



HAMBURG CITY COUNCIL AGENDA MAY 10, 2016

1. **Call City Council Meeting to Order at 7:00**
 - **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 Minutes for September, October, November, December 2015**
 - **Water Wells Usage/Water Consumption Report for March 2016**
 - **February 2016 Cash Flow Statement**
 - **Delinquent Utility Bills Report**
 - **Time-off Request for Jeremy Gruenhagen**

5. **Fire Department Report – Chief Justin Buckentin**
 - **Pump Testing (Engines 11 & 12)**
 - **Air Packs**
 - **HFD Policies/HFDRA By-Laws**
 - **2015 HFDRA Audit Report**

6. **UFC/Wm. Mueller & Sons**
 - **UFC Properties (411 Sophia Avenue & 441 Railroad Street)**
 - **Parcel 45.0283000**
 - **WAC/SAC Charges**

7. **Parkside Tavern**
 - **On-Sale Liquor License (Park) for June 25th, 2016**

8. **Old City Business (Memo)**
 - **County Road Maintenance Agreement (Carver County)**
 - **2015/2016 Street Improvements (Jacob Street & Sophia Avenue)**

9. **Public Works & Utilities Report**
 - **Water/Wastewater Services**
 - **City Shop Repairs**



***HAMBURG CITY COUNCIL AGENDA
MAY 10, 2016***

- 10. City Clerk/Treasurer Report**
 - Accident Coverage for City Volunteers (Workers Compensation)
 - Public Service Memorial
 - Hamburg Baseball Park (Paving)

- 11. Approve Payment of April 2016 Added Claims (\$20,660.03)
Approve Payment of May 2016 Claims**

- 12. City Council Reports**
 - Councilmember Richard Odoms (Water/Sewer)
 - Councilmember Bob Gregonis (Streets)
 - Councilmember Chris Lund (Parks)
 - Councilmember Steve Trebesch (Buildings)
 - Mayor Richard Malz

- 13. Move to Close Meeting for the purpose of Employee Evaluation (Unless employee requests an Open Meeting for his/her evaluation).**
 - Tamara Bracht

- 14. Move to Close Closed Meeting for Employee Evaluation.**

- 15. Move to Close Meeting to discuss allegations made, in writing, at the April 12th, 2016 City Council Meeting against individuals subject to the City's authority.**

- 16. Move to Close Closed Meeting to discuss allegations made against individuals subject to the City's authority.**

- 17. Move to Reopen the City Council Meeting**

- 18. Summary of Closed Meetings**

- 19. Adjourn City Council Meeting**

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

DRINKING WATER

I. Facilities Data:

Total Finished Water Metered From Filter:			
Avg. daily - 27,158 gal	Max. day - 40,684 gal	Month Total -	841,889 gal
Water Pumped through Filters (from Well #2):			
Avg. daily - 13,966 gal	Max. day - 21,548 gal	Month -	432,949 gal
Water Pumped through Filters (from Well #3):			
Avg. daily - 13,250 gal	Max. day - 21,017 gal	Month -	410,749 gal
Fluoride Test Info:			
Avg. daily concentration - 0.8 mg/l	Required concentration - 0.5 -0.9 mg/l		
Total Chlorine Test Info:			
Avg. daily concentration - 1.00 mg/l	Recommended concentration - 1.0 -2.0 mg/l		
Treatment Chemicals Used for the Month:			
Chlorine - 16.0 gal	Fluoride - 14.25 gal (7.5:1 mix)	Permanganate -	11.25 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 samples to be collected or submitted during the month of Mar-16.
- Weekly fluoride and chlorine residual analysis was complete during March from samples collected from different areas of town. Greg has been doing this onsite water analysis for fluoride and chlorine.
- The water plant detention tank was flushed.
- We had to shut down the water plant and drain off pressure so we could remove and replace a plugged fitting on the chlorine injection system.
- We removed the sodium permanganate suction lines and cleaned. While they were off we flushing the chemical feed lines with clean water as a preventative to alleviate line plugging and a big mess. Plugged lines also lead to a dangerous situation when they are removed for cleaning, due to pressure backup in the lines with the chemical.
- We replaced a water meter in a bldg in the center of town just south of the cabinet shop.



WASTEWATER TREATMENT

I. Facilities Data:

Wastewater Pumped to Ponds:			
Avg. Daily Flow	- 38,299 gal	<i>Avg. Wet Weather Design</i>	- 63,000 gal/day
Max. Day Flow	- 47,262 gal	Monthly Total	- 1,187,276 gal
Pond Discharge Volume: 1st Discharge Started on Mar 24th and ended on Thur Mar 31st.			
Avg. Daily Flow	- 509,000 Gal/day for <u>8 days</u>	Monthly Total	- 4,072,000 gal
CBOD Concentration (Wastewater Strength)			
Quarterly Influent	- 150 mg/l	<i>Design</i>	- 204 mg/l
Effluent (Cal. Month Avg.)	- 7.7 mg/l	<i>Permit Limit</i>	- 25 mg/l
	- 3.8 kg/day	<i>Permit Limit</i>	- 53.6 kg/day
Effluent (Max. Cal. Week Avg.)	- 11 mg/l	<i>Permit Limit</i>	- 40 mg/l
	- 5.5 kg/day	<i>Permit Limit</i>	- 94.6 kg/day
Solids, Total Suspended (TSS) Concentration			
Quarterly Influent	- 116 mg/l		
Effluent (Cal. Month Avg.)	- 15 mg/l	<i>Permit Limit</i>	- 45 mg/l
	- 7.4 kg/day	<i>Permit Limit</i>	- 96.5 kg/day
Effluent (Max. Cal. Week Avg.)	- 22 mg/l	<i>Permit Limit</i>	- 65 mg/l
	- 10.9 kg/day	<i>Permit Limit</i>	- 139 kg/day
Phosphorus Concentration			
Quarterly Influent	- 5.9 mg/l		
Effluent (Cal. Month Avg.)	- 1.5 mg/l	<i>Permit Limit</i>	- Monitor Only
Fecal Coliform Geometric Mean (Applicable May - October)			
Effluent (Cal. Month Geo. Mean)	- N/A CFU/100ml	<i>Permit Limit</i>	- 200 CFU/100ml
pH			
Influent	Quarterly Result - 8.2		
Effluent	Cal. Month Min. - 8.8	Cal. Month Max. - 9.0	<i>Permit Limit 6.0 - 9.0</i>
Dissolved Oxygen (DO)			
Effluent (Cal. Month Minimum)	- 8.5 mg/l	<i>Permit Limit</i>	- Monitor Only

II. Wastewater Operations Information:

- The MPCA Monthly Discharge Monitoring Report was completed and submitted.
- Pre-discharge sampling was completed on the final pond on March 17th with the samples being picked up by courier from the lab.
- On March 24th, we got good results for the final pond for pre-discharge samples collected 03/17/16, so we prepared for and started a discharge.
- The first discharge which started March 24th was stopped on Thursday March 31st.
- The transfer to re-add water to the final pond was immediately started on March 31st to prepare for another possible discharge in April.

- Greg will start spraying weeds in the rock rip-rap at the ponds to stay ahead of any re-growth of weeds.
 - There are NO trees or brush in the rock rip-rap dikes at the ponds this year.
- Quarterly influent samples were collected from the influent to the lift station on March 10th over a period of 4-hrs to comply with the 4-hour composite requirement.
 - Samples were also collected and analyzed onsite with the cities meter for pH and water temperature.
- We worked on Greg's computer to get the MPCA's e-DMR site to work. We also went online and started the sign-up process for Greg. A final sign-up authorization document was printed, signed and was submitted to the MPCA. We are awaiting notification that the process is final and is approved.
- We also started loading some of my files onto Greg's PC in preparation for training on the MPCA's DMR process and the MN Dept. of Health's Fluoride reporting process.
- We televised a sewer service on Greg's street, just north of Council member Odom's house due to the house being sold.
- After the final pond discharge was completed, the blow-up plug was re-inserted into the south line in the discharge manhole and filled with air.

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 2/29/2016
General Fund	\$302,458.36	\$653,710.00	\$638,710.00	\$317,458.36	\$12,446.84	\$42,372.55	\$272,532.65
General Gov't			\$258,269.00			\$24,946.87	
Public Safety (Fire Dept.)			\$105,903.00			\$9,551.15	
Public Works (Streets)			\$196,566.00			\$4,556.38	
Sanitation & Recycling			\$3,500.00			\$0.00	
Parks & Recreation			\$41,371.00			\$123.45	
Comm. Hall			\$33,101.00			\$3,194.70	
Special Revenue Funds	\$357,236.57	\$72,321.03	\$72,948.00	\$356,609.60	\$0.00	\$0.00	\$357,236.57
City Of Hamburg (Savings)	\$268,867.73	\$51,635.00	\$72,948.00	\$247,554.73	\$0.00	\$0.00	\$268,867.73
Fire Equipment CD	\$88,368.84	\$20,686.03	\$0.00	\$109,054.87	\$0.00	\$0.00	\$88,368.84
Debt Service	\$44,391.33	\$20,169.00	\$25,584.53	\$38,975.80	\$0.00	\$12,882.50	\$31,508.83
Capital Project Fund (2015 Street I	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total (Tax Revenue Funds)	\$704,086.26	\$746,200.03	\$737,242.53	\$713,043.76	\$12,446.84	\$55,255.05	\$661,278.05
Enterprise Funds							
Water	\$119,947.90	\$156,421.81	\$157,028.20	\$119,341.51	\$26,954.32	\$18,036.31	\$128,865.91
Sewer	\$323,845.28	\$69,779.04	\$68,695.00	\$324,929.32	\$11,316.62	\$7,358.49	\$327,803.41
Storm Water	\$108,208.59	\$76,944.80	\$74,997.00	\$110,156.39	\$12,281.22	\$58,687.49	\$61,802.32
Total (Enterprise Funds)	\$552,001.77	\$303,145.65	\$300,720.20	\$554,427.22	\$50,552.16	\$84,082.29	\$518,471.64
Totals	\$1,256,088.03	\$1,049,345.68	\$1,037,962.73	\$1,267,470.98	\$62,999.00	\$139,337.34	\$1,179,749.69
	Remaining Balance 1/1/2016	Remaining Assessment 1/1/2016	Cash & Investments	2016 Principle Payments	Date Due	Maturity Date	Unfunded Balance 12/31/2016
Debt Summary							
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	\$1,884,226.73	\$106,142.60	\$46,650.82	\$132,000.00			\$1,599,433.31

Cash Flow Actuals

	<u>January</u>	<u>February</u>	<u>March</u>	<u>April</u>	<u>Totals</u>
Income					
Property Taxes	\$3,380.38	\$0.00			\$3,380.38
Licenses & Permits	\$802.77	\$655.09			\$1,457.86
Intergov't Receipts (Aids)	\$4,223.97	\$0.00			\$4,223.97
Charges for Services					
Assessment Searches	\$0.00	\$0.00			\$0.00
Comm Ctr Rentals	\$0.00	\$0.00			\$0.00
Township Contribution	\$0.00	\$0.00			\$0.00
Fire Dept. Revenues	\$0.00	\$0.00			\$0.00
Park Rentals	\$0.00	\$0.00			\$0.00
Hall Receipts	\$1,903.80	\$811.20			\$2,715.00
Fines	\$60.00	\$123.33			\$183.33
Misc. Receipts	\$395.12	\$91.18			\$486.30
Other Receipts					
Insurance Recovery	\$0.00	\$0.00			\$0.00
Interest Income (Savings)	\$0.00	\$0.00			\$0.00
Transfers In	\$0.00	\$0.00			\$0.00
Transfers In (Savings)	\$0.00	\$0.00			\$0.00
Debt Proceeds	\$0.00	\$0.00			\$0.00
Special Assessments	\$0.00	\$0.00			\$0.00
Water Service	\$14,514.90	\$12,439.42			\$26,954.32
Sewer Service	\$6,329.44	\$4,987.18			\$11,316.62
Storm Water	\$6,634.69	\$5,646.53			\$12,281.22
	\$38,245.07	\$24,753.93	\$0.00	\$0.00	\$62,999.00

Expenses

General Gov't	\$9,725.07	\$15,181.82			\$24,906.89
Public Safety	\$5,165.14	\$4,386.01			\$9,551.15
Public Works	\$3,273.10	\$1,283.28			\$4,556.38
Sanitation & Recycling	\$0.00	\$0.00			\$0.00
Park & Recreation	\$100.15	\$23.30			\$123.45
Hall Expenses	\$1,081.06	\$2,153.62			\$3,234.68
Debt Service	\$12,882.50	\$0.00			\$12,882.50
Capital Project Funds	\$0.00	\$0.00			\$0.00
Transfers Out	\$0.00	\$0.00			\$0.00
Transfer to Savings	\$0.00	\$0.00			\$0.00
Water	\$2,946.33	\$4,342.87			\$7,289.20
Sewer	\$3,572.65	\$2,541.89			\$6,114.54
Storm Water	\$0.00	\$0.00			\$0.00
Total Expenses	\$38,746.00	\$29,912.79	\$0.00	\$0.00	\$68,658.79

Other Expenses (DEBT)

Wells/WTP Bonds	\$6,834.60	\$0.00	\$0.00	\$0.00	\$6,834.60
Water Imp. Bonds (2011)	\$3,912.51	\$0.00	\$0.00	\$0.00	\$3,912.51
Sewer Imp. Bonds (2011)	\$1,243.95	\$0.00	\$0.00	\$0.00	\$1,243.95
Storm Water Imp. Bonds (20	\$58,687.49	\$0.00	\$0.00	\$0.00	\$58,687.49
Total Other Expenses	\$70,678.55	\$0.00	\$0.00	\$0.00	\$70,678.55

Checking Balance	\$1,184,908.55	\$1,179,749.69	\$1,179,749.69	\$1,179,749.69	\$1,179,749.69
	(\$71,179.48)	(\$5,158.86)	\$0.00	\$0.00	(\$76,338.34)

APRIL 2016 DELINQUENCY REPORT

5/6/2016

Updated Balances	payments	BALANCE (current + past bills)	CURRENT APRIL	Total \$ overdue	30 days over	60 days over	90 days over	Residents Name ** = disconnection Date: Wednesday June 1	ADDRESS and NOTES
					1 Per. Overdue MARCH	2 Per. Overdue FEBRUARY	3 Per. Overdue JANUARY		
		210.09	120.62	89.47	89.47			SIWERT, ROGER	
		252.43	123.82	128.61	128.61			PULKRABEK, MERRITT & JAN	
		403.13	137.51	265.62	155.79	109.83		MINNIHAN, WILLIAM	421 HENRIETTA AVE.
		172.42	156.55	15.87	15.87			MES GROUP CORPORATION	
		167.83	84.15	83.68	83.68			BUCKENTIN, STEVEN	
		88.73	84.71	4.02	4.02			BUCKENTIN, JILL	
		384.92	106.49	278.43	144.38	134.05		LUND, CHRIS	612 KIM AVE
		297.38	89.72	207.66	112.81	94.85		SCHUG, NICHELLE	618 KIM AVE
		895.65	234.37	661.28	299.32	206.45	155.51	** HOWE, MICHAEL **	625 KIM AVE
		160.58	130.40	30.18	30.18			MACKENTHUN, JARED & JENNIFER	
		97.31	88.75	8.56	8.56			MITCHELL, LUKAS	
		213.83	105.94	107.89	107.89			ALAS, ALFREDO	
		322.09	93.92	228.17	120.26	107.91		FRENSKO, JUSTIN	643 PARK AVE
		381.44	113.77	267.67	148.72	118.95		BAUER, KEN	679 Park
		171.50	63.62	107.88	73.43	34.45		BAUER, KEN	681 Park
		344.78	105.98	238.80	130.29	108.51		BAUER, KEN	683 Park
		81.07	44.90	36.17	36.17			BAUER, KEN	
		284.87	88.77	196.10	109.40	86.70		BAUER, KEN	687 Park
		194.49	97.32	97.17	97.17			GRUENHAGEN, BRUCE	
		208.05	104.63	103.42	103.42			GRAMS, BRAD	
		176.94	77.15	99.79	77.84	21.95		WINTER, JOSH	881 Park
		370.70	201.67	169.03	169.03			BAKER, JEN	

DATE NOTICES SENT: May 9, 2016

APRIL 2016 DELINQUENCY REPORT

5/6/2016

Updated Balances	payments	BALANCE (current + past bills)	DATE NOTICES SENT : May 9, 2016			Residents Name	ADDRESS	
			30 days over	60 days over	90 days over			
						** = disconnection Date: Wednesday June 1		
			APRIL					
		310.60	93.64	216.96	113.65	103.31	PETERSON, TIFFANY 430 RR	
		146.07	71.57	74.50	74.50		GREGONIS, ROBERT	
		232.16	120.21	111.95	111.95		GRAMS DARRELL & DAWN	
		288.16	137.22	150.94	150.94		CONSER, JOE & KENDRA	
		931.99	126.04	805.95	204.85	180.63	420.47	** GONZALEZ, FERNANDO ** 614 Donald Missed payment plan amount and wasn't paying current monthly amounts
		263.63	131.69	131.94	131.94		JAUINICH, MARK & LIZ	
		162.70	135.44	27.26	27.26		SALCEDO, SERGIO	
		8,215.54	3,270.57	4,944.97	3,061.40	1,307.59	575.98	

CITY OF HAMBURG TIME-OFF REQUEST FORM

Today's Date: May 6th

Employee Name: Jeremy Gruenhagen

Dates Requesting Time-Off: May 20th

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

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

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

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

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

Are you requesting more than three consecutive days off? No

- If yes, you must receive City Council approval.

City Council Approval

Date of Council Meeting: May 10th 2016

Was vacation request approved? _____

- If no, reason request was denied: _____

Jeremy Gruenhagen 5-6-2016
Employee Signature Date

City Clerk/Treasurer Date

Mayor Date



CITY OF HAMBURG TIME-OFF REQUEST FORM

Today's Date: April 29th 2016

Employee Name: Jeremy Gruenhagen

Dates Requesting Time-Off: June 27th
to
July 13th

How many **Vacation** hours will be used? 9/0

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

Is there a **Holiday** during your time off? Yes

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? Yes

- If yes, you must receive City Council approval.

City Council Approval

Date of Council Meeting: May 10th 2016

Was vacation request approved? _____

- If no, reason request was denied: _____

Jeremy Gruenhagen
Employee Signature

4-29-2016
Date

City Clerk/Treasurer

Date

Mayor

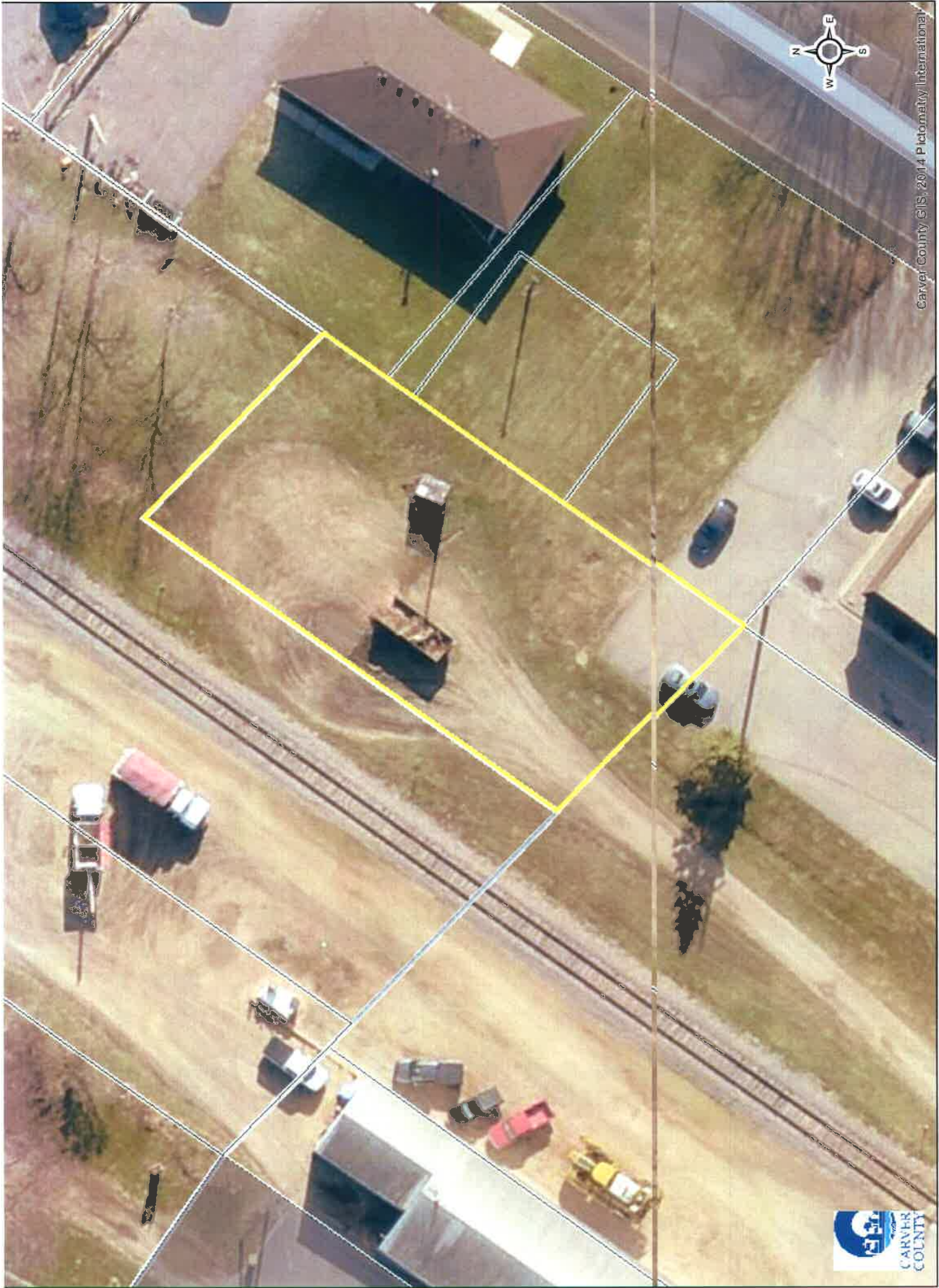
Date





Carver County GIS, 2014. Photography: iStockphoto.com

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Carver County GIS, 2014 Piedometry International



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