



HAMBURG CITY COUNCIL AGENDA JANUARY 9, 2018

1. **Call Public Hearing to Order at 6:45 PM**
 - **Variance Request (Steve Trebesch)**
2. **Move to Close Public Hearing**
3. **Call Continued Public Hearing to Order at 7:00 PM**
 - **Continue Public Hearing from December 12, 2017**
 - **Conditional Use Permit Request (Steve Trebesch)**
4. **Move to Close Public Hearing**
5. **Call City Council Meeting to Order**
 - **Pledge of Allegiance**
 - **Designations/Appointments for 2018**
 - **Resolution Number 2018-01**
6. **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.)*
7. **Agenda Review (Added Items) and Adoption**
8. **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 2017-01 (Designations/Appointments)**
 - **Approve Resolution Number 2017-02 (Payment of Claims for 2018)**
 - **Approve Resolution Number 2017-03 (Donations Received in 2017)**
 - **Approve Changes to Minutes for November 28, 2017**
 - **Approve Minutes for December 5, 2017/December 12, 2017**
 - **Approve Payment of December 2017 Added Claims/Transfers**
 - **Approve Payment of January 2018 Claims**
 - **Approve Lawful Gambling Permit for HHFC (February 3, 2018)**
 - **Approve Temporary On-Sale Liquor Licenses from Hamburg Lions Club**
 - **January 20, 2018, January 27, 2018, February 3, 2018**
 - **Approve Time-Off Request for Jeremy Gruenhagen**
 - **Cash Flow Statements for September/October 2017**
 - **Delinquent Utility Bills Report**
 - **Carver County Memo (One-Stop Land Records Department)**
 - **Expungement Hearing for Kyle James Hennen**
 - **MNSPECT Memo (Electronic Archiving Pricing)**



HAMBURG CITY COUNCIL AGENDA
JANUARY 9, 2018

- Employee Project Lists
- City Offices Closed January 15, 2018 for MLK Jr. Day

9. Old City Business

- Community Hall/City Shop
 - Grading/Pavement Replacement
 - Fish Fry Setup
- Conditional Use Permit/Variance Request (Steve Trebesch)
 - Storage Containers

10. New City Business

-
- Senator Scott Jensen
 - 2018 State Legislation/City Concerns

11. City Council Reports

- Councilmember Jason Buckentin
- Councilmember Tim Tracy
- Councilmember Scott Feltmann
- Councilmember Steve Trebesch
- Mayor Chris Lund
 - CoRE Program

12. Adjourn City Council Meeting



HAMBURG CITY COUNCIL AGENDA JANUARY 9, 2018

COMMUNITY HALL & PARK ACTIVITIES

JANUARY

- 20 – Pheasants Forever**
- 21 – Hamburg Lions Pancake Breakfast**
- 27 – Green Isle CPA**

FEBRUARY

- 3 – HHFC Fish Fry**

COMMUNITY CENTER (FIRE HALL) ACTIVITIES

JANUARY

- 6 – Community Center Rental**
- 9 – Public Hearing – 6:45 PM**
- 9 – Continued Public Hearing (12/12/17) – 7:00 PM**
- 9 – Hamburg City Council Meeting**
- 9 – Young America Township Meeting**
- 15 – Hamburg Lions Club**
- 15 – MLK Holiday – City Offices Closed**
- 29 – Hamburg Fire Dept. (Relief Association) Meeting**

**CITY OF HAMBURG
NOTICE OF PUBLIC HEARING
VARIANCE REQUEST**

Notice is Hereby Given that the Hamburg City Council will hold a Public Hearing on January 9th, 2018 at 6:45 p.m. at the Hamburg Community Center at 181 Broadway Ave., Hamburg, MN.

The reason for the Public Hearing is for the request by Steve Trebesch for a variance from the front and side setbacks for Accessory Structures (2) on PID 45.0282500 (Railroad Street) in the Downtown Business Mixed Use District. The Downtown Business Mixed Use District of the Hamburg City Code requires principal structures be setback 20 feet from the front lot line and 5 feet from the side lot line. Mr. Trebesch is requesting a 2 foot variance from the front lot setback and 5 foot variance from the side lot setback.

A Public Hearing for a Conditional Use Permit to allow multiple Accessory Structures (Shipping Containers) on this parcel was held on December 12, 2017. This meeting was continued to January 9, 2017 at 7:00. Hamburg Zoning Code requires a Conditional Use Permit for accessory structures other than a private garage in the Downtown Business Mixed Use District. City Council Meeting to follow the continued hearing.

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

Jeremy Gruenhagen
City Clerk-Treasurer

(Posted at Hamburg City Hall, State Bank of Hamburg & Hamburg Post Office on December 29, 2017)

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

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

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

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

Jeremy Gruenhagen
City Clerk-Treasurer



This map was created using Carver County's Geographic Information Systems (GIS), it is a compilation of information and data from various City, County, State, and Federal offices. This map is not a surveyed or legally recorded map and is intended to be used as a reference. Carver County is not responsible for any inaccuracies contained herein.

Map Date: 11/30/2017



**RESOURCE
STRATEGIES
CORPORATION**

1611 HILL RIDGE TERRACE
MINNETONKA, MN
55305

952/513-9548
FAX 952/513-9549

rscmn@spacestar.net

To: Jeremy Gruenhagen, Clerk-Treasurer
Hamburg City Council

From: Dean Johnson, City Planner

Date: December 11, 2017

Re: Steve Trebesch Storage Container CUP

I apologize for missing your earlier email on this application. I'm in Kansas City but have access to all relevant materials. I have several observations based on the materials forwarded to me:

1. The property is zoned B - Downtown Business Mixed Use District.
2. A CUP is required for accessory structures other than "private garages."
3. The B District requires 20' front yard and 5' side and rear yard setbacks.
4. The drawing submitted illustrates 18' front yard, 0' side yard and 30' rear yard setbacks.
5. The CUP cannot be issued as requested without variances (exceptions to 20' front yard setback and 5' side yard setback).
6. It appears the storage building could be placed on the property without variances, based upon the drawing submitted.
7. The County GIS website appears to illustrate a front yard setback for the existing container at less than 18' and the container appears to cross the south lot line and lies partially on the adjacent property. It is my understanding Mr. Trebesch owns the parcel to the south, but the GIS website indicates it is located in Young America Township.
8. A survey is necessary to verify where the property lines are and what setback standards may or may not be met.

There appear to be several alternatives available to issue a CUP for the proposed accessory structure(s):

- A. Locate the accessory structure(s) within all setback requirements.
- B. Request and receive variance approval for setback modifications, provided the structure(s) do not cross the south property line.
- C. If the structure(s) cross the south property line, the applicant must combine the parcels, receive any necessary variances, and the CUP must be contingent upon approval by Carver County (zoning authority for Young America).
- D. Combine the parcels, annex the property into the City precluding the application of Carver County zoning standards, and subsequently apply to the City for any necessary variances.

It may be appropriate to hold the public hearing as scheduled and recess the proceeding to another date until an appropriate alternative is determined.

Trebesch CUP
December 11, 2017

Page 2 of 2

The City must be conscious of the statutory 60-day period for action. The City may extend that period to 120 days with written notice to the applicant (prior to expiration of the initial 60 days). If pursuit of the alternative for approving a CUP takes more than 120 days, the applicant may extend the review period. If such extension is not granted by the applicant, the City must act on the application within 120 days.

Please do not hesitate me if you have any additional questions!

**CITY OF HAMBURG, MINNESOTA
RESOLUTION NUMBER 2018-01**

***RESOLUTION ASSIGNING ANNUAL
DESIGNATIONS AND APPOINTMENTS FOR 2018***

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 2018:

1. The Acting Mayor who shall preside and perform duties in the absence of the Mayor shall be Steve Trebesch.
2. Mayor Chris Lund, Council Member Steve Trebesch 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 2018 shall be 7:00 P.M.
4. The official newspaper of the City of Hamburg shall be The NYA Times.
5. The official depository of the City of Hamburg shall be the State Bank of Hamburg.
6. The Building Inspector for the City of Hamburg shall be MNSPECT.
7. The City Engineering Firm shall be S.E.H. Inc., Justin Black shall serve as the primary Engineer 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 2018 shall be Brad Droege.
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 Steve Trebesch and City Clerk/Treasurer Jeremy Gruenhagen.

AND, BE IT ALSO RESOLVED, that the firm for auditing purposes for the year 2017 be Abdo, Eick & Meyers LLP.

I CERTIFY THAT the above resolution was adopted by the City Council of Hamburg, Carver County, Minnesota this 9th day of January, 2018.

Chris Lund, Mayor

ATTEST:

Jeremy Gruenhagen, City Clerk/Treasurer

**CITY OF HAMBURG, MINNESOTA
RESOLUTION NUMBER 2018-02**

***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 2018 Calendar Year.

WHEREAS, all checks drawn for payment of claims must be signed by the City Clerk/Treasurer and 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 2018 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 9th day of January, 2018.

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 2018-03**

RESOLUTION ACCEPTING DONATIONS RECEIVED IN 2017

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 2017:

<u>Donations Received in 2017</u>	<u>Amount</u>
Hamburg Fire Dept. Relief Assoc. (Fire Gear)	\$3,100.00
Hamburg Lions Club (Fire Gear)	\$400.00
Hamburg Fire Dept. Relief Assoc. (National Night Out)	\$450.00
Hamburg Baseball Club (Park Equipment)	\$500.00

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 2017 and will use them as prescribed.

I CERTIFY THAT the above resolution was adopted by the City Council of Hamburg, Carver County, Minnesota this 9th day of January, 2018.

Chris Lund, Mayor

ATTEST:

Jeremy Gruenhagen, City Clerk/Treasurer



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



HAMBURG CITY COUNCIL AGENDA

NOVEMBER 28, 2017

Mayor Lund called the Hamburg City Council Meeting to order at 7:09 p.m. All Council Members were present along with City Clerk Jeremy Gruenhagen and Deputy Clerk Tamara Bracht.

Agenda Review (Added Items) and Adoption

- Health Insurance Renewal paperwork will be handed out at the appropriate time for Council's Review as it contains private data.
- Pull Vacation Request out for discussion under New City Business.

MOTION: Councilman Steve Trebesch moved to adopt the Agenda as amended. Seconded by Councilman Jason Buckentin. Motion was unanimously approved. All Council Members were present.

Consent Agenda

- Approve Public Hearings (3) for December 12, 2017 (7:00, 7:10, 7:15 PM)
- Approve Lawful Gambling Permit for Green Isle CPA Banquet (1/27/18)
- Approve Added Claims List for September & November 2017
- Approve Cash Flow Statement for August 2017

MOTION: Councilman Tim Tracy moved to approve the Consent Agenda. Seconded by Councilman Jason Buckentin. Motion was unanimously approved. All Council Members were present.

Old City Business (Memo)

- Lease Agreement for Snow Removal (Parcel 11.0282010)
 - *Snow will be moved to the park by the tractor pull area as needed.*
- Special Meeting for Budget Workshop Reminder on December 5, 2017
- Public Education Program on Lead (Complete by December 18, 2017)
 - *A Public Education letter will be sent out to all residence. Proactive idea: adding polyphosphates to our system to coat pipe*
 - **MOTION: Councilman Steve Trebesch moved go forward with adding polyphosphates to our water treatment plant. Seconded by Councilman Jason Buckentin. Motion was unanimously approved. All Council Members were present.**

New City Business

- 2018 Final Budget/2018 Final Property Tax Levy
 - Health Insurance Rates/Cost Analysis
 - 2018 City Fee Schedule
 - 2018 Water/Sewer/Storm Water Rates
 - Budget Items for 2017
- Vacation Request (Jeremy Gruenhagen)



HAMBURG CITY COUNCIL AGENDA NOVEMBER 28, 2017

City Council Reports

- Councilmember Jason Buckentin - Nothing
- Councilmember Tim Tracy - Nothing
- Councilmember Steve Trebesch - Nothing
- Councilmember Scott Feltmann – Central Street is done
- Mayor Chris Lund
 - City Credit Card and Direct Deposit for Payroll? *City Clerk is working on these items.*

MOTION: Councilman Scott Feltmann moved to allow the City Clerk (carry over his vacation time) till the end of March 2018 to get his vacation hours back to 256. Seconded by Councilman Jason Buckentin. Motion was unanimously approved. All Council Members were present.

Recess City Council Meeting

MOTION: Councilman Jason Buckentin moved to recess the City Council Meeting. Seconded by Councilman Tim Tracy. Motion was unanimously approved. All Council Members were present.

Open Meeting for employee Reviews

Move to a Closed Meeting for Employee Review

MOTION: Councilman Tim Tracy moved to a Closed Meeting for an Employee Review at 9:24 p.m. Seconded by Councilman Jason Buckentin. Motion was unanimously approved. All Council Members were present.

Move to Re-open the City Council Meeting

MOTION: Councilman Tim Tracy moved to re-open the City Council Meeting at 9:52 p.m. Seconded by Councilman Jason Buckentin. Motion was unanimously approved. All Council Members were present.

Employee Wages/Health Insurance Coverage for 2018

MOTION: Councilman Steve Trebesch moved to approve a \$1.00 an wage increase for Tamara Bracht effective January 1, 2018. Seconded by Councilman Tim Tracy. Motion was unanimously approved. All Council Members were present.



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

MOTION: Councilman Scott Feltmann moved to approve a 2% wage increase for Greg Schultz effective January 1, 2018. Seconded by Councilman Tim Tracy. Motion was unanimously approved. All Council Members were present.

MOTION: Councilman Tim Tracy moved to approve a 2% wage increase for Jeremy Gruenhagen effective January 1, 2018. Seconded by Councilman Jason Buckentin. Motion was approved with 4 Yay and 1 Nay (Councilman Trebesch). All Council Members were present.

MOTION: Councilman Jason Buckentin moved to close the City Council Meeting at 10:26 p.m. Seconded by Councilman Tim Tracy. Motion was unanimously approved. All Council Members were present.

Submitted by:

Tamara Bracht
Deputy Clerk



***HAMBURG CITY COUNCIL
FINAL BUDGET MEETING
DECEMBER 5, 2017***

Mayor Chris Lund called the Final Budget Meeting to order at 7:00 p.m. In attendance were Council Members Scott Feltmann, Steve Trebesch, Tim Tracy, and Jason Buckentin, and City Clerk/Treasurer Jeremy Gruenhagen.

2018 Final Budget Review

Topics Discussed:

- Equipment Maintenance Fund Transfer to General Fund
- Streets Projects: Railroad and Scheele, then Brad, Maria and Jacob
- Water Tower Project
- Water/Sewer/Storm Water Rates
- Well #2 Pump
- Water Meter Change out project
- Lead Testing and potential correction costs
- I & I Project (Inflow and Infiltration)
- LED Lighting project: Memorial
- Hall projects: Floors, Front and Back steps, chairs
- Community Center: Roof replacement
- Park: Lions Shelter re-roof, handicap bathrooms

Conclusion:

The Hamburg City Council worked diligently to make adjustments to the 2018 City Budget Plan, thus reducing the tax increase potential from 9.51% down to a final 5.14%. Due to the hard work of the City Clerk/Treasurer and Council, the City of Hamburg has a healthy budget and looks forward to completing several projects in 2018.

MOTION: Councilman Steve Trebesch moved to adjourn the Final Budget Meeting at 7:51 p.m. Seconded by Councilman Jason Buckentin. Motion was unanimously approved. All Council Members were present.

Submitted by:
Tamara Bracht
Deputy Clerk



HAMBURG CITY COUNCIL AGENDA

DECEMBER 12, 2017

In Attendance: Mayor Chris Lund, Council Members Scott Feltmann, Steve Trebesch, Tim Tracy, and Jason Buckentin. Jeremy Gruenhagen – City Clerk/Treasurer, Tamara Bracht – Deputy Clerk, Greg Schultz – City Maintenance Professional. Kipp Trebesch Jr. – K&K Services, Rich Schug – Hamburg Baseball Club. Residents: Larry Mueller, Mike Buckentin, Steven Buckentin, Gene & Diane Stier, and Jennifer Smith.

Public Hearing Called to Order at 7:00 PM

- Ordinance Number 157 (2018 City Fee Schedule)

MOTION: Councilman Jason Buckentin moved to close the Public Hearing for Ordinance #157 (2018 City Fee Schedule) at 7:05 p.m. Seconded by Councilman Tim Tracy. Motion was unanimously approved with all Council Members present.

Public Hearing Called to Order at 7:10 PM

- Ordinance Number 158 (Mayor Term of Office)

MOTION: Councilman Tim Tracy moved to close the Public Hearing for Ordinance #158 (Mayor Term of Office) at 7:16 p.m. Seconded by Councilman Jason Buckentin. Motion was unanimously approved with all Council Members present.

Public Hearing Called to Order at 7:19

- Conditional Use Permit Request (Steve Trebesch)
 - Several residents voiced concerns regarding the storage containers purpose, visible condition and the general untidiness of the property.

MOTION: Councilman Jason Buckentin moved to continue the Conditional Use Permit to the January Council Meeting at 7:41 p.m. Seconded by Councilman Tim Tracy. Motion was unanimously approved with all Council Members present.

Public Comment

- Resident at 490 Brad Street was present to discuss an unusually high water bill. Council agreed to discuss and make a decision during New City Business.
- Rich Schug with the Hamburg Baseball Club presented a wrap-up report from the 2017 Men's Baseball Tournament.
- Steven Buckentin reported that the siding on his garage is complete and the final inspection was signed off on by MNSPECT.



HAMBURG CITY COUNCIL AGENDA DECEMBER 12, 2017

Agenda Review (Added Items) and Adoption

New City Business:

- Water Bill for 490 Brad Street
- Service Agreement for Joint Assessment with Carver County
- Expungement Hearing for Kyle Hennen
- Kip Trebesch Jr. (K&K Services) to discuss Community Center Roof Repairs (2018 Final Budget)

MOTION: Councilman Tim Tracy moved to adopt the Agenda as amended. Seconded by Councilman Jason Buckentin. Motion was unanimously approved with all Council Members present.

Consent Agenda

- Approve Cigarette License for Parkside Tavern (2018)
- Approve Minutes for November 2017
- Approve Claims List for December 2017 (\$42,623.46)
- Approve MN Lawful Gambling Permit for Hamburg Baseball Club
 - 52 Club Raffle on June 10, 2018
- Approve Ordinance Number 158 (Mayor Term of Office)
- December Office Hours
- Delinquent Utility Bills Report
- Mediacom Rate Adjustments

MOTION: Councilman Steve Trebesch moved to approve the Consent Agenda. Seconded by Councilman Jason Buckentin. Motion was unanimously approved with all Council Members present.

City Fee Schedule for 2018

- 2018 City Fee Schedule Rates
 - Water/Sewer/Storm Water Rate increase 4.1%
 - City Building Rentals increased \$50.00
 - To be determined is the 2018 IRS rate
- Adopt City Ordinance Number 157

MOTION: Councilman Jason Buckentin moved to adopt Ordinance #157 (2018 City Fee Schedule). Seconded by Councilman Scott Feltmann. Motion was unanimously approved with all Council Members present.



HAMBURG CITY COUNCIL AGENDA DECEMBER 12, 2017

2018 Final Tax Levy and Final Budget (Set & Adopt)

- Public Comments on 2018 Final Budget & Tax Levy (No Comments)
- Community Center Roof
 - K&K Services recommendation after inspecting the roof is to replace the whole roof on the City Office side of the building and to properly tie it in with the Fire Department side to prevent further leaking.
- Adopt/Approve 2018 Final Tax Levy Certification to Carver County
- Adopt/Approve 2018 Final Budget
- Approve Resolution Number 2017-11 (2018 Budget/Final Tax Levy)
 - 2018 Tax Levy Certification \$5.14% increase

MOTION: Councilman Steve Trebesch moved to approve Resolution Number 2017-11 (2018 Budget/Final Tax Levy \$). Seconded by Councilman Jason Buckentin. Motion was unanimously approved with all Council Members present.

MOTION: Councilman moved to approve an end of the year transfer of \$99,000 out of General Fund to the City Maintenance Fund. Seconded by Councilman Scott Feltmann. Motion was unanimously approved with all Council Members present.

Old City Business

- Lead Public Education Program (Complete by December 18, 2017)
 - Lead Pamphlet will be sent out tomorrow 12-13-17
 - Department of Health will be coming out to do a corrosion test
- Public Nuisances
 - 153 Jacob – Complete
 - 410 Sophia Avenue – Complete
 - 710 Park Avenue – Not Complete – County will issue a citation
- Conditional Use Permit Request by Steve Trebesch
 - Public Hearing (Variances)
 - Idea going forward: Interim Use Permits vs. Conditional Use Permits which would give a time frame vs. permanent
 - ***MOTION: Councilman Jason Buckentin moved to hold a Public Hearing for a variance on the Conditional Use Permit for Steve Trebesch on January 9, 2018 at 6:45 p.m. Seconded by Councilman Tim Tracy. Motion was approved with 4 Yea's and 1 abstention (Steve Trebesch). All Council Members were present.***

New City Business

- Resident at 490 Brad Street - Water Bill
 - Council agreed to give the Deputy Clerk permission to extend the payment plan from 6 months to up-to 1 year.



HAMBURG CITY COUNCIL AGENDA DECEMBER 12, 2017

- Approve Service Agreement for Joint Assessment w/ Carver County
 - **MOTION: Councilman Tim Tracy moved to approve the Service Agreement for Joint Assessment with Carver County. Seconded by Councilman Steve Trebesch. Motion was unanimously approved with all Council Members present.**
- Expungement Hearing for Kyle Hennen
 - Council was in agreement to allow the expungement.
- Community Hall Auctions (Small Items)
 - Council was in agreement to not allow any type of auctions in the Hall but would offer the use of the Park Lions Shelter for auctions.
- S.E.H. Complete PPL Application to PFA (Water Tower)
(Project Priority Listing / MN Public Facilities Authority)
 - **MOTION: Councilman Steve Buckentin moved to allow S.E.H. to complete the PPL Application for our Water Tower Project. Seconded by Councilman Jason Buckentin with all Council Members were present.**

City Council Reports

Councilmember Jason Buckentin had nothing further to report.

Councilmember Tim Tracy had nothing further to report.

Councilmember Scott Feltmann

- Thank you for a good year working with all of you on council.

Councilmember Steve Trebesch – Have a good Christmas and New Year

Mayor Chris Lund

- January's "Mayor In" time will be from 10:00 – 12:00 p.m.
- Reminder to Council that closed meeting information is confidential
- Regional Council of Mayors through the Urban League meets every 2nd Monday each month in St. Paul from 11:00 a.m. - 1:30 p.m. I will go to the January meeting to represent Hamburg.

MOTION: Councilman Steve Trebesch moved to close the City Council Meeting at 9:04 p.m. Seconded by Councilman Scott Feltmann. Motion was unanimously approved with all Council Members present.

Submitted by:

Tamara Bracht
Deputy Clerk

2017 December Claims List

CHECK #	VENDOR	FUND	CLAIM DESCRIPTION	AMOUNT	APPROVED
ACH	EFTPS	Divided	Fed, Social Security, MC - November	\$2,733.12	12/12/2017
ACH	MN Dept. of Revenue	Divided	November 2017 Withholding Tax Payment	\$469.00	12/12/2017
ACH	MN Dept. of Revenue	Divided	December 2016 Withholding Tax Payment	\$479.00	1/9/2018
ACH	PERA	Divided	PERA Withholding - November	\$694.94	12/12/2017
ACH	PERA	Divided	PERA Withholding - December	\$421.40	12/12/2017
ACH	PERA	Divided	PERA Withholding - December	\$415.58	1/9/2018
ACH	PERA	Divided	PERA Withholding - December	\$722.94	1/9/2018
ACH	Optum Bank	Divided	City Contribution to Employees HSA	\$1,250.00	12/12/2017
ACH	AT&T	General Gov't	Cell Phone Payment (December)	\$28.85	1/9/2018
ACH	HealthPartners	Divided	Health Insurance for December 2017	\$2,958.95	12/12/2017
ACH	Greg Schultz	Divided	Wages 12/4/2017 to 12/17/17	\$1,526.17	1/9/2018
ACH	Tamara Bracht	Divided	Wages 12/4/2017 to 12/17/17	\$646.20	1/9/2018
ACH	Jeremy Gruenhagen	Divided	December Wages (Rounds)	\$1,896.92	1/9/2018
18851	Greg Schultz	Divided	Wages 11/20/17 to 12/03/17	\$1,722.86	12/12/2017
18852	Tamara Bracht	Divided	Wages 11/20/17 to 12/03/17	\$458.25	12/12/2017
18853	VOID	VOID	VOID - PRINTING ERROR	\$0.00	12/12/2017
18854	Chris Lund	General Gov't	2017 Mayor Wages/Special Meetings (33)/Mileage (848 Miles)	\$3,362.70	12/12/2017
18855	Steve Trebesch	General Gov't	2017 Council Wages & Special Meetings (11)	\$1,431.42	12/12/2017
18856	Scott Feltmann	General Gov't	2017 City Council Wages & Special Meetings (5)	\$1,154.37	12/12/2017
18857	Jason Buckentin	General Gov't	2017 Council Wages & Special Meetings (3)	\$1,062.02	12/12/2017
18858	Steve Buckentin	Public Safety (FD)	2017 Fire Chief Two Salary	\$554.10	12/12/2017
18859	Justin Buckentin	Public Safety (FD)	2017 Fire Chief One Salary	\$1,108.20	12/12/2017
18860	Tim Tracy	General Gov't	2017 City Council Wages & Special Meetings (4)	\$1,108.20	12/12/2017
18861	Chris Petz	Public Safety (FD)	2017 Fire Chief Three/Training Chief Salary	\$554.10	12/12/2017
18862	Jared Mackenthun	Public Safety (FD)	2017 Captain One/Asst. Training Officer/Air Pak Maintenance Sal	\$784.97	12/12/2017
18863	Steven Siewert	Public Safety (FD)	2017 Captain Two/Equipment Captain Salary	\$554.10	12/12/2017
18864	Jayson Hansen	Public Safety (FD)	2017 HFD Secretary Salary	\$554.10	1/9/2018
18865	Greg Schultz	Public Safety (FD)	2017 Truck Maintenance Salary	\$664.92	12/12/2017
18866	Jeremy Gruenhagen	Divided	December Wages	\$1,762.21	12/12/2017
18867	All Flags, LLC	Park & Rec.	1 Polyester MN State Flag & Shipping	\$77.02	12/12/2017
18868	Carver County	Public Safety (FD)	4.75 Hours of Overtime for Sheriff Klukas - Attended Council Me	\$281.25	12/12/2017
18869	CenturyLink	Divided	Phone Service (11/18/17 - 12/17/17)	\$175.38	12/12/2017
18870	Chris Petz	Public Safety (FD)	Reimbursement for FD Office Router	\$149.99	12/12/2017
18871	ECM Publishing	Divided	Public Hearing Notices for CUP, Ordinance #157 & #158	\$86.94	12/12/2017
18872	EMC Fire	Public Safety (FD)	Maintenance on Extrication Equipment	\$105.00	12/12/2017
18873	Gopher State One Call	Divided	November Locates (1)	\$1.35	12/12/2017
18874	Greg Schultz	General Gov't	Reimbursement for Mailing 2 Water Samples	\$27.39	12/12/2017
18875	Hamburg FD Relief Association	Public Safety (FD)	City Contribution to Relief Association	\$11,185.00	12/12/2017
18876	Hilgers Plumbing & Heating	Divided	Service Call: Bad Wire on Basement Hall Heater, Replaced SW U	\$630.00	12/12/2017
18877	Jared Mackenthun	Public Safety (FD)	Reimbursement: Fuel for Lift to hang Christmas Lights	\$51.05	12/12/2017
18878	Kohl's Sweeping Service	Public Works	Swept City Streets on 11/2/17	\$790.00	12/12/2017
18879	Marlin Wichelmann	Enterprise	Reimbursement for Water Bill Overpayment upon House Closing	\$82.00	12/12/2017
18880	MNSPECT	Public Safety (FD)	Residential Inspections/Permit Fee's/ Plan Review/ Site Check/ S	\$389.57	12/12/2017
18881	MES, Inc	Public Safety (FD)	Helmet Badges for Head Gear (3)	\$141.50	12/12/2017
18882	State Bank of Hamburg	General Gov't	2018 Deposit Box Rental Fee	\$35.00	12/12/2017
18883	US Postal Service	Divided	(2) Boxes of 500 each Pre-Stamped Envelopes & Shipping	\$597.25	12/12/2017
18884	Viking Bottling Company	Hall	Pop for Upstairs in Hall	\$120.00	12/12/2017
18885	W.W.O.T.A.	Divided	Water/Wastewater Training & Assistance for November 2017	\$675.00	12/12/2017
18886	Waste Management, Inc.	Sanitation	30 Yard Flat Green Yard Waste Containers (Nov. 21 & 28)	\$513.78	12/12/2017
18887	Wm. Mueller & Sons, Inc.	Public Works	Fuel for City Vehicles (Ranger & Bobcat)	\$96.78	12/12/2017
18888	Xcel Energy	Water	Natural Gas Service (November)	\$1,048.28	12/12/2017
18889	Warren Hoernemann	General Gov't	Reimbursement for Comm. Ctr. Deposit	\$100.00	1/9/2018
18890	Business Essentials	Divided	Bath Tissue & 1-Ply Hardroll Paper Towels	\$191.48	1/9/2018
18891	Carver County Taxpayer Services Dept.	General Gov't	Payable 2018 Truth in Taxation Billings	\$183.41	1/9/2018
18892	CarverLink	General Gov't	Telephone/Internet Services for December	\$119.23	1/9/2018
18893	Floyd Total Security	Sewer	Replaced a Faulty Cable at Sewer Lift Station, Labor & Service C	\$282.68	1/9/2018
18894	G & K Service	Divided	Cleaning Supplies - Towels, Mops, Rags	\$66.52	1/9/2018
18895	Halfmoon Technologies	General Gov't	Domaine Name Registration, Website Hosting, Backup & Restore	\$470.00	1/9/2018
18896	Hawkins Chemical	Water	Azone 15, Fuel & Freight	\$706.54	1/9/2018
18897	Jeremy Gruenhagen	GG/Streets	TAPCO Speed Radar Display/Mileage (334) for 4th Qtr 2017	\$2,236.16	1/9/2018
18898	K & K Services	General Gov't	Water Leak Roof Inspection & Caulking at Comm. Ctr.	\$850.00	1/9/2018
18899	Melchert, Hubert & Sjodin	General Gov't	Review, Draft and Correspondence regarding Snow Contract anc	\$464.00	1/9/2018
18900	Menards	Divided	Ice Melt, Dawn Dish Soap, Magic Erasers, All Purpose Wash	\$44.77	1/9/2018
18901	Municipal Emergency Services, Inc.	Public Safety (FD)	9 Structural Boots, 2 Leather Boots & Freight	\$3,799.77	1/9/2018
18902	MVTL Labs, Inc.	Sewer	Lab Fee's for Lead Tests	\$74.00	1/9/2018
18903	Plunkett's	General Gov't	City Hall & FD General Inspection 12-11-17	\$39.37	1/9/2018
18904	Quill	General Gov't	Computer Monitor, Copier Paper and 3 Hole Punch	\$164.97	1/9/2018

2017 December Claims List

18905	Resource Strategies	General Gov't	Planning & Zoning Fee's for 2-CUP's & 1 Retainer Service, Comp	\$8,481.50	1/9/2018
18906	Robb's Electric, Inc.	General Gov't	Installed LED Lighting System on CC Flag Pole	\$2,500.33	1/9/2018
18907	S.E.H. Inc.	Sewer	I & I Reduction Program	\$565.43	1/9/2018
18908	Tamara Bracht	General Gov't	Reimbursement for Adobe Export PDF (Annual Fee)	\$23.88	1/9/2018
18909	Xcel Energy	Divided	Electrical & Natural Gas Services from 10-30-17 to 12-02-17	\$1,478.35	1/9/2018
18910	Customized Fire Rescue Training, Inc.	Public Safety (FD)	1001 Class Training for Joe Weverka and Ryan Benjamin	\$705.20	1/9/2018
18911	League of MN Cities	General Gov't	Safety Group Training - 12 Meetings October 2016 - September 2	\$675.00	1/9/2018
18912	Municipal Emergency Services, Inc.	Public Safety (FD)	Globe G-Xtreme Coat & Pants, Mask with Straps	\$6,254.94	1/9/2018
18913	Health Strategies	Public Safety (FD)	Health & Fit Testing, Mask Fitting	\$1,547.00	1/9/2018
18914	W.W.O.T.A.	Divided	Water/Wastewater Training/Assistance for December 2017	\$540.00	1/9/2018
18915	Ryan Benjamin	Public Safety (FD)	2017 Mileage Reimbursement (636 Miles)	\$340.26	1/9/2017
18916	Joe Weverka	Public Safety (FD)	2017 Mileage Reimbursement (636 Miles)	\$340.26	1/9/2017
18917	Chris Petz	Public Safety (FD)	Reimbursement for a FD Desktop Computer	\$744.10	1/9/2017
18918	Tamara Bracht	General Gov't	Mileage Reimbursement (255.2 Miles)	\$136.53	1/9/2017
18919	Scott Anderson	Public Safety (FD)	2017 Training/On-Call Pay (20 Calls)	\$295.52	1/9/2017
18920	Ryan Benjamin	Public Safety (FD)	2017 Training/On-Call Pay (9 Calls)	\$83.11	1/9/2017
18921	Justin Buckentin	Public Safety (FD)	2017 Training/On-Call Pay (42 Calls)	\$387.87	1/9/2017
18922	Steven Buckentin	Public Safety (FD)	2017 Training/On-Call Pay (24 Calls)	\$221.64	1/9/2017
18923	Zach Cook	Public Safety (FD)	2017 Training/On-Call Pay (2 Calls)	\$18.47	1/9/2017
18924	Paul Dudgeon	Public Safety (FD)	2017 Training/On-Call Pay (8 Calls)	\$73.88	1/9/2017
18925	Jeff Eggers	Public Safety (FD)	2017 Training/On-Call Pay (35 Calls)	\$323.22	1/9/2017
18926	Matt Eischens	Public Safety (FD)	2017 Training/On-Call Pay (25 Calls)	\$230.87	1/9/2017
18927	Joel Glander	Public Safety (FD)	2017 Training/On-Call Pay (22 Calls)	\$203.17	1/9/2017
18928	Jayson Hansen	Public Safety (FD)	2017 Training/On-Call Pay (30 Calls)	\$277.05	1/9/2017
18929	Matt Jaus	Public Safety (FD)	2017 Training/On-Call Pay (30 Calls)	\$277.05	1/9/2017
18930	Bob Kranz	Public Safety (FD)	2017 Training/On-Call Pay (18 Calls)	\$166.23	1/9/2017
18931	Bruce Kranz	Public Safety (FD)	2017 Training/On-Call Pay (40 Calls)	\$369.40	1/9/2017
18932	Russ Kuenzel	Public Safety (FD)	2017 Training/On-Call Pay (37 Calls)	\$341.69	1/9/2017
18933	Jared Mackenthun	Public Safety (FD)	2017 Training/On-Call Pay (51 Calls)	\$470.98	1/9/2017
18934	Nick Mackenthun	Public Safety (FD)	2017 Training/On-Call Pay (36 Calls)	\$332.46	1/9/2017
18935	Gary Marquardt	Public Safety (FD)	2017 Training/On-Call Pay (14 Calls)	\$129.29	1/9/2017
18936	John Michels	Public Safety (FD)	2017 Training/On-Call Pay (17 Calls)	\$156.99	1/9/2017
18937	Chris Petz	Public Safety (FD)	2017 Training/On-Call Pay (32 Calls)	\$295.52	1/9/2017
18938	Marty Rademacher	Public Safety (FD)	2017 Training/On-Call Pay (29 Calls)	\$267.81	1/9/2017
18939	Eric Schoenbauer	Public Safety (FD)	2017 Training/On-Call Pay (10 Calls)	\$92.35	1/9/2017
18940	Steven Siewert	Public Safety (FD)	2017 Training/On-Call Pay (35 Calls)	\$323.22	1/9/2017
18941	Jason Smith	Public Safety (FD)	2017 Training/On-Call Pay (13 Calls)	\$120.05	1/9/2017
18942	Justin Spande	Public Safety (FD)	2017 Training/On-Call Pay (28 Calls)	\$258.58	1/9/2017
18943	Kipp Trebesch Jr	Public Safety (FD)	2017 Training/On-Call Pay (24 Calls)	\$221.64	1/9/2017
18944	Anthony Van Haften	Public Safety (FD)	2017 Training/On-Call Pay (34 Calls)	\$313.99	1/9/2017
18945	Joe Weverka	Public Safety (FD)	2017 Training/On-Call Pay (17 Calls)	\$156.99	1/9/2017
18946	Brad Droege	Public Safety (FD)	Rescue Reserves (23 Calls)	\$318.61	1/9/2017
18947	Sharon Ehrich	Public Safety (FD)	Rescue Reserves (14 Calls)	\$286.28	1/9/2017
18948	Lorri Gales	Public Safety (FD)	Rescue Reserves (2 Calls/2 Trainings)	\$46.17	1/9/2017
18949	Adam Glander	Public Safety (FD)	Rescue Reserves (2 Calls)	\$27.70	1/9/2017
18950	Sandy Griffith Nellen	Public Safety (FD)	Rescue Reserves (6 Calls)	\$83.11	1/9/2017
18951	Angie Kranz	Public Safety (FD)	Rescue Reserves (7 Calls)	\$124.67	1/9/2017
Transfer	City of Hamburg	General Fund	Transfer from General Fund to Storm Water Fund	\$6,800.00	1/9/2017
Transfer	City of Hamburg	General Fund	Transfer from General Fund to City Savings Account	\$188,528.00	1/9/2017
Transfer	City of Hamburg	Water Fund	Transfer from Water Fund to City Savings Account	\$19,680.00	1/9/2017
Transfer	State Bank of Hamburg	General Fund	Transfer from General Fund to Fire Equipment CD	\$15,566.00	1/9/2017
Transfer	City of Hamburg	City Savings	Transfer to General Fund	\$6,663.00	1/9/2017
				\$326,997.38	
			December Claims	\$42,623.46	12/12/2017
			Added December Claims	\$284,373.92	1/9/2017
			Total December Claims	\$326,997.38	

2017 January Claims List

CHECK #	VENDOR	FUND	CLAIM DESCRIPTION	AMOUNT	APPROVED
ACH	EFTPS	Divided	Fed, Social Security, MC - December 2017	\$6,048.58	1/9/2018
ACH	HealthPartners	Divided	Health Insurance for January 2018	\$2,958.95	1/9/2018
ACH	PERA	Divided	PERA Withholding - January 2018	\$390.73	1/9/2018
ACH	Kwik Trip	Divided	Fuel for FD Tanker 12 & Non-Ox for City Shop	\$77.12	1/9/2018
ACH	Greg Schultz	Divided	Wages 12-18-17 to 12-31-17	\$1,516.40	1/9/2018
ACH	Tamara Bracht	Divided	Wages 12-18-17 to 12-31-17	\$529.66	1/9/2018
ACH	Jeremy Gruenhagen	Divided	January Wages (Rounds)	\$1,808.33	1/9/2018
18952	Mel Sprengeler	Divided	Wages 12-18-17 to 12-31-17	\$63.03	1/9/2018
18953	Abdo, Eick & Meyers, LLP	General Gov't	Certified Audit Services for the Year Ended 12-31-17	\$4,500.00	1/9/2018
18954	Bond Trust Services Corporation	Divided	Principal, Interest and Agent Services for Street and Storm Water Improv	\$79,140.00	1/9/2018
18955	CarQuest Auto Parts	Public Works	Battery for Bobcat	\$111.75	1/9/2018
18956	Carver County Attorneys Office	General Gov't	Fines Collected -1/2 Due to Attorney's Office and 2017 Quarterly Surcharg	\$117.86	1/9/2018
18957	Carver County	Public Safety (FD)	4th Quarter 2017 Police Overtime Pay of 2.25 Hours	\$133.22	1/9/2018
18958	CenturyLink	Divided	Phone Service (12/18/17 - 1/17/18)	\$168.30	1/9/2018
18959	Daktronics	General Gov't	2018 Maintenance Service Agreement for Electronic Sign	\$1,615.00	1/9/2018
18960	DVS Renewal	General Gov't	Tabs for City Vehicles / Trailer	\$48.00	1/9/2018
18961	ECM Publishers	Divided	2018 Yearly Subscription, Public Hearings for Variance, Ordinances #157 & #158	\$181.20	1/9/2018
18962	EMTS	Public Safety (FD)	EMR Initial Course (Benjamin, Eischens, Jaus, Weverka)	\$2,700.00	1/9/2018
18963	Floyd Total Security	Water	Base Alarm Monitoring for WWTP (1-24-18 to 4-23-18)	\$86.85	1/9/2018
18964	Hamburg Post Office	Divided	3 Rolls Postcard Stamps for January Water Bills, 1 Roll Regular Stamps	\$151.00	1/9/2018
18965	MN Public Facilities Authority	Water	Interest Payment - Water Wells Bond	\$6,389.35	1/9/2018
18966	MVTL Labs	Sewer	Lab Fees for Influent Station WW Tests (12-18-18)	\$59.50	1/9/2018
18967	NAPA Auto Parts	Public Safety (FD)	Oil & Filter for Tanker 12	\$202.96	1/9/2018
18968	NYA Chamber of Commerce	General Gov't	2018 Membership to NYA Chamber of Commerce	\$75.00	1/9/2018
18969	Triple T Garage	General Gov't	2 Replacement Batteries for Fire & Security Alarm at City Hall	\$59.00	1/9/2018
18970	USA Blue Book	Water	4 PVC Pipe Nipples and Compact Ball Valves	\$53.42	1/9/2018
18971	Viking Coca-Cola	Park & Rec.	Park Pop Machine Delivered 12-8-17	\$199.50	1/9/2018
18972	Wm. Mueller & Sons	Divided	Truck and Sander 12-5-17, Truck & Sander & Blade with Plow & Wing 12-5-17	\$438.07	1/9/2018
				<u>\$109,822.78</u>	

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: Hamburg Hunting and Fishing Club

Previous Gambling Permit Number: X-35324

Minnesota Tax ID Number, if any: _____

Federal Employer ID Number (FEIN), if any: _____

Mailing Address: PO Box 115

City: Hamburg State: MN Zip: 55339 County: Carver

Name of Chief Executive Officer (CEO): Kelly Douglas Lueck

CEO Daytime Phone: 5074561896 CEO Email: klueck2121@gmail.com

(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 Community Hall

Physical Address (do not use P.O. box): 351 Henrietta Ave.

Check one:

☒ City: Hamburg Zip: 55339 County: Carver

☐ Township: _____ Zip: _____ County: _____

Date(s) of activity (for raffles, indicate the date of the drawing): ~~March~~ February 3, 2018

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

☐ Bingo ☐ Paddlewheels ☐ Pull-Tabs ☐ Tipboards

☒ Raffle (total value of raffle prizes awarded for the calendar year, including this raffle: \$46,000.00)

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

LG220 Application for Exempt Permit

11/17
Page 2 of 2

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

CITY APPROVAL for a gambling premises located within city limits

- ☒ The application is acknowledged with no waiting period.
- ☐ The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days (60 days for a 1st class city).
- ☐ The application is denied.

Print City Name: Hamburg

Signature of City Personnel: _____

Title: _____ Date: _____

**The city or county must sign before
submitting application to the
Gambling Control Board.**

COUNTY APPROVAL for a gambling premises located in a township

- ☐ The application is acknowledged with no waiting period.
- ☐ The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days.
- ☐ The application is denied.

Print County Name: _____

Signature of County Personnel: _____

Title: _____ Date: _____

TOWNSHIP (if required by the county)

On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minn. Statutes, section 349.213.)

Print Township Name: _____

Signature of Township Officer: _____

Title: _____ Date: _____

CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

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

Chief Executive Officer's Signature: [Signature] Date: 12-30-17
(Signature must be CEO's signature; designee may not sign)

Print Name: _____

REQUIREMENTS

Complete a separate application for:

- all gambling conducted on two or more consecutive days; or
- all gambling conducted on one day.

Only one application is required if one or more raffle drawings are conducted on the same day.

Financial report to be completed within 30 days after the gambling activity is done:

A financial report form will be mailed with your permit. Complete and return the financial report form to the Gambling Control Board.

Your organization must keep all exempt records and reports for 3-1/2 years (Minn. Statutes, section 349.166, subd. 2(f)).

MAIL APPLICATION AND ATTACHMENTS

Mail application with:

- _____ a copy of your proof of nonprofit status; and
- _____ application fee (non-refundable). If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**. Make check payable to **State of Minnesota**.

To: Minnesota Gambling Control Board
1711 West County Road B, Suite 300 South
Roseville, MN 55113

Questions?

Call the Licensing Section of the Gambling Control Board at 651-539-1900.

Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process the

application. Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to Board members, Board staff whose work requires access to the information; Minnesota's Depart-

ment of Public Safety; Attorney General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.

This form will be made available in alternative format (i.e. large print, braille) upon request.

An equal opportunity employer



Minnesota Department of Public Safety
Alcohol and Gambling Enforcement Division
445 Minnesota Street, Suite 222, St. Paul, MN 55101
651-201-7500 Fax 651-297-5259 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 Club		Jul 22, 1982	0239
Address	City	State	Zip Code
181 Broadway Avenue P.O. Box 248	Hamburg	Minnesota	55339
Name of person making application		Business phone	Home phone
Tamara Bracht		952-467-3232	952-451-0852
Date(s) of event	Type of organization		
January 20, 2018	<input checked="" type="checkbox"/> Club <input type="checkbox"/> Charitable <input type="checkbox"/> Religious <input type="checkbox"/> Other non-profit		
Organization officer's name	City	State	Zip Code
Duane Kroells - President	Hamburg	Minnesota	55339
Organization officer's name	City	State	Zip Code
Diana Kroells - Treasurer	Hamburg	Minnesota	55339
Organization officer's name	City	State	Zip Code
Sarah Wernimont - Secretary	Hamburg	Minnesota	55339
Organization officer's name	City	State	Zip Code
		Minnesota	

Location where permit will be used. If an outdoor area, describe.
Hamburg Community Hall, 351 Henrietta Avenue, Hamburg, MN 55339

If the applicant will contract for intoxicating liquor service give the name and address of the liquor license providing the service.
NO

If the applicant will carry liquor liability insurance please provide the carrier's name and amount of coverage.
YES - Christensen Group - \$1,000,000 Each occurrence, \$2,000,000 aggregate

APPROVAL

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

City or County approving the license	Date Approved
Fee Amount	Permit Date
Date Fee Paid	City or County E-mail Address
	City or County Phone Number

Signature City Clerk or County Official

Approved Director Alcohol and Gambling Enforcement

CLERKS NOTICE: Submit this form to Alcohol and Gambling Enforcement Division 30 days prior to event.

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



Minnesota Department of Public Safety
Alcohol and Gambling Enforcement Division
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651-201-7500 Fax 651-297-5259 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 Club		Jul 22, 1982	0239
Address	City	State	Zip Code
181 Broadway Avenue P.O. Box 248	Hamburg	Minnesota	55339
Name of person making application		Business phone	Home phone
Tamara Bracht		952-467-3232	952-451-0852
Date(s) of event	Type of organization		
January 27, 2018	<input checked="" type="checkbox"/> Club <input type="checkbox"/> Charitable <input type="checkbox"/> Religious <input type="checkbox"/> Other non-profit		
Organization officer's name	City	State	Zip Code
Duane Kroells - President	Hamburg	Minnesota	55339
Organization officer's name	City	State	Zip Code
Diana Kroells - Treasurer	Hamburg	Minnesota	55339
Organization officer's name	City	State	Zip Code
Sarah Wernimont - Secretary	Hamburg	Minnesota	55339
Organization officer's name	City	State	Zip Code
		Minnesota	

Location where permit will be used. If an outdoor area, describe.
Hamburg Community Hall, 351 Henrietta Avenue, Hamburg, MN 55339

If the applicant will contract for intoxicating liquor service give the name and address of the liquor license providing the service.
NO

If the applicant will carry liquor liability insurance please provide the carrier's name and amount of coverage.
YES - Christensen Group - \$1,000,000 Each occurrence, \$2,000,000 aggregate

APPROVAL

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City or County approving the license	Date Approved
Fee Amount	Permit Date
Date Fee Paid	City or County E-mail Address
	City or County Phone Number

Signature City Clerk or County Official

Approved Director Alcohol and Gambling Enforcement

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Minnesota Department of Public Safety
Alcohol and Gambling Enforcement Division
445 Minnesota Street, Suite 222, St. Paul, MN 55101
651-201-7500 Fax 651-297-5259 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 Club		Jul 22, 1982	0239
Address	City	State	Zip Code
181 Broadway Avenue P.O. Box 248	Hamburg	Minnesota	55339
Name of person making application		Business phone	Home phone
Tamara Bracht		952-467-3232	952-451-0852
Date(s) of event	Type of organization		
February 3, 2018	<input checked="" type="checkbox"/> Club <input type="checkbox"/> Charitable <input type="checkbox"/> Religious <input type="checkbox"/> Other non-profit		
Organization officer's name	City	State	Zip Code
Duane Kroells - President	Hamburg	Minnesota	55339
Organization officer's name	City	State	Zip Code
Diana Kroells - Treasurer	Hamburg	Minnesota	55339
Organization officer's name	City	State	Zip Code
Sarah Wernimont - Secretary	Hamburg	Minnesota	55339
Organization officer's name	City	State	Zip Code
		Minnesota	

Location where permit will be used. If an outdoor area, describe.
Hamburg Community Hall, 351 Henrietta Avenue, Hamburg, MN 55339

If the applicant will contract for intoxicating liquor service give the name and address of the liquor license providing the service.
NO

If the applicant will carry liquor liability insurance please provide the carrier's name and amount of coverage.
YES - Christensen Group - \$1,000,000 Each occurrence, \$2,000,000 aggregate

APPROVAL

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

City or County approving the license	Date Approved
Fee Amount	Permit Date
Date Fee Paid	City or County E-mail Address
	City or County Phone Number

Signature City Clerk or County Official

Approved Director Alcohol and Gambling Enforcement

CLERKS NOTICE: Submit this form to Alcohol and Gambling Enforcement Division 30 days prior to event.

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

CITY OF HAMBURG

TIME-OFF REQUEST FORM

Today's Date: January 5, 2018

Employee Name: Jeremy Gruenhagen

Dates Requesting Time-Off: January 9, 11, 25 (Off at 4:00)
February 1, 8, 12, 15 (Off at 4:00)
January 10th, 2018 (Day)

How many ~~Vacation~~ ^{Sick} hours will be used? 8

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

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? Yes (8)

Are you requesting more than three consecutive days off? No

- If yes, you must receive City Council approval.

City Council Approval

Date of Council Meeting: 1-9-2018

Was vacation request approved? _____

- If no, reason request was denied: _____

Jeremy Gruenhagen
Employee Signature

1-5-2018
Date

City Clerk/Treasurer

Date

Mayor

Date



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

	Beginning Balance 1/1/2017	2017 Budget Income	2017 Budget Expense	Budget Year-End Balance	Total Income Received	Total Expenses	Ending Balance 9/30/2017
General Fund	<u>\$377,397.17</u>	<u>\$573,439.00</u>	<u>\$581,505.00</u>	<u>\$369,331.17</u>	<u>\$358,104.75</u>	<u>\$377,767.31</u>	<u>\$357,734.61</u>
General Gov't			\$260,371.00			\$166,513.25	
Public Safety (Fire Dept.)			\$138,761.00			\$72,618.64	
Public Works (Streets)			\$62,681.00			\$46,747.31	
Sanitation & Recycling			\$3,500.00			\$1,144.16	
Parks & Recreation			\$37,412.00			\$25,949.61	
Comm. Hall			\$78,780.00			\$64,794.34	
Special Revenue Funds	<u>\$376,328.40</u>	<u>\$44,682.00</u>	<u>\$43,663.86</u>	<u>\$377,346.54</u>	<u>\$769.20</u>	<u>\$0.00</u>	<u>\$377,097.60</u>
City Of Hamburg (Savings)	\$267,274.55	\$34,300.00	\$43,663.86	\$257,910.69	\$500.23	\$0.00	\$267,774.78
Fire Equipment CD	\$109,053.85	\$10,382.00	\$0.00	\$119,435.85	\$268.97	\$0.00	\$109,322.82
Debt Service	<u>\$39,936.38</u>	<u>\$19,257.00</u>	<u>\$14,777.50</u>	<u>\$44,415.88</u>	<u>\$10,603.48</u>	<u>\$14,777.50</u>	<u>\$35,762.36</u>
Total (Tax Revenue Funds)	<u>\$793,661.95</u>	<u>\$637,378.00</u>	<u>\$639,946.36</u>	<u>\$791,093.59</u>	<u>\$369,477.43</u>	<u>\$392,544.81</u>	<u>\$770,594.57</u>
Enterprise Funds							
Water	\$116,330.69	\$160,901.66	\$160,270.90	\$116,961.45	\$122,005.73	\$131,986.12	\$106,350.30
Sewer	\$338,112.35	\$69,126.99	\$68,462.90	\$338,776.44	\$51,715.61	\$45,390.70	\$344,437.26
Storm Water	\$110,691.11	\$76,944.80	\$74,997.00	\$112,638.91	\$51,187.98	\$74,202.84	\$87,676.25
Total (Enterprise Funds)	<u>\$565,134.15</u>	<u>\$306,973.45</u>	<u>\$303,730.80</u>	<u>\$568,376.80</u>	<u>\$224,909.32</u>	<u>\$251,579.66</u>	<u>\$538,463.81</u>
Totals	<u>\$1,358,796.10</u>	<u>\$944,351.45</u>	<u>\$943,677.16</u>	<u>\$1,359,470.39</u>	<u>\$594,386.75</u>	<u>\$644,124.47</u>	<u>\$1,309,058.38</u>
Debt Summary	Remaining Balance 1/1/2017	Remaining Assessment 1/1/2017	Cash & Investments	2017 Principle Payments	Date Due	Maturity Date	Unfunded Balance 12/31/2017
1992 Streets	\$0.00	\$6,094.25	\$0.00	\$0.00	2/11/17 & 8/11/17	2/11/2032	(\$6,094.25)
2007 Streets	\$100,000.00	\$7,669.37	\$42,195.87	\$10,000.00	2/20/17 & 8/20/17	2/11/2023	\$40,134.76
Water Wells Project	\$83,000.00	\$0.00	\$0.00	\$13,000.00	2/20/17 & 8/20/17	8/20/2022	\$70,000.00
Water Treatment Plant	\$433,000.00	\$0.00	\$0.00	\$50,000.00	2/20/17 & 8/20/17	8/20/2024	\$383,000.00
Sanitary Sewer Improvements	\$183,233.95	\$75,605.74	\$0.00	\$15,000.00	2/20/17 & 8/20/17	8/20/2030	\$92,628.21
Storm Water Improvements	\$950,000.00	\$0.00	\$0.00	\$45,000.00	2/11/17 & 8/11/17	2/11/2032	\$905,000.00
Totals	<u>\$1,749,233.95</u>	<u>\$89,369.36</u>	<u>\$42,195.87</u>	<u>\$133,000.00</u>			<u>\$1,484,668.72</u>

Cash Flow Actuals

	January	February	March	April	May	June	July	August	September	Totals
Beg. Balance	\$1,358,796.10	\$1,293,579.08	\$1,272,765.13	\$1,271,190.40	\$1,254,315.02	\$1,249,630.72	\$1,200,637.17	\$1,367,585.62	\$1,353,481.25	\$1,309,058.38
<u>Income</u>										
Property Taxes	\$5,257.38	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$244,377.26
Licenses & Permits	\$46.00	\$112.00	\$56.00	\$56.00	\$589.65	\$0.00	\$1,591.00	\$218.00	\$56.00	\$2,724.65
Intergov't Receipts (Aids)	\$18,074.57	\$4,800.00	\$0.00	\$0.00	\$0.00	\$0.00	\$41,491.50	\$1,845.00	\$17,224.02	\$83,435.09
Charges for Services										
Assessment Searches	\$0.00	\$20.00	\$0.00	\$20.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$40.00
Comm Ctr Rentals	\$250.00	\$300.00	\$300.00	\$150.00	\$250.00	\$150.00	\$150.00	\$150.00	\$0.00	\$1,700.00
Township Contribution	\$0.00	\$0.00	\$0.00	\$0.00	\$5,827.89	\$6,600.00	\$0.00	\$0.00	\$0.00	\$12,427.89
Fire Dept. Revenues	\$0.00	\$0.00	\$0.00	\$450.00	\$0.00	\$0.00	\$0.00	\$2,200.00	\$0.00	\$2,650.00
Park Rentals	\$250.00	\$0.00	\$550.00	\$150.00	\$0.00	\$75.00	\$150.00	\$0.00	\$0.00	\$1,250.00
Hall Receipts	\$1,797.60	\$672.60	\$475.00	\$78.65	\$0.00	\$1,178.00	\$714.00	\$0.00	\$0.00	\$1,250.00
Fines	\$0.00	\$26.66	\$26.66	\$99.99	\$20.00	\$0.00	\$80.00	\$0.00	\$199.98	\$6,165.85
Misc. Receipts	\$4,552.43	\$34.50	\$75.75	\$36.35	\$33.75	\$288.80	\$62.90	\$1,212.55	\$1,158.67	\$453.29
Other Receipts	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$7,455.70
Insurance Recovery	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$425.02	\$0.00	\$0.00	\$425.02
Interest Income (Savings)	\$0.00	\$0.00	\$241.15	\$0.00	\$0.00	\$263.01	\$0.00	\$0.00	\$265.04	\$769.20
Transfers In	\$0.00	\$0.00	\$0.00	\$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	\$0.00	\$0.00	\$0.00
Debt Proceeds	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Special Assessments	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Water Service	\$14,228.64	\$14,525.54	\$11,741.01	\$10,132.53	\$17,545.95	\$12,432.24	\$11,470.55	\$0.00	\$0.00	\$11,470.55
Sewer Service	\$4,842.10	\$5,789.00	\$4,587.23	\$4,075.53	\$6,767.58	\$4,658.63	\$13,960.06	\$13,506.67	\$13,933.09	\$122,005.73
Storm Water	\$5,811.63	\$5,742.75	\$5,173.84	\$4,482.62	\$7,579.00	\$5,272.94	\$5,118.15	\$4,804.70	\$5,372.56	\$45,848.54
	\$55,110.35	\$32,023.05	\$23,226.64	\$19,731.60	\$38,613.82	\$30,918.62	\$320,100.65	\$29,309.48	\$45,352.54	\$594,386.75
<u>Expenses</u>										
General Gov't	\$10,038.53	\$22,946.48	\$10,235.38	\$12,247.98	\$12,013.35	\$21,614.05	\$42,375.01	\$14,195.09	\$20,847.38	\$166,513.25
Public Safety	\$13,451.60	\$11,007.82	\$746.49	\$10,532.37	\$11,487.40	\$4,927.38	\$13,512.88	\$3,981.70	\$2,971.00	\$72,618.64
Public Works	\$4,670.07	\$8,130.35	\$1,060.02	\$2,184.51	\$8,743.95	\$4,367.64	\$1,129.20	\$15,300.54	\$1,161.03	\$46,747.31
Sanitation & Recycling	\$0.00	\$410.62	\$0.00	\$0.00	\$0.00	\$233.54	\$500.00	\$0.00	\$0.00	\$1,144.16
Park & Recreation	\$512.72	\$87.22	\$87.86	\$1,134.71	\$2,261.44	\$5,355.67	\$3,097.10	\$3,346.19	\$10,066.70	\$25,949.61
Hall Expenses	\$4,188.25	\$3,351.72	\$3,721.49	\$2,765.89	\$1,507.17	\$2,105.27	\$2,313.45	\$847.91	\$43,993.19	\$64,794.34
Debt Service	\$12,775.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,002.50	\$0.00	\$0.00	\$0.00	\$14,777.50
Capital Project Funds	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Transfers Out	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Transfer to Savings	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Water	\$3,509.40	\$3,959.71	\$6,620.83	\$3,605.00	\$4,438.73	\$17,712.32	\$2,703.49	\$3,364.72	\$5,989.82	\$51,904.02
Sewer	\$1,857.65	\$2,943.08	\$2,329.30	\$4,063.03	\$2,846.08	\$5,528.80	\$2,290.67	\$2,377.70	\$3,892.49	\$28,128.80
Storm Water	\$0.00	\$0.00	\$0.00	\$73.49	\$0.00	\$27.50	\$0.00	\$0.00	\$103.80	\$204.79
Total Expenses	\$51,003.22	\$52,837.00	\$24,801.37	\$36,606.98	\$43,298.12	\$63,874.67	\$67,921.80	\$43,413.85	\$89,025.41	\$472,782.42
<u>Other Expenses (DEBT)</u>										
Wells/WTP Bonds	\$7,230.40	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$69,099.45	\$0.00	\$0.00	\$76,329.85
Water Imp. Bonds (2011)	\$3,880.86	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,880.86
Sewer Imp. Bonds (2011)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$16,130.95	\$0.00	\$0.00	\$16,130.95
Storm Water Imp. Bonds (20	\$58,212.89	\$0.00	\$0.00	\$0.00	\$0.00	\$16,037.50	\$0.00	\$0.00	\$750.00	\$75,000.39
Total Other Expenses	\$69,324.15	\$0.00	\$0.00	\$0.00	\$0.00	\$16,037.50	\$85,230.40	\$0.00	\$750.00	\$171,342.05
Checking Balance	\$1,293,579.08	\$1,272,765.13	\$1,271,190.40	\$1,254,315.02	\$1,249,630.72	\$1,200,637.17	\$1,367,585.62	\$1,353,481.25	\$1,309,058.38	\$1,309,058.38
	(\$65,217.02)	(\$20,813.95)	(\$1,574.73)	(\$16,875.38)	(\$4,684.30)	(\$48,993.55)	\$166,948.45	(\$14,104.37)	(\$44,422.87)	(\$49,737.72)

	Beginning Balance 1/1/2017	2017 Budget Income	2017 Budget Expense	Budget Year-End Balance	Total Income Received	Total Expenses	Ending Balance 10/31/2017
General Fund	\$377,397.17	\$573,439.00	\$581,505.00	\$369,331.17	\$365,747.43	\$423,274.74	\$319,869.86
General Gov't			\$260,371.00			\$180,795.28	
Public Safety (Fire Dept.)			\$138,761.00			\$97,831.81	
Public Works (Streets)			\$62,681.00			\$47,725.54	
Sanitation & Recycling			\$3,500.00			\$1,401.05	
Parks & Recreation			\$37,412.00			\$28,778.58	
Comm. Hall			\$78,780.00			\$66,742.48	
Special Revenue Funds	\$376,328.40	\$44,682.00	\$43,663.86	\$377,346.54	\$769.20	\$0.00	\$377,097.60
City Of Hamburg (Savings)	\$267,274.55	\$34,300.00	\$43,663.86	\$257,910.69	\$500.23	\$0.00	\$267,774.78
Fire Equipment CD	\$109,053.85	\$10,382.00	\$0.00	\$119,435.85	\$268.97	\$0.00	\$109,322.82
Debt Service	\$39,936.38	\$19,257.00	\$14,777.50	\$44,415.88	\$10,603.48	\$14,777.50	\$35,762.36
Total (Tax Revenue Funds)	\$793,661.95	\$637,378.00	\$639,946.36	\$791,093.59	\$377,120.11	\$438,052.24	\$732,729.82
Enterprise Funds							
Water	\$116,330.69	\$160,901.66	\$160,270.90	\$116,961.45	\$137,472.22	\$138,889.95	\$114,912.96
Sewer	\$338,112.35	\$69,126.99	\$68,462.90	\$338,776.44	\$56,930.36	\$48,645.14	\$346,397.57
Storm Water	\$110,691.11	\$76,944.80	\$74,997.00	\$112,638.91	\$57,458.69	\$74,202.84	\$93,946.96
Total (Enterprise Funds)	\$565,134.15	\$306,973.45	\$303,730.80	\$568,376.80	\$251,861.27	\$261,737.93	\$555,257.49
Totals	\$1,358,796.10	\$944,351.45	\$943,677.16	\$1,359,470.39	\$628,981.38	\$699,790.17	\$1,287,987.31
Debt Summary	Remaining Balance 1/1/2017	Remaining Assessment 1/1/2017	Cash & Investments	2017 Principle Payments	Date Due	Maturity Date	Unfunded Balance 12/31/2017
1992 Streets	\$0.00	\$6,094.25	\$0.00	\$0.00	2/1/17 & 8/1/17	2/1/2012	(\$6,094.25)
2007 Streets	\$100,000.00	\$7,669.37	\$42,195.87	\$10,000.00	2/1/17 & 8/1/17	2/1/2023	\$40,134.76
Water Wells Project	\$83,000.00	\$0.00	\$0.00	\$13,000.00	2/20/17 & 8/20/17	8/20/2022	\$70,000.00
Water Treatment Plant	\$433,000.00	\$0.00	\$0.00	\$50,000.00	2/20/17 & 8/20/17	8/20/2024	\$383,000.00
Sanitary Sewer Improvements	\$183,233.95	\$75,605.74	\$0.00	\$15,000.00	2/20/17 & 8/20/17	8/20/2030	\$92,628.21
Storm Water Improvements	\$950,000.00	\$0.00	\$0.00	\$45,000.00	2/1/17 & 8/1/17	2/1/2032	\$905,000.00
Totals	\$1,749,233.95	\$89,369.36	\$42,195.87	\$133,000.00			\$1,484,668.72

Cash Flow Actuals

	January	February	March	April	May	June	July	August	September	October	Totals
Beg. Balance	\$1,358,796.10	\$1,293,579.08	\$1,272,765.13	\$1,271,190.40	\$1,254,315.02	\$1,249,630.72	\$1,200,637.17	\$1,367,585.62	\$1,353,481.25	\$1,309,058.38	\$1,287,987.31
Income											
Property Taxes	\$5,257.38	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$244,377.26
Licenses & Permits	\$46.00	\$112.00	\$56.00	\$56.00	\$589.65	\$0.00	\$1,591.00	\$218.00	\$56.00	\$2,146.92	\$4,871.57
Integov't Receipts (Aids)	\$18,074.57	\$4,800.00	\$0.00	\$0.00	\$0.00	\$0.00	\$41,491.50	\$1,845.00	\$17,224.02	\$3,805.26	\$87,240.35
Charges for Services											
Assessment Searches	\$0.00	\$20.00	\$0.00	\$20.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$20.00	\$60.00
Comm Ctr Rentals	\$250.00	\$300.00	\$300.00	\$150.00	\$250.00	\$150.00	\$150.00	\$150.00	\$0.00	\$0.00	\$1,700.00
Township Contribution	\$0.00	\$0.00	\$0.00	\$0.00	\$5,827.89	\$6,600.00	\$0.00	\$0.00	\$0.00	\$0.00	\$12,427.89
Fire Dept. Revenues	\$0.00	\$0.00	\$0.00	\$450.00	\$0.00	\$0.00	\$0.00	\$2,200.00	\$0.00	\$0.00	\$2,650.00
Park Rentals	\$250.00	\$0.00	\$0.00	\$150.00	\$0.00	\$75.00	\$150.00	\$0.00	\$75.00	\$0.00	\$1,250.00
Hall Receipts	\$1,797.60	\$672.60	\$475.00	\$78.65	\$0.00	\$1,178.00	\$714.00	\$0.00	\$1,250.00	\$693.21	\$6,859.06
Fines	\$0.00	\$26.66	\$26.66	\$99.99	\$20.00	\$0.00	\$80.00	\$0.00	\$199.98	\$49.99	\$503.28
Misc. Receipts	\$4,552.43	\$34.50	\$75.75	\$36.35	\$33.75	\$288.80	\$62.90	\$1,212.55	\$1,158.67	\$774.50	\$8,230.20
Other Receipts	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Insurance Recovery	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$425.02	\$0.00	\$0.00	\$152.80	\$577.82
Interest Income (Savings)	\$0.00	\$0.00	\$241.15	\$0.00	\$0.00	\$263.01	\$0.00	\$0.00	\$265.04	\$0.00	\$769.20
Transfers In	\$0.00	\$0.00	\$0.00	\$0.00	\$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	\$0.00	\$0.00	\$0.00	\$0.00
Debt Proceeds	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Special Assessments	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Water Service	\$14,228.64	\$14,525.54	\$11,741.01	\$10,132.53	\$17,545.95	\$12,432.24	\$11,470.55	\$13,506.67	\$13,933.09	\$15,466.49	\$114,470.55
Sewer Service	\$4,842.10	\$5,789.00	\$4,587.23	\$4,075.46	\$6,767.58	\$4,658.63	\$5,118.15	\$4,804.70	\$5,205.69	\$5,214.75	\$37,472.22
Storm Water	\$5,811.63	\$5,742.75	\$5,173.84	\$4,492.62	\$7,579.00	\$5,272.94	\$5,767.59	\$5,372.56	\$5,985.05	\$6,270.71	\$57,458.69
	\$55,110.35	\$32,023.05	\$23,226.64	\$19,731.60	\$38,613.82	\$30,918.62	\$320,100.65	\$29,309.48	\$45,352.54	\$34,594.63	\$628,981.38
Expenses											
General Gov't	\$10,038.53	\$22,946.48	\$10,235.38	\$12,247.98	\$12,013.35	\$21,614.05	\$42,375.01	\$14,195.09	\$20,847.38	\$14,282.03	\$180,795.28
Public Safety	\$13,451.60	\$11,007.82	\$746.49	\$10,532.37	\$11,487.40	\$4,927.38	\$13,512.88	\$3,981.70	\$2,971.00	\$25,213.17	\$97,831.81
Public Works	\$4,670.07	\$8,130.35	\$1,060.02	\$2,164.51	\$8,743.95	\$4,367.64	\$1,129.20	\$15,300.54	\$1,161.03	\$978.23	\$47,725.54
Sanitation & Recycling	\$0.00	\$410.62	\$0.00	\$0.00	\$0.00	\$233.54	\$500.00	\$0.00	\$0.00	\$256.89	\$1,401.05
Park & Recreation	\$512.72	\$87.22	\$87.86	\$1,134.71	\$2,261.44	\$5,355.67	\$3,097.10	\$3,346.19	\$10,066.70	\$2,828.97	\$28,778.58
Hall Expenses	\$4,188.25	\$3,351.72	\$3,721.49	\$2,765.89	\$1,507.17	\$2,105.27	\$2,313.45	\$847.91	\$43,993.19	\$1,948.14	\$66,742.48
Debt Service	\$12,775.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,002.50	\$0.00	\$0.00	\$0.00	\$0.00	\$14,777.50
Capital Project Funds	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Transfers Out	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Transfer to Savings	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Water	\$3,509.40	\$3,959.71	\$6,620.83	\$3,605.00	\$4,438.73	\$17,712.32	\$2,703.49	\$3,364.72	\$5,989.82	\$6,903.83	\$58,807.85
Sewer	\$1,857.65	\$2,943.08	\$2,329.30	\$4,063.03	\$2,846.08	\$5,528.80	\$2,290.67	\$2,377.70	\$3,892.49	\$3,254.44	\$31,383.24
Storm Water	\$0.00	\$0.00	\$0.00	\$73.49	\$0.00	\$27.50	\$0.00	\$0.00	\$103.80	\$0.00	\$204.79
Total Expenses	\$51,003.22	\$52,837.00	\$24,801.37	\$36,606.98	\$43,298.12	\$63,874.67	\$67,921.80	\$43,413.85	\$89,025.41	\$55,665.70	\$528,448.12
Other Expenses (DEBT)											
Wells/WTP Bonds	\$7,230.40	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$69,099.45	\$0.00	\$0.00	\$0.00	\$76,329.85
Water Imp. Bonds (2011)	\$3,880.86	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,880.86
Sewer Imp. Bonds (2011)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$16,130.95	\$0.00	\$0.00	\$0.00	\$16,130.95
Storm Water Imp. Bonds (2011)	\$58,212.89	\$0.00	\$0.00	\$0.00	\$0.00	\$16,037.50	\$0.00	\$0.00	\$750.00	\$0.00	\$75,000.39
Total Other Expenses	\$69,324.15	\$0.00	\$0.00	\$0.00	\$0.00	\$16,037.50	\$85,230.40	\$0.00	\$750.00	\$0.00	\$171,342.05
Checking Balance	\$1,293,579.08	\$1,272,765.13	\$1,271,190.40	\$1,254,315.02	\$1,249,630.72	\$1,200,637.17	\$1,367,585.62	\$1,353,481.25	\$1,309,058.38	\$1,287,987.31	\$1,287,987.31
	(\$65,217.02)	(\$20,813.95)	(\$1,574.73)	(\$16,875.38)	(\$4,684.30)	(\$48,993.55)	\$166,948.45	(\$14,104.37)	(\$44,422.87)	(\$21,071.07)	(\$70,808.79)

JANUARY 2018 DELINQUENCY REPORT

					30 days over			60 days over		90 days over			
Updated Balances	payments	BALANCE (current + over due)	CURRENT		Total \$ overdue	1 Per. Overdue		2 Per. Overdue		3 Per. Overdue		Account #	
			DEC			NOV		OCT		SEP			
		\$1,106.51	\$159.42		\$947.09	\$836.12		\$110.97		\$0.00		01-00002490-00-4	
		\$254.05	\$134.73		\$119.32	\$119.32		\$0.00		\$0.00		01-00003619-00-2	
		\$255.60	\$122.20		\$133.40	\$133.40		\$0.00		\$0.00		01-00005360-00-5	
		\$273.10	\$140.65		\$132.45	\$132.45		\$0.00		\$0.00		01-00005421-00-1	
		\$758.24	\$120.00		\$638.24	\$167.34		\$186.47		\$284.43		01-00007625-00-7	
		\$283.06	\$145.59		\$137.47	\$137.47		\$0.00		\$0.00		01-00008420-00-7	
		\$153.12	\$73.67		\$79.45	\$79.45		\$0.00		\$0.00		01-00008430-00-0	
		\$429.67	\$199.31		\$230.36	\$230.36		\$0.00		\$0.00		01-00009470-00-1	
		\$717.92	\$125.98		\$591.94	\$185.28		\$190.35		\$216.31		01-00010191-00-9	
		\$161.25	\$103.13		\$58.12	\$58.12		\$0.00		\$0.00		01-00011780-00-6	
		\$167.44	\$79.37		\$88.07	\$88.07		\$0.00		\$0.00		01-00014320-00-7	
		\$104.23	\$104.19		\$0.04	\$0.04		\$0.00		\$0.00		01-00015801-00-6	
		\$315.11	\$146.35		\$168.76	\$168.76		\$0.00		\$0.00		01-00015821-00-2	
		\$216.31	\$101.42		\$114.89	\$114.89		\$0.00		\$0.00		01-00016602-00-2	
		\$404.04	\$203.06		\$200.98	\$200.98		\$0.00		\$0.00		01-00016604-00-4	
		\$250.06	\$120.42		\$129.64	\$129.64		\$0.00		\$0.00		01-00016609-00-9	
		\$399.28	\$130.67		\$268.61	\$143.69		\$124.92		\$0.00		01-00017614-00-6	
		\$195.27	\$96.47		\$98.80	\$98.80		\$0.00		\$0.00		01-00017617-00-9	
		\$6,444.26	\$2,306.63		\$4,137.63	\$3,024.18		\$612.71		\$500.74			

Carver County created a “One-Stop” Land Records Department to Streamline Property Transfers

The Carver County Board approved a Property & Financial Services Division Re-Org which combined Land Administration staff from Taxpayer Services with Property Records staff from the Records Office.

The Land Records Department will continue to maintain the County Recorder’s permanent, public repository of land records and will start processing land transfers such as plats, lot splits, deeds and mortgages. Combining both responsibilities into a “One-Stop” Department will improve customer service by streamlining the land transfer process as well as increasing county staff productivity.

Electronically submitted documents can now be recorded the day they are received. Credit cards are accepted for payment and separate checks are no longer required to process recording/conservation fees or deed/mortgage taxes. Property tax payments still need to be paid separately from land transfer payments.

The new Department processes all legal instruments that convey land, such as warranty deeds, quit claim deeds, plats and update the torrens certificates and maps to reflect the process. The staff processes land combinations, splits of property, vacation of roads, and annexation of land, calculates and collects state deed tax, mortgage registration tax and reviews all certificates of real estate value. The Land Records Manager administers County and Joint Ditch assessments as well as the tax forfeiture process.

In November, 2017 a Kaizen Event with Land Records, GIS, the County Surveyor and City of Waconia planning staff was held to streamline “County/City Land Development Data Sharing”. This process needs to be improved because of an emerging public safety issue driven by the County’s Next Generation 911 emergency call center relying on street addresses in GIS. The goal of the Kaizen Event is to develop a land development data sharing template so City and County staff can exchange PIDs and street addresses sooner. Ideally, this template can be rolled out to other Carver County cities & townships over the next several years.

Beginning January 1st, 2018, Subsurface Sewage Treatment System forms (SSTS) will be required to be submitted for all Point of Sale (POS) transfers to be recorded.

The County’s land records have been integrated with GIS which will greatly simplify and improve accessibility for the public.

By the end of 2018, historical land records dating back to the mid 1800’s will become electronically accessible to the public in the same format as recent land transactions.

Confidence in public land records is critically important to our nation’s economy. Property ownership is the foundation of wealth and a key component to capitalism in the United States. Because of the confidence the financial institutions have in public land records they issue loans that allow the purchase of property, maintenance of property, and funding of college education or other dreams. Carver County’s new “One-Stop” Land Records Department will strengthen the county’s ability to efficiently and effectively manage future tax base growth as well as changes in the real estate industry.

The new Land Records Department Manager is Kathy Smith. She is the best person to contact for questions/problems/suggestions related to plats, lot splits, ditches, tax forfeiture, deeds, mortgages, etc. at 952-361-1972 or ksmith@co.carver.mn.us.

The new County Recorder/Registrar of Titles is Kaaren Lewis. She is the best person to contact for questions/problems/suggestions related to Abstract property. Her contact information is 952-361-1920 or kLewis@co.carver.mn.us.

The new Senior Recorder is Connie Smith. She is the best person to contact for questions/problems/suggestions related to Torrens property. Her contact information is 952-361-1935 or csmith@co.carver.mn.us.



CARVER COUNTY ATTORNEY'S OFFICE

MARK METZ COUNTY ATTORNEY

December 26, 2017

Jeremy Allen Gruenhagen
City of Hamburg
181 Broadway Avenue
Hamburg, MN 55339

Re: In the Matter of the Welfare of: Kyle James Hennen
CA File #JD-06-24810

Dear Jeremy Allen Gruenhagen,

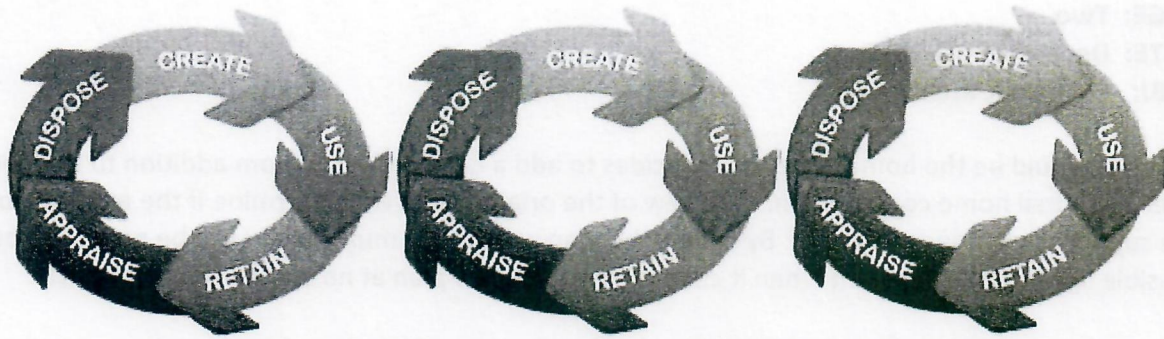
This letter is to inform you of the Expungement Hearing results regarding the Defendant in the above-entitled case.

The Judge granted the Defendant's expungement request.

Thank you for the cooperation you have given the Carver County Attorney's Office in this matter.

Sincerely,

Donna M Storms
Victim Witness Coordinator



December 28, 2017

RE: Electronic Archiving of Residential, Commercial, and Industrial Plans

Dear Municipal Officials,

Local codes and most charters make the municipal Clerk responsible for preserving all records of a municipality. State law requires all officers of the State to prepare and preserve all records necessary for a full and accurate reflection of a municipality's official activities.

Some records have continuing value and must be maintained permanently, but other records may be destroyed after a certain period of time. State law prescribes the procedure that is to be followed to dispose of government records. Under State law, a municipality may dispose of government records according to the municipality's approved records retention schedule.

It is assumed that your jurisdiction has adopted a records retention schedule, setting the list of the municipality's records and the minimum length of time each type of record should be kept. The retention period listed in the records retention schedule applies only to that version of each record that has been established by the municipal Clerk as the official version, regardless of whether the record is maintained in paper, microfilm, or electronic format. It is the municipality's responsibility to identify what is the official version of the government record.

Storage of government data is costly due to the physical storage units it requires and the space it consumes. Building plans, especially, take up a great deal of space. Minnesota Clerks and Finance Officers Association (MCFOA) guidelines recommend that residential building plans be retained for one year after completion, and that commercial and industrial plans be retained for 15 years. (Duplicate copies of plans of any kind need not be maintained.)

However, based on our experience, **MNSPECT recommends retaining house plans for a longer period of time.** Having plans on file can be of significant long-term value for many reasons. An



MNSPECT_{LLC}

HELPING YOU COMPLY WITH THE CODE

235 First Street West • Waconia, MN 55387-1302

MNSPECT Document Scanning & Printing Pricing December 28, 2017

Scanning Pricing - Size	Auto Feed	Manual
8-1/2 x 11	.20/Side	.50/Side
8-1/2 x 14 or 11 x 17	.40/Side	1.00/side
Large Format Construction Documents (>11x17, but ≤ 36x48)	N/A	4.50/Side

Definitions:

Auto Feed = Documents need no preparation to be scanned; in good condition with no staples, post-its, etc...

Manual = Delicate documents must be placed directly on scanner glass or hand-fed through scanner.

Printing Pricing – Size	B&W	Color
8-1/2 x 11	.32/Side	1.25/Side
8-1/2 x 14 or 11 x 17	.62/Side	2.50/Side
Large Plan (≤36x48)	5.00/Side	5.00/Side

Limitations

1. Maximum Scan – 36" x 109"
2. Maximum Print Media – 36" x 74.7"
3. Default Resolution is 200 dpi – **Inquire** for other resolutions
4. File Format – PDF is standard. – **Inquire** for optional formats
5. File Names Options – Permit number or street address (**Inquire** for alternative file names)
6. Printing – Paper
 - a. Standard - White 20 lb. / 92 Bright White
 - b. **Inquire** for optional paper stock
7. Special Handling
 - a. Remove & re-staple, re-roll or re-fold - **Included**
 - b. Re-attaching Comb Binding – **Subject to special handling charge**
 - c. Stapled sheets, stickers, post-its, etc... **Subject to special handling charge**
 - d. Tattered or delicate documents – **Subject to special handling charge**
 - e. Binding
 - Re-Binding – **Maximum Comb-bind size is 3/4" or 120 sheets**
 - Other Binding (Comb-Bind >3/4", Spiral, Velo, etc...) – **Inquire for pricing**

General Conditions

1. Scanned documents will be stored electronically on site for 30 days after completion.
2. Special labeling and handling - \$75.00/hour
3. Pickup & Delivery of plans - \$75.00/hour
4. Disposal – **Inquire for pricing**
5. Delivery Method – USB Flash Drive or approved client provided hardware

Client Municipalities receive a 20% Discount off Listed Pricing

CITY CLERK/TREASURER

Date	Activity/Project	Due Date	Comments/Update
Monthly	Month End Reports	Monthly	Completed Monthly
Monthly	PERA Reports	Bi-Weekly	Due 14 Days after Payroll
Monthly	FICA Withholding Deposit	15th	Due 15th of each Month
Monthly	MN State WH Tax Deposit	20th	Due 20th of each Month
Monthly	Cash Flow Statement	Monthly	Completed Monthly
Monthly	Building Permits Report	Monthly	Completed Monthly
Monthly	US Census Report	Monthly	Due 5th of each Month
Quarterly	Payroll/FICA/State WH Reports	Quarterly	Due 30th of each Quarter
Quarterly	Sales & Use Tax Report	Quarterly	Due 20th of each Quarter
Yearly	Year End Reports	Yearly	Due 31st of January
12/31/2017	Compost Grant (Send Reimbursements to Carver County)	1/16/2018	
12/31/2017	Send Out W-9 Forms	January	
12/31/2017	December Month End Reporting	January	Currently Working On
1/1/2018	Order 1096 & 1099 Forms	1/5/2018	Ordered on 1/5/18
1/1/2018	Auditor list of things needed by their scheduled audit	JAN/FEB	
1/1/2018	Certification of New/Paid-Up Special Assessment to County	1/3/2018	Completed 1/2/18
1/1/2018	Certification of Special Assessment Listing Proofing Report	1/15/2018	
1/1/2018	Report Sales & Use Tax for previous Year (1 Hour)	1/20/2018	
1/1/2018	Payroll Quarterly (End of Year) Reports (2 Hours)	1/31/2018	
1/1/2018	W-2's and Report to Federal Govt – (4 Hours)	1/31/2018	
1/1/2018	W-2's and Report to State of MN – (1 Hour)	2/28/2018	
1/1/2018	1099's and Report to Federal Govt. – (4 Hours)	1/31/2018	
1/1/2018	Outstanding Debt Report to County (1 Hour)	1/31/2018	
1/1/2018	Summary Budget to State Auditor (2-3 Hours)	1/31/2018	
1/1/2018	Lobby Expenditure Report (10 Min)	1/31/2018	
1/1/2018	4 th Quarter/Year End Reports	1/31/2018	
1/1/2018	Final/Year-End Tax Settlement from County	1/31/2018	
1/1/2018	2017 Gas Usage for HFD	1/31/2018	
1/1/2018	2017 Water Usage - Wm. Mueller & Sons	1/31/2018	
1/1/2018	Rounds	1/1/2018	Rounds Completed on January 1, 2018
1/3/2018	Talked to Councilman Trebesch (Vehicle Expired Tabs)		Send out Notices
1/4/2018	Safety Training Meeting 9:00 AM	1/4/2018	Attended (2.25 Hours)
1/4/2018	Talked to Councilman Trebesch (Batteries for Fire Alarm Control System)	1/5/2018	Steve Purchased Batteries/Replaced Batteries on 1/5/18/Working
1/4/2018	Lorri Galles Checked AED in Community Center	1/4/2018	Pads need to be replaced/Battery Good One More Year
1/8/2018	Meeting with Justin Black (S.E.H.)	1/8/2018	Meeting at 10:00 on I/I Program
1/8/2018	Election Task Force Meeting	1/8/2018	New Election Equipment/Meeting in Chaska @ 1:00 PM

Activity/Project List Deputy Clerk

December 2017 & Partial January 2018

Date	Activity	Date	Outcome
12/4/2017	Checked keys at Hall and Comm. Ctr. Worked on Water Billing		COMPLETE
12/5/2017	Finished Water Billing		COMPLETE
12/11/17 & 12/12/17	Entered Bills into QB, Prepared for Council Meeting		COMPLETE
12/12-13/17	Copied & Folded Bunny Brochure, Printed & Stuffed Envelopes		COMPLETE
12/15/2017	Cleaned bathroom and kitchen for renters (Greg out)		COMPLETE
12/18/2017	Issued Permit, Answered Lead questions, talked with CarverLink about power outages and our generator back-up, Printed a site map for Wm. Muellers RR location		
12/22/2017	Sent out a new payment plan for Smith, spoke with some residents about the lead issue and violation issues		
12/27/2017	Booked the hall, looked into an internet issue for a resident-resolved, looked into a water bill payment clearing issue		
12/28/2017	Lead inquiry, resolved payment issue for Ricke, toured FD, Updated City & Twmsp address lists		
1/2/2017	water bills		
1/3/2017	December water bills ran, cut, stamped, divided and sent out, rented hall		
1/4/2018	Mandatory training in Waconia, prepared binders for the new year, Booked Comm. Ctr.		
1/5/2018	Prepared & Sent Payment Plan for a resident, Returned Damage Deposits from rentals, Worked in QB's, Adjusted Residents water bill and mailed out a new one, Prepared Budget Meeting Minutes, created 2018 Claims List, Booked Comm. Ctr., Final Billed Glenn Mueller & set-up Cody Wigfield as the house closing is on Jan. 8.		

January 2018 Public Works Report

Date	Activity/Project	Due Date	Update
	Boulevard trees all trimmed by Bob Shanahan.		
	Obtaining information on wet well for bids on a new pump.		
	Working with McCarthy Well as to the cost of a new well pump as opposed to rebuilding the old one.		
	Comm. Hall painting completed.		
	Working on having new signs made for city streets and restrooms in Comm. Hall.		
	Caulking done on Comm. Center roof and ceiling tile replaced.		
	Gravel filled in around Comm. Hall where it settled.		



Jeremy Gruenhagen <cityadmin@cityofhamburgmn.com>

Fwd: Invitation - 2018 MNCAER Pipeline Safety Program

1 message

Chris Lund <clund@cityofhamburgmn.com>

Tue, Jan 2, 2018 at 10:31 AM

To: Jeremy Gruenhagen <cityadmin@cityofhamburgmn.com>

Jeremy

You probably have this on next weeks agenda, but if not put under my report.

Happy New Year

Chris

----- Forwarded message -----

From: **Paradigm Liaison Services** <pls_rsvp@pdigm.com>

Date: Mon, Jan 1, 2018 at 6:42 AM

Subject: Invitation - 2018 MNCAER Pipeline Safety Program

To: clund@cityofhamburgmn.com

Join us for the CoRE Program!

Please attend this program to train with pipeline companies, gas distribution, and first responders from your community. During CoRE, you will participate in a simulated product release and work through a discussion based exercise.

[See Sample Video](#)

The program and meal are provided at no cost to you.

CHRISTOPHER LUND
MAYOR
HAMBURG CITY HALL

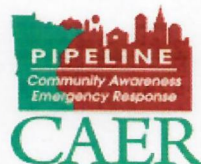
YUGV-ZR9K

WEBCODE

Click the WebCode above to RSVP
RSVP's help estimate attendance for meals and seating



You will receive a Certificate of Completion following the meeting.



PROGRAM & VENUE INFORMATION
(Run Time: Meal 30 min. Program 90 min.)

January 30, 2018
Registration: 6:00 PM

American Legion
1266 1st Ave. E.
Shakopee, MN 55379

Find out which pipelines are sponsoring your local meeting here:

mncaer.com



Toll-Free: 844-693-7788 Fax: 888-417-0818

Paradigm Liaison Services, LLC
222 S Ridge Rd | Wichita, KS | 67209



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