

**HASTINGS CITY COUNCIL
WORKSESSION AGENDA**

**Second Floor Conference Room – City Hall
220 North Hastings Avenue
March 21, 2016
5:30 PM**

ROLL CALL:

MOTION TO ADOPT CURRENT AGENDA for March 21, 2016 Worksession.

PUBLIC NOTICE - Notice posted on Friday, March 18, 2016. Pursuant to the Nebraska Revised Statute Section 84-1412, the public is advised that a copy of today's agenda and all reproducible written material which will be discussed at today's meeting is available. Also, a current copy of the Nebraska Open Meetings Act is posted and accessible to members of the public.

DISCUSSION ITEMS

1. Discussion of City of Hastings Event Guide and Application.
2. Discussion of utility transfer on wholesale electric.
3. Discussion of Retirement Board.

ADJOURN:

The Mayor and City Council reserve the right to enter into an executive session at any time during the meeting, in accordance with the Nebraska Open Meetings Act, even though the closed session may not be indicated on the agenda.

It is the intention of the Mayor and City Council to take up the items on the agenda in sequential order. However, the Mayor and City Council reserve the right to take up matters in a different order to accommodate the schedules of the city council members, person having items on the agenda, and the public.



EVENT GUIDE

The City of Hastings recognizes the tremendous benefits that events bring to a community and thank you for choosing Hastings as the site for your event. In order to help organizers requesting to use City of Hastings facilities run a safe and successful event, the following information and application is provided.

Section A: Steps to Get Approval for Event

Section B: Application for Event

Section C: Insurance Requirements

Section A: Steps to Get Approval for Event

Below is a checklist that will help organizers hold a safe and successful event in the City of Hastings, Nebraska.

Step 1- Complete Section B: Application and submit to the Hastings City Clerk at 220 North Hastings Avenue, Hastings, Nebraska at least 60 days before the scheduled event. Please include the certificate of liability insurance naming the City of Hastings as additional insured with your application. A \$ ___ fee will be assessed to the applicant for requests not received at least 30 days before the scheduled event.

Step 2 - Review Section C: Insurance Requirements. No event will be approved without complying with liability insurance limits as required by the City of Hastings.

Step 3 - Make adjustments to the planned event according to recommendations from City of Hastings staff pertaining to safety, needed permits or other issues. Resubmit application if necessary.

Step 4 - Receive and sign any agreement which may be required to be placed on a Hastings City Council meeting agenda for consideration.

Step 5 – If the Hastings City Council approval is required and elected officials approve the event, hold the event under the guidelines previously agreed upon.

Step 6 - At the conclusion of the event, make certain that City of Hastings facilities are free of trash, signs and other event paraphernalia. Fees will be assessed to the organization/contact person if City of Hastings staff is needed to clean up after the event.

Section B: Application for Event

This application must be filed with the Hastings City Clerk at 220 North Hastings Avenue, Hastings, NE at least 60 days prior to the date of the event.

Fees may be applicable.

(Will accept scanned form emailed to kjacobitz@cityofhastings.org)

Date of Event:_____ Event Name:_____

Contact Person:_____ Phone:_____

Address:_____

Email:_____ Daytime Phone:_____

Name of Organization Hosting Event:_____

Type of Organization (Please select from the following):

Individual _____

If Individual what, if any, informal organization are you representing:

_____ Corporation _____ LLC _____ Other

If Other, please provide name: _____

Organization Address:_____

Organization Email:_____ Organization Phone:_____

Type of Event:_____

Example: Football, Gun Show, Running, Biking, Parade, Music in the Park

Please describe activities included in this event: _____

Event Location:_____

Before an event is scheduled on City owned property, it must receive prior City approval.
The event should not be held on a public street or roadway. Consider use of off-street trails such as the Pioneer Spirit Trail.

Please attach map of route of any such event.

Start Time of Event:_____ End Time of Event:_____

Section C: Insurance

MISCELLANEOUS INSURANCE CATEGORIES

(Contact the City of Hastings at 402-461-2312 for specific information)

GENERAL LIABILITY INSURANCE CATEGORY "A"

Minimum \$2,000,000 - to include \$5,000 Medical Expense

City of Hastings named as Additional Insured

General Aggregate	\$2,000,000
a. Bodily Injury/Property Damage	\$1,000,000 each occurrence
b. Personal Injury Damage	\$1,000,000 each occurrence
c. Contractual Liability	\$1,000,000 each occurrence
d. Products Liability & Completed Operations	\$1,000,000 each occurrence
e. Fire Damage	\$ 100,000 each occurrence
f. Medical Expense	\$ 5,000 any one person

Examples: Closed Trail Runs, Concerts, Indoor Events (non-sport), Parades, Sporting Events (non-contact), Baseball, Basketball, Festivals, Fireworks (may include additional insurance requirements - 1.4 g consumer fireworks), Roller Derby, Sporting Event (limited contact), Soccer, Softball, Swimming

GENERAL LIABILITY INSURANCE CATEGORY "B"

Minimum \$5,000,000 - to include \$5,000 Medical Expense

City of Hastings named as Additional Insured

General Aggregate	\$5,000,000
a. Bodily Injury/Property Damage	\$1,000,000 each occurrence
b. Personal Injury Damage	\$1,000,000 each occurrence
c. Contractual Liability	\$1,000,000 each occurrence
d. Products Liability & Completed Operations	\$1,000,000 each occurrence
e. Fire Damage	\$ 100,000 each occurrence
f. Medical Expense	\$ 5,000 any one person

Examples: Fireworks (may include additional insurance requirements - 1.3 g display fireworks), Football, Open Road/Street Activities, Special/Unusual Hazards, Sporting Events (full contact)

The City of Hastings will identify appropriate category for any event not listed above. In no instances will the required Insurance be less than \$2,000,000 with \$5,000 Medical Expense.