

**HAWLEY CITY COUNCIL AGENDA
MONDAY, SEPTEMBER 28, 2020
5:30 P.M. – COUNCIL CHAMBERS**

5:30

1. Call to Order
 - Covid-19 & Statement to hold electronic/telephonic meeting – See GOTOMEETING instructions attached
2. Citizen Comments
 - Please limit comments to 3 minutes per person. Items brought before the Council here shall be referred to the appropriate committee for consideration. No Council action or discussion will be held on these items.
3. Amendments to Agenda
4. Committee & Staff Reports:
 - Public Safety – (Joy)
 - EDA/EDA Advisors – (Joy)**
 - Update on EDA/EDA Advisors mtg Sept 21
 - Approve Quotes Photography for Economic Development/Website:
 - FatCat Studios \$1,490 (M)
 - BeMoreColorful \$5,760 (M)
 - LMC Regional Mtg DL Oct 1st 2:00
 - Personnel Committee Update – (Joy)
 - Airport Commission – (Joy)
 - Public Utilities Commission – (Joy)
 - Development/Water – (Joy)
 - EDA/EDA Advisors – (Mork)
 - Public Safety – (Mork)
 - Government Services – (Mork)**
 - Res 20-32 Adopting Proposed 2021 Property Tax Levy (M)
 - sets Subsequent Levy Hearing (Truth in Taxation) Dec 7 6:00 p.m.
 - Res 20-33 Adopting Preliminary 2021 Budget (M)
 - Draft Body Work Camera Program policy, frequently asked questions, Watchguard V300 equipment, & quotes for costs
 - Calling for PH on Body Cam policy & equipment Oct 26 6:00 p.m. (M)
 - Liquor Committee – (Mork)
 - Public Safety – (Mork)
 - Personnel Committee Update – (Mork)
 - Public Works Update - (Gunkelman)
 - Planning Commission Update – (Gunkelman)**
 - CUP Public Hearing for Lake Agassiz Education Cooperative
 - Planning Commission Recommendation (M)
 - Developers Agreement for Lake Agassiz Education Cooperative (M)
 - Heartland Trail Update – (Gunkelman)
 - Public Safety – (Gunkelman)
 - EDA/EDA Advisors – (Gunkelman)
 - Park Board – (Gunkelman)
 - Personnel Committee Update – (Gunkelman)
 - Government Services – (Eldred)**
 - 15th Street Otta Seal Repairs & Seal Coat Update
 - Pay Request Sellin Brothers \$31,445.20
 - Res 20-34 Declaring Adequacy of Petition & Ordering Report – Rapat (M)
 - Res 20-35 Declaring Adequacy of Petition & Ordering Report – Hawley Retirement Incorporated (M)
 - Development/Water Committee – (Eldred)

- Personnel Committee – (Eldred)
- EDA – (Eldred)
- FM MetroCOG Policy Board – (Eldred)
- Public Works Update - (Asleson)**
 - Fire Hall Demo/Addition Contractor Timeline
 - Application for Clay County Wheelage Tax Funds \$66,530.68 (M)
- Planning Commission Update – (Asleson)
- Liquor Committee – (Asleson)
- Personnel Committee Update – (Asleson)
- EDA – (Asleson)

5. CONSENT ITEMS. (NOTICE TO PUBLIC) All matters listed in this form are considered routine by the council and will be enacted by one (1) motion in the form listed below. There will be no separate discussion of these items unless good cause is shown prior to the time the council votes on the motion to adopt.

- A. Minutes 9-14-20
- B. Committee of the Whole Summaries 9-14-20 & 9-21-20
- C. Draft Oct City Newsletter
- D. SRTS Walk to Anywhere Week
- E. GMPT Newsletter
- F. Sept & Oct Meeting Calendar

Suggested Action: Motion/Second. If there are no objections, the items "A" through "F" under the CONSENT ITEMS will be approved as submitted.

- 6. Bills for approval - (Eldred) (M)
- 7. Other business as may arise
- 8. Adjourn

Lisa Jetvig

From: epolley@ci.hawley.mn.us
Sent: Thursday, September 24, 2020 12:44 PM
To: ljetvig@ci.hawley.mn.us
Subject: Council Meeting

Council Meeting
Mon, Sep 28, 2020 5:30 PM - 6:30 PM

Please join my meeting from your computer, tablet or smartphone.

<https://global.gotomeeting.com/join/563917637>

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Project bid for Lee Schwartz (Hawley Economic Development Team)

Project Description: Provide color, copyright-released photos, in commercial print-quality (300 dpi), digital-format, for use in advertising, print and website. Images will be of five locations throughout Hawley, Minnesota featuring buildings, environmental detail shots and candid, quality-of-life family and kid shots featured on a playground.

Day rate for photography: \$1,000 (or \$125/hour). It would be for one day (In 2-3 weeks).

Travel: Hawley

Travel time: 1hr (total) x \$40.00

Photography time: 45-60 minutes/location (Full day)

Editing time: \$75/hour

Estimated hours editing: 3-4 (not to exceed 6) hours editing

Hotel: Not required

Total: \$1,090.00 not to exceed \$1,490.00

Be More Colorful, LLC

PO Box 1350
Fargo, ND 58107



SOW 1119 for Agreement to Perform Interactive Media Services for the City of Hawley

Date	Services Performed By:	Services Performed For:
September 1, 2020	Be More Colorful, LLC PO Box 1350 Fargo, ND 58107	City of Hawley 305 6th St Box 69 Hawley, MN 56549

This Statement of Work (SOW) is issued pursuant to the Master Services Agreement between City of Hawley (“Client”) and Be More Colorful, LLC (“Contractor”), effective September 1, 2020 (the “Agreement”). This SOW is subject to the terms and conditions contained in the Agreement between the parties and is made a part thereof. Any term not otherwise defined herein shall have the meaning specified in the Agreement. In the event of any conflict or inconsistency between the terms of this SOW and the terms of this Agreement, the terms of this SOW shall govern and prevail.

This SOW #1119 (hereinafter called the “SOW”), effective as of September 1, 2020, is entered into by and between Contractor and Client, and is subject to the terms and conditions specified below. The Exhibit(s) to this SOW, if any, shall be deemed to be a part hereof. In the event of any inconsistencies between the terms of the body of this SOW and the terms of the Exhibit(s) hereto, the terms of the body of this SOW shall prevail.

Period of Performance

The Services as described in this SOW shall occur on dates yet to be determined.

Purpose of Engagement

The purpose of this engagement is to provide the City of Hawley with a community virtual tour and strategic consultation to help the city highlight city lifestyle and amenities located off the main highway. Through this engagement, Be More Colorful will provide the City of Hawley with a strategy for leveraging interactive 360° experiences and embedded media elements specifically designed to help the City make a compelling case for why people in living and working in the region should choose Hawley as their home.

Significance of a Be More Colorful – City of Hawley Partnership

As the region's foremost expert in the creative application of virtual tour technology, Be More Colorful is uniquely positioned to provide the City of Hawley with comprehensive knowledge for how to most effectively deliver 360° virtual tours that will provide the community with an effective toolset and strategy for recruiting new residents. Be More Colorful will build experiences that offer potential residents a chance to familiarize themselves with the unique amenities and lifestyle Hawley has to offer.

Our strategic approach will be designed to couple with the City of Hawley's existing initiatives to serve as an opportunity to deliver enhanced social media engagement, more meaningful virtual meetings via Zoom, and opportunities to enable employers to have more meaningful conversations with prospective residents about what it means to live in Hawley. This will be accomplished by utilizing virtual tour technologies to provide 24/7 access to a variety of venues and community experiences providing rich context about Hawley and what it has to offer. These experiences will serve to connect people with both physical locations and the community experience, all while still allowing for safe social distancing practices during the COVID-19 crisis and beyond.

Year over year, Be More Colorful maintains 95% client retention with our customers with average 5-star reviews on both Google and Facebook. Clients regularly report that their 360° virtual tour continues to be one of their most valuable digital assets. We accomplish this by helping our clients establish positive emotional connections with their potential customers that lead to increased interactions. Our strategic and consultative approach helps clients observe measurable results including increased foot/digital traffic and phone inquiries from online promotions and more direct inquiries when utilizing virtual reality glasses at trade shows and other in-person presentations.

Deliverable Materials

- Aerial 360° imagery virtual tour with embedded information, video, and image galleries of life in Hawley, MN
- Strategic recommendations and consultation for how to leverage virtual tour media across the City of Hawley's digital media channels

Contractor Responsibilities

- Come on site to capture 360° imagery for virtual tour experiences
- Collaborate with the City of Hawley and city stakeholders for general structure/narratives, branding elements, and tour roadmap
- Capture, process, and stitch raw imagery into final spherical panoramas
- Actively work alongside the City of Hawley to establish best practices for helping ensure maximum effectiveness of virtual tour experiences (social media, website, email, etc.)
- Provide recommendations for photographer(s) to capture city lifestyle shots

Client Responsibilities

- Provide feedback to Contractor to establish a general template for standardized
- Collaborate with Contractor on tour storyboard and desired scene capture locations and timelines
- Source and hire a photographer to conduct lifestyle shots to be included in the virtual tour
- Provide Contractor with all auxiliary media elements desired to be included within each tour (video, audio, still pictures, copy, etc.)

- Ensure sites are accessible to photographer and provide necessary logistics to ensure undisturbed areas for camera placement (camera equipment requires a small undisturbed footprint ... radius of at about 3 feet around tripod)
- Ensure all areas photographed are prepped for 360° photography
- Provide Contractor with timely feedback when requested (within 72 business hours)

Fee Schedule Summary

The total cost for the Services pursuant to this SOW will be largely dependent on staying within the scope of services defined above. Rates are based on hours involved in preparing branding options, storyboarding, image capture, post-processing, customizing the experiences; hours spent in planning, assistance promoting the experiences post-production, and use of Contractor's expertise, technology, equipment, and platforms. Additional hours required to further customize and/or expand any experience beyond what is described in this SOW will be billed at an hourly rate of \$150/hour. Travel beyond 20 miles of Fargo/Moorhead will be billed at \$0.80/mile. Annual hosting and maintenance, are to be paid in advance and are recurring fees that will be billed annually on anniversary date of virtual tours' "go-live" date(s).

Fee Schedule

Phase 1 – Pilot Project

Item Description	Rate	Quantity	Total
<p>Build Interactive Community Virtual Tour – Includes travel, multiple photoshoots (non-drone imagery), storyboarding, tour building, and strategic consultation for an interactive experience of a series of aerial scenes with multiple call-outs on city amenities (up to 10 interactive elements per scene).</p> <p>Experience may include embedded (client-provided) media elements, voiceover, and multiple interactive elements to create an immersive experience that simulates being there in person. Experience will also include auxiliary media assets for use in social media campaigns and strategy consulting on virtual tour usage.</p> <p>Also includes hiring of FAA certified drone pilot for capturing aerial 360° and still imagery</p>	\$1200 Per 360° Scene	4	\$4,800
<p>Ongoing maintenance, hosting, support – Includes costs of required software, bandwidth, patches, minor adjustments/updates, etc.</p>	20% of Project Cost (annually)	1	\$960
<p>Total Cost Phase 1</p> <p>Pricing valid for 30 days from issuance of this SOW</p> <p>Total cost does not include applicable state/local sales tax</p>			<p>\$5,760 (year 1) \$960 (years 2+)</p>

Bill To Address	Client Project Manager
305 6th St Box 69 Hawley, MN 56549	Lee Schwartz

Out-of-Pocket Expenses / Invoice Procedures

50% down payment to reserve shooting dates with remaining 50% due upon completion of deliverables.

Completion Criteria

Contractor shall have fulfilled its obligations when any one of the following first occurs:

- Contractor accomplishes the Contractor activities described within this SOW, including delivery to Client of the materials listed in the Section entitled "Deliverable Materials," and Client accepts such activities and materials without unreasonable objections. No response from Client within 2 business days of deliverables being delivered by Contractor is deemed acceptance.
- Contractor and/or Client has the right to cancel services or deliverables not yet provided with [20] business days advance written notice to the other party.

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

City of Hawley

Be More Colorful, LLC

By: _____
Name:
Title:

By: _____
Name:
Title:

Subject: LMC Regional Meeting
Location: Detroit Lakes Pavilion 1361 Washington Avenue Detroit Lakes, MN 56501
Start: Thu 10/1/2020 2:00 PM
End: Thu 10/1/2020 3:00 PM
Show Time As: Tentative
Recurrence: (none)
Meeting Status: Not yet responded
Organizer: Kari Tyson

Dear City Administrator and Mayor (or 1 Council Member)

The City of Detroit Lakes and the League of Minnesota Cities (LMC) invite you to join us for a mini-meetup of cities near you! **(Please RSVP to Kari at the City of Detroit Lakes with the names of those attending)**

Since 1931, the League has been hitting the road in the fall for Regional Meetings throughout the state to provide important updates on what's happening in St. Paul, share what's new at LMC, and provide an opportunity for cities to get together.

While Regional Meetings can't be held in the traditional way this year, LMC is partnering with cities throughout the state to facilitate small, informal gatherings of neighboring cities.

What to expect:

- A small, socially-distanced gathering of city staff and elected officials in your area.
- Informal updates from key LMC staff, including Luke Fischer, Deputy Director, and Gary Carlson, Intergovernmental Relations Director.
- Unstructured, social time to reconnect with and get to know your peers and your friends at LMC.

When: Thursday, October 1, 2-3 PM

Where: 1361 Washington Avenue- Pavilion by the Lake

Please extend this invitation to your mayor or a member of your city council.

**RESOLUTION 20-32
CITY OF HAWLEY, MINNESOTA
RESOLUTION ADOPTING THE PROPOSED PROPERTY TAX LEVY
2020 TAX LEVY, COLLECTIBLE IN 2021**

BE IT RESOLVED by the council of the City of Hawley, County of Clay, Minnesota, that the following sums of money be levied for the current year, collectible in 2021, upon the taxable property in said City of Hawley, for the following purposes:

General Fund	\$560,800
Housing Tax Abatement	11,900
AmericInn Tax Abatement	10,100

WHEREAS, the County Auditor is directed to levy the following for principle and interest on bonded indebtedness;

2011B St ReblD Bonds	36,750
2013 Hwy 10 Bonds	76,450

Total Levy **\$ 696,000**

The city clerk is hereby instructed to transmit a certified copy of this resolution to the county auditor of Clay County, Minnesota.

The City of Hawley will hold its Subsequent Levy Hearing (formerly known as Truth in Taxation) on this Proposed Levy on Monday, December 7, 2020 at 6:00 p.m. at the City Council Chambers.

Adopted by the city council on the 28th day of September, 2020.

ATTEST:

James Joy
Mayor

Lisa Jetvig
Clerk Treasurer

**RESOLUTION 20-33
CITY OF HAWLEY, MINNESOTA
RESOLUTION ADOPTING THE PRELIMINARY 2021 BUDGET**

BE IT RESOLVED by the council of the City of Hawley, County of Clay, Minnesota, that the following Preliminary 2021 budget is adopted for the general fund revenues and expenditures:

Revenues	\$1,868,133
Expenditures	\$1,859,454

Adopted by the city council on the 28th day of September, 2020.

ATTEST:

James Joy
Mayor

Lisa Jetvig
Clerk Treasurer

CITY OF HAWLEY GENERAL FUND REVENUES 2021 Preliminary 9-28-20

	PRELIMINARY						
	2017	2018	2019	2020	2021	Budget	
	Budget	Budget	Budget	Budget	Budget	Incr/Decr	
TIF- only 2 older ones	10,000	-	-	-	-	-	
Property Tax Gen 4.97%	429,549	465,711	491,617	514,745	549,217	34,472	General Fd & Levy Pmnts housing & Americinn abatements In/Out
Tax Abatements .03% 5.0%	38,240	25,700	22,000	22,000	22,000	-	
Liquor Licenses	10,800	10,800	10,800	10,800	12,690	1,890	
Zoning Permits	6,500	7,500	6,000	6,000	6,000	-	
Pet License	650	650	500	450	450	-	
Fire State Aid Relief Assn	27,000	27,000	30,000	36,000	36,000	-	(In/Out 0 Effect on Budget)
Police State Aid	15,000	17,000	33,000	35,000	36,000	1,000	
Local Govt Aid	612,225	625,042	625,865	642,245	652,987	10,742	
State Aid - Streets	-	20,808	-	-	-	-	
Police Training POST	1,500	1,500	1,900	4,000	4,000	-	
PERA AID	2,402	2,402	2,402	2,402	2,402	-	
County Hwy Aid	9,000	9,500	9,500	10,500	10,500	-	
Street Charges	1,000	2,000	2,000	1,000	1,000	-	
Mowing/Snow -Airport	8,000	8,000	8,000	8,000	8,000	-	
Fines	16,000	20,000	20,000	15,000	15,000	-	both fines & TZD reimbursements
SRO Reimbursement			-	20,924	34,281	13,357	
Police Night to Unite donations			-	2,500	2,500	-	
Assessments (Bd payoffs)	60,000	20,000	153,000	202,899	72,425	(130,474)	
Miscellaneous	3,000	3,000	3,000	1,000	1,000	-	
Interest	2,000	2,000	6,000	11,000	14,000	3,000	
Rent - HERT	1	1	1	1	1	-	(lease w/o repairs or utilities)
Rent - Community Bldg	6,000	6,000	6,000	6,000	5,000	(1,000)	
Golf Club Lease	100	100	100	100	100	-	
Softball Lease/Billboards	751	751	950	1,000	1,000	-	School lease \$1
Fire Hall Lease					53,680	53,680	
Insurance Rebate	5,000	5,000	7,000	7,000	6,000	(1,000)	
Transfer - Liquor	8,000	8,000	8,000	8,000	12,000	4,000	
Franchise Fee - Gas	62,000	62,000	62,000	62,000	62,000	-	
Franchise Fee-Electric	146,000	150,000	150,000	150,000	145,000	(5,000)	
Franchise Fee-Cable	9,000	9,000	9,000	9,000	9,000	-	
Right-of-Way Fees	900	900	900	900	900	-	
Other Income TIF Fees	10,000	13,000	12,000	16,000	16,000	-	
Transfer In - HSA				12,000	12,000	-	
Transfer - Sewer	45,000	45,000	45,000	45,000	45,000	-	
Transfer - Garbage	20,000	20,000	20,000	20,000	20,000	-	
OTHER Bond Payoffs	11,300	50,000	-	-	-	-	
Total	1,576,918	1,638,365	1,746,535	1,883,466	1,868,133	-15,333	



CITY OF HAWLEY - GENERAL FUND BUDGET EXPENDITURES 2021 Preliminary 9-28-20

	2017	2018	2019	2020	Preliminary 2021	Budget Incr/Decre	
	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>		
Council & Mayor	73,135	71,210	70,210	70,610	75,990	5,380	
Elections	-	3,300	-	7,559	-	-7,559	Election in even yrs
City Administration	53,889	51,818	53,133	55,982	57,322	1,340	
Assessor	5,920	5,920	6,400	6,400	7,200	800	
Attorney	25,000	27,000	27,000	31,000	31,000	0	
Other General Govt	60,122	56,310	55,960	77,426	59,560	-17,866	
FRIENDS OF POOL Donation	20,000	20,000	20,000	20,000	20,000	0	
Fire District - City Share	52,790	53,000	54,250	55,650	83,890	28,240	Bldg Lease pmt added
Emergency Response Dist	36,001	36,023	36,667	39,432	39,600	168	
Fire Dept-State Aid	27,000	27,000	30,000	36,000	36,000	0	In/Out 0
Data Processing	3,750	4,800	7,800	6,800	5,800	-1,000	Computer Rotation
City Hall Bldg	16,700	18,700	18,700	9,500	9,500	0	
Police Department	556,804	551,015	559,671	609,703	628,421	18,718	
Police Department Bldg	30,000	30,000	30,000	55,000	30,000	-25,000	Pave Parking/Drainage
Animal Control	700	700	700	700	2,100	1,400	
Vector Control	17,500	17,200	17,200	17,200	20,200	3,000	aerial spraying added
Street Department	347,318	333,243	444,016	383,724	388,050	4,326	
Community Center	25,165	21,330	19,265	18,781	18,373	-408	
Park Department	101,432	118,133	124,829	125,910	129,308	3,398	
Park Board Projects	30,000	50,000	50,000	30,000	30,000	0	
Forestry/Shade Tree	8,300	8,800	8,800	9,300	11,300	2,000	
Library	11,812	11,490	11,290	11,290	13,640	2,350	Pave Parking/Drainage
EDA (TIF Refund Incl)	49,300	40,300	41,300	61,200	60,200	-1,000	EDA work/advertising
CITY SHARE NEW PROJECTS	-	49,750	21,000	86,000	40,000	-46,000	Phase 3
HOUSING & AMERINN ABATEMENT	38,236	25,700	22,000	22,000	22,000	0	Housing/Amerinn Abatements
Fire Hall Bldg/Loan Pmt '21	-	5,600	11,000	35,000	40,000	5,000	Fire Hall Loan Pmt
TOTAL	1,590,874	1,638,342	1,741,191	1,882,167	1,859,454	-22,713	





HAWLEY POLICE DEPARTMENT

Hawley Police Department Body Work Camera Program

The Hawley Police Department is going to be equipping officers with body worn cameras. To be compliant with Minnesota State Law, we would like to allow the public to comment on the cameras we are purchasing as well as our policy we will be adopting for them.

Any questions or comments related to the cameras or policy can be directed to Chief Joseph Backlund in written form to:

Chief Joe Backlund
818 Front Street, PO Box 68
Hawley, MN 56549
jbacklund@ci.hawley.mn.us

We will also be holding a **public hearing** about the body cameras at the **Hawley City Hall at general council meeting on 10/26/2020 at 6:00pm.**

We welcome any feedback that the public has on the body cameras and policy

SECTION 27
BODY WORN CAMERAS(BWC)

I. Purpose

The use of body-worn cameras (BWCs) in law enforcement is relatively new. The primary purpose of using BWCs is to capture evidence arising from police-citizen encounters. While this technology allows for the collection of valuable information, it opens up many questions about how to balance public demands for accountability and transparency with the privacy concerns of those being recorded. In deciding what to record, this policy also reflects a balance between the desire to establish exacting and detailed requirements and the reality that officers must attend to their primary duties and the safety of all concerned, often in circumstances that are tense, uncertain, and rapidly evolving.

II. Policy

It is the policy of this department to authorize and require the use of department-issued BWCs as set forth below.

III. Scope

This policy governs the use of BWCs in the course of official duties. It does not apply to the use of surreptitious recording devices in undercover operations or the use of squad based (dash-cam) video recorders. The chief or chief's designee may supersede this policy by providing specific instructions for the use of BWCs to individual officers or, providing specific instructions for the use of BWCs pertaining to certain events or classes of events, including but not limited to political rallies and demonstrations. The chief or chief's designee may also provide specific instructions or standard operating procedures for BWC use to officers assigned to specialized details, such as carrying out duties in courts or guarding prisoners or patients in hospitals and mental health facilities.

IV. Definitions

The following phrases have special meanings as used in this policy:

A. MGDPA or Data Practices Act refers to the Minnesota Government Data Practices Act, Minn. Stat. § 13.01, et seq.

B. Records Retention Schedule refers to the General Records Retention Schedule for Minnesota Cities

Law enforcement-related information means information captured or available for capture by use of a BWC that has evidentiary value because it documents events with respect to a stop, arrest, search, citation, or charging decision.

C. Evidentiary value means that the information may be useful as proof in a criminal prosecution, related civil or administrative proceeding, further investigation of an actual or suspected criminal act, or in considering an allegation against a law enforcement agency or officer.

D. General citizen contact means an informal encounter with a citizen that is not and does not become law enforcement-related or adversarial, and a recording of the event would not yield information relevant to an ongoing investigation. Examples include, but are not limited to, assisting a motorist with directions, summoning a wrecker, or receiving generalized concerns from a citizen about crime trends in his or her neighborhood.

E. Adversarial encounter means a law enforcement encounter with a person that becomes confrontational, during which at least one person expresses anger, resentment, or hostility toward the other, or at least one person directs toward the other verbal conduct consisting of arguing, threatening, challenging, swearing, yelling, or shouting. Encounters in which a citizen demands to be recorded or initiates recording on his or her own are deemed adversarial.

F. Unintentional Recording is a video recording that results from an officer's inadvertence or neglect in operating the officer's BWC, provided that no portion of the resulting recording has evidentiary or administrative value. Examples of unintentionally recorded footage include, but are not limited to, recordings made in station house locker rooms, restrooms, and recordings made while officers were engaged in conversations of a non-business, personal nature with the expectation that the conversation was not being recorded.

G. Traffic/Pedestrian Stop, for purposes of this policy, means that the officer is on duty and performing authorized law enforcement services on behalf of this agency, and has undertaken a stop of this nature.

V. Use and Documentation

A. Officers may use only department-issued BWCs in the performance of official duties for this agency or when otherwise performing authorized law enforcement services as an employee of this department.

B. Officers who have been issued BWCs shall operate and use them consistent with

this policy. Officers shall check their issued BWCs at the beginning of each shift to make sure the devices are functioning properly and shall promptly report any malfunctions to the officer's supervisor.

- C. Officers should wear their issued BWCs at the location on their body and in the manner specified in training.
- D. Officers must document BWC use and nonuse as follows:
 - 1. Whenever an officer fails to record an activity that is required to be recorded under this policy or captures only a part of the activity, the officer must document the circumstances and reasons for not recording in an incident report or CAD. Supervisors shall review these reports and initiate any corrective action deemed necessary.

VI. General Guidelines for Recording

- A. Officers shall activate their BWCs when anticipating that they will be involved in, or witness other officers of this agency involved in a pursuit, *Terry* stop of a motorist or pedestrian, search, seizure, arrest, use of force, adversarial contact, and during other activities likely to yield information having evidentiary value. However, officers need not activate their cameras when it would be unsafe, impossible, or impractical to do so, but such instances of not recording when otherwise required must be documented as specified in the Use and Documentation guidelines, part (D)(2) (above).
- B. Officers have discretion to record or not record general citizen contacts.
- C. Officers have no affirmative duty to inform people that a BWC is being operated or that they are being recorded.
- D. Once activated, the BWC should continue recording until the conclusion of the incident or encounter, or until it becomes apparent that additional recording is unlikely to capture information having evidentiary value. The officer having charge of a scene shall likewise direct the discontinuance of recording when further recording is unlikely to capture additional information having evidentiary value. Officers shall state the reasons for ceasing the recording on camera before deactivating their

BWC. If circumstances change, officers shall reactivate their cameras as required by this policy to capture information having evidentiary value.

- E. Officers shall not intentionally block the BWC's audio or visual recording functionality to defeat the purposes of this policy. Officers may when deemed necessary, mute the audio for the purposes of sensitive conversations with other officers.
- F. Notwithstanding any other provision in this policy, officers shall not use their BWCs to record other agency personnel during non-enforcement related activities, such as during pre- and post-shift time in locker rooms, during meal breaks, or during other private conversations, unless recording is authorized as part of an administrative or criminal investigation.
- G. Officers shall not intentionally edit, alter, or erase any BWC recording unless otherwise expressly authorized by the chief or the chief's designee.

VII. Special Guidelines for Recording

Officers may, in the exercise of sound discretion, determine:

- A. To use their BWC to record any police-citizen encounter if there is reason to believe the recording would potentially yield information having evidentiary value, unless such recording is otherwise expressly prohibited.
- B. To use their BWC to take recorded statements from persons believed to be victims and witnesses of crimes, and persons suspected of committing crimes, considering the needs of the investigation and the circumstances pertaining to the victim, witness, or suspect.

In addition,

- C. Officers need not record persons being provided medical care unless there is reason to believe the recording would document information having evidentiary value. Officers may activate their BWCs when dealing with individuals believed to be experiencing a mental health crisis or event. BWCs shall be activated as necessary to document any use of force and the basis therefor and any other information having evidentiary value, but need not be activated when doing so would serve only to record symptoms or behaviors believed to be attributable to the mental health issue.

- D. Officers should use their BWCs and or squad-based audio/video systems to record their transportation and the physical transfer of persons in their custody to hospitals, detox and mental health care facilities, juvenile detention centers, and jails, but otherwise should not record in these facilities unless the officer anticipates witnessing a criminal event or being involved in or witnessing an adversarial encounter or use-of-force incident.

VIII. Downloading and Labeling Data

- A. Each officer using a BWC is responsible for transferring or assuring the proper transfer of the data from his or her camera to by docking the unit at the end of that officer's shift. However, if the officer is involved in a shooting, in-custody death, or other law enforcement activity resulting in death or great bodily harm, a supervisor or investigator shall take custody of the officer's BWC and assume responsibility for transferring the data from it.
- B. Officers shall label the BWC data files at the time of video capture or transfer to storage, and should consult with a supervisor if in doubt as to the appropriate labeling.
 - 1. Evidentiary:** The information has evidentiary value with respect to an actual or suspected criminal incident or charging decision above the level of Petty Misdemeanor. The recording has potential evidentiary value for reasons identified by the officer at the time of labeling. Whether or not enforcement action was taken or an arrest resulted, an officer seized property from an individual or directed an individual to dispossess property.
 - 2. Use of Force/Pursuit:** Whether or not enforcement action was taken or an arrest resulted, the event involved the application of force by a law enforcement officer of this or another agency.
 - 3. Adversarial:** The incident involved an adversarial encounter.
 - 4. Training Value:** The event was such that it may have value for training.
 - 5. Unintentional Recording:** Footage captured through unintentional activation will be deleted at the end of the officer shift.
 - 6. General:** The recording does not contain any of the foregoing categories of information and has no apparent evidentiary value. Recordings of general citizen contacts are not evidence.

7. Traffic/Petty Citation: The recording documents the issuance of a Petty Misdemeanor violation.

8. Traffic/Pedestrian Stop: The recording documents the undertaking of a pedestrian or traffic stop no resulting in charges.

- C. Labeling and flagging designations may be corrected or amended based on additional information.

IIIX. Access to BWC Data

A All safeguards in place by Evidence.com will meet or exceed required security parameters.

In addition:

B. Access to BWC data from city or personally owned and approved devices shall be managed in accordance with established city policy.

C. Officers may access and view stored BWC video only when there is a business need for doing so, including the need to defend against an allegation of misconduct or substandard performance. Officers may review video footage of an incident in which they were involved prior to preparing a report, giving a statement, or providing testimony about the incident.

D. Officers may display portions of BWC footage to witnesses as necessary for purposes of investigation as allowed by Minn. Stat. § 13.82, subd. 15, as may be amended from time to time. Officers should limit these displays to protect against the incidental disclosure of individuals whose identities are not public.

E. Agency personnel are prohibited from accessing BWC data for non-business reasons and from sharing the data for non-law enforcement related purposes, including but not limited to uploading BWC data recorded or maintained by this agency onto public and social media websites.

F. Officers shall refer members of the media or public seeking access to BWC data to the Frazee Police Department Records Division, who will process the request in accordance with the MGDPA and other governing laws. Employees seeking access to BWC data for non-business reasons may make a request for it in the same manner as any member of the public.

G. BWC data shall be made available to prosecutors, courts, and other criminal justice entities as provided by law.

H. Prior to release of data, the Records Division shall determine if a file is appropriate for release if it contains subjects who may have rights under the **MGDPA** limiting public disclosure of information about them. These

individuals include:

1. Victims and alleged victims of criminal sexual conduct.
2. Victims of child abuse or neglect.
3. Vulnerable adults who are victims of maltreatment.
4. Undercover officers.
5. Informants.

6. When the video is clearly offensive to common sensitivities.

7. Victims of and witnesses to crimes, if the victim or witness has requested not to be identified publicly.
8. Individuals who called 911, and services subscribers whose lines were used to place a call to the 911 system.
9. Mandated reporters.

10. Juvenile witnesses, if the nature of the event or activity justifies protecting the identity of the witness.
11. Juveniles who are or may be delinquent or engaged in criminal acts.

12. Individuals who make complaints about violations with respect to the use of real property.

13. Officers and employees who are the subject of a complaint related to the events captured on video.
14. Other individuals whose identities the officer believes may be legally protected from public disclosure.

IX. Agency Use of Data

- A. Supervisors and other assigned personnel may access BWC data for the purposes of reviewing or investigating a specific incident that has given rise to a complaint or concern about officer misconduct or performance.
- B. Nothing in this policy limits or prohibits the use of BWC data as evidence of misconduct or as a basis for discipline.
- C. Officers should contact their supervisors to discuss retaining and using BWC footage for training purposes. Officer objections to preserving or using

certain footage for training will be considered on a case-by-case basis. Field training officers may utilize BWC data with trainees for the purpose of providing coaching and feedback on the trainee's performance.

X. Data Retention

- A.** Evidentiary data shall be retained for the period specified in the General Records Retention Schedule for Minnesota Cities. When a particular recording is subject to multiple retention periods, it shall be maintained for the longest applicable retention period.

- B.** Unintentionally recorded footage shall not be retained.

- C.** BWC footage that is classified as non-evidentiary, or becomes classified as non-evidentiary, shall be retained for a minimum of 90 days following the date of capture. If information comes to light indicating that non-evidentiary data has evidentiary value or value for training, it may be reclassified and retained for a longer period.

- D.** The department shall maintain an inventory of BWC recordings.

Adopted- _____



Frequently Asked Questions on Portable Recording Systems (Police Body Worn Cameras)

August 8, 2016

The following are frequently asked questions about 2016 Minn. Law Chapter 171, §§ 5-7, the law on portable recording systems (police body worn cameras). The effective date of this law is Aug. 1, 2016.

What audio and video data is covered by the new law?

It is data captured by a device worn by a peace officer that is capable of both audio and video recording. Accordingly, in most cases it will not be “dash cam” video or data generated from audio or video recordings by other city staff. In this FAQ, such data is informally known as ‘body camera’ data.

Data practices implications

What is the data classification for body camera audio and video?

Generally, with several notable exceptions it is private data on individuals or nonpublic data. Private data on individuals or nonpublic data is accessible to the data subject and those whose job responsibilities reasonably require access, but it is not generally accessible to the public. Body camera data that is part of an active criminal investigative data is generally confidential and not available to the public or the data subject.

When is body camera data public?

Body camera data is public in the following situations:

- When a peace officer discharges a firearm in the course of duty (but not discharge for training purposes or killing animals).
- When use of force by a peace officer results in “substantial bodily harm”.
- When a data subject requests that the data be made accessible to the public - after redacting by blurring video or distorting audio - of:
 1. those who have not consented to the release and
 2. Undercover officers.
- When body camera data documenting the basis for discipline is part of personnel data in final disposition of discipline.
- When made public by order of the court.

Do the law enforcement agencies have discretion to make body camera video public?

Yes, a law enforcement agency may make body camera video that is classified as confidential, protected nonpublic, private or nonpublic data accessible to the public if they have determined that

it will aid in the law enforcement process, promote public safety, or dispel widespread rumor or unrest. Minn. Stat. § 13.82, subd. 15.

We have video that is public but very graphic. Do we have to release it?

A law enforcement agency may redact or withhold access to portions of data that are public when the data is “clearly offensive to common sensibilities.” Minn. Stat. § 13.825, subd. 2(5) (b). A best practice would be to review the data with the city attorney and determine what portions, if any, can be released to the public.

Who are considered subjects of the data?

Any individual or entity whose image or voice is on portable system recording data is a subject of the data. This includes on-duty peace officers engaged in an investigation or response to an emergency, incident, or request for service. While subjects of the data generally have the right to be redacted from any data released, an on-duty officer may not be redacted from such data. Minn. Stat. § 13.825, subd. 4.

Can the individual who interacted with a peace officer view the body camera video?

Yes, outside of criminal investigative data, body camera video is private data, which means the subject of the data may view the recording. If the subject requests a copy of the data, the law enforcement agency must redact the data on other individuals who do not consent to its release. The identity of an undercover law enforcement officer must also be redacted for their protection. Minn. Stat. § 13.825, subd. 4.

Can an officer review body camera video before writing their report of the incident?

State statute doesn't mandate or prohibit officer review before writing reports. Therefore, a law enforcement agency may determine by policy when the officer has access to body camera data.

Can a peace officer, or law enforcement personnel, review body camera data from another officer?

With written approval by the police chief, sheriff, or head of the law enforcement agency, or their designee, law enforcement personnel may have access to the data for a legitimate, specified law enforcement purpose. The responsible authority for a law enforcement agency must establish written procedures for how to obtain access. Minn. Stat. § 13.825, subd. 7(b).

Is there a way for the public to challenge the data classification of a particular piece of body camera data?

Yes, this law establishes a procedure allowing a person to bring an action in district court to authorize the disclosure of the data classified as private or nonpublic. A person may also bring an action in district court challenging the redaction or withholding of data because of a “clearly offensive to common sensibilities” determination. Minn. Stat. § 13.825, subd. 2(5) (d).

Are the body camera policies and procedures public?

Yes, the policies and procedures are public. The law also makes the following information public

- the total number of devices owned or maintained
- the daily record of devices deployed by officers
- if applicable, the specific precincts where the devices are used

- the total amount of recorded audio and video data collected
- the records retention schedule for the data, and
- The procedures for destruction of the data.

Minn. Stat. § 13.825, subd. 5.

Can our agency share body camera data with another law enforcement agency?

Yes, if there is a legitimate, specified law enforcement purpose to do so. Minn. Stat. § 13.825, subd. 8.

Must a Tennesen warning be given to data subjects prior to recording?

No. Data collected by a portable recording system is expressly not subject to Minn. Stat. § 13.04, subd. 2, which requires a Tennesen warning.

Retention

What are the retention periods for body camera video?

Cities must maintain body camera data for a minimum of 90 days for not active or inactive criminal investigative data and one year for data related to:

- Discharge of a firearm by a peace officer in the course of duty (but not for discharge for training purposes or killing animals).
- Use of force by a peace officer resulting in substantial bodily harm.
- Formal complaint made against an officer related to an incident.

Can the subject of the data request that the city retain the data longer?

Yes, subjects of the data may submit a written request to retain a body camera recording beyond the applicable retention period for possible evidentiary or exculpatory use. Then, the law enforcement agency must retain the recording for an additional period of time, up to 180 days. After that extended retention period, the law enforcement agency must notify the requester that the recording will be destroyed unless a new request is made.

Can the city hold the data beyond the record retention schedule?

Yes, cities can retain body camera recordings for as long as reasonably necessary for possible evidentiary or exculpatory use related to the incident.

Public input and written policies

What kind of public input is required before purchasing or implementing a body camera system?

Before a law enforcement agency purchases or implements the use of body cameras, it must provide an opportunity for public comment, minimally allowing for electronic or mailed comments. And, the city council, or governing body with authority over the law enforcement agency's budget, must also provide an opportunity for public comment at a regularly scheduled meeting.

Are written policies required to use body cameras?

Yes, the use of portable recording systems without a written policy that meets the requirements of state statute is prohibited. The chief officer of every state and local law enforcement agency that

uses or plans to use a portable recording system must establish and enforce a written policy governing its use. Minn. Stat. § 626.8473, subd. 3.

What are the requirements for written policies?

Written policies must address eight topics:

1. Data classifications, access procedures, retention policies, and data security safeguards.
2. Testing of the portable recording systems.
3. System malfunction or failure, including documentation requirements.
4. Circumstances when recording is mandatory, prohibited, or at officer discretion when using the system.
5. Circumstances when a subject of the data must be given notice of a recording.
6. Circumstances under which a recording may be ended while an investigation, response, or incident is ongoing.
7. Secure storage and creation of backup copies of the data.
8. Compliance and violations of policy, which must include supervisory or internal audits and reviews, and employee discipline standards for unauthorized access.

The law enforcement agency has discretion on how to address each topic.

Is public comment required before adopting written policies?

Yes, law enforcement agencies also have to provide an opportunity for public comment on written policies, minimally allowing for electronic or mailed comments.

If a police department has already purchased and implemented a body camera system prior to the effective date of the law, is it still required to have a public comment period as required by the new law?

Probably not unless the city is adopting a new policy or amending an old one to be compliant with the new law. There is nothing in the law to suggest that the public comment provisions are required of cities that have already implemented body cameras and adopted compliant written policies. The city should review the existing policy and procedures to make sure it has addressed all of the minimum requirements in statute, Minn. Stat. § 626.8473, subd. 3.

Are there any posting requirements for body camera policies?

Yes, adopted policies must be posted on the law enforcement agency's website, if it has one.

Audit responsibilities

What are the city's audit responsibilities?

The statute requires a biennial (every two years) "independent audit" to be presented to the city council to determine if the law enforcement agency is in compliance. Minn. Stat. § 13.825, subd. 9. If not, the city council can order additional independent audits. If the city council finds that there is a pattern of substantial noncompliance, it must suspend the use of portable recording systems until the city council reinstates their use. Suspension can only happen after providing the law enforcement agency and the public a reasonable opportunity to respond to the audit findings in a public meeting.

Who can conduct an independent review for the biennial audit?

State statute does not specify what makes the audit “independent.” This is a similar auditing requirement that is in the automated license plate reader (ALPR) statute, so cities could rely on their ALPR auditing practices. For further guidance, consult with the city attorney.

Other questions

Our department does not have body cameras. Can an officer purchase his own and wear it while on duty?

No, while on duty, a peace officer may only use a portable recording system issued and maintained by the officer’s agency in documenting the officer’s activities. Minn. Stat. § 13.825, subd. 6.

Do we need to tell the state if new, expanded technology is added to our body cameras?

Yes, a law enforcement agency needs to notify the Bureau of Criminal Apprehension within ten days of obtaining new surveillance technology that expands type or scope of surveillance capability beyond video or audio recording. The notice must include a description of the technology, its surveillance capability, and intended use. Minn. Stat. § 13.825, subd. 10.

Are there specific provisions that we need to include in our contract with a vendor for the equipment and software service?

Yes, the contract must acknowledge that the vendor is subject to all of the same requirements under the Minnesota Government Data Practices Act as if it were also a government entity. The vendor is responsible for penalties for violations, including damages and attorney fees. Also, if the vendor stores data in the cloud, it must do so with the security requirements of the United States Federal Bureau of Investigation Criminal Justice Information Services Division Security Policy 5.4 or its successor version. Minn. Stat. § 13.825, subd. 11.

Are there penalties to the city if we improperly release body camera data?

Yes, in addition to other remedies provided by law, a city that willfully violates portable recording system data practices requirements is subject to damages of at least twice the minimum, but not more than twice the maximum allowable for exemplary damages of not less than \$1,000, nor more than \$15,000 for each violation under Minn. Stat. § 13.08, subd. 1. Minn. Stat. § 13.825, subd. 12.

Will the state be reviewing compliance with this law?

Yes, in 2019, the legislative auditor will be reviewing how law enforcement agencies are complying with the requirements of the law. The review will include the use of agencies’ biennial audits. Minn. Stat. § 626.8473, subd. 7.

Where can I get more information?

The League has a *Focus on New Laws: Body Camera Law* and has updated the *Use of Body-Worn Cameras* Memo, a model *Use of Body-Worn Camera Policy*, and its comprehensive memo entitled *Data Practices: Analyze, Classify, and Respond*.

The Information Policy Analysis Division (IPAD) of the state’s Department of Administration has also issued guidance on the new law in “*Peace Officer Body-Worn Camera Data*”.



WATCHGUARD V300 CONTINUOUS-OPERATION BODY CAMERA

The WatchGuard V300 continuous-operation body camera with detachable battery, wireless uploading and expansive storage addresses law enforcement's need for cameras to operate beyond a 12-hour shift.



KEY FEATURES

DETACHABLE BATTERY – Easily change the WatchGuard V300's rechargeable battery while on the go. Keep an extra battery at the ready for unexpectedly long shifts, extra shifts or part-time jobs where a body camera is required.

AUTOMATIC WIRELESS UPLOADING – Send critical video back to headquarters while still in the field. When docked in the vehicle, the V300 uploads to evidence management systems via wireless networks like LTE and FirstNet, anytime, anywhere.

INTEGRATED WITH IN-CAR SYSTEM – One or more V300 cameras and a WatchGuard 4RE® in-car system can work seamlessly as a single system, capturing synchronized video of an incident from multiple vantage points.

NATURAL FIELD OF VIEW – Eliminate the fisheye effect from wide-angle lenses that warps video footage. Our distortion correction technology provides a clear and complete evidence review process.

ABSOLUTE ENCRYPTION – Elevate your data security with encryption at rest and in transit technology. V300 guards your data and your reputation.

INCIDENT RECOVERY – Go back in time and capture video from events days after they happened, even when a recording wasn't automatically triggered or initiated by the officer. Don't rely on mere seconds of pre-event buffering to prove your case.



SPECIFICATIONS

Weight
6.8 ounces

Depth
1 1/8"

Storage
128 GB

IP Rating
IP 67

Resolution
1080p, 720p and 480p

Microphones
Dual

Vertical Field of View
Electronic Turret +15° /- 20°

Field of View
130°

Encryption
At rest and in transit

For more information, visit www.watchguardvideo.com



Motorola Solutions, Inc. 500 West Monroe Street, Chicago, IL 60661 U.S.A. motorolasolutions.com

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4RE/VISTA Price Quote

CUSTOMER: Hawley Police Department

ISSUED: 8/31/2020 5:26 PM

EXPIRATION: 1/1/2021 12:00 AM

Attn: Accounts Payable,
PO Box 68,,
Hawley,MN,United States,
56549-0068

**TOTAL PROJECT ESTIMATED AT:
\$20,153.00**

ATTENTION: Chief Joe Backlund

SALES CONTACT: Steve Doble

PHONE: 218-483-4666

DIRECT: 612-306-8241

E-MAIL:

E-MAIL: steve.doble@motorolasolutions.com

V300 Proposal VISTA HD Cameras and Options

Part Number	Detail	Qty	Direct	Discount	Total Price
VIS-300-BWC-001	V300, Body Worn Camera, 1080P, WiFi/Bluetooth with Removable Battery	5.00	\$995.00	\$50.00	\$4,725.00
VIS-300-VTS-KIT	Transfer Station II Kit, Incl. Power & AC Cables, Label and Docs	1.00	\$1,495.00	\$75.00	\$1,420.00
VIS-300-CHG-001	V300, USB Dock, D300, Desktop Charge/Upload Kit Incl. Power and USB Cables	5.00	\$95.00	\$10.00	\$425.00
VIS-300-VEH-002	V300, WiFi Dock, D330, In-Vehicle Charge/Upload Kit, Incl. Cables and Brackets	4.00	\$295.00	\$45.00	\$1,000.00
VIS-300-BAT-RMV	V300, Battery, Removable and Rechargeable, 3.8V, 4180mAh	2.00	\$99.00	\$10.00	\$178.00
WAR-300-CAM-NOF	Warranty, V300 3 Year, No-Fault	5.00	\$450.00	\$45.00	\$2,025.00

Shipping and Handling

Part Number	Detail	Qty	Direct	Discount	Total Price
Freight	Shipping/Handling and Processing Charges	1.00	\$95.00	\$0.00	\$95.00
					\$9,868.00

Technical Services Calculator WatchGuard Video Technical Services

Part Number	Detail	Qty	Direct	Discount	Total Price
SVC-4RE-ONS-400	Tier 1 Onsite Installation. Includes Project Coordination, One Pre-Deployment IT Call, Provisioning of ELC and Azure AD, Install OS and SQL (if Purchased from WatchGuard), Limited EL Client Installations, Limited Cofiguring of 4RE Units, Limited MDC App Installations, Interview Room Configuration, Limited Configuration of Body Worn Cmaeras, Full Testing of Watchgaurd Systems, Installation of Evidence Library, Training of Officer and Admin Staff, Limited Vehicle Install Inspections, Vendor Management, Suppo	1.00	\$5,000.00	\$500.00	\$4,500.00

415 E. Exchange Parkway • Allen, TX • 75002
Toll Free (800) 605-6734 • Main (972) 423-9777 • Fax (972) 423-9778
www.WatchGuardVideo.com



4RE/VISTA Price Quote

\$4,500.00

EvidenceLibrary.com

Evidence Library 4 Web Software and Licensing

Part Number	Detail	Qty	Direct	Discount	Total Price
ELC-SAH-AUP-ASD	Evidencelibrary.com, Software and Hosting, Actual Usage Assigned, Annually per device	9.00	\$295.00	\$0.00	\$2,655.00
ELC-LRS-AUP-QTR	EvidenceLibrary.com Actual Usage Estimated Monthly Charges. Please note this is an estimate only based on your ultimate storage needs, and is invoiced monthly in arrears.	36,000.00	\$0.03	\$0.00	\$1,080.00
					\$3,735.00

4RE and VISTA Proposal

VISTA HD Cameras and Options

Part Number	Detail	Qty	Direct	Discount	Total Price
HDW-ETH-SWT-005	VISTA HD, 4RE, Smart PoE Switch	4.00	\$250.00	\$0.00	\$1,000.00

Wireless Video Transfer and Networking Options

Part Number	Detail	Qty	Direct	Discount	Total Price
4RE-WRL-KIT-101	4RE In-Car 802.11n Wireless Kit, 5GHz (2.4 GHz is available by request)	4.00	\$200.00	\$0.00	\$800.00
WAP-MIK-CON-802	WiFi Access Point, Configured, MikroTik, 802.11n, 5GHz, SXT, AP	1.00	\$250.00	\$0.00	\$250.00

Shipping and Handling

Part Number	Detail	Qty	Direct	Discount	Total Price
Freight	Shipping/Handling and Processing Charges	1.00	\$0.00	\$0.00	\$0.00
					\$2,050.00

Total Estimated Tax, may vary from State to State \$0.00

Configuration Discounts	\$1,300.00
Additional Quote Discount	\$0.00
Total Amount	\$20,153.00

NOTE: This is only an estimate for 4RE & VISTA related hardware, software and WG Technical Services. Actual costs related to a turn-key operation requires more detailed discussion and analysis, which will define actual back-office costs and any costs associated with configuration, support and installation. Please contact your sales representative for more details.

To accept this quotation, sign, date and return with Purchase Order: _____ DATE: _____



3131 24th Ave S
Moorhead, MN 56560

Phone: 877.553.0777
Fax: 218.227.0498

Terms: Net 30

Quote ID:

Quote

Q-27895-Y4B4

To:	Account Manager:
Hawley Police Department	Scott Bleth
Chief Backlund	Phone: (218) 227-0450
	Email: sbleth@bytespeed.com

Summary

Total Amount: \$5,985.00 Effective Until: 10/11/2020

Details

Quantity	Product ID	Product	Price	Sub Total
1	SERVER	BYTESPEED SERVER	\$3,199.00	\$3,199.00
1	10V2149	SERVER CHASSIS, INTEL 4U PEDESTAL, 2x460W, P4000XXSFDR		
1	15V3081	MOTHERBOARD, INTEL SERVER S1200SPLR SINGLE SOCKET LGA-1151, DBS1200SPLR		
1	20V2610	PROCESSOR, INTEL XEON E3-1230 v6, 4-CORE, 3.5GHz, H4 LGA-1151, BX80677E31230V6		
2	10V9925	HOT SWAP BAY, INTEL 4x3.5" DRIVE ENCLOSURE, FUP4X35S3HSDK		
2	25V2521	MEMORY, KINGSTON 8GB 2400MHz DDR4 ECC CL17 1RX8 MICRON E, KSM24ES8/8ME		
1	90V2201	RAID CONTROLLER, INTEL 8-PORT 12 Gb/s SAS PCIe 3.0x8, RS3DC080		
1	90V2068	RAID CABLE, INTEL 2.87" MINI SAS HD STRGHT TO MINI SAS HD SFF8643 CONNECTRS, AXXCBL875HDHD		
2	35Z1720	SSD, INTEL D3-54510 480GB 2.5" SATA 3.0, 6Gb/s, SSDSC2KB480G801		
1	RAID1	RAID 1		
4	35V1427	HARD DRIVE, SEAGATE ENTERPRISE 4TB SAS 3.5" 12Gb/s, 7200rpm, 512E 4KN, ST4000NM005A		
1	RAID6	RAID 6		
1	45V1300	DVDRW, LiteOn 24x INTERNAL SATA, IHAS124-04		
1	LOAD2019	Load 2019 Standard		
1	LOAD-11	DEFAULT PARTITIONS		

1	DECAL-BYTE1	LOGO, BYTESPEED 1.5" X6" TOWER BRUSHED ALUMINUM W/ ADHESIVE		
1	55S1595	KEYBOARD, LOGITECH K120, 920-002478		
1	55P2030	MOUSE, LOGITECH B100 USB, 910-001439		
1	55S2020	MOUSEPAD, BYTESPEED		
1	WARRANTY-23	Standard 5 Year Server Warranty With Next Business Day		
1	11U4251	UPS, EATON 5P 1440VA/1100W 132V AC TOWER 5-15R, 5P1500	\$589.00	\$589.00
1	75S2283	MONITOR, ASUS 21.5" LED LCD 16:9 5MS 1920x1080, DVI & VGA (w/CABLE), HDMI(NO CABLE), w/SPKRS, VE228H	\$125.00	\$125.00
2		25FT CAT6 SNAGLESS STP CABLE-BLK 00822	\$15.00	\$30.00
1	LABOR-6	LABOR, BLOCK QUOTED INSTALLATION	\$750.00	\$750.00
5		Azure Active Directory Premium P1 for Government Annual D8D951605D94-1Y	\$72.00	\$360.00
8	60V2101	LICENSE, MICROSOFT SERVER STANDARD 2-CORE 2019 OLP 2LIC NL GOVT, 9EM-00679	\$99.00	\$792.00
5	60V2126	CAL, MICROSOFT WINDOWS SERVER STANDARD 2019 SNGL OLP 1LIC USER CAL GOV, R18-05794	\$28.00	\$140.00

SubTotal	\$5,985.00
Total Tax	\$0.00
Shipping	
Total	\$5,985.00



3131 24th Ave S
Moorhead, MN 56560

Phone: 877.553.0777
Fax: 218.227.0498

Terms: Net 30

Quote
Quote ID: Q-28292-H9B5

To:	Account Manager:
Hawley Police Department Chief Backlund	Scott Bleth
	Phone: (218) 227-0450
	Email: sbleth@bytespeed.com

Summary

Total Amount: \$685.98 Effective Until: 10/22/2020

Details

Quantity	Product ID	Product	Price	Sub Total
1	71S1455	SWITCH , D-LINK WEBSMART GIGABIT SWITCH 48 PORT 10/100/1000, DGS-1210-52	\$449.00	\$449.00
1		Rack Solutions 2U Vertical Wall Mount Rack Bracket - ZURACK- 119	\$75.00	\$75.00
2		1U Cable Management D-Ring 3689750	\$5.99	\$11.98
1	LABOR-3	NON-BLOCK INSTALLATION, LABOR	\$150.00	\$150.00

SubTotal	\$685.98
Total Tax	\$0.00
Shipping	
Total	\$685.98

PLANNING COMMISSION MEETING & PUBLIC HEARING AGENDA
Conditional Use Permit new Educational Building in R-3 zone
Thursday, September 24, 2020
7:00 P.M. City Council Chambers

1. Call to Order Meeting Planning Commission
2. Call to order Planning Commission Public Hearing for Conditional Use Permit for Lake Agassiz Education Cooperative.
 - Welcome & Introductions 7 voting members:
 - Ben Gunkelman
 - Gregg Pekas
 - Phil Stahl
 - Sara Diaz
 - Peder Naatz
 - Stacey Riedberger
 - David Asleson

The hearing will consider a CONDITIONAL USE PERMIT, in the R-3, Multiple-Family Residential District: to build a new 1-story 245' x 82' building for educational purposes (preschool – high school) at 616 Reno Street. The applicant is Lake Agassiz Education Cooperative and Description of the lot is: 300' x 150' Tract In Outlot Q-1, City of Hawley. (Parcel #56.900.0540) This lot is on the corner of Reno Street and 7th Street – between the School's tennis courts and Reno Street.

The purpose of a conditional use permit is to provide the city with discretion on determining the suitability of certain designated uses upon the general welfare, public health and safety. In making this determination, whether or not the conditional use is land or buildings, the effect upon traffic into and from the premises, or on any adjoining roads, and all other or further factors as the city shall deem a prerequisite of consideration in determining the effect of the use on the general welfare, public health, and safety.

Notice of this Public Hearing was published and mailed to all property owners within 350' of this lot as required by law.

5. Application made by Lake Agassiz Education Cooperative to request a Conditional Use Permit (at 616 Reno Street) to build a new 1-story 245' x 82' building for educational purposes in R-3, Multiple-Family Residential District Area. *Sections of Hawley City Code that pertain: 10-3-3 & 10-4-4 & 10-5-1 & 10-5-4 & 10-5-5.*

This public hearing is being held to consider a new application as many of the building details (layout, size, parking, etc.) have been changed since the CUP in March 2019. The use of the building has not changed.

ZONE R-3

Fee \$150

**City of Hawley
Application for Conditional/Amended Conditional Use Permit**

I, Lake Agassiz Education Cooperative, whose mailing address is: PO Box 628, Hawley, MN 56549, and whose telephone number is (888)267-5380, ext. 7001, hereinafter described do hereby make application for:

- Conditional Use Permit
- Amended Conditional Use Permit

for the (erection and construction, moving, altering, or use of premises) of the outside walls or structure of a building situated on the premises hereinafter described, and give the following information required therefore, pursuant to the City Code Title 10, ZONING, or the City of Hawley, to wit:

1. Is this for new construction, moving an existing building, altering an existing building, or a change of use of building or premises?
New construction of an educational / school building.

2. Type or kind of building and purpose/use for which same is to be used:
Educational building to help support students with disabilities and unique needs.

3. The location of the proposed building/use is as follows: Parcel # 56.900.0540
Street Address 616 Reno Street
Lot _____, Block _____, Addition _____, City of Hawley, Clay County, Minnesota.
300' x 150' tract in of outlot Q-1 to Hawley 1-139-45

4. The size of said building is as follows: 245 feet long, 82 feet wide, 17 (most of building – gym space is 26' tall) feet to the roof at the eaves, and 17 (most of building – gym space is 26' tall) feet to the roof at the ridge or highest point thereof.

5. Said building will be constructed of the following material: Structural steel framing with a few load bearing masonry walls. Exterior wall faces will be architectural grade metal panels and brick.

6. The estimated cost of said construction or extension is: \$ 4,000,000

7. A copy of the proposed plan of said building may be requested.

8. Please specify the reason for requesting this Conditional Use Permit:

Request #1 – Use of Property for Educational Purposes

Lake Agassiz Education Cooperative provides educational services and supports five member districts (Barnesville Public Schools, Hawley Publics Schools, Lake Park Audubon Public Schools, Norman County East Public Schools, and Ulen-Hitterdal public Schools). We currently operate four separate programs that address the unique needs of the students from around the Cooperative. As a

result of the central location, Hawley Public Schools currently houses the majority of the programs. With Hawley's steadily increasing enrollment, it is becoming difficult to find adequate educational space for our students.

The Clay County Parcel location is perfect to construct a building that can house our programming. The parking lot will be screened along the east property line to minimize visual impact of the building and parking lot. Lighting for the parking lot will be provided to avoid glare and light spread from the fixtures towards the adjacent properties. The rationale for choosing this site can be found below.

1. The programs remain in the City of Hawley – allowing utilization for all member districts.
2. It will allow for continued access to shared resources with Hawley Public Schools (Foodservice, playgrounds, grounds keeping, etc.). The further a project such as this distances itself from the school, the less feasible it becomes. Shared resources will allow both the district and Lake Agassiz to dedicate more financial resources to direct student services.
3. It will allow students who are attending Lake Agassiz's programs continued access to classes offered via Hawley Public Schools. Students will be able to walk across the street. If the building was located at a site further from the school, the classes would be difficult to access.
4. Lake Agassiz will be able to create an environment that matches the needs of our students. At times, this is difficult to develop in a typical school setting. Examples include: a space that will allow functional instruction (cooking, cleaning, clothes washing), bathrooms that easily accommodate changing spaces, and an environment built for preschool students with developmental delays.

Request #2 – Allow the first 3'-0" of parking lot surface and/or curb to be located within the building's east side setback area.

1. In order to meet the building square footage needs and contain parking, it is requested that the building's east side setback include pavement for a driving surface. This will allow for 24 parking stalls, which exceeds the 11 required for the building based on the City of Hawley's ordinances. Please note that the actual parking stalls will not be located within the required setback and, as mentioned above, a fence will be constructed along this property line.
2. Up to 3 spaces at the north end of the parking lot will be utilized for piling of snow. The snow pile will be removed as necessary during the winter months.

9. Is any other permit (City, State, etc.) needed for the operation of this conditional use? Yes X No . If Yes, what is the status of the permit. Attach a copy.

(i.e. Minnesota Plumbing Code State Plan Review, etc.)

1. The MN DLI plumbing plan review/permit will be addressed as the design is completed.

2. The MN DLI plan review/permit will be addressed as the design is completed.

3. The MN Department of Health plan review for the serving kitchen will be addressed as the design is completed.

4. See the attached Application for Commercial Zoning Permit from the City of Hawley.

10. Please draw/attach a sketch plan of the lot, all existing buildings, and any newly proposed buildings or temporary structures. Include driveways, proposed signage, fencing, and off street parking areas. Do not include the boulevard areas (typically 18 feet).

See attached documents.

The said proposed building, extension, use, or alteration will not constitute a nuisance in the Zoning District in which it is proposed to be located, and will conform to requirements of the City Code, Title 10, ZONING, of the City of Hawley,

Applicant's Signature _____ Date _____

Planning Commission Recommendation(s): _____

An Amended Conditional Use Permit as applicable to City Code Title 10, ZONING, of the City of Hawley, shall not be granted unless the Planning Commission makes findings, based upon competent material and substantial evidence on the whole record that no change authorized by this permit shall cause any of the following to occur:

(Check the box of any item that will be created by approval of this application)

- A change in the use or character of the development;
- An increase in intensity of use;
- An increase in traffic circulation;
- A reduction in off-street parking and loading spaces; or
- A reduction in required pavement widths.

Approved/Disapproved by the City Council of Hawley this ____ day of ____, 202__.

Special Conditions of the Conditional Use Permit: _____

Mayor

This permit is valid for one year from the date of approval.

Note: An official decision will be made on Conditional Use Permit applications within a 60-day time frame that starts from the date the completed city application, all required information, and fees are submitted to the Zoning Official. If this application does not contain all information required by law or by a previously adopted rule, ordinance or policy, the Zoning Official will provide written notification within ten business days telling the applicant "what information is missing". The clock will restart on the 60-day time frame once the requested information is received by the Zoning Official.

**City of Hawley
305 6th Street, P O Box 69
Hawley, MN 56549
(218)483-3331**



Lake Agassiz Education Cooperative – Conditional Use Permit 9-24-2020
616 Reno Street, Hawley, MN 56549

9-14-20

Lake Agassiz Education Cooperative

RE: Additional Information/Detail for Public Hearing - Conditional Use Permit for 616 Reno Street Conditional Use Permit application to build a new building for educational purposes in an R-3 Multiple Family Residential Zoning District

Public Hearing has been called for Thursday, September 24, 2020 at 7:00 p.m.

- #1. Details on the screening fence running along east side of parking lot: made of composite materials and finished on both sides and 6' height.**
- #2. Details on the building layout for determining parking requirements: Number of Classrooms = 7; maximum student capacity = 50; and Number of Offices = 9. Providing 24 parking stalls. According to City Code minimum of 18 spaces required.**

NOTE:

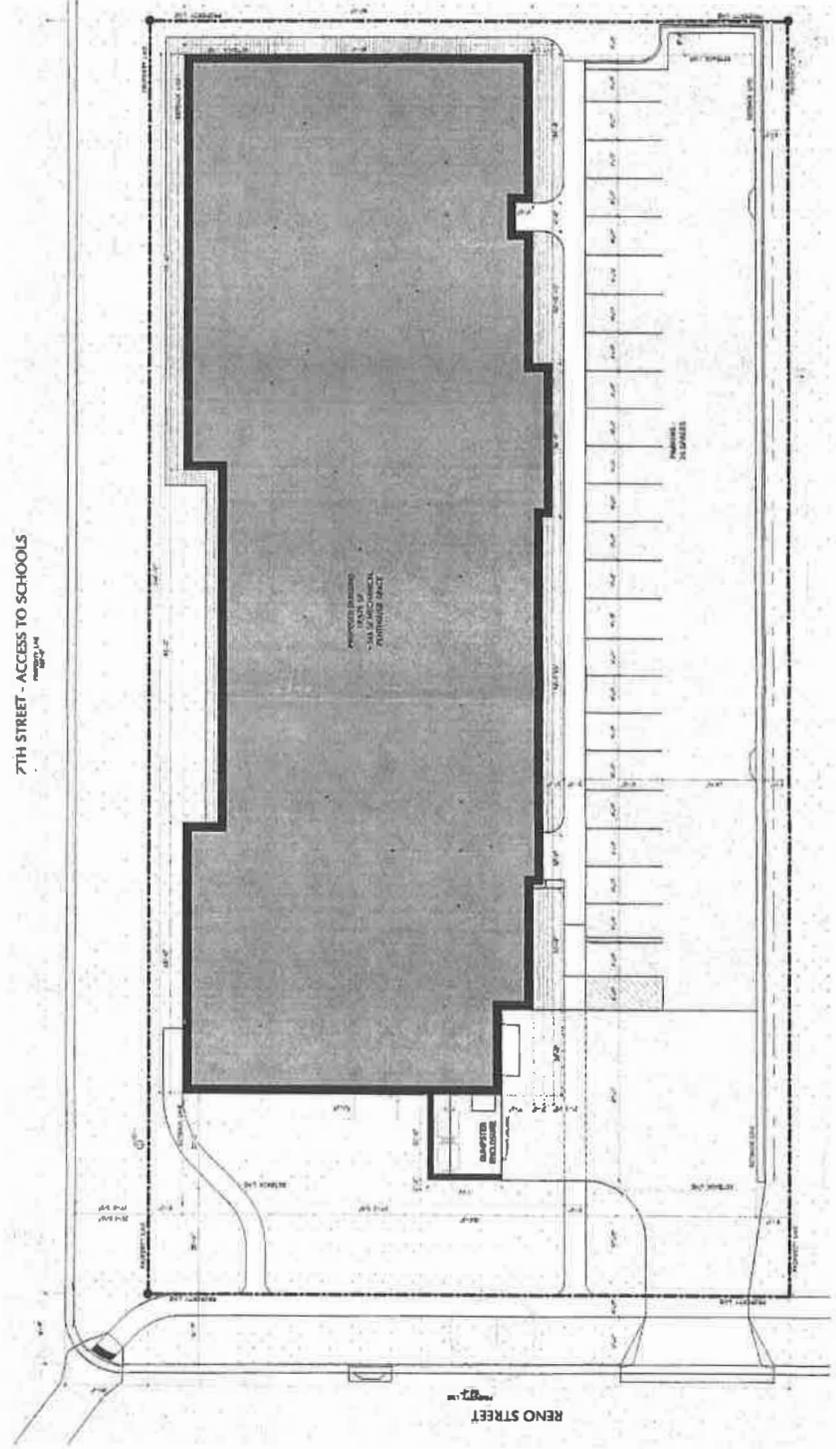
City is requesting Applicant to sign Development Agreement to cover:

- 1. installation details of sanitary sewer service line and water services lines, and**
- 2. installation details of storm sewer lines and enlarged manhole for this infill lot to handle the increased storm water flow created by this building, and**
- 3. installation & maintenance of gravel roadway patch by application, City will do final Street Pavement in 2020, and the applicant will pay for all costs of the pavement installation within 60 days from being billed.**

LEGEND

[Symbol]	CONCRETE
[Symbol]	ASPHALT
[Symbol]	PAVING
[Symbol]	LANDSCAPE
[Symbol]	SEWER

7TH STREET - ACCESS TO SCHOOLS
PROJECT # 14



RENO STREET

Lake Agassiz Education Center
 7th Street Access

DATE: 11/11/14
 PROJECT: LAKE AGASSIZ EDUCATION CENTER

BID GROUP 1 95%
 THIS DRAWING IS FOR INFORMATION ONLY
 NOT FOR CONSTRUCTION

LAKE AGASSIZ EDUCATION CENTER
 7TH STREET ACCESS

PROJECT # 14
 DATE: 11/11/14
A1.01



925 10th Avenue East
Unit 1
West Fargo, ND 58078

P: 701.282.4692
F: 701.282.4530



MEMO

2019 Sealcoat and Crack Sealing Improvements

Partial Payment No. 5-FINAL

Moore Project No. 19909

September 14, 2020

Background

Per a June 8, 2020 memo sent to the City of Hawley, Moore had worked with Sellin Brothers, Inc. to come up with an estimate of repairs for numerous spots on 15th Street that had failed as part of an Otta-Seal project. After this, Sellin was directed to complete the repairs but due to the timing, scheduling and requirement of seal coating the street shortly after the repairs were completed, Sellin wasn't able to complete the repairs on 15th Street until late July. Sellin scheduled the repairs for July 30-31 with the seal coating repairs scheduled to be completed the following week of August 3-7.

Analysis

The initial estimate of repairs included in the June 8, 2020 memo was \$14,985. These quantities and estimate of cost were based on an inspection of the site in early June of 2020. As more time passed because of the scheduling of the seal coating crews who had to seal coat the streets shortly after the otta-seal was completed, additional areas unraveled and were in need of repair. Moore met with Council member Ben Gunkelman on site on July 29, 2020 to review the patching areas for removal and additional patching areas were noticed and marked for repairs.

Conclusion

Upon completion of the repairs, as well as the seal coat being completed, the total costs of the repairs increased to \$18,475. This included an approximate increase in patching of about 50 square yards as well as related additional otta-seal asphalt removal and replacement, including additional subgrade preparation and salvaging of the existing aggregate base. The total increase in the cost for the repairs is \$3,490. In discussions with Sellin Brothers on the costs for the repairs, Sellin Brothers has noted that they the total cost they are requesting to be paid (\$18,475) is their costs to complete the repairs, and that they have no profit in that amount. Moore is of the belief that these repair costs are reasonable and recommends paying Sellin for the total amount of \$18,475.

Additionally, seal coat work was completed on both 15th Street and Maple Lane, following the OTTA seal patching. This work was done by the Contractor at unit price work at prices honored from the original agreement. The total cost of the seal coat work is \$12,970.20. Therefore, the total amount of change order 2 is \$31,445.20. This amount is reflected on partial payment number 5 and constitutes final payment for all items to the Contractor.

Contractor's Application for Payment

Owner: <u>City of Hawley</u>	Owner's Project No.: _____
Engineer: <u>Moore Engineering, Inc.</u>	Engineer's Project No.: <u>19909</u>
Contractor: <u>Sellin Brothers, Inc.</u>	Contractor's Project No.: _____
Project: <u>Seal Coat, Crack Seal, and Otta Seal</u>	
Contract: <u>2019 Seal Coat and Crack Sealing Improvements</u>	
Application No.: <u>5- FINAL</u>	Application Date: <u>8/24/2020</u>
Application Period: From <u>10/29/2019</u> to <u>8/6/2020</u>	

1. Original Contract Price	\$	<u>239,990.00</u>
2. Net change by Change Orders	\$	<u>37,475.00</u>
3. Current Contract Price (Line 1 + Line 2)	\$	<u>277,465.00</u>
4. Total Work completed and materials stored to date (Sum of Column G Lump Sum Total and Column J Unit Price Total)	\$	<u>291,707.82</u>
5. Retainage		
a. <u>0%</u> X \$ <u>291,707.82</u> Work Completed	\$	<u>-</u>
b. _____ X \$ _____ Stored Materials	\$	<u>-</u>
c. Total Retainage (Line 5.a + Line 5.b)	\$	<u>-</u>
6. Amount eligible to date (Line 4 - Line 5.c)	\$	<u>291,707.82</u>
7. Less previous payments (Line 6 from prior application)	\$	<u>260,262.62</u>
8. Amount due this application	\$	<u>31,445.20</u>
9. Balance to finish, including retainage (Line 3 - Line 4)	\$	<u>(14,242.82)</u>

Contractor's Certification

The undersigned Contractor certifies, to the best of its knowledge, the following:

(1) All previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with the Work covered by prior Applications for Payment;

(2) Title to all Work, materials and equipment incorporated in said Work, or otherwise listed in or covered by this Application for Payment, will pass to Owner at time of payment free and clear of all liens, security interests, and encumbrances (except such as are covered by a bond acceptable to Owner indemnifying Owner against any such liens, security interest, or encumbrances); and

(3) All the Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.

Contractor: Sellin Brothers, Inc.

Signature: *[Signature]* **Date:** 9/1/20

Recommended by Engineer	Approved by Owner
By: <u><i>[Signature]</i></u>	By: _____
Title: <u>Project Manager</u>	Title: _____
Date: <u>September 1, 2020</u>	Date: _____
Approved by Funding Agency	
By: _____	By: _____
Title: _____	Title: _____
Date: _____	Date: _____

Progress Estimate - Unit Price Work

Contractor's Application for Payment

Owner: City of Hawley
 Engineer: Moore Engineering, Inc.
 Contractor: Sellin Brothers, Inc.
 Project: Seal Coat, Crack Seal, and Otta Seal
 Contract: 2019 Seal Coat and Crack Sealing Improvements

Owner's Project No.: _____
 Engineer's Project No.: 19909
 Contractor's Project No.: _____

Application No.: S-FINAL Application Period: From 10/29/19 to 08/06/20 Application Date: 08/24/20

A Bid Item No.	B Description	C Item Quantity	D Units	E Contract Information		F Value of Bid Item (C X E)		G Work Completed		H Materials Currently Stored (not in G) (\$)	I Work Completed and Materials Stored to Date (H + I) (\$)	J % of Value of Item (I / F) (%)	K Balance to Finish (F - I) (\$)
				Unit Price (\$)	Value (\$)	Estimated Quantity Incorporated in the Work	Value of Work Completed to Date (E X G) (\$)						
Original Contract													
Base Bid													
1	2021.501	Mobilization	1	LS	32,000.00	32,000.00	1.00	32,000.00			32,000.00	100%	-
2	2582.503	4" Dble Solid Line Paint (Yellow)	1520	LF	0.65	988.00	1,520.00	988.00			988.00	100%	-
3	2582.503	4" Solid Line Paint (White)	1260	LF	0.65	819.00	1,260.00	819.00			819.00	100%	-
4	2582.503	4" Solid Line Paint (Yellow)	320	LF	0.65	208.00	320.00	208.00			208.00	100%	-
5	2582.503	12" Solid Line Paint (White)	120	LF	1.85	222.00	120.00	222.00			222.00	100%	-
6	2582.503	12" Solid Line Paint (Yellow)	130	LF	1.90	247.00	130.00	247.00			247.00	100%	-
7	2582.518	Pavt Mssg Paint (White)	75	SF	5.20	390.00	75.00	390.00			390.00	100%	-
8	2582.518	Crosswalk Paint	126	SF	5.50	693.00	126.00	693.00			693.00	100%	-
9	320117.610	Crack Sealing	7000	Lbs.	1.50	10,500.00	7,500.00	11,250.00			11,250.00	107%	(750.00)
10	321236.000	Bituminous Material For Seal Coat	22605	GAL	3.40	76,857.00	19,984.00	67,945.60			67,945.60	88%	8,911.40
11	321236.000	Seal Coat Aggregate	900	Ton	28.50	25,650.00	781.91	22,284.44			22,284.44	87%	3,365.56
12		Traffic Control	1	LS	4,700.00	4,700.00	1.00	4,700.00			4,700.00	100%	-

Base Bid Total \$ 141,747.04
 Retainage (5%) \$ -
 Amount Eligible to Date \$ 141,747.04

Alternate A													
1	2105.507	Common Excavation	585	CY	9.00	5,265.00	1,101.00	9,909.00			9,909.00	188%	(4,644.00)
2	2112.604	Subgrade Preparation	6500	SY	1.00	6,500.00	6,500.00	6,500.00			6,500.00	100%	-
3	2211.507	Aggregate Base (Cv) Class 5	600	CY	30.00	18,000.00	921.00	27,630.00			27,630.00	154%	(9,630.00)
4	2221.507	Shoulder Base Aggregate (Cv) Class 5	30	CY	40.00	1,200.00		-			-	0%	1,200.00
5	2356.604	Bituminous Otta Seal	6000	SY	8.34	50,040.00	6,187.00	51,599.58			51,599.58	103%	(1,559.58)
6	2575.501	Turf Establishment	1	LS	1.00	1.00	1.00	1.00			1.00	100%	-
7		Salvage & Relay Aggregate Base Course	530	CY	7.00	3,710.00	258.00	1,876.00			1,876.00	51%	1,834.00
8		Testing Allowance	1	LS	2,000.00	2,000.00	1.00	2,000.00			2,000.00	100%	-

Alternate A Total \$ 99,515.58
 Retainage (5%) \$ -
 Amount Eligible to Date \$ 99,515.58

Original Contract Totals	\$ 239,990.00	\$ 241,262.62	\$ -	\$ 241,262.62	101%	\$ (1,272.62)
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Change Orders												
1	Maple Lane - OTTA Seal	1	LS	19,000.00	19,000.00	1.00	19,000.00			19,000.00	100%	-
2	15th St Patching/Sealcoating 15th Street & Maple Street	1	LS	31,445.20	31,445.20	1.00	31,445.20			31,445.20	100%	-
Change Order Totals		\$ 50,445.20	\$ 50,445.20	\$ -	\$ 50,445.20	100%	\$ -					

Change Order Total \$ 50,445.20
 Retainage (5%) \$ -
 Amount Eligible to Date \$ 50,445.20

Original Contract and Change Orders						
Project Totals	\$ 290,435.20	\$ 291,707.82	\$ -	\$ 291,707.82	100%	\$ (1,272.62)

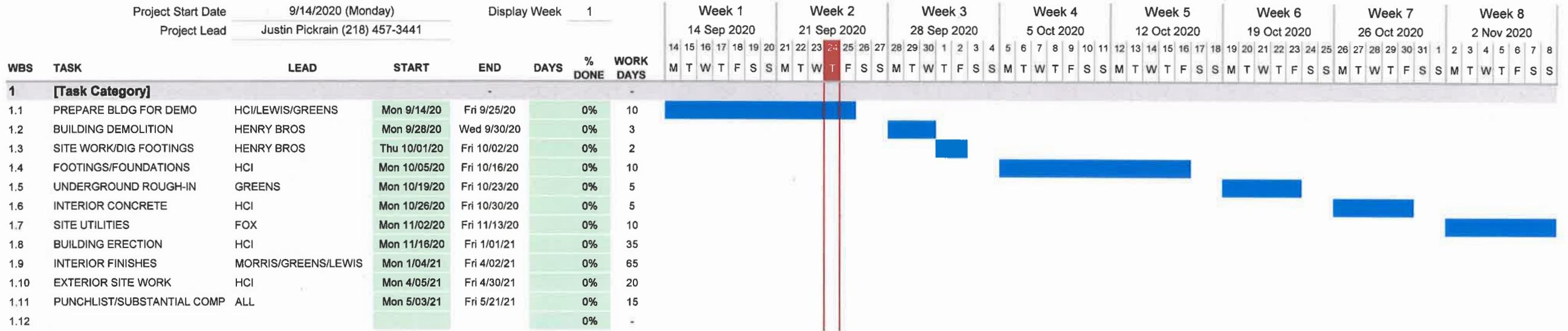
HAWLEY FIRE HALL DEMO AND ADDITION

Gantt Chart Template © 2006-2018 by Vertex42.com.

Hammers Construction

Project Start Date 9/14/2020 (Monday)
 Project Lead Justin Pickrain (218) 457-3441

Display Week 1





Highway Department

Application for Clay County Wheelage Tax Funds

Date:	9-28-2020
Municipality:	HAWLEY
Estimated Project Cost:	STREET \$2,707,000.
Wheelage Tax Funds Requested:	\$66,530.68

Project Location:

5TH ST BETWEEN PETERS ST & MAIN ST; 9TH ST 3 1/2 BLKS;
8TH ST 1 BLK; 3RD ST 2 BLKS; 2 ST 3 BLKS; 1 ST 2 BLKS;
RENO ST 3 BLKS; ELIZABETH ST 4 BLKS; JOSEHP ST 4 BLKS

Project Description:

DOING 5.1 MILLION DOLLAR INFRASTRUCTURE REPLACEMENT
AND WILL BE REBUILDING ALL THOSE STREETS WITH THE
PROJECT - INCLUDES CSAH 33/5TH ST IN 2021

Construction Year:	2021
Project Length:	2 1/2 YEARS
Project Contact:	LISA JETVIG
Position:	CLERK TREASURER
Phone:	218-483-3331

Is the project tied to another governmental project? YES

Applicant Signature:

Mayor

City Manager/Clerk

Approved: _____
Clay County Engineer

Date

Lisa Jetvig

From: David Overbo <David.Overbo@co.clay.mn.us>
Sent: Tuesday, September 22, 2020 12:51 PM
To: Lisa Jetvig
Subject: RE: Clay County Wheelage Tax Funds

Lisa: Here is the Balance to date: \$66,530.68

Those are funds collected through 12/31/2019 and then payable in 2020.

If you have any other questions just let me know.

Dave

From: Lisa Jetvig <ljetvig@ci.hawley.mn.us>
Sent: Tuesday, September 22, 2020 12:16 PM
To: David Overbo <David.Overbo@co.clay.mn.us>
Subject: Clay County Wheelage Tax Funds

CAUTION: This email originated from outside of Clay County. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi Dave,

Can you provide us with the balance the City of Hawley has in our Wheelage Funds?

The Council will be making a request for those funds at our meeting on September 28th as we are proceeding on our Phase 3 infrastructure project and have engineering bills to pay.

Thank you!

Lisa Jetvig
Clerk Treasurer
City of Hawley, PO Box 69, Hawley, MN 56549
ljetvig@ci.hawley.mn.us
(218)483-3331

**HAWLEY CITY COUNCIL MINUTES
SEPTEMBER 14, 2020**

The regularly scheduled semi-monthly meeting of the Hawley City Council was held on Monday, September 14, 2020 in the City Council Chambers. The meeting was called to order at 5:30 p.m. by Mayor Joy with the following members present: James Joy, Sean Mork, Ben Gunkelman, Brad Eldred and David Asleson. Also present were Clerk Treasurer Lisa Jetvig, Attorney Zenas Baer, Jason Murray, Matt Baasch, Gregg Larson, Chuck Grani, Doris Grani, Shawn Nelson and Scott Grani.

A motion was made by Mork, seconded by Gunkelman to approve the amended agenda. Ayes: All.

Joy opened the Public Hearing regarding the proposed Housing TIF requested by Hawley Autumn Ridge, LLC. Joy stated that the proper notifications have been sent by the City of Hawley and official notices have been published to consider this Housing TIF.

Financial consultant Jason Murray, David Drown Associates, Inc., gave a presentation on the proposed Housing TIF District No. 1-12. The proposed TIF District consists of 3 parcels and is being proposed to run for 11 years. State Statute allows the TIF to run for 26 years, which is what is built into the TIF Plan to give the Council flexibility for future development. There are income qualification guidelines with the housing TIF.

Murray outlined the terms of the proposed Developer's Agreement. Developer Commitments include: Acquiring the parcels and securing a zoning permit and conditional use permit to commence construction in 2020, with the project being substantially completed by December 31, 2021, At a minimum, construct two-multifamily dwellings, consisting of 36 total units with preliminary estimated market value at \$90,000 per unit, totaling \$3,240,000, Upon completion of the project, provide the City with paid invoices, equal to or exceeding \$450,000 that the project has incurred TIF eligible expenses, Annually certify that the project is occupied by families meeting TIF income guidelines (20% of units will be occupied or vacant waiting occupancy of a qualified families/individuals with income at or below 50% of median county income), and Pay the City a total of \$5,750 for costs of establishing the TIF plan, terms of assistance, and for legal fees associated with the Development Agreement.

City Commitments include: Establish a Housing TIF District 1-12, Provide tax increment financing assistance to the project on a "pay-as-you-go" basis, and Reimburse the Developer 90% of the tax increments generated by the project up to \$450,000, not to

exceed an 11-year term, commencing July 31, 2022 and continuing through December 31, 2032 or until payments total \$450,000.

Murray noted that the City of Hawley currently has one housing TIF District in existence for the Great North Apartments.

Matt Baasch and Gregg Larson, Hawley Autumn Ridge, LLC, presented information on their proposed apartment project. Baasch stated that they have a 3 phase plan. Phase 1 is the construction of 2 apartment buildings with a total of 36 units. Phase 2 would be more apartment units to the north and Phase 3 would be the construction of townhomes to the west.

Baasch stated that they are requesting this housing TIF for the completion of Phase 1 to provide affordable housing within the Hawley city limits. The project will not be economically feasible without the TIF.

Gregg Larson stated that they are working on acquiring all the land for the projects, but are only proposing to complete Phase 1 at this time due to the economic growth of Hawley. This TIF is very important to the completion of Phase 1.

Joy called for comments/questions.

Joy read into the record the August 25, 2020 e-mail from Phil Jensen, Superintendent of Hawley Public Schools stating that "The School Board met last night and would like to send this message to the City of Hawley regarding the latest TIF proposal. The board does not support a 25-year TIF but would be in support of a 10 year."

It was noted that the City did not receive any comments/questions from Clay County regarding the proposed Housing TIF.

Joy made a second and final call for comments/questions.

Joy closed the Housing TIF Public Hearing at 5:44 p.m.

A motion was made by Mork, seconded by Asleson to approve RESOLUTION 20-28 Resolution Approving the Establishment of Tax Increment Financing District No. 1-12 Within Municipal Development District No. 1 and the Adoption of the Tax Increment Financing Plan Relating Thereto. Ayes: All.

There was discussion on additional necessary CARES ACT projects/expenditures to include: Personnel Protective Equipment/Barrier – install glass access partition for Police Officers to work with the public at Police Station; Personnel Protective Equipment/Touchless Bathroom Faucets, urinal flush valves & water closets at City Hall & Hawley Medical Center; Personnel Protective Equipment/Barrier – additional permanent glass partition for essential workers at Hawley City Hall & adding ADA window and counter; and 3 laptop computers to allow remote working/meetings. It was discussed that the cost of the items being considered will exceed the CARES ACT funding Hawley received. The additional costs will be paid for out of the City budget.

A motion was made by Joy, seconded by Gunkelman to approve RESOLUTION 20-29 Authorizing CARES Act Spending. Ayes: All.

A motion was made by Mork, seconded by Asleson to approve RESOLUTION 20-30 Creating a New Budget Fund for Fire Hall Building & Authorizing an Interfund Loan & Budget Adjustments. Ayes: All.

The Council reviewed the proposed Hawley Fire Hall Lease between the City of Hawley and the Hawley Area Fire District. Baer stated that the terms of the lease are for lease payments in twice-a-year installments (based on annual \$8.00 per square foot) due on January 15 and July 15 each year, effective 01/01/2021 until 12/31/2025. The lease automatically renews for additional periods of five years unless either party gives written notice of termination no later than 120 days prior to the end of the term or renewal term.

It was noted that the lease payments would be paid by the Hawley Area Fire District to the City. The Fire District is funded 50% by the City and 50% by the townships.

A motion was made by Mork, seconded by Gunkelman to approve the Hawley Fire Hall Lease 2021. Ayes: All.

At 6:00 p.m. Mayor Joy opened the Public Hearing regarding the proposed Annexation of the Shawn & Teresa Nelson parcel. Joy stated that the proper notifications have been sent by the City of Hawley and official notices have been published to consider this annexation.

Attorney Baer reported that the City of Hawley received a Petition for Annexation from Shawn & Teresa Nelson for .84 acres of their property that lies adjacent to the City of Hawley in Hawley Township. The Nelsons have signed the deed to legally transfer the 50 foot private driveway area to the City of Hawley as a dedicated street. The estimated market value of the property proposed to be annexed is \$16,200. The yearly tax loss to

Hawley Township if the property is annexed into the City of Hawley is \$18.69. As part of the annexation, the City of Hawley will pay Hawley Township for five years of lost taxes (\$93.45). Hawley Township has signed the consent for annexation.

Shawn Nelson noted that they have signed the deed for the street dedication, but they are not transferring ownership until their variance and subdivision applications are done. Baer has the signed deed in his office.

Joy called for comments/questions.

Chuck Grani questioned what will happen with the street. The street dedication is for the existing 50 foot width of road. It cannot meet the normal 80 foot width as it has existed in this manner for a very long time. A discussion ensued regarding the potential installation of the street/utilities, possible assessments for street improvements, etc. It was noted that this public hearing is only to consider the annexation of the property. Other meetings would be held prior to the completion of any street work and utility work that could potentially be assessed.

It was noted that the city received no written comments on the proposed annexation.

Joy made a second and final call for comments/questions.

Joy closed the annexation Public Hearing at 6:17 p.m.

A motion was made by Mork, seconded by Eldred to approve ORDINANCE NO. 281 An Ordinance of the City of Hawley, Minnesota, Annexing Land Located in Hawley Township, Clay County, Minnesota, Pursuant to Minnesota Statutes 414.033, Subdivision 2(3), Permitting Annexation By Ordinance. Ayes: All.

Gunkelman gave the Council an update on the September 9th Planning Commission meeting. Two public hearings were held.

The Planning Commission held a public hearing to consider a Zoning Ordinance Amendment in the C-2 Highway Commercial District by Adding as Condition Use under section 10-4-7D8: High Density Multiple-Family Apartment Dwellings with Multiple Principal Structures on One Lot. The Planning Commission recommends conditional approval as it allows for better use of the Highway Commercial Zoned area for multiple apartment buildings and ensures that parking, access, and other important issues are reviewed/determined as part of the Conditional Use Application process. The condition is

to fix a typo on draft Ordinance #282 under section 10-4-7D8d "b. Accessory buildings: Twenty feet (20').

A motion was made by Gunkelman, seconded by Eldred to approve ORDINANCE No. 282 An Ordinance Amending the City Code of the City Hawley Code 10-4-7D in Regard to Adding a Conditional Use in C-2 Highway Commercial Zoning District for High Density Multiple-Family Apartment Dwellings with Multiple Principal Structures on One Lot. Ayes: All.

The Planning Commission held a public hearing to consider an application from Gregg Larson Autumn View LLC, for a Zoning Map Amendment for the eastern Portion of Lot 1, Block 1, Autumn View Addition (Parcel #56.040.0010). He is requesting a Change from R-3 Multiple Family Residential to C-2 Highway Commercial. The Planning Commission recommends approval as there will be reduced impact to adjoining R-1 Residential lots by removing the access to an apartment building from Leonard Street to access off of Hartford Street. Both zoning designations will allow an apartment to be built, and the change allows a better use of the area for buffers, parking, access, etc.

A motion was made by Gunkelman, seconded by Asleson to approve City of Hawley ORDINANCE NO. 284 An Ordinance Revising the Official Zoning Map. Ayes: All.

Gunkelman stated that the Planning Commission reviewed 3 capital improvement and infrastructure projects (Phase 3, Annexation of Nelson property, and Fire Hall Addition) that the City of Hawley is proposing. The Planning Commission is reporting to the Council in writing that the Phase 3 Infrastructure Replacement Project, Annexation of Nelson property, and Fire Hall Addition project were all found to be in compliance with the Hawley Comprehensive Plan.

Eldred reported that the 15th Street Otta Seal repairs and seal coat project has been completed.

A motion was made by Eldred, seconded by Mork to approve the pay request from Sellin Brothers, Inc. in the amount of \$31,445.20 for the 15th Street improvements project.

Gunkelman questioned if anyone has walked the road since the repairs were completed. It was suggested that Moore Engineering inspect the road.

A motion was made by Gunkelman, seconded by Mork to table the pay request from Sellin Brothers, Inc. in the amount of \$31,445.20 for the 15th Street improvements project. Ayes: All.

A motion was made by Eldred, seconded by Gunkelman to approve ORDINANCE NO. 283 An Ordinance Amending the Hawley City Code Chapter 4 Public Utilities Commission 2-4-2: Commission Established. Ayes: All.

Baer noted that the only change in the ordinance is that the jurisdiction for the Deputy Registrar fund will be under the City Council rather than the Public Utilities Commission.

A motion was made by Eldred, seconded by Gunkelman approving a Hawley Motor Vehicle ad for \$200 in the Clay County Trail Blazers Map for the 2020-2021 Snow Season. Ayes: All.

A motion was made by Asleson, seconded by Eldred to approve RESOLUTION 20-31 Resolution of the City of Hawley Adoption of the Clay County All-Hazard Mitigation Plan. Ayes: All.

Asleson reported that the Hawley Planning Commission will hold a Public Hearing on September 24, 2020 at 7:00 p.m. on a Conditional Use Permit for Lake Agassiz Education Cooperative.

Mork stated that Hammers Construction is requesting a Change Order to the contract for the Fire Hall project for the substantial completion date (when liquidated damages would begin) to be changed from March 20th to May 28th. Baer believes this is a reasonable request.

A motion was made by Mork, seconded by Asleson to approve Change Order Number 001 to the contract with Hammers Construction, Inc. for the Fire Hall Partial Demolition and Addition project to change the Substantial Completion date to May 28, 2021. Ayes: All.

A motion was made by Gunkelman, seconded by Eldred to approve the following consent items:

- 08/24/20 minutes
- 09/03/20 minutes
- Committee of the Whole Summaries 8-24-20 & 8-31-20
- August 2020 Fund Balance Report
- Clay County Environmental Health Alert 9-4-20
- CENSUS Update for Clay County
- West Central MN SBDC Newsletter 9-1-20
- Greater FM Economic Development Updates

- USDA Rural Development Stakeholder Announcement
- PartnerSHIP 4 Health Aug Newsletter
- September 2020 Meetings Calendar

The motion carried by a vote of Ayes: All.

Baer noted that the census information shows that the response rate for the City of Hawley is behind where it was for the last census. Residents are urged to respond to the census.

A motion was made by Eldred, seconded by Gunkelman to approve the following accounts payable:

77205 The Equitable	Withholding	\$722.61
77207 Ameripride Services	Contract Maint	\$83.52
77208 Artisan Beer Company	Mdse Held for Resale	\$362.15
77209 Bemidji Brewing	Mdse Held for Resale	\$59.80
77210 Bergseth Bros.	Mdse Held for Resale	\$19,519.55
77211 Beverage Wholesalers	Mdse Held for Resale	\$6,715.72
77212 Breakthru Beverage MN	Mdse Held for Resale	\$2,220.43
77213 Clay County Attorney	Prosecution Services	\$1,083.33
77214 Coca Cola Bottling	Mdse Held for Resale	\$422.25
77215 D-S Beverages	Mdse Held for Resale	\$16,278.91
77216 Drastic Measures Brewing	Mdse Held for Resale	\$426.00
77217 Jack Pine Brewery	Mdse Held for Resale	\$191.60
77218 Jim Hirt Trucking	Liquor Store Freight	\$250.20
77219 Johnson Brothers Liquor	Mdse Held for Resale	\$3,510.41
77220 Leighton Broadcasting	Liquor Store Advertising	\$600.00
77221 M Amundson LLP	Mdse Held for Resale	\$986.56
77222 Mid-Central Ice	Mdse Held for Resale	\$886.25
77223 Paustis Wine Co.	Mdse Held for Resale	\$139.00
77224 Phillips Wine & Spirits	Mdse Held for Resale	\$1,251.76
77225 Rungers Htg	Liquor Store Building Repairs	\$170.00
77226 Southern Glazers of MN	Mdse Held for Resale	\$5,604.01
77227 Wine Merchants	Mdse Held for Resale	\$472.00
77228 WRS Imports	Mdse Held for Resale	\$177.33
77229 Medica	Health Insurance	\$10,962.62
77230 Mutual of Omaha	Life Insurance	\$50.21
77231 HERT, Inc.	Professional Services	\$13,750.00
77232 Wild Rice Electric	Airport Utilities	\$65.31
77234 Clay County Trallblazers	MV Advertising	\$200.00
77238 Ameripride Services	Contract Maint	\$285.62
77239 ANJAAM Holdings	Police Supplies	\$5.36
77240 ARCO	Police Fuel	\$29.57
77241 Artisan Beer Company	Mdse Held for Resale	\$275.75
77242 Arvig Communications	Phone & Internet	\$679.92
77243 AT & T Mobility	Police Cell Phones & Data Cards	\$442.02
77244 Bellboy Corp	Mdse Held for Resale	\$1,304.28
77245 Bemidji Brewing	Mdse Held for Resale	\$59.80
77246 Bergseth Bros.	Mdse Held for Resale	\$10,080.80
77247 Beverage Wholesalers	Mdse Held for Resale	\$5,498.88

77248 Breakthru Beverage MN	Mdse Held for Resale	\$2,636.06
77249 Brenco	Power Washer Repairs	\$499.70
77250 Business Essentials	Office Supplies	\$1,333.18
77251 Carlos Creek Winery	Mdse Held for Resale	\$135.00
77252 CJ's Pet Center	Animal Control	\$457.00
77253 Coca Cola Bottling	Mdse Held for Resale	\$386.00
77254 Code 4 Services	Police Camera Replacement	\$819.00
77255 Cullens Cleaning Service	City Hall & Police Station Cleaning	\$405.00
77256 D-S Beverages	Mdse Held for Resale	\$17,891.23
77257 Dacotah Paper	Liquor Store Supplies	\$59.02
77258 Fuchs Sanitation	Garbage Service, Recycling, Clean Up	\$33,700.68
77259 Gall's	Police Uniforms	\$932.68
77260 Hali-Brite	Airport Lighting	\$508.75
77261 Hawley Herald	Publishing	\$971.44
77262 Hi-Ten Plumbing & Water Cond	Airport Repair	\$347.50
77263 Indian Island Winery	Mdse Held for Resale	\$129.12
77264 Jack Pine Brewery	Mdse Held for Resale	\$137.80
77265 Jim Hirt Trucking	Liquor Store Freight	\$387.90
77266 Joe Bergseid	Liquor Store Building Repairs	\$308.10
77267 Johnson Brothers Liquor	Mdse Held for Resale	\$4,843.93
77268 Lakeshirts, LLC	Uniforms	\$975.50
77269 Laney's Inc.	Sanitary Sewer Jetting	\$10,028.00
77270 League of Mn Cities	Membership Dues	\$2,554.00
77271 Lewis Electric, LLC	Police Station Repairs	\$236.00
77272 Lileks Oil	Airport Fuel	\$5,873.28
77273 M. Amundson	Mdse Held for Resale	\$495.76
77274 Marco Technologies	Contract Maint	\$45.06
77275 Mid-Central Ice	Mdse Held for Resale	\$125.80
77276 Moore Engineering	Engineering Services	\$4,489.00
77277 Muscatell-Burns	Vehicle Repairs/Maint	\$267.25
77278 Paustis Wine Co.	Mdse Held for Resale	\$987.00
77279 Phillips Wine & Spirits	Mdse Held for Resale	\$1,908.99
77280 Praxair	Contract Maint	\$103.44
77281 Premium Waters, Inc.	Contract Maint	\$9.00
77282 Printer Solutions	Printer	\$1,299.00
77283 Public Utilities Commission	Utilities	\$4,113.66
77284 RDO	DOT Inspections, repairs	\$3,797.55
77285 Southern Glazers of MN	Mdse Held for Resale	\$2,946.23
77286 Teamsters Local Union 120	Withholding	\$302.00
77287 Vicki & Adam Bjornson	Police Station Maint	\$2,220.00
77288 Zenas Baer Law Office	Legal Services	\$1,005.80
77289 AFLAC	Withholding	\$222.43
77290 League of Mn Cities	Mn Mayors Assoc. Dues	\$30.00
77291 NCPERS	Withholding	\$48.00
77292 Reliance Standard	Withholding	\$48.72
77293 Verizon Wireless	Cell Phones	\$125.10
Dir Pay Payroll	08/31/20 Payroll	\$18,566.65
Wire Trsf PERA	08/31/20 Payroll	\$5,504.82
Wire Trsf State of MN	08/31/20 Payroll	\$1,013.43
Wire Trsf IRS	08/31/20 Payroll	\$4,846.55
Wire Trsf Health Savings Account	08/31/20 Payroll	\$769.21
	Total	\$247,669.85

The motion carried by a vote of Ayes: All.

It was noted that the charges from Fuchs Sanitation for clean up week were over \$10,000.

There being no further business at 6:45 p.m. it was moved by Gunkelman, seconded by Eldred that the meeting be adjourned. Ayes: All.

Attest:

James Joy
Mayor

Lisa Jetvig
Clerk Treasurer

CITY OF HAWLEY
CITY COUNCIL COMMITTEE OF THE WHOLE SUMMARY
September 14, 2020

Committee of the Whole meetings are informal discussion style meetings that are open to the public. No official city business is conducted; therefore official minutes are not kept. The summary below is provided for informational purposes only. It has been generated from notes and is not a comprehensive report of Committee of the Whole discussions and events.

Committee of the Whole called to order at 4:30 p.m.

PRESENT: Mayor Joy. Council Members: Eldred & Asleson. Gunkelman arrived at 4:45 & Mork at 5:00.

Also present: Police Chief Backlund, Clerk Treasurer Jetvig, Attorney Baer, and Jason Murry.

1.) Coronavirus Relief Fund -CARES ACT Spending Hawley worksheet through August 2020-Proposed Necessary Projects/Expenditures/Quotes - lengthy discussion on what additional expenditures are necessary due to the public health emergency COVID-19 to include: Personnel Protective Equipment/Barrier – additional permanent glass partition for essential workers at Hawley City Hall & adding ADA window and counter (electric/ natural gas/ water/ sewer/ DMV/ airport /garbage services for our community) at \$ 6,856; Personnel Protective Equipment/Barrier – install glass access partition for Police Officers to work with the public at Police Station at \$18,000; Personnel Protective Equipment/Touchless Bathroom Faucets, urinal flush valves & water closets at City Hall & Hawley Medical Center at \$ 8,766; and Improve Telework Capabilities of Public Employees (3) & remote meetings for City Council allowing citizen participation at \$ 2,190 – Noted that these expenditures (\$35,812) will put us over the total CARES ACT Funding of 168,461 by about \$2,000 – Committee feels expenditures are necessary and will pay for any overages with regular budget funds – Review Draft Res 20-29 Authorizing Expenditures

2.) Public Hearings -Housing TIF PH - Jason Murry here to Review TIF Terms and he went over the details and the developers agreement that will be considered/signed after Public Hearing

**-see email received from Matt Baasch stating that he is not sure that we can commence construction in 2020

-Annexation PH – Nelson – Attorney Baer to review – this must be approved and then the other applications can be addressed at a future meeting – Attorney Baer said all is in order for the Hearing and that Hawley Township has signed the documents

-Planning Commission Recommendations following Public Hearings -Zoning Map Amendment -Zoning Amendment Adding as a Conditional Use to C-2 Highway Commercial multiple apt on 1 parcel – handed out the written recommendations that Council will consider – Gunkelman reporting on this

3.) Fire Hall Addition Construction Contract -Request for Addendum to clarify substantial completion & penalty from Hammer’s Construction – will still get to move into building but want to push back final completion in case some outside cement work still needs to be completed in the spring due to weather – Attorney Baer has reviewed and thinks it is a reasonable request

-metal siding color for Fire Hall after reviewing the warranty on the different colors – Slate Gray for building and trim either Solar White or Snow White

-Preconstruction meeting agenda for Fire Hall handed out (9-15-20 at 10:00 a.m.)

-Discuss setting building lease rate/contract for 9-16-2020 District meeting -Added Attorney Baer paragraph regarding square footage rate review–on agenda tonight to have Council approve by motion to take to Fire District –Review Draft Res 20-30 Creating new budget fund & authorizing interfund loan for Fire Hall – is on Council agenda

4.) HERT response to calls – very good/reliable during the week, but have experienced no responses on some weekends/not just delayed but no response – contract w/ HERT requires them to respond to calls for service - Committee was very concerned

5.) FM MetroCOG draft letter regarding unacceptable work on City Zoning Ordinance & Subdivision Ordinance-not discussed

6.) Dangerous Dog situation handled by PD – dog owners disposed of dog all following the legal process -Backlund updated the Council on the 2 bite reports and process followed

7.) Do we allow other companies to do “recycling” services that individual businesses may Request & pay for (not in our contract with Fuchs) i.e. cardboard dumpster, grease vat, etc. – OK for on-site recycling/grease dumpster only if for Business located on a 9 or 10-ton street (no home businesses, etc.)

9.) Employee Recognition Event? -Golf Club has not opened their facility for events -Options/Direction committee asked for employee suggestions

10.) Other Business As May Arise-Coalition of Greater MN Cities asking us to join -Personnel Committee Dept Head Evaluations – 1 left to schedule

-Moore Engineering Memo 2019 Sealcoat & Crack Sealing Improvement & billing for Sellin Brothers in the amount of \$31,445.20 handed out – on agenda
-reviewed Sloan email that 137 applications received for Clay County CARES ACT Business grants, 24 of which are in Hawley

11.) Adjourn.

Adjourned at 5:20 p.m.

Respectfully submitted, Lisa Jetvig, Clerk Treasurer

CITY OF HAWLEY
CITY COUNCIL COMMITTEE OF THE WHOLE SUMMARY
Sept 21, 2020

Committee of the Whole meetings are informal discussion style meetings that are open to the public. No official city business is conducted; therefore official minutes are not kept. The summary below is provided for informational purposes only. It has been generated from notes and is not a comprehensive report of Committee of the Whole discussions and events.

Committee of the Whole called to order at 6:15 p.m.

PRESENT: Mayor Joy. Council Members: Eldred, Mork & Gunkelman. Asleson absent.

Also present: Clerk Treasurer Jetvig

Budget Discussions General Fund 101

- Reviewed 2021 Proposed Rev & Exp Summary/Detail Reports
- Reviewed draft Res Adopting Proposed Property Tax Levy of \$696,000
- Reviewed draft Res Adopting Proposed 2021 Budget Rev \$1,868,133 & Exp \$1,859,454 Noted that this is a reduction in both rev & exp from 2020 levels
- Council needs to adopt Resolutions at Sept 28th Council meeting
- PWD Berg will have more quotes/recommendations at next meeting
- discussion held on questions for City Engineer – 15th Street need to schedule date to walk the work prior to Council paying for it/Gunkelman volunteered to walk it with engineer as he has concerns about edges with 6" of pearrock piled on it and wheel depressions from the patching equipment – want to know status on warranty work repair of sanitary sewer service line on Nature Lane – Phase 3 design status – why catch basins on Nature Lane still have the "bags" in them – who is responsible to take these out and clean them out? Some have small trees growing in them – staff noted that engineers have spent a considerable amount of time assisting with the storm water issues with both the Lake Agassiz project and the Autumn Ridge Apartment project – many dozens of emails/inquiries
- discussed some long-term goals to work to get 15th Street fully rebuilt and paved at some point
- will be formally requesting our share of the Clay County MV Wheelage Funds at next Council meeting
- Adjourn.

Adjourned at 6:45 p.m.

Respectfully submitted, Lisa Jetvig, Clerk Treasurer

National Fire Prevention Week

Oct 4th - 10th

"Serve Up Fire Safety in the Kitchen"

is the theme for Fire Prevention Week, October 4-10, 2020. NFPA's focus on cooking fire safety comes in response to home cooking fires representing the leading cause of U.S. home fires, with nearly half (49 percent) of all home fires involving cooking equipment; unattended



cooking is the leading cause of these fires.

Key messages around this year's Fire Prevention Week campaign, "Serve Up Fire Safety in the Kitchen" include the following:

- Keep a close eye on what you're cooking; never leave cooking unattended.
- Keep anything that can catch fire — oven mitts, wooden utensils, food packaging, towels or curtains — at least three feet away from your stovetop.
- Be on alert. If you are sleepy or have consumed alcohol, don't use the stove.

Safety TIPS:

- ⇒ Make an escape plan—discuss the plan with everyone in your home
- ⇒ Know at least two ways out of every room—make sure doors/windows open easily
- ⇒ Have an outside meeting place—a safe distance from the home
- ⇒ Practice your home fire drill twice a year
- ⇒ Practice using different ways out
- ⇒ Teach children how to escape on their own in case you can't help them
- ⇒ Close doors behind you as you leave

HAWLEY LIQUORS FOOD DRIVE.....

Please consider donating Non-perishable Food Items during the month of October.

Hawley Liquors is participating with the Minnesota Municipal Beverage Association and Coors Light to sponsor the food drive. Bring items to Hawley Liquors or REACH.

All donations collected will be given to the Hawley Food Pan-



Budget Billing Customers - Please check your account

Some of this year's utility budget estimates may be falling short. That means that some budget customers may not be paying enough to cover the actual cost of your utilities. This summer season has been considerably warmer and families spent much more time at home than last year. Budget billings were calculated upon your actual usage from the previous year.

Please check your bill to see if your account is falling behind because of the budget. Check/compare your "Total" this is the actual amount of your account, And "Budget Total" this is the amount the budget system is asking you to pay. If your "total" is MORE than the "Budget total" you are falling behind in payments on your account.

Sample Billing—look at the bottom 7 or 8 lines of your bill:

Cur Charges	\$440.36	9/21/20
Total	475.75	9/27/20
Budget Prev Bal	338.56	9/27/20
001 Budget GAS	53.00	9/27/20
003 Budget ELEC	178.00	9/27/20
016 Budget WAT	27.00	9/27/20
Budget Total	325.65	9/27/20

On this Sample Billing the actual amount owed as of 9/27/20 is \$475.75.

TOTAL	\$475.75
-Budget Total	- 325.65
	\$150.10 underpayment

** This customer will need to make extra payments.

Hawley City Hall

Lobby Open - limit 4 customers at a time, please keep 6' social Distancing & Masks are required

218-483-3331

218-483-4619 new

305 6th Street

Open 8 a.m. to 5 p.m.

www.hawley.govoffice.com

info@ci.hawley.mn.us

Hawley Deputy Registrar

Lobby Open - limit 4 customers at a time, please keep 6' social Distancing & Masks are required

Open 8 a.m. to 4:15 p.m.

Motor Vehicle Licenses &

DNR Licenses

Sorry - No Drivers' Licenses

City Council Meetings

October 12th & 28th

(the Meetings are broadcast live on Arvig Local Channel 14 at 5:30 p.m.)

Garbage - No changes in Oct

Recycling Center 8 a.m. - 8 p.m.

Fall Grass & Leaf Curbside Pickup

Oct 12, 15, 19 & 22 Grass & leaves MUST be in CLEAR plastic bags or cans to be picked up curb side.

Compost Roll Off is located behind the cardboard recycling building for grass & leaves until the end of October (Please no branches or bags in this roll off.)

Utility Emergency - After Hours # 701-238-7657

• Call Before You Dig

it's the law!

651-454-0002 or

1-800-252-1166

or 811



After reviewing your account, you may need to make extra payments. If you are on the Direct Payment program, you will need to pay with a separate check as the system will only withdraw what is on the billing. We suggest that you continue to monitor your account balance closely until the end of the budget cycle in May.

Feel free to call City Hall if you have any questions regarding budget billing or your account (218)483-4619. Thank you!

216B.097 Cold Weather Rule Notice - Hawley Public Utilities

Subdivision 1. Application; notice residential customer. (a) A municipal utility or a cooperative electric association must not disconnect and must reconnect the utility service of a residential customer during the period between October 15 and April 15 if the disconnection affects the primary heat source for the residential unit and all the following conditions are met:

- (1) The household income of the customer is at or below 50 percent of the state median household income. A municipal utility or cooperative electric association utility may (i) verify income on forms it provides or (ii) obtain verification of income from the local energy assistance provider. A customer is deemed to meet the income requirements of the clause if the customer receives any form of public assistance, including energy assistance, that uses an income eligibility threshold set at or below 50 percent of the state median household income.
- (2) A customer enters into and makes reasonably timely payments under a payment agreement that considers the financial resources of the household.
- (3) A customer receives referrals to energy assistance, weatherization, conservation, or other programs likely to reduce the customer's energy bills. (b) A municipal utility or a cooperative electric association must, between August 15 and October 15 of each year, notify all residential customers of the provisions of this section.

Subdivision 2. Notice to residential customer facing disconnection. Before disconnecting service to a residential customer during the period between October 15 and April 15, a municipal utility or cooperative electric association must provide the following information to a customer:

- (1) a notice of proposed disconnection;
- (2) a statement explaining the customer's rights and responsibilities;
- (3) a list of local energy assistance providers;
- (4) forms on which to declare inability to pay; and
- (5) a statement explaining available time payment plans and other opportunities to secure continued utility service.

Subdivision 3. Restrictions if disconnection necessary. (a) If a residential customer must be involuntarily disconnected between October 15 and April 15 for failure to comply with subdivision 1, the disconnection must not occur;

- (1) on a Friday, unless the customer declines to enter into a payment agreement offered that day in person or via personal contact by telephone by a municipal utility or cooperative electric association;
- (2) on a weekend, holiday, or the day before a holiday;
- (3) when utility offices are closed; or
- (4) after the close of business on a day when disconnection is permitted, unless a field representative of a municipal utility or cooperative electric association who is authorized to enter into a payment agreement, accept payment, and continue service, offers a payment agreement to the customer. Further the disconnection must not occur until at least 20 days after the notice required in subdivision 2 has been mailed to the customer or 15 days after the notice has been personally delivered to the customer. (b) If a customer does not respond to a disconnection notice, the customer must not be disconnected until the utility investigates whether the residential unit is actually occupied. If the unit is found to be occupied, the utility must immediately inform the occupant of the provisions of this section. If the unit is unoccupied, the utility must give seven days' written notice of the proposed disconnection to the local energy assistance provider before making a disconnection. (c) If, prior to disconnection, a customer appeals a notice of involuntary disconnection, as provided by the utility's established appeal procedure, the utility must not disconnect.

Customer Appeals: Under the Cold Weather Rule, if a customer appeals a notice of involuntary disconnection prior to disconnection, as provided by the utility's established appeal procedure, the utility must not disconnect the customer until the appeal is resolved.

Service Limiters: Under the Cold Weather Rule, "disconnection" includes a service or load limiter or any device that limits or interrupts electric service in any way.

City of Hawley, Hawley Public Utilities Commission, 305 6th St, PO BOX 69, Hawley, MN 5654 Phone: 218-483-3331

If you need help paying your electric utility bill, you may qualify for state or federal fuel assistance. For complete qualification and application information, contact your local county welfare or community/citizen's action council listed below. These organizations may also provide budget counseling.

<u>West Central MN Communities Action Inc.</u>	<u>Clay County Social Services</u>	<u>REACH</u>	<u>Consumer Credit Counseling Service</u>	<u>Family Life Services</u>
411 Industrial Park Blvd, PO Box 596	715 11 th ST N	421 Fifth ST	15 South 10th St.	1201 25th St. S.
Elbow Lake, MN 56531	Moorhead, MN 56560	Hawley, MN 56549	Fargo, ND 58102	Fargo, ND 58102
Phone: 1-800-492-4805	Phone: 218-299-5200	Phone: 218-483-3145	Phone: 701-237-9247	Phone: 701-235-3328

EAP eligibility is based on the three most recent months of income.		
Household Size	Three Month Maximum	Annual Income
1	\$28,266	\$7,066
2	\$36,963	\$9,240
3	\$45,660	\$11,415
4	\$54,357	\$13,589
5	\$63,054	\$15,763
6	\$71,751	\$17,937
7	\$73,382	\$18,345
8	\$75,013	\$18,753

Notice of public hearing on proposed Hawley Police Department Body Worn Camera Program.

The Hawley Police department is going to be equipping our officers with body worn cameras (BWC). To be compliant with Minnesota State Law, we would like to allow the public to comment on the cameras we are proposing to purchase as well as our policy.

This information can be found on the City Website at: Hawley.govoffice.com under the Police Department section.

Any comments or questions related to the cameras or policy can be direct to Chief Joseph Backlund at PO Box 68, Hawley, MN 56549 or jbacklund@ci.hawley.mn.us.

The Public Hearing will be held on Monday, October 26, 2020 at 6:00 p.m. in the City Council Chambers. We welcome any feedback that the public has on the body cameras and policy. All present will be given the opportunity to address the Council.

COLD WEATHER RULE INFORMATION FOR MILITARY SERVICE PERSONNEL

CHAPTER 111 –H.F. NO. 532 An act relating to consumer protection; regulating certain contracts entered into by military service personnel; authorizing cancellations; requiring utilities to establish payment arrangements for military service personnel; proposing coding for new law in Minnesota Statutes, chapters 325E; 325G.

BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF MINNESOTA

Section 1. [325E.027] UTILITY PAYMENT ARRANGEMENTS FOR MILITARY SERVICE PERSONNEL.

Subdivision 1. Restriction on disconnection; payment schedules.

(a) A municipal utility, cooperative association, or public utility must not disconnect the utility service of a residential customer if a member of the household has been issued orders into active duty, for deployment, or for a permanent change in duty station during the period of active duty, deployment, or change in duty station if such a residential customer:

1. Has a household income below the state median household income or is receiving energy assistance and enters into an agreement with the municipal utility under which the residential customer pays ten percent of the customer's gross monthly income toward the customer's bill and the residential customer remains reasonably current with payments under the payment schedule.
2. Has a household income above the state median household income and enters into an agreement with the municipal utility establishing a reasonable payment schedule that considers the financial resources of the household and the residential customer remains reasonably current with payments under the payment schedule.

(b) For purposes of this subdivision, "household income" means household income measured after the date of the orders specified in paragraph (a).

Subdivision 2. Annual notice to all customers; inability to pay forms.

(a) A municipal utility must notify all residential customers annually of the provisions of this section.

(b) A municipal utility must provide a form to a residential customer to request the protections of this section upon the residential customer's request.

Subdivision 3. Application to service limiters. For the purpose of this section, "disconnection" includes a service or load limiter or any device that limits or interrupts electric service in any way.

Subdivision 4. Income Verification. Verification of income may be conducted by the local energy assistance provider or the municipal utility unless the customer is automatically eligible for protection against disconnection as a recipient of any form of public assistance, including energy assistance that uses income eligibility in an amount at or below the income eligibility in subdivision 1, clause (1).

Subdivision 5. Appeal process.

(a) The municipal utility shall provide the residential customer with a commission-approved written notice of the right to appeal to the commission or other appropriate governing body when the utility and residential customer are unable to agree on the establishment, reasonableness, or modification of a payment schedule, or on the reasonable timeliness of the payments under a payment schedule, provided for by this section. Any appeal must be made within seven working days after the residential customer's receipt of personally served notice, or within ten working days after the utility has deposited first class mail notice in the United States mail.

(b) The utility shall not disconnect service while a payment schedule is pending appeal, or until any appeal involving payment schedules has been determined by the commission.

Subdivision 6. Enforcement. This section may be enforced pursuant to chapter 216B.

HEATING SALES TAX EXEMPTION CERTIFICATE

I hereby certify that I use 50% or more as my primary source of residential heating of:
 electric natural gas

(Please check one)

And as my primary source of residential heating I request that Hawley Public Utilities deduct the applicable sales tax from my bill for those months that are exempt.

I further certify that the heating source I have checked above will be the primary source of heat at this residence until further notice and I am responsible for notifying the Hawley Public Utilities when this status no longer applies, MN Statute 297A.67 Subd 15.

Printed Customer Name _____

X
Customer Signature _____

Account Number _____

Date _____

Please return this form to City of Hawley,
PO Box 69, Hawley, MN 56549

ONLY if your primary source of residential heating has changed from last year.



Electricity or Natural Gas sold for residential HEATING use is not taxable for the billing months of November, December, January, February, March, and April when sold to metered customers who use it as their primary source of residential heat.

If more than one type of heat is used, only the *primary source* of heat is not taxable. Primary source of residential heat is the source that supplies more heat than any other source for the largest period of time during the heating season.

If the primary source of residential heat is natural gas then all the gas is not taxable during the winter heating months. If the primary source of residential heat is electricity, and there is only one meter, then all electricity measured through that meter is not taxable during the winter heating months. Off Peak Residential Electric customers have separate meters for heating and general use. Only the heating meter use is tax exempt if it is the primary source of heat.

Residential Customers Include: Homes, Apartments, Condominiums, Intermediate Care Facilities, Garages-residential (attached or not), Mobile Homes

Utilities supplied for residential heating *during* construction of a residence are not taxable. Residential use does not include use in travel trailers, motor homes, or other recreational vehicles.

Commercial and Residential Use:

Some buildings have both residential quarters and commercial operations. If there is one meter for the entire building for electricity or gas, square footage is used to determine if the residential exemption applies:

- ◆ The residential exemption applies if more than 50% of the square footage of the building is residential.
- ◆ The utilities are taxable if 50% or more of the square footage of the building is used for commercial operations.

«Detach and return the Exemption Certificate only if your heating source has changed from last year.

Attention Snowbirds: Before you leave town

Please fill out & sign the Water Shut Off Request Form available at City Hall if your home will be vacant 30+ consecutive days. You can have your water shut off at the curb & garbage stopped while your gone and it will save on your utility bills!

• **Stop in at City Hall and renew your Motor Vehicle Licenses. You can purchase them in advance so that you do not have to worry about car renewals when you are away. Please bring in your plate number(s) and insurance information.**

• **Fill out the Police Vacation watch registration form on the city website: www.hawley.govoffice.com Travel safely and we will see you in the spring!**



October 4-10 is Public Power Week... and we have reason to celebrate!

Hawley Public Utilities

Like more than 2,000 utilities across the country, we are powered by a community-owned, not-for-profit public power utility. During Public Power Week, we celebrate the benefits of living in a public power community, including:

- Low rates
- High reliability
- Customer responsiveness
- Community focus
- Economic development
- Local control



Street Lights

If you notice that a street light is out or blinking on/off please call and report it to City Hall. We will ask you for details about the location of the problem light. Our staff will repair/replace it.

Thank you for your assistance!



Walk to Anywhere Week 2020



Join us for a week long celebration of Walking!

School looks and feels different this year: some are virtual, others are in-person and many are somewhere in-between. Since back-to-school has changed for everyone this year, our annual Walk to School Day event is adapting to allow for different school formats. Whether it's walking to school for in-person classes or exploring your neighborhood with family, we hope you will join us for [Walk to Anywhere Week, Oct. 5-9!](#)

New FireHall Demo/Addition



STRUGGLING
BECAUSE OF
THE PANDEMIC?

FREE, WALK-IN MENTAL HEALTH CLINIC

FOR CLAY COUNTY RESIDENTS

9 am to 5 pm Wednesdays (Sept. 16-Dec. 9)
Online or at The Village Family Service Center
815 37th Ave. S., Moorhead

Lisa Jetvig

From: Lisa Jetvig <ljetvig@arvig.net>
Sent: Tuesday, September 22, 2020 8:45 AM
To: bgunkelman@ci.hawley.mn.us
Cc: cmeyeraan@ci.hawley.mn.us
Subject: FW: Demonstration project funding, help available and Walk to Anywhere Week

Ben,

Can you please share this with the appropriate people at the school.

We will be putting information into our City Newsletter on the Walk to Anywhere Week too.

Thank you.

Lisa Jetvig
Clerk Treasurer
City of Hawley, PO Box 69, Hawley, MN 56549
ljetvig@ci.hawley.mn.us
(218)483-3331

From: Jill Amundson <jill@wcif.org>
Sent: Thursday, September 17, 2020 6:14 PM
To: Wayne Hurley <wayne@wcif.org>
Subject: Demonstration project funding, help available and Walk to Anywhere Week

Hello SRTS team leads,

We have three pieces of news this week...

- 1) October 5-9 is Walk to Anywhere Week 2020 - see the email below for some ideas on promoting active transportation for your students and their families.
- 2) The SRTS Demonstration Project RFP is now open. I've highlighted the link in the email for easy reference.
- 3) Monday will be WCI's first day with our GreenCorps member, Mallory Jarvi. Mallory will be connecting with you soon to introduce herself and see what she can do to help you with your SRTS activities!

We know this year is exceptionally busy for all of you. If there is anything that WCI can do to support your efforts, in SRTS or otherwise, please do not hesitate to reach out.

Most sincere best wishes to you, and thank you for serving your community!

Jill Amundson
Associate Planner, West Central Initiative
Direct line: 218-998-1614

From: MnDOT <mndot@public.govdelivery.com>
Subject: Get Stepping – Walk to Anywhere Week Oct. 5-9



Walk to Anywhere Week 2020



Join us for a weeklong celebration of walking

School looks and feels different this year: some are virtual, others are in-person and many are somewhere in-between. Since back-to-school has changed for everyone this year, our annual Walk to School Day event is adapting to allow for different school formats. Whether it's walking to school for in-person classes or exploring your neighborhood with family, we hope you will join us for [Walk to Anywhere Week, Oct. 5-9!](#)

We may not be able to gather for walking events at school this year, but our Safe Routes to School team want to encourage students and family to take a walk before, during or after the school all year long.. Students will benefit from physical activity, fresh air and increased focus. And parents can too. No matter if your school is in-person or at home, the resources below will help you find ways to get involved in Walk to Anywhere Week this year!

Ideas for everyone

Check out these [ideas for Walk to School Day 2020](#) from the National Walk and Bike to School Day website for inspiration at the family, neighborhood or school level.

Then, check out some of our resources—these can be used in-school, by classroom or physical education teachers in a distance-learning context, or by families at home:

Join our Photo Contest and share where you love to walk to. We will highlight winning photos all month long. Help us encourage more walking in Minnesota.

- [Walking Bingo: Places to Go](#)
- [Walking Bingo: Things to Do](#)
- [Walking Bingo: Things to Find](#)
- [Easy Walking Word Search](#)
- [Hard Walking Word Search](#)
- [Walking Safety Crossword](#)
- [Mileage Tracker](#)
- [Walk! Bike! Fun! Distance Learning curriculum](#)

Get registered

To allow participation across learning environments; families, neighborhoods and schools are all invited to register their participation this year. [Walk to Anywhere Week activities might happen at home, around the neighborhood or at school...there's room for everyone!](#)

Reflect on why you and your community care about walking to school and use Walk to Anywhere Week to solidify commitments and work towards needed changes.

- [Register today!](#)

Upcoming solicitations

Stayed tuned to this newsletter as we will have many upcoming solicitations for SRTS this fall!

Fall funding opportunities

- **Planning Assistance** solicitation to help you develop a SRTS Plan.
- **Transportation Alternatives Program (TAP)** solicitation for infrastructure funding.
- **Boost Mini-grants** to help with any implementation needs from bike fleets to stipends.
- **Demonstration Projects Technical Assistance** to test engineering projects identified in SRTS plans. (now open)

Student transportation COVID-19 Resources

This year, schools may be changing from in-person to hybrid or virtually quickly and looking for transportation opportunities with minimal spread of germs. We have resources to support walking and biking to school, a low viral transmission way to arrive to school ready to learn.

Find tool and ideas at [MnSRTS COVID-19 resources for Safe Routes to School](#).

Safe Routes National Partnership has released [back to school recommendations for Safe Routes to School programming](#) and [SRTS school messaging guide](#).

Please reach out to saferoutes.DOT@state.mn.us if you need any technical assistance.

Upcoming events

Oct. 10 at 11 a.m. – MN SRTS network call

Share and learn with those working on SRTS from across Minnesota.

- [Attend the call](#)

To join the Minnesota Safe Routes to School Network, email center.communications@bluecrossmn.com

More about MnSRTS

- [Visit mnsaferoutestoschool.org](http://mnsaferoutestoschool.org)
- [Follow us on Facebook](#)

MnDOT invites and encourages participation by all. If you need an ASL, a foreign language interpreter, or other reasonable accommodation, or need documents in an alternative format (such as braille or large print), please email your request to [Junet Miller at ADArequest.dot@state.mn.us](mailto:ADArequest.dot@state.mn.us) or call 651-366-4720.

This email was sent to jill@wcif.org using GovDelivery Communications Cloud on behalf of: Minnesota Department of Transportation · 395 John Ireland Blvd · Saint Paul, MN 55155



Connections

A monthly newsletter from
**Greater Minnesota
Parks & Trails**



MONTH, YEAR

[View this email in your browser](#)

Citizen involvement is key to achieving success on parks and trails projects

While staff have knowledge of parks and trails, citizens often have a passion for improving their community. In Stearns County that happened with the Lake Wobegon Trail and the Lighted Cross Country Ski Trail.

When citizens noticed railroads being abandoned in the 1990s, they saw the opportunity for a rail trail for hikers, snowmobilers, bicyclers and rollerbladers. It was citizens who brought the idea to the County Board of

Commissioners. It was a citizen who asked Garrison Keillor if they could call it the Lake Wobegon Trail. It was the citizens that raised the first \$150,000 in local match money. It was the 200 citizens that showed up at an open house to support a controversial extension of the Lake Wobegon Trail.



The citizen involvement with the Lake Wobegon Trail continues to be important. It was the citizen trail users that pushed for a substantial (\$800,000) allocation for trail re-surfacing. It was the 58 percent of Stearns County voters that helped pass the Legacy Amendment. Those Legacy funds have been key in the effort to connect the Lake Wobegon Trail into the greater St. Cloud area.

The Lighted Cross Country Ski Trail was part of the Quarry Park & Nature Preserve master plan that was completed in 1995. When the park opened in 1998 cross-country skiing was a popular activity, but the

ski trails were not lighted.

Citizens recognized the beauty and near wilderness atmosphere of Quarry Park. Citizens gathered information about lighted cross-country ski trails. Cross-country skiers attended County Park Commission meetings and promoted the idea of lighting the cross-country ski trails. The local Nordic ski club committed to raising \$25,000 for the installation of ski trail lights.

Time and again citizen involvement combined with park staff knowledge has helped get good things done for parks and trails.

Sign up now for our Annual Meeting on Oct.18

Correction: Our August newsletter listed the wrong date for the Annual Meeting. The correct date is Wednesday, Oct. 18.



Registration has gone live for the GMPT's Annual Meeting, which will be held Oct. 18 at the Initiative Foundation in Little Falls. Please go to bit.ly/2wZ8Zul to register online.

At the meeting, we will discuss the successes our organization had this year in increasing grant money for local parks and trails, as well as discuss issues to include in our 2018 legislative agenda. In addition, experts from the University of Minnesota will talk about battling aquatic and plant invasive species — an issue that is very important to keeping our state's parks and trails healthy. GMPT members will also share highlights about parks in their areas. You can see the full meeting agenda [here](#).

The meeting is an excellent opportunity for GMPT members to connect with fellow parks and trails professionals and supporters. We hope you will join us — please sign up today!

Park/trail highlights needed!

Do you have a park or trail in your community or region that you are particularly proud of and want to share?
Did you find a creative way to finance or partner with others to complete a project?
Do any of your parks or trails have unique

Grant News - Legacy Funding

The Greater Minnesota Regional Parks & Trails Commission is currently accepting applications for Legacy grants for the FY2018 funding cycle. To be eligible, the park or trail must be designated as "regional." Funding applications are due by

features or aspects that others could learn from?

If you answered "yes" to any of the questions above, we would like to feature your park, trail or project in a future edition of our monthly newsletter! Please email us at trail@greaterminnesotaparksandtrails.org.

5 p.m. Monday, July 31, 2017.

[VIEW THIS EMAIL IN YOUR BROWSER](#)

Important Dates

- **Aug. 16 - Board Meeting in Waite Park**
- **Sept. 20 - Board Meeting in Waite Park**
- **Oct. 18 - Annual Membership Meeting in Little Falls**

[View this email in your browser](#)



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Our mailing address is:

Greater Minnesota Parks & Trails
c/o Flaherty & Hood, P.A.
525 Park St.
St. Paul, MN 55103

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You can [update your preferences](#) or [unsubscribe from this list](#).

Visit us online at greaterminneparksandtrails.org.

CITY OF HAWLEY, MN

All meetings are posted as Committee of the Whole Meetings - a quorum of the Councilmembers may be present.

September 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3 5:00 Special Council Meeting to consider/award Fire Hall Contract.	4	5
6	7 <i>Holiday</i>	8	9 5:30 Committee of the Whole Budget Mtg 7:00 Planning Commission meeting -Public Hearing Zoning Map Amendment -Public Hearing Zoning Ord Amendment	10	11	12
13	14 4:30 Committee of the Whole 5:30 Council 5:30 TIF Public Hearing 6:00 Annexation Public Hearing	15	16 7:00 Fire District Mtg	17	18	19
20	21 2:00 PUC 5:00 EDA/EDA Advisors 6:30 Committee of the Whole Budget Mtg	22 5:00 Airport Commission mtg	23	24 7:00 Planning Commission meeting -Public Hearing Zoning CUP Lake Agassiz Preschool	25	26
27	28 4:30 Committee of the Whole 5:30 Council	29	30			

CITY OF HAWLEY, MN

All meetings are posted as Committee of the Whole Meetings - a quorum of the Councilmembers may be present.

October 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12 4:30 Committee of the Whole- Nelson Apps 5:30 Council	13	14	15	16	17
18	19	20	21 2:00 PUC mtg 7:00 Fire District Special Meeting - Fire Hall Lease	22	23	24
25	26 4:45 Committee of the Whole 5:30 Council 6:00 PH on Body Cam Units	27	28	29	30	31

**CITY OF HAWLEY
ACCOUNTS PAYABLE
9/24/2020**

77235 Hawley Township	Reimb for lost revenue from Annexation	93.45
77236 The Equitable	Deffered Comp	720.46
77294 Johnson Brothers Liquor	Mdse Held for Resale	559.20
77295 Southern Glazers of MN	Mdse Held for Resale	562.95
77296 Jerome Hager	Hangar Deposit Refund	110.00
Direct Pay Payroll	Paid Date: 9-14-2020	18,805.98
ACH Pay PERA Withholding	Paid Date: 9-14-2020	5,837.72
ACH Pay State of MN	Paid Date: 9-14-2020	1,043.93
ACH Pay Federal Taxes	Paid Date: 9-14-2020	4,903.76
ACH Pay H S A Withholding	Paid Date: 9-14-2020	816.57
	TOTAL	<u>33,454.02</u>
Airborne Custom Spraying	Mosquito Spraying	4026.00
GovOffice	Web Hosting/Upgrade + ADA	8,679.00
Minnkota	Contract Maint-Recycling	463.40
Riteway Business Forms	Office Supplies	140.36
Sanitation Products	Equipment Repairs	447.30
Tactical Solutions	Police Equipment Maint	220.00
	TOTAL	<u>13,976.06</u>
	GRAND TOTAL	<u><u>47,430.08</u></u>

Sellen Brothers

*15th St Parking
+ Seal Coating*

31,445.²⁰

78,875.²⁸