

**MINUTES
REGULAR COUNCIL MEETING
CITY OF HACKENSACK
AUGUST 12, 2024
5:30 PM - HACKENSACK COMMUNITY CENTER**

1. Call to Order

The meeting was called to order by Mayor Kennedy at 5:30 pm

Member Present:

Kennedy, Reeve, Wilkes, Van Dyke, Schneider

Others Present:

Lynn VanAllen, Jason Marchwick, Rob Triplett, Michelle Lundgren, Gary Dietrich, Brandy Pemberton (MnDOT), Missy Smieja

2. Pledge of Allegiance

Pledge of Allegiance was recited

3. Motion to approve the presented August 12, 2024, Agenda.

Mayor Kennedy amended 8i to include that First Street N will have no parking from the Fire Hall to Swanson's on both sides, and the topic was to discuss the possibility of closing it completely.

Motion by Wilkes, Seconded by VanDyke, Vote Unanimous

4. Motion to approve the following:

- a. Minutes from July 15, 2024, Regular Council Meeting, July 29, 2024, Planning Session

Motion by Wilkes, Seconded by Reeve, Vote Unanimous.

- b. July Disbursements - \$ 333,816.38, and July Receipts - \$ 507,191.93, July/August Claims #6846 - 6889 for \$ 46,421.30

Motion by Schnieder, Seconded by Reeve, Vote Unanimous.

- c. SWCD Jurisdiction on the Wetland Conservation Act resolution #2024-09

Motion by Schneider, Seconded by VanDyke, Vote Unanimous.

- d. MnDOT Agreement No. 1056734 Resolution #2024-10

Motion by Schneider, Seconded by Reeve, Vote Unanimous.

- e. MnDOT Construction Agreement

Discussion was held with Brady Pemberton for MnDOT to clarify any issues with the Agreement.

Snow removal will follow through the roundabout for all entities plowing.

The Agreement is just with estimated costs until the final bids are received.

- f. DNR License For Utility to Cross Public Waters

Motion by Schneider, Seconded by Wilkes, Vote Unanimous.

5. Missy Smieja – Chainsaw Street Closure / Raffle Permit

Motion by Wilkes, Seconded by Vandyke to approve the street closure from Lake to Murray and Motion by Reeve, Seconded by Schneider to approve the raffle permit. Vote Unanimous.

6. Ribbon Cutting for Sports Courts – Joan Kane

The Hackensack Game Changers formally invited the council and public to attend the Lucette's Sports Courts ribbon cutting on August 30, 2024 at 3 pm.

7. Announcement to form an official Parks Board/Committee – Bill Kennedy

Mayor Kennedy announced that there will be a new Parks Committee formed and invited anyone interested to join. This committee will create a plan to maintain and improve all portions of the city's parks.

8. Department Reports

a. Rob Triplett –

b. First Street N will have no parking from the Fire Hall to Swanson's on both sides

i. First Street N Road Closure – Close First Street N from the Fire Hall to Swanson's side street

The council discussed and will move forward with just the no parking at this time.

c. Jason Marchwick -

June, July and August profits are slightly below last year.

d. Beth Dupre -

Nothing to report

9. Planning Session August 26, 2024

10. Motion to adjourn.

Motion by Wilkes, Seconded by Reeve, to adjourn at 6:25 pm. Vote Unanimous.

Approved by:

Respectfully Submitted,

Bill Kennedy, Mayor

Trista Olander City Clerk -Treasurer

ORDINANCE NO. 2024-1

CITY OF HACKENSACK

COUNTY OF CASS

STATE OF MINNESOTA

AN ORDINANCE ENACTING THE CODE OF ORDINANCES FOR THE CITY OF HACKENSACK MINNESOTA,

ADOPTING THE MINNESOTA BASIC CODE OF ORDINANCES, 2023 EDITION AND AMENDING, RESTATING, REVISING, UPDATING, CODIFYING AND COMPILING CERTAIN ORDINANCES OF THE CITY DEALING WITH THE SUBJECTS EMBRACED IN THE CODE OF ORDINANCES, AND PROVIDING PENALTIES FOR THE VIOLATION OF THE CODE OF ORDINANCES.

WHEREAS Minnesota Statutes Section 471.62 authorizes the city to adopt the Minnesota Basic Code of Ordinances by reference, and Sections 415.02 and 415.021 authorize the city to cause its ordinances to be codified and printed in a book,

NOW THEREFORE the City Council of the City of Hackensack, Minnesota, ordains:

Section 1. The Minnesota Basic Code of Ordinances, 2023 Edition, together with amendments and supplements contained therein, is hereby adopted and shall constitute the "Code of Ordinances of the City of Hackensack." This Code of Ordinances also adopts by reference certain statutes and administrative rules of the State of Minnesota as named in the Code of Ordinances. It is the intention of the City Council that, when adopting the Minnesota Basic Code of Ordinances, all future amendments and supplements are hereby adopted as if they had been in existence at the time this Ordinance was enacted, unless there is clear intention expressed in the Code to the contrary.

Section 2. The Code of Ordinances as adopted in Section 1 shall consist of the following titles and those existing city ordinances also listed in Section 3.

TITLE I: GENERAL PROVISIONS

10. General Provisions

TITLE III: ADMINISTRATION

30. General Provisions

31. Departments, Boards and Commissions

32. Emergency Management

TITLE V: PUBLIC WORKS

50. Garbage and Rubbish

51. Sewer Regulations

- 52. Water Regulations
- 53. Storm Water Drainage Utility
- 54. Rates and Charges

TITLE VII: TRAFFIC CODE

- 70. Traffic Regulations
- 71. Parking Regulations
- 72. Snowmobiles
- 73. Recreational Vehicles
- 74. Bicycles, Roller Blades, Roller Skates, Roller Skis and Skateboards

TITLE IX: GENERAL REGULATIONS

- 90. Abandoned Property
- 91. Animals
- 92. Health and Safety; Nuisances
- 93. Streets and Sidewalks

TITLE XI: BUSINESS REGULATIONS

- 110. General Licensing Provisions
- 111. Commercial Amusements
- 112. Liquor Regulations
- 113. Peddlers and Solicitors
- 114. Reserved
- 115. Reserved
- 116. Regulating Lawful Gambling
- 117. Garage and Rummage Sales
- 118. Regulation of Public Dances and Special Events
- 119. Sexually Oriented Businesses

TITLE XIII: GENERAL OFFENSES

- 130. General Offenses

TITLE XV: LAND USAGE

- 150. General Provisions
- 151. Zoning

152. Subdivision Control

153. Anti-Blight Regulations

TITLE XVII: GENERAL AND ADDITIONAL PROVISIONS

Section 3. All prior ordinances shall be deemed repealed from and after the effective date of this ordinance, except as they are listed in this section; provided, this repeal shall not affect any offense committed or penalty incurred or any right established prior to the effective date of this ordinance, nor shall this repeal affect the provisions of ordinances levying taxes, appropriating money, annexing or detaching territory, establishing franchises, or granting special rights to certain persons, authorizing public improvements, authorizing the issuance of bonds or borrowing of money, authorizing the purchase or sale of real or personal property, granting or accepting easements, plat or dedication of land to public use, vacating or setting the boundaries of streets or other public places; nor shall this repeal affect any other ordinance of a temporary or special nature or pertaining to subjects not contained in or covered by the Code of Ordinances. All fees and charges established in ordinances or resolutions adopted prior to the adoption of this city code shall remain in effect unless amended in this code or until an ordinance adopting a schedule of fees and charges is adopted or amended.

These are the prior ordinances that shall remain in effect:

NONE

Section 4. This ordinance adopting the Code of Ordinances shall be a sufficient publication of any ordinance included in it and not previously published in the city's official newspaper. The Clerk of the city shall cause a substantial quantity of the Code of Ordinances to be printed for general distribution to the public at actual cost and shall furnish a copy of the Code of Ordinances to the County Law Library or its designated depository. The official copy of this Code of Ordinances shall be marked and kept in the office of the City Clerk.

Section 5. It is the intention of the City Council that, when adopting the Minnesota Basic Code of Ordinances and any supplements or additions to it, that all existing and future amendments to any state or federal rules and statutes adopted by reference or referenced in the Minnesota Basic Code of Ordinances and any supplements or additions to it are hereby adopted by reference or referenced as if they had been in existence at the time the Minnesota Basic Code of Ordinances and any supplements or additions to it was, are or may be in the future adopted, unless there is clear intention expressed in the Code to the contrary.

Section 6. It is the intention of the City Council that, when adopting the Minnesota Basic Code of Ordinances, all future supplements are hereby adopted as if they had been in existence at the time this code was enacted, unless there is clear intention expressed in the code to the contrary.

Section 7. The Code of Ordinances is declared to be prima facie evidence of the law of the city and shall be received in evidence as provided by Minnesota Statutes by the Courts of the State of Minnesota. A copy of the Code of Ordinances marked "Official Copy" shall be filed as part of the official records of the city in the office of City Clerk. The City Clerk shall provide a copy of the Code of Ordinances to any person who requests a copy and shall charge that person the cost to the city of the copy of the Code of Ordinances.

Section 8. This ordinance adopting the Code of Ordinances, and the Code itself, shall take effect upon publication of this ordinance in the city's official newspaper.

Section 9. Any amendments to a statute or rule adopted in this Code or any former code or ordinance which continues to be in effect, shall be included by reference as if the amended statute or rule had been in existence at the time the Code or ordinance was adopted.

PASSED BY THE CITY COUNCIL OF THE CITY OF _____
MINNESOTA THIS ____ DAY OF _____

APPROVED:

_____ MAYOR

ATTEST:

_____ CITY CLERK

ORDINANCE NO. 2024-2

CITY OF HACKENSACK

COUNTY OF CASS

STATE OF MINNESOTA

AN ORDINANCE ADOPTING A SCHEDULE OF FEES AND CHARGES

FOR VARIOUS SERVICES, LICENSES AND PERMITS

FOR THE CITY OF HACKENSACK, MINNESOTA

Whereas, the City Council of the City of Hackensack is adopting/has adopted the Minnesota Basic Code of Ordinances as it has been amended and supplemented to be its city code and that code permits the city to adopt by ordinance a schedule of fees and charges for various services, licenses and permits,

Now Therefore, the City Council of the City of Hackensack, Minnesota, ordains:

Section 1. All fees and charges in effect as of the date of the adoption of the city code for the city shall remain in effect unless otherwise modified by the provisions of this ordinance. All citations below are to various sections of the city code unless otherwise indicated.

Section 2. The following are the fees and charges for the permits, licenses and services listed below which are referenced to the section of the city code which authorizes their establishment:

1. The fee for making service connections, pursuant to § 51.064(D), shall be \$2000.00 + \$35.00 permit fee
2. The sewer service rates and charges to users of the wastewater treatment facility pursuant to §§ 51.113 and 51.114 shall be as established by ordinance or resolution prior to the adoption of this code. If there is no pre-existing ordinance or resolution and the treatment works is primarily flow dependent and the biochemical oxygen demand (BOD), suspended solids, and other pollutant concentrations discharged by all users are approximately equal, then user charges are developed on the following volume basis: A users' charge for Operation and Maintenance per unit of time (CU) equals the total Operation and Maintenance Costs per unit of time (CT), divided by the total volume contribution from all users per unit of time (VT) times the volume contribution from a user per unit of time (VU) which can be expressed in the formula: $CU = CT / [VT (VU)]$. This volume basis formula can only be used if there are no quantity discounts to large volume users. If the volume contributed is not measured in this city and the water charge is based on a constant cost per unit of consumption, then the sewer user charge can be established based on a percentage of the charge for water usage. Sewer rates and charges may be changed by amendment to this ordinance from time to time pursuant to §§ 51.113(D) and 51.114.
3. The connection fee pursuant to §§ 51.113 and 51.114 shall be \$30.00 per residential connection and \$45.00 per township connection.
4. The charge for not connecting to the municipal water system when it becomes available pursuant to § 52.06(B) shall be \$2000.00 .

5. The fee for a permit for the installation of an air conditioning system to the public water system pursuant to § 52.07(B) shall be \$1000.00.

6. The rental charge for each day for use of a fire hydrant pursuant to § 52.08(A)(4) shall be \$200.00.

The fee for each 1,000 gallons of water used from a fire hydrant pursuant to § 52.08(A)(4) shall be \$15.00.

7. The fee which must be paid before water service may be turned on pursuant to § 52.27(D) shall be \$1000.00.

8. The fee for the disconnection permit pursuant to § 52.29 shall be \$1000.00.

9. The fee for the permit to connect to the existing water service leads pursuant to § 52.33(B)(1) shall be \$35.00.

10. The connection charge to contribute to the payment of the costs of the Public Water System Facilities pursuant to § 52.33(B)(3) shall be \$1000.00.

11. The fee to be collected before service is recommenced pursuant to § 52.33(B)(4) shall be \$35.00.

12. The charge to a person who desires to connect to the water system and service a parcel that has not been assessed for the cost of water main and lateral construction pursuant to § 52.33(B)(5) shall be the amount that could have been assessed against the persons property at the time the prior assessments were made.

13. The charge for water meters pursuant to § 52.35(A)(1) shall be \$750.00.

14. The charge for testing a water meter pursuant to § 52.35(A)(4) shall be \$75.00.

15. The schedule of rates, fees and charges for permits or services pursuant to § 52.51 shall be \$30.00.

16. The rate due and payable for each user for water taken from the water system pursuant to § 52.53(A) shall be \$5 per 1000 gallons.

17. The minimum rate pursuant to § 52.53(D), which shall begin to accrue after connection of the service pipe with the curb stop box, shall be \$44.50.

18. The fee for license for a person, firm or corporation to engage in the business of altering, repairing, installing or constructing municipal water connections within the city who is not a master plumber pursuant to § 52.70(C) shall be \$2000.00.

19. The storm water drainage rate pursuant to § 53.03(B) shall be \$0.00.

20. The monthly charge for the collection, removal and disposal of garbage and trash from residences and businesses within the corporate limits of the city pursuant to § 54.01 shall be \$0.00.

21. The monthly charge for water pursuant to § 54.01 shall be \$44.50 plus \$5.00 per 1000 gallons for residential. \$44.50 plus \$5.00 per 1000 gallons plus tax for commercial.

22. The monthly charge for sewer services pursuant to § 54.01 shall be

Residential	\$30/service
Township	\$45/service

23. The charge for reinstating utility service and the turn-on charge pursuant to § 54.03(C), shall be \$100.00.

24. The charge for sewer access charge pursuant to § 51.113(H) shall be \$2000.00.

25. The fee for a heavy load permit pursuant to § 70.02(E) shall be \$0.

26. The parade permit fee pursuant to § 70.22(D) shall be \$0.

27. The annual permit fee for motorized golf carts or mini trucks pursuant to § 73.08 shall be \$25.00.

28. The fee for a “release permit” pursuant to § 91.01 shall be \$25.00.

29. The fee for dog licenses pursuant to § 91.02(B)(1) and (2) shall be \$5.00 biannually.

30. The fee for duplicate dog tags pursuant to § 91.02(B)(3) shall be \$10.00.

31. The fee for dog licenses for a potentially dangerous dog pursuant to 91.11(D)(1)(b) shall be \$100.00.

32. The fee for dog licenses for a dangerous dog pursuant to § 91.11(D)(2)(b) shall be \$500.00.

33. The fee for a release pursuant to § 91.05(C) shall be \$5.00.

34. The fee for an open burning permit pursuant to § 92.64(B) shall be \$0.00.

35. The fee for a delay penalty pursuant to § 93.22(C) shall be \$2000.00.

36. The fee for a permit application pursuant to § 93.23(B)(1) shall be \$1000.00.

37. The fee for a franchise fee pursuant to § 93.23(B)(4) shall be \$0.00.

38. The fee for an excavation permit pursuant to § 93.25(A) shall be \$1000.00.

39. The fee for an obstruction permit pursuant to § 93.25(B) shall be \$25.00.

40. The fee for a degradation fee pursuant to § 93.26(F) shall be \$5000.00.

41. The fee for an annual license for bowling, billiards and pool pursuant to § 111.01 shall be \$0.00.

42. The fee for a license for circuses, carnivals, shows and other entertainment pursuant to § 111.02(A) shall be \$500.00.

43. The fee for a license to operate mechanical amusement devices pursuant to § 111.03 shall be \$0.00.

44. The fee for a license for public entertainment or exhibitions pursuant to § 111.05 shall be \$0.00.

45. The fee for liquor licenses pursuant to § 112.23(B) shall be

3.2 Malt Liquor On-Sale	\$50
3.2 Malt Liquor Off-Sale	\$25
Liquor, Wine, Beer, On-Sale Sunday	\$200
Liquor, Wine, Beer, On-Sale	\$1,450
Wine, On-Sale	\$200
Wine & Strong Beer	\$1,450
On-Sale Brewers Tap Room	\$150
On-Sale Tap Room - Sunday	\$50
Small Brewer Off-Sale	\$100
Off-Sale Sunday Growler Club (Legion/VFW, etc.)	\$50
	Set by State Statue 340A.408 according to membership
Temporary On-Sale Liquor	\$50
Late fee for renewals/late temporary application	\$100

46. The fee for a license as a peddler or a transient merchant pursuant to § 113.03(D) shall be \$25.00.

47. The penalty for minors in possession of tobacco products pursuant to § 115.99(B)(3) shall be \$50.00.

48. The fee for a permit for a public dance pursuant to § 118.03 shall be \$25.00.

49. The fee for an investigation prior to the issuance of a license to operate a sexually oriented business pursuant to § 119.09(A) shall be \$5000.00

50. The fee for a special event permit pursuant to § 118.22 shall be \$25.00.

51. The fee for a license to operate a sexually oriented business pursuant to § 119.09(B) shall be \$5000.00.

52. Fees sufficient to defray the costs incurred in reviewing, investigating, and administering applications for an amendment to the zoning code pursuant to § 151.63 shall be \$750.00.

53. The fee for costs incurred in reviewing, investigating and administering applications for a preliminary or final plat pursuant to § 152.13 shall be \$500.00.

54. The fee for park dedication pursuant to § 152.105(J) for R-1 Residential Districts shall be \$2500.00

55. The fee for park dedication pursuant to § 152.105(J) for R-2 Residential Districts shall be \$2500.00

56. The fee for park dedication pursuant to § 152.105(J) for C-1 Business Commercial Districts shall be \$2500.00

57. The fee for park dedication pursuant to § 152.105(J) for C-2 Business Commercial Districts shall be \$2500.00.

58. The fee for park dedication pursuant to § 152.105(J) for Industrial Districts shall be \$2500.00.

59. The fee for park dedication pursuant to § 152.105(J) for Rural Residential and Agriculture shall be \$2500.00.

60. Additional Fee Schedule

Licenses	
Tobacco License	\$50
Liquor Licenses:	
3.2 Malt Liquor On-Sale	\$50
3.2 Malt Liquor Off-Sale	\$25
Liquor, Wine, Beer, On-Sale Sunday	\$200
Liquor, Wine, Beer, On-Sale	\$1,450
Wine, On-Sale	\$200
Wine & Strong Beer	\$1,450
On-Sale Brewers Tap Room	\$150
On-Sale Tap Room - Sunday	\$50
Small Brewer Off-Sale	\$100
Off-Sale Sunday Growler	\$50
Club (Legion/VFW, etc)	Set by State Statue 340A.408 according to membership
Temporary On-Sale Liquor	\$50
Late fee for renewals/late temporary application	\$100
Water	
Water Connection Fee	\$1000 + permit fee
Meter/head/antenna	\$300 Includes Installation
Turn off or on Fee	\$100.00
Water:	
Monthly base rate per connection	\$30.00
Commercial (taxable)	\$30.00
Water Surcharge	\$14.50
Usage per \$1000 gallons	\$5.00
Bulk water sales per \$1000 gallons	\$15.00

Monthly rental rate for hydrant meter	\$30.00
Sewer	
Sewer Connection Fee	\$2000 + permit fee
Sewer:	
Monthly base rate per connection residential	\$30/service
Monthly base rate per connection township	\$45/service
Land Use:	
House with attached garage or deck	
0-1000 square feet	\$200
1001-1500 square feet	\$250
1501-2000 square feet	\$300
2001-2500 square feet	\$350
> 2500 square feet + .06 per square foot	\$350 +
Placement of Mobile Home	\$50
Garage/Storage Building or addition to any residential structure:	
0-100 square feet	\$50
101-400 square feet	\$100
401-800 square feet	\$150
801-1200 square feet	\$200
> 1200 square feet + .06 per square foot	\$200 +
Deck under 100 square feet	\$50
Deck over 100 square feet	\$100
Boundary Fence - \$1 per running foot capped at:	\$100
On site signs - no cap	\$1.50/square foot
Conditional Use	\$395
Land Reclassification	\$395
Interim Use Permit	\$395
Re-Zoning	\$395
ROW/Easement Vacation	\$395
Variance Application	\$395
Zoning Amendment	\$395
Shoreland &/or Land Alteration: Up to 50 cubic yards, steps to lake, platform/landing, retaining wall, spoil material from the harbor, ice ridge alteration, access path, rip rap, wetland excavation, maintenance and/or repair of existing boathouses, swimming pool with decking	
	\$150
Commercial Structure or Addition to Commercial Structure - Foot Print:	
< 500 square feet	\$300

501-1500 square feet	\$350
1501-2500 square feet	\$450
2501-4000 square feet	\$550
plus \$.18 per square foot for area over 4000 square feet	no cap
RV Site:	
First site	\$190
Additional sites	\$80
RV Decks:	
First deck	\$80
Additional decks	\$40
Violations:	
First offense: three times permit fee	
Second offense - six times permit fee	
Civil action for any further violations	
Cemetery Lot Rates:	
Full Burial Lot -	\$425
Lot Transfer Fee	\$15
Burial Rates:	
Summer: (May 2 - October 31)	
Summer Full Burial	\$700
Summer Cremation Burial	\$150
Winter: (November 1 - May 1)	
Winter Full Burial	\$1,000
Winter Cremation Burial	\$300
Other	
Ordinance Violation Fee	\$75 per Violation if not corrected within 60 days
Certify to Tax Roll	\$30.00
Mobile Food Unit Permit Daily	\$30.00
Mobile Food Unit Permit Annual	\$100.00
Copies:	
Black and White	\$.25/page
Color	\$1.00/page

PASSED BY THE CITY COUNCIL OF THE CITY OF _____,
MINNESOTA THIS _____ DAY OF _____

APPROVED: _____ MAYOR

ATTEST: _____ CITY CLERK

RESOLUTION OF THE CITY OF HACKENSACK

RESOLUTION #2024-11

RESOLUTION TO ADOPT THE PROVISIONS OF MINNESOTA BASIC CODE OF ORDINANCES § 10.98 AND A SCHEDULE OF OFFENSES AND VOLUNTARY ADMINISTRATIVE PENALTIES

WHEREAS, the City Council wishes to adopt the provisions of Minnesota Basic Code of Ordinances § 10.98, establishing a procedure for requesting the voluntary payment of administrative penalties for certain violations of the code; and

WHEREAS, the provisions of Minnesota Basic Code of Ordinances § 10.98 authorize the City Council, by a resolution adopted by a majority of its members, to identify administrative offenses and establish penalties for these offenses;

NOW THEREFORE, be it resolved by the City Council as follows:

The City Council hereby adopts the provisions of Minnesota Basic Code of Ordinances § 10.98 and adopts the following administrative penalties:

<i>Offense</i>	<i>Code Section</i>	<i>Amount of Administrative Penalty</i>
All offenses for which an administrative penalty may be established under this code, other than those specified below:		\$75.00
None Specified		

EFFECTIVE DATE: The effective date of the resolution is the date of its passage by a majority of the members of the City Council. Passage of this resolution implements the provisions of City Code § 10.98.

Mayor: _____

Attest: _____

City Clerk

RESOLUTION OF THE CITY OF HACKENSACK
RESOLUTION #2024-12

RESOLUTION TO ADOPT THE PROVISIONS OF MINNESOTA BASIC CODE OF ORDINANCES §§
113.03 - 113.07

For regulation of Peddlers and Solicitors

WHEREAS, the City Council wishes to adopt the provisions of Minnesota Basic Code of Ordinances §§ 113.03 - 113.10, establishing a procedure for licensing peddlers and transient merchants; and

WHEREAS, the provisions of Minnesota Basic Code of Ordinances §§ 113.03 - 113.10 authorize the City Council, by a resolution adopted by a majority of its members to begin licensing transient merchants.

NOW THEREFORE, be it resolved by the City Council as follows:

The City Council hereby adopts the provisions of Minnesota Basic Code of Ordinances §§ 113.03 - 113.10.

EFFECTIVE DATE: The effective date of the resolution is the date of its passage by a majority of the members of the City Council. Passage of this resolution implements the provisions of City Code §§ 113.03 - 113.10.

Mayor: _____

Attest: _____

City Clerk

**CITY OF HACKENSACK
COUNTY OF CASS
STATE OF MINNESOTA**

Resolution #2024-13

BE IT RESOLVED by the Council of the City of Hackensack, County of Cass, Minnesota, that the following sum of money is levied for the current year, collectible in 2025, upon the taxable property in the City of Hackensack, for the following purposes:

General Fund	\$263,871.00
HWY 371 Capitol Fund	\$ 40,000.00

BE IT RESOLVED that this is not our final property tax levy for 2025

BE IT RESOLVED that the tax abatement 2021A Debt Service Levy for 2025 be canceled as it is not needed for this tax year.

The City Clerk is hereby instructed to transmit a certified copy of this resolution to the County Auditor of Cass County, Minnesota.

Adopted by the City Council on September 9, 2024

Mayor

Attest:

Clerk-Treasurer

CERTIFICATE OF PROPOSED LEVY FOR 2025

State of Minnesota
County of Cass

City of Hackensack
Office of the City Clerk

To the County Auditor-Treasurer of said County:

I, the undersigned clerk of the City above named and custodian of its records, do hereby certify that I have compared the following copy of resolution of the city council of said City with the original thereof which is on file in my office and that the same is a true and correct copy of the said original and the whole thereof, to wit:

RESOLVED That the following sums be, and hereby are, proposed to be levied upon the taxable property in the City of Hackensack, County of Cass, State of Minnesota, for the year payable 2025 for the following purposes, to-wit:

FUND	CERTIFIED LEVY
General Fund	\$ 263,871. ⁰⁰
Hwy 371 Capital Fund	\$ 40,000. ⁰⁰
2021A Debt Service Levy	\$ 0
	\$
	\$
	\$
	\$
	\$
	\$
TOTAL CERTIFIED LEVY	\$ 303,871

Will this proposed levy also be your final property tax levy for 2025? YES NO

Dated this 9 day of September, 2024

Trista Olander
Signed, City Clerk

PLEASE PROVIDE YOUR CITY'S MAILING ADDRESS, CONTACT NAME AND TELEPHONE NUMBER YOU WOULD LIKE PRINTED ON THE PROPOSED TRUTH IN TAXATION NOTICES, PLUS YOUR WEBSITE ADDRESS IF YOU HAVE ONE:

MAILING ADDRESS: PO Box 490

CITY, STATE, ZIP: Hackensack MN 56452

CONTACT NAME/POSITION: Trista Olander clerk-Treasurer

WEBSITE ADDRESS: www.cityofhackensackmn.gov

TELEPHONE NUMBER: 218 675 6400

Please return this form to the Cass County Auditor-Treasurer's Office, P.O. Box 3000, Walker, MN 56484
ON OR BEFORE SEPTEMBER 30, 2024. Thank you.

**** Please do not levy for 2021A as the city will be using other funds.*

City of Hackensack
2025 Budget Report

9/5/2024

100: General Fund

Receipts

General Property Taxes (31001 through 31299)(31001)	\$263,871.00
Business Licenses and Permits(32101)	\$6,000.00
Non Business Licenses & Permits(32201)	\$425.00
Animal Licenses(32240)	\$25.00
Local Government Aid(33401)	\$0.00
State Fire Aid(33431)	\$26,353.00
Sourcewell Grant(33461)	\$5,000.00
Minnesota Small Cities Assistance(33465)	\$10,000.00
Other County Grants and Aids(33620)	\$0.00
Miscellaneous Revenue(36201)	\$200.00
Interest Earning(36210)	\$100.00
Trsf from Liquor Fund(39205)	\$10,000.00
Trsf from Savings(39206)	\$0.00
Miscellaneous(39401)	\$200.00
Receipts Total	\$322,174.00

**City of Hackensack
2025 Budget Report**

9/5/2024

100: General Fund

Disbursements

General Government(41001)	
Wages and Salaries: Full-time Employees-Regular(101)	\$144.00
Employer Contributions for Retirement: PERA Contributions(121)	\$11.00
Employer Contributions for Retirement: FICA Contributions(122)	\$10.00
Employer Paid Insurance: Medicare(135)	\$2.00
OFFICE SUPPLIES (201 through 209)(200)	\$3,000.00
Newsletter(208)	\$4,500.00
Operating Supplies (211 through 219)(210)	\$250.00
Repair and Maintenance Supplies (221 through 229)(220)	\$375.00
Professional Services: Auditing and Accounting Services(301)	\$2,800.00
Professional Services: Engineering Fees(303)	\$20,000.00
Professional Services: Legal Fees(304)	\$3,000.00
Communications: Telephone(321)	\$1,300.00
Communications: Postage(322)	\$50.00
Advertising (340 through 349)(340)	\$400.00
Insurance(365)	\$5,000.00
Utility Services: Electric Utilities(381)	\$1,800.00
Fuel Oil(386)	\$1,800.00
REPAIRS AND MAINTENANCE - CONTRACTUAL (401 through 409)(400)	\$1,400.00
Miscellaneous (431 through 499)(430)	\$250.00
Miscellaneous: Dues and Subscriptions(433)	\$600.00
Refuse Management Fee(442)	\$200.00
Capital Outlay: Office Equipment and Furnishings(570)	\$1,922.00
Trsf to Investment Account(711)	\$0.00
Council/Town Board(41110)	
Wages and Salaries: Full-time Employees-Regular(101)	\$13,360.00
Employer Contributions for Retirement: FICA Contributions(122)	\$828.00
Employer Paid Insurance: Medicare(135)	\$194.00
Education Expense(310)	\$1,000.00
Insurance(365)	\$221.00
Miscellaneous: Dues and Subscriptions(433)	\$30.00
Elections(41410)	
Other Pay (111 through 119)(110)	\$2,500.00
Operating Supplies (211 through 219)(210)	\$75.00
Transportation (331 through 339)(330)	\$75.00
Clerk(41425)	
Wages and Salaries: Full-time Employees-Regular(101)	\$13,703.00
Employer Contributions for Retirement: PERA Contributions(121)	\$1,028.00
Employer Contributions for Retirement: FICA Contributions(122)	\$850.00
Employer Paid Insurance: Health(131)	\$2,000.00
Employer Paid Insurance: Dental(132)	\$105.00
Employer Paid Insurance: Life(133)	\$24.00
Employer Paid Insurance: Medicare(135)	\$278.00
Employer Paid Insurance: Vision(136)	\$12.00
PROFESSIONAL SERVICES (301 through 319)(300)	\$0.00
Education Expense(310)	\$1,000.00
Communications: Telephone(321)	\$510.00
Transportation (331 through 339)(330)	\$450.00
Advertising (340 through 349)(340)	\$200.00
Insurance(365)	\$500.00
Miscellaneous: Dues and Subscriptions(433)	\$350.00
CARES - General Government(41990)	
Operating Supplies (211 through 219)(210)	\$0.00
Fire Administration(42210)	
Miscellaneous (431 through 499)(430)	\$0.00
Fire Contract(437)	\$19,000.00
State Fire Aid(490)	\$26,353.00
Streets(43101)	
Wages and Salaries: Full-time Employees-Regular(101)	\$50,650.00
Employer Contributions for Retirement: PERA Contributions(121)	\$3,415.00

**City of Hackensack
2025 Budget Report**

100: General Fund

9/5/2024

Employer Contributions for Retirement: FICA Contributions(122)	\$3,265.00
Employer Paid Insurance: Health(131)	\$8,000.00
Employer Paid Insurance: Dental(132)	\$525.00
Employer Paid Insurance: Life(133)	\$110.00
Employer Paid Insurance: Medicare(135)	\$700.00
Employer Paid Insurance: Vision(136)	\$50.00
Operating Supplies (211 through 219)(210)	\$1,800.00
Repair and Maintenance Supplies (221 through 229)(220)	\$5,000.00
PROFESSIONAL SERVICES (301 through 319)(300)	\$17,631.00
Communications: Telephone(321)	\$1,500.00
Transportation (331 through 339)(330)	\$3,500.00
Insurance(365)	\$10,750.00
Utility Services: Electric Utilities(381)	\$3,500.00
Fuel Oil(386)	\$3,500.00
REPAIRS AND MAINTENANCE - CONTRACTUAL (401 through 409)(400)	\$5,000.00
Miscellaneous (431 through 499)(430)	\$0.00
Miscellaneous: Dues and Subscriptions(433)	\$800.00
Uniform Expense(438)	\$100.00
Capital Outlay: Improvements Other Than Buildings(530)	\$37,500.00
Capital Outlay: Heavy Machinery(540)	\$500.00
Misc. Capital Outlay(591)	\$0.00
Ice and Snow Removal(43125)	
Transportation (331 through 339)(330)	\$750.00
Insurance(365)	\$0.00
Capital Outlay: Heavy Machinery(540)	\$0.00
Street Lighting(43160)	
Insurance(365)	\$1,000.00
Utility Services: Electric Utilities(381)	\$14,000.00
Rentals (411 through 419)(410)	\$0.00
Park(45207)	
Repair and Maintenance Supplies (221 through 229)(220)	\$1,750.00
Transportation (331 through 339)(330)	\$350.00
Insurance(365)	\$5,500.00
Utility Services: Electric Utilities(381)	\$4,068.00
REPAIRS AND MAINTENANCE - CONTRACTUAL (401 through 409)(400)	\$3,500.00
Disbursements Total	\$322,174.00

Receipts

100: General Fund	<u>Previous</u>	<u>Proposed</u>	<u>Variance</u>	<u>Change (%)</u>
Taxes				
General Property Taxes				
General Property Taxes (31001 through 31299)	\$261,834.00	\$263,871.00	\$2,037.00	0.78
Licenses And Permits				
Business Licenses And Permits				
Business Licenses and Permits	\$4,050.00	\$6,000.00	\$1,950.00	48.15
Non-Business Licenses And Permits				
Non Business Licenses & Permits	\$425.00	\$425.00	\$0.00	0.00
Animal Licenses	\$25.00	\$25.00	\$0.00	0.00
Intergovernmental Revenues (Igr)				
State Igr				
Local Government Aid	\$2,824.00	\$0.00	(\$2,824.00)	-100.00
State Fire Aid	\$26,353.00	\$26,353.00	\$0.00	0.00
Sourcewell Grant	\$0.00	\$5,000.00	\$5,000.00	N/A
Minnesota Small Cities Assistance	\$0.00	\$10,000.00	\$10,000.00	N/A
Igr From Other Local Governmental Units				
Other County Grants and Aids	\$0.00	\$0.00	\$0.00	N/A
Miscellaneous Revenues				
Miscellaneous Revenue	\$200.00	\$200.00	\$0.00	0.00
Interest Earning	\$100.00	\$100.00	\$0.00	0.00
Other Financing Sources				
Inter Fund Transfers In				
Trsf from Liquor Fund	\$10,000.00	\$10,000.00	\$0.00	0.00
Trsf from Savings	\$0.00	\$0.00	\$0.00	N/A
Misc. Other Financing Sources				
Miscellaneous	\$200.00	\$200.00	\$0.00	0.00
Receipts Total	\$306,011.00	\$322,174.00	\$16,163.00	5.28

Disbursements

100: General Fund	<u>Previous</u>	<u>Proposed</u>	<u>Variance</u>	<u>Change (%)</u>
General Government				
General Government				
Wages and Salaries: Full-time Employees-Regular	\$0.00	\$144.00	\$144.00	N/A
Employer Contributions for Retirement: PERA Contributions	\$0.00	\$11.00	\$11.00	N/A
Employer Contributions for Retirement: FICA Contributions	\$0.00	\$10.00	\$10.00	N/A
Employer Paid Insurance: Medicare	\$0.00	\$2.00	\$2.00	N/A
OFFICE SUPPLIES (201 through 209)	\$3,000.00	\$3,000.00	\$0.00	0.00
Newsletter	\$4,500.00	\$4,500.00	\$0.00	0.00
Operating Supplies (211 through 219)	\$400.00	\$250.00	(\$150.00)	-37.50
Repair and Maintenance Supplies (221 through 229)	\$228.00	\$375.00	\$147.00	64.47
Professional Services: Auditing and Accounting Services	\$2,800.00	\$2,800.00	\$0.00	0.00
Professional Services: Engineering Fees	\$7,000.00	\$20,000.00	\$13,000.00	185.71
Professional Services: Legal Fees	\$3,000.00	\$3,000.00	\$0.00	0.00
Communications: Telephone	\$1,300.00	\$1,300.00	\$0.00	0.00
Communications: Postage	\$200.00	\$50.00	(\$150.00)	-75.00
Transportation (331 through 339)	\$0.00	\$0.00	\$0.00	N/A
Advertising (340 through 349)	\$400.00	\$400.00	\$0.00	0.00
Insurance	\$9,800.00	\$5,000.00	(\$4,800.00)	-48.98
Utility Services: Electric Utilities	\$1,400.00	\$1,800.00	\$400.00	28.57
Utility Services: Refuse Disposal	\$0.00	\$0.00	\$0.00	N/A
Fuel Oil	\$1,800.00	\$1,800.00	\$0.00	0.00
REPAIRS AND MAINTENANCE - CONTRACTUAL (401 through 409)	\$1,400.00	\$1,400.00	\$0.00	0.00
Miscellaneous (431 through 499)	\$250.00	\$250.00	\$0.00	0.00
Miscellaneous: Dues and Subscriptions	\$500.00	\$600.00	\$100.00	20.00
Refuse Management Fee	\$150.00	\$200.00	\$50.00	33.33
Capital Outlay: Office Equipment and Furnishings	\$0.00	\$1,922.00	\$1,922.00	N/A
Capital Outlay: Other Equipment	\$1,922.00	\$0.00	(\$1,922.00)	-100.00
Trsf to Investment Account	\$0.00	\$0.00	\$0.00	N/A
Legislative				
Council/Town Board				
Wages and Salaries: Full-time Employees-Regular	\$13,360.00	\$13,360.00	\$0.00	0.00
Employer Contributions for Retirement: FICA Contributions	\$828.00	\$828.00	\$0.00	0.00
Employer Paid Insurance: Medicare	\$194.00	\$194.00	\$0.00	0.00
Education Expense	\$1,000.00	\$1,000.00	\$0.00	0.00
Insurance	\$221.00	\$221.00	\$0.00	0.00
Miscellaneous: Dues and Subscriptions	\$30.00	\$30.00	\$0.00	0.00

Disbursements

100: General Fund	<u>Previous</u>	<u>Proposed</u>	<u>Variance</u>	<u>Change (%)</u>
General Government				
City/Town Clerk				
Elections				
Other Pay (111 through 119)	\$0.00	\$2,500.00	\$2,500.00	N/A
Operating Supplies (211 through 219)	\$0.00	\$75.00	\$75.00	N/A
Transportation (331 through 339)	\$0.00	\$75.00	\$75.00	N/A
Clerk				
Wages and Salaries: Full-time Employees-Regular	\$13,703.00	\$13,703.00	\$0.00	0.00
Employer Contributions for Retirement: PERA Contributions	\$1,028.00	\$1,028.00	\$0.00	0.00
Employer Contributions for Retirement: FICA Contributions	\$850.00	\$850.00	\$0.00	0.00
Employer Paid Insurance: Health	\$550.00	\$2,000.00	\$1,450.00	263.64
Employer Paid Insurance: Dental	\$0.00	\$105.00	\$105.00	N/A
Employer Paid Insurance: Life	\$0.00	\$24.00	\$24.00	N/A
Employer Paid Insurance: Medicare	\$278.00	\$278.00	\$0.00	0.00
Employer Paid Insurance: Vision	\$0.00	\$12.00	\$12.00	N/A
PROFESSIONAL SERVICES (301 through 319)	\$1,500.00	\$0.00	(\$1,500.00)	-100.00
Education Expense	\$1,500.00	\$1,000.00	(\$500.00)	-33.33
Communications: Telephone	\$0.00	\$510.00	\$510.00	N/A
Transportation (331 through 339)	\$450.00	\$450.00	\$0.00	0.00
Advertising (340 through 349)	\$200.00	\$200.00	\$0.00	0.00
Insurance	\$455.00	\$500.00	\$45.00	9.89
Miscellaneous: Dues and Subscriptions	\$350.00	\$350.00	\$0.00	0.00
Other General Government				
CARES - General Government				
Operating Supplies (211 through 219)	\$0.00	\$0.00	\$0.00	N/A
Public Safety				
Fire				
Fire Administration				
Miscellaneous (431 through 499)	\$0.00	\$0.00	\$0.00	N/A
Fire Contract	\$37,000.00	\$19,000.00	(\$18,000.00)	-48.65
State Fire Aid	\$26,353.00	\$26,353.00	\$0.00	0.00

Disbursements

100: General Fund	<u>Previous</u>	<u>Proposed</u>	<u>Variance</u>	<u>Change (%)</u>
Public Works				
Highways, Streets And Roadways				
Streets				
Wages and Salaries: Full-time Employees-Regular	\$50,650.00	\$50,650.00	\$0.00	0.00
Employer Contributions for Retirement: PERA	\$3,415.00	\$3,415.00	\$0.00	0.00
Contributions				
Employer Contributions for Retirement: FICA	\$3,265.00	\$3,265.00	\$0.00	0.00
Contributions				
Employer Paid Insurance: Health	\$8,000.00	\$8,000.00	\$0.00	0.00
Employer Paid Insurance: Dental	\$0.00	\$525.00	\$525.00	N/A
Employer Paid Insurance: Life	\$0.00	\$110.00	\$110.00	N/A
Employer Paid Insurance: Medicare	\$700.00	\$700.00	\$0.00	0.00
Employer Paid Insurance: Vision	\$0.00	\$50.00	\$50.00	N/A
Operating Supplies (211 through 219)	\$1,800.00	\$1,800.00	\$0.00	0.00
Repair and Maintenance Supplies (221 through 229)	\$5,000.00	\$5,000.00	\$0.00	0.00
Merchandise for Resale (251 through 259)	\$600.00	\$0.00	(\$600.00)	-100.00
PROFESSIONAL SERVICES (301 through 319)	\$17,631.00	\$17,631.00	\$0.00	0.00
Communications: Telephone	\$1,500.00	\$1,500.00	\$0.00	0.00
Transportation (331 through 339)	\$3,500.00	\$3,500.00	\$0.00	0.00
Insurance	\$5,500.00	\$10,750.00	\$5,250.00	95.45
Utility Services: Electric Utilities	\$3,500.00	\$3,500.00	\$0.00	0.00
Fuel Oil	\$2,500.00	\$3,500.00	\$1,000.00	40.00
REPAIRS AND MAINTENANCE - CONTRACTUAL (401 through 409)	\$5,000.00	\$5,000.00	\$0.00	0.00
Miscellaneous (431 through 499)	\$0.00	\$0.00	\$0.00	N/A
Miscellaneous: Dues and Subscriptions	\$800.00	\$800.00	\$0.00	0.00
Uniform Expense	\$0.00	\$100.00	\$100.00	N/A
Capital Outlay: Improvements Other Than Buildings	\$37,500.00	\$37,500.00	\$0.00	0.00
Capital Outlay: Heavy Machinery	\$500.00	\$500.00	\$0.00	0.00
Misc. Capital Outlay	\$0.00	\$0.00	\$0.00	N/A
Ice and Snow Removal				
Transportation (331 through 339)	\$750.00	\$750.00	\$0.00	0.00
Insurance	\$0.00	\$0.00	\$0.00	N/A
Capital Outlay: Heavy Machinery	\$0.00	\$0.00	\$0.00	N/A
Street Lighting				
Insurance	\$0.00	\$1,000.00	\$1,000.00	N/A
Utility Services: Electric Utilities	\$14,000.00	\$14,000.00	\$0.00	0.00
Rentals (411 through 419)	\$0.00	\$0.00	\$0.00	N/A
Culture and Recreation				
Parks				
Park				
Repair and Maintenance Supplies (221 through 229)	\$0.00	\$1,750.00	\$1,750.00	N/A
Transportation (331 through 339)	\$0.00	\$350.00	\$350.00	N/A
Insurance	\$0.00	\$5,500.00	\$5,500.00	N/A
Utility Services: Electric Utilities	\$0.00	\$4,068.00	\$4,068.00	N/A
REPAIRS AND MAINTENANCE - CONTRACTUAL (401 through 409)	\$0.00	\$3,500.00	\$3,500.00	N/A
Disbursements Total	\$306,011.00	\$322,174.00	\$16,163.00	5.28

Task Order No. 4

In accordance the Master Service Agreement between City of Hackensack, MN (Owner) and Moore Engineering Inc. (Engineer), dated July 22, 2020 ("Agreement"), Owner and Engineer agree as follows:

A. Specific Project Data

1. Title: 2025 Watermain Looping Project
2. Description: Watermain looping improvements within the City associated with bonding funding secured in 2023

B. Project Understanding

1. BACKGROUND:
Hackensack received bonding funding from the State of Minnesota to complete utility improvements associated with MnDOT's trunk highway 371 project. Project boundaries extend beyond MnDOT right of way. MnDOT does not allow work outside of the trunk highway right of way to be included in their construction contracts. Project development and some preliminary design for the Non-MnDOT utilities portion of the project has already been completed as part of Task Order 3. Construction of the trunk highway improvements was postponed until the summer of 2025. In order to complete the work associated with the bonding funding, a separate set of bidding documents and construction contract will be required.
2. GENERAL DESCRIPTION OF PROJECT:
Project includes the final design, bidding, and construction engineering services for watermain looping improvements outside of MnDOT right of way as shown in attached exhibits.
3. PROJECT OBJECTIVES:
Construct watermain looping improvements in the City of Hackensack to reduce stagnant water in pipes and limit frequency of water discoloration. Construct improvements prior to MnDOT work to limit construction conflicts and provide an efficient connection.

C. Scope of Work

1. To meet the project objectives above, Engineer proposes to provide the following services:
 - Phase 320 - Final Design
 - Preliminary design plans will be finalized, and construction documents will be prepared for bidding.
 - Plans and Specifications will be submitted to the MN Department of Health for permitting approval.
 - Phase 330 - Bidding & Negotiation
 - Moore will prepare an advertisement for bids to be published by the city, to meet competitive bidding requirements.

- Moore will solicit bids for the project electronically, via QuestCDN.
 - During the advertisement of the bidding documents, Moore will field calls and answer contractor questions.
 - If specific inquiries require additional clarification, a formal addendum will be issued for clarification.
 - Bids will be publicly opened and read by Moore Engineering. Bids will be tabulated, and an award recommendation will be presented to the City for consideration at a scheduled council meeting.
- Phase 400 - Construction Services
 - Moore will work with the City and selected contractor to administer the construction contract and approve contractor pay applications.
 - Moore will prepare monthly project updates for City Staff and Council on project progress.
 - If unforeseen project circumstances arise, Moore will work with the contractor and City to issue contract amendments.
 - We will provide alignment and elevation of utility installation for construction staking.
- Phase 410 - Resident Project Representative (RPR)
 - Moore will provide personnel to be on site during construction and installation of the work.
 - The RPR duties on site include construction observation, record keeping and tracking of quantities for payment applications.
 - We have estimated a 4-week schedule to complete the work.
- Phase 645 - Record Drawings
 - Upon completion of the construction work, Moore will mobilize survey crews to collect topographic data of the as-built utility information.
 - The data collected during the post-construction topographic survey will be used to develop a final set of record drawings for the City utilities completed as part of this project.
 - Copies of the record drawings will be delivered to the City electronically in pdf form.
- Phase 650 – Funding Administration and Assistance (Hourly)
 - Moore will assist the City with funding administration and tracking (as needed) for all sources of funding associated with this project.

D. Basis of Proposal

1. The following items form the basis of this Proposal:
 - All right of way has been obtained, and no right of way or boundary survey will be required for this project.
 - Topographic survey has been completed, and no additional surveying will be required.
 - No geotechnical exploration is included in this scope of services.

- Permitting fees will be paid for by the Owner.
- No more than 2 trips to the site will be required for construction staking.
- We anticipate that up to 2 construction contract amendments will be required, additional amendments beyond this assumption may be subject to a fee adjustment.
- A total of 10 days has been included for the Resident Project Representative for the project. Additional trips to the site may be subject to a fee adjustment.

E. Schedule

1. Engineer will perform the Scope of Work listed above in accordance the following schedule:

Task	Date
Present Task Order to City Council	September 9, 2024
Final Design	Fall/Winter, 2024
Estimated Construction Start Date	May, 2025
Construction Substantial Completion	Fall, 2025
Record Drawings	Winter of 2025
Project Close-Out	2026

F. Payments to Engineer:

1. Owner shall pay Engineer for services rendered as follows:
2. Engineer will perform the tasks included in Phases 310 through 330 as specified in the Scope of Work above for the lump sum fee of **Twenty Five Thousand Dollars (\$25,000)** Invoices will be submitted monthly based on the Engineers estimate of the percent complete.
3. Engineer will perform the tasks included in Phases 400 through 645 as specified in the Scope of Work above for the lump sum fee of **Thirty Five Thousand Dollars (\$35,000)** Invoices will be submitted monthly based on the Engineers estimate of the percent complete.
4. Engineer will perform the tasks included in Phase 650 as specified in the Scope of Work above using the actual hours worked times the appropriate Category Billing Rate plus the actual direct expenses incurred, including subconsultant fees, times a multiplier of 1.15. Category Billing Rates are provided in the Attachment A to this task order. Category Billing Rates and expense costs listed in Attachment A are valid through the end of the current year.
5. Terms and Conditions: Execution of this Task Order by Owner and Engineer shall make it subject to the terms and conditions of the Agreement (as modified above), which Agreement is incorporated by this reference. Engineer is authorized to begin performance upon its receipt of a copy of this Task Order signed by Owner.

The Effective Date of this Task Order is September 9, 2024

Owner: City of Hackensack, MN

Engineer: Moore Engineering, Inc.

By: _____

By: _____

Print Name: _____

Print Name: _____

Title: _____

Title: _____

Date Signed: _____

Date Signed: _____

Engineer License or Firm's Certificate No. 11-C

State of: Minnesota

DESIGNATED REPRESENTATIVE FOR TASK ORDER:

DESIGNATED REPRESENTATIVE FOR TASK ORDER:

Name: _____

Name: _____

Title: _____

Title: _____

Address:

Address:

E-Mail Address:

E-Mail Address:

Phone: _____

Phone: _____

Task Order No. 5

In accordance the Master Service Agreement between City of Hackensack, MN (Owner) and Moore Engineering Inc. (Engineer), dated July 22, 2020 ("Agreement"), Owner and Engineer agree as follows:

A. Specific Project Data

1. Title: 2025 Street Project
Street reconstruction of Lake, Whipple, and tie-ins to Lake Avenue. Upgrades to stormwater, streets, pedestrian facilities,
2. Description: lighting, and parking.

B. Project Understanding

1. BACKGROUND:
Lake Avenue, Whipple Avenue, and 3rd street within the City of Hackensack are deteriorating, and in need of reconstruction to handle 10-ton traffic and improve drainage, lighting, and pedestrian facilities. To minimize the duration of construction impacts, capitalize on in-town contractors, and establish a cohesive downtown aesthetic, the City has determined that a 2025 street project should be pursued.
2. GENERAL DESCRIPTION OF PROJECT:
Project includes the preliminary design, final design, bidding, and construction engineering services for street improvements on Whipple, Lake, and 3rd Street.
3. PROJECT OBJECTIVES:
Reconstruct downtown streets directly adjacent to TH 371 in the City of Hackensack to match 1st Street's appearance. Complete project plans so that construction improvements can occur in conjunction with MnDOT work for efficiency and convenience.

C. Scope of Work

1. To meet the project objectives above, Engineer proposes to provide the following services:
 - Phase 310 – Preliminary Design
 - Topographic Survey of the project area and all utilities.
 - Environmental due diligence review to identify potential impacts.
 - Development of 60% design plans for city review and approval, including electrical design.
 - Phase 320 - Final Design
 - Preliminary design plans will be finalized, and construction documents will be prepared for bidding.
 - Plans and Specifications will be certified by a professional engineer.
 - Phase 330 - Bidding & Negotiation

- Moore will prepare an advertisement for bids to be published by the city, to meet competitive bidding requirements.
 - Moore will solicit bids for the project electronically, via QuestCDN.
 - During the advertisement of the bidding documents, Moore will field calls and answer contractor questions.
 - If specific inquiries require additional clarification, a formal addendum will be issued for clarification.
 - Bids will be publicly opened and read by Moore Engineering. Bids will be tabulated, and an award recommendation will be presented to the City for consideration at a scheduled council meeting.
- Phase 400 - Construction Services
 - Moore will work with the City and selected contractor to administer the construction contract and approve contractor pay applications.
 - Moore will prepare monthly project updates for City Staff and Council on project progress.
 - If unforeseen project circumstances arise, Moore will work with the contractor and City to issue contract amendments.
 - We will provide alignment and elevation of utility installation for construction staking.
- Phase 410 - Resident Project Representative (RPR)
 - Moore will provide personnel to be on site during construction and installation of the work.
 - The RPR duties on site include construction observation, record keeping and tracking of quantities for payment applications.
 - We have estimated a 4-week schedule to complete the work.
- Phase 645 - Record Drawings
 - Upon completion of the construction work, Moore will mobilize survey crews to collect topographic data of the as-built utility information.
 - The data collected during the post-construction topographic survey will be used to develop a final set of record drawings for the City utilities completed as part of this project.
 - Copies of the record drawings will be delivered to the City electronically in pdf form.
- Phase 650 – Funding Administration and Assistance (Hourly)
 - Moore will assist the City with funding administration and tracking (as needed) for all sources of funding associated with this project.

D. Basis of Proposal

1. The following items form the basis of this Proposal:
 - No right of way or boundary survey will be required for this project.
 - No geotechnical exploration is included in this scope of services.
 - Permitting fees will be paid for by the Owner.

- No more than 4 trips to the site will be required for construction staking.
- We anticipate that up to 2 construction contract amendments will be required, additional amendments beyond this assumption may be subject to a fee adjustment.
- A total of 20 days has been included for the Resident Project Representative for the project. Additional trips to the site may be subject to a fee adjustment.

E. Schedule

1. Engineer will perform the Scope of Work listed above in accordance the following schedule:

Task	Date
Present Task Order to City Council	September 9, 2024
Final Design & Bidding	Fall/Winter, 2024
Estimated Construction Start Date	May, 2025
Construction Substantial Completion	Fall, 2025
Record Drawings	Winter of 2025
Project Close-Out	2026

F. Payments to Engineer:

1. Owner shall pay Engineer for services rendered as follows:
2. Engineer will perform the tasks included in Phases 310 through 330 as specified in the Scope of Work above for the lump sum fee of **Sixty Thousand Dollars (\$60,000)**.
3. Engineer will perform the tasks included in Phases 400 through 645 as specified in the Scope of Work above for the lump sum fee of **Seventy Thousand Dollars (\$70,000)**. Invoices will be submitted monthly based on the Engineers estimate of the percent complete.
4. Engineer will perform the tasks included in Phase 650 as specified in the Scope of Work above using the actual hours worked times the appropriate Category Billing Rate plus the actual direct expenses incurred, including subconsultant fees, times a multiplier of 1.15. Category Billing Rates are provided in the Attachment A to this task order. Category Billing Rates and expense costs listed in Attachment A are valid through the end of the current year.
5. Terms and Conditions: Execution of this Task Order by Owner and Engineer shall make it subject to the terms and conditions of the Agreement (as modified above), which Agreement is incorporated by this reference. Engineer is authorized to begin performance upon its receipt of a copy of this Task Order signed by Owner.

The Effective Date of this Task Order is September 9, 2024

Owner: City of Hackensack, MN

Engineer: Moore Engineering, Inc.

By: _____

By: _____

Print Name: _____

Print Name: _____

Title: _____

Title: _____

Date Signed: _____

Date Signed: _____

Engineer License or Firm's Certificate No. 11-C

State of: Minnesota

DESIGNATED REPRESENTATIVE FOR TASK ORDER:

DESIGNATED REPRESENTATIVE FOR TASK ORDER:

Name: _____

Name: _____

Title: _____

Title: _____

Address:

Address:

E-Mail Address:

E-Mail Address:

Phone: _____

Phone: _____