



HAMBURG CITY COUNCIL AGENDA

May 12, 2026

1. **Call City Council Meeting to Order at 6:30 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 Payment of Added April 2026 Claims (\$3,976.06)**
 - **Approve Payment of May Claims List (\$41,241.60)**
 - **Approve Cash Flow Statements for May 2026**
 - **Approve Time-Off Request for Jeremy Gruenhagen**
 - **Pond Open/Close Schedule for 2026**
5. **Hamburg Fire Department**
 - **Fire Hall Roof (Color)**
6. **Gene Stier – 270 Railroad Street**
 - **Railroad Street ROW/Property Line/Retaining Wall**
7. **Old City Business/New City Business**
 - **New/Old MN State Flag Survey**
 - **Appraisal for Parcel Split (Parcel 45.0281600)**
 - **Public Input on George Street Extension (June Mtg)**
 - **Jason Buckentin Class C Water License**
 - **W.W.O.T.A. Inc Assistance Agreement Services**
 - **City Office Summer Hours**
8. **City Council Reports**
 - **Councilmember Mitch Polzin (Streets)**
 - **Councilmember Eric Poppler (Parks)**
 - **Councilmember Jessica Weber (Buildings)**
 - **Councilmember Tim Tracy (Water/Sewer)**
 - **Mayor Chris Lund**
9. **Adjourn City Council Meeting**

2025 May Claims List

CHECK #	VENDOR	FUND	CLAIM DESCRIPTION	AMOUNT	APPROVED
ACH	EFTPS	Divided	Fed, Social Security, MC - April 2026	\$3,722.36	5/12/2026
ACH	MN Dept. of Revenue	Divided	State Withholding Tax Payment - April 2026	\$730.00	5/12/2026
ACH	PERA	Divided	PERA Withholding - April 2026	\$612.12	5/12/2026
ACH	PERA	Divided	PERA Withholding - April 2026	\$974.87	5/12/2026
ACH	HealthPartners	Divided	Health Insurance for May 2026	\$4,164.62	5/12/2026
ACH	ZOOM	General Gov't	Video Conferencing 05/06/2025 - 06/05/2025	\$17.33	5/12/2026
ACH	Security Bank & Trust	General Gov't	ACH Service Fees for April 2026	\$20.00	5/12/2026
ACH	Google	General Gov't	Email Accounts (14) Administered by Google G Suite	\$235.20	5/12/2026
ACH	Xcel Energy	Divided	XCEL ENERGY-MN XCELENERGY 00053491844	\$1,318.31	5/12/2026
ACH	Xcel Energy	Divided	XCEL ENERGY-MN XCELENERGY 00053491855	\$1,131.16	5/12/2026
ACH	Xcel Energy	Divided	XCEL ENERGY-MN XCELENERGY 00051366837	\$238.56	5/12/2026
ACH	Xcel Energy	Divided	XCEL ENERGY-MN XCELENERGY 00130099230	\$179.70	5/12/2026
ACH	Kwik Trip	General Gov't	5.07 gallons gas	\$26.28	5/12/2026
ACH	Optum	General Gov't	HSA Admin Fee's for City Employees 1st Qtr 2026	\$22.50	5/12/2026
DC	Amazon	General Gov't	Discharge hose, Paper Towels and Laundry Detergent	\$121.43	5/12/2026
DC	Amazon	General Gov't	Tork Mechanical Hand Dispenser	\$53.11	5/12/2026
DC	Amazon	General Gov't	Filterbuy 20x25x1 Filter	\$71.93	5/12/2026
DC	Fleet Farm	Park	Cracked Corn, chicken starter feed, trough	\$42.23	5/12/2026
DD	Jason Buckentin	Divided	Wages 4/20/26 to 5/03/26	\$2,191.90	5/12/2026
DD	Jenni Droege	Divided	Wages 4/20/26 to 5/03/26	\$1,124.52	5/12/2026
DD	Steve Frensko	Park	Wages 4/20/26 to 5/03/26	\$728.62	5/12/2026
DD	Jeremy Gruenhagen	Divided	May Wages (Call Out/Rounds)	\$2,526.30	5/12/2026
DD	W.W.O.T.A	Water/Sewer	Water/Wastewater Assistance	\$516.25	5/12/2026
22913	212 Equipment	Parks and Recreation	Skid Attachment Rental-Tree Spade	\$30.00	5/12/2026
22914	Abdo Solutions	General Gov't	2025 Financial Audit	\$950.00	5/12/2026
22915	Bound Tree	Public Safety (FD)	Batteries, Sterile Gauze, Curaplex Jelly	\$49.39	5/12/2026
22916	Carver County (CarverLink)	Divided	Internet services April 2026	\$120.00	5/12/2026
22917	Clarke Environmental Mosquito Management	Public Safety	Mosquito Control for 2026 Season Bill 1 of 3	\$1,590.00	5/12/2026
22918	Coordinated Business Systems	General Gov't	Monthly equipment fees	\$57.99	5/12/2026
22919	Gopher State One Call	Water/Sewer	April Locates-Email tickets-13 at \$1.35	\$17.55	5/12/2026
22920	Hartfiel Automation	Water	NPT Ports, Body Manifold Base, Mini plug in, 120 VAC locking exte	\$776.28	5/12/2026
22921	Home Solutions	Divided	Notched spreader, rental, masks, return of rental	\$129.75	5/12/2026
22922	Kirvida Fire Inc.	Public Safety	Annual Pump Test, and Maintenance	\$750.00	5/12/2026
22923	Loffler	General Gov't	April color and black copies	\$12.71	5/12/2026
22924	Mayer Lumber Co.	General Gov't	Front door for the community center	\$2,365.00	5/12/2026
22925	Menards	Hall	Sheet Rock and misc material for Men's Bathroom Remodel, Park mat	\$1,866.65	5/12/2026
22926	MN Dept. of Health	Divided	Water Supply System Operator Exam	\$23.00	5/12/2026
22927	MNSPECT/Safebuilt	Public Safety	Permits #26HB-00003 and 00004	\$215.83	5/12/2026
22928	MVTL	Sewer	Discharge Samples	\$182.50	5/12/2026
22929	Per Mar Security	Water	Monitoring of the Water Treatment Plant-183 Broadway, 6/03/26 to 5	\$117.42	5/12/2026
22930	RecTech	General Gov't	Invoice #7910, Belt V-5V-198.75 with sleeve, Estimate #8038	\$230.96	5/12/2026
22931	Right Way Plumbing LLC	Public Safety	Multiple plumbing projects at the Fire Station	\$6,150.00	5/12/2026
22932	Steven Siewert	Parks and Recreation	Ducks for the park pond	\$227.57	5/12/2026
22933	WM Mueller & Sons	Divided	Fuel for lawn mower, truck	\$4,582.70	5/12/2026
				\$41,214.60	

	Beginning Balance 1/1/2026	2026 Budget Income	2026 Budget Expense	Budget Year-End Balance	Total Income Received	2026 Total Expenses	Ending Balance 4/30/2026
General Fund	<u>\$569,696.76</u>	<u>\$695,845.00</u>	<u>\$827,063.00</u>	<u>\$438,478.76</u>	<u>\$19,349.72</u>	<u>\$229,630.85</u>	<u>\$359,415.63</u>
General Gov't			\$509,725.00			\$166,980.81	
Public Safety (Fire Dept.)			\$136,603.00			\$24,166.30	
Public Works (Streets)			\$60,900.00			\$15,759.53	
Sanitation & Recycling			\$13,500.00			\$0.00	
Parks & Recreation			\$57,970.00			\$8,663.46	
Comm. Hall			\$48,365.00			\$14,060.75	
Special Revenue Funds	<u>\$365,566.92</u>	<u>\$225,300.00</u>	<u>\$0.00</u>	<u>\$590,866.92</u>	<u>\$55,560.99</u>	<u>\$0.00</u>	<u>\$421,127.91</u>
City Of Hamburg (Savings)	\$341,472.54	\$198,300.00	\$0.00	\$539,772.54	\$1,094.58	\$0.00	\$342,567.12
*Equipment Replacement Fund	\$49,497.35	\$5,000.00	\$0.00	\$54,497.35	\$0.00	\$0.00	\$49,497.35
*City Maintenance Fund	\$12,297.00	\$0.00	\$0.00	\$12,297.00	\$0.00	\$0.00	\$12,297.00
*Street Improvements (Repairs)	\$236,078.00	\$123,500.00	\$0.00	\$359,578.00	\$0.00	\$0.00	\$236,078.00
*Park Pavement	\$10,000.00	\$10,000.00	\$0.00	\$20,000.00	\$0.00	\$0.00	\$10,000.00
*City 150th Celebration	\$0.00	\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$0.00	
*Water Tower	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
*Interest	\$33,600.19	\$4,800.00	\$0.00	\$38,400.19	\$1,094.58	\$0.00	\$34,694.77
*Transfers In (Out)	\$0.00	\$50,000.00	\$0.00	\$50,000.00	\$0.00	\$0.00	\$0.00
Fire Equipment CD	\$24,094.38	\$27,000.00	\$0.00	\$51,094.38	\$54,466.41	\$0.00	\$78,560.79
Debt Service	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total (Tax Revenue Funds)	<u>\$935,263.68</u>	<u>\$921,145.00</u>	<u>\$827,063.00</u>	<u>\$1,029,345.68</u>	<u>\$74,910.71</u>	<u>\$229,630.85</u>	<u>\$780,543.54</u>
Enterprise Funds							
Water	\$68,678.93	\$202,430.00	\$182,921.00	\$88,187.93	\$67,075.03	\$44,558.35	\$91,195.61
Sewer	\$335,580.46	\$83,482.00	\$95,527.00	\$323,535.46	\$27,871.99	\$116,842.20	\$246,610.25
Storm Water	<u>\$87,831.58</u>	<u>\$72,310.00</u>	<u>\$77,590.00</u>	<u>\$82,551.58</u>	<u>\$24,644.31</u>	<u>\$65,800.16</u>	<u>\$46,675.73</u>
Total (Enterprise Funds)	<u>\$492,090.97</u>	<u>\$358,222.00</u>	<u>\$356,038.00</u>	<u>\$494,274.97</u>	<u>\$119,591.33</u>	<u>\$227,200.71</u>	<u>\$384,481.59</u>
Totals	<u>\$1,427,354.65</u>	<u>\$1,279,367.00</u>	<u>\$1,183,101.00</u>	<u>\$1,523,620.65</u>	<u>\$194,502.04</u>	<u>\$456,831.56</u>	<u>\$1,165,025.13</u>

	Remaining Balance 1/1/2026	Remaining Assessment 1/1/2026	Cash & Investments	2025 Principle Payments	Date Due	Maturity Date	Unfunded Balance 1/31/2026
Debt Summary							
Sanitary Sewer Improvements	\$40,088.23	\$23,997.00	\$0.00	\$17,000.00	2/20/26 & 8/20/26	8/20/2028	(\$908.77)
Storm Water Improvements	\$485,000.00	\$0.00	\$0.00	\$65,000.00	2/1/26 & 8/1/26	2/1/2032	\$420,000.00
Water Tower/Water Main Imp Project	<u>\$1,108,000.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$53,000.00</u>	2/20/26 & 8/20/26	8/20/2044	<u>\$1,055,000.00</u>
Totals	<u>\$1,633,088.23</u>	<u>\$23,997.00</u>	<u>\$0.00</u>	<u>\$135,000.00</u>			<u>\$1,474,091.23</u>

Cash Flow Actuals

	<u>January</u>	<u>February</u>	<u>March</u>	<u>April</u>	<u>May</u>	<u>June</u>	<u>Totals</u>
Beg. Balance	\$1,427,354.65	\$1,351,143.52	\$1,236,020.19	\$1,191,090.93	\$1,165,025.13	\$1,165,025.13	\$1,165,025.13
<u>Income</u>							
Property Taxes	\$66.39	\$0.00	\$0.00	\$0.00			\$66.39
Licenses & Permits	\$91.00	\$86.00	\$91.00	\$91.00			\$359.00
Intergov't Receipts (Aids)	\$2,368.32	\$0.00	\$0.00	\$0.00			\$2,368.32
Charges for Services							
Assessment Searches	\$0.00	\$0.00	\$0.00	\$0.00			\$0.00
Comm Ctr Rentals	\$150.00	\$0.00	\$350.00	\$0.00			\$500.00
Township Contribution	\$0.00	\$0.00	\$0.00	\$0.00			\$0.00
Fire Dept. Revenues	\$0.00	\$0.00	\$767.00	\$0.00			\$767.00
Park Rentals	\$100.00	\$200.00	\$0.00	\$0.00			\$300.00
Hall Receipts	\$3,167.30	\$1,476.60	\$553.70	\$1,863.10			\$7,060.70
Fines	\$0.00	\$233.32	\$153.32	\$76.66			\$463.30
Misc. Receipts/Donations	\$3,300.00	\$3,262.97	\$38.00	\$0.00			\$6,600.97
Other Receipts							
Insurance Recovery	\$0.00	\$0.00	\$0.00	\$0.00			\$0.00
Interest Income (Checking)	\$260.53	\$205.16	\$210.31	\$188.04			\$864.04
Interest Income (Savings)	\$466.41	\$0.00	\$1,094.58	\$0.00			\$1,560.99
Transfers In	\$0.00	\$0.00	\$0.00	\$0.00			\$0.00
Transfers In (Savings)	\$54,000.00	\$0.00	\$0.00	\$0.00			\$54,000.00
Debt Proceeds/Sale of Assets	\$0.00	\$0.00	\$0.00	\$0.00			\$0.00
Special Assessments	\$0.00	\$0.00	\$0.00	\$0.00			\$0.00
Water Service	\$15,010.08	\$15,795.10	\$18,992.75	\$17,277.10			\$67,075.03
Sewer Service	\$6,591.41	\$5,943.36	\$7,234.21	\$8,103.01			\$27,871.99
Storm Water	\$5,511.87	\$5,867.50	\$6,792.41	\$6,472.53			\$24,644.31
	\$91,083.31	\$33,070.01	\$36,277.28	\$34,071.44	\$0.00	\$0.00	\$194,502.04
<u>Expenses</u>							
General Gov't	\$26,155.01	\$19,520.02	\$41,206.88	\$26,092.90			\$112,974.81
Public Safety	\$2,236.69	\$2,411.42	\$8,033.11	\$11,485.08			\$24,166.30
Public Works	\$1,570.84	\$5,513.64	\$7,073.01	\$1,602.04			\$15,759.53
Sanitation & Recycling	\$0.00	\$0.00	\$0.00	\$0.00			\$0.00
Park & Recreation	\$1,048.50	\$1,410.12	\$4,285.78	\$1,919.06			\$8,663.46
Hall Expenses	\$2,586.96	\$5,971.37	\$3,069.72	\$2,432.70			\$14,060.75
Debt Service	\$0.00	\$0.00	\$0.00	\$0.00			\$0.00
Capital Project Funds	\$0.00	\$0.00	\$0.00	\$0.00			\$0.00
Transfers Out	\$54,006.00	\$0.00	\$0.00	\$0.00			\$54,006.00
Transfer to Savings	\$0.00	\$0.00	\$0.00	\$0.00			\$0.00
Water	\$5,506.47	\$4,021.51	\$12,860.26	\$12,245.27			\$34,633.51
Sewer	\$4,026.47	\$103,526.01	\$4,677.78	\$4,360.19			\$116,590.45
Storm Water	\$0.00	\$27.50	\$0.00	\$0.00			\$27.50
Total Expenses	\$97,136.94	\$142,401.59	\$81,206.54	\$60,137.24	\$0.00	\$0.00	\$380,882.31
Other Expenses (DEBT)							
Water Imp. Bonds (2019B)	\$4,384.84	\$0.00	\$0.00	\$0.00			\$4,384.84
Water Tower Project	\$0.00	\$5,540.00	\$0.00	\$0.00			\$5,540.00
Sewer Imp. Bonds (2011)	\$0.00	\$251.75	\$0.00	\$0.00			\$251.75
Storm Water Imp. Bonds (2019B)	\$65,772.66	\$0.00	\$0.00	\$0.00			\$65,772.66
Total Other Expenses	\$70,157.50	\$5,791.75	\$0.00	\$0.00	\$0.00	\$0.00	\$75,949.25
Checking Balance	\$1,351,143.52	\$1,236,020.19	\$1,191,090.93	\$1,165,025.13	\$1,165,025.13	\$1,165,025.13	\$1,165,025.13
Net Income (Loss)	(\$76,211.13)	(\$115,123.33)	(\$44,929.26)	(\$26,065.80)	\$0.00	\$0.00	(\$262,329.52)

CITY OF HAMBURG TIME-OFF REQUEST FORM

Today's Date: May 8, 2020

Employee Name: Jeremy Bruenhagen

Dates Requesting Time-Off: May 18th to 26th
June 5th

How many **Vacation** hours will be used? 24

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 than three consecutive days off? Yes

- If yes, you must receive City Council approval.

City Council Approval

Date of Council Meeting: May 12, 2020

Was vacation request approved? _____

- If no, reason request was denied: _____

Jeremy Bruenhagen
Employee Signature

5-8-20
Date

City Clerk/Treasurer

Date

Mayor

Date



2026 POND CLOSING SCHEDULE

2nd and 4th Saturday

Date	Council Member / Mayor
April 11	Jason Buckentin
April 25	Tim Tracy
May 9	Tim Tracy
May 23	
June 13	
June 27	
July 11	
July 25	
August 8	
August 22	
September 12	
September 26	

Jason to open pond gate around 8:00 a.m. Assigned Council Member will lock the gate at 12:00 p.m



Jeremy Gruenhagen <cityadmin@cityofhamburgmn.com>

ROW Easement

Brody Bratsch <bbratsch@sehinc.com>

Tue, May 5, 2026 at 10:45 AM

To: Jeremy Gruenhagen <cityadmin@cityofhamburgmn.com>

Hey Jeremy,

Look like the watermain is in the back alley so we're good there, but do you know if there's any private utilities maybe in that ROW?

Gas, phone, internet, or fiber?

If there are no utilities there then I would say they should be fine to move it 2 feet further out. Your question on the minimum ROW is hard to answer because it's not a one size fits all. Depends on if water and sewer are coming from the street and what utilities are in the ROW. Basically you need to ask yourself that if you need to dig something up, you want to stay out of the street and curb.

If we ever did a full reconstruction project on Railroad I we should be able to construct the street without harming the new wall, but that would be the other thing to think about.

Might want to run it by the City attorney to see if there's any sort of document they would want signed by building a fairly expensive personal wall within City right-of-way to protect both the City and the resident if something were to happen to the wall in the future.

Brody Bratsch, PE (MN)

Project Engineer

Short Elliott Hendrickson, Inc. (SEH)

[320.223.8418](tel:320.223.8418) cell

Building a Better World for All of Us™

100% Employee Owned

From: Jeremy Gruenhagen <cityadmin@cityofhamburgmn.com>

Sent: Tuesday, May 5, 2026 10:35 AM

To: Brody Bratsch <bbratsch@sehinc.com>

Subject: ROW Easement



Brody,

The residents at 276 Railroad Street would like to rebuild their retaining wall as shown in the pictures above. Currently, the wall is right up to their property pins. They are proposing to extend the retaining wall about two feet into the right-of-way (ROW), reaching the location where the steps are.

From an engineering perspective, do you foresee any issues with this plan? I believe the ROW is about 10 feet. If we permit them to extend the retaining wall into the ROW, that would leave an 8-foot ROW. What is the minimum required ROW for a roadway, and would an 8-foot ROW be sufficient for Railroad Street?

Thanks,

Water/Wastewater Operations
& Technical Assistance, Inc.
W.W.O.T.A. Inc.

May 8, 2026

City of Hamburg
Attn: Jeremy Gruenhagen, City Administrator
181 Broadway Ave., PO Box 248
Hamburg, MN 55339-0248

Re: Water/Wastewater Assistance Agreement Services

Dear Jeremy,

To follow up our past discussions regarding the Water/Wastewater site assistance between The City of Hamburg and Water/Wastewater Operations & Technical Assistance Inc., this letter serves as notice of our mutual desire to terminate the current agreement effective end of day, May 15th, 2026. This date gives the Hamburg City Council an opportunity to officially act on this matter at their May 2026 meeting.

With your staff member, Jason Buckentin recently obtaining his Class "C" water certification and previously obtaining his Class "D" wastewater certification and Class "D" water certification, the need for a contract water/wastewater operator is no longer necessary. This completes the original goal when we started working together back in March 2023, of helping Jason gain the skills necessary to become familiar with your water and wastewater system and obtain his water/wastewater certifications.


I understand that Jason, yourself and your City Council have discussed some continued support from me via phone, text, and e-mail consulting. For this service and availability, I am proposing \$150.00/ month retainer fee effective June 1st, 2026.

If the City Staff would like any onsite assistance, I will invoice in addition to the monthly retainer fee and site time at an hourly fee of \$57.50 (was at \$55.00/hr. since June 2022) and trip/travel service fee of \$31.75 (was at \$30.00 since June 2022).

I fully understand that there may come a time when the City of Hamburg will wish to discontinue any consulting and site time along with the associated fees.

With the task at hand of Jason becoming certified, I am incredibly grateful to have had the opportunity to work with the City Staff, Mayor, Council, and people of Hamburg, and look forward to assisting you in the future.

As always, please feel free to contact me with any questions.

Sincerely,

Curt Reetz
W.W.O.T.A. Inc.



PO Box 1033 Arlington, MN 55307-1033
Cell (507) 317-1612

