

**HASTINGS CITY COUNCIL
AGENDA**

**Council Chambers – City Hall
220 North Hastings Avenue
May 24, 2021
5:30 PM**

ROLL CALL:

PLEDGE OF ALLEGIANCE:

MOTION TO ADOPT CURRENT AGENDA for May 24, 2021 Regular Meeting.

PUBLIC NOTICE - Official Notice of the Regular Meeting was published in the Hastings Tribune on Friday, May 21, 2021. Pursuant to 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 located at the back of the Council Chambers. Also, a current copy of the Nebraska Open Meetings Act is posted on the south wall of the Council Chambers which is accessible to members of the public.

COUNCIL COMMUNICATION:

Reports of Liaisons.

CITIZEN COMMUNICATIONS: (Only for agenda items not related to a public hearing.)

MAYOR'S COMMUNICATIONS:

CONSENT AGENDA:

1. All Consent Items.
 - (a) Approval of the minutes of the Council Meeting of May 10, 2021
 - (b) Approval of claims and payroll
 - (c) Approve receiving and placing on file department monthly reports
 - (d) Approval of Work Order EL-160, installation of single phase electric lines to serve a new residence north of 7th Street, east of Brass Avenue in Juniata
 - (e) Approval of Work Order EL-161, installation of a single phase underground electric line to serve a new residence on North 2nd Avenue south of 26th Street
 - (f) Approval of Work Order SW-354, replacement of failed sensors and improve automation system for treatment at Pollution Control Facility East WAS Basin
 - (g) Approval of Work Order EL-165, remove polemount transformers and install a padmount transformer to serve Well 22 at Lib's Park

- (h) Approval of invoice from Luckee, LLC in the amount of \$35,000.00 for work completed at 529 W. 2nd Street for Community Development Block Grant Project 19-DTR-103, Downtown Revitalization
- (i) Approval of the request for Community Development Block Grant funds Drawdown #7, in the amount of \$26,915.00 for Community Development Block Grant Project 19-DTR-103, Downtown Revitalization
- (j) Approval of the request of the YWCA of Adams County to utilize the city streets for the YWCA 4th of July Parade on July 4, 2021
- (k) Approval of the request of the Adams County Fairgrounds to utilize the city streets for the Adams County Fairfest Parade on July 10, 2021
- (l) Approval of the request of Start Over Rover to utilize city streets for Woofstock on June 26, 2021
- (m) Approval of the request of Steeple Brewing Company, LLC dba Steeple Brewing for a Special Designated License for the Woofstock dog show and fundraiser event on 1st Street between Lincoln Avenue and Hastings Avenue on June 26, 2021
- (n) Approval of the request of Eagles Frat Hastings Aerie 592 dba Eagles Frat Order 592 for a Special Designated License for the Woofstock dog show and fundraiser event on 1st Street between Lincoln Avenue and Hastings Avenue on June 26, 2021

REGULAR AGENDA:

2. Unfinished Business of Preceding Meeting.

3. Public Hearings.

- (a) Public hearing on the request of Ron and Karen Sekora to change zoning from "I-2, Heavy Industrial District" to "R-1A, Single Family Large Lot Residential District" for property generally located between 825 South Elm Avenue and 1007 South Elm Avenue

Ordinance No. 4665 amending the Zoning District Map to change zoning from "I-2, Heavy Industrial District" to "R-1A, Single Family Large Lot Residential District" for property generally located between 825 South Elm Avenue and 1007 South Elm Avenue

- (b) Public Hearing to receive citizen and public comments regarding the implementation of the 2019 Community Development Block Grant for Downtown Revitalization

4. General Business.

- (a) Approval of FAA AIP Project No. 3-31-0040-018 Phase 2, Snow Removal Equipment (SRE) Building Agreement with VRL Construction, LLC dba Rathman Manning Construction
- (b) Approval of the Preliminary Engineering Service Agreement between the City of Hastings and BNSF Railway Company for the Quiet Zone Project

5. Ordinances and Resolutions.

- (a) Resolution No. 2021-26 approving City of Hastings Employee Handbook Revision
1

6. Final Passage of Ordinances.

7. Appointments.

- (a) Appointments to Boards and Commissions

8. Miscellaneous and Other Business.

9. Possible Closed Session (if necessary or requested).

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.

CITY OF HASTINGS, NEBRASKA
MINUTES OF CITY COUNCIL REGULAR MEETING
Monday, May 10, 2021

Pursuant to due call and notice thereof, a Regular Meeting of the City Council of the City of Hastings, Nebraska was conducted in the Council Chambers of City Hall, 220 N. Hastings Avenue, on May 10, 2021.

The meeting was called to order at 5:30 p.m. in Regular Session by Mayor Stutte with the following members present: Ginny Skutnik, Butch Eley, Chuck Rosenberg, Shawn Hartmann, Matt Fong, Joy Huffaker, Ted Schroeder, Jeniffer Beahm. Absent: None.

The following City Officials were present: City Administrator, David Ptak; City Attorney, Clint Schukei; City Clerk, Kimberly Jacobitz; Police Captain, Raelee Van Winkle; Fire Chief, Brad Starling; Parks & Recreation Director, Jeff Hassenstab; Finance Director, Roger Nash; Utility Manager, Kevin Johnson; Information Technology Director, Erik Nielsen; Development Services Director, Lisa Parnell-Rowe; Director of Engineering, Lee Vrooman.

The Mayor led the group in recital of the Pledge of Allegiance to the United States of America.

Moved by Butch Eley seconded by Ted Schroeder to adopt current agenda for May 10, 2021 Regular Meeting. Roll Call: Ayes: Matt Fong, Shawn Hartmann, Chuck Rosenberg, Joy Huffaker, Butch Eley, Ted Schroeder, Ginny Skutnik, Jeniffer Beahm. Nays: None. Absent: None. The motion carried.

PUBLIC NOTICE - Official Notice of the Regular Meeting was published in the Hastings Tribune on Friday, May 7, 2021. Pursuant to 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 located at the back of the Council Chambers. Also, a current copy of the Nebraska Open Meetings Act is posted on the south wall of the Council Chambers which is accessible to members of the public.

COUNCIL COMMUNICATION:

Councilmember Skutnik reported on the Tree Board's annual Arbor Day celebration held April 30th. They planted a tree at Brickyard Park. Will Lock received the Stewardship Award for his many years of service. Dave Glass and Will Lock gave a program on Emerald Ash Borer.

CITIZEN COMMUNICATIONS:

None.

MAYOR'S COMMUNICATIONS:

Mayor Stutte recognized Service Anniversaries for Zachary Oreskovich, Landfill, 5 years; Ronald Kohmetscher, WEC, 10 years; Tyler Hermann, WEC, 5 years.

CONSENT AGENDA:

1. All Consent Items.

Moved by Ginny Skutnik seconded by Matt Fong to approve all consent items, as presented.

Roll Call: Ayes: Matt Fong, Shawn Hartmann, Chuck Rosenberg, Joy Huffaker, Butch Eley, Ted Schroeder, Ginny Skutnik, Jeniffer Beahm. Nays: None. Absent: None. The motion carried.

(a) Approval of the minutes of the Council Meeting of April 26, 2021

(b) Approval of the minutes of the Worksession of April 19,

(c) Approval of claims and payroll

(d) Approve receiving and placing on file department monthly reports

(e) Approval of the manager application of Angela L. Coffey in connection with the Class "D" Liquor License of GNS Corporation dba "Discount City" located at 848 S. Burlington Avenue

(f) Approval of the manager application of Angela L. Coffey in connection with the Class "D" Liquor License of GNS Corporation dba "Discount City" located at 819 E. South Street

- (g) Approval of the request of Steeple Brewing Company for the utilization of city streets for Tour de Nebraska Street Dance on June 18, 2021
- (h) Approval of the request of Steeple Brewing Company, LLC dba Steeple Brewing for a Special Designated License for the Tour de Nebraska Street Dance on 1st Street between Lincoln Avenue and Hastings Avenue on June 18, 2021
- (i) Approval of Work Order EL-162, convert outdated streetlights to energy efficient LED lights in Juniata
- (j) Approval of Release of Easement in part of Westbrook Village 1st, 2nd and 5th Subdivisions and part of Country Estates Subdivision
- (k) Approval of Invoice No. 1158 from South Central Economic Development District, Inc. in the amount of \$655.00 for grant administrative services for Community Development Block Grant Project 17-DTR-105, Downtown Revitalization
- (l) Approval of the request for Community Development Block Grant funds, Drawdown #16, in the amount of \$655.00 for Community Development Block Grant Project 17-DTR-105, Downtown Revitalization
- (m) Approval of the request of Mary Lanning Healthcare for the utilization of city streets for the Mary Lanning Fun Run on June 12, 2021

REGULAR AGENDA:

2. Unfinished Business of Preceding Meeting.

None.

3. Public Hearings.

(a) Public hearing regarding an amendment to the City of Hastings Comprehensive Plan Future Land Use Map by changing land use from Employment/Industrial to Suburban Residential for property commonly addressed as 825 South Elm Avenue to 1007 South Elm Avenue, Hastings, Nebraska. Lisa Parnell-Rowe pointed out when consultants to the Comprehensive Plan put the map together, they did not follow lot lines. The zoning is to the lot line now. Most of the industrial employment has migrated to the northeast and south. Our housing study addressed missing middle income needs. Lisa presented current and future land use map amendments. No public spoke. No objections were received.

ORDINANCE NO. 4664 AMENDING CITY OF HASTINGS COMPREHENSIVE PLAN FUTURE LAND USE MAP TO CHANGE CERTAIN PROPERTY'S DESIGNATED LAND USE FROM EMPLOYMENT/INDUSTRIAL TO SUBURBAN RESIDENTIAL

Said Ordinance was read by title and thereafter Councilmember Chuck Rosenberg moved for passage of the ordinance, which motion was seconded by Councilmember Shawn Hartmann.

The Mayor then stated the question "Shall Ordinance No. 4664 be passed and adopted?" Upon roll call vote the following Councilmembers voted Ayes: Matt Fong, Shawn Hartmann, Chuck Rosenberg, Joy Huffaker, Butch Eley, Ted Schroeder, Ginny Skutnik, Jeniffer Beahm. Nays: None. Absent: None. The motion carried.

Councilmember Ginny Skutnik moved that the statutory rule requiring reading on three different days be suspended; Councilmember Matt Fong seconded the motion to suspend the rules and upon roll call vote the following Councilmembers voted Ayes: Matt Fong, Shawn Hartmann, Chuck Rosenberg, Joy Huffaker, Butch Eley, Ted Schroeder, Ginny Skutnik, Jeniffer Beahm. Nays: None. Absent: None. The motion to suspend the rules was adopted by three fourths vote of the Council and the statutory rule was declared suspended for consideration of said ordinance.

The passage and adoption of said ordinance having been concurred in by a majority of all members of the Council, the Mayor declared the ordinance adopted upon second and final reading and the Mayor signed and approved the ordinance. City Clerk attested the passage approval of the same and affixed her signature thereto. Published in the Hastings Tribune on May 14, 2021. Effective date of the ordinance is 15 days from and after the date this ordinance is passed and approved.

(b) Public hearing on the request of the Community Redevelopment Authority regarding Plan Modification No. 2021-3 to Redevelopment Area No. 1 for DAVALWAT Properties LLC commonly addressed

as 306 West 2nd Street, Hastings, Nebraska. Lisa Parnell-Rowe presented the modification for a project to begin in 2021. This space is for storage units and a medical office. The downtown future use is a mixture of all growth patterns and types of land uses. No public spoke. No objections were received.

Moved by Butch Eley seconded by Matt Fong to approve Resolution 2021-25, Plan Modification #2021-3 to Redevelopment Areas #1 for DAVALWAT Properties LLC commonly addressed as 306 West 2nd Street, Hastings, Nebraska. Roll Call: Ayes: Matt Fong, Shawn Hartmann, Chuck Rosenberg, Joy Huffaker, Butch Eley, Ted Schroeder, Ginny Skutnik, Jeniffer Beahm. Nays: None. Absent: None. The motion carried.

4. General Business.

(a) Moved by Ginny Skutnik seconded by Chuck Rosenberg to approve Preliminary/Final plat for Old Buddies Subdivision. Lisa Parnell-Rowe reported this is taking tax Lot 10 into three lots of record. Property owner will place a house on Lot 2, and a future house will be proposed on Lot 3.

Roll Call: Ayes: Matt Fong, Shawn Hartmann, Chuck Rosenberg, Joy Huffaker, Butch Eley, Ted Schroeder, Ginny Skutnik, Jeniffer Beahm. Nays: None. Absent: None. The motion carried.

(b) Moved by Matt Fong seconded by Shawn Hartmann to approve Final Plat for Theatre District Subdivision. Lisa Parnell-Rowe reported many details have been added from the Preliminary to the Final Plat. This creates a record of lots for sale. Some of the supplemental plans will be seen again when fine tuning requirements. The Federal Aviation Administration (FAA) is still reviewing.

Tom Houston spoke in support of this item. They will create twelve lots with this final plat. He spoke of a multi-family building for apartments, former K-Mart and SunMart buildings, and a retail office building. They hope to start construction as soon as possible this summer.

Roll Call: Ayes: Matt Fong, Shawn Hartmann, Chuck Rosenberg, Joy Huffaker, Butch Eley, Ted Schroeder, Ginny Skutnik, Jeniffer Beahm. Nays: None. Absent: None. The motion carried.

(c) Moved by Ginny Skutnik seconded by Chuck Rosenberg to approve the amended IAFF Salary Schedule. Brad Starling reported this adds a position to the salary schedule. This position was approved in the 2020-21 budget. We have allowed individuals to get the required training and are processing through Civil Service. Roll Call: Ayes: Matt Fong, Shawn Hartmann, Chuck Rosenberg, Joy Huffaker, Butch Eley, Ted Schroeder, Ginny Skutnik, Jeniffer Beahm. Nays: None. Absent: None. The motion carried.

5. Ordinances and Resolutions.

None.

6. Final Passage of Ordinances.

None.

7. Appointments.

(a) Moved by Ginny Skutnik seconded by Shawn Hartmann to approve appointments to the Library Board for replacements as proposed: Ross Struss, 5/10/2021-5/10/2025; Marsha Nelson, 5/10/2021-5/10/2024; Jessica Brock, 5/10/2021-5/10/2022; Nikki Pfeil, 5/10/2021-5/10/2025. Roll Call: Ayes: Matt Fong, Shawn Hartmann, Chuck Rosenberg, Joy Huffaker, Butch Eley, Ted Schroeder, Ginny Skutnik, Jeniffer Beahm. Nays: None. Absent: None. The motion carried.

8. Miscellaneous and Other Business.

Dave Ptak and Marty Stange updated the group on the City Hall building. They have been working on the largest problems: radon, mold, and asbestos. GPAC (Great Plains Asbestos Control) was brought in to assist with the plan of action. Storage units will be moved onto the parking lot east of City Hall. GPAC will clean and move items from the basement into the storage units. Staff will then go through files for what we need to keep. Most air quality issues stem from the basement tunnel, which is where the old drive-thru was located. Air pressure is moving contaminants east to west through the basement. Radon test results

pointed us to the source of the air quality problem. The radon level was 25.8 in the tunnel, with above 4 needing to be mitigated. The radon decreases to 2.8 moving west. Plastic was put over the tunnel door to keep air from entering the rest of the basement. Staff brought in a blower, to create negative air pressure in the tunnel, reversing the air flow to alleviate the radon problem. We want to seal up the west end of the hallway, so Hastings Public Access Channel can safely access their office area. We will continue running the negative air machine and will recheck Radon levels. GPAC will setup additional negative air machines, until the basement is cleaned out. Air quality should improve on the first and second floors with these machines, giving us time to coordinate relocation of employees to North Denver Station (NDS). Kevin Johnson and staff worked with us on the employee relocation plan. A work order has been opened to track expenses throughout the relocation project, and when a final decision is made on whether to renovate City Hall or do something else, we will roll that cost into a total cost. Dave met multiple times with City Hall employees and separately with department heads in the past two weeks. We need to coordinate what we are going to move, the available space to move it to, and who will move it. Connections for computers and phones are high priority. We have identified locations our employees will be moved to. This is a big project, as twenty-three out of twenty-five employees will move to NDS. We will lose all meeting space. We expect to rent two portable buildings and set them in the parking area. It is our intention to get out of City Hall as soon as possible. We are waiting on numbers from the architect, most likely 60 days for hard numbers. We will update council with those numbers for comparisons on renovations when they are available. Mayor Stutte explained that City Council asked Dave Ptak and staff to get firmer numbers to renovate City Hall or NDS. We need to know close estimates of numbers so we have a true estimate, not just numbers that defer repairs.

Marty stated it will most likely take ten days to two weeks from start to finish for asbestos abatement. The most pressing issue right now is to get containers in place to move items out of the basement.

Dave reported that air quality on 1st and 2nd floors was not as bad as the basement, but employees go to the basement for records. He wants to keep staff together in one location. Employees need to interact with one another, and IT will have it easier to connect us if we are in one location. We will move in groups, as space is available, not all departments at once. As it gets warmer, the air conditioning will pick up and move air around the building, and concern is that the air quality might drop again. We will hold City Council, Planning Commission, and Utility Board meetings in the Library meeting room when staff is removed from the City Hall.

Moved by Matt Fong seconded by Chuck Rosenberg there being no further business to adjourn at 6:11 P.M. Roll Call: Ayes: Matt Fong, Shawn Hartmann, Chuck Rosenberg, Joy Huffaker, Butch Eley, Ted Schroeder, Ginny Skutnik, Jeniffer Beahm. Nays: None. Absent: None. The motion carried.

APPROVED:

Corey Stutte, Mayor

ATTEST:

Kimberly S. Jacobitz, City Clerk

(S E A L)

INVOICE APPROVAL LIST BY FUND REPORT

5/24/2021 VOUCHERS TO BE PAID

Date: 05/14/2021

Time: 2:32 pm

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City of Hastings

Fund/Dept/Acct	Vendor Name	Invoice #	Invoice Desc.	Check #	Due Date	Posting Date	Amount
Fund: 001 GENERAL FUND							
Dept: 000.000							
001-000.000-422.050	Inspection Permi HASTINGS UTILITIES-PERMITS	APRIL 2021	APRIL PLBG REIMBURSEMENT	0	05/07/2021	05/24/2021	5,500.58
							5,500.58
001-000.000-462.050	Auditorium Rent HASTINGS AREA CHAMBER OF	REFUND	RELOCATE BANQUET TO C-3	0	04/27/2021	05/24/2021	350.00
							350.00
001-000.000-474.050	Cemetery Lot Sa MCMURRAY/GLENDA//	G MCMURRAY	75% REFUND - N TERRACE 2	0	04/21/2021	05/24/2021	318.75
							318.75
Total Dept. 000000:							6,169.33
Dept: 010.000 City administrator's offic							
001-010.000-721.050	Postage MIDWEST CONNECT, LLC	323128	POSTAGE MACHINE LABELS	0	04/23/2021	05/24/2021	37.00
							37.00
001-010.000-723.050	Advertising HASTINGS TRIBUNE	ACT 228	APRIL ADVERTISING	0	04/30/2021	05/24/2021	556.68
							556.68
001-010.000-726.050	Electricity HASTINGS UTILITIES	02070932-00	CHARGING STATION	0	03/31/2021	05/24/2021	16.71
	HASTINGS UTILITIES	18711790-00	CITY BUILDING UTILITIES	0	04/21/2021	05/24/2021	798.93
							815.64
001-010.000-726.100	Natural Gas HASTINGS UTILITIES	18711790-00	CITY BUILDING UTILITIES	0	04/21/2021	05/24/2021	306.78
							306.78
001-010.000-726.150	Sewer HASTINGS UTILITIES	18711790-00	CITY BUILDING UTILITIES	0	04/21/2021	05/24/2021	34.04
							34.04
001-010.000-726.250	Water HASTINGS UTILITIES	18711790-00	CITY BUILDING UTILITIES	0	04/21/2021	05/24/2021	86.78
							86.78
001-010.000-727.200	R & M Buildings CITY CLERK - PETTY CASH	SHHD	RADON TESTS FOR CITY HALL	0	04/20/2021	05/24/2021	42.00
							42.00
001-010.000-729.150	Other Operating HOMETOWN LEASING #3	22795125	EQUIP LEASE PMT	0	05/13/2021	05/24/2021	756.24
							756.24
Total Dept. City administrator's office:							2,635.16
Dept: 070.000 Other governmental acc							
001-070.000-720.050	Audit Services AMGL	11778	AUDIT YEAR ENDED 9/30/20	0	04/21/2021	05/24/2021	4,850.00
	AMGL	11778	AUDIT YEAR ENDED 9/30/20	0	04/21/2021	05/24/2021	25,600.00
							30,450.00
001-070.000-720.130	ERP Consultant I AMGL	11778	AUDIT YEAR ENDED 9/30/20	0	04/21/2021	05/24/2021	275.00
	SCIENS CONSULTING	210617	VENDOR MGMT SUPPORT - APR	0	05/10/2021	05/24/2021	6,825.00
							7,100.00
001-070.000-726.300	Waste Disposal S WOODWARD'S DISPOSAL SERV	8991-1790	SERVICE	0	04/26/2021	05/24/2021	2,934.50

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5/24/2021 VOUCHERS TO BE PAID

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Fund/Dept/Acct	Vendor Name	Invoice #	Invoice Desc.	Check #	Due Date	Posting Date	Amount
							2,934.50
001-070.000-729.428	Internet Service/f CHARTER COMMUNICATIONS	0029496043021	INTERNET JUNE 2021	0	04/30/2021	05/24/2021	23.59
							23.59
001-070.000-741.200	Building Improve A&E ELECTRIC	717	INSTALLATION/MAIN LIGHTS	0	05/04/2021	05/24/2021	9,185.00
							9,185.00
001-070.000-743.555	Computer Softwa TYLER TECHNOLOGIES, INC.	045-333074	IMPLEMENTATION MORALES	0	03/11/2021	05/24/2021	5,600.00
	TYLER TECHNOLOGIES, INC.	045-337230	IMPLEMENTATION MORALES	0	04/23/2021	05/24/2021	4,200.00
							9,800.00
Total Dept. Other governmental accounts:							59,493.09
Dept: 080.000 Development Services							
001-080.000-720.305	Recording fees						
	ADAMS COUNTY REGISTER OF	20211484	MCWHIRTER STEVEN L	0	04/01/2021	05/24/2021	40.00
	ADAMS COUNTY REGISTER OF	20211644	SCHARDT FAMILY PARTNERSHIP	0	04/09/2021	05/24/2021	22.00
	ADAMS COUNTY REGISTER OF	20211728	SAATHOFF LELAND L	0	04/13/2021	05/24/2021	40.00
	ADAMS COUNTY REGISTER OF	20211737	CITY OF HASTINGS	0	04/14/2021	05/24/2021	22.00
	ADAMS COUNTY REGISTER OF	20211918	ROWLEY TRACI J	0	04/23/2021	05/24/2021	28.00
							152.00
001-080.000-723.050	Advertising						
	HASTINGS TRIBUNE	300111889	DAVALWAT PROPERTIES INC	0	04/09/2021	05/24/2021	28.23
	HASTINGS TRIBUNE	300111893	FIRST PRESBY CHURCH	0	04/09/2021	05/24/2021	17.67
	HASTINGS TRIBUNE	300111896	SW QUARTER SECTION 17	0	04/09/2021	05/24/2021	41.88
	HASTINGS TRIBUNE	300112044	MEETING NOTICE	0	04/09/2021	05/24/2021	5.24
							93.02
001-080.000-727.600	R & M Office Eqp						
	HOMETOWN LEASING #3	22795125	EQUIP LEASE PMT	0	05/13/2021	05/24/2021	397.24
							397.24
001-080.000-730.050	Office Supplies						
	BIG G ACE	673814/1	SIGN FRAMES	0	05/05/2021	05/24/2021	31.58
							31.58
Total Dept. Development Services:							673.84
Dept: 110.000 Auditorium							
001-110.000-727.200	R & M Buildings						
	WILLIAMS EXTERMINATING, INC	53870	EXTERMINATING/MAY	0	05/03/2021	05/24/2021	46.00
							46.00
001-110.000-737.200	Building Mainten:						
	EAKES OFFICE SOLUTIONS	8243864-0	SOAP DISPENSER/SOAP	0	04/23/2021	05/24/2021	57.00
	LIFEGUARD MD	12530	AED SUPPLIES	0	05/06/2021	05/24/2021	359.00
							416.00
Total Dept. Auditorium:							462.00
Dept: 120.000 Cemetery							
001-120.000-727.500	R & M Heavy Ma						
	MIDWEST TURF & IRRIGATION	3867064-00	TORO REPAIR PARTS	0	04/07/2021	05/24/2021	334.04
							334.04
001-120.000-729.150	Other Operating						
	MENARDS	15709	PVC PIPE	0	04/22/2021	05/24/2021	65.03
							65.03
001-120.000-731.150	Chemicals						

INVOICE APPROVAL LIST BY FUND REPORT

5/24/2021 VOUCHERS TO BE PAID

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Fund/Dept/Acct	Vendor Name	Invoice #	Invoice Desc.	Check #	Due Date	Posting Date	Amount
001-130.000-737.200	Building Maintena						
	US BANK	AMAZON	DOG WASTE BAGS	0	04/27/2021	05/24/2021	309.75
							309.75
001-130.000-737.205	Electrical Supplie						
	SMITTY'S ELECTRIC, INC.	55558	CHAUTAUQUA PARK/REPLACE	0	03/04/2021	05/24/2021	522.88
							522.88
001-130.000-737.705	Shop Supplies						
	BIG G ACE	673505/1	SHOP SUPPLIES	0	04/30/2021	05/24/2021	14.19
	MENARDS	15952	SANDING BELTS	0	04/27/2021	05/24/2021	175.99
							190.18
						Total Dept. Parks:	20,679.46
Dept: 140.000	Water Park						
001-140.000-723.050	Advertising						
	CORNHUSKER PRESS	P194278	AQUACOURT BROCHURES	0	05/06/2021	05/24/2021	269.85
							269.85
001-140.000-727.200	R & M Buildings						
	PRESTO-X	2279271	PEST CONTROL SERVICE	0	04/26/2021	05/24/2021	72.00
							72.00
001-140.000-729.150	Other Operating						
	CITY OF HASTINGS	2021 SEASON	START UP CASH FOR POOL	0	05/24/2021	05/24/2021	600.00
	DAYMARK SOLUTIONS	106750	AQUACOURT MEMBERSHIP CARD	0	05/05/2021	05/24/2021	673.00
							1,273.00
001-140.000-731.150	Chemicals						
	AQUA-CHEM INC	00195681	CHEMICALS	0	04/27/2021	05/24/2021	304.28
							304.28
001-140.000-737.200	Building Maintena						
	BIG G ACE	673468/1	PAINT SUPPLIES	0	04/29/2021	05/24/2021	115.22
							115.22
						Total Dept. Water Park:	2,034.35
Dept: 145.000	Recreation programming						
001-145.000-720.301	Recreational Ser						
	NE SOFTBALL ASSOCIATION	2021 SEASON	REGISTRATION TROPHIES BRON	0	05/04/2021	05/24/2021	180.00
	NE SOFTBALL ASSOCIATION	2021 SEASON	REGISTRATION TROPHIES BRON	0	05/04/2021	05/24/2021	158.00
							338.00
001-145.000-720.331	Adult Act. Contra						
	PRECISION HEATING & AIR COI	27750	GAS PIPE WATER HEATER/PARTS	0	01/26/2021	05/24/2021	323.18
							323.18
001-145.000-721.050	Postage						
	US BANK	USPS	STAMPS	0	04/27/2021	05/24/2021	110.00
							110.00
001-145.000-727.200	R & M Buildings						
	BIG G ACE	673056/1	AIR FILTER	0	04/23/2021	05/24/2021	44.41
	QUALITY SOUND & COMMUNIC.	84337	WATER CONTRACT RENEWAL	0	05/01/2021	05/24/2021	147.00
							191.41
001-145.000-729.050	Dues & Subscrip						
	US BANK	WEVIDEO	WEVIDEO SUBSCRIPTION	0	03/09/2021	05/24/2021	9.99
							9.99
001-145.000-729.150	Other Operating						
	STAMPS & MORE	153608	CRAFT TUBES/ NE TRACK & FIEL	0	04/23/2021	05/24/2021	30.00

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							30.00
001-145.000-730.050	Office Supplies						
	HOMETOWN LEASING #3	22795125	EQUIP LEASE PMT	0	05/13/2021	05/24/2021	299.30
							299.30
001-145.000-731.402	Youth Rec Suppl						
	LITTLE CAESAR'S	279642	YOUTH TRACK/FIELD REFRESHM	0	05/06/2021	05/24/2021	40.00
							40.00
001-145.000-731.403	Spec. Event Supl						
	BIG G ACE	673668/1	TRACK MEET SUPPLIES	0	05/03/2021	05/24/2021	2.25
							2.25
Total Dept. Recreation programming:							1,344.13
Dept: 150.000 Library							
001-150.000-720.310	Library Software						
	IDEA BANK MARKETING	INV-11566	SITE MIGRATION ONGOING WEB	0	03/31/2021	05/24/2021	295.00
	IDEA BANK MARKETING	INV-11526	WORD PRESS SITE MARCH 2021	0	03/31/2021	05/24/2021	35.00
							330.00
001-150.000-723.050	Advertising						
	US BANK	CONSTANT CONTACT	NEWSLETTER	0	04/30/2021	05/24/2021	95.00
							95.00
001-150.000-726.050	Electricity						
	HASTINGS UTILITIES	18721090-02	LIBRARY UTILITIES	0	04/21/2021	05/24/2021	158.20
	HASTINGS UTILITIES	18721090-02	LIBRARY UTILITIES	0	04/21/2021	05/24/2021	-112.00
	HASTINGS UTILITIES	18721090-02	LIBRARY UTILITIES	0	04/21/2021	05/24/2021	1,681.81
							1,728.01
001-150.000-726.100	Natural Gas						
	HASTINGS UTILITIES	18721090-02	LIBRARY UTILITIES	0	04/21/2021	05/24/2021	378.03
							378.03
001-150.000-726.150	Sewer						
	HASTINGS UTILITIES	18721090-02	LIBRARY UTILITIES	0	04/21/2021	05/24/2021	39.62
							39.62
001-150.000-726.200	Telephone						
	CHARTER COMMUNICATIONS	0043307050121	SERVICE 5/1/21-5/31/21	0	05/01/2021	05/24/2021	1,999.00
							1,999.00
001-150.000-726.250	Water						
	HASTINGS UTILITIES	18721090-02	LIBRARY UTILITIES	0	04/21/2021	05/24/2021	165.66
							165.66
001-150.000-727.200	R & M Buildings						
	NE STATE FIRE MARSHAL *3	120384	NE27100 BOILER CERT - LIBRARY	0	04/12/2021	05/24/2021	72.00
							72.00
001-150.000-727.800	R & M Vehicles						
	CITY CLERK - PETTY CASH	ADAMS CO TREAS	REGISTRATION FEE FOR	0	05/06/2021	05/24/2021	10.00
							10.00
001-150.000-729.149	Processing Fees						
	BAKER & TAYLOR, INC.	2035907391	BOOKS, PROCESSING	0	04/22/2021	05/24/2021	115.95
	MIDWEST TAPE	500363608	DVDS, PROCESSING	0	04/27/2021	05/24/2021	2.25
	MIDWEST TAPE	500363606	AUDIOBOOKS, PROCESSING	0	04/27/2021	05/24/2021	4.50
	MIDWEST TAPE	500377937	DVDS, PROCESSING	0	04/30/2021	05/24/2021	2.25
	MIDWEST TAPE	500384305	MARC PROCESSING	0	04/30/2021	05/24/2021	38.40
	MIDWEST TAPE	500401846	AUDIOBOOKS, PROCESSING	0	05/05/2021	05/24/2021	9.00
	MIDWEST TAPE	500401845	DVDS, PROCESSING	0	05/05/2021	05/24/2021	18.00

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							190.35
001-150.000-730.050	Office Supplies						
	EAKES OFFICE SOLUTIONS	INV275658	CONTRACT COPIES	0	04/25/2021	05/24/2021	1,470.49
	EAKES OFFICE SOLUTIONS	INV275778	CONTRACT COPIES CREDIT	0	04/26/2021	05/24/2021	-161.29
	US BANK	AMAZON	DISPOSABLE GLOVES	0	05/05/2021	05/24/2021	10.99
	WAL-MART COMMUNITY	05808	WALL HOOK	0	05/14/2021	05/24/2021	6.44
							1,326.63
001-150.000-730.056	Library Maker Sp						
	US BANK	LULZBOT	MAKER SPACE SUPPLIES	0	05/03/2021	05/24/2021	137.58
							137.58
001-150.000-730.115	Library Collector						
	BAKER & TAYLOR, INC.	5016919376	BOOKS	0	04/21/2021	05/24/2021	35.91
	BAKER & TAYLOR, INC.	2035907391	BOOKS, PROCESSING	0	04/22/2021	05/24/2021	410.82
	BRODART CO	B6162587	BOOKS	0	04/24/2021	05/24/2021	24.95
	BRODART CO	B6162498	BOOKS	0	04/27/2021	05/24/2021	79.60
	BRODART CO	B6162576	BOOKS	0	04/27/2021	05/24/2021	117.54
	BRODART CO	B6162588	BOOKS	0	04/27/2021	05/24/2021	9.21
	BRODART CO	B6162511	BOOKS	0	04/27/2021	05/24/2021	11.43
	BRODART CO	B6162592	BOOKS	0	04/27/2021	05/24/2021	11.98
	BRODART CO	B6165758	BOOKS	0	04/29/2021	05/24/2021	91.98
	BRODART CO	B6165767	BOOKS	0	04/29/2021	05/24/2021	7.99
	BRODART CO	B6165762	BOOKS	0	04/29/2021	05/24/2021	105.02
	BRODART CO	B6165763	BOOKS	0	04/29/2021	05/24/2021	208.58
	BRODART CO	B6165759	BOOKS	0	04/29/2021	05/24/2021	452.09
	BRODART CO	B6167595	BOOKS	0	05/01/2021	05/24/2021	6.19
	CENTER POINT LARGE PRINT	1843317	LARGE PRINT PREPAYS	0	05/01/2021	05/24/2021	4,335.84
	GALE-CENGAGE LEARNING	74105463	BOOKS	0	04/05/2021	05/24/2021	38.92
	GALE-CENGAGE LEARNING	74118764	BOOKS	0	04/07/2021	05/24/2021	90.37
	GALE-CENGAGE LEARNING	74119508	BOOKS	0	04/07/2021	05/24/2021	28.79
	GALE-CENGAGE LEARNING	74131741	BOOKS	0	04/09/2021	05/24/2021	125.95
	GALE-CENGAGE LEARNING	74131993	BOOKS	0	04/09/2021	05/24/2021	37.48
	GALE-CENGAGE LEARNING	74130894	BOOKS	0	04/09/2021	05/24/2021	98.21
	GALE-CENGAGE LEARNING	74130882	BOOKS	0	04/09/2021	05/24/2021	50.23
	GALE-CENGAGE LEARNING	74131537	BOOKS	0	04/09/2021	05/24/2021	69.72
	GALE-CENGAGE LEARNING	74175132	BOOKS	0	04/20/2021	05/24/2021	52.48
	MIDWEST TAPE	500363608	DVDS, PROCESSING	0	04/27/2021	05/24/2021	14.24
	MIDWEST TAPE	500363606	AUDIOBOOKS, PROCESSING	0	04/27/2021	05/24/2021	79.98
	MIDWEST TAPE	500377937	DVDS, PROCESSING	0	04/30/2021	05/24/2021	21.74
	MIDWEST TAPE	500378010	HOOPLA	0	04/30/2021	05/24/2021	2,030.18
	MIDWEST TAPE	500401846	AUDIOBOOKS, PROCESSING	0	05/05/2021	05/24/2021	127.96
	MIDWEST TAPE	500401845	DVDS, PROCESSING	0	05/05/2021	05/24/2021	142.42
	OVERDRIVE INC	21126093	EBOOKS	0	03/31/2021	05/24/2021	24.98
	OVERDRIVE INC	21130011	EBOOKS	0	03/31/2021	05/24/2021	570.41
	OVERDRIVE INC	21210010	EBOOKS	0	04/30/2021	05/24/2021	597.23
	US BANK	AMAZON	BOOKS	0	04/25/2021	05/24/2021	86.04
	US BANK	AMAZON	BOOKS	0	04/23/2021	05/24/2021	10.50
	US BANK	AMAZON	KINDLE EBOOK	0	05/01/2021	05/24/2021	11.76
	US BANK	AMAZON	KINDLE EBOOK	0	04/30/2021	05/24/2021	15.91
	US BANK	AMAZON	BOOKS	0	04/29/2021	05/24/2021	21.77
	US BANK	AMAZON	BOOKS	0	04/27/2021	05/24/2021	24.95
	US BANK	AMAZON	BOOKS	0	04/27/2021	05/24/2021	18.27
	US BANK	AMAZON	BOOKS	0	04/26/2021	05/24/2021	20.67
	US BANK	AMAZON	BOOKS	0	04/24/2021	05/24/2021	7.00
	US BANK	AMAZON	BOOKS	0	04/23/2021	05/24/2021	24.38
	US BANK	AMAZON	BOOKS	0	04/25/2021	05/24/2021	19.98
							10,371.65
Total Dept. Library:							16,843.53

Dept: 220.000 911 center

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001-220.000-720.300	Professional Ser						
	GEOCOMM, INC.	9338	GIS MAP DATA MAINTENANCE SE	0	04/22/2021	05/24/2021	1,057.00
	GEOCOMM, INC.	9338	GIS MAP DATA MAINTENANCE SE	0	04/22/2021	05/24/2021	4,630.00
							5,687.00
001-220.000-726.200	Telephone						
	STATE OF NE - DAS STATE	1265822	STATE TELECOM - APRIL 2021	0	04/22/2021	05/24/2021	1,109.06
							1,109.06
001-220.000-727.400	R & M Communic						
	XYBIX SYSTEMS, INC.	28694-Q	RAISED FLOOR CARPETING & CO	0	05/04/2021	05/24/2021	7,006.00
							7,006.00
001-220.000-730.050	Office Supplies						
	EAKES OFFICE SOLUTIONS	8240687-1	NOTARY STAMP - MOLZEN	0	04/26/2021	05/24/2021	24.61
	QUILL CORPORATION	16139229	2 TONER KITS FOR STATE COMPI	0	04/19/2021	05/24/2021	111.98
							136.59
001-220.000-743.700	Tools & Miscellar						
	XYBIX SYSTEMS, INC.	27505-Q	EAGLE LINE REUSE PANELS, CAE	0	05/04/2021	05/24/2021	28,201.39
							28,201.39
						Total Dept. 911 center:	42,140.04
Dept: 230.000	Hastings Fire & Rescue						
001-230.000-720.300	Professional Ser						
	FAMILY MEDICAL CENTER	ERIE	ANNUAL PHYSICAL	0	04/20/2021	05/24/2021	156.00
	FAMILY MEDICAL CENTER	HENRY	ANNUAL PHYSICAL	0	04/20/2021	05/24/2021	156.00
	FAMILY MEDICAL CENTER	ISHII	ANNUAL PHYSICAL	0	04/21/2021	05/24/2021	166.00
	FAMILY MEDICAL CENTER	J VORDERSTRASSE	ANNUAL PHYSICAL	0	04/21/2021	05/24/2021	166.00
	FAMILY MEDICAL CENTER	CLARK	ANNUAL PHYSICAL	0	04/22/2021	05/24/2021	166.00
	FAMILY MEDICAL CENTER	RAKES	ANNUAL PHYSICAL	0	04/22/2021	05/24/2021	172.00
	FAMILY MEDICAL CENTER	BOESELAGER	ANNUAL PHYSICAL	0	04/23/2021	05/24/2021	166.00
	FAMILY MEDICAL CENTER	T SMITH	ANNUAL PHYSICAL	0	04/28/2021	05/24/2021	166.00
	FAMILY MEDICAL CENTER	TERWEY	ANNUAL PHYSICAL	0	04/28/2021	05/24/2021	261.00
							1,575.00
001-230.000-721.050	Postage						
	FEDERAL EXPRESS CORPORA	7-348-40997	SHIPPING - ROUNDHOUSE	0	04/22/2021	05/24/2021	25.74
	YRC FREIGHT	760-281500-1	SHIPPING - TO MCQUEEN Q-1 PAI	0	04/24/2021	05/24/2021	521.82
							547.56
001-230.000-726.200	Telephone						
	CHARTER COMMUNICATIONS	0006486050121	STA 1 - TV	0	05/01/2021	05/24/2021	48.70
	CHARTER COMMUNICATIONS	0039545050121	STA 2 - TV/INTERENT	0	05/01/2021	05/24/2021	97.77
							146.47
001-230.000-727.200	R & M Buildings						
	FURROW PLUMBING LLC	762	STA 1 - REPAIR SINK FAUCET	0	04/23/2021	05/24/2021	218.51
	KRIEGER ELECTRIC CO.	48077	STA 1 OUTLET IN FRONT OFFICE	0	04/29/2021	05/24/2021	128.93
	ROGERS, INC.	82402	STA 2 - MICROWAVE, WASHER	0	04/26/2021	05/24/2021	1,067.99
							1,415.43
001-230.000-727.600	R & M Office Eqp						
	HOMETOWN LEASING #3	8850	COPIER LEASE - FINAL PAYMENT	0	05/01/2021	05/24/2021	158.99
	MICROFILM IMAGING SYSTEMS	85847	SCANNER RENT	0	05/01/2021	05/24/2021	45.00
							203.99
001-230.000-727.700	R & M Tools & M						
	INTEGRATED SECURITY SOLUT	20210935	R-1 15# CO2 EXTINGUISHER RPLC	0	04/22/2021	05/24/2021	257.00
							257.00
001-230.000-730.050	Office Supplies						

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001-230.000-730.100	US BANK	AMAZON	KEY TAGS	0	04/28/2021	05/24/2021	6.99
	US BANK	AMAZON	PAPER, PENS, MARKERS, LABELS	0	04/28/2021	05/24/2021	134.82
							141.81
	Books & Maps						
	US BANK	IDLH TECH	TACTICAL WORKSHEETS	0	04/29/2021	05/24/2021	157.60
	US BANK	AMAZON	WHEELDESK	0	05/03/2021	05/24/2021	49.95
							207.55
	Building Maintenance						
001-230.000-737.200	CULLIGAN OF HASTINGS	100011016102	STA 1 - RO RENTAL	0	05/01/2021	05/24/2021	54.00
	CULLIGAN OF HASTINGS	100011012152	STA 2 - RO RENTAL	0	05/01/2021	05/24/2021	27.00
	MALOUF JR AND ASSOCIATES	IN-35126-01	STA 2 - SCOUR PAD, STEEL	0	05/03/2021	05/24/2021	61.35
	MALOUF JR AND ASSOCIATES	IN-35154	STA 1 - LINERS, LYSOL, BATTERI	0	05/03/2021	05/24/2021	161.33
	MALOUF JR AND ASSOCIATES	IN-35155	STA 2 - CLEANER, OXICLEAN,	0	05/03/2021	05/24/2021	194.19
	MENARDS	16101	LIGHT BULBS, WATER	0	04/30/2021	05/24/2021	16.60
							514.47
001-230.000-737.705	Shop Supplies						
	MENARDS	16031	PLUG, BOLTS	0	04/29/2021	05/24/2021	5.53
	MENARDS	16183	BULB, AIR COMPRESSOR KIT	0	05/03/2021	05/24/2021	11.23
	MENARDS	16358	RETURN - AIR COMPRESSOR KIT	0	05/06/2021	05/24/2021	-9.99
	MENARDS	16361	COUPLER KIT, TAPE, AIR CHUCK	0	05/06/2021	05/24/2021	26.92
							33.69
Total Dept. Hastings Fire & Rescue:							5,042.97
Dept: 230.300 Ambulance Service							
001-230.300-720.304	Billing/collection s						
	QUICK MED CLAIMS LLC	INV12668	EMS BILLING - APRIL 2021	0	04/30/2021	05/24/2021	4,595.97
							4,595.97
001-230.300-727.800	R & M Vehicles						
	NE TRUCK CENTER, INC.	HASBS138996	UNIT #705 BODY REPAIR	0	04/02/2021	05/24/2021	3,713.80
							3,713.80
001-230.300-731.350	Medical Supplies						
	BOUND TREE MEDICAL LLC	84035577	MEDICAL SUPPLIES	0	04/23/2021	05/24/2021	322.80
	BOUND TREE MEDICAL LLC	84037181	MEDICAL SUPPLIES	0	04/26/2021	05/24/2021	261.40
	BOUND TREE MEDICAL LLC	84037182	MEDICAL SUPPLIES	0	04/26/2021	05/24/2021	214.00
	BOUND TREE MEDICAL LLC	84039187	MEDICAL SUPPLIES	0	04/27/2021	05/24/2021	96.38
	BOUND TREE MEDICAL LLC	84044195	MEDICAL SUPPLIES	0	04/30/2021	05/24/2021	80.15
	BOUND TREE MEDICAL LLC	84047674	MEDICAL SUPPLIES	0	05/04/2021	05/24/2021	11.99
	BOUND TREE MEDICAL LLC	84047675	MEDICAL SUPPLIES	0	05/04/2021	05/24/2021	972.15
	BOUND TREE MEDICAL LLC	84049468	MEDICAL SUPPLIES	0	05/05/2021	05/24/2021	228.57
	CROSIER PARK PHARMACY	46973	DRUGS - GLUCAGON	0	04/10/2021	05/24/2021	720.00
	CROSIER PARK PHARMACY	48176	DRUGS - ALBUTEROL	0	04/26/2021	05/24/2021	16.20
	MATHESON TRIGAS-LINWELD	0023468236	OXYGEN	0	04/30/2021	05/24/2021	121.95
	STRYKER SALES CORPORATIO	3363967M	ELECTRODES	0	04/15/2021	05/24/2021	221.90
							3,267.49
Total Dept. Ambulance Service:							11,577.26
Dept: 240.000 Police							
001-240.000-720.300	Professional Ser						
	CHARTER COMMUNICATIONS	0035568050321	CABLE SERVICE	0	05/03/2021	05/24/2021	78.94
	FRANKEN/MATTHEW//	ARCHIBALD	POLYGRAPH - S. ARCHIBALD	0	04/30/2021	05/24/2021	450.00
	NE STATE FIRE MARSHAL *3	120384	BOILER INSPECTION FOR 2 BOILE	0	04/12/2021	05/24/2021	72.00
	TRANSUNION RISK & ALTERNA	569373-20104-1	CURRENT CHANGES, CONTRACT	0	05/01/2021	05/24/2021	200.00
	TRANSUNION RISK & ALTERNA	569373-20104-1	CURRENT CHANGES, CONTRACT	0	05/01/2021	05/24/2021	9.70
	US BANK	MCDONALDS	MEALS - BEAHM, ROCKPORT, MO	0	05/04/2021	05/24/2021	10.63
	US BANK	JACK STACK BBQ	MEALS - BEAHM KC, MO	0	05/03/2021	05/24/2021	26.28
						847.55	

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001-240.000-720.350	Training & Confe						
	SEILER INSTRUMENT & MFG CO	INV-415209	SUR TRAIN FOR TRAINING	0	02/26/2021	05/24/2021	4,800.00
	US BANK	STARBUCKS	2 MEALS - TOPEKA TRAINING	0	04/30/2021	05/24/2021	24.07
	US BANK	THE BURGER STAND	2 MEALS TOPEKA TRAINING	0	04/29/2021	05/24/2021	39.73
	US BANK	STARBUCKS	2 MEALS - TOPEKA TRAINING	0	04/29/2021	05/24/2021	24.29
	US BANK	CHICFILA	2 MEALS - TOPEKA TRAINING	0	04/29/2021	05/24/2021	17.44
	US BANK	HUHOT GRILL	2 MEALS - TOPEKA TRAINING	0	04/30/2021	05/24/2021	38.36
	US BANK	TEQUILA'S MEX	2 MEALS - TOPEKA TRAINING	0	04/28/2021	05/24/2021	40.61
	US BANK	STARBUCKS	2 MEALS - TOPEKA TRAINING	0	04/28/2021	05/24/2021	23.30
	US BANK	PANERA BREAD	2 MEALS - TOPEKA TRAINING	0	04/23/2021	05/24/2021	29.62
	US BANK	STARBUCKS	2 MEALS - TOPEKA TRAINING	0	04/22/2021	05/24/2021	22.21
	US BANK	MCALISTERS DELI	2 MEALS - TOPEKA TRAINING	0	04/27/2021	05/24/2021	28.58
	US BANK	TEXAS ROADHOUSE	2 MEALS - TOPEKA TRAINING	0	04/27/2021	05/24/2021	33.85
	US BANK	STARBUCKS	2 MEALS - TOPEKA TRAINING	0	04/26/2021	05/24/2021	18.77
	US BANK	FAT SHACK	2 MEALS - TOPEKA TRAINING	0	04/26/2021	05/24/2021	34.23
	US BANK	OLD CHICAGO	2 MEALS - TOPEKA TRAINING	0	04/25/2021	05/24/2021	57.06
	US BANK	MIZU SUSHI	MEALS TRAINING	0	04/26/2021	05/24/2021	60.06
	US BANK	HAMPTON	LODGING FOR 5 DAYS	0	04/30/2021	05/24/2021	462.10
	US BANK	HAMPTON	LODGING FOR 5 DAYS	0	04/30/2021	05/24/2021	540.95
	US BANK	WPY - COVERT MEDIA	TRAINNIG, SANDOVAL	0	04/27/2021	05/24/2021	325.00
	US BANK	STREET SMART COP	TRAINING, WILLIAMSON	0	04/26/2021	05/24/2021	598.00
	US BANK	HAMPTON	LODGING FOR 2 DAYS	0	04/22/2021	05/24/2021	241.86
	US BANK	HAMPTON	LODGING FOR 2 DAYS	0	04/22/2021	05/24/2021	241.86
	US BANK	JIMMY JOHNS	MEALS - TRAINING	0	04/02/2021	05/24/2021	11.05
	US BANK	CRAB SHELL	MEAL - ONKEN	0	04/08/2021	05/24/2021	38.35
	US BANK	WALMART	MEALS - ONKEN	0	04/07/2021	05/24/2021	21.95
	US BANK	ITALIAN CORNER DELI	MEALS - ONKEN	0	04/06/2021	05/24/2021	13.68
	US BANK	BJ RYANS	MEALS - ONKEN	0	04/07/2021	05/24/2021	21.00
	US BANK	AMERICAN AIR	BAGGAGE CLAIM - ONKEN	0	04/07/2021	05/24/2021	30.00
	US BANK	EXTENDED STAY	LODGING FOR 2 WEEKS - ONKEN	0	04/16/2021	05/24/2021	724.43
	US BANK	EXTENDED STAY	LODGING FOR 2 WEEKS	0	04/16/2021	05/24/2021	413.96
	US BANK	BJ RYAN	MEALS - ONKEN	0	04/06/2021	05/24/2021	27.90
	US BANK	FAMOUS PIZZA	MEAL - ONKEN	0	04/11/2021	05/24/2021	14.25
	US BANK	TACOS MEXICO	MEAL - ONKEN	0	04/11/2021	05/24/2021	13.42
	US BANK	STREET CRIMES	STREET CRIMES TRAINING	0	04/20/2021	05/24/2021	399.00
	US BANK	JOHN REID	REID TECH OF INVEST INTERVIEW	0	04/20/2021	05/24/2021	600.00
	US BANK	AMERICAN AIR	BAGGAGE CLAIM - ONKEN	0	04/16/2021	05/24/2021	30.00
	US BANK	YARD HOUSE	MEAL - ONKEN	0	04/15/2021	05/24/2021	13.96
	US BANK	YARD HOUSE	MEAL - ONKEN	0	04/14/2021	05/24/2021	13.15
	US BANK	BJ RYANS	MEAL - ONKEN	0	04/13/2021	05/24/2021	19.95
	US BANK	OUTBACK	MEAL - ONKEN	0	04/12/2021	05/24/2021	33.58
	US BANK	PONTOS TAVERN	MEAL - ONKEN	0	04/13/2021	05/24/2021	9.50
	US BANK	STEW LEONARDS	MEAL - ONKEN	0	04/12/2021	05/24/2021	8.59
	US BANK	VILLA ITALIA	MEAL - ONKEN	0	04/09/2021	05/24/2021	24.55
	US BANK	NATL LAW ENFORCE	CLASS CANCELLED, FINK	0	04/26/2021	05/24/2021	-350.00
	US BANK	NATL LAW ENFORCE	CLASS CANCELLED, BROOKS	0	04/26/2021	05/24/2021	-350.00
	US BANK	NATL LAW ENFORCE	CLASS CANCELLED, FINK	0	04/26/2021	05/24/2021	-50.00
							9,434.22
001-240.000-721.050	Postage						
	US BANK	USPS	POSTAGE	0	04/28/2021	05/24/2021	11

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001-240.000-726.050	Electricity						
	HASTINGS UTILITIES	09340740-00	POLICE UTILITIES	0	05/20/2021	05/24/2021	2,920.69
	HASTINGS UTILITIES	22830504-00	POLICE ELECTRIC	0	04/27/2021	05/24/2021	28.37
							2,949.06
001-240.000-726.100	Natural Gas						
	HASTINGS UTILITIES	09340740-00	POLICE UTILITIES	0	05/20/2021	05/24/2021	1,951.41
							1,951.41
001-240.000-726.150	Sewer						
	HASTINGS UTILITIES	09340740-00	POLICE UTILITIES	0	05/20/2021	05/24/2021	56.36
							56.36
001-240.000-726.250	Water						
	HASTINGS UTILITIES	09340740-00	POLICE UTILITIES	0	05/20/2021	05/24/2021	140.44
							140.44
001-240.000-727.200	R & M Buildings						
	INTEGRATED SECURITY SOLUT	20211053	DOOR LOCK	0	05/05/2021	05/24/2021	175.25
	OVERHEAD DOOR CO OF CENT	43895	20 OCDFX - 3 REMOTES	0	04/27/2021	05/24/2021	1,150.80
	TRI COUNTY GLASS, INC	4995	REPAIR WINDOW ON TOWER	0	04/22/2021	05/24/2021	964.96
	US BANK	SCHOOL OUTFITTERS	4 CUBIX MODULAR LOCKERS W/	0	05/04/2021	05/24/2021	300.80
	US BANK	AMAZON	BASTEK HOSE HOLDER	0	04/08/2021	05/24/2021	99.99
	US BANK	AMAZON	2 WALL CLOCKS	0	04/08/2021	05/24/2021	79.64
							2,771.44
001-240.000-727.700	R & M Tools & M						
	NOVA FITNESS EQUIPMENT	44913	SPEED SENSOR ON CYBEX	0	04/21/2021	05/24/2021	230.64
	NOVA FITNESS EQUIPMENT	44914	4 45 LB OLYMPIC PLATES	0	04/21/2021	05/24/2021	252.00
	NOVA FITNESS EQUIPMENT	44974	BATTERY FOR CYBEX	0	04/23/2021	05/24/2021	114.81
	US BANK	AMAZON	1-12W USB CHARGER, 1 IPAD	0	04/20/2021	05/24/2021	39.71
	US BANK	AMAZON	EMAIL GIFT CARD	0	04/20/2021	05/24/2021	25.00
							662.16
001-240.000-727.800	R & M Vehicles						
	ACE AUTOMOTIVE, INC.	46194	OIL CHANGE #5	0	05/06/2021	05/24/2021	49.98
	APPLIED CONCEPTS, INC.	383360	2 RADAR UNITS AND 4 ANTENNAS	0	04/28/2021	05/24/2021	2,584.00
	CORNHUSKER HONDA	128709	POWER STEERING HARNESS	0	04/23/2021	05/24/2021	250.55
	DIGITAL ALLY INC	1116791	DVM 800 COMPLETE KIT CAR CAM	0	03/26/2021	05/24/2021	4,590.00
							7,474.53
001-240.000-730.050	Office Supplies						
	US BANK	AMAZON	1 PHOTO MAT, 2 PHOTO FRAMES	0	04/16/2021	05/24/2021	36.81
							36.81
001-240.000-731.200	Food Supplies						
	US BANK	FILL N CHILL	ICE	0	04/22/2021	05/24/2021	7.17
	US BANK	EILEENS	COOKIES FOR RETIRMENT GLAN	0	04/09/2021	05/24/2021	64.25
							71.42
001-240.000-731.250	Fuel & Oil						
	US BANK	HWY 41 EXPRESS	FUEL - BEAHM, FED COURT KC, M	0	05/04/2021	05/24/2021	20.00
	US BANK	SHELL	FUEL BEAHM FED COURT KC, MC	0	05/03/2021	05/24/2021	27.00
							47.00
001-240.000-731.700	Wearing Apparel						
	US BANK	UNDER ARMOUR	2 HOODIES	0	04/28/2021	05/24/2021	77.04
							77.04
001-240.000-737.200	Building Mainten:						
	ARAMARK UNIFORM SERVICES	1902074560	TOWELS, MATS, DUST MOPS	0	04/28/2021	05/24/2021	159.59
							159.59
001-240.000-737.215	Computer Softwa:						

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	SEILER INSTRUMENT & MFG CO	INV-415208	TRIMBLE FORENSICS SUITE	0	02/26/2021	05/24/2021	9,990.00
							9,990.00
001-240.000-737.230	IT Software/Equip						
	WAL-MART COMMUNITY	7004	3 1TB HARD DRIVES	0	05/07/2021	05/24/2021	150.00
							150.00
001-240.000-738.055	Field Equipment						
	MENARDS	16296	4 PAIL LIDS, 5 PAILS, 2 CULTIV	0	05/05/2021	05/24/2021	148.61
	US BANK	SIRCHIE	1 PLAIN SWAB BOXES	0	04/27/2021	05/24/2021	199.46
	US BANK	GALLS	1 LG SURVIVAIR OPTIFIT TACTIC	0	04/24/2021	05/24/2021	177.54
	US BANK	AMAZON	MICROSCOPE, SCREWDRIVE,	0	04/28/2021	05/24/2021	145.84
							671.45
001-240.000-743.700	Tools & Miscellar						
	SEILER INSTRUMENT & MFG CO	INV-415206	TRIMBLE FORENSICS X7 SCANNII	0	02/26/2021	05/24/2021	28,197.00
							28,197.00
						Total Dept. Police:	66,412.16
Dept: 330.000	EPA mandates						
001-330.000-729.410	EPA Consultants						
	ARCADIS US, INC.	34230507	S LANDFILL PROF SERV 4/25/21	0	05/06/2021	05/24/2021	1,597.77
							1,597.77
						Total Dept. EPA mandates:	1,597.77
Dept: 330.100	EPA 2nd street subsite						
001-330.100-726.050	Electricity						
	HASTINGS UTILITIES	18691902-00	EPA 2ND STREET SITE	0	04/21/2021	05/24/2021	46.55
							46.55
001-330.100-726.100	Natural Gas						
	HASTINGS UTILITIES	18691902-00	EPA 2ND STREET SITE	0	04/21/2021	05/24/2021	311.30
							311.30
001-330.100-726.150	Sewer						
	HASTINGS UTILITIES	18691902-00	EPA 2ND STREET SITE	0	04/21/2021	05/24/2021	14.51
							14.51
001-330.100-726.250	Water						
	HASTINGS UTILITIES	18691902-00	EPA 2ND STREET SITE	0	04/21/2021	05/24/2021	23.63
							23.63
						Total Dept. EPA 2nd street subsite:	395.99
Dept: 620.000	Airport						
001-620.000-729.150	Other Operating						
	HOMETOWN LEASING #3	22795125	EQUIP LEASE PMT	0	05/13/2021	05/24/2021	128.14
							128.14
001-620.000-731.250	Fuel & Oil						
	QTPOD	86004	BASE NETWORK ACCESS & SUPP	0	05/06/2021	05/24/2021	1,425.00
							1,425.00
001-620.000-737.705	Shop Supplies						
	ARAMARK UNIFORM SERVICES	1902072800	MATS/COVERALLS	0	04/26/2021	05/24/2021	25.23
	MENARDS	16090	CHAIN, HANDLES, CHALK REEL	0	04/30/2021	05/24/2021	119.51
	NORTHERN SAFETY CO., INC.	904388666	SAFETY VESTS CAUTION TAPE	0	04/26/2021	05/24/2021	94.49
							239.23
						Total Dept. Airport:	1,792.37
						Total Fund GENERAL FUND:	240,998.74

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Total Dept. 000000:							30,719.00
ARKS/REC SALES TAX FUND:							30,719.00
Fund: 146 FIRE DEPT EQUIP SINKING							
Dept: 000.000							
146-000.000-743.802	Fire Vehicle						
	L C L TRUCK EQUIPMENT, INC.	INV1000438	FU-2 INSTALL EXTENDEBOD TR	0	04/30/2021	05/24/2021	231.00
							231.00
Total Dept. 000000:							231.00
FIRE DEPT EQUIP SINKING FUND:							231.00
Fund: 158 WIRELESS E911 FUND							
Dept: 220.000 911 center							
158-220.000-743.400	Communication E						
	WINDSTREAM	090013968	MONTHLY BILL	0	05/05/2021	05/24/2021	1,225.42
							1,225.42
Total Dept. 911 center:							1,225.42
WIRELESS E911 FUND:							1,225.42
Fund: 159 LANDLINE E911 FUND							
Dept: 220.000 911 center							
159-220.000-743.400	Communication E						
	WINDSTREAM	090013968	MONTHLY BILL	0	05/05/2021	05/24/2021	325.75
							325.75
Total Dept. 911 center:							325.75
LANDLINE E911 FUND:							325.75
Fund: 170 MUSEUM FUND							
Dept: 000.000							
170-000.000-443.070	Museum Store S						
	MUSEUM - FOUNDATION	APR 2021	KOOL-AID DISCOVER THE DREAM	0	04/30/2021	05/24/2021	82.95
	NE OFFICIAL SOFT DRINK HERI	APR 2021	SALES KOOL AID APR 2021	0	04/30/2021	05/24/2021	-18.10
	NE OFFICIAL SOFT DRINK HERI	APR 2021	SALES KOOL AID APR 2021	0	04/30/2021	05/24/2021	181.00
							245.85
Total Dept. 000000:							245.85
Dept: 170.100 Museum administration							
170-170.100-720.350	Training & Confe						
	SCHEIERMAN/CARLA//	APR 2021	APRIL MILEAGE	0	05/01/2021	05/24/2021	38.53
							38.53
170-170.100-721.100	Shipping						
	US BANK	AURORAWORLD	STORE MERCHANDISE SHIPPING	0	04/26/2021	05/24/2021	62.42
							62.42
170-170.100-723.050	Advertising						
	AMAZON CAPITAL SERVICES	14N6-667T-NRPM	COSTUMES	0	04/23/2021	05/24/2021	83.98
	COMMUNITY PUBLISHERS	04262021	ADVERTISEMENT IN MUSEUM	0	04/26/2021	05/24/2021	267.00
	PLATTE RIVER RADIO INC	53872-1	MEMBER CELEBRATION 2021	0	04/26/2021	05/24/2021	1,750.00
	US BANK	FACEBOOK	APRIL POSTS	0	04/30/2021	05/24/2021	109.24
	US BANK	KNOWNHOST	WEBSITE HOSTING	0	04/23/2021	05/24/2021	408.00
							2,618.22
170-170.100-723.060	Promo Services (						

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	ADAMS COUNTY CONVENTION	MAR 2021	MARCH LODGING TAX	0	04/01/2021	05/24/2021	6,404.74
							6,404.74
170-170.100-724.050	Printing						
	US BANK	SMART PRESS	RACK CARDS	0	04/28/2021	05/24/2021	639.29
							639.29
170-170.100-728.150	Film Royalty						
	COSMIC PICTURE DISTRIB LLC	APR 2021	LEWIS & CLARK APR 2021	0	05/01/2021	05/24/2021	49.30
	GATHER MEDIA, LLC	APR 2021	WE THE PEOPLE APR 2021	0	04/30/2021	05/24/2021	148.83
	IMAX CORPORTATION	APR 2021	SUPERPOWER DOGS - APR 2021	0	05/01/2021	05/24/2021	273.56
	NATURAL ALLIES LLC	APR 2021	NATURE MAKERS APR 2021	0	05/01/2021	05/24/2021	54.60
	S K FILMS, INC.	APR 2021	BACKYARD WILDERNESS	0	05/01/2021	05/24/2021	704.19
	S K FILMS, INC.	APR 2021	BUTTERFLIES	0	05/01/2021	05/24/2021	51.00
							1,281.48
170-170.100-729.050	Dues & Subscrip						
	MUSEUM EDUCATION ROUNDT	RENEWAL	MEMBERSHIP 2021/2022	0	04/29/2021	05/24/2021	50.00
	NE TRAVEL ASSOCIATION	6E6264F3-0001	BROCHURE SWAP REGISTRATIOI	0	05/04/2021	05/24/2021	60.00
							110.00
170-170.100-729.150	Other Operating						
	AMAZON CAPITAL SERVICES	1GNH-QMWQ-JCK7	INSTANT COLD PACKS	0	05/02/2021	05/24/2021	26.73
							26.73
170-170.100-730.050	Office Supplies						
	AMAZON CAPITAL SERVICES	114X-X9MM-7NNT	BINDERS	0	04/26/2021	05/24/2021	30.86
	EAKES OFFICE SOLUTIONS	8247465-0	WHITE CARDSTOCK	0	04/28/2021	05/24/2021	16.29
							47.15
170-170.100-731.205	Concessions for						
	MUSEUM - PETTY CASH	WALMART	CONCESSIONS	0	04/23/2021	05/24/2021	127.64
							127.64
170-170.100-731.215	Penny Presser						
	CTM GROUP INC	APR 2021	APR 2021 PENNY READING	0	05/01/2021	05/24/2021	48.22
							48.22
170-170.100-731.408	Educational Expe						
	MENARDS	16229	BLACK CASTER WHEELS	0	05/04/2021	05/24/2021	4.59
	US BANK	HUMANITIES NE	SPEAKER FEE FOR AUG	0	04/29/2021	05/24/2021	75.00
	WAL-MART COMMUNITY	3500	STORAGE, CARDSTOCK	0	04/29/2021	05/24/2021	42.18
							121.77
170-170.100-737.100	Landscaping Sup						
	MENARDS	15872	POLYURETHANE, CABLE, GASKE	0	04/26/2021	05/24/2021	27.80
	MUSEUM - PETTY CASH	PREMIERSTOP	MOWER FUEL	0	04/30/2021	05/24/2021	29.68
							57.48
170-170.100-737.200	Building Mainteni						
	AMAZON CAPITAL SERVICES	1VP3-JWYJ-LWC3	URINAL SEATS	0	04/27/2021	05/24/2021	13.90
	MENARDS	15872	POLYURETHANE, CABLE, GASKE	0	04/26/2021	05/24/2021	38.37
	MUSEUM - PETTY CASH	HOBBY LOBBY	REIMBURSE BT FOR FABRIC	0	04/02/2021	05/24/2021	29.97
							82.24
170-170.100-737.205	Electrical Supplie						
	US BANK	DIGITALIS	PROJECTOR BULB	0	04/23/2021	05/24/2021	725.00
							725.00
170-170.100-737.210	Exhibit Supplies						
	US BANK	AURORAWORLD	STORE MERCHANDISE SHIPPING	0	04/26/2021	05/24/2021	312.12
	WAL-MART COMMUNITY	8642	FABRIC FOR EXHIBITS	0	04/26/2021	05/24/2021	50.00
							362.12
170-170.100-741.200	Building Improve						

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	OLSSON	386412	PROF SERV 2/21/21-4/10/21	0	04/30/2021	05/24/2021	5,812.20
							5,812.20
			Total Dept. Museum administration:				18,565.23
			Total Fund MUSEUM FUND:				18,811.08
Fund: 180 STREET FUND							
Dept: 000.000							
180-000.000-720.300	Professional Ser						
	FLATWATER TECHNOLOGIES	2021-1	FLATWATER TECHNOLOGIES	0	04/27/2021	05/24/2021	8,381.39
							8,381.39
180-000.000-720.350	Training & Confe						
	US BANK	UNL	UNL PESTICIDE LICENSE R FULLE	0	03/23/2021	05/24/2021	80.00
							80.00
180-000.000-724.050	Printing						
	HOMETOWN LEASING #3	22795125	EQUIP LEASE PMT	0	05/13/2021	05/24/2021	127.41
							127.41
180-000.000-727.500	R & M Heavy Ma						
	AUTO VALUE-HASTINGS	70NV056491	BLADE FUSE 15A & 20A	0	04/28/2021	05/24/2021	4.66
	GARRETT TIRES AND TREADS	20016794	SNOW BLOWER TIRES	0	04/29/2021	05/24/2021	110.20
	GARRETT TIRES AND TREADS	20017472	NEW TIRE #26	0	05/06/2021	05/24/2021	456.85
	HASTINGS OUTDOOR POWER L	31412	KOHLER ENGINE, MANIFOLD #62	0	05/03/2021	05/24/2021	2,856.00
	KULLY PIPE & STEEL SUPPLY	750481	1/4 PLATE STEEL FOR FLOOR #34	0	04/14/2021	05/24/2021	890.91
	N A P A AUTO PARTS	023371	AIR FILTERS #902	0	04/23/2021	05/24/2021	81.49
	N A P A AUTO PARTS	023378	CREDIT INV	0	04/23/2021	05/24/2021	-51.53
	N A P A AUTO PARTS	026214	CREDIT INV	0	05/06/2021	05/24/2021	-29.96
	N A P A AUTO PARTS	023380	AIR FILTERS #902	0	04/23/2021	05/24/2021	48.16
	N A P A AUTO PARTS	023442	LED BEACON #902	0	04/23/2021	05/24/2021	107.99
	N A P A AUTO PARTS	024391	AIR, FUEL FILTERS #49	0	04/28/2021	05/24/2021	89.08
	N A P A AUTO PARTS	026001	AIR FILTERS #35	0	05/05/2021	05/24/2021	42.13
	NE MACHINERY CO.	CUI0924054	SPRING, AIR FILTERS, KEYS #14	0	04/09/2021	05/24/2021	150.08
	NE MACHINERY CO.	CUI0924377	BLOCK HEATER #14	0	04/10/2021	05/24/2021	45.40
	NE MACHINERY CO.	CUI0924376	SWITCH, LATH KIT, GASKET #14	0	04/10/2021	05/24/2021	52.23
	NE MACHINERY CO.	CUI0930254	PIN, SLEEVE, SPACER, BOLTS,	0	04/23/2021	05/24/2021	541.40
	NUTRIEN AG SOLUTIONS INC	44998737	JET BURNER, REGULATOR, HOSE	0	04/28/2021	05/24/2021	193.99
	THREE POINTS TIRE	25080	NEW TIRE #902	0	04/22/2021	05/24/2021	155.00
	TITAN MACHINERY INC - HASTII	15456176	HOOD STRUTS #65	0	04/29/2021	05/24/2021	194.00
	UNIVERSAL HYDRAULICS, INC.	28605	RESEAL HYD CYLINDER, HYD HO	0	04/27/2021	05/24/2021	1,312.43
	UNIVERSAL HYDRAULICS, INC.	28603-B	HYD HOSE ASSEMBLY #35	0	04/29/2021	05/24/2021	352.00
	UNIVERSAL HYDRAULICS, INC.	28619	HYD HOSE #57	0	04/29/2021	05/24/2021	21.40
							7,623.91
180-000.000-727.800	R & M Vehicles						
	AUTO VALUE-HASTINGS	70NV056385	WIPER BLADES #3	0	04/27/2021	05/24/2021	10.94
	L C L TRUCK EQUIPMENT, INC.	INV1000407	MIMI STROBE BAR #67	0	04/27/2021	05/24/2021	195.00
	N A P A AUTO PARTS	024132	OIL FILTER, AIR FILTER FUEL	0	04/27/2021	05/24/2021	20.76
	PLATTE VALLEY COMMUNICATI	34549	8 LED STROBE LIGHTS #67	0	04/27/2021	05/24/2021	300.00
	UNIVERSAL HYDRAULICS, INC.	28570	HYD VALVE #16	0	04/22/2021	05/24/2021	140.00
							666.70
180-000.000-731.050	Asphalt & Cemer						

5/24/2021 VOUCHERS TO BE PAID

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City of Hastings

Fund/Dept/Acct	Vendor Name	Invoice #	Invoice Desc.	Check #	Due Date	Posting Date	Amount
Total Dept. Police:							26,917.78
d KENO BETTERMENT FUND:							39,917.78
Fund: 410 VARIOUS PURPOSE FUND							
Dept: 000.000							
410-000.000-840.250	2020 Public Safe						
	FIVE POINTS BANK-GRAND ISL	BAS #3986	INT DUE 6/15/21 2020 PUB	0	05/01/2021	05/24/2021	6,004.87
							6,004.87
Total Dept. 000000:							6,004.87
d VARIOUS PURPOSE FUND:							6,004.87
Fund: 610 LANDFILL FUND							
Dept: 000.000							
610-000.000-720.300	Professional Ser						
	OLSSON	379801	LF 2021 ANNUAL AIR REPORTING	0	02/18/2021	05/24/2021	1,884.00
	OLSSON	386198	HAST MSW LANDFILL PHASE 6	0	04/29/2021	05/24/2021	134.97
	RESOURCE MANAGEMENT CO	2021 EVENT	TIRE DISPOSAL - 362.96 TONS	0	04/30/2021	05/24/2021	43,192.24
							45,211.21
610-000.000-726.050	Electricity						
	HASTINGS UTILITIES	22841912-00	LF - ELECTRICITY	0	04/26/2021	05/24/2021	330.84
							330.84
610-000.000-727.500	R & M Heavy Ma						
	NE MACHINERY CO.	INV449689	MORBARK - CAT C27 ENGINE	0	04/30/2021	05/24/2021	1,574.43
	PLATTE VALLEY COMMUNICATI	34533	D6-20 - MIC	0	04/19/2021	05/24/2021	47.60
	TITAN MACHINERY INC - HASTII	15491158	SHREDDER - CARRIAGE BOLTS	0	05/05/2021	05/24/2021	3.72
							1,625.75
610-000.000-731.250	Fuel & Oil						
	SAPP BROS PETROLEUM INC	IN3470414	155 GAL UNLEADED	0	04/27/2021	05/24/2021	372.00
	THOMSEN OIL CO.	284162	935.8 GAL #2 DIESEL	0	04/26/2021	05/24/2021	2,040.04
							2,412.04
610-000.000-731.700	Wearing Apparel						
	ARAMARK UNIFORM SERVICES	1902076443	MATS/COVERALLS	0	05/03/2021	05/24/2021	30.75
	ARAMARK UNIFORM SERVICES	1902072799	MATS/COVERALLS	0	04/26/2021	05/24/2021	30.75
							61.50
610-000.000-737.705	Shop Supplies						
	N A P A AUTO PARTS	024352	UT FOLDING KNIFE, TEE	0	04/28/2021	05/24/2021	14.83
							14.83
610-000.000-743.500	Heavy Machinery						
	CATERPILLAR FINANCIAL SERV	30938037	D6-20 CATTRACK DOZER PMT #1	0	05/01/2021	05/24/2021	77,190.10
							77,190.10
Total Dept. 000000:							126,846.27
Total Fund LANDFILL FUND:							126,846.27
Fund: 710 SELF INSURED HEALTH FU							
Dept: 000.000							
710-000.000-720.480	Health Benefit Pr						
	AMERITAS LIFE INSURANCE CC	010-33752-00001	DIV I (NONUTIL) VISION INS	0	05/01/2021	05/24/2021	2,268.04
	AMERITAS LIFE INSURANCE CC	010-33752-00002	DIV 2 (UTILITY) VISION INS	0	05/01/2021	05/24/2021	1,652.94
							3,920.98
Total Dept. 000000:							3,920.98

5/24/2021 VOUCHERS TO BE PAID

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City of Hastings

Fund/Dept/Acct	Vendor Name	Invoice #	Invoice Desc.	Check #	Due Date	Posting Date	Amount
ELF INSURED HEALTH FUND:							3,920.98
Grand Total:							638,493.22

Distribution Register by Check



From Check No.: 46661 To Check No.: 46771

Printed: 5/17/2021 11:37

From Check Date: 05/06/2021 - To Check Date: 05/17/2021

Check No	Supplier	Supplier Name	Invoice Number	Invoice Description	Invoice Amt	Charge Code	GL Amount
46661	R5996	MEDA TAUBENHEIM	11421096-30	CUSTOMER REFUND	184.21	1 61841	184.21
46662	05227	AMETEK TECHNICAL & INDUSTRIA	31086538	LAGOON FLARE GAS BLOWER	3,663.35	1 40348	3,663.35
46663	28850	GIS INC	GIS-13749	GIS CONTRACT SERVICE	1,792.00	1 69230	1,792.00
46664	32375	HASTINGS, CITY OF	042621	RE FN/HR/IT/PI/PA HLTH INS-APR	10,828.72	1 19190	517.62
				RE FN/HR/IT/PI/PA HLTH INS-APR		1 39190	493.61
				RE FN/HR/IT/PI/PA HLTH INS-APR		1 49190	399.92
				RE FN/HR/IT/PI/PA HLTH INS-APR		1 69187	117.69
						1 69190	1,599.12
						1 69203	46.00
						1 69260	(287.09)
						1 69260	(208.10)
						1 69260	5,422.50
						1 619190	823.27
						2 29190	1,645.96
						2 29195	258.22
			043021	HR EXPENSES-APRIL	1,337.20	1 19203	36.72
				HR EXPENSES-APRIL		1 19203	81.49
				HR EXPENSES-APRIL		1 39203	35.02
				HR EXPENSES-APRIL		1 39203	77.71
						1 49203	28.37
						1 49203	62.96
						1 69187	8.35
						1 69187	18.53
						1 69203	113.45
						1 69203	251.74
						1 619203	58.41
						1 619203	129.60
						2 29203	116.77
						2 29203	259.11
						2 29204	18.32
						2 29204	40.65
			043021-1	IT EXPENSES-APRIL	80,283.34	1 19190	980.30
				IT EXPENSES-APRIL		1 19190	6,116.75
				IT EXPENSES-APRIL		1 39190	934.83
				IT EXPENSES-APRIL		1 39190	5,833.05
						1 49190	757.40
						1 49190	4,725.95
						1 69187	222.89
						1 69187	1,390.80
						1 69190	3,028.50
						1 69190	18,896.88
						1 619190	1,559.16
						1 619190	9,728.68
						2 29190	3,117.21
						2 29190	19,450.44
						2 29195	489.04
						2 29195	3,051.46
			1019 PPE 043021 1	FINANCE WAGES-APRIL	46,411.04	1 69200	46,411.04
			1019 PPE 043021 10	PPGA WAGES-APRIL	15,718.88	2 89201	15,718.88
			1019 PPE 043021 2	FINANCE BENEFITS-APRIL	7,596.26	1 69260	7,596.26
			1019 PPE 043021 3	HR WAGES-APRIL	17,370.14	1 69203	17,370.14
			1019 PPE 043021 4	HR BENEFITS-APRIL	2,286.33	1 69203	2,286.33
			1019 PPE 043021 5	PI WAGES-APRIL	3,327.54	1 69200	3,327.54
			1019 PPE 043021 6	PI BENEFITS-APRIL	395.80	1 69260	395.80
			1019 PPE 043021 7	PA WAGES-APRIL	5,151.17	1 69200	5,151.17
			1019 PPE 043021 8	PA BENEFITS-APRIL	644.64	1 69260	644.64
			1019 PPE 043021 9	IT WAGES & BENEFITS-APRIL	41,799.98	1 19190	3,695.12
				IT WAGES & BENEFITS-APRIL		1 39190	3,523.74
				IT WAGES & BENEFITS-APRIL		1 49190	2,854.94
				IT WAGES & BENEFITS-APRIL		1 69187	840.18
						1 69190	11,415.57
						1 619190	5,877.08
						2 29190	11,749.97
						2 29195	1,843.38
					233,151.04		233,151.04
46665	32400	HASTINGS, CITY OF	001189119286	MUT/OMAHA LIFE & DISAB INS-APR	8,252.32	1 19260	594.60
				MUT/OMAHA LIFE & DISAB INS-APR		1 39260	409.15
				MUT/OMAHA LIFE & DISAB INS-APR		1 49260	270.66
				MUT/OMAHA LIFE & DISAB INS-APR		1 62403	1,770.20
						1 69187	168.08
						1 69260	820.74
						1 619260	751.06
						2 29260	904.70
						2 29265	2,563.23
			042621	EMPLOYEE VISION INSURANCE-APF	1,712.56	1 62402	1,712.56
			042621-1	BCBS HEALTH & DENTAL INSUR-API	366,104.07	1 62414	366,104.07

Distribution Register by Check



From Check No.: 46661 To Check No.: 46771

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Check No	Supplier	Supplier Name	Invoice Number	Invoice Description	Invoice Amt	Charge Code	GL Amount
			042621-2	DISCOVERY BENEFIT ACCT FEE-AP	101.20	1 69260	101.20
			042621-3	DISCOVERY COBRA ACCT FEE-APR	150.45	1 19260	15.30
				DISCOVERY COBRA ACCT FEE-APR		1 39260	10.20
				DISCOVERY COBRA ACCT FEE-APR		1 49260	7.65
				DISCOVERY COBRA ACCT FEE-APR		1 69187	2.55
						1 69260	25.50
						1 619260	14.45
						2 29260	20.40
						2 29265	54.40
			581819	EMPLOYEE AFLAC DEDUCTIONS-AF	5,461.54	1 62414	5,461.54
					381,782.14		381,782.14
46666	40525	K & G PLUMBING	21-0372	INSTALL NEW WATER SERVICE	3,970.00	1 35570	3,970.00
			21-0379	INSTALL NEW WATER SERVICE	2,365.00	1 35570	2,365.00
			21-0380	INSTALL NEW WATER SERVICE	3,565.00	1 35570	3,565.00
			FC 8954	FINANCE CHARGE	5.00	1 35570	5.00
					9,905.00		9,905.00
46667	42625	KULLY PIPE & STEEL CORP.	749772	BRASS NIPPLES	13.91	1 61561	13.91
			750338	BLACK PIPE	1,271.80	1 61561	1,271.80
			750652	ELBOWS, BUSHINGS, ANTI-SEIZ	225.77	1 61561	225.77
			750989	PIPE DIES	100.99	1 61561	100.99
			751135	NIPPLES, ELBOWS, FITTINGS, CAP	692.34	1 61561	692.34
			751146	CHANNEL IRON	116.05	1 45460	116.05
					2,420.86		2,420.86
46668	51825	N A P A AUTO PARTS	022779	CORE DEPOSIT RETURNS	(179.04)	1 45480	(47.08)
				CORE DEPOSIT RETURNS		1 61842	(35.66)
				CORE DEPOSIT RETURNS		2 25820	(96.30)
			024417	BATTERIES & CORE DEPOSITS	586.03	1 61842	160.35
				BATTERIES & CORE DEPOSITS		1 61842	160.35
				BATTERIES & CORE DEPOSITS		2 21844	265.33
					406.99		406.99
46669	69175	SOUTHERN POWER DISTRICT	4908002 043021	MAXON AVE POWER	598.40	1 45026	598.40
46670	77050	VERIZON WIRELESS	9878258697	CELL PHONE SERVICE	4,222.20	1 19210	496.65
				CELL PHONE SERVICE		1 39210	529.75
				CELL PHONE SERVICE		1 69210	1,228.08
				CELL PHONE SERVICE		1 619210	582.72
						2 29210	1,072.94
						2 75065	312.06
					4,222.20		4,222.20
46671	79975	WINDSTREAM NEBRASKA INC	091774858 042821	PHONE & INTERNET SERVICE	1,144.10	1 15460	70.40
				PHONE & INTERNET SERVICE		1 35053	454.61
				PHONE & INTERNET SERVICE		1 45023	30.08
				PHONE & INTERNET SERVICE		1 45421	48.24
						1 69180	30.82
						1 69210	342.66
						2 25050	20.81
						2 25065	129.72
						2 25700	16.76
					1,144.10		1,144.10
46672	R6032	NICHOLAS & TRACY REMPE	030521	REIMBURSE HOUSE MOVE DEPOSIT	4,882.46	2 24150	4,882.46
46673	32400	HASTINGS, CITY OF	051421	EMPLOYEE FLEXPLAN DEDUCTIONS	2,496.38	1 62401	2,496.38
46674	53225	NE DEPT. OF REVENUE	LEVY# 22060327 051	REMIT GARNISHMENT	75.00	1 62410	75.00
			LEVY# 22169078 051	REMIT GARNISHMENT	25.00	1 62410	25.00
					100.00		100.00
46675	70300	STATE DISBURSEMENT UNIT	CO1482539 051421	REMIT GARNISHMENT	248.00	1 62410	248.00
46676	01875	ADAMS COUNTY REGISTER OF DEEDS	023 050321	LIENS, EASEMENTS	10.00	1 619230	10.00
46677	02675	AIRGAS USA, LLC	9979001878	APRIL CYLINDER RENTAL	80.71	2 25128	48.43
				APRIL CYLINDER RENTAL		2 75128	32.28
					80.71		80.71
46678	05780	APACHE INDUSTRIAL SERVICES INC	247139	SCAFFOLDING	4,975.38	2 25125	1,202.70
				SCAFFOLDING		2 25135	3,772.68
			247140	SCAFFOLDING	4,730.44	2 95126	4,730.44
			247141	SCAFFOLDING	9,418.59	2 25125	9,418.59
			247142	SCAFFOLDING	4,208.12	2 25125	4,208.12
			247144	SCAFFOLDING	2,174.99	2 95126	2,174.99
			247145	SCAFFOLDING	9,216.48	2 25125	7,429.14
				SCAFFOLDING		2 95126	1,787.34
					34,724.00		34,724.00
46679	06175	ARAMARK	1902075764	RUGS & LAUNDRY SERVICE	25.14	1 45450	25.14

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Check No	Supplier	Supplier Name	Invoice Number	Invoice Description	Invoice Amt	Charge Code	GL Amount
			1902076447	RUGS & LAUNDRY SERVICE	66.34	1 69330	57.03
				RUGS & LAUNDRY SERVICE		2 25060	9.31
			1902077180	RUGS & LAUNDRY SERVICE	70.92	2 25065	70.92
			1902080161	RUGS & LAUNDRY SERVICE	66.34	1 69330	57.03
				RUGS & LAUNDRY SERVICE		2 25060	9.31
			1902080886	RUGS & LAUNDRY SERVICE	70.92	2 25065	70.92
					299.66		299.66
46680	06775	AUTO VALUE PARTS STORES	70CR004298	RETURN MUFFLER	(25.00)	2 25830	(25.00)
			70NV055930	A/C REFRIG RECOVERY MACHINE	4,249.00	1 69340	4,249.00
					4,224.00		4,224.00
46681	07275	BABCOCK & WILCOX CO.	BA60386950	BOILER INSPECTION	11,627.32	2 25125	11,627.32
46682	07530	BANKSON, DOYLE	042721	BOOT REIMBURSEMENT	120.93	2 79275	120.93
46683	09705	BRANDSAFWAY SOLUTIONS, LLC	731-R007741	SCAFFOLDING	259.53	2 25135	259.53
46684	10210	BUDNICK, JULIE	10470	LOGO APPAREL	249.31	1 69187	249.31
			10471	LOGO APPAREL	917.81	1 619260	917.81
					1,167.12		1,167.12
46685	11630	CARDINAL CONSTRUCTION LLC	3116	CONCRETE WORK	450.00	2 20153	450.00
46686	12625	CENTRAL NEBRASKA COLLECTION	043021	COLLECTION AGENCY FEES	204.32	1 69040	204.32
46687	15575	CONSOLIDATED CONCRETE CO.	264394	CRUSHED LIMESTONE	1,772.28	1 35076	1,772.28
			264469	CRUSHED LIMESTONE	256.03	1 35580	256.03
			264597	CONCRETE	1,359.44	1 35580	1,359.44
			264806	CRUSHED LIMESTONE	1,866.68	2 25600	1,866.68
			264917	CONCRETE	107.00	1 10001	107.00
			265025	CRUSHED LIMESTONE	54.55	1 35072	54.55
			265067	CONCRETE	325.01	2 20134	325.01
			265164	CONCRETE	238.75	1 35580	238.75
			265577	CONCRETE	691.49	1 15733	691.49
					6,671.23		6,671.23
46688	17475	CREDIT MANAGEMENT	043021	COLLECTION AGENCY FEES	32.72	1 69040	32.72
46689	19425	DELPHIAN CORP.	46401	CONTROLLER CARD, SENSOR, SPL	1,356.20	1 15461	1,356.20
46690	20325	DITCH WITCH UNDERCON	P26172	HYDR PRESSURE GAUGE	91.88	1 61843	91.88
46691	20650	DOWNEY DRILLING, INC	21-119	REPAIR WELL 8	42,843.59	1 35052	42,843.59
46692	21125	DUGAN BUSINESS FORMS	49097	GEN OPR FUND CHECKS	216.78	1 69210	216.78
46693	21375	DUTTON-LAINSON COMPANY	839935-1	ELECTRIC METERS	1,258.32	2 20007	1,258.32
			S20881-3	SELECTOR SWITCHES	723.73	2 95126	723.73
			S20881-4	CLEAR LENS	314.39	2 95126	314.39
			S21298-1	WILDLIFE TUBING	1,098.90	2 21561	1,098.90
					3,395.34		3,395.34
46694	21975	EAKES OFFICE EQUIPMENT	8253107-0	CLEANER	302.00	1 61561	302.00
46695	23565	ENVIRONMENTAL DIRECT INC	7530	REMOVAL/DISPOSAL ASBESTOS	17,400.00	2 20604	17,400.00
46696	23870	ESSENTIAL SCREENS	2021040080	NEW EMPLOYEE BACKGROUND CH	104.00	1 69300	18.50
				NEW EMPLOYEE BACKGROUND CH		2 79305	85.50
					104.00		104.00
46697	24225	F C X PERFORMANCE	4739574	SOLENOID VALVE	295.05	2 25120	295.05
			4740624	SOLENOID VALVE	738.85	2 95126	738.85
			4740927	BIMETAL THERMOMETERS, T-WELL	360.54	2 25125	360.54
					1,394.44		1,394.44
46698	24375	FAGIOLO, GUY	050321	CDL REIMBURSEMENT	31.00	1 19300	31.00
46699	24775	FARRIS CONSTRUCTION CO. INC.	20158	NDS LOBBY REMODEL	24,594.00	1 60159	24,594.00
46700	24825	FASTENAL CO.	NEHAS168894	BOLTS, NUTS, UBOLTS	340.46	2 95126	340.46
46701	25050	FEI, INC.	009100	LPG GAUGES	480.24	1 15461	480.24
46702	27360	GE POWER SERVICES	91215305	SPRING STUD BEARINGS, VALVE DI	8,044.80	2 25124	8,044.80
46703	28125	GAS PRODUCTS SALES, INC.	21105-033	GAS METERS	7,730.90	1 10005	275.14
				GAS METERS		1 10005	7,455.76
					7,730.90		7,730.90
46704	28740	GENEVA IMPLEMENT COMPANY	IG46710	ANTENNA	74.18	2 95126	74.18
			ZG00824	SERVICE CALL	440.00	2 95126	440.00

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Check No	Supplier	Supplier Name	Invoice Number	Invoice Description	Invoice Amt	Charge Code	GL Amount
					514.18		514.18
46705	29180	GILBARCO INC.	SGI1649477	FUEL SYSTEM SOFTWARE	682.66	1 69206	682.66
46706	30050	GRAHAM TIRE CO OF HASTINGS L	1818106333	REPLACE TIRE	652.08	1 61842	652.08
46707	31325	H D R ENGINEERING INC.	1200345235	PRIMARY DIGESTER IMP	7,749.00	1 40348	7,749.00
46708	32375	HASTINGS, CITY OF	042821	GAS CARDS	675.00	1 19300	675.00
			045-333074, 045-337	ERP SOFTWARE	6,370.00	1 60164	6,370.00
			10250	CITY ATTORNEY, ADMINISTRATOR	8,317.83	1 69230	8,317.83
			10252	STREET OPENING	601.70	1 35570	159.20
				STREET OPENING		1 35570	442.50
			10253	STREET OPENING	559.20	1 35570	159.20
				STREET OPENING		1 35570	400.00
			2105	GIS SERVER SUPPORT	4,190.69	1 619230	4,190.69
			2106	CITRIX SERVER & SEAT	637.60	1 619230	637.60
			210617	ERP SOFTWARE	4,436.25	1 60164	4,436.25
			319370	PETTYCASH-RADON KITS	42.00	1 69330	42.00
					25,830.27		25,830.27
46709	32625	HASTINGS, CITY OF	384460	WOOD CHIPS	176.71	2 25830	176.71
			384755	BRANCHES	11.48	2 75065	11.48
					188.19		188.19
46710	32775	HASTINGS EQUITY MANUFACTURI	116230	PANELS FOR PRECIPITATORS	9,191.30	2 25124	9,191.30
46711	33115	HASTINGS PHYSICAL THERAPY	201466	NEW EMPL DRUG & PHYSICAL TEST	340.00	1 69300	68.00
				NEW EMPL DRUG & PHYSICAL TEST		2 79305	272.00
					340.00		340.00
46712	33225	HASTINGS TRIBUNE	300111808	ADVERTISING	4.25	1 69210	4.25
			300111837	ADVERTISING	158.10	1 69300	158.10
					162.35		162.35
46713	35250	HOMETOWN LEASING	22794652 051021	COPIER LEASE	1,576.11	1 69210	1,576.11
			22794653 051021	COPIER LEASE	732.17	2 75065	732.17
			22794654 051021	COPIER LEASE	231.00	1 49210	231.00
			22794855 051021	COPIER LEASE	49.26	1 69210	49.26
			22794873 051021	COPIER LEASE	24.07	1 69210	24.07
					2,612.61		2,612.61
46714	35450	HOST COFFEE	1299274	MEETING SUPPLIES	36.00	1 69210	36.00
46715	36225	HYDRAULIC EQUIPMENT SVC., INC	63835FS	TRUCK INSPECTION	841.00	2 21844	841.00
			63836FS	TRUCK INSPECTION	895.75	2 21844	895.75
			63837FS	TRUCK INSPECTION	710.00	2 21844	710.00
			63838FS	TRUCK INSPECTION	841.00	2 21844	841.00
			63839FS	TRUCK INSPECTION	710.00	2 21844	710.00
			63840FS	TRUCK INSPECTION	841.00	2 21844	841.00
			63841FS	TRUCK INSPECTION	895.75	1 61845	895.75
			63842FS	MACHINE INSPECTION	447.88	2 25820	447.88
					6,182.38		6,182.38
46716	37525	INDUSTRIAL VACUUM EQUIP. COR	58834	DUMP TIMER	204.80	2 75065	204.80
46717	38230	INTEGRATED SECURITY SOLUTIONS	20211015	FIRE EXTINGUISHER	36.38	1 619300	36.38
46718	40525	K & G PLUMBING	21-0741	INSTALL NEW WATER SERVICE	3,040.00	1 35570	3,040.00
			21-0742	INSTALL NEW WATER SERVICE	4,440.00	1 35570	4,440.00
			21-0743	INSTALL NEW WATER SERVICE	3,395.00	1 35570	3,395.00
					10,875.00		10,875.00
46719	42425	KRIZ-DAVIS COMPANY	921985615	CRIMPS	3,171.96	2 20120	3,171.96
			921985617	FUSES, EXP COUPLINGS	218.98	1 35052	218.98
			921985618	RELAYS	48.62	1 69330	48.62
			922019375	FUSE BOXES	4,225.13	2 21561	4,225.13
			922019376	CABLE PULL SWITCHES	800.39	2 25126	800.39
			922027539	VALVE LOCKOUTS	99.25	2 75065	99.25
					8,564.33		8,564.33
46720	44325	LINWELD	23411420	NITROGEN	26.18	2 25020	26.18
			23469828	TELEMETRY SYSTEM	93.67	2 75055	93.67
			23528225	HYDROGEN	1,593.55	2 75055	1,593.55
			23543827	CARBON DIOXIDE	33.71	2 79213	33.71
			51790063	APRIL CYLINDER RENTAL	390.17	1 15491	14.45
				APRIL CYLINDER RENTAL		1 15673	19.26
				APRIL CYLINDER RENTAL		1 15750	55.37
				APRIL CYLINDER RENTAL		1 45430	26.48
						2 25020	38.52
						2 25050	12.04
						2 25055	26.48

Distribution Register by Check



From Check No.: 46661 To Check No.: 46771

Printed: 5/17/2021 11:37

From Check Date: 05/06/2021 - To Check Date: 05/17/2021

Check No	Supplier	Supplier Name	Invoice Number	Invoice Description	Invoice Amt	Charge Code	GL Amount
						2 25128	57.78
						2 25135	4.82
						2 25140	16.85
						2 25820	4.82
						2 75025	4.82
						2 75055	4.82
						2 75065	74.76
						2 75125	4.82
						2 75135	21.67
						2 79213	2.41
					2,137.28		2,137.28
46721	45375	M S C INDUSTRIAL SUPPLY CO INC	55029103	TRANSFER SWITCH	139.14	2 75065	139.14
46722	47125	MELLEN & ASSOCIATES, INC.	26819	ELECT ACTUATOR ASSY	5,820.44	1 45462	5,820.44
46723	47175	MENARDS	15754	REFRIGERANT	58.56	1 45450	58.56
46724	47975	MICROFILM IMAGING SYSTEMS, IN	85848	SCANNER RENTAL	48.15	1 619210	48.15
46725	48675	MID-NEBRASKA LUBRICANTS	357735	UNLEADED GASOLINE	3,827.81	1 61511	3,827.81
46726	50100	MOBOTREX	250176	TRAFFIC LIGHT EGGS	2,910.00	2 24182	2,910.00
46727	53175	NE DEPT OF HEALTH & HUMAN SE	050521	ASBESTOS LICENSE RENEWAL	200.00	1 69187	200.00
46728	53925	NEBRASKA EYE CARE	050321	PRESCRIPTION SAFETY GLASSES	305.00	2 79275	305.00
			050521	PRESCRIPTION SAFETY GLASSES	293.00	1 69270	293.00
					598.00		598.00
46729	54475	NEBR. PUBLIC HEALTH ENV. LAB	538897	WATER TESTING	70.00	1 35079	70.00
46730	54526	NEBRASKA PUBLIC POWER DISTR	9000040374	PROTECTIVE EQUIP TESTING	159.62	2 79275	159.62
46731	55320	DALLAS NICHOLS	050621	HYDRANT PAINTING	160.00	1 35593	160.00
46732	56625	O'KEEFE ELEVATOR CO., INC.	1000343141	ELEVATOR MAINTENANCE	218.48	2 25115	218.48
			1000343572	ELEVATOR MAINTENANCE	256.33	2 25110	256.33
			7000003661	REPAIR BROKEN DOOR ASSEMBLY	1,327.50	2 25115	1,327.50
					1,802.31		1,802.31
46733	56775	OMAHA PUBLIC POWER DISTRICT	CSB0000773	TRANSMISSION AGREEMENT	21,800.00	2 29235	21,800.00
46734	57050	ONE CALL CONCEPTS INC	1040392	LOCATING SERVICES	536.91	1 619181	536.91
46735	57175	O'REILLY AUTO PARTS	0764-397357	ABSORBENT	138.89	1 61561	138.89
46736	58612	FREESTATE FLOW SOLUTIONS IN	210412-100	GASKETS, PACKING SET	894.53	2 25135	894.53
46737	61325	PROTEX CENTRAL INC	123671	FIRE ALARM INSPECTIONS	699.00	2 25145	699.00
46738	61475	PUBLIC POWER GENERATION AGE	0633	FUEL, O&M, DEBT SERVICE	917,583.31	2 22322	292,181.04
				FUEL, O&M, DEBT SERVICE		2 22322	625,402.27
					917,583.31		917,583.31
46739	62975	RAILROAD MGMT. CO. III, LLC	434941	POWERLINE OVERCROSSING	284.85	2 25930	284.85
			434984	GAS PIPELINE ENCROACHMENTS	9,629.44	1 15731	9,629.44
					9,914.29		9,914.29
46740	63250	RAYKER MECHANICAL SERVICES	100051	INSPECTIONS	28,734.20	2 25530	28,734.20
46741	63875	RESCO	804628-00	TRANSFORMERS	75,156.80	2 21562	75,156.80
46742	63975	RIEKES EQUIPMENT COMPANY	HWO000503-1	NDS HOIST REPAIR	3,443.19	2 25110	3,443.19
46743	64275	ROCKMOUNT RESEARCH & ALLOY	1261640	WELDING ROD	1,672.32	2 75125	1,672.32
46744	65025	RUTT'S HEATING & A. C.	38393	DUCT REPAIR @ GRIT BLDG	1,650.00	1 45451	1,650.00
			38394	HVAC UNIT @ SOLIDS COMPLEX	17,882.00	1 45451	17,882.00
					19,532.00		19,532.00
46745	65275	S O S PORTABLE TOILETS, INC.	45387	PORTABLE TOILET RENTAL	230.05	1 15750	230.05
			45388	PORTABLE TOILET RENTAL	300.68	2 25125	300.68
					530.73		530.73
46746	65825	SAPP BROTHERS PETROLEUM, IN	IN3480680	GREASE	120.00	2 75125	120.00
46747	66275	SCHIMBERG CO.	2276379-00	FLEX GASKETS	238.60	2 75125	238.60
46748	66675	SCHWEITZER ENGINEERING LAB	INV-000587723	NERC COMPLIANCE GPS CLOCK IN:	3,173.18	2 20137	3,173.18
46749	67325	SERVI-TECH, INC.	H-980793	WATER TESTING	162.81	1 45431	162.81

Distribution Register by Check



From Check No.: 46661 To Check No.: 46771

Printed: 5/17/2021 11:37

From Check Date: 05/06/2021 - To Check Date: 05/17/2021

Check No	Supplier	Supplier Name	Invoice Number	Invoice Description	Invoice Amt	Charge Code	GL Amount
			H-980809	WATER TESTING	180.48	1 35079	180.48
			H-980818	WATER TESTING	162.81	1 45431	162.81
			H-980849	WATER TESTING	162.81	1 45431	162.81
			H-980883	WATER TESTING	162.81	1 45431	162.81
			H-980901	WATER TESTING	45.12	1 35052	45.12
			H-980907	WATER TESTING	1,316.28	2 25065	1,316.28
					<u>2,193.12</u>		<u>2,193.12</u>
46750	68425	SKARDA EQUIPMENT CO., INC.	1167279	SOLENOID ASSY	476.27	2 25125	476.27
46751	68915	SOUICIE FARMS	INV0002-1	TRANSPORT BIOSOLIDS	24,933.40	1 40348	24,933.40
46752	71575	SUNSET LAWNS AND LANDSCAPING	31030	PLANT GRASS @ WELL 33	2,500.00	1 35052	2,500.00
46753	72775	TELEDYNE INSTRUMENTS	P020087883	CEM SUPPORT	5,850.00	2 75128	5,850.00
46754	73175	TEST AMERICA INC.	3100044187	WATER TESTING	67.50	1 35079	67.50
46755	73575	THOMSEN OIL CO	284183	DIESEL FUEL	872.13	2 95015	872.13
46756	74230	TOWERS INSULATION INC.	3378	REPAIR DA EXTRACTION LINE	988.12	2 25125	988.12
46757	76225	UNITED STATES TREASURY	051221	ADJUSTED QUARTERLY TAX	2,074.89	1 62413	2,074.89
46758	76325	UNIVAR USA INC.	49104857	FLOCCULANT	9,692.13	1 45422	9,692.13
46759	79275	WESCO RECEIVABLES CORP	681482	WILDLIFE GUARDS	195.28	2 21561	195.28
			683358	CONNECTORS	838.45	2 21561	838.45
			684309	WIRE NUTS, WIRE, COUPLINGS	2,689.47	2 21561	2,689.47
			685197	WHITE WIRE	1,073.25	2 21561	1,073.25
					<u>4,796.45</u>		<u>4,796.45</u>
46760	79615	WIGEN WATER TECHNOLOGIES	22065	FILTERS	1,702.75	1 35074	1,702.75
46761	R6033	ANDREW VRBAS	050721	CUST INCENT-RAIN SENSOR	75.00	1 35571	75.00
46762	R6034	JASMIN N FORBES	06211275-03	CUSTOMER REFUND	4.85	1 61841	4.85
46763	R6035	ALEC WHITE	06221360-14	CUSTOMER REFUND	1.76	1 61841	1.76
46764	R6036	COLTON J MCCOY	08310010-29	CUSTOMER REFUND	25.22	1 61841	25.22
46765	R6037	DUSTIN LEO JONES	08310585-05	CUSTOMER REFUND	15.36	1 61841	15.36
46766	R6038	BILL J DITTMER	09351380-01	CUSTOMER REFUND	771.41	1 61841	771.41
46767	R6039	HASTINGS HOUSING	10402004-22	CUSTOMER REFUND	42.00	1 61841	42.00
46768	R6040	ANDREW J SMITH	11440550-18	CUSTOMER REFUND	193.15	1 61841	193.15
46769	R6041	ROBERT A HOY	13493020-28	CUSTOMER REFUND	200.41	1 61841	200.41
46770	R6042	JASON M CAREY	15602300-02	CUSTOMER REFUND	131.59	1 61841	131.59
46771	R6043	SID #1 OF CLAY COUNTY NE	22822330-02	CUSTOMER REFUND	1,532.94	1 61841	1,532.94

Check Report Total 2,050,255.54

Distribution Register by Check



ACH PAYMENTS

Printed: 5/17/2021 11:46

From Check Date: 05/17/2021 - To Check Date: 05/17/2021

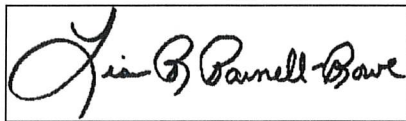
Check No	Supplier	Supplier Name	Invoice Number	Invoice Description	Invoice Amt	Charge Code	GL Amount
603799	10720	C C C-HASTINGS RENEWABLE ENI	52	POWER PURCHASED	51,288.98	2 22322	51,288.98
603800	12700	CENTRAL PLAINS ENERGY PROJE	042114A697	GAS PURCHASES	34,162.50	1 62321	34,162.50
			042118A885	GAS PURCHASES	89,325.00	1 62321	89,325.00
					<u>123,487.50</u>		<u>123,487.50</u>
603801	27070	G D S ASSOCIATES, INC	0190924	NITS ASSESSMENT	2,451.25	2 29230	2,451.25
			0191842	NITS ASSESSMENT	1,651.25	2 29230	1,651.25
			0192693	NITS ASSESSMENT	407.50	2 29230	407.50
			0193856	NERC CONSULTING	247.50	2 29230	247.50
					<u>4,757.50</u>		<u>4,757.50</u>
603802	45205	M & T BANK-457	051421	EMPLOYEE DEFERRED COMP	250.00	1 62417	250.00
603803	55070	NEOPOST	7900044080326758	POSTAGE	1,500.00	1 69170	1,500.00
603804	74325	TRAILBLAZER PIPELINE COMPANY	TPC042021217974	GAS PIPELINE TRANSPORTATION	29,282.29	1 62321	29,282.29
603805	76025	UNITED PARCEL SERVICE	00006838E9181	DELIVERY SERVICE	1,154.96	1 69187	122.73
						1 69206	16.50
						2 25125	10.88
						2 25128	164.72
						2 79275	10.42
						2 85015	829.71
			00006838E9191	DELIVERY SERVICE	231.08	1 35079	80.02
						1 35531	124.52
						1 69206	16.50
						2 75145	10.04
					<u>1,386.04</u>		<u>1,386.04</u>
603806	30575	GREAT WEST LIFE	051421	PENSION DEPOSIT	85,285.66	1 62415	85,285.66
			051421-1	DEFERRED COMP	5,138.87	1 62417	5,138.87
			051421-2	ROTH CONTRIBUTIONS	15,176.52	1 62417	15,176.52
					<u>105,601.05</u>		<u>105,601.05</u>
603807	53275	NE DEPT. OF REVENUE	043021	NE WITHHOLDING-APRIL 2021	82,976.10	1 62412	82,976.10
			043021-1	NE SALES & USE TAX-APR	226,188.37	1 62421	222,078.85
						2 22421	4,109.52
					<u>309,164.47</u>		<u>309,164.47</u>
603808	53775	NEBRASKA CHILD SUPPORT	050821	REMIT CHILD SUPPORT	2,571.50	1 62410	2,571.50
603809	57170	OPTIMUM BANK	051421	EMPLOYEE HSA DEDUCTIONS	6,655.65	1 62404	6,655.65
603810	76225	UNITED STATES TREASURY		FIT & FICA WITHHOLDING	146,439.12	1 62411	60,751.43
						1 62413	85,687.69
					<u>146,439.12</u>		<u>146,439.12</u>

Checks & ACH Payments	2,832,639.64
Less Discounts	(33.65)
Less Voided Check	(184.21)
Grand Total	<u>2,832,421.78</u>

Combined	1,522,660.21
Electric	1,309,761.57
Grand Total	2,832,421.78

**CITY OF HASTINGS
DEVELOPMENT SERVICES DEPARTMENT
MONTH END REPORT FOR APRIL 2021**

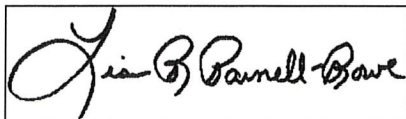
Type of Permit	# of Permits	Fees	Valuation
Electric	36	\$ 1,605.00	\$ -
Gas	10	\$ 215.00	
Plumbing			
Inspection	30	\$ 635.00	
Utilities		\$ 5,610.00	
Building			
Issued	27	\$ 9,146.10	\$ 2,562,490.10
Demolition	2	\$ 60.00	
Sign Permits	6	\$ 180.00	
Fence Permits	16	\$ 480.00	
Street Access Permits	4	\$ 120.00	
Moving Permits	4	\$ 260.00	
Roofing Permits	11	\$ 325.00	
Siding Permits	1	\$ 30.00	
Zoning and Filing Fees		\$ 1,641.00	
Out of District		\$ -	
Electric Cards		\$ 895.00	
Plumbing Cards		\$ 2,880.00	
Gas Cards		\$ 1,170.00	
Electric Exams		\$ 200.00	
Plumbing Exams		\$ 50.00	
Gas Exams		\$ -	
Occupation Tax		\$ 9,100.00	
Subtotals	147	\$ 34,602.10	\$ 2,562,490.10
HU Plbg. Reimbursement		\$ 5,500.58	
HU Out of District Fees		\$ -	
Total Collected	147	\$ 29,101.52	\$ 2,562,490.10



Development Services Director

**CITY OF HASTINGS
DEVELOPMENT SERVICES DEPARTMENT
MONTH END REPORT FOR MARCH 2021**

Type of Permit	# of Permits	Fees	Valuation
Electric	36	\$ 1,985.00	\$ -
Gas	10	\$ 200.00	
Plumbing			
Inspection	35	\$ 1,120.00	
Utilities		\$ 1,058.67	
Building			
Issued	19	\$ 8,864.67	\$ 2,824,342.99
Demolition	2	\$ 55.00	
Sign Permits	6	\$ 155.70	
Fence Permits	15	\$ 780.00	
Street Access Permits	8	\$ 240.00	
Moving Permits	0	\$ -	
Roofing Permits	7	\$ 210.00	
Siding Permits	1	\$ 15.00	
Zoning and Filing Fees		\$ 1,585.00	
Out of District		\$ 8,784.84	
Electric Cards		\$ 150.00	
Plumbing Cards		\$ -	
Gas Cards		\$ 35.00	
Electric Exams		\$ -	
Plumbing Exams		\$ -	
Gas Exams		\$ -	
Occupation Tax		\$ 300.00	
Subtotals	139	\$ 25,538.88	\$ 2,824,342.99
HU Plbg. Reimbursement		\$ 1,037.50	
HU Out of District Fees		\$ 8,784.84	
Total Collected	139	\$ 15,716.54	\$ 2,824,342.99



Development Services Director

SOLID WASTE/WOOD WASTE VOLUME AND REVENUE REPORT

Month of April 2021

SOLID WASTE FACILITY

Hastings/Adams County

Loose Tonnage	1,444.38 .
Compacted Tonnage	1,900.44 .
Special Waste Tonnage	0.43 .
Industrial Waste I Tonnage	155.04 .
Industrial Waste II Tonnage	0.02 .
Contaminated Soil/Sands	546.90 .

Regional Five-County Area

Loose Tonnage	425.19 .
Compacted Tonnage	630.82 .
Special Waste Tonnage	0.19 .
Industrial Waste I Tonnage	0.00 .
Industrial Waste II Tonnage	0.00 .
Contaminated Soil/Sands	0.00 .

5,103.41 *

WOOD WASTE FACILITY

Hastings/Adams County and Regional Five-County Area

Total Tonnage of Incoming Wood Waste	317.06 *
Total Tonnage of Incoming Green Waste	30.48 *

5,450.95 *

REVENUE INCOME

Solid Waste Facility

Cash	\$16,519.88	No RCC Redeemed, 7 Freon Appliances = \$73.50, 15 cy dirt = \$39.56
Charge	\$198,886.06	
		* \$215,405.94
Special Waste Fees	\$299.25 *	
Industrial Waste I Fees	\$9,535.02 *	
Industrial Waste II Fees	\$82.00 *	
Contaminated Soils/Sand	\$22,473.40 *	
		* \$32,389.67

Wood Waste Facility

Incoming Wood Waste Revenue	\$11,515.98	
Total Revenue of Natural Wood Chip Sales	\$575.06	
Incoming Green Waste Revenue	\$1,357.23	
Total Revenue of Compost Sales	\$27.43	
	*	\$13,475.70

*REVENUE GRAND TOTAL FOR THE MONTH

\$228,881.64

*Special Waste/Industrial Waste/Contaminated Soil & Sand charges included in charge amount

Prepared By:

Janet Johnson

Checked By:

Julianne Barone

Updated 5/7/2021

CITY OF HASTINGS
FY 2020-2021 LANDFILL MONTHLY TOTALS

MONTH	HASTINGS/ADAMS COUNTY					OUTSIDE ADAMS COUNTY					CASH	CHARGE	SPEC/INDR SOIL/SANDS*	TOTAL	DC/CY	RATIO CY/TON
	L-TON	C-TON	SP	IW1/IW2	SOIL/SAND	L-TON	C-TON	SP	IW	S/S						
10/2020	820.13	1,789.43	2.19	107.75	536.92	233.28	526.92	17.53	0.00	0.00	15,854.26	155,178.13	30,774.41	171,032.39	1,220	3.307/1
11/2020	827.95	1,656.17	0.31	103.43	485.90	295.77	598.74	0.07	0.00	0.00	13,015.78	154,347.09	26,734.49	167,362.87	780	5.088/1
12/2020	1,218.64	1,705.50	8.30	140.23	499.83	168.82	589.90	0.48	2.50	0.00	8,398.06	175,112.49	30,722.41	183,510.55	800	5.418/1
01/2021	4,251.37	1,554.79	0.00	107.41	442.26	192.52	502.10	0.01	0.00	0.00	10,153.39	282,727.13	24,902.48	292,880.52	2,070	3.406/1
02/2021	988.71	1,399.55	0.46	105.71	476.19	141.35	484.16	0.00	0.00	0.00	6,917.35	143,828.19	26,206.40	150,745.54	1,050	3.425/1
03/2021	1,525.38	1,857.33	7.12	141.92	626.27	206.27	687.79	0.07	0.00	0.00	17,125.98	195,869.73	35,410.87	212,995.71	1,260	4.010/1
04/2021	1,444.38	1,900.44	0.43	155.06	546.90	425.19	630.82	0.19	0.00	0.00	16,519.88	198,886.06	32,389.67	215,405.94	1,540	3.314/1
05/2021														0.00		
06/2021														0.00		
07/2021														0.00		
08/2021														0.00		
09/2021														0.00		
TOTAL	11,076.56	11,863.21	18.81	861.51	3,614.27	1,663.20	4,020.43	18.35	2.50	0.00	87,984.70	1,305,948.82	207,140.73	1,393,933.52	8,720	---

362.96 Ton Tires Hauled by Resource Mgmt Tire Recycling Event 3/134/21-3/20/2021

Dec 2020 / 1 RCC Redeemed = .02T (40 lbs) = \$10.50

33,138.84 Total Tons-To-Date

Industrial Waste I & Industrial Waste II

*Spec/Ind Waste/Soil/Sand Waste added together-Total \$'s

Prepared By: Janet Johnson Checked By: Michelle Lynn
Thelma Burton

Updated 5/6/2021

CITY OF HASTINGS
FY 2020-2021 WOOD WASTE FACILITY MONTHLY TOTALS

MONTH	TOTAL TON INCOMING WOOD WASTE	TOTAL INCOMING \$	TOTAL CY STD CHIP SALES	TOTAL CY PREM CHIP SALES	TOTAL CHIP SALES	GRAND TOTAL	
10/2020	313.89	\$9,103.76	790.00	14.00	\$1,740.76	\$10,844.52	Parks=83.68 T Wd N/C, Cemetery= 10.94 T Wd N/C, Street Dept=3.46 T Wood N/C
11/2020	305.83	\$12,600.14	1,191.00	20.00	\$2,615.76	\$15,215.90	Ice Storm 11/9-10/2020, Free Trees 11/10-21/2020 (Public, Street & Parks Dept) Parks= 2.77 T Wd N/C
12/2020	296.23	\$8,200.18	905.00	1.00	\$1,914.83	\$10,115.01	Parks Xmas Trees N/C = 1.12T, Parks=98.20 Wd N/C
01/2021	269.52	\$5,936.47	290.00	8.00	\$651.90	\$6,588.37	Parks Xmas Trees N/C = 1.91T, Parks=99.73T Wd N/C, Street=24.61T Wd N/C
02/2021	155.60	\$4,275.29	60.00	0.00	\$126.60	\$4,401.89	Parks = 51.58 T WD N/C
03/2021	296.35	\$10,731.06	58.00	31.00	\$285.94	\$11,017.00	Parks = 40.16 T Wd N/C, Street =.09 T Wd N/C
04/2021	317.06	\$11,515.98	115.00	69.00	\$575.06	\$12,091.04	Parks = 45.32 T Wd & 5 cy Prem Chips N/C
05/2021						\$0.00	
06/2021						\$0.00	
07/2021						\$0.00	
08/2021						\$0.00	
09/2021						\$0.00	
TOTALS	1,954.48	\$62,362.88	3,409.00	143.00	\$7,910.85	\$70,273.73	

Prepared By:

Janet Johnson

Checked By:

Julape Brown

CITY OF HASTINGS
FY 2020-2021 GREEN WASTE & COMPOST MONTHLY TOTALS

MONTH	TOTAL TON INCOMING GREEN WASTE	TOTAL INCOMING \$	TOTAL CY COMPOST SALES	TOTAL \$ COMPOST SALES	GRAND TOTAL
10/2020	15.52	\$704.06	0.00	\$0.00	\$704.06
11/2020	10.85	\$608.86	0.00	\$0.00	\$608.86
12/2020	1.03	\$59.26	0.00	\$0.00	\$59.26
01/2021	2.46	\$112.77	0.00	\$0.00	\$112.77
02/2021	1.76	\$79.75	0.00	\$0.00	\$79.75
03/2021	585.00	\$299.37	2.00	\$4.22	\$303.59
04/2021	30.48	\$1,357.23	13.00	\$27.43	\$1,384.66
05/2021					\$0.00
06/2021					\$0.00
07/2021					\$0.00
08/2021					\$0.00
09/2021					\$0.00
TOTALS	647.10	\$3,221.30	15.00	\$31.65	\$3,252.95

Prepared By:

Janet Johnson

Checked By:

Julayna Brown

Updated 5/6/2021

CITY OF HASTINGS

2020-2021 USED OIL/ANTI-FREEZE COLLECTION MONTHLY TOTALS

MONTH	TOTAL INCOMING USED OIL (GAL)	TOTAL INCOMING ANTI-FREEZE (GAL)	TOTAL INCOMING \$	
10/2020	39.00	9.00	\$12.00	Public Only
11/2020	38.00	8.00	\$11.50	Public Only
12/2020	32.00	0.00	\$8.00	Public Only
01/2021	254.00	0.00	\$1.00	Public = 4 gal, LF =250 gal
02/2021	0.00	9.00	\$2.25	Public Only
03/2021	178.00	0.00	\$40.75	Public = 163 gal, LF = 15 gal
04/2021	6.00	3.00	\$2.25	Public Only
05/2021				
06/2021				
07/2021				
08/2021				
09/2021				
TOTALS	547.00	29.00	\$77.75	

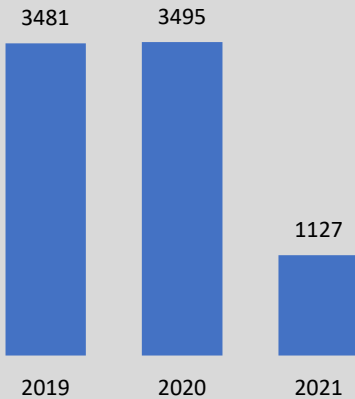
Prepared By: Janet Johnson Checked By: _____

Julayne Brown

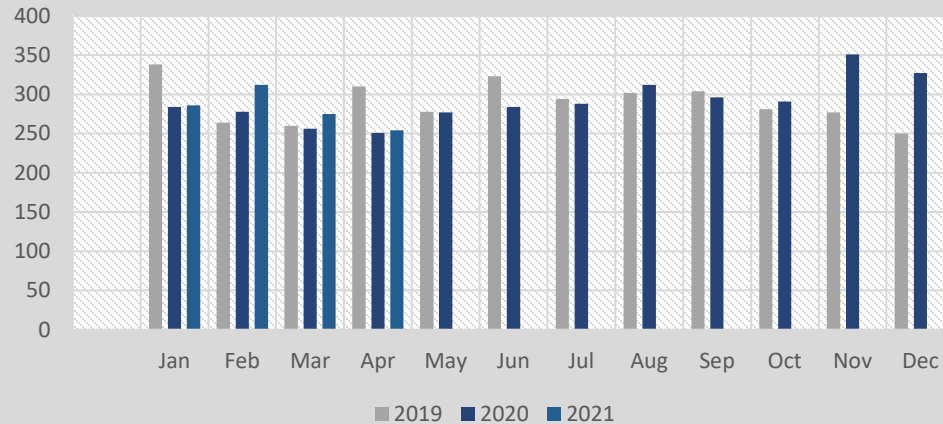
HASTINGS FIRE-RESCUE

MONTHLY COUNCIL REPORT

Responses by Year



Responses by Month



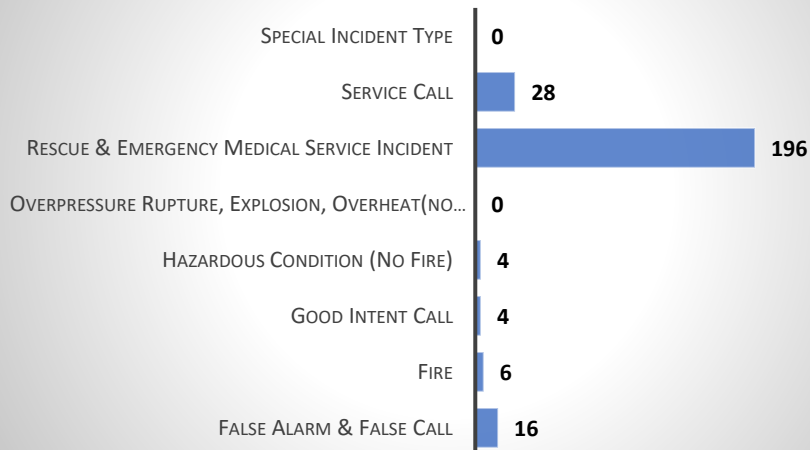
Mutual Aid

	April	Yr to Date
Aid Given	3	5
Aid Received	0	5

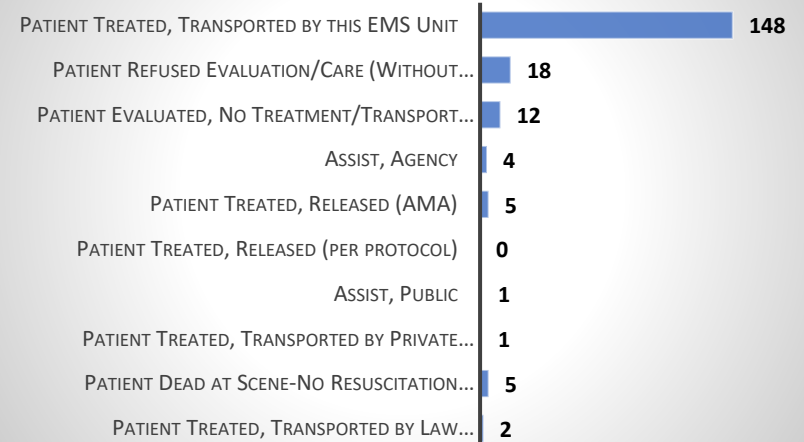
Total April Responses:

254

Incident Type



Patient Disposition



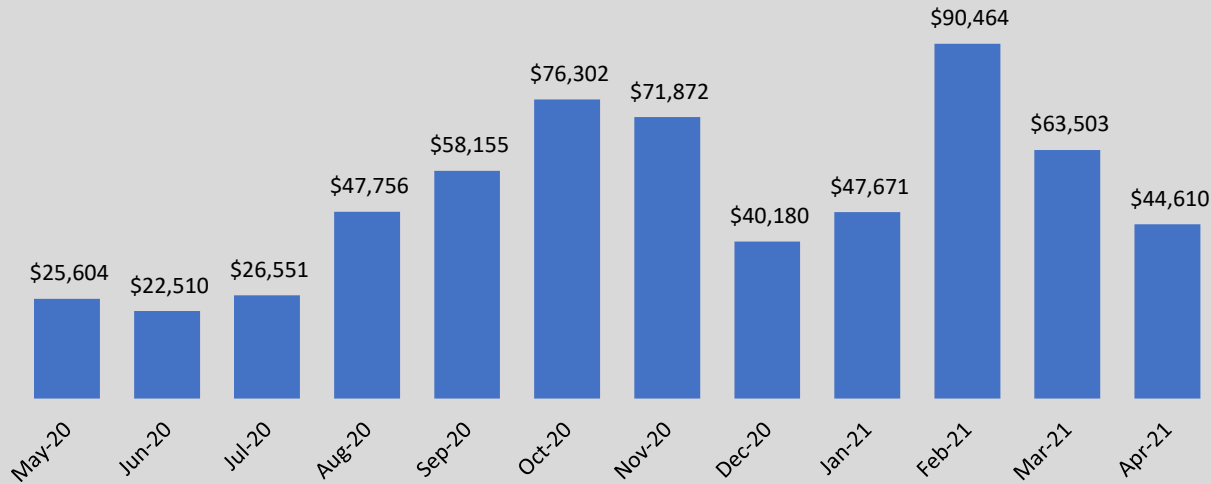
April 2021



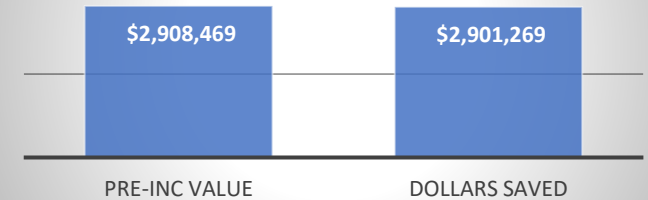
HASTINGS FIRE-RESCUE

MONTHLY COUNCIL REPORT

EMS Revenue



Fire Outcomes

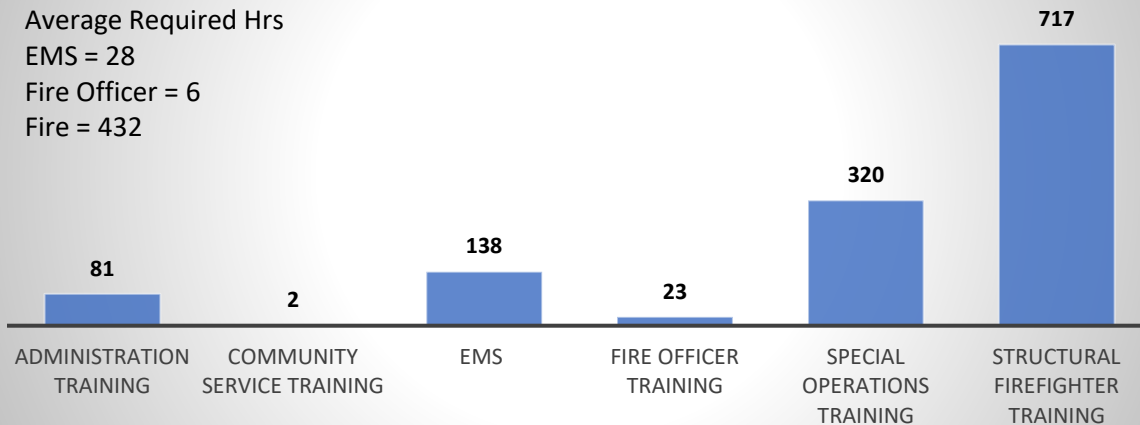


EMS Outcomes Minutes on Scene



Department Training Hours

Average Required Hrs
 EMS = 28
 Fire Officer = 6
 Fire = 432



AVERAGE TURNOUT TIME

(Dispatch to Enroute)

Station	EMS	Fire
Station 1	1:32	1:39
Station 2	1:21	2:08

AVERAGE RESPONSE TIME

(Enroute to Arrival)

Station	EMS	Fire
Station 1	4:00	3:15
Station 2	4:12	3:53

April 2021



WORK ORDER ENGINEERING ESTIMATE

HASTINGS UTILITIES

HASTINGS, NEBRASKA

Name of Department: ElectricWork Order No.: EL-160Construction: XBudget Item No.: 2.30 2020/2021

Retirement: _____

Budget Item Amt: \$125,000**DESCRIPTION AND LOCATION:**

Installation of single-phase electric lines to serve a new residence north of 7th Street, east of Brass Avenue in Juniata

PURPOSE OF WORK IMPROVEMENT:**CONTRIBUTIONS/REMARKS:**

Estimated Cost	Amount	Attached Map or DWG No.:	E-UD-759
1. Material to be Purchased	\$0.00	Sheet No.:	
2. Material from Stock	\$5,467.33	Date Work to be Started:	5/10/21
3. Labor	\$17,000.00	Checked By:	Date
4. Mileage & Truck Usage	\$7,787.50		
5. Equipment Usage	\$6,270.00	Checked By:	Date
6. Contract Amount			
7. Easements		Approved By:	Date
8.			
SUBTOTAL	\$36,524.83	Director of Engineering	
Engineering & Administrative @ 6%	\$2,191.49	Approved By:	Date
Subtotal	\$38,716.32		
Less Material Returnable to Stock		City Council	
Subtotal	\$38,716.32	Authorized By:	Date
Less Developer Contribution			
TOTAL ESTIMATED COST OF WORK ORDER	\$38,716.32	Manager	

HASTINGS UTILITIES, HASTINGS, NEBRASKA

Work Order No.: EL-160

B.I. No.: 2.30

B.I. Yr.: 2020/2021

LABOR AND EQUIPMENT ESTIMATE

Classification of Labor or Equipment to be Used		No of Hr/Mi/Ft	Cost Per Unit	Subtotal	Total Cost
LABOR:	Electric Department	192	65.00	12,480.00	\$17,000.00
	Engineering Department	20	50.00	1,000.00	
	Gas Department	64	55.00	3,520.00	
	TOTAL - LABOR				
MILEAGE:	Trucks 22 & 23 (Miles)	154	3.75	577.50	\$7,787.50
	Trucks 24 & 28 (Miles)	154	3.75	577.50	
	Trucks 25 & 26 (Miles)	154	3.75	577.50	
	Trucks 80, 81, & 82 (Miles)			0.00	
	Trucks 12, 14, & 17 (Miles)	168	3.75	630.00	
TRUCKS:	Trucks 22 & 23 (Hours)	14	218.75	3,062.50	
	Trucks 24 & 28 (Hours)	14	137.50	1,925.00	
	Trucks 25 & 26 (Hours)	7	62.50	437.50	
TOTAL - MILEAGE & TRUCKS				\$7,787.50	
EQUIPMENT:	Air Compressor (Hours) HU #4	4	31.25	125.00	\$6,270.00
	Backhoe (Hours) HU #1, #2, or #3	16	37.50	600.00	
	Bore Mach. (Bore Feet) HU #1, #2, or #3			0.00	
	Hydra Tamp (Hours) HU	8	143.75	1,150.00	
	Spoil Vac (Hours) HU	4	75.00	300.00	
	Trencher (Trench Hours) HU #1 or #2	468	8.75	4,095.00	
	TOTAL - EQUIPMENT USAGE				
TOTAL COST ALL LABOR AND EQUIPMENT ESTIMATE					\$31,057.50

MATERIAL ESTIMATE

Quantity	Stock Number	Description	Unit Price	Stock Material	New Material
2	ea.	001-03-11 5/8" x 10" Galvanized Machine Bolts	0.95	1.90	
4	ea.	001-03-12 5/8" x 12" Galvanized Machine Bolts	1.15	4.60	
2	ea.	001-06-00 5/8" x 12" Galvanized D.A. Bolts	2.38	4.76	
3	ea.	002-02-02 1/2" x 4" Lag Bolts	0.58	1.74	
1	ea.	004-11-01 Guy Roller	3.08	3.08	
17	ea.	005-01-05 2 1/4" Square Washers	0.26	4.42	
1	ea.	005-02-05 4" x 4" Curved Washer	1.38	1.38	
8	ea.	006-04-02 5/8" Galvanized Eynuts	1.52	12.16	
13	ea.	007-03-03 5/8" Square Locknuts	0.20	2.60	
1	ea.	008-03-06 3/8" Guy Grip	2.29	2.29	
1	ea.	008-04-06 3/8" Guy Strandvise	12.28	12.28	
1	ea.	011-04-01 Fiberglass Strain Insulator	13.37	13.37	
1	ea.	018-04-02 3/4" x 10" Single Helix Anchor	24.98	24.98	
1	ea.	018-08-11 3/4" Twin Eynut	6.97	6.97	
		TOTAL (Page 2)		\$ 96.53	\$ -

Estimated By: T. Waite

Date: 4/29/21

Page 2

HASTINGS UTILITIES, HASTINGS, NEBRASKA

Work Order No.: EL-160

B.I. No.: 2.30

B.I. Yr.: 2020/2021

MATERIAL ESTIMATE

Quantity		Stock Number	Description	Unit Price	Stock Material	New Material
1	ea.	018-10-02	3/4" x 7' Anchor Rod	14.81	14.81	
2	ea.	019-09-06	5/8" x 10' Ground Rods	13.33	26.66	
2	ea.	020-02-03	5/8" Ground Clamps	1.48	2.96	
1	ea.	021-01-04	Ground Wire Molding	7.28	7.28	
1	ea.	022-01-02	Guy Guard	9.95	9.95	
1	ea.	022-02-01	Wildlife Guard	3.77	3.77	
4	ea.	023-03-04	Molding Staples	1.16	4.64	
6	ea.	024-01-02	Insulator Pins	2.80	16.80	
6	ea.	039-03-01	15KV Polymer Insulators	4.19	25.14	
6	ea.	040-02-01	15KV Deadend Insulators	9.65	57.90	
8	ea.	041-06-01	Deadend Clamps	5.80	46.40	
1	ea.	042-27-07	#2 Stirrup	14.62	14.62	
1	ea.	043-08-03	#2 15KV Loadbreak Elbow	33.95	33.95	
1	ea.	043-21-10	10KV Elbow Lightning Arrester	60.19	60.19	
5	ea.	044-01-04	Split-Bolt Ground Connectors	1.55	7.75	
1	ea.	044-13-01	Hot Line Clamp	7.36	7.36	
1	ea.	046-07-03	NSM Series Secondary Connector	4.27	4.27	
2	ea.	046-07-04	Insulated Secondary Connectors	13.67	27.34	
2	ea.	046-08-01	Transformer Ground Connectors	3.12	6.24	
3	ea.	046-10-02	Terminal Lugs	4.64	13.92	
1	ea.	049-01-04	5Amp Fuse Link	5.45	5.45	
1	ea.	055-01-01	100Amp 15KV Cutout	66.54	66.54	
1	ea.	066-04-10	10KV Riser Pole Lightning Arrester	60.29	60.29	
80	ft.	068-01-04	#4 Bare Copper Ground Wire	0.49	39.20	
546	ft.	069-18-02	#2 ACSR 6/1 Wire	0.13	70.98	
370	ft.	077-13-02	#2 15KV Aluminum 220Mil Jacketed Cable	1.51	558.70	
20	ft.	078-02-35	350-350-4/0 600V URD Aluminum Triplex	2.36	47.20	
40	ft.	088-03-06	3/8" Guy Wire	0.32	12.80	
1	ea.	089-15-20	Cable Positioner	20.25	20.25	
1	ea.	089-15-30	Single-Mount Cutout/Arrester Bracket	50.66	50.66	
1	ea.	089-17-02	#2 15KV Termimatic	52.08	52.08	
1	ea.	089-52-02	#2 Stem Connector	8.55	8.55	
2	ft.	099-09-06	Shrink Tube for 2" PVC	32.68	65.36	
10	ft.	113-02-06	2" Steel Pipe	4.18	41.80	
40	ft.	113-06-06	2" Sch40 PVC	0.87	34.80	
15	ft.	113-06-08	3" Sch40 PVC	1.33	19.95	
660	ft.	113-10-06	2" Sch40 PVC Polyduct	0.60	396.00	
2	ea.	114-04-08	3" PVC Elbows-90D Std R	6.86	13.72	
			Total Page 3		\$ 1,956.28	\$ -
			Total Page 2 Brt Fwd		\$ 96.53	\$ -
					-	
			TOTAL (Pages 2 & 3)		\$ 2,052.81	\$ -

Estimated By: T. Waite

Date: 4/29/21 Page 3

HASTINGS UTILITIES, HASTINGS, NEBRASKA

Work Order No.: EL-160

B.I. No.: 2.30

B.I. Yr.: 2020/2021

MATERIAL ESTIMATE

Quantity		Stock Number	Description	Unit Price	Stock Material	New Material
1	ea.	114-10-04	2" Steel Elbow-90D 36" R	40.52	40.52	
1	ea.	114-11-06	2" Fiberglass Elbow-90D 36" R	51.53	51.53	
2	ea.	115-04-08	3" PVC/PVC Couplers (PVC)	1.26	2.52	
3	ea.	115-18-06	2" Polyduct Couplers	15.58	46.74	
2	ea.	116-18-06	2" Pipe/PVC Couplers (PVC)	0.56	1.12	
1	ea.	156-01-02	200Amp Single-Phase Double Meter Pedestal	607.28	607.28	
2	ea.	159-06-09	Clear Plastic Meter Socket Covers	1.81	3.62	
4	ea.	159-11-01	Meter Seals	0.19	0.76	
3	ft	178-09-06	Standoff Tee Rail	6.34	19.02	
3	ea.	178-10-04	6" Standoff Brackets	17.20	51.60	
3	ea.	178-11-01	2" Pipe Straps	3.39	10.17	
1	ea.	190-01-40	40' Class 2 Wood Pole	436.31	436.31	
1	ea.	191-03-06	8' Fiberglass Deadend Crossarm	176.89	176.89	
1	ea.	194-02-01	Precast Concrete Transformer Pad 42" x 46" x	148.56	148.56	
0.25	lb	901-03-05	Ground Wire Staples	1.40	0.35	
1	ea.	582-00-01	Tube of Silicone Caulk	5.57	5.57	
1	ea.	955-01-01	3E01 Brass Padlock	8.52	8.52	
1	ea.		25KVA 13800Y/7970 240/120 1Ph DF Padmount	1,703.44	1,703.44	
1	LS		Miscellaneous Tape, Wire, Connectors, Etc.	100.00	100.00	
					-	
					-	
					-	
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					-	
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					-	
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					-	
					-	
					-	
			Total Page 4		\$ 3,414.52	\$ -
			Total Page 2 and 3 Brt Fwd		\$ 2,052.81	\$ -
					-	
			TOTAL (Pages 2, 3, 4)		\$ 5,467.33	\$ -

Estimated By: T. Waite

Date: 4/29/21 Page 4

WORK ORDER ENGINEERING ESTIMATE

HASTINGS UTILITIES

HASTINGS, NEBRASKA

Name of Department: ElectricWork Order No.: EL-161Construction: XBudget Item No.: 2.50 2020/2021

Retirement: _____

Budget Item Amt: \$450,000**DESCRIPTION AND LOCATION:**

Installation of a single-phase underground electric line to serve a new residence on North 2nd Avenue south of 26th Street

PURPOSE OF WORK IMPROVEMENT:

New residence on Lot 2 of Buhr Addition

CONTRIBUTIONS/REMARKS:

Estimated Cost	Amount	Attached Map or DWG No.:	E-UD-760
1. Material to be Purchased	\$0.00	Sheet No.:	
2. Material from Stock	\$7,670.20	Date Work to be Started:	5/10/21
3. Labor	\$22,400.00	Checked By:	Date
4. Mileage & Truck Usage	\$8,567.50		
5. Equipment Usage	\$3,945.50	Checked By:	Date
6. Contract Amount			
7. Easements		Approved By:	Date
8.			
SUBTOTAL	\$42,583.20	Director of Engineering	
Engineering & Administrative @ 6%	\$2,554.99	Approved By:	Date
Subtotal	\$45,138.19		
Less Material Returnable to Stock		City Council	
Subtotal	\$45,138.19	Authorized By:	Date
Less Developer Contribution			
TOTAL ESTIMATED COST OF WORK ORDER	\$45,138.19	Manager	

HASTINGS UTILITIES, HASTINGS, NEBRASKA

Work Order No.: EL-161

B.I. No.: 2.50

B.I. Yr.: 2020/2021

LABOR AND EQUIPMENT ESTIMATE

Classification of Labor or Equipment to be Used	No of Hr/Mi/Ft	Cost Per Unit	Subtotal	Total Cost
LABOR: Electric Department	224	65.00	14,560.00	\$22,400.00
Engineering Department	16	50.00	800.00	
Gas Department	128	55.00	7,040.00	
TOTAL - LABOR				
MILEAGE: Trucks 22 & 23 (Miles)	112	3.75	420.00	\$8,567.50
Trucks 24 & 28 (Miles)	112	3.75	420.00	
Trucks 25 & 26 (Miles)	112	3.75	420.00	
Trucks 80, 81, & 82 (Miles)			0.00	
Trucks 12, 14, & 17 (Miles)	192	3.75	720.00	
TRUCKS: Trucks 22 & 23 (Hours)	17	218.75	3,718.75	
Trucks 24 & 28 (Hours)	17	137.50	2,337.50	
Trucks 25 & 26 (Hours)	8.5	62.50	531.25	
TOTAL - MILEAGE & TRUCKS				
EQUIPMENT: Air Compressor (Hours) HU #4	2	31.25	62.50	\$3,945.50
Backhoe (Hours) HU #1, #2, or #3	28	37.50	1,050.00	
Bore Mach. (Bore Feet) HU #1, #2, or #3	722	1.50	1,083.00	
Hydra Tamp (Hours) HU	8	143.75	1,150.00	
Spoil Vac (Hours) HU	8	75.00	600.00	
Trencher (Trench Hours) HU #1 or #2			0.00	
TOTAL - EQUIPMENT USAGE				
TOTAL COST ALL LABOR AND EQUIPMENT ESTIMATE				\$34,913.00

MATERIAL ESTIMATE

Quantity	Stock Number	Description	Unit Price	Stock Material	New Material
7	ea.	001-03-12 5/8" x 12" Galvanized Machine Bolts	1.15	8.05	
3	ea.	002-02-02 1/2" x 4" Lag Bolts	0.58	1.74	
7	ea.	005-01-03 2 1/4" Square Washers	0.26	1.82	
1	ea.	005-02-05 4" x 4" Curved Washer	1.38	1.38	
7	ea.	007-03-03 5/8" Square Locknuts	0.20	1.40	
2	ea.	019-09-06 5/8" x 10' Ground Rods	13.33	26.66	
2	ea.	020-02-03 5/8" Ground Clamps	1.48	2.96	
1	ea.	021-01-04 Ground Wire Molding	7.28	7.28	
2	ea.	022-02-01 Wildlife Guards	3.77	7.54	
4	ea.	023-03-04 Molding Staples	1.16	4.64	
2	ea.	033-04-06 #2 Service Brackets	3.58	7.16	
2	ea.	042-27-07 #2 Stirrups	14.62	29.24	
1	ea.	043-08-03 #2 15KV Loadbreak Elbow	33.95	33.95	
1	ea.	043-21-10 10KV Elbow Lightning Arrester	60.19	60.19	
		TOTAL (Page 2)		\$ 194.01	\$ -

Estimated By: T. Waite

Date: 4/29/21

Page 2

HASTINGS UTILITIES, HASTINGS, NEBRASKA

Work Order No.: EL-161

B.I. No.: 2.50

B.I. Yr.: 2020/2021

MATERIAL ESTIMATE

Quantity		Stock Number	Description	Unit Price	Stock Material	New Material
9	ea.	044-01-04	Split-Bolt Ground Connectors	1.55	13.95	
2	ea.	044-13-01	Hot Line Clamps	7.36	14.72	
1	ea.	046-07-03	NSM Series Secondary Connector	4.27	4.27	
2	ea.	046-07-04	Insulated Secondary Connectors	13.67	27.34	
2	ea.	046-08-01	Transformer Ground Connectors	3.12	6.24	
1	ea.	049-01-03	3Amp Fuse Link	3.80	3.80	
1	ea.	049-01-04	5Amp Fuse Link	5.45	5.45	
2	ea.	055-01-01	100Amp 15KV Cutouts	66.54	133.08	
1	ea.	066-04-04	10KV Polymer Lightning Arrester	33.92	33.92	
1	ea.	066-04-10	10KV Riser Pole Lightning Arrester	60.29	60.29	
100	ft.	068-01-04	#4 Bare Copper Ground Wire	0.49	49.00	
40	ft.	072-02-35	350MCM 600V THWN Copper Wire	4.37	174.80	
20	ft.	072-02-40	4/0 600V THWN Copper Wire	2.87	57.40	
480	ft.	077-13-02	#2 15KV Aluminum 220Mil Jacketed Cable	1.51	724.80	
1	ea.	089-15-20	Cable Positioner	20.25	20.25	
1	ea.	089-15-30	Single-Mount Cutout/Arrester Bracket	50.66	50.66	
1	ea.	089-17-02	#2 15KV Termimatic	52.08	52.08	
1	ea.	089-52-02	#2 Stem Connector	8.55	8.55	
2	ft.	099-09-06	Shrink Tube for 2" PVC	32.68	65.36	
10	ft.	113-02-06	2" Steel Pipe	4.18	41.80	
10	ft.	113-02-10	4" Steel Pipe	8.74	87.40	
60	ft.	113-06-06	2" Sch40 PVC	0.87	52.20	
40	ft.	113-06-08	3" Sch40 PVC	1.33	53.20	
25	ft.	113-06-10	4" Sch40 PVC	3.25	81.25	
810	ft.	113-10-06	2" Sch40 PVC Polyduct	0.60	486.00	
640	ft.	113-10-10	4" Sch40 PVC Polyduct	2.16	1,382.40	
2	ea.	114-04-06	2" PVC Elbows-90D Std R	2.08	4.16	
1	ea.	114-04-07	2 1/2" PVC Elbow-90D Std R	3.97	3.97	
4	ea.	114-04-08	3" PVC Elbows-90D Std R	6.86	27.44	
1	ea.	114-10-04	2" Steel Elbow-90D 36" R	40.52	40.52	
1	ea.	114-10-10	4" Steel Elbow-90D 36" R	105.39	105.39	
2	ea.	114-11-07	2" Fiberglass Elbows-90D 36" R	57.73	115.46	
2	ea.	115-04-06	2" PVC/PVC Couplers (PVC)	0.44	0.88	
1	ea.	115-04-07	2 1/2" PVC/PVC Coupler (PVC)	0.75	0.75	
4	ea.	115-04-08	3" PVC/PVC Couplers (PVC)	1.26	5.04	
5	ea.	115-08-06	2" Polyduct Couplers	15.58	77.90	
1	ea.	115-08-10	4" Polyduct Coupler	32.24	32.24	
2	ea.	116-18-06	2" Pipe/PVC Couplers (PVC)	0.56	1.12	
			Total Page 3		\$ 4,105.08	\$ -
			Total Page 2 Brt Fwd		\$ 194.01	\$ -
					-	
			TOTAL (Pages 2 & 3)		\$ 4,299.09	\$ -

Estimated By: T. Waite

Date: 4/29/21 Page 3

HASTINGS UTILITIES, HASTINGS, NEBRASKA

Work Order No.: EL-161

B.I. No.: 2.50

B.I. Yr.: 2020/2021

MATERIAL ESTIMATE

Quantity		Stock Number	Description	Unit Price	Stock Material	New Material
2	ea.	116-18-09	4" Pipe/PVC Couplers (PVC)	1.79	3.58	
1	ea.	116-21-11	4" PVC Cap	5.44	5.44	
1	ea.	156-04-01	320Amp Single-Phase Single Meter Pedestal	360.13	360.13	
1	ea.	156-04-02	Ground Sleeve for 320Amp Meter Pedestal	129.80	129.80	
1	ea.	159-04-01	Meter Sealing Ring	2.73	2.73	
1	ea.	159-06-09	Clear Plastic Meter Socket Cover	1.81	1.81	
3	ea.	159-11-01	Meter Seals	0.19	0.57	
4	ft	178-09-06	Standoff Tee Rail	6.34	25.36	
3	ea.	178-10-04	6" Standoff Brackets	17.20	51.60	
3	ea.	178-11-01	2" Pipe Straps	3.39	10.17	
3	ea.	178-11-05	4" Pipe Straps	3.66	10.98	
1	ea.	194-02-01	Precast Concrete Transformer Pad 42" x 46" x	148.56	148.56	
1	ea.	582-00-01	Tube of Silicone Caulk	5.57	5.57	
1	ea.	955-01-01	3E01 Brass Padlock	8.52	8.52	
0.25	lb	901-03-05	Ground Wire Staples	1.40	0.35	
1	ea.		15KVA 7970/13800Y 120/240 1PH Polemount	802.50	802.50	
1	ea.		25KVA 13800Y/7970 240/120 1Ph DF Padmount	1,703.44	1,703.44	
1	LS		Miscellaneous Tape, Wire, Connectors, Etc.	100.00	100.00	
					-	
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					-	
					-	
			Total Page 4		\$ 3,371.11	\$ -
			Total Page 2 and 3 Brt Fwd		\$ 4,299.09	\$ -
					-	
			TOTAL (Pages 2, 3, 4)		\$ 7,670.20	\$ -

Estimated By: T. Waite

Date: 4/29/21 Page 4

WORK ORDER ENGINEERING ESTIMATE

HASTINGS UTILITIES

HASTINGS, NEBRASKA

Name of Department: SWWork Order No.: 354Construction: XBudget Item No.: 4.04 20/21

Retirement: _____

Budget Item Amt: \$200,000**DESCRIPTION AND LOCATION:**

PCF East WAS Basin

PURPOSE OF WORK IMPROVEMENT:

Replace failed sensors and improvement to automation system for treatment.

CONTRIBUTIONS/REMARKS:

Estimated Cost	Amount	Attached Map or DWG No.:	
1. Material to be Purchased	\$3,000.00	Sheet No.:	
3. Material from Stock	0.00	Date Work to be Started:	
5. Labor	10,050.00	Checked By:	Date
6. Mileage & Truck Usage	0.00		
7. Equipment Usage	0.00	Checked By:	Date
8. Contract- Hach	65,583.20		
9. T&M - HEI	25,000.00	Approved By:	Date
10.			
SUBTOTAL	\$103,633.20	Director of Engineering	
Engineering & Administrative @ 6%	6,217.99	Approved By:	Date
Subtotal	\$109,851.19		
Less Developer Contribution		Hastings City Council	
		Authorized By:	Date
TOTAL ESTIMATED COST OF WORK ORDER	\$109,851.19	Manager	

HASTINGS UTILITIES, HASTINGS, NEBRASKA

Work Order No.: 354

B.I. No.: 4.04

B.I. Yr.: 20/21

LABOR AND EQUIPMENT ESTIMATE

Classification of Labor or Equipment to be Used		No of Hr/Mi/Ft	Cost Per Unit	Subtotal	Total Cost
LABOR:	Engeneering Department (\$50)		50.00	50.00	\$10,050.00
	Sewer Department	200	50.00	10,000.00	
	Gas Department			0.00	
TOTAL - LABOR					
MILEAGE:	Trucks 22 & 23 (Miles)			0.00	\$0.00
	Trucks 24 & 28 (Miles)			0.00	
	Trucks 25 & 26 (Miles)			0.00	
	Truck (Miles)			0.00	
TRUCKS:	Trucks 22 & 23 (Hours)			0.00	
	Trucks 24 & 28 (Hours)			0.00	
	Trucks 25 & 26 (Hours)			0.00	
	Truck (Hours)			0.00	
TOTAL - MILEAGE & TRUCKS					
EQUIPMENT:	Air Compressor (Hours)			0.00	\$0.00
	Backhoe (Hours)			0.00	
	Boring Machine or Bore (Feet)			0.00	
	Packer (Hours)			0.00	
	Trench (Feet)			0.00	
	Skid Steer			0.00	
	Hydra Tamp (Hours)			0.00	
	Spoil Vac (Hours)			0.00	
TOTAL - EQUIPMENT USAGE					
TOTAL COST ALL LABOR AND EQUIPMENT ESTIMATE				\$10,050.00	

MATERIAL ESTIMATE

Quantity		Stock Number	Description	Unit Price	Stock Material	New Material
			Miscellaneous Electrical		-	\$ 3,000.00
					-	
					-	
					-	
					-	
					-	
					-	
					-	
					-	
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					-	
					-	
					-	
					-	
					-	
			TOTAL		\$ -	\$ 3,000.00

Estimated By: _____

Date: _____

WORK ORDER ENGINEERING ESTIMATE

HASTINGS UTILITIES

HASTINGS, NEBRASKA

Name of Department: ElectricWork Order No.: EL-165Construction: XBudget Item No.: 2.50 2020/2021

Retirement: _____

Budget Item Amt: \$450,000**DESCRIPTION AND LOCATION:**

Remove polemount transformers and install a padmount transformer to serve Well 22 at Lib's Park.

PURPOSE OF WORK IMPROVEMENT:

Recommended by Aegis Insurance to remove the overhead transformers

CONTRIBUTIONS/REMARKS:

Estimated Cost	Amount	Attached Map or DWG No.:	E-UD-765
1. Material to be Purchased	\$0.00	Sheet No.:	
2.	0.00		
3. Material from Stock	\$11,560.26	Date Work to be Started:	5/21/21
4.		Date Work to be Finished:	8/27/21
5. Labor	\$4,960.00	Checked By:	Date
6. Mileage & Truck Usage	\$1,328.75		
7. Equipment Usage	\$1,087.50	Checked By:	Date
8. Contract Amount			
9. Easements		Approved By:	Date
10.			
SUBTOTAL	\$18,936.51	Director of Engineering	
Engineering & Administrative @ 6%	\$1,136.19	Approved By:	Date
Subtotal	\$20,072.70		
Less Material Returnable to Stock		City Council	
Subtotal	\$20,072.70	Authorized By:	Date
Less Developer Contribution			
TOTAL ESTIMATED COST OF WORK ORDER	\$20,072.70	Manager	

HASTINGS UTILITIES, HASTINGS, NEBRASKA

Work Order No.: EL-165
 B.I. No.: 2.50
 B.I. Yr.: 2020/2021

LABOR AND EQUIPMENT ESTIMATE

Classification of Labor or Equipment to be Used		No of Hr/Mi/Ft	Cost Per Unit	Subtotal	Total Cost
LABOR:	Electric Department	64	65.00	4,160.00	\$4,960.00
	Engineering Department	16	50.00	800.00	
	Gas Department			0.00	
	TOTAL - LABOR				
MILEAGE:	Trucks 22 & 23 (Miles)	12	3.75	45.00	\$1,328.75
	Trucks 24 & 28 (Miles)	12	3.75	45.00	
	Trucks 25 & 26 (Miles)	12	3.75	45.00	
	Trucks 80, 81, & 82 (Miles)			0.00	
	Trucks 12, 14, & 17 (Miles)			0.00	
TRUCKS:	Trucks 22 & 23 (Hours)	3	218.75	656.25	
	Trucks 24 & 28 (Hours)	3	137.50	412.50	
	Trucks 25 & 26 (Hours)	2	62.50	125.00	
TOTAL - MILEAGE & TRUCKS				\$1,328.75	
EQUIPMENT:	Air Compressor (Hours) HU #4	6	31.25	187.50	\$1,087.50
	Backhoe (Hours) HU #1, #2, or #3			0.00	
	Bore Mach. (Bore Feet) HU #1, #2, or #3			0.00	
	Hydra Tamp (Hours) HU			0.00	
	Spoil Vac (Hours) HU			0.00	
	Mini Excavator (Mini-Exc. Hours) HU	12	75.00	900.00	
	TOTAL - EQUIPMENT USAGE				
TOTAL COST ALL LABOR AND EQUIPMENT ESTIMATE					\$7,376.25

MATERIAL ESTIMATE

Quantity	Stock Number	Description	Unit Price	Stock Material	New Material
5	ea.	001-03-12 5/8" x 12" Galvanized Machine Bolts	1.15	5.75	
3	ea.	002-02-02 1/2" x 4" Lag Bolts	0.58	1.74	
5	ea.	005-01-03 2 1/4" Square Washers	0.26	1.30	
5	ea.	007-03-03 5/8" Square Locknuts	0.20	1.00	
1	ea.	019-09-06 5/8" x 10' Ground Rod	13.33	13.33	
1	ea.	020-02-03 5/8" Ground Clamp	1.48	1.48	
3	ea.	022-02-01 Wildlife Guards	3.87	11.61	
3	ea.	043-08-03 #2 15KV Loadbreak Elbows	33.95	101.85	
3	ea.	043-20-15 10KV MOV Surge Arresters	178.73	536.19	
5	ea.	044-01-04 Split-Bolt Ground Connectors	1.55	7.75	
2	ea.	046-08-01 Transformer Ground Connectors	3.11	6.22	
4	ea.	046-10-02 Terminal Lugs	4.64	18.56	
3	ea.	066-04-10 10KV Riser Pole Lightning Arresters	60.29	180.87	
20	ft.	068-01-04 #4 Bare Copper Ground Wire	0.49	9.80	
		TOTAL (Page 2)		\$ 897.45	\$ -

HASTINGS UTILITIES, HASTINGS, NEBRASKA

Work Order No.: EL-165

B.I. No.: 2.50

B.I. Yr.: 2020/2021

MATERIAL ESTIMATE

Quantity		Stock Number	Description	Unit Price	Stock Material	New Material
150	ft.	072-02-35	350MCM 600V THWN Copper Wire	4.37	655.50	
50	ft.	072-02-40	4/0 600V THWN Copper Wire	2.87	143.50	
180	ft.	077-13-02	#2 15KV Aluminum 220Mil Jacketed Cable	1.51	271.80	
3	ea.	089-15-20	Cable Positioners	20.25	60.75	
1	ea.	089-15-60	Triple Mount Cutout/Arrester Bracket	97.38	97.38	
3	ea.	089-17-02	#2 15KV Termimatics	52.08	156.24	
3	ea.	089-52-02	#2 Stem Connectors	8.55	25.65	
1	ea.	099-03-06	3-Hole Cable Breakout for 4" PVC	60.81	60.81	
20	ft.	113-02-10	4" Steel Pipe	8.74	174.80	
65	ft.	113-06-10	4" Sch40 PVC	3.25	211.25	
2	ea.	114-03-09	4" Steel Elbows-90D 24" R	82.68	165.36	
2	ea.	114-04-10	4" PVC Elbows-90D Std R	9.86	19.72	
2	ea.	115-04-10	4" PVC/PVC Couplers (PVC)	1.82	3.64	
4	ea.	116-18-09	4" Pipe/PVC Couplers (PVC)	1.79	7.16	
1	ea.	120-01-08	4" Service Entrance Weatherhead	51.06	51.06	
4.5	ft.	178-09-06	Standoff Tee Rail	6.34	28.53	
3	ea.	178-10-04	6" Standoff Brackets	17.20	51.60	
6	ea.	178-11-05	4" Pipe Straps	3.66	21.96	
1	ea.	194-02-05	Precast Concrete Transformer Pad 6' x 6.5" x 8"	302.96	302.96	
8	ea.	322-04-07	1/2" x 1 1/2" Bronze Bolts	1.56	12.48	
8	ea.	370-01-06	1/2" Bronze Lock Washers	0.28	2.24	
16	ea.	370-02-06	1/2" Stainless Steel Washers	0.27	4.32	
8	ea.	381-04-01	1/2" Bronze Nuts	0.60	4.80	
1	ea.	582-00-01	Tube of Silicone Caulk	5.57	5.57	
2	ea.	955-01-01	3E01 Brass Padlocks	8.52	17.04	
1	ea.		225KVA 13800Y/7970 480Y/277 3Ph DF Pdmt	7,906.69	7,906.69	
1	LS		Miscellaneous Tape, Wire, Connectors, Etc.	200.00	200.00	
					-	
					-	
					-	
					-	
					-	
					-	
					-	
					-	
					-	
					-	
					-	
			Total Page 3		\$10,662.81	\$ -
			Total Page 2 Brt Fwd		\$ 897.45	\$ -
					-	
			TOTAL (Pages 2 & 3)		\$11,560.26	\$ -

Estimated By: T. Waite

Date: 5/11/21 Page 3

Submitted By: Lori Ferguson
South Central Economic Development District, Inc.
Date Submitted: May 13, 2021

Council Meeting Date: May 24, 2021
Project: 19-DTR-103
Agenda Item: Approve payment invoice

AGENDA ITEM SUMMARY SHEET

Description of Agenda Item:

Agenda Item #__: Approve invoice from Luckee, LLC. An amount of \$35,000.00 is being applied for work completed to date on DTR project located at 529 W. 2nd in Hastings for the Downtown Revitalization Project.

- The City of Hastings is the grantee for Community Development Block Grant (CDBG) #19-DTR-103 the CDBG Downtown Revitalization projects. Per grant requirements, this payment must be listed on the City Council agenda and formally approved.
- The CDBG reimburses 76.9% of project activity costs for CDBG #19-DTR-103.
- **Names of People/Businesses affected by this action:** City of Hastings, Luckee, LLC

Why is Council action required? The City of Hastings is the CDBG grant recipient. Per Nebraska Department of Economic Development (NEDED) regulations all grant-related payments must be listed separately on the City Council agenda and formally approved

Type of action requested: (Ordinance, Resolution, Motion) Motion

Suggested Motion: Approve

Are there any deadlines associated with this action? No

City Administrator Comments:

INVOICE

TO

FOR Façade Improvements for 529 W. 2nd

Make check payable to LUCKEE, LLC
529 W. 2nd
Hastings, NE 68901

TERWEY CONSTRUCTION

1927 Rd. R

Blue Hill, NE 68930

(402) 984-8942

INVOICE DATE – MARCH 4, 2021

TO: LUCKEE, LLC
529 W. 2ND STREET
HASTINGS, NE 68901

For façade work completed at 529 W. 2nd Street per contract dated 02/19/2021

Materials and labor = \$35,000

Please make check payable and mail to;
Terwey Construction
1927 Rd. R
Blue Hill, NE 68930

LUCKEE LLC
529 W 2ND ST.
HASTINGS, NE 68901-2851

76-1391/1049

1036

3-4-2021
Date

Pay to the
Order of

Terwey Construction

\$ 35,000.⁰⁰

Thirty Five Thousand and ⁰⁰/₁₀₀

Dollars



For any F&B and
B&B, please
check with bank



Pinnacle Bank

1.800.227.7715
pinnbank.com

THE WAY BANKING SHOULD BE

For Facade Exterior

Bill D

MP

⑆104913912⑆8500931467⑆ 01036

ENDORSE HERE

Barry

FOR DEPOSIT ONLY

☐ HASTINGS FEDERAL

☐ CREDIT UNION

304982358

>304982358< - 1111

12 - 85115767

03/05/2021 - 08:56:48

Submitted By: Lori Ferguson
South Central Economic Development District, Inc.
Date Submitted: May 13, 2021

Council Meeting Date: May 24, 2021
Project: 19-DTR-103
Agenda Item: Approve Draw Request

AGENDA ITEM SUMMARY SHEET

Description of Agenda Item:

Agenda Item #__ : Approval of Request for CDBG funds, Drawdown #7 for \$26,915.00 for Project activity work completed to date, Downtown Revitalization Project (19-DTR-103). The local match requirement is 23.1% of project costs.

- The City of Hastings is the grantee for Community Development Block Grant (CDBG) 19-DTR-103, the Downtown Revitalization project. Approval of this draw is authorization to request grant funds from the Nebraska Department of Economic Development (NEDED). Per grant requirements, this payment must be listed on the City Council agenda and formally approved.

Breakdown of funds: Luckee, LLC	= \$ 35,000.00
Less: Local share (23.1%)	= \$ 8,085.00
CDBG Share (76.1%)	= \$ 26,915.00

- Upon submission and approval of this draw by NEDED, CDBG funds will be electronically deposited into the City's bank account. Regulations require the funds to be disbursed from the bank account (clear the account) within five days of the deposit from the State of Nebraska.

Names of People/Businesses affected by this action:

City of Hastings, Luckee, LLC, the Nebraska State Dept. of Economic Development (DED),

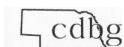
Why is Council action required? The City of Hastings is the CDBG grant recipient. Per Nebraska Department of Economic Development regulations all grant-related payments must be listed separately on the City Council agenda and formally approved.

Type of action requested: (Ordinance, Resolution, Motion) Motion

Suggested Motion: Approve

Are there any deadlines associated with this action? No

City Administrator Comments:



REQUEST FOR CDBG PROJECT FUNDS for PROJECT activities (Excludes activity 0181 general administration)

COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
NEBRASKA DEPARTMENT OF ECONOMIC DEVELOPMENT

See Reverse Side for Instructions / Revised January 2017

☐ >= \$100,000 ☐ >= 25% Project ☐ Final Draw DED USE ONLY DED Reviewed By _____ Date _____	CDBG REQUEST form Project Acty	DED Date Stamp
---	---	---------------------------

Name of Local Government Grantee City of Hastings			Mailing Address 220 N. Hastings		City Hastings	State NE	ZIP 68901
CDBG Grant Number 19-DTR-103	Federal Identification Number 47-6006221	DUNS Number 076980556	SAM Expiration Date 12/18/2021	Number sequence order includes Both general admin 0181 requests And project activity requests 7	DED Program Representative Dave Honz		

Part I – STATUS OF FUNDS (excludes reporting general administration activity 0181 funds)

1. Project Grant Funds Received to Date	\$143,985.11	IMPORTANT Complete Part II for all approved activities except 0181 (General Administration) even if funds are not requested.	6. Project Amount *	\$400,000.00
2. Add: Program Income Received to Date (exclude RLF)			7. Current Draw	\$26,915.00
3. Subtotal	\$143,985.11		8. 25% of Project	\$100,000.00
4. Less: Federal Project Funds Disbursed To Date (Must Agree To Total Of Part II, Line 3)	\$143,985.11		*CDBG funds ONLY Exclude General Admin (0181)	
5. Total: Project Federal Funds On Hand (Must Agree To Part II, Line 6)				

Part II – CASH REQUIREMENTS (excludes reporting general administration activity 0181 funds)

Activity Code Description <i>DO NOT INCLUDE ACTIVITY 0181 GENERAL ADMIN</i>	0590 Comm. Rehab						TOTAL
1. Total Cash Requirements To Date for Project	\$267,048.60	\$0.00					\$267,048.60
2. Less: Local Funds Disbursed (includes RLF) (exclude Program Income)	\$96,148.49						\$96,148.49
3. Less: Federal Funds Disbursed (include Program Income) Total Must Agree To Part I, Line 4 (exclude RLF)	\$143,985.11	\$0.00					\$143,985.11
4. Total Current Cash Requirements	\$26,915.00						\$26,915.00
5. Less: Unpaid Previous Request.							
6. Less: Federal Funds On Hand (Must Agree To Part I, Line 5)							
7. Net Amount of Federal Funds Requested** \$1,500 MINIMUM CDBG REQUEST. IF NOT FINAL DRAW, A REQUEST LESS THAN \$1,500 IS RETURNED AND NOT PROCESSED							\$26,915.00

By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812). I also certificate that the amount of the request for federal funds is not in excess of current needs.

Signature of Authorized Official (Mayor/Board Chairman)	Typed Name of Authorized Official Corey Stutte, Mayor		Date
Signature of Authorized Official (Clerk/Treasurer)	Typed Name of Authorized Official Kim Jacobitz, Clerk		Date
Person Preparing Request for CDBG Funds Form Name: Lori Ferguson	Organization: SCEDD, Inc.	Telephone Number: 308.455.4770	Email: lorif@scedd.us
DEPARTMENT OF ECONOMIC DEVELOPMENT USE ONLY	AMOUNT APPROVED: \$_____ TITLE: _____ INITIALS: _____ DATE: _____		

** If the Net Amount of Federal Funds Requested (Part II # 7) is greater/equal to the total project (excluding activity 0181) or \$100,000, submit a copy of the invoices for this request.

PLEASE REFER TO INSTRUCTIONS FOR ADDITIONAL GUIDANCE. **INCOMPLETE OR INCORRECT FORMS WILL NOT BE PROCESSED**

***To update calculations, either tab two(2) fields or click on a different field with your mouse.

INSTRUCTIONS – Revised September 2016
Request for CDBG Funds Project Activities only
Excludes activity 0181 General Administration
Nebraska Department of Economic Development

**CDBG
REQUEST
form
Project Acty**

General Instructions (ONLY ONE ORIGINAL OF THIS FORM IS REQUIRED TO BE SUBMITTED)

All entities receiving federal funds are required to have an active status with the System for Awards Management (SAM). If a grantee has more than one grant, funds must be requested separately. Carefully enter all requested information. You must double check addition and subtraction. **Incomplete or incorrect forms will not be processed.** Funds requested must reflect actual eligible cost incurred. Claim exact amounts on each reimbursement down to the penny on the reimbursement request.

Where the Net Amount of Federal Funds Requested (Part II #7) is greater or equal to 25% of the total project (exclusive of 0181 activities) or \$100,000, grantee must submit a copy of the source documentation. For additional guidance, please review CDBG Policy 15-01 and Chapter 12 – Financial of the most current CDBG Manual.

With the exception of the final draw, there is a **\$1,500 MINIMUM** request for project activities (non-general administration).

Identifying Information

The top portion of the Request for CDBG Funds will be completed with the appropriate identifying information.

- CDBG Grant Number is the number assigned to each grant in the Notice of Approval for CDBG Funds.
- SAM Expiration Date Federal System for Awards Management registrant expiration date to receive payment of federal funds.
- Request for CDBG Funds Number - Each request for funds will be sequentially numbered by the grantee, includes draw requests for both general administration and project activities. For example: If the first draw request is for general administration, it is number 1. If the second draw request is for project activities (non-general administration), it is number 2. If the following draw, third draw request for the grant, is for general administration, it is number 3. If the next draw request is for project activities, it is number 4. When separate draw requests for general administration and project activities are submitted at the same time, number each draw request in sequence based on the signature date by the authorized officials, always numbering from the most recent draw request number. If a local government has received more than one CDBG grant, requests for funds will be numbered sequentially for each grant.

Status of Funds – EXCLUDE GENERAL ADMINISTRATION ACTIVITY 0181

Part I of the Request for CDBG Funds form will provide the status of CDBG funds for the grant.

- Line 1 List all CDBG funds received to date for this grant.
- Line 2 Add program income received from activities related to the grant (exclude program income designated for revolving loan funds).
- Line 3 Subtotal lines 1 and 2.
- Line 4 Subtract all disbursements of CDBG funds to date (MUST agree to total of Part II, Line 3).
- Line 5 Federal funds on hand should reflect CDBG funds which have not been disbursed.
- Line 6 Enter the total CDBG project cost excluding the general administration activity.
- Line 7 Enter the current drawdown request total (Must agree to total of Part II, Line 7.)
- Line 8 Enter 25% of the total project cost (Part I, Line 6 * .25).

Cash Requirements – EXCLUDE GENERAL ADMINISTRATION ACTIVITY 0181

Part II of the Request for CDBG Funds form will provide information on the grantee's cash requirements. Requests for funds are to be submitted only as funds are needed for immediate disbursement. It is anticipated that local governments should receive funds within 2 weeks from the date the request is received in DED. Enter the amounts for each approved activity. Identify the activities by entering the activity code and activity name (as shown in the Sources and Uses Section of the grant contract) above each column. Be sure to complete Part II for all approved activities even if funds are not requested for all activities. Enter totals to the right of each row and at the bottom of each column. Do not include general administrative activity 0181. There is a separate form 0181 for requesting general administration CDBG costs.

- Line 1 Enter the total of all cash requirements to date. This amount should be equal to all expenditures paid to date plus cash needed to meet immediate cash obligations.
- Line 2 Subtract all local matching or other funds disbursed. (Include program income designated for revolving loan funds from prior grants for same activities.) This will include local funds already expended and local funds, which will be expended to meet line 1. Line 3 Subtract federal funds applied (include program income). The total of this row must equal the amount shown on Part I, Line 4.
- Line 4 Subtotal by subtracting lines 2 and 3 from line 1. This amount should be equal the amount of federal funds needed for immediate cash obligations.
- Line 5 Subtract the amount of any previous Request for CDBG funds, which has not yet been received.
- Line 6 Subtract the amount of federal funds on hand. This amount must equal the amount on Line 5, part I.
- Line 7 The net amount of federal funds requested is determined by subtracting lines 5 and 6 from line 4. This should be the amount of CDBG funds needed (when added to CDBG funds on hand and CDBG funds requested but not yet received) to meet immediate cash obligations.

Signatures of both the Mayor/Board Chairperson and the Clerk/Treasurer are necessary to process the Request for CDBG Funds. Signatures must agree to authorization signatures submitted to DED on the Authorization to Request Community Development Block Grant Funds. After signing and dating the Request for CDBG Funds, the grantee should retain a copy of the form and mail (no FAX or email) the single original to:

CDBG, Nebraska Department of Economic Development, P.O. Box 94666, Lincoln, Nebraska 68509-4666

INCOMPLETE OR INCORRECT FORMS WILL NOT BE PROCESSED.

Section B: Event Agreement

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(s) of Event: 07/04/2021 Event Name: YWCA 4th of July Parade
Contact Person: Laura Stutte Phone: 321-231-0315
Address: 2525 W. 2nd St. Suite 110 Hastings, NE 68901
Email: lstutte@ywcaadamscounty.org Daytime Phone: 402-462-8821
Name of Organization Hosting Event: YWCA Adams County
Type of Organization: Corporation LLC ☒ Other If Other, provide name: 501c3
Type of Event: Parade and youth activities
Example: Running, Biking, Parade, etc. (Held on City Property or Public Right-of-Way)

Will alcohol be served at this event? Yes ☒ No If yes, license agreement is required.

Please review City Code Section 8-107 for alcohol consumption restrictions on property owned by city.

City fee for fencing is \$200 per event. Fencing fee payable to the City of Hastings Engineering Department, prior to event. Refer to Nebraska Liquor Control Rules and Regulations for fencing requirements.

Will electrical power be needed? ☒ Yes No (Only permitted where currently available.)

Please describe activities included in this event:

We offer free activities in the yard surrounding Fisher Fountain. The parade starts at noon. The line up starts on 12th Street and wraps around Hastings Ave. We sell food and have raffle prizes to raise money for the YWCA. Setup begins around 8:30am and clean up finishes by 2pm.

Event Location: Fisher Fountain / Hastings Utilities yard

- 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.
- Review City Code Section 13-508 for prohibited acts: discharge of fireworks

Start Time of Event: 10:00am End Time of Event: 1:00pm

I represent that I am authorized to sign the agreement on behalf of the organization hosting this event and, if the event is approved by the City of Hastings, my organization agrees to defend, indemnify and hold the City of Hastings harmless for any loss or claim of loss related to this event.

Laura Stutte

Key: 6b118f7878aee4daedfbb14860d5b24

Authorized Signature for Host Organization

03/22/2021
Date

Official Office Use Only

Authorized Signature – City of Hastings

Date of Council Approval



YWCAOFA-01

CFARMER

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

11/30/2020

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Ellerbrock-Norris Agency, Inc. P.O. Box 816 Hastings, NE 68902-0816	CONTACT NAME: Katie Nielsen	
	PHONE (A/C, No, Ext):	FAX (A/C, No):
	E-MAIL ADDRESS: knielsen@ellerbrock-norris.com	
	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A : Cincinnati Insurance Company	10677
INSURED Young Women's Christian Association of Adams County, Nebraska DBA YWCA of Adams County 2525 W. 2nd St Ste. 110 Hastings, NE 68901	INSURER B :	
	INSURER C :	
	INSURER D :	
	INSURER E :	
	INSURER F :	

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

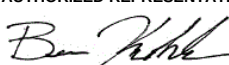
INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☒ PROJECT ☒ LOC OTHER:			ETN 0414637	11/30/2020	11/30/2021	EACH OCCURRENCE \$ 2,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000
							MED EXP (Any one person) \$ 10,000
							PERSONAL & ADV INJURY \$ 2,000,000
							GENERAL AGGREGATE \$ 2,000,000
							PRODUCTS - COMP/OP AGG \$ 2,000,000
							EBL AGGREGATE \$ 3,000,000
	AUTOMOBILE LIABILITY ☐ ANY AUTO OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☐ HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$
							BODILY INJURY (Per person) \$
							BODILY INJURY (Per accident) \$
							PROPERTY DAMAGE (Per accident) \$
							\$
	UMBRELLA LIAB ☐ OCCUR EXCESS LIAB ☐ CLAIMS-MADE						EACH OCCURRENCE \$
	☐ DED ☐ RETENTION \$						AGGREGATE \$
							\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) ☐ Y / N If yes, describe under DESCRIPTION OF OPERATIONS below		N / A				PER STATUTE ☐ OTH-ER ☐
							E.L. EACH ACCIDENT \$
							E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
RE: 4th of July Parade

The General Liability policy includes an automatic additional insured endorsement that provides additional insured status only when there is a written contract between the named insured and the certificate holder/entities that require such status prior to a loss. Coverage is provided on a Primary and noncontributory basis and only applies to the extent permitted by law. Waiver of Subrogation for the General Liability policy applies only if there is a written contract between the named insured and the certificate holder/entity(ies) that require such form language prior to a loss, and only to the extent permitted by law.

CERTIFICATE HOLDER

CANCELLATION

City of Hastings 220 North Hastings Avenue P.O. Box 1085	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE 



Hastings Utilities

N Hastings Ave

N St Joseph Ave

N St Joseph Ave

N Hastings Ave

N Denver Ave

Utilities Park

W 12th St

W 12th St

W 12th St

N Hastings Ave

N Denver Ave

N St Joseph Ave

Section B: Event Agreement

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(s) of Event: 07/10/2021 Event Name: Adams County Fairfest Parade
Contact Person: Jolene Laux Phone: 402-462-3247
Address: 947 S. Baltimore Avenue Hastings, NE 68901
Email: jlaux@adamscountyfairgrounds.com Daytime Phone: 402-462-3247
Name of Organization Hosting Event: Adams County Fairgrounds
Type of Organization: ☒ Corporation ☐ LLC ☐ Other If Other, provide name: _____
Type of Event: Parade
Example: Running, Biking, Parade, etc. (Held on City Property or Public Right-of-Way)

Will alcohol be served at this event? ☐ Yes ☒ No If yes, license agreement is required.

Please review City Code Section 8-107 for alcohol consumption restrictions on property owned by city.

City fee for fencing is \$200 per event. Fencing fee payable to the City of Hastings Engineering Department, prior to event. Refer to Nebraska Liquor Control Rules and Regulations for fencing requirements.

Will electrical power be needed? ☒ Yes ☐ No (Only permitted where currently available.)

Please describe activities included in this event:

A parade with registration beginning at 9:00am and parade starting at 10:00am. Immediately following the parade we would like to serve hotdogs, chips and pop on the east side of the City Auditorium in the grassy area.

Event Location: Downtown Hastings

- 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.
- Review City Code Section 13-508 for prohibited acts: discharge of fireworks

Start Time of Event: 10:00am - End Time of Event: depends on # of

I represent that I am authorized to sign the agreement on behalf of the organization hosting this event and, if the event is approved by the City of Hastings, my organization agrees to defend, indemnify and hold the City of Hastings harmless for any loss or claim of loss related to this event.

Jolene Marie Laux
Key: 6b118f78778aae4daedfbb14860d5b24

Authorized Signature for Host Organization

05/03/2021
Date

Authorized Signature – City of Hastings

Date of Council Approval

Official Office Use Only



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
4/28/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Jones Group 108 North Smith PO Box 200 Kenesaw NE 68956		CONTACT NAME: Debra Willy PHONE (A/C, No, Ext): (402) 462-9003 FAX (A/C, No): (402) 752-3706 E-MAIL ADDRESS: Dwilly@Jones-ins.com	
INSURED Adams County Agricultural Society 947 South Baltimore Ave Hastings NE 68901		INSURER(S) AFFORDING COVERAGE INSURER A: SCOTTSDALE INS CO/Nationwide Ins C INSURER B: COLUMBIA MUTUAL INS INSURER C: INSURER D: INSURER E: INSURER F:	

COVERAGES

CERTIFICATE NUMBER: CL2142803773

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY						EACH OCCURRENCE \$ 1,000,000
	☒ COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000
	☐ CLAIMS-MADE ☒ OCCUR	X		CPS7352570	05/01/2021	05/01/2022	MED EXP (Any one person) \$ 5,000
							PERSONAL & ADV INJURY \$ 1,000,000
							GENERAL AGGREGATE \$ 2,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						PRODUCTS - COMP/OP AGG \$ 2,000,000
	☒ POLICY ☐ PRO-JECT ☐ LOC						\$
B	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
	☐ ANY AUTO						BODILY INJURY (Per person) \$
	☐ ALL OWNED AUTOS	X		CAPNE000007965	05/01/2021	05/01/2022	BODILY INJURY (Per accident) \$
	☒ HIRED AUTOS	X					PROPERTY DAMAGE (Per accident) \$
							\$
	UMBRELLA LIAB						EACH OCCURRENCE \$
	EXCESS LIAB						AGGREGATE \$
	DED RETENTION \$						\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						WC STATUTORY LIMITS OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	Y/N					E.L. EACH ACCIDENT \$
	If yes, describe under DESCRIPTION OF OPERATIONS below	N/A					E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

RE: ADAMS COUNTY FAIR PARADE. July 10th, 2021 in Downtown Hastings NE. Certificate holder is additional insured for general liability (auto not applicable) if required by written contract executed prior to loss. Primary & noncontributory status is governed by the terms & conditions of the insurance policies of all parties to the contract. Waiver of Subrogation applies for General Liability if required by written contract executed prior to loss.

CERTIFICATE HOLDER

CANCELLATION

kjacobitz@cityofhastings.org

City of Hastings
220 N Hastings Ave
Hastings, NE 68901

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Debra Willy/WILLYD

CITY AUDITORIUM
5TH AND HASTINGS

After Parade
4 TOTAL

FAIRFEST PARADE ROUTE

Parade Starts @ 10am

Adams County
Fairgrounds
Hastings, Ne



Street & Police Department

Set Up Barricades ½ hour before parade time.

Street Department

6AM - Street Dept. Will Cone Off Parking Stalls = 138 CONES

2ND STREET - Hastings Ave. to St. Joseph Ave.

HASTINGS AVE. - 2nd Street to 4th Street

4TH STREET - Hastings Ave. to St. Joseph Ave.

City of Hastings - Street Division		
Project Name	PARADE ROUTE A - LONG ROUTE	
Traffic Control Order	Hastings Police Department	
Phone	402-461-2344	Sheet Number 1 of 1
Program / By	S.J. KOSTNER	

Section B: Event Agreement

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(s) of Event: 06/26/2021 Event Name: Woofstock
Contact Person: Adam Primm Phone: 4029845153
Address: 3603 Wendell Dr, Hastings NE, 68901
Email: adam@hastingsford.net Daytime Phone: 4029845153
Name of Organization Hosting Event: Start Over Rover
Type of Organization: ☒ Corporation ☐ LLC ☐ Other If Other, provide name: _____
Type of Event: Dog Show, Social
Example: Running, Biking, Parade, etc. (Held on City Property or Public Right-of-Way)

Will alcohol be served at this event? ☒ Yes ☐ No If yes, license agreement is required.

Please review City Code Section 8-107 for alcohol consumption restrictions on property owned by city.

City fee for fencing is \$200 per event. Fencing fee payable to the City of Hastings Engineering Department, prior to event. Refer to Nebraska Liquor Control Rules and Regulations for fencing requirements.

Will electrical power be needed? ☒ Yes ☐ No (Only permitted where currently available.)

Please describe activities included in this event:

There will be a dog show, with stage and runway, for adoptable dogs from Start Over Rover. There will be other contests throughout the afternoon, as well as food, drink, alcohol, and other vendors, as well music and games.

Event Location: West 1st St between Lincoln Ave and Hastings Ave

- 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.
- Review City Code Section 13-508 for prohibited acts: discharge of fireworks

Start Time of Event: 12:00 pm End Time of Event: 05:00 pm

I represent that I am authorized to sign the agreement on behalf of the organization hosting this event and, if the event is approved by the City of Hastings, my organization agrees to defend, indemnify and hold the City of Hastings harmless for any loss or claim of loss related to this event.

Adam Primm
Key: 6b118f78778aee4daedf9b14860d5b24

Authorized Signature for Host Organization

04/22/2021
Date

Official Office Use Only

Authorized Signature – City of Hastings

Date of Council Approval



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

05/05/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Jones Group 108 North Smith PO Box 200 Kenesaw NE 68956	CONTACT NAME: Debra Willy PHONE (A/C, No, Ext): (402) 462-9003 E-MAIL ADDRESS: DWilly@Jones-Ins.com FAX (A/C, No): (402) 752-3706
INSURED Start Over Rover Inc 134 Barnes Ave Hastings NE 68901	INSURER(S) AFFORDING COVERAGE INSURER A: Auto Owners Ins Co INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:

COVERAGES**CERTIFICATE NUMBER:** CL215503777**REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PRO-JECT ☐ LOC OTHER:	Y	Y	39346011	06/15/2021	06/15/2022	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 Host Liquor Liability \$ Included
A	☒ AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ OWNED AUTOS ONLY ☐ HIRED AUTOS ONLY ☐ SCHEDULED AUTOS ☐ NON-OWNED AUTOS ONLY			53-346011-00	06/15/2021	06/15/2022	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	☐ UMBRELLA LIAB ☐ EXCESS LIAB DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y / N	N / A				PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

RE: Event. Hastings NE. Certificate holder is additional insured for general liability (auto non applicable) if required by written contract executed prior to loss. Primary & noncontributory status is governed by the terms & conditions of the insurance policies of all parties to the contract. Waiver of Subrogation applies for general liability if required by written contract executed prior to loss.

CERTIFICATE HOLDER**CANCELLATION**

City of Hastings 220 N Hastings Avenue Hastings NE 68901	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
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FRATORD-01

CFARMER

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

5/6/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

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PRODUCER Ellerbrock-Norris Agency, Inc. P.O. Box 816 Hastings, NE 68902-0816	CONTACT NAME: Robyn Sparks PHONE (A/C, No, Ext): (402) 979-8528 FAX (A/C, No): E-MAIL ADDRESS: rsparks@ellerbrock-norris.com	
	INSURER(S) AFFORDING COVERAGE	
INSURED Fraternal Order of Eagles & Auxiliary 107 North Denver Avenue Hastings, NE 68901-5137	INSURER A : Berkshire Hathaway Homestate	NAIC # R
	INSURER B : Markel	38970
	INSURER C : United States Liability Ins	25895
	INSURER D :	
	INSURER E :	
INSURER F :		

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

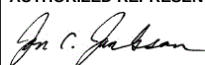
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INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PROJECT ☐ LOC OTHER:			02PRM041619-04	9/14/2020	9/14/2021	EACH OCCURRENCE \$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000
							MED EXP (Any one person) \$ 5,000
							PERSONAL & ADV INJURY \$ 1,000,000
							GENERAL AGGREGATE \$ 2,000,000
							PRODUCTS - COMP/OP AGG \$ 1,000,000
	AUTOMOBILE LIABILITY ☐ ANY AUTO OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☐ HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$
							BODILY INJURY (Per person) \$
							BODILY INJURY (Per accident) \$
							PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB ☐ OCCUR EXCESS LIAB ☐ CLAIMS-MADE DED ☐ RETENTION \$						EACH OCCURRENCE \$
							AGGREGATE \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) ☐ Y / N If yes, describe under DESCRIPTION OF OPERATIONS below			AWC0002642-05	9/14/2020	9/14/2021	☒ PER STATUTE ☐ OTH-ER
							E.L. EACH ACCIDENT \$ 100,000
							E.L. DISEASE - EA EMPLOYEE \$ 100,000
							E.L. DISEASE - POLICY LIMIT \$ 500,000
C	Liquor Liability			NPP1578443C	9/14/2020	9/14/2021	1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 RE: 06/26/21 Event - 1st Street Hastings NE.

CERTIFICATE HOLDER

CANCELLATION

City of Hastings 220 N Hastings Avenue Hastings, NE 68901	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
---	---



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

04/29/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Ryder-Rosacker-McCue & Huston 509 W Koenig St Grand Island NE 68801		CONTACT NAME: Pam Flynn PHONE (A/C, No, Ext): (308) 382-2330 E-MAIL ADDRESS: pfflynn@ryderinsurance.com FAX (A/C, No): (308) 382-7109	
INSURED Steeple Brewing Company LLC 717 W 1st St PO Box 1722 Hastings NE 68902-1722		INSURER(S) AFFORDING COVERAGE INSURER A: Cincinnati Insurance Company INSURER B: Travelers - Assigned Risk INSURER C: INSURER D: INSURER E: INSURER F:	

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PRO-JECT ☐ LOC OTHER:	Y	Y	ETD0413529	11-22-2019	11-22-2022	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 1,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
A	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ ALL OWNED AUTOS ☒ HIRED AUTOS ☐ SCHEDULED AUTOS ☒ NON-OWNED AUTOS			ETD0413529	11-22-2020	11-22-2021	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	☒ UMBRELLA LIAB ☒ OCCUR ☐ EXCESS LIAB ☐ CLAIMS-MADE DED RETENTION \$ 0-			ETD0413529	11-22-2019	11-22-2022	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000 \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	6JUB1K04484	11-26-2020	11-22-2021	☒ PER STATUTE ☐ OTH-ER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
A	Liquor Liability	Y		ETD0413529	11-22-2019	11-22-2022	\$1,000,000 Ea Occ

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Re: Woofstock

Certificate holder is an additional insured on the General Liability and Liquor Liability if required by written contract executed prior to the loss. Primary & non-contributory status is governed by the terms & conditions of the insurance policies of all parties to the contract. Waiver of subrogation applies for General Liability if required by written contract executed prior to the loss.

kjacobitz@cityofhastings.org

CERTIFICATE HOLDER

CANCELLATION

City of Hastings
220 N Hastings Ave

Hastings, NE 68902

Fax: (402)461-2304

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

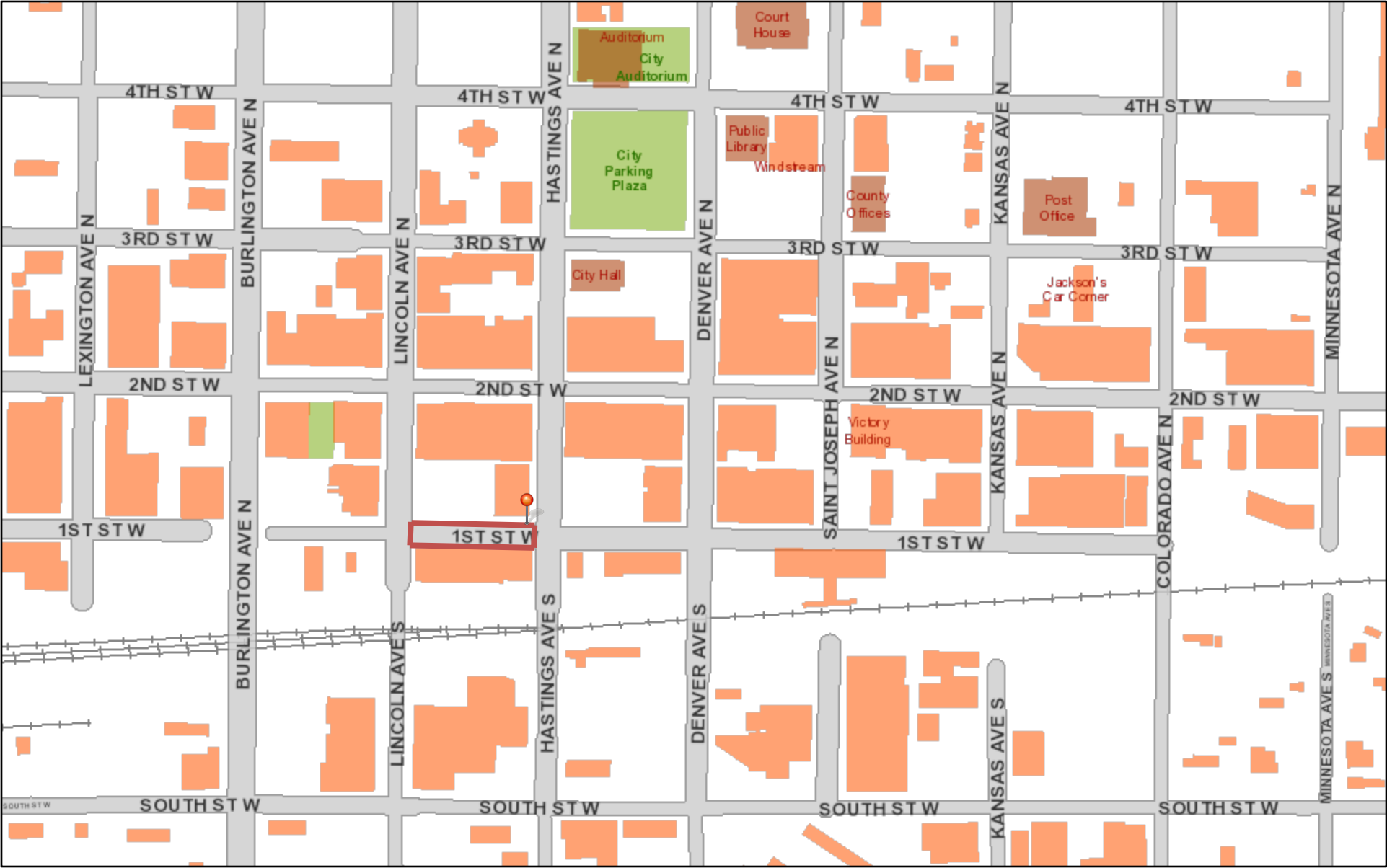
AUTHORIZED REPRESENTATIVE

Katie Folkert

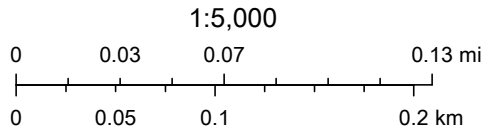
<KF>

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Event Map



4/21/2021, 6:11:47 PM



**Special Designated License
Local Recommendation (Form 200)**

Applications must be entered on the portal after local approval – no exceptions
Late applications are non-refundable and will be rejected

Steeple Brewing Co.

Retail Liquor License Name or *Non-Profit Organization (*Must include Form #201 as Page 2)

LK-118877

Retail Liquor License Address or Non-Profit Business Address

717 W 1st St. Hastings, NE 68901

Retail License Number or Non-Profit Federal ID #

Consecutive Dates only **6/26/21**

Event Date(s):

Event Start Time(s): **Noon**

Event End Time(s): **5:00PM**

Alternate Date: **NA**

Alternate Location Building & Address: **NA**

Event Building Name: **Outside Steeple Brewing Co.**

Event Street Address/City: **1st Street between Lincoln and Hastings Ave.**

Indoor area to be licensed in length & width: X

Outdoor area to be licensed in length & width: **250** X **50** (Diagram Form #109 must be attached)

Type of Event: **Dog show/fundraiser** Estimate # of attendees: **250**

Type of alcohol to be served: Beer ☒ Wine ☒ Distilled Spirits ☒
(If not marked, you will not be able to serve this type of alcohol)

Event Contact Name: **Adam Primm** Event Contact Phone Number: **402-463-3116**

Event Contact Email: **adam@hastingsford.net**

*Signature Authorized Representative: *Anthony May* Printed Name **Anthony May**

I declare that I am the authorized representative of the above named license applicant and that the statements made on this application are true to the best of my knowledge and belief. I also consent to an investigation of my background including all records of every kind including police records. I agree to waive any rights or causes of action against the Nebraska Liquor Control Commission, the Nebraska State Patrol or any other individual releasing said information to the Liquor Control Commission or the Nebraska State Patrol. I further declare that the license applied for will not be used by any other person, group, organization or corporation for profit or not for profit and that the event will be supervised by persons directly responsible to the holder of this Special Designated License.

*Retail licensee – Must be signed by a member listed on permanent license

*Non-Profit Organization – Must be signed by a Corporate Officer

Local Governing Body completes below:

The local governing body for the City/Village of Hastings **OR** County of approves
the issuance of a Special Designated License as requested above. (Only one should be written above)

Local Governing Body Authorized Signature

Date

OUTDOOR AREA DIAGRAM

HOW AREA WILL BE PATROLLED Wave/Steeple Staff and Start Over Rover Volunteers

- IF APPLICABLE, OUTDOOR AREA MUST BE CONNECTED TO INDOOR AREA IF INDOOR AREA IS TO LICENSED
- MEASUREMENT OF OUTER WALLS OF AREA TO BE LICENSED MUST INCLUDED LENGTH & WIDTH IN FEET
- DOUBLE FENCING IS REQUIRED FOR ALL NON-PROFIT ORGANIZATIONS UNLESS FORM #140 IS FILED WITH THIS FORM AND IS APPROVED BY THE COMMISSION
- RETAILER LIQUOR LICENSE HOLDERS ARE NOT REQUIRED TO DOUBLE FENCE, ALTHOUGH MEASURES NEED TO BE TAKEN TO SECURE THE AREA

DIAGRAM OF PROPOSED AREA:



LICENSE AGREEMENT FOR USE OF A PORTION OF PUBLIC STREET

THIS AGREEMENT, made and entered into this ____ day of _____, 2021, by and between the City of Hastings, Nebraska, a municipal Corporation, hereinafter referred to as "City", and Start Over Rover, Inc., a Nebraska non-profit Corporation, hereinafter referred to as "Start Over Rover" Steeple Brewing Co., a Nebraska Limited Liability Company, hereinafter referred to as "Steeple", and Eagles Fraternal Hastings Aerie #592, a fraternal organization, hereinafter referred to as "Eagles", WITNESSETH:

WHEREAS, Steeple and Eagles have applied for a Special Designated Liquor License between 12 noon and 5:00 p.m. within the public street right-of-way of 1st Street between Lincoln Avenue and Hastings Avenue located within the City of Hastings, Nebraska, on Saturday, June 26, 2021, in conjunction with an event to be known as "Woofstock"; and

WHEREAS, Section 8-107 of the Hastings City Code provides that alcoholic beverages may be served during community sponsored events on a portion of public streets within the downtown area subject to this issuance of a Special Designated License therefor issued by the Nebraska Liquor Control Commission and with a license agreement to do so with the City; and

WHEREAS, "Woofstock" is an event sponsored by Start Over Rover with alcohol, wine and beer being provided by Steeple and Eagles; and

WHEREAS, Steeple is currently the holder of a Nebraska liquor license, License #LK-118877, within the City of Hastings, Nebraska, and Eagles is currently the holder of a Nebraska liquor license, License #001399, within the City of Hastings, Nebraska and both Steeple and Eagles desire to serve alcohol, wine and beer during the "Woofstock" event as set forth above;

NOW, THEREFORE, in consideration of the foregoing recitals and the terms and conditions hereinafter set forth, the parties hereto agree as follows:

1. City hereby grants Start Over Rover, Steeple and Eagles a license to occupy that portion of the public street on 1st Street between Lincoln Avenue and Hastings Avenue between 12:00 noon and 5:00 p.m. to serve alcohol, wine and beer during the Woofstock event between the hours of 12 noon and 5:00 p.m. on Wednesday, June 26, 2021, subject to the following conditions:

- A. Steeple obtains a Special Designated License from the Nebraska Liquor Control Commission for the event on 1st Street on the date and for the times set forth above prior to June 26, 2021.
- B. Eagles obtains a Special Designated License from the Nebraska Liquor Control Commission for the event on 1st Street on the date and for the times set forth above prior to June 26, 2021.

- C. Steeple, Eagles and Start Over Rover provides and erects double fencing or other acceptable barriers as required by the Nebraska Liquor Control Commission across 1st between Lincoln Avenue and Hastings Avenue.
- D. Start Over Rover, Steeple and Eagles shall be responsible for the removal of said fencing or barriers at the conclusion of the time set forth in the Special Designated License, and repairing any damage done to 1st Street.
- E. Start Over Rover, Steeple and Eagles shall at the conclusion of the event be responsible for the removal of all tables and chairs or benches used in conjunction with the event, and for the removal of all litter, waste and garbage from the area of the event.

2. In consideration of City granting the aforementioned license, Start Over Rover, Steeple and Eagles agree to provide City with a certificate of liability insurance in the minimum amount of a combined single limit of Two Million Dollars (\$2,000,000.00) with City named as an additional named insured at the time Steeple and Eagles pick up their Special Designated Permit from City prior to June 26, 2021. General liability insurance shall be primary and noncontributing and include a waiver of subrogation. The policy or policies issued shall cover all activities sponsored by Start Over Rover, Steeple or Eagles for the event and shall include liquor liability coverage. In the event said certificate or certificates of insurance are not received by City prior to June 26, 2021, the license granted hereunder shall be null and void and without force or effect. In addition, Start Over Rover, Steeple and Eagles agree to indemnify and hold City harmless for any and all liability associated with or arising out of Start Over Rover, Steeple and Eagles conducting the Woofstock event as provided for herein.

3. Start Over Rover, Steeple and Eagles agree and understand that the license granted by this Agreement is only for June 26, 2021 between the hours 12:00 noon and 5:00 p.m. as it relates to the street closing for setup and between the hours of 12 noon and 5:00 p.m. as it relates to the sale of alcohol, wine and beer and the events authorized in this license, and the authority granted by the license shall immediately expire and no longer be valid as of 500 p.m. on June 26, 2021.

4. Start Over Rover, Steeple and Eagles further agrees and understands that the license granted by City hereunder is a purely a personal right granted to Start Over Rover, Steeple and Eagles and may not be assigned or transferred to any third party.

5. The parties hereto agree that this agreement may be executed by way of separate signature pages.

IN WITNESS WHEREOF, the parties hereto have executed the foregoing License Agreement in duplicate the day and year first above written.

City of Hastings, Nebraska, a municipal corporation

By _____
Mayor

ATTEST:

City Clerk

(S E A L)

Approved as to form: _____
City Attorney

Start Over Rover, Inc., a Nebraska non-profit
corporation

By _____
Printed Name: _____
Its _____

By _____
Printed Name: _____
Its _____

Steeple Brewing Co. LLC, a Nebraska Limited Liability
Company

By _____
Printed Name: _____
Managing Member

Eagles Fraternal Hastings Aerie #592, a fraternal organization

By _____

Printed Name: _____

Its _____

NEBRASKA LIQUOR CONTROL COMMISSION
 PHONE: (402) 471-2571
 Website: www.lcc.nebraska.gov

**Special Designated License
 Local Recommendation (Form 200)**

Applications must be entered on the portal after local approval – no exceptions
Late applications are non-refundable and will be rejected

Eagles Frat Hastings Aerie #592
 Retail Liquor License Name or *Non-Profit Organization (*Must include Form #201 as Page 2)
107 N. Denver Hastings NE 68901
 Retail Liquor License Address or Non-Profit Business Address
001399 - 47-0166094
 Retail License Number or Non-Profit Federal ID #

Consecutive Dates only

Event Date(s): 6/26/21

Event Start Time(s): 12pm

Event End Time(s): 5pm

Alternate Date: _____

Alternate Location Building & Address: _____

Event Building Name: N/A

Event Street Address/City: 1st Street between Lincoln St & Hastings St

Indoor area to be licensed in length & width: ____ X ____

Outdoor area to be licensed in length & width: ____ X ____ (Diagram Form #109 must be attached)

Type of Event: Fundraiser Estimate # of attendees: 250

Type of alcohol to be served: Beer X Wine 7 Distilled Spirits +
 (If not marked, you will not be able to serve this type of alcohol)

Event Contact Name: Virginia Cathcart Event Contact Phone Number: 402-469-8178

Event Contact Email: Hastings Eagles 592@gmail.com

*Signature Authorized Representative: Virginia Cathcart Printed Name Virginia Cathcart

I declare that I am the authorized representative of the above named license applicant and that the statements made on this application are true to the best of my knowledge and belief. I also consent to an investigation of my background including all records of every kind including police records. I agree to waive any rights or causes of action against the Nebraska Liquor Control Commission, the Nebraska State Patrol or any other individual releasing said information to the Liquor Control Commission or the Nebraska State Patrol. I further declare that the license applied for will not be used by any other person, group, organization or corporation for profit or not for profit and that the event will be supervised by persons directly responsible to the holder of this Special Designated License.

*Retail licensee – Must be signed by a member listed on permanent license

*Non-Profit Organization – Must be signed by a Corporate Officer

Local Governing Body completes below:

The local governing body for the City/Village of Hastings OR County of _____ approves the issuance of a Special Designated License as requested above. (Only one should be written above)

Local Governing Body Authorized Signature

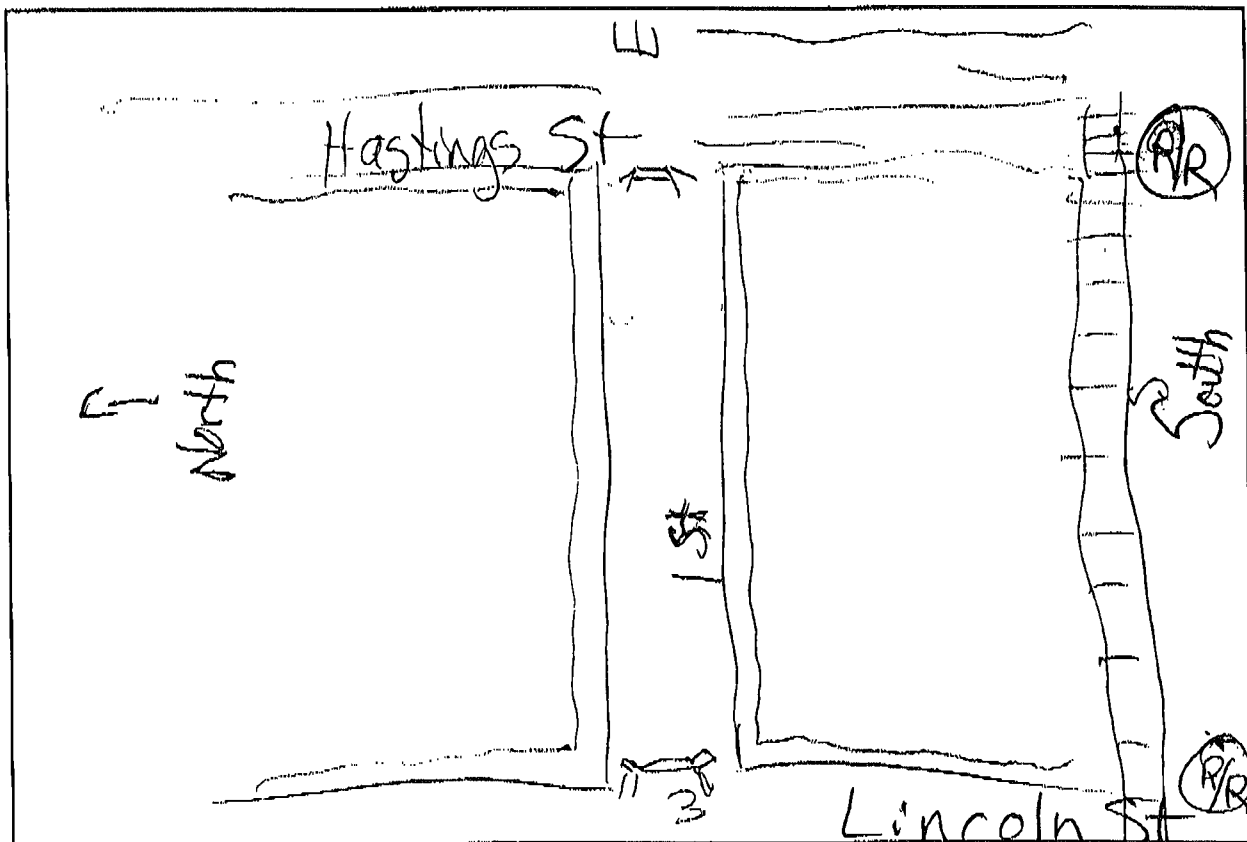
Date

OUTDOOR AREA DIAGRAM

HOW AREA WILL BE PATROLLED ID's will be check & ^{wrist} banded

- IF APPLICABLE, OUTDOOR AREA MUST BE CONNECTED TO INDOOR AREA IF INDOOR AREA IS TO LICENSED
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- RETAILER LIQUOR LICENSE HOLDERS ARE NOT REQUIRED TO DOUBLE FENCE, ALTHOUGH MEASURES NEED TO BE TAKEN TO SECURE THE AREA

DIAGRAM OF PROPOSED AREA:



LICENSE AGREEMENT FOR USE OF A PORTION OF PUBLIC STREET

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WHEREAS, Section 8-107 of the Hastings City Code provides that alcoholic beverages may be served during community sponsored events on a portion of public streets within the downtown area subject to this issuance of a Special Designated License therefor issued by the Nebraska Liquor Control Commission and with a license agreement to do so with the City; and

WHEREAS, "Woofstock" is an event sponsored by Start Over Rover with alcohol, wine and beer being provided by Steeple and Eagles; and

WHEREAS, Steeple is currently the holder of a Nebraska liquor license, License #LK-118877, within the City of Hastings, Nebraska, and Eagles is currently the holder of a Nebraska liquor license, License #001399, within the City of Hastings, Nebraska and both Steeple and Eagles desire to serve alcohol, wine and beer during the "Woofstock" event as set forth above;

NOW, THEREFORE, in consideration of the foregoing recitals and the terms and conditions hereinafter set forth, the parties hereto agree as follows:

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- B. Eagles obtains a Special Designated License from the Nebraska Liquor Control Commission for the event on 1st Street on the date and for the times set forth above prior to June 26, 2021.

- C. Steeple, Eagles and Start Over Rover provides and erects double fencing or other acceptable barriers as required by the Nebraska Liquor Control Commission across 1st between Lincoln Avenue and Hastings Avenue.
- D. Start Over Rover, Steeple and Eagles shall be responsible for the removal of said fencing or barriers at the conclusion of the time set forth in the Special Designated License, and repairing any damage done to 1st Street.
- E. Start Over Rover, Steeple and Eagles shall at the conclusion of the event be responsible for the removal of all tables and chairs or benches used in conjunction with the event, and for the removal of all litter, waste and garbage from the area of the event.

2. In consideration of City granting the aforementioned license, Start Over Rover, Steeple and Eagles agree to provide City with a certificate of liability insurance in the minimum amount of a combined single limit of Two Million Dollars (\$2,000,000.00) with City named as an additional named insured at the time Steeple and Eagles pick up their Special Designated Permit from City prior to June 26, 2021. General liability insurance shall be primary and noncontributing and include a waiver of subrogation. The policy or policies issued shall cover all activities sponsored by Start Over Rover, Steeple or Eagles for the event and shall include liquor liability coverage. In the event said certificate or certificates of insurance are not received by City prior to June 26, 2021, the license granted hereunder shall be null and void and without force or effect. In addition, Start Over Rover, Steeple and Eagles agree to indemnify and hold City harmless for any and all liability associated with or arising out of Start Over Rover, Steeple and Eagles conducting the Woofstock event as provided for herein.

3. Start Over Rover, Steeple and Eagles agree and understand that the license granted by this Agreement is only for June 26, 2021 between the hours 12:00 noon and 5:00 p.m. as it relates to the street closing for setup and between the hours of 12 noon and 5:00 p.m. as it relates to the sale of alcohol, wine and beer and the events authorized in this license, and the authority granted by the license shall immediately expire and no longer be valid as of 500 p.m. on June 26, 2021.

4. Start Over Rover, Steeple and Eagles further agrees and understands that the license granted by City hereunder is a purely a personal right granted to Start Over Rover, Steeple and Eagles and may not be assigned or transferred to any third party.

5. The parties hereto agree that this agreement may be executed by way of separate signature pages.

IN WITNESS WHEREOF, the parties hereto have executed the foregoing License Agreement in duplicate the day and year first above written.

City of Hastings, Nebraska, a municipal corporation

By _____
Mayor

ATTEST:

City Clerk

(S E A L)

Approved as to form: _____
City Attorney

Start Over Rover, Inc., a Nebraska non-profit
corporation

By _____
Printed Name: _____
Its _____

By _____
Printed Name: _____
Its _____

Steeple Brewing Co. LLC, a Nebraska Limited Liability
Company

By _____
Printed Name: _____
Managing Member

Eagles Fraternal Hastings Aerie #592, a fraternal organization

By _____

Printed Name: _____

Its _____

Department: Development Services
Staff Contact: Lisa Parnell-Rowe
Council Meeting Date: 5/24/2021

AGENDA ITEM SUMMARY SHEET

Description of Item:

Public hearing on the change of zoning request for property generally located between 825 S Elm Ave and 1007 S Elm Ave from "I-2, Heavy Industrial" to "R-1A, Single Family Large Lot Residential," and to amend the Official Zoning District Map.

Approval of Ordinance No. 4665 and the amendment to the Official Zoning District Map to rezone property generally located between 825 S Elm Ave and 1007 S Elm Ave from "I-2, Heavy Industrial" to "R-1A, Single Family Large Lot Residential".

Names of People/Business affected by this action:

The applicant, the people of Hastings and the City.

Why Council action is required:

Neb. Rev. Stat. 19-404 requires that ordinances be passed by the City Council on three readings, unless three-fourth of the City Council members vote to suspend this requirement.

Type of action requested:

Ordinance

Suggested motion:

Motion to approve Ordinance No. 4665 and to amend the Official Zoning District Map.

Deadlines associated with action:

Building permit approval will be required for the addition once rezone is processed, if approved.

Department head comments:

Surrounding zoning is as follows:

North – I-2, Heavy Industrial

South – I-2, Heavy Industrial

East – I-2, Heavy Industrial

West – I-2, Heavy Industrial

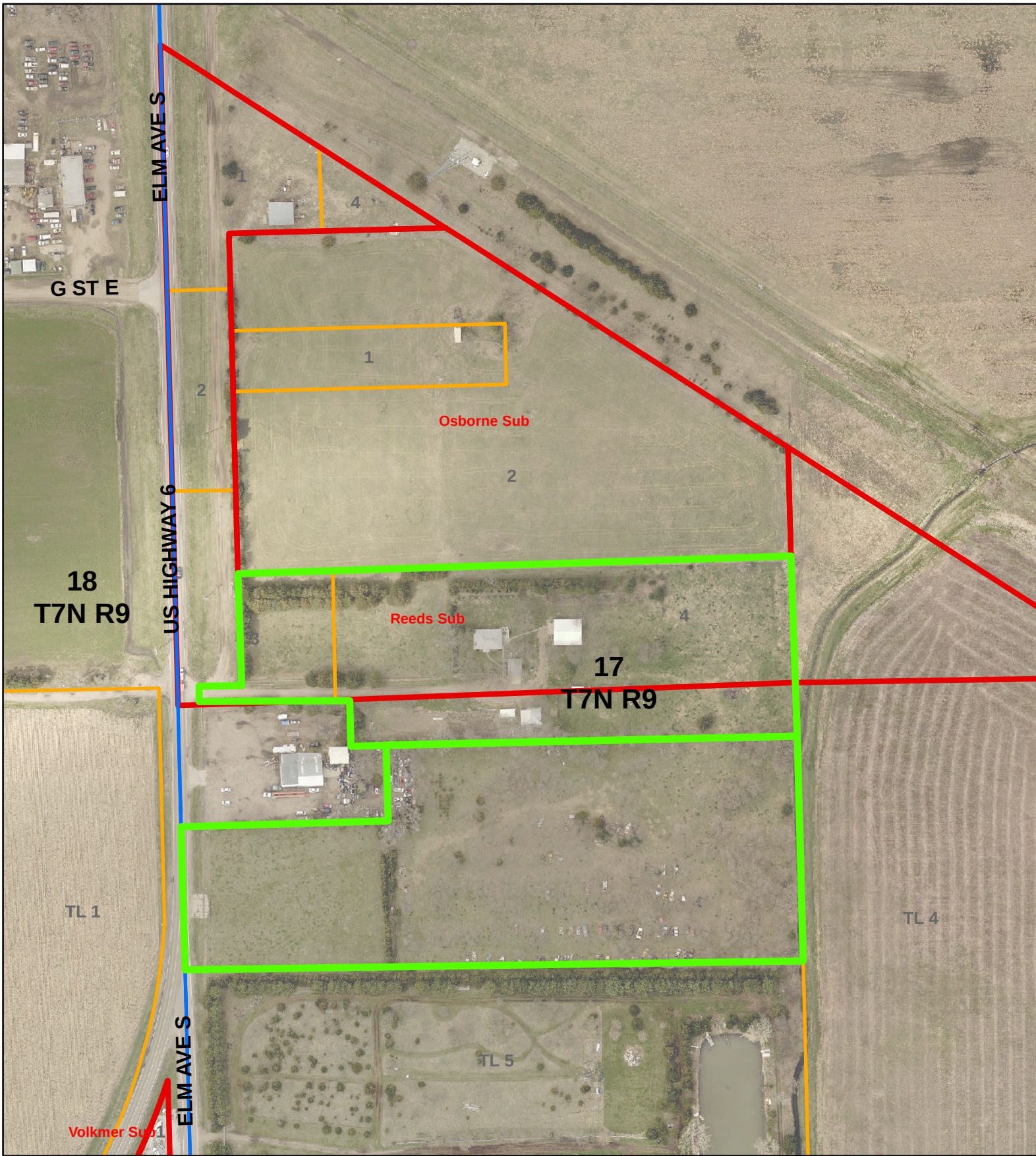
On May 10th City Council approved a change to the Comprehensive Plan Future Land Use map that recommended this area be re-slated for Suburban Residential. Now applicants, Ron and Karen Sekora, seek to rezone to their property from its current zoning of I-2, Heavy Industrial to R-1A, Single Family Large Lot residential zoning. The Sekora's own a legal non-conforming

residential home, built in 1936, which preceded inception of zoning. This made their property a legal non-conforming use. They would like to do an addition to this property and will first need to rezone their land to change the status of this non-conformity. R1-A is often found on the outskirts of a community and best accommodates larger lot sizes due to its minimum of 20,000 square feet. R-1A, Single Family Large Lot Residential is the most compatible residential zone district to its corresponding sister Future Land Use category of Suburban Residential. Now that the Comprehensive Plan Future Land Use Map has been changed and the future outlook for this area is Suburban Residential, this change in zoning is a nice fit for the future.

Planning Commission reviewed and recommended approval in a vote of 7-0 on May 18, 2021.

City Administrator comments:

Recommend approval



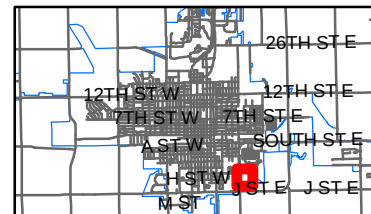
Legend

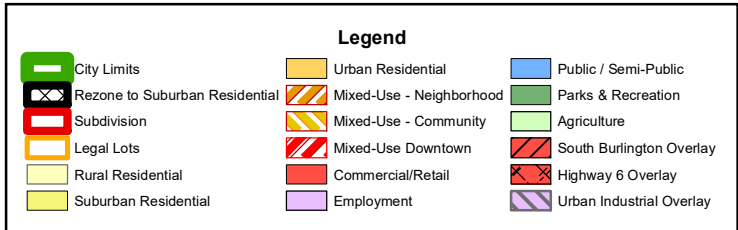
Notes

- Property to be Rezoned
- Subdivision
- Legal Lots
- Section

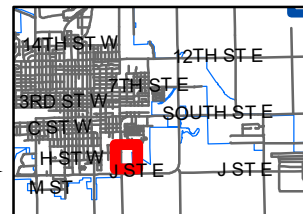
Rezone to R1-A from I-2

A tract of land comprising of parts of Lots 3 and 4 of Reed's Subdivision of Reed's Addition and unplatted tracts of lands in the Southwest Quarter of Section 17, Township 7 North, Range 9 West in the City of Hastings, Adams County.





N



ORDINANCE NO. 4665

AN ORDINANCE OF THE CITY OF HASTINGS, NEBRASKA, TO AMEND THE OFFICIAL ZONING DISTRICT MAP OF THE CITY OF HASTINGS, NEBRASKA TO REZONE CERTAIN PROPERTY FROM "I-2, HEAVY INDUSTRIAL DISTRICT" TO "R-1A, SINGLE FAMILY LARGE LOT RESIDENTIAL DISTRICT"; TO REPEAL ANY ORDINANCE IN CONFLICT HEREWITH; AND TO PROVIDE WHEN THIS ORDINANCE SHALL BE IN FULL FORCE AND EFFECT.

BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE CITY OF HASTINGS, NEBRASKA:

SECTION 1. That the following described real property legally described as follows:

A tract of land comprising a part of the Southwest Quarter (SW $\frac{1}{4}$) of Section 17, Township 7 North, Range 9 West of the 6th P.M., Adams County, Nebraska, including part of Lots 3 and 4 of REED'S SUBDIVISION of REED'S ADDITION to the City of Hastings, Adams County, Nebraska, said tract being more particularly described as follows:

With reference to the Southwest Corner of said SW $\frac{1}{4}$; thence running on an assumed bearing of N 00° 00' 00"E on the West line of said SW $\frac{1}{4}$ for a distance of 1,324.20 feet; thence N 89° 53' 29"E for 33.36 feet to the actual POINT OF BEGINNING; thence continuing N 89° 53' 29"E for 69.91 feet, thence N 00° 00' 00"E for 185.96 feet more or less to the southwest corner of Osborne Sub; thence N 89° 58' 50"E for 910.36 feet to the southeast corner of Osborne Sub; thence S 00° 04' 10"E for 285.94 feet more or less; thence S 89° 59' 48"W for 730.96 feet; thence N 00° 03' 34"E for 75.13 feet; thence S 89° 55' 56"W for 250.13 feet; thence N 00° 54' 05"E for 24.75 feet to the point of beginning, said tract containing 5.705 acres more or less.

AND

A tract in the Southwest Quarter of Section 17, Township 7 North, Range 9 West of the 6th P.M., City of Hastings, Adams County, Nebraska, described as follows;

Commencing at a point 1,099.5 feet North of the Southwest Corner of Section 17, Township 7 North, Range 9 West of the 6th P.M., thence East 340.8 feet; thence North 125 feet; thence East 673.2 feet; thence South 361.0 feet more or less; and thence West 1,014.0 feet; thence North 236 feet to the point of commencement. Subject to Statutory road on the West.

currently zoned “I-2, Heavy Industrial District is rezoned to “R-1A, Single Family Large Lot Residential District”.

SECTION 2. That the City Engineer is hereby directed to cause the Official Zoning District Map of the City of Hastings, Nebraska to be changed in accordance with the foregoing provisions.

SECTION 3. That any ordinance passed and approved prior to the passage of this ordinance, and in conflict with its provisions, is hereby repealed.

SECTION 4. This ordinance shall take effect and be in full force from and after its passage, approval and publication in pamphlet form.

PASSED AND APPROVED by the Mayor and City Council of the City of Hastings, Nebraska, this 24th day of May, 2021.

ATTEST:

Corey Stutte, Mayor

Kimberly S. Jacobitz, City Clerk

(S E A L)

APPROVED TO FORM:

Clint Schukei, City Attorney

Submitted By: Lori Ferguson
South Central Economic Development District, Inc.
Date Submitted: May 13, 2021

Council Meeting Date: May 24, 2021
Project: 19-DTR-103
Agenda Item: Conduct Public Hearing

AGENDA ITEM SUMMARY SHEET

Description of Agenda Item:

Agenda Item #__: Conduct the required second public hearing on the Community Development Block Grant (CDBG) project: 19-DTR-103, Hastings Downtown Revitalization Project.

- The City of Hastings is the grantee for Community Development Block Grant (CDBG) 19-DTR-103, the CDBG Downtown Revitalization project. Per grant and contract requirements, the City is required to conduct a second public hearing during the implementation of the project to receive citizen and public comments on the project.

Names of People/Businesses affected by this action:

City of Hastings

Why is Council action required? The City of Hastings is the CDBG grant recipient. Per the City's contract with the Nebraska Department of Economic Development (NEDED) a second public hearing during the implementation of the project is required.

City Administrator Comments:

NOTICE OF PUBLIC HEARING ON PROJECT FUNDED BY COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

NOTICE IS HEREBY GIVEN that on Monday, May 24, 2021, the Mayor and Council of the City of Hastings, (during a regular City Council meeting), will hold a public hearing regarding the:

- **2019 Downtown Revitalization CDBG Grant** (received funds assist with the completion of downtown revitalization improvements including commercial rehab/façade improvements, etc.)

Funding in part for the project was provided by the Department of Economic Development through the Community Development Block Grant Program. This grant is available to local governments for community development activities.

All interested parties are invited to participate in said public hearing at which time you will have an opportunity to be heard regarding the implementation of the grant to date.

Written testimony will also be accepted at the public hearing scheduled for 5:30 pm., Monday, May 24, 2021. Written comments addressed to Kim Jacobitz, City Clerk, at 220 N. Hastings, Hastings, NE 68901 will be accepted if received on or before 12:00 p.m., May 24, 2021.

Individuals requiring physical or sensory accommodations including interpreter service, Braille, large print, language assistance or recorded materials, please contact Kim Jacobitz at 220 N. Hastings, Hastings, NE, 402-461-2315 no later than Friday, May 21, 2021.

Publish: 1x

Furnish: 1 proof of publication to each as follows:

City of Hastings

South Central Economic Development District (lorif@scedd.us)

Department: Airport
Staff Contact: Deb Bergmann
Council Meeting Date: 5/24/2021

AGENDA ITEM SUMMARY SHEET

Description of Item:

Recommendation for Award of FAA AIP Project No. 3-31-0040-018 Phase 2 of Snow Removal Equipment (SRE) Building agreement to VRL Construction, LLC dba Rathman Manning Construction in the amount of \$721,684.14. The project area is located near 12th Street and the Airport Terminal entrance.

Names of People/Business affected by this action:

City of Hastings, Federal Aviation Administration (FAA), Nebraska Department of Transportation (NDOT), Kirkham Michael, and VRL Construction, LLC dba Rathman Manning Construction

Why Council action is required:

Approval of council is required.

Type of action requested:

Motion

Suggested motion:

Move to approve the Award of FAA AIP Project No. 3-31-0040-018 Phase 2 to VRL Construction, LLC dba Rathman Manning Construction in the amount of \$721,684.14.

Deadlines associated with action:

5/31/2021

Department head comments:

This project must be completed in order to utilize FAA grant funding. If the project is not completed, grant funds previously provided for project engineering costs would have to be paid back to the NDOT. Additionally, grant funds can only be held for 4 years and, if the project is delayed, \$150,000 will be returned to NDOT for use by other airports.

Recommend Approval

City Administrator comments:

Recommend approval



U.S. Department
of Transportation

**Federal Aviation
Administration**

Central Region
Iowa, Kansas,
Missouri, Nebraska

901 Locust
Kansas City, Missouri 64106
(816) 329-2600

May 3, 2021

Ms. Deb Bergmann
Airport Manager
City of Hastings
220 N. Hastings Avenue
Hastings, NE 68901

Re: Hastings Municipal Airport (HSI); Hastings, NE
AIP No. 3-31-0040-018
Construct SRE Building phase 2

Subject: Concurrence in Award

Dear Ms. Bergmann:

Concurrence in Award of Construction Contract

We concur in the award of the contract to VRL Construction, LLC dba, Rathman Manning Construction of Grand Island for \$721,684.14 for the development proposed by this project. Be advised that our concurrence represents a determination for eligibility of costs and should not be construed as a commitment of Federal funds.

What you need to do now

After award of the contract and the Congressional release please schedule the Preconstruction Conference. Be sure to invite, as appropriate, your local FAA System Support Center (SSC) technician(s), FAA Air Traffic Organization (ATO) representative(s) and the Federal Security Director. Provide at least 10 days advance notice of the meeting's date and an advance copy of the agenda to all attendees and my attention.

What we will do next

We will authorize you to issue the Notice to Proceed (NTP) after the following documents have been submitted to my attention:

- Executed Grant Agreement,
- Executed Construction Contract and Performance and Payment Bonds,
- Issued for Construction Plans and Specifications
- Preconstruction Conference Minutes.

Questions

If you have any questions, please contact me at (816) 329-2633 or Andrea.L.McKinnie@faa.gov.

Sincerely,

A handwritten signature in black ink, appearing to read "Andrea McKinnie". The signature is fluid and cursive, with the first name "Andrea" and last name "McKinnie" clearly distinguishable.

Andrea McKinnie
State Airport Engineer - Kansas

cc: Anna Lannin, Nebraska Department of Transportation Division of Aeronautics

April 28, 2021

Deb Bergmann
City of Hastings
220 North Hastings Avenue
Hastings, Nebraska 68901-5144

RE: Snow Removal Equipment (SRE) Building
AIP Project No. 3-31-0040-018-2021
KM-2005240

Dear Ms. Bergmann:

On April 12, 2021, two bids were received for the referenced project at the Hastings Municipal Airport. All bidders were qualified to submit a bid proposal within the requirements of the project specification and bid documents. All proposals were reviewed and evaluated including unit price extensions. The bid tabulation is attached. A summary of the Bid Results and the required information are provided below:

Bid Results

Bidder	Total Bid
VRL Construction, LLC dba, Rathman Manning Construction (VRL)	\$721,684.14
Farris Construction Co., Inc.	\$795,259.61

There were noted irregularities with the Farris proposal. They were as follows per page ITB-5 of the specifications and contract documents.

- If the form furnished by the Owner or Owner's representative is altered or detached from the original document.
- Failure by the Bidder to demonstrate good faith efforts in obtaining participation by certified DBE firms;
- Failure by the Bidder to certify how it intends to meet Buy America requirements (Buy America Certification);
- Determination by the Owner that the Bidder has placed conditions on or qualified their Proposal;
- Discovery of any alteration, interlineations, or erasure of any project requirement by the Bidder;

5% Bid Bond Guarantee

Both bidders provided a 5% bid bond.

Executed Proposal by an Officer of the Company and an Attest to their Signature was Included

Both proposals are signed and attested.

Cost to add the Sponsor and Engineer to their Policy as Additional Insured

There was no cost for either company.

Pre-bid Meeting

No pre-bid meeting was held for this project.

Bidder Pre-qualification

The bidders are pre-qualified.



Bidder Debarment Through the SAM Registrar

Neither bidder is disbarred.

Buy American

VRL indicates in the Buy American Certification form that they will comply with Title 49 U.S.C. Section 50101 for this project. A waiver was not requested. Farris Construction Co., Inc. did not include the Buy American forms in their proposal.

Disadvantaged Business Enterprise (DBE) Participation

The DBE goal established for this project by the sponsor is 0.8%. Neither bidder met the goal. However, VRL did make efforts to support the goal.

Bidder	Anticipated DBE Utilization
VRL Construction, LLC dba, Rathman Manning Construction (VRL)	0.003%
Farris Construction Co., Inc.	0.00%

Tentative List of Subcontractors

VRL listed nine subcontractors. Farris Construction Co., Inc. listed 6 subcontractors.

Justification of Bid

In reviewing the results with NDOT Division of Aeronautics it appears the low bid (VRL) amount is above the available grant funds for this project. We have coordinated with the low bidder (VRL) to see if there was opportunity to reduce some of the paving to help bring the project within the available grant funds. After discussions and negotiations with VRL they agreed to reduce some of the concrete which brought the total to a revised project cost of \$642,548,32. According to NDOT, this amount would be acceptable within the confines of the grant program.

Recommendation for Award

In accordance with the project specifications and contract documents, it is Kirkham Michael's recommendation to award the contract to VRL Construction, LLC dba, Rathman Manning Construction of Grand Island, Nebraska on their revised total \$642,548.32 as the lowest responsive bidder. NOTE: A change order will be required to make the necessary adjustments from the \$721,684.14 total as originally bid to the revised total of \$642,548.32.

Please note that NDOT/FAA must concur with the award to VRL Construction, LLC dba, Rathman Manning Construction before notification of the award can be issued. The Sponsor shall not enter into a contract with VRL Construction, LLC dba, Rathman Manning Construction until federal authorization is received.

If you have any questions or need any additional information, please contact us at 402.858.8852.

Sincerely,

KIRKHAM, MICHAEL & ASSOCIATES, INC.

Eric Johnson
Project Manager

EWJ/SB

Hastings Municipal Airport (HSI)
Hastings, Nebraska
AIP Project No. 3-31-0040-018

	AIP-016 Phase I (May 2020)	AIP-018 Phase II (April 2021)
COST SUMMARY:		
<u>Construction</u>		
		\$642,548.32
VRL Rathman		
<u>Engineering (KM)</u>	\$77,379.30	
Bidding	\$8,828.05	
Construction		\$60,686.30
Close Out		<u>\$7,745.01</u>
Subtotal	\$86,207.35	\$68,431.31
<u>Admin/Audit/Pub/Etc.</u>		
NDA	\$3,492.65	\$4,820.37
Legal	\$100.00	\$100.00
Audit/Publication	<u>\$200.00</u>	<u>\$100.00</u>
Subtotal	\$3,792.65	\$5,020.37
TOTALS	<u>\$90,000.00</u>	<u>\$716,000.00</u>
SUMMARY OF FUNDS:	(May 2020)	(April 2021)
Local	\$0.00	\$0.00
State	\$0.00	\$0.00
Federal (AIP)	\$81,000.00	\$644,400.00
Federal (CARES/ARP ACT)	\$9,000.00	\$71,600.00
Total	<u>\$90,000.00</u>	<u>\$716,000.00</u>

Department: Engineering
Staff Contact: Lee Vrooman
Council Meeting Date: 5/24/2021

AGENDA ITEM SUMMARY SHEET

Description of Item:

Authorization for the Mayor to sign the Preliminary Engineering Service Agreement between the City of Hastings and BNSF Railway Company for the Quiet Zone Project.

Names of People/Business affected by this action:

City of Hastings
BNSF

Why Council action is required:

Council approval is required.

Type of action requested:

Motion

Suggested motion:

Motion to authorize the Mayor to sign the Preliminary Engineering Service Agreement between the City of Hastings and BNSF Railway Company for the Quiet Zone Project.

Deadlines associated with action:

Department head comments:

This agreement with BNSF will cover preliminary engineering and a diagnostic review for all 7 crossings between Lincoln Avenue and Elm Avenue. Cost of this agreement is \$18,576. Next steps after the approval of this agreement is to schedule the diagnostic review and start working on the construction and maintenance agreements with BNSF for each crossing.

Recommend Approval

City Administrator comments:

Recommend approval

PRELIMINARY ENGINEERING SERVICES AGREEMENT

**BNSF File No.: BF10017981
Mile Post 153-160
Line Segment 2
U.S. DOT Number 083167P
Hastings Subdivision**

This Agreement ("**Agreement**"), is executed to be effective as of _____ ("**Effective Date**"), by and between BNSF RAILWAY COMPANY, a Delaware corporation ("**BNSF**") and the CITY OF HASTINGS, a political subdivision of the State of Nebraska ("**Agency**").

RECITALS

WHEREAS, BNSF owns and operates a line of railroad in and through the City of Hastings, State of Nebraska;

WHEREAS, Agency has stated its intention to proceed initially with a project to conduct diagnostic reviews associated with a proposed quiet zone (**the "Project"**);

WHEREAS, Agency has requested that BNSF perform certain engineering services with respect to its railroad facilities located at or near the Project site to facilitate Agency's evaluation of the feasibility of proceeding with the Project (**the "Work"**);

WHEREAS, BNSF is agreeable to performing the Work, subject to the terms and conditions of this Agreement;

NOW, THEREFORE, in consideration of the mutual covenants and agreements of the parties contained herein, the receipt and sufficiency of which are hereby acknowledged, the parties agree as follows:

1. Project.

The project is determined to include the following crossings and associated Standard Safety Measures (SSMs):

- Lincoln Ave., DOT# 083170X
100' non-traversable medians north and south of RR
- Hastings Ave., DOT# 083170X
100' non-traversable medians north and south of RR

- Denver Ave., DOT# 0831698W
100' non-traversable medians north and south of RR
- Colorado Ave., DOT# 083167P
Four-Quad Gate system
- Pine Ave., DOT# 073287D
100' non-traversable medians north and south of RR
- California Ave., DOT# 073286W
100' non-traversable medians north and south of RR
- Elm Ave., DOT# 073285P
100' non-traversable medians north and south of RR

2. Scope of Work.

As used herein, the term “**Work**” includes all work performed by BNSF pursuant to this Agreement, whether performed by BNSF employees or by BNSF’s contractors, consultants or other agents, including, but not necessarily limited to, on-site visits, preliminary engineering services, developing cost estimates for construction of the Project, and reviewing and/or providing comments on preliminary layouts or other designs, plans, and/or documents in connection with the Project. Scope of work to include a scheduled onsite diagnostic review of the Quiet Zone Project with the City of Hastings Engineering staff.

3. Payment for Work.

Agency authorizes BNSF to proceed with the Work relating to the Project. Agency shall pay and reimburse BNSF for all actual costs and expenses that BNSF incurs in performing the Work, including but not limited to, labor, supplies, and material; direct and indirect labor or contractor additives; delivery charges; and BNSF additives and overhead, as such are in effect on the date BNSF prepares the final bill; and taxes, such as applicable sales and use taxes, business and occupation taxes, and similar taxes. BNSF estimates the cost for Work on this Project to be eighteen thousand five hundred seventy six and no/100 dollars (\$18,576.00), but said estimate shall not be a limitation on the Work to be performed or costs and expenses which Agency shall reimburse to BNSF in full.

During its performance of the Work pursuant to this Agreement, BNSF will send Agency progressive invoices detailing the costs of the Work performed by BNSF. Agency must reimburse BNSF for completed work within thirty (30) days of the date of the invoice for such work. Upon completion of the Work, BNSF will send Agency a detailed invoice of final costs. Agency must pay the final invoice within ninety (90) days of the date of the final invoice. BNSF will assess a finance charge of .033% per day (12% per annum) on any unpaid sums or other charges due under this Agreement which are past its credit

terms. The finance charge continues to accrue daily until the date payment is received by BNSF, not the date payment is made or the date postmarked on the payment. Finance charges will be assessed on delinquent sums and other charges as of the end of the month and will be reduced by amounts in dispute and any unposted payments received by the month's end. Finance charges will be noted on invoices sent to Agency under this section.

4. Scope of Agreement

The Parties acknowledge that by entering into this Agreement, neither BNSF nor Agency are obligated to authorize or participate in the construction of the Project. If Agency seeks to proceed with development of the Project after the Work is performed, the Project will be subject to further review and approval by BNSF in BNSF's sole discretion. BNSF and Agency shall be required to enter into negotiations for construction of the Project and other activities on terms acceptable to BNSF.

The aforementioned Project is understood to be undertaken, in whole or in part, as part of Agency's proposal to seek to establish and/or maintain a quiet zone in accordance with 49 CFR Part 222 ("Quiet Zone"). Agency acknowledges that BNSF does not recommend the establishment of a Quiet Zone and believes that if not properly accounted for with appropriate safety enhancements, the elimination of the train horn can be detrimental to safety. The train horn is intended to alert the motoring and pedestrian public of train movement and Agency is responsible to use the requirements provided at 49 CFR Part 222 as a minimum guideline in any approach to creating a situation where the train horn is eliminated. The work to be performed by BNSF for the Project is not intended to be an endorsement or approval of the use of the Crossing or any facilities or equipment to be installed by BNSF for the purposes of establishing or maintaining a Quiet Zone.

The design, selection, or provision of signal equipment and other Crossing appurtenances by BNSF under or subsequent to this Agreement, including the review or adequacy of any existing equipment or appurtenances is provided in consideration of the subjective standards of BNSF for its railroad purposes only, and shall in no way be construed or deemed to be a condition or direction to Agency, or an opinion or approval that the plans and specifications or any work intended or completed on the Project is appropriate for any other purpose including highway purposes, is structurally sound, or that such plans, specifications, or intended or completed work meet applicable standards, regulations, laws, statutes, local ordinances, and/or building codes. No benefits to Agency or any third party are provided, intended or implied herein. Agency shall at all times be solely responsible for the adequacy and compliance of all design elements of the Project for highway and other public purposes, and shall waive and release BNSF for any and all claims which may or could result from the Work performed hereunder, and if applicable to the fullest extent permitted by law, indemnity and hold BNSF harmless for the same.

5. Disclaimer

BNSF GIVES NO WARRANTY, EXPRESS OR IMPLIED, AS TO THE ACCURACY, QUALITY, MERCHANTABILITY, FITNESS FOR ANY PARTICULAR PURPOSE, OR ANY OTHER MATTER, OF THE WORK PERFORMED PURSUANT TO THIS AGREEMENT OR ANY REPORT OR OTHER DELIVERABLE WHICH BNSF MAY FURNISH TO AGENCY PURSUANT TO THIS AGREEMENT. BNSF SHALL BE IN NO WAY RESPONSIBLE FOR THE PROPER RELIANCE UPON, INTERPRETATION OF, OR OTHER USE OF THE WORK BY AGENCY.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed as of the day and year first written above.

City of Hastings

BNSF Railway Company

By: _____

By: _____

Name: _____

Name: _____

Manager Public Projects

Accepted and effective this ____ day of _____, 20__.

Department: Human Resources
Staff Contact: Diane Parker, Lori Hartman
Council Meeting Date: 5/24/2021

AGENDA ITEM SUMMARY SHEET

Description of Item:

Approval of Resolution No. 2021-26 approving the revised Hastings Employee Handbook

Names of People/Business affected by this action:

City employees

Why Council action is required:

Resolutions are required to be approved by the Mayor and City Council to become effective

Type of action requested:

Resolution

Suggested motion:

Move to adopt Resolution No. 2021-26 approving the Hastings Employee Handbook

Deadlines associated with action:

Move to adopt Resolution No. 2021-26 approving the Hastings Employee Handbook

Department head comments:

City Administrator comments:

Recommend approval

RESOLUTION NO. 2021-26

WHEREAS, the Mayor and City Council of the City of Hastings, Nebraska have the duty of setting forth the policies and procedures to be followed in personnel administration for the City of Hastings; and

WHEREAS, the Mayor and City Council are desirous of providing a comprehensive resource articulating policies related to personnel administration for the City of Hastings;

NOW, THEREFORE, in consideration of the foregoing recitals, the Mayor and City Council of the City of Hastings, Nebraska, hereby adopt the following resolution:

BE IT RESOLVED by the Mayor and Council of the City of Hastings, Nebraska, as follows:

Section 1. The Mayor and Council hereby approve the City of Hastings Employee Handbook, a copy of which is attached hereto, setting forth the rules, regulations, policies and procedures that shall be utilized in personnel administration by the City of Hastings, Nebraska.

Section 2. That the effective date of this resolution shall be upon its passage.

PASSED AND APPROVED this ____ day of _____ 2021.

ATTEST:

Mayor

City Clerk

[S E A L]

Approved as to form: _____
City Attorney



City of Hastings Employee Handbook

Adopted October 14, 2019

REVISION 1

Adopted May 24, 2021



EMPLOYEE HANDBOOK

CITY OF HASTINGS NEBRASKA PERSONNEL RULES

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CITY OF HASTINGS NEBRASKA PERSONNEL RULES

ARTICLE I - General Provisions

Purpose of rules

It is the purpose of these rules to set forth the principles, powers and procedures to be followed by the City of Hastings in the administration of personnel. Personnel administration in all aspects shall be based on the principles of merit and equal opportunity employment. It is the policy of the City that it will not discriminate against individuals in employment or provision of services because of race, national origin, age, gender, sexual orientation, religious or political opinions or affiliations, marital status, veteran status, physical or mental handicap, or family status. The personnel management system of the City of Hastings, of which these rules are a part, is designed to bring to the City a high degree of understanding, cooperation, efficiency and unity through systematic, uniform application of modern personnel practices. The objectives of these rules include the following:

- (1) to inform employees of their rights and obligations in relation to their employer;
- (2) to inform department heads and other supervisors of their obligations toward and their rights to assign and instruct subordinate employees;
- (3) to insure compliance with applicable laws;
- (4) to promote and increase efficiency, responsiveness to the public, and economy to the City;
- (5) to provide fair and equal opportunity for qualified persons to enter and progress in their employment with the City based on merit and fitness as ascertained through fair and practical personnel rules and regulations;
- (6) to enhance the attractiveness of a career with the City and encourage employees to give their best efforts to the City and the public.

Adoption of rules

These rules shall be approved by the Mayor and City Council, whereupon any conflicting rules, regulations, policies and procedures previously adopted shall be superseded to the extent of the conflict, except for the Police Department and Fire and Rescue Department's General Orders and Standard Operating Procedures or anything that is required by State or Federal Law.

Definitions

Whenever in this chapter the following terms are used, they shall have the meanings respectively ascribed to them in this section.

- (1) Appointing Authority. The term "appointing authority" means the officer or any person having legal authority to make appointments to positions.
- (2) Appointment. The term "appointment" means the designation of an applicant for a position who meets the qualifications for the position they are being appointed to.
- (3) Benefits. The term "benefits" includes vacation, Sick Leave, holidays, and health insurance, but shall not include retirement benefits. The right of employees to retirement benefits or pensions shall be governed under Chapter 4 of the Hastings City Code.

(4) Demotion/Reduction. The term "demotion" means the movement of an employee from a position to a different position having a lower maximum salary rate as set forth in the current City Salary Schedule. **Demoted employees are subject to the six-month probationary period.**

(5) Department. The term "department" means a major operating functional unit of City government.

(6) Department Head. The term "department head" means the officially appointed head of any department.

(7) Employee. The term "employee" means persons appointed to a position with the City.

(8) Full-time Employee. The term "full-time employee" means an employee who has been appointed to a position in the City Service that requires a minimum of 40 hours per week (2,080 hours in a fiscal year).

(9) Grievance. The term "grievance" shall mean a complaint by an employee alleging a violation of City ordinances, personnel rules, disciplinary actions, or any other condition of employment on the part of one or more representatives of the City.

(10) Immediate Family. For the purpose of these rules, the term "immediate family" is defined to be spouse, child, parent, sibling, grandparent and grandchild, including in-law and step or one-half relationships.

(11) Intern. The term "intern" means an employee appointed where the employment is expected to be limited to a length of time not to exceed six (6) months and is tied to an area of study with an accredited educational institution.

(12) Moral Turpitude. The term "moral turpitude" means conduct that is considered contrary to community standards of justice, honesty, or good morals, such as conduct which has an inherent quality of baseness, vileness, or depravity with respect to a person's duty to another person or to society in general.

(13) Overtime. The term "overtime" generally means authorized time worked in excess of 40 hours in a seven day period as defined by the Fair Labor Standards Act.

(14) Part-time Employee. The term "part-time employee" means an employee who works **an average of** less than 30 hours per week. No part-time employee may work over 1,559 hours per year.

(15) Pay Period. The term "pay period" means payroll payments normally made to employees on a bi-weekly basis.

(16) Pay Scale. The term "pay scale" means the 8-step progression of salary attached to the position to which the employee is employed.

(17) Probationary Period. The term "probationary period" means a working **six-month** test period during which an employee, newly appointed from an eligible list, is required to demonstrate **their** fitness for a position to which said employee is appointed by actual performance of the duties of the position.

(18) Promotion. The term "promotion" means the movement of an employee from a position to another position having a higher maximum salary rate as set forth in the current City Salary Schedule. **Employees who are promoted are subject to the six-month probationary period.**

(19) **Reclassification. The term "reclassification" means the movement of an employee to another position, which may be the result of a re-organization, or due to the specific nature of the position.**

Employees who change positions due to a reclassification are not subject to a six-month probationary period.

(20) Seasonal Employee. The term "seasonal employee" means an employee appointed where employment is expected to be of a seasonal nature and it is expected that the services of such persons will be no longer necessary at the close of the season for which they have been appointed.

(21) Shift Worker. The term "shift worker" means an employee who is consistently scheduled to work outside of a Monday through Friday schedule, **at a facility that operates 24 hours a day, seven days a week, 365 days a year**, and excludes employees who work at the Library, Museum and Landfill.

(22) Step pay. Step pay refers to the eight (8) steps of pay associated with the City of Hastings salary schedule.

(23) Supervisor. The term "supervisor" means any person responsible for directing the work of others, as well as evaluating them. The term "supervisor" may include positions titled as Department Heads, Directors, Superintendents, Supervisors, **Crew Chief, etc., as defined by the department**.

(24) Temporary Employee. The term "temporary employee" means an employee appointed to a position for a specific purpose and limited length of time not to exceed three (3) months.

(25) Transfer. The term "transfer" means the movement of an employee from one position to another position of the same class or another class having the same maximum salary rate involving the performance of similar duties and requiring essentially the same basic qualifications.

(26) Vacancy. The term "vacancy" means a duly created position which is not occupied and for which funds have been provided.

(27) Veteran. The term "veteran" means: (a) A person who served full-time duty with military pay and allowances in the armed forces of the United States, except for training or for determining physical fitness, and was discharged or otherwise separated with a characterization of honorable or general (under honorable conditions); or (b) The spouse of a veteran who has a one hundred percent permanent disability as determined by the United States Department of Veterans Affairs;

(28) Work Day or Working Day. The term "work day or working day" means the period of time during which a department is open for business or a 24-hour period within which an employee is scheduled to work. A typical work day is 8 hours for most employees except for those employees defined as shift workers.

(29) Work Week. The term "work week" means the number of hours regularly scheduled to be worked starting on Sunday and ending on the following Saturday. A typical work week is 40 hours for most employees except for those employees defined as shift workers.

Applicability

All City employees, other than those employees covered under Chapter 3 of the Hastings City Code, shall be governed by and subject to the provisions of these rules. Excluded are all elected officials, persons appointed to advisory and administrative boards and commissions.

Discrimination prohibited

Discrimination against any person in recruitment, selection, appointment, classification, compensation, duty assignment, work schedule, working conditions, leave authorization, training, promotion, discipline, retention, or any other aspect of personnel management because of political or religious opinions or

affiliations or because of race, national origin, age, gender, sexual orientation, religious or political opinions or affiliations, marital status, veteran status, physical or mental handicap, or family status is prohibited. Discrimination on the basis of age, sex or disability is prohibited except where specific age, sex or physical requirements constitute statutory or other bona fide occupational qualifications necessary for proper and efficient administration.

Conflict with collective bargaining agreement

In the case of conflict between the terms of these rules and the provisions of a valid negotiated collective bargaining agreement, the terms of the agreement shall govern as it relates to those employees in the particular collective bargaining unit.

Powers and duties -- Mayor and City Council.

The Mayor and City Council shall have the following duties:

- (1) To provide for the compensation of employees.
- (2) To create all places of employment and positions.
- (3) To adopt Personnel Rules for employees and make amendments thereto from time-to-time.

Powers and duties -- Department Heads and Directors.

Department heads and Directors shall have the following duties:

- (1) To appoint employees in their departments other than police and fire.
- (2) Police and Fire department heads shall recommend the appointment of employees in their respective departments to the City Administrator.
- (3) To make any reasonable written rules and regulations concerning employees and employment in their departments consistent with these personnel rules. Any such written rules shall be dated and provided to all employees in the department involved.
- (4) To exercise all disciplinary powers allotted to them including, but not limited to the following, subject however to the appeal process and grievance procedure provided in these rules.
 - (a) Verbal reprimand.
 - (b) Written reprimand.
 - (c) Transfer.
 - (d) Demotion.
 - (e) Suspension.
 - (f) Discharge.

(5) To do written evaluations of employees in a systematic fashion on an annual basis and as otherwise required.

(6) To respond to written grievances.

Power of Superintendents and Supervisors

Superintendents and Supervisors shall have the following duties:

- (1) To exercise all disciplinary powers allotted to them including, but not limited to the following,

subject however to the appeal process and grievance procedure provided in these rules.

- a. Verbal reprimand.
- b. Written reprimand.
- c. Recommend Transfer.
- d. Recommend Demotion.
- e. Recommend Suspension.
- f. Recommend Discharge.

(2) To do written evaluations of employees in a systematic fashion on an annual basis and as otherwise required.

(3) To respond to written grievances.

Duties of all officers and employees.

It shall be the duty of all officers and employees of the City to aid, in all proper ways, the carrying out of the provisions of these rules.

ARTICLE II. Employment Classification

Current Employment classifications retained

Position classifications known as job descriptions, now in effect, shall remain in effect until they have been reviewed and revised as part of the evaluation process.

Position Classifications

Position classifications shall specify the following:

- (1) Minimum requirements to be eligible for probationary appointment including, but not limited to, education, training, residence, experience, knowledge, skills, abilities, physical and mental fitness, licenses and certification, and minimum passing examination scores, if applicable.
- (2) Minimum requirements to be eligible for regular appointment.
- (3) Position essential job functions.
- (4) Whether or not a position:
 - (a) involves regular/full-time employment;
 - (b) involves regular part-time employment;
 - (c) involves seasonal employment;
 - (d) involves temporary employment;
 - (e) Involves a response time requirement. Employees who are in positions that require a response time, must meet the response time requirement by the end of their probationary period.

Position Classification plan -- Use of titles

The Position Title shall be the official title of every position for the purpose of personnel actions and shall be used on all payrolls, budget estimates, and official records and reports relating to the position.

Age requirement

(1) All applicants for positions with the City shall not be less than 15 years of age or as otherwise in compliance with state or federal regulations for specific positions.

(2) All applicants for entrance level commissioned positions in the Police and Fire Departments shall be not less than twenty-one (21) years of age for police positions and eighteen (18) years of age for fire positions.

(3) No person shall be rehired as a regular full-time or part-time employee by the City who has retired from City of Hastings employment except when it is in the best interests of the City, the retiree may be re-employed on a seasonal, part-time, or contract basis for a specified period of time upon the request of the appointing authority and approval of the City Administrator.

Position Classification - Amendment

Any City employee may initiate a request to have their position/job description reviewed. The Director of Human Resources shall make the necessary investigation of any such request as well as make position classification studies when appropriate. If the Human Resource Director finds that substantial changes in organizational structure, position creation, position duties, or other pertinent conditions make necessary the position classification to be amended, he/she shall recommend such amendment to the City Administrator. The City Administrator shall review and decide upon such recommendations.

Position Classification – Position allocations

The Director of Human Resources shall be charged with the responsibility for administering the position classification so that it will reflect the true situation in respect to each position/job description.

(1) New Positions. Whenever a department head desires to add a position, a notice of such proposed action together with a description of the new position shall be submitted to the Director of Human Resources who shall review the description of the new position and submit the description of the new position and their recommendation concerning whether the position should be authorized to the City Administrator. The City Administrator shall review the recommendation and either approve or deny the position and shall notify the Director of Human Resources and department head of their decision.

(2) Reallocation/Reorganization. Whenever a department head desires to make any permanent and substantial change in the duties or responsibilities of a position within their department, the proposed change shall be submitted in writing to the Director of Human Resources. The Director shall investigate and make a recommendation of the reallocation or reorganization to the City Administrator. The City Administrator shall decide upon the reallocation or reorganization and notify the Director of Human Resources and the department head. The Director of Human Resources may, upon their own initiative or at the request of a department head or an employee, study the duties of any position or positions to review reallocations or reorganizations and make recommendations to the City Administrator for reallocation or reorganization.

(3) Effect of Reallocation/Reorganization. An employee occupying a position which has been reallocated or reorganized shall continue in the position only if they possess the qualifications requisite for such a position. In any case, where an incumbent employee is ineligible to continue in the position and is not transferred, promoted, or demoted, the layoff provisions of these rules shall apply.

ARTICLE III. Compensation and Leaves

Compensation

The Mayor and City Council shall establish compensation ranges at least annually for all employees based on comparability as set forth in Chapter 48 of the Nebraska Revised Statutes as the same may be from time to time amended.

Wages

(1) When an employee is promoted to a position having a higher pay scale, their rate of pay shall be determined as follows:

- (a) If the current salary received in the lower position's pay scale is below the minimum step of the new higher position's pay scale for the position to which they are promoted, their rate of pay shall be increased to the minimum of the new higher position's pay scale.

If the current salary received in the lower pay scale falls within the pay scale and below the maximum pay step for the position class to which they are promoted, their pay shall be set at **the step that gives the employee at least a \$.50 (50 cent) per hour increase in pay. Promoted employees shall be subject to a six-month probationary period in their new position. A promotion will not result in a pay increase above Step 8 in the new position.**

- (b) **The promoted employee's anniversary date for future step increases shall be the date of their promotion to their new position.**

(2) When an employee is demoted, their rate of pay shall be determined as follows:

- (a) If the current salary received in the higher position's pay scale is more than the maximum of the pay scale of the position to which they are demoted, their salary shall be reduced to the maximum rate of the lower position's pay scale.
- (b) If the current salary received falls within the pay scale of the lower position to which they are demoted, their rate of pay shall remain unchanged.

(3) When an employee transfers between positions, having the same pay scale, their rate of pay shall remain unchanged.

(4) The reallocation/reorganization of a position shall affect an employee holding the position the following will apply:

- (a) When a position is reallocated or reorganized to a position with a higher pay scale, the provisions governing rate of pay on promotion shall be used to set the salary of the incumbent.
- (b) When a position is reallocated or reorganized to another classification of the same pay scale, the salary of the incumbent shall remain unchanged.
- (c) When a position is reallocated or reorganized to a classification with a lower pay scale, the provisions governing the rate of pay for a demotion shall be used to set the salary of the incumbent.

(5) Notwithstanding the foregoing, the City Council may, upon the recommendation of the City Administrator, establish the salary of any promoted, transferred, or reallocated/reorganized employee to a step higher than that provided in subsections (1), (3), and (4) above.

Step pay increase

(1) A step pay increase is positive recognition of increased effectiveness in performing the duties of a position. If an employee's value in a position continually increases as evidenced by greater production, improved judgment, and increased initiative, recognition may be made by means of an increase in pay.

(2) Step pay increases shall be reviewed at the time of each employee's annual performance evaluation. The employee's performance evaluation shall be considered as one of the factors used by the appointing authority in determining whether a step pay increase should be granted or not.

(3) The date on which an employee shall be considered eligible for a one (1) step proficiency pay increase shall be determined as follows:

(a) The employee shall complete twelve (12) consecutive months at their current step in order to be eligible for the next higher step.

(b) If the employee has been promoted to a position having a higher pay grade, their date of eligibility shall be the effective date of promotion.

(d) Any deviation requested by a department head from this procedure shall require approval of the City Administrator.

(4) In order to provide an orderly method of granting pay increases, each position shall be assigned pay ranges. The pay ranges shall consist of a series of steps, each of which identifies the dollar amount to be used in determining a step pay increase. When receiving a step pay increase, an employee's pay rate shall move from their current step of the pay range to the next higher step until the employee has reached the maximum step for that position; provided, however that each employee has met the time requirements specified above and has received a positive performance evaluation.

(5) Notwithstanding the foregoing, the City Administrator may, upon the request of a department head, establish the salary of any promoted, transferred, or reallocated employee to a step higher than that provided in subsections (1), (3) and (4) above.

Vacation Leave

(1) All full-time employees and those part-time employees who qualify shall be entitled to vacation leave. Seasonal and temporary employees shall not be entitled to vacation leave.

(2) **Vacation accrual begins on the date of hire.** Vacation leave shall accrue to full-time employees based on years of service. The rate of accrual for full-time employees is as follows:

(a) Employees with less than five years of service shall accrue vacation leave at a rate of 6 2/3 hours each month (80 hours per year).

(b) Employees with at least five years of service, but less than 15 years of service, shall accrue vacation leave at a rate of 10 hours each month (120 hours per year).

(c) Employees with fifteen years of service or more, through the duration of their employment, shall accrue vacation leave at a rate of 13 1/3 hours each month (160 hours per year).

- (3) See section on part-time employees to determine vacation leave available to part-time employees.
- (4) Accrued vacation leave shall be used by employees in the form of paid vacation. No employee shall be paid for unused/forfeited vacation leave over their maximum vacation leave carryover amount.
- (5) An employee can only use the amount of vacation leave that they have accrued.
- (6) An employee may carryover up to two times their annual allowance for vacation leave based on their number of years of employment, except for City Department heads. City Department heads may accrue up to 1,060 hours of vacation. **Accrual of vacation stops once an employee hits the maximum allowed.** The City Administrator may, upon the written request of the employee and with the recommendation of that employee's department head, extend the period within which any accumulated vacation leave over the maximum carryover must be taken when it appears that the employee will not be able to take the accumulated vacation leave within the prescribed time limit due to work-related circumstances beyond the employee's control.
- (7) Each employee shall apply to their **supervisor or his/her designee** for use of vacation leave. The **supervisor** shall give consideration to each employee's vacation leave request. Scheduling vacation leave, except when based on seniority shall be based on a first come, first served basis. Each **supervisor** shall make a reasonable effort to accommodate employee vacation leave requests while taking into account the staffing requirements of their department.
- (8) The minimum period of vacation leave shall be 15 minutes.
- (9) An employee who transfers from one department to another shall retain their accrued vacation leave.
- (10) Any employee who has accrued vacation leave shall be entitled to payment for their accrued vacation leave that they are eligible for at the rate of pay they are receiving at the time of their separation or retirement.
- (11) Vacation leave shall be accrued for any month in which an employee is in pay status for more than half of that month. Employees starting their employment on or after the 16th of the month, or who terminate their employment on or before the 15th of the month, shall not be eligible to accrue vacation leave for that month.

Sick Leave

- (1) Sick Leave with pay shall be provided to employees for the purpose of providing an economic cushion, and the accumulation of Sick Leave shall be allowed for the purpose of enabling an employee to be protected economically in the event of a major illness or lengthy absence from employment for a medical reason.
- (2) All full-time employees shall be entitled to Sick Leave. Full-time employees shall accrue Sick Leave at the rate of eight (8) hours per month of employment. Employees may accrue up to one thousand sixty (1,060) hours of Sick Leave. Seasonal and temporary employees shall not be entitled to Sick Leave.
- (3) See section on part-time employees to determine Sick Leave available to part-time employees.
- (4) Sick Leave shall be accrued for any month in which an employee is in pay status for more than half of that month. Employees starting their employment on or after the 16th of the month or who terminate their employment on or before the 15th of the month shall not be eligible to accrue Sick Leave for that month.

- (5) An employee may use Sick Leave hours for sickness or injury; for physical, mental, dental or optical examination or treatment. Additionally, an employee may use Sick Leave when it is medically necessary for the employee to be with an immediate family member. An employee who is absent shall inform their immediate supervisor of their use of Sick Leave and the reason therefore as soon as possible.
- (6) The supervisor will notify Human Resources regarding an absence of an employee of three (3) days or more, which could trigger an FMLA event. A doctor's note may be required by the supervisor or Human Resources, prior to returning to work.
- (7) Compensation for Sick Leave shall be made during the pay period it is taken at the same rate of pay the employee would otherwise be entitled to at their current rate of pay and work schedule without the inclusion of any overtime factor. Use of Sick Leave shall not be counted as time/hours worked for the purpose of determining overtime.
- (8) At no time shall an employee be allowed more Sick Leave than they have accumulated; however, an employee may use vacation leave, if they have a balance of vacation leave, or apply for leave without pay. Either or both may be authorized by their department head when an employee has exhausted their Sick Leave. The City does not allow an employee to donate Sick Leave to other employees.
- (9) An employee on Sick Leave, due to illness or injury of **themselves or** an immediate family member of the employee, may be required to produce a doctor's statement, if requested to do so by the Director of Human Resources or the employee's department head.
- (10) The use of Sick Leave with pay is a privilege. Abuse of Sick Leave can result in disciplinary action.
- (11) Employees injured on the job who are eligible to receive worker's compensation disability payments will receive full pay from the City for the duration of their injury. Upon receiving payment from the worker's compensation carrier, any and all checks will be signed over and turned in to the Finance Department. Employee benefits will continue to be deducted from the City paycheck the employee is receiving.
- (12) If you are injured at work, you will be paid for any time away from work for the first doctor appointment. You will also be paid through the end of your regular work day or shift, if you are unable to complete your work day or shift on the date of injury or after the first doctor appointment.
- (13) For any subsequent doctor/physical therapy appointments, you must cover time off with leave time, until you have no leave time remaining. At that point, time without pay will be used. In addition, you may use flex time so you do not have to use leave time for scheduled doctor/therapy appointments. You are encouraged to schedule appointments at times that cause the least interference with your work day or shift, such as early mornings, lunch times, or at the end of the work day or shift. If you require a substantial amount of time away from work to receive medical care, the City's worker's compensation insurance carrier will be notified and be involved in considering the appropriate treatment for your injury that will result in minimal time away from work.
- (14) The minimum period of Sick Leave shall be 15 minutes.
- (15) An employee who transfers from one department to another shall retain their accrued Sick Leave.
- (16) Employee illness or incapacity arising from pregnancy or maternity shall be treated for leave purposes as an illness or incapacity due to other causes. An employee shall expend accrued Sick Leave while such employee is unable to perform her duties because of such pregnancy, as verified by a physician's statement. Prior to the seventh month of pregnancy, the employee shall provide her supervisor with a statement from her physician indicating the due date. When the employee again is

able to perform her duties, she shall obtain a physician's certification of her fitness to return to work. Said certificate shall be given to the Human Resources office.

(17) As set forth above employees are not be allowed to accumulate more than one thousand sixty (1,060) hours of Sick Leave. On the second pay day of January in each year, all employees who are not members of a collective bargaining unit, and who have accumulated more than one thousand sixty (1,060) hours of Sick Leave shall be paid for twenty-five percent (25%) of any unused accrued Sick Leave over and above the one thousand sixty (1,060) hours which may be carried over to the next calendar year. Every employee who is a member of a collective bargaining unit shall be paid annually for unused accrued Sick Leave in the manner and to the extent provided in their collective bargaining agreement.

(18) Upon termination of employment, an employee who has been employed by the City shall be compensated for their accumulated Sick Leave as follows:

(a) If employed for a period of not less than ten (10) continuous years, but not more than twenty (20) continuous years, the employee shall be paid twenty-five percent (25%) of the employee's accumulated Sick Leave.

(b) If employed for a period of twenty (20) continuous years or more the employee shall be paid fifty percent (50%) of the employee's accumulated Sick Leave.

(c) In the event an employee dies while employed by the City, the employee's estate or heirs at law shall receive payment for fifty percent (50%) of the deceased employee's accumulated Sick Leave as of the time of their death, regardless of their number of years of service.

Employees may not take time off without pay if they have paid time off options available.

Time Records for Hourly Employees

Hourly paid employees' time must accurately be recorded for all hours worked. Hourly paid employees will receive overtime pay in accordance with the City's Overtime Policy, federal law, and applicable state laws.

Pay for Hourly Employees (Non-shift workers)

All City positions directly connected to the utility functions of electrical production and distribution, gas distribution, and water, sewer, and wastewater services would be calculated on the basis of overtime being applied over 8 hours worked in a day. Actual time worked, vacation time, and holidays would be counted as time worked.

Overtime

Overtime for all City positions not directly connected to the foregoing utility functions would have overtime calculated on the basis of 40 hours in a seven-day work week. Actual time worked, vacation time, and holidays would be counted as time worked.

If you are eligible for holiday pay and work on a scheduled holiday, you will receive time and one-half for normal shift hours worked, in addition to your holiday pay. (Refer to Holiday Pay section, if applicable.)

Employees are not to do any work prior to the shift start, or after the shift ends, without permission from the supervisor. You must have permission, or notify your supervisor, so time can be properly approved and recorded. Failure to comply with this rule can also subject employees to discipline. In general, employees should not be in their work hours prior to the start of their shift.

Falsification of a time record is a breach of City policy and grounds for disciplinary action up to and including termination.

In the event an emergency occurs during an employee's regular day hours which causes the employee to work past the end of their normal working day, the employee will be entitled to overtime pay for the hours worked past the end of their normal working day.

If an emergency occurs outside of an employee's normal work day, see section on Guaranteed Two-Hour Call-In Pay.

Comp Time

Employees may choose to take their hours worked in excess of 40 in a work week (8 hours in a day for utility operation departments), in the form of comp time, rather than overtime. This must be agreed to by both the employee and their supervisor. Comp time is accumulated at one and one-half hours for every hour worked in excess of 40 in a work week (8 hours in a day for utility operation departments). The maximum number of comp time hours that may be accrued is 96 hours. All overtime hours worked, whether planned or emergency, may be taken as comp time, as long as both employee and supervisor approve.

Guaranteed Two Hour Call-In Pay

Employees who are called in outside regular working hours will be guaranteed at least two hours of Call-In pay. If Call-In occurs within 2 hours of the start time of the employee's normal work day, the employee shall be paid overtime for the time worked up until the start of the employee's normal work day.

If an employee is called out again before the two-hour period has expired, the hours worked are not subject to additional call-in pay.

Hours worked for emergencies/call outs that extend through the lunch hour, or past normal working hours will be paid as overtime, or comp time, as long as both employee and supervisor approve. Supervisors are encouraged to be flexible with work hours when employees work through lunch hours.

Employees will be paid time and one-half for all hours.

Temporary Rate Adjustment

If an employee with supervisory responsibilities is absent from work for a minimum 120 consecutive working hours, for medical reasons or other authorized leaves, excluding vacation, another employee may be appointed temporarily to assume their responsibilities. The employee who is appointed will receive pay equal to the next step of their position if they are not currently at step 8. If they are at step 8 they will receive a 5% temporary increase to their wage. This will be retroactive back to the first day of the absence and will remain in effect until the supervisory employee returns.

Pay for Salaried Employees

Salaried employees are expected to work a minimum of 40 hours each work week. A salaried employee who is absent from work for a full day (minimum of 8 hours) is required to take leave unless the absence is pre-approved by their supervisor. A salaried employee who has worked a reduced or intermittent work schedule under the Family Medical Leave Act (FMLA) shall have their salary converted to an hourly rate during the time they are on an intermittent or reduced-workweek. A salaried employee who has exhausted all their accrued leave and who is absent from work shall have their salary converted to an hourly rate and paid only for actual time worked.

Stand-by Pay

Stand-by pay shall be at the discretion of each department head. Due to the diversity of services provided citizens by the City of Hastings, Department heads shall implement a stand-by employee system by electing one of the two following methods. Department Heads shall notify the Director of Human Resources and City Administrator of their selected method or of any change to the selected method. The two methods are: (1) if an employee has a duty truck responsibility and/or department phone responsibility, the employee will be paid one (1) hour of regular pay for each 24-hour day they have the truck/phone responsibility. Stand-by pay under this method does not count toward overtime pay. An employee may request one hour of comp time for every 24 hours, instead of one hour of regular pay. (2) The implementation of a call list whereby the department head has set up the priority and progression of how the call list is organized and operates. An employee on the call list who responds shall be eligible for Guaranteed Two Hour Call-in Pay.

For snow removal purposes, identified employees will be paid if they are on stand-by, following the stand-by pay guidelines.

Working Hour Guidelines

Upon completion of sixteen (16) consecutive hours worked, or 16 hours in any 24 hour period, the employee shall be entitled to an eight (8) hour rest period. The sixteen (16) hours is a guideline and may be extended depending on work circumstances, although twenty-four (24) consecutive hours will not be exceeded. If the rest period falls within regular work day hours, the employee shall be paid for those hours at their regular rate of pay. Rest period hours will count towards an employee's 40 hour work week. On call duties may also be switched to another available employee when appropriate to not interfere with a rest period.

Meetings and Training

All time spent in work-related meetings is compensable and must be recorded.

As a general rule, all time spent at training programs is compensable unless all four of the following criteria are met:

- (1) Attendance is outside the employee's regular working hours;
- (2) Attendance is voluntary;
- (3) The course or meeting is not directly related to the employee's job; and
- (4) Employee does not perform any productive work during attendance.

Any questions concerning compensable time should be directed to the Human Resources Department.

Travel time Pay

(1) Travel to and from home. Employees' time spent traveling from their homes to their workplace before the start of the workday or traveling from their workplace to their homes after the workday is over is not compensable.

(2) Travel from one workplace to another during the same workday. An employee traveling from one workplace to another during the same workday is counted as hours worked. This would include time spent traveling from a central meeting place to a final work location.

As an example if an employee is required to meet at a central meeting place and then dispatched or sent to a worksite, the employee would count as time worked the time traveling from the central meeting

place or to the worksite. The same would be true for an employee traveling between two or more worksites during the same workday. An employee may not count as time worked the time spent for time traveling home from a worksite after the workday is over if the employee is not required to return to the central meeting place.

(3) Travel to another City on one-day assignments. An employee traveling to another City in the same workday may count as time worked the time spent traveling to another City.

(4) Travel that keeps an employee away from home overnight. An employee who is required to travel away from their home and that travel spans more than one workday shall be able to count the actual time spent traveling as time worked.

Mileage Reimbursement

Employees traveling in their personal vehicles for authorized or approved training or other events shall be paid mileage based on the then applicable mileage reimbursement rate approved by the Internal Revenue Service. Employees are encouraged to use a City vehicle if available instead of their personal vehicle for authorized or approved travel. Employees are also encouraged to carpool if more than one employee is attending an authorized or approved training or event; provided, however only the driver if their personal vehicle is used would be entitled to mileage reimbursement.

Meal Reimbursement

(1) Employees who travel and return home the same day shall not be reimbursed for meals while traveling.

(2) Employees who travel and stay overnight before returning home shall be reimbursed for meals based upon the federal General Service Administration's (GSA) per diem rates then currently in effect for the location the employee travels to. These per diem rates can be ascertained by going to the GSA website at <https://www.gsa.gov/travel/plan-book/per-diem-rates/mie-breakdown>. The GSA adjusts the rates each calendar year. The rate for each meal is the maximum that will be allowed, and charges for alcoholic beverages will not be reimbursed. If your trip includes meals that are already paid for by the City (such as through a registration fee for a conference), you will not be entitled to reimbursement for those meals. If an employee's travel last more than one overnight stay, the maximum amount for meals that will be reimbursed is calculated at 75 percent **of the maximum reimbursement for each meal**, for the first and last day of travel.

Education Reimbursement

Employees who are interested in furthering their education may be eligible for tuition, books and fee reimbursement at 100 percent. All full time employees are eligible at the end of their probationary period; classes must be taken on an employee's own time at an accredited college or university, and must be relevant to their current, or a potential, job within the City. A grade of "C" or higher must be obtained in order to qualify for reimbursement. There is an annual cap of 12 credit hours with a maximum of six hours per semester; however, this may not apply to non-traditional cohort programs and an exception may be made for them. All reimbursements are subject to funds budgeted. An employee must work for the City for two years from the date of their last reimbursement or else they must pay back 100% of all amounts reimbursed; military active duty extends the two-year period. An employee should receive approval from their supervisor prior to signing up for the program/class to ensure funds have been budgeted.

Donation of Time

The City does not allow an employee to donate Sick Leave, vacation or comp time to other employees.

Funeral Leave

(1) When an employee is absent from work because of the necessity of arranging for and/or attending the funeral of a member of his immediate family, they shall be allowed up to 24 hours paid leave, provided that:

- a. The employee is on the active payroll on the date of the death of the member of their immediate family;
- b. The employee notifies their immediate supervisor of the purpose of their absence as soon as practical.
- c. Leave may be extended beyond the 24-hour leave period where the employee attends the funeral at a location where the reasonable time for travel extends the absence beyond the day of such funeral;
- d. If the employee requests additional time off, and the employee's department head approves such request, leave in excess of three days may be charged against the employee's Sick Leave.

(2) An employee who serves as a pallbearer for a service not covered under funeral leave, may take up to four (4) hours of Sick Leave with pay.

Holidays

(1) The following days are hereby declared holidays for all City employees, except those covered by collective bargaining agreements, and as otherwise provided: New Year's Day, Dr. Martin Luther King Day, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving Day, the Friday after Thanksgiving, ½ day Christmas Eve, Christmas Day, and 3 days floating holidays. The following special rules apply:

- a. Solid Waste, Museum, Library, and Utility departments may substitute one or more floating holidays for designated holidays to accommodate their hours of operation.
- b. A holiday for a shift worker shall be paid on the basis of 8 hours unless otherwise provided in these personnel rules.
- c. Holidays for employees covered by a collective bargaining agreement shall be covered in their collective bargaining agreement.
- d. Anyone who works during the November and December holidays may bank floating holiday hours. These may be carried over until April 1 of the following calendar year. If their work schedule does not allow an employee to use these hours by April 1, these hours will be paid out.

(2) When a holiday is on a Saturday, employees shall be given the immediately preceding Friday off. When a holiday is on a Sunday, employees shall be given the immediately following Monday off. When Christmas Day is on a Monday, employees shall be given the ½ day Christmas Eve holiday on the preceding Friday. Provided that the Solid Waste, Museum, Library, and Utility departments may substitute one or more floating holidays for designated holidays to accommodate their hours of operation.

(3) Full-time employees shall be paid for holidays. Seasonal and temporary employees shall not be paid for holidays.

(4) See the section on part-time employees to determine what the holiday provisions are for part-time

employees.

(5) Eligible employees who are shift workers, and who work the actual holiday, shall receive that shift's pay computed at time and one-half for working the holiday, in addition to eight hours of holiday pay. Those shift workers who do not work on the holiday shall receive an additional eight (8) hours pay at straight time.

(6) An employee shall forfeit his right to payment for any holiday if they are on leave without pay on the last regular working day preceding such holiday or on the next regular working day following such holiday.

Jury duty pay

Any employee who is summoned to serve on a jury is entitled to their regular pay in addition to any pay received for jury service.

Military leave

The City complies with the Uniformed Services Employment and Reemployment Rights Act (USERRA) All employees who are members of the National Guard, Army Reserve, Air Force Reserve, Naval Reserve, Marine Reserve, and Coast Guard Reserve, shall be entitled to a leave of absence from their respective duties, without loss of pay, on all days during which they are employed with or without pay under the orders or authorization of respective competent military authority while in the active service of the state or of the United States. Military leave shall not exceed fifteen (15) working days in any one calendar year. Military leave shall be in addition to the employee's regular annual leave.

Article IV. Family Medical Leave

INTENT – FAMILY AND MEDICAL LEAVE

The City of Hastings understands the importance of family issues to today's work force. The City also recognizes that more of its employees than ever before face conflicting demands of family obligations and work. Because employees may find it necessary to take leave from their jobs for a temporary period to address certain family responsibilities or their own serious health conditions, and in order to comply with Family and Medical Leave Act (FMLA), the City of Hastings hereby establishes its family and medical leave procedures.

Definitions

- a. "Family member" is defined in the FMLA and the procedures to include the employee's spouse, son, daughter or parent (but not a parent "in-law"). A "son" or "daughter" is any child under 18 who is the biological child of the employee, who is adopted by the employee, is the stepchild, legal ward or foster child of the employee, or whom the employee supervises on a day-to-day basis and for whom the employee is financially responsible. A "son" or "daughter" is also a child over 18 who is incapable of self-care because of a mental or physical disability. A parent is any individual who assumed day-to-day and financial responsibility for employee when the employee was a child. The City will not permit leave under this procedure to care for individuals who are not "family members," unless state law requires otherwise.
- b. "Serious health condition" is defined as an illness, injury, impairment or physical or mental

condition that involves a period of incapacity or treatment following in-patient care in a hospital, hospice, or residential medical care facility; a period of incapacity requiring more than three days' absence from work and continuing treatment by a health care provider; or continuing treatment by a health care provider for a chronic or long-term health condition that is so serious that, if not treated would likely result in incapacity of more than three days; or continuing treatment by or under the supervision of a health care provider of a chronic or long-term condition or disability that is incurable; or pre-natal care.

- c. A "health care provider" is any doctor of medicine or osteopathy, podiatrist, optometrist, and nurse practitioner, or nurse midwife performing within the scope of their practice as defined under state law. Christian Science practitioners and Chiropractors are health care providers to the extent defined under regulations issued by the U.S. Department of Labor.

General

A. Covered Leave

The City of Hastings will grant an eligible employee family and medical leave for up to 12 work weeks during a 12-month period, if the procedures are followed and leave is requested for any of the following reasons:

1. The birth or adoption of a child, or the foster care placement of a child;
2. To care for a "family member" of the employee if that individual has a serious health condition; or
3. A serious health condition of the employee that renders the employee unable to perform his or her job functions.

Employees are limited to a maximum of 12 weeks' leave for any combination of 1, 2, or 3 listed above. If leave is for birth, adoption, or foster care placement, the leave must be completed within 12 months of the date of birth or placement.

B. Eligibility

(1) Minimum Eligibility Requirements

(a) An employee is eligible if the employee has been employed for at least 12 months (or 52 weeks) by the City and has worked at least 1,250 hours during the 12-month period to the time leave would begin under this procedure. The City will make the determination at the time of the leave request.

(b) Hours are calculated based upon actual hours that the employee worked, including over-time.

(c) The City will use its records of hours worked for all hourly employees. In the case of exempt employees, the City will assume that any employee employed full-time for seven and one-half months and/or meets the 1,250-hours requirement. Exempt employees who have 12 months' prior service, but less than seven and one-half month's fulltime continuous service at the time leave is requested, should include documentation of hours worked with their request.

(2) Leave for Serious Health Conditions

Employees should recognize that this procedure and FMLA are only intended to cover serious health conditions--generally those which involve three or more days of incapacity from work or school, or chronic, long-term, incurable conditions. Employees who wish to take leave to care for family members with non-serious health conditions are not covered by this policy. Employees can use their

vacation or medical leave for non-serious health conditions, subject to all restrictions in those procedures, including scheduling and increments of leave.

(a) The 12-Month Period

The period used will be a "rolling" 12-month period measured forward from the date an employee uses FMLA leave.

(b) Spousal Exception

If a husband and wife both work for the City of Hastings , and are eligible for leave, they are only entitled to a combined 12 work weeks of leave taken for birth, adoption, foster care, and to care for a parent. The 12 weeks will be calculated in the same manner as leave for an individual employee.

(c) Intermittent Leave

An employee taking leave for personal illness or to care for a sick family member need not take such leave continuously and may take it on an intermittent basis, or by reducing the employee's scheduled work hours, if the employee provides certification from the health care provider caring for the employee and/or family member that leave must be taken in that manner. If leave is not taken continuously, it will be deducted from the employee's entitlement to leave, i.e., 12 weeks during a 12-month period.

(d) Part-time Leave for Birth, Adoption, or Foster Care Placement Requests for intermittent or reduced schedule (part-time) leave after the birth, adoption, or foster care placement of a child will not be considered.

C. Military Family Leave

There are two types of Military Family Leave available.

1. Qualifying exigency leave. Employees meeting the eligibility requirements described above may be entitled to use up to 12 weeks of their Basic FMLA Leave for a qualifying exigency while the employee's spouse, son, daughter, or parent (the military member or member) is on covered active duty or call to covered active duty status (or has been notified of an impending call or order to covered active duty).

For Regular Armed Forces members, "covered active duty or call to covered active duty status" means duty during the deployment of the member with the Armed Forces to a foreign country (outside of the United States, the District of Columbia, or any territory or possession of the United States, including international waters).

For a member of the Reserve components of the Armed Forces (members of the National Guard and Reserves), "covered active duty or call to covered active duty status" means duty during the deployment of the member with the Armed Forces to a foreign country under a Federal call or order to active duty in support of a contingency operation.

Qualifying exigencies may include:

- Short-notice deployment (seven or less calendar days)
- Attending certain military events and related activities
- Childcare or school activities
- Addressing certain financial and legal arrangements

- Periods of rest and recuperation for the military member (up to 15 calendar days of leave, dependent on orders)
- Attending certain counseling sessions
- Attending post-deployment activities (available for up to 90 days after the termination of the covered military member's covered active duty status, and to address issues arising from death of military member)
- Attending to parental care needs arising from covered active duty or call to duty (arrange for alternative care for a parent of a military member, provide urgent or immediate care, admit or transfer to a care facility, or attend non-routine caregiver meetings with care facility staff)
- Other activities arising out of the military member's covered active duty or call to active duty and agreed upon by the City and the employee.

2. Leave to care for a covered service member. There is also a special leave entitlement that permits employees who meet the eligibility requirements for FMLA leave to take up to 26 weeks of leave during a single 12-month period if the employee is the spouse, son, daughter, parent, or next of kin caring for a covered military service member or veteran recovering from a serious injury or illness, as defined by FMLA's regulations.

For a current member of the Armed Forces, including a member of the National Guard or Reserves, the member must be undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status; or is otherwise on the temporary disability retired list, for a serious injury or illness.

For a covered veteran, he or she must be undergoing medical treatment, recuperation or therapy for a serious injury or illness. *Covered veteran* means an individual who was a member of the Armed Forces (including a member of the National Guard or Reserves), and was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran.

An eligible employee must begin leave to care for a covered veteran within five years of the veteran's active duty service, but the single 12-month period may extend beyond the five-year period.

Military Family Leave due to qualifying exigencies may also be taken on an intermittent basis.

D. Procedures for Requesting Leave

All requests for family or medical leave should ordinarily be initiated by contacting your immediate supervisor and the Human Resources Department. This will assist in working out appropriate schedules. If you have any questions about FMLA leave, or your supervisor's response, please contact the Human Resources Department.

(1) Foreseeable Leaves

- (a) If the need for family or medical leave is foreseeable, the employee must provide notice to the City of **not less than 30 days**. Leave will be denied unless there is a reasonable excuse for the delay. If leave is denied for lack of notice, the employee may designate leave to start 30 days after notice is given.
- (b) Failure to report to work when FMLA leave has been denied will be treated as an unexcused absence.

(2) Scheduling

If the leave is for the planned medical treatment of the employee or a family member, or requires intermittent or reduced schedule leave, employees may be required by their supervisor to arrange a particular schedule or to reschedule appointments or treatments, subject to the consent of the health care provider.

(3) Unforeseeable Leaves

If the need for family or medical leave is not foreseeable, notice must be given by the employee as soon as possible and practicable. Employees are expected to promptly notify their supervisor as soon as they learn of the need for leave. If the employee's supervisor is unavailable, contact the next highest supervisor or the Human Resource Department. Except in the case of medical emergencies, employees are expected to call to advise their supervisor as soon as they know of the need for leave and the expected duration of the leave. In emergencies, the employee or a family member should contact the City and give the same information and a number where they can be reached. Requests for leave should then be submitted in writing as soon as practicable. [Absent good cause or medical emergencies, written requests for leave should be submitted within three (3) business days after oral request is made.]

(4) Additional Information

After receiving a request for leave, the City will provide additional information regarding the procedures for obtaining leave, including any additional documents that may be required.

(5) Proof

(a) Medical Certification

The City may require proof of necessity for family or medical leave by a health care provider on forms provided by the City. The information required shall include:

- i. The date on which the serious health condition commenced;
- ii. The probable duration of the condition;
- iii. Appropriate sufficient medical facts within the knowledge of the health care provider that would entitle the employee to take family or medical leave;
- iv. An estimate of the amount of time that the employee is needed to care for a family member; and
- v. In cases of medical leave, an explanation of the extent to which the employee is unable to perform the function of the employee's position.

(6) Second Opinions

The City has the option of requiring the employee to get a second opinion from an independent medical provider selected by the City. The City will pay for the second opinion. If the two opinions conflict, the conflict may be resolved by a third opinion by a provider agreed to by the City and the employee which shall be considered final and binding. The City will pay for the third opinion.

(a) Leave is Contingent on Eligibility

All employee requests for FMLA leave are contingent upon a determination by the City that the employee is eligible for FMLA leave. This includes a determination of eligibility and provision of medical certification. Leave is also contingent on any second or third opinions that may be required. Because these procedures may take time, it is possible

that a final determination may **not** be made until after the employee is on leave or has returned to work.

(b) Transfer to Alternative Position

- i. In all cases of intermittent and reduced schedule leaves, the employer reserves the right to require the employee to transfer to another position that better accommodates the employee's need for leave and/or the employer's operations. This decision is in the sole discretion of the City.
- ii. The City reserves the right to transfer an employee to another position whenever an employee's use of leave for one or more qualifying reasons is so frequent and intermittent that it is impossible to predict and schedule for coverage.

(c) Confidentiality

- i. The City will keep confidential all information relating to requests for family or medical leave. This information will be used only to make decisions in regard to the provisions of this procedure. Supervisors must submit all records to the Human Resources Department and will not retain any copies in their files.

E. Substitution of Sick Leave, Personal Leave, and Vacation Time

(1) Substitution

FMLA leave will be unpaid except to the extent that an employee has accumulated paid leave. All accumulated, paid leave must be used prior to the employee taking unpaid leave.

When an employee has exhausted all paid leave, all remaining FMLA leave will be unpaid.

F. Benefits

(1) Health Benefits

During the leave, the City will maintain the employee's coverage for health benefits as follows: The employee is required to continue to pay employee's portion of any health insurance premiums normally deducted from employee's paycheck, by tendering a check payable and forwarding it to the Finance Department if they are on unpaid leave. If they are using accumulated paid leave, it will be deducted from their pay in the usual manner. If the employee fails to make the required payments for health coverage within 30 days of the date that such payments are due, health coverage will be discontinued.

(2) Other Benefits

Other benefits normally provided to an employee shall be provided to the employee only if permitted by the plan document governing the provision of benefits, in accordance with the provisions of the written document, and the employee makes any required co-payments. In accordance with existing City policies on unpaid leave, employees will not earn any medical or vacation leave, while on unpaid FMLA leave. Employees on an intermittent or reduced-schedule leave will continue to earn vacation.

(3) Reinstatement

The City has the right, upon the employee's return from leave, to refuse to reinstate any benefit or condition of employment that has been discontinued for the City's employees.

G. Reinstatement

(1) General

An employee taking leave under this policy will be returned to the employee's same position or to an equivalent position, at the election of the City unless the employee would have been terminated in the absence of any leave (e.g., layoff, downsizing, or termination of a temporary job). Taking of leave will not result in any loss of benefits or conditions of employment accrued prior to the beginning of the leave period, except that if the employee is unable to use vacation time because of policy restriction, the City has the option of setting a new deadline for use of accrued vacation.

(2) Key Employee Exception

If an employee has gross pay that is within the top 10 percent of the City's employees, the City reserves the right not to restore the employee to his or her prior position with the City if the City will suffer substantial and grievous harm because of the restoration. At the time that leave is granted under this procedure, the City will inform the employee that the employee is within the top 10 percent and also explain the possible consequence that restoration may be denied.

If the City determines during the employee's leave that the employee is not to be restored to employment, the employee shall be notified immediately and given the opportunity to immediately return from leave and be restored to his or her position. If the employee does not return from leave, the employee can petition for reinstatement at the end of the leave period and will be notified, by certified mail, whether the employee will not be restored because doing so would cause the City substantial and grievous harm.

(3) Periodic Reporting

Employees on leave are required to report every two weeks on their status and intent to return. During leave, the City also may require that an employee recertify the medical condition that caused the employee to take leave when the City obtains information that casts doubt on the continuing validity of the employee's original certification, when the employee requests an extension of leave or when circumstances have changed.

(4) COBRA

When an employee notifies the City that they are not returning from leave, the City shall terminate the employee's health benefits and they shall no longer have a right to restoration to the same or equivalent position. The employee shall be entitled to continuation of health benefits only in accordance with the Consolidated Omnibus Budget Reconciliation Act ("COBRA") and the provisions of the health plan provided, however, that any period of continued health benefits shall commence from the day leave commenced.

(5) Repayment of Premiums

Employees who return to work will meet with the Finance Department to work out an appropriate repayment schedule for any employee premiums or co-payments made by the City during leave which occurred during this leave.

Upon receiving notice that the employee is not returning to employment with the City, or should the employee simply fail to return or return to employment with the City for less than 30 days after leave has ended, the employee shall owe the City the cost of any benefits provided during leave. No such amount shall be owed if there is a recurrence or onset of a serious health condition, or in the opinion of the City, there is a change of circumstances beyond the employee's control. The benefits of a key

employee who is not restored shall not be terminated prior to the end of leave and the employee shall not be responsible to the City for such benefits other than the normal employee contribution.

If an employee does not return to work under circumstances where repayment can be required, the employee must repay all premiums within 30 days after receiving notice from the City of the amount owed. After that time, the matter will be turned over to collections as a debt, which could result in legal action.

(6) Failure to Return to Work

Employees who fail to return to work after FMLA leave is completed shall be treated as having voluntarily terminated their employment.

H. Other General Provisions

(1) Administration

The City Administrator in consultation with the Director of Human Resources shall be the exclusive interpreter of its terms. All provisions of this procedure shall be interpreted consistent with the Family and Medical Leave Act of 1993.

(2) Changes

The City reserves the right to modify or terminate this procedure at any time.

(3) No Employment Rights

This procedure does not create any employment rights to any individual other than specifically stated in this procedure.

(4) Limitations

Except as otherwise stated, this policy is not intended to create any rights greater than that conferred on employees by the Family and Medical Leave Act of 1993.

(5) Rights and Obligations

Employees and the City have various rights and obligations under FMLA. For further information, contact the Human Resources Department.

ARTICLE V. Health Insurance

Health insurance

Health insurance may be provided by the City to full-time employees and those part-time employees who qualify. The coverage shall be of the type, and subject to such terms and requirements, as the City Council shall determine from time to time. The City Council may also provide that employees pay a part of the cost of the premiums for said health insurance. See the section on part-time employees to determine what the health insurance provisions are for part-time employees.

Part-time employees; benefits

(1) Part-time employees who work at least 1,560 hours, but less than 2,080 hours per calendar year shall be entitled to benefits beginning one (1) year after commencing employment with the City according to the following schedule:

A. Part-time employees who work at least 1,560 hours, but less than 2,080 hours per calendar

year, shall be entitled to seventy-five (75%) of those benefits to which full-time employees are entitled; provided, that if a part-time employee works at least 1,560 hours per calendar year he/she shall be entitled to receive health insurance coverage.

- B. Part-time employees shall earn benefits as provided above for each full calendar year of service, and shall not earn benefits for any calendar year or part of a calendar year in which they work fewer than 1,560 hours.

ARTICLE VI. Working Conditions

Leave of absence

- (1) An employee who is on a leave of absence without pay shall, during the first thirty (30) days thereof:
 - (a) remain covered by any health, accident and life insurance in the same manner as immediately prior to their leave of absence;
 - (b) not receive holiday pay for any holiday which falls during their time of leave of absence;
 - (c) continue to accrue vacation and Sick Leave of their leave of absence; and
 - (d) maintain their seniority.
- (2) After an employee is on a leave of absence without pay for more than thirty (30) days, the coverage of that employee under the City's health, accident and life insurance programs at the City's expense

shall cease at the end of the calendar month; however, the employee may continue participating in the City's health, accident and life insurance programs at their own expense until their return to work.

Transfers

Transfers shall be considered when they are in the best interest of the City and/or employee. An employee must meet the minimum qualifications for the position the employee is being considered for transfer to. All full-time and probationary employees are eligible to transfer or be transferred. All benefits for which the employee is eligible shall be transferred with the employee.

There shall be three types of transfer:

- (1) Voluntary: The employee and both the department head and the City Administrator approve of the voluntary transfer.
- (2) Disciplinary: Both department heads and the City Administrator shall approve of a disciplinary transfer. Employee approval is not required. The employee shall be informed of the reason for the transfer, at the time the transfer is made.
- (3) Administrative: Both department heads and the City Administrator shall approve of an administrative transfer. Employee approval is not required. The employee shall be informed of the reason for the transfer, at the time the transfer is made.

Nepotism

- (1) The purpose of this section is to define the City's policy regarding the employment of immediate family working for the City in the same or different departments or divisions.
- (2) The City shall permit the employment of immediate family of employees or a member of the

employee's immediate family as long as such employment does not create actual conflicts of interest. The City will use sound judgment in the placement of qualified relatives in accordance with the following guidelines:

- a. An immediate family member shall be permitted to work in the same department or division, provided no direct reporting or supervisor-to-subordinate relationship exists. Further, no immediate family member is permitted to work within "the chain of command" when the immediate family member's work responsibilities, salary, hours, career progress, benefits, or other terms and conditions of employment could be influenced by their direct supervisor.
- b. Supervisors may have no direct influence over the wages, hours, benefits, career progress and other terms and conditions of employment of the their immediate family members.
- c. Employees who marry while employed at the City, or become part of the same household are treated in accordance with this section.

(3) Any exceptions to this policy must be approved by the City Administrator.

Layoffs

An employee may be laid off from any department because of curtailment of expenditures, reduction in force, or other similar reason. The order of employees affected by a layoff shall be determined as follows:

- (1) The first employee to be laid off in a department shall be the employee who was last appointed to or placed in the particular position which the reduction is to be made, except when the needs of the department require that layoffs be determined by the nature of the work. The determination of whether a particular employee was the last one appointed to or placed in the position shall be determined by comparing the employee's appointment to that of other employees in the position on the basis of seniority. Seniority is defined as the length of continuous service from the date of original appointment, less any days the employee may have been suspended.
- (2) No full-time employee shall be laid off from any position while a temporary employee is still employed in the same position in the department.
- (3) Layoffs shall not be considered disciplinary actions.

Resignation/Retirement

In order to resign an employee must meet the following conditions in order to be considered to be in "good standing":

- (1) Employees other than department heads must give the appointing authority or City Administrator written notice at least fourteen (14) calendar days prior to resignation unless the appointing authority or City Administrator agrees to a shorter period. A notice of resignation form is available from the Human Resources office for the written notice. Failure to do so may, at the discretion of the appointing authority or City Administrator, be reason for treating the resignation as a dismissal and the refusal of subsequent good post-employment references. In the case of dismissal, the action may be made effective immediately or the employee may be given up to two (2) weeks' notice at the discretion of the appointing authority or City Administrator.

(2) Department heads are required to give written notice of at least thirty (30) calendar days. The City Administrator may choose to waive this.

(3) The employee must turn in all keys, uniforms, City identification, equipment, etc. upon request, which were provided by the City as part of employment before their last day of employment.

(4) The employee shall provide a forwarding address for future correspondence.

In order to retire an employee shall be subject to the following:

(1) Give a minimum of thirty (30) days written notice to the appointing authority or City Administrator prior to the effective date of retirement.

(2) The employee must have reached the age of 55 with 20 years of service with the City; or reached the age of 60 with 10 years of service to the City; or reached the age of 65 with five years of service to the City to be considered as retiring. Retiring employees shall receive an award from the City, equal to the amount of \$150. The department from which the employee is retiring may spend up to \$100 for refreshments, etc., if the retiree wants to have a reception. However, the maximum retirement award is \$150 regardless of whether the retiree wishes to have a reception or not.

(3) The effective date shall be the last day worked, unless otherwise agreed, or as required by state or federal law. Employment may not be extended by using leave benefits.

(4) At the time of resignation, retirement or death, the following benefits apply:

a. All unused accrued vacation leave shall be paid out.

b. Group term life insurance shall remain in effect, except in the case of death, until the last day of the month in which the employee's last day of employment occurs.

c. Health insurance shall remain in effect until the last day of the month in which the employee's last day of employment occurs. The employee may be eligible for COBRA continuation coverage as prescribed by Federal law.

d. Accrued compensatory leave shall be paid to employees who have accumulated compensatory time approved by their appointing authority.

e. Accrued holiday hours shall be paid to employees who have accumulated holiday hours. If a holiday occurs the day immediately following the employee's last date of employment, the employee is not eligible for holiday pay.

f. Sick Leave shall be paid accordance with the provisions set forth in the section entitled Sick Leave.

In either the event of resignation or retirement all leave times available to the employee as of the effective date shall be paid to the employee as a lump sum as either part of their last paycheck or as a separate check paid contemporaneously with the employee's final paycheck, and shall not serve to extend the effective date.

Long Term Disability

Long term disability insurance is provided to employees of the City of Hastings, who work at least 30 hours per week, at no cost to the employee. The waiting period in order to be eligible for long term disability is 90 days. Employees should contact Human Resources if you have questions.

Reemployment

Except as otherwise provided, any former employee who is re-employed within two years shall be

treated as a new employee. A rehired employee shall be given credit for time served in their previous employment with the City for the accrual rate of vacation leave. City employees laid off as a result of a reduction in force shall, if reemployed within two years after their layoff, have their benefits reinstated as they were at the time of their layoff.

Physical or mental examination

A department head may at any time, for reasonable cause, require an employee to be examined by a physician or mental health professional for the purpose of determining the employee's ability to perform their required duties. Such examination if required by a department head shall be at the City's expense.

Work week

The general work week shall be forty (40) hours per week for full-time employees, except as otherwise provided. Normal working hours shall be from 8 a.m. to 5 p.m., Monday through Friday, except as otherwise provided. Other regular working hours may be established by department rules.

Break

Employees are entitled to a fifteen (15) minute break during every four (4) hours worked. Exercise of this provision is subject to departmental rules and regulations. A lunch break is defined as at least 30 minutes where an employee is totally released from their job duties.

Use of Tobacco Products and Vaping

The use of tobacco products and vaping is not allowed inside any City building, vehicle or equipment, except in designated break areas.

Outside employment

(1) No full-time employee shall undertake any employment or activity for financial gain outside of his City employment which is, or can be interpreted to be, inconsistent with or detrimental to their position with the City.

(2) Any full-time employee desiring to engage in outside employment or activity for financial gain shall request approval from their department head. The department head may approve or deny the request.

A department head shall not withhold approval without reasonable cause. This form shall be placed in the employee's personnel file.

Political activities prohibited

No employee shall engage in political activities during their work day, while on official duties, or while wearing a required uniform.

Solicitation prohibited

No employee shall sell goods or services for themselves or any organization to which they belong, while engaged in official duties. Order forms may be left in community areas, such as break rooms.

ARTICLE VII. Records, Applications, Examinations, Lists, and Appointments

Confidentiality of personnel records

All applicant and employee records other than public information shall be withheld from the public.

Request for verification of employment or reference checks for future employment should all be directed through the Human Resources Department.

Employees may be used as personal references for their fellow employees only if they are asked.

Personnel records

All reports by a department head with respect to an employee within their department shall become a part of that employee's personnel file maintained in the Human Resources Department. A copy of any such report shall be delivered or mailed to the employee by the Human Resources Department within ten (10) working days after it is placed in their file.

ARTICLE VIII. Discipline

Causes of discipline.

Any action which reflects discredit upon the City, or which is a direct hindrance to the effective performance of City services, or which violates a departmental or personnel rule or regulation shall be cause for disciplinary action. Such causes for disciplinary action include, but are not limited to the following:

- (1) Has been adjudged guilty of a felony or of a misdemeanor involving moral turpitude.
- (2) Habitual use of alcohol or other intoxicating beverages or the use of controlled substances, that affect an employee's job performance.
- (3) Using or be under the influence of a controlled substance or alcohol or other intoxicating beverage while on duty.
- (4) Failure to report the use of any prescription only drug that may alter an employee's physical or cognitive abilities while on duty.
- (5) That the employee is guilty of improper political activity as defined in these rules.
- (6) Offensive conduct or language toward the public or toward City officers or employees.
- (7) Has been guilty of insubordination to their supervisor or has been guilty of any conduct unbecoming to an officer or employee of the City, either on or off duty.
- (8) Incompetence, inefficiency, or inattention to or dereliction of duty.
- (9) Damage to or negligence in the care and handling of City property.
- (10) Violation of any lawful and reasonable directive made or given by their superior, where such violation or failure to obey amounts to an act of insubordination or a serious breach of discipline; or results, or might reasonably have been expected to result, in loss or injury to the City, or to the public.
- (11) Commission of acts or omissions unbecoming an office or position held, which render their reprimand, suspension, demotion, or dismissal necessary or desirable for the economical or efficient conduct of the business of the City.
- (12) Has induced or attempted to induce any officer or employee of the City to commit an illegal act, to act in violation of any lawful and reasonable department or official regulation or order, or has participated therein.
- (13) Solicitation or receipt from any person, participation in any fee, gift, or other valuable thing that is given in the hope or expectation of receiving a favor or better treatment than that accorded other

persons.

- (14) Use or attempted use of personal or political influence or bribery to secure an advantage in an examination or promotion, leave of absence, transfer, change of pay or character of work.
- (15) Absence from duty without leave contrary to these rules, or failure to report after leave of absence has expired, or after such leave of absence has been disapproved or revoked and cancelled by the proper authority.
- (16) Failure to use seatbelts while traveling in a City vehicle or for City business.
- (17) Using a cell phone while driving a City vehicle or while driving on City business; provided, however an employee may use a hands-free feature. To comply, an employee must have their cell phone located where they are able to initiate, answer, or terminate a call by touching a single button. The employee must be in the seated driving position and properly restrained by a seat belt. Employees are **not** in compliance if they unsafely reach for a cell phone, even if they intend to use the hands-free function.
- (18) Willful violation of any of the provisions of these rules.

Verbal reprimand

Except in such cases where a written reprimand is issued, a supervisor or department head shall discipline employees under their direction by verbal reprimand for any and all causes for discipline; said verbal reprimand shall consist of verbal statements that include a specification of how an employee's conduct deviates from proper conduct. Except in cases where it may not be feasible to do so, all verbal reprimands should be done in private. Verbal reprimands should not be confused by supervisors as teachable moments.

Written reprimand

A department head may reprimand any employee in their department for cause. Such written reprimands shall include a specification of how an employee's conduct deviates from proper conduct. Such reprimand shall be in writing and addressed and presented to the employee who shall initial receipt for the document. A signed copy shall be delivered to the Human Resources Department for inclusion in the employee's personnel file. Written reprimands shall be removed from an employee's personnel file 12 months after inclusion if no further disciplinary action involving the employee has occurred.

Suspension

A department head may suspend an employee with or without pay for cause for a period up to thirty (30) calendar days, which may be extended by the department head for good cause shown. The department head shall notify the employee in writing. Such notice shall include the reasons for and the duration of the suspension. The employee shall initial receipt for the document. A signed copy shall be delivered to the Human Resources Department for inclusion in the employee's personnel file.

An employee who is on suspension without pay shall accrue no vacation, Sick Leave, or seniority rights with respect to promotion and proficiency pay increases for any portion of the entire period of leave or suspension.

After an employee is on suspension without pay for more than thirty (30) days, coverage of that employee under the City's health, accident and life insurance programs at the City's expense shall cease

at the end of that calendar month; however, the employee may continue participating in the City's health, accident and life insurance programs at their own expense until he/she returns to work.

Disciplinary demotion

A department head may demote an employee for cause. No disciplinary demotion shall be made unless the employee to be demoted is suitable for employment in the position with a lower pay scale or if employee in the lower pay scale would be laid off by reason of the action. The department head shall notify the employee of the disciplinary demotion in writing with a copy given to the Human Resources office to be placed in the employee's personnel file. The employee shall initial receipt of the document.

Discharge/Termination

(1) A department head who wishes to dismiss an employee under their supervision or jurisdiction for cause, shall first review with Director of Human Resources and the City Attorney before proceeding to speak with the employee.

(2) An employee who has a completed their probationary period, shall be discharged only upon being served with a written form, stating cause of discharge.

(a) A copy of the discharge form shall be filed with the Human Resources office.

(b) The discharge form shall contain the name, address, and position of the employee as well as a brief statement of the reason for discharge.

(3) Appeal. A discharged employee shall have 14 calendar days from the date of such notice to file an appeal with the Director of Human Resources.

Hearings

(1) If a discharged employee makes a written request for a hearing, the Director of Human Resources shall notify the discharged employee and the department head involved of the time and place of the hearing on such charges before the Appeals Board. The Appeals Board will be made up of employees who have volunteered and completed training provided by the Human Resources Department. No such hearing shall be held less than 14 calendar days after serving or mailing the notice of the time and place of such hearing by the Director of Human Resources, unless this time is waived by both discharged employee and the department head.

(2) The City Administrator shall serve as the chairperson of the Appeal Board.

(3) The Appeal Board shall be made up of a department head chosen by the department head involved, an employee chosen by the discharged employee, and one other department head and employee chosen by the Director of Human Resources.

(4) The Director of Human Resources and City Attorney shall determine the procedure to be used by the Appeals Board in its hearing on the discharge of the employee, and

(5) The Appeals Board after the conclusion of the hearing shall:

(a) confirm the discharge; or

(b) order that the employee be reinstated to the position formerly held, with back pay, if applicable.

(6) In the course of such hearing, the employee shall be given an opportunity to produce witnesses and be heard in their own defense and to be represented by counsel. The finding of the Appeals Board

shall be certified in writing to the discharged employee and department head, who shall implement the Appeals Board's decision. A stenographic or electronic record of all proceedings at the hearing shall be made and retained by the Human Resources Department in the event of further appeal. The decision of the Appeals Board is final unless overturned by a court of law.

ARTICLE IX. Issue Resolution

Open Door Policy for Issue Resolution

The accumulation of unspoken or unanswered complaints can result in frustration and dissatisfaction and could harm what otherwise could be a pleasant working relationship. Employees who do not wish to utilize the grievance process, are encouraged to utilize the open door policy in order to resolve issues.

If an issue arises, it is to everyone's benefit to assure a prompt and fair resolution. That is the purpose of the following "Open Door" procedures, which you should feel free to use without fear of reprisal or penalty in any way.

If you have an issue, you should review the matter with your supervisor or team as soon as possible. It is part of the supervisor's responsibility to help you and your team address issues.

If you and your supervisor do not reach a solution, you may request a meeting with the Staff person to whom your supervisor reports.

If you do not feel the issue has been properly resolved by your immediate supervisor and/or next level/s of management, you should ask for an appointment with a representative of Human Resources. Occasions can also arise when you have issues that are difficult to discuss with your immediate supervisor. If this occurs, you may make an appointment with a representative of Human Resources.

If your issue still has not been resolved to your satisfaction, you or the Human Resources Department can contact your department head for an appointment.

We believe that your immediate supervisor is best- equipped to handle most of your issues. However, feel free to consult with any member of the management team you feel comfortable with.

Grievance Policy

It is the policy of the City to treat all employees equitably and fairly in matters affecting their employment. Each employee will be provided ample opportunity to understand and to achieve mutually satisfactory resolutions of matters which they allege are violations of rules, regulations, or any other condition of employment. Each employee has the right to present a grievance with the expectation of attention being paid to the matter and without fear of adverse personnel action. This article shall apply to all employees who do not have collective bargaining agreements that otherwise specify grievance procedures.

Grievance - Definition

See definition of "grievance" in the Definitions section in Article I. of these rules.

Grievance procedure

(1) Any employee who has a grievance concerning a condition of employment shall discuss that grievance with their immediate supervisor within five (5) working days of the commission or omission of the act or acts upon which the grievance is based. Supervisors shall respond to the grievance verbally. Supervisors shall make a record of all such verbal discussions of grievances upon the date of their occurrence which shall specify the employee, the act or acts discussed, and the date of the verbal

discussion.

(2) If a verbal discussion between an employee and his immediate supervisor does not resolve the grievance, the employee may within five (5) working days submit a written grievance to their immediate supervisor's supervisor. The written grievance shall include:

- (a) The exact nature of the grievance.
- (b) The act or acts of commission or omission.
- (c) The exact date of the act or acts of commission or omission.
- (d) The identity of the party or parties who claim to have a grievance.
- (e) The identity of the party or parties alleged to have caused or who are involved in the grievance.
- (f) The specific provision of the City ordinances, personnel rules or other conditions of employment that is alleged to have been violated.
- (g) The remedy that is sought.

Within five (5) working days after receiving such written grievance, the immediate supervisor's supervisor shall furnish the employee with a written reply to the written grievance.

(3) If the written reply by the immediate supervisor's supervisor does not resolve the grievance, the employee may, within five (5) working days of receiving the written response, submit the written grievance to their appointing authority. The appointing authority shall furnish the employee, within five (5) working days of receiving the written grievance, a written response to the written grievance.

(4) If the written reply by the appointing authority does not resolve the grievance, the employee may submit, within five (5) working days of receiving the written response, the written grievance to the Appeals Board. The Appeals Board shall be comprised of individuals selected in the same manner as the Appeals Board for a disciplinary action with the Director of Human Resources being the chairperson of the Board of Appeals. The Appeals Board shall hold a hearing, within ten (10) working days of the submission of the written grievance, with all documentation and witnesses being present. Within five (5) working days of the hearing, the Appeals Board shall provide all parties to the grievance with a written reply. Appointing authorities and supervisors shall be bound by the decision of the Appeals Board unless overturned by a court of law.

(5) Representation

Legal representation is always a right of parties to the grievance procedure. Any party may make a change in representation at any time, however, such a change shall not change the time periods for carrying out the actions required by the grievance procedure.

Failure to adhere to time periods

Failure of the employee to present a grievance within the time periods specified in the grievance procedure shall automatically dismiss the specific grievance. Failure of a representative of the City to adhere to the time periods required by the grievance procedure shall allow the employee submitting the grievance to proceed to the next step in the grievance procedure as if the City representative had acted on the last day of the allotted time period.

ARTICLE X. Sexual Harassment and General Harassment

Intent

It is the policy of the City that there be no discrimination against any employee or applicant for employment with the City of Hastings on the basis of their sex, or for any reason. The City of Hastings considers harassment by any employee to be serious misconduct which shall result in disciplinary action. All personnel are encouraged to maintain confidentiality about complaints in order to protect the parties involved, and information should not be shared with anyone other than those involved in the investigation.

The City of Hastings is committed to a work environment in which all individuals are treated with respect and dignity. This includes a workplace free from any form of harassment.

Harassment is defined as any unwelcome behavior directed at a person or group because of their sex, race, religion, age, disability, sexual preference, or national origin. In general, examples of harassment include:

- racial slurs or negative stereotyping.
- threatening, intimidating, or hostile acts.
- assault or unacceptable physical contact.
- written or graphic material that denigrates or shows hostility toward an individual or group.
- retaliation against an employee for bringing up an issue of alleged harassment.

Harassment, both sexual and otherwise, by or directed toward any employee or prospective employee is expressly prohibited. Violation of this policy shall result in disciplinary action.

Definitions

For the purposes of this Article, the following definitions shall apply, and to the extent that they conflict with any definitions found elsewhere in this code, including Hastings City Code Section 3-108, the following shall prevail herein:

(1) "Complaint" is defined as a written allegation of harassment, sexual or otherwise, specifically detailing the conduct upon which the allegation is based, and which is dated, and signed by the person making the allegation.

(2) "Disciplinary Action" is defined as any appropriate discipline, including verbal reprimand, written reprimand, counseling, suspension, reassignment, demotion or termination.

(3) "Employee" is defined as all persons employed by the City of Hastings, including all employees of the City of Hastings, and shall include all department heads, all part-time, regular part-time, regular full-time, seasonal, and temporary employees, whether or not they be parties to or subject to a collective bargaining agreement.

(4) "Investigator" is defined as the person who shall conduct the investigation of any complaint. The investigator shall be the Director of Human Resources. If the complaint involves the Director of Human Resources, the investigator shall be the City Administrator, who shall have the authority to investigate the complaint, or designate an individual to conduct the investigation.

(5) "Sexual Harassment" is defined as being an unwelcome sexual advance, a request for sexual favors, and other verbal or physical conduct of a sexual nature when:

- (a) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;

- (b) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
- (c) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Complaint procedure

- (1) An employee or a citizen who believes they have been harassed may submit a written complaint with any one of the following:
 - (a) immediate supervisor
 - (b) department head
 - (c) Director of Human Resources
 - (d) City Administrator
- (2) The person to whom a written complaint is submitted shall deliver the original written complaint to the Human Resources Director, retain a copy, and deliver copies to the appropriate investigator, and to the City Attorney.

Investigation

- (1) The investigator shall interview the complainant and any named parties mentioned in the complaint. The investigator shall make a record of all interviews, which shall include:
 - (a) the date(s) of any discussion(s);
 - (b) the details of the incident(s) which led to the complaint being filed;
 - (c) the date(s) the incident(s) occurred;
 - (d) the identity of the party or parties alleged to have engaged in sexual or general harassment; and
 - (e) the identity of the aggrieved party.
- (2) The investigator shall expediently investigate all complaints of sexual or general harassment. Department heads and supervisors shall make available any employee for interviews, and present any documents required in the investigation.
- (3) The complainant shall be kept informed of the status of the investigation.

Investigation; findings

Upon completion of the investigation, the investigator shall prepare a report of the findings of the investigation, deliver it to the appointing authority of the employee against whom the complaint was filed and to the Director of Human Resources. The report shall include a recommendation on appropriate action, which may consist of disciplinary action, counseling, reassignment of work, or a determination that no action is required. Copies of the report shall be provided to the complainant and the person about whom the complaint is made. The Investigator shall conduct a follow-up review with the complainant within sixty (60) calendar days in order to make sure that the problem has been remedied.

Disciplinary action

After reviewing the findings of the investigation, the appointing authority of the employee against whom the complaint was filed shall take the appropriate action to resolve the complaint. Such action may include disciplinary action, counseling, reassignment of work, or a determination that no action is required. Written notification of the action shall be provided to the disciplined employee.

Appeal procedure

Appeals of action taken under the provisions of this Article shall be submitted directly to the Appeals Board, which shall be comprised of individuals following the same procedure for selecting an Appeals Board for an employee disciplinary action. Any appeal shall be submitted in writing within five (5) working days of notification of action taken. The Appeals Board shall hold a hearing within ten (10) working days of the submission of the written appeal. The Appeals Board shall provide the complainant and the party against whom the complaint was filed at least five (5) days' written notice of the time and place of the hearing. Within five (5) working days after the hearing, the Appeals Board shall provide all parties to the appeal with a written decision. The complainant and the party against whom the complaint was filed shall be bound by the decision of the Appeals Board unless overturned by a court of law.

Appeal hearings

Appeal hearings shall be closed to the public unless the person against whom the complaint has been filed requests that the hearing be held in open session.

False complaints

No employee shall intentionally prepare and execute a false complaint of general of sexual harassment. Any employee who does so shall be subject to disciplinary action.

ARTICLE XI. Policies**Equal Employment Opportunity (EEO)**

It is the continuing policy of The City of Hastings to abide by applicable laws and regulations and to provide equal employment opportunities to qualified individuals regardless of race, color, religion, sex, national origin, age, disabilities, veteran or disabled veteran status, and/or citizenship status.

The exception is citizenship status which is required to comply with law, regulations, or federal executive order; or by federal, state, or local government contract; or which the Attorney General of the United States determines to be essential for an employer to do business with an agency or department of the federal, state or local government.

Returning without Limitations

If you return to work after a disability, prolonged illness, or leave of absence, and are fully able to do the position you left, you will be assigned to the job or position classification, department and shift you were

on when you left. If for any reason you cannot be assigned to your former job, you will be reassigned according to the reduction in force procedure, and in compliance with FMLA, if applicable.

Returning with Temporary Limitations

- (1) Work related injuries - An employee returning to work as a result of a workers compensation injury shall provide documentation to their immediate supervisor from their medical or mental provider outlining their potential return to work, including any restrictions placed upon the employee for their return. The supervisor must provide the documentation to the City Clerk's office prior to allowing the employee to engage in any work activities.

- (2) Non-work related injuries or other medical or mental conditions. Employees desiring to return to work under this section shall return to their regular position with the City subject to the restrictions placed on the employee by their medical or mental health provider. The employee shall provide their medical or mental provider with a copy of their job description outlining the essential job functions and physical requirements of their position so that the physician or mental provider can determine whether the employee can return to work, and with or without any restrictions on the employee upon their return. The supervisor shall review the restrictions to determine whether the employee is able to do their job with the restrictions. If the supervisor determines the employee is able to perform their duties with the restriction, a doctor's note outlining said restrictions should be given to Human Resources, prior to the employee's return to work. If the supervisor determines the employee is unable to do their job, the supervisor shall notify Human Resources of their determination and the employee shall not be allowed to return to work until there would be a significant change in or the elimination of the restrictions by the employee's medical or mental health provider. Any employee unable to return to their position without restrictions for a period of 90 days shall be referred to the City's long term disability insurance carrier.

Returning with Permanent Limitations

If you are able to return to work, but with permanent limitations determined by a physician, every effort shall be made to find a job you can do within your prescribed limits. Positions are evaluated to determine your ability to perform job requirements. During this evaluation, every effort shall be made to comply with the Americans with Disabilities (ADA) Act. (See next section on ADA.)

The level of pay upon return follows the same procedure in place for rehiring employees.

Productive work must already be available and must not be created to satisfy limitations. There may be situations where no work can be found within your limitations. In this case you will remain on Sick Leave and follow procedures for determining if you are eligible for long-term disability and or benefits from Social Security.

Americans with Disabilities Act (ADA)

The Americans with Disabilities Act (ADA) makes it unlawful to discriminate against qualified individuals with (or perceived as having) physical or mental disabilities.

To be protected under the ADA, individuals must have a record of, or be regarded as having a substantial impairment. A substantial impairment is one that significantly limits or restricts a major life activity. Major life activities include hearing, seeing, speaking, breathing, performing manual tasks, walking, caring for oneself, learning, or working.

Individuals with a disability must be able to satisfy job requirements for educational background, employment experiences, skills, licenses, and any other qualification standards that are job related.

The employee must also be able to perform tasks essential to the job, with or without reasonable accommodations. Accommodations are reasonable unless they expose the business to an undue hardship. An undue hardship means the accommodation would require significant difficulty or expense.

The ADA does not cover temporary disabilities. Employees who experience short, temporary disabilities are covered in the “Job Assignment upon Return to Work” policy outlined in the preceding section. The purpose of the Return to Work policy is consistent with the purpose of the ADA.

Immigration Law Compliance

The City of Hastings is committed to employing only United States citizens and aliens who are authorized to work in the United States and does not unlawfully discriminate on the basis of citizenship or national origin. In compliance with the Immigration Reform and Control Act of 1986, as amended, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility.

The City of Hastings participates in the federal e-Verify employment verification program. The City will provide the Social Security Administration (SSA) and if necessary, the Department of Homeland Security (DHS), with information from each applicant’s Form I-9 to confirm work authorization. If the government cannot confirm that you are authorized to work, you will be provided with written instructions and an opportunity to contact SSA and/or DHS before the City takes adverse action against you, including terminating your employment.

Former employees who are rehired must also complete a new I-9 form. Employees with questions or seeking more information on immigration law issues are encouraged to contact the Human Resources Department. Employees may raise questions about immigration law compliance without fear of reprisal.

Safety

City Commitment

The City of Hastings Team is committed to the following goals:

- Providing safe working conditions for all employees
- Eliminating occupational injuries and illnesses
- Minimizing materials and processes that negatively impact the environment
- Developing a safety culture that supports these goals.

Safety Rules

Safety is serious business at The City of Hastings. Employees who break these rules are endangering themselves and others. For this reason, the City has a responsibility to strictly enforce these safety rules:

1. Everyone in areas where applicable work is being performed is required to wear American National Standards Institute (ANSI) approved safety glasses (prescription or non-prescription) with side shields. Safety glasses may be lightly tinted to reduce glare. Dark or mirrored glasses are not allowed.
2. No carelessness, recklessness, horseplay or disorderly conduct on work premises is tolerated.
3. Employees are required to report all injuries to their supervisor, department head or the Safety Director immediately.

4. Employees are required to report all accidents resulting in damage to materials, equipment, or property to their supervisor or department head immediately.
5. Employees assigned to a hearing-protected area, are required to wear approved hearing protection at all times.
6. All powered industrial trucks will be operated in a safe manner at all times.
7. No safety device, guard, or other protective equipment is to be removed from any piece of machinery or equipment. The exception to this rule is when the equipment is under repair by “authorized personnel” working within the guidelines of the Lockout/Tagout and Electrical Safety Programs.
8. Machines with missing or defective guarding must be reported immediately. These machines will be locked out by “authorized personnel” until they are repaired.
9. Employees are not permitted to remove a “Lock out/Tagout” tag or lock except “authorized personnel” as defined by the Lockout/Tagout Program.
10. Employees assigned to a respirator-required area, must wear a respirator at all times. Employees will not be permitted to wear a respirator unless they have been medically approved to do so and received proper training.
11. Employees who are welding must use approved welding helmets with the appropriate shade of protection and employees in the vicinity must take every precaution to avoid eye contact with light from the welding process.
12. All chemical substances must be used in accordance with safety instructions printed on the container and/or in the SDS (Safety Data Sheet) for that substance.
13. No new substances may be brought into warehouses or to a jobsite without an SDS sheet.
14. Personal Protective Equipment (PPE), where required, must be worn in applicable areas, and will be provided by the City.
15. Lifting, handling, and assembling goods and equipment must be done in a safe and professional manner.

Violations of the above safety rules are not tolerated. The first such violation may result in a verbal warning and could, depending upon the seriousness, result in suspension or discharge. Subsequent violations (not necessarily of the same type) may result in discharge.

SAFETY EYEGLASS PURCHASING GUIDELINES

SEASONAL/TEMPORARY EMPLOYEES:

1. Seasonal/temporary employees will be provided with one pair of non-prescription, protective eyewear appropriate for the type of work being performed.

NON-PRESCRIPTION SAFETY GLASSES:

1. Non-prescription safety glasses are provided, upon employee request, by the warehouse Department, Department Head or Supervisor. Approval by the Department Head is not required.
2. An employee can obtain both a clear and a shaded pair of non-prescription safety glasses.

PRESCRIPTION SAFETY GLASSES:

1. All Employees will abide by the following procedure to obtain prescription safety glasses:

- a. Employee must obtain a prescription for safety glasses.
 - b. Employee takes prescription and request for safety glasses form to supervisor for approval signature.
 - c. Employee takes the signed safety glasses request form to Nebraska Eye Care for glasses.
2. Prescription safety glasses must meet ANSI Z-87 standards and be adaptable for side shields. Side shields must be worn at all times if your safety glasses have the adaptable side shields.
 3. The City of Hastings will pay for one pair of clear lenses and frames and one pair of shaded lenses and frames. In lieu of these two pair of safety glasses the City of Hastings will pay for one pair of photo-gray lenses and frames. However, if your work is 85% indoors you can only order clear or photo gray lens safety glasses. The City will not pay for dark lens safety glasses. If you wish to order the dark lens, then it is up to the employee to pay for them out of his/her own pocket.
 4. The City of Hastings will pay the cost of repairing or replacing safety glasses (prescription or non-prescription) damaged while at work.
 5. Linemen are required to use plastic frames.
 6. If an employee's prescription changes after one year the City of Hastings will cover the cost of new lenses and frames.
 7. Employees are eligible for new safety glasses every 24 months.
 8. The City of Hastings will not pay for specialty lens applications.

Boot Policy

This policy will be revisited during fiscal year 2021-22.

Wellness

The City of Hastings promotes a healthy workforce and City culture while providing growth opportunities for people, productivity, and profits. Lunch and learns, family seminars, and participation in health risk assessments and community wellness activities are ways in which we encourage good health. Wellness goals include:

- To create a healthy City culture.
- To enhance the health of employees and of the organization.
- To provide techniques and tactical plans for improving and controlling health care costs.

Nursing Mothers

If you are a new mother feeding your child and you wish to pump at work, you will be provided with a private place to do so and appropriate time away from your work station. However, you should utilize your breaks and lunchtime for these activities. If the break time is not sufficient, then you will return to work when you are finished.

Respectful Workplace Policy

Purpose

To promote a work environment free from violence or threats of violence, including bullying, harassment and intimidation, against individuals, as well as City and personal property. This includes partner or family violence that may occur on City property.

The examples and definitions listed in this policy are not all inclusive. The City has the sole right to interpret this policy based on individual facts and circumstances.

Application

The policy requires all individuals on City premises, whether employees or non-employees, to conduct themselves in a professional manner consistent with good business practices. The policy strictly prohibits use of bullying, violence, threats of violence, or possession of weapons in the workplace, including acts or threats of family violence.

Violations of this policy will lead to disciplinary actions, up to and including termination, and may include the involvement of appropriate law enforcement authorities.

Any person who makes threats, exhibits threatening behavior, or engages in violent acts on City property will be removed from the premises, and may be asked to remain away from the property pending the outcome of an investigation.

The City reserves the right, in its sole discretion, to determine when particular conduct constitutes an act of violence under this policy, and to respond to actual or perceived acts of violence in the manner deemed appropriate, based on the situation.

Workplace Violence

Workplace Violence is defined as:

- (1) behavior which constitutes actual or potential assault, harassment, intimidation, threats or similar actions.
- (2) possession of weapons.
- (3) threats to City or personal property.
- (4) enlisting, coercing or aiding other employees in such behaviors either:
 - (a) in the workplace or while engaged in City business or
 - (b) while using City or personal resources, such as phones, copy or fax machines, mail, e-mail, internet, voice mail and other forms of electronic communication, automobiles, etc.
 - (c) acts related to any of the above that reasonably relate to the workplace, regardless of whether the action takes place on or off City property.

Partner/Family Violence

The City recognizes the impact of partner/family violence can have an impact on the workplace. Partner/Family Violence is defined as abusive behavior, occurring between family, partners, or household members, which affects the workplace. The behavior includes physical violence, sexual, emotional and psychological intimidation, verbal abuse, stalking and economic control.

Bullying

Bullying is deliberate and repeated behavior intended to intimidate, offend, degrade or humiliate a particular person or group of people.

Examples of Bullying: Bullying is a form of aggression where actions are most often covert or subtle. Bullying usually, but not always, involves a pattern of behavior, so there is generally more than one occurrence of the behavior. The following examples are not all-inclusive, but show ways bullying may occur in the workplace:

- (1) Spreading malicious rumors, gossip or innuendo.
- (2) Excluding or isolating someone socially.
- (3) Undermining or deliberately impeding a person's work.
- (4) Withholding necessary information or purposefully giving the wrong information.
- (5) Yelling or using profanity.
- (6) Criticizing a person persistently.
- (7) Tampering with a person's personal belongings or work equipment.

Respectful comments that are objective, intended to provide constructive feedback, and intended to assist employees with their work, are not considered bullying.

Responsibility of Employees

All employees are responsible for establishing and maintaining a workplace free of violence by treating others with dignity and respect.

Employees are encouraged to notify a supervisor, manager, or human resources representative in good faith, in a timely manner of the following:

- any threats or acts of violence or
- any behavior regarded as violent or a safety concern witnessed, heard, or heard about from another person at the workplace or potentially affecting the workplace.

All threats should be taken seriously. Employees should NOT confront individuals who are making threats. Threats should immediately be reported to a supervisor, manager, or human resources representative.

In cases of bullying or harassment, employees may inform the perpetrator that their actions are not acceptable and ask the person to stop. Employees who are not comfortable doing this should talk with a supervisor, manager or Human Resources Department.

Training

All employees should be familiar with the policy regarding workplace violence and the steps for dealing with workplace threats and emergencies. To follow the steps outlined in this policy, employees will receive information on how to identify, report and respond to violence in the workplace.

Confidentiality

The City understands the sensitivity of such information and will take action in ways that maintain the respect and dignity for individuals, while acting to address the situation. The information will be kept confidential to the extent possible, consistent with the best interests of the City and those involved.

No Retaliation/Discrimination

The City will not tolerate retaliation against anyone who, in good faith, reports an incident, or who cooperates in the investigation process.

Reporting potential violence, bullying, etc., will not impact an employee's standing or opportunities within the City.

Also, employees who experience any form of workplace violence should not retaliate against the perpetrator(s). Employees should use the reporting procedure to elevate concerns and keep the investigation focused on the perpetrator.

Counseling

When an employee requests, or the City mandates, professional assistance relating to this policy, the Employee Assistance Program (EAP) will be contacted for counseling, support and referrals. This includes employees who are involved in partner/family violence.

Protective or Restraining Orders

Employees who obtain a temporary or permanent order of protection from a court that lists the City as a protected area must provide Human Resources with a copy of the petition and court order.

Right to Search

The City has the right to conduct searches of any items on City property. This can include desks, file cabinets, lockers, the employee's person, computers (including e-mail and internet), City provided cell phones or personal cell phone used for City business or anything brought onto or taken off its premises, when the City has reasonable suspicion. In certain situations, this may also involve appropriate law enforcement.

Emergency or Immediate Danger

If an employee is in immediate danger of harm while on City property, immediately call 911.

False Accusations

Employees who knowingly, willfully or in bad faith falsely accuse another person of such acts, will receive disciplinary action, up to and including termination.

ARTICLE XII.

DRUG AND ALCOHOL FREE WORKPLACE POLICY

Intent

The City of Hastings is committed to a drug and alcohol free workplace. Drug and alcohol testing of employees shall be determined based upon each employee's job classification and/or state or federal testing requirements.

Generally

Generally employees are divided for testing as follows:

1. Those employees who are subject to the federal Gas Pipeline, a copy of which is attached to this Employee Handbook as Appendix "A";
2. Employees who possess a CDL Driver's License which is maintained by the City; and
3. All other employees.

(It should be noted that an employee who qualifies in both 1. and 2. above may be included in both

pools.)

This policy will not apply to:

1. This policy shall apply to all employees except for employees who are covered by a collective bargaining agreement that provides for different drug and alcohol testing as part of their collective bargaining agreement.
2. Law enforcement officers and fire and rescue personnel who have general or standing orders which cover drug and alcohol in their systems or who are subject to state or federal regulations governing their positions or who have legal custody of controlled substances obtained or used in the lawful performance of their duties.
3. Any employee that has been pre-approved to distribute alcoholic beverages at a City social event as a part of their legitimate duties. Pre-approval must be granted by the employee's department head or in the case of department heads, by the City Administrator. On such occasions, the employee is not to consume alcohol.

Alcohol Prohibitions

1. All employees are prohibited from using, purchasing, possessing, distributing, and being impaired or intoxicated by alcohol while at work or on duty.
2. An employee who refuses to submit to a post-accident, reasonable suspicion or follow-up alcohol test will be immediately suspended from their job duties pending review.
3. An employee shall not consume alcohol while on standby and being paid standby pay. Doing so could result in disciplinary action.

Drug Prohibitions

1. All employees are prohibited from using, possessing, distributing, and being impaired or intoxicated by controlled substances or illegal drugs while at work or on duty.
2. Prescription and over-the counter medications are not prohibited when taken in recommended dosage and/or according to a physician's direction or recommendation.
3. Any employee taking prescribed or over-the-counter medications will be responsible for consulting the prescribing physician and/or pharmacist to ascertain whether the medication may interfere with safe performance of their job.
4. If the use of a medication could compromise the safety of the employee, fellow employees, the public or adversely affects the ability of the employee to reasonably perform their duties, it is the employee's responsibility to use appropriate procedures (e.g., call in sick, use leave time, request change of duty, notify supervisor, etc.) to avoid unsafe workplace practices.

Prohibitions for both Alcohol and Drugs

1. Any employee covered by this policy that refuses, fails a drug or alcohol test, or provides altered, substituted or diluted test specimen may receive disciplinary action, up to and including termination.
2. Any employee covered by this policy who refuses or fails a drug or alcohol test shall be immediately suspended from their job duties pending review.
3. All employees will be made aware of any modifications to this policy.

Confidentiality

1. Each employee's record of testing and results shall be maintained private and confidential with the exception of the testing laboratory, Medical Review Officer (if applicable), Human Resources and Safety departments, upon order of a court of competent jurisdiction or upon any State or Federal agency with regulatory authority, or as part of an accident investigation. The information shall include name-specific alcohol test results, records, and reports. The results of individual tests will not be released to anyone without the express written authorization of the individual tested.
2. All written records will be maintained in the Human Resources offices under the control of the Human Resources Director or his or her designee.
3. Unless an employee gives his or her written consent, the employee's drug and alcohol testing and/or rehabilitation records will not be released to a subsequent employer.
4. A covered employee is entitled, upon written request, to obtain copies of records pertaining to the employee's use of drugs or alcohol, including drug and alcohol tests.
5. The City may disclose information to an employee or the decision maker in a lawsuit, grievance, or other proceeding, and involving the results of a drug or alcohol test administered under this policy, or from the City's determination that the employee engaged in prohibited conduct.
6. The City shall release information regarding an employee's records as directed by the specific, written consent of the employee authorizing release to an identified person. Release of such information by the person or entity receiving the information is permitted only in accordance with the terms of the employee's consent.

Types of Drug Testing

1. Random Testing

- A. All employees are subject to unannounced testing based on random selection based on their job classification.
- B. The City of Hastings will random drug test at least 25 percent (25 %) of employees every twelve (12) months, conducted quarterly. All employees will be subject to be randomly picked for drug testing at each random testing date. An employee may be randomly picked more than once or not picked at all during the annual period.
- C. To assure that the selection process is random; all employees covered by this policy shall be placed in their respective common pool or pools. The random selection procedure will be a computer-based number generator that is matched with an employee's payroll identification number or any other identifying number.
- D. Employees who test positive have the right to have their sample retested, provided a written request for retesting is made within three (3) days of the initial positive finding. An employee will be responsible to pay in advance the cost of the retest, but will be reimbursed if the retest is negative.

2. Post-accident testing

- A. Employees who are involved in a workplace or traffic accident while on duty that results in bodily injury or property damage, **may** be required to take a drug test as soon as possible following the accident.

- B. Nothing in this section shall be construed to require the delay of necessary medical attention for injured people following an accident or to prohibit an employee from leaving the scene of an accident for the period necessary to obtain assistance in responding to the accident or to obtain necessary emergency medical care.
- C. Employees who test positive have the right to have their sample retested, provided a written request for retesting is made within three (3) days of the initial positive finding. An employee will pay in advance the cost of the retest, but will be reimbursed if the retest is negative.

3. Reasonable cause testing

- A. When there is reasonable cause to believe that an employee covered by this policy is using a controlled substance or prohibited drug, the employee shall be required to take a drug and alcohol test.
- B. The employee's supervisor must substantiate with another supervisor the decision to test for reasonable cause. Both supervisors must have completed training in drug and alcohol use symptoms.
- C. A decision to test must be based on physical, behavioral, or performance indicators of possible drug use. Examples of this are evidence of repeated errors on the job, regulatory or City rule violations, or unsatisfactory time and attendance patterns, coupled with a contemporaneous event that indicates possible drug use.
- D. For purposes of reasonable cause, testing is limited to controlled substances and intoxicating components.
- E. Employees who test positive have the right to have their sample retested, provided a written request for retesting is made within three (3) days of the initial positive finding. The employee will pay in advance the cost of the retest but will be reimbursed if the retest is negative.

Types of Alcohol Testing

1. Random Testing

- A. All employees are subject to unannounced testing based on random selection based on their job classification.
- B. The City will random alcohol test at least ten percent (10 %) of the covered employees every twelve (12) months. Tests are conducted quarterly. All persons may be randomly picked more than once or not picked at all during the annual period.
- C. To assure that the selection process is random; all employees covered by this policy will be placed in their respective common pool or pools. The random selection procedure will be a computer-based number generator that is matched with an employee's payroll identification number or any other identifying number.

2. Post-accident testing

- A. Employees who are involved in a workplace or traffic accident while on duty that results in bodily injury or property damage may be required to take an alcohol test as soon as possible following the accident.
- B. Nothing in this section shall be construed to require the delay of necessary medical

attention for injured people following an accident or to prohibit an employee from leaving the scene of an accident for the period necessary to obtain assistance in responding to the accident or to obtain necessary emergency medical care.

3. Reasonable cause testing

- A. When there is reasonable cause to believe that an employee covered by this policy is under the influence of alcohol, the employee shall be required to take a drug and alcohol test. No supervisor shall permit an employee who refuses to submit to such a test to perform or continue to perform their duties.
- B. The employee's supervisor must substantiate with another supervisor the decision to test for reasonable cause. Both supervisors must have completed training in drug and alcohol use symptoms.
- C. A decision to test must be based on physical, behavioral, or performance indicators of possible drug use. Examples of this are evidence of repeated errors on the job, regulatory or City rule violations, or unsatisfactory time and attendance patterns, coupled with a contemporaneous event that indicates possible alcohol use.
- D. No supervisor shall take any action under this subpart against an employee based solely on the employee's behavior and appearance in the absence of an alcohol test. The supervisor shall notify the Human Resources and/or Safety department that they are transporting the employee to the collection site.
- E. An employee who fails to remain available for testing for no good reason, not including medical attention, may be deemed to have refused to submit to testing.
- F. A covered employee shall not be permitted to report for duty or remain on duty while the employee is under the influence or impaired by alcohol.

Result of positive drug and/or alcohol test finding

- A. All employees who have a positive alcohol test or engage in prohibited alcohol misuse will be suspended from their duties and referred to the City Employee Assistance Program (EAP) for evaluation and rehabilitation under direction of a substance abuse professional either under contract or not affiliated with employer. Any employee who refuses to enter such a program could be subject to discipline up to and including dismissal.
- B. Participation in rehabilitation through the EAP will not result in disciplinary action. However, successful completion of the prescribed program will be required for the employee to continue in the employment of the City of Hastings. Only one rehabilitation program per employee is allowed. A positive test result, or a refusal to submit to a test, after a rehabilitation program will result in dismissal of the employee.
- C. Participation in rehabilitation through the EAP will not waive disciplinary action where warranted for violations of rules and regulations.
- D. An employee resolving problems associated with drug or alcohol misuse is subject to unannounced follow-up drug or alcohol testing as directed by a substance abuse professional.

Designated Personnel and Sites

Medical Review Officer for this program is Dr. A. A. Armstrong, M.D., WPCI, 1321 Broadway, Scottsbluff, NE 69361.

Drug and Alcohol collection site for this program is Mary Lanning Memorial Hospital, 715 North St. Joseph Avenue, Hastings, NE 68901.

Testing laboratory for this program is Clinical Reference Laboratory, 8433 Quivera, Lenexa, KS 66215.

ARTICLE XIII.

Computer Systems Security and Acceptable Use Policy

Purpose

To protect the City of Hastings from civil and criminal liability, and to protect the City of Hastings computer information systems against loss of information, unauthorized access and unnecessary performance degradation.

Employee agreement

All employees are required to sign a statement indicating that they have read and agree to adhere to the policy set forth below.

Licensed software and copyrighted materials

Employees must not copy software. Violations of software license agreements or copyright law can expose the City of Hastings and the responsible employee to civil and criminal penalties. This includes copying software onto City-owned computers as well as copying software onto computers owned by the employee.

Loss of Computerized information

The Information Technology Department has established procedures for making periodic backup copies of computerized City of Hastings information. Employees must not circumvent or interfere with these procedures, and must make reasonable efforts to avoid erasing or destroying City information. Employees must notify the Information Technology Dept. whenever data is mistakenly erased.

Software not provided by the City

Employees must not install any software on City owned computers. Any and all software installed on City owned computers must be purchased and installed by the Information Technology Department. If there is a need for additional software that is not installed on a computer, the employee must contact the Information Technology Dept.

Personal use of City of Hastings computers and software, and any personal use of computers and software provided by City of Hastings, is prohibited unless specifically authorized by the employee's supervisor and the Information Technology Department is notified.

Any information stored on City of Hastings-provided computers is the property of City of Hastings, and is in no way considered an employee's private or confidential information. City of Hastings management may review or inspect any employee's computer documents at any time.

Personal use of internet and email services

City of Hastings provides employees with internet and email services for the purpose of conducting City business. Any personal use of internet and e-mail services is prohibited unless specifically authorized by the employee's supervisor and the Information Technology Department is notified.

Any communication performed through City-provided internet or email services is the property of the City and is in no way considered an employee's private or confidential information. City of Hastings' management may review or inspect any employee's use of internet or email service at any time.

Employees must not spend work time with personal internet or email use. Any personal usage or anything of an illegal, sexual or inappropriate nature or consume excessive amounts of bandwidth such as downloading video and or audio files or file transferring utilizing peer-to-peer protocol including, but not limited to, Bit Torrent is strictly prohibited and may subject the employee to disciplinary action up to and including dismissal.

Computer viruses

The Information Technology Department is responsible for installing and maintaining virus protection software on all City computers whose operating systems are vulnerable to virus infection. Employees must not circumvent or interfere with this virus protection, and must not intentionally introduce a computer virus into a City computer whether by receiving an infected email message, by copying from an infected drive, or any external mass storage device, or by copying infected data from a portable device. These actions may subject the employee to disciplinary action up to and including termination.

Passwords

Employees must not disclose their computer passwords to anyone, except as required by the Information Technology Department for testing or administrative purposes. Passwords must not be written down in a place where they might be discovered. Employees must change passwords periodically and must choose passwords that cannot be easily guessed.

Use of City computers off-site

Employees must not take City computers off-site unless specifically approved by the employee's supervisor and the Information Technology Department is notified of the location. Whenever a City computer is taken off-site, the employee doing so must protect the computer from physical damage and from use by anyone else.

Employee owned computers and networkable devices

Only City owned computers and networkable devices are allowed to be connected to the wired City of Hastings Corporate Local Area Network. Under no circumstances are City employees allowed to connect an employee-owned computer or networkable device to the wired City of Hastings' Corporate Local Area Network. Networkable devices include but are not limited to; Desktop Computers, Laptop Computers, Printers, PDAs, 'Smart' phones, managed switches, unmanaged switches, Game consoles, Wi-Fi Access Points (APs), and Servers. Use of these computers or devices may subject the employee to disciplinary action up to and including dismissal.

City owned computers and networkable devices

City owned networkable devices should not be connected or disconnected from the City of Hastings' Corporate Local Area Network (wired or Wi-Fi) unless specifically approved by the supervisor and the Information Technology Department is notified. Networkable devices include but are not limited to; Desktop Computers, Laptop Computers, Printers, PDAs, 'Smart' phones, managed switches, unmanaged switches, Wi-Fi Access Points (APs), and Servers. Connecting or disconnecting these computers or devices without supervisor approval and notification of the Information Technology Department may subject the employee to disciplinary action up to and including dismissal.

Non-City-owned files and data storage devices

Employees must not access, open, or transfer any non-City-owned files to City-owned computers that could modify the computers configuration in any way. These files include but are not limited to the following types; .exe, .iso, .dll, etc.

Employees must exercise extreme caution when using non-City-owned data storage devices, using them only when absolutely necessary and only from trusted organizations/individuals who can confirm the safety of its contents. Data storage devices include but are not limited to; thumb drives, flash drives, or any device using flash memory with an integrated USB interface, NAS devices (network attached storage), and external hard drives. If a data storage device is required for work related file transfers, contact the Information Technology Department.

PROPOSED APPOINTMENTS

State statutes and the Hastings City Code require that the incumbent officeholder shall serve until they resign or

BOARD OR COMMISSION	APPOINTEE	DATES OF TERM	REPLACING OR REAPPOINTMENT
Housing Authority	Lori Olinger	5/24/2021-5/24/2026	Replacement

a replacement is named and approved by the City Council.