/7TH RAMS	468.06
		INNOVATIVE OFFICE SOLUTIONS, LLC	SUPPLIES	105.00
			SUPPLIES	15.62
		SUN LIFE ASSUANCE COMPANY OF CANADA	AUG 2020 LTD PREMIUM	60.20
		HOMETOWN ACE HARDWARE	SUPPLIES	57.63

VIII-01

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
			SUPPLIES	17.26
			SUPPLIES	6.40
		CORE & MAIN LP	TOP SECTION, VALVE BOX, LI	729.08
		BARR ENGINEERING CO.	WELLHEAD PROTECTION PLAN	40.00
			WELLHEAD PROTECTION PLAN	8,669.50
		DALCO	CLEANING SUPPLIES	2.75
		EHLERS & ASSOC	2020 UTILITY RATE STUDY	979.17
		HASTINGS VEHICLE REGIS.	TITLE/REG CHEV PICKUP #718	1,960.23
		MOSENG LOCKSMITHING	LOCK REPAIR WELL #3	<u>52.00</u>
			TOTAL:	17,248.40
PUBLIC WORKS	WASTEWATER	SUN LIFE ASSUANCE COMPANY OF CANADA	AUG 2020 LTD PREMIUM	43.76
		EHLERS & ASSOC	2020 UTILITY RATE STUDY	979.17
		MCES	WASTEWATER SERVICE - AUG	<u>117,669.21</u>
			TOTAL:	118,692.14
PUBLIC WORKS	STORM WATER UTILIT	SUN LIFE ASSUANCE COMPANY OF CANADA	AUG 2020 LTD PREMIUM	47.52
		EHLERS & ASSOC	2020 UTILITY RATE STUDY	<u>979.16</u>
			TOTAL:	1,026.68
PARKS & RECREATION	ARENA	HUEBSCH LAUNDRY CO.	ENTRY RUG	49.22
		SUN LIFE ASSUANCE COMPANY OF CANADA	AUG 2020 LTD PREMIUM	28.41
		NINE EAGLES PROMOTIONS	CLOTHING FOR MGR	39.00
		R & R SPECIALTIES, INC.	ICE PAINTING	2,151.00
		TERRYS HARDWARE, INC.	SUPPLIES	5.12
			HARDWARE	<u>15.11</u>
			TOTAL:	2,287.86
PUBLIC WORKS	HYDRO ELECTRIC	SUN LIFE ASSUANCE COMPANY OF CANADA	AUG 2020 LTD PREMIUM	6.56
		HOMETOWN ACE HARDWARE	FASTENERS	15.95
		J.M. POWER AGGREGATES INC	NATURAL CINDERS	1,400.00
		FASTENAL COMPANY	BOLTS	17.19
			BOLTS	3.50
			WASHERS	5.16
			BOLTS	<u>7.00</u>
			TOTAL:	1,455.36
MISCELLANEOUS	VEHICLE AND EQUIP	HASTINGS VEHICLE REGIS.	TITLE/REG CHEV PICKUP #718	<u>1,960.23</u>
			TOTAL:	1,960.23
MISCELLANEOUS	INSURANCE FUND	LEAGUE/MN CITIES INS TRST	W/C CLAIM	1,324.50
			W/C CLAIM	506.64
			W/C CLAIM	1,527.36
			W/C CLAIM	1,313.25
			W/C CLAIM	<u>605.40</u>
			TOTAL:	5,277.15
NON-DEPARTMENTAL	ESCROW - DEV/ENG/T	MISCELLANEOUS V VOYAGEUR ESTATES	VOYAGEUR ESTATES:PART SECU	<u>35,000.00</u>
			TOTAL:	35,000.00

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
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VIII-01

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

101	GENERAL	244,754.40
200	PARKS	21,569.23
201	AQUATIC CENTER	180.00
210	HERITAGE PRESERVATION	4.14
213	FIRE & AMBULANCE	2,755.71
220	LEDUC HISTORIC ESTATE	2.13
222	DUI ENFORCEMENT/EQUIP S.R	475.00
407	HEDRA	23,574.89
480	2020 IMPROVEMENTS	303,073.81
600	WATER	18,168.03
601	WASTEWATER	118,692.14
603	STORM WATER UTILITY	1,026.68
615	ARENA	2,287.86
620	HYDRO ELECTRIC	1,455.36
703	VEHICLE AND EQUIP FUND	1,960.23
705	INSURANCE FUND	5,277.15
807	ESCROW - DEV/ENG/TIF-HRA	35,000.00

 GRAND TOTAL: 780,256.76



**City of Hastings
Pay Voucher**

Vendor #:	05500	Date:	7/13/2020
Vendor name:	BITUMINOUS ROADWAYS	Department:	ENGINEERING
Remittance Address:	1520 COMMERCE DRIVE	Ordered by:	JOHN CAVEN
	MENDOTA HEIGHTS, MN 55120	Authorized by:	

(Signature Required)

Invoice #	Project #	Inv Date	Description (40 Characters)	Invoice Sub Total	Invoice Grand Total	Account #
PAY EST #1		6/30	2020 MILL & OVERLAY PROGRAM - #1	200,940.55	200,940.55	101-301-3200-6349
					-	
					-	
					-	
					-	
					-	
					-	
					-	
					-	
					-	
Voucher Total:					200,940.55	

Signed: _____

City Administer (over \$5,000)

IN BUDGET:	YES	<u>XX</u>
	NO	

Request For Payment

Date: June 30, 2020

Project: 2020 Mill & Overlay Program

Contractor: Bituminous Roadways

Request Number: 1

Payment Period: 6/1/20 - 6/30/20

ITEM NO.	DESCRIPTION	UNIT	ORIGINAL BID			COMPLETED			
			Quantity	Unit Price	Amount	This Period		To Date	
						Quantity	Amount	Quantity	Amount
1	MOBILIZATION	LS	1	\$12,000.00	\$ 12,000.00	0.80	\$9,600.00	0.80	\$9,600.00
2	REMOVE CONCRETE CURB & GUTTER (FOR SPOT REPLACEMENT)	LF	1,215	\$8.20	\$ 9,963.00	1,170	\$9,594.00	1,170	\$9,594.00
3	SAWCUT BITUMINOUS (2")	LF	795	\$2.20	\$ 1,749.00	0	\$0.00	0	\$0.00
4	REMOVE CONCRETE SIDEWALK/DRIVEWAY PAVEMENT	SY	370.0	\$19.00	\$ 7,030.00	319.3	\$6,066.70	319.3	\$6,066.70
5	REMOVE BIT PAVEMENT	SY	391.7	\$12.50	\$ 4,896.25	439.9	\$5,498.75	439.9	\$5,498.75
6	AGG BASE CL5	TON	3	\$49.50	\$ 148.50	3	\$148.50	3	\$148.50
7	MILL BITUMINOUS PAVEMENT (2")	SY	33,015	\$0.85	\$ 28,062.75	0	\$0.00	0	\$0.00
8	JOINT ADHESIVE	LF	23,988	\$0.70	\$ 16,791.60	0	\$0.00	0	\$0.00
9	BIT MATERIAL FOR TACK COAT	GAL	3,333	\$3.90	\$ 12,998.70	0	\$0.00	0	\$0.00
10	BIT WEAR COURSE MIX SPWEB340B	TON	3,996	\$49.50	\$ 197,802.00	0	\$0.00	0	\$0.00
11	BIT NON WEAR COURSE MIX SPNWB330B	TON	202	\$62.50	\$ 12,625.00	0	\$0.00	0	\$0.00
12	BIT WEAR COURSE MIX SPWEA240B (TRAIL)	TON	31	\$80.00	\$ 2,480.00	0	\$0.00	0	\$0.00
13	BIT NON WEAR COURSE MIX SPNWB230B (TRAIL)	TON	31	\$76.50	\$ 2,371.50	0	\$0.00	0	\$0.00
14	ADJUST EXISTING GATE VALVES	EA	20	\$255.00	\$ 5,100.00	0	\$0.00	0	\$0.00
15	REPLACE GATE VALVE BOX SECTION	EA	5	\$291.00	\$ 1,455.00	0	\$0.00	0	\$0.00
16	ADJUST RINGS & CASTING - CATCH BASIN (REINSTALL CASTING)	EA	16	\$322.00	\$ 5,152.00	8	\$2,576.00	8	\$2,576.00
17	ADJUST RINGS & CASTING - CATCH BASIN (NEW CASTING)	EA	1	\$548.00	\$ 548.00	0	\$0.00	0	\$0.00
18	ADJUST RINGS & CASTING - MANHOLE (REINSTALL CASTING)	EA	13	\$516.00	\$ 6,708.00	8	\$4,128.00	8	\$4,128.00
19	ADJUST CASTINGS	EA	37	\$205.50	\$ 7,603.50	0	\$0.00	0	\$0.00
20	MORTAR RINGS	EA	1	\$263.00	\$ 263.00	0	\$0.00	0	\$0.00
21	CHIMNEY SEAL	EA	30	\$263.00	\$ 7,890.00	16	\$4,208.00	16	\$4,208.00
22	4" CONCRETE SIDEWALK	SF	1,087	\$14.00	\$ 15,218.00	941	\$13,174.00	941	\$13,174.00
23	6" CONCRETE SIDEWALK	SF	3,819.5	\$17.50	\$ 66,841.25	3,080	\$53,900.00	3,080	\$53,900.00
24	B618 CONCRETE CURB & GUTTER (FOR SPOT REPLACEMENT)	LF	1,215.0	\$53.00	\$ 64,395.00	1,170	\$62,010.00	1,170	\$62,010.00
25	TRUNCATED DOMES, CAST IRON	SF	530	\$53.00	\$ 28,090.00	391.0	\$20,723.00	391	\$20,723.00
26	TRAFFIC CONTROL	LS	1	\$7,234.00	\$ 7,234.00	0.8	\$5,787.20	0.8	\$5,787.20
27	EROSION & SEDIMENT CONTROL	LS	1	\$4,408.00	\$ 4,408.00	0.8	\$3,526.40	0.8	\$3,526.40
28	SEEDING, BLOWN COMPOST	SY	1,818.0	\$2.80	\$ 5,090.40	0	\$0.00	0	\$0.00
29	4" BROKEN LINE - PAINT	LF	1,040	\$0.20	\$ 208.00	0	\$0.00	0	\$0.00
30	4" SOLID LINE - PAINT	LF	12,371	\$0.20	\$ 2,474.20	0	\$0.00	0	\$0.00
31	12" SOLID LINE - PAINT	LF	437	\$3.00	\$ 1,311.00	0	\$0.00	0	\$0.00
32	YELLOW CURB - PAINT	LF	220	\$2.45	\$ 539.00	0	\$0.00	0	\$0.00
33	PAVT MESSAGE (LEFT ARROW) - PAINT	SF	2	\$5.00	\$ 10.00	0	\$0.00	0	\$0.00
34	PAVT MESSAGE (LEFT THRU ARROW) - PAINT	SF	1	\$5.00	\$ 5.00	0	\$0.00	0	\$0.00
35	PAVT MESSAGE (RIGHT THRU ARROW) - PAINT	SF	2	\$5.00	\$ 10.00	0	\$0.00	0	\$0.00
36	PAVT MESSAGE (RIGHT ARROW) - PAINT	SF	1	\$5.00	\$ 5.00	0	\$0.00	0	\$0.00

SUB TOTAL:

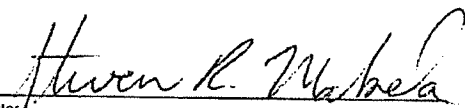
\$200,940.55

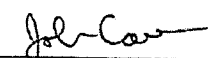
\$200,940.55

CITY OF HASTINGS
 2020 Mill & Overlay Program
 Payment Summary
 6/1/20 through 6/30/20

PROJECTS:	This Period	Total to Date
2020 Mill & Overlay Program	\$200,940.55	\$200,940.55
TOTAL WORK COMPLETED TO DATE:	\$200,940.55	\$200,940.55

Application for Payment Number: 1
 05500
 Contractor: Bituminous Roadways
 1520 Commerce Dr
 Mendota Heights, MN 55120


 Contractor _____ Date 7/6/20


 Engineer _____ Date 7-13-20

Approved by Owner _____ Date _____

PAYMENT SUMMARY:

Pay Estimate Number	Period	Retainage	Payment
1	6/1/20 - 6/30/20	\$0.00	\$200,940.55
TOTALS TO DATE:		\$0.00	\$200,940.55

Total Completed to Date:	\$200,940.55
Less Retainage:	\$0.00
Less Previous Payment:	\$0.00
Total Amount Due:	\$200,940.55



**City of Hastings
Pay Voucher**

Vendor #:	00303	Date:	7/14/2020
Vendor name:	A-1 EXCAVATING, INC.	Department:	ENGINEERING
Remittance Address:	PO BOX 90	Ordered by:	RYAN STEMPSKI
	BLOOMER, WI 54724	Authorized by:	
			(Signature Required)

Invoice #	Project #	Inv Date	Description (40 Characters)	Invoice Sub Total	Invoice Grand Total	Account #
PAY EST #1	87	7/13	2020 NEIGHBORHOOD INFRASTRUCTURE	303,073.81	303,073.81	480-300-3627-6311
			IMP'S - PAY ESTIMATE #1		-	
					-	
					-	
					-	
					-	
					-	
					-	
					-	
					-	
					-	
				Voucher Total:	303,073.81	

Signed: _____

City Administer (over \$5,000)

IN BUDGET:	YES	XX
	NO	

Request For Payment

Date: July 13, 2020

Project: 2020 Neighborhood Infrastructure Improvements

Contractor: A-1 Excavating, Inc.

Request Number: 1

Payment Period: 6/1/2020 - 6/30/2020

ITEM NO.	DESCRIPTION	UNIT	ORIGINAL BID			COMPLETED			
			Quantity	Unit Price	Amount	This Period		To Date	
						Quantity	Amount	Quantity	Amount
1	REMOVE EXISTING GATE VALVE	EA	28	\$150.00	\$4,200.00	5	\$750.00	5	\$750.00
2	REMOVE EXISTING HYDRANT & GATE VALVE	EA	16	\$275.00	\$4,400.00	4	\$1,100.00	4	\$1,100.00
3	REMOVE EXISTING STORM SEWER STRUCTURE (ALL DEPTHS & SIZES)	EA	16	\$425.00	\$6,800.00	1	\$425.00	1	\$425.00
4	REMOVE EXISTING FLARED END SECTION	EA	1	\$200.00	\$200.00	0	\$0.00	0	\$0.00
5	REMOVE EXISTING SANITARY MANHOLE	EA	16	\$500.00	\$8,000.00	6	\$3,000.00	6	\$3,000.00
6	ABANDON EXISTING FES (2500 CANNON ST)	EA	1	\$500.00	\$500.00	0	\$0.00	0	\$0.00
7	REMOVE CONC CURB & GUTTER	LF	10380	\$2.20	\$22,836.00	1814	\$3,990.80	1814	\$3,990.80
8	REMOVE EXISTING STORM SEWER PIPE (ALL DEPTHS & SIZES)	LF	460	\$20.00	\$9,200.00	0	\$0.00	0	\$0.00
9	REMOVE EXISTING WATER MAIN (ALL DEPTHS & SIZES)	LF	950	\$5.00	\$4,750.00	0	\$0.00	0	\$0.00
10	SAWCUT EXISTING BITUMINOUS PAVEMENT	LF	1730	\$2.50	\$4,325.00	0	\$0.00	0	\$0.00
11	SAWCUT EXISTING CONCRETE PAVEMENT	LF	850	\$4.00	\$3,400.00	0	\$0.00	0	\$0.00
12	REMOVE & DISPOSE EXISTING TRANSITE SAN SEWER SERVICE	LF	100	\$25.00	\$2,500.00	0	\$0.00	0	\$0.00
13	REMOVE CONC SIDEWALK/DRIVEWAY	SY	3385	\$7.00	\$23,695.00	1576	\$11,030.44	1576	\$11,030.44
14	REMOVE BIT PAVT	SY	465	\$7.00	\$3,255.00	0	\$0.00	0	\$0.00
15	SALVAGE AGGREGATE FROM STOCKPILE (MILLINGS)	CY	100	\$16.00	\$1,600.00	0	\$0.00	0	\$0.00
16	COMMON EXCAVATION (EV)	CY	12060	\$15.00	\$180,900.00	800	\$12,000.00	800	\$12,000.00
17	COMMON EXCAVATION SIDEWALK (EV)	CY	525	\$15.00	\$7,875.00	0	\$0.00	0	\$0.00
18	ROCK EXCAVATION (EV)	CY	100	\$90.00	\$9,000.00	0	\$0.00	0	\$0.00
19	SUBGRADE EXCAVATION (EV)	CY	410	\$12.00	\$4,920.00	0	\$0.00	0	\$0.00
20	GRANULAR BORROW (LV)	CY	325	\$12.00	\$3,900.00	0	\$0.00	0	\$0.00
21	GRANULAR PIPE BEDDING (LV)	CY	230	\$16.00	\$3,680.00	0	\$0.00	0	\$0.00
22	AGG BASE CL 5 (STREET)	TON	10820	\$15.00	\$162,300.00	396	\$5,940.00	396	\$5,940.00
23	FULL DEPTH PAVEMENT RECLAMATION - 10 INCHES	SY	14925	\$1.60	\$23,880.00	0	\$0.00	0	\$0.00
24	MILL BIT PAVT - 3 TO 7 INCHES	SY	23560	\$2.60	\$61,256.00	6202	\$16,126.07	6202	\$16,126.07
25	BIT JOINT SAWING AND SEALING	LF	5275	\$2.40	\$12,660.00	0	\$0.00	0	\$0.00
26	JOINT ADHESIVE	LF	20750	\$0.50	\$10,375.00	0	\$0.00	0	\$0.00
27	BIT MATERIAL FOR TACK COAT	GAL	3990	\$2.60	\$10,374.00	0	\$0.00	0	\$0.00
28	BITUMINOUS DRIVEWAY SPWE/SPNW	SY	405	\$38.00	\$15,390.00	0	\$0.00	0	\$0.00
29	BIT NON WEAR COURSE MIX SPNWB330C (STREET)	TON	6315	\$58.00	\$366,270.00	0	\$0.00	0	\$0.00
30	BIT WEAR COURSE MIX SPWEB340C (STREET)	TON	4565	\$58.50	\$267,052.50	0	\$0.00	0	\$0.00
31	CLEAN, STAIN AND SEAL EXISTING CONC RETAINING WALL	SF	1100	\$4.25	\$4,675.00	0	\$0.00	0	\$0.00
32	12" RCP DES 3006 CL III	LF	72	\$51.00	\$3,672.00	26	\$1,326.00	26	\$1,326.00
33	15" RCP DES 3006 CL III	LF	1782	\$52.00	\$92,664.00	0	\$0.00	0	\$0.00
34	18" RCP DES 3006 CL III	LF	1101	\$57.00	\$62,757.00	0	\$0.00	0	\$0.00
35	21" RCP DES 3006 CL III	LF	30	\$87.00	\$2,610.00	0	\$0.00	0	\$0.00
36	30" RCP DES 3006 CL III	LF	701	\$91.00	\$63,791.00	0	\$0.00	0	\$0.00
37	42" RCP DES 3006 CL III	LF	300	\$159.00	\$47,700.00	0	\$0.00	0	\$0.00
38	48" RCP DES 3006 CL III	LF	656	\$191.00	\$125,296.00	0	\$0.00	0	\$0.00
39	4" PVC SDR 26 (FOR SERVICES)	LF	2555	\$32.00	\$81,760.00	275	\$8,800.00	275	\$8,800.00
40	6" PVC SDR 26 (FOR SERVICES)	LF	70	\$40.00	\$2,800.00	4	\$160.00	4	\$160.00

ITEM NO.	DESCRIPTION	UNIT	ORIGINAL BID			COMPLETED			
			Quantity	Unit Price	Amount	This Period		To Date	
						Quantity	Amount	Quantity	Amount
41	8" PVC SDR 35 10'-12'	LF	40	\$44.00	\$1,760.00	40	\$1,760.00	40	\$1,760.00
42	8" PVC SDR 35 12'-14'	LF	2464	\$47.00	\$115,808.00	845	\$39,715.00	845	\$39,715.00
43	10" PVC SDR 35 12'-14'	LF	16	\$57.00	\$912.00	0	\$0.00	0	\$0.00
44	12" PVC SDR 35 18'-20'	LF	40	\$105.00	\$4,200.00	0	\$0.00	0	\$0.00
45	8" DIP SANITARY SEWER (ALL DEPTHS)	LF	36	\$91.00	\$3,276.00	0	\$0.00	0	\$0.00
46	CONNECT TO EXISTING STORM SEWER	EA	12	\$910.00	\$10,920.00	0	\$0.00	0	\$0.00
47	BULKHEAD EXISTING STORM SEWER	EA	3	\$375.00	\$1,125.00	0	\$0.00	0	\$0.00
48	CONNECT TO EX SAN SEWER (MAIN TO EX MAIN)	EA	15	\$1,085.00	\$16,275.00	3	\$3,255.00	3	\$3,255.00
49	CONNECT TO EX SAN SEWER (SERVICE TO EX MAIN)	EA	43	\$145.00	\$6,235.00	0	\$0.00	0	\$0.00
50	4" ON 8" PVC WYE	EA	22	\$300.00	\$6,600.00	20	\$6,000.00	20	\$6,000.00
51	6" ON 8" PVC WYE	EA	2	\$355.00	\$710.00	0	\$0.00	0	\$0.00
52	4" X 8" TEE/WYE UNIVERSAL CONNECTOR	EA	43	\$445.00	\$19,135.00	0	\$0.00	0	\$0.00
53	LINING SEWER PIPE 8"	LF	2452	\$32.00	\$78,464.00	0	\$0.00	0	\$0.00
54	LINING SEWER PIPE 18"	LF	363	\$55.00	\$19,965.00	0	\$0.00	0	\$0.00
55	TELEWISE SANITARY SEWER	LF	2540	\$2.20	\$5,588.00	0	\$0.00	0	\$0.00
56	CONNECT TO EXISTING WATERMAIN	EA	20	\$1,525.00	\$30,500.00	3	\$4,575.00	3	\$4,575.00
57	1" CORP STOP	EA	77	\$455.00	\$35,035.00	9	\$4,095.00	9	\$4,095.00
58	1" CURB STOP AND BOX	EA	77	\$340.00	\$26,180.00	9	\$3,060.00	9	\$3,060.00
59	HYD 7.5' BURY W/GATE VALVE	EA	16	\$6,150.00	\$98,400.00	4	\$24,600.00	4	\$24,600.00
60	CURB STOP COVER CASTING	EA	13	\$170.00	\$2,210.00	0	\$0.00	0	\$0.00
61	REPLACE GATE VALVE BOX SECTION	EA	2	\$220.00	\$440.00	0	\$0.00	0	\$0.00
62	8" GV W/BOX	EA	25	\$2,020.00	\$50,500.00	7	\$14,140.00	7	\$14,140.00
63	CURB STOP BOX REPAIR/EXTENSION	EA	2	\$225.00	\$450.00	0	\$0.00	0	\$0.00
64	ABANDON EX CURB STOP BOX	EA	2	\$50.00	\$100.00	0	\$0.00	0	\$0.00
65	CURB STOP EXTRA DEPTH	LF	6	\$80.00	\$480.00	0	\$0.00	0	\$0.00
66	CONSTRUCT TEMPORARY WATERMAIN & SERVICES	LF	9750	\$2.00	\$19,500.00	3100	\$6,200.00	3100	\$6,200.00
67	HYDRANT RISER	LF	3	\$400.00	\$1,200.00	0	\$0.00	0	\$0.00
68	3/4" TYPE K COPPER W/FITTINGS	LF	10	\$35.00	\$350.00	0	\$0.00	0	\$0.00
69	1" TYPE K COPPER W/FITTINGS	LF	2680	\$33.00	\$88,440.00	214	\$7,062.00	214	\$7,062.00
70	6" C-900 PVC W/FITTINGS	LF	241	\$41.00	\$9,881.00	142	\$5,822.00	142	\$5,822.00
71	8" C-900 PVC W/FITTINGS	LF	5910	\$44.00	\$260,040.00	1435	\$63,140.00	1435	\$63,140.00
72	2" INSULATION 4'X8' SHEET	SY	73	\$22.00	\$1,606.00	32	\$704.00	32	\$704.00
73	CONST DRAINAGE STRUCTURE 24" X 36"	EA	21	\$2,005.00	\$42,105.00	1	\$2,005.00	1	\$2,005.00
74	CONST DRAINAGE STRUCTURE 4020 48" DIA	EA	14	\$3,200.00	\$44,800.00	0	\$0.00	0	\$0.00
75	CONST DRAINAGE STRUCTURE 4020 60" DIA	EA	3	\$4,425.00	\$13,275.00	0	\$0.00	0	\$0.00
76	CONST DRAINAGE STRUCTURE 4020 72" DIA	EA	3	\$5,660.00	\$16,980.00	0	\$0.00	0	\$0.00
77	CONST DRAINAGE STRUCTURE 4020 84" DIA	EA	4	\$11,560.00	\$46,240.00	0	\$0.00	0	\$0.00
78	REPLACE EXISTING STORM SEWER CASTING	EA	35	\$1,305.00	\$45,675.00	0	\$0.00	0	\$0.00
79	REPLACE EXISTING SANITARY SEWER CASTING	EA	21	\$1,085.00	\$22,785.00	0	\$0.00	0	\$0.00
80	CONNECT TO EXISTING STORM SEWER STRUCTURE	EA	8	\$870.00	\$6,960.00	1	\$870.00	1	\$870.00

ITEM NO.	DESCRIPTION	UNIT	ORIGINAL BID			COMPLETED			
			Quantity	Unit Price	Amount	This Period		To Date	
						Quantity	Amount	Quantity	Amount
81	CHIMNEY SEAL	EA	56	\$240.00	\$13,440.00	0	\$0.00	0	\$0.00
82	48" DIA SSMH	EA	12	\$4,365.00	\$52,380.00	4	\$17,460.00	4	\$17,460.00
83	CONSTRUCT 8" OUTSIDE DROP ASSEMBLY	LF	15.3	\$425.00	\$6,502.50	0	\$0.00	0	\$0.00
84	CONSTRUCT MH OR CB RISER	LF	6	\$440.00	\$2,640.00	0	\$0.00	0	\$0.00
85	EXTRA DEPTH MH 10'+	LF	33	\$285.00	\$9,405.00	0	\$0.00	0	\$0.00
86	SANITARY MANHOLE CEMENTITIOUS COATING	LF	8	\$530.00	\$4,240.00	0	\$0.00	0	\$0.00
87	4" CONC SIDEWALK	SF	15235	\$5.15	\$78,460.25	0	\$0.00	0	\$0.00
88	6" CONC SIDEWALK	SF	1925	\$12.50	\$24,062.50	0	\$0.00	0	\$0.00
89	REMOVE & REPLACE EXISTING SIDEWALK (ALL TYPES & SIZES)	SF	200	\$12.75	\$2,550.00	0	\$0.00	0	\$0.00
90	B618 CONC CURB & GUTTER	LF	10640	\$14.35	\$152,684.00	0	\$0.00	0	\$0.00
91	REMOVE & REPLACE EXISTING CURB & GUTTER (ALL TYPES & SIZES)	LF	605	\$36.00	\$21,780.00	0	\$0.00	0	\$0.00
92	6" CONC DRIVEWAY PAVEMENT	SY	1570	\$63.20	\$99,224.00	0	\$0.00	0	\$0.00
93	8" CONC DRIVEWAY PAVEMENT	SY	525	\$84.00	\$44,100.00	0	\$0.00	0	\$0.00
94	TRUNCATED DOMES, CAST IRON	SF	338	\$47.00	\$15,886.00	0	\$0.00	0	\$0.00
95	PVC CONDUIT 1.5 INCH	LF	450	\$9.00	\$4,050.00	0	\$0.00	0	\$0.00
96	PVC HANDHOLE	EA	2	\$2,150.00	\$4,300.00	0	\$0.00	0	\$0.00
97	WIRE 14 GA	LF	1350	\$1.40	\$1,890.00	0	\$0.00	0	\$0.00
98	NMC LOOP DETECTOR 6' X 6'	EA	10	\$925.00	\$9,250.00	2.5	\$2,312.50	2.5	\$2,312.50
99	TRAFFIC CONTROL	LS	1	\$114,400.00	\$114,400.00	0.25	\$28,600.00	0.25	\$28,600.00
100	DECIDUOUS TREE 2" CAL B & B	TREE	5	\$580.00	\$2,900.00	0	\$0.00	0	\$0.00
101	EROSION & SEDIMENT CONTROL	LS	1	\$7,000.00	\$7,000.00	0.25	\$1,750.00	0.25	\$1,750.00
102	STORM DRAIN INLET PROTECTION	EA	60	\$100.00	\$6,000.00	13	\$1,300.00	13	\$1,300.00
103	SELECT TOPSOIL BORROW (LV)	CY	1845	\$1.00	\$1,845.00	0	\$0.00	0	\$0.00
104	SEEDING, BLOWN COMPOST	SY	11040	\$3.00	\$33,120.00	0	\$0.00	0	\$0.00
105	12 INCH SOLID LINE PAINT	LF	565	\$1.30	\$734.50	0	\$0.00	0	\$0.00
106	24 INCH SOLID LINE PAINT	LF	253	\$3.20	\$809.60	0	\$0.00	0	\$0.00
107	4" SOLID LINE PAINT	LF	776	\$0.30	\$232.80	0	\$0.00	0	\$0.00
108	4" BROKEN LINE PAINT	LF	600	\$0.25	\$150.00	0	\$0.00	0	\$0.00
109	PAVT MESSAGE (RIGHT ARROW) PAINT	SF	68	\$5.25	\$357.00	0	\$0.00	0	\$0.00
110	PAVT MESSAGE (LT - THRU ARROW) PAINT	SF	112	\$5.25	\$588.00	0	\$0.00	0	\$0.00

BID TOTAL: \$3,597,304.65

SUBTOTAL: \$303,073.81 \$303,073.81

PROJECTS:	This Period	Total to Date
2020 Neighborhood Infrastructure Improvements	\$303,073.81	\$303,073.81
TOTAL WORK COMPLETED TO DATE:	\$303,073.81	\$303,073.81

CITY OF HASTINGS
2020 Neighborhood Infrastructure Improvements
Payment Summary

6/1/2020 through 6/30/2020


Pay Estimate Number	Period	Retainage	Payment
1	6/1/2020 - 6/30/2020	\$0.00	\$303,073.81

TOTALS TO DATE:	\$0.00	\$303,073.81
------------------------	--------	--------------

Total Completed to Date: \$303,073.81
Less Retainage: \$0
Less Previous Payment: \$0
Total Amount Due: \$303,073.81

Application for Payment Number: 1

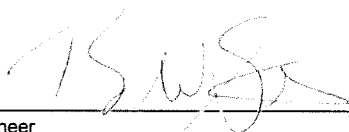
Contractor: A-1 Excavating, Inc.
 PO Box 90
 Bloomer, WI 54724

 Al Gingras, P.M.

 Contractor

7/13/20

 Date



 Engineer

7/13/20

 Date

 Approved by Owner

 Date

**CITY OF HASTINGS
DAKOTA COUNTY, MINNESOTA**

RESOLUTION -

**A RESOLUTION EXPRESSING ACCEPTANCE OF AND APPRECIATION OF
A DONATION TO THE PARKS AND RECREATION DEPARTMENT**

WHEREAS, The Humbert Family has presented to the City Parks & Recreation Department a donation of \$1,000.00 and has designated that this donation be used for a memorial bench in a City Park or on a City Trail; and

WHEREAS, the City Council is appreciative of the donation and commends The Humbert Family for their civic efforts,

NOW, THEREFORE BE IT RESOLVED, by the City Council of the City of Hastings, Minnesota;

1. That the donation is accepted and acknowledged with gratitude; and
2. That the donation will be appropriated for a memorial bench to be placed in a City Park or on a City Trail; and

Adopted this 20th day of July, 2020

Mary Fasbender, Mayor

Attest:

Julie Flaten, City Clerk



City Council Memorandum

To: Mayor Fasbender & City Councilmembers
From: John Hinzman, Community Development Director
Date: July 20, 2020
Item: Appoint Planning Commissioner – Todd Matzke

Council Action Requested:

The City Council is asked to appoint Todd Matzke of 1018 Ramsey Street to the Planning Commission from 7/20/20 to 12/31/20. The appointment fulfills the remainder of outgoing Commissioner Ian Martin's term. Commissioners are eligible to serve a total of three, two year terms. Action requires a simple majority of City Council.

Background Information:

Four candidates were interviewed for the position by Planning Committee Chair Vaughan, City Administrator Wietecha, and Community Development Director Hinzman. Mr. Matzke was the unanimous selection of the committee. Please see attached applications for further information.

Financial Impact:

N\A

Advisory Commission Discussion:

N\A

Council Committee Discussion:

N\A

Attachments:

- Advisory Commission Application



Advisory Commission Interest Form

The City of Hastings encourages active participation of its residents. City Advisory Commissions are one form in which residents can take a participatory involvement in the planning, development, and preservation of our growing and historical community. Thank you for your interest in serving on an advisory commission. Information about City commissions is available on the City's website at www.hastingsmn.gov.

Commission

(Please indicate your interest)

Questions?

Contact 651-480-2350 or

<input type="checkbox"/>	Charter	Melanie Mesko Lee mmesko_lee@hastingsmn.gov
<input type="checkbox"/>	Hastings Economic Development & Redevelopment Authority (HEDRA)	John Hinzman jhinzman@hastingsmn.gov
<input type="checkbox"/>	Heritage Preservation Commission (HPC)	Justin Fortney jfortney@hastingsmn.gov
<input checked="" type="checkbox"/>	Parks & Recreation (PRC)	Chris Jenkins cjenkins@hastingsmn.gov
<input checked="" type="checkbox"/>	Planning (PC)	John Hinzman jhinzman@hastingsmn.gov
<input type="checkbox"/>	Public Safety (PSAC)	Melanie Mesko Lee mmesko_lee@hastingsmn.gov
<input type="checkbox"/>	Other/ no Preference	Julie Flaten jflaten@hastingsmn.gov

To help us have a better understanding of your interests and background, we ask for some general information. Please complete and sign the application.

Name **Todd Matzke**

Address **1018 Ramsey St., Hastings, Mn 55033**

Day Phone **(651) 480-7780**

Evening Phone **(651) 497-6352**

e-mail [REDACTED]

How long have you lived in Hastings? **22 years**

Please share why you are interested in becoming involved with a City commission.

I am interested in city planning and development. I am interested in finding ways that I can participate in the cities future.

Supplemental Information

Employer: Dakota County Soil and Water Conservation District

Occupation: Resource Conservationist

What experience would you bring to the Commission?

I have worked for the SWCD for 22 years. My position requires that I work closely with individual landowners to plan, design, draft and coordinate the completion of erosion control projects. I have a BS from the University of Minnesota in Enviromental and Natural Resources with an emphasis in water resource management and a minor in soils.

Please return to: City of Hastings
101 Fourth Street East OR
Hastings, MN 55033



City Use

Date Received: _____

Forwarded to: _____

§ 31.36 PUBLIC DISCLOSURE.

(A) Each public official of the City of Hastings shall file for public record in the office of the City Clerk, a sworn statement in a form approved by the City Council and which must contain, at a minimum, the following information:

- (1) The names of all businesses, corporations, companies, firms, partnerships, or other business enterprises, doing business with or in the City of Hastings, in which the public official is connected thereto as an employee, owner, director, officer, adviser, or consultant, or in which the public official has a continuing financial interest, through ownership of stock or as a beneficiary of any pension or retirement plan;
- (2) A description of all parcels of real property, other than property occupied by the public official as a personal residence, in which the public official has any interest, including the right to occupy any such property; and
- (3) The interest of a spouse, or minor child or other member of the immediate household of any public official shall be considered an interest of the public official for purposes of filing the statement required.

(B) Each person who becomes a public official shall, within 30 days after assuming the office or position, file a public disclosure required by this section.

(1) Following an initial filing, the information on that filing shall remain in effect and all public officials will continue to attest to its truth. Within 30 days of any change to the information on the initial filing and following any reappointment or reelection, all public officials shall file a new sworn statement with the City Clerk. City staff members covered under this provision shall fill out an initial filing and shall thereafter complete any amended filings within 30 days of any change to the information on the initial filing or at least every 4 years, in the years in which the Mayor and at large Councilmember seats are up for election, whichever comes first. (Am. Ord. 511, passed 4-5-2004)

(2) This subchapter shall not be construed to require the filing of any information relating to any person's connection with any professional society or any charitable, religious, social, fraternal, recreational, civil or political organization or any similar organization not conducted as a business enterprise.

(3) The City Administrator shall inform each person who is required to file a statement, the time and place for filing, and shall furnish each such person with a copy of this subchapter and the required statement form. The City Administrator shall inform the City Council when any person, who is required to file a statement, fails to file the statement in a timely manner. (Prior Code, § 2.81)



City Council Memorandum

To: Mayor Fasbender & City Councilmembers
From: Paige Marschall Bigler, Recreation Program Specialist
Date: July 20, 2020
Item: Special Event Designation

Council Action Requested: Designate American Cancer Society 'Relay for Life' as a Special Event on Friday, August 7, 2020 at Levee Park.

Background Information: The American Cancer Society's event organizer is requesting use of the Rotary Pavilion, Amphitheater and surrounding area at Levee Park to host their annual Relay for Life event, which has been modified this year to adhere to COVID-19 restrictions. The event will include: live music at the Rotary Pavilion, luminary bags along sidewalks within the park, survivor tent, food tent, and a fenced in beer/wine tent on the labyrinth. The registration table and canopy will be situated within the park near the entrance of the park off Ramsey Street. The application and walking route are included for reference.

Since 2017, the American Cancer Society has held their Relay for Life event at Levee Park and it has been a success. They would like to continue to hold their event at Levee Park for 2020 and years to come. City Staff are supportive of the event with the following conditions:

- The Rotary Pavilion, Amphitheater and surrounding area shall be for the exclusive use of the Relay for Life Event during the extended parks hours of 9:00 a.m. – 11:00 p.m. on Friday, August 7th 2020 for an estimated attendance of 100-200 people. The event is open to the public.
- Event organizers have developed and submitted their COVID 19 Preparedness Plan for this event.
- Event organizers will ensure all MDH, CDC, and MN Executive orders are abided and that this event remains allowable under guidance issued for the event dates.
- Event organizers will advise participants/spectators they must maintain appropriate social/physical distance and encourage the use of masks.
- Event organizers will post social/physical distance signage in the event space.
- All vendors must obtain a vendor license prior to the event, the cost of the licensure is the responsibility of the event organizer or vendor. Licenses can be obtained through the Deputy City Clerk at Hastings City Hall.
- Relay for Life has applied for a Temporary Liquor License for 2nd Street Depot to sell beer and wine. Hastings Public House has a catering permit to sell food at the event.
- The beer/wine tent will be enclosed with a controlled entrance where trained volunteers/staff will check ID and issue a wrist band. Access points to the enclosed

beer/wine serving area must be staffed with security personnel at all times during the service hours. Security personnel need not be uniformed but must wear some type of shirt or outerwear that identifies them as security. Security personnel may be employees of the events' liquor license or volunteer staff from the Organization.

- On the attached map, event organizers indicate the Relay for Life walk utilizing a portion of the Mississippi River Trail. They do not need the trail closed as walkers will be in small sporadic groups, allowing for general use of the Trail to continue.
- The City restroom facilities will remain open during the event and will be serviced by Parks & Recreation staff Friday afternoon. Arrangements will be made by event organizers to periodically check the condition of the facilities; extra supplies will be provided and event staff will re-stock and clean as necessary during the event.
- Portable toilets are recommended to be placed on-site to alleviate over-use of the indoor bathrooms.
- It is required to work with a hauler for trash and recycling containers on-site. Containers must be paired side-by-side and visually labeled as Trash and Recycling. All garbage generated from the event will be hauled off site by event organizers coordination with their hauler.
- Any tent or additional "structures" used within the park will need to be anchored with weights. No stakes due to underground irrigation, electrical and bedrock.
- A pre-event meeting will be conducted with event organizers and P&R staff no less than 1 week prior to the event date via phone or in person. Remaining logistics will be worked through at this meeting.
- Event organizers agree the site will be left in at least the condition it was pre-event.
- Liability Insurance certificate listing the City of Hastings as additionally insured has been provided to City Staff.
- No unauthorized vehicles on City trails or parked in Levee Park.
- All event supplies and equipment will be removed by event organizers directly following the end of the event.

Financial Impact:

This event, although requesting designation as a Special Event, will also be subject to a Park Rental Fee in accordance with the City's fee schedule for exclusive use of areas:

- Rotary Pavilion, Amphitheater and surrounding area (tax exempt): \$300.00
- Labyrinth area: \$35.00
- Total Charges: \$335.00

Advisory Commission Discussion:

None

Council Committee Discussion:

None

Attachments:

- Relay for Life - Special Event Permit Application
- Relay for Life – Event Map
- Written permission from private land owner
- Preparedness Plan & Signed Waiver



SPECIAL EVENT PERMIT APPLICATION

ADHERE TO COVID-19 GUIDELINES. The User represents & confirms that all requirements of the City and State of Minnesota related to COVID-19, including, but not limited to, Governor's Executive Order & State Agency Guidance, have been included in the User's COVID-19 Preparedness Plan which will be implemented and enforced while using any Facility in accordance this Agreement. User is responsible for monitoring & updating their COVID-19 Preparedness Plan should the requirements of the City or State of Minnesota be altered, updated, or otherwise changed.

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: ()	
Type of Event (mark all that apply): Downtown Event Race/Run/Walk Concert/Performance Fundraiser			
Other:			
Date(s) Requested:			
Date	Day of Week	Time	
		am/pm to am/pm	
		am/pm to am/pm	
		am/pm to am/pm	
Is this event: <input checked="" type="checkbox"/> Open to the public Private		Will this be an annual event? Yes <input checked="" type="checkbox"/> No	
Has this event been held in another City? Yes No			
If yes, when was it held and where? _____			
Will an admission fee be charged? Yes No		Will donations be accepted? Yes No	
What will proceeds from the event be used for?			
Anticipated Attendance: Total Per Day			
Will there be a tent(s) at the event? Yes 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.	
Recycling and Trash are required for collection at all events with waste. Recycling and Trash must follow the Best Management Practices including: paired and labeled containers. Questions? Please contact our City Recycling Coordinator 651-480-6182	
Will your event generate waste? If yes, we recommend contacting a Hauler for bins and waste pick-up.	
Yes	No

Event Route Information		
Does the event propose to require the use of any public right of way (crossing or traveling within)?	<input type="checkbox"/> Yes	<input type="checkbox"/> 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.

Linda Kampa

Signature

Date

Please return completed form to Paige Marschall-Bigler at pmarschall@hastingsmn.gov or mail in to Parks Department 920 10th 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: _____

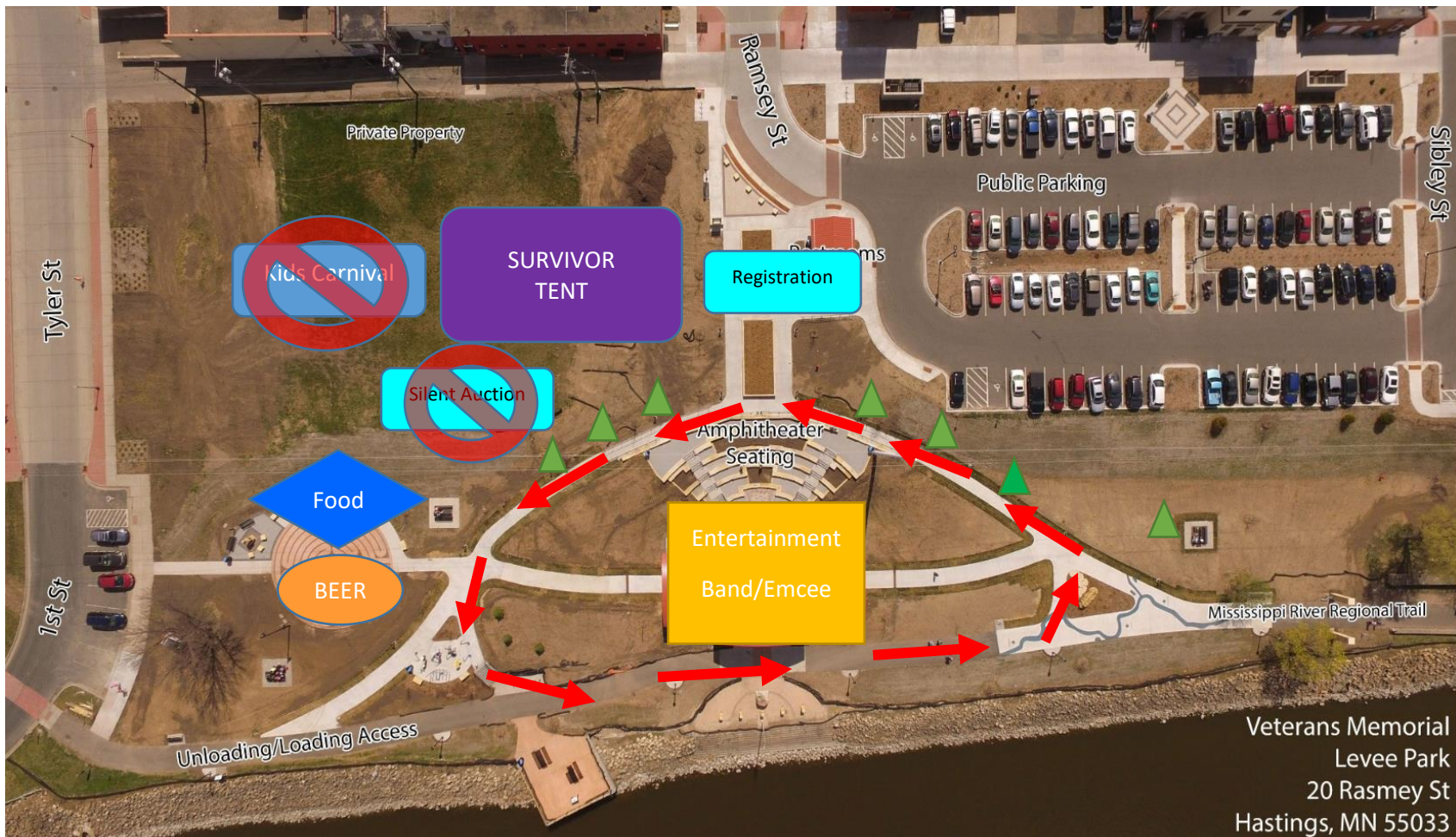
- City staff: _____

Insurance information received: _____

Licenses/permits obtained: _____

RELAY FOR LIFE OF HASTINGS, MN

Levee Park



= Walking Route



To: Kampa, Linda L <Linda.Kampa@allina.com>
Cc: Bobbi Abdo (r.abdo@mchsi.com) <r.abdo@mchsi.com>
Subject: RE: Levee Park Land Usage

Linda,

This should work. In addition to the cleanup and insurance certificate, all I ask is if credit for contributors are recognized, that my wife Bobbi and I also be on the list.

Thanks,

Bob

From: Kampa, Linda L [<mailto:Linda.Kampa@allina.com>]
Sent: Monday, January 13, 2020 6:02 AM
To: Bob Abdo <RAbdo@lommen.com>
Cc: Bobbi Abdo (r.abdo@mchsi.com) <r.abdo@mchsi.com>
Subject: Levee Park Land Usage

Dear Mr. Abdo,

My name is Linda Kampa and I am the Volunteer Event Lead for Relay For Life of Hastings. This is a team event to fight cancer sponsored by the American Cancer Society. This year's 26th annual event takes place Friday August 7, 2020 from 6pm – 11pm (although setup will begin around 9am).

I am writing you to ask for the use of your land adjacent to Levee Park again this year at our event. Last year you allowed us the use of your land and things worked out beautifully and we thank you very sincerely for that. I understand you may want an insurance certificate and we are happy to provide this to you.

Your assistance would so greatly appreciated for such an important event.

I look forward to hearing from you!!

Sincerely,

Linda Kampa, *Volunteer Event Lead*

Relay For Life, Hastings, MN

*Never doubt that a small group of thoughtful,
committed citizens can change the world;
indeed, it's the only thing that ever has.*

~ Margaret Mead

This message contains information that is confidential and may be privileged. Unless you are the addressee (or authorized to receive for the addressee), you may not use, copy or disclose to anyone the message or any information contained in the message. If you have received the message in error, please advise the sender by reply e-mail and delete the message.

Our plan for a safe and physically distanced event.

1. We have cancelled all kid-specific events such as bouncy house, face painting, blow up chair, etc.
2. Teams will be separated into their own "area" and asked to distance themselves within that area by family clusters.
3. Food will be served and waiting lines will be clearly marked to allow for 6' between each person.
4. Spectator area will be clearly marked for people just listening to music in the seating area.
5. Tables under the tent will be a minimum of 6' apart and will be clearly marked to be used by family / friend units.
6. We have cancelled our in-person silent auction, opting for an online version.
7. We will have a plan to allow only one team at a time on our "walking path".
8. Survivors for the survivor lap will be spaced out a minimum of 10'.

**Paige, I am waiting to hear back from Bob Abdo. He was on board, but my computer crashed at work and I had to email him again.

Linda Kampa, Event Lead
Relay For Life of Hastings, Party on the River



Waiver, Release, and Indemnification Agreement

This Waiver, Release and Indemnification Agreement (“Agreement”) is entered into between the City of Hastings (“City”) and _____ (“User”) for use of the following City facilities: _____ (“City Facilities”) by the User for the following events and/or activities: _____.

THIS IS A WAIVER, RELEASE OF LIABILITY, AND INDEMNIFICATION AGREEMENT. THE USER MUST READ THIS DOCUMENT CAREFULLY BEFORE SIGNING.

User is using certain City Facilities for Events and Activities and prior to such use, City requires the release and indemnification of the City as set forth in this Agreement;

NOW, THEREFORE, in consideration for being permitted to use the City Facilities and engage in the above-described Events and Activities on the City’s property, User and its members, participants, representatives, servants, agents, successors, predecessors, assigns, employees, invitees, guests, officers, and directors (collectively referred to herein as “User”) hereby acknowledge, represent, and agree as follows:

- (1) User agrees to comply with all rules, regulations, policies and guidelines for use of City Facilities, including those related to COVID-19.
- (2) The User represents and confirms that all requirements of the City and State of Minnesota related to COVID-19, including, but not limited to, Governor’s Executive Order(s) and State Agency Guidance, have been included in the User’s COVID-19 Preparedness Plan which will be implemented and enforced while using any City Facility in accordance this Agreement. User is responsible for monitoring and updating their COVID-19 Preparedness Plan should the requirements of the City or State of Minnesota be altered, updated, or otherwise changed.
- (3) User understands that the use of the City Facilities and the participation in the above-described Events and Activities may involve risk of injury, loss, or damage to the participants and/or third parties. The User acknowledges that such risks may include, but are not limited to, bodily injury, personal injury, sickness, disease, including exposure to COVID-19, death, and property loss or damage. By executing this Agreement, User assumes all such risks.
- (4) By signing this Agreement, User does hereby expressly assume all risk of injury, exposure to illness, including COVID-19, loss, or damage to User, its organizers, participants, members, spectators, invitees, agents, volunteers, vendors, contractors, employees, and guests, and any third parties, arising out of or in any way related to the above-described Events and Activities or use of the City Facilities, whether or not caused by the act, omission, negligence, or other fault of the City, its officers, officials, agents, contractors, servants, or employees, or by any other cause.

- (5) By signing this Agreement, User hereby excepts, releases, discharges and holds harmless the City, its officers, officials, agents, contractors, servants, employees, and insurers, from any and all claims, demands, and actions for such injury, loss, or damage to persons or personal property suffered by User, its organizers, participants, members, spectators, invitees, agents, volunteers, vendors, contractors, employees, and guests, and any third parties, arising out of or in any way related to the above-described Events and Activities or use of the City Facilities, whether or not caused by the act, omission, negligence, or other fault of the City, its officers, officials, agents, contractors, servants, or employees, or by any other cause. This waiver does not apply to any injuries or damages that are the result of any willful, wanton, or intentional misconduct by the City.
- (6) By executing this Agreement, User acknowledges that it has read this entire Agreement, understands and agrees to its content, has explained it to the members of its organization, if any, and signs it as a free and voluntary act, on behalf of its organization having had an adequate opportunity to consider its terms and conditions. The User understands that entering into and signing this Agreement affects the User's legal rights and results in the User giving up or waiving certain legal rights.

Organization (*if applicable*)

Date

Printed Name

Signature



City Council Memorandum

To: Mayor Fasbender & City Council Members
From: Paige Marschall Bigler, Recreation Program Specialist
Date: July 20, 2020
Item: Special Event Designation

Council Action Requested: Designate Jan's School of Dance rehearsal and recitals as a Special Event with the following conditions.

Background Information: Jan's School of Dance is requesting to hold a dance rehearsal and recitals at Levee Park on Friday, July 31st through Sunday August 2nd 9:00 a.m. – 10:00 p.m. This event requires admission and the defined park space will be closed the general public. City Staff are supportive of the event with the following conditions:

- The identified event space including the Rotary Pavilion, Amphitheater and surrounding green space shall be for the exclusive use of Jan's School of Dance during the hours of 9:00 a.m. – 10:00 p.m. on Friday, July 31st, Saturday, August 1st and Sunday, August 2nd for up to 250 people. The remainder of the Park space will be open for public use.
- The Regional Trail will remain open for public use.
- Event organizers have developed and submitted their COVID 19 Preparedness Plan for this event.
- Event organizers will ensure all MDH, CDC, and MN Executive orders are abided and that this event remains allowable under guidance issued for the event dates.
- Event organizers will cordon off their defined event area, large enough to follow social distancing guidelines with the current maximum attendance of 250 people per the current Executive Order 20-74.
- Any tent or additional "structures" used within the park will need to be anchored with weights. No stakes due to underground irrigation, electrical and bedrock.
- Event organizers will advise spectators they must maintain appropriate social/physical distance and encourage spectators to wear masks.
- Event organizers will post social/physical distance signage in the viewing areas.
- Event organizers are responsible for all equipment and supplies left overnight and when shows are not taking place.
- If City sound equipment is required, event organizer must work with Parks Department authorized sound technician and must be stored in locked building when not in use. City staff provided contact information to event organizers.
- Portable toilets are recommended to be placed on-site to alleviate over-use of the indoor bathroom facility.
- Additional trash and recycling containers are recommended to be coordinated by Event Organizers on-site if event anticipates overflow. Containers must be paired side-by-side and visually labeled as Trash and Recycling. All overflow garbage/recycling generated from the event will be hauled off site by event organizers.
- No unauthorized vehicles on City trails or parked in Levee Park.

- All event supplies and equipment will be removed by event organizers directly following the end of the event.
- Event organizers agree the site will be left in at least the condition it was pre-event.
- Liability Insurance certificate listing the City of Hastings as additionally insured has been provided to City Staff.

Financial Impact:

This event is subject to a Park Rental Fees in accordance with the City's fee schedule for exclusive use of areas:

- Rotary Pavilion, Amphitheater and surrounding area, 3-day rental: \$900.00
- Tax: \$64.14
- Total Charges: \$964.14

Advisory Commission Discussion:

N/A

Council Committee Discussion:

None

Attachments:

- Jan's School of Dance Special Event Permit Application
- Map and Explanation
- Preparedness Plan
- Signed Waiver



SPECIAL EVENT PERMIT APPLICATION

ADHERE TO COVID-19 GUIDELINES. The User represents & confirms that all requirements of the City and State of Minnesota related to COVID-19, including, but not limited to, Governor's Executive Order & State Agency Guidance, have been included in the User's COVID-19 Preparedness Plan which will be implemented and enforced while using any Facility in accordance with this Agreement. User is responsible for monitoring & updating their COVID-19 Preparedness Plan should the requirements of the City or State of Minnesota be altered, updated, or otherwise changed.

General Event Information			
Event Name: <u>Jan's School of Dance 2020 Recital</u>			
Name of Event Coordinator: <u>Jan Tripp, President</u>		Home Phone: <u>651 437-1581</u>	Work Phone: <u>()</u>
Name of Organization / Business Hosting Event: <u>Jan's School of Dance, Inc</u>		Cell Phone: <u>651 399-0483</u>	E-mail: <u>jan.pirouette@comcast.net</u>
Mailing Address: <u>2610 Industrial Ct.</u>		Website: <u>jansschoolofdance.com</u>	
On Site Contact Name: <u>Jan Tripp</u>		On Site Contact Cell Phone: <u>(651) 399-0483</u>	
Type of Event (mark all that apply): Downtown Event <input type="checkbox"/> Race/Run/Walk <input type="checkbox"/> Concert/Performance <input checked="" type="checkbox"/> Fundraiser <input type="checkbox"/> Other: <input type="checkbox"/>			
Date(s) Requested: <u>7/31 → AUGUST 4</u>			
Date	Day of Week	Time	Total Hours
<u>July 31, 2020</u>	<u>Friday</u>	<u>9 am/pm to 10 am/pm</u>	<u>11 hrs</u>
<u>August 1, 2020</u>	<u>Saturday</u>	<u>9 am/pm to 10 am/pm</u>	<u>11 hours</u>
<u>August 2, 2020</u>	<u>Sunday</u>	<u>9 am/pm to 10 am/pm</u>	<u>11 hours</u>
Is this event: <input checked="" type="checkbox"/> Open to the public <input type="checkbox"/> Private		Will this be an annual event? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Has this event been held in another City? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		If yes, when was it held and where?	
Will an admission fee be charged? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		Will donations be accepted? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
What will proceeds from the event be used for? <u>Expenses / Profit</u>			
Anticipated Attendance: Total <u>250</u> Per <u>show</u> - <u>6 shows + 1 dress rehearsal!</u>			
Will there be a tent(s) at the event? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		If yes, how many and how big? <u>2-3 (20' x 30')</u>	

Event Location Information

Location of the event (including the starting line, finish line and staging/disbanding areas): <u>Levi Park Pavilion & Amphitheater & surrounding area</u>	
List of any City parks/facilities to be used for the event: <u>see above</u>	
Number of vehicles expected at the event: <u>2</u>	
Describe where participants will park: <u>Downtown Parking Areas / Streets</u>	
<u>→ August 3, 2020 Monday</u>	<u>9 AM → 10 pm 11 hrs (RAIN DAY)</u>
<u>August 4, 2020 Tuesday</u>	<u>9 AM → 10 pm 11 hrs. (RAIN DAY)</u>
<u>(Monday + Tuesday will not be needed unless a show is rained out)</u>	

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.

Recycling and Trash are required for collection at all events with waste. Recycling and Trash must follow the Best Management Practices including: paired and labeled containers. Questions? Please contact our City Recycling Coordinator 651-480-6182

Will your event generate waste? If yes, we recommend contacting a Hauler for bins and waste pick-up.

Yes No

normal trash

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. N/A

Does not apply.

Event Safety Information

Number of volunteers assisting with the event: 10

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

If yes, please summarize: our teachers will replace volunteers

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

If yes, please summarize: we are fully dependant on your electrical * ability to run show.

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):

Blank header box with horizontal lines.

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:

Under pavillion before & during shows.

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.

Jan Tripp, President

Signature

6-29-2020

Date

Please return completed form to Paige Marschall-Bigler at pmarschall@hastingsmn.gov or mail in to Parks Department 920 10th 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: _____

* All social distanced

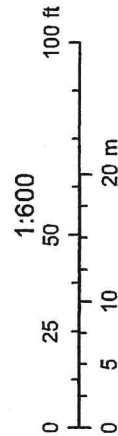
Levee Park - Defined Event Space
29,918 square feet

JAN'S SCHOOL OF DANCE
Jan Tripp 651-399-0483



- 1- Dressing Tent
- 2- On Deck Tent
- 3- Pick up Tent
- 4- Social Distance chairs

July 9, 2020



Property Information

Site Map Explanation-Jan's School of Dance, Inc.

Jan Tripp
651-399-0483

The diagram shows 4 main areas for our site plan. Upon admission, those with tickets will proceed to the standard seating area, grassy areas on either side or the chairs set up in front of the stage.

When it comes time to prepare for their dance, dancers will proceed to tent #1(cement area with picnic table).

When dressed and ready they will proceed to tent 2 with their group, all while social distancing.

They will dance on the stage then proceed to tent 3 for pick-up by their parents. Those dancers performing again during the recital will return to tent 1 by using the Regional Trail path, or they can return to the admission entrance and be readmitted if they have a ticket.

Non-ticketed persons are not allowed in the Basic Admission area. We plan on using "caution tape" to signify this "Basic Admission Area".

Tents will be 20' by 30'.

We expect speakers and the sound equipment to be on the side of the stage-the sound techs will decide that.

Jan's School of Dance, Inc. Covid-19 Plan

We intend to comply with all MDH regulations regarding outdoor entertainment venues.

Pursuant to current MN Health guidelines the Amphitheater Area will be limited to 250 people.

The audience will be socially distanced by family, in 3 areas: formal seating, grassy areas on either side of stage and chairs set up in front of the stage. A worker will monitor the social distancing.

Workers and teachers will be required to wear masks.

The audience, including dancers not dancing, will be strongly encouraged to wear masks.

Dancers will bring their own bags with their own hand sanitizer and labelled water bottle.

Tickets will be passed out prior to the show. They will be shown and kept by the ticketholder. We expect very few tickets to be sold on-site.

While standing in line to enter, families will be asked to socially distance. Upon reaching the ticket booth they will be asked if they have read the **POSTED SIGN of COVID-19 SYMPTOMS** based upon the Mayo Clinic questions.

They then will be admitted to the Amphitheater areas and required to socially distance.

Dancers that are not ticketed will not be admitted. They will be directed to the large shade tree and staging tent. All tents will be monitored by a worker for social distancing issues.

Between shows we will disinfect the stage flooring, the chairs, sound system, and the ticket table area.

Any questions please contact Jan Tripp: 651-399-0483



Waiver, Release, and Indemnification Agreement

This Waiver, Release and Indemnification Agreement ("Agreement") is entered into between the City of Hastings ("City") and Janis School of Dance ("User") for use of the following City facilities: Levi Park Amphitheater ("City Facilities") by the User for the following events and/or activities: 2020 Dance Recital → and bathrooms

THIS IS A WAIVER, RELEASE OF LIABILITY, AND INDEMNIFICATION AGREEMENT. THE USER MUST READ THIS DOCUMENT CAREFULLY BEFORE SIGNING.

User is using certain City Facilities for Events and Activities and prior to such use, City requires the release and indemnification of the City as set forth in this Agreement;

NOW, THEREFORE, in consideration for being permitted to use the City Facilities and engage in the above-described Events and Activities on the City's property, User and its members, participants, representatives, servants, agents, successors, predecessors, assigns, employees, invitees, guests, officers, and directors (collectively referred to herein as "User") hereby acknowledge, represent, and agree as follows:

- (1) User agrees to comply with all rules, regulations, policies and guidelines for use of City Facilities, including those related to COVID-19.
- (2) The User represents and confirms that all requirements of the City and State of Minnesota related to COVID-19, including, but not limited to, Governor's Executive Order(s) and State Agency Guidance, have been included in the User's COVID-19 Preparedness Plan which will be implemented and enforced while using any City Facility in accordance this Agreement. User is responsible for monitoring and updating their COVID-19 Preparedness Plan should the requirements of the City or State of Minnesota be altered, updated, or otherwise changed.
- (3) User understands that the use of the City Facilities and the participation in the above-described Events and Activities may involve risk of injury, loss, or damage to the participants and/or third parties. The User acknowledges that such risks may include, but are not limited to, bodily injury, personal injury, sickness, disease, including exposure to COVID-19, death, and property loss or damage. By executing this Agreement, User assumes all such risks.
- (4) By signing this Agreement, User does hereby expressly assume all risk of injury, exposure to illness, including COVID-19, loss, or damage to User, its organizers, participants, members, spectators, invitees, agents, volunteers, vendors, contractors, employees, and guests, and any third parties, arising out of or in any way related to the above-described Events and Activities or use of the City Facilities, whether or not caused by the act, omission, negligence, or other fault of the City, its officers, officials, agents, contractors, servants, or employees, or by any other cause.

- (5) By signing this Agreement, User hereby excepts, releases, discharges and holds harmless the City, its officers, officials, agents, contractors, servants, employees, and insurers, from any and all claims, demands, and actions for such injury, loss, or damage to persons or personal property suffered by User, its organizers, participants, members, spectators, invitees, agents, volunteers, vendors, contractors, employees, and guests, and any third parties, arising out of or in any way related to the above-described Events and Activities or use of the City Facilities, whether or not caused by the act, omission, negligence, or other fault of the City, its officers, officials, agents, contractors, servants, or employees, or by any other cause. This waiver does not apply to any injuries or damages that are the result of any willful, wanton, or intentional misconduct by the City.
- (6) By executing this Agreement, User acknowledges that it has read this entire Agreement, understands and agrees to its content, has explained it to the members of its organization, if any, and signs it as a free and voluntary act, on behalf of its organization having had an adequate opportunity to consider its terms and conditions. The User understands that entering into and signing this Agreement affects the User's legal rights and results in the User giving up or waiving certain legal rights.

Jan's School of Dance, Inc June 25, 2020
Organization (if applicable) Date

Jan Tripp, President
Printed Name

Jan Tripp, President
Signature



City Council Memorandum

To: Mayor Fasnender & City Councilmembers
From: Julie Flaten, Administrative Services Director
Date: July 20, 2020
Item: Special City Council Meeting to Canvass 2020 Primary Election Results

Council Action Requested:

Schedule a special City Council meeting for Friday, August 14, 2020 for the purpose of canvassing the local results of the Primary Election.

Background Information:

By statute the City Council must canvass the local results of the Primary Elections within a specified time period. At the August 14th meeting the results for the race of Ward 2 Councilmember will be canvassed to narrow the choices from three candidates to two for the General Election in November. A quorum is needed at the meeting. The meetings are brief and will be held at 4:30 p.m.

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, Deputy City Clerk
Date: July 20, 2020
Item: Training of Healthcare Facility Employees for Absentee Voting

Council Action Requested:

Approve the attached resolution to allow City Election Officials to train employees of healthcare facilities to administer the voting process to residents of those facilities.

Background Information:

People most susceptible for COVID-19 are older adults with underlying medical conditions. Many cases of COVID-19 have occurred in older adults living in healthcare facilities (e.g. assisted living and nursing homes).

Minnesota statute 203B.11 details absentee voting procedures for those residents of a healthcare facility. This includes, specifically trained election judges visiting the healthcare facilities and helping residents to absentee vote.

Due to the COVID-19 Pandemic, the Minnesota Legislature recently passed a COVID-19 elections bill; Chapter 77 – H.F.No. 3429. Part of the bill allows for employees of healthcare facilities to be trained by City Election Officials to administer the absentee voting process to residents of the facilities. By training the employees, it will limit the amount of COVID-19 potential exposure to both the healthcare facility residents and election judges.

Financial Impact:

None.

Advisory Commission Discussion:

N/A

Council Committee Discussion:

N/A

Attachments:

- Resolution

**CITY OF HASTINGS
COUNTIES OF DAKOTA & WASHINGTON**

RESOLUTION NO. 07- -20

**A RESOLUTION TO ALLOW THE TRAINING OF HEALTHCARE FACILITY EMPLOYEES
TO ADMINISTER ABSENTEE VOTING TO HEALTHCARE FACILITY RESIDENTS**

WHEREAS, COVID-19 has affected many older adults living in healthcare facilities;

WHEREAS, Minnesota State statute 203B.11, details that specifically trained election judges administer absentee voting to residents living in healthcare facilities;

WHEREAS, the Minnesota Legislature recently passed a COVID-19 elections bill allowing City Election Officials to train employees of healthcare facilities to administer the absentee voting process to residents; and

WHEREAS, by training healthcare facility employees, it will help prevent the possible transmission of COVID-19 between election judges and the healthcare facility residents.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Hastings, Minnesota, hereby do allow the training of healthcare facility employees to be trained by City Election Officials to administer absentee voting to residents of those facilities.

Adopted by the Hastings City Council this 20th day of July 2020.

Mary Fasbender, Mayor

ATTEST:

Julie Flaten, City Clerk



City Council Memorandum

To: Mayor Fasbender & City Council Members
From: Erica Henderson, Deputy City Clerk
Date: July 20, 2020
Item: Approve Lawful Gambling Premise Permit for Hastings Hockey Boosters at Loco U & Me d/b/a Me & Julio

Council Action Requested:

Approve the attached resolution allowing Hastings Hockey Boosters a Lawful Gambling Premise Permit at Loco U & Me d/b/a Me & Julio, 1352 Sibley Memorial Highway.

Background Information:

The Hastings Hockey Boosters has made application for a Lawful Gambling Premise Permit at Loco U & Me d/b/a Me & Julio, 1352 Sibley Memorial Highway. They currently are in the process of being registered with the Minnesota Gambling Control Board (MGCB) as an Active Lawful Gambling Organization.

Approval and issuance of the license is contingent upon submittal of all required documents.

Financial Impact:

The associated background check fee has been paid.

Advisory Commission Discussion:

N/A

Council Committee Discussion:

N/A

Attachments:

- Resolution

**CITY OF HASTINGS
DAKOTA COUNTY, MINNESOTA**

RESOLUTION 07- -20

**RESOLUTION APPROVING THE LAWFUL GAMBLING
PREMISE PERMIT APPLICATION BY
HASTINGS HOCKEY BOOSTERS**

WHEREAS, Hastings Hockey Boosters has made application for a Lawful Gambling Premise Permit at Loco U & Me d/b/a Me & Julio, 1352 Sibley Memorial Highway;

WHEREAS, they are registering with the Minnesota Gambling Control Board (MGCB) as an Active Lawful Gambling Organization;

WHEREAS, approval and issuance of the license is contingent upon submittal of all required documents; and

WHEREAS, Hastings Hockey Boosters shall comply with all applicable laws governing lawful gambling, including the requirement of 50% of lawful gambling expenditures to be used for lawful proposes within the City of Hastings' trade area.

NOW, THEREFORE BE IT RESOLVED, by the City Council of the City of Hastings, that the Mayor and City Clerk are authorized and directed to sign this resolution.

**ADOPTED BY THE CITY COUNCIL OF HASTINGS, MINNESOTA THIS 20th
DAY OF July 2020.**

ATTEST:

Mary D. Fasbender, Mayor

Julie Flaten, City Clerk



City Council Memorandum

To: Mayor Fasbender & City Councilmembers
From: Julie Flaten, Administrative Services Director
Date: July 20, 2020
Item: Tennis Sanitation Green Team

Council Action Requested:

No action requested.

Background Information:

Each quarter Tennis Sanitation selects a local organization who collects recyclable cardboard. Tennis Sanitation gives the proceeds from that collection to the organization. For the 2nd Quarter of 2020 Girl Scout Troop 57366 collected 31.09 tons of cardboard and will receive \$466.35.

Boy Scout Troup 503 is the 3rd Quarter organization.

Financial Impact:

N/A

Advisory Commission Discussion:

N/A

Council Committee Discussion:

N/A

Attachments:

Youth Recycling Program Report
Recycling Quarterly Report

Tennis Sanitation, L.L.C.

651-459-1887

"Recycling is Everyone's Future"

RE: RECYCLING QUARTERLY REPORT FOR 2nd QUARTER 2020

Dear City of Hastings Recycling Coordinator,

Tennis Sanitation is pleased to provide the following quarterly recycling report detailing the materials that were collected, processed and delivered to recycling markets from single family dwellings.

The Community of Hastings Recycled:

TYPE	April Wght (tons)	May Wght (tons)	June Wght (tons)	NET Total Wgt	UNIT DESCRIPTION
Cardboard: 37.35%	67.78	68.99	63.44	200.21	tons Boxes
Paper: 33.07%	60.01	61.09	56.17	177.27	tons Paper, newspaper, cereal boxes, junk mail
Scrap Metal: 1.59%	2.89	2.94	2.70	8.52	tons Household scrap metal - Pots & pans
Large Plastic: 0.55%	1.00	1.02	0.93	2.95	tons Toys and parts
Z-Bale Plastic: 2.30%	4.17	4.25	3.91	12.33	tons Milk Jugs - Laundry Detergent
PET Plastic: 3.33%	6.04	6.15	5.66	17.85	tons Variety of drink bottles
Tin: 1.39%	2.52	2.57	2.36	7.45	tons bi-metal and tin cans
Chipped Glass: 14.67%	26.62	27.10	24.92	78.64	tons Bottles and Jars
Aluminum: 1.64%	2.98	3.03	2.79	8.79	tons aluminum cans
Linen 0.06%	0.09	0.11	0.10	0.31	tons Reusable Textiles and shoes
Milk Cartons: 0.19%	0.34	0.35	0.32	1.02	tons Beverage & soup cartons
Total Tons:	174.44	177.59	163.29	515.32	Tons Net total recycling for the month

Other fun facts:

TYPE	Single Family Weight (lbs)	Single Family Weight (lbs)	Single Family Weight (lbs)	NET /AVRGE Calcs.	
Units:	5704	5704	5704	5704	Units collected per week
Wgt/home:	61.16	62.27	57.26	60.23	lbs Average lbs per unit collected per month
Linens:	0.00	0.00	0.00	0.00	lbs Reusable Clothing & Shoes

Average % SF	86%	90%	86%	87%
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Summary of report: This month illustrates resident's recycling efforts.

The above recycling break-out reflects the composite study based off of Tennis Recycle totals for 2019.

Great job on your recycling efforts.

Sincerely,

Angela Hamann

City Liaison, Commodity Sales & Reports

Tennis Sanitation

PO Box 62

720 4th St St. Paul Park, MN 55071

Youth Recycling Program

2020



2nd Quarter Organization: **Girl Scout Troop 57366**

<u>April</u>			<u>May</u>			<u>June</u>		
<u>Date</u>	<u>Weight</u>	<u>Proceeds</u>	<u>Date</u>	<u>Weight</u>	<u>Proceeds</u>	<u>Date</u>	<u>Weight</u>	<u>Proceeds</u>
4/1/2020	860	\$6.45	5/1/2020	1480	\$11.10	6/1/2020	1580	\$11.85
4/3/2020	1520	\$11.40	5/4/2020	2020	\$15.15	6/3/2020	2180	\$16.35
4/6/2020	1680	\$12.60	5/6/2020	1420	\$10.65	6/5/2020	1500	\$11.25
4/8/2020	1000	\$7.50	5/8/2020	2400	\$18.00	6/8/2020	1580	\$11.85
4/10/2020	1480	\$11.10	5/11/2020	1820	\$13.65	6/10/2020	1300	\$9.75
4/13/2020	1240	\$9.30	5/13/2020	1060	\$7.95	6/12/2020	1460	\$10.95
4/15/2020	880	\$6.60	5/15/2020	2660	\$19.95	6/15/2020	1540	\$11.55
4/17/2020	940	\$7.05	5/18/2020	2500	\$18.75	6/17/2020	1000	\$7.50
4/20/2020	740	\$5.55	5/20/2020	1460	\$10.95	6/19/2020	2080	\$15.60
4/22/2020	1700	\$12.75	5/22/2020	1580	\$11.85	6/22/2020	1700	\$12.75
4/24/2020	2540	\$19.05	5/25/2020	1720	\$12.90	6/24/2020	1560	\$11.70
4/27/2020	1540	\$11.55	5/27/2020	1100	\$8.25	6/26/2020	1240	\$9.30
4/29/2020	1220	\$9.15	5/29/2020	2600	\$19.50	6/29/2020	2300	\$17.25
				Total Weight:	31.09			Tons
				Proceeds:	\$466.35			

Next Organization: Boy Scout Troop 503

17340
8.67

23820
11.91

21020
10.51

*City Council Memorandum*

To: Mayor Fasbender & City Council Members
From: Nick Egger – Public Works Director
Date: July 16, 2020
Item: Water Service Repair Costs Appeal – 1208 Tyler Street (McCoy Family)

Council Action Requested:

At the July 6th City Council meeting, this item was requested for Council discussion by Councilmember Folch during the July 20th City Council meeting. The Operations Committee previously discussed this matter twice, in December of 2019, and in February of this year. The Operations Committee did not support the appeal.

Background Information:

Per City ordinances, Chapter 51.05 D, all sewer and water service lines belong entirely to the property, and are the owner's responsibility. The water service to this property was repaired in October of 2019. The City first suspected a leak on this service line in 2017 after making a sweep through the neighborhood in conjunction with that year's leak detection program. The leak detection service's acoustic assessment was consistent with that of a small service line leak. Accordingly, the City contacted the McCoy family (Andy McCoy) to notify them of our suspicions, and to urge them to coordinate with a contractor to excavate and make repairs as necessary. Staff indicated that if nothing were found on the service line the City would gladly cover the expenses. However, family representative Andy McCoy was incredulous to the report that the leak was occurring on the service line, and decided not to pursue any physical exploration.

In the fall of 2019, water began to present on the surface and it was now very evident it was a leak from below. The City brought out leak detection services once again to attempt to get as close a location as possible on the leak before digging. Leak detection reported that the leak was coming from a point close to where the service and mainline meet, but that it was difficult to distinguish which of the two was leaking. With this in mind, the City undertook the act of coordinating with a contractor make the repairs. Staff communicated the timing for the contractor's planned arrival to Mr. McCoy, and reiterated that if the leak was found to be on the City's mainline it would be a City expense, and if it was on the service line it would be the owner's. Mr. McCoy stated that he may or may not be able to be on the site while the work was taking place, and staff was therefore diligent in taking photographs to document the work. As the contractor proceeded with the work, it was confirmed that the leak was in fact on the copper service line several feet out from the connection to the main line (see attached photos). Once the street repairs were completed, the City aggregated the utility repair and street repair invoices and sent a bill for all repair costs.

Photos of Repair Work and Leak in Existing Service Line



To date, the bill has not been remitted, as the owner's family disagrees with overtime hours the contractor had to put in because of the time of day when some of the work took place. The owner is suggesting that the City could have planned and scheduled the repair work to avoid this scenario. City staff would point out that obtaining a contractor to respond to this type of issue isn't completely at the client's maximum convenience, and that the level of urgency to repair a leak is high because of the potential for the leak to impact integrity of soils, other underground utilities, and street pavements the longer it persists. The utility contractor was not able to arrive on the site until the early afternoon hours on the day when the repair was made, and therefore some of their efforts took place after normal business hours to wrap up the job. Additionally, the City's experience with the contractor who performed the work is that they are very expedient in being able to get in and get out while leaving a small footprint of impact when performing these repairs.

Ordinance Implications:

The City's Ordinance outlining responsibilities for sewer and water service connections (Chapter 51.05, Part D) states:

(D) Responsibility of property owner. Notwithstanding provisions of this chapter relating to ownership of municipal utility facilities, the property owner served thereby is responsible for installation and maintenance of all lateral sewer and water facilities from the main (owned and maintained by the City) regardless of whether they may be on public or private property.

The Ordinances do not provide an appeal process for disputing responsibility for costs related to utility service repairs, but the owners have been allowed significant opportunity to be heard at both staff and Committee levels of the City. Considering action before the Council on this matter would be unconventional at the least, and an action to waive part of the responsibility would be a departure from enforcing the City's ordinance.

Financial Impact:

The total cost of \$5,467 for the contractors' costs is commensurate with service line repairs that involve repair of the street. The City also did contribute some labor, equipment time, leak detection and administrative efforts in coordinating the repairs by the contractor. These types of efforts are typically not performed by the City, as the vast majority of property owners take action immediately to contact contractors and get repair processes moving. The City's efforts were not added to the bill presented to the McCoy family.

Operations Committee Discussion:

The Operations Committee of the Council met in December of 2019 and in February of 2020 to discuss this matter. McCoy family representatives attended both meetings. The Committee members concluded that they could not support any changes to the charges. A copy of the meeting summary notes from February 11th has been attached to this memo.

Staff Recommendation:

Staff recommendation continues to be that the City needs to stay consistent with the application of the ordinance, in that the full cost responsibility for the repair rests with the property owner.

Attachments:

- February 11 Operations Committee Recap Notes
- Repair Cost Invoices
- McCoy Family document (pending)



OPERATIONS COMMITTEE MEETING
FOLLOW UP NOTES AND ACTIONS

Meeting Held on February 11, 2020

Agenda

- Revisit Appeal – McCoy Water Service Repair
- 2020 Neighborhood Infrastructure Improvements
 - ▣ Cemetery Assessment Recommendation
 - ▣ Review of Open House Meetings
 - ▣ Confirm Final Scope & Next Steps
- Southview Dr/Westview Dr Stop Sign Removal Request
- Old Mill Court Pavement Issue

In Attendance:

Committee Chair Lund and Councilmember Vaughan

Staff – PW Director Egger, City Engineer Stempski, PW Superintendent Peine, and Assistant City Engineer Caven

Residents Present – Andy and Stan McCoy

McCoy Water Service Repair – 1208 Tyler Street

- Service line leak suspected in 2017 after Citywide leak detection survey.
 - Sewer and Water Services are responsibility of property that they serve per City Ordinance, Chapter 51.05D
 - Owner notified. No action taken.
- Leak presented with water coming to surface in fall 2019.
 - In attempt to confirm location, City leak detection vendor brought back to area. Detection was inconclusive whether leak was on the service line or the main line. Excavation was only way to confirm.
- Time of essence - City elects to have contractor perform exploratory and repair work.
 - Owner provided notice and given opportunity to be present on site during repairs.
- Excavation confirms 1/4" hole had developed on copper service line a few feet out from main.
 - Owner notified and City indicated that expenses would be billed to owner.
- Invoices sent to owner. Owner contests costs for overtime hours by utility repairs contractor, and some cost of paving patch work.
 - City took action when clear evidence of leak was presenting itself. Contractors are busy and their arrival is not always at the optimal time of the client's choosing, and leaving the leak persist risks other infrastructure damages.
 - Cost is commensurate with other underground utility repairs for service or mainline failures.
 - Owner asserting City could have performed additional leak detection before pavement mill and overlay project and performed repair then, eliminating need for some amount of street patch costs and possibly utility contractor overtime.
 - Owner did have opportunity to seek out contractor to perform exploratory excavation and repair after being notified in 2017 of potential leak.



Committee Discussion Summary

- *Committee members understood that the owners were seeking some relief from expenses based on timing of the issue and suggestions that some costs could have been avoided if the City had taken action before the Mill & Overlay project.*
- *The Committee members recognized that there were City efforts made to communicate with the owner in the past about the risks of letting a leak fester, and that when this did not result in owner-initiated action, the City needed to take decisive action to remedy the issue before it resulted in larger-scale damages to infrastructure, and then sort out cost responsibilities based on the findings after the leak was excavated.*
- *The Committee also recognized that the overall costs for the work entailed were in typical range for this sort of repair, and that there was unbilled City labor/equipment assistance that is normally not provided by the City when owners make their own repair arrangements with contractors.*
- *The Committee members suggested there appears to be an opening for some small levels of change in protocol for City communication with a property owner on this type of incident.*
- *The Committee concluded that with the repair costs being in line with typical ranges for the repair work that took place, it could not support any reduction in cost for the owner.*
- *The Committee recommended that the owner consider requesting for the repair costs to be assessed back to the property under the City's utility service repair assessment program in order to help break down payment into installments. It is at the owner's discretion to make this request through staff.*



P.O. BOX 72
 VERMILLION, MN 55085
 PH: 651.437.2333 FX: 651.437.7960

INVOICE

Due Date	Date	Invoice #
11/7/19	10/8/19	19-9069

City of Hastings
 101 4th Street E
 Hastings, MN 55033

Ship To
Street patch 1208 Tyler St Hastings, MN 55033
<i>util-lines</i>

P.O. Number	Terms	Rep	Project
	Net 30	JJ	19-9069 Street Patch

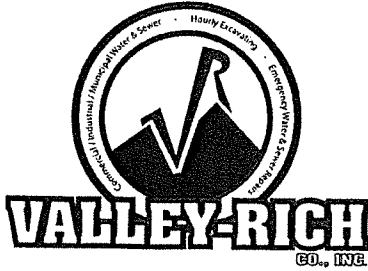
Quantity	Item Code	Description	U/M	Price Each	Amount
		10-3-19			
1	J-TM-U	Utility Truck	hr	113.00	113.00
1	J-TM-Q	Dump Truck	hr	120.00	120.00
1	J-TM-SA	Single Axle Truck	hr	115.00	115.00
2	J-TM-SS	Skid Steer (wheels)	hr	131.00	262.00
1	J-TM-SMB	Skidsteer with Mill or Broom Attachment	hr	150.00	150.00
1	J-TM-VR	Vibratory Roller	hr	113.00	113.00
0.5	J-TM-PC	Plate Compactor	hr	95.00	47.50
3.5	J-TM-L	Laborers	hr	82.00	287.00
3.93	J-TM-A3	3/4" Wear Course	ton	57.00	224.01

Phone #
651.437.2333

We appreciate your business!

Thank you!

Subtotal	\$1,431.51
Sales Tax (0.0%)	\$0.00
TOTAL DUE	\$1,431.51



147 Jonathan Blvd. N. - Suite 4
 Chaska, MN 55318
 Phone: (952) 448-3002
 Fax: (952) 448-3362

INVOICE

BILL TO City of Hastings
 101 4th Street East
 Hastings, MN 55033

JOB 1208 Tyler Street/Hastings
 1208 Tyler Street
 Hastings

CUSTOMER	PURCHASE ORDER NO.	JOB NO.	TERMS	INVOICE
HASTINGS		R190605 09/30		9/17/19 1

ITEM NO.	QUANTITY	DESCRIPTION	UNIT PRICE	EXTENDED PRICE
EQUIPMENT	1.50	9/9/2019: Laborer	120.00	180.00
EQUIPMENT	4.00	9/17/2019: 7/8 Yard Excavator	173.00	692.00
EQUIPMENT	1.00	9/17/2019: Tractor Breaker Flat Fee	300.00	300.00
EQUIPMENT	0.50	9/17/2019: Tractor w/Hydraulic Breaker	175.00	87.50
EQUIPMENT	1.00	9/17/2019: Tractor Tamper Flat Fee	250.00	250.00
EQUIPMENT	0.50	9/17/2019: Tractor w/Hydraulic Tamper	175.00	87.50
EQUIPMENT	1.00	9/17/2019: Small Hand Tamper per Day	100.00	100.00
EQUIPMENT	13.00	9/17/2019: Laborer	120.00	1,560.00
EQUIPMENT	6.00	9/17/2019: Overtime	60.00	360.00
EQUIPMENT	2.00	9/17/2019: Lowboy	165.00	330.00
MATERIALS	1.00	Stock Materials	88.38	88.38

SALE AMOUNT	4,035.38
TOTAL	\$4,035.38

1208 Tyler Street – Hastings Mn

Water line repair

1.1 NEXT PROCESS

- A. Next steps after this meeting
- B. Who has the authority to make the final decision on the outcome?

1.2 RESPONSIBILITY

- A. City Ordinance
 - 1. No definition of main
 - 2. “water facilities” no definition.
 - 3. “Water lateral” intent?
 - 4. MN Plumbing no definition of the water lateral.
 - 5. Open for interpretation.
- B. Shut-off valves
 - 1. Water line shut-off until the line is activated.
 - 2. Corporation stop.
 - 3. If need to shut down the main, then must be part of the main.
- C. Not allowed to do maintenance and perform the repair.
- D. Agreement on the cost of the discovery work.

1.3 LENGTH OF LEAK

- A. Cause of the hole.
 - 1. Had pipe to further investigate.
 - 2. Corrosion
 - a. Erosion – no water flowing.
 - 1) Happens at most often at fittings.
 - 2) Velocity too high or particulate.
 - b. Other forms – bigger problem or poor back fill.
 - 3. Damage to the line.
- B. Duration of the leak
 - 1. Since the line was installed – pressure test.
 - a. Large hole - took a long time to create.
 - 2. Identified to us about two years ago. Suspected there was a leak.
 - 3. Summer 2019 - Water appeared in the gutter.
- C. Timing of the repair – could have been done as part of the street overlay.

1.4 BILL

- A. Work performed on a time and material basis.
 - 1. Not the most cost-effective way to do work.
- B. Multiple proposals.

- C. We were not allowed to be part of the process.
- D. Valley Rich invoice.
 - 1. Equipment seems excessive
 - 2. Hours don't match the time on the site.
 - 3. Overtime hours.
- E. Pine Bend Invoice
 - 1. Equipment would have been reduced if the work was done at the same time as the other patching that was done before the overlayment.
 - 2. Reduction for patch versus a final repair.

I N V O I C E

INVOICE #: 201910182193
INVOICE DATE: 10/18/2019
CUSTOMER #: 02518



CITY OF HASTINGS
X-A-01
101 4th Street East
Hastings, MN 55033-1944
651-480-2350
(Fax) 651-437-7082

MARY T MCCOY
1208 TYLER STREET
HASTINGS MN 55033

AMOUNT PAID: \$ _____

Please return top portion with payment

Customer #	Invoice #	Due Date
02518	201910182193	11/17/2019

Item Description	Amount
9/17/19- SERVICE LINE REPAIR	5,478.68

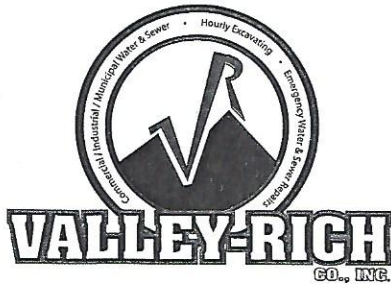
Subtotal:	5,478.68
Sales Tax:	0.00
Invoice Total:	5,478.68

CITY OF HASTINGS - CREDIT/DEBIT CARD PAYMENT FORM

VISA DISCOVER MASTERCARD *Option not available for any loan payments

Cardholder Name		
Street Address (where card is billed)		
City	State	Zip
Credit Card Account Number		
Credit Card Expiration Date		Amount \$
Signature		Date
Customer Number	Telephone Number	

For your convenience, please complete this form and mail in the enclosed envelope with the top portion of this invoice.
For faster service, call City Hall to charge over the phone (651) 480.2350.



147 Jonathan Blvd. N. - Suite 4
 Chaska, MN 55318
 Phone: (952) 448-3002
 Fax: (952) 448-3362

INVOICE

BILL TO City of Hastings
 101 4th Street East
 Hastings, MN 55033

JOB 1208 Tyler Street/Hastings
 1208 Tyler Street
 Hastings

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P.O. BOX 72
 VERMILLION, MN 55085
 PH: 651.437.2333 FX: 651.437.7960

INVOICE

Due Date	Date	Invoice #
11/7/19	10/8/19	19-9069

City of Hastings
 101 4th Street E
 Hastings, MN 55033

Ship To
Street patch 1208 Tyler St Hastings, MN 55033

P.O. Number	Terms	Rep	Project
	Net 30	JJ	19-9069 Street Patch

Quantity	Item Code	Description	U/M	Price Each	Amount
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0.5	J-TM-PC	Plate Compactor	hr	95.00	47.50
3.5	J-TM-L	Laborers	hr	82.00	287.00
3.93	J-TM-A4	Asphalt Wear (1/2")	ton	60.00	235.80

Phone #	We appreciate your business!	Subtotal	\$1,443.30
651.437.2333		Thank you!	Sales Tax (0.0%) \$0.00
		TOTAL DUE	\$1,443.30

X-A-01



City of Hastings 2019 Pavement Mill & Overlay Program OFFICIAL BIDS TABULATION Bids Received on April 25, 2019								PARK CONSTRUCTION CO. 1481 81ST AVE NE MINNEAPOLIS, MN 55432		MN Paving and Materials 14475 QUIRAM DR. ROGERS, MN 55374		BITUMINOUS ROADWAYS 1520 COMMERCE DR MENDOTA HEIGHTS, MN 55120		MCNAMARA CONTRACTING, INC 16700 CHIPPENDALE AVE. ROSEMOUNT, MN 55068	
Item No.	MNDOT No.	Item Description	Unit	STATE AID SEGMENTS		LOCAL SEGMENTS		Unit Cost	Total	Unit Cost	Total	Unit Cost	Total	Unit Cost	Total
				RAMSEY ST: S.A.P. 130-130-005	TYLER ST: S.A.P. 130-125-005	NON-PARTICIPATING QUANTITY	QUANTITY								
			PARTICIPATING QUANTITY	PARTICIPATING QUANTITY											
1	2021.501	MOBILIZATION	LS	0.21	0.23	0.56	1	\$ 27,200.00	\$ 27,200.00	\$ 15,315.44	\$ 15,315.44	\$ 13,900.00	\$ 13,900.00	\$ 53,500.00	\$ 53,500.00
2	2102.503	PAVEMENT MARKING REMOVAL	LF				475	\$ 1.00	\$ 475.00	\$ 2.46	\$ 1,168.50	\$ 1.70	\$ 807.50	\$ 1.25	\$ 593.75
3	2102.518	PAVEMENT MARKING REMOVAL	SF				75	\$ 3.05	\$ 228.75	\$ 3.01	\$ 225.75	\$ 5.60	\$ 420.00	\$ 7.00	\$ 525.00
4	2104.503	REMOVE CONCRETE CURB & GUTTER (FOR SPOT REPLACEMENT)	LF	188	245.5	464.5	898	\$ 18.00	\$ 16,164.00	\$ 7.40	\$ 6,645.20	\$ 8.80	\$ 7,902.40	\$ 15.00	\$ 13,470.00
5	2104.503	SAWCUT BITUMINOUS (2")	LF	211	253	823	1,287	\$ 1.95	\$ 2,509.65	\$ 2.38	\$ 3,063.06	\$ 2.80	\$ 3,603.60	\$ 1.00	\$ 1,287.00
6	2104.504	REMOVE CONCRETE SIDEWALK/DRIVEWAY PAVEMENT	SY	74.2	62.4	115.5	252	\$ 32.50	\$ 8,193.25	\$ 12.73	\$ 3,209.23	\$ 19.00	\$ 4,789.90	\$ 20.00	\$ 5,042.00
7	2104.504	REMOVE BIT PAVEMENT	SY		98.2	135	233	\$ 10.00	\$ 2,332.00	\$ 8.73	\$ 2,035.84	\$ 12.00	\$ 2,798.40	\$ 20.00	\$ 4,664.00
8	2211.509	AGG BASE CL5 (STREET)	TON				55	\$ 33.60	\$ 1,848.00	\$ 31.16	\$ 1,713.80	\$ 17.00	\$ 935.00	\$ 30.00	\$ 1,650.00
9	2232.504	MILL BITUMINOUS PAVEMENT (2")	SY	6,524	7,116	14,783	28,423	\$ 1.05	\$ 29,844.15	\$ 1.38	\$ 39,223.74	\$ 1.90	\$ 54,003.70	\$ 2.00	\$ 56,846.00
10	2331.603	JOINT ADHESIVE	LF	5,069	5,091	13,201	23,361	\$ 0.57	\$ 13,315.77	\$ 0.56	\$ 13,082.16	\$ 0.70	\$ 16,352.70	\$ 0.50	\$ 11,680.50
11	2357.506	BIT MATERIAL FOR TACK COAT	GAL	652	722	1,481	2,855	\$ 2.40	\$ 6,852.00	\$ 1.60	\$ 4,568.00	\$ 4.60	\$ 13,133.00	\$ 1.00	\$ 2,855.00
12	2360.509	BIT WEAR COURSE MIX SPWEB340B	TON	789	873	1,791	3,453	\$ 56.90	\$ 196,475.70	\$ 61.31	\$ 211,703.43	\$ 60.00	\$ 207,180.00	\$ 55.00	\$ 189,915.00
13	2360.509	BIT NON WEAR COURSE MIX SPNWB330B	TON	40	44	94	178	\$ 76.50	\$ 13,617.00	\$ 110.62	\$ 19,690.36	\$ 75.50	\$ 13,439.00	\$ 100.00	\$ 17,800.00
14	2360.509	BIT WEAR COURSE MIX SPWEA240B (TRAIL)	TON			2	2	\$ 301.00	\$ 602.00	\$ 141.50	\$ 283.00	\$ 141.00	\$ 282.00	\$ 200.00	\$ 400.00
15	2360.509	BIT NON WEAR COURSE MIX SPNWB230B (TRAIL)	TON			2	2	\$ 297.00	\$ 594.00	\$ 117.99	\$ 235.98	\$ 137.00	\$ 274.00	\$ 200.00	\$ 400.00
16	2504.602	ADJUST EXISTING GATE VALVES	EA	3	5	10	18	\$ 53.80	\$ 968.40	\$ 248.87	\$ 4,479.66	\$ 254.00	\$ 4,572.00	\$ 500.00	\$ 9,000.00
17	2504.602	REPLACE GATE VALVE BOX SECTION	EA			1	1	\$ 564.00	\$ 564.00	\$ 475.63	\$ 475.63	\$ 258.00	\$ 258.00	\$ 750.00	\$ 750.00
18	2506.502	ADJUST RINGS & CASTING - CATCH BASIN (REINSTALL CASTING)	EA		4		4	\$ 66.50	\$ 266.00	\$ 473.68	\$ 1,894.72	\$ 442.00	\$ 1,768.00	\$ 400.00	\$ 1,600.00
19	2506.502	ADJUST RINGS & CASTING - CATCH BASIN (NEW CASTING)	EA	6	2	2	10	\$ 850.00	\$ 8,500.00	\$ 978.28	\$ 9,782.80	\$ 659.00	\$ 6,590.00	\$ 1,100.00	\$ 11,000.00
20	2506.502	ADJUST RINGS & CASTING - MANHOLE (REINSTALL CASTING)	EA	1		3	4	\$ 610.00	\$ 2,440.00	\$ 473.68	\$ 1,894.72	\$ 697.00	\$ 2,788.00	\$ 550.00	\$ 2,200.00
21	2506.602	ADJUST CASTINGS	EA	7	11	21	39	\$ 187.00	\$ 7,293.00	\$ 139.39	\$ 5,436.21	\$ 605.00	\$ 23,595.00	\$ 550.00	\$ 21,450.00
22	2506.602	CHIMNEY SEAL	EA	14	17	26	57	\$ 229.00	\$ 13,053.00	\$ 160.45	\$ 9,145.65	\$ 247.00	\$ 14,079.00	\$ 150.00	\$ 8,550.00
23	2521.518	4" CONCRETE SIDEWALK	SF	302.4	210.6	416.7	930	\$ 8.60	\$ 7,995.42	\$ 14.08	\$ 13,090.18	\$ 10.50	\$ 9,761.85	\$ 12.00	\$ 11,156.40
24	2521.518	6" CONCRETE SIDEWALK	SF	360	375.3	1,458.5	2,194	\$ 8.60	\$ 18,866.68	\$ 19.81	\$ 43,459.18	\$ 12.00	\$ 26,325.60	\$ 16.00	\$ 35,100.80
25	2531.503	B618 CONCRETE CURB & GUTTER (FOR SPOT REPLACEMENT)	LF	188	245.5	579.5	1,013	\$ 28.30	\$ 28,667.90	\$ 42.51	\$ 43,062.63	\$ 48.50	\$ 49,130.50	\$ 35.00	\$ 35,455.00
26	2531.618	TRUNCATED DOMES, CAST IRON	SF	70	102	146	318	\$ 42.40	\$ 13,483.20	\$ 75.21	\$ 23,916.78	\$ 62.00	\$ 19,716.00	\$ 50.00	\$ 15,900.00
27	2563.501	TRAFFIC CONTROL	LS	0.12	0.12	0.76	1	\$ 10,400.00	\$ 10,400.00	\$ 10,278.78	\$ 10,278.78	\$ 14,600.00	\$ 14,600.00	\$ 15,000.00	\$ 15,000.00
28	2573.501	EROSION & SEDIMENT CONTROL	LS	0.21	0.23	0.56	1	\$ 975.00	\$ 975.00	\$ 7,019.65	\$ 7,019.65	\$ 563.00	\$ 563.00	\$ 8,000.00	\$ 8,000.00
29	2575.604	SEEDING, BLOWN COMPOST	SY	130	230	327	687	\$ 9.10	\$ 6,251.70	\$ 9.03	\$ 6,203.61	\$ 11.50	\$ 7,900.50	\$ 10.00	\$ 6,870.00
30	2582.503	4" BROKEN LINE - PAINT	LF	340	350	520	1,210	\$ 0.81	\$ 980.10	\$ 0.95	\$ 1,149.50	\$ 0.30	\$ 363.00	\$ 1.00	\$ 1,210.00
31	2582.503	4" SOLID LINE - PAINT	LF			900	900	\$ 0.81	\$ 729.00	\$ 0.95	\$ 855.00	\$ 0.30	\$ 270.00	\$ 1.00	\$ 900.00
32	2582.503	12" SOLID LINE - PAINT	LF	10	212.5	100	323	\$ 2.75	\$ 886.88	\$ 3.01	\$ 970.73	\$ 1.80	\$ 580.50	\$ 3.00	\$ 967.50
33	2582.503	24" SOLID LINE - PAINT	LF			75	75	\$ 4.55	\$ 341.25	\$ 3.51	\$ 263.25	\$ 3.60	\$ 270.00	\$ 4.00	\$ 300.00
34	2582.503	YELLOW CURB - PAINT	LF		58		58	\$ 2.75	\$ 159.50	\$ 3.01	\$ 174.58	\$ 1.10	\$ 63.80	\$ 3.00	\$ 174.00
35	2582.518	3'x6' CONTINENTAL CROSSING - WHITE PAINT	SF			522	522	\$ 3.25	\$ 1,696.50	\$ 3.01	\$ 1,571.22	\$ 8.40	\$ 4,384.80	\$ 3.00	\$ 1,566.00
36	2582.518	PAVT MESSAGE (LEFT ARROW) - PAINT	SF			16.5	17	\$ 5.05	\$ 83.33	\$ 5.01	\$ 82.67	\$ 9.60	\$ 158.40	\$ 5.00	\$ 82.50
37	2582.518	PAVT MESSAGE (RIGHT THRU ARROW) - PAINT	SF			28	28	\$ 5.05	\$ 141.40	\$ 5.01	\$ 140.28	\$ 9.60	\$ 268.80	\$ 5.00	\$ 140.00
38	2582.518	PAVT MESSAGE (ONLY) - PAINT	SF			22	22	\$ 5.05	\$ 111.10	\$ 4.01	\$ 88.22	\$ 9.60	\$ 211.20	\$ 4.00	\$ 88.00
								Total Bid:	\$ 445,104.62	Total Bid:	\$ 507,599.12	Total Bid:	\$ 528,039.15	Total Bid:	\$ 548,088.45

Note: Red cells indicate that there was a mathematical error on hand-written bid form submitted



City Council Memorandum

To: Mayor Fasbender & City Councilmembers
From: Julie Flaten, Administrative Services Director
Date: July 20, 2020
Item: 2nd Reading/Public Hearing Proposed Ordinance Amendment Chapter 51.03 Rules and Regulations Relating to Municipal Utilities

Council Action Requested:

Council is requested to conduct a second reading and a public hearing to consider changes to Ordinance 51.03 Rules and Regulations Relating to Municipal Utilities.

Background Information:

The City has a process, established in ordinance, which defines how the City bills, collects payments, and penalizes customers for non-payment for City provided utilities, including water, wastewater, and stormwater. The current process has a series of steps:

- Quarterly bills mailed and due on 20th of month
- 10% penalty applied to unpaid balance on 21st of month
- Second notice mailed on 30th of month
- \$10 penalty applied to unpaid balance on 11th of month
- Disconnect notice mailed on 13th of month
- Police Officer posts disconnect notice at home/business on 19th of month
- Water service is shut-off on 20th of month (not applicable during December - March)

This process is labor intensive and time consuming. The City has the option to assess unpaid utility bills to property taxes. With this option the City would no longer disconnect water service to a customer for non-payment of their utility bill.

With this change in process the City would propose to still charge the 10% penalty on the unpaid balance on the 21st of the month. The \$10 penalty would be eliminated. The City would charge a \$50 assessment fee for those bills being assessed to Dakota County. This would offset the fee Dakota County charges for assessments, plus administrative costs.

Financial Impact:

See above

Advisory Commission Discussion:

N/A

Council Committee Discussion:

The Finance Committee met on May 9, 2020 and unanimously recommended moving forward with the changes as presented.

Attachments:

Proposed Ordinance

CITY OF HASTINGS, MINNESOTA

ORDINANCE NO. 2020-___, THIRD SERIES

An Ordinance of the City of Hastings Amending City Code Chapter 51: Utilities

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF HASTINGS:

HASTINGS CITY CODE CHAPTER 51, SECTION 51.03 IS AMENDED AS FOLLOWS (new language is underlined, strikethrough language is deleted):

§51.03 RULES AND REGULATIONS RELATING TO MUNICIPAL UTILITIES.

(A) Billing, payment, and penalty.

(1) All municipal utilities shall be billed in monthly or quarterly installments, as the case may be, but a utilities statement shall be sent to each consumer on or before the first day of the month following reading of any meter read during the month. All utility charges shall be delinquent if they are unpaid at the close of business on the twentieth day of the month following the billing, provided, that if the twentieth day of the month shall fall on a Saturday, Sunday, or legal holiday, the time shall be extended to the close of business on the next succeeding day on which business is normally transacted.

(2) Except as specifically authorized in this Section, a penalty of 10% thereof shall be added to, and become part of, all delinquent utility bills. Upon a utility bill becoming delinquent, the City shall at month-end, by first-class mail to the recorded billing address, mail a delinquent notice ~~and disconnect warning~~, stating the amount of the unpaid bill, including penalty amount, and advising the customer how to contact the City to discuss or dispute any applicable charges or penalties. ~~This notice must state that if payment is not received within 10 days of billing, an additional penalty of \$10 will be added to the bill and service will be disconnected. (If the above days fall on a Saturday, Sunday, or legal holiday, the above procedure shall be implemented the next regular scheduled business day.)~~

(3) ~~If any such bill is not paid in full on or before the thirtieth day of the month following the date upon which it became delinquent, the City shall by first-class mail to the recorded billing address, mail a notice stating the amount of the unpaid bill, including any penalties that have been imposed and any penalties that will be imposed if the charges and current penalties are not timely paid. The notice shall advise the customer how to contact the City to discuss or dispute any applicable charges or penalties and how to request a hearing before the City Council to dispute the charges or penalties before they are certified as an assessment upon the premises served by the connection to the municipal utility system of the City and located within the City. Failure of a customer to request a hearing in the manner and within the time limits provided in the notice shall be deemed a waiver of the customer's right to a hearing. If any such bill is not paid in full on or before the thirtieth day of the month following the date upon which it became delinquent, municipal utilities may, at the option of the City, be suspended to the consumer whose bill is so delinquent. Disconnection of service~~

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due to an unpaid utility bill shall be as soon as practicable following the eleventh business day after notification. ~~Disconnection shall be made during normal business hours.~~

~~(4) If any such bill is not paid in full within 30 days of the date of the foregoing delinquent notice, a \$50 penalty thereof shall be added to, and become part of the delinquent utility bill.~~

~~(2)~~
~~(3)~~

~~(4) Prior to disconnection, the utility shall post a Notice of Water Shutoff on the property. The Notice of Water Shutoff shall be posted conspicuously indicating the following:~~

- ~~(a) Water service termination date;~~
- ~~(b) Total amount due; and~~
- ~~(c) Contact information for making payment.~~

~~(5) No on-site collection attempts shall be conducted.~~

~~(6) If the delinquent utility bill remains delinquent beyond the water service termination date identified in the posted Notice of Water Shutoff, the utility may disconnect the service.~~

~~(7) The Utility Department must reconnect service at the earliest practical time during regular business hours of the Utility Department if the customer or designated representative:~~

- ~~(a) Pays the outstanding balance owed; or~~
- ~~(b) Enters into a written payment agreement with the City providing for partial payment arrangements acceptable to the Finance Department. Failure of the customer to adhere to the payment agreement as established by the utility shall result in immediate disconnection of service by the utility. Payment must be made in full 60 days after original billing. Service termination shall occur the next regular business day after dated water shut-off or agreement to pay letter expires and payment has not been received. (Am. Ord. 491, passed 4-21-2003)~~

~~(8) In the case of single metered residential buildings, the utility shall follow the requirements of Minn. Stat. § 504B.215, as amended, as the same applies to notice of disconnection, disconnection, and reconnection of service.~~

~~(B) Application, connection, and sale of service. Application for municipal utility services shall be made upon forms supplied by the City, and strictly in accordance therewith. No connection shall be made until consent has been received from the City to make the same. All municipal utilities shall be sold and delivered to consumers under the then applicable rate applied to the amount of the utilities taken as metered or ascertained in connection with the rates.~~

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(C) *Discontinuance of service.* All municipal utilities may be shut off or discontinued whenever it is found that:

(1) The owner or occupant of the premises served, or any person working on any connection with the municipal utility systems, has violated any requirement of the City Code relative thereto, or any connection therewith;

~~(2) Any charge for a municipal utility service, or any other financial obligation imposed on the present owner or occupant of the premises served, is unpaid after due notice thereof;~~

~~(3)(2)~~ There is fraud or misrepresentation by the owner or occupant in connection with any application for service or delivery or charges therefore;

~~(4)(3)~~ Utility connections or disconnections have been made by anyone other than a Utility Department employee or a contractor approved by the Utility Department; and/or

~~(5)(4)~~ The City is refused entry to property, dwelling or other building to install, read, inspect, repair, maintain or replace a utility meter or to inspect or repair a utility system.

(D) *Ownership of municipal utilities.* Ownership of all municipal utilities, plants, lines, mains, extensions, and appurtenances thereto, shall be and remain in the City and no person shall own any part or portion thereof. Provided, however, that private facilities and appurtenances constructed on private property are not intended to be included in municipal ownership.

(E) *Right of entry.* With the consent of the property owner or in the event of an emergency, the City has the right to enter in and upon private property including buildings and dwelling houses, in or upon which is installed a municipal utility, or connection therewith, for the purposes of installing, reading, inspecting, repairing, maintaining, or replacing utility meters or any part thereof; to inspect or repair utility systems; and for the purposes of connecting and disconnecting service.

(F) *Meter test/meter reading discrepancies.* In the event that a customer suspects a discrepancy in meter readings, the following procedures will be followed.

(1) Customer shall notify the Finance Department located in City Hall, of specific discrepancies.

(2) The utility staff shall review customer consumption history. If findings indicate that a discrepancy is possible, the meter shall be re-read.

(3) If the City is requested to test a consumer's utility meter and if that meter is found to be inaccurate, then the meter shall be replaced with an accurate meter. If the meter is

found to be accurate, the meter shall be reinstalled and the consumer shall be billed a fee by the City for the cost of the test at the rate listed in the City's adopted fee schedule. (Ord. 2014-04, 3rd Series, Adopted 2-03-14)

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(4) In the case of remote water meters where there is a discrepancy between the outside reader and the inside reader, the inside master meter reading shall be used.

(5) For final billings the utility staff will take a reading on both inside and outside meters when possible.

(G) Unlawful acts.

(1) It is unlawful for any person to willfully or carelessly break, injure, mar, deface, disturb, or in any way interfere with any buildings, attachments, machinery, apparatus, equipment, fixture, or appurtenance of any municipal utility or municipal utility system or commit any act tending to obstruct or impair the use of any municipal utility.

(2) It is unlawful for any person to make any connection with any municipal utility system without first having applied for and received permission from the City to make the same.

(3) It is unlawful for any person to turn on or connect a utility when the same has been turned off or disconnected by the City for nonpayment of a bill, or for any other reason, without first having obtained a permit to do so from the City.

(4) It is unlawful for any person to jumper or by any means or device fully or partially circumvent a municipal utility meter, or to knowingly use or consume unmetered utilities or use the service of any utility system, the use of which the proper billing authorities have no knowledge.

(5) It is unlawful for any person to distort any meter readings or meter accuracy. Any meters damaged as a result of any attempt to distort meter readings or meter accuracy will be repaired by the Utility Department at the consumer's expense.

(H) Municipal utility charges a lien.

~~(1) Statements for municipal utility charges shall be rendered to the consumer at the usual times and in the usual manner. If any such municipal utility bill remains unpaid for period of more than 30 days, then a statement of the delinquent and unpaid service charge shall be served by mail or personally upon the consumer. If the consumer fails or refuses to pay bills for utility charges relating to the premises within a period of 30 days after statement of the charges has been duly rendered the City may disconnect and discontinue to provide utility service for the premises as provided by division (I).~~

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(12) Each charge levied by and pursuant to this chapter is hereby made a lien upon the premises served by a connection to a municipal utility system of the City and located

within the City; and all the charges which are more than 60 days past due, and having been properly billed to the consumer of the premises served, shall, upon approval by the City Council, be certified by the City Clerk to the County Auditor and the City Clerk in so certifying the charges to the County Auditor shall specify the amount thereof and the description of the premises served, the name of the owner thereof, and the amount so certified shall be extended by the Auditor on the tax rolls against the premises in the same manner as other taxes, and collected by the County Treasurer and paid to the City along with other taxes. Prior to approving the certification and assessment of any disputed charges and penalties, the City Council shall provide any customer who has requested in the manner and within the time limits provided in the foregoing notices a hearing to dispute the charges or penalties, an opportunity to be heard and their objections considered.

(Prior Code, § 12.04) (Am. Ord. 540, passed 10-17-2005)

(f) Disconnection.

(1) ~~It is the policy of the City to discontinue utility service to customers by reason of nonpayment of bills only after notice and a meaningful opportunity to be heard on disputed bills. The City's form for application for utility service and all bills shall contain, in addition to the title, address, room number, and telephone number of the official in charge of billing, clearly visible and easily readable provisions to the effect:~~

~~(a) That all bills are due and payable on or before the date set forth on the bill;~~

and

~~(b) That if any bill is not paid by or before that date, a second bill will be mailed containing a cutoff notice that if the bill is not paid within 10 days of the mailing of the second bill, service will be discontinued for nonpayment; and~~

~~(c) That any customer disputing the correctness of his or her bill shall have a right to a hearing at which time he or she may be represented in person and by counsel or any other person of his or her choosing and may present orally or in writing his or her complaint and contentions to the City official in charge of utility billing. This official shall be authorized to order that the customer's service not be discontinued and shall have the authority to make a final determination of the customer's complaint.~~

~~(2) Except as specifically authorized in this Section, requests for delays or waiver of payment will not be entertained; only questions of proper and correct billing will be considered. In the absence of payment of the bill rendered or resort to the hearing procedure provided herein, service will be discontinued at the time specified, but in no event until the charges have been due and unpaid for at least 30 days.~~

~~(3) When it becomes necessary for the City to discontinue utility service to a customer for nonpayment of bills, service will be reinstated only during regular business hours of the Utility Department and only after all bills for service then due have been paid, along with a turn-on charge in an amount established by ordinance by the City Council. Penalty, see §10.99~~

(J) Penalty Waiver.

(1) The Finance Department may grant a one-time waiver of the 10% penalty on delinquent utility bills upon the customer satisfying the following conditions:

(a) The customer must submit a written request for waiver of penalty to the Finance Department postmarked or hand delivered to the Finance Department no later than the thirtieth day of the month following the date upon which the utility bill became delinquent.

(b) The customer must enroll in a program authorized by the Finance Department to allow for automatic deduction of all future utility bill payments from a checking or savings account designated by customer. Any costs imposed by the financial institution for establishing the automatic deduction shall be paid by the customer.

(c) The customer must sign an agreement and authorization form by which the customer agrees that the automatic deduction authorization may not be revoked by the customer without the consent of the Finance Department for a period of six months and if for any reason the automatic deduction authorization is revoked, or if additional utility bills become delinquent for any reason during the same six month period, the full amount of the penalty previously waived, plus any additional penalties which may be imposed by the subsequent delinquency, shall become immediately due and payable by the customer.

(2) The penalty waiver shall be applied only one time during the duration of the utility account regardless of the number of responsible individuals or owners of the property serviced by the account. (Am. Ord. 2008-3, 3rd Series, passed 2-4-2008) Penalty, see § 10.99 (Ord. 2012-12, 3rd Series, passed 06-18-12)

This Ordinance shall be effective upon seven (7) days after its passage and publication.

Council member _____ moved a second to this Ordinance, and upon being put to a vote it was adopted by a majority of all Council members present.

Adopted by the Hastings City Council on this 20th day of July, 2020, by the following vote:

Ayes
Nays:
Absent:

CITY OF HASTINGS

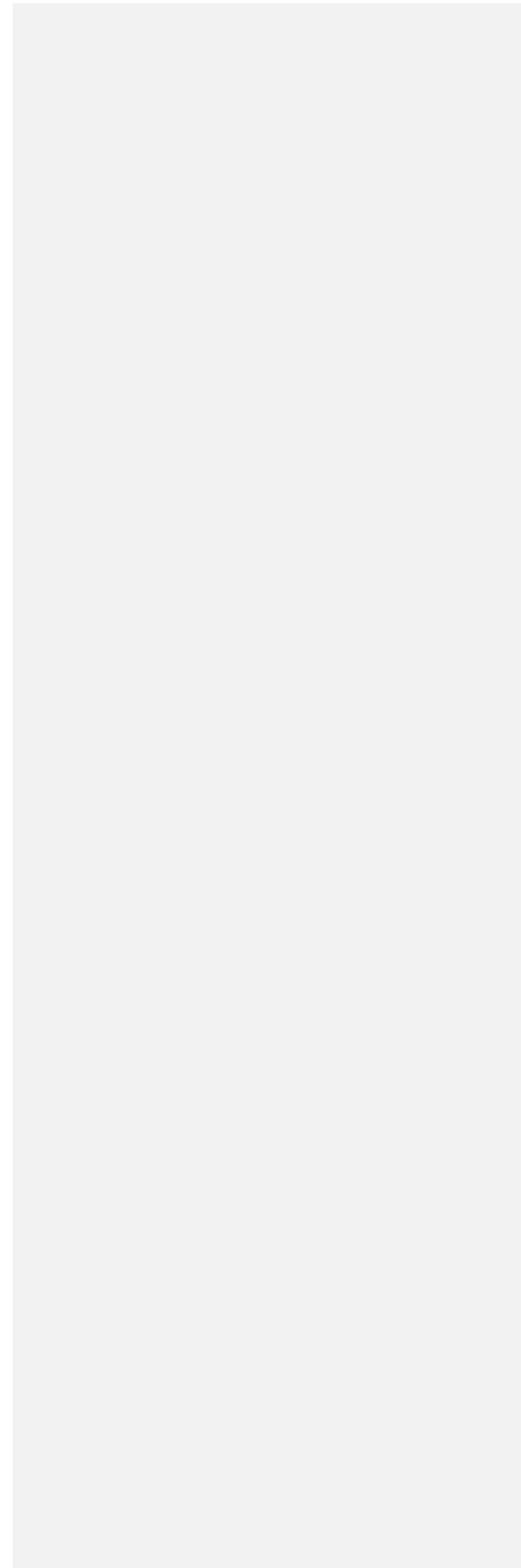
Mary Fasbender, Mayor

ATTEST:

Julie A. 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 of Dakota, Minnesota, on the 20th day of July, 2020, as disclosed by the records of the City of Hastings on file and of record in the office.

City Clerk





City Council Memorandum

To: Mayor Fasbender & City Councilmembers
From: City Administrator Dan Wietecha
Date: July 20, 2020
Item: CARES Act Funding

Council Action Requested:

Begin narrowing parameters of CARES funding.

Background Information:

Hastings will receive \$1,743,298 for eligible expenses through the CARES Act funding.

The federal requirements include three criteria, all of which must be met, for eligible expenses:

1. Are necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19).
2. Were not accounted for in the budget most recently approved as of March 27, 2020 (the date of enactment of the CARES Act) OR substantially different from the expected budgeted use.
3. Were incurred during the period that begins on March 1, 2020, and ends on December 30, 2020 (note the state restriction is tighter than this).

The state has placed a couple of additional restrictions on the money, primarily to tighten its administration. These include a certification process, monthly reporting to the state, and a shorter time period (3/1/20 to 11/15/20).

Although the criteria are rather broad, eligible expenditures do not include lost revenues.

A key message from the Minnesota Management and Budget office (MMB) was to document, document, document. There is no such thing as too much documentation. MMB repeatedly recommended documenting the decision for use of the funds. For example, document

consideration of the three eligibility criteria; document which of six categories the expense fits; and document any approvals by City Council, City Administrator, or Department Heads. The importance of documentation has been echoed by our financial auditor Bergan KDV.

A couple other important considerations are that there is no double-dipping; we've already received a state grant for \$19K and a federal grant for \$27K. We will need to keep these funds clearly separate from the CARES funding. Additionally, if we apply for FEMA reimbursement for some expenses, we will need to keep it separate as well.

The state is requiring monthly reports as well as some time in the middle of the CARES period and at the end. Federal requirements will include an additional review during the City's annual financial audit. If the City uses CARES funds on something later determined to not be eligible, we will be required to repay the misspent money.

City Finances – The City should make sure it covers all eligible City expenses incurred in response to the COVID-19 pandemic. **Total identified costs are \$444K plus EMS and Police payroll and other pending expenses.**

- Payroll (including benefits) for non-safety employees have been tracked at **\$144K** through June. Estimates for future months have not been calculated, but expenses for these employees should be lower in the coming months.
- Payroll (including benefits) for EMS and Police – we are awaiting call data from DCC to calculate payroll related to COVID to date and to project future months.
- Unemployment insurance payments ran **\$12K** for the second quarter.
- Miscellaneous expenses (technology, communications, legal, PPE, plexiglass, etc) have run **\$42K** through June.
- Audio / visual equipment for the Community Room will run **\$2K**.
- Business license refunds (March-June) ran **\$27K**.
- HEART grants ran **\$169K**.
- Delineators and barricades for downtown will run **\$25K** through November 1.
- Proposed plexiglass screens for City Council Chambers – waiting for quote.
- Proposed transport ventilator would cost **\$9K**. The three current auto vents are over 20 years old and have no calibration. We only need one unit that would be kept at the station, rather than a unit on each ambulance. It would be used primarily during patient transports.
- Proposed shelves (for PPE) and lockers (for changed, sanitary response model) for Fire Department will run **\$8K**.
- Proposed A/V equipment for Fire/EMS Training Room – waiting for quote.
- Proposed A/V equipment for Police mobile command – waiting for quote.
- Proposed work station / cubicles for Police – waiting for estimate.
- Proposed Kaivac cleaning and disinfection machine for Arena will run **\$6K**.

Building Upgrades – A variety of items might be considered to improve the health and safety of several City buildings for employees and the public. At this time, none of these items have been ordered.

- Proposed UV lighting units would be added to air handling systems where feasible in City buildings. At \$5K a piece, the 5 units for City Hall would run **\$25K**. Estimates and feasibility for other buildings are pending.
- Proposed touchless fixtures (lights, toilets, faucets, towel dispensers) are estimated at **\$60K** for installation at City Hall, Police, Fire, Public Works, and the main Parks building. We are waiting on estimates for the Arena and Aquatics Center.
- The CDC has recommended increasing fresh air flow to occupied buildings. The HVAC system at the Fire Station has design flaws, is obsolete, and lacks VAV automation making it difficult to reliably increase air flow. When manually adjusting dampers, one of the air conditioning units has difficulty keeping up. Replacing the system is estimated at **\$325K to \$350K**. It might be possible but would be difficult to complete this project by November 15. Upgrading air handling units at City Hall is not feasible by the deadline.
- Proposed installation of permanent tempered glass partition at the front customer service counter at City Hall will run **\$4K**.
- Proposed adding of electrical outlets to the riser in the Community Room has not been quoted. With its larger size to host meetings while social distancing, this room is being used much more frequently than before. At this time, the one existing outlet in the riser is the only outlet in the room. Adding outlets along the exterior walls would be preferred but may be difficult due to historic preservation requirements associated with the room.

Economic Support for Business – Anecdotally, the thought is that at least 10% of the CARES funding is recommended to be used for business support.

Through the HEART grants, the City has already provided \$169K in grants to small businesses to help with expenses related to their re-opening. The City has also incurred about \$25K in barricades to assist the downtown businesses and \$27K in business license refunds. The expenses are eligible for reimbursement through CARES funds. In total, the City has met the anecdotal 10% target; although, it could decide to do more.

On July 14, Dakota County committed \$10M of its CARES funds for small business assistance. There is also the opportunity for cities to contribute additional funds to be used locally; the county will send more information in the coming week.

- \$10M of Dakota County CARES funds to be used for \$10K small business grants
- They are using the same guidelines as the DEED program:
 - 50 or less FTE
 - For profit businesses (home-based and non-profits not eligible)
 - Show negative impact to sales from COVID-19

- Lottery system to award grants (there are nearly 10,000 businesses with under 50 FTE in Dakota County)
- Contracting with NextStage to administer the grant program
- Opportunity for cities to contribute additional funds to be used locally – details pending
- Anticipated timeline:
 - Applications open in July 27 (Hastings businesses are encouraged to apply regardless of any potential decision about additional City funding)
 - Funds distributed September – November

Economic Support for Social Service – During its July 6 meeting, the City Council referred this topic to the Administration Committee to review and recommend. The Administration Committee has a meeting scheduled for July 17.

Please note that the City still needs to follow laws about using money for a public, not an individual, purpose. Last week, Attorney Fluegel sent an overview of this concern, and I understand LMC and MACA are also discussing this. In any case, I think much of it will come down to documenting the rationale behind the City’s decisions.

Additionally, an explicit requirement of the CARES Act is that any partnership or pass-through of CARES funds to a non-profit or other organization must still meet the requirements of the grant: the money needs to be used in response to the public health emergency, must have been unbudgeted, and needs to be spent between March 1 and November 15. Since the City is responsible for the proper use of its CARES funds, a legal agreement regarding the use of the funds is recommended for any pass-through or partnership organization.

Financial Impact:

Additional \$1.7M in revenue for eligible expenses.

Committee Discussion:

Not Applicable

Attachment:

Not Applicable