



HAMBURG CITY COUNCIL AGENDA
NOVEMBER 28, 2017

1. **Call City Council Meeting to Order**
 - **Pledge of Allegiance**

2. **Public Comment** *(Individuals may address the City Council about any non-agenda item(s) of concern. Speakers must state their name, address, and limit their remarks to three minutes. The City Council may not take official action on these items and may refer the matter to staff for a future report or direct that the matter be scheduled for a future meeting agenda.)*

3. **Agenda Review (Added Items) and Adoption**

4. **Consent Agenda** *(NOTICE TO PUBLIC: All those items listed as part of the Consent Agenda will be approved by a single motion, unless a request to discuss one of those items is made prior to that time. Anyone present at the meeting may request an item to be removed from the consent agenda. Please inform the Council when they approve the agenda for this meeting.)*
 - **Approve Public Hearings (3) for December 12, 2017 (7:00, 7:10, 7:15 PM)**
 - **Approve Lawful Gambling Permit for Green Isle CPA Banquet (1/27/18)**
 - **Approve Added Claims List for September & November 2017**
 - **Approve Cash Flow Statement for August 2017**
 - **Approve Time Off Request for Jeremy Gruenhagen**

5. **Old City Business (Memo)**
 - **Lease Agreement for Snow Removal (Parcel 11.0282010)**
 - **Lead Public Education Program (Complete by December 18, 2017)**
 - **Special Meeting for Budget Workshop Meeting**
 - **December 5, 2017**

6. **New City Business**
 - **2018 Final Budget/2018 Final Property Tax Levy**
 - **Health Insurance Rates/Cost Analysis**
 - **2018 City Fee Schedule**
 - **2018 Water/Sewer/Storm Water Rates**
 - **Budget Items for 2017**

7. **City Council Reports**
 - **Councilmember Jason Buckentin**
 - **Councilmember Tim Tracy**
 - **Councilmember Steve Trebesch**
 - **Councilmember Scott Feltmann**
 - **Mayor Chris Lund**



***HAMBURG CITY COUNCIL AGENDA
NOVEMBER 28, 2017***

- 8. Recess City Council Meeting**
- 9. Move to Closed Meeting(s) for the purpose of Employee Evaluation(s) [Unless any employee requests an Open Meeting for his/her evaluation. Any Open Meeting for Employee Evaluation(s) shall be held prior to any Closed Meeting for Employee Evaluation(s)]**
 - Tamara Bracht
 - Greg Schultz
 - Jeremy Gruenhagen
- 10. Move to Close Closed Meetings for Employee Evaluations**
- 11. Move to Reopen the City Council Meeting**
- 12. Employee Wages/Health Insurance Coverage for 2018**
 - Tamara Bracht
 - Greg Schultz
 - Jeremy Gruenhagen
- 13. Adjourn City Council Meeting**

**CITY OF HAMBURG
NOTICE OF PUBLIC HEARING
ORDINANCE NUMBER 157**

Notice is Hereby Given that the Hamburg City Council will hold a Public Hearing on December 12th, 2017 at 7:00 p.m. at the Hamburg Community Center at 181 Broadway Ave., Hamburg, MN.

The reason for the Public Hearing is to receive comments on Ordinance Number 157 for establishing City Fees for the 2018 Calendar Year.

If you have any questions or concerns about the hearing feel free to attend, call the City Offices at (952) 467-3232, email the City Office (cityadmin@cityofhamburgmn.com) or write in advance to the City of Hamburg, P.O. Box 248, Hamburg, MN 55339.

Jeremy Gruenhagen
City Clerk-Treasurer

**CITY OF HAMBURG
NOTICE OF PUBLIC HEARING
ORDINANCE NUMBER 158**

Notice is Hereby Given that the Hamburg City Council will hold a Public Hearing on December 12th, 2017 at 7:10 p.m. at the Hamburg Community Center at 181 Broadway Ave., Hamburg, MN.

The reason for the Public Hearing is to receive comments on Ordinance Number 158 for establishing the Term of Mayor.

If you have any questions or concerns about the hearing feel free to attend, call the City Offices at (952) 467-3232, email the City Office (cityadmin@cityofhamburgmn.com) or write in advance to the City of Hamburg, P.O. Box 248, Hamburg, MN 55339.

Jeremy Gruenhagen
City Clerk-Treasurer

**CITY OF HAMBURG
NOTICE OF PUBLIC HEARING
CONDITIONAL USE PERMIT**

Notice is Hereby Given that the Hamburg City Council will hold a Public Hearing on December 12th, 2017 at 7:15 p.m. at the Hamburg Community Center at 181 Broadway Ave., Hamburg, MN.

The reason for the Public Hearing is for the request by Steve Trebesch for a Conditional Use Permit to allow multiple Accessory Structures (Shipping Containers) on PID 45.0282500 (Railroad Street). Hamburg Zoning Code requires a Conditional Use Permit for accessory structures other than a private garage in the Downtown Business Mixed Use District. City Council Meeting to follow hearing.

If you have any questions or concerns about the hearing feel free to attend, call the City Offices at (952) 467-3232, email the City Office (cityadmin@cityofhamburgmn.com) or write in advance to the City of Hamburg, P.O. Box 248, Hamburg, MN 55339.

Jeremy Gruenhagen
City Clerk-Treasurer

LG220 Application for Exempt Permit

An exempt permit may be issued to a nonprofit organization that:

- conducts lawful gambling on five or fewer days, and
- awards less than \$50,000 in prizes during a calendar year.

If total raffle prize value for the calendar year will be \$1,500 or less, contact the Licensing Specialist assigned to your county by calling 651-539-1900.

Application Fee (non-refundable)

Applications are processed in the order received. If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**.
Due to the high volume of exempt applications, payment of additional fees prior to 30 days before your event will not expedite service, nor are telephone requests for expedited service accepted.

ORGANIZATION INFORMATION

Organization Name: Conservation Partners of America - Green Isle Chapter Previous Gambling Permit Number: X - 34265 - 17 - 009
 Minnesota Tax ID Number, if any: 5887106 Federal Employer ID Number (FEIN), if any: 36-4511392
 Mailing Address: 36679 228th Street
 City: Green Isle State: MN Zip: 55338 County: Sibley
 Name of Chief Executive Officer (CEO): Joel Wentzlaff
 Daytime Phone: 507-380-7894 Email: greenislecpa@gmail.com
 (Permit will be emailed to this email address.)

NONPROFIT STATUS

Type of Nonprofit Organization (check one):
 Fraternal Religious Veterans Other Nonprofit Organization

Attach a copy of one of the following showing proof of nonprofit status:

(DO NOT attach a sales tax exempt status or federal employer ID number, as they are not proof of nonprofit status.)

A current calendar year Certificate of Good Standing
 Don't have a copy? Obtain this certificate from:
 MN Secretary of State, Business Services Division Secretary of State website, phone numbers:
 60 Empire Drive, Suite 100 www.sos.state.mn.us
 St. Paul, MN 55103 651-296-2803, or toll free 1-877-551-6767

IRS income tax exemption (501(c)) letter in your organization's name
 Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS toll free at 1-877-829-5500.

IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter)
 If your organization falls under a parent organization, attach copies of both of the following:
 1. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling, and
 2. the charter or letter from your parent organization recognizing your organization as a subordinate.

GAMBLING PREMISES INFORMATION

Name of premises where the gambling event will be conducted (for raffles, list the site where the drawing will take place): Hamburg Community Hall
 Physical Address (do not use P.O. box): 351 Henrietta Ave.
 Check one:
 City: Hamburg Zip: 55339 County: Carver
 Township: _____ Zip: _____ County: _____
 Date(s) of activity (for raffles, indicate the date of the drawing): 1-27-18
 Check each type of gambling activity that your organization will conduct:
 Bingo Paddlewheels Pull-Tabs Tipboards
 Raffle (total value of raffle prizes awarded for the calendar year, including this raffle: \$16,000.00)

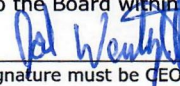
Gambling equipment for bingo paper, bingo boards, raffle boards, paddlewheels, pull-tabs, and tipboards must be obtained from a distributor licensed by the Minnesota Gambling Control Board. EXCEPTION: Bingo hard cards and bingo ball selection devices may be borrowed from another organization authorized to conduct bingo. To find a licensed distributor, go to www.mn.gov/gcb and click on **Distributors** under **List of Licensees**, or call 651-539-1900.

LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT (required before submitting application to the Minnesota Gambling Control Board)

CITY APPROVAL for a gambling premises located within city limits	COUNTY APPROVAL for a gambling premises located in a township
<input checked="" type="checkbox"/> The application is acknowledged with no waiting period. <input type="checkbox"/> The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days (60 days for a 1st class city). <input type="checkbox"/> The application is denied.	<input type="checkbox"/> The application is acknowledged with no waiting period. <input type="checkbox"/> The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days. <input type="checkbox"/> The application is denied.
Print City Name: <u>Hamburg</u>	Print County Name: _____
Signature of City Personnel: _____	Signature of County Personnel: _____
Title: _____ Date: _____	Title: _____ Date: _____
The city or county must sign before submitting application to the Gambling Control Board.	TOWNSHIP (if required by the county) On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minn. Statutes, section 349.213.) Print Township Name: _____ Signature of Township Officer: _____ Title: _____ Date: _____

CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

The information provided in this application is complete and accurate to the best of my knowledge. I acknowledge that the financial report will be completed and returned to the Board within 30 days of the event date.

Chief Executive Officer's Signature:  Date: 11-21-17
 (Signature must be CEO's signature; designee may not sign)

Print Name: Joel Wentzclaff

REQUIREMENTS	MAIL APPLICATION AND ATTACHMENTS
<p>Complete a separate application for:</p> <ul style="list-style-type: none"> all gambling conducted on two or more consecutive days, or all gambling conducted on one day. <p>Only one application is required if one or more raffle drawings are conducted on the same day.</p> <p>Financial report to be completed within 30 days after the gambling activity is done: A financial report form will be mailed with your permit. Complete and return the financial report form to the Gambling Control Board.</p> <p>Your organization must keep all exempt records and reports for 3-1/2 years (Minn. Statutes, section 349.166, subd. 2(f)).</p>	<p>Mail application with:</p> <p>_____ a copy of your proof of nonprofit status, and _____ application fee (non-refundable). If the application is postmarked or received 30 days or more before the event, the application fee is \$100; otherwise the fee is \$150. Make check payable to State of Minnesota.</p> <p>To: Minnesota Gambling Control Board 1711 West County Road B, Suite 300 South Roseville, MN 55113</p> <p>Questions? Call the Licensing Section of the Gambling Control Board at 651-539-1900.</p>

<p>Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process the</p>	<p>application. Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to Board members, Board staff whose work requires access to the information; Minnesota's Depart-</p>	<p>ment of Public Safety; Attorney General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.</p>
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This form will be made available in alternative format (i.e. large print, braille) upon request.

2017 September Claims List

CHECK #	VENDOR	FUND	CLAIM DESCRIPTION	AMOUNT	APPROVED
ACH	EFTPS	Divided	Fed, Social Security, MC - August	\$2,819.56	9/12/2017
ACH	MN Dept of Revenue	Divided	August 2017 Withholding Tax Payment	\$466.00	9/12/2017
ACH	PERA	Divided	PERA Withholding - August	\$694.94	9/12/2017
ACH	PERA	Divided	PERA Withholding - September	\$423.51	9/12/2017
ACH	PERA	Divided	PERA Withholding - September	\$362.92	9/26/2017
ACH	TASC	General Gov't	TASC Administration Fee (COBRA)	\$52.00	9/12/2017
ACH	HealthPartners	Divided	Health Insurance for September 2017	\$2,724.89	9/12/2017
ACH	Kwik Trip	Public Works/FD	Gas for City/HFD	\$40.28	9/12/2017
ACH	Optum Bank	Divided	City Contribution to Employees HSA - 3rd Qtr. 2017	\$1,250.00	10/10/2017
ACH	AT&T	General Gov't	Cell Phone Payment (September)	\$28.72	11/14/2017
18701	MN BCA	Public Safety (FD)	Background Check for New Member Lorri Gales	\$15.00	9/12/2017
18702	Greg Schultz	Divided	Wages for 8/14/17 to 8/27/17	\$1,768.08	9/12/2017
18703	Melvin Sprengeler	Divided	Wages for 8/14/17 to 8/27/17	\$67.87	9/12/2017
18704	Tamara Bracht	Divided	Wages for 8/14/17 to 8/27/17	\$420.84	9/12/2017
18705	Jeremy Gruenhagen	Divided	Wages for September (Rounds)	\$1,812.60	9/12/2017
18706	Amy Lund	Public Safety (FD)	Face Painters for NNO	\$100.00	9/12/2017
18707	CenturyLink	Divided	Phone Service (8/18/17 - 9/17/17)	\$167.27	9/12/2017
18708	Ehlers & Associates	Debt Service	Bond Disclosure Reporting	\$750.00	9/12/2017
18709	G & K Service	Divided	Cleaning Supplies - Towels, Mops, Rags, Garbage Liners	\$65.74	9/12/2017
18710	Gopher State One Call	Divided	August Locates (4)	\$5.40	9/12/2017
18711	Hawkins Chemical	Water	Azone 15 - EPA, Sodium Permaganate, Fuel & Freight	\$905.17	9/12/2017
18712	heartsmart.com	Public Safety (FD)	Powerheart G3 AED Lithium Battery	\$355.00	9/12/2017
18713	Kohls Foam Systems, Inc.	General Gov't	Application of Spray Foam on Hall Roof	\$33,095.68	9/12/2017
18714	Lano Equipment	Public Works	Replacement Windshield Frame for Bobcat	\$220.01	9/12/2017
18715	League of MN Cities	General Gov't	Membership Dues	\$663.00	9/12/2017
18716	Melchert, Hubert & Sjodin	General Gov't	Review and Conference Call Regarding Cable T.V. Agree	\$304.50	9/12/2017
18717	Menards	Divided	Dish Soap, Paper Towels, Light Bulbs, Garbage Bags, H	\$87.10	9/12/2017
18718	MN Mayors Association	General Gov't	Annual Membership Dues	\$30.00	9/12/2017
18719	MNSPECT	Public Safety (FD)	Building Inspection Fees for August 2017	\$87.50	9/12/2017
18720	NAPA	Divided	Oil for Bobcat and WTP Generator	\$24.98	9/12/2017
18721	Personnel Concepts	General Gov't	MN & General Labor Law Poster	\$20.90	9/12/2017
18722	Plunkett's Pest Control	General Gov't	General Inspection City Office and FD on 5-8-17 & 8-14-1	\$78.74	9/12/2017
18723	Quill	General Gov't	"Posted" stamp, Wall Shef, Laser Pointer for Presentatio	\$80.97	9/12/2017
18724	Resource Strategies Corp.	General Gov't	Comp. Plan Update April 1 - June 30, 2017	\$3,628.50	9/12/2017
18725	Tamara Bracht	General Gov't	Reimbursement for Postage of 6 Certified Letters	\$39.54	9/12/2017
18726	United Farmers Coop	Public Safety (FD)	Supplies & Parts	\$69.23	9/12/2017
18727	Viking Bottling Company	Park & Rec.	Park Pop Machine Refill	\$340.50	9/12/2017
18728	W.W.O.T.A. Inc.	Divided	Water/Wastewater Training & Assistance for August 201	\$540.00	9/12/2017
18729	Wm. Mueller & Sons	Divided	Catch Basin Repairs by Hall, Gas & Diesel for Lawnmow	\$452.99	9/12/2017
18730	Xcel Energy	Divided	Electric & Natural Gas Services for August	\$930.58	9/12/2017
18731	Greg Schultz	Divided	Wages for 8/28/17 to 9/10/17	\$1,497.26	9/26/2017
18732	Melvin Sprengeler	Divided	Wages for 8/28/17 to 9/10/17	\$295.75	9/26/2017
18733	Tamara Bracht	Divided	Wages for 8/28/17 to 9/10/17	\$411.24	9/26/2017
18734	Hamburg/GI/Norwood BB2017	General Gov't	Quarter Page Ad in Souvenir Program	\$150.00	9/26/2017
18735	Business Essentials	Divided	EcoSoft Hardwound Roll Towels & Foaming Handwash I	\$219.50	9/26/2017
18736	Carver County (Jaguar)	General Gov't	Phone Service (9/18/17 - 10/17/17)	\$112.49	9/26/2017
18737	Compass Hardwood Flooring	Hall	Sand, Seal, and Poly Both Entrances and Dance Floor	\$6,850.00	9/26/2017
18738	ECM Publishers, Inc.	General Gov't	Ordinance #154A, and 2001 Ford Ambulance Bids	\$158.76	9/26/2017
18739	Floyd Total Security	Water	Base Alarm Monitoring for Water Treatment Plant (10-24	\$86.85	9/26/2017
18740	Gary Walter	Water	Final Water Bill Overpayment Reimbursment	\$49.85	9/26/2017
18741	Greg Schultz	Water	Reimbursement for Postage	\$10.40	9/26/2017
18742	Hamburg Post Office	Divided	Postage for October Utility Bills (3 rolls)	\$102.00	9/26/2017
18743	League of MN Cities Insurance Tr	Divided	Municipality Property & Casualty Ins. For 7/15/17 - 7/15/1	\$17,194.00	9/26/2017
18744	Menards	Divided	Miter Saw and Stand, Spray Paint, Spindles, Treated Wo	\$546.80	9/26/2017
18745	Mini Biff Inc.	Park & Rec.	Handicap Mini Biff Rental & Damage Waiver	\$128.01	9/26/2017
18746	Plunkett's Pest Control	General Gov't	City Hall & FD Serviced on 9/11/17	\$152.97	9/26/2017
18747	Xcel Energy	Divided	Electric/Natural Gas Service	\$1,334.82	9/26/2017
18748	Jeremy Gruenhagen	Divided	Wages for September (Rounds)	\$1,812.61	9/26/2017
18749	Greg Schultz	Divided	Wages for 9/11/17 to 9/24/17	\$1,521.02	11/14/2017
18750	Melvin Sprengeler	Divided	Wages for 9/11/17 to 9/24/17	\$271.51	11/14/2017
18751	Tamara Bracht	Divided	Wages for 9/11/17 to 9/24/17	\$394.06	11/14/2017
			<i>Total September Claims</i>	\$89,290.41	
			September Claims	\$54,324.38	9/12/2017
			Added September Claims	\$31,476.23	9/26/2017
			Added September Claims	\$1,250.00	10/10/2017
			Added September Claims	\$2,239.80	11/14/2017
			TOTAL SEPTEMBER CLAIMS	\$89,290.41	

2017 November Claims List

CHECK #	VENDOR	FUND	CLAIM DESCRIPTION	AMOUNT	APPROVED
ACH	EFTPS	Divided	Fed, Social Security, MC - October	\$2,731.82	11/14/2017
ACH	MN Dept. of Revenue	Divided	October 2016 Withholding Tax Payment	\$453.00	11/14/2017
ACH	PERA	Divided	PERA Withholding - October	\$390.90	11/14/2017
ACH	PERA	Divided	PERA Withholding - October	\$694.94	11/14/2017
ACH	PERA	Divided	PERA Withholding - November	\$433.72	11/14/2017
ACH	PERA	Divided	PERA Withholding - November	\$407.78	11/28/2017
ACH	AT&T	General Gov't	Cell Phone Payment (November)	\$28.72	11/14/2017
ACH	HealthPartners	Divided	Health Insurance for November 2017	\$2,724.89	11/14/2017
ACH	Kwik Trip	Public Works	Non-Ox Gas for City Shop	\$36.78	11/14/2017
18802	Greg Schultz	Divided	Wages 9/25/17 - 10/08/17	\$1,656.47	11/14/2017
18803	Tamara Bracht	Divided	Wages 9/25/17 - 10/08/17	\$595.16	11/14/2017
18804	Jeremy Gruenhagen	Divided	Wages for November	\$1,762.22	11/14/2017
18805	United States Treasury	Divided	Fed, Social Security, MC - June 2016	\$425.86	11/14/2017
18806	Carver County (Carverlink)	General Gov't	Phone/Internet Service for November 2017	\$119.54	11/14/2017
18807	CenturyLink	Divided	Phone Service (10/18/17 - 11/17/17)	\$170.09	11/14/2017
18808	Floyd Total Security	Water	Base Alarm Monitoring for Water Treatment Plant (12-03-17 to	\$86.85	11/14/2017
18809	G&K Services	Divided	Cleaning Supplies	\$66.52	11/14/2017
18810	Gopher State One Call	Divided	October Locates (8)	\$10.80	11/14/2017
18811	Greg Schultz	Public Works	2 Snap On Tools, Portable Pump	\$117.47	11/14/2017
18812	Hamburg Insurance Agency	General Gov't	Public Official Bond for Coverage of City Clerk (1/1/18 to 1/1/20	\$85.00	11/14/2017
18813	Hamburg Post Office	Divided	Postage for October Utility Bills (3 rolls)	\$102.00	11/14/2017
18814	Home Solutions	General Gov't	Drill Bits, Batteries, (6) Extra Keys for New Door Handle/Lock	\$71.59	11/14/2017
18815	Jared Mackenthun	Public Safety (FD)	(4) 22x28 White Posterboard for Fire Prevention Displays	\$26.73	11/14/2017
18816	Lano Equipment	Public Works	Case of Washer Fluid	\$9.16	11/14/2017
18817	Melchert, Hubert, & Sjodin	General Gov't	Receive and Review Correspondence, Review Data Practices A	\$72.50	11/14/2017
18818	Menards	Divided	Dawn Dish Soap, Light Bulbs, Screws for Water Meters, Pull St	\$50.39	11/14/2017
18819	Mini Biff	Park & Rec.	Handicap Mini Biff Rental & Damage Waiver Final for 2017	\$123.57	11/14/2017
18820	MN Rural Water Association	Water	Membership December 2017- December 2018	\$250.00	11/14/2017
18821	MNSPECT	Public Safety (FD)	Residential Inspection/Permit Fee's for 821,832 William St., 321	\$973.72	11/14/2017
18822	MES	Public Safety (FD)	Crossfire Knight Structural Boots (9 pairs a part of Compeer G	\$3,222.37	11/14/2017
18823	NAPA Auto Parts	Divided	Silicone for Hydrants, Antifreeze for Park Bathrooms, Battery f	\$105.54	11/14/2017
18824	Plunkett's Pest Control	General Gov't	City Hall & FD Serviced on 10/19/17	\$39.37	11/14/2017
18825	Signature Seal Coating	Public Works	Basketball Courts and Walk Way in Park	\$1,325.00	11/14/2017
18826	UFC	Public Safety (FD)	Tanker 12 - Fuel Tank and Fuel	\$133.60	11/14/2017
18827	W.W.O.T.A.	Divided	Water/Wastewater Training/Assistance for October 2017	\$540.00	11/14/2017
18828	Waste Management	General Gov't	30 Yard Flat Green Yard Waste Containers	\$1,027.56	11/14/2017
18829	Wm. Mueller & Sons	Divided	Fuel for Lawnmowers and City Vehicles/Central Street Repairs	\$12,388.97	11/14/2017
18830	Xcel Energy Inc.	Divided	Electrical/Natural Gas Services 10/1/17 to 10/30/17	\$1,921.27	11/14/2017
18831	League of MN Cities	General Gov't	Regional Metro Meeting 11/29/17 (Chris, Steve)	\$90.00	11/28/2017
18832	Greg Schultz	Divided	Wages 11/6/17 to 11/19/17	\$1,617.36	11/28/2017
18833	Tamara Bracht	Divided	Wages 11/6/17 to 11/19/17	\$505.25	11/28/2017
18834	Business Essentials	General Gov't	7 Reams of 80# Paper for Quarterly Newsletters	\$124.60	11/28/2017
18835	Chris Petz	Public Safety (FD)	Six Day Meal Course for NFA Training in Virginia	\$164.50	11/28/2017
18836	Core & Main	Water	11 Meters at 124.00 each, 10 Radio Reads @ 125.00 each	\$1,494.00	11/28/2017
18837	Greg Schultz	Public Works	Exmark Lawnmower Tube	\$23.18	11/28/2017
18838	Home Solutions	Park & Rec.	Self Test GFCI for Park Flag Pole	\$19.79	11/28/2017
18839	Hutchinson Fire & Safety	Public Safety (FD)	Yearly Extinguisher Inspection 2017	\$780.87	11/28/2017
18840	Justin Buckentin	Public Safety (FD)	Mileage Reimbursement (Mar. 4 - Nov. 2, 2017), Suction Unit	\$709.49	11/28/2017
18841	McCarthy Well Company	Water	Annual Pump Performance Inspection for 2 Water Wells	\$470.00	11/28/2017
18842	Menards	Divided	Quick Links & Bolt Snaps for Flags, Filters & Water Softner Pe	\$53.20	11/28/2017
18843	Mn Dept. of Health	Water	4th Quarter Community Water Supply Service Connections Fee	\$336.00	11/28/2017
18844	MES	Public Safety (FD)	Name Tag for Fire Fighter Gear	\$27.61	11/28/2017
18845	Omega Rail Management	Divided	Right of Way Rental Agreement w/ Railroad (MVRRA)	\$821.17	11/28/2017
18846	Painting "By" Brush	Hall	Painted the Bar Side of the Hall	\$4,585.00	11/28/2017
18847	Plunkett's Pest Control	General Gov't Bldgs	City Hall & FD Serviced on 11/8/17	\$39.37	11/28/2017
18848	Reaper's Choice Auto Parts, Inc.	Public Safety (FD)	2 Cars Delivered and Picked-up for Training	\$200.00	11/28/2017
18849	Jeremy Gruenhagen	Divided	Wages for November	\$1,762.21	11/28/2017
				\$49,205.47	
			November Claims	\$34,974.09	11/14/2017
			Added November Claims	\$14,231.38	11/28/2017
			Total November Claims	\$49,205.47	

	<u>Beginning Balance 1/1/2017</u>	<u>2017 Budget Income</u>	<u>2017 Budget Expense</u>	<u>Budget Year-End Balance</u>	<u>Total Income Received</u>	<u>Total Expenses</u>	<u>Ending Balance 8/31/2017</u>
General Fund	<u>\$377,397.17</u>	<u>\$573,439.00</u>	<u>\$581,505.00</u>	<u>\$369,331.17</u>	<u>\$338,141.08</u>	<u>\$298,973.64</u>	<u>\$416,564.61</u>
General Gov't			\$260,371.00			\$145,499.64	
Public Safety (Fire Dept.)			\$138,761.00			\$69,647.64	
Public Works (Streets)			\$62,681.00			\$46,094.97	
Sanitation & Recycling			\$3,500.00			\$1,144.16	
Parks & Recreation			\$37,412.00			\$15,711.75	
Comm. Hall			\$78,780.00			\$20,875.48	
Special Revenue Funds	<u>\$376,328.40</u>	<u>\$44,682.00</u>	<u>\$43,663.86</u>	<u>\$377,346.54</u>	<u>\$504.16</u>	<u>\$0.00</u>	<u>\$376,832.56</u>
City Of Hamburg (Savings)	\$267,274.55	\$34,300.00	\$43,663.86	\$257,910.69	\$331.55	\$0.00	\$267,606.10
Fire Equipment CD	\$109,053.85	\$10,382.00	\$0.00	\$119,435.85	\$172.61	\$0.00	\$109,226.46
Debt Service	<u>\$39,936.38</u>	<u>\$19,257.00</u>	<u>\$14,777.50</u>	<u>\$44,415.88</u>	<u>\$10,603.48</u>	<u>\$14,777.50</u>	<u>\$35,762.36</u>
Total (Tax Revenue Funds)	<u>\$793,661.95</u>	<u>\$637,378.00</u>	<u>\$639,946.36</u>	<u>\$791,093.59</u>	<u>\$349,248.72</u>	<u>\$313,751.14</u>	<u>\$829,159.53</u>
Enterprise Funds							
Water	\$116,330.69	\$160,901.66	\$160,270.90	\$116,961.45	\$108,072.64	\$125,744.64	\$98,658.69
Sewer	\$338,112.35	\$69,126.99	\$68,462.90	\$338,776.44	\$46,509.92	\$41,504.24	\$343,118.03
Storm Water	<u>\$110,691.11</u>	<u>\$76,944.80</u>	<u>\$74,997.00</u>	<u>\$112,638.91</u>	<u>\$45,202.93</u>	<u>\$73,349.04</u>	<u>\$82,545.00</u>
Total (Enterprise Funds)	<u>\$565,134.15</u>	<u>\$306,973.45</u>	<u>\$303,730.80</u>	<u>\$568,376.80</u>	<u>\$199,785.49</u>	<u>\$240,597.92</u>	<u>\$524,321.72</u>
Totals	<u>\$1,358,796.10</u>	<u>\$944,351.45</u>	<u>\$943,677.16</u>	<u>\$1,359,470.39</u>	<u>\$549,034.21</u>	<u>\$554,349.06</u>	<u>\$1,353,481.25</u>

<u>Debt Summary</u>	<u>Remaining Balance 1/1/2017</u>	<u>Remaining Assessment 1/1/2017</u>	<u>Cash & Investments</u>	<u>2017 Principle Payments</u>	<u>Date Due</u>	<u>Maturity Date</u>	<u>Unfunded Balance 12/31/2017</u>
1992 Streets	\$0.00	\$6,094.25	\$0.00	\$0.00	Paid	2012	(\$6,094.25)
2007 Streets	\$100,000.00	\$7,669.37	\$42,195.87	\$10,000.00	2/1/17 & 8/1/17	2/1/2023	\$40,134.76
Water Wells Project	\$83,000.00	\$0.00	\$0.00	\$13,000.00	2/20/17 & 8/20/17	8/20/2022	\$70,000.00
Water Treatment Plant	\$433,000.00	\$0.00	\$0.00	\$50,000.00	2/20/17 & 8/20/17	8/20/2024	\$383,000.00
Sanitary Sewer Improvements	\$183,233.95	\$75,605.74	\$0.00	\$15,000.00	2/20/17 & 8/20/17	8/20/2030	\$92,628.21
Storm Water Improvements	<u>\$950,000.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$45,000.00</u>	2/1/17 & 8/1/17	2/1/2032	<u>\$905,000.00</u>
Totals	<u>\$1,749,233.95</u>	<u>\$89,369.36</u>	<u>\$42,195.87</u>	<u>\$133,000.00</u>			<u>\$1,484,668.72</u>

Cash Flow Actuals

	<u>January</u>	<u>February</u>	<u>March</u>	<u>April</u>	<u>May</u>	<u>June</u>	<u>July</u>	<u>August</u>	<u>Totals</u>
Beg. Balance	\$1,358,796.10	\$1,293,579.08	\$1,272,765.13	\$1,271,190.40	\$1,254,315.02	\$1,249,630.72	\$1,200,637.17	\$1,367,585.62	\$1,353,481.25
Income									
Property Taxes	\$5,257.38	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$239,119.88	\$0.00	\$244,377.26
Licenses & Permits	\$46.00	\$112.00	\$56.00	\$56.00	\$589.65	\$0.00	\$1,591.00	\$218.00	\$2,668.65
Intergov't Receipts (Aids)	\$18,074.57	\$4,800.00	\$0.00	\$0.00	\$0.00	\$0.00	\$41,491.50	\$1,845.00	\$66,211.07
Charges for Services									
Assessment Searches	\$0.00	\$20.00	\$0.00	\$20.00	\$0.00	\$0.00	\$0.00	\$0.00	\$40.00
Comm Ctr Rentals	\$250.00	\$300.00	\$300.00	\$150.00	\$250.00	\$150.00	\$0.00	\$0.00	\$1,700.00
Township Contribution	\$0.00	\$0.00	\$0.00	\$0.00	\$5,827.89	\$6,600.00	\$0.00	\$0.00	\$12,427.89
Fire Dept. Revenues	\$0.00	\$0.00	\$0.00	\$450.00	\$0.00	\$0.00	\$0.00	\$2,200.00	\$2,650.00
Park Rentals	\$250.00	\$0.00	\$550.00	\$150.00	\$0.00	\$75.00	\$150.00	\$0.00	\$1,175.00
Hall Receipts	\$1,797.60	\$672.60	\$475.00	\$78.65	\$0.00	\$1,178.00	\$714.00	\$0.00	\$4,915.85
Fines	\$0.00	\$26.66	\$26.66	\$99.99	\$20.00	\$0.00	\$80.00	\$0.00	\$253.31
Misc. Receipts	\$4,552.43	\$34.50	\$75.75	\$36.35	\$33.75	\$288.80	\$62.90	\$1,212.55	\$6,297.03
Other Receipts	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Insurance Recovery	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Interest Income (Savings)	\$0.00	\$0.00	\$241.15	\$0.00	\$0.00	\$0.00	\$425.02	\$0.00	\$425.02
Transfers In	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$263.01	\$0.00	\$0.00	\$504.16
Transfers In (Savings)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Debt Proceeds	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Special Assessments	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Water Service	\$14,228.64	\$14,525.54	\$11,741.01	\$10,132.53	\$17,545.95	\$12,432.24	\$13,960.06	\$13,506.67	\$114,770.55
Sewer Service	\$4,842.10	\$5,789.00	\$4,587.23	\$4,075.46	\$6,767.58	\$4,658.63	\$5,118.15	\$4,804.70	\$40,642.85
Storm Water	\$5,811.63	\$5,742.75	\$5,173.84	\$4,482.62	\$7,579.00	\$5,272.94	\$5,767.59	\$5,372.56	\$45,202.93
	\$55,110.35	\$32,023.05	\$23,226.64	\$19,731.60	\$38,613.82	\$30,918.62	\$320,100.65	\$29,309.48	\$549,034.21
Expenses									
General Gov't	\$10,024.14	\$22,946.48	\$10,227.17	\$12,192.43	\$11,832.45	\$21,857.45	\$42,552.43	\$13,867.09	\$145,499.64
Public Safety	\$13,451.60	\$11,007.82	\$746.49	\$10,532.37	\$11,487.40	\$4,927.38	\$13,512.88	\$3,981.70	\$69,647.64
Public Works	\$4,684.46	\$8,130.35	\$1,068.23	\$2,240.06	\$8,743.95	\$4,454.93	\$1,144.45	\$15,628.54	\$46,094.97
Sanitation & Recycling	\$0.00	\$410.62	\$0.00	\$0.00	\$0.00	\$233.54	\$500.00	\$0.00	\$1,144.16
Park & Recreation	\$512.72	\$87.22	\$87.86	\$1,134.71	\$2,442.34	\$5,192.75	\$2,907.96	\$3,346.19	\$15,711.75
Hall Expenses	\$4,188.25	\$3,351.72	\$3,721.49	\$2,765.89	\$1,507.17	\$2,219.11	\$2,273.94	\$847.91	\$20,875.48
Debt Service	\$12,775.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,002.50	\$0.00	\$0.00	\$14,777.50
Capital Project Funds	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Transfers Out	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Transfer to Savings	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Water	\$3,509.40	\$3,959.71	\$6,620.83	\$3,605.00	\$4,438.73	\$17,459.37	\$2,704.78	\$3,364.72	\$45,662.54
Sewer	\$1,857.65	\$2,943.08	\$2,329.30	\$4,063.03	\$2,846.08	\$5,500.14	\$2,325.36	\$2,377.70	\$24,242.34
Storm Water	\$0.00	\$0.00	\$0.00	\$73.49	\$0.00	\$27.50	\$0.00	\$0.00	\$100.99
Total Expenses	\$51,003.22	\$52,837.00	\$24,801.37	\$36,606.98	\$43,298.12	\$63,874.67	\$67,921.80	\$43,413.85	\$383,757.01
Other Expenses (DEBT)									
Wells/WTP Bonds	\$7,230.40	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$69,099.45	\$0.00	\$76,329.85
Water Imp. Bonds (2011)	\$3,880.86	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,880.86
Sewer Imp. Bonds (2011)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$16,130.95	\$0.00	\$16,130.95
Storm Water Imp. Bonds (20)	\$58,212.89	\$0.00	\$0.00	\$0.00	\$0.00	\$16,037.50	\$0.00	\$0.00	\$74,250.39
Total Other Expenses	\$69,324.15	\$0.00	\$0.00	\$0.00	\$0.00	\$16,037.50	\$85,230.40	\$0.00	\$170,592.05
Checking Balance	\$1,293,579.08	\$1,272,765.13	\$1,271,190.40	\$1,254,315.02	\$1,249,630.72	\$1,200,637.17	\$1,367,585.62	\$1,353,481.25	\$1,353,481.25
	(\$65,217.02)	(\$20,813.95)	(\$1,574.73)	(\$16,875.38)	(\$4,684.30)	(\$48,993.55)	\$166,948.45	(\$14,104.37)	(\$5,314.85)

CITY OF HAMBURG TIME-OFF REQUEST FORM

Today's Date: November 27, 2017

Employee Name: Jeremy Gruenhagen

Dates Requesting Time-Off: November 30th, 2017

How many **Vacation** hours will be used? 8

How many **Compensation** hours will be used? 0

Is there a **Holiday** during your time off? No

Will there be any time off **without pay**? No

Will there be any scheduled **Sick Leave** used? No

Are you requesting more than three consecutive days off? No

- If yes, you must receive City Council approval.

City Council Approval

Date of Council Meeting: _____

Was vacation request approved? _____

- If no, reason request was denied: _____

Jeremy Gruenhagen
Employee Signature

11-27-17
Date

City Clerk/Treasurer

Date

Mayor

Date



MEMORANDUM

Date: November 17, 2017

To: City of Hamburg, PWSID 1100005
City Clerk

From: Pauline Wuoti, Compliance Officer
Community Public Water Supply Unit
Section of Drinking Water Protection

Phone: 651-201-4674

Subject: Lead Public Education Program for Compliance Period June 1, 2017 through
September 30, 2017

As a result of your public water supply system exceeding the action level for lead, you are required to perform the Lead Public Education Program. The Public Education Program must be **completed by December 18, 2017**. A Notice of Violation will be issued, if the Public Education Program is not completed.

To assist you in completing the requirements of the Program, we have enclosed an Instruction Sheet. You must complete all of the steps on the Instruction Sheet.

Enclosed is a document entitled *Important Information About Lead In Your Drinking Water* (with the bunny illustration). The document is to be copied and folded into thirds (to form a brochure) so that the bunny illustration is the cover. Prior to making copies of the bunny brochure, provide a system contact phone number, your web address (if available), and indicate the date distributed in the space provided under the heading title For More Information.

The following templates are enclosed for your use:

- Water Bill Language Template / Web Site Template / Public Service Announcement (PSA) Template
- Press Release Template
- General Public Education Notice Template and Listserv/Email Notice
- Local Health Agency Contact / Informational Notice Template

Each of the templates is preceded by instructions for that template. Be sure to read the instructions for each template because each delivery method has different requirements and in some cases the requirement can be waived.

City of Hamburg
PWSID 1100005
Page 2
November 17, 2017

When you have completed all of the steps, please complete and return the enclosed Lead Public Education Program Delivery Certification form along with a list of the organizations, facilities, providers which were contacted, and a list of newspaper, television, and radio contacts. An envelope is enclosed for your convenience. The Certification form must be submitted within 10 days after distribution of the Public Education materials.

The Lead Public Education Program must be completed annually for as long as your system exceeds the lead action level. Some requirements of the public education program are on-going, and some must be completed every six months. You will receive a separate packet and instructions for completing each part of the program when it is due to be completed.

A water system may discontinue delivery of public education materials if the system has met the lead action level during the most recent six-month monitoring period. A system shall recommence public education if it subsequently exceeds the lead action level during any monitoring period.

If you would like to receive any of the enclosed documents via e-mail, please send your request to pauline.wuoti@state.mn.us.

If you have any questions regarding the Lead Public Education Program, please contact me.

PAW
Enclosure(s)
cc: Water Superintendent
Simon McCormack, Metro District Office
Anna Schliep, Compliance Engineer
Pauline Wuoti, Compliance Officer

Lead Public Education Program Instruction Sheet

Packet A - All Steps - 3300 or Fewer Population

Required Methods of Delivery: U.S. mail, hand/direct delivery, and/or posting

You must perform **all** of the following:

1. Deliver the bunny brochure to all bill-paying customers. After initial delivery of the bunny brochure, you must provide the required language on or in each water bill, for each billing cycle, no less than quarterly (see Document A).
2. Contact your local health agency (see Document D).
3. Deliver the Informational Notice (see Document D) and the bunny brochure to the following facilities/organizations that are served by the system (most likely to be visited regularly by pregnant women and children), and encourage them to distribute the bunny brochure to all potentially affected customers or users:
 - ◆ Public and private schools or school boards
 - ◆ Women, Infants, and Children (WIC) and/or Head Start Programs
 - ◆ Public and private hospitals & medical clinics
 - ◆ Pediatricians
 - ◆ Family planning clinics
 - ◆ Local welfare agencies
4. Make a good faith effort to locate the following organizations within the service area and deliver the Informational Notice (see Document D) and the bunny brochure to each, and encourage distribution to all potentially affected customers or users:
 - ◆ Licensed childcare centers
 - ◆ Public and private preschools
 - ◆ Obstetricians-Gynecologists and Midwives
5. Submit a press release (see Document B) to major daily and weekly newspaper(s), television, and radio stations, or distribute the bunny brochure to every household served by the system.
6. Additional Activity Requirement - Select at least **one** additional activity from the following:
 - ◆ Post on utility's website (see Document A)
 - ◆ Public service announcement (PSA) (see Document A)
 - ◆ Paid advertisement (newspaper, transit, or movie theater ads) (see Document B)
 - ◆ Public meeting (town hall meetings, PTA meetings) (see Document C)
 - ◆ Email to customers (see Document C)

Continued on reverse side.

Additional Activity Requirements cont.

- ◆ Display information in public areas (community/health centers, local sporting events, grocery stores, laundry bulletin boards, libraries, faith-based organizations, community listservs, local government web sites) (see Document C)
- ◆ Delivery to every household (doorknob hangers, mailing to all consumers) (Bunny Brochure)
- ◆ Individual contact with customers (calls to individual consumers/households, targeted mailings to at-risk populations, phone trees) (see Document C)
- ◆ Provide materials directly to multi-family housing (posters, flyers) (see Document C)

Some people who drink your system's water may not receive a water bill (e.g., commuters working within the water system area but living outside of it, residents in multi-unit dwellings who may not pay for water, restaurant owners who use the water for cooking, etc.), your system needs to establish delivery mechanisms to reach these individuals.

Your water system is encouraged to deliver bunny brochures to as many organizations, facilities, and providers as possible. EPA recommends conducting outreach to: Maternity programs/birthing classes, teen parent programs, parents teacher organizations, parent support organizations, women's shelters, family/general practices and nurse practitioners, institutes of higher education, and local nonprofit health groups.

In addition, it is recommended that you reach out to conduit organizations that can help you to reach non-bill paying customers, and other target audiences including: Citizen's assistance offices in city/county buildings to request that they place the bunny brochure in their lobbies or waiting rooms; health insurers who can include your messages in their regular communications to their provider network and members; outlets that accept government payment for goods and services, such as supermarkets that take food stamps or WIC coupons; low income/HUD housing; non-profit/community based organizations such as soup kitchens, faith-based groups, etc., that provide services to people who may not receive a water bill.

If significant proportions of the population in your community speak languages other than English, you must provide education materials on lead in drinking water in the appropriate language(s).

Reminder: Prior to making copies of the bunny brochure, be sure to provide a system contact phone number, your web address (if available), and indicate the date distributed.

Keep a list of all organizations, facilities, and provider contacts, and a list of all newspaper, television, and radio contacts, and posting locations. The lists of names must be attached to the Lead Public Education Program Delivery Certification form when it is returned to the Minnesota Department of Health.

Refer to the enclosed templates for more detailed information on the above requirements.

Public Service Announcement (PSA) Template

PSA is not required, however, PSAs are one of the additional activities listed under No. 6 on the Instruction Sheet and will meet the additional activity requirement.

Provided To: Radio or television stations. Submit to five radio or television stations with the largest audience in the community. A PSA is very brief (e.g., 20 seconds).

If you create your own notice, your notice must include the topic areas shown in bold on the template. Anything in italics is required language and cannot be changed while anything in regular text must be covered but you may use either the suggested language or your own words to cover the subject. Any text/areas shown in red on the template must be filled in prior to distribution.

IMPORTANT INFORMATION ABOUT LEAD IN YOUR DRINKING WATER

[insert name of water system/community] found elevated levels of lead in drinking water in some homes/buildings in our community. Lead can cause serious health problems, especially for pregnant women and children 6 years and younger.

Lead is a common metal found in the environment. Drinking water is one possible source of lead exposure. The main sources of lead exposure are lead-based paint and lead-contaminated dust or soil.

Steps You Can Take To Reduce Your Exposure To Lead In Your Water:

- ▶ **Run your water for 30 - 60 seconds to flush out lead.** [or insert a different flushing time if your system has representative data indicating a different flushing time would better reduce lead exposure in your community and if the Primacy Agency approves the wording]
- ▶ **Use cold water for cooking and preparing baby formula.**
- ▶ **Do not boil water to remove lead.**

Call [insert name of water system/community] at [insert phone number for your water system] or visit our Web site at [insert Web site address] to find out how to get your water tested for lead or for more information. For more information on reducing lead exposure around your home/building and the health effects of lead, visit EPA's Web site at www.epa.gov/lead or contact your health care provider.

This notice is brought to you by [insert name of water system/community]. State Water System ID# [insert your water system's/community's ID number]. Date [Insert the date distributed].

Water Bill Language Template

Provided To: All bill-paying customers. After initial delivery of the bunny brochure, you must provide the required language on or in each water bill, for each billing cycle, no less than quarterly.

The following statement may be placed directly on the water bill itself or included as an insert. It must include the following statement exactly as written:

IMPORTANT INFORMATION ABOUT LEAD IN YOUR DRINKING WATER

[insert name of water system/community] found high levels of lead in drinking water in some homes. Lead can cause serious health problems. For more information, please call [insert name and phone number of water system] or visit [insert Web site address].

For additional information, please visit EPAs website at: www.epa.gov/lead.



Web Site Template

Requirement: If your system serves a population of 100,000 or less this requirement can be waived. If your system serves a population greater than 100,000 you are required to provide a Public Education notice on your utility's website.

Duration: Until system tests at or below the action level.

If you create your own notice, your notice must include the topic areas shown in bold on the template. Anything in italics is required language and cannot be changed while anything in regular text must be covered but you may use either the suggested language or your own words to cover the subject. Any text/areas shown in red on the template must be filled in prior to distribution.

IMPORTANT INFORMATION ABOUT LEAD IN YOUR DRINKING WATER

[insert name of water system/community] found elevated levels of lead in drinking water in some homes/buildings in our community. Lead can cause serious health problems, especially for pregnant women and children 6 years and younger. Please read the following notice [insert link to General Public Education Notice★] closely to see what you can do to reduce lead in your drinking water and to learn what [insert name of water system/community] is doing to address this problem.

For additional information, please visit EPAs website at: www.epa.gov/lead.

Call us at [insert phone number for your water system] for more information.

Date [Insert the date posted].

★ You must provide a link to the enclosed General Public Education Notice Template and Listserv/Email Notice.

Press Release Template

Provided To: Major daily and weekly newspaper(s), television, and radio stations with the largest audiences that serve the community served by the water system. Please note, media outlets may choose not to include all of the information that you provide in your Press Release. However, the language in italics is mandatory language and must be included as written.

Waiver: This requirement can be waived if the system's population is 3300 or fewer persons, or there is no media outlet reaching the target population served by the system. However, the system must then distribute the following notice to every household served by the system. It contains additional information that is not in the bunny brochure.

If you create your own notice, your notice must include the topic areas shown in bold on the template. Anything in italics is required language and cannot be changed while anything in regular text must be covered but you may use either the suggested language or your own words to cover the subject. Any text/areas shown in red on the template must be filled in prior to distribution.



PRESS RELEASE DRINKING WATER NOTICE

IMPORTANT INFORMATION ABOUT LEAD IN [INSERT NAME OF YOUR COMMUNITY] DRINKING WATER

Recent drinking water quality monitoring conducted by *[insert name of water system/community]* has found elevated levels of lead in drinking water in some homes/buildings in *[insert name of community or area served by your water system]*. Although the primary sources of lead exposure are lead-based paint and lead-contaminated dust or soil, the U.S. Environmental Protection Agency estimates that 10 to 20 percent of a person's potential exposure to lead may come from drinking water.

[insert name of water system/community] is concerned about the health of their residents because *lead can cause serious health problems if too much enters your body from drinking water or other sources, especially for pregnant women and children 6 years and younger. It can cause damage to the brain and kidneys, and can interfere with the production of red blood cells that carry oxygen to all parts of your body. Scientists have linked the effects of lead on the brain with lowered IQ in children. Adults with kidney problems and high blood pressure can be affected by low levels of lead more than healthy adults. Lead is stored in the bones and it can be released later in life. During pregnancy, the child receives lead from the mother's bones, which may affect brain development.*

[Insert information about what happened and what is being done? You may wish to include information about the exceedance and the history of lead levels in tap water samples in your community. For example, have they declined substantially over time? Have they been low and risen recently? Is there a known reason for any lead level changes? Explain the steps being taken to reduce lead levels, such as corrosion control treatment and/or lead service line replacement.]

Steps You Can Take To Reduce Your Exposure To Lead In Your Water:

- ▶ **Run your water to flush out lead.** Run water for 30 - 60 seconds or until it becomes cold or reaches a steady temperature before using it for drinking or cooking, if it hasn't been used for several hours. This flushes lead-containing water from the pipes.
- ▶ **Use cold water for cooking and preparing baby formula.**
- ▶ **Do not boil water to remove lead.** Boiling water will not reduce lead.
- ▶ **Look for alternative drinking water sources or treatment of water.** You may want to consider purchasing bottled water or a water filter.
- ▶ **Test your water for lead.** Call us at [insert phone number of your water system] to find out how to get your water tested for lead.
- ▶ **Get your child tested.** Contact your local health department or healthcare provider to find out how you can get your child tested for lead if you are concerned about exposure.
- ▶ **Identify if your plumbing fixtures contain lead.**

There are several action that [insert name of water system/community] are taking to address this lead in drinking water concern. [Insert a quote from a water system official letting the public know what actions the system is taking to address the lead action level exceedance or insert a list of action steps.]

Call [insert name of water system/community] at [insert phone number for your water system] or visit [insert name of water system/community] Web site at [insert Web site address] to find out how to get your water tested for lead or for more information on steps [insert name of water system/community] is taking to address the lead action level exceedance. For more information on reducing lead exposure around your home/building and the health effects of lead, visit EPA's Web site at www.epa.gov/lead or contact your health care provider.

This notice is brought to you by [insert name of water system/community]. State Water System ID# [insert your water system's ID number]. Date [Insert the date distributed].

General Public Education Notice Template & Listserv/Email Notice

★ **Systems that post notice on their website, must provide a link to this information.**

Provided To: Community bulletin boards, public meetings, electronic bulletin boards or listservs

If you create your own notice, your notice must include the topic areas shown in bold on the template. Anything in italics is required language and cannot be changed while anything in regular text must be covered but you may use either the suggested language or your own words to cover the subject. Any text/areas shown in red on the template must be filled in prior to distribution.

IMPORTANT INFORMATION ABOUT LEAD IN YOUR DRINKING WATER

[insert name of water system/community] found elevated levels of lead in drinking water in some homes/buildings. Lead can cause serious health problems, especially for pregnant women and children 6 years and younger. Please read this notice closely to see what you can do to reduce lead in your drinking water.

Health Effects of Lead

Lead can cause serious health problems if too much enters your body from drinking water or other sources. It can cause damage to the brain and kidneys, and can interfere with the production of red blood cells that carry oxygen to all parts of your body. The greatest risk of lead exposure is to infants, young children, and pregnant women. Scientists have linked the effects of lead on the brain with lowered IQ in children. Adults with kidney problems and high blood pressure can be affected by low levels of lead more than healthy adults. Lead is stored in the bones and it can be released later in life. During pregnancy, the child receives lead from the mother’s bones, which may affect brain development.

Sources of Lead

Lead is a common metal found in the environment. Drinking water is one possible source of lead exposure. The main sources of lead exposure are lead-based paint and lead-contaminated dust or soil, and some plumbing materials. In addition, lead can be found in certain types of pottery, pewter, brass fixtures, food, and cosmetics. Other sources include exposure in the work place and exposure from certain hobbies (lead can be carried on clothing or shoes).

New brass faucets, fittings, and valves, including those advertised as “lead-free,” may contribute lead to drinking water. The law currently allows end-use brass fixtures, such as faucets, with up to 8 percent lead to be labeled as “lead free.” However, plumbing fixtures labeled National Sanitation Foundation (NSF) certified may only have up to 2 percent lead. Consumers should be aware of this when choosing fixtures and take appropriate precautions.

[Insert utility specific information describing your community’s source water – e.g. “The source of water from XX Reservoir does not contain lead” or “Community X does not have any lead in its source water or water mains in the street.”] When water is in contact with pipes (or service lines) and/or plumbing that contains lead for several hours, the lead may enter drinking water. Homes built before 1986 are more likely to have plumbing containing lead. New homes may also have lead; even “lead-free” plumbing may contain some lead.

EPA estimates that 10 to 20 percent of a person's potential exposure to lead may come from drinking water. Infants who consume mostly formula mixed with lead-containing water can receive 40 to 60 percent of their exposure to lead from drinking water.

Don't forget about other sources of lead such as lead paint, lead dust, and lead in soil. Wash your children's hands and toys often as they can come into contact with dirt and dust containing lead.

Steps You Can Take To Reduce Your Exposure To Lead In Your Water:

- ▶ **Run your water to flush out lead.** Run water for 30 - 60 seconds [or insert a different flushing time if your system has representative data indicating a different flushing time would better reduce lead exposure in your community and if the State Primacy Agency approves the wording] or until it becomes cold or reaches a steady temperature before using it for drinking or cooking, if it hasn't been used for several hours. This flushes lead-containing water from the pipes.
- ▶ **Use cold water for cooking and preparing baby formula.** Do not cook with or drink water from the hot water tap; lead dissolves more easily into hot water. Do not use water from the hot water tap to make baby formula.
- ▶ **Do not boil water to remove lead.** Boiling water will not reduce lead.
- ▶ **Look for alternative sources or treatment of water.** You may want to consider purchasing bottled water or a water filter. Read the package to be sure the filter is approved to reduce lead or contact NSF International at 800-NSF-8010 or www.nsf.org for information on performance standards for water filters. Be sure to maintain and replace a filter device in accordance with the manufacturer's instructions to protect water quality.
- ▶ **Test your water for lead.** Call us at [insert phone number for your water system] to find out how to get your water tested for lead. [Include information on your water system's testing program. For example, do you provide free testing? Are there labs in your area that are certified to do lead in water testing?]
- ▶ **Get your child tested.** Contact your local health department or healthcare provider to find out how you can get your child tested for lead if you are concerned about exposure.
- ▶ **Identify if your plumbing fixtures contain lead.** New brass faucets, fittings, and valves, including those advertised as "lead-free," may contribute lead to drinking water. The law currently allows end-use brass fixtures, such as faucets, with up to 8% lead to be labeled as "lead free." Visit the National Sanitation Foundation Web site at www.nsf.org to learn more about lead-containing plumbing fixtures.

What Happened? What is Being Done?

[Insert information about what happened and what is being done? You may wish to include information about the exceedance and the history of lead levels in tap water samples in your community. For example, have they declined substantially over time? Have they been low and risen recently? Is there a known reason for any lead level changes? Explain the steps being taken to reduce lead levels, such as corrosion control treatment and/or lead service line replacement.]

For More Information

Call us at [insert phone number for your water system] or visit our Web site at [insert Web site address]. For more information on reducing lead exposure around your home/building and the health effects of lead, visit EPA's Web site at www.epa.gov/lead or contact your health care provider.

This notice is brought to you by [insert name of water system/community]. State Water System ID# [insert your water system's ID number]. Date [Insert the date distributed].

Local Health Agency Contact Instructions

You are required to contact (in person or by phone) local health agencies to request their assistance in promoting public awareness of the lead exceedance. Request a contact list of community-based organizations that serve the targeted population (pregnant women, infants and young children), even if these organizations are outside the service area of your water system.

After obtaining the lists, provide the Informational Notice (template below) and copies of the bunny brochure to the organizations. Systems with 3300 or less population may limit delivery of the brochure to those places visited regularly by pregnant women and children.

Informational Notice Template

Public Water Supply Letterhead

Date: [Date]

To: Organizations Serving At-Risk Populations

From: [System's contact person's name]
[insert name of water system/community]

Subject: Promoting Public Awareness of a Lead Exceedance in Drinking Water

Recently a number of homes in our community had their household drinking water tested for lead and copper. The testing was conducted under rules adopted by the U.S. Environmental Protection Agency. More than ten percent of the homes that were tested were above the federal action level for lead in drinking water. We began taking corrective action at that time and are continuing with an on-going lead public education program to help area residents reduce their potential exposure to lead in drinking water.

We are asking for your help in promoting public awareness by distributing the enclosed brochure *Important Information About Lead In Your Drinking Water*, to your customers, patients, and to those who are most at-risk. The brochure provides information on the potential health effects of lead, possible sources of lead in your drinking water, and simple steps to take to protect yourself from lead exposure.

If you have any questions, please contact me at [insert phone number of water system].

Enclosure

**Lead Public Education Program
Delivery Certification**

Packet A - All Steps, ≤3300 Population

PWS Name: Hamburg
PWSID: 1100005
Population: 525
Lead Result 170 µg/L

Notification Date: 11/17/17
Completion Due Date: 12/18/17
Certification Due Date: 12/28/17

Compliance Period: June 1, 2017 through September 30, 2017

Please complete this form.

All of the following items must be performed.

- Delivered the bunny brochure to all bill-paying customers.
- Contacted the local public health agency in person and/or by phone.
- Delivered informational notice and bunny brochure to facilities/organizations/programs that are most likely to be visited regularly by pregnant women and children. Made good faith effort to reach at-risk customers.
- Submitted a press release to major daily and weekly newspapers, television, and radio stations or distributed bunny brochure to every household served by the system.
- Posted on utility's website (can be waived if population is 100,000 or less).
- Additional activity performed (see Item #6 on the Instruction Sheet for options):

- Other _____

The public water system indicated above hereby affirms that the Lead Public Education Program has been completed in accordance with the requirements described in the Lead Public Education Packet.

Signature _____ Print Name _____

Title _____ Phone _____ Date _____

Email _____

- ▶ This completed Certification form along with a list of names of all organizations, facilities, and provider contacts; all newspaper, television, and radio contacts; and posting locations of the notification must be returned by the Certification Due Date shown above to:

Minnesota Department of Health
c/o Pauline Wuoti, Compliance Officer
Community Public Water Supply Unit
Environmental Health Division
P.O. Box 64975
St. Paul, Minnesota 55164-0975

If you prefer, the documents can be emailed to pauline.wuoti@state.mn.us. Originals are not needed. If you have any questions, please call 651/201-4674, or email pauline.wuoti@state.mn.us.

Other Options for Reducing Lead

Some treatment devices can reduce the amount of lead in your drinking water. Reverse-osmosis and distillation units can be used for that purpose. Since these devices also demineralize water, they should be installed only at the faucet.

They can be expensive and must be regularly maintained to work well. Be sure to follow the manufacturer's recommendations for operation and maintenance to ensure that the treatment equipment works correctly.

Check the product literature to be sure it has been certified for lead removal by the National Sanitation Foundation (NSF). For more information, visit the NSF web site at <http://www.nsf.org>.

What Are We Doing about the Problem?

We are taking a number of steps to deal with the lead problem. They include:

- checking the water sources in the system for the presence of lead.
- implementing corrosion control strategies to make the water less likely to absorb lead from materials in the plumbing system.
- exploring other sources, such as an alternative source of water.

How Can I Tell if The Water in My Home Has Too Much Lead?

Many laboratories can test your water to see if there is a lead problem. Fees will vary between labs. Check the internet for "Laboratories-Testing."

For More Information

If you have questions about lead and drinking water, call us at:

Or visit our website at:

For more information on reducing lead exposure around your home/building and the health effects of lead, visit EPA's website at www.epa.gov/lead, or contact your health care provider.

This notice is being sent to you by

CITY OF HAMBURG
PWSID 1100005

Date Distributed: _____

mn DEPARTMENT
OF HEALTH

Division of Environmental Health
P. O. Box 64975
St. Paul, Minnesota 55164-0975

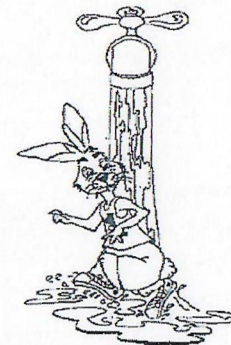
<http://www.health.state.mn.us/water>

To request this document in another format,
call 651-201-4700; TTY 651-201-5797

Lead Public Education Brochure
January 2008

Important Information About Lead In Your Drinking Water

Let it run...



...and get the lead out!

CITY OF HAMBURG

found elevated levels of lead in drinking
water in some homes/buildings.

Lead can cause serious health problems,
especially for pregnant women, and young
children.

Please read this information closely to see
what you can do to reduce lead in your
drinking water.

Health Effects of Lead

Lead can cause serious health problems if too much enters your body from drinking water or other sources.

It can cause damage to the brain and kidneys, and can interfere with the production of red blood cells that carry oxygen to all parts of your body.

The greatest risk of lead exposure is to infants, young children, and pregnant women. Scientists have linked the effects of lead on the brain with lowered IQ in children. Children could show slight deficits in attention span and learning abilities.

Adults with kidney problems and high blood pressure can be affected by low levels of lead more than healthy adults.

Lead is stored in the bones, and it can be released later in life. During pregnancy, the child receives lead from the mother's bones, which may affect brain development.

Lead is rarely found in natural sources of water such as rivers and lakes or underground aquifers.

Sources of Lead

Lead is a common metal, used in many consumer products. It can be found in lead-based paint, air, soil, household dust, food, some types of pottery, pewter and crystal, and water.

Drinking water is not our only source of lead exposure, but it can significantly increase a person's total lead exposure.

Usually, lead gets into your water after it leaves the treatment plant. This usually happens through the corrosion of materials containing lead in household plumbing.

The most likely sources of lead in your household water are lead pipes, lead solder on copper pipes, brass faucets, fittings, and valves, including those advertised as "lead-free," or lead service lines connecting the water main to the inside plumbing.

Lead pipes are no longer installed for service lines or in household plumbing, and lead solder has been outlawed in Minnesota since 1985.

The amount of lead allowed in brass fixtures has also been limited, but can still contribute some lead to drinking water. Note that many faucets are made of brass even if they do not have a "brass" color.

Even with these restrictions in place, some homes, especially older homes, may still have significant amounts of lead in their plumbing systems.

Lead dissolves continuously into the water. Water that stands idle in pipes for long periods of time may have higher concentrations of lead than water that passes through without stopping.

Reducing Exposure to Lead in Water

Don't drink or cook with water that has been in your plumbing for more than six hours - overnight, for example, or while you were at work.

You can clear the water out of your pipes by letting the cold water faucet run until you can feel the water get colder. This will usually take from 30 to 60 seconds. This should be done with each faucet before water is drawn for drinking or cooking. Flushing a toilet, for example, will not completely clear water from pipes going to the bathroom sink.

Other household water uses will also help clear standing water from your home's plumbing. For example, you may want to establish a routine of doing household tasks that use water - such as showering, or running the dishwasher - first thing in the morning before using water for drinking or cooking. Keep in mind that you'll still need to flush individual faucets for a short time before using them for drinking water.

In addition, because hot water dissolves lead more quickly than cold water, water from the hot water tap should not be used for drinking or cooking. Water needed for these purposes should be drawn from the cold tap and then heated.

Lead in water can be a special problem for infants whose diets may be mostly liquids, such as baby formulas or concentrated juices mixed with water.

Smaller bodies can absorb lead more rapidly than bigger ones, so amounts of lead that won't hurt an adult can be very harmful to a child. It is especially important not to use hot water for making baby formula.

Boiling the water does not reduce lead levels and may actually increase them.

Contact your local health department or healthcare provider to find out how you can get your child tested for lead if you are concerned about exposure.