



HAMBURG CITY COUNCIL AGENDA **JANUARY 09, 2024**

1. Call City Council Meeting to Order

- **Pledge of Allegiance**
- **Designations/Appointments for 2024**
 - **Approve Resolution Number 2024-01**

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

3. Agenda Review (Added Items) and Adoption

4. Consent Agenda *(NOTICE TO PUBLIC: All those items listed as part of the Consent Agenda will be approved by a single motion, unless a request to discuss one of those items is made prior to that time. Anyone present at the meeting may request an item to be removed from the consent agenda. Please inform the Council when they approve the agenda for this meeting.)*

- **Approve Resolution Number 2024-02 (Payment of Claims for 2024)**
- **Approve Resolution Number 2024-03 (2023 Donations)**
- **Approve Payment of December 2023 Added Claims (\$301,237.98)**
- **Approve Payment of January 2024 Claims (\$78,674.93)**
- **Approve Minutes for June/September/October/November 2023**
- **Approve Ordinance Number 170 (2024 City Fee Schedule)**
- **Approve Cash Flow Statements for October/November 2023**
- **Approve Time-Off Request for Jeremy Gruenhagen**
- **Xcel Energy Application to Increase Natural Gas Rates (9.6%)**
- **City Offices Closed January 15, 2024 for MLK Jr. Day**

5. Hamburg Fire Department – Chief Siewert

- **Storage Shed**
- **New Christmas Lights**
- **Public Safety Aid**

6. Old City Business

- **Community Hall Canopy**
- **Community Hall Floors**
- **Park Bathrooms**
- **Grinder Station Rebuild**
- **Lift Station Gate Valve Repairs**
- **Martha Street Storm Water Repairs**

7. New City Business

- **679 Park Avenue Appearance**
- **Community Hall Down Payment (Amount)**



HAMBURG CITY COUNCIL AGENDA
JANUARY 09, 2024

8. City Council Reports

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

9. Adjourn City Council Meeting

**CITY OF HAMBURG, MINNESOTA
RESOLUTION NUMBER 2024-01**

***RESOLUTION ASSIGNING ANNUAL
DESIGNATIONS AND APPOINTMENTS FOR 2024***

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 2024:

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 2024 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.
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 2024 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 2023 shall 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, 2024.

Chris Lund, Mayor

ATTEST:

Jeremy Gruenhagen, City Clerk/Treasurer

**CITY OF HAMBURG, MINNESOTA
RESOLUTION NUMBER 2024-02**

***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 2024 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 2024 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, 2024.

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 2024-03**

RESOLUTION ACCEPTING DONATIONS RECEIVED IN 2023

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 2023:

<u>Donations Received in 2023</u>	<u>Amount</u>
Hamburg Lions Club (LED Xmas Lights)	\$1,300.00
Hamburg Lions Club (East Room Hall Lights)	\$4,800.00
Becky Feltmann (LED Xmas Lights)	\$50.00
Matt Cox (2 Wooden Picnic Tables)	\$300.00
Hamburg Hunt & Fish Club (Cement & Benches at Hall)	\$7,618.30
Hamburg Fire Dept. Relief Assoc. (Fire Equipment)	\$2,422.63
Hamburg Fire Dept. Relief Assoc. (Hose Training)	\$1,328.50
Hamburg Fire Dept. Relief Assoc. (Scale Training)	\$630.00
Hamburg Fire Dept. Relief Assoc. (AED)	\$648.00
Hamburg Fire Dept. Relief Assoc. (Rescue Lights)	\$1,680.21
Hamburg Fire Dept. Relief Assoc. (Fire Gear)	\$2,148.35

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 2023 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, 2024.

Chris Lund, Mayor

ATTEST:

Jeremy Gruenhagen, City Clerk/Treasurer



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

2023 December Claims List

CHECK #	VENDOR	FUND	CLAIM DESCRIPTION	AMOUNT	APPROVED
ACH	EFTPS	Divided	Fed, Social Security, MC - November 2023	\$3,334.50	12/12/2023
ACH	EFTPS	Divided	Fed, Social Security, MC - December 2023	\$5,642.78	1/9/2024
ACH	MN Dept. of Revenue	Divided	State Withholding Tax Payment - November 2023	\$617.00	12/12/2023
ACH	MN Dept. of Revenue	Divided	State Withholding Tax Payment - Decembet 2023	\$613.00	1/9/2024
ACH	PERA	Divided	PERA Withholding - November 2023	\$843.68	12/12/2023
ACH	PERA	Divided	PERA Withholding - December 2023	\$544.15	12/12/2023
ACH	PERA	Divided	PERA Withholding - December 2023	\$549.83	1/9/2024
ACH	PERA	Divided	PERA Withholding - December 2023	\$843.68	1/9/2024
ACH	HealthPartners	Divided	Health Insurance for December 2023	\$3,191.20	12/12/2023
ACH	Cintas	Divided	Rags/Mops/Towels for November 2023	\$126.05	12/12/2023
ACH	METRONET	FD/Hall/Water	Fiber Phone Service for 11/16/23 to 12/15/23	\$76.37	12/12/2023
ACH	Google	General Gov't	Email Accounts (14) Administered by Google G Suite	\$201.60	12/12/2023
ACH	Security Bank & Trust	General Gov't	ACH Service Fees for November 2023	\$45.70	1/9/2024
ACH	Verizon Wireless	Divided	City Cell Phone/Tablets Data Plan	\$129.13	1/9/2024
ACH	Xcel Energy	Divided	XCEL ENERGY-MN XCELENERGY 00053491844	\$1,386.64	12/12/2023
ACH	Xcel Energy	Divided	XCEL ENERGY-MN XCELENERGY 00053491855	\$1,711.45	12/12/2023
ACH	Xcel Energy	Divided	XCEL ENERGY-MN XCELENERGY 00051366837	\$265.68	12/12/2023
ACH	Xcel Energy	Divided	XCEL ENERGY-MN XCELENERGY 00130099230	\$203.84	12/12/2023
ACH	ZOOM	General Gov't	Video Conferencing 12/06/2023 - 1/05/2024	\$17.33	12/12/2023
DC	Amazon	Sewer	Dawn Platinum Dish Soap for Lift station	\$17.00	12/12/2023
DC	Amazon	Hall	Honeywell PRO 1000 Non-Programable Thermostat (2)	\$79.80	1/9/2024
DC	Amazon	Water	(2) Pumps and Tube Assembly	\$285.44	1/9/2024
DC	Amazon	General Govt Bldgs.	Toilet Paper Roll Dispenser	\$18.00	1/9/2024
DC	Amazon	General Govt Bldgs.	Gas Torch Style Cylinder - 2 pack	\$35.26	1/9/2024
DC	Amazon	Water	Fluoride Reagent Ampules & Ascorbic Acid Powder Pills	\$116.34	1/9/2024
DC	Amazon	Hall	Urinal Manual Single Flush Handle	\$123.12	1/9/2024
DC	Amazon	General Govt Bldgs.	HP 201A Toner Cartridges (4 pack)	\$328.00	1/9/2024
DC	Amazon	Sewer	Dawn Platinum Dish Soap for Lift station	\$12.75	1/9/2024
DC	Amazon	General Govt Bldgs.	Galvanized Folding Sawhorse (2)	\$80.20	1/9/2024
DC	Amazon	General Govt Bldgs.	Squeegee Kit (1)	\$33.65	1/9/2024
DC	Amazon	General Govt Bldgs.	Copy Pape (10 Reems, Paper Towles (10 Rolls)	\$72.85	1/9/2024
DC	Amazon	General Govt Bldgs.	DeWalt Socket Set	\$39.00	1/9/2024
DC	Amazon	General Govt Bldgs.	Wall Mount Bin, Gurage Door Opener Remote, Rubber Test Plug	\$57.81	1/9/2024
DC	Amazon	General Govt Bldgs.	Irwin Vise-Grip Original Locking Pilers with Wire Cutter, Curved	\$14.29	1/9/2024
DC	Amazon	General Govt Bldgs.	24x14 Poster Frame Sliver and Tork Toilet Paper	\$115.00	1/9/2024
DC	Amazon	Water	Stenner Tube Assembly (5 pack) and QuickPro Pump Head.	\$285.44	1/9/2024
DC	Amazon	Hall/Water/General Govt	Swivel Bar Stool (4), Food Grade Hydrogen Peroxide, Misc. Sho	\$317.13	1/9/2024
DC	Amazon	Water	Buffer Calibration Solution 4-pack	\$33.00	1/9/2024
DC	Intuit.com	General Gov't	QuickBooks Online Monthly Payment	\$42.50	12/12/2023
DC	Hamburg Post Office	Water/Sever	Post Card Stamps (2 rolls)	\$102.00	12/12/2023
DC	Long Lake JEM Technical	Water	Three Way 1/4 inch Solenoid	\$204.13	12/12/2023
DC	McAfee	Public Safety (FD)	1 Year Anti-virus Renewal for FD Computer	\$162.55	1/9/2024
DC	MN Dept. of Public Safety	Streets	(3) License Tab Renewal thru 02/28/2026	\$62.06	1/9/2024
DC	Smith Oil & Tire Co., Inc.	Streets	Wire Strobe Light	\$350.00	1/9/2024
DC	US Postal Service	General Gov't	December 18, 2023 Newsletter	\$78.01	1/9/2024
DC	Vickerman Companies	Park	Xmas Lights for Park	\$107.08	12/12/2023
DD	Jan Shoemaker	Divided	Wages 11/20/23 to 12/03/23	\$871.14	12/12/2023
DD	Jason Buckentin	Divided	Wages 11/20/23 to 12/03/23	\$1,944.63	12/12/2023
DD	Jeremy Gruenhagen	Divided	December Wages	\$2,213.32	12/12/2023
DD	Jan Shoemaker	Divided	Wages 12/04/23 to 12/17/23	\$904.92	1/9/2024
DD	Jason Buckentin	Divided	Wages 12/04/23 to 12/17/23	\$1,938.61	1/9/2024
DD	Jeremy Gruenhagen	Divided	December Wages	\$2,213.32	1/9/2024
21852	CarQuest Auto Parts	General Govt Bldgs.	One Ton Truck Fuel Injection Cleaner	\$16.99	12/12/2023
21853	Carver Link	General Gov't	Internet Services November 2023	\$120.00	12/12/2023
21854	Carver County	General Gov't	Annual Maintenance Fee's for Election Equipment/TNT	\$702.56	12/12/2023
21855	Christa Goettl	Public Safety (FD)	Acer Chromebook, Monitor, Mouse, Keyboard and Dell OptiPlex	\$1,491.31	12/12/2023
21856	Coordinated Business Systems, Ltd.	General Gov't	Monthly Equipment Base Rate for 11-01-23 to 11-30-23	\$58.18	12/12/2023
21857	Denis Luedtke	General Govt Bldgs.	One Ton Truck Transmission	\$2,404.00	12/12/2023
21858	Door Power Sales & Service	Hall	Hall Door Repairs	\$239.00	12/12/2023
21859	ECM Publishers, Inc.	General Gov't	December 12 Public Hearing Ordinance #170	\$42.00	12/12/2023
21860	EMTS	Public Safety (FD)	EMR Refresher Course for HFD	\$2,800.00	12/12/2023
21861	Gopher State One Call	Water/Sewer	November 2023 Locates	\$4.05	12/12/2023
21862	Halfmoon Technologies	General Gov't	Domain Renewal Fee 1 Year - 12 Months for Website Hosting	\$251.00	12/12/2023
21863	Jeremy Gruenhagen	Divided	Mileage for 2023	\$287.55	12/12/2023
21864	Loffler Companies, Inc.	General Gov't	November Copies	\$81.57	12/12/2023
21865	Menards	General Govt Bldgs.	Christmas String Light Set (3), Timer and 3-Outlet Wall Tap	\$74.94	12/12/2023
21866	Municipal Emergency Services, Inc	Public Safety (FD)	Leather Boots (2), Leather Gloves (4)	\$1,406.49	12/12/2023
21867	NAPA Auto Parts	General Govt Bldgs.	One Tone Truck Oil (12) & Fuel Filter, CC Scrubber Battery	\$475.42	12/12/2023
21868	Neon Ink, LLC	General Govt Bldgs.	Lions Head Signs (2)	\$100.00	12/12/2023

2023 December Claims List

21869	Omega Rail Management	Water/Sewer	Right-of-Way Rental Agreement with Railroad	\$1,023.15	12/12/2023
21870	Rec Tech Sales & Service	General Gov't	Chain Saw	\$429.99	12/12/2023
21871	Security & Sound Company	Park	Get IVMA Software Working, Fix Pole Camera and New Router	\$824.00	12/12/2023
21872	UNCOMN Tap Line	Hall	Clean Cooler Lines	\$30.00	12/12/2023
21873	Waste Management, Inc.	Sanitation	30 Yard Flat Waste Container for May	\$296.04	12/12/2023
21874	W.W.O.T.A. Inc	Water/Sewer	Water/Wastewater Training & Assistance for November 2023	\$1,505.00	12/12/2023
21875	Wm Mueller & Sons, Inc.	Streets	Fuel for City Vehicles	\$531.13	12/12/2023
21876	Chris Lund	General Gov't	2023 Mayor Wages & Special Meetings (31)	\$2,816.67	12/12/2023
21877	Tim Tracy	General Gov't	2023 City Council Wages & Special Meetings (5)	\$1,154.37	12/12/2023
21878	Mltch Polzin	General Gov't	2023 City Council Wages & Special Meetings (4)	\$1,108.20	12/12/2023
21879	Jessica Weber	General Gov't	2023 City Council Wages & Special Meetings (4)	\$1,108.20	12/12/2023
21880	Eric Poppler	General Gov't	2023 City Council Wages & Special Meetings (14)	\$1,569.95	12/12/2023
21881	Steven Siewert	Public Safety (FD)	2023 Fire Chief Salary	\$1,847.00	12/12/2023
21882	Mark Plantz	Public Safety (FD)	2023 Fire Chief Two Salary	\$923.50	12/12/2023
21883	Anthony Van Haften	Public Safety (FD)	2023 Fire Chief Three/Training Chief (76 Days)	\$192.29	12/12/2023
21884	Steve Buckentin	Public Safety (FD)	2023 Captain One/Assistant Training Officer	\$923.50	12/12/2023
21885	Jared Mackenthun	Public Safety (FD)	2023 Captain Two/Equipment Captain	\$923.50	12/12/2023
21886	Nick Mackenthun	Public Safety (FD)	2023 Captain Three/Secretary/Air Pack Maintenance	\$1,154.37	12/12/2023
21887	Lorri Gales	Public Safety (FD)	2023 Medical Liaison	\$415.57	12/12/2023
21888	Justin Buckentin	Public Safety (FD)	2023 Training and Calls	\$360.16	1/9/2024
21889	Steve Buckentin	Public Safety (FD)	2023 Training and Calls	\$387.87	1/9/2024
21890	John Egan	Public Safety (FD)	2023 Training and Calls	\$323.22	1/9/2024
21891	Jeff Eggers	Public Safety (FD)	2023 Training and Calls	\$452.51	1/9/2024
21892	Matt Eischens	Public Safety (FD)	2023 Training and Calls	\$267.81	1/9/2024
21893	Joel Glander	Public Safety (FD)	2023 Training and Calls	\$258.58	1/9/2024
21894	Jayson Hansen	Public Safety (FD)	2023 Training and Calls	\$258.58	1/9/2024
21895	Cody Harris	Public Safety (FD)	2023 Training and Calls	\$277.05	1/9/2024
21896	Matt Jaus	Public Safety (FD)	2023 Training and Calls	\$387.87	1/9/2024
21897	Bruce Kranz	Public Safety (FD)	2023 Training and Calls	\$443.28	1/9/2024
21898	Russel Kuenzel	Public Safety (FD)	2023 Training and Calls	\$240.11	1/9/2024
21899	Jared Mackenthun	Public Safety (FD)	2023 Training and Calls	\$443.28	1/9/2024
21900	Jason Mackenthun	Public Safety (FD)	2023 Training and Calls	\$350.93	1/9/2024
21901	Nick Mackenthun	Public Safety (FD)	2023 Training and Calls	\$563.33	1/9/2024
21902	John Michels	Public Safety (FD)	2023 Training and Calls	\$267.81	1/9/2024
21903	Sam Newbloom	Public Safety (FD)	2023 Training and Calls	\$73.88	1/9/2024
21904	Mark Plantz	Public Safety (FD)	2023 Training and Calls	\$258.58	1/9/2024
21905	Aaron Prim	Public Safety (FD)	2023 Training and Calls	\$147.76	1/9/2024
21906	Marty Rademacher	Public Safety (FD)	2023 Training and Calls	\$221.64	1/9/2024
21907	Steven Siewert	Public Safety (FD)	2023 Training and Calls	\$406.34	1/9/2024
21908	Anthony Van Hafen	Public Safety (FD)	2023 Training and Calls	\$27.70	1/9/2024
21909	Gena Beuch	Public Safety (FD)	2023 Training and Calls	\$170.85	1/9/2024
21910	Brad Droege	Public Safety (FD)	2023 Training and Calls	\$387.87	1/9/2024
21911	Sharon Ehrich	Public Safety (FD)	2023 Training and Calls	\$286.28	1/9/2024
21912	Lorri Gales	Public Safety (FD)	2023 Training and Calls	\$198.55	1/9/2024
21913	Amanda Harris	Public Safety (FD)	2023 Training and Calls	\$309.37	1/9/2024
21914	Angie Kranz	Public Safety (FD)	2023 Training and Calls	\$180.08	1/9/2024
21915	Mariah Strate	Public Safety (FD)	2023 Training and Calls	\$240.11	1/9/2024
21916	Katie Weckman	Public Safety (FD)	2023 Training and Calls	\$83.11	1/9/2024
21917	Bolton & Menk	General Gov't	Planning Services for 10/30/2023 to 11/10/2023	\$240.00	1/9/2024
21918	Bound Tree Medical, LLC.	Public Safety (FD)	Medical Supplies	\$904.15	1/9/2024
21919	Canon Financial Services, Inc.	General Gov't	Canon Copier Gov't Contract for December 2023	\$33.13	1/9/2024
21920	CarQuest Auto Parts	Water	Nylon Ties, Screw Set, Seat Cover Tool Cat Battery	\$383.30	1/9/2024
21921	Chris Petz	Public Safety (FD)	Reissued Payment of Check #18472 (Voided)	\$164.50	1/9/2024
21922	Core & Main	Water	Chlorine Dispenser, Alkaline Reagent, Indicator Solution	\$226.94	1/9/2024
21923	Crysteel Truck Equipment	Public Safety (FD)	Seam Light/Chrome Bezel for HFD (3)	\$1,680.21	1/9/2024
21924	Customized Fire Rescue Training, Inc.	Public Safety (FD)	Car Fire/Basic Pumps Classroom and Hand On Training	\$1,750.00	1/9/2024
21925	Dan Oelfke Construction, LLC	Public Safety (FD)	Fire Department Building Repair	\$687.08	1/9/2024
21926	Debra Dreier	General Fund	Community Center Rental Cancellation Refund 12/25/2023	\$75.00	1/9/2024
21927	Gopher State One Call	Water/Sewer	August 2023 Locates	\$25.65	1/9/2024
21928	Hawkins Chemical	Water	Azone 15 - EPA Reg. No. 7870-5. 65 gal	\$714.72	1/9/2024
21929	Home Solutions	General Gov't Bldgs./Ha	Misc. Supplies & Parts	\$297.35	1/9/2024
21930	Jason Mackenthun	Public Safety (FD)	Reissued Payment of Check #21406 (Voided)	\$378.63	1/9/2024
21931	John Michels	Public Safety (FD)	Reissued Payment of Check #19326 (Voided)	\$558.45	1/9/2024
21932	JT Floor Covering Installations LLC	Hall	Replace Kitchen Flooring at the Hall	\$890.00	1/9/2024
21933	Lano Equipment	General Govt Bldgs.	Fittings (2)	\$5.46	1/9/2024
21934	Melchert-Hubert-Sjodin, PLLP	General Gov't	Legal Fees for November	\$1,644.95	1/9/2024
21935	MNSPECT, LLC	Public Safety	(4) Building Permits	\$635.77	1/9/2024
21936	Municipal Emergency Services, Inc	Public Safety (FD)	MATEX Hose. TECGEN51 Coat & Pant, Interceptor Hood , Gear	\$2,006.25	1/9/2024
21937	MVTL Labs, Inc.	Water	Wastewater Lab Fees	\$169.40	1/9/2024
21938	NAPA Auto Parts	General Govt Bldgs.	Black/Red LED Rocker, Fuse Holder, Primary Wire	\$31.67	1/9/2024
21939	Plunkett's Pest Control	General Gov't	Fire Department Service Date 12/13/2023	\$43.82	1/9/2024

2024 January Claims List

CHECK #	VENDOR	FUND	CLAIM DESCRIPTION	AMOUNT	APPROVED
ACH	Cintas	Divided	Rags/Mops/Towels for December 2023	\$126.05	1/9/2024
ACH	Google	General Gov't	Email Accounts (14) Administered by Google G Suite	\$201.60	1/9/2024
ACH	HealthPartners	Divided	Health Insurance for January 2024	\$3,191.20	1/9/2024
ACH	METRONET	FD/Hall/Water	Fiber Phone Service for 12/16/23 to 01/15/24	\$76.41	1/9/2024
ACH	Security Bank & Trust	General Gov't	ACH Service Fees for December 2023	\$45.70	1/9/2024
ACH	ZOOM	General Gov't	Video Conferencing 01/06/2024 - 02/05/2024	\$17.33	1/9/2024
DC	Active 911	Public Safety (FD)	Alerting Subscription for an Agency	\$525.00	1/9/2024
DC	Amazon	Sewer	Dawn Platinum Dish Soap for Lift station	\$12.75	1/9/2024
DC	MN DNR Waters	Water	2023 Water Appropriation Fee	\$214.64	1/9/2024
DD	Jan Shoemaker	Divided	Wages 12/18/23 to 12/31/23	\$865.91	1/9/2024
DD	Jason Buckentin	Divided	Wages 12/18/23 to 12/31/23	\$1,963.63	1/9/2024
DD	Jeremy Gruenhagen	Divided	January Wages	\$2,324.66	1/9/2024
21947	ASCAP	Hall	2024 Entertainment License	\$434.00	1/9/2024
21948	Carver Link	General Gov't	Internet Services December 2023	\$120.00	1/9/2024
21949	Coordinated Business Systems, Lt	General Gov't	Monthly Equipment Base Rate for 12-01-23 to 21-31-23	\$58.18	1/9/2024
21950	Gopher State One Call	Water/Sewer	December 2023 Locates	\$2.70	1/9/2024
21951	Jason Buckentin	General Gov't/PW	Duluth Flex Fire Hose Carpenter Pants (2)	\$95.40	1/9/2024
21952	Menards	Park	Supplies for Park Benches	\$410.13	1/9/2024
21953	MNSPECT, LLC	Public Safety	(2) Building Permits	\$91.58	1/9/2024
21954	Municipal Emergency Services, Inc	Public Safety (FD)	V-Series Battery Charger, Charger Power Supply, Gear Repair	\$145.32	1/9/2024
21955	NAPA Auto Parts	General Govt Bldgs.	Slide Terminal	\$5.99	1/9/2024
21956	Per Mar Security Services	Water/Sewer	Base Alarm Monitoring for WTP/Sewer TP	\$104.40	1/9/2024
21957	Security Bank & Trust	Storm Water/Water	Principal/Interest - G.O. Public Utility Revenue Refunding Bonds, Series	\$66,127.50	1/9/2024
21958	W.W.O.T.A. Inc	Water/Sewer	Water/Wastewater Training & Assistance for December 2023	\$1,436.25	1/9/2024
21959	Wm Mueller & Sons, Inc.	Streets	Fuel for City Vehicles	\$78.60	1/9/2024
			January Claims	\$78,674.93	1/9/2024



***HAMBURG CITY COUNCIL MEETING
JUNE 13, 2023***

Mayor Chris Lund called the Public Hearing to order at 7:02 PM. The order for the variance review for Mark Martinsen (480 Henrietta Avenue). Those in attendance were: Councilmembers Eric Poppler, Jessica Weber, and Tim Tracy. City Clerk Jeremy Gruenhagen, Deputy Clerk Jan Shoemaker and Public Works Jason Buckentin. Resident Brad Droege and Jaime Haas, Tim Rohwer and Jim Winkels from Vivid Homes.

Variance review for 480 Henrietta Avenue. City Clerk Gruenhagen reviewed the placement off the lot line and front and rear setbacks of the construction. City Clerk Gruenhagen asked if the public had any comments, questions or concerns. Public comment:

- Brad Droege commented the garage will be gone for better site lines coming out of the alley and have the house off the sidewalk. It will be a lot nicer for the community.
- No other public comment or objections.

MOTION: Councilmember Tim Tracy moved to close the Public Hearing at 7:06 PM. Seconded by Councilmember Eric Poppler. Motion was approved by all present.



HAMBURG CITY COUNCIL MEETING
JUNE 13, 2023

Mayor Lund called the Hamburg City Council Meeting to order at 7:06 PM. Those in attendance were: Councilmembers Eric Poppler, Jessica Weber, and Tim Tracy, City Clerk Jeremy Gruenhagen, Deputy Clerk Jan Shoemaker, Public Works Jason Buckentin and Fire Chief Steven Siewert.

Public Comment - No Public Comment

Agenda Review (Added Items) and Adoption

MOTION: Councilmember Eric Poppler moved to adopt the Agenda as written. Seconded by Councilmember Jessica Weber. Motion was approved by all present.

Consent Agenda

- Approve Payment of Deleted Claim for March 2023 (119.83)
- Approve Payment of Added May 2023 Claims (\$7,080.95)
- Approve Payment of June 2023 Claims (\$36,138.91)
- Approve Vacation Request (Jeremy Gruenhagen)
- Approve On-Sale Liquor License for Hamburg Lions Club July 15, 2023
- Delinquent Utility Bills Report
- Met Council Preliminary Population & Household Estimates
- League of MN Cities Dues Increase Memo

MOTION: Councilmember Eric Poppler moved to approve the Consent Agenda as written. Seconded by Councilmember Jessica Weber. Motion was approved by all present.

Old City Business

- Land Use Application (Variances) for Mark Martinsen (480 Henrietta Avenue)
 - Approve Resolution 2022-06 (Variance Request(s) for 480 Henrietta Avenue)
- **MOTION: Councilmember Tim Tracy moved to adopt resolution 2023-06 approving the proposed front and rear setback variances at 480 Henrietta Avenue with the following conditions, based on the report submitted to the City Council on June 13, 2023: 1) A building permit shall be issued prior to the commencement of construction. 2) The proposed building shall conform to all other standards and regulations in the City Code. Seconded by Councilmember Jessica Weber. Motion was approved by all present.**
- Water Improvements (Old Water Tower)
 - Expected to begin the week of July 10, 2023. Still waiting for an estimate for adding a hydrant on Brad Street/David.



HAMBURG CITY COUNCIL MEETING JUNE 13, 2023

- Parcel 45.2010100 (Vacant Lot) – Land Use
 - No comments.

New City Business

- Pregnancy & Infant Loss Remembrance Day (October 15th)
 - Council agreed to move forward with adopting a resolution endorsing October 15th as Pregnancy and Infant Loss Remembrance Day. City Clerk Gruenhagen will draft the resolution for the adoption at the next council meeting.
- Community Hall Repairs - Public Works Employee Buckentin discuss some of the repairs needed at the Community Hall
 - Front Entry is separating from the building. Getting estimates to repair.
 - Driveway/Steps (North Side of Hall) - Tar a portion of the driveway. The council agreed to remove the metal stairs and use the ramp
 - Cement Pad – Add cement square pad on the South side of the Hall.
 - Lighting (Bar Side) - The Hamburg Lions will ask for membership approval at their June 19 General Meeting to move forward with a \$1,600 donation to the city to improve the lighting on the Bar/East side of the Hall.
- Park Grills – Council agreed to remove the Park grills
- City Street Signs – Public Works will be replacing 7 or 8 Street signs that are faded or cracked, talked to Carver County about adding a yield sign at Jacob and Henrietta, and change the sign at William St from No Trucks or Farm Equipment to Dead End.
- Public Nuisance for 320 Sophia Avenue – At the Council Meeting on September 13, 2022, the Council gave Mr. Gregonis until June 1, 2023 to complete the garage project. No permit has been obtained and the work has not been completed. Council agreed to move forward with prosecution.
- National Night Out – August 1, 2023 - Name changed to Night to Unite

Hamburg Fire Department Report- Chief Siewert

- Chief Three Officer Selection
 - **MOTION: Councilmember Tim Tracy moved to approve Steve Buckentin as Chief Three Officer. Seconded by Councilmember Jessica Weber. Motion was approved by all present.**
- Air Pack Purchase - The Fire Department would like to purchase an Air Pack to fully equip Engine 12. The Fire Department will purchase out of their General Fund for \$6,500.
 - **MOTION: Councilmember Jessica Weber moved to approve the purchase of an additional Air Pack purchase for up to \$6,500. Seconded by Councilmember Eric Poppler. Motion was approved by all present.**



HAMBURG CITY COUNCIL MEETING JUNE 13, 2023

- Donation of Old Gear - Pollock, SD Fire Department has 15 members that are in need of fire gear. Chief Siewert would like to donate some of their old gear to Pollock. The Chief will work with the City Clerk to determine the value for donation records. Mayor Lund asked for a final list of equipment for approval at the next council meeting. If approved, Chief Siewert will reach out to the Chief in Pollock on the donation.
- Hose Testing budget is currently \$2,000. Cost is now \$3,500. The Fire Department will cover the additional \$1,500 over budget this year and asked the Council to increase the Hose Testing budget for next year.
- Asked the City to add signage to identify the ball fields at Bicentennial Park: West Ball Field - #1 & East Ball Field - #2.
- City Clerk Gruenhagen mentioned he will advise the Chief when County Road 50 (east of town) will be closed.

City Council Reports

- Councilmember Mitch Polzin (Streets) was absent.
- Councilmember Eric Poppler (Parks) had nothing to report on parks.
- Councilmember Jessica Weber (Buildings) had nothing to report on buildings.
- Councilmember Tim Tracy (Water/Sewer) had nothing to report on Water/Sewer.
- Mayor Chris Lund reported a City Newsletter will be sent out this week.

Adjourn City Council Meeting

MOTION: Councilmember Eric Poppler moved to adjourn the City Council Meeting at 7:43 PM. Seconded by Councilmember Jessica Weber. Motion was approved by all present.

Amended/Approved on December 13, 2023

Jeremy Gruenhagen
City Clerk/Treasurer



HAMBURG CITY COUNCIL MEETING
SEPTEMBER 12, 2023

Mayor Chris Lund called the Hamburg City Council Meeting to order at 7:02 PM. Those in attendance were: Councilmembers Eric Poppler, Mitch Polzin, Tim Tracy and Jessica Weber, City Clerk Jeremy Gruenhagen, Deputy Clerk Jan Shoemaker, Public Works Jason Buckentin. Resident Dena Braith, David Chadwick, and Mike Stuewe. Johnny Egan (Zummerfest), Jaime Haas (Know It All's Bar), Jerry Pawman and Dereck Wolter (Central Raiders Trap Team), and Scott Qualle (MNSPECT).

Public Comment - No Public Comment

Agenda Review (Added Items) and Adoption

MOTION: Councilmember Tim Tracy moved to approve the Agenda as amended (Removed Sonia Kamps - Central Public School District),. Seconded by Councilmember Eric Poppler. Motion was approved by all present.

Consent Agenda

- Approve Payment of Added August 2023 Claims (\$42,062.24)
- Approve Payment of September 2023 Claims (\$59,960.60)
- Approve Time-Off Request (Jeremy Gruenhagen)
- Approve June/July 2023 Cash Flow Statements
- Approve 2024 Prosecution Contract
- Approve Temporary On-Sale Liquor Licenses for Hamburg Lions Club
 - October 7, 2023, November 17, 2023 & November 25, 2023
- Delinquent Utility Bills Report

MOTION: Councilmember Jessica Weber moved to approve the Consent Agenda as written. Seconded by Councilmember Eric Poppler. Motion was approved by all present.

Hamburg Fire Department (Johnny Egan)

- Approve Firefighter Sam Newbloom
 - **MOTION: Councilmember Eric Poppler moved to approve Firefighter Sam Newbloom. Seconded by Councilmember Mitch Polzin. Motion was approved by all present.**
- Officer Selection (Chief 3) – Tabled until next Council Meeting
- Firefighter Recruitment – Tabled until next Council Meeting

Central Trap Team – Jerry Pawman & Derrick Wolter

- Approval to obtain the LG220 Application for Exempt Gambling Permit (12/9/23)
- Approve Hall Rental for December 9, 2023 Gun Bingo (Community Hall)



HAMBURG CITY COUNCIL MEETING
SEPTEMBER 12, 2023

MOTION: Councilmember Eric Poppler moved to approve the LG220 Application for Exempt Gambling Permit and to waive the Hall Rental Fee for the December 9, 2023 Central Trap Team Bingo. Seconded by Councilmember Jessica. Motion was approved by all present.

Scott Qualle (MNSPECT)

- 340 Railroad Street is for sale. Concern with current owner regarding fire separation store below and apartments above. Completed work without adding the fire separation. Forced the owner to have a single-family home since there was no fire separation. The new owner will need to add the fire separation if there will be renters in the apartments above. Scott wanted the Council to be aware of the Building Code since there will be a new owner.
- MN State Building Code: Use of Diamond Piers
City Clerk Gruenhagen sent multiple emails to Scott regarding the use of Diamond Piers to build a deck. Scott missed an email and the city approved the permit for building a deck using Diamond Piers. Scott discussed in length the use of Diamond Piers. Per the Building Code Scott stated that the approval of Diamond Piers is under his discretion and he does not approve the use of Diamond Piers as a footing. After some discussion the Council and Mr. Qualle agreed to allow the use of Diamond Piers at 137 Jacob Street by sending the owner a letter stating the owner will assume all risk of problem or failure for building a deck using Diamond Piers.

Zummerfest Committee – Johnny Egan

- City Zummerfest Celebration September 23, 2023
 - Approve closing Railroad Street and use of grass area 100' x 100' for a band. Set up at 6:00 PM and tear down at 1:00 AM.
 - Overflow parking. Received approval from Security Bank & Trust and Wm. Mueller & Sons
 - Use of tables and chairs from the Community Hall.
 - Carver County will assist with Sponsor signage with the city's approval.
 - Approve Resolution Number 2023-08
 - **MOTION: Councilmember Mitch Polzin moved to approve Resolution Number 2023-08 Authorizing Off-Premises Liquor Service at Community Festival on September 23, 2023. Seconded by Councilmember Tim Tracy. Motion was approved by all present.**
 - **MOTION: Councilmember Mitch Polzin moved to approve grass parking and close Railroad Street as described by Know It All's Bar and Grill, rent the Community Hall table and chairs and city's approval for Sponsor signs. Seconded by Councilmember Jessica Weber. Motion was approved by all present.**



HAMBURG CITY COUNCIL MEETING SEPTEMBER 12, 2023

Old City Business

- Parcel 45.2010100 (City Vacant Lot) – Land Use – potential uses of the lot.
- Minor Subdivision (PID's 45.0282010, 45.0282500, 45.0282510)
The survey submitted by Trebesch's attorney to the city for the Minor Subdivision included Track 1 (Trebesch property 3 parcels combined) and Track 2 (City Property). Trebesch wants his property split into 3 parcels. The survey needs to be redone to show Trebesch 3 parcels separately and the City property. Per the settlement agreement, Trebesch is responsible for surveys. Mr. Trebesch and his attorney should have been communicating on what he wanted. Appears they were not on the same page. Correct survey is needed for the Minor Subdivision approval. The zoning of these parcels was also discussed. After some discussion the Council agreed to contact Mr. Trebesch to attend the next Council Meeting on September 26, 2023 to have a plan going forward or Council will consider other options.
- Public Nuisance Violations
 - City Clerk Gruenhagen showed pictures of the 3 properties.
 - 679 Park Avenue - Dave Chadwick agreed to have the issues resolved by the next Council Meeting on September 26, 2023.
 - 410 Sophia Avenue & 619 David Avenue
 - **MOTION: Councilmember Eric Poppler approved to move forward with prosecution of 410 Sophia Avenue and 619 David Avenue. Seconded by Councilmember Jessica Weber. Motion was approved by all present**
- Cannabis Ordinance – No action taken. Wait and see approach.

New City Business

- Additional Mosquito Spraying(s) for 2023 (\$325)
 - We are done for the year with our mosquito spraying agreement. Do we want to do an additional spraying. Due to the current weather, wait until next year.
- LMCIT Liability Coverage Options
 - The League of Minnesota Cities ask every year if we choose either to waive or not to waive the monetary limits the statues provide. Most are covered by state statues. Most cities do not waive and go by state statues. Council agreed to continue to not waive the monetary limits and not purchase additional coverage.
- 2024 Proposed Budget
 - 2023/2024 Budget Items
 - Budget Workshop (September 19th)
 - **MOTION: Councilmember Jessica Weber moved to hold Budget Workshop on September 19, 2023 at 6:00 PM. Seconded by Councilmember Tim Tracy. Motion was approved by all present.**



HAMBURG CITY COUNCIL MEETING
SEPTEMBER 12, 2023

- Hold Second Council Meeting on September 26, 2023
 - **MOTION: Councilmember Mitch Polzin moved to hold a Second Council Meeting on September 26, 2023 at 7:00 PM. Seconded by Councilmember Eric Poppler. Motion was approved by all present.**

Move to Close Meeting for the purpose of 6 Month Employee Evaluation (Unless employee requests an Open Meeting for his/her evaluation).

- The City Council Meeting remained open for the purpose of 6 Month Employee Evaluation for our Public Works Jason Buckentin
- **MOTION: Councilmember Tim Tracey moved to increase the pay for Public Works Jason Buckentin \$1.00 per hour as discussed upon employment based on a successful 6-month review. Seconded by Councilmember Eric Poppler. Motion was approved by all present.**

City Council Reports

- Councilmember Mitch Polzin (Streets) asked residents to please stop throwing the dental flossers on the road, County Road 50 by the park. They are everywhere.
- Councilmember Eric Poppler (Parks) asked residents to pick up after their dog.
- Councilmember Jessica Weber (Buildings) had nothing to report on buildings.
- Councilmember Tim Tracy (Water/Sewer) had nothing to report on water/sewer.
- Mayor Chris Lund
 - This Thursday he will attend the SW Transportation Coalition meeting. They will be giving updates on Hwy 212 and Hwy 5.
 - He contacted Carver County regarding County Road 50. They will look into the condition of the road.
 - The Newsletter will out the end of the week.
 - He talked with the Post Office this week about help needed and they have someone in the pipeline but they are still looking for help.

Adjourn City Council Meeting

MOTION: Councilmember Eric Poppler moved to adjourn the City Council Meeting at 8:35 PM. Seconded by Councilmember Mitch Polzin. Motion was approved by all present.

Amended/Approved on December 13, 2023

Jeremy Gruenhagen
City Clerk/Treasurer



HAMBURG CITY COUNCIL MEETING
SEPTEMBER 26, 2023

Mayor Chris Lund called the Hamburg City Council Meeting to order at 7:00 PM. Those in attendance were: Councilmembers Eric Poppler, Mitch Polzin, Tim Tracy and Jessica Weber, City Clerk Jeremy Gruenhagen, Deputy Clerk Jan Shoemaker, Public Works Jason Buckentin, Fire Chief Steven Siewert. Resident David Chadwick, and Steve, Tammy, Jake Trebesch. State Representative, Bobbie Harder.

Public Comment

Tammy Trebesch stated Zummerfest was very nice. Mayor Lund added it was very well attended especially in light of rain.

Agenda Review (Added Items) and Adoption

MOTION: Councilmember Jessica Weber moved to approve the agenda as amended (Add State Representative Bobbie Harder and under Old City Business: Public Nuisance Violations). Seconded by Councilmember Eric Poppler. Motion was approved by all present.

Consent Agenda

- Approve Payment of Added August 2023 Claims (\$77.82)
- Approve Payment of Added September 2023 Claims (\$25,818.29)
- Approve Cash Flow Statement for August 2023

MOTION: Councilmember Eric Poppler moved to approve the Consent Agenda as written. Seconded by Councilmember Mitch Polzin. Motion was approved by all present.

State Representative, Bobbie Harder

Representative Harder handed out a Session Overview 2023 document. Prior to her Representative roll, she served two terms as a Sibley County Commissioner serving the east side of the county. She is now serving her first term as State Representative. She shared insight on being a State Representative. She talked about the \$18 Billion surplus and how to spend the surplus. She discussed the impact to businesses in the area, especially small business. The impact of new programs whether it be paid sick time, paid medical leave, benefits whether you have one employee or more. This adds to the burden when they are struggling to keep their business alive. Effective October 1 the metro sales tax increases by 1%, .75% of the 1% will to be used for transit and .25% for housing. July 2024 there will be a \$0.50 delivery tax. People that are not citizen are able to obtain a driver's license. Looks no different than yours or mine. Increase in funding for education, nursing homes and in local government aid.

Hamburg Fire Department Report - Chief Siewert

- Officer Selection (Chief 3)
 - Officer selection will be coming up in November: Chief 2, Captain 1 and Capitan 3. No one currently in the Captain 1 roll. A resignation of Capitan 1



HAMBURG CITY COUNCIL MEETING SEPTEMBER 26, 2023

last year, Steven Buckentin moved to Chief 3.

- Received a 90-day intent to retire from Jason Hanson, plans to retire January 5, 2024 with 10-years of service.
- Firefighter Recruitment Options - Chief Siewert discussed a few recruitment options for new firefighters. No action taken on the options. Currently at 19 firefighters, and 6-7 rescue reserves. Fully staffed 30 members, comfortable at 25 members. Need to have a minimum of 10 fire department members in order to maintain a fire department.

Old City Business

- Minor Subdivision (PID's 45.0282010, 45.0282500, 45.0282510)
City Clerk Gruenhagen summarized the survey the city received from Trebesch's attorney. It combined all three of the Trebesch parcels into track 1 and the city parcel into track 2. The Trebesch's stated this is not what they want, they want Tract 1 to include their portion of PID 45.0282010 to be combined with PID 45.0282500 and keep PID 45.0282510 as a separate parcel. The survey needs to be redone to accommodate the Trebesch's request. The survey is Trebesch responsibility to obtain. The survey needs to be completed as soon as possible to set a Public Hearing to approve the minor subdivision. City Council and the Trebesch's both agreed Tract 1 per the minor subdivision will be as zoned as downtown business district.
- Public Nuisance Violation - 679 Park Ave. nuisance violation has been resolved.

New City Business

- Land Use Application (Variance) for 361 Maria Avenue
- Move to Hold Public Hearing October 10, 2023 @ 7:00 PM
- **MOTION: Councilmember Mitch Polzin moved to hold a Public Hearing on October 10, 2023 at 7:00 PM for the land use variance for 361 Maria Avenue. Seconded by Councilmember Eric Poppler. Motion was approved by all present.**

2024 Preliminary Budget

- Public Works Buckentin has located a truck at Rosedale Chevrolet for \$52,398.97 with a 10-year bumper to bumper warranty for \$2,870. With the availability due to the auto workers strike, if approved tonight the vehicle can be picked up tomorrow.
 - **MOTION: Councilmember Mitch Polzin moved to approve the purchase of the city truck for \$52,398.97 plus the 10-year bumper to bumper warranty for \$2,870 and transfer the funds from the City Savings Equipment Fund to the General Fund to pay for the purchase. Seconded by Councilmember Jessica Weber. Motion was approved by all present.**
- 2024 Proposed Tax Levy and Budget
 - 2024 Budget Items/Wish List
City Clerk Gruenhagen reviewed several items that could be removed



HAMBURG CITY COUNCIL MEETING
SEPTEMBER 26, 2023

prior to setting the Preliminary Budget.

- Set Proposed Property Tax Levy/Preliminary Budget for 2024
- Set Public Comment Meeting for Final 2024 Budget
 - December 12, 2023 @ 7:00 PM
- Approve Resolution Number 2023-09 (2024 Preliminary Tax Levy)
 - **MOTION: Councilmember Mitch Polzin moved to approve Resolution Number 2023-09 (2024 Preliminary Tax Levy) setting the Preliminary Budget for 2024 at \$699,136, a 24% increase and hold a Public Comment Meeting for Final 2024 Budget on December 12, 2023 at 7:00 PM. Seconded by Councilmember Jessica Weber. Motion was approved by all present.**
- Add to the September 2023 Claims List Check #21779 to Rosedale Chevrolet for \$55,268.97
 - **MOTION: Councilmember Tim Tracey moved to update the September 2023 Claims List to add #21779 to Rosedale Chevrolet for \$55,268.97 for purchase of the new City Truck. Seconded by Councilmember Jessica Weber. Motion was approved by all present.**

City Council Reports

- Councilmember Mitch Polzin (Streets) thanked everyone who attended Zummerfest.
- Councilmember Eric Poppler (Parks) had nothing further to report.
- Councilmember Jessica Weber (Buildings) had nothing further to report.
- Councilmember Tim Tracy (Water/Sewer) had nothing to report.
- Mayor Chris Lund – Mayor's In Time will be on October 2, 2023, 5:00-7:00 PM.

Adjourn City Council Meeting

MOTION: Councilmember Tim Tracy moved to adjourn the City Council Meeting at 8:24 PM. Seconded by Councilmember Eric Poppler. Motion was approved by all present.

Amended/Approved on December 13, 2023

Jeremy Gruenhagen
City Clerk/Treasurer



***HAMBURG CITY COUNCIL MEETING
OCTOBER 10, 2023***

Mayor Chris Lund called the Public Hearing to order at 7:00 PM. The order for the variance review for Austin Schultz (361 Maria Ave). Those in attendance were: Councilmembers Eric Poppler, Mitch Polzin, Tim Tracy and Jessica Weber, City Clerk Jeremy Gruenhagen, Deputy Clerk Jan Shoemaker, Public Works Jason Buckentin. Resident Emily Patterson, Victor Ramirez, Austin Schultz, Steve Trebesch, and Jake Trebesch. Southern Valley Alliance, Katie Schaumann.

- Variance review for 361 Maria Ave. Austin Schultz gave an update on adding a deck walkway to connect his two front doors. It would be similar to other properties within the area.
- No public comment.

MOTION: Councilmember Eric Poppler moved to close the Public Hearing for the Land Use Application for 361 Maria Ave at 7:03 PM. Seconded by Councilmember Jessica Weber. Motion was approved by all present.



HAMBURG CITY COUNCIL MEETING OCTOBER 10, 2023

Mayor Chris Lund called the Hamburg City Council Meeting to order at 7:03 PM. Those in attendance were: Councilmembers Eric Poppler, Mitch Polzin, Tim Tracy and Jessica Weber, City Clerk Jeremy Gruenhagen, Deputy Clerk Jan Shoemaker, Public Works Jason Buckentin. Resident Emily Patterson, Victor Ramirez, Austin Schultz, Steve Trebesch, and Jake Trebesch. Southern Valley Alliance, Katie Schaumann.

Public Comment

Victor Ramirez, new owner of 340 Railroad Street gave an update on the plan for the property to bring back the upstairs apartments and possibility bringing in some businesses to the lower level.

Agenda Review (Added Items) and Adoption

MOTION: Councilmember Eric Poppler moved to approve the Agenda as written. Seconded by Councilmember Mitch Polzin. Motion was approved by all present.

Consent Agenda

- Approve Payment of Added September 2023 Claims (\$6,024.75)
- Approve Payment of October 2023 Claims (\$36,108.50)
- Approve Minutes for April, May, July, & August 2023
- Approve Temporary On-Sale Liquor License for Hamburg Lions Club
 - December 9, 2023
- Delinquent Utility Bill Report

MOTION: Councilmember Eric Poppler moved to approve the Consent Agenda as written. Seconded by Councilmember Mitch Polzin. Motion was approved by all present.

Southern Valley Alliance (Katie Schaumann)

- Domestic Violence Awareness Month (October) - Katie Schaumann, Community Engagement Coordinator for Southern Valley Alliance. They are a non-profit organization that provides the domestic abuse services for Carver and Scott Counties. She was honored to be with us during Domestic Violence Awareness Month. She reported what the organization has done over the last year and what is coming ahead. Domestic violence can happen anywhere. They are working on ending the cycle of violence within our community.

Old City Business

- Land Use Application (Variance) for 361 Maria Avenue
- Approve Resolution Number 2023-10



HAMBURG CITY COUNCIL MEETING
OCTOBER 10, 2023

- **MOTION: Councilmember Eric Poppler moved to approve Resolution Number 2023-10 for 361 Maria Avenue. Seconded by Councilmember Mitch Polzin. Motion was approved by all present.**
- Minor Subdivision (PID's 45.0282010, 45.0282500, 45.0282510)
City Clerk Gruenhagen reported he has contacted our attorney to explain to them what was agreed to at the Council Meeting, September 26, 2023. The survey needs to be completed as soon as possible to set a Public Hearing to approve the minor subdivision. The Council agreed, if the City does not receive a new survey to split Track 1 into two parcels by November 14, 2023 the City would move forward with the original survey submitted.
 - **MOTION: Councilmember Mitch Polzin moved to set a Public Hearing for the Minor Subdivision (PID's 45.0282010, 45.0282500, 45.0282510) on November 14, 2023 at 7:00 PM. Seconded by Councilmember Eric Poppler. Motion was approved by all present.**
- City Clerk-Treasurer Vacation (October 12-27) - The City office will remain open 8:00 AM to 4:30 PM, any overtime hours for Deputy Clerk will be converted to comp time. If there is an emergency, an emergency contact list has been created and posted in the office, shop and water treatment plant.

New City Business

- 2011 Ford Ranger (Advertisement for Bids)
 - 2011 Ford Ranger sealed bids will be received until 4:30 PM on November 14, 2023. The sealed bids will be opened at 4:30 PM on November 14 and considered at the November 14th meeting. The Council has the right to accept or reject any or all bids.
- New City Truck Accessories
 - The truck needs running boards which have been ordered. The money will be taken out of the tool budget. Public Works decided to purchase tool boxes verses the service box to save the city \$10,000. Funds to purchase the truck tool boxes would be transferred from the city savings maintenance fund to the general fund.
 - **MOTION: Councilmember Tim Tracey moved to transfer up to \$2,100 from the city savings to the general fund for accessories for the new City Truck. Seconded by Councilmember Jessica Weber. Motion was approved by all present.**
- Master Arbitrage Services Contract (Ehlers)
 - The IRS requires reporting that we did not yield a higher rate of return by investing the bond proceeds. Recommendation is every five years which is due at the end of 2023. City Clerk Gruenhagen received a quote from Ehlers for \$1,500 to complete the single audit.
 - **MOTION: Councilmember Tim Tracey moved to approve the Master Arbitrage Services contract with Ehlers. Seconded by Councilmember Jessica Weber. Motion was approved by all present.**



***HAMBURG CITY COUNCIL MEETING
OCTOBER 10, 2023***

City Council Reports

- Councilmember Mitch Polzin (Streets) had nothing further to report on streets.
- Councilmember Eric Poppler (Parks) had nothing further to report on parks.
- Councilmember Jessica Weber (Buildings) had nothing further to report on buildings.
- Councilmember Tim Tracy (Water/Sewer) had nothing further to report on water/sewer.
- Mayor Chris Lund – Newsletter will go out this week. There will be a food drive in the haunted woods at 160 Jacob Street on October 31, 2023, 6:30 PM to 8:30 PM for the Norwood food shelf.

Adjourn City Council Meeting

MOTION: Councilmember Tim Tracy moved to adjourn the City Council Meeting at 7:57 PM. Seconded by Councilmember Jessice. Motion was approved by all present.

Amended/Approved on December 13, 2023

Jeremy Gruenhagen
City Clerk/Treasurer



HAMBURG CITY COUNCIL MEETING
NOVEMBER 14, 2023

Mayor Chris Lund called the Hamburg City Council Meeting to order at 7:00 PM. Those in attendance were: Councilmembers Eric Poppler, Tim Tracy and Jessica Weber, City Clerk Jeremy Gruenhagen, Deputy Clerk Jan Shoemaker, Fire Chief Steven Siewert.

Public Comment - No Public Comment

Agenda Review (Added Items) and Adoption

MOTION: Councilmember Eric Poppler moved to approve the Agenda as amended (Amend the Consent Agenda; adjust the November 2023 Claims List to \$124,740.19). Seconded by Councilmember Jessica Weber. Motion was approved by all present.

Consent Agenda

- Approve Payment of Added September Claims (\$4,173.57)
- Approve Payment of October Claims List (\$58,061.92)
- Approve Payment of November Claims List (\$124,740.19)
- Approve Lawful Gambling Permit for HHFC (2/05/24)
- Approve Time-Off Request(s) for Jeremy Gruenhagen
- Approve Time-Off Request(s) for Jason Buckentin
- Delinquent Utility Billing Report

MOTION: Councilmember Jessica Weber moved to approve the Consent Agenda as amended. Seconded by Councilmember Tim Tracy. Motion was approved by all present.

Hamburg Fire Department

- 2023 HFD Officer Selection Process (Board Review)
 - Chief Siewert advised there are three Officer Sections this year; Chief 2, Captain 1 and Captain 3. Mark Plantz is current Chief 2; he has reapplied for the position with no one running against him. Nick Mackenthun is current Captain 3; he has reapplied for the position with no one running against him. Move to accept these two applicants for the next two years in their current roles.
 - **MOTION: Councilmember Eric Poppler moved to approve the two applicants for Chief 2 and Captain 3 as described by Chief Siewert. Seconded by Councilmember Jessica Weber. Motion was approved by all present.**
 - No one applied for Captain 1 which is the assistant training officer position. Chief Siewert will be assisting the current Chief Steve Buckentin with training as needed until there is an applicant.



HAMBURG CITY COUNCIL MEETING NOVEMBER 14, 2023

- Firefighter Justin Buckentin Retirement. Justin plans to retire January 1, 2024 with 25-years of service
- Toys for Tots Toy Drive
 - The Fire Department is hosting a breakfast on December 10 at 8:00 AM to 11:00 AM at Know It All's Bar & Grill. Free will offering or an unwrapped Toy.
- Fire Department Gun Raffle is December 9 at 9:00 PM at Know It All's Bar & Grill. If you need tickets, reach out to a fire member.
- Meat Raffles will start on November 22 at 6:30 PM at Know It All's Bar & Grill. Raffles on Thanksgiving Eve, Christmas Eve, New Year's Eve and every Saturday.

Old City Business

- Set Public Hearing and Special Meeting for November 21st @ 7:00 PM for the Minor Subdivision of PID's 45.0282010/45.0282500.
 - **MOTION: Councilmember Tim Tracy moved to hold a Public Hearing and Special Meeting on November 21, 2023 at 7:00 PM for the Minor Subdivision of PID's 45.0282010/45.0282500. Seconded by Councilmember Jessica Weber. Motion was approved by all present.**

New City Business

- 2023-24 Final Budget Items
 - Let City Clerk Gruenhagen know if you have any budget items to add.
- Hold Second City Council Meeting on November 28, 2023
 - 2024 Final Budget Workshop
 - Employee Review/Health Insurance Coverage
 - **MOTION: Councilmember Tim Tracy moved to hold a Second City Council Meeting on November 28, 2023 at 7:00 PM. Seconded by Councilmember Eric Poppler. Motion was approved by all present.**
- Set Public Hearing to Adopt City Fee Schedule for 2024 (December 12th)
 - **MOTION: Councilmember Jessica Weber moved to hold a Public Hearing to Adopt City Fee Schedule for 2024 on December 12, 2023 at 7:00 PM. Seconded by Councilmember Eric Poppler. Motion was approved by all present.**
- Fidelity Bonds for Clerk/Treasurer & Deputy Clerk
 - City Clerk Gruenhagen reviewed the Fidelity Bonds for the Clerk/Treasurer to cover the city. Current Fidelity Bond for the Clerk/Treasurer cost \$85 for two years for \$3,000 coverage. We should consider increasing the coverage and look at adding coverage for the Deputy Clerk. City Clerk Gruenhagen will connect with other cities on their bond limits.



**HAMBURG CITY COUNCIL MEETING
NOVEMBER 14, 2023**

- City Copier Lease Options
 - The Council agreed to move forward with a 5-year Lease from the lowest bid (Loeffler) for the City Copier.
- 2011 Ford Ranger Sealed Bid Results
 - **MOTION: Councilmember Tim Tracy moved to approve the top bid of \$7,501.50 to Wayne Nagel for the 2011 Ford Ranger. Seconded by Councilmember Jessica Weber. Motion was approved by all present.**

City Council Reports

- Councilmember Mitch Polzin (Streets) was absent.
- Councilmember Eric Poppler (Parks) had nothing further to report.
- Councilmember Jessica Weber (Buildings) had nothing further to report.
- Councilmember Tim Tracy (Water/Sewer) had nothing further to report.
- Mayor Chris Lund – Newsletter will go out this week.

Adjourn City Council Meeting

MOTION: Councilmember Tim Tracy moved to adjourn the City Council Meeting at 7:26 PM. Seconded by Councilmember Eric Poppler. Motion was approved by all present.

Amended/Approved on December 13, 2023

Jeremy Gruenhagen
City Clerk/Treasurer



HAMBURG CITY COUNCIL MEETING
NOVEMBER 28, 2023

Mayor Chris Lund called the Hamburg City Council Meeting to order at 7:00 PM. Those in attendance were: Councilmembers Eric Poppler, Mitch Polzin, Tim Tracy and Jessica Weber, City Clerk Jeremy Gruenhagen, Deputy Clerk Jan Shoemaker, Public Works Jason Buckentin and Steve Frensko. Residents Sally and Sheldon Rucks.

Public Comment – Sheldon Rucks wanted to know why the City of Hamburg Budget was so high. There was some discussion regarding the 2024 Budget. The budget will be discussed in more detail under New City Business.

Agenda Review (Added Items) and Adoption

MOTION: Councilmember Eric Poppler moved to approve the Agenda as amended (City Council Reports, Edit Streets to Councilmember Mitch Polzin and Employee Evaluation; Add Steve Frensko). Seconded by Councilmember Mitch Polzin. Motion was approved by all present.

Consent Agenda

- Approve Payment of Added November Claims (\$32,252.11)
- Approve Service Agreement for 2024 Joint Assessment w/ Carver County
- Approve 2024 Contract for Policing Services w/ Carver County
- Approve Lawful Gambling Permit for Hamburg Baseball Club
 - June 9, 2024
- Approve Temporary On-Sale Liquor License(s) for Hamburg Lions Club
 - January 27, 2024 & February 3, 2024
- Approve September 2023 Cash Flow Statement
- Approve Time-Off Request (Jeremy Gruenhagen)
- Mediacom Programming Changes & Rate Adjustments

MOTION: Councilmember Jessica Weber moved to approve the Consent Agenda. Seconded by Councilmember Mitch Polzin. Motion was approved by all present.

Old City Business (Memo)

- City Copier Lease Agreement – The new 5-year agreement with Loeffler has been signed.

New City Business

- Holidays (Paid) for PT Employees – tabled until the December 12, 2023 Council Meeting.
- 2024 Final Budget/2024 Final Property Tax Levy
 - Health Insurance Rates/Cost Analysis



HAMBURG CITY COUNCIL MEETING NOVEMBER 28, 2023

- Budget Items for 2023/2024 - City Clerk Gruenhagen reviewed various line items that were reduced and/or removed from the budget. Clerk Gruenhagen stated he is working to reduce the increase to around 5%.
- 2024 City Fee Schedule
 - Consider increasing rental fees, pop and cups.
 - Water and Sewer Rates will be reviewed at the Budget Workshop
- 2024 Final Budget Workshop (December 5th)
 - **MOTION: Councilmember Eric Poppler moved to hold the 2024 Final Budget Workshop on December 5, 2023 at 6:30 PM. Seconded by Councilmember Mitch Polzin. Motion was approved by all present.**

City Council Reports

- Councilmember Mitch Polzin (Streets) reported some street lights are out on Park Ave. Councilmember Polzin to confirm if street lights or Christmas Lights are out.
- Councilmember Eric Poppler (Parks) had nothing further to report.
- Councilmember Jessica Weber (Buildings) had nothing further to report.
- Councilmember Tim Tracy (Water/Sewer) had nothing further to report.
- Mayor Chris Lund reported you can drop off old prescription drugs at the Police Station in Chaska or Waconia.

Recess City Council Meeting

Move to Closed Meeting(s) for the purpose of Employee Evaluation(s) [Unless any employee requests an Open Meeting for his/her evaluation. Any Open Meeting for Employee Evaluation(s) shall be held prior to any Closed Meeting for Employee Evaluation(s)]

- Steve Frensko agreed to have an Open Meeting of his employee evaluation.
- Jeremy Gruenhagen requested to hold a Closed Meeting for his employee evaluation.
 - **MOTION: Councilmember Mitch Polzin moved to close the City Council Meeting for November 28, 2023 at 8:23 PM for the purpose of Employee Evaluation. Seconded by Councilmember Jessica Weber. Motion was approved by all present.**
 - **MOTION: Councilmember Jessica Weber moved to Close the Closed Meeting and Reopen the City Council Meeting at 8:58 PM. Seconded by Councilmember Eric Poppler. Motion was approved by all members present.**
- Reopen the City Council Meeting for November 28, 2023 at 8:58 PM. The reason for the closed City Council Meeting was the Employee Evaluation for the City Clerk.



***HAMBURG CITY COUNCIL MEETING
NOVEMBER 28, 2023***

Employee Wages/Health Insurance Coverage for 2024

- Employee Wages for 2024 (Steve Frensko & Jeremy Gruenhagen)
 - **MOTION: Councilmember Eric Poppler moved to increase Steve Frensko wages to \$19 per hour for 2024. Seconded by Councilmember Jessica Weber. Motion was approved by all present.**
 - **MOTION: Councilmember Tim Tracy moved to increase the City Clerk's 2024 Wages by 5% and keep the Health Insurance Coverage the same for 2024. Seconded by Councilmember Eric Poppler. Motion was approved by all present.**

Adjourn City Council Meeting

MOTION: Councilmember Eric Poppler moved to adjourn the City Council Meeting at 9:04 PM. Seconded by Councilmember Mitch Polzin. Motion was approved by all present.

Amended/Approved on December 13, 2023

Jeremy Gruenhagen
City Clerk/Treasurer

**CITY OF HAMBURG
ORDINANCE NUMBER 170**

AN ORDINANCE OF THE CITY OF HAMBURG SUMMARIZING AND REAFFIRMING 2024 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 2024 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 2024 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 9th day of January, 2024.

The 2024 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 2024
Schedule A

Mayor
 Acting Mayor
 Council Member
 Council Member
 Council Member
 Official Newspaper - Publications
 Bank & Depository - Utility Billing Collection Site
 Building Inspector
 Emergency Manager
 City Engineer

Chris Lund
 Tim Tracy
 Mitch Polzin
 Eric Poppler
 Jessica Weber
 Patriot
 Security Bank and Trust
 MNSPECT
 Fire Chief 2
 Justin Black

Community Hall Rates

Hall Upstairs - 9:00 AM Access (Day Before Rental if not Rented)	City Resident	\$950.00	
Hall Reservation 2 Days Before Rental Date (4:00 PM Access)	City Resident	\$1,050.00	
Hall Reservation 2 Days Before Rental Date (9:00 AM Access)	City Resident	\$1,150.00	
Hall Upstairs - 9:00 AM Access (Day Before Rental if not Rented)	Non-Resident Rate	\$1,200.00	
Hall Reservation 2 Days Before Rental Date (4:00 PM Access)	Non-Resident Rate	\$1,300.00	
Hall Reservation 2 Days Before Rental Date (9:00 AM Access)	Non-Resident Rate	\$1,400.00	
Hall Rental Fee (Upstairs) for Local Businesses (9:00 AM Access)		\$425.00	
Hall Rental Fee (Upstairs) for Benefits		\$425.00	
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 (Per Pound)		\$1.25	\$1.00 *
Cups (Per Cup)		\$0.10	

(* Denotes City Approved Club Rates - Fire Dept., Lions Club, Baseball Club, and Sportsmen's Club)

Community Center Rates

Community Center (Fire Hall) Rent	(\$200 Damage Deposit)	\$150.00
Community Center Rental Fee for Local Businesses	(\$200 Damage Deposit)	\$100.00

Park Shelter Rentals

Park Shelters & Lions Shelter	(\$100 Damage Deposit)	\$200.00
Park Shelter Rental Fee for Local Businesses	(\$100 Damage Deposit)	\$100.00

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		\$13.23/Month
Sanitary Sewer Metered (Per Thousand Gallons)		\$4.97
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 2024
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	\$30/HR plus Materials
Copies	Per Page	\$0.25
Copy of City Ordinances		\$50.00
Copy of Comprehensive Plan, Zoning Ordinances, Financial Statement, City Tapes (Videos)		\$30.00
Copy of City SWMP, Sewer and Water Studies		\$30.00
Mileage	2024 IRS Rate	2024 IRS Rate
Returned Check Charge		\$30
Special Assessment Search		\$20
Animal License	Annual	\$10.00 *
Liquor License - On Sale (Baseball Club)	Annual	\$100.00
Liquor Licenses - On Sale	Annual	\$1,200.00
Liquor Licenses - Off Sale	Annual	\$100.00
Liquor Licenses - Special Sunday	Annual	\$200.00
Tobacco License	Annual	\$100.00
Solicitor/Peddler Permit	Annual	\$25.00
Notary Public Fee	Per Page	\$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)	\$10.00 each training
On Call Pay (Firefighters)	\$10.00 for each call
On Call Pay (First Responders)	\$15.00 for each call

	Beginning	2023		2023		Budget	Total	Total		Ending
	Balance 1/1/2023	Budget Income	Expense	Budget Expense	Year-End Balance	Received	Expenses	Balance 10/31/2023		
General Fund	\$488,662.51	\$598,786.00	\$598,786.00	\$598,786.00	\$488,662.51	\$398,675.02	\$521,282.08	\$366,055.45		
General Gov't										
Public Safety (Fire Dept.)										
Public Works (Streets)										
Sanitation & Recycling										
Parks & Recreation										
Comm. Hall										
Special Revenue Funds	\$599,033.78	\$7,155.00	\$23,520.00	\$582,668.78	\$5,822.11	\$0.00	\$604,855.89			
City Of Hamburg (Savings)	\$565,203.67	\$1,000.00	\$23,520.00	\$542,683.67	\$5,822.11	\$0.00	\$571,025.78			
*Equipment Replacement Fund	\$88,500.00	\$0.00	\$0.00	\$88,500.00	\$0.00	\$0.00	\$88,500.00			
*City Maintenance Fund	\$113,000.00	\$0.00	\$0.00	\$113,000.00	\$0.00	\$0.00	\$113,000.00			
*Street Improvements (Repairs)	\$272,782.00	\$0.00	\$0.00	\$272,782.00	\$0.00	\$0.00	\$272,782.00			
*Community Center Addition	\$28,000.00	\$0.00	\$0.00	\$28,000.00	\$0.00	\$0.00	\$28,000.00			
*Community Hall Renovations	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			
*Park Handicap Bathrooms	\$20,000.00	\$0.00	\$0.00	\$20,000.00	\$0.00	\$0.00	\$20,000.00			
*Water Tower	\$29,520.00	\$0.00	\$23,520.00	\$6,000.00	\$0.00	\$0.00	\$29,520.00			
*Interest	\$13,401.67	\$1,000.00	\$0.00	\$14,401.67	\$5,822.11	\$0.00	\$19,223.78			
*Transfers In (Out)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			
Fire Equipment CD	\$33,830.11	\$6,155.00	\$0.00	\$39,985.11	\$0.00	\$0.00	\$33,830.11			
*Fire Truck Replacement	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			
*Radio Replacement	\$21,000.00	\$0.00	\$0.00	\$21,000.00	\$0.00	\$0.00	\$21,000.00			
*Fire Equipment	\$12,500.25	\$6,000.00	\$0.00	\$18,500.25	\$0.00	\$0.00	\$12,500.25			
*Interest	\$329.86	\$155.00	\$0.00	\$484.86	\$0.00	\$0.00	\$329.86			
Debt Service	\$9,158.40	\$30,918.85	\$40,076.75	\$0.50	\$15,459.42	\$39,501.75	(\$14,883.93)			
Total (Tax Revenue Funds)	\$1,096,854.69	\$636,859.85	\$662,382.75	\$1,071,331.79	\$419,956.55	\$560,783.83	\$956,027.41			
Enterprise Funds										
Water	\$100,561.11	\$279,390.21	\$282,312.53	\$97,638.79	\$160,344.08	\$203,508.23	\$57,396.96			
Sewer	\$294,737.04	\$75,016.76	\$75,806.38	\$293,947.42	\$58,766.35	\$70,266.41	\$283,236.98			
Storm Water	\$98,644.81	\$72,309.60	\$69,046.88	\$101,907.53	\$58,178.32	\$77,071.62	\$79,751.51			
Total (Enterprise Funds)	\$493,942.96	\$426,716.57	\$427,165.79	\$493,493.74	\$277,288.75	\$350,846.26	\$420,385.45			
Totals	\$1,590,797.65	\$1,063,576.42	\$1,089,548.54	\$1,564,825.53	\$697,245.30	\$911,630.09	\$1,376,412.86			
	Remaining Balance 1/1/2023	Remaining Assessment 1/1/2023	Cash & Investments	2023 Principle Payments	Date Due	Date Paid	Maturity Date	Unfunded Balance 12/31/2023		
Debt Summary										
1992 Streets	\$0.00	\$1,126.85	\$0.00	\$0.00	2/1/22 & 8/1/22	2/1/22 & 8/1/22	2/1/2023	(\$1,126.85)		
2007 Streets	\$15,000.00	\$0.00	\$3,778.00	\$15,000.00	10/31/2022	10/31/2022	10/31/2023	(\$3,778.00)		
Cert. of Indebtedness (2018 Pumper)	\$22,800.00	\$0.00	\$5,381.00	\$22,800.00	2/20/22 & 8/20/22	2/20/22 & 8/20/22	8/20/2022	(\$5,381.00)		
Water Wells Project	\$0.00	\$0.00	\$0.00	\$0.00	2/20/22 & 8/20/22	2/20/22 & 8/20/22	8/20/2022	\$0.00		
Water Treatment Plant	\$116,000.00	\$0.00	\$0.00	\$57,000.00	2/20/22 & 8/20/22	2/20/22 & 8/20/22	8/20/2024	\$59,000.00		
Sanitary Sewer Improvements	\$88,088.23	\$36,654.78	\$0.00	\$16,000.00	2/1/22 & 8/1/22	2/1/22 & 8/1/22	8/20/2030	\$35,433.45		
Storm Water Improvements	\$670,000.00	\$0.00	\$0.00	\$60,000.00	2/1/22 & 8/1/22	2/1/22 & 8/1/22	2/1/2032	\$610,000.00		
Water Tower/Water Main Imp Project	\$1,264,000.00	\$0.00	\$0.00	\$51,000.00	2/20/22 & 8/20/22	2/20/22 & 8/20/22	8/20/2044	\$1,213,000.00		
Totals	\$2,175,888.23	\$37,781.63	\$9,159.00	\$221,800.00				\$1,907,147.60		

Cash Flow Actuals

	April	May	June	July	August	September	October	Totals
Beg. Balance	\$1,448,120.54	\$1,400,858.34	\$1,359,550.38	\$1,351,259.98	\$1,559,072.84	\$1,510,982.61	\$1,403,364.25	\$1,193,412.20
Income								
Property Taxes	\$0.00	\$0.00	\$0.00	\$294,605.41	\$0.00	\$0.00	\$0.00	\$299,591.03
Licenses & Permits	\$0.00	\$495.39	\$1,795.35	\$56.32	\$168.00	\$4,477.48	\$391.00	\$8,513.39
Intergov't Receipts (Aids)	\$0.00	\$0.00	\$0.00	\$43,740.50	\$0.00	\$0.00	\$1,159.17	\$48,892.57
Charges for Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Assessment Searches	\$150.00	\$150.00	\$0.00	\$150.00	\$0.00	\$150.00	\$150.00	\$1,500.00
Comm Ctr. Rentals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Township Contribution	\$0.00	\$0.00	\$0.00	\$21,600.00	\$0.00	\$0.00	\$0.00	\$21,600.00
Fire Dept. Revenues	\$0.00	\$0.00	\$0.00	\$200.00	\$200.00	\$400.00	\$200.00	\$2,800.00
Park Rentals	\$600.00	\$400.00	\$200.00	\$200.00	\$650.00	\$1,150.00	\$3,024.65	\$10,045.45
Hall Receipts	\$351.00	\$1,288.25	\$1,376.55	\$35.00	\$36.66	\$0.00	\$199.98	\$809.64
Fines	\$105.00	\$213.00	\$35.00	\$4,926.90	\$538.16	\$4,116.06	\$188.00	\$17,595.64
Misc. Receipts	\$248.60	\$3,796.96	\$2,062.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other Receipts	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Insurance Recovery	\$191.07	\$214.88	\$186.18	\$268.63	\$242.16	\$214.08	\$208.16	\$2,223.30
Interest Income (Checking)	\$0.00	\$0.00	\$1,979.20	\$0.00	\$0.00	\$2,007.93	\$0.00	\$5,822.11
Interest Income (Savings)	\$0.00	\$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	\$0.00
Transfers In (Savings)	\$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
Special Assessments	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Water Service	\$11,118.79	\$20,614.64	\$13,951.16	\$18,910.61	\$16,589.98	\$18,791.56	\$15,062.35	\$160,344.08
Sewer Service	\$4,390.51	\$7,358.21	\$4,714.46	\$10,123.96	\$5,185.12	\$6,194.79	\$5,224.52	\$59,329.77
Storm Water	\$4,447.33	\$8,008.29	\$5,223.07	\$6,358.00	\$5,276.70	\$6,125.92	\$5,302.70	\$58,178.32
	\$21,602.30	\$42,539.62	\$31,523.47	\$401,876.99	\$28,850.12	\$43,627.82	\$31,110.53	\$697,245.30
Expenses								
General Gov't	\$18,673.72	\$16,019.44	\$13,821.70	\$22,860.64	\$11,262.80	\$89,741.49	\$13,094.28	\$253,724.62
Public Safety	\$26,756.83	\$21,728.15	\$4,223.03	\$5,556.45	\$4,986.86	\$13,265.00	\$3,808.62	\$94,525.55
Public Works	\$3,223.70	\$5,273.64	\$2,606.69	\$2,286.28	\$3,887.48	\$1,166.38	\$1,139.16	\$37,055.95
Sanitation & Recycling	\$0.00	\$0.00	\$296.04	\$0.00	\$0.00	\$0.00	\$296.04	\$592.08
Park & Recreation	\$522.95	\$14,518.50	\$5,583.87	\$10,244.45	\$4,855.47	\$8,348.76	\$3,883.82	\$58,926.36
Hall Expenses	\$6,169.09	\$3,328.38	\$1,743.88	\$5,785.21	\$24,957.25	\$23,097.45	\$1,957.47	\$76,214.99
Debt Service	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$24,168.00	\$39,501.75
Capital Project Funds	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Transfers Out	\$0.00	\$242.53	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$242.53
Transfer to Savings	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Water	\$5,749.54	\$12,448.98	\$5,690.71	\$10,177.48	\$9,226.49	\$9,928.09	\$5,793.02	\$75,610.70
Sewer	\$7,768.67	\$8,574.36	\$5,847.95	\$4,823.23	\$4,442.85	\$5,699.01	\$3,926.51	\$53,160.03
Storm Water	\$0.00	\$1,713.60	\$0.00	\$0.00	\$7,183.65	\$0.00	\$0.00	\$8,924.75
	\$68,864.50	\$83,847.58	\$39,813.87	\$61,833.74	\$70,812.85	\$151,246.18	\$58,061.92	\$698,479.31
Total Expenses								
Other Expenses (DEBT)								
Wells/WTP Bonds	\$0.00	\$0.00	\$0.00	\$58,357.20	\$0.00	\$0.00	\$0.00	\$59,714.40
Water Imp. Bonds (2011)	\$0.00	\$0.00	\$0.00	\$0.00	\$382.97	\$0.00	\$0.00	\$4,543.13
Water Tower Project	\$0.00	\$0.00	\$0.00	\$57,320.00	\$0.00	\$0.00	\$0.00	\$63,640.00
Sewer Imp. Bonds (2011)	\$0.00	\$0.00	\$0.00	\$16,553.19	\$0.00	\$0.00	\$0.00	\$17,106.38
Storm Water Imp. Bonds (2011)	\$0.00	\$0.00	\$0.00	\$0.00	\$5,744.53	\$0.00	\$0.00	\$68,146.87
Total Other Expenses	\$0.00	\$0.00	\$0.00	\$132,230.39	\$6,127.50	\$0.00	\$0.00	\$213,150.78
Checking Balance	\$1,400,858.34	\$1,359,550.38	\$1,351,259.98	\$1,559,072.84	\$1,510,982.61	\$1,403,364.25	\$1,376,412.86	\$1,376,412.86
Net Income (Loss)	(\$47,262.20)	(\$41,307.96)	(\$8,290.40)	\$207,812.86	(\$48,090.23)	(\$107,618.36)	(\$26,951.39)	(\$214,364.79)

	Beginning Balance 1/1/2023	2023 Budget Income	2023 Budget Expense	Budget Year-End Balance	Total Income Received	Total Expenses	Ending Balance 11/30/2023
General Fund	\$488,662.51	\$598,786.00	\$598,786.00	\$488,662.51	\$410,178.63	\$578,021.70	\$320,819.44
General Gov't							
Public Safety (Fire Dept.)							
Public Works (Streets)							
Sanitation & Recycling							
Parks & Recreation							
Comm. Hall							
Special Revenue Funds	\$599,033.78	\$7,155.00	\$23,520.00	\$582,668.78	\$5,822.11	\$0.00	\$604,855.89
City Of Hamburg (Savings)	\$565,203.67	\$1,000.00	\$23,520.00	\$542,683.67	\$5,822.11	\$0.00	\$571,025.78
*Equipment Replacement Fund	\$88,500.00	\$0.00	\$0.00	\$88,500.00	\$0.00	\$0.00	\$88,500.00
*City Maintenance Fund	\$113,000.00	\$0.00	\$0.00	\$113,000.00	\$0.00	\$0.00	\$113,000.00
*Street Improvements (Repairs)	\$272,782.00	\$0.00	\$0.00	\$272,782.00	\$0.00	\$0.00	\$272,782.00
*Community Center Addition	\$28,000.00	\$0.00	\$0.00	\$28,000.00	\$0.00	\$0.00	\$28,000.00
*Community Hall Renovations	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
*Park Handicap Bathrooms	\$20,000.00	\$0.00	\$0.00	\$20,000.00	\$0.00	\$0.00	\$20,000.00
*Water Tower	\$29,520.00	\$0.00	\$23,520.00	\$6,000.00	\$0.00	\$0.00	\$29,520.00
*Interest	\$13,401.67	\$1,000.00	\$0.00	\$14,401.67	\$5,822.11	\$0.00	\$19,223.78
*Transfers In (Out)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Fire Equipment CD	\$33,830.11	\$6,155.00	\$0.00	\$39,985.11	\$0.00	\$0.00	\$33,830.11
*Fire Truck Replacement	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
*Radio Replacement	\$21,000.00	\$0.00	\$0.00	\$21,000.00	\$0.00	\$0.00	\$21,000.00
*Fire Equipment	\$12,500.25	\$6,000.00	\$0.00	\$18,500.25	\$0.00	\$0.00	\$12,500.25
*Interest	\$329.86	\$155.00	\$0.00	\$484.86	\$0.00	\$0.00	\$329.86
Debt Service	\$9,158.40	\$30,918.85	\$40,076.75	\$0.50	\$15,459.42	\$39,501.75	(\$14,883.93)
Total (Tax Revenue Funds)	\$1,096,854.69	\$636,859.85	\$662,382.75	\$1,071,331.79	\$431,460.16	\$617,523.45	\$910,791.40
Enterprise Funds							
Water	\$100,561.11	\$279,390.21	\$282,312.53	\$97,638.79	\$176,160.33	\$295,997.74	(\$19,276.30)
Sewer	\$294,737.04	\$75,016.76	\$75,806.38	\$293,947.42	\$64,558.00	\$75,679.58	\$283,615.46
Storm Water	\$98,644.81	\$72,309.60	\$69,046.88	\$101,907.53	\$64,348.09	\$79,421.62	\$83,571.28
Total (Enterprise Funds)	\$493,942.96	\$426,716.57	\$427,165.79	\$493,493.74	\$305,066.42	\$451,098.94	\$347,910.44
Totals	\$1,590,797.65	\$1,063,576.42	\$1,089,548.54	\$1,564,825.53	\$736,526.58	\$1,068,622.39	\$1,258,701.84
Debt Summary	Remaining Balance 1/1/2023	Remaining Assessment 1/1/2023	Cash & Investments	2023 Principle Payments	Date Due	Maturity Date	Unfunded Balance 12/31/2023
1992 Streets	\$0.00	\$1,126.85	\$0.00	\$0.00		2012	(\$1,126.85)
2007 Streets	\$15,000.00	\$0.00	\$3,778.00	\$15,000.00	2/1/22 & 8/1/22	2/1/2023	(\$3,778.00)
Cert. of Indebtedness (2018 Pump)	\$22,800.00	\$0.00	\$5,381.00	\$22,800.00	10/31/2022	10/31/2023	(\$5,381.00)
Water Wells Project	\$0.00	\$0.00	\$0.00	\$0.00	2/20/22 & 8/20/22	8/20/2022	\$0.00
Water Treatment Plant	\$116,000.00	\$0.00	\$0.00	\$57,000.00	2/20/22 & 8/20/22	8/20/2024	\$59,000.00
Sanitary Sewer Improvements	\$88,088.23	\$36,654.78	\$0.00	\$16,000.00	2/20/22 & 8/20/22	8/20/2030	\$35,433.45
Storm Water Improvements	\$670,000.00	\$0.00	\$0.00	\$60,000.00	2/1/22 & 8/1/22	2/1/2032	\$610,000.00
Water Tower/Water Main Imp Project	\$1,264,000.00	\$0.00	\$0.00	\$51,000.00	2/20/22 & 8/20/22	8/20/2044	\$1,213,000.00
Totals	\$2,175,888.23	\$37,781.63	\$9,159.00	\$221,800.00			\$1,907,147.60

Cash Flow Actuals

	May	June	July	August	September	October	November	Totals
Income								
Property Taxes	\$0.00	\$0.00	\$294,605.41	\$0.00	\$0.00	\$0.00	\$0.00	\$299,591.03
Licenses & Permits	\$495.39	\$1,795.35	\$756.32	\$168.00	\$4,477.48	\$391.00	\$1,039.01	\$9,552.40
Intergov't Receipts (Aids)	\$0.00	\$0.00	\$43,740.50	\$0.00	\$0.00	\$1,159.17	\$0.00	\$48,892.57
Charges for Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Assessment Searches	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Comm Ctr Rentals	\$150.00	\$0.00	\$150.00	\$0.00	\$150.00	\$150.00	\$600.00	\$2,100.00
Township Contribution	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Fire Dept. Revenues	\$0.00	\$0.00	\$21,600.00	\$0.00	\$0.00	\$0.00	\$0.00	\$21,600.00
Park Rentals	\$400.00	\$200.00	\$200.00	\$200.00	\$400.00	\$200.00	\$100.00	\$2,900.00
Hall Receipts	\$1,288.25	\$1,376.55	\$200.00	\$650.00	\$1,150.00	\$3,024.65	\$1,022.50	\$11,067.95
Fines	\$213.00	\$35.00	\$36.66	\$0.00	\$0.00	\$199.98	\$0.00	\$809.64
Misc. Receipts	\$3,796.96	\$2,062.50	\$4,926.90	\$538.16	\$4,116.06	\$188.00	\$1,065.25	\$18,660.89
Other Receipts	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Insurance Recovery	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Interest Income (Checking)	\$214.88	\$186.18	\$268.63	\$242.16	\$214.08	\$208.16	\$175.35	\$2,398.65
Interest Income (Savings)	\$0.00	\$1,979.20	\$0.00	\$0.00	\$2,007.93	\$0.00	\$0.00	\$5,822.11
Transfers In	\$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	\$7,501.50	\$7,501.50
Debt Proceeds/Sale of Assets	\$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
Water Service	\$20,614.64	\$13,951.16	\$18,910.61	\$16,589.98	\$18,791.56	\$15,062.35	\$15,816.25	\$176,160.33
Sewer Service	\$7,358.21	\$4,714.46	\$10,123.96	\$5,185.12	\$6,194.79	\$5,224.52	\$5,808.02	\$65,137.79
Storm Water	\$8,008.29	\$5,223.07	\$6,358.00	\$5,276.70	\$6,125.92	\$5,302.70	\$6,153.40	\$64,331.72
	\$42,539.62	\$31,523.47	\$401,876.99	\$28,850.12	\$43,627.82	\$31,110.53	\$39,281.28	\$736,526.58
Expenses								
General Gov't	\$16,019.44	\$13,821.70	\$22,860.64	\$11,262.80	\$89,741.49	\$13,094.28	\$20,042.52	\$273,767.14
Public Safety	\$21,728.15	\$4,223.03	\$5,656.45	\$4,996.86	\$13,265.00	\$3,808.62	\$22,119.12	\$116,644.67
Public Works	\$5,273.64	\$2,606.69	\$2,286.28	\$3,887.48	\$1,166.38	\$1,139.16	\$3,434.17	\$40,490.12
Sanitation & Recycling	\$0.00	\$296.04	\$0.00	\$0.00	\$0.00	\$296.04	\$0.00	\$592.08
Park & Recreation	\$14,518.50	\$5,583.87	\$10,244.45	\$4,855.47	\$6,348.76	\$3,883.82	\$6,226.01	\$65,152.37
Hall Expenses	\$3,328.38	\$1,743.88	\$5,785.21	\$24,957.25	\$23,097.45	\$1,952.47	\$4,917.80	\$81,132.79
Debt Service	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$24,168.00	\$0.00	\$39,501.75
Capital Project Funds	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Transfers Out	\$242.53	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$242.53
Transfer to Savings	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Water	\$12,448.98	\$5,690.71	\$10,177.48	\$9,226.49	\$9,928.09	\$5,793.02	\$92,489.51	\$168,100.21
Sewer	\$8,574.36	\$5,847.95	\$4,823.23	\$4,442.85	\$5,699.01	\$3,926.51	\$5,413.17	\$58,573.20
Storm Water	\$1,713.60	\$0.00	\$0.00	\$7,183.65	\$0.00	\$0.00	\$2,350.00	\$11,274.75
Total Expenses	\$83,847.58	\$39,813.87	\$61,833.74	\$70,812.85	\$151,246.18	\$58,061.92	\$156,992.30	\$855,471.61
Other Expenses (DEBT)								
Wells/WTP Bonds	\$0.00	\$0.00	\$58,357.20	\$0.00	\$0.00	\$0.00	\$0.00	\$59,714.40
Water Imp. Bonds (2011)	\$0.00	\$0.00	\$0.00	\$382.97	\$0.00	\$0.00	\$0.00	\$4,543.13
Water Tower Project	\$0.00	\$0.00	\$57,320.00	\$0.00	\$0.00	\$0.00	\$0.00	\$63,640.00
Sewer Imp. Bonds (2011)	\$0.00	\$0.00	\$16,553.19	\$0.00	\$0.00	\$0.00	\$0.00	\$17,106.38
Storm Water Imp. Bonds (2011)	\$0.00	\$0.00	\$0.00	\$5,744.53	\$0.00	\$0.00	\$0.00	\$68,146.87
Total Other Expenses	\$0.00	\$0.00	\$132,230.39	\$6,127.50	\$0.00	\$0.00	\$0.00	\$213,150.78
Checking Balance	\$1,359,550.38	\$1,351,259.98	\$1,559,072.84	\$1,510,982.61	\$1,403,364.25	\$1,376,412.86	\$1,258,701.84	\$1,258,701.84
Net Income (Loss)	(\$41,307.96)	(\$8,290.40)	\$207,812.86	(\$48,090.23)	(\$107,618.36)	(\$26,951.39)	(\$117,711.02)	(\$332,095.81)

CITY OF HAMBURG TIME-OFF REQUEST FORM

Today's Date: January 5, 2024

Employee Name: Jeremy Gruenhagen

Dates Requesting Time-Off: January 8 (Off)

January 9 (Off 3:30)

January 16, 22, 26 (Off 4:15)

How many **Vacation** hours will be used? 2

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? Yes

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: January 9, 2024

Was vacation request approved? _____

- If no, reason request was denied: _____

Jeremy Gruenhagen 1-5-24
Employee Signature Date

City Clerk/Treasurer Date

Mayor Date



CITY OF HAMBURG TIME-OFF REQUEST FORM

Today's Date: January 5, 2024

Employee Name: Jeremy Gruenhagen

Dates Requesting Time-Off: January 25 (Off 3:15)

February 1, 6, 8, 13 (Off 3:15)

February 2 (Off at 4:15)

How many **Vacation** hours will be used? 6.5

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

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

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

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

Are you requesting more than three consecutive days off? No

- If yes, you must receive City Council approval.

City Council Approval

Date of Council Meeting: January 9, 2024

Was vacation request approved? _____

- If no, reason request was denied: _____

Jeremy Gruenhagen
Employee Signature

1-5-24
Date

City Clerk/Treasurer

Date

Mayor

Date



Notice to Counties and Municipalities Under Minn. Stat. § 216B.16, Subd. 1

On November 1, 2023, Northern States Power Company, doing business as Xcel Energy (Xcel Energy or the Company), filed an application with the Minnesota Public Utilities Commission (MPUC) to increase gross retail natural gas rates by 9.6 percent or \$59.03 million, effective January 1, 2024, sixty (60) days after filing, without suspension, pursuant to Minn. Stat. § 216B.16.

If the Commission elects to suspend the proposed rate increase under Minn. Stat. § 216B.16, subd. 2, the Company requests, pursuant to Minn. Stat. § 216B.16, subds. 3 and 19, that a temporary (interim) rate increase of approximately 8.5 percent or \$51.2 million, overall bill increase, be effective on January 1, 2024. The interim revenue request for 2024 will be uniformly billed as a 20.89 percent increase on the base rate portion of customers' bills (exclusive of the base cost of gas and certain rate riders). The interim rates would remain in effect until a final rate level is determined.

The typical residential gas customer uses 73 therms per month. On average, the proposed \$59.03 million rate change would increase the bill for a typical residential natural gas customer by \$6.93 per month or \$83.16 annually. The interim increase, if the requested rates are suspended, for that same monthly amount of 73 therms on average would be \$6.06 per month or \$72.72 per year.

In addition, the Company proposes to implement changes to the Company's Interruptible Service rate schedule and Interruptible Service agreement in addition to certain other tariff revisions in its Gas Rate Book, Volume 2D.

Since the last natural gas rate case in 2021, Xcel Energy has continued to make capital investments in its natural gas system and has continued to incur costs to serve its customers, and recovering these costs is critical to Xcel Energy's ability to continue to successfully provide safe, reliable, and affordable natural gas service to its customers long into the future. At the same time, unprecedented inflation has affected the cost of our operations, from the cost of materials and supplies to the cost of paying our employees and contractors. In addition, labor shortages, coupled with wage increases and supply chain shortages and delays across industries, have impacted how Xcel Energy must manage its operations and labor.

Typically, final rates become effective within 10 months of the date of the Application, unless the review period is extended by the MPUC. The Company anticipates that the review period will be extended in this proceeding. Any over-collection of interim rates during the review period will be refunded with interest to customers in a manner determined by the MPUC.

Xcel Energy is requesting this rate increase to meet its current cost of providing natural gas services, including a reasonable return on equity. The following tables contain the effect of the interim and proposed rates increases on customer classes:

Average Monthly Bills

Residential Service

Monthly Therm Use	Present Rates*	Interim Rates	Proposed Rates
10	\$17	\$19	\$20
30	\$33	\$36	\$37
50	\$49	\$54	\$54
73	\$67	\$73	\$74
100	\$89	\$96	\$97
200	\$168	\$182	\$184
300	\$248	\$267	\$270

Small Commercial/Industrial Service

Monthly Therm Use	Present Rates*	Interim Rates	Proposed Rates
50	\$57	\$63	\$68
100	\$93	\$102	\$107
186	\$157	\$169	\$173
200	\$167	\$180	\$183
250	\$203	\$219	\$221
350	\$277	\$297	\$298
500	\$386	\$414	\$413
750	\$570	\$608	\$604
1,000	\$753	\$803	\$796
3,000	\$2,219	\$2,361	\$2,327
5,000	\$3,685	\$3,918	\$3,858

Interruptible Retail Service

Class	Monthly Therm Use	Present Rates*	Interim Rates	Proposed Rates
Small	6,639	\$3,620	\$3,858	\$3,932
Medium	46,065	\$20,958	\$21,836	\$23,163
Large	713,546	\$313,983	\$325,968	\$341,268

Interruptible Transportation Service

(Does not include the cost of natural gas)

I.	Class	Monthly Therm Use	Present Rates*	Interim Rates	Proposed Rates
	Small	6,639	\$1,248	\$1,491	\$1,559
	Medium	195,706	\$19,406	\$22,940	\$28,774
	Large	2,098,693	\$71,065	\$85,037	\$93,580

* The present rate levels identified in this application represent the rates authorized in Docket No. G002/GR-21-678.

Public hearings will be held at various locations in Xcel Energy's natural gas service area. Counties, municipalities, and customers will be notified once the hearings are scheduled.

The proposed rate schedules and a comparison of present and proposed rates are available at:

https://www.xcelenergy.com/company/rates_and_regulations/filings/minnesota_natural_gas_rate_proposal. (Make sure "Minnesota" is selected in the top left-hand corner) and may be examined during normal business hours at either our General Offices located at 414 Nicollet Mall in downtown Minneapolis or at the Minnesota Department of Commerce, Division of Energy Resources, 85 7th Place East, Suite 280, St. Paul, Minnesota 55101.

Those who wish to intervene or testify in this case should contact the Minnesota Office of Administrative Hearings, P.O. Box 64620, St. Paul, Minnesota 55164-0620, Telephone: (651) 361-7900, TTY: (651) 361-7878. Public notice of hearings dates and locations will be published in local newspapers in Xcel Energy's service area.

Questions on the rate increase may be directed to Amber Hedlund at (612) 337-2268. Comments may also be mailed to Amber Hedlund at 414 Nicollet Mall, 401-7th Floor, Minneapolis, MN 55401.

Mike Tracy Construction

1025 East State St.
Belle Plain Mn 56011
952-215-8107

Frame in and add 8' x 7' Overhead Door at old pump house, Wrap Jambs with Aluminum Coil Stock, replace siding.	\$ 2,700.00
Add an ice guard/snow stop on roof of Fire Hall	\$ 1,050.00
Build fence at parking lot on Railroad Street 48' long by 6' high, install footings and 6x6 post every 8', trex decking installed verticle	\$ 9,390.00
Community Hall Entrance-Demo existing roof, build new roof that has bearing points on hall foundation. New steel for roof, use siding provided by city to replace on hall wall.	\$ 9,675.00
Community Hall back steps-rebuild new landing same size as current, build new steps, add concrete footing, deck withTrex decking and install aluminum handrail	\$ 6,700.00



Jeremy Gruenhagen <cityadmin@cityofhamburgmn.com>

Job proposals

Daniel Oelfke <danoelfkeconstruction@gmail.com>

Fri, Jun 16, 2023 at 9:50 AM

To: Jeremy Gruenhagen <cityadmin@cityofhamburgmn.com>, Publicworks@cityofhamburgmn.com

From:

Dan Oelfke Construction, LLC

17257 361ST Ave.

Green Isle, MN 55338

952-240-3656 Lic.# BC323421

To whom it maybe of interest:

Job #1

Add overhead door in old water tower storage shed

- demo wall for 8' x 7' overhead door with track
- add new framing including door header
- wrap jambs with coil stock
- install new 8' x 7' overhead non-insulated door with track

Labor & materials- \$2,239.00

Permit by city

Job #2

Add snow stop on fire hall

- install 100' of snow V-stop on east side of fire hall
- build 1 new ice deflector just above heat exhaust vent stack

Labor & materials- \$889.49

Job #3

Build 48' long x 6' high privacy fence

- auger holes for posts, install concrete post pad
- install 6x6 treated post (suitable for ground contact) 8' on center
- install Trex (Winchester gray) fencing product for posts & panels
- lead time is about 3-4 weeks for ordering

Labor & materials- \$7,825.38

Permit by city

Job #4

Community Hall -front entrance (west side)

- demo existing roof shelter on SW corner of building
- demo siding on west wall & open up hall structure to make room for Lvl's
- "Led in" Lvl's to community hall structure for new point load bearing points & eliminate 2 existing 6x6 point loads next to building
- frame in roof with existing materials (if possible) & attach roof to structure of hall
- add existing pole steel to roof & provide necessary flashings to make water tight
- reframe & finish off existing roof over handicap ramp & tie into new walkway roof
- replace existing concrete block (sw corner) that are damaged with "closest match " block

Labor & materials - \$8,055.00

Permit by city

** I have included some new materials in repairing this, but I would like to re-use anything that's possible to save the city some money. If it's repaired by me I would take pictures/ document anything to further explain what's all needed as I wouldn't know until I open it up. If some of my material supplies aren't needed.....I will lower my invoice & only bill for what I all used.

Job #5

Community Hall back step

- demo existing landing & stairs on north entrance
- add 1 new concrete footing

Proposal



321 ELM ST. W
NORWOOD YOUNG AMERICA, MN 55368
(952) 467-9006 Office (952) 467- 9007 Fax
citywidewoodfloors@gmail.comwww.citywidewoodfloors.com

Date: 12/12/23
Job
Number: 19143 REVISED

CITY OF HAMBURG

Job Name: _____

Location: HAMBURG HALL

We Propose the following for the above building: BID PRICES GOOD FOR 10 DAYS FROM ABOVE DATE

WASH DOWN MAIN FLOOR WITH SQUEAKY CLEAN THEN BUFF AND COAT WITH 1 COAT POLY SATIN
FOR \$3,766.00

WASH DOWN ENTRY FLOOR WITH SQUEAKY CLEAN THEN BUFF AND COAT WITH 1 COAT POLY SATIN
FOR \$728.75

TO CLEAN STEPS FROM LOWER ENTRY TO BASEMENT WITH SQUEAKY CLEAN THEN BUFF AND COAT WITH
1 COAT POLY SATIN FOR \$260.00

FURNISH AND INSTALL 2 1/4" 1ST GRADE MAPLE BY FRONT DOOR STAGGERING INTO EXISTINGSAND AND FINISH
ENTRY WITH 3 COATS POLY FOR \$4,115.00 THIS INCLUDES 13' STAGGER

TO BUFF AND COAT WITH 1 COAT POLY SATIN ON STAGE FOR \$615.00

NOTE: FURNITURE MOVING, PATCHING OR LEVLING OF FLOOR, CUTTING DOWN DOORS/DOOR CASINGS, INSTALLATION OF
BASEBOARDS, CUSTOM STAIN MIXING, OR OTHER LABOR REQUESTED WILL BE FURNISHED AT AN HOURLY RATE OF \$ _____ UNLESS
OTHERWISE SPECIFIED.

WE PROPOSE HEREBY TO FURNISH MATERIAL AND LABOR COMPLETE IN ACCORDANCE WITH THE ABOVE SPECIFICATIOIS FOR THE SUM OF
SEE ABOVE dollars (\$ _____) **\$ 9,484.⁷⁵**

These prices are subject to revision after thirty days, and proposal is made subject to normal availability of materials.
See back of this proposal for further conditions.

TERMS: 75% DOWN-BALANCE UPON COMPLETION

A Finance Charge of 1.5% per month, which is an Annual Percentage Rate of 18%, is charged on all past due accounts.
ACCEPT VISA AND MASTER CARD IF PAYING BY CARD THERE WILL BE AN EXTRA 3.5% CHARGE

LIEN RIGHTS

- (A) ANY PERSON OR COMPANY SUPPLYING LABOR OR MATERIALS FOR THIS IMPROVEMENT TO YOUR PROPERTY MAY FILE A LIEN AGAINST YOUR PROPERTY IF THAT PERSON OR COMPANY IS NOT PAID FOR THE CONTRIBUTIONS.
- (B) UNDER MINNESOTA LAW, YOU HAVE THE RIGHT TO PAY PERSONS WHO SUPPLIED LABOR OR MATERIALS FOR THIS IMPROVEMENT DIRECTLY AND DEDUCT THIS AMMOUNT FROM OUR CONTRACT PRICE, OR WITHHOLD THE AMMOUNTS DUE THEM FROM US UNTIL 120 DAYS AFTER COMPLETION OF THE IMPROVEMENT UNLESS WE GIVE YOU A LIEN WAVER SIGNED BY PERSONS WHO SUPPLIED ANY LABOR OR MATERIAL FOR THE IMPROVEMENT AND WHO GAVE YOU TIMELY NOTICE.

Accepted: The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Respectfully submitted,
CITYWIDE WOOD FLOORS INC.

****PLEASE SIGN IF WE ARE AWARDED THE JOB AND SEND OR FAX BACK WE WILL NOT START THE JOB TIL THIS IS SIGNED AND THE TERMS ABOVE HAVE BEEN MEET.**

Signed _____ Date _____



Compass

hardwood flooring inc.

renew. transform. restore.

CompassHardwood.com

(952) 442.2443

CompassFlooring@outlook.com

PROPOSAL OF WORK

Name: City of Hamburg, Community Hall
 Street Address: 351 Henrie Ave
 City/State/Zip: Hamburg, MN
 Phone Number: Jason B. 952 440 3541 Email: publiworks@cityofhamburgmn.com
 How did you hear about us? _____

- Buff and Coat Refinish
- Kitchen Living Room Bathroom Dining Room Bedroom Office Foyer Hallway

Total Sq Feet: _____ Type of Finish: Oil Water No. of Coats: _____

Finish: Satin Semi Matte Stain Color: _____

Flush mount vent installation No. of Vents: _____ Type of Hardwood: 2 1/4 maple 1 1/2

Install Demo/Disposal Carpet/Pad Hardwood Tile Laminate Vinyl

Remove/Install Trim Install New Trim Appliance Removal (Reinstall not included)

Notes:

Buff + Apply 1 coat oil poly Stage, Dance, lower foyer + steps \$2,759.00
Patch @ upper foyer entry door \$850.00
Refinish upper entry foyer. Apply 3 coats oil poly \$1,654.00

Authorized Signature: Nick [Signature]

Date: 12-18-23 Proposal good for _____ days

BID TOTAL
\$5,265.00

All work will be completed in a workmanlike manner according to standard practices. All agreements contingent upon delays beyond control. Any alteration or deviation from above specifications involving extra costs or labor will become an extra charge over and above proposal. Owner will carry all necessary insurance. Natural wood products vary in color and grain pattern from piece to piece. Hardwood floors will expand and contract slightly with seasonal moisture changes. Material used will conform to industry standards of six to eight percent moisture content.

The above prices, specifications and conditions are satisfactory and are hereby accepted. I have read and understand the additional information provided to me at the time of the proposal. You are authorized to do the work as specified. Payments will be made as follows:

50% UPON DELIVERY, BALANCE DUE IN FULL UPON COMPLETION.

A service charge of 1.50% per month (18% per annual) will accrue on all unpaid balances over 30 days.

All costs of collection are chargeable to the customer.



Signature: _____

Date: _____

	NOT ADA	With Extra Slab out front to make ADA
Asphalt		\$1,500.00
Concrete	\$5,200.00	\$9,200.00
Framing	\$1,000.00	\$1,000.00
Plumbing	\$25,000.00	\$25,000.00
Electrical	\$7,000.00	\$7,000.00
Doors	\$2,500.00	\$2,500.00
Partitions	\$2,600.00	\$2,600.00
Epoxy floor	\$1,000.00	\$1,000.00
Paint	\$150.00	\$150.00
Grab bars	\$250.00	\$250.00
Mirror	\$250.00	\$250.00
Concrete Block	\$4,500.00	\$4,500.00
Total	\$49,450.00	\$54,950.00



800 6th St. N.W.
New Prague, MN 56071
Office: (952) 758-9445
Fax: (952) 758-9661

Quotation

To: <u>Hamburg, MN</u>	Date: <u>12/11/2023</u>
Attn: <u>Jason</u>	From: <u>Cory Malay</u>
	Phone: <u>(952) 221-9800</u>

Re: Hamburg, MN; Duplex Grinder System Package

Jason,

Please find below our proposal for a complete pre-packaged pump station. This proposal includes a new larger wet well with integral valve vault, all piping inside of the wet well and valve vault, new pumps with accessories, and control panel as specified.

Duplex Sewage Grinder Pump Station:

(2) KSB, Model Amarex NS 50-170/022YLG IE3, 3hp, 230/3 heavy duty submersible grinder Pumps to include the following:

- 3hp, 230/3, explosion-proof inverter duty motor, IE3
- 50' of power cord per pump
- Pump lifting handles
- 5-year pump warranty
- Hardened SS rotating and stationary cutters, replaceable
- Double mechanical seals in tandem
- 2-part epoxy paint
- Stainless steel lifting chain with shackle, each pump
- Leakage / over temp sensors

(1) Pre-fabricated complete fiberglass basin 48" diameter X 216" deep with a 48" X 60" integral valve, to include;

- Complete duplex stainless steel guide rail system
- Aluminum diamond plate top with access hatch for lift station
- Aluminum diamond plate top with access hatch for the valve vault
- 2" mushroom vent on the lift station and valve vault
- All internal 2" sch.80 PVC piping in wet well and valve vault
- 2" D.I. check valves
- 2" Brass gate valves
- Stainless steel valve extension handles and brackets
- (2) 6" influent hubs, field install
- 2" SS discharge hub
- 2" valve vault gravity drain to wet well
- 2" electrical nylon coupling
- SS Cable rack

(1) Lift Station; Duplex Control Panel; Duplex pump control panel for operation on 240 Volt, 1-Phase, 3-Wire, 60-Hz incoming service. The enclosure is single-door; suitable for pad-mounting, NEMA 3X, 304 Stainless Steel, measuring approximately 48"H x 36"W x 12"D on an 18"H skirted leg stand system. Inner dead-front door, 3-point pad-lockable handle and steel (painted white) component chassis will be provided. The system will

provide control for two (2) 3 HP KSB submersible pumps in response to wet well level as sensed by float switches.

- To include:
- QtyDescription
- 1 CB; Main Disconnect; 2P; 240VAC; 60A; Service Entrance Rated
- 1 CB; Emergency Disconnect; 2P; 240VAC; 60A; Interlocked with Main
- 1 Emergency Power Receptacle; 30A; Twist-Lock
- 2 CB; Pump Disconnect; 2P; 240VAC; 30A
- 2 Variable Frequency Drive; sized for phase conversion
- 1 Breaker; 1P; 10A; (Control Power)
- 3 Breaker; 1P; 15A; (Convenience Receptacle, spares)
- 1 Convenience Receptacle; GFI; 15A
- 1 Phase/Voltage Monitor
- 1 Surge Arrestor; 3-Phase
- 1 Heater; Fan-forced; 200W; Thermostatically controlled
- 2 Pump Protective Module (Overtemp & Seal Fail)
- 2 Light-Pilot; P-T-T; 120VAC FV; LED; Green Fresnel Cap (pump running)
- 5 Light-Pilot; P-T-T; 120VAC FV; LED; Red Fresnel Cap (pump OT, VFD fault, hi level)
- 2 Light-Pilot; P-T-T; 120VAC FV; LED; Amber Fresnel Cap (pump seal fail)
- 2 Push Button; (each pump reset)
- 3 Runtime meter; non-resettable (each pump & simultaneous)
- A/R Control Relay; 3PDT; 120VAC; w/ Indicating Light (includes socket)
- 1 Ground Lug; 3-Conductor
- 1 Float controller with intrinsically safe circuit extensions
- 1 Alarm Light; Red; Strobe; 120VAC; (top mounted)
- 1 Alarm Horn; 120VAC; with Silence Button
- A/R Terminal Block; Single; 18-10AWG
- A/R UL 698A Serialized label; (Enclosed Industrial Control Panel with IS Circuits)
- 4 Float Switch; Suspended; Non-mercury; 60 ft cable
- A/R Submittal / O&Ms; Wiring diagrams, bills of material, equipment data sheets, etc.

One (1) Start-up and training.

One (1) Freight to the jobsite

Total Delivered Selling Price is \$58,560.00 (+ tax)
(Freight Allowed to the jobsite)

(1) Optional Adder for Electrical / Concrete Installation; This will include a complete electrical installation as well as complete concrete installation to include:

- Removal and disposal of current control cabinet, mounting rack and associated cabinets
- Furnish and install new PVC conduits to the wet well from the control cabinet for float switches and pumps
- Set up incoming power disconnect and transfer incoming power to new control cabinet

- Re-locate meter socket onto the rear of new control cabinet and terminate wiring
- Temp old control panel for temporary operation during construction
- Remove and dispose current concrete slab
- Install new bedding, and rebar
- Pour new concrete slab for above listed control cabinet, (from current cabinet to the curb) Pad to be 5.5" thick, broom finish
- Mount new panel to concrete slab and terminate all wiring
- All electrical work to be completed to NEC standards by a master electrician

Total Adder Selling Price is \$12,500.00 (+ tax)
(Freight Allowed to the jobsite)

Exclusions:

Excavation and setting of the new basin is by others.
Vac truck for station bypass is by others.

Terms:

Quotation is valid for 30 days. Based upon Quality Flow Systems Standard Terms and Conditions of Sale; copy provided upon request.

Proposed Delivery Schedule:

Delivery: 10 - 12 weeks after approval.

Thank you for this opportunity to be of service to you. If you have any questions, please don't hesitate to call. 952-221-9800

Sincerely,

Cory Malay

Cory Malay



Date: 9/22/2023
 Ref: Hamburg, MN – Lift Station 2
 Engineer: N/A
 To: City of Hamburg, MN

LIFT STATION

Submersible Pumps

Qty 2: ABS Submersible Pumps Model Piranha S30/2D Grinder Pumps. Each pump will be supplied with a, submersible motor rated for 4 HP, 230V/3PH, 3400 RPM. Each pump will be supplied with, 32ft of submersible cable (standard), and standard 4.7MIL two-part epoxy paint suitable for wastewater.

Pump Accessories

Qty 2: ABS 1-1/4" Single Rail Base Elbow Assembly with Sliding Bracket & SS hardware
Qty 2: 1-1/4" 304SS Single Rail Upper Guide Rail Bracket

Control Panel

Qty 1: USEMCO Custom Duplex Control Panel with VFDs for Phase Conversion, HighTide Technologies Cellular based dialer for remote monitoring.

Fiberglass Lift Station Structure

Qty 1: AK Industries Packaged Lift Station 48" Diameter x 108" Deep pre-plumbed with all internal piping, valves, base elbows, and pump accessories. Inlet pipes connections to be shipped loose and field installed.

Lift Station Accessories

Qty 1: AP500 Air Mixer for assisting with solids suspension and blending.

Start-Up Services

Qty 1: Lot of Start-Up services, 6 Hours On-Site, Travel, Mileage, and Lodging.

Total Project Price; Freight & Start Up included:	<u>\$ 48,160.00</u>
Adder for integral Valve Box:	\$8,200.00
Total Price with Adders:	\$56,360.00
Sales Tax:	Not Included
Lead Time (After Submittal Approval):	TBD
Quote Valid:	30 Days

Anything not quoted above will be by others. This includes but is not limited to the following:

- *Anchor bolts*
- *Electrical Strain Reliefs*
- *Piping, Eccentric Reducers, Valves, Couplings, Flanges, Gaskets & Fasteners*
- *Vents*
- *Gauges*
- *Access Hatches*
- *Lift Station Controls and Level Sensing Devices*
- *Offloading, Storage, Installation & Wiring of any kind*

NOTE: Due to all manufacturers having supply chain and delivery issues. Above lead times are estimated at time of proposal and may change at time of release to production. Iowa Pump Works, Inc. will not be responsible for any liquidated damages due to manufacturer submittals or equipment shipment delays that effect the completion dates for the project.

Thank you for your consideration.

Respectfully,

Dillon Braith
Inside Sales/Projects
dillonb@minnesotapumpworks.com
P: 507.645.8004
F: 507.645.7533



Quote
 #QTE005482
 12/20/2023

Minnesota Pump Works
 1 Cannon St W
 Dundas, MN 55019

Bill To

Hamburg MN, City of
 PO Box 248
 Hamburg MN 55339
 United States
 Phone:

Ship To

Hamburg MN, City of
 181 Broadway Ave
 Hamburg MN 55339
 United States

Details

Quote for the Sale of a Complete Packaged Lift Station to replace your existing Lift Station 2. Including Fiberglass Packaged Lift Station, Submersible Pumps, and Control Panel. Note: Installation is NOT included and is by Others.

Prepared By

Dillon Braith

Phone

877-645-8004

Email

info@minnesotapumpworks.com

Sales Rep

Chad Kubasch

Expires

12/30/2023

Terms

Net 30

Item	Comment	QTY	Rate	Amount
11134 ABS PIRANHA - S30/2 GRINDER PUMP 4HP/230/3 1-1/4" D/C 32' CABLE STD		2	\$4,175.00	\$8,350.00
10691 ABS GUIDE RAIL ASSY, STD DUTY, 1-1/4"		2	\$410.00	\$820.00
11148 ABS PIRANHA - UGRB, 1-1/4" SS		2	\$315.00	\$630.00
23427 QUOTE ITEM	Custom Duplex SS Control Panel with VFDs for Phase Conversion, 18" Panel Legs with Skirting, and HighTide Technologies Remote Dialer.	1	\$17,730.00	\$17,730.00
12379 ANCHOR SCIENTIFIC ECO FLOAT NO/NC INTERNALLY WEIGHTED, NON MERCURY, SUSPENDED, 50FT		4	\$70.00	\$280.00
23427 QUOTE ITEM	48"x108" Custom AK Fiberglass Basin	1	\$14,700.00	\$14,700.00
22249 ADDER	Attached Valve Box for Fiberglass Lift Station	1	\$8,200.00	\$8,200.00
22570 STARTUP		1	\$1,800.00	\$1,800.00
23288 SHIPPING & HANDLING		1	\$3,850.00	\$3,850.00

Thank you for your business.

Toll Free: 877-645-8004 | Email: info@minnesotapumpworks.com | Website: <http://www.minnesotapumpworks.com>



QTE005482



Minnesota Pump Works
1 Cannon St W
Dundas, MN 55019

Quote
#QTE005482
12/20/2023

Subtotal \$56,360.00

Total \$56,360.00

Pricing is valid for 10 days and does not include freight charges or applicable taxes.

Items quoted for repair and leftover 30 days, without a decision to repair, will be discarded.

Signature: _____ Date: _____

Thank you for your business.
Toll Free: 877-645-8004 | Email: info@minnesotapumpworks.com | Website: <http://www.minnesotapumpworks.com>



QTE005482



Precision Utilities LLC
 14067 62nd St.
 Mayer, MN 55360
 612-251-1976
 www.precisionutilities.com

Estimate:		PU Estimator:	Dan Lipe
Customer:	City of Hamburg	Quote Date:	10/31/2023
Email:	publicworks@cityofhamburgmn.com	Quote Expires:	30 Days
Project Location:	Jacob Street Lift Station	Base Bid	\$31,200.00

Project Scope

Excavate and remove existing lift station. Install new lift station 18 feet deep. Reconnect one 12" pipe and one 8" pipe

If additional work is required, another bid will be required.

Mobilization / Permit / Admin Fees	\$1,200.00
Transport equipment to jobsite location	

Equipment / Labor Rates	\$16,900.00
Disconnect existing pipe 8" and 12" install plugs	
Remove old lift station and dispose	
Install new lift station	
Backfill and compact rough grade disturbed area	

Materials	\$13,100.00
8" PVC and ferroco	
12" PVC and ferroco	
Rock for base and backfill. Does not included more than 3 loads in 3 loads out.	
Trench boxes for 18 feet in depth	

Alternates

- Does not include hydro excavation truck if needed to safely excavate due to utilities or ground water.
- Traffic control by the city if needed.
- Does not included restoration.

Compensation

1. All monetary amounts referred to in this agreement are in USD.
2. The Contractor will charge the client a flat fee listed as the "Base Bid" for the services outlined.
3. A deposit of 40% will be required prior to the start of the project.
4. For the remaining amount, the Contractor will invoice the Client when the services are complete.
5. Invoices submitted by the Contractor to the Client are due upon receipt.

Exclusions

Dewatering, soil correction, pipe support, removal of buried obstructions, jacking, frost charges, rock excavation, construction staking, restoration (other than if listed above), compaction tests, hauling of excess soils, erosion control/inlet protection, hazardous material handling, irrigation, sheeting, shoring, bracing, and private utility locates.

Price includes only those items listed above as stated. General Contractor/Owner is to review proposed scope listed above. Precision Utilities is not responsible for items missing from scope

Acceptance of Proposal

The above prices, specifications, and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified.

Date of Acceptance

Signature of Authorized Individual



17510 62nd Street
 New Germany MN 55367
 952-353-2119 or 952-353-2180

Estimate

David Henning
 Jeremy Henning
 Ryan Henning

Date	Estimate #
11/27/2023	294

Henning Excavating LLC

17510 62nd Street
 New Germany MN 55367

Name / Address
City of Hamburg

Project

Description	Qty	Rate	Total
Lift Station on Jacob Street Hooking up lift station and taking out old lift station ***City furnishes lift station and wiring of lift station		20,000.00	20,000.00
Total			\$20,000.00

Phone #	E-mail
612-719-0736	henningexcavating1@frontier.com



17510 62nd Street
 New Germany MN 55367
 952-353-2119 or 952-353-2180

Estimate

David Henning
 Jeremy Henning
 Ryan Henning

Date	Estimate #
11/27/2023	293

Henning Excavating LLC

17510 62nd Street
 New Germany MN 55367

Name / Address
City of Hamburg

Project

Description	Qty	Rate	Total
Lift Station-County Rd 50 & Park Ave Installing Valves		27,000.00	27,000.00
Total			\$27,000.00

Phone #	E-mail
612-719-0736	henningexcavating1@frontier.com



PRECISION UTILITIES

Precision Utilities LLC
14067 62nd St.
Mayer, MN 55360
612-251-1976
www.precisionutilities.com

Estimate:		PU Estimator:	Dan Lipe
Customer:	City of Hamburg	Quote Date:	11/1/2023
Email:	publicworks@cityofhamburgmn.com	Quote Expires:	30 Days
Project Location:	City park lift station Hamburg, MN	Base Bid	\$24,240.00

Project Scope

Excavate for tapping of new 8" valve and install 2 new 6" valves. Backfill and compact trench rough grade area.

If additional work is required, another bid will be required.

Mobilization / Permit / Admin Fees \$1,200.00

Transport equipment to jobsite location

Equipment / Labor Rates \$12,600.00

Excavation
Install 6" valves
Backfill and compact trench
Rough grade disturbed area

Materials \$10,440.00

Two 6" gate valves
Valve boxes
6" DIP pipe
Bedding material if needed
Trench box

Alternates

Add an additional \$280 per hour to have Precision Utilities vac truck suck out of the lift station.
Dumpsite supplied by the city. Vac truck billed port to port.

Compensation

- All monetary amounts referred to in this agreement are in USD.
- The Contractor will charge the client a flat fee listed as the "Base Bid" for the services outlined.
- A deposit of 40% will be required prior to the start of the project.
- For the remaining amount, the Contractor will invoice the Client when the services are complete.
- Invoices submitted by the Contractor to the Client are due upon receipt.

Exclusions

Dewatering, soil correction, pipe support, removal of buried obstructions, jacking, frost charges, rock excavation, construction staking, restoration (other than if listed above), compaction tests, hauling of excess soils, erosion control/inlet protection, hazardous material handling, irrigation, sheeting, shoring, bracing, and private utility locates.

Price includes only those items listed above as stated. General Contractor/Owner is to review proposed scope listed above. Precision Utilities is not responsible for items missing from scope

Acceptance of Proposal

The above prices, specifications, and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified.

Date of Acceptance

Signature of Authorized Individual



PRECISION UTILITIES

Precision Utilities LLC
14067 62nd St.
Mayer, MN 55360
612-251-1976
www.precisionutilities.com

Estimate:		PU Estimator:	Dan Lipe
Customer:	City of Hamburg	Quote Date:	11/1/2023
Email:	publicworks@cityofhamburgmn.com	Quote Expires:	30 Days
Project Location:	Martha Street City of Hamburg	Base Bid	\$23,008.78

Project Scope

Extend storm sewer pipe that day lights into drainage ditch. Add FES and rip rap some dirt will need to be hauled in. Fabric under rip rap. Estimate also includes new directional grates to help with water running past CBs.

If additional work is required, another bid will be required.

Mobilization / Permit / Admin Fees \$1,200.00

Transport equipment to jobsite location

Equipment / Labor Rates \$12,225.00

Extend pipe and remove drain tile
Add dirt and FES
Fabric/Rip Rap
Install Directional Grates

Materials \$9,583.78

Storm sewer pipe
Import dirt/rip rap
Fabric
Directional grates x2

Alternates

Any alternate options

Compensation

1. All monetary amounts referred to in this agreement are in USD.
2. The Contractor will charge the client a flat fee listed as the "Base Bid" for the services outlined.
3. A deposit of 40% will be required prior to the start of the project.
4. For the remaining amount, the Contractor will invoice the Client when the services are complete.
5. Invoices submitted by the Contractor to the Client are due upon receipt.

Exclusions

Dewatering, soil correction, pipe support, removal of buried obstructions, jacking, frost charges, rock excavation, construction staking, restoration (other than if listed above), compaction tests, hauling of excess soils, erosion control/inlet protection, hazardous material handling, irrigation, sheeting, shoring, bracing, and private utility locates.

Price includes only those items listed above as stated. General Contractor/Owner is to review proposed scope listed above. Precision Utilities is not responsible for items missing from scope

Acceptance of Proposal

The above prices, specifications, and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified.

Date of Acceptance

Signature of Authorized Individual



17510 62nd Street
 New Germany MN 55367
 952-353-2119 or 952-353-2180

Estimate

David Henning
 Jeremy Henning
 Ryan Henning

Date	Estimate #
11/27/2023	295

Henning Excavating LLC

17510 62nd Street
 New Germany MN 55367

Name / Address
City of Hamburg

Project

Description	Qty	Rate	Total
Ditch Bank-Martha Street Rip rap in ditch banks and repairing tile		6,500.00	6,500.00
Total			\$6,500.00

Phone #	E-mail
612-719-0736	henningexcavating1@frontier.com



Building a Better World
for All of Us[®]

January 9, 2024

RE: City of Hamburg, Minnesota
2024 Street Improvement Project

Honorable Mayor and
Members of the City Council
City of Hamburg
PO Box 248
Hamburg, MN 55339

Dear Mayor and Council Members:

The City of Hamburg is proposing to complete a mill and overlay/reclaim and overlay project on Brad Street from CSAH 50 (Park Avenue) north to the dead end. This letter outlines professional engineering services for the project.

PROJECT UNDERSTANDING

The proposed project includes reclaiming the existing surface and a bituminous overlay across the entire width of the street. The project may include small segments of curb replacement, along with a small area of bituminous patching on Robert Avenue near the intersection with Brad Street. It is our understanding that the project will be funded by city funding sources and will not include special assessments.

SCOPE OF SERVICES

Our scope of services will include preparation of plans and specifications for bidding for the project. We will assist the City in advertising the project and holding a bid opening. Once bids have been received we will tabulate and present the results to the City Council for their approval. Our scope of services also includes preparation of contracts, construction administration, and part-time Resident Project Representative (RPR) during construction. A detailed task hour budget is attached to this proposal, identifying specific tasks and estimated hours for our services.

Proposed Fee

We propose to provide these services for the fees outlined below.

<u>Task</u>	<u>Fee</u>	
Final Design, Specifications and Bidding Services	\$28,700	Lump Sum
Construction Admin and Part-time Resident Project Representative (RPR)	\$11,100	Hourly, estimated
Total Estimated Fee	\$39,800	

Honorable Mayor and
Members of the City Council
January 9, 2024
Page 2

SCHEDULE

At the present time, the proposed schedule for the project would be as follows:

Task	Date
Council Approves SLA and Authorizes Project	January 9, 2024
City Council Approves Plans and Specifications; Authorizes Advertisement for Bids	March 5, 2024
Publish Advertisement for Bids	March 14, 2024 (Submit to paper Monday, March 11, 2024)
Open Bids	April 4, 2024
City Council Receives Bids; Considers Award	April 9, 2024

Thank you for the opportunity to submit this proposal to the City of Hamburg. Please contact me with any questions or comments concerning this proposal. If these proposed services are acceptable to you, please sign the enclosed Supplemental Letter Agreement (SLA) and return a copy to our office via email.

Sincerely,

SHORT ELLIOTT HENDRICKSON INC.



Justin Black, PE
Project Manager
(Lic. MN)

jb
Enclosures

x:\fj\h\hambu\154961\1-gen\10-setup-cont\03-proposal\scope of services ltr_2024 brad street improvement.docx

DETAILED TASK HOUR BUDGET / COST ANALYSIS



Project : 2024 Street Improvement Project
 Location: Hamburg, MN
 Date: Tuesday, January 9, 2024

	Labor Hours					TOTALS
	Black Sr. Engr PE	Bratsch Proj Engr PE	Boggess Technician	Brinkman Admin Tech	Pomplun Lead Technician	
Task 1 - Final Design, Specifications and Bidding Services						
<i>Project Management / Project Schedule Management / General Correspondence</i>	6.0	2.0		3.0		11.0
<i>Construction Limits and Curb Replacement Identification</i>	1.0	4.0				5.0
<i>Typical Section / Pavement Section Review</i>	2.0	1.0				3.0
<i>Prepare plan sheets and construction notes</i>	2.0	40.0			4.0	46.0
<i>Take off quantities, Preparation of Statement of Estimated Quantities and Bid Form</i>	1.0	4.0		2.0		7.0
<i>Prepare opinion of estimated project costs</i>		1.0		1.0		2.0
<i>Prepare project specifications</i>	24.0	8.0		6.0		38.0
<i>Utility Meeting and correspondence regarding design details for project</i>	2.0	4.0		1.0	1.0	8.0
<i>Prepare SWPPP Plan</i>	1.0				6.0	7.0
<i>City Staff Review Meetings (60%, 90%)</i>	2.0	4.0		2.0		8.0
<i>QAQC of construction plans, specifications and quantities</i>	4.0	4.0			4.0	12.0
<i>Prepare Ad and Bid Documents for upload to QuestCDN</i>		1.0		1.0		2.0
<i>Answer Contractor Questions and Issue Addendum as Needed</i>	1.0	2.0		2.0		5.0
<i>Administer bid opening and review / tabulate bids</i>	1.0	1.0		2.0		4.0
<i>Prepare contracts and attend city council meeting for award</i>	1.0	2.0		1.0		4.0
SUBTOTAL HOURS	48.0	78.0	0.0	21.0	15.0	162.0
TOTAL TASK FEE	\$	28,700.00				
Task 2 - Construction Administration and RPR						
<i>Preconstruction Meeting</i>	2.0		2.0	2.0		6.0
<i>Preparing Application for Payment and Measuring Quantities in the Field</i>	2.0		4.0	2.0		8.0
<i>Part Time RPR on site construction observation</i>			70.0			70.0
<i>Site Visit and Project Close Out, Final Application for Payment</i>	2.0	4.0		2.0		8.0
SUBTOTAL HOURS	6.0	4.0	76.0	6.0	0.0	92.0
TOTAL TASK FEE	\$	11,100.00				
TOTAL PROJECT FEE	\$	39,800.00				

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, 2021, this Supplemental Letter Agreement dated January 9, 2024, authorizes and describes the scope, schedule, and payment conditions for Consultant's work on the Project described as: 2024 Street Improvement Project.

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

Project Manager: Justin Black
Address: 1390 Highway 15 South, Suite 200, PO Box 308, Hutchinson, MN 55350
Telephone: 952.913.0702 **email:** jblack@sehinc.com

Scope: The Services to be provided by Consultant:

Scope includes Final Design, Bidding Services, Construction Administration, and part-time Construction Observation (RPR). See attached proposal letter dated January 9, 2024, for a list of tasks to be completed.

Resident Project Representative Services

RPR services will be provided in accordance with attached Exhibit B.

Schedule: As indicated in the attached proposal letter dated January 9, 2024. We will begin our services upon receipt of a signed copy of this Supplemental Letter Agreement


Payment: The total estimated fee is \$39,800 including expenses and equipment. The estimated fee for each Task is as indicated in the attached proposal letter dated January 9, 2024.

The payment method, basis, frequency and other special conditions are set forth in attached Exhibits A-1 and A-2.

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.

City of Hamburg

By: 
Full Name: Justin Black
Title: Principal/Client Service Manager

By: _____
Full Name: _____
Title: _____

Exhibit A-1
to Supplemental Letter Agreement
Between City of Hamburg (Client)
and
Short Elliott Hendrickson Inc. (Consultant)
Dated January 9, 2024

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.

Exhibit A-2
to Supplemental Letter Agreement
Between City of Hamburg (Client)
and
Short Elliott Hendrickson Inc. (Consultant)
Dated January 9, 2024

Payments to Consultant for Services and Expenses
Using the Lump Sum Basis Option

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

A. Lump Sum Basis Option

The Client and Consultant select the Lump Sum Basis for Payment for services provided by Consultant. During the course of providing its services, Consultant shall be paid monthly based on Consultant's estimate of the percentage of the work completed. Necessary expenses and equipment are provided as a part of Consultant's services and are included in the initial Lump Sum amount for the agreed upon Scope of Work. Total payments to Consultant for work covered by the Lump Sum Agreement shall not exceed the Lump Sum amount without written authorization from the Client.

The Lump Sum amount includes compensation for Consultant's services and the services of Consultant's Consultants, if any for the agreed upon Scope of Work. Appropriate amounts have been incorporated in the initial Lump Sum to account for labor, overhead, profit, expenses and equipment charges. The Client agrees to pay for other additional services, equipment, and expenses that may become necessary by amendment to complete Consultant's services at their normal charge out rates as published by Consultant or as available commercially.

B. Expenses Not Included in the Lump Sum

The following items involve expenditures made by Consultant employees or professional consultants on behalf of the Client and shall be paid for as described in this Agreement.

1. Expense of overtime work requiring higher than regular rates, if authorized in advance by the Client.
2. Other special expenses required in connection with the Project.
3. 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 not included in the Lump Sum amount.

Exhibit B
to Supplemental Letter Agreement
Between City of Hamburg (Client)
and
Short Elliott Hendrickson Inc. (Consultant)
Dated January 9, 2024

A Listing of the Duties, Responsibilities and
Limitations of Authority of the Resident Project Representative

Through more extensive on site observations of the construction work in progress and field checks of materials and equipment by the Resident Project Representative (RPR), Consultant shall endeavor to provide further protection for Client against defects and deficiencies in the work of contractor (Work); but, the furnishing of such services will not make Consultant responsible for or give Consultant control over construction means, methods, techniques, sequences or procedures or for safety precautions or programs, or responsibility for contractor's failure to perform the Work in accordance with the Contract Documents. Contract Documents are the documents that govern or are pertinent to contractor's Work including but not limited to the agreement between Client and contractor, the contractor's bid, the bonds, specs, drawings, field orders, addenda, clarifications, interpretations, approved shop drawings and reports collectively called the Contract Documents. The duties and responsibilities of the RPR are further defined as follows:

A. General

RPR is an agent of Consultant at the site, will act as directed by and under the supervision of Consultant, and will confer with Consultant regarding RPR's actions. RPR's dealings in matters pertaining to the on site work shall in general be with Consultant and contractor keeping the Client advised as necessary. RPR's dealings with subcontractors shall only be through or with the full knowledge and approval of contractor. RPR shall generally communicate with Client with the knowledge of and under the direction of Consultant.

B. Duties and Responsibilities of RPR

1. Schedules: Review the progress schedule, schedule of shop drawing submittals and schedule of values prepared by Contractor and consult with Consultant concerning acceptability.
2. Conferences and Meetings: Attend meetings with contractor, such as preconstruction conferences, progress meetings, job conferences and other project-related meetings, and prepare and circulate copies of minutes thereof.
3. Liaison:
 - (a) Serve as Consultant's liaison with contractor, working principally through contractor's superintendent and assist in understanding the intent of the Contract Documents; and assist Consultant in serving as Client's liaison with contractor when contractor's operations affect Client's on-site operations.
 - (b) Assist in obtaining from Client additional information, when required for proper execution of the Work.
4. Shop Drawings and Samples*:
 - (a) Record date of receipt of shop drawings and samples.
 - (b) Receive samples furnished at the site by contractor, and notify Consultant of availability of samples.
 - (c) Advise Consultant and contractor of the commencement of any Work requiring a shop drawing or sample if the submittal has not been approved by Consultant.
5. Review of Work, Observations and Tests:
 - (a) Conduct on-site observations of the Work in progress to assist Consultant in determining if the Work is in general proceeding in accordance with the Contract Documents.
 - (b) Report to Consultant whenever RPR believes that any Work is unsatisfactory, faulty or defective or does not conform to the Contract Documents, or has been damaged, or does not meet the requirements of any inspection, test or approval required to be made; and advise Consultant of

- Work that RPR believes should be corrected or rejected or should be uncovered for observation, or requires special testing, inspection or approval.
- (c) Determine if tests, equipment and systems start-ups and operating and maintenance training are conducted in the presence of appropriate personnel, and that Contractor maintains adequate records thereof; and observe, record and report to Consultant appropriate details relative to the test procedures and start-ups.
 - (d) Accompany visiting inspectors representing public or other agencies having jurisdiction over the Project, record the results of these inspections and report to Consultant.
6. Interpretation of Contract Documents: Report to Consultant when clarification and interpretations of the Contract Documents are requested by contractor and transmit to contractor clarifications and interpretations as issued by Consultant.
 7. Modifications: Consider and evaluate contractor's suggestions for modifications in drawings or specifications and report with RPR's recommendations to Consultant. Transmit to contractor decisions as issued by Consultant.
 8. Records:
 - (a) Maintain at the job site orderly files for correspondence, reports of job conferences, shop drawings and samples, reproductions of original Contract Documents including all addenda, change orders, field orders, additional drawings issued subsequent to the execution of the construction contract, Consultant's clarifications and interpretations of the Contract Documents, progress reports, and other related documents.
 - (b) Keep a diary or log book, recording contractor hours on the job site, weather conditions, data relative to questions of change orders, or changed conditions, list of job site visitors, daily activities, decisions, observations in general, and specific observations in more detail as in the case of observing test procedures; and send copies to Consultant.
 - (c) Record names, addresses and telephone numbers of all contractors, subcontractors and major suppliers of materials and equipment.
 9. Reports:
 - (a) Furnish Consultant periodic reports as required of progress of the Work and of contractor's compliance with the progress schedule and schedule of shop drawing and sample submittals.
 - (b) Consult with Consultant in advance of scheduled major tests, inspections or start of important phases of the Work.
 - (c) Draft proposed change orders and Work, obtaining backup material from contractor and recommend to Consultant change orders, and field orders.
 - (d) Report immediately to Consultant and Client upon the occurrence of any accident.
 10. Payment Requests: Review applications for payment with contractor for compliance with the established procedure for their submission and forward with recommendations to Consultant, noting particularly the relationship of the payment requested to the schedule of values, Work completed and materials and equipment delivered at the site but not incorporated in the Work.
 11. Certificates, Maintenance and Operation Manuals: During the course of the Work, verify that certificates, maintenance and operation manuals and other data required to be assembled and furnished by contractor are applicable to the items actually installed and in accordance with the Contract Documents, and have this material delivered to Consultant for review and forwarding to Client prior to final payment for the Work.
 12. Completion:
 - (a) Before Consultant issues a certificate of substantial completion, submit to contractor a list of observed items requiring completion or correction.
 - (b) Conduct final inspection in the company of Consultant, Client, and contractor and prepare a final list of items to be completed or corrected.
 - (c) Observe that all items on final list have been completed or corrected and make recommendations to Consultant concerning acceptance.

C. Limitations of Authority

Resident Project Representative:

1. Shall not authorize any deviation from the Contract Documents or substitution of materials or equipment, unless authorized by Client.
2. Shall not exceed limitations of Consultant's authority as set forth in the Agreement for Professional Services.
3. Shall not undertake any of the responsibilities of contractor, subcontractors or contractor's superintendent.
4. Shall not advise on, issue directions regarding or assume control over safety precautions and programs in connection with the Work.
5. Shall not accept shop drawing or sample submittals from anyone other than contractor.
6. Shall not authorize Client to occupy the Project in whole or in part.
7. Shall not participate in specialized field or laboratory tests or inspections conducted by others except as specifically authorized by Consultant.



Jeremy Gruenhagen <cityadmin@cityofhamburgmn.com>

Brad Street - CL 5 Depth

Brody Bratsch <bbratsch@sehinc.com>

Tue, Dec 19, 2023 at 9:08 AM

To: "Jeremy Gruenhagen (cityadmin@cityofhamburgmn.com)" <cityadmin@cityofhamburgmn.com>

Cc: Justin Black <jblack@sehinc.com>, "publicworks@cityofhamburgmn.com" <publicworks@cityofhamburgmn.com>

Jeremy,

Thinking about the Brad Street project – we should have Mueller's go out there and take a handful of cores in the street to determine the in-place gravel depth. There needs to be a minimum of about 10" of bituminous + CL 5 depth to allow the reclaim machine to grind through the bituminous and into the CL 5 section with it's teeth.

Mueller's has done this in the past for us on a few different projects and it's fairly low cost compared to sending a Geotech company out there like Braun Intertec. They quoted me \$300 an hour on a different project so with you guys being so close I would imagine it would be about 2 hours max.

If okay with you I will coordinate the work with Brian Droege to get this completed.

Thanks!

Brody Bratsch, PE (MN)

Project Engineer

Short Elliott Hendrickson, Inc. (SEH®)

[320.223.8418](tel:320.223.8418) cell

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