



HAMBURG CITY COUNCIL AGENDA

JANUARY 13, 2026

- 1. Call Public Hearing to Order at 7:00 PM**
 - 2026 City Fee Schedule (Ordinance Number 173)
- 2. Adjourn Public Hearing**
- 3. Call City Council Meeting to Order**
 - Pledge of Allegiance
 - Designations/Appointments for 2026
 - Approve Resolution Number 2026-01
- 4. 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.*)
- 5. Agenda Review (Added Items) and Adoption**
- 6. 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 Resolution Number 2026-02 (Payment of Claims for 2026)
 - Approve Resolution Number 2026-03 (2025 Donations)
 - Approve Payment of November 2025 Added Claims (**\$254.59**)
 - Approve Payment of December 2025 Added Claims (\$210,141.17)
 - Approve Payment of January 2026 Claims (\$91,506.42)
 - Approve Lawful Gambling Permit for Hamburg Baseball Club
 - June 7, 2026
 - Approve Cash Flow Statements for October/November 2025
 - Approve Time-Off Request for Jeremy Gruenhagen
 - Approve On-Sale Temporary Liquor License for Hamburg Lions Club (2/14/26)
 - Approve Service Agreement for 2026 Joint Assessment with Carver County
 - City Offices Closed January 19, 2026 for MLK Jr. Day
- 7. Hamburg Fire Department**
- 8. Old City Business/New City Business**
 - 2026 City Fee Schedule
 - Approve Ordinance Number 173
 - Approve 2026 Agreement for Professional Services (City Engineer S.E.H)
 - Approve Change Order Number 2 (Rip Rap Project – Phase 2)
 - 10 Year Proposal to Clean Water Tower – KLM Engineering



HAMBURG CITY COUNCIL AGENDA
JANUARY 13, 2026

9. City Council Reports

- **Councilmember Mitch Polzin (Streets)**
- **Councilmember Eric Poppler (Parks)**
- **Councilmember Jessica Weber (Buildings)**
- **Councilmember Tim Tracy (Water/Sewer)**
- **Mayor Chris Lund**

10. Adjourn City Council Meeting



HAMBURG CITY COUNCIL AGENDA
JANUARY 13, 2026

COMMUNITY HALL & PARK ACTIVITIES

JANUARY	17 – Ducks Unlimited Bingo 18 – Hamburg Lions Club Pancake Breakfast 31 – Green Isle CPA Banquet
FEBRUARY	7 – HHFC Fish Fry 14 – Wedding Reception 21 – Lions Club Purse Bingo

COMMUNITY CENTER (FIRE HALL) ACTIVITIES

JANUARY	3 – Cub Scouts 4 – 4-H Meeting 5 – Mayors In 4:00 to 6:00 PM 5 – Hamburg Lions Board Meeting 5 – HFD Training 13 – Hamburg City Council Meeting 13 – Young America Township Meeting 19 – Hamburg Lions Club 19 – MLK Holiday – City Offices Closed 26 – Hamburg Fire Dept. (Relief Association) Meeting 27 – Carver County Extension (PPAT) – 11:00 to 5:00
FEBRUARY	1 – 4-H Meeting 2 – Mayors In 2 – Hamburg Lions Board Meeting 2 – HFD Training 10 – Hamburg City Council Meeting 10 – Young America Township Meeting 16 – Presidents' Day – City Offices Closed 16 – Hamburg Lions Club 23 – Hamburg Fire Dept. (Relief Association) Meeting

**CITY OF HAMBURG
ORDINANCE NUMBER 173**

**AN ORDINANCE OF THE CITY OF HAMBURG SUMMARIZING AND REAFFIRMING 2026 FEES FOR
CITY LICENSES, PERMITS AND SERVICES AND SCHEDULE OF FINES PROVIDING PROCEDURES
FOR SUBSEQUENT REVIEW, MODIFICATION AND AMENDMENT.**

**THE CITY COUNCIL OF THE CITY OF HAMBURG, COUNTY OF CARVER AND STATE OF
MINNESTOA, HEREBY ORDAINS:**

SECTION ONE: CODE ESTABLISHED FEES.

The City of Hamburg code establishes certain fees which may be set from time to time by the City Council, and

SECTION TWO: SUMMARY OF EXISTING FEES AND FINES.

City staff has reviewed the fees which the City currently charges and is recommending that the 2026 fee schedule with procedure for adjustments, attached hereto marked as Exhibit A, be adopted.

SECTION THREE: POLICY FOR FEE AND FINE SCHEDULE.

Council determines it is in the best interests of the citizens of the City to establish a master fee schedule to insure that established fees for licenses, permits, services and fines are fair, reasonable and proportionate to the actual cost of the circumstance for which the fee is imposed.

SECTION FOUR: FEES AND FINES NOT COVERED HERE.

The 2026 fee and fine schedule, Exhibit A attached, as part of this ordinance is intended to summarize and reaffirm existing fees and fines specifically covered in Exhibit A, intending that any fee or fine not included by this enactment shall continue in full force and effect where and as otherwise established and enacted.

SECTION FIVE: AMENDMENT.

The City Council of the City of Hamburg reserves its authority to, from time to time, but at least once annually, review the within schedule of fees and fines and to, by resolution enacted, make additions thereto or deletions there from and make such other modifications as are indicated necessary and appropriate.

SECTION SIX: EFFECTIVE DATE.

This ordinance adopting the Code of Ordinances, and the Code of Ordinances itself, shall take effect upon publication of this ordinance in the city's official newspaper. Passed and adopted by the City Council of the City of Hamburg this 13th day of January, 2026.

The 2026 City Fee Schedule (Exhibit A), stated herein, for the City of Hamburg is not being published but is available upon request. You can request a copy by calling City Offices at (952) 467-3232.

CHRIS LUND, MAYOR

ATTEST: _____
JEREMY GRUENHAGEN, CLERK-TREASURER

CITY OF HAMBURG
City Fee Schedule for 2026
Schedule A

Mayor	Chris Lund
Acting Mayor	Tim Tracy
Council Member	Mitch Polzin
Council Member	Eric Poppler
Council Member	Jessica Weber
Official Newspaper - Publications	Patriot
Bank & Depository - Utility Billing Collection Site	Security Bank and Trust
Building Inspector	MNSPECT
Emergency Manager	Fire Chief 2
City Engineer	Brody Bratsch

Community Hall Rates

Hall Upstairs - 9:00 AM Access (Day Before Rental if not Rented)	City Resident	\$1,000.00
Hall Reservation 2 Days Before Rental Date (4:00 PM Access)	City Resident	\$1,100.00
Hall Reservation 2 Days Before Rental Date (9:00 AM Access)	City Resident	\$1,200.00
Hall Upstairs - 9:00 AM Access (Day Before Rental if not Rented)	Non-Resident Rate	\$1,250.00
Hall Reservation 2 Days Before Rental Date (4:00 PM Access)	Non-Resident Rate	\$1,350.00
Hall Reservation 2 Days Before Rental Date (9:00 AM Access)	Non-Resident Rate	\$1,450.00
Hall Rental Fee (Upstairs) for Local Businesses (9:00 AM Access)		\$425.00
Hall Rental Fee (Upstairs) for Benefits/Banquets		\$425.00
Hall Rental Fee (Upstairs) for Local Clubs		\$0.00
Hall Damage Deposit		\$450.00
Down Payments on Hall Rental		\$150.00
Damage Deposit for Renting Tables (Wooden Tables Only)		\$10/Table
Damage Deposit for Chairs		\$1/Chair
Pop (Price Per Two Liter Bottle)		\$4.00
Cups (Per Cup)		\$0.10

(* Denotes City Approved Club Rates - HFDRA, Lions Club, Baseball Club, and HHFC)

Community Center Rates

Community Center (Fire Hall) Rent	(\$200 Damage Deposit)	\$175.00
Community Center Rental Fee for Local Businesses	(\$200 Damage Deposit)	\$125.00

Park Shelter Rentals

Park Shelters & Lions Shelter	(\$100 Damage Deposit)	\$250.00
Park Shelter Rental Fee for Local Businesses	(\$100 Damage Deposit)	\$150.00

Water, Sewer, & Storm Water Rates

Water Hauled Out (Load)	Mileage = \$5/Mile	\$20/1,000 gallons
Metered Water (Base Fee)		\$25.91/Month
Metered Water (Per Thousand Gallons)		\$11.91
Water Capital Improvement Fee		\$10/Month
Sanitary Sewer (Base Fee) Per Unit		\$15.00/Month
Sanitary Sewer Metered (Per Thousand Gallons)		\$5.25
Storm Water Monthly Utility Fee	Residential Parcels	\$27.50/Month
Storm Water Monthly Utility Fee	Commercial/Multi-Family Parcels	\$44/Month
Late Fee on Utility Bill		10%
Water Hook Up Fee (WAC)		\$3,500
Sewer Hook Up Fee (SAC)		\$3,500
Water Reconnection Fee		\$100.00
Water/Sewer Permit Fee		\$50.00
Water Meter		Cost of Meter Plus 10%
Garbage		Residents Contract with Waste Management

CITY OF HAMBURG
City Fee Schedule for 2026

Schedule A

Mayor	Chris Lund
Council Member/Vice Mayor	Tim Tracy
Council Member	Mitch Polzin
Council Member	Eric Poppler
Council Member	Jessica Weber
Official Newspaper - Publications	Patriot
Bank & Depository - Utility Billing Collection Site	Security Bank and Trust
Building Inspector	MNSPECT
Emergency Manager	Fire Chief 2
City Engineer	Justin Black

City Council & Special Rates

Mayor Salary	\$1,500.00
Council Salary	\$1,000.00
Special Meeting (City Related) - Per Member/Meeting	\$50/Meeting
Planning Commission Wages	\$25/Meeting
Election Judges (City Elections)	\$14/Hr
Public Hearing & Meetings (Requested by Residents) Held Before Regular City Mtg.	\$300.00
Public Hearing & Special Meetings (Requested by Residents) Other than Regular Mtg.	\$350.00
Variance/Conditional Use/Rezoning/Comp Plan Amend/Minor Subdivision (Per Land Use App)	\$300.00
Administrative Fee - Certified Letters	\$25.00
Background Check Fee	Cost of Background Check
City Man Power - Hourly Rate (Plus Cost of Administrative Search Warrant)	\$35.00
City Man Power (Equipment) - Hourly Rate	\$110.00
Information Research Fee	Public Data Only
Copies	Per Page
Copy of City Ordinances	\$0.25
Copy of Comprehensive Plan, Zoning Ordinances, Financial Statement, City Tapes (Videos)	\$50.00
Copy of City SWMP, Sewer and Water Studies	\$30.00
Mileage	\$30.00
Returned Check Charge	\$20
Special Assessment Search	\$10.00 *
Animal License	\$10.00
Liquor License - On Sale (Baseball Club)	\$100.00
Liquor Licenses - On Sale	\$1,200.00
Liquor Licenses - Off Sale	\$100.00
Liquor Licenses - Special Sunday	\$200.00
Tobacco License	\$100.00
Solicitor/Peddlar Permit	\$25.00
Notary Public Fee	\$2.00

* (Animal Licenses are due the first of the year)

Fire Call Rates

Fire/Accident Call Not Covered By Contract	\$600 First Hr. + \$500 Each Additional Hr.
Training Pay (Firefighters & First Responders)	\$12.00 each training
On Call Pay (Firefighters)	\$12.00 for each call
On Call Pay (First Responders)	\$15.00 for each call

CITY OF HAMBURG, MINNESOTA

RESOLUTION NUMBER 2026-01

RESOLUTION ASSIGNING ANNUAL DESIGNATIONS AND APPOINTMENTS FOR 2026

WHEREAS, at the first council meeting certain designations are required to be made by the City Council;

THEREFORE, BE IT RESOLVED, the following designations shall be made for 2026:

1. The Acting Mayor who shall preside and perform duties in the absence of the Mayor shall be Tim Tracy.
2. Mayor Chris Lund, Council Member Eric Poppler and City Clerk/Treasurer Jeremy Gruenhagen shall serve on the Personnel Committee and Fire Board for the City.
3. The Hamburg City Council Meeting Start Time for 2026 shall be **7:00** P.M.
4. The Official Newspaper of the City of Hamburg shall be the Patriot.
5. The Official Depository of the City of Hamburg shall be Security Bank and Trust.
6. The Building Inspector for the City of Hamburg shall be MNSPECT (SafeBuilt).
7. The City Engineering Firm shall be S.E.H. Inc., Brody Bratsch and Justin Black shall serve as the primary Engineer(s) for the City of Hamburg.
8. The City Attorney Firm for legal advising, litigation and prosecutions shall be Hubert-Melchert-Sjodin.
9. The Emergency Manager for 2026 shall be Fire Chief 2.
10. The Cities Insurance Agent for participation in LMC Insurance shall be Donovan Buckentin.
11. The co-signers for all checks shall be Mayor Chris Lund, Acting Mayor Tim Tracy, and City Clerk/Treasurer Jeremy Gruenhagen.

AND, BE IT ALSO RESOLVED, that the firm for auditing purposes for the year 2025 shall be Abdo, Eick & Meyers LLP.

I CERTIFY THAT the above resolution was adopted by the City Council of Hamburg, Carver County, Minnesota this 13th day of January, 2026.

Chris Lund, Mayor

ATTEST:

Jeremy Gruenhagen, City Clerk/Treasurer

CITY OF HAMBURG, MINNESOTA

RESOLUTION NUMBER 2026-02

RESOLUTION APPROVING THE DELEGATION OF AUTHORITY FOR PAYING CLAIMS PRESENTED TO THE CITY OF HAMBURG

WHEREAS, Minnesota Statute 412.271 Subd. 7 and Subd. 8 authorizes the City to delegate authority to pay certain claims against the City by the City Administrative Official:

WHEREAS, the Clerk/Treasurer is a City Administrative Official;

WHEREAS, the City of Hamburg desires to authorize the City Administrative Official to pay all claims that the City Official deems just and correct and valid for the 2026 Calendar Year.

WHEREAS, all checks drawn for payment of claims must be signed by the City Clerk/Treasurer and the Mayor or Acting Mayor (In the absence of the Mayor):

WHEREAS, the City Administrative Official will present to the City Council at the first council meeting after payment of claims a list of the claims paid and an explanation of the payment.

NOW THEREFORE, BE IT RESOLVED, BY THE CITY COUNCIL OF HAMBURG, MINNESOTA:

That the Clerk/Treasurer of the City of Hamburg is authorized to pay all claims for the 2026 Calendar Year presented to the City if in the City Official's discretion, the claims are just, correct and valid.

I CERTIFY THAT the above resolution was adopted by the City Council of Hamburg, Carver County, Minnesota this 13th day of January, 2026.

Chris Lund, Mayor

ATTEST:

Jeremy Gruenhagen, City Clerk/Treasurer



"The City of Hamburg is an Equal Opportunity Employer and Provider."

CITY OF HAMBURG, MINNESOTA

RESOLUTION NUMBER 2026-03

RESOLUTION ACCEPTING DONATIONS RECEIVED IN 2025

WHEREAS, Minnesota Statutes Section 465.03 provides that donations to the City be accepted by resolution of the City of Council; and

WHEREAS, the City of Hamburg has received the following donations in 2025:

<u>Donations Received in 2025</u>	<u>Amount</u>
Becky Feltmann (LED Xmas Lights)	\$50.00
Hamburg Fire Dept. Relief Assoc. (Autopulse Battery)	\$3,279.57
Hamburg Fire Dept. Relief Assoc. (Xmas Light Repairs)	\$1,257.00
Hamburg Fire Dept. Relief Assoc. (AED Purchase)	\$2,218.95
Hamburg Fire Dept. Relief Assoc. (Flashlights)	\$983.00
Hamburg Fire Dept. Relief Assoc. (Fire Equipment Fund)	\$18,000.00
Hamburg Fire Dept. Relief Assoc. (Fire Equipment Fund)	\$10,000.00

WHEREAS, the City Council expresses its gratitude for the donations given to the City of Hamburg.

NOW THEREFORE, BE IT RESOLVED, BY THE CITY COUNCIL OF HAMBURG, MINNESOTA:

1. The City Council of the City of Hamburg hereby graciously accepts, with great appreciation, the donations given in 2025 and will use them as prescribed.

I CERTIFY THAT the above resolution was adopted by the City Council of Hamburg, Carver County, Minnesota this 13th day of January, 2026.

ATTEST:

Chris Lund, Mayor

Jeremy Gruenhagen, City Clerk/Treasurer



“The City of Hamburg is an Equal Opportunity Employer and Provider.”

2025 November Claims List

CHECK #	VENDOR	FUND	CLAIM DESCRIPTION	AMOUNT	APPROVED
ACH	EFTPS	Divided	Fed, Social Security, MC - October 2025	\$3,889.48	11/18/2025
ACH	MN Dept. of Revenue	Divided	State Withholding Tax Payment - October 2025	\$737.00	11/18/2025
ACH	PERA	Divided	PERA Withholding - October 2025	\$995.03	11/18/2025
ACH	PERA	Divided	PERA Withholding - November 2025	\$553.82	11/18/2025
ACH	HealthPartners	Divided	Health Insurance for November 2025	\$3,622.12	11/18/2025
ACH	Google	General Gov't	Email Accounts (14) Administered by Google G Suite	\$235.20	11/18/2025
ACH	Kwik Trip	Park/Streets/FD	Gas for City Vehicles	\$26.83	11/18/2025
ACH	METRONET	FD/Hall/Water	Fiber Phone Service for 10/16/25 to 11/15/25	\$76.27	11/18/2025
ACH	Optum Bank	General Gov't	HSA Admin Fee - 3rd Qtr. 2025	\$22.50	11/18/2025
ACH	Xcel Energy	Divided	XCEL ENERGY-MN XCELENERGY 00130099230	\$180.56	11/18/2025
ACH	Xcel Energy	Divided	XCEL ENERGY-MN XCELENERGY 00051366837	\$81.97	11/18/2025
ACH	Xcel Energy	Divided	XCEL ENERGY-MN XCELENERGY 00053491855	\$1,302.44	11/18/2025
ACH	Xcel Energy	Divided	XCEL ENERGY-MN XCELENERGY 00053491844	\$938.13	11/18/2025
ACH	ZOOM	General Gov't	Video Conferencing 11/06/2025 - 12/05/2025	\$17.33	11/18/2025
ACH	Security Bank & Trust	General Gov't	ACH Service Fees for October 2025	\$20.00	11/18/2025
ACH	Verizon Wireless	Divided	City Cell Phone/Tablets Data Plan	\$138.47	11/18/2025
ACH	Viking Coca Cola	Parks & Recreation	Pop	\$404.35	11/18/2025
DC	Amazon	Community Hall	Highlighters	\$16.99	11/18/2025
DC	Amazon	Community Hall	Toner, prime-line PH 17039 Slide latch, TP	\$166.97	11/18/2025
DC	Amazon	Community Hall	Hand Towels	\$69.54	11/18/2025
DC	Amazon	Community Hall	Gojo antibacterial soap	\$64.50	11/25/2025
DC	Amazon	Community Hall	Toilet Paper	\$147.66	11/18/2025
DC	Amazon	Community Hall	3-3/8 inch coupling and 2-Turbo Bee 2000 pack glasses	\$211.60	11/25/2025
DC	Amazon	Hall	Gojo antibacterial soap	\$64.50	11/25/2025
DC	Hamburg Post Office	General Gov't	Postage for Newsletter that includes fees for November and p	\$47.42	11/25/2025
DC	Hamburg Post Office	General Gov't	Postage for the Newsletter	\$74.84	11/25/2025
DC	Menards	Parks & Recreation	Strawmax, erosion blanket and picture strips	\$190.09	11/18/2025
DC	Specialty Advantage Insurance Se	Hall	Insurance for December 5th Hall Rental	\$100.00	11/18/2025
DD	W.W.O.T.A. Inc	Water/Sewer	Water/Sewer Training & Assistance for September 2025	\$697.50	11/18/2025
DD	Jason Buckentin	Divided	Wages 10/20/25 to 11/02/25	\$2,065.68	11/18/2025
DD	Jenni Droege	Divided	Wages 10/20/25 to 11/02/25	\$743.37	11/18/2025
DD	Jeremy Gruenhagen	Divided	November Wages (Rounds)	\$2,512.52	11/18/2025
DD	Jason Buckentin	Divided	Wages 11/03/25 to 11/16/25	\$2,065.68	11/25/2025
DD	Jenni Droege	Divided	Wages 11/03/25 to 11/16/25	\$656.35	11/25/2025
22709	Active 911	Public Safety	Active Alert Subscription Renewal (2026) - 30	\$486.00	11/18/2025
22710	Canon	General Gov't	Canon Copier Gov't Contract for November 2025	\$66.79	11/18/2025
22711	Carver County Land Records	Storm Water	Joint Ditch 15 Watershed Assessment	\$295.66	11/18/2025
22712	Carver Link	General Gov't	Internet Services October 2025	\$120.00	11/18/2025
22713	Coordinated Business Systems, Lt	General Gov't	Monthly Equipment Base Rate for 10-01-25 to 10-31-25	\$58.02	11/18/2025
22714	Gopher State One Call	Water/Sewer	October 2025 Email Locate Tickets 7 at \$1.35	\$9.45	11/18/2025
22715	Hawkins Chemical	Water	Azone 15 - EPA Reg. No. 7870-5, 75 gal	\$1,226.13	11/18/2025
22716	Home Solutions	Water/Sewer	Wax Gasket, Caulk, NC Plug Tap	\$91.18	11/18/2025
22717	League of Minnesota Cities	General Gov't	LMC GL 000000092137, deductible	\$250.00	11/18/2025
22718	Loffler Companies, Inc.	General Gov't	October Copies	\$54.38	11/18/2025
22719	Melchert-Hubert-Sjodin, PLLP	General Gov't	2025 Employee Handbook MN Paid Medical Leave, telephone c	\$117.00	11/18/2025
22720	MNSpect	Public Safety	25HB-00022, 25, 26	\$599.14	11/18/2025
22721	MVTL Labs, Inc.	Sewer	Discharge Samples	\$460.25	11/18/2025
22722	PerMar	Sewer	Monitoring of the WWTP 614 Park Ave, 12/03/2025 - 3/2/2026	\$114.00	11/18/2025
22723	Plunkett's	General Gov't	General pest control, invoice #237201, 181 Broadway, Nov 12	\$47.39	11/18/2025
22724	RecTech	General Gov't	1 job, diagnose	\$85.50	11/18/2025
22725	UnComn	Hall	Cleaned 2 Tap Lines at Hall	\$30.00	11/18/2025
22726	Waste Management	Sanitation/Recycling	30 Yard Recycle Container for November 2025	\$296.04	11/18/2025
22727	Water Conservation Services	Water	Locate Water Leak-Maria and Jacob on Saturday/after hours	\$820.65	11/18/2025
22728	WM Mueller & Sons	General Gov't	Fuel for City Vehicles	\$992.05	11/18/2025
22729	Core & Main	Water	Hudson Extrusions HDPE Standard Discharge and Hach SPA	\$385.73	11/25/2025
22737	Kohl's Sweeping Services	Park/Streets/FD	Street sweeping	\$1,505.00	11/25/2025
22731	Lano Equipment of Norwood	General Gov't	Bobcat tires, installation	\$1,998.96	11/25/2025
22732	Minnesota Dept of Health/Drinking	Water	4th Qtr. .2025 Comm. Water Supply Serv. Conn Fee (216 Conn	\$498.00	11/25/2025
22733	Omega Rail Management	Water	Agreement MA-07-10 Jacob Street, 2 anchors, 18 in storm dra	\$1,070.28	11/25/2025
22734	Uncomm Tap Line	Community Hall	Clean Cooler Lines (2) and Faucet brushes	\$36.00	11/25/2025
22735	Waste Management	Sanitation/Recycling	30 Yard Recycle Container for December 2025	\$296.04	11/25/2025
22736	WM Mueller & Sons	General Gov't	Fuel for the ToolCat	\$2,337.57	11/25/2025
				\$37,229.33	
			November Claims	\$26,235.95	11/18/2025
			Added November Claims	\$11,247.97	11/25/2025
			Added November Claims	(\$254.59)	1/13/2026
				\$37,229.33	
			QB Expenses	\$37,229.33	

2025 December Claims List

CHECK #	VENDOR	FUND	CLAIM DESCRIPTION	AMOUNT	APPROVED
ACH	EFTPS	Divided	Fed, Social Security, MC - November 2025	\$3,581.58	12/9/2025
ACH	EFTPS	Divided	Fed, Social Security, MC - December 2025 (Council/Employees)	\$6,167.74	1/13/2026
ACH	Google	General Gov't	Email Accounts (14) Administered by Google G Suite	\$235.20	12/9/2025
ACH	MN Dept. of Revenue	Divided	State Withholding Tax Payment - November 2025	\$695.00	1/13/2026
ACH	HealthPartners	Divided	Health Insurance for December 2025	\$4,164.62	12/9/2025
ACH	Kwik Trip	Public Safety (FD)	Gas for City Vehicles	\$160.37	12/9/2025
ACH	METRONET	FD/Hall/Water	Fiber Phone Service for 11/16/25 to 12/15/25	\$76.27	12/9/2025
ACH	MN Dept. of Revenue	Divided	State Withholding Tax Payment - November 2025	\$695.00	12/9/2025
ACH	PERA	Divided	PERA Withholding - November 2025	\$537.02	12/9/2025
ACH	PERA	Divided	PERA Withholding - November 2025	\$995.03	12/9/2025
ACH	PERA	Divided	PERA Withholding - December 2025	\$579.94	12/9/2025
ACH	Security Bank & Trust	General Gov't	ACH Service Fees for November 2025	\$20.00	12/9/2025
ACH	Verizon Wireless	Divided	City Cell Phone/Tablets Data Plan	\$138.47	12/9/2025
ACH	Xcel Energy	Divided	XCEL ENERGY-MN XCELENERGY 00053491844	\$755.97	12/9/2025
ACH	Xcel Energy	Divided	XCEL ENERGY-MN XCELENERGY 00053491855	\$1,366.11	12/9/2025
ACH	Xcel Energy	Divided	XCEL ENERGY-MN XCELENERGY 00051366837	\$244.18	12/9/2025
ACH	Xcel Energy	Divided	XCEL ENERGY-MN XCELENERGY 00130099230	\$144.29	12/9/2025
ACH	ZOOM	General Gov't	Video Conferencing 12/06/2024 - 1/05/2025	\$17.33	12/9/2025
ACH	McAfee	Public Safety (FD)	1 Year Anti-virus Renewal for HFD Computer	\$162.55	1/13/2026
DC	Amazon	General Gov't	Top Knot 45 Gallon Garbage Trash Bags	\$46.99	12/9/2025
DC	Hamburg Post Office	Water/Sewer	Postcard Stamps (4 Rolls)	\$244.00	12/9/2025
DC	Hamburg Post Office	Water	Postage for December 2025 Newsletter	\$23.71	1/13/2026
DC	US Postal Service	General Gov't	December 2025 Newsletter	\$75.09	1/13/2026
DC	Home Depot	Community Hall	Corded Planer, 13 inch	\$379.00	1/13/2026
DC	Home Depot	General Gov't	Compact Tablesaw	\$349.00	1/13/2026
DD	Jeremy Gruenhagen	Divided	November Wages (Rounds)	\$2,597.36	12/9/2025
DD	Jeremy Gruenhagen	Divided	December Wages	\$2,496.05	12/9/2025
DD	Jason Buckentin	Divided	Wages 11/17/25 to 11/30/25	\$2,157.06	12/9/2025
DD	Jenni Droege	Divided	Wages 11/17/25 to 11/30/25	\$764.13	12/9/2025
DD	Steve Frensko	Divided	Wages 11/17/25 to 11/30/25	\$36.94	12/9/2025
DD	Jason Buckentin	Divided	Wages 12/01/25 to 12/14/25	\$2,065.69	1/13/2026
DD	Jenni Droege	Divided	Wages 12/01/25 to 12/14/25	\$845.86	1/13/2026
DD	Steve Frensko	Parks	Wages 12/01/25 to 12/14/25	\$23.09	1/13/2026
DD	W.W.O.T.A. Inc	Water/Sewer	Water/Sewer Training & Assistance for November 2025	\$697.50	12/9/2025
22738	Bound Tree Medical	Public Safety (FD)	Pediatric Defib Pads 9730-002	\$925.76	12/9/2025
22740	Carver Link	General Gov't	Internet Services November 2025	\$120.00	12/9/2025
22739	Carver County	General Gov't	Hardware/Firmware Maintenance Fees	\$422.90	12/9/2025
22741	Chris Lund	General Gov't	2025 Mayor Wages & Special Meetings (32)	\$3,001.37	12/9/2025
22742	Cody Harris	Public Safety (FD)	2025 Captain Three/Secretary	\$923.50	12/9/2025
22743	Coordinated Business Systems, Ltd.	General Gov't	Monthly Equipment Base Rate for 11-01-25 to 11-31-25	\$58.02	12/9/2025
22744	EMTS	Public Safety (FD)	EMR Recertification Course for Hamburg Fire Dept, half billed r	\$1,400.00	12/9/2025
22745	Eric Poppler	General Gov't	2025 City Council Wages & Special Meetings (7)	\$1,246.72	12/9/2025
22746	Gopher State One Call	Water/Sewer	November 2024 Locates	\$4.05	12/9/2025
22747	HalfMoon Technologies	General Gov't	Domain Name Renewal Fee 1 Year - 12 Months of Website Host	\$502.00	12/9/2025
22748	Home Solutions	Divided	Supplies & Parts	\$70.97	12/9/2025
22749	Jared Mackenthun	Public Safety (FD)	2025 Captain One/Assistant Training Officer	\$923.50	12/9/2025
22750	Jason Mackenthun	Public Safety (FD)	2025 Captain Two/Equipment Captain	\$923.50	12/9/2025
22751	Jessica Weber	General Gov't	2025 City Council Wages & Special Meetings (3)	\$1,062.02	12/9/2025
22752	Loffler Companies, Inc.	General Gov't	November Copies	\$138.02	12/9/2025
22753	Lorri Gales	Public Safety (FD)	2025 Medical Liaison	\$415.57	12/9/2025
22754	Mitch Polzin	General Gov't	2025 City Council Wages & Special Meetings (2)	\$1,015.85	12/9/2025
22755	MNSPECT, LLC	Public Safety	November Inspection Fees	\$85.44	12/9/2025
22756	MVTL Labs, Inc	Sewer	Discharge Samples	\$206.50	12/9/2025
22757	Nick Mackenthun	Public Safety (FD)	2025 Fire Chief Two Salary/Emergency Manager/Air Pac Maint	\$1,154.37	12/9/2025
22758	Steven Buckentin	Public Safety (FD)	2025 Fire Chief Three/Training Chief	\$923.50	12/9/2025
22759	Steven Siewert	Public Safety (FD)	2025 Fire Chief Salary	\$1,847.00	12/9/2025
22760	Tim Tracy	General Gov't	2025 City Council Wages & Special Meetings (5)	\$1,154.37	12/9/2025
22761	Waste Management	Sanitation/Recycling	30 Yard Recycle Container for December 2025	\$296.04	12/9/2025
22762	Wm Mueller & Sons, Inc.	Streets	Fuel, snow removal, salt	\$3,351.13	12/9/2025
22763	Amanda Harris	Public Safety (FD)	2025 Trainings and Rescue Reserve Calls	\$160.69	1/13/2026
22764	Angie Kranz	Public Safety (FD)	2025 Trainings and Rescue Reserve Calls	\$199.48	1/13/2026
22765	Anthony Van Hafen	Public Safety (FD)	2025 Trainings and Rescue Reserve Calls	\$434.97	1/13/2026
22766	Brad Droege	Public Safety (FD)	2025 Trainings and Rescue Reserve Calls	\$462.68	1/13/2026
22767	Bruce Kranz	Public Safety (FD)	2025 Trainings and Calls (46)	\$509.78	1/13/2026
22768	Canon Financial Services	General Gov't	Copier Contract for 12/01/2025 to 12/31/2025	\$66.79	1/13/2026
22769	Cody Harris	Public Safety (FD)	2025 Trainings and Calls (30)	\$332.46	1/13/2026
22770	Connor Smith	Public Safety (FD)	2025 Trainings and Rescue Reserve Calls	\$166.23	1/13/2026
22771	Core & Main LP	Voided	Voided	Voided	1/13/2026

2025 December Claims List

22772	Home Solutions	Hall	Misc Hardware	\$2.70	1/13/2026
22773	Jared Mackenthun	Public Safety (FD)	2025 Trainings and Calls (50)	\$554.10	1/13/2026
22774	Jason Mackenthun	Public Safety (FD)	2025 Trainings and Calls (40)	\$443.28	1/13/2026
22775	Jeff Eggars	Public Safety (FD)	2025 Trainings and Calls (44)	\$487.60	1/13/2026
22776	Joel Glander	Public Safety (FD)	2025 Trainings and Calls (32)	\$354.62	1/13/2026
22777	John Egan	Public Safety (FD)	2025 Trainings and Calls (28)	\$310.30	1/13/2026
22778	John Michels	Public Safety (FD)	2025 Trainings and Calls (27)	\$299.21	1/13/2026
22779	Lorri Gales	Public Safety (FD)	2025 Trainings and Rescue Reserve Calls	\$249.34	1/13/2026
22780	Mariah Jaus	Public Safety (FD)	2025 Trainings and Rescue Reserve Calls	\$210.55	1/13/2026
22781	Marty Rademacher	Public Safety (FD)	2025 Trainings and Calls (26)	\$288.14	1/13/2026
22782	Matt Eischens	Public Safety (FD)	2025 Trainings and Calls (22)	\$243.80	1/13/2026
22783	Matt Jaus	Public Safety (FD)	2025 Trainings and Calls (22)	\$376.78	1/13/2026
22784	Melchert Hubert Sjodin	General Gov't	December Legal Fees	\$18.00	1/13/2026
22785	Menards	General Gov't	Lumber Allowance - Red Cedar for Park Tables	\$288.34	1/13/2026
22786	Mitch Polzin	Water	Reimbursement for Water Meter Installation	\$170.00	1/13/2026
22787	MVTL Labs, Inc	Sewer	Discharge Samples	\$103.25	1/13/2026
22788	Nick Mackenthun	Public Safety (FD)	2025 Trainings and Calls (72)	\$797.90	1/13/2026
22789	Floyd Total Security	Water	Monitoring of the WTP 1/24/2026 - 4/23/2026	\$112.92	1/13/2026
22790	Plunkett's Pest Control	General Gov't (CC)	General pest control Dec 12, 2025	\$47.39	1/13/2026
22791	Rec Tech Sales & Services	General Gov't	Filter, 10W-30 quart, gasket head/manifold, small engine repair	\$380.58	1/13/2026
22792	Russel Kuenzel	Public Safety (FD)	2025 Trainings and Calls (33)	\$365.71	1/13/2026
22793	S.E.H. Inc	Sewer	Wastewater ponds research and discussion	\$336.50	1/13/2026
22794	Sam Newbloom	Public Safety (FD)	2025 Trainings and Calls (28)	\$310.30	1/13/2026
22795	Sharon Ehrich	Public Safety (FD)	2025 Trainings and Rescue Reserve Calls	\$362.93	1/13/2026
22796	Steve Buckentin	Public Safety (FD)	2024 Trainings and Calls (57)	\$631.67	1/13/2026
22797	Steven Siewert	Public Safety (FD)	2025 Trainings and Calls (48)	\$531.94	1/13/2026
22798	Summit Fire Protection	Divided	Yearly Fire Extinguisher Inspection	\$740.48	1/13/2026
22799	Wm Mueller & Sons, Inc.	Divided	Fuel/Snow Plow Removal 12/10, 12/19, 12/22, 12/29	\$4,890.23	1/13/2026
Transfer	City of Hamburg	General Gov't	Transfer From General Fund to Cable TV Fund	\$243.87	1/13/2026
Transfer	City of Hamburg	General Gov't	Budgeted Transfer from General Fund to Sewer Fund	\$50,000.00	1/13/2026
Transfer	City of Hamburg	General Gov't	Transfers from General Fund to Savings Acct	\$132,833.00	1/13/2026
				\$255,028.75	
			December Claims	\$44,887.58	12/9/2026
			Added December Claims	\$210,141.17	1/13/2026
				\$255,028.75	

2026 January Claims List

CHECK #	VENDOR	FUND	CLAIM DESCRIPTION	AMOUNT	APPROVED
ACH	EFTPS	Divided	Fed, Social Security, MC - December 2026	\$1,505.08	1/13/2026
ACH	PERA	Divided	PERA Withholding - December 2025	\$981.03	1/13/2026
ACH	PERA	Divided	PERA Withholding - December 2025	\$603.96	1/13/2026
ACH	PERA	Divided	PERA Withholding - January 2025	\$574.11	1/13/2026
ACH	MN Dept. of Revenue	Divided	MN State WH Taxes for December 2025	\$730.00	1/13/2026
ACH	Google	General Gov't	Email Accounts (14) Administered by Google G Suite	\$235.20	1/13/2026
ACH	HealthPartners	Divided	Health Insurance for January 2026	\$4,164.62	1/13/2026
ACH	METRONET	FD/Hall/Water	Fiber Phone Service for 12/16/25 to 01/15/26	\$76.27	1/13/2026
ACH	Security Bank & Trust	General Gov't	ACH Service Fees for December 2025	\$20.00	1/13/2026
ACH	ZOOM	General Gov't	Video Conferencing 01/06/2026 - 02/05/2026	\$17.33	1/13/2026
ACH	Verizon Wireless	Divided	City Cell Phone/Tablets Data Plan	\$138.47	1/13/2026
ACH	Xcel Energy	Divided	XCEL ENERGY-MN XCELENERGY 00053491844	\$1,251.13	1/13/2026
ACH	Xcel Energy	Divided	XCEL ENERGY-MN XCELENERGY 00053491855	\$1,795.56	1/13/2026
ACH	Xcel Energy	Divided	XCEL ENERGY-MN XCELENERGY 00051366837	\$334.04	1/13/2026
ACH	Xcel Energy	Divided	XCEL ENERGY-MN XCELENERGY 00130099230	\$248.83	1/13/2026
DC	Amazon	General Govt	24 PK Sponge, 24 PK Scouring Pads, Wireless Mouse, Sliding Door Pulls, AAA batteries	\$60.80	1/13/2026
DC	Hamburg Post Office	Water	Water Sample	\$41.75	1/13/2026
DD	Jason Buckentin	Divided	Wages 12/15/25 to 12/28/25	\$2,149.55	1/13/2026
DD	Jenni Droege	Divided	Wages 12/15/25 to 12/28/25	\$879.94	1/13/2026
DD	Jeremy Gruenhagen	Divided	December Wages (Rounds)	\$2,627.33	1/13/2026
22800	ASCAP	Community Hall	Entertainment License for 2026	\$458.00	1/13/2026
22801	CarQuest Auto Parts	General Gov't	Misc Supplies & Parts	\$28.58	1/13/2026
22802	Carverlink	General Gov't	Internet Services for December 2025	\$120.00	1/13/2026
22803	Carver County Attorney's Office	General Gov't	2025 Quarterly Surcharge (4th Qtr) Oct-Dec	\$163.58	1/13/2026
22804	Carver County Public Works	General Gov't	Finishing Misc. Signs (Jul-Dec 2025)	\$128.00	1/13/2026
22805	Coordinated Business Systems, Ltd.	General Gov't	Monthly Equipment Base Rate for 12/01/2025 to 12/31/2025	\$58.02	1/13/2026
22806	ECM Publishers, Inc.	General Gov't	Summary of Ordinance Number 173	\$86.00	1/13/2026
22807	Gopher State One Call	Water/Sewer	December Locates	\$2.70	1/13/2026
22808	Home Solutions	General Gov't	Items for the hall and water	\$21.13	1/13/2026
22809	League of Minnesota Cities	General Gov't	Membership Dues for the year 2026 (Population 572)	\$928.00	1/13/2026
22810	Loffler	General Gov't	December color and black/white copies	\$57.86	1/13/2026
22811	Minnesota Mayors Association	General Gov't	MN Mayors Association Membership Dues - fiscal year 2026	\$30.00	1/13/2026
22812	MNSpect	Public Safety (FD)	Permits #25HB-00028, 25HB-00029, 25HB-00030	\$205.44	1/13/2026
22813	Security Bank & Trust	General Gov't	Bond Payment and Interest	\$70,157.50	1/13/2026
22814	W.W.O.T.A. Inc	Water/Sewer	Water/Wastewater Training & Assistance for December 2025	\$518.75	1/13/2026
22815	Wm Mueller & Sons, Inc.	Streets	Fuel for bobcat, sand alley	\$77.86	1/13/2026
22816	Security Bank & Trust	General Gov't	Large Security Box-1 year rental fee	\$30.00	1/13/2026
				\$91,506.42	

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: <u>Hamburg Baseball Club Inc.</u>	Previous Gambling Permit Number: <u>X-34106-25-018</u>		
Minnesota Tax ID Number, if any: <u>41-1287810</u>	Federal Employer ID Number (FEIN), if any: _____		
Mailing Address: <u>18521 158th St</u>			
City: <u>Hamburg</u>	State: <u>Mn.</u>	Zip: <u>55339</u>	County: <u>Carver</u>
Name of Chief Executive Officer (CEO): <u>Richard Schug</u>			
CEO Daytime Phone: <u>612-418-5890</u>	CEO Email: <u>richard.schug@centralunitedcoop.com</u> (permit will be emailed to this email address unless otherwise indicated below)		
Email permit to (if other than the CEO): _____			

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
60 Empire Drive, Suite 100
St. Paul, MN 55103
Secretary of State website, phone numbers:
www.sos.state.mn.us
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 Baseball Park

Physical Address (do not use P.O. box): 401 Sophia Ave

Check one:

City: Hamburg Zip: 55339 County: Carver

Township: _____ Zip: _____ County: _____

Date(s) of activity (for raffles, indicate the date of the drawing): 06-07-2026

Check each type of gambling activity that your organization will conduct:

Bingo Paddlewheels Pull-Tabs Tipboards Raffle

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 the **List of Licensees** tab, or call 651-539-1900.

		Beginning Balance		2025 Budget		2025 Budget Year-End Balance		Total Income Received		Total Expenses		Ending Balance	
General Fund		<u>General Gov't</u>		<u>Budget</u>		<u>Budget</u>		<u>Received</u>		<u>Expenses</u>		<u>Balance</u>	
		<u>1/1/2025</u>		<u>Income</u>		<u>Expense</u>		<u>\$479,398.65</u>		<u>\$511,579.39</u>		<u>\$440,753.01</u>	
		<u>\$472,933.75</u>		<u>\$669,812.00</u>		<u>\$669,812.00</u>		<u>\$472,933.75</u>		<u>\$266,028.28</u>		<u>\$99,071.03</u>	
Special Revenue Funds		<u>Public Safety (Fire Dept.)</u>											
		<u>Public Works (Streets)</u>											
		<u>Sanitation & Recycling</u>											
		<u>Parks & Recreation</u>											
		<u>Comm. Hall</u>											
		<u>City Of Hamburg (Savings)</u>											
		<u>Fire Equipment CD</u>											
Debt Service		<u>\$322,193.60</u>		<u>\$49,800.00</u>		<u>\$55,000.00</u>		<u>\$316,993.60</u>		<u>\$3,126.83</u>		<u>\$0.00</u>	
		<u>\$298,591.16</u>		<u>\$23,400.00</u>		<u>\$55,000.00</u>		<u>\$266,991.16</u>		<u>\$3,126.83</u>		<u>\$0.00</u>	
		<u>\$23,602.44</u>		<u>\$26,400.00</u>		<u>\$0.00</u>		<u>\$50,002.44</u>		<u>\$0.00</u>		<u>\$0.00</u>	
Total (Tax Revenue Funds)		<u>\$598.04</u>		<u>\$0.00</u>		<u>\$0.00</u>		<u>\$598.04</u>		<u>\$0.00</u>		<u>\$598.04</u>	
Enterprise Funds		<u>Water</u>		<u>\$795,725.39</u>		<u>\$719,612.00</u>		<u>\$724,812.00</u>		<u>\$790,525.39</u>		<u>\$482,525.48</u>	
		<u>Sewer</u>											
		<u>Storm Water</u>											
Totals (Enterprise Funds)		<u>\$388,590.90</u>		<u>\$463,222.05</u>		<u>\$455,793.46</u>		<u>\$396,019.49</u>		<u>\$293,670.09</u>		<u>\$317,229.04</u>	
Totals		<u>\$1,184,316.29</u>		<u>\$1,182,834.05</u>		<u>\$1,180,605.46</u>		<u>\$1,186,544.88</u>		<u>\$776,195.57</u>		<u>\$828,808.43</u>	
Remaining Balance		<u>1/1/2025</u>		<u>Remaining Assessment</u>		<u>Cash &</u>		<u>2025 Principle Payments</u>		<u>Date Due</u>		<u>Maturity Date</u>	
Debt Summary		<u>1/1/2025</u>				<u>Investments</u>							
		<u>2007 Streets</u>				<u>\$598.04</u>		<u>\$0.00</u>		<u>2/1/2023</u>		<u>2/1/2023</u>	
		<u>Water Treatment Plant</u>				<u>\$0.00</u>		<u>\$0.00</u>		<u>2/20/24 & 8/20/24</u>		<u>8/20/2024</u>	
		<u>Sanitary Sewer Improvements</u>				<u>\$0.00</u>		<u>\$0.00</u>		<u>2/20/24 & 8/20/24</u>		<u>8/20/2030</u>	
		<u>Storm Water Improvements</u>				<u>\$56,088.23</u>		<u>\$28,352.26</u>		<u>\$0.00</u>		<u>2/1/24 & 8/1/24</u>	
		<u>Water Tower/Water Main Imp Project</u>				<u>\$550,000.00</u>		<u>\$0.00</u>		<u>\$0.00</u>		<u>2/20/24 & 8/20/24</u>	
Totals		<u>\$1,161,000.00</u>				<u>\$0.00</u>		<u>\$53,000.00</u>				<u>\$1,108,000.00</u>	
		<u>\$1,767,088.23</u>				<u>\$598.04</u>		<u>\$134,000.00</u>				<u>\$1,604,137.93</u>	

Cash Flow Actuals

Beg. Balance		January \$1,184,316.29	February \$1,098,041.84	March \$1,098,251.48	April \$1,076,466.16	May \$1,080,950.85	June \$1,039,800.34	July \$1,000,577.54	August \$1,243,219.28	September \$1,226,185.48	October \$1,214,299.21	Totals \$948,702.77	
Income													
Property Taxes		\$1,954.12	\$0.00	\$0.00	\$0.00	\$0.00	\$313,526.74	\$0.00	\$0.00	\$0.00	\$315,480.86		
Licenses & Permits		\$0.00	\$142.00	\$1,941.49	\$568.00	\$1,087.72	\$1,481.00	\$329.00	\$425.00	\$0.00	\$934.99	\$6,985.20	
Intergov't Receipts (Aids)		\$0.00	\$2,572.28	\$9,805.25	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,018.72	\$61,007.50	
Charges for Services		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Assessment Searches		\$0.00	\$300.00	\$300.00	\$300.00	\$200.00	\$450.00	\$0.00	\$0.00	\$0.00	\$1,775.00		
Comm Ctr Rentals		\$75.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,754.24		
Township Contribution		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$14,960.00	\$0.00	\$0.00	\$0.00	\$30,430.00		
Fire Dept. Revenues		\$200.00	\$100.00	\$600.00	\$500.00	\$200.00	\$100.00	\$0.00	\$0.00	\$0.00	\$1,700.00		
Park Rentals		\$688.50	\$651.25	\$1,801.80	\$634.20	\$0.00	\$1,929.80	\$0.00	\$95.70	\$1,975.00	\$885.00		
Hall Receipts		\$0.00	\$200.00	\$120.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$320.00		
Fines		\$117.15	\$8,993.80	\$125.65	\$342.35	\$1,218.80	\$272.38	\$18,324.33	\$365.63	\$518.30	\$117.17	\$30,395.56	
Misc. Receipts													
Other Receipts													
Insurance Recovery													
Interest Income (Checking)		\$219.25	\$180.30	\$194.07	\$184.83	\$182.51	\$179.00	\$247.53	\$216.72	\$238.00	\$3,299.00	\$12,575.77	
Interest Income (Savings)		\$0.00	\$0.00	\$1,030.75	\$0.00	\$0.00	\$1,045.80	\$0.00	\$0.00	\$1,050.28	\$0.00	\$2,064.27	
Transfers In		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,425.83	
Transfers In (Savings)		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
Debt Proceeds/Sale of Assets		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
Special Assessments													
Water Service		\$134.06	\$19,003.98	\$18,729.00	\$16,834.24	\$14,216.51	\$18,037.89	\$15,911.09	\$16,402.66	\$19,200.01	\$16,006.35	\$3,283.93	
Sewer Service		\$3,983.06	\$8,085.25	\$7,460.58	\$7,138.52	\$5,532.74	\$7,408.00	\$6,754.72	\$5,240.96	\$7,552.57	\$6,138.91	\$165,157.24	
Storm Water		\$3,987.32	\$7,130.39	\$6,256.33	\$6,696.38	\$5,285.54	\$6,442.98	\$6,568.65	\$4,927.79	\$6,764.11	\$5,874.12	\$65,295.31	
		\$22,173.87	\$47,359.25	\$48,365.02	\$45,323.81	\$27,723.82	\$37,446.85	\$426,560.66	\$27,284.46	\$58,047.51	\$35,466.32	\$776,195.57	
Expenses													
General Gov't		\$19,142.97	\$22,549.14	\$33,719.14	\$16,967.09	\$24,191.67	\$28,879.03	\$16,633.62	\$19,517.97	\$21,851.28	\$62,412.82	\$265,864.73	
Public Safety		\$4,834.94	\$1,582.90	\$8,577.71	\$721.24	\$4,657.11	\$20,952.51	\$25,691.51	\$5,987.70	\$35,954.39	\$99,071.03		
Public Works		\$1,434.14	\$1,704.26	\$2,937.54	\$4,453.68	\$3,282.41	\$24,296.49	\$2,943.13	\$30,734.32	\$30,885.57	\$45,750.34		
Sanitation & Recycling		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$296.04	\$0.00	\$296.04	\$296.04	\$888.12		
Park & Recreation		\$947.74	\$1,930.71	\$1,653.72	\$2,785.71	\$16,244.42	\$9,640.20	\$6,497.21	\$5,789.34	\$15,593.58	\$6,860.99	\$67,943.62	
Half Expenses		\$3,089.05	\$4,352.95	\$5,204.02	\$4,040.65	\$1,694.33	\$738.70	\$1,824.20	\$1,892.32	\$6,829.28	\$1,640.42	\$31,305.92	
Debt Service		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
Capital Project Funds		\$0.00	\$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	\$163.55	\$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	\$163.55		
Water		\$6,007.66	\$6,317.19	\$10,322.27	\$5,637.16	\$3,918.15	\$10,269.71	\$18,925.87	\$4,746.63	\$12,285.13	\$17,390.31	\$95,813.18	
Sewer		\$2,321.22	\$2,555.23	\$6,735.94	\$5,231.13	\$14,052.69	\$5,227.66	\$7,35.29	\$3,885.17	\$5,558.66	\$5,383.45	\$60,686.44	
Storm Water		\$0.00	\$0.00	\$1,000.00	\$1,002.46	\$100.00	\$100.00	\$100.00	\$100.00	\$850.00	\$27.50	\$3,579.96	
		Total Expenses	\$37,770.82	\$40,992.38	\$70,150.34	\$40,839.12	\$68,874.33	\$76,669.65	\$103,604.19	\$44,762.26	\$69,933.78	\$118,062.10	\$671,658.97
Other Expenses (DEBT)													
Water Imp. Bonds (2019B)		\$4,417.34	\$0.00	\$5,805.00	\$0.00	\$0.00	\$0.00	\$5,157.50	\$0.00	\$0.00	\$0.00	\$9,574.84	
Water Tower Project		\$0.00	\$352.23	\$0.00	\$0.00	\$0.00	\$58,805.00	\$0.00	\$0.00	\$0.00	\$46,610.00		
Storm Water Imp. Bonds (2011)		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$16,352.23	\$0.00	\$0.00	\$0.00	\$16,704.46		
Storm Water Imp. Bonds (2019B)		\$66,260.16	\$6,157.23	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$66,260.16		
Total Other Expenses		\$70,677.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$157,149.46	
Checking Balance		\$1,098,041.84	\$1,098,251.48	\$1,076,466.16	\$1,080,950.85	\$1,039,800.34	\$1,000,577.54	\$1,243,219.28	\$1,226,185.48	\$1,214,299.21	\$1,131,703.43	\$1,131,703.43	
Net Income (Loss)		(\$86,274.45)	\$209.64	(\$21,785.32)	\$4,484.69	(\$41,150.51)	(\$39,222.80)	\$242,641.74	(\$17,033.80)	(\$11,886.27)	(\$82,595.78)	(\$52,612.86)	

	Beginning Balance <u>1/1/2025</u>	2025 Budget <u>Income</u>	Budget Expense	Year-End Balance	Total Income Received	Total Expenses	Ending Balance <u>1/30/2026</u>
General Fund	\$472,933.75	\$669,812.00	\$669,812.00	\$472,933.75	\$526,512.30	\$535,696.74	\$463,749.31
General Gov't							
Public Safety (Fire Dept.)							
Public Works (Streets)							
Sanitation & Recycling							
Parks & Recreation							
Comm. Hall							
Special Revenue Funds	\$322,193.60	\$49,800.00	\$55,000.00	\$316,993.60	\$3,126.83	\$0.00	\$325,320.43
City Of Hamburg (Savings)	\$298,591.16	\$23,400.00	\$55,000.00	\$266,991.16	\$3,126.83	\$0.00	\$301,717.99
Fire Equipment CD	\$23,602.44	\$26,400.00	\$0.00	\$50,002.44	\$0.00	\$0.00	\$23,602.44
Debt Service	\$598.04	\$0.00	\$0.00	\$598.04	\$0.00	\$0.00	\$598.04
Total (Tax Revenue Funds)	\$795,725.39	\$719,612.00	\$724,812.00	\$790,525.39	\$529,639.13	\$535,696.74	\$789,667.78
Enterprise Funds							
Water	\$55,261.13	\$202,430.43	\$187,541.69	\$70,149.87	\$177,876.86	\$174,109.21	\$59,028.78
Sewer	\$240,938.69	\$188,482.02	\$189,656.46	\$239,764.25	\$73,593.36	\$81,247.39	\$233,284.66
Storm Water	<u>\$92,391.08</u>	<u>\$72,309.60</u>	<u>\$78,595.31</u>	<u>\$86,105.37</u>	<u>\$64,643.11</u>	<u>\$74,970.94</u>	<u>\$82,063.25</u>
Total (Enterprise Funds)	\$388,590.90	\$463,222.05	\$455,793.46	\$396,019.49	\$316,113.33	\$330,327.54	\$374,376.69
Totals	\$1,184,316.29	\$1,182,834.05	\$1,180,605.46	\$1,186,544.88	\$845,752.46	\$866,024.28	\$1,164,044.47
Remaining Balance <u>1/1/2025</u>	Remaining Assessment <u>1/1/2025</u>	Cash & Investments	2025 Principle Payments	Date Due	Maturity Date	Unfunded Balance	
Debt Summary							
2007 Streets	\$0.00	\$0.00	\$598.04	2/1/2023	2/1/2023	<u>12/31/2025</u> (\$598.04)	
Water Treatment Plant	\$0.00	\$0.00	\$0.00	2/20/24 & 8/2024	8/20/2024		
Sanitary Sewer Improvements	\$56,088.23	\$28,352.26	\$0.00	\$16,000.00	2/20/24 & 8/20/24	8/20/2030	\$0.00
Storm Water Improvements	\$550,000.00	\$0.00	\$0.00	\$65,000.00	2/1/24 & 8/1/24	2/1/2032	\$11,735.97
Water Tower/Water Main Imp Project	<u>\$1,161,000.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$53,000.00</u>	<u>2/20/24 & 8/20/24</u>	<u>8/20/2044</u>	<u>\$485,000.00</u>
Totals	\$1,767,088.23	\$28,352.26	\$598.04	\$134,000.00			\$1,604,137.93

Cash Flow Actuals

	<u>Beg. Balance</u>	<u>June</u>	<u>July</u>	<u>August</u>	<u>September</u>	<u>October</u>	<u>November</u>	<u>Totals</u>
Income		\$1,039,800.34	\$1,000,577.54	\$1,243,219.28	\$1,226,185.48	\$1,214,299.21	\$1,131,703.43	\$981,043.81
Property Taxes		\$0.00	\$313,526.74	\$0.00	\$0.00	\$0.00	\$0.00	\$315,480.86
Licenses & Permits		\$1,481.00	\$56.00	\$329.00	\$425.00	\$934.99	\$169.50	\$7,134.70
Intergovt Receipts (Aids)		\$0.00	\$46,611.25	\$0.00	\$0.00	\$2,018.72	\$0.00	\$61,007.50
Charges for Services		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Assessment Searches		\$450.00	\$0.00	\$150.00	\$0.00	\$0.00	\$150.00	\$1,925.00
Comm Ctr Rentals		\$0.00	\$0.00	\$4,754.24	\$0.00	\$0.00	\$0.00	\$4,754.24
Township Contribution		\$0.00	\$14,960.00	\$15,470.00	\$0.00	\$0.00	\$0.00	\$30,430.00
Fire Dept. Revenues		\$200.00	\$0.00	\$100.00	\$0.00	\$0.00	\$0.00	\$1,700.00
Park Rentals		\$1,929.80	\$0.00	\$95.70	\$855.00	\$2,475.00	\$11,106.25	\$320.00
Hall Receipts		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$30,524.11
Fines		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Misc. Receipts		\$272.38	\$18,324.33	\$365.63	\$518.30	\$117.17	\$128.55	\$30.524.11
Other Receipts		\$0.00	\$450.48	\$0.00	\$0.00	\$0.00	\$0.00	\$12,575.77
Insurance Recovery		\$179.00	\$247.53	\$216.72	\$238.00	\$222.06	\$191.95	\$2,256.22
Interest Income (Checking)		\$1,045.80	\$0.00	\$0.00	\$1,050.28	\$3,299.00	\$0.00	\$6,425.83
Interest Income (Savings)		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Transfers In		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Transfers In (Savings)		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Debt Proceeds/Sale of Assets		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Special Assessments		\$0.00	\$3,149.87	\$0.00	\$0.00	\$0.00	\$0.00	\$3,283.93
Water Service		\$18,037.89	\$15,911.09	\$16,402.66	\$19,200.01	\$16,006.35	\$12,715.62	\$177,872.86
Sewer Service		\$7,408.00	\$6,754.72	\$5,240.96	\$7,552.57	\$6,138.91	\$5,014.12	\$70,309.43
Storm Water		\$6,442.98	\$6,568.65	\$4,927.79	\$6,764.11	\$5,874.12	\$4,709.50	\$64,643.11
	\$37,446.85	\$426,560.66	\$27,728.46	\$58,047.51	\$35,466.32	\$69,556.89	\$845,752.46	
Expenses								
General Govt		\$28,879.03	\$16,633.62	\$19,517.97	\$21,851.28	\$62,412.82	\$10,462.86	\$276,327.59
Public Safety		\$20,952.51	\$25,691.51	\$5,987.70	\$3,595.49	\$22,469.92	\$1,431.81	\$100,502.84
Public Works		\$665.80	\$24,296.49	\$2,943.13	\$3,074.32	\$988.57	\$6,578.63	\$52,328.97
Sanitation & Recycling		\$296.04	\$0.00	\$0.00	\$296.04	\$888.12	\$592.08	\$2,072.28
Park & Recreation		\$9,640.20	\$6,497.21	\$5,789.34	\$15,593.58	\$6,860.99	\$2,680.46	\$70,624.08
Hall Expenses		\$738.70	\$1,824.20	\$1,892.32	\$6,829.28	\$1,640.42	\$2,371.51	\$33,677.43
Debt Service		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Capital Project Funds		\$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
Transfers to Savings		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Water		\$10,269.71	\$18,925.87	\$4,746.63	\$12,285.13	\$17,390.31	\$8,946.35	\$104,759.53
Sewer		\$5,227.66	\$9,735.29	\$3,885.17	\$5,558.66	\$5,383.45	\$3,856.49	\$64,542.93
Storm Water		\$0.00	\$0.00	\$0.00	\$0.00	\$27.50	\$295.66	\$3,875.62
	Total Expenses	\$76,669.65	\$103,604.19	\$44,762.26	\$69,933.78	\$118,062.10	\$37,215.85	\$708,874.82
Other Expenses (DEBT)								
Water Imp. Bonds (2019B)		\$0.00	\$5,157.50	\$0.00	\$0.00	\$0.00	\$0.00	\$9,574.84
Water Tower Project		\$0.00	\$58,805.00	\$0.00	\$0.00	\$0.00	\$0.00	\$64,610.00
Sewer Imp. Bonds (2011)		\$0.00	\$16,352.23	\$0.00	\$0.00	\$0.00	\$0.00	\$16,704.46
Storm Water Imp. Bonds (2019B)		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$66,260.16
Total Other Expenses		\$0.00	\$80,314.73	\$0.00	\$0.00	\$0.00	\$0.00	\$157,149.46
Checking Balance		\$1,000,577.54	\$1,243,219.28	\$1,226,185.48	\$1,214,299.21	\$1,131,703.43	\$1,164,044.47	\$1,164,044.47
Net Income (Loss)		(\$39,222.80)	\$242,641.74	(\$17,033.80)	(\$11,886.27)	(\$82,595.78)	\$32,341.04	(\$20,271.82)

CITY OF HAMBURG

TIME-OFF REQUEST FORM

Today's Date: January 13, 2020

Employee Name: Jeremy Bruenhagen

Dates Requesting Time-Off: January 15 & 16 (Off at 3:30)

January 27 & 29 (Off at 4:00)

February 3 (Off at 3:30) Feb 5 (Off at 4:00)

How many **Vacation** hours will be used? 4

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 then three consecutive days off? No

- If yes, you must receive City Council approval.

City Council Approval

Date of Council Meeting: 1-13-2020

Was vacation request approved? _____

- If no, reason request was denied: _____

Employee Signature Jeremy Bruenhagen

Date 1-13-2020

City Clerk/Treasurer

Date

Mayor

Date



"The City of Hamburg is an Equal Opportunity Employer and Provider."



Minnesota Department of Public Safety
Alcohol and Gambling Enforcement Division
445 Minnesota Street, Suite 1600, St. Paul, MN 55101
651-201-7507 TTY 651-282-6555
**APPLICATION AND PERMIT FOR A 1 DAY
TO 4 DAY TEMPORARY ON-SALE LIQUOR LICENSE**

Name of organization	Date organized	Tax-exempt number	
Hamburg Lions	1982		
Organization Address (No PO Boxes)	City	State	Zip Code
181 Broadway Avenue	Hamburg	MN	55339
Name of person making application	Business phone	Home phone	
Robert J Gregonis		952.367.7089	
Date(s) of event	Type of organization	<input type="checkbox"/> Mircodistillery <input type="checkbox"/> Small Brewer <input checked="" type="checkbox"/> Club <input type="checkbox"/> Charitable <input type="checkbox"/> Religious <input type="checkbox"/> Other non-profit	
February 14, 2026			
Organization officer's name	City	State	Zip Code
Chris Lund	Hamburg	MN	55339
Organization officer's name	City	State	Zip Code
Robert Gregonis	Hamburg	MN	55339
Organization officer's name	City	State	Zip Code

Location where permit will be used. If an outdoor area, describe.

Hamburg Community Hall

If the applicant will contract for intoxicating liquor service give the name and address of the liquor license providing the service.
Hamburg Community Hall

If the applicant will carry liquor liability insurance, please provide the carrier's name and amount of coverage

West Bend Mutual Insurance 1 Million, DPS 2 Million Aggregate

APPROVAL

APPLICATION MUST BE APPROVED BY CITY OR COUNTY BEFORE SUBMITTING TO ALCOHOL AND GAMBLING ENFORCEMENT

City of Hamburg	January 13, 2026
City or County approving the license	Date Approved
No fee	February 14, 2026
Fee Amount	Permit Date
Event in conjunction with a community festival	CityAdmin@cityofhamburgmn.com
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	City or County E-mail Address
572	
Current population of city	

Please Print Name of City Clerk or Count Official

Signature City Clerk or County Official

CLERKS NOTICE: Submit this form to Alcohol and Gambling Enforcement Division 30 days prior to event
No Temp Applications faxed or mailed. Only emailed.

ONE SUBMISSION PER EMAIL, APPLICATION ONLY.

**PLEASE PROVIDE A VALID E-MAIL ADDRESS FOR THE CITY/COUNTY AS ALL TEMPORARY
PERMIT APPROVALS WILL BE SENT BACK VIA EMAIL. *E-MAIL THE APPLICATION SIGNED BY
CITY/COUNTY TO AGE.TEMPORARYAPPLICATION@STATE.MN.US***

(2025) SERVICE AGREEMENT FOR (2026) JOINT ASSESSMENT

This Agreement is entered into by and between the County of Carver, 600 East 4th Street, Chaska, Minnesota 55318, through Carver County Assessor, (hereafter referred to as "County") and the City of Hamburg, a municipal corporation under the laws of the State of Minnesota, hereinafter referred to as Town.

WHEREAS, the Town desires to enter into an agreement with the County to provide for the assessment of property in said Town by the County Assessor's Office; and

WHEREAS, Minn.Stat. § 273.072 and Minn.Stat. § 471.59 permit such an agreement for joint assessment;

NOW, THEREFORE, in consideration of the mutual covenants contained herein, it is agreed as follows:

- 1) **Term.** That the Town, which is situated in the County of Carver, and which constitutes a separate assessment district, shall have its property within Carver County assessed by the Carver County Assessor for the assessment date of January 2, 2026. All work necessary to the establishment of the estimated market value for each Carver County parcel in the Town shall be performed by the Carver County Assessor or by one or more of the licensed assessors under his/her direction and supervision.
- 2) **Cooperation.** It is hereby agreed that the Town and all of its officers, agents and employees shall render full cooperation and assistance to the County to facilitate the provision of the services contemplated hereby.
- 3) **Payment Amount.** The Town shall pay to the County for the assessment of property with Carver County the sum of Eighteen dollars and fifty five cents (\$18.55) per residential valuation, Nineteen dollars and thirty cents (\$19.30) per agricultural valuation, and Twenty dollars and sixty nine cents (\$20.69) per commercial/industrial valuation (for the assessment of January 2, 2026) existing or created before the closing of the relative assessment year.
- 4) **Payment terms.** Full payment of all claims submitted by the County Assessor for relative assessment dates shall be received by the County no later than November 15th of the respective years.
- 5) The County agrees that in each year of this Agreement it shall, by its County Assessor or one or more of his/her deputies, view and determine the market value of at least twenty percent (20%) of the parcels within this taxing jurisdiction. It is further agreed that the County shall have on file documentation of those parcels – physically inspected for each year of this Agreement.
- 6) **Data Privacy.** Pursuant to Minn. Stat. Chap. 13, the parties agree to maintain and protect data received or to which they have access. No private or confidential data

developed, maintained or received by the Town under this agreement may be released to the public by the Town. The Town agrees to indemnify and hold the County, its agents and employees, harmless from any and all claims or causes of action arising from or in any manner attributable to any violation of the Minnesota Government Data Practices Act by Town or its agents, assigns, or employees, including legal fees and expenses incurred to enforce this provision of this agreement.

- 7) **Mutual Indemnification.** The Parties' total liability under this Agreement shall be governed by Minn. Stat. § 471.59, subd. 1a.

Each Party agrees that it will be responsible for the acts or omissions of its officials, agents, and employees, and the results thereof, in carrying out the terms of this Agreement, to the extent authorized by law and shall not be responsible for the acts/omissions of the other Party and the results thereof. For purposes of determining total liability for damages, the participating governmental units are considered to be a single governmental unit, the total liability of which shall not exceed the limits for a single governmental unit as provided in Minn. Stat. § 466.04, subd. 1.

Each Party agrees to defend, hold harmless, and indemnify the other Party, its officials, agents, and employees, from any liability, loss, or damages the other Party may suffer or incur as the result of demands, claims, judgments, or cost arising out of or caused by the indemnifying Party's negligence in the performance of its respective obligations under this Agreement. This provision shall not be construed nor operate as a waiver of any applicable limitation of liability, defenses, immunities, or exceptions by statute or common law.

To the full extent permitted by law, actions by the parties pursuant to this Agreement are intended to be and shall be construed as a "cooperative activity" and it is the intent of the parties that they shall be deemed a "single governmental unit" for the purposes of liability, all as set forth in Minnesota Statutes, Section 471.59, subd. 1a(a); provided further that for purposes of that statute, each party to this Agreement expressly declines responsibility for the acts or omissions of the other party.

The Parties of this Agreement are not liable for the acts or omissions of the other participants to this Agreement except to the extent to which they have agreed in writing to be responsible for acts or omissions of the other Parties.

- 8) **No Joint Venture.** Nothing contained in this Agreement is intended or should be construed as creating the relationship of co-partners or joint ventures with the County. No tenure or any rights including worker's compensation, unemployment insurance, medical care, sick leave, vacation leave, severance pay, PERA, or other benefits available to County employees, including indemnification for third party personal injury/property damage claims, shall accrue to the Town or employees of the Town performing services under this Agreement.

9) **Records: Availability and Retention.** Pursuant to Minn. Stat. §16C.05, subd. 5, the Town agrees that the County, the State Auditor, or any of their duly authorized representatives at any time during normal business hours and as often as they may reasonably deem necessary, shall have access to and the right to examine, audit, excerpt, and transcribe any books, documents, papers, records, et., which are pertinent to the accounting practices and procedures of the Town and involve transactions relating to this Agreement. Town agrees to maintain these records for a period of six years from the date of termination of this Agreement.

10) **Merger and Modification.** It is understood and agreed that the entire Agreement between the parties is contained herein and that this Agreement supersedes all oral agreements and negotiations between the parties relating to the subject matter. All items referred to in this Agreement are presumed to be incorporated or attached and are deemed to be part of this Agreement. Where the incorporated terms differ with the terms of this Agreement, the terms of this Agreement shall control.

Any material alteration, modification, or variation shall be reduced to writing as an amendment and signed by the parties.

11) **Default and Cancellation.** If the Town fails to perform any of the provisions of this Agreement or so fails to administer the work as to endanger the performance of the Agreement, this shall constitute default. Unless the Town's default is excused by the County, the County may, upon written notice to the Town's representative listed herein, cancel this Agreement in its entirety as indicated in (b.) below.

This Agreement may be cancelled with or without cause by either party upon thirty (30) days written notice.

Representatives for each of the parties to this Agreement are as listed below:

<u>Town/City</u>	<u>County/Division</u>
Hamburg 181 Broadway Ave Hamburg, MN 55339	Ryan Johnson Carver County Assessor 600 E 4th Street Chaska MN 55318 rjohnson@carvercountymn.gov

12) **Subcontracting and Assignment.** Neither party shall not enter into any subcontract for the performance of any services contemplated under this Agreement without the prior written approval of the other party and subject to such conditions and provisions as the other party may deem necessary. The party attempting to subcontract or assign its obligations shall be responsible for the performance of all Subcontractors.

No party may assign or transfer any rights or obligations under this Agreement without the prior consent of the other Parties and a fully executed Assignment Agreement, executed and approved by the same parties who executed and approved this Agreement or their successors,

- 13) **Nondiscrimination.** During the performance of this Agreement, the Town agrees to the following: No person shall, on the grounds of race, color, religion, age, sex, disability, marital status, public assistance status, criminal record, creed or national origin be excluded from full employment rights in, participation in, be denied the benefits of or be otherwise subjected to discrimination under any and all applicable Federal and State laws against discrimination.
- 14) **Health and Safety.** Each party shall be solely responsible for the health and safety of its employees and subcontractor's employees in connection with the services performed in accordance with this Agreement. Each party shall ensure that all employees, including those of all subcontractors, have received training required to properly and safely perform services outlined in this Agreement.
- 15) **No Waiver.** Nothing in this Agreement shall constitute a waiver by the either party of any statute of limitations or exceptions on liability. If the either party fails to enforce any provision of this Agreement, that failure does not waive the provision or its right to enforce it.
- 16) **Severability.** If any part of this Agreement is rendered void, invalid or unenforceable, by a court of competent jurisdiction, such rendering shall not affect the remainder of this Agreement unless it shall substantially impair the value of the entire Agreement with respect to either party. The parties agree to substitute for the invalid provision a valid provision that most closely approximates the intent of the invalid provision.
- 17) **Applicable Laws.** The Laws of the State of Minnesota shall apply to this Agreement.

IN WITNESS WHEREOF, the City of Hamburg, has caused this Agreement to be executed by its Chairperson/Mayor and its Town Clerk by the authority of its governing body by a duly adopted resolution on

This the _____ day of _____, 2025.

The County of Carver has caused this Agreement to be executed by its Chairperson and the County Assessor pursuant to the authority of the Board of Commissioners by resolution adopted on

This the _____ day of _____, 2025

CITY OF HAMBURG

COUNTY OF CARVER

By: _____
Chairperson/Mayor

By: _____
Board of Commissioners, Chair

By: _____
Clerk

Attest: _____
Dave Hemze, County Administrator

And: _____
Ryan Johnson, County Assessor



Building a Better World
for All of Us®

January 1, 2026

RE: City of Hamburg, Minnesota
2026 Agreement for Professional
Services
SEH No. HAMBU 183536 10.03

Jeremy Gruenhagen
City Clerk/Treas.
City of Hamburg
PO Box 248
Hamburg, MN 55339

Dear Jeremy:

Short Elliott Hendrickson Inc. (SEH®) is honored to serve as the City Engineer for the City of Hamburg. Our current Master Agreement for Professional Services dated January 1, 2021. I have attached a new Master Agreement dated January 1, 2026, for your consideration and approval. As a supplement to the Master Agreement, we are submitting our yearly Supplemental Letter Agreement (SLA) to continue our services for calendar year 2026.

SEH will provide these services as requested.

- Site plan review
- Cost estimating
- Architectural review
- Structural review
- Water or Wastewater engineering
- Development Review
- Storm Water Management
- Resident Project Representative (RPR) services
- Mapping
- Grant writing
- Other consulting services as requested by the City

It is understood that work under this agreement will be based on requests from the City Staff to Brody Bratsch or assigned representatives. If it looks like this amount will be fully utilized and additional funding is needed, we will jointly propose to amend the agreement. The City will be provided a detailed invoice outlining the work that was completed. If there are larger projects that develop during the year, we would provide a separate proposal to the city for that specific project.

PROPOSED FEES

We propose to provide the services outlined above for the City of Hamburg on an Hourly basis, not-to-exceed a total of **\$10,000** in calendar year 2026.

In 2025 SEH invoiced \$6,692 for General Engineering work, which included plans and specifications for the next phase of riprap work out at the wastewater ponds.

Engineers | Architects | Planners | Scientists

Short Elliott Hendrickson Inc., 1390 Highway 15 South, Suite 200, P.O. Box 308, Hutchinson, MN 55350-0308

320.587.7341 | 800.838.8666 | 888.908.8166 fax | sehinc.com

SEH is 100% employee-owned | Affirmative Action-Equal Opportunity Employer

Jeremy Gruenhagen
January 1, 2026
Page 2

Please contact us with any questions regarding this agreement. If this proposal is acceptable to you, please sign the Supplemental Letter Agreement and return a scanned copy to me. If this proposal is acceptable to the City, please sign the attached Master Agreement and Supplemental Letter Agreement and return scanned copies to me.

Sincerely,

SHORT ELLIOTT HENDRICKSON INC.



Brody Bratsch, PE
(Lic. MN)
Client Service Manager

Enclosures

x:\j\jh\hambu\183536\1-gen\10-setup-conf\03-proposal\2026 gen eng\2026 gen services ltr.docx

Master Agreement for Professional Services

This Master Agreement for Professional Services is effective as of January 1, 2026, between City of Hamburg ("Client") and Short Elliott Hendrickson Inc. ("Consultant").

By entering into this Agreement, Client agrees to utilize the professional services of Consultant and Consultant agrees to provide the professional services described in this Agreement, exhibits or attachments. The attached General Conditions of the Agreement for Professional Services (General Conditions Rev. 05.15.22) shall apply to all work performed by Consultant on behalf of Client. Individual projects requested by Client on an as needed basis and accepted by Consultant will be described in Supplemental Letter Agreements ("SLA") with other optional exhibits and attachments cited. Nothing herein shall be deemed to require Client to retain Consultant or require Consultant to provide services beyond those specified in Supplemental Letter Agreements.

The following optional exhibits may be attached to an SLA: Exhibit A-1 for Hourly Payments, Exhibit A-2 or A-3 for Lump Sum Payments, and Exhibit B for Resident Project Representative Duties/Responsibilities.

This Master Agreement for Professional Services, General Conditions, Exhibits, and Attachments to Exhibits (collectively referred to as the "Agreement") represent the entire understanding between Client and Consultant and supersedes all prior contemporaneous oral or written agreements with respect to the services to be provided by Consultant hereunder. In the event of a conflict between the documents, this document and the attached General Conditions shall take precedence over all Exhibits unless alternate terms have been specifically agreed to on the SLA under "Other Terms and Conditions". The SLA shall take precedence over Exhibits. This Agreement may not be amended except by written agreement signed by the authorized representatives of each party.

Short Elliott Hendrickson Inc.

By: 

Title: Client Service Manager

City of Hamburg

By: _____

Title: _____

General Conditions of the Agreement for Professional Services

SECTION I – SERVICES OF CONSULTANT

A. General

1. Consultant agrees to perform professional services as set forth in the Agreement for Professional Services or Supplemental Letter Agreement ("Services"). Nothing contained in this Agreement shall create a contractual relationship with or a cause of action in favor of a third party against either the Client or the Consultant. The Consultant's services under this Agreement are being performed solely for the Client's benefit, and no other party or entity shall have any claim against the Consultant because of this Agreement or the performance or nonperformance of services hereunder.

B. Schedule

1. Unless specific periods of time or dates for providing services are specified, Consultant's obligation to render Services hereunder will be for a period which may reasonably be required for the completion of said Services.
2. If Client has requested changes in the scope, extent, or character of the Project or the Services to be provided by Consultant, the time of performance and compensation for the Services shall be adjusted equitably. The Client agrees that Consultant is not responsible for damages arising directly or indirectly from delays beyond Consultant's control. If the delays resulting from such causes increase the cost or the time required by Consultant to perform the Services in accordance with professional skill and care, then Consultant shall be entitled to a equitable adjustment in schedule and compensation.

C. Additional Services

1. If Consultant determines that any services it has been directed or requested to perform are beyond the scope as set forth in the Agreement or that, due to changed conditions or changes in the method or manner of administration of the Project, Consultant's effort required to perform its services under this Agreement exceeds the stated fee for the Services, then Consultant shall promptly notify the Client regarding the need for additional Services. Upon notification and in the absence of a written objection, Consultant shall be entitled to additional compensation for the additional Services and to an extension of time for completion of additional Services absent written objection by Client.
2. Additional Services, including delivery of documents, CAD files, or information not expressly included as deliverables, shall be billed in accord with agreed upon rates, or if not addressed, then at Consultant's standard rates.

D. Suspension and Termination

1. If Consultant's services are delayed or suspended in whole or in part by Client, or if Consultant's services are delayed by actions or inactions of others for more than 60 days through no fault of Consultant, then Consultant shall be entitled to either terminate its agreement upon seven days written notice or, at its option, accept an equitable adjustment of compensation provided for elsewhere in this Agreement to reflect costs incurred by Consultant.
2. This Agreement may be terminated by either party upon seven days written notice should the other party fail substantially to perform in accordance with its terms through no fault of the party initiating the termination.
3. This Agreement may be terminated by either party upon thirty days' written notice without cause. All provisions of this Agreement allocating responsibility or liability between the Client and Consultant shall survive the completion of the Services hereunder and/or the termination of this Agreement.
4. In the event of termination, Consultant shall be compensated for Services performed prior to termination date, including charges for expenses and equipment costs then due and all termination expenses.

SECTION II – CLIENT RESPONSIBILITIES

A. General

1. The Client shall, in proper time and sequence and where appropriate to the Project, at no expense to Consultant, provide full information as to Client's requirements for the Services provided by Consultant and access to all public and private lands required for Consultant to perform its Services.

2. The Consultant is not a municipal advisor and therefore Client shall provide its own legal, accounting, financial and insurance counseling, and other special services as may be required for the Project. Client shall provide to Consultant all data (and professional interpretations thereof) prepared by or services performed by others pertinent to Consultant's Services, such as previous reports; sub-surface explorations; laboratory tests and inspection of samples; environmental assessment and impact statements, surveys, property descriptions; zoning; deed; and other land use restrictions; as-built drawings; and electronic data base and maps. The costs associated with correcting, creating or recreating any data that is provided by the Client that contains inaccurate or unusable information shall be the responsibility of the Client.
3. Client shall provide prompt written notice to Consultant whenever the Client observes or otherwise becomes aware of any changes in the Project or any defect in Consultant's Services. Client shall promptly examine all studies, reports, sketches, opinions of construction costs, specifications, drawings, proposals, change orders, supplemental agreements, and other documents presented by Consultant and render the necessary decisions and instructions so that Consultant may provide Services in a timely manner.
4. Client shall require all utilities with facilities within the Project site to locate and mark said utilities upon request, relocate and/or protect said utilities to accommodate work of the Project, submit a schedule of the necessary relocation/protection activities to the Client for review, and comply with agreed upon schedule. Consultant shall not be liable for damages which arise out of Consultant's reasonable reliance on the information or services furnished by utilities to Client or others hired by Client.
5. Consultant shall be entitled to rely on the accuracy and completeness of information or services furnished by the Client or others employed by the Client and shall not be liable for damages arising from reasonable reliance on such materials. Consultant shall promptly notify the Client if Consultant discovers that any information or services furnished by the Client is in error or is inadequate for its purpose.
6. Client agrees to reasonably cooperate, when requested, to assist Consultant with the investigation and addressing of any complaints made by Consultant's employees related to inappropriate or unwelcomed actions by Client or Client's employees or agents. This shall include, but not be limited to, providing access to Client's employees for Consultant's investigation, attendance at hearings, responding to inquiries and providing full access to Client files and information related to Consultant's employees, if any. Client agrees that Consultant retains the absolute right to remove any of its employees from Client's facilities if Consultant, in its sole discretion, determines such removal is advisable. Consultant, likewise, agrees to reasonably cooperate with Client with respect to the foregoing in connection with any complaints made by Client's employees.
7. Client acknowledges that Consultant has expended significant effort and expense in training and developing Consultant's employees. Therefore, during the term of this Agreement and for a period of two years after the termination of this Agreement or the completion of the Services under this Agreement, whichever is longer, Client shall not directly or indirectly: (1) hire, solicit or encourage any employee of Consultant to leave the employ of Consultant; (2) hire, solicit or encourage any consultant or independent contractor to cease work with Consultant; or (3) circumvent Consultant by conducting business directly with its employees. The two-year period set forth in this section shall be extended commensurately with any amount of time during which Client has violated its terms.

SECTION III – PAYMENTS

A. Invoices

1. Undisputed portions of invoices are due and payable within 30 days. Client must notify Consultant in writing of any disputed items within 15 days from receipt of invoice. Amounts due Consultant will be increased at the rate of 1.0% per month (or the maximum rate of interest permitted by law, if less) for invoices 30 days past due. Consultant reserves the right to retain Services or deliverables until all invoices are paid in full. Consultant will not be liable for any claims of loss, delay, or damage by Client for reason of withholding Services, deliverables, or Instruments of Service until all invoices are paid in full. Consultant shall be entitled to recover all reasonable

costs and disbursements, including reasonable attorney's fees, incurred in connection with collecting amounts owed by Client.

2. Should taxes, fees or costs be imposed, they shall be in addition to Consultant's agreed upon compensation.
3. Notwithstanding anything to the contrary herein, Consultant may pursue collection of past due invoices without the necessity of any mediation proceedings.

SECTION IV – GENERAL CONSIDERATIONS

A. Standards of Performance

1. The standard of care for all professional engineering and related services performed or furnished by Consultant under this Agreement will be the care and skill ordinarily exercised by members of Consultant's profession practicing under similar circumstances at the same time and in the same locality. Consultant makes no warranties, express or implied, under this Agreement or otherwise, in connection with its Services.
2. Consultant neither guarantees the performance of any Contractor nor assumes responsibility for any Contractor's failure to furnish and perform the work in accordance with its construction contract or the construction documents prepared by Consultant. Client acknowledges Consultant will not direct, supervise or control the work of construction contractors or their subcontractors at the site or otherwise. Consultant shall have no authority over or responsibility for the contractor's acts or omissions, nor for its means, methods, or procedures of construction. Consultant's Services do not include review or evaluation of the Client's, contractor's or subcontractor's safety measures, or job site safety or furnishing or performing any of the Contractor's work.
3. Consultant's Opinions of Probable Construction Cost are provided if agreed upon in writing and made on the basis of Consultant's experience and qualifications. Consultant has no control over the cost of labor, materials, equipment or service furnished by others, or over the Contractor's methods of determining prices, or over competitive bidding or market conditions. Consultant cannot and does not guarantee that proposals, bids or actual construction cost will not vary from Opinions of Probable Construction Cost prepared by Consultant. If Client wishes greater assurance as to construction costs, Client shall employ an independent cost estimator.

B. Indemnity for Environmental Issues

1. Consultant is not a user, generator, handler, operator, arranger, storer, transporter, or disposer of hazardous or toxic substances. Therefore the Client agrees to hold harmless, indemnify, and defend Consultant and Consultant's officers, directors, subconsultant(s), employees and agents from and against any and all claims; losses; damages; liability; and costs, including but not limited to costs of defense, arising out of or in any way connected with, the presence, discharge, release, or escape of hazardous or toxic substances, pollutants or contaminants of any kind at the site.

C. Limitations on Liability

1. The Client hereby agrees that to the fullest extent permitted by law, Consultant's total liability to the Client for all injuries, claims, losses, expenses, or damages whatsoever arising out of or in any way related to the Project or this Agreement from any cause or causes including, but not limited to, Consultant's negligence, errors, omissions, strict liability, breach of contract or breach of warranty shall not exceed five hundred thousand dollars (\$500,000). In the event Client desires limits of liability in excess of those provided in this paragraph, Client shall advise Consultant in writing and agree that Consultant's fee shall increase by 1% for each additional five hundred thousand dollars of liability limits, up to a maximum limit of liability of five million dollars (\$5,000,000).
2. Neither Party shall be liable to the other for consequential damages including without limitation lost rentals; increased rental expenses; loss of use; loss of income; lost profit, financing, business, or reputation; and loss of management or employee productivity, incurred by one another or their subsidiaries or successors, regardless of whether such damages are foreseeable and are caused by breach of contract, willful misconduct, negligent act or omission, or other wrongful act of either of them. Consultant expressly disclaims any duty to defend Client for any alleged actions or damages.
3. It is intended by the parties to this Agreement that Consultant's Services shall not subject Consultant's employees, officers or directors to any personal legal exposure for the risks associated with this Agreement. The Client agrees that as the Client's sole and exclusive remedy, any claim, demand or suit shall be directed and/or

asserted only against Consultant, and not against any of Consultant's individual employees, officers or directors, and Client knowingly waives all such claims against Consultant individual employees, officers or directors.

4. Causes of action between the parties to this Agreement pertaining to acts or failures to act shall be deemed to have accrued, and the applicable statutes of limitations shall commence to run, not later than either the date of Substantial Completion for acts or failures to act occurring prior to substantial completion or the date of issuance of the final invoice for acts or failures to act occurring after Substantial Completion. In no event shall such statutes of limitations commence to run any later than the date when the Services are substantially completed.

D. Assignment

1. Neither party to this Agreement shall transfer, sublet or assign any rights under, or interests in, this Agreement or claims based on this Agreement without the prior written consent of the other party. Any assignment in violation of this subsection shall be null and void.

E. Dispute Resolution

1. Any dispute between Client and Consultant arising out of or relating to this Agreement or the Services (except for unpaid invoices which are governed by Section III) shall be submitted to mediation as a precondition to litigation unless the parties mutually agree otherwise. Mediation shall occur within 60 days of a written demand for mediation unless Consultant and Client mutually agree otherwise.
2. Any dispute not settled through mediation shall be settled through litigation in the state and county where the Project at issue is located.

SECTION V – INTELLECTUAL PROPERTY

A. Proprietary Information

1. All documents, including reports, drawings, calculations, specifications, CAD materials, computers software or hardware or other work product prepared by Consultant pursuant to this Agreement are Consultant's Instruments of Service ("Instruments of Service"). Consultant retains all ownership interests in Instruments of Service, including all available copyrights.
2. Notwithstanding anything to the contrary, Consultant shall retain all of its rights in its proprietary information including without limitation its methodologies and methods of analysis, ideas, concepts, expressions, inventions, know how, methods, techniques, skills, knowledge, and experience possessed by Consultant prior to, or acquired by Consultant during, the performance of this Agreement and the same shall not be deemed to be work product or work for hire and Consultant shall not be restricted in any way with respect thereto. Consultant shall retain full rights to electronic data and the drawings, specifications, including those in electronic form, prepared by Consultant and its subconsultants and the right to reuse component information contained in them in the normal course of Consultant's professional activities.

B. Client Use of Instruments of Service

1. Provided that Consultant has been paid in full for its Services, Client shall have the right in the form of a nonexclusive license to use Instruments of Service delivered to Client exclusively for purposes of constructing, using, maintaining, altering and adding to the Project. Consultant shall be deemed to be the author of such Instruments of Service, electronic data or documents, and shall be given appropriate credit in any public display of such Instruments of Service.
2. Records requests or requests for additional copies of Instruments of Services outside of the scope of Services, including subpoenas directed from or on behalf of Client are available to Client subject to Consultant's current rate schedule. Consultant shall not be required to provide CAD files or documents unless specifically agreed to in writing as part of this Agreement.

C. Reuse of Documents

1. All Instruments of Service prepared by Consultant pursuant to this Agreement are not intended or represented to be suitable for reuse by the Client or others on extensions of the Project or on any other Project. Any reuse of the Instruments of Service without written consent or adaptation by Consultant for the specific purpose intended will be at the Client's sole risk and without liability or legal exposure to Consultant; and the Client shall release Consultant from all claims arising from such use. Client shall also defend, indemnify, and hold harmless Consultant from all claims, damages, losses, and expenses including attorneys' fees arising out of or resulting from reuse of Consultant documents without written consent.

Supplemental Letter Agreement

In accordance with the Master Agreement for Professional Services between City of Hamburg ("Client"), and Short Elliott Hendrickson Inc. ("Consultant"), effective January 1, 2026, this Supplemental Letter Agreement dated January 1, 2026, authorizes and describes the scope, schedule, and payment conditions for Consultant's work on the Project described as: 2026 General Engineering Services.

Client's Authorized Representative: Jeremy Gruenhagen
Address: 181 Broadway Ave, PO Box 248, Hamburg, Minnesota 55339, United States
Telephone: 952.467.3232 **Email:** hamburgcityhall@gmail.com

Project Manager: Brody Bratsch
Address: 1390 Highway 15 South, Suite 208, P.O. Box 308, Hutchinson, Minnesota 55350
Telephone: 320.223.8418 **Email:** bbratsch@sehinc.com

Scope: The Services to be provided by Consultant:

General engineering, architectural, or other consulting services as indicated in the attached letter dated January 1, 2026.

Schedule: Services to be provided in calendar year 2026.

Payment: The fee is hourly not-to-exceed \$10,000 including expenses and equipment without written approval from Client.

The payment method, basis, frequency and other special conditions are set forth in attached Exhibit A-1.

Other Terms and Conditions: Other or additional terms contrary to the Master Agreement for Professional Services that apply solely to this project as specifically agreed to by signature of the Parties and set forth herein: None.

Short Elliott Hendrickson Inc.

By: 

Full Name: Brody Bratsch

Title: Client Service Manager

City of Hamburg

By: _____

Full Name: _____

Title: _____

Exhibit A-1

Payments to Consultant for Services and Expenses Using the Hourly Basis Option

The Agreement for Professional Services is amended and supplemented to include the following agreement of the parties:

A. Hourly Basis Option

The Client and Consultant select the hourly basis for payment for services provided by Consultant. Consultant shall be compensated monthly. Monthly charges for services shall be based on Consultant's current billing rates for applicable employees plus charges for expenses and equipment.

Consultant will provide an estimate of the costs for services in this Agreement. It is agreed that after 90% of the estimated compensation has been earned and if it appears that completion of the services cannot be accomplished within the remaining 10% of the estimated compensation, Consultant will notify the Client and confer with representatives of the Client to determine the basis for completing the work.

Compensation to Consultant based on the rates is conditioned on completion of the work within the effective period of the rates. Should the time required to complete the work be extended beyond this period, the rates shall be appropriately adjusted.

B. Expenses

The following items involve expenditures made by Consultant employees or professional consultants on behalf of the Client. Their costs are not included in the hourly charges made for services but instead are reimbursable expenses required in addition to hourly charges for services and shall be paid for as described in this Agreement:

1. Transportation and travel expenses.
2. Long distance services, dedicated data and communication services, teleconferences, Project Web sites, and extranets.
3. Lodging and meal expense connected with the Project.
4. Fees paid, in the name of the Client, for securing approval of authorities having jurisdiction over the Project.
5. Plots, Reports, plan and specification reproduction expenses.
6. Postage, handling and delivery.
7. Expense of overtime work requiring higher than regular rates, if authorized in advance by the Client.
8. Renderings, models, mock-ups, professional photography, and presentation materials requested by the Client.
9. All taxes levied on professional services and on reimbursable expenses.
10. Other special expenses required in connection with the Project.
11. The cost of special consultants or technical services as required. The cost of subconsultant services shall include actual expenditure plus 10% markup for the cost of administration and insurance.

The Client shall pay Consultant monthly for expenses.

C. Equipment Utilization

The utilization of specialized equipment, including automation equipment, is recognized as benefiting the Client. The Client, therefore, agrees to pay the cost for the use of such specialized equipment on the project. Consultant invoices to the Client will contain detailed information regarding the use of specialized equipment on the project and charges will be based on the standard rates for the equipment published by Consultant.

The Client shall pay Consultant monthly for equipment utilization.



Building a Better World
for All of Us™

CHANGE ORDER

City of Hamburg, Minnesota

OWNER

OWNER'S PROJECT NO.

2025 WWTF Riprap Project

PROJECT DESCRIPTION

January 5, 2026

DATE

Two

CHANGE ORDER NO.

HAMBU 183536 71.50

SEH FILE NO.

The following changes shall be made to the contract documents:

Description:

Extend the completion date from December 31, 2025, to January 31, 2026.

Purpose of Change Order:

At the request of the Owner.

Basis of Cost: Actual Estimated

Attachments (list supporting documents)

N/A

Contract Status	Time	Cost
Original Contract	Substantial	Final
Net Change Prior C.O.'s <u>1</u> to <u>N/A</u>	December 1, 2025	\$68,097.00
Change this C.O.	December 31, 2025	\$0.00
Revised Contract	January 31, 2026	\$0.00
	January 31, 2026	\$68,097.00

Recommended for Approval: **Short Elliott Hendrickson Inc.** by


Brody Bratsch, PE (Lic. MN)

Agreed to by Contractor:

Approved for Owner:

BY Schneider Excavating & Grading, Inc.

BY City of Hamburg, Minnesota

TITLE
Distribution Contractor Owner

TITLE
Project Representative SEH Office

x:\fjh\hambu\183536\7-const-svcs\71-mgmt\50-chg-order\2025 wwtf riprap\change order #2.docx

Engineers | Architects | Planners | Scientists

Short Elliott Hendrickson Inc., 1390 Highway 15 South, Suite 200, P.O. Box 308, Hutchinson, MN 55350-0308

320.587.7341 | 800.838.8666 | 888.908.8166 fax | sehinc.com

SEH is 100% employee-owned | Affirmative Action–Equal Opportunity Employer



Corporate Office

1976 Wooddale Drive, Suite 4
Woodbury, MN 55125
651-773-5111

November 12, 2025

[Sent via Email Only](#)

Jason Buckentin
Maintenance/Utilities
City of Hamburg
181 Broadway Avenue
Hamburg, Minnesota 55339

**RE: 75,000-Gallon Single Pedestal "Tower No. 1"
Hamburg, Minnesota**

Dear Mr. Buckentin:

KLM is pleased to submit a service agreement for the above-referenced water storage tanks for a ten (10) year period. The first evaluation will be during the 2030 construction season. KLM proposes to perform the evaluation on a five (5)-year cycle.

KLM Engineering provides NACE and AWS trained inspectors, certificated in competent climbing, that have experience and comply with the Occupational Safety and Health Standards (OSHA), American Water Works Association (AWWA), American Concrete Industry (ACI) and State Regulations.

KLM Engineering provides evaluation reports that are reviewed by an engineer who has authored the report and/or were written under the engineer's direct supervision.

DOCUMENTATION

KLM will provide to the Owner an evaluation report after each inspection. These reports will provide the following beneficial information:

1. Clearly stating the actual condition of the coating and tank structure.
2. For coated reservoirs, provide a life expectancy estimate of the coatings and/or an estimated timeline for coating replacement.
3. Identify structure deficiencies and recommended repairs to bring the reservoir into compliance with ACI, AWWA, OSHA, and State Regulations.
4. Provide a schedule for performing recommended maintenance work.
5. Provide a Cost Estimate for all structure repairs and coating replacement for budgetary purposes only.
6. Identify the quantity of sediment and recommend a timeline for cleanout, if warranted.
7. Include color photographs identifying current conditions and any required repairs.
8. Recommend a timeline for future evaluations.

The evaluation report will be provided to the city in digital format (PDF), unless indicated to KLM otherwise.

SCOPE OF WORK

ROV Evaluation

KLM plans to utilize a two-man crew and a Remote Operated Vehicle (ROV) to perform the inspection. This inspection method can be performed in one day.

KLM will provide NACE Coatings Inspectors, with proper training to perform this type of evaluation. To perform an ROV evaluation, the Owner is required to have the water at, or near, the high-water level (HWL) at the start of the evaluation. KLM inspectors will insert a disinfected ROV into the tank interior for the interior inspection of the roof, roof structure and all appurtenances such as vents, manways and ladders. Photographs will be taken with an underwater camera, which will show coating deficiencies. The camera will be disinfected in accordance with AWWA. The inlet pipe or wet riser is **excluded** from the inspection, unless otherwise provided in this Agreement.

Dry Tank Cleanout Evaluation

KLM will inspect the floor, the reservoir walls and any interior structure accessible without rigging the tank. All accessible exterior surfaces, including the roof, will also be inspected. KLM will measure and photograph all areas that need to be included in the inspection report. KLM will also remove any sediment inside the tower and sediment will remain on site.

When the tanks are empty, KLM will perform a clean-out of the tower interior and riser. KLM will supply the chlorine and disinfect the tank in accordance with Method 2 or 3 of AWWA C652-11.

Exterior and Interior Inspection

The exterior and interior evaluation is critical to determine whether the coating is a candidate for repairs or reconditioning. KLM inspectors will also check for structure deficiencies and OSHA compliance.

The exterior and interior evaluation is critical for evaluating the coating conditions to determine whether the coating is a candidate for repairs or reconditioning. KLM inspectors will also check for structure deficiencies and OSHA compliance.

For each evaluation, KLM will provide a NACE Coatings Inspector that is properly trained and qualified to perform this type of evaluation. The exterior will be inspected from all areas accessible without rigging, unless otherwise written into this Agreement. Conditions of both the interior and exterior will be examined using ultrasonic thickness readings (UT), dry film thickness (DFT) and standard ASTM tests.

10 YEAR SERVICE AGREEMENT

The purpose of a 10-year service agreement is to provide the city with known fees and a schedule for inspecting the assets on a rotating basis. KLM will perform a ROV or dry tank cleanout inspection every five years for each water storage tank through 2040, as detailed below.

75,000 Tower			
Year	Scope of Work	Documentation	Price
2030	ROV	Report	\$4,000.00
2035	Dry Tank Cleanout	Report	\$4,300.00
2040	ROV	Report	\$4,600.00
Total Price			\$12,900.00

The cost, per year, to perform the evaluations over a 10-year period is \$1,290.00.

The fee for lead and chromium collection and testing is an additional \$800.00, if requested.

The fee for gasket installation on state-required wet access manway is \$100.00.

It is the responsibility of the Owner to make sure that the tank is prepared for the evaluation per the schedule agreed to in advance by both parties. In the event KLM arrives on site and the tank is not ready, or a second day is required to remove the sediment, a second day will be charged as additional time and materials.

KLM can replace the existing manway gasket(s) on a time & materials basis, per gasket. If the tank is not drained and ready for cleanout and inspection, KLM will charge an hourly rate (based on, then current, KLM Fee Schedule) per each full hour of mobilization or **delay** time.

OWNER'S RESPONSIBILITIES

ROV Evaluation

The City shall be responsible for:

- ◆ Providing copies of background information on tanks, including maintenance records, construction drawings, previous inspection reports and previous painting or reconditioning specifications. It is especially helpful if this information is collected prior to KLM's personnel beginning its inspection.
- ◆ Providing keys for locks and access to the water storage tanks.

Dry Tank Cleanout Evaluation

The City personnel shall be responsible for:

- ◆ Verifying the tanks are empty prior to arrival of KLM inspectors.
- ◆ Manning the shut off valve at all times.
- ◆ Opening and closing the inlet/outlet pipe.
- ◆ Operating any valves prior to, during, and after the evaluation.
- ◆ Assist to backflush and disinfect the reservoir.
- ◆ Provide a supply of water.
- ◆ Verify that cleanout and disinfection have been performed to Owner's satisfaction.
- ◆ Disposing of sediment and debris.
- ◆ Taking and testing water samples within 24 hours after cleanout of the tanks has been completed.
- ◆ Providing copies of background information on tank, including maintenance records, construction drawings, previous evaluation reports and previous painting or reconditioning specifications. It is especially helpful if this information is collected prior to KLM's personnel beginning its evaluation.

ADDITIONAL INFORMATION

Additional information can be found at KLM's website at: www.klmengineering.com

***KLM will not bill you in a lump sum. KLM will bill you once the owner receives the report for that individual year.**

***This Agreement can be extended, at any time, upon written request.**

If KLM were to find structure or coating maintenance that is needed, KLM will communicate with the City on these findings. This Agreement covers the evaluation, only. Any structure or coating maintenance required would be under a separate Agreement.

TERMS & CONDITIONS

KLM has attached our standard Terms & Conditions. The Terms & Conditions are part of this Agreement between the City of Hamburg and KLM Engineering, Inc., unless otherwise agreed to in writing by both parties.

***Either party may terminate this Agreement at any time by providing a written notice. Any modification to this agreement must be in writing and signed by both parties.**

Hamburg, Minnesota - 10-Year Service Agreement

AGREEMENT

This Agreement is valid for sixty (60) days from the date of this Agreement. If the City of Hamburg finds this Agreement acceptable, please sign and return it by mail, fax or email. When KLM receives the signed Agreement, we will contact the Owner to coordinate an inspection time. Upon delivery of the inspection report to the Owner, an invoice will be submitted according to the terms of this Agreement.

This Agreement, between Hamburg, Minnesota and KLM Engineering, Inc. is accepted by:

CITY OF HAMBURG
181 Broadway Avenue
Hamburg, Minnesota 55339

Signature

Name

Title

Date

We look forward to working with you.

Sincerely,

KLM ENGINEERING, INC.
Robert Jensen
Business Development
1976 Wooddale Drive, Suite #4
Woodbury, MN 55125
Cell: 651-219-2746
Email: rjensen@klmengineering.com

Attachment: KLM Terms and Conditions

Rev 2025.04.17

KLM ENGINEERING, INC.
1976 Wooddale Drive, Suite 4
Woodbury, MN 55125

Signature

Robert Jensen
Name

Business Development
Title

November 12, 2025
Date

**KLM ENGINEERING, INC. (KLM)
TERMS AND CONDITIONS**

- 1. AGREEMENT.** The agreement between the parties when entered by the parties shall include the applicable referenced agreement documents (i.e., KLM proposal/Agreement) and shall include these KLM Terms and Conditions (the "Agreement"). The Agreement may not be modified except by mutual agreement in writing.
- 2. ADDITIONAL SERVICES.** Additional work or services shall not be performed without a KLM executed change order or purchase order outlining the scope of additional work or services.
- 3. KLM CLIENT RESPONSIBILITIES.** The KLM Client shall fully disclose to KLM its knowledge of the condition of the project structure(s), its past and present contents and shall provide KLM with full information regarding the requirements for the project; shall designate an individual to act on the KLM Client's behalf regarding the project; and provide safe access to and at the project site. When reasonably requested by KLM, the KLM Client shall furnish the services of other consultants including, but not limited to engineers and insurance representatives. The KLM Client shall test for pollution and hazardous materials when required by law or as requested by KLM. The KLM Client shall provide KLM with all necessary permits and other authorizations.
- 4. SAFETY.** KLM shall be responsible for the safety of KLM personnel at the project site. The KLM Client or other persons shall be responsible for the safety of all other persons at the project site. The KLM Client shall inform KLM of any known or suspected hazardous materials or unsafe conditions at the project site. If, during the course of the KLM services, such materials, or conditions are discovered at the project site, KLM reserves the right to take measures to protect KLM personnel and equipment or to immediately terminate KLM services. The KLM Client agrees to be responsible for, and agrees to pay, any such additional protection costs. Upon such discovery by KLM, KLM agrees to use commercially reasonable efforts to notify the KLM Client in writing, of hazardous materials or unsafe conditions regarding the project site.
- 5. HAZARDOUS MATERIALS.** Unless otherwise agreed to in the scope of work with the KLM Client, KLM has no responsibility for the discovery, presence, handling, removal or disposal of or exposure of persons to hazardous materials at the project site. To the full extent permitted by the law, the KLM Client shall defend, indemnify, and hold harmless KLM, its employees and representatives from all claims, including costs and attorney fees, arising out of the presence of hazardous materials or exposure to the same on the job site.
- 6. SITE ACCESS AND RESTORATION.** The KLM Client will provide KLM and its representatives with safe and legal project site access. It is understood by the KLM Client that in the normal course of KLM providing its services and work, some nominal damage to the project site may occur. KLM agrees to take reasonable commercial precautions to minimize such damage, if any. Restoration of the project site, if any, is the responsibility of the KLM Client, unless otherwise agreed to in writing in the scope of work.
- 7. KLM LIMITED WARRANTY AND DISCLAIMER.** KLM will perform services consistent with the standard of care and skill normally performed by other like firms in the industry and profession at the time of this service and in the geographic area of the project. **EXCEPT AS EXPRESSLY STATED IN THIS SECTION, THERE ARE NO WARRANTIES, EXPRESS OR IMPLIED, BY OPERATION OF LAW OR OTHERWISE, PERTAINING TO THE PRODUCTS AND SERVICES SOLD UNDER THIS AGREEMENT. KLM DISCLAIMS ANY IMPLIED WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. IN NO EVENT SHALL**

KLM BE LIABLE TO THE KLM CLIENT, ITS AGENTS, REPRESENTATIVES, EMPLOYEES, CUSTOMERS OR ANY OTHER THIRD PARTY, FOR ANY INCIDENTAL, INDIRECT, SPECIAL OR CONSEQUENTIAL DAMAGES, INCLUDING WITHOUT LIMITATION LOSS OF USE, LOSS OF REVENUE OR LOSS OF PROFIT, IN CONNECTION WITH OR ARISING OUT OF THIS AGREEMENT OR THE EXISTENCE, FURNISHING OR FUNCTIONING OF ANY ITEM OR SERVICES PROVIDED FOR IN THIS AGREEMENT OR FROM ANY OTHER CAUSE, INCLUDING WITHOUT LIMITATION CLAIMS BY THIRD PARTIES, EVEN IF KLM HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.

8. **SCHEDULING.** Prior to KLM scheduling its services related to the project, the KLM Client shall furnish KLM with a written Agreement, purchase order or other written request for KLM services and shall give as much notice as reasonably possible in advance of the time when the KLM services are desired to commence. The KLM service schedule shall be mutually agreed upon by the parties in writing. If a KLM inspection is canceled or delayed after KLM personnel and/or equipment are in transit to the project site, then the KLM Client shall be billed, and the KLM Client agrees to pay for KLM time and expenses according to the then current KLM Fee Schedule for KLM time spent and KLM costs incurred. If KLM is unable to redirect KLM representatives to other third-party project sites on the canceled or delayed scheduled service day, at a minimum, the KLM Client will be billed and the KLM Client agrees to pay KLM for one (1) full day of KLM labor.
9. **INSURANCE.** KLM will maintain worker's compensation insurance and comprehensive general liability insurance. KLM will provide KLM Client with a certificate of insurance upon KLM Client's request.
10. **PAYMENT.** KLM will submit periodic invoices for KLM services provided and work performed. Invoices are due upon receipt. The KLM Client agrees to inform KLM of invoice questions or disputes within 10 business days of the invoice date. The KLM Client agrees to pay all undisputed KLM invoiced amounts within 45 days of the invoice date. The KLM Client agrees to pay interest on all overdue amounts at a rate of 1.5% per annum or the rate allowed by law, whichever is less, plus costs of collection, court costs, and reasonable attorney fees on all such amounts. If any undisputed invoice remains unpaid for 60 days, then KLM may, at its sole discretion, suspend or terminate services to the KLM Client without liability.
11. **INDEMNIFICATION.** KLM shall indemnify and hold harmless the KLM Client and its shareholders, directors, officers, members, governors and employees from liability, claims, losses, and damages arising out of or relating to the applicable Project, provided that such claims, costs, losses, or damages are attributable to bodily injury, sickness, disease, or death, or injury to, or destruction of tangible property, including the loss of use resulting therefrom to the extent caused by KLM's negligent acts or omissions.

The KLM Client shall indemnify and hold harmless KLM and its shareholders, directors, officers, members, governors and employees from liability, claims, losses, and damages arising out of or relating to the applicable Project, provided that such claims, costs, losses, or damages are attributable to bodily injury, sickness, disease, or death, or injury to, or destruction of tangible property, including the loss of use resulting therefrom to the extent caused by the KLM Client's negligent acts or omissions. Further, the KLM Client shall indemnify and hold harmless KLM from all claims or losses arising out of the unauthorized use of KLM's Documents.

Hamburg, Minnesota - 10-Year Service Agreement

- 12. LIMITATION OF LIABILITY. IN NO EVENT SHALL KLM OR THE KLM CLIENT BE LIABLE, ONE TO THE OTHER, FOR INDIRECT, SPECIAL, INCIDENTAL, OR CONSEQUENTIAL DAMAGES ARISING OUT OF OR IN CONNECTION WITH THE FURNISHING, PERFORMANCE OR USE OF ANY PRODUCTS OR SERVICES PROVIDED PURSUANT TO THIS AGREEMENT.**
- 13. DELAYS.** If KLM service or work delays are caused by the KLM Client, by third parties, strikes, natural causes, weather, or other circumstances beyond KLM's control, a reasonable time extension for performance of KLM services and work shall be granted, and KLM shall be entitled to and the KLM Client agrees to pay KLM an equitable fee adjustment.
- 14. TERMINATION.** After seven (7) days written notice, either party may elect to terminate this Agreement. Notwithstanding the foregoing, the KLM Client agrees to pay for all KLM services provided and work performed through the date of termination. Notwithstanding the foregoing, the following sections shall survive the termination of this Agreement: Sections 5, 7, 10, 11, 12, 15, 16, 21 and 24.
- 15. SEVERABILITY.** Any provisions of this Agreement later held to violate a law or regulation shall be deemed void, and all remaining provisions of the Agreement shall continue in full force and effect.
- 16. KLM'S DOCUMENTS.** All reports, specifications, drawings and other documents furnished by KLM are part of KLM's services and work for the KLM Client and the same are for use only for the project (KLM Documents). KLM retains all ownership of said documents regardless of whether the project is completed. The KLM Client may retain copies of the KLM Documents for reference purposes. KLM does not represent or warrant that the KLM Documents are suitable for reuse on any extension of the project or on other projects. The KLM Client shall not use the KLM Documents without KLM's written consent.
- 17. ASSIGNMENT.** KLM may not assign this Agreement to any other person unless written consent is obtained from the KLM Client.
- 18. AMENDMENTS.** Any modification or amendment of to this Agreement shall require a written agreement signed by both Parties.
- 19. NONDISCRIMINATION.** In the hiring of employees to perform work under this Agreement, KLM shall not discriminate against any person by reason of any characteristic or classification protected by state or federal law.
- 20. GOVERNING LAW.** This Agreement shall be governed by and interpreted in accordance with the laws of the State of Minnesota without regard to or application of conflicts of law rules or principles. All proceedings related to this Agreement shall be venued in Washington County, Minnesota.
- 21. AUDIT.** Pursuant to Minnesota Statutes, § 16C.05, Subdivision 5, KLM agrees that the KLM Client, the State Auditor, or any of their duly authorized representatives at any time during normal business hours and as often as they may reasonably deem necessary (but under all circumstances not more often than once per calendar year), shall have access to and the right to examine, audit, excerpt, and transcribe any books, documents, papers, or records which are pertinent to the accounting practices and procedures of KLM, and involve transactions relating to this Agreement.
- 22. JOB SITE IMAGES, PHOTOGRAPHY AND VIDEO.** During the term of this Agreement and thereafter, KLM has the KLM Client's permission to take photographs or video of the project site for training, documentation, education or KLM promotional purposes. A signed Agreement that includes these

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KLM Terms and Conditions constitutes the KLM Client's written permission to KLM regarding the use of the items and information set forth in this section.

23. **WAIVER.** The waiver by either party of any breach or failure to comply with any provision of this Agreement by the other Party shall not be construed as or constitute a continuing waiver of such provision or a waiver of any other breach of or failure to comply with any other provision of this Agreement.
24. **HEADINGS.** Section headings used in this Agreement are for convenience only, have no legal significance, and in no way change the construction or meaning of the terms hereof.
25. **ENTIRE AGREEMENT.** This Agreement supersedes any prior or contemporaneous representations or agreements, whether written or oral, between the Parties and contains the entire agreement.

End of the KLM Terms and Conditions.

Rev 2022.11.23

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