



## ***HAMBURG CITY COUNCIL AGENDA***

### ***MARCH 14, 2017***

1. **Call City Council Meeting to Order at 7:00 PM**
  - **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 On-Sale Liquor Licenses for Hamburg Lions Club**
    - **April 7, 2017**
  - **Approve Minutes for February 28, 2017**
  - **Approve Added Claims List for February 2017**
  - **Approve Claims List for March 2017**
  - **Approve Time-Off Request (Jeremy Gruenhagen)**
  - **Order Approving Annexation (Malz Parcel)**
  - **Employee Project Lists**
  - **Water/Wastewater Report for February 2017**
  - **Delinquent Utility Bills Report**
5. **Hamburg Fire Department**
  - **2016 Township Report**
6. **Carver County Commisioner Jim Ische**
  - **County Transportation Sales Tax/Wheelage Tax**
  - **County Road Maintenance Agreement**
7. **Old City Business**
  - **Plumbing Plan Review Agreement (MNSPECT)**
  - **Industrial Park (Plat)**
    - **Timberline Wood Products**
8. **New City Business**
  - **CC/Park Flag Pole Lights (LED Lights)**
    - **Estimate from Robb's Electric**



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

**9. City Council Reports**

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

**10. Adjourn City Council Meeting**



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

**COMMUNITY HALL & PARK ACTIVITIES**

**MARCH**

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

**APRIL**

- 7 – Hamburg Lions Spring Bingo**
- 9 – HFDRA Easter Egg Hunt (Hall/Park)**

**COMMUNITY CENTER (FIRE HALL) ACTIVITIES**

**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 Annual Meeting**
- 16 – Young America Township Monthly 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**

**APRIL**

- 3 – Hamburg Lions Club**
- 3 – HFD Training**
- 6 – Fire Board Meeting – 4:30 PM**
- 9 – Community Center Rental**
- 11 – Hamburg City Council Meeting – 7:00 PM**
- 11 – Young America Township Annual Meeting**
- 16 – Community Center Rental**
- 17 – Hamburg Lions Club**
- 24 – School Board Meeting**
- 24 – Hamburg Fire Dept. (Relief Association) Meeting**
- 27 – Hamburg Fire Department**
- 29 – Community Center Rental**



## ***HAMBURG CITY COUNCIL AGENDA FEBRUARY 28, 2017***

Mayor Chris Lund called the Hamburg City Council Meeting to order at 6:00 p.m. In attendance were Council Members Steve Trebesch, Scott Feltmann, Jason Buckentin and Tim Tracy, City Clerk Jeremy Gruenhagen, Deputy Clerk Tamara Bracht, Maintenance Superintendent Greg Schultz, Fire Chief Justin Buckentin, Fire Chief 2 Steven Buckentin, Sergeant Dave McDonald with Carver County, Dean Johnson and Haila Maze from Resource Strategies, Debra Paige and Kelly Miller from Carver County Emergency Management.

### **Agenda Review (Added Items) and Adoption**

- Updated Delinquency Report
- **Motion:** Councilmember Steve Trebesch moved to approve the Agenda Review with the one addition, Seconded by Councilmember Jason Buckentin. Motion was unanimously approved with all Council Members present.

### **Consent Agenda**

- **Approve Minutes for February 14, 2017**
- **Approve Added Claims List for February 2017**
- **Approve Board of Appeal & Equalization Schedule for 2017**
- **Water/Wastewater Report for January 2017**
- **Motion:** Councilmember Steve Trebesch moved to approve the Consent Agenda, Seconded by Councilmember Tim Tracy. Motion was unanimously approved with all Council Members present.

### **Old City Business**

- **Industrial Park (Timberline Wood Products)**
  - Council discussed next steps. Dean Johnson, City Planning Consultant recommended drafting a Memo of Understanding outlining each parties requirements/commitments.

### **New City Business**

- **Norwood–Young America Guide - City Ad (Community Hall)**
  - **Motion:** Councilmember Steve Trebesch moved to approve a ¼ page Community Hall advertisement with a new picture. Seconded by Councilmember Jason Buckentin. Motion was unanimously approved with all Council Members present.
- **Hamburg/Norwood/Green Isle 2017 State Amateur Baseball Tournament Advertising Contract**
  - **Motion:** Councilmember Steve Trebesch moved to approve a ¼ page Community Hall advertisement with a new picture. Seconded by Councilmember Tim Tracy. Motion was unanimously approved with all Council Members present.



## ***HAMBURG CITY COUNCIL AGENDA FEBRUARY 28, 2017***

### **Dean Johnson – Resource Strategies (City Planning Consultant)**

- **2040 Comprehensive Plan Orientation**
  - Dean Johnson and Haila Maze (Bolton & Menk) discussed the items needed to complete the 2040 Comprehensive Plan due December 31, 2018. Mr. Johnson suggested the plan be completed at least 6 months prior to the due date to allow for any possible changes that may take place during the review process.

### **Disaster Relief Training Exercise**

- **Hamburg City Council/HFD/Carver County**
  - Debra Paige and Kelly Miller provided a power point presentation on Disaster Management for Government Officials.

### **City Council Reports**

- **Mayor Chris Lund** – County Commissioner Ische and other Representatives will be at the March 14<sup>th</sup> Council Meeting to discuss the potential sales tax and wheelage tax increase.

### **Adjourn City Council Meeting**

**Motion:** Councilmember Steve Trebesch moved to adjourn the Council Meeting at 8:54 p.m. Seconded by Councilmember Scott Feltmann. Motion was unanimously approved with all Council Members present.

Submitted by:

Tamara Bracht  
Deputy Clerk

## 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)                   | \$29.10      | 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           | Filing 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 | \$29,053.15 |



# CITY OF HAMBURG

## TIME-OFF REQUEST FORM

Today's Date: March 10th, 2017

Employee Name: Jeremy Gruenhagen

Dates Requesting Time-Off: March 16th & 17th  
March 28th & 29th

How many **Vacation** hours will be used? 32

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: 3-14-2017

Was vacation request approved? \_\_\_\_\_

- If no, reason request was denied: \_\_\_\_\_

Jeremy Gruenhagen  
Employee Signature

3-10-2017  
Date

City Clerk/Treasurer

Date

Mayor

Date



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

STATE OF MINNESOTA  
OFFICE OF ADMINISTRATIVE HEARINGS

In the Matter of the Orderly Annexation  
of Certain Real Property to the City of  
Hamburg from Young America Township  
(MBAU Docket OA-1666-1)

**ORDER APPROVING  
ANNEXATION**

A joint resolution for orderly annexation (Joint Resolution) was adopted by the City of Hamburg (City) on December 13, 2016, and Young America Township (Township) on January 10, 2017, requesting the designation and immediate annexation of the certain real property (Property) legally described as follows:

Part of the Southeast Quarter of the Southwest Quarter of Section 28, Township 115, Range 26, City of Hamburg, Carver County, Minnesota, described as follows: Beginning at the Northeast corner of Lot 1 of Block 3 of the plat of DROEGE'S FIRST ADDITION, said plat being of record and on file at the Carver County Recorder's Office, Carver County, Minnesota; thence South 02 degrees 46 minutes 00 seconds West along the East line of said Lot 121.23 feet to the Southeast corner of said Lot 1; thence South 89 degrees 56 minutes 00 seconds East 44.87 feet; thence North 02 degrees 46 minutes 00 seconds East 121.23 feet to the Southeasterly corner of Lot 1 of Block 4 of the plat of HAMBURGS FIRST ADDITION, said plat being of record and on file at the Carver County Recorder's Office, Carver County, Minnesota; thence North 89 degrees 56 minutes 00 seconds West along the South line of said Lot 1 a distance of 44.87 feet to the point of beginning. This tract is subject to any and all easements of record.

Based upon a review of the Joint Resolution, the Chief Administrative Law Judge makes the following:

**ORDER**

1. Pursuant to Minn. Stat. § 414.0325 (2016), the Joint Resolution is deemed adequate in all legal respects and properly supports this Order.
2. Pursuant to the terms of the Joint Resolution and this Order, the Property is **ANNEXED** to the City.



3. Pursuant to the agreement of the parties and as allowed by Minn. Stat. § 414.036 (2016), the City will reimburse the Township \$25 in one equal annual installment as stated in the Joint Resolution.

Dated: February 22, 2017

A handwritten signature in black ink, appearing to read 'TLP', is written over a horizontal line.

TAMMY L. PUST  
Chief Administrative Law Judge

### **NOTICE**

This Order is the final administrative order in this case under Minn. Stat. §§ 414.0325, .07, .09, .12 (2016). Pursuant to Minn. Stat. § 414.07, subd. 2, any person aggrieved by this Order may appeal to Carver County District Court by filing an Application for Review with the Court Administrator within 30 days of this Order. An appeal does not stay the effect of this Order.

Any party may submit a written request for an amendment of this Order within seven days from the date of the mailing of the Order pursuant to Minn. R. 6000.3100 (2015). However, no request for amendment shall extend the time of appeal from this Order.

**City of Hamburg**  
**Water/Wastewater Report**  
**February, 2017**

**DRINKING WATER**

**I. Facilities Data:**

|   |  |   |  |                           |
|---|--|---|--|---------------------------|
| <b>Total Finished Water Metered From Filter:</b>  |  |   |  |                           |
| Avg. daily - 26,662 gal   |  | Max. day - 48,730 gal                     |  | Month Total - 746,534 gal |
| <b>Water Pumped through Filters (from Well #2):</b>   |  |   |  |                           |
| Avg. daily - 15,703 gal   |  | Max. day - 3,439 gal                      |  | Month - 439,670 gal       |
| <b>Water Pumped through Filters (from Well #3):</b>   |  |   |  |                           |
| Avg. daily - 11,087 gal   |  | Max. day - 24,944 gal                     |  | Month - 310,439 gal       |
| <b>Fluoride Test Info: CORRECTION FOR LAST MONTH – FLUORIDE WAS REPORTED AS 8.25 mg/l AND SHOULD HAVE BEEN REPORTED AS 0.825 mg/l</b> |  |   |  |                           |
| Avg. daily concentration - 0.83 mg/l  |  | Required concentration - 0.5 -0.9 mg/l    |  |                           |
| <b>Total Chlorine Test Info:</b>  |  |   |  |                           |
| Avg. daily concentration - 1.22 mg/l  |  | Recommended concentration - 1.0 -2.0 mg/l |  |                           |
| <b>Treatment Chemicals Used for the Month:</b>  |  |   |  |                           |
| Chlorine - 14.55 gal  |  | Fluoride - 15.75 gal (10:1 mix)           |  | Permanganate - 12.0 gal   |

**II. Water Operations Information:**

- **PLEASE NOTE: Correction for last month (January 2017) – Fluoride was reported as 8.25 mg/l and should have been reported as 0.825 mg/l**
- The MN Dept. of Health (MDH) Monthly Fluoridation report was completed/submitted. Greg mostly does this submittal with my overview and signature.
- The State schedule for sample collection and submittal required that no extra samples be collected/submitted to the state during February-2017.
- 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 several times during the month.
- The chemical feed systems worked fine through-out the month, with no issues.
- I helped Greg change out a water meter at Glanders and replace the outside button reader.
- We are monitoring the uneven water pumped between well #2 & #3. Well #2 may have a hole in the casing, pump issue or a motor issues.



- In January, we worked to get Greg set up with the MN DNR on their MPARS online reporting system. Online account approval is needed to complete and submit the annual DNR water use report which gives the DNR the water use information that was pumped from the wells in 2016. After approval was received in February, we worked together (Greg and I) to get the 2016 report completed and filed.
- On Saturday February 18<sup>th</sup>, the water tower was reported to be running over.
  - Greg was out of town with planned days off, so he tried calling Jeremy and I so that the first one to get the call could respond. I was readily available and responded and Jeremy responded shortly after me. We found the pressure monitor was malfunctioning and causing the filter plant to falsely run and overflow the tower.
  - Jeremy monitoring the water level and ran the filter plant on hand periodically until Greg was back on Monday night.
  - We worked to find a vender that could replace the pressure controller and reset the scan on the signal to the filter plant controller.

## **WASTEWATER TREATMENT**

### **I. Facilities Data:**

|  |                  |                             |   |
|--|------------------|-----------------------------|---|
| <b>Wastewater Pumped to Ponds:</b>                               |                  |                             |   |
| Avg. Daily Flow  | -                | 44,408 gal                  | <i>Avg. Wet Weather Design</i> - 63,000 gal/day     |
| Max. Day Flow  | -                | 76,864 gal                  | Monthly Total - 1,243,413 gal                       |
| <b>Pond Discharge Volume: NO POND DISCHARGE DURING FEBRUARY.</b> |                  |                             |   |
| Avg. Daily Flow  | -                | 0 Gal/day for <u>0 days</u> | Monthly Total - 0 gal                               |
| <b>CBOD Concentration (Wastewater Strength)</b>                  |                  |                             |   |
| Quarterly Influent   | -                | N/A 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                   |
| <b>Solids, Total Suspended (TSS) Concentration</b>               |                  |                             |   |
| Quarterly Influent   | -                | N/A 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                    |
| <b>Phosphorus Concentration</b>                                  |                  |                             |   |
| Quarterly Influent   | -                | N/A mg/l                    |   |
| Effluent (Cal. Month Avg.)                                       | -                | N/A mg/l                    | <i>Permit Limit - Monitor Only</i>                  |
| <b>Fecal Coliform Geometric Mean (Applicable May - October)</b>  |                  |                             |   |
| Effluent (Cal. Month Geo. Mean)                                  | -                | N/A CFU/100ml               | <i>Permit Limit - 200 CFU/100ml</i>                 |
| <b>pH</b>  |                  |                             |   |
| Influent   | Quarterly Result | - N/A                       |   |
| Effluent   | Cal. Month Min.  | - N/A                       | Cal. Month Max. - 8.9 <i>Permit Limit 6.0 - 9.0</i> |
| <b>Dissolved Oxygen (DO)</b>                                     |                  |                             |   |
| 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.
- Greg pretty much completes all the Feb-17 wastewater forms with my review of the entries when he is completed. He downloaded 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 February 2017. The next discharge window starts in late March/early April providing the ice is gone. No discharges can be done under the ice and all required analysis must be completed and meet the permit limits.
- Each week, time was spent at the ponds monitoring water levels and with moving water to balance the three ponds. This is done to control freezing in the pipes and in the control manholes and to continuously prepare for the spring discharging.
- No Sampling was required for the raw wastewater or for the ponds during February-17. The next influent sampling will be during March-17
- As a reminder - North Star Pump company was out on Jan 12<sup>th</sup> to pull lift station #1 pump due to it kicking the breaker. After removing the lower impeller case, it was found that a large bolt (3/4" dia) had lodged in the impeller and locked the pump up. After removing the bolt, it was noticed that the impeller a "chunk" of its edge broke off. The pump was re-installed and checked for vibration and was put in stand-by for emergencies until a new impeller can be purchased and installed.
  - We are still waiting for North Star Pump to come back out and replace the impeller. Greg will be contacting them soon if they don't call to schedule the repair.
- I am continuing to load files that I have created and other useful files from my PC and put them onto Greg's PC.

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

Sincerely,

*Curt Reetz*



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



## Division of Public Works

11360 Highway 212  
Cologne, MN 55322  
Phone: 952-466-5200  
Fax: 952-466-5223

# PROPOSED COST PARTICIPATION POLICY

**Date: February 27, 2017**

**Applicable to Cooperative Highway Projects between Carver County and Municipalities  
Funded with the Transportation Sales Tax and/or Wheelage Tax.**

### A. County Road Projects

1. Cost share will follow the Carver County Highway Cost Participation Policy adopted by the County Board on March 13, 2013.

### B. State Road Projects

In general the County is acting as the State for projects utilizing local option transportation taxes that are led by the County on State roads. This policy does not apply to State programmed projects.

All projects on the State highway system (Trunk Highways, US Highways) are required to follow the Minnesota Department of Transportation (MnDOT) project development and approval process.

Cost participation for items not listed will be negotiated.

#### 1. Construction

##### i) Roads:

##### State Highway:

- County pays 100% of construction of the State highway that meets State (MnDOT) design standards.

##### County Highway:

- County pays 100% of construction of the County highway impacted by the State road project.

##### Local (Municipal or Private) Roads:

- County pays 100% of local road reconstruction to touchdown point.
- County pays for widening the local road if the width is needed to accommodate traffic to and from the State highway.
- Municipality pays 100% for additional width and elements beyond the design needed to accommodate traffic to and from the State highway.
- County pays 100% to rebuild the local roads due to a new location of the State highway.





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### Non Traditional Intersections:

- Roundabouts: County pays 100%.
- Reduced Conflict Intersections (RCI). County pays 100%.
- Other non-traditional intersections: negotiated.

### Grade Separated Interchanges:

- Negotiated.

### Frontage Roads:

- County pays 100% if needed for State highway access control. Municipality takes ownership after construction.

#### ii) Bridges:

- Same cost share as roadways.

#### iii) Traffic Signals:

- County pays 100% except the Municipality pays for internally lit signs and decorative lighting.

#### iv) Drainage:

- County participation in storm water conveyance systems will be in the same proportion as the roadway construction necessitating the drainage work.
- Storm water treatment facilities will be paid for by ratio of contributing flow (Sum CxA).

#### v) Lighting:

- County pays 100% of lighting on State highway that meets MnDOT design standards.
- Municipality pays for decorative lighting upgrades.
- Municipality pays for lighting they want on local roads that is not needed for the State highway.

#### vi) Sidewalks, Bikeways:

- New Sidewalks: County pays 100% of new sidewalk. Municipality pays for the extra width requested beyond MnDOT design standards.
- Sidewalk reconstruction because of State road work: 100% County.
- New Bikeways: Determined by the County Cost Participation Policy.
- Bikeway reconstruction because of State road work: 100% County.





## Division of Public Works

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### vii) Aesthetics

- Municipality pays for decorative upgrades to street lighting, signs, bridge railing, walls, median treatments, hardscaping and any other aesthetic element requested by the Municipality. All design must be approved by MnDOT.

### viii) Landscaping

- County pays 100% of tree replacement outside of the State highway travel lanes as determined by the MnDOT design process.
- Municipality pays for decorative upgrades to landscaping.
- Municipality pays for median plantings.
- Municipality pays for irrigation systems.

### ix) Utilities

- County pays for adjustment or relocation of municipal utilities necessitated by the project.
- Municipality pays for new or upgrades to municipal utilities.

## 2) Engineering

- Municipality pays 20% of its construction cost share for engineering. Municipality can choose to perform its own engineering on elements it pays for.

## 3) Right of Way

- County pays for 100% of right of way acquisition except that costs are prorated by construction cost for right of way needed for work requested by the Municipality outside the scope of the State road project.
- Municipality pays and acquires 100% of right of way for project elements where the County has no construction cost share.



## **RESOLUTION SUPPORTING A LOCAL OPTION SALES TAX FOR TRANSPORTATION IN CARVER COUNTY**

**WHEREAS** Carver County is projected to experience a population growth from 91,042 people in 2010 to 151,720 people in 2040 with a corresponding increase in households from 32,891 in 2010 to 60,550 in 2040 which will generate an additional 212,000 trips per day in the region;

**WHEREAS** construction funding is not currently available to make needed safety and efficiency improvements to critical corridors such as Highways 212, 5 and 41;

**WHEREAS** Highway 212 serves a critical role in connecting the Twin Cities to South Dakota and Beyond and has been designated a High Priority Interregional Corridor in the Twin Cities, while also being placed on the National Highway System;

**WHEREAS** Carver County, in partnership with the Minnesota Department of Transportation (MnDOT) is seeking FASTLANE funds to expand Highway 212 from a two-lane highway to a four-lane highway between the Cities of Cologne and Carver which requires a local match;

**WHEREAS** this two-lane gap poses a number of safety, access and mobility issues, while negatively impacting freight movement and economic development initiatives;

**WHEREAS** Highway 5 has outgrown its original design and poses some serious safety risks as more and more cars travel in this 2-lane corridor to reach important destinations like Ridgeview Medical Center, the Minnesota Landscape Arboretum, work destinations and to commute to and from destinations east of TH41;

**WHEREAS** 22 other counties in Minnesota have enacted a local one-half penny sales tax increase to generate funding that will allow highway and transit projects to be completed;

**WHEREAS** a ½ penny sales tax in Carver County would generate over \$3.5 million in funds that will allow the county to leverage millions of highway dollars from state and federal programs like the Corridors of Commerce, Transportation Economic Development and FASTLANES programs which all require a local match;

**NOW, THEREFORE, BE IT RESOLVED**, that the Southwest Corridor Transportation Coalition, comprised of local governments and businesses in Carver County and beyond, strongly supports the adoption by the Carver County Board of a ½ cent local transportation sales tax.

**ADOPTED ON** February 3, 2017

**SIGNED** \_\_\_\_\_

Robert J. Lindall, President  
Southwest Corridor Transportation Coalition



# MNSPECT<sup>LLC</sup>

HELPING YOU COMPLY WITH THE CODE

235 First Street West • Waconia, MN 55387-1302

**DATE:** March 1, 2017

**TO:** City of Bayport  
City of Hamburg  
City of Hampton  
City of Lakeland  
City of Lakeland Shores  
City of Litchfield  
City of Plato

**FROM:** Kandis Hanson, Relationship Manager

**RE:** Plumbing Plan Review Agreement

The Opportunity. MNSPECT client cities may establish a formal agreement with the State of Minnesota and become authorized to perform plumbing plan review in lieu of a review by the State Department of Labor and Industry (DLI). With this authority, plumbing plans may be submitted directly to those cities for review, except for the following instances, as defined in Minnesota Statutes, Section 326b103, subd 13, public buildings as defined in 326b.103, subd 11, and projects of special nature, which must be forwarded to DLI for review and approval. In those instances cities may not collect any plan review related fee for projects that are forwarded to DLI.

[Exceptions, per citations above: Hospitals, nursing homes, supervised living facilities, free-standing outpatient surgical centers, correctional facilities, boarding care homes, or residential hospices, and similar state-licensed facilities, must be submitted to DLI; public buildings which are owned and paid for by the state or a state agency regardless of cost, and school district building projects or charter school building projects regardless of cost, must be submitted to DLI; and, projects of a special nature, including dialysis facilities and other projects for which a department plan review is requested by either the municipality or the state, must be submitted to DLI.]

The History: In 2007, the State imposed a moratorium on issuing delegations of this type. It has since lifted that moratorium. The MNSPECT contract with cities anticipated this decision by the State and we are now encouraging that cities seize this opportunity and take official action approving the attached Building Code Ordinance as it relates to Plumbing Plan Review and Inspection. This delegation agreement will pertain to plumbing systems that include public-use and commercial facilities. They apply to commercial plan review and inspection responsibilities. The resulting agreements will be subject to review by the State Department of Labor and Industry and will be altered, if deemed necessary, to assure compliance with the Plumbing Code.

The Benefits: 1) Local retention of plan review fees, and 2) Prompt turn-around versus 5 to 6 weeks when performed by the State of MN Department of Labor and Industry; 3) local oversight of the project; 4) coordination between structural review and plumbing review, resulting in a better over-all plan.

The Steps: Cities must submit to MNSPECT a copy of their Building Code Ordinance requiring that the city review plumbing plans and perform inspections. If you do not have such an Ordinance in place, please take action approving the Ordinance at an upcoming City Council Meeting. Upon adoption of the Ordinance related to Plumbing Review and Inspections, the City will be further directed by our office as to how to meet the application requirements for review by the MN Department of Labor and Industry. More information on Next Steps will follow. Please call our office with any questions at 952-442-7520.

ORDINANCE NO. \_\_\_\_\_

(Building Code)

CITY OF \_\_\_\_\_  
\_\_\_\_\_ COUNTY, MINNESOTA

\_\_\_\_\_ XX, 2017

**AN ORDINANCE AMENDING SECTION \_\_\_\_\_ OF THE MUNICIPAL CODE OF \_\_\_\_\_ PERTAINING TO THE BUILDING CODE TO INCLUDE PLUMBING PLAN REVIEW AND INSPECTIONS.**

**THE CITY COUNCIL OF THE CITY OF \_\_\_\_\_ COUNTY, MINNESOTA, ORDAINS:**

Section 1. Sec. \_\_\_\_\_ of the Municipal Code of \_\_\_\_\_, Minnesota (Applications, administration and enforcement of the building code) is hereby amended to read as follows:

Sec. \_\_\_\_\_. Application, administration and enforcement.

- (a) The application, administration, and enforcement of the building code shall be in accordance with Minnesota Rules, Chapter 1300. The building code shall be enforced within the extraterritorial limits permitted by M.S.A. 16B.62, Subd. 1, when so established by ordinance.
- (b) The code shall be enforced by a Minnesota Certified Building Official designated by the city to administer the code pursuant to M.S.A. 16B 65, Subd. 1 and 2, including plumbing plan review and inspection.
- (c) Prior to installation of a system of plumbing other than for a single-family dwelling with independent plumbing service, complete plumbing plans and specifications, together with any additional information that the Building Official may require, shall be submitted in triplicate and approved by the Building Official. No construction shall proceed except in accordance with the approved plans. Any alteration or extension of any existing plumbing system shall be subject to these same requirements.
- (d) A plumbing system installation, as described herein, shall be subject to inspection as required by the State Plumbing Code.

Section 2. Effective Date. This ordinance shall be in full force and effect from and after the date of its passage and publication accordingly to law.

Passed and adopted by the City Council of the City of \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

\_\_\_\_\_  
\_\_\_\_\_, Mayor

Attest:

\_\_\_\_\_  
\_\_\_\_\_, City Clerk/Administrator

Published in the XXXXXXXX on \_\_\_\_\_ day of \_\_\_\_\_, 2017.



505 Broadway  
P.O. Box 310  
Carver, MN 55315

952-448-4030  
fax 952-448-6054

[www.ROBBSELECTRICINC.com](http://www.ROBBSELECTRICINC.com)

**City of Hamburg**  
181 Broadway Ave.  
Hamburg, MN. 55339  
ATTN: Jeremy

3/2/2017

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**REBUILD EXISTING FLAG LIGHTS TO LED**

- 1** REMOVE 2 400WATT METAL HALIDE LAMPS AND BALLASTS FROM SYSTEM 454 WATTS EACH
- 2** INSTALL 2 LED 26W FLOOD LAMPS 26WATTS EACH
- 2** MOGUL BASE ADAPTERS
- 2** REWIRE FIXTURES

LABOR

PRICE AS LISTED

\$ 545.00

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**NOTE THE ENERGY SAVINGS ON THESE FIXTURES WILL BE APPROXIMATELY \$402.00 PER YEAR**  
**A PAYBACK OF 1.35 YEARS**

A XCEL REBATE MAY ALSO BE APPLIED FOR WHICH SHOULD BE AROUND \$30.00 OR MORE PER LAMP