



HAMBURG CITY COUNCIL AGENDA FEBRUARY 14, 2017

1. **Call City Council Meeting to Order**
 - **Pledge of Allegiance**
2. **Public Comment** *(Individuals may address the City Council about any non-agenda item(s) of concern. Speakers must state their name, address, and limit their remarks to three minutes. The City Council may not take official action on these items and may refer the matter to staff for a future report or direct that the matter be scheduled for a future meeting agenda.)*
3. **Agenda Review (Added Items) and Adoption**
4. **Consent Agenda** *(NOTICE TO PUBLIC: All those items listed as part of the Consent Agenda will be approved by a single motion, unless a request to discuss one of those items is made prior to that time. Anyone present at the meeting may request an item to be removed from the consent agenda. Please inform the Council when they approve the agenda for this meeting.)*
 - **Approve Resolution Number 2017-02A**
 - **Approve Minutes for January 10, 2017**
 - **Approve MN Lawful Gambling Permit for Hamburg Lions (April 7, 2017)**
 - **Approve Added Claims List for January 2017**
 - **Approve Claims List for February 2017**
 - **Water/Wastewater Report for December 2016**
 - **Cash Flow Statement for December 2016**
 - **Delinquent Utility Bills Report**
 - **Employee Worksheets/Projects List**
 - **Time Off Request (Greg Schultz)**
 - **Time Off Request (Jeremy Gruenhagen)**
 - **MNSPECT Minute**
5. **Fire Department Report – Chief Justin Buckentin**
 - **Rescue 12 (Ambulance) Repairs**
 - **Township Fees (Fire Protection) for 2017/18**
 - **Young America Twp. (\$/Unit)**
 - **Washington Lake (\$/Unit)**
 - **City/Township Cost for 2018 Engine (Fire Truck)**
 - **HFD Offices Update**
6. **Old City Business**
 - **Industrial Park**
 - **Timberline Wood Products**
 - **LED Street Light Replacement (March 2017)**



***HAMBURG CITY COUNCIL AGENDA
FEBRUARY 14, 2017***

7. New City Business

- NIMS (Newly Elected Officials)
- Second Council Meeting for February
 - Comp. Plan Orientation (6:00 PM)
 - Training with HFD/Carver County (7:00 PM)
- Jaguar Communications ROW Application
- Clarke Mosquito Management Contract

8. City Council Reports

- Councilmember Jason Buckentin
- Councilmember Tim Tracy
- Councilmember Steve Trebesch (Buildings)
- Councilmember Scott Feltmann
- Mayor Chris Lund

9. Adjourn City Council Meeting



***HAMBURG CITY COUNCIL AGENDA
FEBRUARY 14, 2017***

COMMUNITY HALL & PARK ACTIVITIES

FEBRUARY

4 – HHFC Fish Fry

MARCH

**8 – Bongards Creameries
11 – HFD Banquet
20 – Hamburg Baseball Club**

COMMUNITY CENTER (FIRE HALL) ACTIVITIES

FEBRUARY

**4 – Hamburg Baseball Club (YA TWP Room)
4 – HFD Training
6 – Hamburg Lions Club
6 – HFD Training
14 – Hamburg City Council Meeting – 7:00 PM
14 – Young America Township Meeting
20 – Hamburg Lions Club
21 – HFD Training
27 – Hamburg Fire Dept. (Relief Association) Meeting
28 – Hamburg City Council Meeting**

MARCH

**6 – Hamburg Lions Club
6 – HFD Training
7 – Firefighter 1001
13 – Young America Mutual Insurance (Afternoon)
14 – Hamburg City Council Meeting – 7:00 PM
14 – Young America Township Meeting
20 – Hamburg Lions Club
21 – Wm. Mueller & Sons Safety Training
22 – Wm. Mueller & Sons Safety Training
25 – Community Center Rental
27 – Hamburg Fire Dept. (Relief Association) Meeting**

**CITY OF HAMBURG, MINNESOTA
RESOLUTION NUMBER 2017-02A**

RESOLUTION ACCEPTING DONATIONS RECEIVED IN 2016

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 2016:

<u>Donations Received in 2016</u>	<u>Amount</u>
Hamburg Fire Dept. Relief Assoc. (Fire Gear)	\$250.00
Xcel Energy (Fire Equipment)	\$250.00
Hamburg Fire Dept. Relief Assoc. (National Night Out)	\$400.00
Hamburg Classic BBQ (Park)	\$300.00
Hamburg Fire Dept. Relief Assoc. (Air Pack Bottles)	\$1,000.00
Hamburg Hunt & Fish Club (Tables/Chairs for Hall)	\$1,500.00
Jay & Rochelle Eichner (Hamburg FD Equipment)	\$1,000.00

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

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

1. The City Council of the City of Hamburg hereby graciously accepts, with great appreciation, the donations given in 2016 and will use them as prescribed.

I CERTIFY THAT the above resolution was adopted by the City Council of Hamburg, Carver County, Minnesota this 10th day of January, 2017.

Chris Lund, Mayor

ATTEST:

Jeremy Gruenhagen, City Clerk/Treasurer



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

LG220 Application for Exempt Permit

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

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

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

Application Fee (non-refundable)

Applications are processed in the order received. If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**.

Due to the high volume of exempt applications, payment of additional fees prior to 30 days before your event will not expedite service, nor are telephone requests for expedited service accepted.

ORGANIZATION INFORMATION

Organization Name: Hamburg Lions

Previous Gambling Permit Number: _____

Minnesota Tax ID Number, if any: _____

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

Mailing Address: 605 Robert Ave.

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

Name of Chief Executive Officer (CEO): BRUCE GRUENHAGEN

Daytime Phone: 952-270-2377

Email: bruce-gruenhagen@yahoo.com

NONPROFIT STATUS

Type of Nonprofit Organization (check one):

☐ Fraternal

☐ Religious

☐ Veterans

☒ Other Nonprofit Organization

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

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

☒ **A current calendar year Certificate of Good Standing**

Don't have a copy? Obtain this certificate from:

MN Secretary of State, Business Services Division
60 Empire Drive, Suite 100
St. Paul, MN 55103

Secretary of State website, phone numbers:

www.sos.state.mn.us

651-296-2803, or toll free 1-877-551-6767

☐ **IRS income tax exemption (501(c)) letter in your organization's name**

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

☐ **IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter)**

If your organization falls under a parent organization, attach copies of both of the following:

1. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling, and
2. the charter or letter from your parent organization recognizing your organization as a subordinate.

GAMBLING PREMISES INFORMATION

Name of premises where the gambling event will be conducted (for raffles, list the site where the drawing will take place): Hamburg Community Hall

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

City or

Township: Hamburg Zip: 55339 County: carver

Date(s) of activity (for raffles, indicate the date of the drawing): april 7 2017

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

☐ Bingo

☐ Paddlewheels

☐ Pull-Tabs

☒ Tipboards

☐ Raffle (total value of raffle prizes awarded for the calendar year, including this raffle: \$ _____)

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

LG220 Application for Exempt Permit

12/16
Page 2 of 2

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

CITY APPROVAL for a gambling premises located within city limits

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

Print City Name: _____

Signature of City Personnel: _____

Title: _____ Date: _____

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

COUNTY APPROVAL for a gambling premises located in a township

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

Print County Name: _____

Signature of County Personnel: _____

Title: _____ Date: _____

TOWNSHIP (if required by the county)

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

Print Township Name: _____

Signature of Township Officer: _____

Title: _____ Date: _____

CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

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

Chief Executive Officer's Signature: Bruce G. G. G. Date: 6 FEB 17
(Signature must be CEO's signature; designee may not sign)

Print Name: _____

REQUIREMENTS

Complete a separate application for:

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

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

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

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

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

MAIL APPLICATION AND ATTACHMENTS

Mail application with:

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

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

Questions?

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

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

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

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

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

An equal opportunity employer

2017 January Claims List

CHECK #	VENDOR	FUND	CLAIM DESCRIPTION	AMOUNT	APPROVED
ACH	PERA	Divided	PERA Withholding - January	\$360.36	1/10/2017
ACH	MN Dept. of Revenue	Divided	Sales and Use Tax for 4th Qtr. 2016	\$197.00	2/14/2017
ACH	MN Dept. of Labor & Industry	Public Safety	Building Permit Surcharge Report (4th Qtr. 2014)	\$21.98	2/14/2017
ACH	MN Dept. of Labor & Industry	Public Safety	Building Permit Surcharge Report (3rd Qtr. 2016)	\$29.19	2/14/2017
ACH	MN Dept. of Labor & Industry	Public Safety	Building Permit Surcharge Report (4th Qtr. 2016)	\$129.66	2/14/2017
ACH	AT&T	General Gov't	Cell Phone Payment (February)	\$28.72	2/14/2017
ACH	HealthPartners	Divided	Health Insurance for February 2017	\$2,724.89	2/14/2017
18342	Greg Schultz	Divided	Wages 12-19-16 to 1-1-17	\$1,505.28	2/14/2017
18343	Tamara Bracht	Divided	Wages 12-19-16 to 1-1-17	\$388.69	2/14/2017
18344	Bond Trust Services Corporation	Divided	Storm Water Improvement Bond	\$74,868.75	1/10/2017
18345	Carver County Attorney's Office	General Gov't	4th Quarter Fines Collected (1/2 Due to Attorney's Office) & Surc	\$131.30	1/10/2017
18346	Centurylink	Divided	Telephone Service 12-18-16 to 1-17-17	\$151.41	1/10/2017
18347	G&K Service	Divided	Cleaning Supplies	\$174.98	1/10/2017
18348	Gopher State One Call	Divided	December 2016 Locates (2)	\$2.70	1/10/2017
18349	Greg Schultz	Divided	City Cell Phone Case, Clothing Allowance (2 Cotton Shirts)	\$75.86	1/10/2017
18350	Hamburg Post Office	Divided	3 Rolls Postcard Stamps for January Utility Billing	\$102.00	1/10/2017
18351	Justin Buckentin	Public Safety (FD)	2 Sets of Medical/Oxygen Bags for Trucks, 2017 Active 911 Subs	\$1,087.97	1/10/2017
18352	Kwik Trip	Divided	Gasoline for City Shop, FD Grass Truck and Small Engines	\$73.76	1/10/2017
18353	MN Public Facilities Authority	Divided	Interest Payment - Water Wells Bond	\$7,230.40	1/10/2017
18354	MN State Fire Chiefs Assoc.	Public Safety (FD)	Fire Chiefs Association Dues	\$378.00	1/10/2017
18355	MNSPECT, LLC	Public Safety (FD)	Residential Inspection/Permit Fees/Plan Reviews (7)	\$579.21	1/10/2017
18356	MSFDA	Public Safety (FD)	Dept. Association Dues - MN Firefighter Newsletter	\$148.00	1/10/2017
18357	Municipal Emergency Services, Inc	Public Safety (FD)	10' Pike Pole, 3 Battery Liteboxes & 1 Rack	\$238.53	1/10/2017
18358	NAPA Auto Parts	Public Works (Streets)	Diesel Fuel Supplement for Bobcat	\$13.98	1/10/2017
18359	Plunkett's Pest Control	General Gov't Bldgs	City Hall and Fire Department Service Date 12-13-16	\$37.86	1/10/2017
18360	Robb's Electric	Public Works (Streets)	Installation of Wire Connectors for Light Pole Christmas Decorat	\$666.28	1/10/2017
18361	United Fire Fighter Assoc.	Public Safety (FD)	2017 Regional Dues	\$30.00	1/10/2017
18362	W.W.O.T.A.	Divided	Water/Wastewater Training & Assistance for December 2016	\$1,215.00	1/10/2017
18363	Wm. Mueller & Sons	Public Works (Streets)	December Snowplowing & Fuel for City Vehicles	\$2,442.88	1/10/2017
18364	Xcel Energy	Water	Natural Gas Services for 183 Broadway (11/30/16-1/03/17)	\$166.15	1/10/2017
18365	Business Essentials	General Gov't	Office Supplies (Dividers, Paper, Stapler, Staples, Clipboard, Min	\$172.20	1/10/2017
18366	C.C.F.D.M.A.A.	Public Safety (FD)	2017 Annual Dues	\$250.00	1/10/2017
18367	Jeremy Gruenhagen	Divided	January Wages (Rounds)	\$1,812.61	1/10/2017
18368	Daktronics	Park & Rec.	Maintenance Service Agreement 1/1/17 - 12/31/17	\$1,565.00	1/10/2017
18369	NYA Area Chamber of Commerce	General Gov't	2017 Membership Dues	\$75.00	1/10/2017
18370	Greg Schultz	Divided	Wages 1-02-17 to 1-15-17	\$1,442.08	2/14/2017
18371	Tamara Bracht	Divided	Wages 1-02-17 to 1-15-17	\$585.07	2/14/2017
18372	AMEM	Public Safety (FD)	2017 AMEM Membership Dues	\$130.00	2/14/2017
18373	Carver County Taxpayer Services D	General Gov't	Elections: Ballot Setup, Test Ballots, Hardware Maintenance	\$560.23	2/14/2017
18374	Carver County (Carverlink)	General Gov't Bldgs	Phone/Internet Services for January 2017	\$146.97	2/14/2017
18375	Centurylink	Divided	Phone Service for WTP Hall (1/18/17-2/17/17)	\$147.71	2/14/2017
18376	District #108 Comm. Ed.	Park & Rec.	2017 Summer Park and Ball Program Fee	\$400.00	2/14/2017
18377	Gopher State One Call	Divided	2017 Annual Fees	\$100.00	2/14/2017
18378	Greg Schultz	Divided	Postage Reimbursement for water samples, Steel Toe Boots	\$201.34	2/14/2017
18379	Hart Bros. Tire Company	Public Safety (FD)	1936 Pumper Truck Tires (6)	\$2,133.24	2/14/2017
18380	Hawkins Chemical	Water	Azone 15 - EPA, Hydrofluosilicic Acid, Fuel & Freight	\$790.70	2/14/2017
18381	Hilgers Plumbing & Heating	Hall	Basement Heater Fan Replacement and Service Call	\$316.00	2/14/2017
18382	Jared Mackenthun	Public Safety (FD)	Fuel Reimbursement for Transporting Lift for Holiday Lights	\$129.99	2/14/2017
18383	John Thom (S.E.H.)	Water	10 Week Class for Greg to become a Licensed Water Operator	\$150.00	2/14/2017
18384	Menards	Divided	Hall: 2 Bathroom Fans, 20 Gallon Water Heater, City Office: First	\$618.41	2/14/2017
18385	MNDNR	Water	2016 Water Appropriation Fee	\$167.73	2/14/2017
18386	Municipal Boundary Adjustments	General Gov't	Filling Fee for PID 11.0281400 Annexed to 603 George St.	\$50.00	2/14/2017
18387	Municipal Emergency Services, Inc	Public Safety (FD)	3 Face Pieces for Air Packs, Coupler for Hydrant Diffuser, 6 Air B	\$7,100.84	2/14/2017
18388	Quill	General Gov't	Hanging File Folders and Plain White #10 Envelopes	\$59.56	2/14/2017
18389	Riteway	Divided	Utility Bill Forms	\$202.54	2/14/2017
18390	Runnings	City Shop	Honda Generator	\$999.99	2/14/2017
18391	S.E.H.	Public Works (Streets)	Project #139213 Hamburg Industrial Park Engineering Fee	\$235.00	2/14/2017
18392	Sibley County Chiefs Association	Public Safety (FD)	2017 Sibley County Chiefs Membership Dues	\$350.00	2/14/2017
18393	Steven Siewert	Public Safety (FD)	Medical Bag Oxygen Equipment & Shipping Fees	\$66.71	2/14/2017
18394	Tamara Bracht	Divided	12 Plastic Bussing Tubs for Hall Bar Area and 2 Rolls Stamps for	\$147.88	2/14/2017
18395	UFC	Divided	Spark Plug and Primer Bulb, "C" Batteries, Saw Blades, Carb Kit	\$128.80	2/14/2017
18396	Wm. Mueller & Sons	Water	Reimbursement for 411 Sophia Avenue Outside Water	\$27.24	2/14/2017
18397	Xcel Energy	Divided	Electricity/Natural Gas 11/30/16 - 1/3/17	\$3,159.89	2/14/2017
18398	YA Township	General Gov't	Reimbursement for 603 George St. Richard Malz's Annexation	\$25.00	2/14/2017
18399	Jeremy Gruenhagen	Divided	January Wages (Rounds)	\$1,812.61	2/14/2017
18400	Leah Murphy	General Gov't Buildings	Reimbursement for Comm. Ctr. Deposit	\$100.00	2/14/2017
18401	Steven Buckentin	Public Safety (FD)	Safety Goggles and Clips for Rescue 11	\$29.80	2/14/2017
18402	Jeremy Gruenhagen	Hall	Chairs for Hall (110 Chairs)	\$1,512.50	2/14/2017
Total January Claims				\$123,103.43	\$29,053.24

2017 February Claims List

CHECK #	VENDOR	FUND	CLAIM DESCRIPTION	AMOUNT	APPROVED
ACH	EFTPS	Divided	Fed, Social Security, MC for January 2017	\$2,581.58	2/14/2017
ACH	PERA	Divided	PERA Withholding - January	\$385.54	2/14/2017
ACH	PERA	Divided	PERA Withholding - February	\$715.94	2/14/2017
ACH	MN Dept of Revenue	Divided	State Withholding for January 2017	\$434.00	2/14/2017
ACH	Deluxe	General Gov't	Bank Deposit Books	\$77.38	2/14/2017
ACH	Kwik Trip	General Gov't	Gas for City Vehicle	\$76.22	2/14/2017
18403	Greg Schultz	Divided	Wages 1-16-17 to 1-29-17	\$1,533.87	2/14/2017
18404	Tamara Bracht	Divided	Wages 1-16-17 to 1-29-17	\$462.81	2/14/2017
18405	Alcohol & Gambling Enf. Div.	Hall	Consumption & Display Permit (Renewal Date - April 1)	\$250.00	2/14/2017
18406	Business Essentials	General Gov't	Message/Date Stamp	\$17.84	2/14/2017
18407	Emergency Response Solutions	Public Safety (FD)	5 Gallon Pail of Apparatus Washing Soap	\$107.17	2/14/2017
18408	Floyd Total Security	Sewer	Base Alarm Monitoring for WWTP (3-3-17 to 6-2-17)	\$86.85	2/14/2017
18409	G&K Services	Divided	Cleaning Supplies	\$68.24	2/14/2017
18410	Glander Flooring, LLC	Public Safety (FD)	Removal and Installation of Carpet in FD Office	\$1,497.79	2/14/2017
18411	Gopher State One Call	Divided	January Locates (1)	\$1.35	2/14/2017
18412	Justin Buckentin	Public Safety (FD)	Recertification Fee for Scott Anderson	\$75.00	2/14/2017
18413	Menards	Hall	Parts to Fix Toilet	\$92.98	2/14/2017
18414	Municipal Emergency Response	Public Safety (FD)	(3) G-Xtreme Jackets and Pants, Freight, Air Pack Repair	\$5,397.56	2/14/2017
18415	North Star Pump Service	Sewer	Grinder Station Repair from Debris (Bolt) Damage	\$369.00	2/14/2017
18416	S.E.H.	General Gov't	Project #139213 Industrial Park Expansion Report	\$4,999.95	2/14/2017
18417	Tamara Bracht	General Gov't	2 Certified Mailing Costs	\$13.18	2/14/2017
18418	United Farmers Coop	Hall	Screws and Spring to Repair Hall Entrance Door	\$4.80	2/14/2017
18419	Viking Bottling Company	Hall	Pop for Hall Upstairs (1-20-17)	\$336.00	2/14/2017
18420	W.W.O.T.A.	Divided	Water/Wastewater Training & Assistance for January	\$1,080.00	2/14/2017
18421	Waste Management	General Fund Sanitation	2 Compost Roll Off Bins (12-26-16 to 1-25-17)	\$410.62	2/14/2017
18422	Wm. Mueller & Sons	Divided	Snow Removal, Fuel for Ford Ranger and Chevy 1 Ton, 954 G	\$3,985.06	2/14/2017
18423	Xcel Energy	Divided	Electricity & Natural Gas (11-30-16 to 1-3-17)	\$1,331.00	2/14/2017
Total February Claims				\$26,391.73	

**City of Hamburg
Water/Wastewater Report
December, 2016**

DRINKING WATER

I. Facilities Data:

Total Finished Water Metered From Filter:				
Avg. daily - 28,906 gal		Max. day - 48,174 gal		Month Total - 896,099 gal
Water Pumped through Filters (from Well #2):				
Avg. daily - 17,937 gal		Max. day - 31,217 gal		Month - 556,059 gal
Water Pumped through Filters (from Well #3):				
Avg. daily - 11,110 gal		Max. day - 24,804 gal		Month - 344,406 gal
Fluoride Test Info:				
Avg. daily concentration - 1.1 mg/l		Required concentration - 0.5 -0.9 mg/l		
Total Chlorine Test Info:				
Avg. daily concentration - 0.67 mg/l		Recommended concentration - 1.0 -2.0 mg/l		
Treatment Chemicals Used for the Month:				
Chlorine - 15.5 gal	Fluoride - 11.5 gal (8.5:1 mix)	Permanganate - 16.5	gal	

II. Water Operations Information:

- The MN Dept. of Health (MDH) Monthly Fluoridation report was completed/submitted.
- The State schedule for sample collection and submittal required no extra samples to be collected/submitted to the state in December-2016.
- Weekly fluoride and chlorine residual analysis was complete during the month from samples collected from different areas of town. Greg does these onsite water analysis for fluoride and chlorine.
- The water plant detention tank was flushed.
- The sodium permanganate feed system was shut down and the lines were flushed with water. After about 2-3 days for flushing and purging the feed lines, they were reconnected and put back online.
- Greg has had some issues with liquid chlorine and fluoride chemical solutions. After deliveries from the chemical supplier he had had to change feed rates and dilution ratios due to strong strength chemicals.



WASTEWATER TREATMENT

I. Facilities Data:

Wastewater Pumped to Ponds:			
Avg. Daily Flow	-	44,602 gal	<i>Avg. Wet Weather Design</i> - 63,000 gal/day
Max. Day Flow	-	86,031 gal	Monthly Total - 1,382,669 gal
Pond Discharge Volume: NO POND DISCHARGE DURING DECEMBER.			
Avg. Daily Flow	-	0 Gal/day for <u>0 days</u>	Monthly Total - 0 gal
CBOD Concentration (Wastewater Strength)			
Quarterly Influent	-	94 mg/l	<i>Design</i> - 204 mg/l
Effluent (Cal. Month Avg.)	-	N/A mg/l	<i>Permit Limit</i> - 25 mg/l
	-	N/A kg/day	<i>Permit Limit</i> - 53.6 kg/day
Effluent (Max. Cal. Week Avg.)	-	N/A mg/l	<i>Permit Limit</i> - 40 mg/l
	-	N/A kg/day	<i>Permit Limit</i> - 94.6 kg/day
Solids, Total Suspended (TSS) Concentration			
Quarterly Influent	-	77 mg/l	
Effluent (Cal. Month Avg.)	-	N/A mg/l	<i>Permit Limit</i> - 45 mg/l
	-	N/A kg/day	<i>Permit Limit</i> - 96.5 kg/day
Effluent (Max. Cal. Week Avg.)	-	N/A mg/l	<i>Permit Limit</i> - 65 mg/l
	-	N/A kg/day	<i>Permit Limit</i> - 139 kg/day
Phosphorus Concentration			
Quarterly Influent	-	8.5 mg/l	
Effluent (Cal. Month Avg.)	-	N/A mg/l	<i>Permit Limit - Monitor Only</i>
Fecal Coliform Geometric Mean (Applicable May - October)			
Effluent (Cal. Month Geo. Mean)	-	N/A CFU/100ml	<i>Permit Limit - 200 CFU/100ml</i>
pH			
Influent	Quarterly Result	- 8.5	
Effluent	Cal. Month Min.	- N/A	Cal. Month Max. - 8.9
			<i>Permit Limit 6.0 - 9.0</i>
Dissolved Oxygen (DO)			
Effluent (Cal. Month Minimum)	-	N/A mg/l	<i>Permit Limit - Monitor Only</i>

II. Wastewater Operations Information:

- The MPCA Monthly Discharge Monitoring Report was completed and submitted.
- I assisted Greg to complete all the Dec-16 wastewater forms, download the MPCA Ops form and complete it. We then upload the ops sheet and populate and download the preprint DMR. After reviewing the entries, the forms are all submitted online.
- No discharge was completed during December 2016. The next discharge window starts in late March/early April providing the ice is gone.
- Each week time was spent at the ponds monitoring water levels and with moving water to balance the three ponds.

- The quarterly influent sampling for December (4th quarter) was completed on Dec 8th. This involves 4 samples composited over 4 hrs. pH is also analyzed and recorded per the permit.
- We inspected the pressure relief manhole on the south end of Martha Street to make sure the valve is secure and not leaking. This inspection is logged onto the month pond log for as a record of inspection.

Please let me know of any questions that you may have.

Sincerely,

Curt Reetz



Consulting Water/Wastewater Operator
W.W.O.T.A. Inc

	Beginning Balance 1/1/2016	2016 Budget Income	2016 Budget Expense	Budget Year-End Balance	Total Income Received	Total Expenses	Ending Balance 12/31/2016
General Fund	<u>\$302,458.36</u>	<u>\$653,710.00</u>	<u>\$638,710.00</u>	<u>\$317,458.36</u>	<u>\$679,216.36</u>	<u>\$604,434.54</u>	<u>\$377,240.18</u>
General Govt			\$258,269.00			\$260,402.61	
Public Safety (Fire Dept.)			\$105,903.00			\$124,690.82	
Public Works (Streets)			\$196,566.00			\$148,481.29	
Sanitation & Recycling			\$3,500.00			\$2,163.43	
Parks & Recreation			\$41,371.00			\$37,845.79	
Comm. Hall			\$33,101.00			\$30,850.60	
Special Revenue Funds	<u>\$357,236.57</u>	<u>\$72,321.03</u>	<u>\$72,948.00</u>	<u>\$356,609.60</u>	<u>\$92,039.83</u>	<u>\$72,948.00</u>	<u>\$376,328.40</u>
City Of Hamburg (Savings)	\$268,867.73	\$51,635.00	\$72,948.00	\$247,554.73	\$71,354.82	\$72,948.00	\$267,274.55
Fire Equipment CD	\$88,368.84	\$20,686.03	\$0.00	\$109,054.87	\$20,685.01	\$0.00	\$109,053.85
Debt Service	<u>\$44,391.33</u>	<u>\$20,169.00</u>	<u>\$25,584.53</u>	<u>\$38,975.80</u>	<u>\$21,029.58</u>	<u>\$25,484.53</u>	<u>\$39,936.38</u>
Capital Project Fund (2015 Street I	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Total (Tax Revenue Funds)	<u>\$704,086.26</u>	<u>\$746,200.03</u>	<u>\$737,242.53</u>	<u>\$713,043.76</u>	<u>\$792,285.77</u>	<u>\$702,867.07</u>	<u>\$793,504.96</u>
Enterprise Funds							
Water	\$119,947.90	\$156,421.81	\$157,028.20	\$119,341.51	\$168,892.87	\$172,510.08	\$116,330.69
Sewer	\$323,845.28	\$69,779.04	\$68,695.00	\$324,929.32	\$75,966.38	\$61,699.31	\$338,112.35
Storm Water	\$108,208.59	\$76,944.80	\$74,997.00	\$110,156.39	\$77,432.95	\$74,950.43	\$110,691.11
Total (Enterprise Funds)	<u>\$552,001.77</u>	<u>\$303,145.65</u>	<u>\$300,720.20</u>	<u>\$554,427.22</u>	<u>\$322,292.20</u>	<u>\$309,159.82</u>	<u>\$565,134.15</u>
Totals	<u>\$1,256,088.03</u>	<u>\$1,049,345.68</u>	<u>\$1,037,962.73</u>	<u>\$1,267,470.98</u>	<u>\$1,114,577.97</u>	<u>\$1,012,026.89</u>	<u>\$1,358,639.11</u>
Debt Summary	Remaining Balance 1/1/2016	Remaining Assessment 1/1/2016	Cash & Investments	2016 Principle Payments	Date Due	Maturity Date	Unfunded Balance 12/31/2016
1992 Streets	\$0.00	\$6,755.02	\$0.00	\$0.00	Paid	2012	(\$6,755.02)
2007 Streets	\$110,000.00	\$16,577.35	\$36,273.79	\$10,000.00	2/1/16 & 8/1/16	2/1/2023	\$47,148.86
2010 HD Rescue Truck Certificate	\$0.00	\$0.00	\$10,377.03	\$0.00	Paid	11/30/2015	(\$10,377.03)
Water Wells Project	\$96,000.00	\$0.00	\$0.00	\$13,000.00	2/20/16 & 8/20/16	8/20/2022	\$83,000.00
Water Treatment Plant	\$482,000.00	\$0.00	\$0.00	\$49,000.00	2/20/16 & 8/20/16	8/20/2024	\$433,000.00
Sanitary Sewer Improvements	\$201,226.73	\$82,810.23	\$0.00	\$15,000.00	2/20/16 & 8/20/16	8/20/2030	\$103,416.50
Storm Water Improvements	\$995,000.00	\$0.00	\$0.00	\$45,000.00	2/1/16 & 8/1/16	2/1/2032	\$950,000.00
Totals	<u>\$1,884,226.73</u>	<u>\$106,142.60</u>	<u>\$46,650.82</u>	<u>\$132,000.00</u>			<u>\$1,599,433.31</u>

Cash Flow Actuals

	January	February	March	April	May	June	July	August	September	October	November	December	Totals
Beg. Balance	\$1,256,088.03	\$1,184,908.55	\$1,179,749.69	\$1,154,149.92	\$1,134,971.75	\$1,139,636.42	\$1,106,895.56	\$1,415,822.31	\$1,318,425.64	\$1,291,652.28	\$1,173,436.24	\$1,143,655.71	\$1,358,639.11
Income													
Property Taxes	\$3,380.38	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$228,236.97	\$0.00	\$0.00	\$0.00	\$0.00	\$206,236.47	\$437,853.92
Licenses & Permits	\$802.77	\$655.09	\$649.98	\$112.00	\$178.00	\$2,351.00	\$270.85	\$2,894.75	\$250.00	\$325.00	\$5,228.96	\$803.49	\$14,501.89
Intergov't Receipts (Aids)	\$4,223.97	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$37,801.00	\$2,000.00	\$16,009.07	\$3,464.54	\$0.00	\$37,801.68	\$101,300.26
Charges for Services													
Assessment Searches	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$25.00	\$20.00	\$45.00
Comm Ctr Rentals	\$0.00	\$0.00	\$750.00	\$0.00	\$0.00	\$0.00	\$0.00	\$300.00	\$150.00	\$225.00	\$150.00	\$600.00	\$2,175.00
Township Contribution	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$20,100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,450.00	\$26,550.00
Fire Dept Revenues	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$250.00
Park Rentals	\$0.00	\$0.00	\$150.00	\$0.00	\$150.00	\$450.00	\$0.00	\$150.00	\$0.00	\$0.00	\$0.00	\$0.00	\$250.00
Hall Receipts	\$1,903.80	\$811.20	\$982.40	\$2,004.60	\$0.00	\$2,363.80	\$955.20	\$800.00	\$3,649.40	\$1,771.90	\$753.90	\$224.90	\$16,231.10
Fines	\$60.00	\$123.33	\$399.96	\$274.97	\$0.00	\$0.00	\$95.20	\$0.00	\$166.65	\$1,111.56	\$0.00	\$59.99	\$1,111.56
Misc. Receipts	\$395.12	\$91.18	\$26.50	\$139.30	\$64.75	\$783.36	\$857.25	\$924.75	\$136.92	\$1,186.00	\$1,558.35	\$9,034.25	\$15,199.73
Other Receipts													
Insurance Recovery	\$0.00	\$0.00	\$0.00	\$0.00	\$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	\$244.39	\$0.00	\$0.00	\$243.56	\$0.00	\$0.00	\$247.78	\$0.00	\$0.00	\$247.07	\$982.80
Transfers In	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$79,748.00	\$79,748.00
Transfers In (Savings)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$91,057.03	\$91,057.03
Debt Proceeds	\$0.00	\$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	\$9,507.80	\$2,834.86	\$0.00	\$0.00	\$0.00	\$0.00	\$12,342.66
Water Service	\$14,514.90	\$12,439.42	\$11,612.13	\$11,928.68	\$17,998.10	\$14,090.77	\$14,689.14	\$15,489.35	\$14,179.96	\$12,546.35	\$16,801.87	\$12,602.20	\$20,984.80
Sewer Service	\$6,329.44	\$4,987.18	\$4,420.06	\$4,921.25	\$6,662.29	\$5,183.72	\$4,904.93	\$5,271.35	\$5,118.02	\$4,971.14	\$8,409.87	\$12,602.20	\$168,892.87
Storm Water	\$6,634.69	\$5,646.53	\$5,455.69	\$5,259.64	\$7,261.70	\$5,771.13	\$5,736.76	\$5,882.94	\$5,666.87	\$5,762.34	\$5,696.21	\$5,650.45	\$66,011.16
	\$38,245.07	\$24,753.93	\$24,299.15	\$24,790.44	\$32,734.80	\$31,487.34	\$323,059.90	\$36,562.28	\$45,754.67	\$30,280.93	\$38,624.16	\$463,985.30	\$1,114,577.97
Expenses													
General Gov't	\$9,703.60	\$14,137.93	\$27,495.14	\$17,114.95	\$14,669.03	\$14,685.37	\$6,131.56	\$23,933.07	\$19,825.48	\$12,554.08	\$15,006.19	\$27,346.21	\$202,602.61
Public Safety	\$5,165.14	\$4,386.01	\$8,814.97	\$5,404.80	\$3,814.51	\$10,740.62	\$1,010.37	\$3,100.31	\$13,955.66	\$2,300.58	\$25,449.10	\$30,548.75	\$114,690.82
Public Works	\$3,273.10	\$1,283.28	\$4,985.41	\$4,985.18	\$289.78	\$2,057.91	\$267.61	\$3,581.59	\$1,691.99	\$121,968.71	\$4,372.94	\$3,050.79	\$148,481.29
Sanitation & Recycling	\$0.00	\$0.00	\$0.00	\$181.69	\$205.31	\$0.00	\$1.36	\$292.81	\$250.40	\$205.31	\$615.93	\$410.62	\$2,163.43
Park & Recreation	\$100.15	\$23.30	\$3,428.22	\$5,211.81	\$2,165.93	\$4,224.24	\$1,881.38	\$6,351.35	\$9,655.03	\$2,581.53	\$1,572.65	\$650.20	\$37,845.79
Hall Expenses	\$1,102.53	\$3,197.51	\$2,176.74	\$1,701.08	\$834.71	\$2,913.28	\$841.34	\$2,101.23	\$3,851.27	\$2,065.55	\$6,227.80	\$3,837.56	\$30,850.60
Debt Service	\$12,882.50	\$0.00	\$0.00	\$0.00	\$0.00	\$2,225.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$15,107.50
Capital Project Funds	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Transfers Out	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Transfer to Savings	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$79,748.00	\$79,748.00
Water	\$2,946.33	\$4,342.87	\$3,904.19	\$4,887.37	\$3,730.90	\$4,533.75	\$2,246.63	\$6,060.65	\$18,715.75	\$3,561.96	\$8,458.24	\$91,057.03	\$91,057.03
Sewer	\$3,572.65	\$2,541.89	\$2,421.25	\$4,481.73	\$2,359.96	\$6,304.28	\$1,749.73	\$3,478.19	\$3,832.45	\$3,259.25	\$6,701.84	\$3,526.99	\$72,214.39
Storm Water	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3.17	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$44,230.21
Total Expenses	\$38,746.00	\$29,912.79	\$49,898.92	\$43,968.61	\$28,070.13	\$47,684.45	\$14,133.15	\$48,899.20	\$71,778.03	\$148,496.97	\$68,404.69	\$249,001.90	\$838,994.84
Other Expenses (DEBT)													
Wells/WTP Bonds	\$6,834.60	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$68,834.60	\$0.00	\$0.00	\$0.00	\$0.00	\$75,669.20
Water Imp. Bonds (2011)	\$3,912.51	\$0.00	\$0.00	\$0.00	\$0.00	\$1,033.98	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,946.49
Sewer Imp. Bonds (2011)	\$1,243.95	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$16,225.15	\$0.00	\$0.00	\$0.00	\$0.00	\$17,469.10
Storm Water Imp. Bonds (2011)	\$58,687.49	\$0.00	\$0.00	\$0.00	\$0.00	\$15,509.77	\$0.00	\$85,059.75	\$750.00	\$0.00	\$0.00	\$0.00	\$74,947.26
Total Other Expenses	\$70,678.55	\$0.00	\$0.00	\$0.00	\$0.00	\$16,543.75	\$0.00	\$85,059.75	\$750.00	\$0.00	\$0.00	\$0.00	\$173,032.06
Checking Balance	\$1,184,908.55	\$1,179,749.69	\$1,154,149.92	\$1,134,971.75	\$1,139,636.42	\$1,106,895.56	\$1,415,822.31	\$1,318,425.64	\$1,291,652.28	\$1,173,436.24	\$1,143,655.71	\$1,358,639.11	\$1,358,639.11
	(\$71,179.48)	(\$5,158.86)	(\$25,599.77)	(\$19,178.17)	\$4,664.67	(\$32,740.86)	\$308,926.75	(\$97,396.67)	(\$26,773.36)	(\$118,216.04)	(\$29,780.53)	\$214,983.40	\$102,551.08

CITY CLERK/TREASURER

Date	Activity/Project	Due Date	Comments/Update
Monthly	Month End Reports	Monthly	
Monthly	PERA Reports	Bi-Weekly	Due 14 Days after Payroll
Monthly	FICA Withholding Deposit	15th	Due 15th of each Month
Monthly	MN State WH Tax Deposit	20th	Due 20th of each Month
Monthly	Cash Flow Statement	Monthly	
Monthly	Building Permits Report	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
12/31/2016	Compost Grant (Send Reimbursements to Carver County)	1/13/2017	Completed 1/10/17
12/31/2016	Send Out W-9 Forms	January	Completed 1/13/17
12/31/2016	December Month End Reporting		Currently Working On
1/1/2017	Oath of Office to Newly Elected Officials	January	1st Meeting in January
1/1/2017	Auditor list of things needed by their scheduled audit	JAN/FEB	Completed 2/10/17
1/1/2017	Certification of New/Paid-Up Special Assessment to County	1/4/2017	Completed 1/4/17
1/1/2017	Certification of Special Assessment Listing Proofing Report	1/15/2017	Completed 1/18/17
1/1/2017	Report Sales & Use Tax for previous Year (1 Hour)	1/20/2017	Completed 1/18/17
1/1/2017	Payroll Quarterly (End of Year) Reports (2 Hours)	1/31/2017	Completed 1/31/17
1/1/2017	W-2's and Report to Federal Govt - (4 Hours)	1/31/2017	Completed 1/31/17
1/1/2017	W-2's and Report to State of MN - (1 Hour)	1/31/2017	Completed 1/31/17
1/1/2017	1099's and Report to Federal Govt. - (4 Hours)	1/31/2017	Completed 1/31/17
1/1/2017	Outstanding Debt Report to County (1 Hour)	1/31/2017	Completed 1/19/17
1/1/2017	Summary Budget to State Auditor (2-3 Hours)	1/31/2017	Completed 1/30/17
1/1/2017	Lobby Expenditure Report (10 Min)	1/31/2017	Completed 1/19/17
1/1/2017	4 th Quarter/Year End Reports	1/31/2017	Completed 1/31/17
1/1/2017	Final/Year-End Tax Settlement from County	1/31/2017	Completed 2/13/17
1/1/2017	2016 Gas Usage for HFD	1/13/2017	Completed 1/19/17
1/1/2017	2016 Water Usage - Wm. Mueller & Sons	1/13/2017	Completed 1/19/17
1/10/2017	Safety Training Meeting 9:30 AM	1/10/2017	Attended (1.5 Hours)
2/10/2017	Auditors On-Site Visit 1/9/17 & 2/10/17	2/10/2017	Completed 2/10/17
2/10/2017	Turn Water On at 490 Brad Street	2/10/2017	2/10/17 @ 12:00 PM
2/10/2017	2016 Financial Statement/Audit	3/31/2017	Ongoing

Deputy Clerk

Date	Activity/Project	Due Date	Update
2/2/2017 ----- UPDATE 2/13/17	4 water meters are reading zero usage (Lavern Graupman, Dorothy Grimm, Timberline, and Marlin Wichelmann)	2/23/2017	Sent letters to residents to set up an appointment for Greg to check their inside meters UPDATE: Greg checked meters - they are all 1,000 gallon reads and are reading correctly - residents use very minimal amounts of water. COMPLETED
2/2/2017 ----- UPDATE 2/10/17	Sent two residents Violation letters regarding the City not having access through their backyard fences to read meters	3/1/2017	Gave until March meter reading time to correct the access issue UPDATE: Both residents have made contact with us. 1 will email meter reading until a gate can be installed when weather permits. The 2nd resident gave info. on how to access meter until the Spring when Greg will install a radio read unit.
2/3/2017 ----- UPDATE 2/7/17	Wm. Mueller & Sons 831 Park location - water meter reading over 84,000 gallons of usage. Average monthly usage is 13,000. Told Greg about it, also per Brad Droege we could wait and see what next months reading comes in at.		*Offices were closed in December for Holidays, water meter was not accessible *Greg was told that employees have been washing a lot of equipment lately. UPDATE Greg discovered a slight leak in upstairs office toilet and the basement toilet valve wide open running water continuously. We will continue to monitor the meter
2/3/2017	CSO delivered 9 water Shut off notices	2/6/2017	5 have now paid
2/4/2017	CSO ticketing vehicles not moved from the Park lot	2/6/2017	All but one vehicle has moved
2/6/2017 ----- UPDATE 2/7/17	Called Sinclair towing for one vehicle in Bi-Centennial Parking Lot		Russ Smith (Sinclair Station) called and will be over shortly to tow it back to Sinclair UPDATE: Bi-Centennial lot is empty this morning COMPLETED
2/6/2017 ----- UPDATE 2/9/17	Joel Glander's water meter read over 12,000 gallons used		Greg checked meter #'s today and a 1500 gallon use was indicated in 6 days time. UPDATE Greg found discrepancy between inside and outside meter - will replace COMPLETE
2/7/2017	Vance Blahnik (Huron Rental Owner) called about larger than normal water bill in all three buildings		I explained that rates did go up at the first of the year. He is thinking the usage indicates more resident usage COMPLETED

CITY OF HAMBURG TIME-OFF REQUEST FORM

Today's Date: 1-24-2017

Employee Name: Greg Schultz

Dates Requesting Time-Off: 2-10-2017

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

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

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

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

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

Are you requesting more then 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: _____

Greg Schultz
Employee Signature

1-24-2017
Date

Jeremy Luerhagen
City Clerk/Treasurer

1-25-2017
Date

Mayor

Date



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

CITY OF HAMBURG TIME-OFF REQUEST FORM

Today's Date: 1-24-2017

Employee Name: Greg Schultz

Dates Requesting Time-Off: May 26th 2017

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

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

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

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

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

Are you requesting more then 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: _____

Greg Schultz 1-24-2017
Employee Signature Date

Jeremy Huenhagen 1-25-2017
City Clerk/Treasurer Date

Mayor Date



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

CITY OF HAMBURG

TIME-OFF REQUEST FORM

Today's Date: February 10th 2017

Employee Name: Jeremy Gruenhagen

Dates Requesting Time-Off: February 27th 2017

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

How many **Compensation** hours will be used? No

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

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

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

Are you requesting more then three consecutive days off? No

- If yes, you must receive City Council approval.

City Council Approval

Date of Council Meeting: _____

Was vacation request approved? _____

- If no, reason request was denied: _____

Jeremy Gruenhagen
Employee Signature

2-10-2017
Date

City Clerk/Treasurer

Date

Mayor

Date



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



MNSPECT

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235 First Street West • Waconia, MN 55387-1302

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MNSPECT MINUTE
February 2017

HAPPY VALENTINE'S DAY

Welcome Karl Horning

CONSTRUCTION PROJECT RUBRIC

So you are beginning a building project and you would like to know what the grading scale looks like. A rubric (for educational purposes) is defined as an evaluation tool or set of guidelines used to promote the consistent application of expectations, objectives, and standards, or to measure their attainment against a consistent set of criteria. For this sample of how a rubric would work with a construction project, we will take into consideration the building code and safety.

Project and specific part of project	Does not meet minimum building code requirements - F	Meets minimum building code requirements – passes - D	Somewhat exceeds building code requirements - C	Exceeds building code requirements – A
Truss connection	No nails holding truss to wall plate	Nails holding trusses to wall plates	100# clips holding trusses to wall plates	500# clips holding trusses to wall plates
New home – Safety Glazed windows by doors	No Safety Glazing in any windows by doors	Safety-glazed glass on windows adjacent to doors w/in 24" of vertical edges, and bottom edge is <60" from floor	Safety-glazed glass on windows adjacent to doors w/in 36" of vertical edges and bottom edge is <70" from floor	All windows in the house are safety-glazed
Garage – overhead door	Not rated for 90 mph wind	90 mph wind rated	110 mph wind rated	Insulated and 135 mph wind rated
Attic insulation	No insulation in attic area	Minimum R-49 blown in fiberglass insulation	R-60 insulation blown in or cellulose	2" Spray foam AND blown in R-49 insulation
Emergency Escape and rescue opening in bedroom	Window clear opening width 20" and height 24," sill height 60" from floor	Window clear opening width 20" and height 41," and sill height 44" from floor	Window clear opening width 26" and height 41, sill height 40" from ground	Window clear opening width 30" and height 40," sill height 36" from floor
Garage/house wall	No drywall on garage side of garage/house wall	½" gypsum on both sides of garage/house wall	½" gypsum on house side and 5/8" Type X gypsum on garage side	5/8" Type X on both sides

As you can see building to the MN State Building Code provides the minimum standards. Footings can be deeper, headers can be stronger, walls can be 2x6 instead of 2x4, gypsum can be thicker, insulation can have a higher R-value....We only inspect for the minimum requirements of the code!

CONGRATULATIONS CBO Ermias on passing the Certified Building Official's examination!



INSPECTOR SPOTLIGHT

Join us in welcoming Karl Horning to the MNSPECT team! Karl resides in Lake Elmo and enjoys fishing, hunting, dirt bike riding, and exercising – when he can find the time. He has one son who seems to be following in dad's footsteps – he currently works in the construction industry. Karl brings with him 5 years of experience in the construction business and 15 years of building inspection expertise. Karl enjoys working with contractors and homeowners – making sure that whatever their projects are, they are being completed to ensure safety.

Stay connected! Look for our page on [FACEBOOK](#)
(MNSPECT – A Full-time Building Code Administration Service Provider) or follow us on Twitter (MNSPECT, LLC)!

Questions about a future project? Call us at 952-442-7520 or e-mail us at info@mnspect.com. Be ready to start your spring project – get your plans in for review SOON!

YOUR CODE PROFESSIONALS:

Administrative Personnel:

Scott Qualle, Designated Building Official

Kandis Hanson, Relationship Manager

Ty Turnquist, Operations Director, Senior Commercial Plans Examiner

Tracy Montgomery, Office Manager

Inspection Personnel

Dale Engelmann

Steve Horsman

Karl Horning

Dean Mau

Ermias Mekonnen

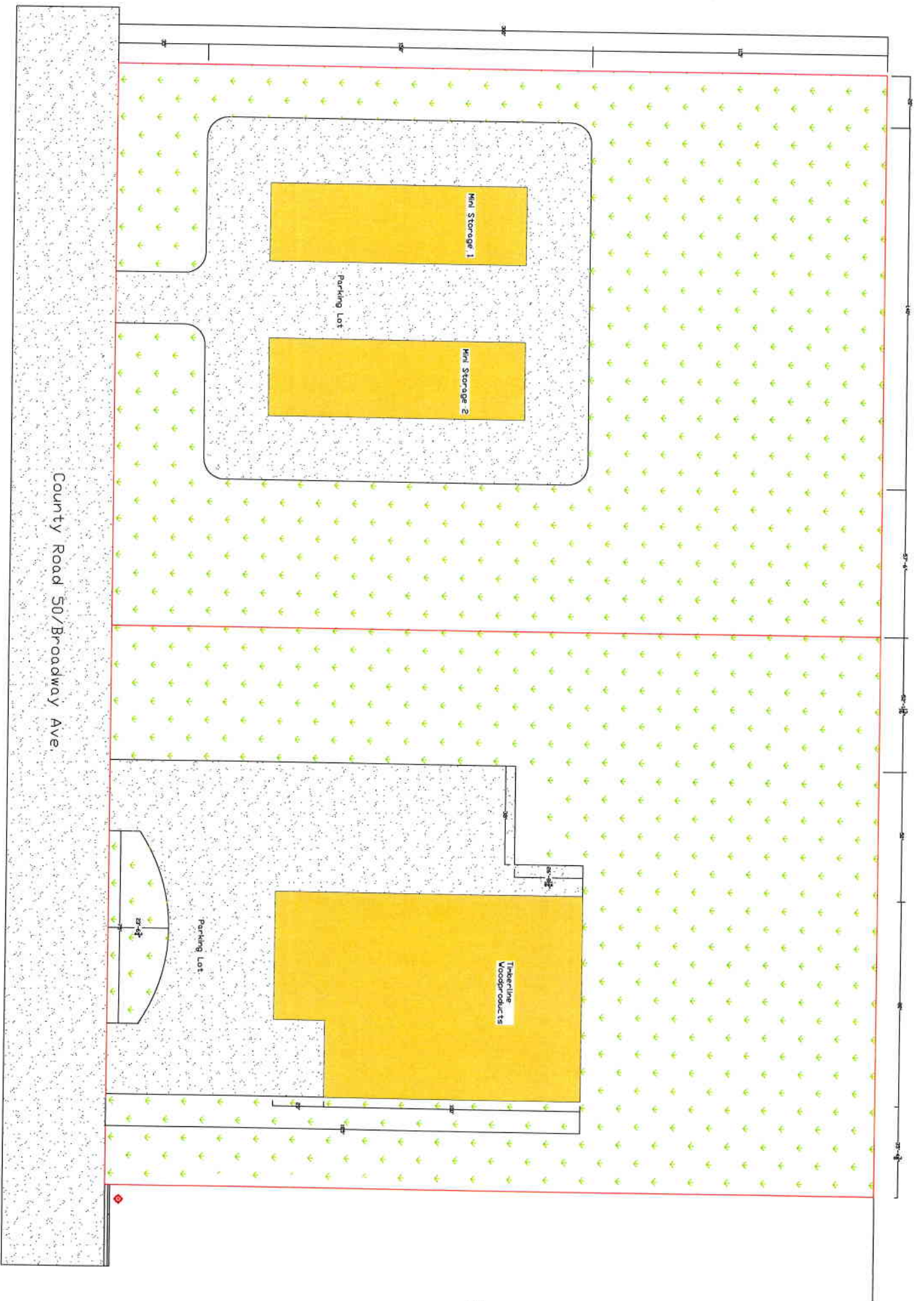
Derek Qualle

Nick Qualle

Tracy Reimann

Office Support Personnel

Brandy Blauert Wendy Morrissey Tamara Stuart

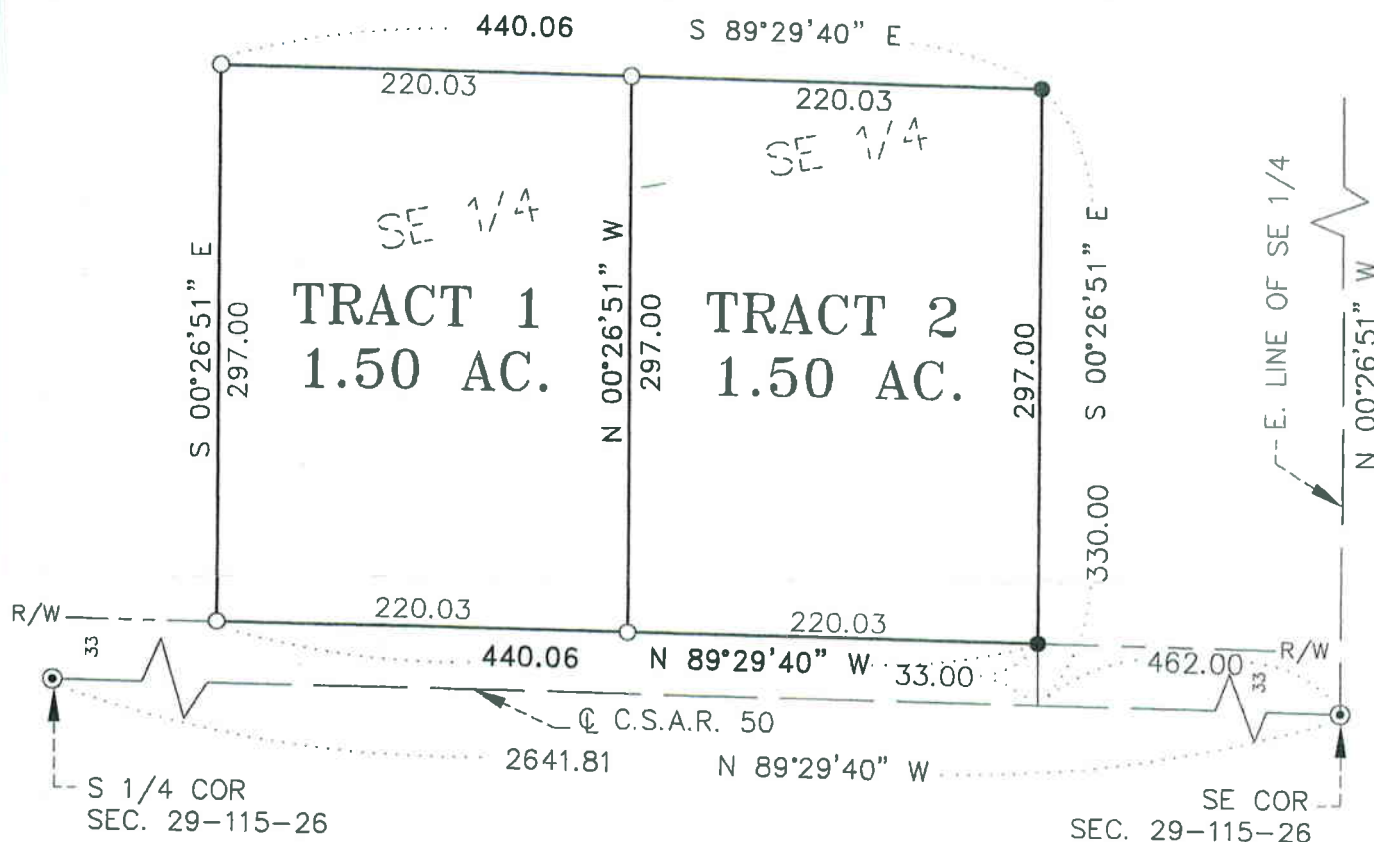


CERTIFICATE OF SURVEY

PROPOSED TRACT 1 DESCRIPTION

Part of the Southeast Quarter of the Southeast Quarter of Section 29, Township 115, Range 26, Carver County, Minnesota, described as follows: Commencing at the southeast corner of said Southeast Quarter of Section 29; thence on an assumed bearing of North 89 degrees 29 minutes 40 seconds West along the South line of said Southeast Quarter 462.00 feet; thence North 00 degrees 26 minutes 51 seconds West, parallel with the East line of said Southeast Quarter, 33.00 feet; thence North 89 degrees 29 minutes 40 seconds West 220.03 feet to the point of beginning of the tract to be described; thence North 00 degrees 26 minutes 51 seconds West 297.00 feet; thence North 89 degrees 29 minutes 40 seconds West 220.03 feet; thence South 00 degrees 26 minutes 51 seconds East 297.00 feet; thence South 89 degrees 29 minutes 40 seconds East 220.03 feet to the point of beginning. This tract contains 1.50 acres of land and is subject to any and all easements of record.

ORIENTATION OF THIS BEARING SYSTEM
IS BASED ON THE CARVER COUNTY
COORDINATE SYSTEM (NAD 83).



I hereby certify that this survey, plan, or report was prepared by me or under my direct supervision and that I am a duly Registered Land Surveyor under the laws of the state of Minnesota.

AVERY GROCHOW LS

DATE 1/27/17 REGISTRATION NO. 15475

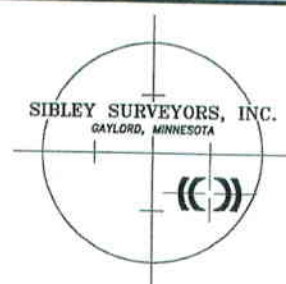
LAND SURVEY FOR
DONALD DAMMANN
PART OF SE 1/4 - SE 1/4
SEC. 29, T115, R26 YOUNG AMERICA TWP.
CARVER COUNTY, MINNESOTA

- ⊙ DENOTES CARVER CO. MONUMENT
 - DENOTES IRON PIPE FOUND
 - DENOTES IRON PIPE SET BY RLS NO. 15475
- SCALE: 1 INCH = 100 FEET

Jan., 2017

FILE NO. 3731

SIBLEY SURVEYORS, INC.
GAYLORD, MINNESOTA





Jeremy Gruenhagen <hamburgcityhall@gmail.com>

LED streetlighting conversion

2 messages

Swanson, Michelle M <michelle.m.swanson@xcelenergy.com>
To: Jeremy Gruenhagen <hamburgcityhall@gmail.com>

Thu, Jan 12, 2017 at 2:32 PM

Jeremy:

Your city is expected to have the Xcel Energy owned cobra streetlights converted in March, 2017. As we get closer, I will be able to confirm the actual starting date. Please see the attached flyer on LED street lighting and a worksheet summarizing the savings associated with the conversion. Let me know if you have any questions.

Michelle Swanson**Xcel Energy | Responsible By Nature**
Manager, Community Relations & Economic Development5309 West 70th Street, Edina, MN 55439

P: 952-380-2604* F: 612-573-1724

E: michelle.m.swanson@xcelenergy.com

* Please note new phone number

XCELENERGY.COM

Please consider the environment before printing this email.

2 attachments**MN LED SL IS Sept 2016 (2).pdf**

1194K

**Hamburg worksheet.xlsx**

16K

Jeremy Gruenhagen <hamburgcityhall@gmail.com>

Thu, Jan 12, 2017 at 4:02 PM

To: Chris Lund <clund@cityofhamburgmn.com>, Jason Buckentin <jbuckentin@cityofhamburgmn.com>, Steve Trebesch <strebesch@cityofhamburgmn.com>, Tim Tracy <ttracy@cityofhamburgmn.com>

FYI

Jeremy Gruenhagen

City Clerk-Treasurer

P.O. Box 248

181 Broadway Avenue

Hamburg, MN 55339

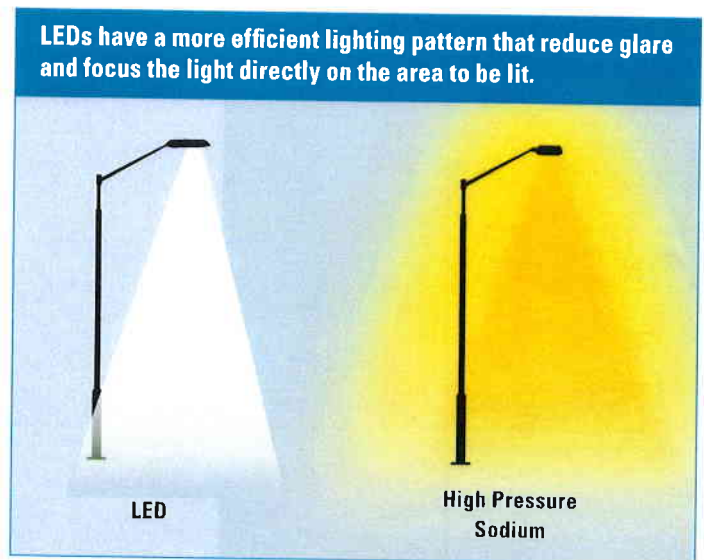
[952-467-3232](tel:952-467-3232)

LED Street Lighting

LED streetlights are durable, long-lasting and cost effective and can lead to enhanced public safety while delivering environmental advantages because they use less energy while delivering enhanced visible light. After completing pilot programs and a technical analysis of current products that meet our engineering requirements, we found mainstream LED streetlights to be of utility-grade quality and on par with the reliability standards we must maintain.

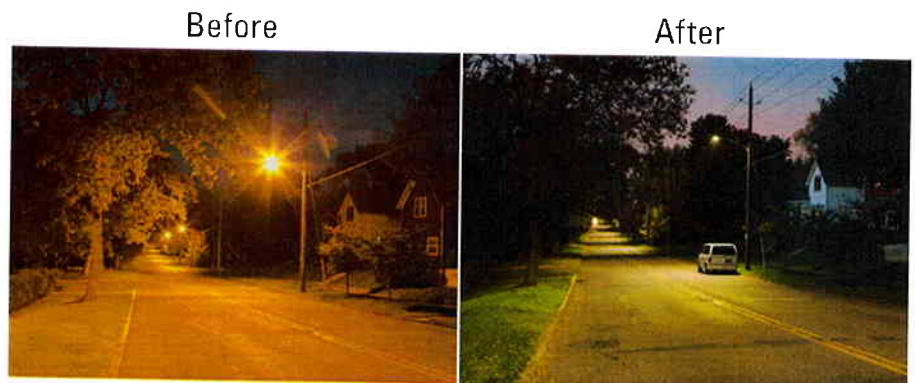
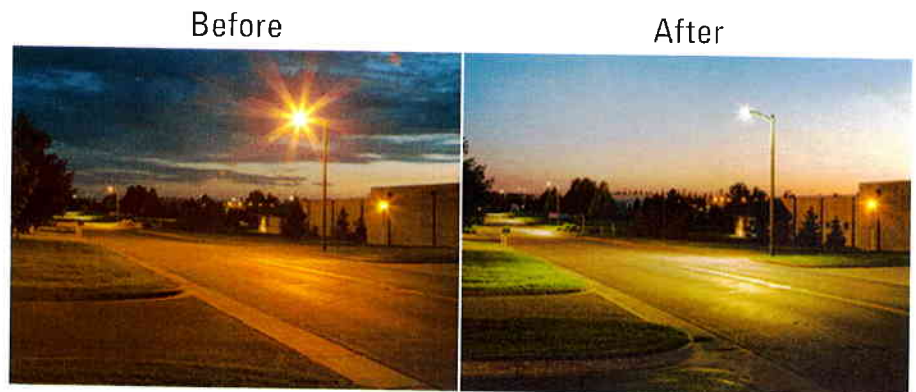
Q. Will residents notice a difference compared to the existing lights?

- A. Yes. Old residential streetlight technology such as high pressure sodium has less efficient light pattern that causes glare and light trespass. New residential LED street lighting technology has a more efficient lighting pattern that reduces glare and focuses the light directly on the area to be lit (typically corners and mid-block locations).



LEDs have better, broad spectrum lighting than traditional high pressure sodium cobra head-style streetlights which spill excessive yellowish-orange light away from the street and into neighboring yards and windows. Because existing poles are not being moved, any unlit areas between poles (corners and mid-block locations) are unchanged. However, due to the uniformity of the light from LEDs, the difference between lit and unlit areas is accentuated.

All of our LED lighting is also "Dark Sky" compliant for backlight, uplight and glare. Dark sky is a designation given to outdoor lighting fixtures that meet the International Dark Sky Association's requirements for reducing the waste of ambient light.



Q. What is the purpose of residential street lighting?

- A. Residential street lighting is different than downtown or highway street lighting in that it's meant to provide sufficient guidance for pedestrians and vehicle traffic along residential streets by illuminating corners and mid-block locations. In a downtown area, lighting uniformity plays an important role due to the high volume of pedestrian and vehicle traffic and to enhance the visibility of buildings and storefronts. In highway lighting, particularly near interchanges, exits or roundabouts, lighting uniformity is also important.

Q. Are the new lights as bright as the old lights?

- A. Yes. The light output (lumens) of the new LEDs is equivalent to that of the old HPS lights.

Q. How will the program work?

- A. Our crews and contractors will install LED replacements for Xcel Energy-owned HPS cobrahead lights on the existing streetlight rate at the 100W, 150W, 250W and 400W equivalent levels. Xcel Energy will pay all costs associated with the retrofits, including removal and salvage of old lights and installation of the new LED fixtures. There are no costs to communities for this replacement. We will also offer LEDs for new construction projects in the same sizes.

Q. How will the new LED rate compare to current rates?

- A. Municipal customers could save four to seven percent on their average monthly streetlight bill.

Q. What services does the LED Street Lighting rate include?

- A. Our LED Street Lighting rate is a simple modification of the current streetlight rate structure with which customers are familiar.

Q. Will there be an up-front charge?

- A. No. We will be able to implement this program with no up-front charge to customers.

Q. When will the work take place?

- A. The installation of LED streetlights began in Minnesota September 2016 and will continue for 2 1/2 years.

For further information we also encourage you to visit
xcelenergy.com/LEDStreetLighting.

Outdoor Lighting -Hamburg MN
Street Lighting System Service (Average Monthly Bill Impact Per Fixture)

OVERHEAD SERVICE (Average Monthly Bill)					
High Pressure Sodium	LED Equivalent	Monthly \$ Savings per fixture	Monthly Energy kWh Savings per fixture	Monthly CO2 lbs/kWh avoided	
100 Watt (4,000 Lumens)	39 Watt (4,000 Lumens)	\$9.89	\$0.45	27.1	28,5634
150 Watt (6,000 Lumens)	65 Watt (6,000 Lumens)	\$10.70	\$0.76	36.8	38,7872
250 Watt (14,000 Lumens)	155 Watt (14,000 Lumens)	\$14.54	\$0.58	52.7	55,5458
400 Watt (25,000 Lumens)	246 Watt (25,000 Lumens)	\$18.50	\$0.69	81.8	86,2172
UNDERGROUND SERVICE (Average Monthly Bill)					
High Pressure Sodium	LED Equivalent	Monthly \$ Savings per fixture	Monthly Energy kWh Savings per fixture	Monthly CO2 lbs/kWh avoided	
100 Watt (4,000 Lumens)	39 Watt (4,000 Lumens)	\$18.61	\$0.45	27.1	28,5634
150 Watt (6,000 Lumens)	65 Watt (6,000 Lumens)	\$19.42	\$0.75	36.8	38,7872
250 Watt (14,000 Lumens)	155 Watt (14,000 Lumens)	\$23.05	\$0.59	52.7	55,5458
400 Watt (25,000 Lumens)	246 Watt (25,000 Lumens)	\$26.72	\$0.99	81.8	86,2172
AVG. MONTHLY SAVINGS (\$, ENERGY, CARBON)					
# OVERHEAD	# UNDERGROUND	Monthly \$ Savings	Monthly Energy kWh Savings	Monthly CO2 lbs/kWh avoided	
100 Watt HPSV → 39 Watt LED	1	\$16.20	975.6	1028.2824	
150 Watt HPSV → 65 Watt LED	11	\$8.36	404.8	426.6592	
250 Watt HPSV → 155 Watt LED		\$0.00	0	0	
400 Watt HPSV → 246 Watt LED		\$0.00	0	0	
Total	46	\$24.56	1380.4	1454.9416	

Note: Carbon emissions avoided calculated using 2014 Xcel Energy Corporate Responsibility Report (lbs/kWh) for Upper Midwest generation sources (1.054 lbs/kWh)



Jeremy Gruenhagen <hamburgcityhall@gmail.com>

Transportation Tax Project List - Please Review**Dean Johnson** <rscmn@spacestar.net>

To: Jeremy Gruenhagen <hamburgcityhall@gmail.com>

Wed, Feb 8, 2017 at 9:04 AM

Thanks, Jeremy. Also, I can confirm our earliest two meeting options with the Council on the comp plan orientation are at 6:00 on 2/28 or at 6:00 on 3/14. Let me know after next week's meeting if either will work!

Dean

Dean Johnson

Resource Strategies Corporation (RSC)

1611 Hill Ridge Terrace

Minnetonka, MN 55305

952-513-9548**From:** Jeremy Gruenhagen [mailto:hamburgcityhall@gmail.com]**Sent:** Tuesday, February 7, 2017 4:57 PM**To:** Dean Johnson**Subject:** Fwd: Transportation Tax Project List - Please Review

[Quoted text hidden]



Location

Legend

- | | | | |
|--|------------------|--|----------------|
| | Fiber Subscriber | | Railroad |
| | Huts & Cabinets | | Major Roads |
| | Handhole | | Parcels |
| | Fiber | | Lakes |
| | Proposed Fiber | | Municipalities |
| | Conduit | | Sections |

Carver County
 Hamburg city
 SE 1/4 Sect28
 T115NR26 W
 831 Park Ave
 Hamburg MN
 SO:53501

JAGUAR
 Communications
 213 S. Oak Ave Owatonna, MN 55060

01/26/2017





**Clarke Environmental Mosquito Management, Inc.
2017 Professional Services Outline for City of Hamburg
Environmental Mosquito Management Program**

Part I. General Service

- A. Computer System and Record Keeping Database
- B. Public Relations and Educational Brochures
- C. Mosquito Hotline Citizen Response – (800) 942-2555
- D. Comprehensive Insurance Coverage for The City of Hamburg
- E. Program Consulting and Quality Control Staff
- F. Monthly Operational Reports, Periodic Advisories, and Annual Report
- G. Regulatory compliance on local, state, and federal levels including NPDES Standards
- H. All Clarke ULV Spray Trucks are equipped with both Real Time GPS Tracking as well as the ability to pull past spray events to prove speed, amount applied, dosage, etc. by address to assist with citizen's concerns

Part II. Adult Control

- A. Adulticiding in Residential Areas: Community-wide truck ULV treatment of all City Streets and Alleys using Biomist® or synthetic pyrethroid insecticide: Any additional authorized treatments beyond the core program will be priced at \$300.00 per treatment.

- ☐ **9 – Biweekly Treatments...\$272.00per = \$2,448.00**
- ☐ **11 – Biweekly/Weekly Treatments...\$265.50per = \$2,920.50**
- ☐ **15 – Weekly Treatments...\$255.00per = \$3,825.00**

- B. Adulticiding Operational Procedures
 - 1. Notification of community contact.
 - 2. Weather limit monitoring and compliance.
 - 3. ULV particle size evaluation.
 - 4. Insecticide dosage and quality control analysis.
 - 5. All ULV Trucks have GPS recording in case of citizen complaints.

****NPDES Permit:** A National Pollutant Discharge Elimination System (NPDES) permit is necessary for the execution of the work for mosquito control effective October 31, 2011. Any additional costs associated with activities and/or services that may be required by Clarke in order to comply with an NPDES permit are not included in this proposal.



**Clarke Environmental Mosquito Management, Inc.
2017 Client Agreement Authorization for City of Hamburg
Environmental Mosquito Management Program**

- I. **Program Payment Plan:** For Parts I and II as specified in the 2017 Professional Services Cost Outline. The payments will be due on June 1, July 1, and August 1 of 2017 according to the payment schedule below. Any additional treatments beyond the core program will be invoiced when the treatment is completed. The City of Hamburg has the option to extend this program for 2018 and 2019 at rates not to exceed a 3% annual increase. New areas to be covered in 2018 - 2019 will be pro-rated to the program price at the rates in effect at the time.

PROGRAM PAYMENT PLAN

- ☐ 9 – Bi-Weekly Treatments...\$272.00per = \$2,448.00
Invoiced June 1, July 1, and August 1 @ \$816.00 per month
- ☐ 11 – Weekly/Biweekly Treatments...\$265.50per = \$2,920.50
Invoiced June 1, July 1, and August 1 @ \$973.50 per month
- ☐ 15 – Weekly Treatments...\$255.00per = \$3,825.00
Invoiced June 1, July 1, and August 1 @ \$1,275.00 per month

** Minnesota sales tax is not included in above pricing and will be added at time of invoicing unless Sales Tax Exemption Certificate is on file **.

** When making payment up front in full please add 6.875% for tax

- ☐ **3% off Core agreement if paid in full before April 1st**

II. **Approved Contract Period and Agreement:**

Please check one of the following contract periods:

- ☐ 2017 Season
- ☐ 2017 – 2019 Seasons (Price not to exceed 3% over previous year)

For City of Hamburg:

Sign Name: _____ Title: _____ Date: _____

For Clarke Environmental Mosquito Management, Inc.:

Name: Rob Olson Title: Control Consultant Date: 1/10/2017



**Clarke Environmental Mosquito Management, Inc.
2017 Client Information for the City of Hamburg
Environmental Mosquito Management Program**

Administrative Information:

Invoices should be sent to:

Name: _____
Address: _____
City: _____ State: _____ Zip _____
Office Phone: _____ Fax: _____ P.O. # _____
Email Address: _____ County: _____

****In an effort to be more sustainable, we ask that you provide us with an e-mail address that the invoices should be sent to.****

Treatment Address (if different from above):

County: _____

Address: _____
City: _____ State: _____ Zip _____

Contact Person:

Name: _____ Title: _____
Office Phone: _____ Fax: _____ E-Mail: _____
Home Phone: _____ Cell: _____ Pager: _____

Alternate Contact Person:

Name: _____ Title: _____
Office Phone: _____ Fax: _____ E-Mail: _____
Home Phone: _____ Cell: _____ Pager: _____

Please sign and return a copy of the complete contract for our files to:

Clarke Environmental Mosquito Management, Inc., Attn: Rob Olson
20061 Edison Circle East, Clearwater, MN 55320 or Fax at (320) 558-2223