



HAMBURG CITY COUNCIL AGENDA
FEBRUARY 12, 2019

1. **Call Public Hearing to Order at 7:00 PM**
2. **Move to Close Public Hearing**
3. **City Council Meeting to Order**
 - **Pledge of Allegiance**
4. **Public Comment** *(Individuals may address the City Council about any non-agenda item(s) of concern. Speakers must state their name, address, and limit their remarks to three minutes. The City Council may not take official action on these items and may refer the matter to staff for a future report or direct that the matter be scheduled for a future meeting agenda.)*
5. **Agenda Review (Added Items) and Adoption**
6. **Consent Agenda** *(NOTICE TO PUBLIC: All those items listed as part of the Consent Agenda will be approved by a single motion, unless a request to discuss one of those items is made prior to that time. Anyone present at the meeting may request an item to be removed from the consent agenda. Please inform the Council when they approve the agenda for this meeting.)*
 - **Approve Resolution Number 2019-04 (Joint Orderly Annexations)**
 - **Approve Minutes for January 8, 2019**
 - **Approve Added Payment of January 2019 Claims (\$62,040.22)**
 - **Approve Payment of February Claims (\$25,390.23)**
 - **Approve Letter of Support (INFRA Grant for Highway 212)**
 - **Approve Time-Off Request for Jeremy Gruenhagen**
 - **Approve 2019 Agreement for Professional Services with S.E.H.**
 - **Cash Flow Statements for November 2018**
 - **Delinquent Utility Bills Report**
 - **Employee Project Lists**
 - **City Newsletter**
 - **City Offices Closed February 18, 2019 for Presidents Day**
7. **Water Tower (S.E.H.)**
 - **Parking Lot**
 - **Logo**
 - **Completion Date**
 - **Approve Plans**
8. **Old City Business**
 - **Storage Container (400 Railroad Street)**
 - **Storm Water Easements for Parcels 45.0282500/11.0282010 (RR Street)**
 - **Parcel Surveys**



***HAMBURG CITY COUNCIL AGENDA
FEBRUARY 12, 2019***

9. New City Business

- **Norwood-Young America Guide**
- **Cell Phone for City Employees (Plans)**
- **Personnel Committee (2019 Items)**

10. City Council Reports

- **Councilmember Jason Buckentin**
- **Councilmember Tim Tracy**
- **Councilmember Scott Feltmann**
- **Councilmember Eric Poppler**
- **Mayor Chris Lund**
 - **2019 Legislative Conference (LMC)**
 - **RCM Meeting February 2, 2019**

11. Adjourn City Council Meeting



***HAMBURG CITY COUNCIL AGENDA
FEBRUARY 12, 2019***

COMMUNITY HALL & PARK ACTIVITIES

FEBRUARY

- 2 – HHFC Fish Fry**
- 23 – Hamburg Lions Purse Bingo**

MARCH

- 13 – Bongards Creameries**

COMMUNITY CENTER (FIRE HALL) ACTIVITIES

FEBRUARY

- 3 – Youngwood 4-H Club**
- 4 – Hamburg Lions Board Meeting**
- 4 – HFD Training**
- 5 – Mayors In**
- 12 – Hamburg City Council Meeting**
- 12 – Young America Township Meeting**
- 18 – Hamburg Lions Club**
- 18 – Presidents Day – City Offices Closed**
- 25 – Hamburg Fire Dept. (Relief Association) Meeting**

MARCH

- 4 – Hamburg Lions Board Meeting**
- 4 – HFD Training**
- 5 – Mayors In**
- 9 – Community Center Rental**
- 11 – Young America Mutual Insurance**
- 12 – Hamburg City Council Meeting**
- 12 – Young America Township Meeting**
- 18 – Hamburg Lions Club**
- 19-20 – Wm. Mueller & Sons Safety Meetings**
- 25 – Hamburg Fire Dept. (Relief Association) Meeting**

**CITY OF HAMBURG
NOTICE OF PUBLIC HEARING
ORDERLY ANNEXATIONS**

Notice is Hereby Given that the Hamburg City Council will hold a Public Hearing on February 12th, 2019 at 7:00 p.m. at the Hamburg Community Center at 181 Broadway Ave., Hamburg, MN.

The reason for the Public Hearing is to receive comments on Resolution Number 2019-04, Joint Resolution of the City of Hamburg and Young America Township as to the Orderly Annexation of Property (Parcels 11.0331710/11.0331600).

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

Jeremy Gruenhagen
City Clerk-Treasurer

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

Municipal Boundary Adjustments Docket No. _____

**CITY OF HAMBURG
RESOLUTION NUMBER 2018-04**

YOUNG AMERICA TOWNSHIP RESOLUTION _____

**JOINT RESOLUTION OF THE CITY OF HAMBURG AND YOUNG AMERICA TOWNSHIP AS TO THE
ORDERLY ANNEXATION OF PROPERTY**

WHEREAS, the City of Hamburg (the "City") and Young America Township (the "Township") desire to enter into this Joint Resolution as to the Orderly Annexation of Property (the "Joint Resolution") to provide for the orderly development and extension of services to an area of the Township that is or is about to become urban or suburban in character; and

WHEREAS, the City and the Township wish to encourage development and the extension of municipal services to property in an orderly manner; and

WHEREAS, the City and the Township are in agreement as to the procedure and process for the orderly annexation of certain lands described herein for the purpose of orderly, planned growth; and

WHEREAS, it is in the best interest of the City, the Township and their respective residents to agree to orderly annexation in furtherance of orderly growth and the protection of the public health, safety, and general welfare; and

WHEREAS, the parties hereto desire to set forth the terms and conditions of such orderly annexation by means of this Joint Resolution;

NOW, THEREFORE, be it resolved by the City Council of the City of Hamburg, Carver County, Minnesota, and the Board of Supervisors of Young America Township, Carver County, Minnesota:

1. **Description of Property to be Annexed.** The area subject to this Joint Resolution is legally described on the attached **Exhibit A** and depicted with cross-hatching on the attached **Exhibit B** (the "Property").
2. **Annexation Designation.** The City and the Township hereby designate the Property for orderly annexation pursuant to Minnesota Statutes §414.0325.
3. **Municipal Boundary Adjustments - Jurisdiction.** Upon approval of this Joint Resolution by the City and the Township, this Joint Resolution shall confer jurisdiction upon the Office of Administrative Hearings, Municipal Boundary Adjustments, or its successor ("MBA") so as to accomplish said orderly annexation in accordance with the terms of this Joint Resolution.
4. **No Alteration of Boundaries.** The City and the Township agree that the Property is in need of orderly annexation and that no alteration of the stated boundaries as described in this Joint Resolution is appropriate.
5. **Annexation.** The City and the Township agree that: 1) the City is hereby authorized to initiate annexation of the Property, in its discretion, by filing this Joint Resolution with the MBA; 2) the Township will not object to nor oppose the annexation; 3) no hearing is required; 4) the conditions of annexation shall be governed by this Joint Resolution and no further consideration by the director is necessary; and 5) the director may review and comment, but shall, within 30 days of receipt of this Joint Resolution, order the annexation of the Property into the City of Hamburg in accordance with the terms of this Joint Resolution.
6. **Delinquent Taxes, Charges, and Assessments.** The City shall remit to the Township upon receipt by the City all delinquent taxes, charges, and assessments collected from the Property if such taxes, charges, or assessments were originally payable while the Property remained in the Township. Additionally, when the Property no longer qualifies for special tax treatment through Green Acres or other applicable programs such as Ag Preserves, CRP, This Old House, and taxes that were deferred under one of

these programs are paid to the City, the City shall remit to the Township the amount which was deferred during the time the Property was in the Township.

7. **Levied Assessments.** The City does not assume by this annexation any liability or responsibility for the payment of any obligations issued to finance public improvements constructed by the Township or for which the Township levied special assessments. If the Property is paying special assessments levied by the Township, the City shall collect such assessments and return them to the Township within 30 days of receipt by the City.
8. **Minnesota Statutes §414.036 Reimbursement.** Pursuant to Minnesota Statutes § 414.036, the Township and City agree to reimbursement from the City to the Township in the amount of \$50.00 for all future lost real property taxes on the Property being annexed by the City.
9. **Other Reimbursements.** Other than the reimbursements and payments outlined in Sections 6 and 7 of this Joint Resolution, no other reimbursements or taxes shall be owed to the Township from the City.
10. **Authorization.** The appropriate officers of the City and Township are hereby authorized to carry the terms of this Joint Resolution into effect.
11. **Severability.** If any section of this Joint Resolution is held by a court of competent jurisdiction to be unconstitutional or void, the remaining provisions will remain in full force and effect. In the event of litigation, neither the City nor the Township will seek to have any provision of this Joint Resolution declared null and void. If a court issues an order declaring a portion of this Joint Resolution unconstitutional or void, the parties mutually agree to request that the court reform this Joint Resolution for the purpose of effecting the original intent of this Joint Resolution.
12. **Costs Associated with the Orderly Annexation Agreement.** Each party shall pay its own costs incurred in the negotiation, development and implementation of this Joint Resolution.
13. **Venue.** The venue for all actions concerning this Joint Resolution shall be Carver County, Minnesota.
14. **Dispute Resolution.** The parties agree to mediate any disputes concerning the interpretation of this Joint Resolution prior to initiating an action in District Court.
15. **Entire Agreement.** With respect to the Property the terms, covenants, conditions, and provisions of this Joint Resolution shall constitute the entire agreement between

the parties hereto superseding all prior agreements and negotiations between the parties.

16. **Notice.** Any notices required under the provisions of this Joint Resolution shall be in writing and deemed sufficiently given if delivered in person or sent by U.S. mail, postage prepaid, to the City Administrator or to the Township Clerk at their official addresses.
17. **Legal Description and Mapping.** The City and Township agree that in the event there are errors, omissions or any other problems with the legal description provided in **Exhibit A** or mapping provided in **Exhibit B**, in the judgment of the Office of Administrative Hearings/Municipal Boundary Adjustments, the City and Township agree to make such corrections and file any additional documentation, including new exhibits making the corrections requested or required by the Office of Administrative Hearings/Municipal Boundary Adjustments as necessary to make effective the annexation of the Property in accordance with the terms of this Joint Resolution.
18. **Effective Date.** This Joint Resolution shall be effective upon its adoption by the respective governing bodies of the City and the Township, as provided by law.

APPROVED BY THE TOWNSHIP OF YOUNG AMERICA THIS _____ DAY OF _____, 2019.

Chairman

ATTEST:

Clerk

APPROVED BY THE CITY COUNCIL OF THE CITY OF HAMBURG THIS _____ DAY OF _____, 2019.

By: _____
Chris Lund, Mayor

ATTEST:

By: _____
Jeremy Gruenhagen, City Clerk

https://mhslaw-my.sharepoint.com/personal/qporeilly_mhslaw_com/documents/hamburg/young_america_hamburg_joint_annexation_resolution_2019_qpo.docx

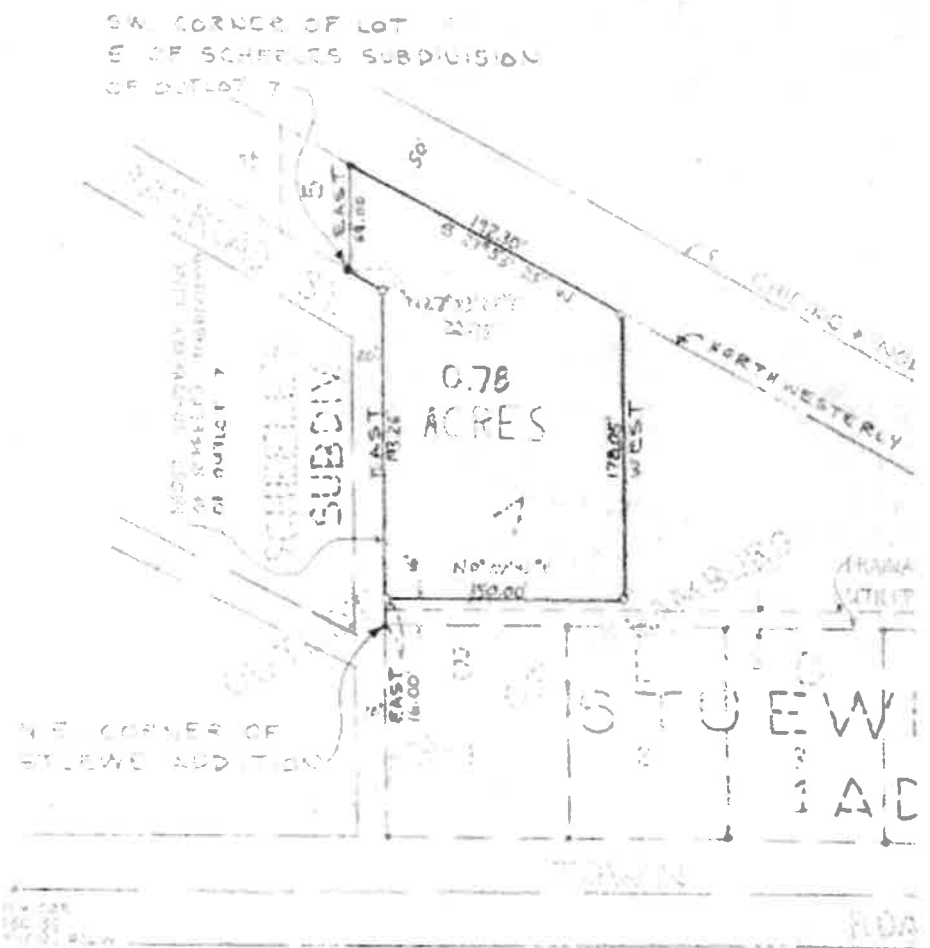
EXHIBIT A

Parcel 1

That part of the Government Lot 4 of Section 33, Township 115, Range 26, Carver County, Minnesota, bounded as follows: On the Northwest by a line parallel with and distant 50 feet Northwesterly, measured at right angles and radially, from the centerline of the main track of the Minneapolis & St. Louis Railway Company (now the Chicago and North Western Transportation Company), as said main track centerline was originally located and established across said section 33; on the South by the Easterly extension of the South line of Lot 5 of Scheele's Subdivision of Outlot 7 in Hamburg, Carver County, Minnesota, according to the recorded plat thereof; on the Southeast by a line parallel with and distant 25 feet Northwesterly, measured at right angles and radially from the centerline of the main track of the Chicago and North Western Transportation Company (formerly the Minneapolis & St. Louis Railway Company), as said main track is now located; and on the North by the Easterly extension of the Northerly line of Lot 4 of said plat of Scheele's Subdivision.

Parcel 2

Part of the Chicago and Northwestern Transportation Company Railroad right of way, all being part of the Village of Hamburg, Carver County, Minnesota, according to the recorded plat thereof, described as follows: Commencing at the northeast corner of STUEWE ADDITION, according to the recorded plat thereof; thence on an assumed bearing of East along the most southerly line of Scheele's Subdivision of said Outlot 7 a distance of 16.00 feet; thence continuing on a bearing of East along said most southerly line of Scheele's Subdivision of Outlot 7 a distance of 193.26 feet to the easterly line of Railroad Street; thence north 27 degrees 53 minutes 25 second East along said Easterly line of Railroad Street a distance of 22.75 feet to the southwest corner of Lot 5 of said Scheele's Subdivision of Outlot 7; thence on a bearing of East along the south line of said Lot 5 of Scheele's Subdivision of Outlot 7 and its easterly extension a distance of 64.00 feet to a point on the Northwesterly right of way line of said Chicago and Northwestern Transportation Company, said point being the point of beginning of the tract to be described; thence continuing East along the easterly extension of the South line of said Lot 5 a distance of 28.29 feet to the intersection with a line that is 25.00 feet westerly of as measured at right angles to or radial to the centerline of said Chicago and Northwestern Transportation Company right of way; thence South 27 degrees 53 minutes 25 seconds West along said last described intersection line 192.30 feet; thence on a bearing of West a distance of 28.29 feet to the northwesterly right of way line of said Chicago and Northwestern Transportation Company right of way line; thence North 27 degrees 53 minutes 25 seconds East along said right of way line 192.30 feet to the point of beginning.



DESCRIPTION

That part of Outlet 7 Village of Hamburg, Carver County, Minnesota according to the recorded plat thereof described as follows:

Commencing at the northeast corner of STUEWE ADDITION according to the recorded plat thereof; thence on an assumed bearing of East along the most southerly line of Scheele's Subdivision of said Outlet 7 a distance of 16.00 feet to the actual point of beginning of the tract to be described; thence continuing on a bearing of East along said most southerly line of Scheele's Subdivision of Outlet 7 a distance of 193.26 feet to the easterly line of Railroad Street; thence North 27 degrees 53 minutes 25 seconds East along said easterly line of Railroad Street a distance of 22.75 feet to the southwest corner of Lot 5 of said Scheele's Subdivision of Outlet 7; thence on a bearing of East along the south line of said Lot 5 of Scheele's Subdivision of Outlet 7 a distance of 64.00 feet to the Northwesternly Right-of-Way line of the Chicago and North Western Transportation Company; thence South 27 degrees 53 minutes 25 seconds West along said Northwesternly Right-of-Way line of the Chicago and North Western Transportation Company a distance of 192.30 feet; thence on a bearing of West a distance of 178.05 feet; thence North 0 degrees 02 minutes 45 seconds East a distance of 150.00 feet to the point of beginning. This tract contains 0.78 acres of land.



HAMBURG CITY COUNCIL AGENDA JANUARY 8, 2019

Mayor Chris Lund called the Hamburg City Council Meeting to order at 7:00 p.m. Those in attendance were Council members Scott Feltmann, Eric Poppler, Tim Tracy and Jason Buckentin. City Clerk Jeremy Gruenhagen, Deputy Clerk Tamara Bracht, Fire Chief Scott Anderson, Matt McDougal and Quinn O'Reilly with Melchert, Hubert & Sjodin, and residents Gene and Diane Stier.

- **Designations/Appointments for 2019**
 - Swore in Mayor Lund to a 4-year term
 - Swore in Councilmen Eric Poppler and Scott Feltmann to a 4-year term
- **Resolution Number 2019-01**

MOTION: Councilman Jason Buckentin moved to approve Resolution 2019-01. Seconded by Councilman Tim Tracy. Motion was unanimously approved. All Council members were present.

Agenda Review (Added Items) and Adoption

- Correction to December 11, 2018 Meeting minutes
 - The last page states that the Hamburg Baseball Club will be hosting the State Tournament in 2022, it should read as Regional Tournament.

MOTION: Councilman Scott Feltmann moved to approve the Agenda Review as amended. Seconded by Councilman Jason Buckentin. Motion was unanimously approved. All Council members were present.

Consent Agenda

- Approve Resolution Number 2019-01 (Designations/Appointments)
- Approve Resolution Number 2019-02 (Payment of Claims for 2019)
- Approve Resolution Number 2019-03 (Donations Received in 2018)
- Approve 2018 Minutes for November 27/December 4/December 11
- Approve Payment of December 2018 Added Claims/Transfers (\$303,908.03)
- Approve Payment of January 2019 Claims (\$103,039.79)
- Approve Temporary On-Sale Liquor Licenses from Hamburg Lions Club
 - January 26, 2019, February 2, 2019, February 23, 2019
- Approve Lawful Gambling Permit for Hamburg Lions Club (2/23/19)
- Approve Time-Off Request for Jeremy Gruenhagen
- Cash Flow Statements for September/October 2018
- Delinquent Utility Bills Report
- Employee Project Lists
- NYA Area Chamber of Commerce Newsletter
- City Offices Closed January 21, 2018 for MLK Jr. Day

MOTION: Councilman Jason Buckentin moved to approve the Agenda Review as amended. Seconded by Councilman Tim Tracy. Motion was unanimously approved. All Council members were present.



HAMBURG CITY COUNCIL AGENDA

JANUARY 8, 2019

Fire Chief Scott Anderson

- **Water Tower/Fill Station** – FD prefers to enter from the West side and circle around to the South. Also, due to safety reasons we request a hydrant instead of an over-head fill station to be located on the East side of the water tower.
- **Fire Department Open House** – Saturday, January 12th from 3:00 – 6:00 p.m. with a Meat Raffle to follow at Parkside Tavern at 6:30 and the Gun Raffle drawing at 9:00.

Old City Business

- Community Hall Steps
 - Will be completed this week by Dan Oelfke Construction
 - Councilman Feltmann suggested adding a gutter above the back steps at the Hall when they are re-done later this year.
- New Water Tower
 - Met with S.E.H - they are proposing to add a watermain and a hydrant to Jacob Street and moving an existing hydrant away from a resident's driveway at Broadway and Scheele.
 - The trees West of the City Offices will all have to be removed with the construction of the water tower.
 - Hydrant on Henrietta will need to be moved closer the City Office due to the large amount of utilities that are in the area and stub in for future development.
 - Grant Funds are still being sought out
- Storage Container (400 Railroad Street)
 - Seeking Carver Counties advice
- Storm Water Easements for Parcels 45.0282500/11.0282010 (RR Street)
 - Parcel Surveys – should have report from Sibley County surveyors next week

New City Business

- Set Public Hearing for Annexations (Stuewe/Buckentin)

MOTION: Councilman Scott Feltmann moved to hold a Public Hearing on February 12, 2019 at 7:00 p.m. for Parcel Annexations. Seconded by Councilman Jason Buckentin. Motion was unanimously approved. All Council members were present.

City Council Reports

- Mayor Chris Lund
 - 2019 Legislative Conference – February 20th & 21st.
Let office staff know if you plan on attending either session.
 - League of MN Cities has training sessions for newly elected Officials.

MOTION: Councilman Jason Buckentin moved to recess the City Council Meeting.



**HAMBURG CITY COUNCIL AGENDA
JANUARY 8, 2019**

Seconded by Councilman Tim Tracy. Motion was unanimously approved. All Council members were present.

MOTION: Councilman Jason Buckentin moved to open a closed meeting for the purpose of discussing the Storm Water Easements for Parcels 45.0282500 and 11.0282010. Seconded by Councilman Tim Tracy. Motion was unanimously approved. All Council members were present.

MOTION: Councilman Tim Tracy moved close the closed meeting at 8:52 p.m. Seconded by Councilman Jason Buckentin. Motion was unanimously approved. All Council members were present.

MOTION: Councilman Tim Tracy moved to re-open the City Council Meeting at 8:54 p.m. Seconded by Councilman Scott Feltmann. Motion was unanimously approved. All Council members were present.

MOTION: Councilman Tim Tracy moved to authorize Melchert-Hubert & Sjodin to get an appraisal of the Storm Water Easement. Seconded by Councilman Scott Feltmann. Motion was unanimously approved. All Council members were present.

MOTION: Councilman Jason Buckentin moved to adjourn the City Council Meeting at 8:58 p.m. Seconded by Councilman Tim Tracy. Motion was unanimously approved. All Council members were present.

Submitted by:

**Tamara Bracht
Deputy Clerk**

2019 January Claims List

CHECK #	VENDOR	FUND	CLAIM DESCRIPTION	AMOUNT	APPROVED
ACH	HealthPartners	Divided	Health Insurance for January 2019	\$3,580.06	1/8/2019
ACH	PERA	Divided	PERA Withholding - January 2018	\$431.84	1/8/2019
ACH	Greg Schultz	Divided	Wages 12-17-18 to 12-30-18	\$1,708.22	1/8/2019
ACH	Tamara Bracht	Divided	Wages 12-17-18 to 12-30-18	\$600.87	1/8/2019
ACH	Jeremy Gruenhagen	Divided	December Wages (Rounds)	\$1,942.64	1/8/2019
ACH	Jeremy Gruenhagen	Divided	January Wages (Rounds)	\$1,898.69	1/8/2019
ACH	Google	General Gov't	Email Account Service for December 2018	\$80.00	1/8/2019
ACH	Greg Schultz	Divided	Wages 12-31-18 to 1-13-19	\$1,722.63	2/12/2019
ACH	Tamara Bracht	Divided	Wages 12-31-18 to 1-13-19	\$412.51	2/12/2019
ACH	Jeremy Gruenhagen	Divided	January Wages (Rounds)	\$2,103.23	2/12/2019
ACH	MN Dept. of Revenue	Divided	Sales and Use Tax for 4th Qtr. 2018	\$96.00	2/12/2019
ACH	AT&T	General Gov't	Cell Phone Payment (January)	\$28.85	2/12/2019
DebitCard	Amazon	General Gov't	Carbon Paper and Folders for Sewer Lift Station Reporting	\$31.54	1/8/2019
DebitCard	Best Name Badges	General Gov't	Magnetic Name Tag for Councilman Poppler	\$8.20	1/8/2019
DebitCard	Hamburg Post Office	Divided	4 Rolls of Postcard Stamps and 1 Roll Forever Stamps	\$190.00	1/8/2019
DebitCard	Hamburg Post Office	Divided	Mailed 2 Water Samples	\$28.45	1/8/2019
DebitCard	US Postal Service	Water	Water Samples sent to the Dept. of Health	\$24.70	2/12/2019
DebitCard	MN State Fire Chief Association	Public Safety (FD)	Active Membership for Scott Anderson	\$93.00	2/12/2019
DebitCard	Franklin Printing	General Gov't	1099 Forms	\$22.88	2/12/2019
DebitCard	AMEM	Public Safety (FD)	2019 AMEM Membership Dues	\$130.00	2/12/2019
DebitCard	MNDNR	Water	2018 Annual Report of Water Use	\$140.00	2/12/2019
DebitCard	Active 911	Public Safety (FD)	Active 911 for Firefighters	\$338.00	2/12/2019
Debit Card	Amazon	General Gov't	ViewSonic Projector (Repurchased at a Lower Price)	\$1,075.00	2/12/2019
19441	Bond Trust Services Corporation	Debt Service/Sewer/Water	G.O. Improvement Bonds	\$83,250.00	1/8/2019
19442	C.C.F.D.M.A.A.	Public Safety (FD)	2019 Membership Dues	\$250.00	1/8/2019
19443	Carver County Attorney's Office	General Gov't	Fines Collected -1/2 Due to Attorney's Office, 2018 Quarterly Surcharge	\$240.18	1/8/2019
19444	Customized Fire Rescue Training	Public Safety (FD)	1001 Class Training for Aaron Prim & Remie Hall	\$1,505.00	1/8/2019
19445	Daktronics, Inc.	General Gov't	2019 Maintenance Service Agreement for Electronic Sign	\$1,665.00	1/8/2019
19446	Floyd Total Security	Water	Base Alarm Monitoring for WWTP (1-24-19 to 4-23-19)	\$92.07	1/8/2019
19447	Galls, LLC	Public Safety (FD)	Uniform and Name Tags for Aaron Prim	\$141.43	1/8/2019
19448	Gopher State One Call	Divided	December Locates (6)	\$8.10	1/8/2019
19449	Jared Mackenthun	Public Safety (FD)	Reimbursement for Fuel (Hanging and Taking Down Holiday Lights)	\$136.95	1/8/2019
19450	Loffler Companies, Inc.	General Gov't	December Copies	\$24.12	1/8/2019
19451	Menards	Divided	Bathroom Deodorizers and Plumbing Materials	\$46.78	1/8/2019
19452	MN State Fire Dept. Association	Public Safety (FD)	2019 MSFDA Membership Dues	\$148.00	1/8/2019
19453	MNSPECT, LLC	Public Safety (FD)	Residential Inspection/Permit Fee for 846 Park (Mechanical)	\$52.50	1/8/2019
19454	Municipal Emergency Services, Inc.	Public Safety (FD)	Fittings for Fire Truck	\$320.57	1/8/2019
19455	NAPA Auto Parts	Public Works (Streets)	Oil and Filter for S10 Pick-up Truck	\$70.86	1/8/2019
19456	Quill	General Gov't	Heater/Fan, Swiffer Wet Jet Refills, Hand Sanitizer	\$63.66	1/8/2019
19457	Van Iwaarden Associates	General Gov't	December 31, 2018 GASB 68 Pension Accounting Report	\$1,000.00	1/8/2019
19458	Viking Bottling Co.	Hall	Pop and CO2 Tank	\$131.00	1/8/2019
19459	Wm. Mueller & Sons, Inc.	Divided	Fuel for City Vehicles, Fuel for Bobcat, December Snowplowing	\$2,293.28	1/8/2019
19460	Zoll Medical Corporation	Public Safety (FD)	Autopulse LI-Ion Battery	\$1,688.72	1/8/2019
19461	Steven Siewert	Public Safety (FD)	2018 Fire Chief Two Salary	\$554.10	2/12/2019
19462	Abdo Eick & Meyers LLP	General Gov't	Certified Audit Services for the year ended 2108	\$5,000.00	2/12/2019
19463	Alcohol & Gambling Enforcement Division	Hall	Consumption & Display Permit	\$250.00	2/12/2019
19464	Business Essentials	Divided	Bath Tissue and Hardroll Paper Towels	\$187.76	2/12/2019
19465	Canon Financial Services, Inc.	General Gov't	Canon Copier Gov't Contract for January	\$33.13	2/12/2019
19466	CarverLink/Jaguar	General Gov't	Telephone/Internet Services for January 2019	\$110.14	2/12/2019
19467	Cintas	Divided	Cleaning Supplies - Towels, Mops, Rags, Garbage Liners - December and January	\$144.96	2/12/2019
19468	City of Shakopee	Public Safety (FD)	Southwest Metro Drug Task Force Membership Dues for 2019	\$2,100.00	2/12/2019
19469	Dan Oelfke Construction	Hall	Replaced Front Steps	\$9,326.16	2/12/2019
19470	Galls LLC	Public Safety (FD)	3 Letter Custom Collar Brass Pins (6)	\$132.60	2/12/2019
19471	Gopher State One Call	Divided	2019 Facility Operator Fee	\$50.00	2/12/2019
19472	Hawkins Chemical	Water	Chemical Signs	\$669.00	2/12/2019
19473	Henning Excavating	Water	Watermain Repairs: Alley by 451 Maria, and Co. Rd. 50 by 301 Jacob	\$8,165.00	2/12/2019
19474	Hilgers Plumbing & Heating Inc.	Water	Cleaned Heaters in WTP	\$527.00	2/12/2019
19475	Melchert-Hubert & Sjodin, PLLP	General Gov't	Review and Correspondence regarding Land Management, CUP, Fire Truck Purch.	\$495.00	2/12/2019
19476	Menards	Divided	Dawn Dish Soap, Nitrile Gloves	\$67.26	2/12/2019
19477	MN Fire Service Cert. Board	Public Safety (FD)	Certification Exam - Remie Hall	\$115.00	2/12/2019
19478	MN Public Facilities Authority	Water	Interest Payment - Water Wells Bond	\$5,536.60	2/12/2019
19479	MN State Fire Chief Association	Public Safety (FD)	Active Membership for S. Siewert, S. Buckentin, J. Mackenthun, J. Hansen	\$285.00	2/12/2019
19480	NYA Times	General Gov't	2 Year Subscription to NYA Times Newspaper	\$62.00	2/12/2019
19481	Plunkett's Pest Control Inc.	Divided	General Pest Control Service Date 1-7-19	\$139.12	2/12/2019
19482	Quill	General Gov't	Binders, Finger Moisteners, Newsletter paper	\$195.48	2/12/2019
19483	Resource Strategies Corporation	General Gov't	Comp. Plan Update June - December 2018	\$5,252.00	2/12/2019
19484	Riteway Business Forms	General Gov't	Laser Utility Bill Forms 2019 Rates	\$219.55	2/12/2019
19485	S.E.H. Inc.	Water	Water Tower Engineering and Design	\$12,721.50	2/12/2019
19486	Sibley County Chiefs Association	Public Safety (FD)	Membership Dues 2019	\$350.00	2/12/2019
19487	Xcel Energy	Divided	Natural Gas and Electrical Services	\$3,165.06	2/12/2019
				\$165,668.95	
			January Claims	\$103,628.73	1/8/2019
			Added January Claims	\$62,040.22	2/12/2019
			Total January Claims	\$165,668.95	

CITY OF HAMBURG
City Clerk/Treasurer – PO Box 248
181 Broadway Ave., Hamburg, MN 55339

*City Office: (952) 467-3232 Fax: (952) 467-3119 TDD: 711 Email: CityAdmin@CityofHamburgmn.com
City Website: CityofHamburgmn.com*

February 12, 2019

The Honorable Elaine Chao
Secretary, US Department of Transportation
1200 New Jersey Ave, SE
Washington, DC 20590

Dear Secretary Chao,

The City of Hamburg is pleased to support the US Highway 212 Rural Freight Access project for consideration of federal financial assistance under the Infrastructure for Rebuilding America (INFRA) Program. This critical project expands 10 miles of US Highway 212 in Carver County, Minnesota from a two-lane undivided rural highway to a four-lane divided expressway facility extending from the City of Norwood Young America (County Highway 34) to the City of Cologne (County Highway 36 western intersection) and from the City of Cologne (County Highway 36 eastern intersection) to the City of Carver (County Highway 11).

The corridor is part of the National Highway System and is one of the most important economic and highway freight corridors in the State of Minnesota and the Upper Midwest region, connecting the Twin Cities to South Dakota and beyond. US Highway 212 provides a critical connection for agricultural and industrial areas throughout the region. In addition, it is identified as a high priority "Tier One" Truck Corridor by the Metropolitan Council.

Carver County and MnDOT have completed an extensive planning effort to determine an innovative, cost-effective approach to expand US Highway 212 and address serious safety, access, and mobility issues. The proposed project will expand US Highway 212 to a four-lane divided expressway, addressing the existing undivided two-lane gap in the Twin Cities' highway network, which negatively affects freight movement and economic development initiatives.

This project will benefit the highway freight network, improving a critical connection to and from the Twin Cities metropolitan area and meet the priority objectives of the INFRA funding program by emphasizing economic vitality, leveraging non-federal funding sources of infrastructure investment, and deploying innovative technology and financing approaches.



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

On behalf of the Hamburg City Council, I would like to urge your support for Carver County's INFRA Program application for the US Highway 212 Rural Freight Access project.

Sincerely,

Chris Lund, Mayor



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

CITY OF HAMBURG TIME-OFF REQUEST FORM

Today's Date: February 11, 2019

Employee Name: Jeremy Gruenhagen

Dates Requesting Time-Off: February 15 & 22
(Off at 4:00)

February 25

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

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

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

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

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

Are you requesting more than three consecutive days off? No

- If yes, you must receive City Council approval.

City Council Approval

Date of Council Meeting: _____

Was vacation request approved? _____

- If no, reason request was denied: _____

Jeremy Gruenhagen
Employee Signature

2-11-2019
Date

City Clerk/Treasurer

Date

Mayor

Date





Building a Better World
for All of Us[®]

January 3, 2019

RE: City of Hamburg, Minnesota
2019 Agreement for Professional Services

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

Dear Jeremy:

Short Elliott Hendrickson Inc. (SEH[®]) is honored to serve as the City Engineer for the City of Hamburg. As a supplement to our approved Master Agreement for Professional Services dated March 25, 2015, we understand that the City of Hamburg would like to engage SEH to provide general engineering, architectural and other consulting services to the City of Hamburg on an "as requested" basis.

As we discussed, this work may include items such as site plan review, cost estimating, architectural review, structural review, project review and discussions, RPR services, mapping, grant writing or other work as requested by the City. It is understood that work under this project number and agreement will be based on written (hard copy or email) requests from the City Clerk to SEH Client Service Manager Justin Black, or assigned representatives. Since SEH only completes this work at the request of the City, the total, yearly amount of work can vary. Based on discussions with the City, we are proposing a total not-to-exceed amount for 2019 of \$5,000. The City would be provided a detailed invoice of the work completed.

PROPOSED FEES

We propose to provide the services outlined above for the City of Hamburg on an Hourly basis, not-to-exceed a total of **\$5,000** in calendar year 2019.

Please contact us with any questions or comments concerning this proposal/agreement.

Sincerely,


Justin Black, PE
Client Service Manager
(Lic. MN)

jb
Enclosure

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Engineers | Architects | Planners | Scientists

Short Elliott Hendrickson Inc., 1390 Highway 15 South, Suite 200, P.O. Box 308, Hutchinson, MN 55350-0308
SEH is 100% employee-owned | sehinc.com | 320.587.7341 | 800.838.8666 | 888.908.8166 fax

Supplemental Letter Agreement

In accordance with the Master Agreement for Professional Services between City of Hamburg, Minnesota ("Client"), and Short Elliott Hendrickson Inc. ("Consultant"), effective March 25, 2015, this Supplemental Letter Agreement dated January 3, 2019, authorizes and describes the scope, schedule, and payment conditions for Consultant's work on the Project described as: 2019 General Engineering Services.

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

Project Manager: Justin Black, PE (MN)
Address: PO Box 308
Hutchinson, MN 55350
Telephone: 952.913.0702 **email:** jblack@sehinc.com

Scope: The Basic Services to be provided by Consultant:

General engineering, architectural, or other consulting services as indicated in the attached letter dated January 3, 2019.

Schedule: Services to be provided in calendar year 2019.

Payment: The fee is hourly not-to-exceed \$5,000 including expenses and equipment without written approval from Client.

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

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

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Short Elliott Hendrickson Inc.

By: 
Justin Black
Title: Client Service Manager/Associate

City of Hamburg, Minnesota

By: _____
Title: _____

Exhibit A-1
to Supplemental Letter Agreement
Between City of Hamburg, Minnesota (Client)
and
Short Elliott Hendrickson Inc. (Consultant)
Dated January 3, 2019

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 and shall be paid for as described in this Agreement but instead are reimbursable expenses required in addition to hourly charges for services:

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.

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	Beginning Balance 1/1/2018	2018 Budget Income	2018 Budget Expense	Budget Year-End Balance	Total Income Received	Total Expenses	Ending Balance 11/30/2019	
General Fund	\$280,932.53	\$614,238.00	\$618,002.00	\$277,168.53	\$645,832.76	\$851,556.60	\$75,208.69	
General Gov't								
Public Safety (Fire Dept.)			\$247,375.00			\$218,590.42		
Public Works (Streets)			\$138,137.00			\$480,658.65		
Sanitation & Recycling			\$107,835.00			\$89,181.69		
Parks & Recreation			\$3,500.00			\$1,541.34		
Comm. Hall			\$68,780.00			\$39,051.63		
			\$52,375.00			\$22,532.87		
Special Revenue Funds	\$594,478.31	\$45,768.00	\$61,500.00	\$578,746.31	\$1,740.96	\$0.00	\$596,219.27	
City Of Hamburg (Savings)	\$469,494.09	\$34,830.00	\$61,500.00	\$442,824.09	\$1,035.95	\$0.00	\$470,530.04	
Fire Equipment CD	\$124,984.22	\$10,938.00	\$0.00	\$135,922.22	\$705.01	\$0.00	\$125,689.23	
Debt Service	\$46,674.78	\$19,257.00	\$19,221.25	\$46,710.53	\$5,563.43	\$19,221.25	\$33,016.96	
Total (Tax Revenue Funds)	\$922,085.62	\$679,263.00	\$698,723.25	\$902,625.37	\$653,137.15	\$870,777.85	\$704,444.92	
Enterprise Funds								
Water	\$109,544.19	\$167,722.74	\$167,446.20	\$109,820.73	\$155,574.42	\$139,140.36	\$125,978.25	
Sewer	\$353,124.75	\$70,473.24	\$80,508.50	\$343,089.49	\$60,294.11	\$71,035.89	\$342,382.97	
Storm Water	\$111,910.12	\$77,618.00	\$73,148.37	\$116,379.75	\$63,569.71	\$73,687.05	\$101,792.78	
Total (Enterprise Funds)	\$574,579.06	\$315,813.98	\$321,103.07	\$569,289.97	\$279,438.24	\$283,863.30	\$570,154.00	
Totals	\$1,496,664.68	\$995,076.98	\$1,019,826.32	\$1,471,915.34	\$932,575.39	\$1,154,641.15	\$1,274,598.92	
	Remaining Balance 1/1/2018	Remaining Assessment 1/1/2018	Cash & Investments	2018 Principle Payments	Date Due	Paid	Maturity Date	Unfunded Balance 12/31/2018
Debt Summary								
1992 Streets	\$0.00	\$5,387.88	\$0.00	\$0.00				(\$5,387.88)
2007 Streets	\$90,000.00	\$0.00	\$46,674.78	\$15,000.00	2/1/17 & 8/1/17		2/1/2023	\$28,325.22
Water Wells Project	\$70,000.00	\$0.00	\$0.00	\$13,000.00	2/20/17 & 8/20/17		8/20/2022	\$57,000.00
Water Treatment Plant	\$383,000.00	\$0.00	\$0.00	\$51,000.00	2/20/17 & 8/20/17		8/20/2024	\$332,000.00
Sanitary Sewer Improvements	\$165,088.23	\$68,585.14	\$0.00	\$15,000.00	2/20/17 & 8/20/17		8/20/2030	\$81,503.09
Storm Water Improvements	\$905,000.00	\$0.00	\$0.00	\$45,000.00	2/1/17 & 8/1/17		2/1/2032	\$860,000.00
Totals	\$1,613,088.23	\$73,973.02	\$46,674.78	\$139,000.00				\$1,353,440.43

Cash Flow Actuals

	January	February	March	April	May	June	July	August	September	October	November	Totals
Income												
Property Taxes	\$2,873.17	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$254,511.50	\$0.00	\$0.00	\$0.00	\$0.00	\$257,384.67
Licenses & Permits	\$51.00	\$13.75	\$116.00	\$56.00	\$25.00	\$1,893.00	\$4.00	\$203.00	\$172.00	\$132.00	\$249.00	\$3,014.75
Intergov't Receipts (Aids)	\$0.00	\$2,737.08	\$0.00	\$4,848.50	\$0.00	\$3,092.00	\$42,732.50	\$76.70	\$0.00	\$942.72	\$15,732.26	\$70,161.76
Charges for Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$40.00	\$40.00	\$0.00	\$40.00	\$20.00	\$140.00
Assessment Searches	\$550.00	\$0.00	\$600.00	\$200.00	\$400.00	\$400.00	\$0.00	\$0.00	\$200.00	\$400.00	\$450.00	\$3,200.00
Comm Ctr Rentals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Township Contribution	\$50.00	\$350.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,950.00	\$27,300.00	\$0.00	\$29,650.00
Fire Dept. Revenues	\$200.00	\$200.00	\$0.00	\$300.00	\$300.00	\$0.00	\$200.00	\$200.00	\$0.00	\$0.00	\$0.00	\$1,400.00
Park Rentals	\$1,922.00	\$431.30	\$1,000.00	\$176.15	\$724.76	\$743.00	\$230.00	\$965.00	\$1,428.45	\$2,859.00	\$366.20	\$10,845.86
Hall Receipts	\$25.00	\$60.00	\$202.53	\$364.10	\$173.32	\$0.00	\$19.99	\$0.00	\$26.66	\$0.00	\$40.00	\$931.60
Fines	\$471.39	\$3,944.93	\$119.00	\$3,738.95	\$2,329.05	\$132.75	\$62.40	\$24.85	\$49.10	\$94,018.82	\$55,212.88	\$160,104.12
Misc. Receipts	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other Receipts	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$568.25	\$0.00	\$0.00	\$652.07	\$0.00	\$0.00	\$1,740.96
Insurance Recovery	\$0.00	\$0.00	\$520.64	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Interest Income (Savings)	\$0.00	\$0.00	\$0.00	\$0.00	\$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	\$0.00	\$0.00	\$0.00	\$0.00
Transfers In (Savings)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$14,000.00	\$0.00	\$14,000.00
Debt Proceeds/Sale of Asse	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Special Assessments	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,067.91	\$0.00	\$0.00	\$0.00	\$0.00	\$4,067.91
Water Service	\$15,503.94	\$13,026.41	\$13,248.28	\$14,173.37	\$13,322.44	\$15,915.67	\$13,427.54	\$13,655.34	\$14,809.41	\$13,929.95	\$14,462.07	\$155,574.42
Sewer Service	\$5,103.22	\$5,081.32	\$5,238.41	\$5,627.70	\$5,063.04	\$5,539.69	\$5,001.90	\$5,032.55	\$5,296.30	\$4,650.21	\$5,155.29	\$56,789.63
Storm Water	\$5,804.57	\$5,621.70	\$5,729.11	\$5,869.93	\$5,551.60	\$6,039.62	\$5,759.15	\$5,813.28	\$5,336.94	\$5,330.72	\$6,193.09	\$63,569.71
	\$32,554.29	\$31,566.49	\$26,773.97	\$35,374.70	\$27,889.21	\$34,323.98	\$326,056.89	\$26,010.72	\$30,520.93	\$263,623.42	\$97,880.79	\$932,575.39
Expenses												
General Gov't	\$19,763.64	\$11,075.99	\$26,590.36	\$15,283.26	\$24,970.84	\$17,433.44	\$23,412.50	\$15,575.66	\$11,142.43	\$38,108.05	\$14,798.77	\$218,154.94
Public Safety	\$15,620.53	\$800.31	\$10,322.89	\$14,842.15	\$15,564.66	\$2,014.22	\$5,987.31	\$2,405.25	\$2,760.92	\$406,225.54	\$4,214.87	\$480,658.65
Public Works	\$1,621.88	\$3,031.19	\$4,144.16	\$3,407.47	\$4,705.36	\$3,545.48	\$18,363.63	\$2,655.25	\$3,284.02	\$863.95	\$43,559.50	\$89,181.69
Sanitation & Recycling	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$256.89	\$0.00	\$0.00	\$0.00	\$513.78	\$770.67	\$1,541.34
Park & Recreation	\$823.32	\$130.89	\$14,371.89	\$417.17	\$1,701.20	\$4,767.35	\$4,773.57	\$4,419.03	\$1,799.37	\$1,696.53	\$4,151.31	\$39,051.63
Hall Expenses	\$1,990.46	\$3,716.40	\$2,761.17	\$3,429.22	\$1,059.86	\$1,065.75	\$1,963.38	\$1,192.29	\$1,162.38	\$2,650.19	\$1,541.77	\$22,532.87
Debt Service	\$17,552.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,668.75	\$0.00	\$0.00	\$0.00	\$0.00	\$19,221.25
Capital Project Funds	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Transfers Out	\$0.00	\$435.48	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$435.48
Transfer to Savings	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Water	\$3,023.73	\$3,788.94	\$13,908.27	\$4,203.42	\$5,053.50	\$4,441.73	\$3,405.08	\$3,955.19	\$9,268.57	\$5,042.46	\$3,524.35	\$59,615.24
Sewer	\$3,025.47	\$3,328.81	\$3,322.57	\$18,091.59	\$8,426.29	\$3,812.93	\$2,586.28	\$3,063.10	\$2,062.27	\$3,522.45	\$2,720.63	\$53,962.39
Storm Water	\$27.50	\$0.00	\$0.00	\$50.37	\$50.46	\$442.72	\$0.00	\$0.00	\$67.17	\$0.00	\$0.00	\$638.22
Total Expenses	\$63,448.83	\$26,308.01	\$75,421.31	\$59,724.65	\$61,532.17	\$37,780.51	\$62,060.50	\$33,265.77	\$31,547.13	\$458,622.95	\$75,281.87	\$984,993.70
Other Expenses (DEBT)												
Wells/WTP Bonds	\$5,352.60	\$0.00	\$0.00	\$0.00	\$0.00	\$69,352.60	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$74,705.20
Water Imp. Bonds (2011)	\$3,849.22	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$970.70	\$0.00	\$0.00	\$0.00	\$0.00	\$4,819.92
Sewer Imp. Bonds (2011)	\$1,036.75	\$0.00	\$0.00	\$0.00	\$0.00	\$16,036.75	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$17,073.50
Storm Water Imp. Bonds (20	\$57,738.28	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$15,310.55	\$0.00	\$0.00	\$0.00	\$0.00	\$73,048.83
Total Other Expenses	\$67,976.85	\$0.00	\$0.00	\$0.00	\$0.00	\$85,389.35	\$16,281.25	\$0.00	\$0.00	\$0.00	\$0.00	\$169,647.45
Checking Balance	\$1,397,793.29	\$1,403,051.77	\$1,354,404.43	\$1,330,054.48	\$1,296,411.52	\$1,207,565.64	\$1,455,280.78	\$1,448,025.73	\$1,446,999.53	\$1,252,000.00	\$1,274,598.92	\$1,274,598.92
	(\$98,871.39)	\$5,258.48	(\$48,647.34)	(\$24,349.95)	(\$33,642.96)	(\$88,845.88)	\$247,715.14	(\$7,255.05)	(\$1,026.20)	(\$194,999.53)	\$22,598.92	(\$222,065.76)

JANUARY 2019 DELINQUENCY REPORT

Updated Balances	payments	BALANCE (current + over due)	CURRENT		Total \$ overdue	30 days over			Account #
			JANUARY	DECEMBER		1 Per. Overdue	60 days over	2 Per. Overdue	
		\$213.22	\$81.03	DECEMBER	\$132.19				01-00002470-02-4
		\$225.40	\$117.41	NOVEMBER	\$107.99				01-00002490-00-4
		\$284.92	\$147.73	OCTOBER	\$137.19				01-00002611-00-5
		\$694.92	\$199.27		\$192.33		\$174.84	\$128.48	01-00003619-00-2
		\$287.81	\$147.73		\$140.08				01-00005360-00-5
		\$381.29	\$125.00		\$134.67		\$121.62		01-00005421-00-1
		\$227.35	\$109.84		\$117.51				01-00006180-00-6
	Payment Plan	\$271.11	\$143.19		\$127.92				01-00006190-01-2
		\$226.54	\$112.87		\$113.67				01-00007618-00-7
		\$228.26	\$74.96		\$85.68		\$67.62		01-00007619-00-8
	Payment Plan	\$768.01	\$347.84		\$159.74		\$161.21	\$99.22	01-00007625-00-7
		\$119.58	\$108.93		\$10.65				01-00009440-00-2
		\$371.90	\$126.06		\$132.31		\$113.53		01-00009451-00-6
		\$606.19	\$302.52		\$303.67				01-00009470-00-1
		\$149.72	\$145.76		\$3.96				01-00010191-00-9
		\$195.08	\$87.09		\$107.99				01-00011710-00-5
		\$268.53	\$126.51		\$130.15		\$11.87		01-00011724-00-2
		\$544.63	\$115.90		\$146.25		\$132.97	\$149.51	01-00014410-00-1
		\$214.98	\$103.77		\$111.21				01-00015801-00-6
		\$376.84	\$208.37		\$168.47				01-00016604-00-4
		\$278.59	\$143.19		\$135.40				01-00017621-00-6
\$0.00	\$0.00	\$6,934.87	\$3,074.97		\$3,859.90	\$2,699.03	\$783.66	\$377.21	

Activity/Project List Deputy Clerk

January - February 2019

Date	Activity/Project/Issue	Outcome
Jan. 7-11	prepared for council meeting, typed up meeting minutes, attended FD Bloodborne Pathogens training, performed regular daily duties	
Jan. 14-18	Created binders, cleaned, entered bills, water payments, manned office, updated rental calendars in binders and on website, Created check list for post hall rentals, interacted with Lions members regarding Pancake Brunch, cleaned womens restroom, kitchen, laundry, took out garbage, answered phones, walked the dog, cleaned the litter pans, does anybody even read this? Attempted to read a water meter for a final billing.	
Jan. 21-25	entered, printed and mailed bill payments, entered water bills, finalized a water bill for 701 Park Ave., prepared winter newsletter, created water usage yearly reporting spreadsheet, updated website, updated Welcome Packet, booked Hall Rental and updated Hall rental list,	
Jan. 28-Feb. 1	Sent out nuisance parking letters	
Feb. 4 - 8	Billed Out for January water usage. Created, printed and Sent out Winter newsletters	

CITY CLERK/TREASURER

Date	Activity/Project	Due Date	Comments/Update
Monthly	Month End Reports	Monthly	Completed Monthly
Monthly	PERA Reports	Bi-Weekly	Due 14 Days after Payroll
Monthly	FICA Withholding Deposit	15th	Due 15th of each Month
Monthly	MIN State WH Tax Deposit	20th	Due 20th of each Month
Monthly	Cash Flow Statement	Monthly	Completed Monthly
Monthly	Building Permits Report	Monthly	Completed Monthly
Monthly	US Census Report	Monthly	Due 5th of each Month
Quarterly	Payroll/FICA/State WH Reports	Quarterly	Due 30th of each Quarter
Quarterly	Sales & Use Tax Report	Quarterly	Due 20th of each Quarter
Yearly	Year End Reports	Yearly	Due 31st of January
12/31/2019	Compost Grant (Send Reimbursements to Carver County)	1/31/2019	Completed 1/30/19
12/31/2019	Send Out W-9 Forms	January	Completed
12/31/2019	December Month End Reporting	January	Completed
1/1/2019	Order 1096 & 1099 Forms	1/5/2018	Ordered on 1/4/19
1/1/2019	Auditor list of things needed by their scheduled audit	JAN/FEB	Currently Working On
1/1/2019	Certification of New/Paid-Up Special Assessment to County	1/3/2019	Completed 1/3/19
1/1/2019	Certification of Special Assessment Listing Proofing Report	1/11/2019	Completed 1/11/19
1/1/2019	Report Sales & Use Tax for previous Year (1 Hour)	1/20/2019	Completed 1/18/19
1/1/2019	Payroll Quarterly (End of Year) Reports (2 Hours)	1/31/2019	Completed 1/31/19
1/1/2019	W-2's and Report to Federal Govt - (4 Hours)	1/31/2019	Completed 1/23/19
1/1/2019	W-2's and Report to State of MN - (1 Hour)	2/28/2019	
1/1/2019	1099's and Report to Federal Govt. - (4 Hours)	1/31/2019	Completed 1/30/19
1/1/2019	Outstanding Debt Report to County (1 Hour)	1/31/2019	Completed 1/23/19
1/1/2019	Summary Budget to State Auditor (2-3 Hours)	1/31/2019	Completed 1/28/19
1/1/2019	Lobby Expenditure Report (10 Min)	1/31/2019	Completed 1/28/19
1/1/2019	4 th Quarter/Year End Reports	1/31/2019	Completed 1/31/19
1/1/2019	Final/Year-End Tax Settlement from County	1/31/2019	Received 1/25/19
1/1/2019	2018 Gas Usage for HFD	1/31/2019	
1/1/2019	2018 Water Usage - Wm. Mueller & Sons	1/31/2019	
1/1/2019	Rounds	1/1/2019	Completed Rounds on January 1, 2019
1/3/2019	Sanitary Sewer Service Line for 820 Park Avenue	1/4/2019	Service Line is Blocked/Checked Maps for Service Lateral Location
1/5/2019	Sanitary Sewer Service Line for 820 Park Avenue	1/5/2019	Talked to Greg/Hennings about issues at 820 Park Avenue
1/8/2019	Meeting with S.E.H. for Water Main Looping Project	1/8/2019	Met with Justin Black/Brody Bratsch/Greg
1/10/2019	Safety Meeting 9:00 AM	1/10/2019	Monthly Safety Meeting in Waconia
1/14/2019	Vacation Day	1/14/2019	Vacation Day
1/15/2019	Local Government Workshop Meeting 11:30 AM (Hillcrest)	1/15/2019	City of NYA/Sheriff's Office
1/15/2019	Rounds	1/15/2019	Completed Rounds on January 15, 2019
1/18/2019	Rounds	1/18/2019	Completed Rounds on January 18, 2019
1/19/2019	Rounds/Call Out Pay	1/19/2019	Shovel Sidewalks/Steps at Hall/CC
1/20/2019	Rounds	1/20/2019	Completed Rounds on January 20, 2019
1/21/2019	Rounds	1/21/2019	Completed Rounds on January 21, 2019
1/22/2019	Utility Meeting for Water Tower Project (Hydrant)	1/22/2019	Justin Black/Brody Bratsch/Scott F/Greg/Mediacom/Jaguar
1/26/2019	Meet Hall Renters 9:00 AM	1/26/2019	Stephanie Kraemer
1/28/2019	Steve Trebesch stopped and talked about Snow Removal at Parkside	1/30/2019	Talked to Wm. Mueller & Sons on 1/30/19
1/29/2019	Sick Day	1/29/2019	Sick Day (Doctor Appointments)

A message from Mayor Lund

Happy New Year!
2019 is here and I hope you and your family had a great and safe end to 2018.

In November, there was a strong show of support during the elections as I was honored to win re-election to a new 4 year term as Mayor. Scott Feltmann was re-elected to his Council Seat and a new face to the City Council is Eric Poppler. Tim Tracy and Jason Buckentin round out the rest of our 2019 Hamburg City Council. We are also welcoming a new Fire Chief, Scott Anderson. Please take time to welcome our new Council Member and new Fire Chief.

2018 proved to be a busy one for the City. Here are a few notable items:

- *New Fire Engine was purchased
 - *A low interest PFA loan was procured from the State of Minnesota for a new water tower
 - *Jaguar Communications came to town
 - *Plans were approved to build 2 sets of townhomes which will complete the lots off of George Street
- 2019 will be a busy year in Hamburg as well. I ask residents to be patient as the construction of the new water tower and the looping of water pipes may create delays or re-routing of traffic. The new construction on George Street along with a holding pond may play a factor as well.
- Other items we will be tackling this year include:
- *Updating City Ordinances
 - *Resolving water & sewer issues
 - *Completing the 2040 Comprehensive Plan
 - *Looking for opportunities to utilize vacant buildings and spaces in town

Your input on these items and other ideas is crucial to success of maintaining the vibrant community we all call home. The City Council meets the second Tuesday of each month at 7:00 p.m. While I know not everyone can make the meeting to have their voice heard, one can always stop by City Hall and speak with staff to voice your thoughts or I can be contacted in the following ways:

- *Mayor's In time from 6:00 – 8:00 p.m. on the 1st Tuesday of each month at the City Office
- *Email me at clund@cityofhamburgmn.com
- *Find me on Facebook
- *Call me at (612) 710-2107

Thank you again for re-electing me. I look forward to working with you, local businesses, civic organizations, city staff, fire department, and the Council in 2019.

Humbly,

Mayor Chris Lund

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Address:

181 Broadway Avenue, P. O. Box 248

Website:

www.cityofhamburgmn.com

Email:

cityadmin@cityofhamburgmn.com

Hours:

8:00 – 4:30 Mon. – Fri.

Phone #:

(952) 467-3232

CITY STAFF

*City Clerk/Treasurer

Jeremy Gruenhagen

cityadmin@cityofhamburgmn.com

*Deputy Clerk/Utility Billing

Tamara Bracht

deputyclerk@cityofhamburgmn.com

*Public Works

Greg Schultz

Shop # (952) 467-3803

City Cell # (952) 290 - 3541

publicworks@cityofhamburgmn.com

CITY COUNCIL

Mayor


Chris Lund

clund@cityofhamburgmn.com

Council Members:

*Tim Tracy

ttracy@cityofhamburgmn.com

*Scott Feltmann – *carrier pigeon* 

*Jason Buckentin

jbuckentin@cityofhamburgmn.com

*Eric Poppler

epoppler@cityofhamburgmn.com



THE HAMBURG LIONS PRESENT

PURSE BINGO

Saturday February 23rd



Doors open at 8:00 a.m.

Bingo starts at 10:00 a.m.



Featuring purses and wallets by Michael Kors, Kate Spade, and Coach.



Breakfast sandwiches with cheesy hash browns will be available for purchase along with a full bar featuring Bloody Mary's and Mimosa's



Food & drinks available while supplies last

Winter Parking



Hamburg City Code restricts the parking of any motorized vehicle on any City street during/ after a snowfall of a period of blowing and drifting snow in which snow accumulates on any City street. The restriction is in effect until all snow has been removed from the street. If your vehicle is parked on a City street during a snow emergency situation you will be subject to a fine and/or your vehicle may be towed with all costs incurred by you. Please prepare yourself this winter and remove your vehicle from City streets during/after all snowfalls. In addition to the City Parking Ordinance we also ask that snow not be blown into the streets from your driveways.



Daylight Savings begins on Sunday March 10th at 2:00 a.m.
Leap forward 1 hour

Upcoming Events

February

23rd: Purse Bingo (Hall)

March

5th : Mayor's In. (CC).

April:

2nd: Mayor's In (CC).

12th: Spring Bingo (Hall)

14th: Pork Chop Dinner (FD)

27th: Drug Take Back (CC)

THE TIME HAS COME



It's been over 100 years since the City of Hamburg has had a new water tower, but that will all change in 2019.

Construction is slated to start in the spring and be completed in fall 2019/spring 2020. The new tower will be 30-40 feet higher than the old tower, increasing water pressure in town from 42 PSI to 55-60 PSI.

The City will also be looping water mains on Broadway Avenue & Jacob Street to improve water quality & flow.

DOCUMENT 00 11 13

ADVERTISEMENT FOR BIDS

**New 75,000 Gallon Elevated Water Storage Tank and Water Main Improvements
Hamburg, Minnesota
SEH No. HAMBU 148674**

Notice is hereby given that sealed Bids will be received by the City Clerk until 2:00 p.m., Thursday, March 21, 2019, at Hamburg City Hall located at 181 Broadway Avenue, PO Box 248, Hamburg, MN 55339, at which time they will be publicly opened and read aloud, for the furnishing of all labor and material for the construction of a New 75,000 Gallon Elevated Water Storage Tank and Water Main Improvements. Major quantities for the Work include:

800 LF 8-Inch Water Main, 850 Tons Bituminous Paving, New 75,000 Gallon Single Pedestal Steel Water Tower; Old Water Tower Demolition, Turf Restoration

Bids shall be on the form provided for that purpose and according to the Bidding Requirements prepared by Short Elliott Hendrickson Inc. (SEH®) dated February 12, 2019.

The Bidding Documents may be seen at the Issuing Office of Short Elliott Hendrickson Inc. located at 3535 Vadnais Center Drive, St. Paul, MN 55110-5196, 651.490.2000.

The Bidding Documents may be viewed for no cost at <http://www.sehinc.com> by selecting the Project Bid Information link at the bottom of the page and the View Plans option from the menu at the top of the selected project page.

Digital image copies of the Bidding Documents are available at <http://www.sehinc.com> for a fee of \$30. These documents may be downloaded by selecting this project from the PROJECT BID INFORMATION link and by entering eBidDoc™ Number 6128667 on the SEARCH PROJECTS page. For assistance and free membership registration, contact QuestCDN at 952.233.1632 or info@questcdn.com.

Paper copies of the Bidding Documents may be obtained from Docunet Corp. located at 2435 Xenium Lane North, Plymouth, MN 55441 (763.475.9600) for a fee of \$120.

Bid security in the amount of 5 percent of the Bid must accompany each Bid in accordance with the Instructions to Bidders.

A Contractor responding to these Bidding Documents must submit to the City/Owner a signed statement under oath by an owner or officer verifying compliance with each of the minimum criteria in Minnesota Statutes, section 16C.285, subdivision 3.

This Work shall be subject to minimum wages and labor standards in accordance with Federal Davis Bacon and Minnesota prevailing wages.

Bids shall be directed to the City Clerk, securely sealed and endorsed upon the outside wrapper, "BID FOR NEW 75,000 GALLON ELEVATED WATER STORAGE TANK AND WATER MAIN IMPROVEMENTS, HAMBURG, MN, SEH NO. HAMBU 148674."

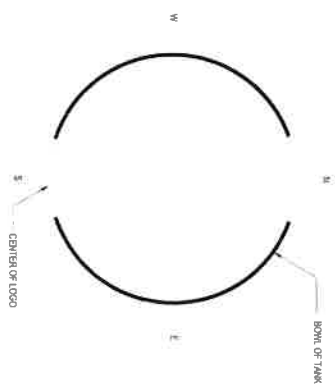
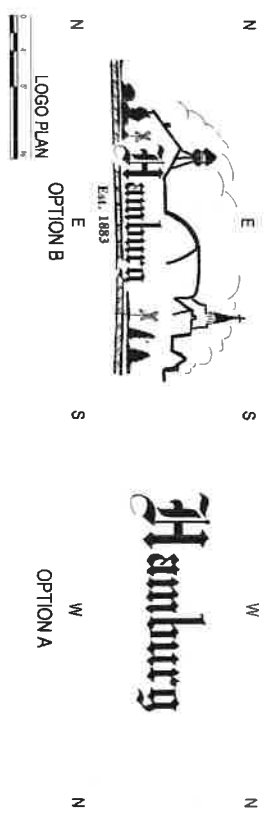
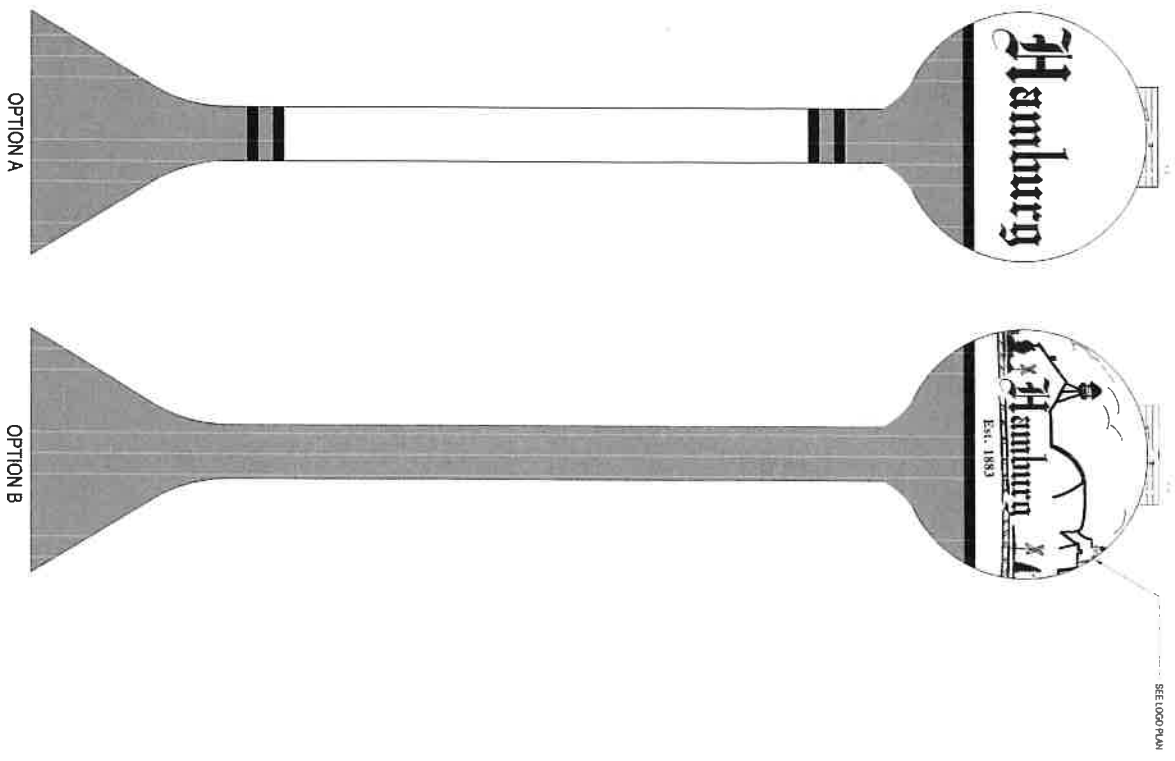
The Owner reserves the right to reject any and all Bids, to waive irregularities and informalities therein and to award the Contract in the best interests of the Owner.

Jeremy Gruenhagen
City Clerk/Treasurer
Hamburg, MN

Publish:

Norwood Young America Times: February 21, February 28, and March 7, 2019

Quest CDN: February 21 through March 21, 2019



BASED ON A 22' 29" BOWL DIAMETER EACH SQUARE = TWO (2) FEET 8.81" CIRCUMFERENCE

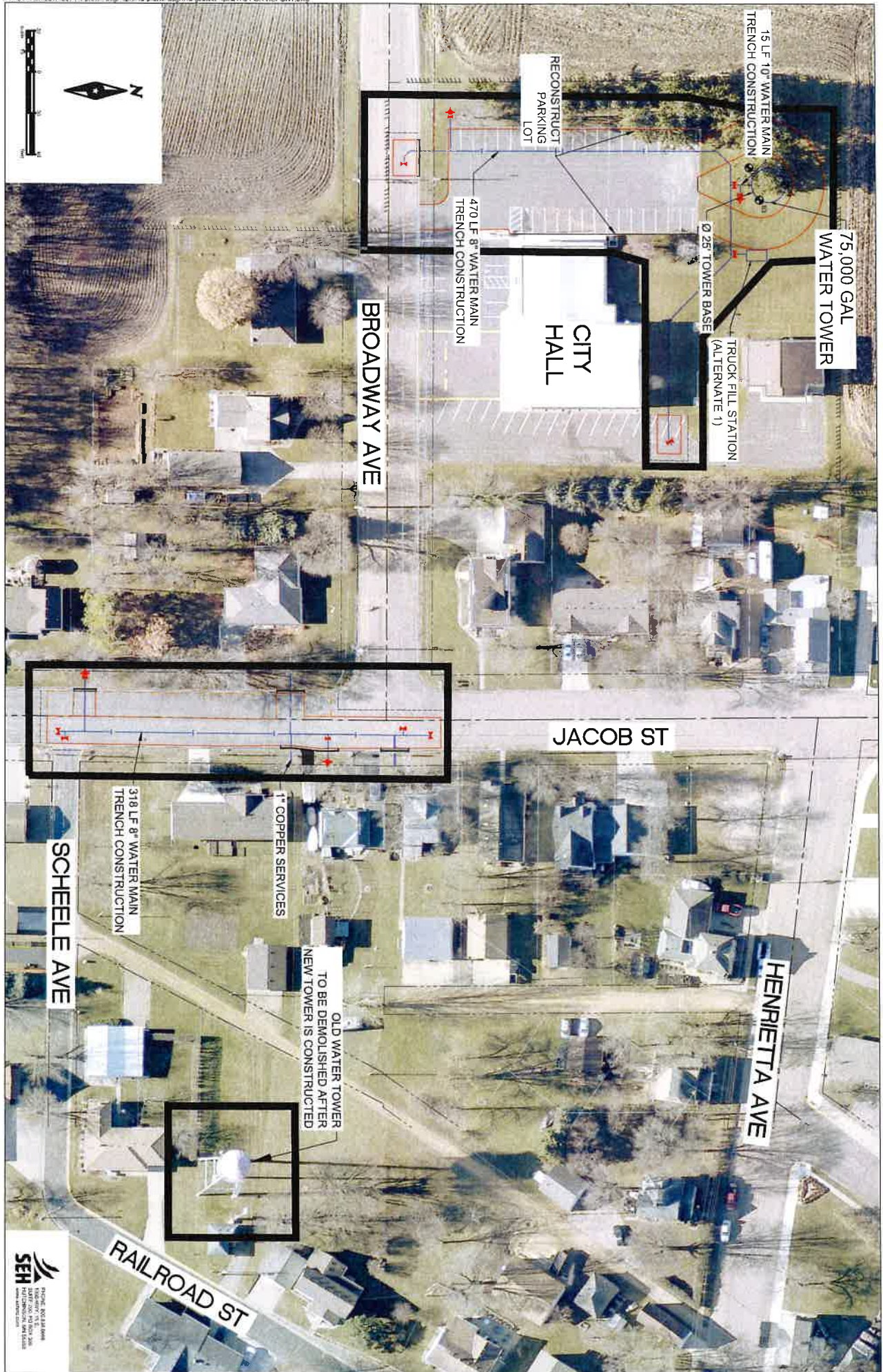


COST ESTIMATE

75,000 Gallon Water Tower and Pipe Improvements
Hamburg, Minnesota

ITEM	QUANTITY	UNIT	DESCRIPTION	UNIT COST	TOTAL
Water Tower Facility					
1	1.00	LS	New 75,000 Gallon Single Pedestal Water Tower	\$650,000	\$650,000
2	1.00	LS	Old Water Tower Demolition	\$30,000	\$30,000
3	1.00	LS	Water Sales Truck Fill Station (Add/Deduct)	\$45,000	\$45,000
4	1.00	LS	Add/Deduct for Later Completion Date	\$0	\$0
			WATER TOWER PROJECT CONTINGENCIES (10%)		\$72,500
			WATER TOWER FACILITY SUBTOTAL		\$797,500
Water Main, Site Work and Street Improvements (See attached)					
			CITY HALL LOOPING WATER MAIN PROJECT		\$115,358
			JACOB STREET WATER MAIN PROJECT		\$147,796
			PARKING LOT AREA WATER MAIN PROJECT		\$83,300
			Contingencies and Other Project Costs (Water Main, Site Work and Street Improvements)		\$103,936
			WATER MAIN, SITE WORK AND STREET IMPROVEMENTS SUBTOTAL		\$450,000
Project Totals					
			PROJECT TOTAL		\$1,247,500

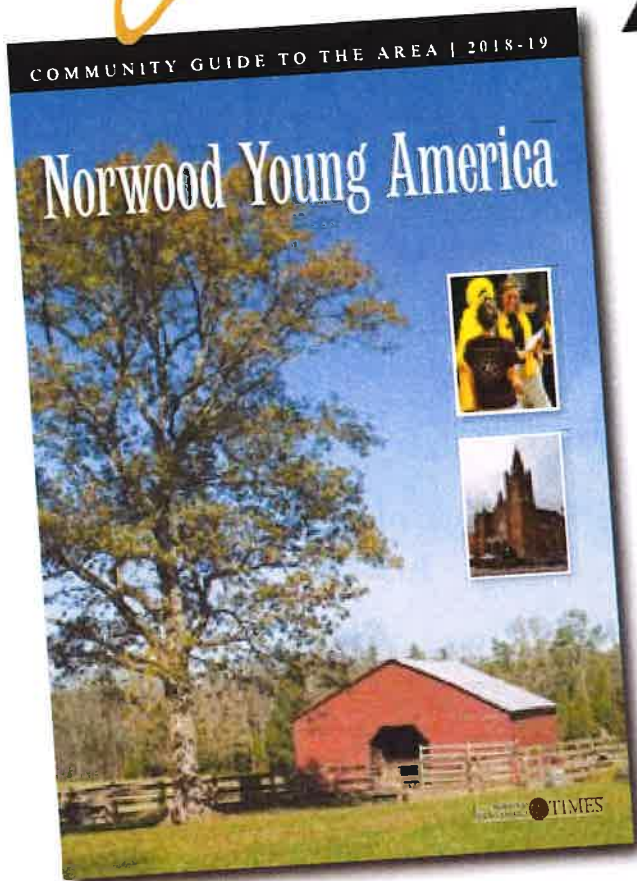
\\sp3020-1\projects\F\J\H\Hambu\148674\2-proj-mgmt\25-cost-est\[Hamburg 75K Water Tower & Piping 90% Est.xlsx]BIDTAB



NORWOOD YOUNG AMERICA *guide*

published
**APRIL 12
2019**

Will appear
on the website
for a year!



5,000 distributed to Norwood Young America, Cologne, Hamburg, New Germany, and surrounding areas with West Metro Town & Country Shopper, Welcome Neighbor and local retailers.

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YOUR CITY HAS A VOICE!

Join more than 150 city officials at the Capitol and make sure city priorities are heard at this two-day conference.

FEE:

\$99

Conference fee does not include lodging.

Wednesday, Feb. 20, 4-7:30 p.m.

LOCATION: League of Minnesota Cities and the Rathskeller Cafe

Hear from state and legislative leaders on key topics, including housing and transportation proposals impacting cities. Then, join fellow city officials and state legislators for a reception at the Capitol.

Thursday, Feb. 21, 8 a.m-4:30 p.m.

LOCATION: Christ on Capitol Hill Lutheran Church

Learn how city issues are faring at the Capitol, meet the League's intergovernmental relations team, get to know new state leadership, and prepare to advocate for city priorities. In the afternoon, schedule time to sit down with your legislators and discuss topics important to your city.

DON'T WAIT! Contact your legislators early so you can make sure you're on their calendar the afternoon of Feb. 21.

THURSDAY CONFERENCE LOCATION:

Christ on Capitol Hill Lutheran Church

105 University Ave. W, St. Paul, MN 55103

LODGING:

Holiday Inn St. Paul Downtown

175 W. 7th St.
St. Paul, MN 55102

Best Western Capitol Ridge

161 St. Anthony Ave.
St. Paul, MN 55103

Find hotel and transportation details: www.lmc.org/legconf19hotel

Reserve your hotel room by **JAN 21** to receive the discounted conference rate!

Explore the full agenda & register:

www.lmc.org/legconf19

QUESTIONS?



LEAGUE OF
MINNESOTA
CITIES

RCM2.11.19

Mayor Hovland – Bush Foundation gave RCM a \$100,000 grant

ULI Update

Bush Foundation – Jennifer Ford Reedy

- How Change Happens
 - Real change is about hearts and minds
 - Recycling – up 600% since 1960's
 - Let go of what “should” motivate people and what “will”
 - Success change occurs when people are brought in and encouraged
 - Individual initiative and public support
 - Policy change is not the goal of cultural change
 - I.E. Temperance movement and US Constitution Prohibition policy failure
 - Care beyond policy – winning people over
 - Working across “difference”

MnDot – Commissioner Margaret Anderson Kelliher

- More multi-nodal transit
- Past 15 years focused on preservation of system
- Over half the pavement in MN system is 50 years old
- 20% of that pavement has less 3 years
- Looking to return to more user fee for transportation \$\$ away from using the general fund
- Governor will have a budget release next Tuesday – 19th
 - A fuel tax will be a part of it too
-