



HAMBURG CITY COUNCIL AGENDA ***JUNE 12, 2018***

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 Minutes for April 10, 2018 (Revised)**
 - **Approve Minutes for May 8, 2018**
 - **Approve Payment of Added May Claims (\$43,231.03)**
 - **Approve Payment of June Claims (\$19,890.35)**
 - **Approve Liquor License Renewals**
 - **Parkside Tavern – On/Off Sale & Special Sunday**
 - **Hamburg Lions Club – 3.2 Malt Liquor**
 - **Hamburg Baseball Club – 3.2 Malt Liquor**
 - **Approve Time-Off Request (Jeremy Gruenhagen)**
 - **Met Council 2017 Annual Population Estimates**
 - **MN Dept. of Health Sanitary Survey Report for Public Water System**
 - **Cash Flow Statement for February/March 2018**
 - **Delinquent Utility Bills Report**
 - **Employee Project Lists**
5. **Hamburg Fire Department**
 - **HFDR Retirement Account (PERA)**
 - **MVEC Grant for Pagers (\$3,092)**
 - **Approve Pager Purchase (\$5,100)**
 - **Firefighter Ryan Benjamin Resignation**
6. **Mike Malz (Hamburg Big Rib Jig)**
 - **Hamburg Big Rib Jig**
 - **Declare as Community Festival**
 - **Approve Parkside Tavern to Sell Alcohol**
 - **Close RR Street Along Bar**
 - **Approve Resolution Number 2018-07**



HAMBURG CITY COUNCIL AGENDA
JUNE 12, 2018

7. **Kandis Hanson - MNSPECT**
 - City Building Permits
8. **Jaguar Communications**
 - City-Wide Fiber-Optic (Private Services)
 - City Services (Phones/WTP)
9. **Chad Edwards – Maguire Iron, Inc.**
 - Water Tower 5 Year Maintenance Program
10. **Ryan & Heather Benjamin (250 RR Street)**
 - Easement for Driveway
11. **Storm Water Easement (Railroad Street)**
 - Lease Agreement - Jake & Steve Trebesch
12. **Old City Business**
 - 2018 Street Improvements/Repairs
 - Crack Sealing/Seal Coatings Bids
 - Mill & Overlay of Railroad Street & Scheele Avenue
 - 2018 City Building Repairs (Roofs/Steps)
13. **New City Business**
 - Approve Transient Merchant Permit for Justin Spande
 - Private Ditch North of City Limits Cleaned (Cost Share)
 - National Night Out August 7, 2018
14. **City Council Reports**
 - Councilmember Jason Buckentin
 - Councilmember Tim Tracy
 - Councilmember Scott Feltmann
 - Councilmember Steve Trebesch
 - Mayor Chris Lund
15. **Adjourn City Council Meeting**



***HAMBURG CITY COUNCIL AGENDA
JUNE 12, 2018***

COMMUNITY HALL

JUNE

- 9 – Wedding Reception**
- 30 – Wedding Reception**

PARK ACTIVITIES

JUNE

- 2 – Park Rental**
- 3 – Park Rental**
- 15 – Park Rental**
- 16 – Nathan Dammann Memorial**
- 17 – Park Rental**
- 23 – Hamburg Big Rib Jig**

COMMUNITY CENTER (FIRE HALL) ACTIVITIES

JUNE

- 3 – Community Center Rental**
- 4 – Hamburg Lions Board Meeting**
- 4 – HFD Training**
- 12 – Hamburg City Council Meeting @ 7:00 PM**
- 12 – Young America Township Meeting**
- 13 – Hamburg Lions Club**
- 18 – Hamburg Lions Club Meeting**
- 25 – Hamburg Fire Dept. (Relief Association) Meeting**

JULY

- 2 – Hamburg Lions Board Meeting**
- 2 – HFD Training**
- 4 – Independence Day (City Offices Closed)**
- 10 – Hamburg City Council Meeting @ 7:00 PM**
- 10 – Young America Township Meeting**
- 16 – Hamburg Lions Club Meeting**
- 30 – Hamburg Fire Dept. (Relief Association) Meeting**



HAMBURG CITY COUNCIL AGENDA APRIL 10, 2018

Mayor Chris Lund called the Hamburg City Council Meeting to order at 7:00 pm. Those in attendance were: Council Members Scott Feltmann, Steve Trebesch, and Jason Buckentin. Councilman Tim Tracy was absent. City Maintenance Greg Schultz, Hamburg Fire Department: Chief Justin Buckentin and HFDRA President Scott Anderson, Brad Falteysek with Abdo, Eick and Meyers, and Hamburg resident Jake Trebesch were also present.

Agenda Review (Added Items) and Adoption

- N.I.M.S. Training

MOTION: Councilman Steve Trebesch moved to approve the Agenda Review as amended. Seconded by Councilman Jason Buckentin. Motion was approved unanimously with Councilman Tim Tracy being absent.

Consent Agenda

- Approve Minutes for March 13, 2018
- Approve Payment of Added March Claims (\$37,705.40)
- Approve Payment of April Claims (\$13,862.57)
- Approve Temporary On-Sale Liquor License for Hamburg Lions Club for April 21, 2018 Wedding Reception
- Approve Resolution Number 2018-05 (Local Decision Making Authority)
- Cash Flow Statement for January 2018
- Delinquent Utility Bills Report
- Employee Project Lists
- Sever Weather Awareness Week (April 9-13, 2018)
- Clarke Mosquito Control Schedule for 2018
- Sheriff's Office 18th Annual Recognition Evening – April 17, 2018
- Hamburg's 1st Quarter 2018 Sheriff's Office Report
- S.H.I.P. Grant Idea – Fitness Course
- SW Light Rail Update from TC&W President (Email)

MOTION: Councilman Steve Trebesch moved to approve the Agenda Review. Seconded by Councilman Jason Buckentin. Motion was approved unanimously with Councilman Tim Tracy being absent.

Hamburg Fire Department Report

- Retirement Letter (Chief Buckentin)
- McLeod County Coop Grant (Air Pack Holders)
- HFDRA Donation (Air Pack Holders/Pagers)
 - 24 Bottles have been replaced, using other grants to purchase holders
- PERA (HFDRA)



HAMBURG CITY COUNCIL AGENDA APRIL 10, 2018

- Council will wait to hear from Rep. Nash regarding possible changes in Legislation regarding PERA.

Greg Schultz

- Wastewater Lift Station Pump - has been installed
- Lead Water Testing - Results/Update
 - Some results have come in and 2 homes have tested slightly high. Waiting for the remaining results before deciding on how to move forward.
- Inflow & Infiltration Program Inspections
 - 4 homes with connection violations and 2 homes need a toilet pulled for the inspection to be completed.
- Ordinance Number 124 (Update)
 - Will re-word ordinance to strengthen prohibited connections and address cracks, sags, etc...

Abdo, Eick & Meyers – Brad Falteysek

- 2017 City Financial Audit
 - Council was walked through the draft audit.

Jaguar Communications

- **May 8, 2018 Council Meeting**
- **City-Wide Fiber-Optic (Private Services)**
- **City Services (Phones/WTP)**

Storm Water Easement (Railroad Street)

- Lease Agreement - Jake & Steve Trebesch
 - City Attorney requested a legal description of the property and a copy of the deed.

Old City Business

- City Name Tags/Shirts
 - All have been received and distributed
- Medical Leave (Jeremy Gruenhagen)
 - Family meeting on the 13th to figure out appointments and schedule family members to assist.

New City Business

- 2040 Comp. Plan Public Hearing
 - May 8, 2018 @ 6:30 PM
- Bids for Stand-alone Office Copier



***HAMBURG CITY COUNCIL AGENDA
APRIL 10, 2018***

MOTION: Councilman Steve Trebesch moved to approve the State Government Lease option through Loffler for a Canon copier. Seconded by Councilman Jason Buckentin. Motion was approved unanimously with Councilman Tim Tracy being absent.

- Carver County Dog Ordinance
 - Meeting on April 17th for the Local Government Workshop to discuss adopting the Counties Dangerous Dog Ordinance.
- Martha Street Ditch
 - Township reported the blocked water flow to the County Ditch Inspector and the Road Authority.
- New Election Equipment for 2018
- March Payroll (Mel Sprengeler)

MOTION: Councilman Scott Feltmann moved to approve \$50.00 per day for Mel Sprengeler to cover Rounds while Greg Schultz was on vacation. Seconded by Councilman Jason Buckentin. Motion was approved unanimously with Councilman Tim Tracy being absent.

- N.I.M.S. Training
 - City Clerk will check to see if all Council Members have completed the on-line training.

City Council Reports

- Mayor Chris Lund
 - League of MN Cities Conference – The League does a lot for each City including allowing us to enact our own City Ordinances. Spoke with Rep. Erdahl about the history of Hamburg's water and the cost increases over the past 15 years. The squeaky wheel gets the grease so contact our Representatives about our water tower needs. Jeremy will pull together the addresses and phone numbers of each Rep. and have that available in the City Office. Free parking in the League parking lot. May 21st is the last day of the Legislative session.

MOTION: Councilman Steve Trebesch moved to adjourn the City Council Meeting at 9:00 PM. Seconded by Councilman Scott Feltmann. Motion was approved unanimously with Councilman Tim Tracy being absent.

Submitted by:

**Tamara Bracht
Deputy Clerk**



HAMBURG CITY COUNCIL MEETING MAY 8, 2018

In attendance: Mayor Chris Lund, Councilmen Scott Feltmann, Steve Trebesch, Jason Buckentin, and Tim Tracy. City Clerk/Treasurer Jeremy Gruenhagen, Deputy Clerk Tamara Bracht, Haila Maze with Bolton-Menk, Dean Johnson with Resource Strategies, Justin Black with SEH Inc., Tim Rohwer with Rohwer Construction, resident's: Lois Droege, Bonnie Freis, Kathy Herrmann, Brian Biermann, Justin Spande, Jeff Tollefson, and Jake Trebesch.

Public Hearing Called to Order at 6:30 p.m.

- 2040 Comprehensive Plan

Haila Maze, Dean Johnson and Justin Black walked the Council through the 2040 Comprehensive Plan and answered questions. The Met Council indicates that Hamburg should see an increase of about 18% in affordable housing by 2040. This equates to 4 housing units. Water, Sewer and Storm Water was discussed along with the Water Tower needs.

MOTION: Councilman Steve Trebesch moved to close the Public Hearing at 7:08 p.m. Seconded by Councilman Jason Buckentin. Motion was unanimously approved. All Council Members were present.

Hamburg City Council Meeting was called to order at 7:15 p.m.

Public Comment

- Resident Brian Biermann brought forth concerns about his water quality when the following situations occur: the city hydrants are used or flushed, the Fire Department is used for fill-ups, or the main water to the city needs to be shut off for repairs.
 - ❖ Council acknowledged the concern and is looking into a way to loop the water system in a few areas of town to prevent these issues.
- Resident Jeffrey Tollefson requested reimbursement from the City of the additional expense on his electrical bill. His sump pump had to run more often during the main break in the alley alongside his house. He was also concerned with how much time it took to get the main break fixed.
 - ❖ Council requested a copy of Mr. Tollefson's 2018 bills for review before a decision is made.



HAMBURG CITY COUNCIL MEETING MAY 8, 2018

Agenda Review (Added Items) and Adoption

- Subtract Jaguar from the Agenda – they will attend the June 12th Meeting
- Temporary on-sale Liquor License – Consent Agenda

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

Consent Agenda

- Approve Minutes for April 10, 2018
- Approve Payment of Added April Claims (\$45,622.08)
- Approve Payment of May Claims (\$18,048.94)
- Cash Flow Statement for February 2018
- Delinquent Utility Bills Report
- Employee Project Lists
- Pond (Brush) Sign Up Sheet
- Temporary On-Sale Liquor Licenses for June 9th and 30th

MOTION: Councilman Steve Trebesch moved to approve the Consent Agenda with the removal of the April Claims for discussion. Seconded by Councilman Jason Buckentin. Motion was unanimously approved. All Council Members were present.

Hamburg Fire Department

- HFDR Retirement Account (PERA)
 - On hold as the FD awaits answers to a few questions from PERA

Jaguar Communications – will attend June 12th Meeting

- City-Wide Fiber-Optic (Private Services)
City Services (Phones/WTP)

Bonnie Freis

- Community Hall Auction
 - Council denied the request to hold an auction due to the wear-and-tear that auctions have had on the Hall in the past.

Jaime Haas (Parkside Tavern)

- Hamburg Big Rib Jig - Close RR Street Along Bar for a Bean Bag Tournament
- Liquor License (Caterer's Permit)



HAMBURG CITY COUNCIL MEETING
MAY 8, 2018

MOTION: Councilman Steve Trebesch moved to approve closing a portion of Railroad Street for a Bean Bag Tournament on June 23, 2018 from 10 AM – 8 PM. Alcohol Sales contingent on staff research. Seconded by Councilman Tim Tracy. Motion was unanimously approved. All Council Members were present.

Lois Droege

- George Street (Develop Outlot B)
 - Further review and discussion is needed regarding Storm Water Drainage.

Storm Water Easement (Railroad Street)

- Lease Agreement - Jake & Steve Trebesch
 - Further research and discussion is needed. Adjourn topic until June 12th Council meeting.

Old City Business

- 2040 Comprehensive Plan
- Approve Resolution Number 2018-06 (2040 Comp Plan Update)

MOTION: Councilman Steve Trebesch moved to approve Resolution Number 2018-06 (2040 Comp Plan Draft). Seconded by Councilman Jason Buckentin. Motion was unanimously approved. All Council Members were present.

- 2019 DWRP Project Priority List (Water Tower)
 - More information will be known in July
- I/I Abatement Program
 - 3 homes need a plumber – will work on getting that scheduled and a few homes have issues to fix
- Medical Leave (Jeremy Gruenhagen)
 - Document days on group calendar

New City Business

- Xcel Energy Memo (Pole Attachments)
 - Jeremy will speak with our city rep. regarding Christmas light placement
- 2018/2019 Work Comp Renewal (Deductible)

MOTION: Councilman Jason Buckentin moved to approve a \$250 Work Comp Renewal Deductible. Seconded by Councilman Tim Tracy. Motion was unanimously approved. All Council Members were present.

- 2018 Street Improvements/Repairs
 - Staff will send out bid proposals



HAMBURG CITY COUNCIL MEETING ***MAY 8, 2018***

- 2018 Building Repairs (Roofs/Steps)
 - The Hamburg Hunt & Fish Club will help pay for paving the East side of the Hall.
 - The City received a \$500 donation from the Baseball Club. The donation will be used to purchase a new drag for the ball fields.
- Carver County Dog Ordinance
 - Changing our ordinance to reflect the Counties Ordinance
- Declare Nuisance Violations

MOTION: Councilman Tim Tracy declared 420 Maria Avenue a nuisance due to expired tabs and an inoperable vehicle. Seconded by Councilman Jason Buckentin. Motion was unanimously approved. All Council Members were present.

- April Added Claims
 - There was a duplicate entry on the claims list. Staff will make that correction.

MOTION: Councilman Steve Trebesch moved to approve the added April Claims of 13 ACH payments and Check #'s 19072 thru 19087 in the amount of \$45,622.08. Seconded by Councilman Jason Buckentin. Motion was unanimously approved. All Council Members were present.

Jeremy:

Spoke with Justin Black regarding possible Grants for storm sewer, looping the water mains and future development grants

City Council Reports

Nothing from Council

Mayor Chris Lund –

- Council members please sign up to close the Ponds every other Saturday at noon throughout the Summer months.
- Carver County Leaders meeting: Guest speakers were Metro Mobility and Metro Office for Aging are working on ways to allow Seniors the ability to live independently by providing affordable single level housing and transportation. The next Leaders meeting will be July 24th at 7:30 AM regarding the 2040 Comp Plan.
- The Congressional session is coming to an end. I would like to get a group of us to go to the capital on the 14th or 16th to speak with Rep. Nash and Rep. Jensen.
- Rep. Nash is pushing for more money to be put into the PPL (Project Priority List)



***HAMBURG CITY COUNCIL MEETING
MAY 8, 2018***

- There is a Well-head grant program – perhaps this could help us with the future of the Business Park and the looping of our water lines.
- Mayors "Time In" is this Friday from 8-10 AM.

MOTION: Councilman Steve Trebesch moved to adjourn the City Council Meeting at 9:41 PM. Seconded by Councilman Scott Feltmann. Motion was unanimously approved. All Council Members were present.

2018 April Claims List

| CHECK # | VENDOR | FUND | CLAIM DESCRIPTION | AMOUNT | APPROVED |
|---------|------------------------------------|---------------------|---|-------------|-----------|
| ACH | EFTPS | Divided | Fed, Social Security, MC - March 2018 | \$3,370.94 | 4/10/2018 |
| ACH | PERA | Divided | PERA Withholding - March 2018 | \$441.93 | 4/10/2018 |
| ACH | PERA | Divided | PERA Withholding - March 2018 | \$707.04 | 4/10/2018 |
| ACH | MN Dept. of Revenue | Divided | March 2018 State Withholding Tax Payment | \$602.00 | 4/10/2018 |
| ACH | HealthPartners | Divided | Health Insurance for April 2018 | \$2,958.95 | 4/10/2018 |
| ACH | AT&T | General Gov't | Cell Phone Payment (April) | \$28.85 | 5/8/2018 |
| ACH | Google | General Gov't | Email Account Service for February 2018 | \$80.00 | 5/8/2018 |
| ACH | MN Dept. of Revenue | Divided | Sales & Use Tax for 1st Qtr 2018 | \$103.00 | 5/8/2018 |
| ACH | Jeremy Gruenhagen | Divided | April Wages | \$1,843.87 | 5/8/2018 |
| ACH | Mel Sprengeler | Divided | Wages 3-26-18 to 4-8-18 | \$276.91 | 5/8/2018 |
| ACH | Greg Schultz | Divided | Wages 3-26-18 to 4-8-18 | \$1,629.83 | 5/8/2018 |
| ACH | Tamara Bracht | Divided | Wages 3-26-18 to 4-8-18 | \$860.78 | 5/8/2018 |
| ACH | Jeremy Gruenhagen | Divided | April Wages | \$1,843.86 | 5/8/2018 |
| ACH | Tamara Bracht | Divided | Wages 4-9-18 to 4-22-18 | \$614.22 | 5/8/2018 |
| ACH | Greg Schultz | Divided | Wages 4-9-18 to 4-22-18 | \$1,956.04 | 5/8/2018 |
| DC | Hamburg Post Office | General Gov't/Water | Postage (Stamps)/Water Samples | \$133.45 | 5/8/2018 |
| DC | Classroom Essentials | Hall | 145 Dove Gray Folding Chairs | \$1,993.75 | 5/8/2018 |
| DC | Urban Land Institute | General Gov't | Annual Membership | \$170.00 | 5/8/2018 |
| 19062 | All Flags, LLC | Divided | 1 MN Flag in Polyester, 2 US Flags in Polyester, Shipping | \$161.43 | 4/10/2018 |
| 19063 | Ancom Communications Inc. | Public Safety (FD) | 3 Pagers and 3 Desktop Chargers | \$2,344.00 | 4/10/2018 |
| 19064 | Carver County Attorney's Office | General Gov't | Fines Collected -1/2 Due to Attorney's Office, 2018 Quarterly S | \$383.52 | 4/10/2018 |
| 19065 | Galls, LLC | Public Safety (FD) | 5 Mens Paragon Shirts | \$253.50 | 4/10/2018 |
| 19066 | McCleod Publishing | Hall | 2018 Wedding Section in Sibley Shopper | \$83.25 | 4/10/2018 |
| 19067 | MNSPECT, LLC | Public Safety (FD) | Permit Fee for 870 Park Ave. Re-Roof, 2 Mechanical Permits at | \$175.00 | 4/10/2018 |
| 19068 | Municipal Emergency Services, Inc. | Public Safety (FD) | Low Rider Helmet with Face Shield | \$265.40 | 4/10/2018 |
| 19069 | Robb's Electric | Public Safety (FD) | Parts and Labor to Re-locate Drop Cord in Fire Station | \$195.05 | 4/10/2018 |
| 19070 | W.W.O.T.A. | Divided | Water/Wastewater Training & Assistance for March 2018 | \$570.00 | 4/10/2018 |
| 19071 | Wm. Mueller & Sons, Inc. | Public Works | Fuel for Ford Ranger, Snow Removal for February 2108 | \$1,350.56 | 4/10/2018 |
| 19072 | MN BCA | Public Safety (FD) | Background Check for Aaron Prim | \$15.00 | 5/8/2018 |
| 19073 | Carver County & CarverLink | Divided | Police Overtime Hours & Telephone/Internet Services 4-1-18 to | \$265.00 | 5/8/2018 |
| 19074 | CenturyLink | Divided | Phone Service 4/3/18/18 - 5/17/18) | 163.57 | 5/8/2018 |
| 19075 | Core & Main | Water | Valve Stem Oiler Kit for Water Valves | 262.61 | 5/8/2018 |
| 19076 | Electric Pump, Inc. | Sewer | Installed New Flygt Pump at the Park Lift Station | 11550.32 | 5/8/2018 |
| 19077 | G&K Services | Divided | Cleaning Supplies - Towels, Mops, Rags, Garbage Liners and (| \$832.74 | 5/8/2018 |
| 19078 | Galls, LLC | Public Safety (FD) | FD Uniform Badges | \$359.15 | 5/8/2018 |
| 19079 | Greg Schultz | Public Works | Clothing Allowance: Steel Toed Boots, 1 Pair of Work | \$200.00 | 5/8/2018 |
| 19080 | Melchert-Hubert-Sjodin, PLLP | General Gov't | Correspondence with Jeremy Gruenhagen, Phone call with Ch | \$547.50 | 5/8/2018 |
| 19081 | Menards | Divided | Mag Tray with Light, Dawn Dish Soap, Garbage Liners, Paper T | \$80.59 | 5/8/2018 |
| 19082 | Motorola | Public Safety (FD) | Replacement Radios | \$10,408.44 | 5/8/2018 |
| 19083 | Quill | General Gov't | Office Supplies - Pens & Post-it Notes | \$91.94 | 5/8/2018 |
| 19084 | S.E.H. | Sewer | 2018 I & I Reduction Program, PPL Application, Storm Water P | \$7,143.51 | 5/8/2018 |
| 19085 | South Central College | Public Safety (FD) | 2018 Fire School Mini-Conference for Justin Buckentin, Full - C | \$270.00 | 5/8/2018 |
| 19086 | Wigfield Design | Public Safety (FD) | 12 Accountability Tags | \$72.00 | 5/8/2018 |
| 19087 | Xcel Energy | Divided | Electricity/Natural Gas Services (3/5/18 - 4/3/18) All 3 Bills | \$1,825.15 | 5/8/2018 |
| | | | | \$59,484.65 | |
| | | | | | |
| | | | April Claims | \$13,862.57 | 4/10/2018 |
| | | | Added April Claims | \$45,622.08 | 5/8/2018 |
| | | | Total April Claims | \$59,484.65 | |

2018 May Claims List

| CHECK # | VENDOR | FUND | CLAIM DESCRIPTION | AMOUNT | APPROVED | |
|---------|--------------------------------------|---------------------|---|-------------|-----------|---------|
| ACH | EFTPS | Divided | Fed, Social Security, MC - April 2018 | \$2,775.02 | 5/8/2018 | |
| ACH | PERA | Divided | PERA Withholding - April 2018 | \$461.36 | 5/8/2018 | |
| ACH | PERA | Divided | PERA Withholding - April 2018 | \$486.98 | 5/8/2018 | |
| ACH | PERA | Divided | PERA Withholding - April 2018 | \$707.04 | 5/8/2018 | |
| ACH | PERA | Divided | PERA Withholding - May 2018 | \$429.49 | 6/12/2018 | |
| ACH | MN Dept. of Revenue | Divided | April 2018 State Withholding Tax Payment | \$511.00 | 5/8/2018 | |
| ACH | HealthPartners | Divided | Health Insurance for May 2018 | \$2,958.95 | 5/8/2018 | |
| ACH | Optum | General Gov't | HSA Participant Fee for 4th Qtr 2017 | \$22.50 | 6/12/2018 | |
| ACH | Google | General Gov't | Email Account Service for March 2018 | \$80.00 | 6/12/2018 | |
| ACH | AT&T | General Gov't | Cell Phone Payment (May) | \$28.85 | 6/12/2018 | |
| ACH | Jeremy Gruenhagen | Divided | May Wages | \$1,843.87 | 6/12/2018 | |
| ACH | Greg Schultz | Divided | Wages 4-23-18 to 5-6-18 | \$1,651.38 | 6/12/2018 | |
| ACH | Tamara Bracht | Divided | Wages 4-23-18 to 5-6-18 | \$590.86 | 6/12/2018 | |
| ACH | Greg Schultz | Divided | Wages 5-7-18 to 5-20-18 | \$1,895.70 | 6/12/2018 | |
| ACH | Tamara Bracht | Divided | Wages 5-7-18 to 5-20-18 | \$555.08 | 6/12/2018 | |
| ACH | Melvin Sprengeler | Divided | Wages 5-7-18 to 5-20-18 | \$210.91 | 6/12/2018 | |
| ACH | Jeremy Gruenhagen | Divided | May Wages | \$1,948.63 | 6/12/2018 | |
| DC | Northern Tool | Streets | Trailer to Mount the Electronic Speed Sign | \$344.06 | 5/8/2018 | \$24.08 |
| DC | UPS | Water | Water Samples | \$10.91 | 6/12/2018 | |
| DC | Hamburg Post Office | Water/Sewer | Postage for Utility Bills | \$105.00 | 6/12/2018 | |
| 19088 | Carver County Environmental Services | General Gov't Bldgs | (36) 4 Foot Flourescent Light Bulbs, 2 Tires | \$33.00 | 5/8/2018 | |
| 19089 | Hilgers Plumbing & Heating Inc. | Sewer | Pull Toilet and Reset it for the I & I Program at 811 William St. | \$157.50 | 5/8/2018 | |
| 19090 | Kirvida Fire | Public Safety (FD) | 2018 Annual Pump Test on Engine #11 & #12 | \$854.86 | 5/8/2018 | |
| 19091 | Menards | Divided | 7 Toilet Diaphragms and a Deadbolt for Band Shelter | \$219.38 | 5/8/2018 | |
| 19092 | Municipal Emergency Services, Inc. | Public Safety (FD) | 9 Smart Dock Seat Brackets to Hold Air Packs | \$4,614.48 | 5/8/2018 | |
| 19093 | Plunkett's Pest Control | Divided | Community Hall/City Hall/Fire Dept. Service Dates 4-18 & 4-20, 2018 | \$139.12 | 5/8/2018 | |
| 19094 | W.W.O.T.A, Inc. | Divided | Water/Wastewater Training & Assistance for April 2018 | \$832.50 | 5/8/2018 | |
| 19095 | Wm. Mueller & Sons | Divided | Snow Plowing for April, Fuel for City Vehicles, Lawnmower and Bot | \$2,977.77 | 5/8/2018 | |
| 19096 | Ancom Communications, Inc. | Public Safety (FD) | Repairs & Maintenance on Pagers | \$641.25 | 6/12/2018 | |
| 19097 | Carver County - CarverLink/Jaguar | Divided | Telephone/Internet Services 5/1/18-5/31/18 | \$109.89 | 6/12/2018 | |
| 19098 | ECM Publishers, Inc. | General Gov't | Public Hearing for 2040 Comp. Plan | \$52.92 | 6/12/2018 | |
| 19099 | Floyd Total Security | Water | Base Alarm Monitoring | \$86.85 | 6/12/2018 | |
| 19100 | G & K Services (Cintas) | Hall | Cleaning Supplies - Towels, Mops, Rags, Garbage Liners and City L | \$231.93 | 6/12/2018 | |
| 19101 | Melchert-Hubert-Sjodin | General Gov't | Reviewed Materials Regarding Stormwater Issue | \$180.00 | 6/12/2018 | |
| 19102 | MN Assoc. of Small Cities | General Gov't | 2018-2019 Membership Dues - (Population 507 * \$.45) & Membership | \$348.15 | 6/12/2018 | |
| 19103 | MN Pollution Control Agency | Sewer | Class D License Renewal for Greg Schultz | \$23.00 | 6/12/2018 | |
| 19104 | MNSPECT, Inc. | Public Safety (FD) | Plumbing Permit Fee, Plan Review for Community Hall Sink | \$203.75 | 6/12/2018 | |
| 19105 | Municipal Emergency Services, Inc. | Public Safety (FD) | Maintenance & Repairs on SCBA (Air Pack) | \$795.80 | 6/12/2018 | |
| 19106 | Viking Bottling Company | Hall | Pop for Hall | \$156.00 | 6/12/2018 | |
| 19107 | Xcel Energy | Divided | VOIDED * Calculation Error * | \$0.00 | 6/12/2018 | |
| 19108 | Xcel Energy | Divided | Electricity/Natural Gas Services (4/3/18 - 5/2/18) | \$948.54 | 6/12/2018 | |
| 19109 | Abdo, Eick & Meyers | General Gov't | Certified Audit Services for the year ended 12/31/17 | \$1,100.00 | 6/12/2018 | |
| 19110 | Business Essentials | General Gov't | Bath Tissue, Paper Towels, Handwash | \$214.57 | 6/12/2018 | |
| 19111 | Canon Financial Services | General Gov't | Canon Copier Rental Fee for May (no printing usage) | \$33.13 | 6/12/2018 | |
| 19112 | Carver County Tax Payer Services | Sewer | 2018 Property Tax for PID. #11.0340600 (Ponds) | \$24.50 | 6/12/2018 | |
| 19113 | Carver County. | Public Safety (FD) | 1st Half of 2018 Police Contract | \$8,152.50 | 6/12/2018 | |
| 19114 | League of MN Cities Ins. Trust | Public Safety (FD) | Worker's Comp. for Firefighters and First Responders | \$6,298.00 | 6/12/2018 | |
| 19115 | Menards | Park & Recreation | Lightbulbs and Breaker Box Parts for Lions Shelter Area | \$53.63 | 6/12/2018 | |
| 19116 | MN Dept. of Health | Water | 2nd Quarter - Community Water Supply Service Connection Fee (21 | \$337.00 | 6/12/2018 | |
| 19117 | MVTL Labs, Inc. | Sewer | Labs Fee's - Pre-Final Pond Discharge on 5-2-18 & Final Pond Disch | \$175.00 | 6/12/2018 | |
| 19118 | Plunkett's Pest Control | General Gov't | City Hall and Fire Dept. Servcie Date 5-11-18 General Inspection | \$39.37 | 6/12/2018 | |
| 19119 | Quill | General Gov't | Copy Paper 1 Box of Standard and 1 Box of 11x17 | \$145.18 | 6/12/2018 | |
| 19120 | S.E.H. Inc. | Divided | 2018 I&I Reduction, Water Tower PPL, Comp. Plan Update | \$12,210.59 | 6/12/2018 | |
| 19121 | UPS | Water | Overnighted Water Samples | \$10.91 | 6/12/2018 | |
| 19122 | Xcel Energy | Divided | Electricity/Natural Gas Services (4/3/18 - 5/2/18) | \$1,261.31 | 6/12/2018 | |
| | | | | \$61,279.97 | | |
| | | | May Claims | \$18,048.94 | 5/8/2018 | |
| | | | May Added Claims | \$43,231.03 | 6/12/2018 | |
| | | | Total May Claims | \$61,279.97 | | |

2018 June Claims List

| CHECK # | VENDOR | FUND | CLAIM DESCRIPTION | AMOUNT | APPROVED |
|---------|----------------------------|--------------------|---|-------------|-----------|
| ACH | EFTPS | Divided | Fed, Social Security, MC - May 2018 | \$2,686.76 | 6/12/2018 |
| ACH | PERA | Divided | PERA Withholding - May 2018 | \$462.77 | 6/12/2018 |
| ACH | PERA | Divided | PERA Withholding - May 2018 | \$728.04 | 6/12/2018 |
| ACH | MN Dept. of Revenue | Divided | May 2018 State Withholding Tax Payment | \$497.00 | 6/12/2018 |
| ACH | HealthPartners | Divided | Health Insurance for June 2018 | \$2,958.95 | 6/12/2018 |
| ACH | Kwik Trip | Divided | Fuel for Public Works and FD Vehicles | \$121.90 | 6/12/2018 |
| ACH | Mel Sprengeler | Divided | Wages 5-21-18 to 6-3-18 | \$252.11 | 6/12/2018 |
| ACH | Greg Schultz | Divided | Wages 5-21-18 to 6-3-18 | \$1,523.21 | 6/12/2018 |
| ACH | Tamara Bracht | Divided | Wages 5-21-18 to 6-3-18 | \$397.26 | 6/12/2018 |
| ACH | Jeremy Gruenhagen | Divided | June Wages | \$1,843.87 | 6/12/2018 |
| 19123 | CenturyLink | Divided | Phone Service for Hall/WTP | \$191.53 | 6/12/2018 |
| 19124 | Cintas | Divided | Cleaning Supplies - Towels, Mops, Rags, Garbage Liners | \$70.50 | 6/12/2018 |
| 19125 | ECM Publishers | General Gov't | NYA Guide Hall Advertisement | \$265.00 | 6/12/2018 |
| 19126 | G&K Services | Divided | Cleaning Supplies - Towels, Mops, Rags, Garbage Liners | \$71.82 | 6/12/2018 |
| 19127 | Gopher State One Call | Divided | 9 Locates for May | \$9.45 | 6/12/2018 |
| 19128 | Home Solutions | Public Works | Spare Keys Made | \$46.07 | 6/12/2018 |
| 19129 | Kohls Sweeping Service | Public Works | Swept City Streets on 5/16/18 | \$1,325.00 | 6/12/2018 |
| 19130 | Loffler Companies, Inc. | General Gov't | Copy Fee | \$27.99 | 6/12/2018 |
| 19131 | Mini Biff | Park & Rec | Handicap Mini Biff Rental & Damage Waiver | \$131.07 | 6/12/2018 |
| 19132 | Missy Mueller | Park & Rec | Reimbursement for June 3 Park Rental Deposit | \$100.00 | 6/12/2018 |
| 19133 | MES | Public Safety (FD) | Battery Holder Assembly for Air Packs | \$283.00 | 6/12/2018 |
| 19134 | MVTL Labs, Inc. | Sewer | Lab Fee's for Final Pond Discharge on 5/14, 5/17 & 5/29 2018 | \$292.50 | 6/12/2018 |
| 19135 | Quill | General Gov't | Office Supplies | \$71.62 | 6/12/2018 |
| 19136 | Robb's Electric, Inc. | Park & Rec | Trouble Shooting, Parts & Labor to Repair Lighting in the Lions Shelter | \$1,194.30 | 6/12/2018 |
| 19137 | Storms Welding & MFG. Inc. | Public Safety (FD) | 2 Tank Holders with Modifications | \$1,310.00 | 6/12/2018 |
| 19138 | UFC | Public Works | Blades & Filters for Exmark Lawnmower | \$164.60 | 6/12/2018 |
| 19139 | W.W.O.T.A. Inc. | Divided | Water/Wastewater Training & Assistance for May 2018 | \$675.00 | 6/12/2018 |
| 19140 | Waste Management | Public Works | 30 Yard Flat Green Yard Waste Container | \$256.89 | 6/12/2018 |
| 19141 | Wm. Muellers & Sons | Divided | Street Repairs & Fuel for City Vehicles, Lawn Mowers and Baseball Pa | \$1,240.59 | 6/12/2018 |
| 19142 | Xcel Energy | Divided | Electricity/Natural Gas Services (5/3/18 - 6/2/18) | \$691.55 | 6/12/2018 |
| | | | | \$19,890.35 | |
| | | | | | |
| | | | | | |
| | | | | \$8,418.48 | |

CITY OF HAMBURG TIME-OFF REQUEST FORM

Today's Date: June 8, 2018

Employee Name: Jeremy Bruenhagen

Dates Requesting Time-Off: June 25th

June 26th

How many **Vacation** hours will be used? 160

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

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

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

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

Are you requesting more than three consecutive days off? No

- If yes, you must receive City Council approval.

City Council Approval

Date of Council Meeting: _____

Was vacation request approved? _____

- If no, reason request was denied: _____

Jeremy Bruenhagen
Employee Signature

6-8-2018
Date

City Clerk/Treasurer

Date

Mayor

Date



May 11, 2018

Jeremy Gruenhagen, Clerk/Treasurer
City of Hamburg
614 Park Ave, PO Box 248
Hamburg, MN 55339

Dear Mr. Gruenhagen:

The Metropolitan Council has prepared preliminary population and household estimates for your community as of April 1, 2017. This is an annual process governed by Minnesota Statutes 473.24. Please note that these estimates are different from the Council's local forecasts that your community has reviewed before. Forecasts look ahead to the coming decades; the annual estimates communicated below look back in time to the previous year.

2017 Annual Population Estimate

The Metropolitan Council estimates that the City of Hamburg had 492 people and 203 households as of April 1, 2017. Household size averaged 2.424 persons per household.

How was this estimate calculated?

We estimate households and population with a housing-stock-based method, which involves three questions:

- 1. How many housing units did your community have?*
- 2. How many households occupied these housing units?*
- 3. How many people lived in these occupied housing units?*

This letter includes an overview of our estimation method along with a report showing the data inputs and calculations used to develop the preliminary estimates. For more information, visit <https://www.metrocouncil.org/populationestimates>, or contact me at 651-602-1513.

Can this estimate be compared to last year's estimate?

Each year, we update our data and refine our methods, so preliminary estimates from different years are not directly comparable. We don't recommend taking the difference between the 2016 and 2017 estimates to calculate growth between 2016 and 2017. Instead, we recommend examining growth since the 2010 Census, which you can find in the enclosed report.

How can my community provide feedback on this estimate?

We welcome discussion of the preliminary estimates and invite you to review and comment on them. Please send any written comments or questions to Matt Schroeder, Metropolitan Council Research, 390 Robert Street North, Saint Paul, MN 55101; or by e-mail to Matt.Schroeder@metc.state.mn.us. *Under Minnesota Statutes 473.24, we must receive your comments, questions, or specific objections, in writing, by June 24, 2018.*

What happens after my community provides feedback?

The Council will certify final estimates by July 15, 2018 for state government use in allocating local government aid and street aid.

Sincerely,



Matt Schroeder
Senior Researcher

Second, how many of these housing units were occupied by households?

- Each housing type has an estimated occupancy rate. These data come from the most recent American Community Survey estimates for housing units and households, decennial census data from the U.S. Census Bureau, and the U.S. Postal Service.
- Multiplying the number of housing units of each type by the occupancy rate yields the number of households (occupied housing units)

Third, how many people lived in these occupied housing units?

- Each housing type has an estimated average household size. These data come from the most recent American Community Survey estimates of households and population in households as well as decennial census data from the U.S. Census Bureau.
- Multiplying the number of households in each housing type by the average household size yields the population in households

| | Housing stock April 1, 2017 | Occupancy rate | Households (Occupied housing units) | Persons per household | Population in households |
|--|--------------------------------|-------------------|---|--------------------------|-----------------------------|
| <i>Single-family detached</i> | 167 | 92.36% | 154 | 2.645 | 407 |
| <i>Townhome (Single-family attached)</i> | 6 | 73.40% | 4 | 2.645 | 11 |
| <i>Duplex/triplex/quadplex</i> | 24 | 95.17% | 23 | 1.265 | 29 |
| <i>Multifamily (5 or more units)</i> | 24 | 79.78% | 19 | 2.213 | 42 |
| <i>Alternative dwelling units (ADU)</i> | 0 | 79.78% | 0 | 2.213 | 0 |
| <i>Manufactured homes</i> | 3 | 95.31% | 3 | 1.000 | 3 |
| <i>Other units</i> | 0 | N/A | 0 | 2.766 | 0 |
| Total | 224 | 90.63% | 203 | 2.424 | 492 |

To obtain the total population, we also add the number of residents in group quarters facilities.

These are residences that are not part of the standard housing market, such as college dormitories, nursing homes, prisons and jails, and group homes. Data come from the Metropolitan Council's annual survey and the Minnesota Department of Human Services

| Population in households | Population in group quarters | Total population April 1, 2017 |
|-----------------------------|---------------------------------|-----------------------------------|
| 492 | 0 | 492 |

Due to rounding, not all estimates can be reproduced exactly from the above inputs.

For more information, see our methodology document, available from <https://www.metrocouncil.org/populationestimates>.

Hamburg city, Carver County

2017 Annual Population Estimate

Published May 11, 2018 (preliminary; distributed for local government review)



| | Housing units | Occupancy rate | Households | Persons per household | Population in households | Population in group quarters | Total population |
|---------------|---------------|----------------|------------|-----------------------|--------------------------|------------------------------|------------------|
| 2017 Estimate | 224 | 90.63% | 203 | 2.424 | 492 | 0 | 492 |
| 2010 Census | 222 | 90.54% | 201 | 2.552 | 513 | 0 | 513 |

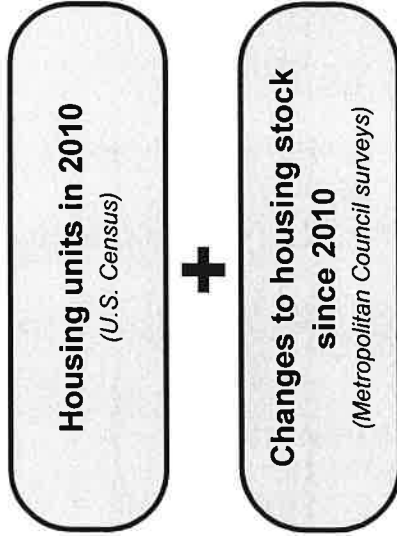
The Metropolitan Council estimates population using the housing stock method, which answers three main questions for each community as of April 1, 2017.

First, how many housing units did the community have?

- We start with housing units measured by the 2010 Census, then add units built between 2010 and 2016, based on permits reported to us by communities. (Permit data are available on our website (https://stats.metc.state.mn.us/data_download/DD_start.aspx))
 - We assume that 95% of single-family detached units and 90% of townhome/duplex/triplex/quadplex units permitted in 2016 were completed and occupiable by April 1, 2017; the remainder are assumed to have been completed after that date and will count toward next year's estimates (for April 1, 2018)
 - Multifamily units permitted between 2010 and 2013 are assumed to be completed. Units permitted between 2014 and 2016 are counted only if they were open by April 1, 2017; the remaining units will count toward next year's estimates if they were open by April 1, 2018. According to our records, Hamburg permitted 0 multifamily units in 2014 or 2015 that were not open by April 1, 2017, and 0 units permitted in 2016 that were not open by April 1, 2017
 - Manufactured home data comes from our annual surveys of manufactured home park operators and local governments
 - Data on other housing (boats, RVs, etc. used as housing) comes from the most recent American Community Survey data; this housing is included in the estimates only if occupied
- We also examine other housing stock changes reported by communities. These include demolitions, building conversions (units added or lost), boundary changes (units annexed in or out), and other changes reported by city and township staff

| | Housing stock April 1, 2010 | Permitted and built since 2010 | Other changes since 2010 | Housing stock April 1, 2017 |
|--|-----------------------------|--------------------------------|--------------------------|-----------------------------|
| <i>Single-family detached</i> | 167 | 0 | 0 | 167 |
| <i>Townhome (Single-family attached)</i> | 4 | 2 | 0 | 6 |
| <i>Duplex/triplex/quadplex</i> | 24 | 0 | 0 | 24 |
| <i>Multifamily (5 or more units)</i> | 24 | 0 | 0 | 24 |
| <i>Alternative dwelling units (ADU)</i> | 0 | 0 | 0 | 0 |
| <i>Manufactured homes</i> | 3 | | | 3 |
| <i>Other units</i> | 0 | | | 0 |
| Total | 222 | | | 224 |

HOW MANY HOUSING UNITS ARE IN THE COMMUNITY?



We start with the housing units from the 2010 Census, then we add units identified in our annual surveys of residential construction (building permits and other housing stock changes) and manufactured housing parks.

This results in the estimated number of housing units in each community, broken down by the type of housing.

HOW MANY HOUSEHOLDS OCCUPY THESE HOUSING UNITS?

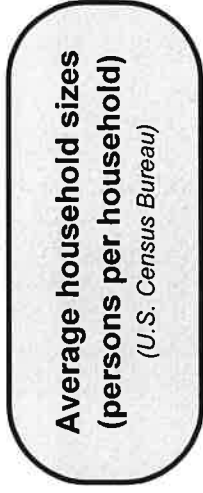


Not all of these housing units are occupied; some are vacant.

To estimate the number of households, we examine occupancy rates in the community for different types of housing. These data come from the U.S. Census Bureau's American Community Survey and Decennial Census as well as the U.S. Postal Service.

This results in the estimated number of households in each community, again broken down by the type of housing.

HOW MANY PEOPLE LIVE IN THESE OCCUPIED HOUSING UNITS?



Finally, we examine the average household sizes in the community for different types of housing. These data come from the U.S. Census Bureau's American Community Survey and Decennial Census.

To arrive at the total population, we add in residents of "group quarters" (places like correctional facilities, college dormitories, emergency housing shelters, and nursing homes), measured by our annual survey of such facilities.



Protecting, Maintaining and Improving the Health of All Minnesotans

May 3, 2018

Hamburg City Council
c/o Mr. Jeremy Gruenhagen, Clerk
Hamburg City Hall
181 Broadway, P.O. Box 248
Hamburg, Minnesota 55339-9405

Dear Council Members:

SUBJECT: Sanitary Survey Report for Hamburg Public Water System (PWS), Carver County,
PWSID 1100005

Enclosed is a copy of the sanitary survey report summarizing an on-site inspection of your Community Public Water System. This report includes a review of the system's water source, facilities, equipment, operation, maintenance, and monitoring compliance for the purpose of evaluating the adequacy of the facilities for producing and distributing safe drinking water. Technical and management information regarding the operation of the system may also be provided. Conducting sanitary surveys on a regular basis is an important element in preventing contamination of drinking water supplies and in maintaining compliance with the National Primary Drinking Water Standards. Greg Schultz was present during this inspection.

Please take appropriate action to address any deficiencies or recommendations identified within this report. A deficiency may lead to a contamination of the water supply or failure of the system to be in compliance with the Safe Drinking Water Act. The enclosed report must be kept on file and made available for public review for not less than ten (10) years.

The Minnesota Department of Health (MDH) continues to monitor your PWS for contaminants identified by state and federal drinking water regulations. The results of such monitoring are not part of this report. They are sent to you under separate cover as they become available.

If you have questions concerning the information contained in the report, please contact me at 651-201-5180 or by email at simon.mccormack@state.mn.us.

Sincerely,

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

Simon McCormack
Metro-South District Engineer
Community Public Water Supply Unit
625 Robert Street North
St. Paul, MN 55155

SM
Enclosures
cc: Water Superintendent



MINNESOTA DEPARTMENT OF HEALTH
Section of Drinking Water Protection
Sanitary Survey Report



| | |
|---|--|
| System Name: Hamburg PWSID: 1100005 System Contact: Greg Schultz | Survey Date: 04/25/2018 Surveyor: Simon McCormack PWS Type: Community |
|---|--|

Requirements and Recommendations

Water Source

As a reminder, it is required that a well for a community public water supply be located according to distances specified in Minn.Rules 4725.4450, including not less than 50 feet from a source of contamination including buried sewers (except as specified in Minn. Rules 4725.5850).

The pump for Well #2A is in need of repair or replacement. The city is currently looking at bids.

The city is looking to seal Well #1 in the next few years.

Pumps/Pump Facilities and Controls

No deficiencies observed.

Treatment

No deficiencies observed.

Water Storage

The city is looking to construct a new water tower in the next few years. The expected volume of the tower is about 100,000 gallons.

Distribution

It is recommended that undersized mains, less than 6 inches in diameter, be replaced as the opportunities present themselves.

It is recommended that dead ends in the distribution system be minimized by looping. If looping is not feasible, a fire hydrant, approved flushing hydrant or blow off for flushing purposes must be used at the dead ends to maintain water quality and/or chlorine residual. [Recommended Standards for Water Works 8.0]

It is recommended that a total chlorine residual of at least 1.0 milligrams per liter be maintained on all points of the distribution system in order to combat lead and copper corrosion caused by bacterial growth.



MINNESOTA DEPARTMENT OF HEALTH
Section of Drinking Water Protection
Sanitary Survey Report



| | |
|-------------------------------------|----------------------------------|
| System Name: Hamburg | Survey Date: 04/25/2018 |
| PWSID: 1100005 | Surveyor: Simon McCormack |
| System Contact: Greg Schultz | PWS Type: Community |

Requirements and Recommendations

Monitoring/Reporting Data Verification

The following applicable records are required to be maintained by the water supply system:

- a. Coliform bacteria results - 5 years
 - b. Chlorine residual results - 5 years
 - c. Chemical results - 10 years
 - d. Sanitary survey reports - 10 years
 - e. All lead and copper materials - 12 years
 - f. Consumer confidence reports - 3 years
 - g. Public Notices - 3 years
 - h. Fluoride quarterly results and monthly reports - 1 year
 - i. Turbidity results - 3 years
- [Minn. Rules 4720.0350]

Water System Management/Operation

As a reminder, engineering plans for new, modifications to, or additions to the water supply system, including watermains, are required to be properly submitted to the Minnesota Department of Health for review. All plans must be approved prior to the start of construction. [Minn. Rules 4720.0010]

To ensure security, it is recommended that a daily check of critical system components be conducted, including confirmation that all doors and access hatches are locked.

Operator Compliance with State Requirements

The certified operators are required to qualify themselves by attending waterworks operators training seminars offered throughout the state. Continuing education is valuable experience for anyone engaged in this field. The required contact hours in the previous 3 years for certification renewal are:

- Class A 32 contact hours
 - Class B 24 contact hours
 - Class C 16 contact hours
 - Class D 8 contact hours
 - Class E 4 contact hours
- [Minn. Rules 9400.1200]



MINNESOTA DEPARTMENT OF HEALTH
Section of Drinking Water Protection
Sanitary Survey Report



| | |
|-------------------------------------|----------------------------------|
| System Name: Hamburg | Survey Date: 04/25/2018 |
| PWSID: 1100005 | Surveyor: Simon McCormack |
| System Contact: Greg Schultz | PWS Type: Community |

Bacteriological Results and Chlorine Residuals

| <u>Date</u> | <u>Sampling Location</u> | <u>Chlorine Residual</u> <u>Free / Total</u> | <u>Coliform</u> <u>Bacteria</u> | <u>E.Coli</u> |
|-------------|-----------------------------------|---|------------------------------------|---------------|
| 04/25/2018 | Well #3 | / | Absent | |
| 04/25/2018 | Treatment Plant #1 (Broadway Ave) | / | Absent | |
| 04/25/2018 | City Hall | / 0.58 | Absent | |
| 04/25/2018 | Greg Schultz Home | / 1.67 | Absent | |
| 04/25/2018 | Community Hall | / 1.81 | Absent | |



**MINNESOTA DEPARTMENT OF HEALTH
SECTION OF DRINKING WATER PROTECTION
Public Water Supply Inventory Report**



| | |
|-------------------------------------|----------------------------------|
| System Name: Hamburg | Survey Date: 04/25/2018 |
| PWSID: 1100005 | Surveyor: Simon McCormack |
| System Contact: Greg Schultz | PWS Type: Community |

Bacteriological Sample Site Plan

Distribution

| <u>Sample Site ID</u> | <u>Sample Location</u> | <u>Status</u> | <u>Notes</u> |
|-----------------------|--------------------------------|---------------|--------------|
| 001 | City Shop/Community Center | Active | |
| 002 | Fire Station/City Hall | Active | |
| 003 | WM Mueller Construction Office | Active | |
| 004 | Park Avenue Apartments | Active | |
| 005 | Greg Schultz Residence | Active | |



MINNESOTA DEPARTMENT OF HEALTH
SECTION OF DRINKING WATER PROTECTION
Public Water Supply Inventory Report



| | |
|-------------------------------------|----------------------------------|
| System Name: Hamburg | Survey Date: 04/25/2018 |
| PWSID: 1100005 | Surveyor: Simon McCormack |
| System Contact: Greg Schultz | PWS Type: Community |

Contact Information

| <u>Name</u> | <u>Address</u> | <u>Phone/Email</u> |
|-------------|----------------|--------------------|
|-------------|----------------|--------------------|

Contact

| | | | |
|-------------------|--|------------------|---------------------------------|
| Greg Schultz | | Business Phone 1 | 952/290-3541, Ext. work cell |
| | | Cell Phone | 952/240-7018, Ext. Personal |
| | | Email | publicworks@cityofhamburgmn.com |
| Curt Reetz | | Business Phone 1 | 507/317-1612 |
| | | Email | creetz02@mchsi.com |
| Jeremy Gruenhagen | | Business Phone 1 | 952/467-3232 |
| | | Email | cityadmin@cityofhamburgmn.com |

Owner/Responsible Party

| | | | |
|----------------------|---|------------------|-------------------------------|
| Hamburg City Council | c/o Mr. Jeremy Gruenhagen, Clerk Hamburg City Hall 181 Broadway, P.O. Box 248 Hamburg, MN 55339-9405 | Business Phone 1 | 952/467-3232 |
| | | Email | cityadmin@cityofhamburgmn.com |

Financial

| | | | |
|----------------------|--|------------------|-------------------------------|
| Hamburg City Council | c/o Mr. Jeremy Gruenhagen, Clerk Hamburg City Hall 181 Broadway, P.O. Box 248 Hamburg, MN 55339 | Business Phone 1 | 952/467-3232 |
| | | Email | cityadmin@cityofhamburgmn.com |

Sample Bottles/General Correspondence

| | | | |
|----------------------|---|------------------|---------------------------------|
| Water Superintendent | Hamburg City Hall 181 Broadway, P.O. Box 248 Hamburg, MN 55339-9405 | Business Phone 1 | 952/467-3232 |
| | | Email | publicworks@cityofhamburgmn.com |

Emergency Workday

| | | | |
|------------|--|------------------|-------------------------|
| Curt Reetz | | Business Phone 1 | 507/317-1612, Ext. Cell |
| | | Email | creetz02@mchsi.com |

Emergency After-Hours

| | | | |
|--------------|--|------------------|---------------------------------|
| Greg Schultz | | Business Phone 1 | 952/290-3541, Ext. Cell |
| | | Cell Phone | 952/240-7018, Ext. Personal |
| | | Email | publicworks@cityofhamburgmn.com |

Consumer Confidence Report

| | | | |
|-------------------|--|------------------|-------------------------------|
| Jeremy Gruenhagen | | Business Phone 1 | 952/467-3232 |
| | | Email | cityadmin@cityofhamburgmn.com |



**MINNESOTA DEPARTMENT OF HEALTH
SECTION OF DRINKING WATER PROTECTION
Public Water Supply Inventory Report**



| | |
|-------------------------------------|----------------------------------|
| System Name: Hamburg | Survey Date: 04/25/2018 |
| PWSID: 1100005 | Surveyor: Simon McCormack |
| System Contact: Greg Schultz | PWS Type: Community |

Classification Information

| | |
|---|--------------------------|
| Owner Type: Municipal | Population: 530 |
| System Class: C | Service Connections: 212 |
| Service Area Characteristics: Municipal | Class Points: 35 |

Certified Operators

| Name | Class | Expiration Date | Name | Class | Expiration Date |
|------------------|-------|-----------------|---------------------|-------|-----------------|
| Reetz, Curtis D. | C | 06/30/2018 | Schultz, Gregory M. | C | 05/31/2020 |

Production Totals

| | |
|---|--|
| Design Capacity: 150 Gallons per Minute | Emergency Capacity: 150 Gallons per Minute |
| Average Daily: 33,128 Gallons | Storage Capacity: 40,000 Gallons |
| Highest Daily: 50,900 Gallons | |

Source Information

Well #2A

| | |
|------------------------------|--|
| Unique Well No.: 00691883 | Source Type: Groundwater |
| Type: Well | Pump Capacity (gpm): 150 |
| Status: Active | Pumping Rate (gpm): 150 |
| Availability: Primary | Emergency Capacity: 150 Gallons per Minute |
| Year Constructed: 2003 | Static Depth (ft): 505 |
| Well Depth (ft): 620 | Drawdown (ft): 40 |
| Casing Depth (ft): 415 | Pump Type: Submersible |
| Casing Diameter (in): 12 | Vulnerable: No |
| Screen Length (ft): | |
| Aquifer: Tunnel City-Wonewoc | |

Well #3

| | |
|------------------------------|--|
| Unique Well No.: 00691884 | Source Type: Groundwater |
| Type: Well | Pump Capacity (gpm): 150 |
| Status: Active | Pumping Rate (gpm): 150 |
| Availability: Primary | Emergency Capacity: 150 Gallons per Minute |
| Year Constructed: 2003 | Static Depth (ft): 500 |
| Well Depth (ft): 620 | Drawdown (ft): 40 |
| Casing Depth (ft): 415 | Pump Type: Submersible |
| Casing Diameter (in): 12 | Vulnerable: No |
| Screen Length (ft): | |
| Aquifer: Tunnel City-Wonewoc | |



**MINNESOTA DEPARTMENT OF HEALTH
SECTION OF DRINKING WATER PROTECTION
Public Water Supply Inventory Report**



| | |
|-------------------------------------|----------------------------------|
| System Name: Hamburg | Survey Date: 04/25/2018 |
| PWSID: 1100005 | Surveyor: Simon McCormack |
| System Contact: Greg Schultz | PWS Type: Community |

Treatment Information

TREATMENT PLANT #1 (Broadway Av)

| | |
|-----------------------|--|
| Type: Treatment Plant | Source Water: Groundwater |
| Status: Active | Design Capacity: 150 Gallons per Minute |
| Availability: Primary | Emergency Capacity: 150 Gallons per Minute |

Treatment Objective

- Arsenic Removal
- Disinfection
- Fluoride (Z)
- Iron/Manganese Removal

Radionuclides removal

Treatment Process Mechanism

- Filtration (Pressure)/Multi media
- Chlorine/Sodium hypochlorite
- Fluoridation/Hydrofluosilicic acid
- Aeration/Pressure
- Detention (chemical reaction time)
- Filtration (Pressure)/Multi media
- Oxidation - chemical/Sodium permanganate
- Filtration (Pressure)/Multi media
- Oxidation - chemical/Sodium permanganate

Specific Treatment Notes: Fe/Mn removal at TP (2005) reduces As. As Well 1 is EB and As Well 2 an inactive EB (2012).

Storage Information

Elevated 40000

| | |
|------------------------|--|
| Type: Storage-Elevated | Capacity: 40,000 Gallons |
| Status: Active | Availability: Primary |
| | Chlorination: <input type="checkbox"/> |

| | Beginning Balance 1/1/2018 | 2018 Budget Income | 2018 Budget Expense | Budget Year-End Balance | Total Income Received | Total Expenses | Ending Balance 2/28/2018 | |
|----------------------------------|-----------------------------------|--------------------------------------|-------------------------------|--------------------------------|-----------------------|---------------------|-----------------------------|------------------------------------|
| General Fund | \$280,932.53 | \$614,238.00 | \$618,002.00 | \$277,168.53 | \$13,979.62 | \$59,011.59 | \$235,900.56 | |
| General Gov't | | | | | | | | |
| Public Safety (Fire Dept.) | | | \$247,375.00 | | | \$31,377.02 | | |
| Public Works (Streets) | | | \$138,137.00 | | | \$16,420.84 | | |
| Sanitation & Recycling | | | \$107,835.00 | | | \$4,652.75 | | |
| Parks & Recreation | | | \$3,500.00 | | | \$0.00 | | |
| Comm. Hall | | | \$68,780.00 | | | \$954.19 | | |
| | | | \$52,375.00 | | | \$5,606.79 | | |
| Special Revenue Funds | \$594,478.31 | \$45,768.00 | \$61,500.00 | \$578,746.31 | \$0.00 | \$0.00 | \$594,478.31 | |
| City Of Hamburg (Savings) | \$469,494.09 | \$34,830.00 | \$61,500.00 | \$442,824.09 | \$0.00 | \$0.00 | \$469,494.09 | |
| Fire Equipment CD | \$124,984.22 | \$10,938.00 | \$0.00 | \$135,922.22 | \$0.00 | \$0.00 | \$124,984.22 | |
| Debt Service | \$46,674.78 | \$19,257.00 | \$19,221.25 | \$46,710.53 | \$0.00 | \$17,552.50 | \$29,122.28 | |
| Total (Tax Revenue Funds) | \$922,085.62 | \$679,263.00 | \$698,723.25 | \$902,625.37 | \$13,979.62 | \$76,564.09 | \$859,501.15 | |
| Enterprise Funds | | | | | | | | |
| Water | \$109,544.19 | \$167,722.74 | \$167,446.20 | \$109,820.73 | \$28,530.35 | \$17,137.30 | \$120,937.24 | |
| Sewer | \$353,124.75 | \$70,473.24 | \$80,508.50 | \$343,089.49 | \$10,184.54 | \$6,266.52 | \$357,042.77 | |
| Storm Water | \$111,910.12 | \$77,618.00 | \$73,148.37 | \$116,379.75 | \$11,426.27 | \$57,765.78 | \$65,570.61 | |
| Total (Enterprise Funds) | \$574,579.06 | \$315,813.98 | \$321,103.07 | \$569,289.97 | \$50,141.16 | \$81,169.60 | \$543,550.62 | |
| Totals | \$1,496,664.68 | \$995,076.98 | \$1,019,826.32 | \$1,471,915.34 | \$64,120.78 | \$157,733.69 | \$1,403,051.77 | |
| | Remaining Balance 1/1/2018 | Remaining Assessment 1/1/2018 | Cash & Investments | 2018 Principle Payments | Date Due | Date Paid | Maturity Date | Unfunded Balance 12/31/2018 |
| Debt Summary | | | | | | | | |
| 1992 Streets | \$0.00 | \$5,387.88 | \$0.00 | \$0.00 | | | 2012 | (\$5,387.88) |
| 2007 Streets | \$90,000.00 | \$0.00 | \$46,674.78 | \$15,000.00 | 2/1/17 & 8/1/17 | 2/1/17 & 8/1/17 | 2/1/2023 | \$28,325.22 |
| Water Wells Project | \$70,000.00 | \$0.00 | \$0.00 | \$13,000.00 | 2/20/17 & 8/20/17 | 2/20/17 & 8/20/17 | 8/20/2022 | \$57,000.00 |
| Water Treatment Plant | \$383,000.00 | \$0.00 | \$0.00 | \$51,000.00 | 2/20/17 & 8/20/17 | 2/20/17 & 8/20/17 | 8/20/2024 | \$332,000.00 |
| Sanitary Sewer Improvements | \$165,088.23 | \$68,585.14 | \$0.00 | \$15,000.00 | 2/20/17 & 8/20/17 | 2/20/17 & 8/20/17 | 8/20/2030 | \$81,503.09 |
| Storm Water Improvements | \$905,000.00 | \$0.00 | \$0.00 | \$45,000.00 | 2/1/17 & 8/1/17 | 2/1/17 & 8/1/17 | 2/1/2032 | \$860,000.00 |
| Totals | \$1,613,088.23 | \$73,973.02 | \$46,674.78 | \$139,000.00 | | | | \$1,353,440.43 |

Cash Flow Actuals

| | <u>January</u> | <u>February</u> | <u>March</u> | <u>April</u> | <u>May</u> | <u>June</u> | <u>Totals</u> |
|----------------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| Income | | | | | | | |
| Property Taxes | \$2,873.17 | \$0.00 | | | | | \$2,873.17 |
| Licenses & Permits | \$51.00 | \$113.75 | | | | | \$164.75 |
| Intergov't Receipts (Aids) | \$0.00 | \$2,737.08 | | | | | \$2,737.08 |
| Charges for Services | \$0.00 | \$0.00 | | | | | \$0.00 |
| Assessment Searches | \$550.00 | \$0.00 | | | | | \$550.00 |
| Comm Ctr Rentals | \$0.00 | \$0.00 | | | | | \$0.00 |
| Township Contribution | \$50.00 | \$350.00 | | | | | \$400.00 |
| Fire Dept. Revenues | \$200.00 | \$200.00 | | | | | \$400.00 |
| Park Rentals | \$1,922.00 | \$431.30 | | | | | \$2,353.30 |
| Hall Receipts | \$25.00 | \$60.00 | | | | | \$85.00 |
| Fines | \$471.39 | \$3,944.93 | | | | | \$4,416.32 |
| Misc. Receipts | \$0.00 | \$0.00 | | | | | \$0.00 |
| Other Receipts | \$0.00 | \$0.00 | | | | | \$0.00 |
| 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/Sale of Asse | \$0.00 | \$0.00 | | | | | \$0.00 |
| Special Assessments | \$0.00 | \$0.00 | | | | | \$0.00 |
| Water Service | \$15,503.94 | \$13,026.41 | | | | | \$28,530.35 |
| Sewer Service | \$5,103.22 | \$5,081.32 | | | | | \$10,184.54 |
| Storm Water | \$5,804.57 | \$5,621.70 | | | | | \$11,426.27 |
| | \$32,554.29 | \$31,566.49 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$64,120.78 |
| Expenses | | | | | | | |
| General Gov't | \$19,863.39 | \$11,078.15 | | | | | \$30,941.54 |
| Public Safety | \$15,620.53 | \$800.31 | | | | | \$16,420.84 |
| Public Works | \$1,621.68 | \$3,031.07 | | | | | \$4,652.75 |
| Sanitation & Recycling | \$0.00 | \$0.00 | | | | | \$0.00 |
| Park & Recreation | \$823.32 | \$130.87 | | | | | \$954.19 |
| Hall Expenses | \$1,890.71 | \$3,716.08 | | | | | \$5,606.79 |
| Debt Service | \$17,552.50 | \$0.00 | | | | | \$17,552.50 |
| Capital Project Funds | \$0.00 | \$0.00 | | | | | \$0.00 |
| Transfers Out | \$0.00 | \$435.48 | | | | | \$435.48 |
| Transfer to Savings | \$0.00 | \$0.00 | | | | | \$0.00 |
| Water | \$3,023.73 | \$3,875.00 | | | | | \$6,898.73 |
| Sewer | \$3,025.47 | \$3,241.05 | | | | | \$6,266.52 |
| Storm Water | \$27.50 | \$0.00 | | | | | \$27.50 |
| | \$63,448.83 | \$26,308.01 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$89,756.84 |
| Other Expenses (DEBT) | | | | | | | |
| Wells/WTP Bonds | \$6,389.35 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$6,389.35 |
| Water Imp. Bonds (2011) | \$3,849.22 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$3,849.22 |
| Sewer Imp. Bonds (2011) | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Storm Water Imp. Bonds (20 | \$57,738.28 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$57,738.28 |
| Total Other Expenses | \$67,976.85 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$67,976.85 |
| Checking Balance | \$1,397,793.29 | \$1,403,051.77 | \$1,403,051.77 | \$1,403,051.77 | \$1,403,051.77 | \$1,403,051.77 | \$1,403,051.77 |
| | (\$98,871.39) | \$5,258.48 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | (\$93,612.91) |

MAY 2018 DELINQUENCY REPORT

| Updated Balances | payments | BALANCE (current + over due) | CURRENT | Total \$ overdue | 30 days over | | | 60 days over | | | 90 days over | | |
|------------------|----------|------------------------------|------------|------------------|----------------|----------------|----------------|------------------|----------------|----------------|----------------|----------------|----------------|
| | | | | | 1 Per. Overdue | 2 Per. Overdue | 3 Per. Overdue | 1 Per. Overdue | 2 Per. Overdue | 3 Per. Overdue | 1 Per. Overdue | 2 Per. Overdue | 3 Per. Overdue |
| | | | MAY | | APRIL | MARCH | FEB. | Account # | | | | | |
| | | \$240.92 | \$121.63 | \$119.29 | \$119.29 | | | 01-00002470-01-1 | | | | | |
| | | \$280.91 | \$138.72 | \$142.19 | \$142.19 | | | 01-00002470-02-4 | | | | | |
| | | \$298.52 | \$142.15 | \$156.37 | \$156.37 | | | 01-00002490-00-4 | | | | | |
| | | \$180.27 | \$104.53 | \$75.74 | \$75.74 | | | 01-00003618-00-1 | | | | | |
| | | \$187.19 | \$106.40 | \$80.79 | \$80.79 | | | 01-00003619-00-2 | | | | | |
| | | \$423.55 | \$133.41 | \$290.14 | \$145.06 | \$145.08 | | 01-00005421-00-1 | | | | | |
| | | \$323.57 | \$175.87 | \$147.70 | \$147.70 | | | 01-00006190-01-2 | | | | | |
| | | \$309.10 | \$160.79 | \$148.31 | \$148.31 | | | 01-00006511-00-4 | | | | | |
| | | \$171.00 | \$131.89 | \$39.11 | \$39.11 | | | 01-00007618-00-7 | | | | | |
| | | \$171.38 | \$70.32 | \$101.06 | \$80.97 | \$20.09 | | 01-00007619-00-8 | | | | | |
| | | \$528.61 | \$200.51 | \$328.10 | \$183.04 | \$145.06 | | 01-00007625-00-7 | | | | | |
| | | \$236.94 | \$112.83 | \$124.11 | \$124.11 | | | 01-00009350-00-8 | | | | | |
| (\$101.41) | \$320.00 | \$218.59 | \$153.27 | \$65.32 | \$65.32 | | | 01-00010191-00-9 | | | | | |
| | | \$111.71 | \$100.91 | \$10.80 | \$10.80 | | | 01-00011643-00-0 | | | | | |
| | | \$238.56 | \$112.83 | \$125.73 | \$125.73 | | | 01-00011811-00-3 | | | | | |
| | | \$339.61 | \$108.54 | \$231.07 | \$140.03 | \$91.04 | | 01-00014410-00-1 | | | | | |
| | | \$211.83 | \$105.45 | \$106.38 | \$106.38 | | | 01-00015801-00-6 | | | | | |
| | | \$222.37 | \$98.17 | \$124.20 | \$124.20 | | | 01-00016602-00-2 | | | | | |
| | | \$281.21 | \$223.25 | \$57.96 | \$57.96 | | | 01-00016604-00-4 | | | | | |
| | | \$168.96 | \$139.38 | \$29.58 | \$29.58 | | | 01-00017613-00-5 | | | | | |
| | | \$355.57 | \$111.45 | \$244.12 | \$120.37 | \$123.75 | | 01-00017617-00-9 | | | | | |
| | | \$298.05 | \$167.49 | \$130.56 | \$130.56 | | | 01-00017621-00-6 | | | | | |
| (\$101.41) | \$320.00 | \$5,798.42 | \$2,919.79 | \$2,878.63 | \$2,353.61 | \$525.02 | \$0.00 | | | | | | |

Activity/Project List Deputy Clerk May-June 2018

| Date | Activity | Date | Outcome |
|-----------|--|-----------|---------------------------------|
| 5/14/2018 | Called CSO to ticket a vehicle that has been parked illegally against the yellow curb on Brad Street. Called Moskovic Homes to clean up the trash at 614 Donald Avenue. Gave a tour of the Community center. | | |
| 5/14/2018 | Vehicle that was declared a nuisance at the May 8th Council Meeting has proper tabs on it now. | 5/14/2018 | COMPLETE |
| 5/15/2018 | Copier Training, Prepared parking signs for street sweeping and proper street parking rules | | |
| 5/18/2018 | Assisted park reception rental couple | | |
| 5/24/2018 | worked with Officer Klukas regarding open burning violation | | |
| 5/31/2018 | Two park rentals this weekend and a community center rental - handed out keys and gave instructions | | |
| 6/5/2018 | several requests for the pond key, looked into a few violation complaints | | |
| 6/6/2018 | Prepared for Council meeting | | |
| 6/7/2018 | received a call about stray cats and the resident wanting to trap them and bring them to the Humane Society | | Passed the buck onto Jeremy :-) |
| 6/12/2018 | Received a call about getting a solicitors license | | |
| 6/13/2018 | Received a call about a found dog that Ron Trick has had on his property for 1 week now. Wondering if we have had any calls of someone looking for their dog | | |

CITY CLERK/TREASURER

| Date | Activity/Project | Due Date | Comments/Update |
|-----------|--|------------|--|
| Monthly | Month End Reports | Monthly | Completed Monthly |
| Monthly | PERA Reports | Bi-Weekly | Due 14 Days after Payroll |
| Monthly | FICA Withholding Deposit | 15th | Due 15th of each Month |
| Monthly | MN State WH Tax Deposit | 20th | Due 20th of each Month |
| Monthly | Cash Flow Statement | Monthly | Completed Monthly |
| Monthly | Building Permits Report | Monthly | Completed Monthly |
| Monthly | US Census Report | Monthly | Due 5th of each Month |
| Quarterly | Payroll/FICA/State WH Reports | Quarterly | Due 30th of each Quarter |
| Quarterly | Sales & Use Tax Report | Quarterly | Due 20th of each Quarter |
| Yearly | Year End Reports | Yearly | Due 31st of January |
| 5/31/2018 | Driveway Dimensions for Encroachment Agreement | 6/12/2018 | Email to City Attorney |
| 5/31/2018 | Work on Invitations to Bid | 6/12/2018 | Crack Filling/Seal Coating |
| 5/31/2018 | Comprehensive Plan | 12/31/2018 | Draft Comp Plan Completed 6/8/18 |
| 6/1/2018 | Sick Day (Mom) | 6/1/2018 | Sick Day Used |
| 6/4/2018 | Email Crack Seal Coating Invitations to Bid | 6/12/2018 | Mailed to Six Recipients |
| 6/4/2018 | Meet with Justin Black & Lois Droege | 6/4/2018 | Storm Water Options for Droege Townhomes (George Street) |
| 6/4/2018 | Meet with Justin Black | 6/4/2018 | Street Improvements for 2018 |
| 6/4/2018 | Enter Adjusting Journal Entries in QB | 6/4/2018 | Final Entries for 2017 Financial Audit |
| 6/4/2018 | PERA Meeting | 6/4/2018 | Mayor Lund & Firefighter Scott Anderson |
| 6/4/2018 | Lighting Estimate for Service Memorial | 6/4/2018 | Convert to LED Lights |
| 6/5/2018 | Funeral (Grandmother) | 6/5/2018 | Sick Day Used |
| 6/6/2018 | Siren Sounded 12:58 | 6/6/2018 | Monthly Test |
| 6/6/2018 | File Work Comp Claim | 6/6/2018 | Mel Sprengeler |
| 6/6/2018 | Contact Alcohol and Gambling Division/City Insurance | 6/12/2018 | Declare Community Festival - Big Rib Jig |
| 6/8/2018 | Meet with Hall Renters | 6/8/2018 | June 9, 2018 Rental |
| 6/11/2018 | Questions concerning Parking | | Maria Avenue & Railroad Street |
| 6/11/2018 | File OSHA Log 300A Online | 7/1/2018 | New Requirement for 2018 |
| 6/11/2018 | Email Quinn Legal Description of City Lot | 6/12/2018 | Encroachment Agreement for 250 RR Street |
| 6/12/2018 | 2018 Seal Coat Project Bid Tabulations | 6/12/2018 | Two Bids Received |

Public Employees Retirement Association of Minnesota

60 Empire Drive, Suite 200
 St. Paul, MN 55103-2088
 Phone: 651-296-7460 or 1-800-652-9026
 Website: www.mnpera.org



May 23, 2018

UPDATED

PERA ID

5074-00

Chris Lund
 City of Hamburg
 181 Broadway Ave
 Hamburg MN 55339

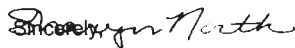
We received your request for a cost analysis to estimate the cost of joining the statewide volunteer firefighter retirement plan administered by PERA. Based on the information you provided to us, we have developed this spreadsheet and a cost analysis for the benefit levels you requested. The results are shown below.

| | \$ 1,600 | \$ 1,700 | \$ 1,800 | \$ 2,000 |
|---|-------------|-------------|-----------------|------------------|
| A. Benefit Level (per year of service): | | | | |
| B. Projected Present Assets 12/31/2018 [Attached] | 509,992 | 509,992 | 509,992 | 509,992 |
| C. Accrued Liability 12/31/2018 [Attached] | 472,137 | 492,733 | 513,243 | 554,337 |
| D. Surplus/ (Deficit) [B-C] | 37,854 | 17,258 | (3,252) | (44,345) |
| E. Funding Ratio at 12/31/2018 [B/C] | 108% | 104% | 99% | 92% |
| F. Accrued Liability 12/31/2019 [Attached] | 515,368 | 538,228 | 560,985 | 606,589 |
| G. Financial Requirement: Increase in Liability [F -C] | 43,231 | 45,495 | 47,742 | 52,253 |
| H. Financial Requirement: PERA Fees [\$30/member] | 870 | 870 | 870 | 870 |
| I. Financial Requirement: 1/10th of Deficit/(Surplus, if 3rd yr) [D/10] | 0 | 0 | 325 | 4,435 |
| J. Financial Requirement: Total [G+H+I] | 44,101 | 46,365 | 48,937 | 57,557 |
| K. Reductions to Financial Requirement: | | | | |
| L. Projected Fire State Aid [2018 Amount @1.035] | 16,626 | 16,626 | 16,626 | 16,626 |
| M. Investment Earnings [6% on Present Assets] | 30,599 | 30,599 | 30,599 | 30,599 |
| N. Estimated Required Contribution [J-L-M] | None | None | \$ 1,712 | \$ 10,332 |

Please note that these are estimates only. Should you choose to join the statewide plan on January 1, 2019, in accordance with Minnesota Statutes Section 353G.08 Subdivision 1, we will calculate the required contribution for December 31, 2019, and provide that information to the sponsoring entity soon after we receive the resolution to join. The figures shown above on Line N are estimates of required contributions that would be due on December 31, 2019 and beyond at the given benefit levels.

The estimate calculations were based on member information that was available at the time of preparing the analysis. Please review the membership data and make any corrections to that data. If you return that to me, I will prepare an updated cost estimate for you to review.

If you have any questions, please do not hesitate to contact me by phone (651-201-2666) or by email at sharyn.north@mnpera.org.

Sincerely,


Sharyn North
 Principal Accounting Officer, PERA

cc: Fire Chief

City of Hamburg
Total Projected Present Assets at December 31, 2018

Anticipated receipts and disbursements during 2018:

| | | |
|---|-------------------------|------------------|
| Fire State Aid | 2017 Actual x 1.035 | 13,104 |
| Fire Supplemental Aid | 2017 Actual | 3,063 |
| Net Investment Income | 5% assumed ROR per 424A | 23,515 |
| Net Change in Total Present Assets | | \$ 39,683 |

Total Present Assets - Beginning 12/31/17

| | | | |
|--------------------|----|---------|------------|
| Assets Per Request | \$ | 470,309 | |
| [adjustments] | \$ | - | |
| | \$ | - | \$ 470,309 |

Total Present Assets - Ending 12/31/18 \$ 509,992

PERA Volunteer Firefighter Retirement Plan Cost Analysis--Estimates Only

Name of Entity: City of Hamburg 5074-00
 Calculation Date: 05/23/2018
 Benefit Increase Date: 01/01/2019

Input:
 Prior Year Fire State Aid: 12,661
 Prior Year Supplemental State Aid: 3,063
 Prior Year Plan Assets: 470,309
 Current YTD Paid Benefits: 0
 Member Data: See Below
 Number of Firefighters: 29
 Benefit Level: \$1,600

| Name | Status (Active or Deferred) | Estimated Birthdate (mm/dd/yyyy) | Fire Dept. Entry Date (mm/dd/yyyy) | Separation Date (If Deferred) | Ben Level at Separation (If Deferred) | Leaves of Absence (months) | Through Years of Service | 12/31/2018 | | Increase | | Normal Cost (Change in Liability) |
|----------------------|--------------------------------|--|--|-------------------------------------|---|----------------------------------|--------------------------------|----------------------|---------------------|------------|------------|---|
| | | | | | | | | Accrued Liability | Years of Service | 12/31/2019 | 12/31/2019 | |
| Buckentin, Steven | Active | | 02/01/1989 | | | | 30 | \$ 48,000 | 31 | \$ 49,600 | \$ 1,600 | |
| Eggers, Jeff | Active | | 01/01/1997 | | | | 22 | \$ 30,548 | 23 | \$ 33,085 | \$ 2,537 | |
| Smith, Jason | Active | | 01/01/1997 | | | | 22 | \$ 32,761 | 23 | \$ 35,482 | \$ 2,721 | |
| Shoenbauer, Eric | Active | | 02/01/1998 | | | | 21 | \$ 27,115 | 22 | \$ 29,420 | \$ 2,305 | |
| Buckentin, Justin | Active | | 01/01/1999 | | | | 20 | \$ 21,556 | 21 | \$ 23,436 | \$ 1,879 | |
| Kranz, Bruce | Active | | 02/01/2000 | | | | 19 | \$ 21,269 | 20 | \$ 23,175 | \$ 1,906 | |
| Glander, Joel | Active | | 02/05/2001 | | | | 18 | \$ 18,111 | 19 | \$ 19,783 | \$ 1,673 | |
| Kranz, Bobby | Active | | 03/27/2001 | | | | 18 | \$ 20,181 | 19 | \$ 22,045 | \$ 1,864 | |
| Mackenthun, Jared | Active | | 09/01/2005 | | | | 13 | \$ 11,896 | 14 | \$ 13,239 | \$ 1,344 | |
| Stewart, Steven | Active | | 03/01/2006 | | | | 13 | \$ 11,065 | 14 | \$ 12,315 | \$ 1,250 | |
| Dudgeon, Paul | Active | | 09/01/2007 | | | | 11 | \$ 13,025 | 12 | \$ 14,677 | \$ 1,652 | |
| Marquardt, Gary | Active | | 09/01/2007 | | | | 11 | \$ 13,025 | 12 | \$ 14,677 | \$ 1,652 | |
| Spande, Justin | Active | | 12/29/2008 | | | | 10 | \$ 11,467 | 11 | \$ 13,025 | \$ 1,558 | |
| Rademacher, Martin | Active | | 06/01/2010 | | | | 8 | \$ 7,791 | 9 | \$ 8,937 | \$ 1,145 | |
| Mackenthun, Nicholas | Active | | 12/27/2010 | | | | 8 | \$ 6,235 | 9 | \$ 7,240 | \$ 1,004 | |
| Petz, Chris | Active | | 04/01/2011 | | | | 6 | \$ 8,611 | 7 | \$ 9,997 | \$ 1,387 | |
| Anderson, Scott | Active | | 10/01/2012 | | | | 5 | \$ 6,069 | 6 | \$ 7,303 | \$ 1,234 | |
| Hanson, Jaysen | Active | | 01/01/2014 | | | | 5 | \$ 4,904 | 6 | \$ 6,069 | \$ 1,164 | |
| Trebesch, Kipp | Active | | 08/01/2014 | | | | 4 | \$ 3,557 | 5 | \$ 4,583 | \$ 990 | |
| Kuenzel, Russell | Active | | 07/02/2015 | | | | 4 | \$ 3,430 | 5 | \$ 4,419 | \$ 989 | |
| VanHafen, Anthony | Active | | 07/02/2015 | | | | 4 | \$ 2,463 | 5 | \$ 3,174 | \$ 711 | |
| Michaels, John | Active | | 08/01/2016 | | | | 2 | \$ 1,792 | 3 | \$ 2,770 | \$ 978 | |
| Eischens, Matt | Active | | 09/01/2016 | | | | 2 | \$ 1,450 | 3 | \$ 2,241 | \$ 791 | |
| Jaus, Matt | Active | | 01/01/2017 | | | | 2 | \$ 1,397 | 3 | \$ 2,158 | \$ 762 | |
| Weverka, Joe | Active | | 08/01/2017 | | | | 1 | \$ 870 | 2 | \$ 1,792 | \$ 922 | |
| Mueller, Tim | Deferred | | 06/01/1987 | 04/01/2010 | \$ 1,450.00 | | 23 | \$ 45,903 | 23 | \$ 48,198 | \$ 2,295 | |
| Miller, Mike | Deferred | | 03/01/1989 | 03/03/2010 | \$ 1,450.00 | | 21 | \$ 40,206 | 21 | \$ 42,216 | \$ 2,010 | |
| Glander, Adam | Deferred | | 03/01/1995 | 03/01/2016 | \$ 1,600.00 | | 21 | \$ 39,109 | 21 | \$ 41,065 | \$ 1,955 | |
| Dvoegc, Brenda | Deferred | | 02/05/2001 | 09/01/2014 | \$ 1,550.00 | | 14 | \$ 18,331 | 14 | \$ 19,247 | \$ 917 | |
| | | | | | | | 0 | \$ - | 0 | \$ - | \$ - | |
| | | | | | | | | \$ 472,137 | | \$ 515,368 | \$ 43,231 | |

PERA Volunteer Firefighter Retirement Plan Cost Analysis--Estimates Only

Name of Entity: City of Hamburg 5074-00
 Calculation Date: 05/23/2018
 Benefit Increase Date: 01/01/2019

| Name | Status (Active or Deferred) | Estimated Birthdate (mm/dd/yyyy) | Fire Dept. Entry Date (mm/dd/yyyy) | Separation Date (if Deferred) | Ben Level at Separation (if Deferred) | Leaves of Absence (months) | Through Years of Service | 12/31/2018 | | Increase | | Normal Cost (Change in Liability) |
|----------------------|--------------------------------|--|--|-------------------------------------|---|----------------------------------|--------------------------------|----------------------|---------------------|------------|----------------------|---|
| | | | | | | | | Accrued Liability | Years of Service | 12/31/2019 | Accrued Liability | |
| Buckentin, Steven | Active | | 02/01/1989 | | | | 30 | \$ 51,000 | | \$ 52,700 | | \$ 1,700 |
| Eggers, Jeff | Active | | 01/01/1997 | | | | 22 | \$ 32,457 | | \$ 35,153 | | \$ 2,695 |
| Smith, Jason | Active | | 01/01/1997 | | | | 22 | \$ 34,801 | | \$ 37,691 | | \$ 2,890 |
| Shoenbauer, Eric | Active | | 02/01/1998 | | | | 21 | \$ 28,835 | | \$ 31,286 | | \$ 2,451 |
| Buckentin, Justin | Active | | 01/01/1999 | | | | 20 | \$ 22,881 | | \$ 24,875 | | \$ 1,995 |
| Kranz, Bruce | Active | | 02/01/2000 | | | | 19 | \$ 22,619 | | \$ 24,646 | | \$ 2,027 |
| Glander, Joel | Active | | 02/05/2001 | | | | 18 | \$ 19,223 | | \$ 20,999 | | \$ 1,775 |
| Kranz, Bobby | Active | | 03/27/2001 | | | | 18 | \$ 21,449 | | \$ 23,429 | | \$ 1,981 |
| Mackenthun, Jared | Active | | 09/01/2005 | | | | 13 | \$ 12,651 | | \$ 14,080 | | \$ 1,429 |
| Stewart, Steven | Active | | 03/01/2006 | | | | 13 | \$ 11,745 | | \$ 13,071 | | \$ 1,327 |
| Dudgeon, Paul | Active | | 09/01/2007 | | | | 11 | \$ 13,849 | | \$ 15,605 | | \$ 1,756 |
| Marquardt, Gary | Active | | 09/01/2007 | | | | 11 | \$ 13,849 | | \$ 15,605 | | \$ 1,756 |
| Spande, Justin | Active | | 12/29/2008 | | | | 10 | \$ 12,192 | | \$ 13,849 | | \$ 1,657 |
| Rademacher, Martin | Active | | 06/01/2010 | | | | 9 | \$ 8,285 | | \$ 9,503 | | \$ 1,218 |
| Mackenthun, Nicholas | Active | | 12/27/2010 | | | | 8 | \$ 6,631 | | \$ 7,699 | | \$ 1,068 |
| Petz, Chris | Active | | 04/01/2011 | | | | 8 | \$ 9,155 | | \$ 10,629 | | \$ 1,474 |
| Anderson, Scott | Active | | 10/01/2012 | | | | 6 | \$ 6,452 | | \$ 7,764 | | \$ 1,312 |
| Hanson, Jayson | Active | | 01/01/2014 | | | | 5 | \$ 5,214 | | \$ 6,452 | | \$ 1,238 |
| Trebesch, Kipp | Active | | 08/01/2014 | | | | 4 | \$ 3,780 | | \$ 4,870 | | \$ 1,091 |
| Kuenzell, Russell | Active | | 07/02/2015 | | | | 4 | \$ 3,644 | | \$ 4,696 | | \$ 1,052 |
| VanHaften, Anthony | Active | | 07/02/2015 | | | | 4 | \$ 2,616 | | \$ 3,371 | | \$ 755 |
| Michaels, John | Active | | 08/01/2016 | | | | 2 | \$ 1,906 | | \$ 2,945 | | \$ 1,039 |
| Eischens, Matt | Active | | 09/01/2016 | | | | 2 | \$ 1,541 | | \$ 2,381 | | \$ 840 |
| Jaus, Matt | Active | | 01/01/2017 | | | | 2 | \$ 1,485 | | \$ 2,295 | | \$ 810 |
| Weverka, Joe | Active | | 08/01/2017 | | | | 1 | \$ 925 | | \$ 1,906 | | \$ 981 |
| Mueller, Tim | Deferred | | 06/01/1987 | 04/01/2010 | \$ 1,450.00 | | 23 | \$ 45,903 | | \$ 48,198 | | \$ 2,295 |
| Miller, Mike | Deferred | | 03/01/1989 | 03/03/2010 | \$ 1,450.00 | | 21 | \$ 40,206 | | \$ 42,216 | | \$ 2,010 |
| Glander, Adam | Deferred | | 03/01/1995 | 03/01/2016 | \$ 1,600.00 | | 21 | \$ 39,109 | | \$ 41,065 | | \$ 1,955 |
| Droege, Brenda | Deferred | | 02/05/2001 | 09/01/2014 | \$ 1,550.00 | | 14 | \$ 18,331 | | \$ 19,247 | | \$ 917 |
| | | | | | | | 0 | \$ - | | \$ - | | \$ - |
| | | | | | | | | \$ 492,733 | | \$ 538,228 | | \$ 45,495 |

PERA Volunteer Firefighter Retirement Plan Cost Analysis--Estimates Only

Name of Entity: City of Hamburg 5074-00
 Calculation Date: 05/23/2018
 Benefit Increase Date: 01/01/2019

| Name | Status (Active or Deferred) | Estimated Birthdate (mm/dd/yyyy) | Fire Dept. Entry Date (mm/dd/yyyy) | Separation Date (if Deferred) | Ben Level at Separation (if Deferred) | Leaves of Absence (months) | Through Years of Service | 12/31/2018 | Increase | 12/31/2019 | Normal Cost (Change in Liability) |
|----------------------|--------------------------------|--|--|-------------------------------------|---|----------------------------------|--------------------------------|----------------------|--------------------------------|----------------------|---|
| | | | | | | | | Accrued Liability | Through Years of Service | Accrued Liability | |
| Buckentin, Steven | Active | | 02/01/1989 | | | | 30 | \$ 60,000 | | \$ 62,000 | \$ 2,000 |
| Eggers, Jeff | Active | | 01/01/1997 | | | | 22 | \$ 38,185 | | \$ 41,356 | \$ 3,171 |
| Smith, Jason | Active | | 01/01/1997 | | | | 22 | \$ 40,962 | | \$ 44,364 | \$ 3,402 |
| Shoenbauer, Eric | Active | | 02/01/1998 | | | | 21 | \$ 33,914 | | \$ 36,797 | \$ 2,883 |
| Buckentin, Justin | Active | | 01/01/1999 | | | | 20 | \$ 26,927 | | \$ 29,275 | \$ 2,348 |
| Kranz, Bruce | Active | | 02/01/2000 | | | | 19 | \$ 26,603 | | \$ 28,987 | \$ 2,384 |
| Glander, Joel | Active | | 02/05/2001 | | | | 18 | \$ 22,623 | | \$ 24,712 | \$ 2,089 |
| Kranz, Bobby | Active | | 03/27/2001 | | | | 18 | \$ 25,219 | | \$ 27,548 | \$ 2,329 |
| Mackenthun, Jared | Active | | 09/01/2005 | | | | 13 | \$ 14,879 | | \$ 16,560 | \$ 1,681 |
| Stewart, Steven | Active | | 03/01/2006 | | | | 13 | \$ 13,822 | | \$ 15,383 | \$ 1,561 |
| Dudgeon, Paul | Active | | 09/01/2007 | | | | 11 | \$ 16,289 | | \$ 18,354 | \$ 2,065 |
| Marquardt, Gary | Active | | 09/01/2007 | | | | 11 | \$ 16,289 | | \$ 18,354 | \$ 2,065 |
| Spande, Justin | Active | | 12/29/2008 | | | | 10 | \$ 14,341 | | \$ 16,289 | \$ 1,948 |
| Rademacher, Martin | Active | | 06/01/2010 | | | | 9 | \$ 9,745 | | \$ 11,177 | \$ 1,433 |
| Mackenthun, Nicholas | Active | | 12/27/2010 | | | | 8 | \$ 7,799 | | \$ 9,055 | \$ 1,256 |
| Petz, Chris | Active | | 04/01/2011 | | | | 8 | \$ 10,768 | | \$ 12,503 | \$ 1,734 |
| Anderson, Scott | Active | | 10/01/2012 | | | | 6 | \$ 7,589 | | \$ 9,132 | \$ 1,543 |
| Hanson, Jaysen | Active | | 01/01/2014 | | | | 5 | \$ 6,133 | | \$ 7,589 | \$ 1,456 |
| Trebsch, Kipp | Active | | 08/01/2014 | | | | 4 | \$ 4,445 | | \$ 5,727 | \$ 1,283 |
| Kuenzel, Russell | Active | | 07/02/2015 | | | | 4 | \$ 4,287 | | \$ 5,524 | \$ 1,237 |
| Vanhaffen, Anthony | Active | | 07/02/2015 | | | | 4 | \$ 3,080 | | \$ 3,969 | \$ 889 |
| Michaels, John | Active | | 08/01/2016 | | | | 2 | \$ 2,241 | | \$ 3,464 | \$ 1,222 |
| Eischens, Matt | Active | | 09/01/2016 | | | | 2 | \$ 1,813 | | \$ 2,802 | \$ 989 |
| Jaus, Matt | Active | | 01/01/2017 | | | | 2 | \$ 1,747 | | \$ 2,700 | \$ 953 |
| Weverka, Joe | Active | | 08/01/2017 | | | | 1 | \$ 1,088 | | \$ 2,241 | \$ 1,153 |
| Mueller, Tim | Deferred | | 06/01/1987 | 04/01/2010 | \$ 1,450.00 | | 23 | \$ 45,903 | | \$ 48,198 | \$ 2,295 |
| Miller, Mike | Deferred | | 03/01/1989 | 03/03/2010 | \$ 1,450.00 | | 21 | \$ 40,206 | | \$ 42,216 | \$ 2,010 |
| Glander, Adam | Deferred | | 03/01/1995 | 03/01/2016 | \$ 1,600.00 | | 21 | \$ 39,109 | | \$ 41,065 | \$ 1,955 |
| Droege, Brenda | Deferred | | 02/05/2001 | 09/01/2014 | \$ 1,550.00 | | 14 | \$ 18,331 | | \$ 19,247 | \$ 917 |
| | | | | | | | 0 | \$ - | | \$ - | \$ - |
| | | | | | | | | \$ 554,337 | | \$ 606,589 | \$ 52,253 |



125 Minnesota Valley Electric Drive | Jordan, MN 55352
952.492.2313 | 800.282.6832 | Fax 952.492.8281

Minnesota Valley Electric Cooperative
Your Touchstone Energy® Cooperative 

www.mvec.net | info@mvec.net

May 24, 2018

Hamburg Fire Department
Asst Chief Steven Siewert
181 Broadway Ave
PO Box 213
Hamburg, MN 55339

Dear Chief Siewert,

The Minnesota Valley Electric Trust/Operation Round Up Board of Directors is pleased to send your organization a check for \$3,092 to purchase updated pagers.

These funds are made available by the cooperative's caring members who have opted to have their electric bills rounded up and, in turn, help their neighbors and communities. We trust that these funds will help provide support for your organization so that it may continue to provide an important service to people and the community.

We close with two requests. Please cash your check promptly to keep the accounting team at MVEC current. Secondly, we are enclosing a promotional piece for the ORU program. Feel free to copy and distribute throughout your organization.

Sincerely,



Chris Schwingler
Operation Round Up Coordinator
952-492-8210

Spread the word....

Please copy and distribute to the members of your organization so we can involve more participation in the Operation Round UP Program.



MVEC

Minnesota Valley Electric Cooperative

Your Touchstone Energy® Cooperative 

**We know you appreciate
your grant from
the MVEC Operation Round Up Program
and we need to ask a favor!**

This program is funded by MVEC members who round up their electric bills to the nearest dollar so these extra pennies may be redistributed to groups like yours. Please ask your MVEC friends, family, neighbors and co-workers to join this worthy program.

Sign up at

www.mvec.net/community/operation-round-up/

or call our member service department at

952-492-2313

to become an active ORU participant today.

2017 Minnesota Statutes

340A.404 INTOXICATING LIQUOR; ON-SALE LICENSES.

Subd. 4. **Special provisions; sports, conventions, or cultural facilities; community festivals.**

(a) The governing body of a municipality may authorize a holder of a retail on-sale intoxicating liquor license issued by the municipality or by an adjacent municipality to dispense intoxicating liquor at any convention, banquet, conference, meeting, or social affair conducted on the premises of a sports, convention, or cultural facility owned by the municipality or instrumentality thereof having independent policy-making and appropriating authority and located within the municipality. The licensee must be engaged to dispense intoxicating liquor at an event held by a person or organization permitted to use the premises, and may dispense intoxicating liquor only to persons attending the event. The licensee may not dispense intoxicating liquor to any person attending or participating in a youth amateur athletic event, for persons 18 years of age or younger, held on the premises.

(b) The governing body of a municipality may authorize a holder of a retail on-sale intoxicating liquor license issued by the municipality to dispense intoxicating liquor off premises at a community festival held within the municipality. The authorization shall specify the area in which the intoxicating liquor must be dispensed and consumed, and shall not be issued unless the licensee demonstrates that it has liability insurance as prescribed by section 340A.409 to cover the event.



Jeremy Gruenhagen <cityadmin@cityofhamburgmn.com>

Community Festival

DONOVAN BUCKENTIN <donovanb@embarqmail.com>
To: Jeremy Gruenhagen <cityadmin@cityofhamburgmn.com>

Wed, Jun 6, 2018 at 2:38 PM

Hi Jeremy,

I checked with the League and was told that having the city of Hamburg listed as additional insured on Parkside's license shouldn't be a problem. The only way the city could be found negligent is if something else besides liquor would cause the city to be found negligent. The city does not have liquor liability coverage so that is where Parkside's coverage would come into play.

In a separate note, the city's property/casualty coverage is due to renew on 7/15. Not sure if you received your login code but it is C1A3F45D, at www.lmc.org, go to risk management tab and select online renewal. In the past, you have done this renewal but as always, if you need help or would want me to work with you on this, I'm happy to do this.

Any questions, let me know.

Thank you,
Donovan

From: "Jeremy Gruenhagen" <cityadmin@cityofhamburgmn.com>

To: "donovanb" <donovanb@embarqmail.com>

Sent: Wednesday, June 6, 2018 10:48:30 AM

Subject: Community Festival

[Quoted text hidden]



Jeremy Gruenhagen <cityadmin@cityofhamburgmn.com>

Liquor License

McManus, Mike (DPS) <mike.mcmanus@state.mn.us>
To: Jeremy Gruenhagen <cityadmin@cityofhamburgmn.com>
Cc: "Murray, Kellie (DPS)" <kellie.murray@state.mn.us>

Wed, Jun 6, 2018 at 11:01 AM

June 6, 2018

Jeremy Gruenhagen

City Clerk-Treasurer

P.O. Box 248

181 Broadway Avenue

Hamburg, MN 55339

Jeremy,

Please review Minnesota Statute 340A.404 subdivision 4 b as it relates to community festivals. Approval of an event as a community festival is a local process. How a city authorizes an event as a community festival is up to the city. Typically it is done through a city council action. The statute allows local authorities to "authorize a holder of a retail on-sale intoxicating liquor license issued by the municipality to dispense intoxicating liquor off premises at a community festival held within the municipality. The authorization shall specify the area in which the intoxicating liquor must be dispensed and consumed, and shall not be issued unless the licensee demonstrates that it has liability insurance".

The bar's fenced off parking lot could only be utilized if the area is part of the community festival area. No additional liquor licenses would appear to be needed if the area is part of the community festival.

A for profit retail business such as the Parkside Tavern would not qualify for a temporary on-sale intoxicating liquor license. See Minnesota Statute 340A.404 subdivision 10.

To answer your second question:

If Parkside Tavern closes off the street adjacent to their property, with City approval, if they sell intoxicating alcohol inside the bar is alcohol allowed outside the bar within the fenced area?

The area of the street to be closed would be fenced off. If the city has authorized a community festival for the street area? Yes.

Another option would be for the bar to explore the possibility of obtaining a caterers permit for food and alcohol for off-site catered events see 340A.404 subdivision 12.

You may want to review this email and the statute with your city attorney as they can provide your city with legal advice.

I hope this helps.

Signed,



Michael T. McManus

Supervisor Regulatory Investigations Alcohol Enforcement

MN DPS Alcohol and Gambling Enforcement

445 Minnesota st Suite 222 | [Saint Paul, MN 55101](#)

651-201-7502 (Direct) | 651-297-5259 (Fax) | mike.mcmanus@state.mn.us

THIS COMMUNICATION MAY CONTAIN CONFIDENTIAL AND/OR OTHERWISE PROPRIETARY MATERIAL and is thus for use only by the intended recipient. If you received this in error, please contact the sender and delete the e-mail and its attachments from all computers

At the Alcohol and Gambling Enforcement Division we take very seriously our role in educating the public on alcohol and gambling laws. We regularly use our Facebook page and our Twitter account as well as Department of Public Safety Instagram and blog posts to help spread the word about education and messages about our division to as many people as possible. We encourage you to follow AGED on social media and check out the DPS blog on a regular basis for information you can use on your own social media channels to help keep people in your communities across Minnesota educated.

Please feel free to share or RT any information you find on our Facebook page or on Twitter. Same goes for Instagram and the DPS blog.

From: Jeremy Gruenhagen [mailto:cityadmin@cityofhamburgmn.com]

Sent: Wednesday, June 06, 2018 9:30 AM

To: McManus, Mike (DPS) <mike.mcmanus@state.mn.us>

Subject: Re: Liquor License

Mike,

What steps does the City need to take to declare a City Festival?

**CITY OF HAMBURG, MINNESOTA
RESOLUTION NUMBER 2018-07**

**RESOLUTION AUTHORIZING OFF-PREMISES LIQUOR SERVICE
AT COMMUNITY FESTIVAL**

WHEREAS, Minnesota Statutes, section 340A.404, subdivision 4(b), authorizes a City Council to authorize a liquor license holder to serve liquor at an off-premises location at a community festival;

WHEREAS, the Big Rib Jig, held on June 23, 2018, is an important attraction for the community and takes place within the City of Hamburg;

WHEREAS, Parkside Tavern has an active retail intoxicating on-sale liquor license issued by the City of Hamburg;

WHEREAS, Parkside Tavern desires to dispense liquor outside of its licensed premises during the Big Rib Jig; and

WHEREAS, Parkside Tavern has provided the City of Hamburg with proof of liability insurance in compliance with Minnesota Statutes, section 340A.409; therefore

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

1. The Big Rib Jig, held on June 23, 2018, is a community festival.
2. Parkside Tavern is hereby authorized to dispense liquor off premises during the Big Rib Jig on June 23, 2018, in accordance with Minnesota Statutes, section 340A.404, subdivision 4(b).
3. Parkside Tavern may only dispense liquor in the designated areas of the Big Rib Jig. The designated areas are exclusively the enclosed buildings located in Bicentennial Park (614 Park Avenue) and the fenced-in area of Railroad Street immediately adjacent to Parkside Tavern. All liquor must be consumed in the designated areas.
4. Parkside Tavern is responsible for ensuring no persons under the age of 21 enter the designated liquor areas at the Big Rib Jig.



I CERTIFY THAT the above resolution (Resolution 2018-07) was adopted by the City Council of Hamburg, Carver County, Minnesota this 12th day of June, 2018.

Chris Lund, Mayor

ATTEST:

Jeremy Gruenhagen, City Clerk/Treasurer



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

ABOUT PERMITS: What's all the fuss?

Columnist Kandis Hanson, with MNSPECT, LLC

With some frequency, MNSPECT has people question why a permit is required for all types of projects—from reroofs to new homes. On the one hand, there are some that just don't believe there should be a state-enforced building code. On the other hand, there are certain types of projects that require a building permit, and many are genuinely surprised that a permit is required for such work. The following are just a few of those types of projects:



- ✓ Water heaters & water softeners
- ✓ Replacing windows & doors
- ✓ Replacing a garage door
- ✓ Replacing water-damaged drywall
- ✓ Replacing more than 110 sf of roofing or siding
- ✓ Lawn irrigation systems
- ✓ Demolition of a structure – interior or in total
- ✓ Fences, swimming pools & back-yard sheds
- ✓ Signs – free standing and those attached to buildings
- ✓ Retaining walls – those over 4', measured from the bottom of the footing to the top of the wall
- ✓ Water towers & communication towers – each must be inspected per engineering plans

What are the consequences for working without proper permits?

A building permit is to be obtained by an owner or authorized agent who intends to construct, enlarge, alter, repair, move, demolish, or change the occupancy of a building or structure; or to erect, install, enlarge, alter, repair, remove, convert, or replace any gas, mechanical, electrical, plumbing system, or other equipment, if regulated by the State Building Code.

If an owner or owner-agent fails to get a permit, there are consequences. Referred to as an 'Investigation Fee,' the amount charged is set by the municipality and is often equal to the cost of the corresponding permit fee—essentially a double fee.

If a licensed contractor fails to attain a permit that is required under the State Code, they may be reported to the Code Enforcement Division of the Department of Labor and Industry, which can result in their enforcement action.

A lesson in Building Code Enforcement, it's better to be safe than sorry. Call your municipality for their guidance on if a permit is required! Wishing you a great construction season!

Kandis Hanson had a 22 year career as a local government leader in three Minnesota communities, all under 10,000 population. She now consults for small cities in her position as Relationship Manager with MNSPECT, LLC, a premier Building Safety firm and a long-established business located at 235 First Street West, Waconia, MN. She may be reached at 952-442-7520 or kandis@mnspect.com.



MNSPECT

HELPING YOU COMPLY WITH THE CODE

**CITY OF HAMBURG
PERMIT/VALUATION COMPARISON**

2017 and 2016

| RESIDENTIAL | 2017 | | 2016 | |
|---|-----------|----------------------|-----------|----------------------|
| | PERMITS | VALUATION | PERMITS | VALUATION |
| New Single Family Homes | 0 | \$ - | 1 | \$ 255,842.00 |
| Townhouse/Twin Homes | 0 | \$ - | 0 | \$ - |
| House Additions | 0 | \$ - | 1 | \$ 65,357.00 |
| House Remodels/Basement Finish | 1 | \$ 3,160.00 | 3 | \$ 19,523.00 |
| Garages | 1 | \$ 45,372.00 | 3 | \$ 58,026.00 |
| Garage Additions and Remodels | 0 | \$ - | 2 | \$ 43,920.00 |
| 3-Season Porches/Sun Rooms | 0 | \$ - | 0 | \$ - |
| Decks/Deck Ftgs Only | 0 | \$ - | 3 | \$ 11,193.48 |
| Fire Damage Repair | 0 | \$ - | 0 | \$ - |
| Swimming Pools | 0 | \$ - | 0 | \$ - |
| Demolition Permits | 0 | \$ - | 0 | \$ - |
| Sheds and Accessory Structures | 0 | \$ - | 0 | \$ - |
| Renewals | 0 | \$ - | 0 | \$ - |
| Move-In House/Garage | 0 | \$ - | 0 | \$ - |
| Mechanical Permits | 5 | \$ - | 6 | \$ - |
| Plumbing Permits | 0 | \$ - | 3 | \$ - |
| Maintenance Permits Issued *OTC | 8 | \$ - | 18 | \$ - |
| Egress Window | 1 | \$ 2,500.00 | 2 | \$ 4,000.00 |
| Fence | 0 | \$ - | 0 | \$ - |
| Miscellaneous | 1 | \$ 3,000.00 | 1 | \$ 2,200.00 |
| TOTAL RESIDENTIAL | 17 | \$ 54,032.00 | 43 | \$ 460,061.48 |
| COMMERCIAL/INDUSTRIAL | | | | |
| New Buildings | 0 | \$ - | 0 | \$ - |
| Remodel/Additions | 1 | \$ 9,600.00 | 0 | \$ - |
| Re-Roof, Re-Window and Re-Side | 3 | \$ 48,550.00 | 2 | \$ 16,400.00 |
| Mechanical Permits | 1 | \$ 2,995.00 | 0 | \$ - |
| Plumbing Permits | 0 | \$ - | 0 | \$ - |
| Fire Sprinklers | 0 | \$ - | 0 | \$ - |
| Electrical Permits | 0 | \$ - | 0 | \$ - |
| Miscellaneous | 0 | \$ - | 0 | \$ - |
| TOTAL COMMERCIAL/INDUSTRIAL | 5 | \$ 61,145.00 | 2 | \$16,400.00 |
| PUBLIC & INSTITUTIONAL (E & I) | | | | |
| New Buildings | 0 | \$ - | 0 | \$ - |
| Remodel/Additions | 0 | \$ - | 0 | \$ - |
| Re-Roof, Re-Window and Re-Side | 0 | \$ - | 0 | \$ - |
| Mechanical Permits | 0 | \$ - | 0 | \$ - |
| Plumbing Permits | 0 | \$ - | 0 | \$ - |
| Fire Sprinklers | 0 | \$ - | 0 | \$ - |
| Fire Alarm | 0 | \$ - | 0 | \$ - |
| Solar Energy | 0 | \$ - | 0 | \$ - |
| Electrical Permits | 0 | \$ - | 0 | \$ - |
| Miscellaneous | 0 | \$ - | 0 | \$ - |
| TOTAL PUBLIC & INSTITUTIONAL | 0 | \$ - | 0 | \$ - |
| GRAND TOTALS | 22 | \$ 115,177.00 | 45 | \$ 476,461.48 |



**CITY OF HAMBURG
PERMIT/VALUATION COMPARISON
JAN-APR 2018 and 2017**

| RESIDENTIAL | 2018 Jan-Apr | | 2017 Jan-Apr | |
|---|--------------|--------------------|--------------|--------------------|
| | PERMITS | VALUATION | PERMITS | VALUATION |
| New Single Family Homes | 0 | \$ - | 0 | \$ - |
| Townhouse/Twin Homes | 0 | \$ - | 0 | \$ - |
| House Additions | 0 | \$ - | 0 | \$ - |
| House Remodels/Basement Finish | 0 | \$ - | 0 | \$ - |
| Garages | 0 | \$ - | 0 | \$ - |
| Garage Additions and Remodels | 0 | \$ - | 0 | \$ - |
| 3-Season Porches/Sun Rooms | 0 | \$ - | 0 | \$ - |
| Decks/Deck Ftgs Only | 0 | \$ - | 0 | \$ - |
| Fire Damage Repair | 0 | \$ - | 0 | \$ - |
| Swimming Pools | 0 | \$ - | 0 | \$ - |
| Voided permits | 0 | \$ - | 0 | \$ - |
| Demolition Permits | 0 | \$ - | 0 | \$ - |
| Sheds and Accessory Structures | 0 | \$ - | 0 | \$ - |
| Renewals | 0 | \$ - | 0 | \$ - |
| Move-In House/Garage | 0 | \$ - | 0 | \$ - |
| Mechanical Permits | 3 | \$ - | 1 | \$ - |
| Plumbing Permits | 0 | \$ - | 0 | \$ - |
| Maintenance Permits Issued *OTC | 4 | \$ - | 3 | \$ - |
| Egress Window | 0 | \$ - | 0 | \$ - |
| Fence | 0 | \$ - | 0 | \$ - |
| Miscellaneous | 0 | \$ - | 0 | \$ - |
| TOTAL RESIDENTIAL | 7 | \$ - | 4 | \$0.00 |
| COMMERCIAL/INDUSTRIAL | | | | |
| New Buildings | 0 | \$ - | 0 | \$ - |
| Remodel/Additions | 0 | \$ - | 0 | \$ - |
| Re-Roof, Re-Window and Re-Side | 0 | \$ - | 1 | \$ 550.00 |
| Mechanical Permits | 0 | \$ - | 1 | \$ 2,995.00 |
| Plumbing Permits | 1 | \$ 2,000.00 | 0 | \$ - |
| Fire Sprinklers | 0 | \$ - | 0 | \$ - |
| Fire Alarms | 0 | \$ - | 0 | \$ - |
| Solar Energy | 0 | \$ - | 0 | \$ - |
| Electrical Permits | 0 | \$ - | 0 | \$ - |
| Miscellaneous | 0 | \$ - | 0 | \$ - |
| TOTAL COMMERCIAL/INDUSTRIAL | 1 | \$2,000.00 | 2 | \$3,545.00 |
| PUBLIC & INSTITUTIONAL (E & I) | | | | |
| New Buildings | 0 | \$ - | 0 | \$ - |
| Remodel/Additions | 0 | \$ - | 0 | \$ - |
| Re-Roof, Re-Window and Re-Side | 0 | \$ - | 0 | \$ - |
| Mechanical Permits | 0 | \$ - | 0 | \$ - |
| Plumbing Permits | 0 | \$ - | 0 | \$ - |
| Fire Sprinklers | 0 | \$ - | 0 | \$ - |
| Fire Alarm | 0 | \$ - | 0 | \$ - |
| Solar Energy | 0 | \$ - | 0 | \$ - |
| Electrical Permits | 0 | \$ - | 0 | \$ - |
| Miscellaneous | 0 | \$ - | 0 | \$ - |
| TOTAL PUBLIC & INSTITUTIONAL | 0 | \$0.00 | 0 | \$0.00 |
| GRAND TOTALS | 8 | \$ 2,000.00 | 6 | \$ 3,545.00 |

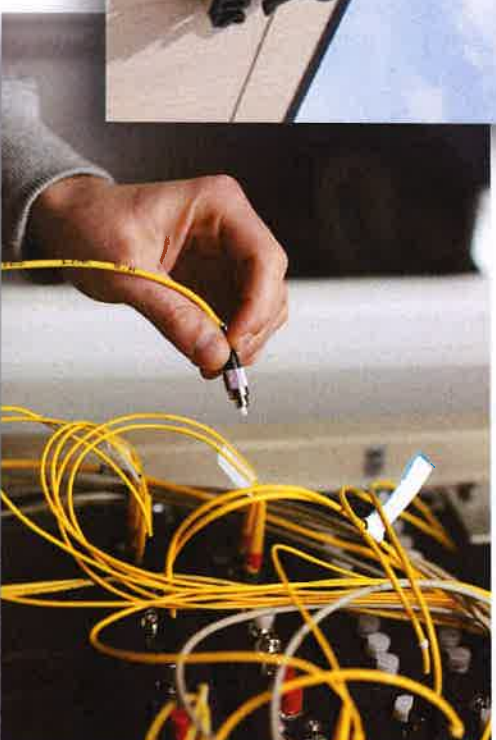


JAGUAR
Communications

City of Hamburg
4/9/18

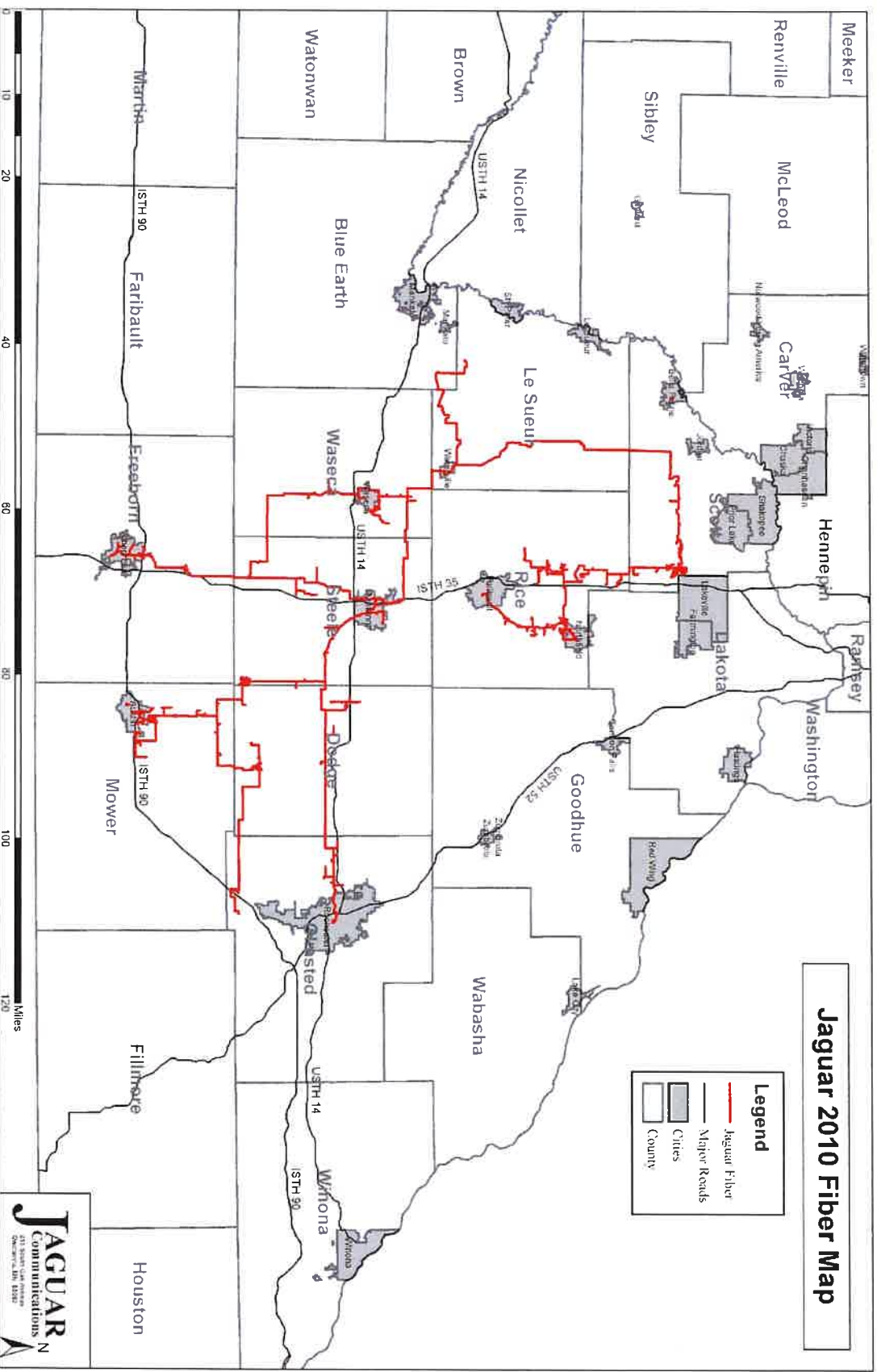
Who We Are

- Locally owned and operated
- 80+ employees
- Growing to meet the needs of our customers

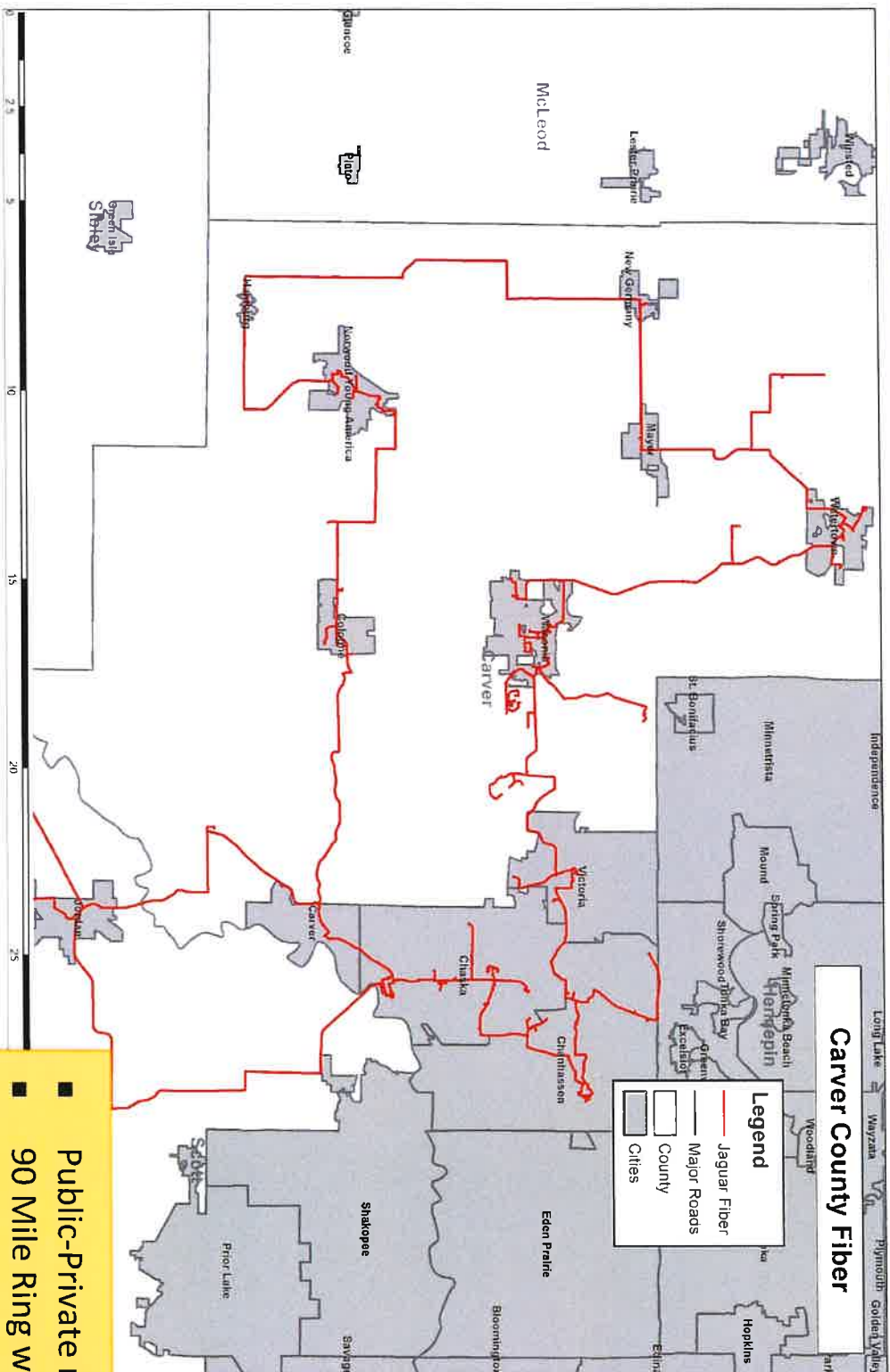


Jaguar's Early Fiber Plant

Jaguar 2010 Fiber Map

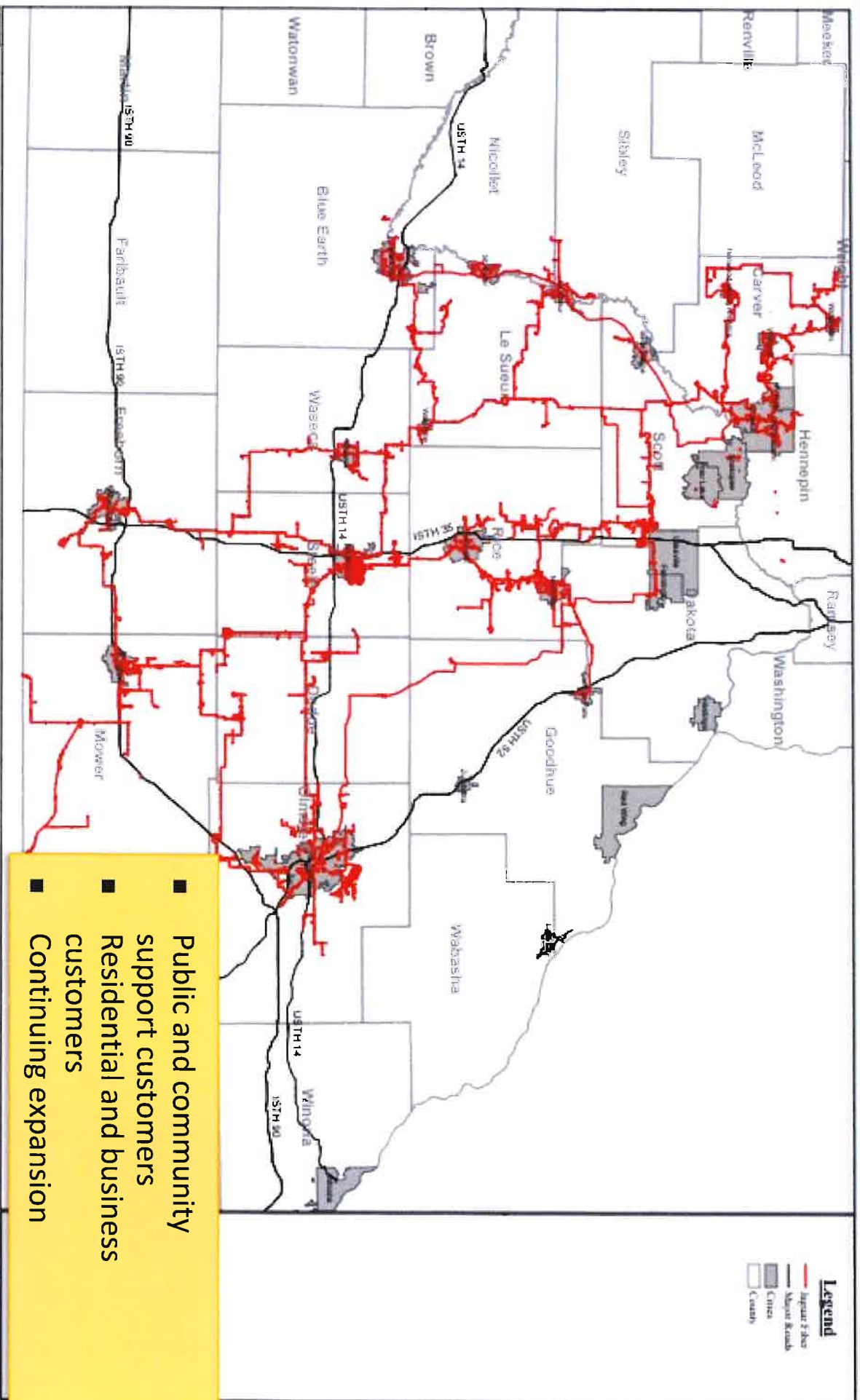


Carver County Partnership 2011



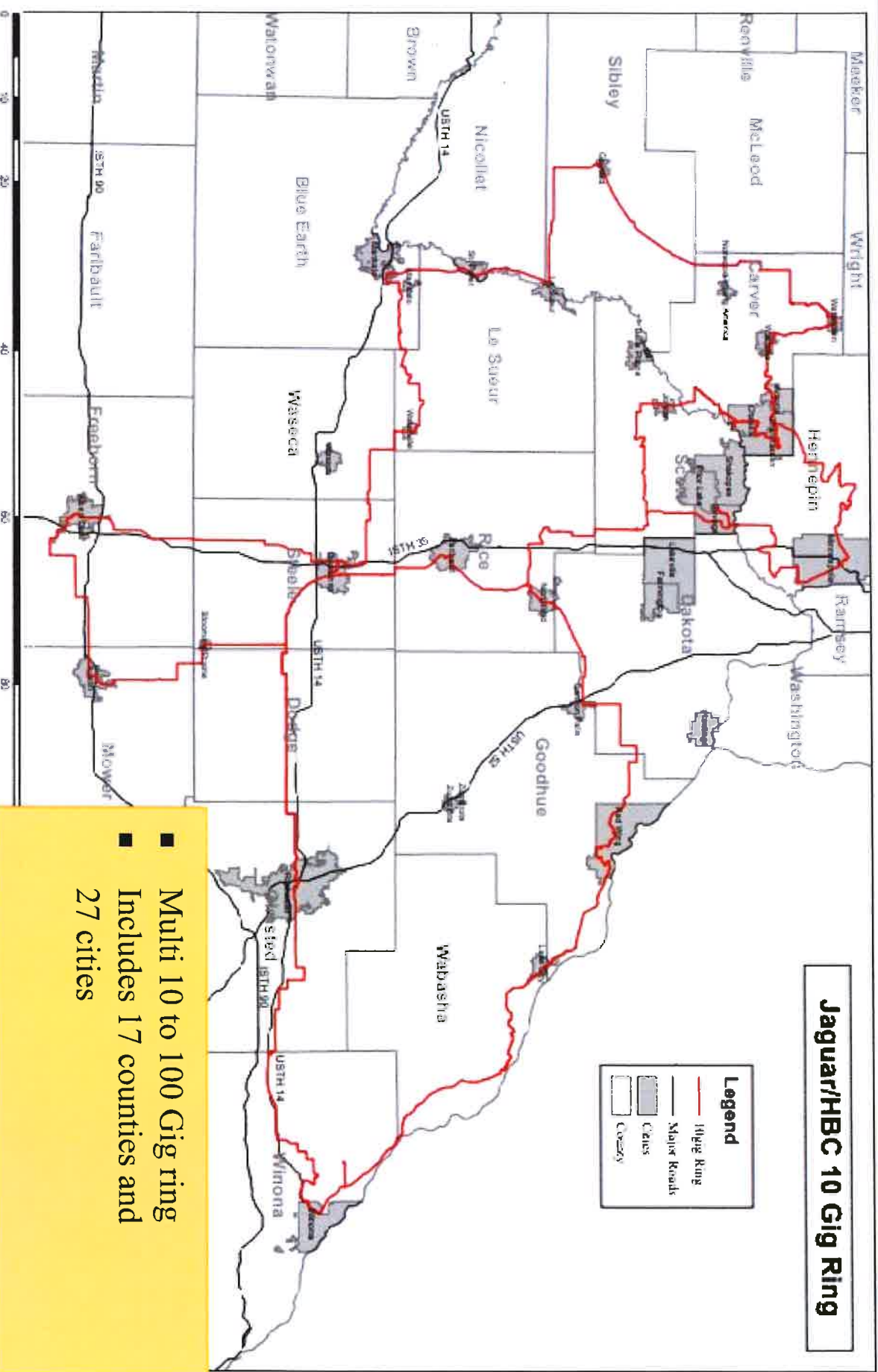
- Public-Private relationships develop
- 90 Mile Ring with 30 miles of lateral
- Anchor institutions: educational, libraries, healthcare, government

Jaguar's Growth



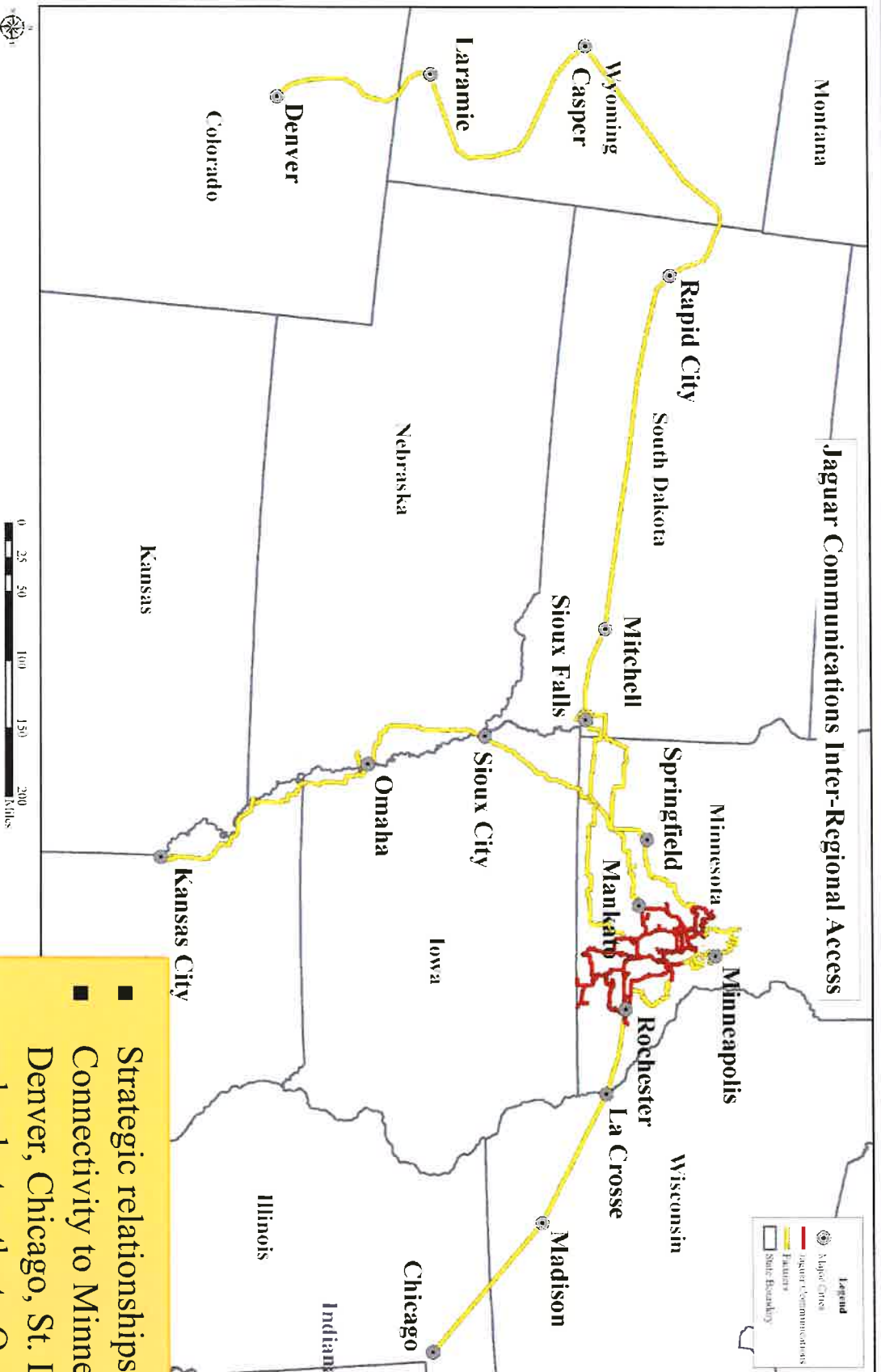
- Public and community support customers
- Residential and business customers
- Continuing expansion

Multi 10-100 Gig Rings



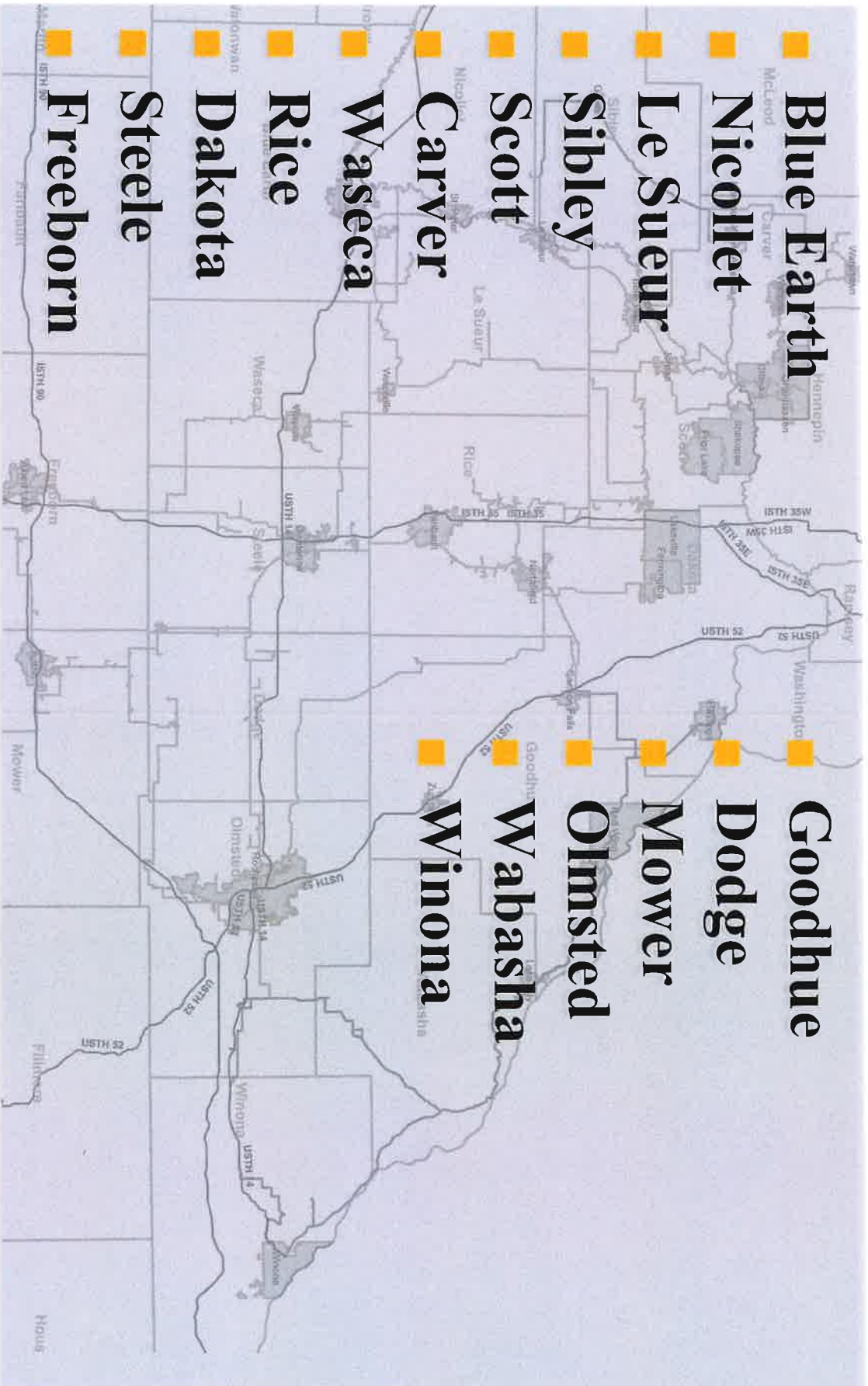
Multi-Region Connectivity

Jaguar Communications Inter-Regional Access

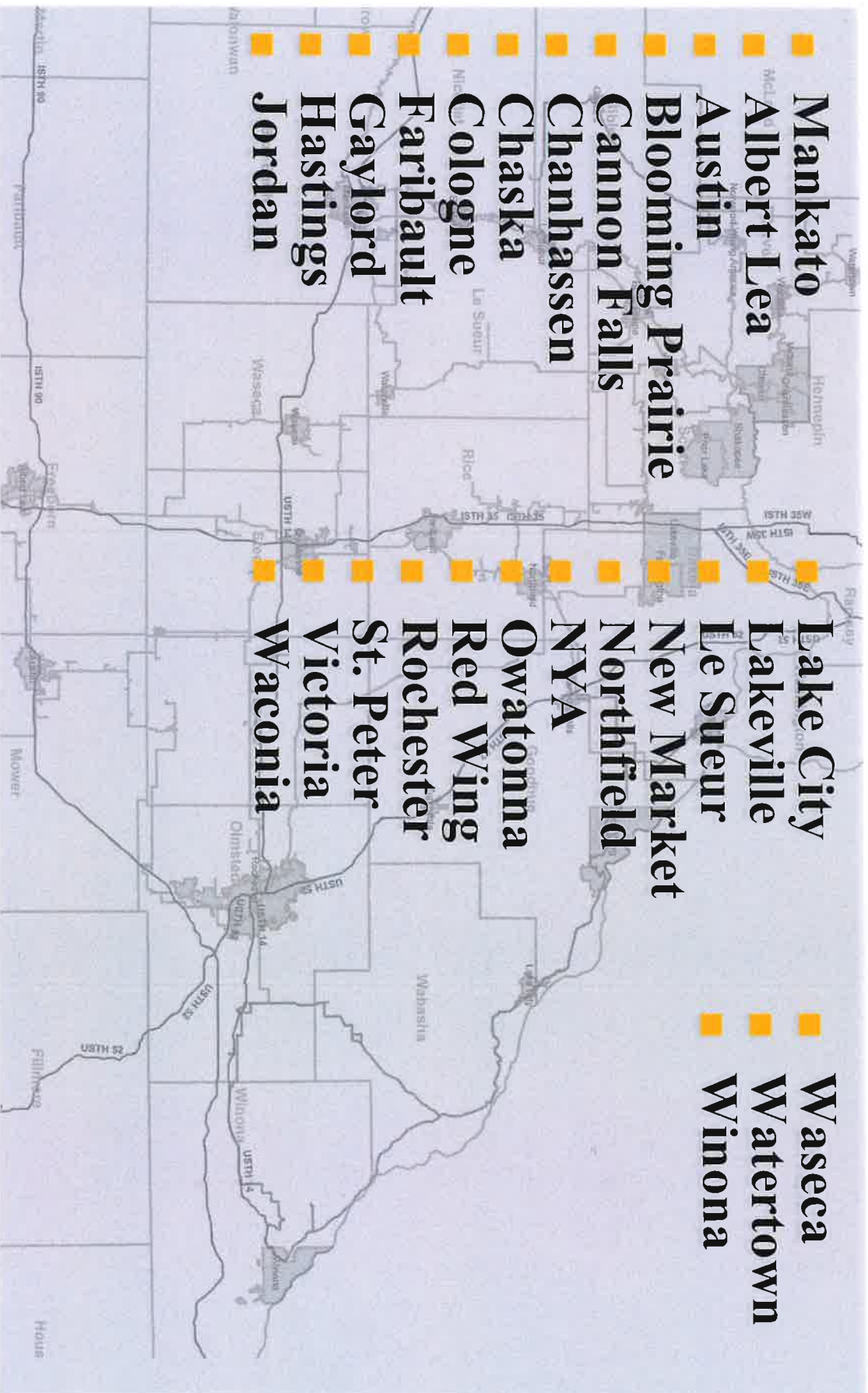


- Strategic relationships
- Connectivity to Minneapolis, Denver, Chicago, St. Louis, and redundant paths to Omaha

17 Counties



27 Cities



Invested In Community

- Multiple local public, private, and school district relationships
- Selected by SOCRATES learning consortium to provide service to 60+ school and library locations. Today Jaguar is in 125+ K-12 school buildings including Owatonna Public Schools
- Expanding relationships with educational and medical institutions
- Fiber to unserved areas

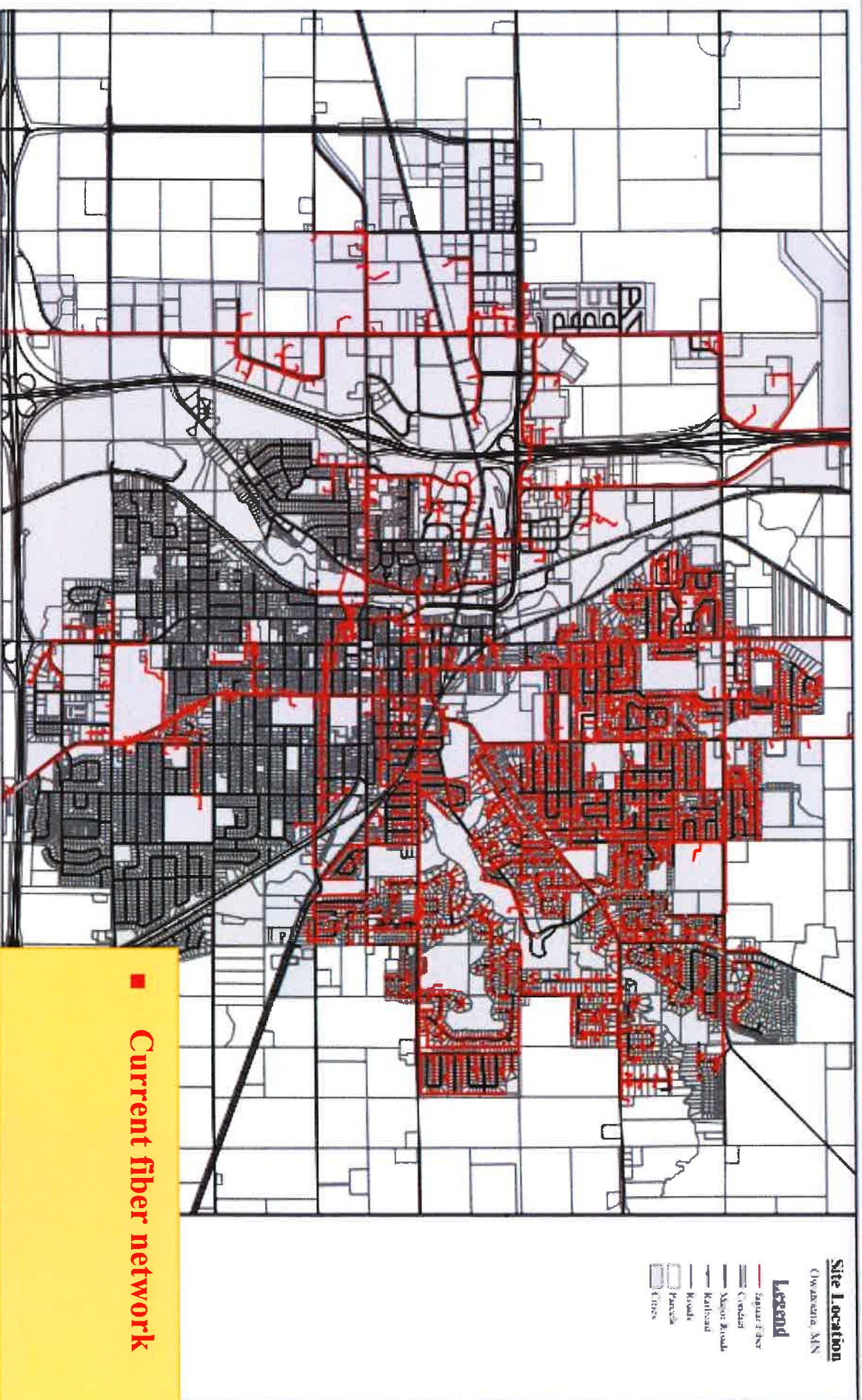
Industry Leader, Local Partner

- Pioneer in fiber network design, development, deployment and operation
- One of largest fiber networks in Minnesota
- Local ownership and community ties
- Around-the-clock staffing for service all day, every day
- Cross-trained, locally-based technicians
- Engaged in public-private partnerships

Jaguar In The Market

- Expand deployment of all-fiber, next-generation networks
- Provide consumer choice and superior service
- Spur facilities-based competition
- Stimulate economic growth and development
- Competition historically drives down prices

City Overlay Example



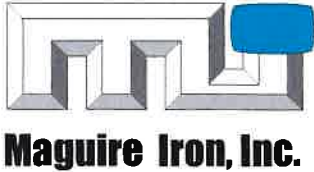
Services

- Telephone Service with all features for residential and business
- Television service for residential and businesses
- High speed internet service from 10M to 10 Gigs – residential and business
- Pricing for individual services or package pricing from \$29.95 to \$209.95

Conclusion

City of Hamburg and Jaguar:
an exceptional strategic partnership.

Jonathan Rodd
April 9th, 2018



P.O. Box 1446
Sioux Falls, SD 57101
Phone (605) 334-9749
Fax (605) 334-9752
www.maguireiron.com

5/9/2018

Mr. Jeremy Gruenhagen
City of Hamburg
PO Box 248
Hamburg, MN 55339

RE: Elevated Water storage tank painting

Mr. Gruenhagen

I want to thank you and the Mayor for taking the time to speak with me on the needs and concerns of your water tower. I am confident that your tank could be in use for many years to come or until everything is in place for a new tower. This is possible with the proper maintenance and care. As we discussed if there is a crossover from the old tank to the new tank we can roll that money over into the maintenance of the new tank after it is built. I feel the inside is in need of a new coating right now and I have also added the exterior to the contract as requested. In the event the new water tower doesn't get erected as fast as we hope.

If there are any questions please let me know, I am always available and I can also come to any meeting and answer questions others may have.

If this is something that may interest you please sign the agreement, make a copy for your records, then mail back the original to me at the above address. Once we receive the agreement we will put it on our schedule and contact you to set up a time to do the work.

Thanks again for taking the time to speak with me and also the opportunity to offer you our services. If you have any questions please feel free to call me.

Regards,

MAGUIRE IRON, INC.

Chad Edwards
Field Representative
edwardsc@maguireiron.com
605-759-4957 Cell
605-334-9749 Ofc



This contract made and entered into this _____ day of _____, 2018 by and between the _____
 City of Hamburg, MN herein after called the "Owner" and Maguire Iron, Inc., a
 South Dakota Corporation with its principal office located in Sioux Falls, South Dakota, hereinafter called the "Contractor" for and in consideration of the mutual
 covenants and promises hereinafter contained.

WITNESSETH:

Contractor agrees to make the following repairs and improvements on the Owner's water supply tank, and to furnish the necessary equipment, labor, material, as well as Workmen's Compensation Insurance and Contractor's Liability Insurance, and to do the work hereinafter stated in a good and workmanlike manner.

50,000 Gallon Cone Top Tank

| | | |
|------|---|-----------|
| 2018 | Interior Sand blast and Paint | \$ 16,799 |
| 2019 | Cleaning and Inspection Interior Warranty Touch Up | \$ 16,799 |
| 2020 | Cleaning and Inspection | \$ 16,799 |
| 2021 | Exterior Painting | \$ 16,799 |
| 2022 | Cleaning and Inspection Exterior warranty Touch up | \$ 16,799 |

Total sum of service: \$ 83,995

Owner is responsible for disposal or salvage of all remaining material to include spent blast media, paint containers, and other job site related material.

Owner will inspect the work as it progresses and upon completion and acceptance by Owner of the above work, the sum of \$ as above plus applicable sales and/or use tax shall become due and payable in full.

Terms: Net 30 days from acceptance and invoicing. A service charge of 1 1/2% per month (annual rate of 18%) will be charged on past due accounts.

Maguire Iron, Inc. reserves the right to impose fuel or other surcharges in effect at the time of project performance. During any exterior painting, Owner shall assist in removing any vehicles in the area which might receive paint damage. If there is any sandblasting involved in the work, Owner will be responsible for collection and disposal of any and all blast media.

Maguire Iron, Inc. will exercise reasonable care and caution to avoid, but will accept no liability for damage to antenna, communication, telemetry and/or electrical system(s) which may be attached to the structure. Removal, repair and/or replacement of the antenna, communication, telemetry and/or electrical system(s) shall be the responsibility of the Owner.

HAZARDOUS MATERIAL DISCLAIMER: *In the event that hazardous materials are on the water tank and this information is not addressed in the specification or made known to Maguire Iron, Inc. prior to the price or bid being supplied by Maguire Iron, Inc., any additional means of hazardous material abatement or disposal costs will be born upon the Owner.*

Owner and the authorized agents signing this contract as such agents do hereby expressly warrant that Owner has authority to make and enter into this contract and that it becomes a party hereto pursuant to a lawful resolution duly and regularly adopted by the governing board of said Owner pursuant to the applicable statutes of this State.

Customer shall reimburse Company for all travel, meal and entertainment expenses incurred by Company and its employees in connection with Company's performance under the contract. To the extent that any meal or entertainment expenses incurred by Company or its employees are subject to the limitation on deductibility under IRC Section 274(n) (1) and the Regulations thereunder, Customer shall be subject to the limitation and shall reduce its deduction accordingly. **This is included in the contract amount.**

This constitutes the entire contract. No verbal agreements or additions will be honored. Any amendments or additions hereto must be in writing and executed by the duly authorized agents and officers of the parties hereto.

IN WITNESS WHEREOF, we have set our hands and seals the day and year above written.

Owner Hamburg, MN

By _____ (Title)

By _____ (Title)

MAGUIRE IRON, INC.

By Chad Edwards 5/9/18
(Authorized Agent) (Date)

Date Accepted: _____
Upon acceptance, please provide two (2) signatures and date the agreement.

ENCROACHMENT AGREEMENT

THIS AGREEMENT, Made and entered into this _____ day of _____, 2018, by and between City of Hamburg, a municipal corporation organized under the laws of the State of Minnesota, hereinafter referred to as “Hamburg”, and Heather Benjamin, formerly known as Heather Glander, hereinafter referred to as “Benjamin”, **WITNESSETH:**

RECITAL NO. 1.

Benjamin is the owner of the property as described in Exhibit A attached hereto and made a part hereof.

RECITAL NO. 2.

Hamburg is the owner of real property as described in Exhibit B attached hereto and made a part hereof.

RECITAL NO. 3.

A portion of the driveway situated on the property as described in Exhibit A encroaches onto property described in Exhibit B. The encroachment area is a triangle with dimensions of 23 feet of the shared property boundary, nine (9) feet along Railroad Street, and 22 feet within the property described in Exhibit B. An aerial image of the encroachment is attached as Exhibit C.

RECITAL NO. 4.

It is the desire of the parties hereto to enter into this Encroachment Agreement whereby said driveway may be permitted to remain on the property until such time as same is removed.

NOW, THEREFORE, in consideration of the mutual covenants and conditions hereinafter contained, it is agreed by and between the parties hereto as follows:

1. That the driveway situated on the properties as shown in Exhibit C and which driveway encroaches onto the property of Hamburg may remain and said encroachment may exist until such time as said driveway is removed, is no longer used as a driveway, or until it is determined by Hamburg that the encroachment will interfere with or obstruct Hamburg's use or enjoyment of its property.
2. Benjamin agrees, for herself, heirs, successors and assigns, to hold Hamburg harmless from and to indemnify and defend Hamburg for any and all claims, damages or injuries of any kind that may occur on or to that portion of the driveway encroaching upon Hamburg's property.
3. Benjamin agrees, for herself, heirs, successors and assigns, that in the event that Hamburg determines that said encroachment does or will interfere with Hamburg's use or enjoyment of Hamburg's property, Benjamin will, at Hamburg's discretion, remove the encroachment.
4. Any replacement or rebuilding of said driveway must result in the removal of the encroachment by the current owners of the property described in Exhibit A.
5. Any replacement or rebuilding of the driveway must comply with all then existing ordinances of the City of Hamburg.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement the day and year first above written.

CITY OF HAMBURG

By _____
Chris Lund, Mayor

By _____
Jeremy Gruenhagen, City Clerk

STATE OF MINNESOTA)
) ss.
COUNTY OF CARVER)

The foregoing instrument was acknowledged before me this ___ day of _____, 2018, by Chris Lund and Jeremy Gruenhagen, the Mayor and City Clerk, respectively, of the City of Hamburg, a municipal corporation organized under the laws of the State of Minnesota, on behalf of the City of Hamburg.

Notary Public

Heather Benjamin

STATE OF MINNESOTA)

) ss.

COUNTY OF CARVER)

The foregoing instrument was acknowledged before me this ____ day of _____, 2018, by Heather Benjamin.

Notary Public

THIS INSTRUMENT WAS DRAFTED BY:
Melchert Hubert Sjodin, PLLP (QPO)
121 West Main Street
Suite 200
Waconia, MN 55387

EXHIBIT A

Section 33, Township 115, Range 26, Lot 9 of Scheele's Subdivision of Outlot 7 of the Village of Hamburg, Carver County, Minnesota.

DRAFT

EXHIBIT B

Section 33, Township 115, Range 26, Lot 8 of Scheele's Subdivision of Outlot 7 of the Village of Hamburg, Carver County, Minnesota.

DRAFT



This map was created using Carver County's Geographic Information Systems (GIS). It is a compilation of information and data from various City, County, State, and Federal offices. This map is not a surveyed or legally recorded map and is intended to be used as a reference. Carver County is not responsible for any inaccuracies contained herein.

Carver County GIS, 2014, Pitotometry International

Map Date: 5/27/2018

Storm Sewer Pipe Usage Agreement

BETWEEN:

Steve, Tammy, and Jake Trebesch

Of 360 Sophia Ave
Telephone: (952)-412-8310
(the "landlord(s)")

OF THE FIRST PART

-AND-

City of Hamburg

Of 181 Broadway Ave
Telephone: (952)-467-3232
(the "Tenant")

OF THE SECOND PART

IN CONSIDERATION OF the Landlord(s) letting the city "rent" the storm sewer pipe to the Tenant, the Tenant renting the storm sewer pipe from the landlord and the mutual benefits and obligations set forth in this agreement, the receipt and sufficiency of which consideration is hereby acknowledged, the parties to this agreement The Trebesch's and the City of Hamburg agree as follows:

Definitions

1. When used in this agreement, the following expressions will have the meanings indicated:
 - a. "Additional Rent" means all amounts payable by the Tenant under this agreement except base rent, whether or not specifically designated as additional rent elsewhere in the agreement;
 - b. "Agreement area" the storm sewer pipe that runs across 419 Railroad St Hamburg MN 55339 and NYA township land ; 11.0282010, no land just the storm sewer pipe.

- c. "Pipe" means the storm sewer pipe that runs across 419 Railroad St Hamburg MN 55339 and NYA township land ; 11.0282010, which the Trebesch's own.
- d. "Rent" means the total of base rent, anything dropped off the water bill, and additional rent.

Intent of Agreement

2. It is the intent of this agreement to by the parties to this agreement that rent for this agreement will be on a gross rent basis meaning the tenant will pay the base rent and any additional rent and the landlord(s) will have their storm sewer usage bill relinquished and be paid the base rent and additional rent on an annual basis.

Agreement area

3. The landlord(s) agree to rent the tenant the storm sewer pipe (no land) located on properties 419 Railroad St Hamburg MN 55339 and NYA township land ; 11.0282010.

4. Although the tenant is "renting" the pipe, the tenant, anyone the tenant hires, anyone and or anything, they're not allowed to come on the land, work on the pipe, or dig up any land etc. until a written and/or verbal agreement has been made to be able to go on the land, go under ground, dig, etc. The tenant and/or whoever the tenant hires is also responsible for the repair of the land dug up to be able to work on the pipe, meaning must put sod down where dirt is shown, make the land flat again, and looks the way it was before digging was started.

5. Any work that has to be done to the pipe, the tenant is responsible for fixing the pipe. The tenant is responsible for the bill of repair on the pipe and the liability of any injuries or deaths that happen during the pipe is being fixed, in the case the pipe needs repair. Work can only be done once the landlord(s) has been notified and makes a written and/or verbal agreement for the tenant to agree to.

Term

6. This agreement is in effect of January 1st 2018 and ends never as long as the land is never split. In the case of someone else purchasing it, they get to take part in this agreement and get the same benefits, as long as the terms remain.

Rent / Additional rent

7. The tenant will pay the base rent of \$1,000.00, payable per year, at the beginning of the year.

8. The tenant will take the storm sewer usage part of the water bill for any properties, and/or properties that the landlord(s) own on the west side of the tracks. The tenant will also take off any bills made for anything storm sewer related on the west side of the tracks for whoever owns the properties 419 Railroad St Hamburg MN 55339 and NYA township land ; 11.0282010.

9. The tenant will pay additional rent if the rate of the storm sewer usage and/or any bills made and/or related to the storm sewer goes up on the water bills for the citizens of Hamburg. The tenant will also pay additional rent if property tax goes up.

Failure to Pay Rent

10. If the tenant fails to pay the rent, the storm sewer usage fee and/or any fee related to storm sewer on the water bills for citizens of Hamburg MN will still be taken off for all properties on the west side of the tracks in Hamburg MN for the owners of 419 Railroad St Hamburg MN 55339 and NYA township land ; 11.0282010.

11. Also in the case the tenant fails to pay rent, there will be a penalty fee of \$30.00 each month it's late.

12. If the tenant fails to pay after 1 year of the due date, the pipe will be terminated.

IN WITNESS WHEREOF the parties to this agreement have duly affixed their signatures under hand and seal, or by a duly authorized officer seal, on this _____ day of _____, 20_____

(Witness)

Steve Trebesch (landlord)

(Witness)

Tammy Trebesch (landlord)

Jake Trebesch (landlord)

City of Hamburg (tenant)

BID TABULATIONS
2018 SEAL COAT PROJECT
HAMBURG, MINNESOTA
JUNE 12, 2018
4:30 PM

| Item No. | Item Description | Pearson Bros. Inc. | | | | Allied Blacktop Company | | | | | | | | | | | |
|--------------------------|---|---------------------|-----------|------------|------------------|-------------------------|-----------|------------|------------------|------|-----------|------------|-------------|------|-----------|------------|-------------|
| | | Unit | Est. Qty. | Unit Price | Total Price | Unit | Est. Qty. | Unit Price | Total Price | Unit | Est. Qty. | Unit Price | Total Price | Unit | Est. Qty. | Unit Price | Total Price |
| 1 | Seal Coat Aggregate (FA-2) with Bituminous Material for Seal Coat (CRS-2) | S.Y. | 6,590 | \$1.88 | \$12,389.20 | S.Y. | 6,590 | \$2.19 | \$14,432.10 | S.Y. | | \$ | - | S.Y. | | \$ | - |
| 2 | Saw/Seal Joint (Crack Fill) | L.F. | 3,954 | \$0.85 | \$3,361.00 | L.F. | 3,200 | \$1.39 | \$4,448.00 | L.F. | | \$ | - | L.F. | | \$ | - |
| TOTAL BID PRICE | | | | \$ | 15,750.20 | | | \$ | 18,880.10 | | | \$ | 0.00 | | | \$ | 0.00 |
| Date for Starting Work | | As Directed By City | | | | As Directed By City | | | | | | | | | | | |
| Date for Completing Work | | As Directed By City | | | | As Directed By City | | | | | | | | | | | |



QUOTE FORM
 2018 SEAL COAT PROJECT
 HAMBURG, MINNESOTA
 JUNE 1, 2018

| <u>Item No.</u> | <u>Description</u> | <u>Unit</u> | <u>Qty.</u> | <u>Unit Price</u> | <u>Total Price</u> |
|-----------------|---|-------------|-------------|-------------------|--------------------|
| 1 | Seal Coat Aggregate (FA-2) with Bituminous Material for Seal Coat (CRS-2) | S.Y. | 6,590 | \$ 1.88 | \$ 12,389.20 |
| 2 | Saw/Seal Joint (Crack Fill) | L.F. | | \$.85 | \$ 3,361.00 |
| TOTAL | | | | \$ 15,750.20 | |

Date for Starting Work: AS DIRECTED BY CITY

Date for Completing Work: AS DIRECTED BY CITY

SUBMITTED BY:

Pearson Bros., Inc. (SEAL)
 Corporation Name

MINNESOTA
 State of Incorporation

Jack E. Pearson
 By (Authorized Signature)

Jack E. Pearson
 Name (typed or printed)

President
 Title

11079 Lamont Ave NE Hanover, MN 55341
 Business Address

763-391-6622
 Phone

jack@pearsonbrosinc.com
 E-mail

6/7/18
 Date Submitted



QUOTE FORM
 2018 SEAL COAT PROJECT
 HAMBURG, MINNESOTA
 JUNE 1, 2018

| <u>Item No.</u> | <u>Description</u> | <u>Unit</u> | <u>Qty.</u> | <u>Unit Price</u> | <u>Total Price</u> |
|-----------------|---|-------------|-------------|-------------------|--------------------|
| 1 | Seal Coat Aggregate (FA-2) with Bituminous Material for Seal Coat (CRS-2) | S.Y. | 6,590 | \$ 2.19 | \$ 14,432.10 |
| 2 | Saw Seal Joint (Crack Fill) Rout Prime | L.F. | 3,200 | \$ 1.39 | \$ 4,448.00 |
| TOTAL | | | | \$ 18,880.10 | |

Date for Starting Work: as specified
 Date for Completing Work: as specified

SUBMITTED BY:
Allied Blacktop Company (SEAL)
 Corporation Name

Minnesota
 State of Incorporation

Peter M. Capistrant
 By (Authorized Signature)

Peter M. Capistrant
 Name (typed or printed)

President
 Title

10503 89th Ave N, Maple Grove MN 55369
 Business Address

763-425-0575
 Phone

Pete@alliedblacktopmn.com
 E-mail

6-12-2018
 Date Submitted





Building a Better World
for All of Us®

June 12, 2018

RE: City of Hamburg, Minnesota
2018 Street Improvement Project

Honorable Mayor and Members of the City Council
City of Hamburg
PO Box 248
Hamburg, MN 55339

Dear Mayor and Council Members:

The City of Hamburg is proposing to complete a mill and overlay/reclaim and overlay project on Railroad Street from Henrietta Avenue to Scheele Avenue, and on Scheele Avenue from Railroad Street to Jacob Street. This letter outlines in general the project scope and our proposal for professional engineering services in assembling bid documents and contracts, along with construction administration and construction observation during the project.

PROJECT DESCRIPTION AND SEH SCOPE OF SERVICES

The proposed project includes milling or reclaiming the existing surface and a bituminous overlay across the entire width of the street. Our scope of services will include preparation of plans and specifications for soliciting quotes for the project. We will assist the city in soliciting quotes, and once the quotes have been received we will tabulate and present the results to the City Council for their approval. Our scope of services also includes preparation of contracts, construction administration, and part-time Resident Project Representative (RPR) during construction.

Proposed Tasks

Our services will consist of the following Tasks.

Final Design

- Prepare plans and specifications for soliciting quotes on the project.
- Meet with City Staff to confirm project scope and limits.
- Meet with Mayor and Council to review plans and specifications (no charge).

Bidding Services

- Assist the City with Soliciting Quotes
- Respond to Contractor Questions
- Tabulating and Reporting the Results of the Quotes
- Preparation of Contract Documents

Construction Administration

- Receiving, reviewing, and approving pay applications from the contractor.
- Keeping residents and project stakeholders informed of progress schedule and work sequence.

Engineers | Architects | Planners | Scientists

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

- Reviewing and processing change orders.
- Answering contractor questions.
- Addressing issues resulting from unforeseen conditions or change of project scope.
- Corresponding with City, utility companies, and other project stakeholders.

Resident Project Representative (Part-time basis; estimated total 8 hours)

- Observing the quantity and quality of the work by the contractor according to the plans and Contract Documents.
- Along with the Engineer, making recommendations regarding acceptance of the project at time of final completion.
- Available on site for answering questions and addressing concerns from residents living next to the project.

Proposed Fee

We propose to provide these services for the fees outlined below.

| Task | Fee |
|---|------------------------------|
| Final Design, Bidding Services, Construction Administration | \$5,200 Lump Sum |
| Resident Project Representative (RPR) | \$800 Hourly, Not to Exceed |
| Total Estimated Not to Exceed Fee | \$6,000 Not to Exceed |

SCHEDULE

At the present time, the proposed schedule for the project would be as follows:

| Task | Date |
|--|--------------------------|
| Present Final Plans and Specifications; Council Authorizes Soliciting Quotes | Tuesday, July 10, 2018 |
| Receive Quotes | Tuesday, August 7, 2018 |
| City Council Receives Quotes and Awards Contract | Tuesday, August 14, 2018 |
| Construction | September 2018 |

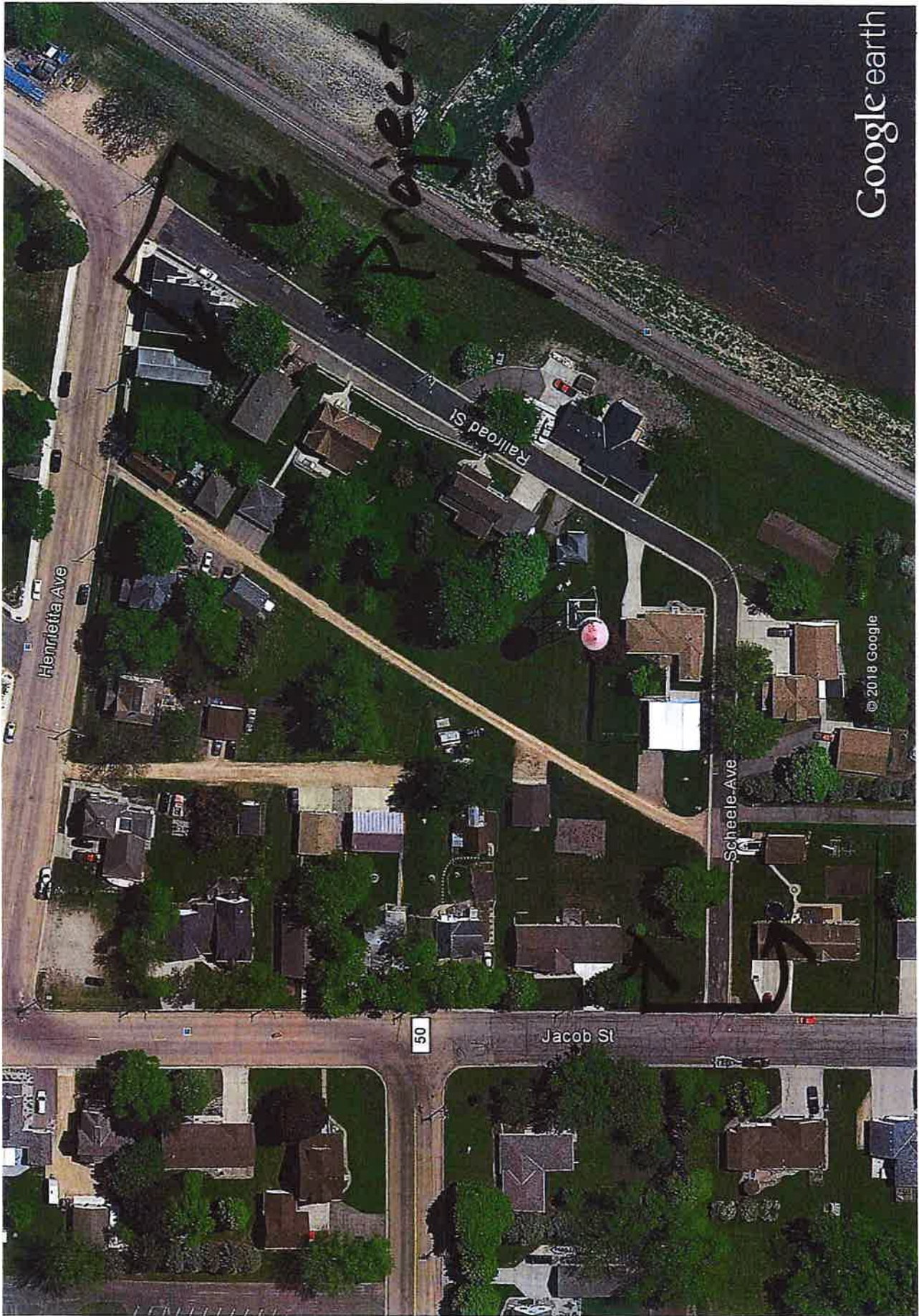
Thank you for the opportunity to submit this proposal to the City of Hamburg. Please contact me with any questions or comments concerning this proposal. If these proposed services are acceptable to you, please sign two copies of the enclosed Supplemental Letter Agreement (SLA), keep one copy for your file, and return one copy to our office.

Sincerely,

SHORT ELLIOTT HENDRICKSON INC.


Justin Black, PE
Project Manager

jb
Enclosures



Google earth



Google Earth Pro



2018 Railroad St and Scheele Ave Reclaim and Overlay
 City of Hamburg, Minnesota
 June 12, 2018

DETAILED TASK HOUR BUDGET/COST ANALYSIS

| | Black Civil Engr PE | Pomplun Lead Tech | Bogges Tech | Brinkman Admin Tech | O'Connor Admin/ Acctg | Total Amount |
|--|---------------------------|-------------------------|----------------|---------------------------|-----------------------------|-----------------|
| Task 1 - Final Design / Bidding Document Preparation / CA / RPR | | | | | | |
| Project Management / Project Administration / Meeting with City Staff | 1 | | | 1 | 1 | 3 |
| Prepare Plans and Specifications | 4 | 10 | | 2 | | 16 |
| Calculate Estimated Quantities | 1 | 1 | | 1 | | 3 |
| Prepare Quote Solicitation, contractor questions, tabulate quotes, contract agreements | 4 | | | 2 | | 6 |
| Construction Admin and Precon | 5 | | | 1 | | 6 |
| Meet with City Staff to review project scope and limits | 3 | | | | | 3 |
| | | | | | | 0 |
| | | | | | | 0 |

Fee this Task: \$5,200

Task 2 - Resident Project Representative (RPR)

| | | | | | | |
|--|--|--|---|--|--|---|
| RPR - Onsite Observation (part time 2 days at 4 hours / day) | | | 8 | | | 8 |
| | | | | | | 0 |
| | | | | | | 0 |

Fee this Task: \$800

Supplemental Letter Agreement

In accordance with the Master Agreement for Professional Services between City of Hamburg, Minnesota ("Client"), and Short Elliott Hendrickson Inc. ("Consultant"), effective March 25, 2015, this Supplemental Letter Agreement dated June 12, 2018, authorizes and describes the scope, schedule, and payment conditions for Consultant's work on the Project described as: 2018 Street Improvement Project.

Client's Authorized Representative: Jeremy Gruenhagen

Address: PO Box 248
Hamburg, MN 55339

Telephone: 952.467.3232 **email:** hamburgcityhall@gmail.com

Project Manager: Justin Black, PE

Address: PO Box 308
Hutchinson, MN 55350

Telephone: 952.913.0702 **email:** jblack@sehinc.com

Scope: The Basic Services to be provided by Consultant:

Scope includes Final Design, Bidding Services, Construction Administration, and part-time Construction Observation (RPR). See attached proposal letter dated June 12, 2018, for a list of tasks to be completed.

Resident Project Representative Services

RPR services will be provided in accordance with attached Exhibit B.

Schedule: As indicated in the attached proposal letter dated June 12, 2018. We will begin our services upon receipt of a signed copy of this Supplemental Letter Agreement.

Payment: The total estimated fee is subject to a not-to-exceed amount of \$6,000 including expenses and equipment. The estimated fee for each Task is as indicated in the attached proposal letter dated June 12, 2018.


The payment method, basis, frequency and other special conditions are set forth in attached Exhibits A-1 and A-2.

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

h:\fj\hambulcommon\2018 street imprtsuppl letter agr_061218.docx

Short Elliott Hendrickson Inc.

City of Hamburg, Minnesota

By: 
Justin Black, PE
Title: Client Service Manager

By: _____
Title: _____

Exhibit A-1
to Supplemental Letter Agreement
Between City of Hamburg, Minnesota (Client)
and
Short Elliott Hendrickson Inc. (Consultant)
Dated June 12, 2018

Payments to Consultant for Services and Expenses
Using the Hourly Basis Option

The Agreement for Professional Services is amended and supplemented to include the following agreement of the parties:

A. Hourly Basis Option

The Client and Consultant select the hourly basis for payment for services provided by Consultant. Consultant shall be compensated monthly. Monthly charges for services shall be based on Consultant's current billing rates for applicable employees plus charges for expenses and equipment.

Consultant will provide an estimate of the costs for services in this Agreement. It is agreed that after 90% of the estimated compensation has been earned and if it appears that completion of the services cannot be accomplished within the remaining 10% of the estimated compensation, Consultant will notify the Client and confer with representatives of the Client to determine the basis for completing the work.

Compensation to Consultant based on the rates is conditioned on completion of the work within the effective period of the rates. Should the time required to complete the work be extended beyond this period, the rates shall be appropriately adjusted.

B. Expenses

The following items involve expenditures made by Consultant employees or professional consultants on behalf of the Client. Their costs are not included in the hourly charges made for services and shall be paid for as described in this Agreement but instead are reimbursable expenses required in addition to hourly charges for services:

1. Transportation and travel expenses.
2. Long distance services, dedicated data and communication services, teleconferences, Project Web sites, and extranets.
3. Lodging and meal expense connected with the Project.
4. Fees paid, in the name of the Client, for securing approval of authorities having jurisdiction over the Project.
5. Plots, Reports, plan and specification reproduction expenses.
6. Postage, handling and delivery.
7. Expense of overtime work requiring higher than regular rates, if authorized in advance by the Client.
8. Renderings, models, mock-ups, professional photography, and presentation materials requested by the Client.
9. All taxes levied on professional services and on reimbursable expenses.
10. Other special expenses required in connection with the Project.
11. The cost of special consultants or technical services as required. The cost of subconsultant services shall include actual expenditure plus 10% markup for the cost of administration and insurance.

The Client shall pay Consultant monthly for expenses.

C. Equipment Utilization

The utilization of specialized equipment, including automation equipment, is recognized as benefiting the Client. The Client, therefore, agrees to pay the cost for the use of such specialized equipment on the project. Consultant invoices to the Client will contain detailed information regarding the use of specialized equipment on the project and charges will be based on the standard rates for the equipment published by Consultant.

The Client shall pay Consultant monthly for equipment utilization.

h:\fh\hambu\common\2018 street impr\exhibit a1.docx

Exhibit A-2
to Supplemental Letter Agreement
Between City of Hamburg, Minnesota (Client)
and
Short Elliott Hendrickson Inc. (Consultant)
Dated June 12, 2018

Payments to Consultant for Services and Expenses
Using the Lump Sum Basis Option

The Agreement for Professional Services is amended and supplemented to include the following agreement of the parties:

A. Lump Sum Basis Option

The Client and Consultant select the Lump Sum Basis for Payment for services provided by Consultant. During the course of providing its services, Consultant shall be paid monthly based on Consultant's estimate of the percentage of the work completed. Necessary expenses and equipment are provided as a part of Consultant's services and are included in the initial Lump Sum amount for the agreed upon Scope of Work. Total payments to Consultant for work covered by the Lump Sum Agreement shall not exceed the Lump Sum amount without written authorization from the Client.

The Lump Sum amount includes compensation for Consultant's services and the services of Consultant's Consultants, if any for the agreed upon Scope of Work. Appropriate amounts have been incorporated in the initial Lump Sum to account for labor, overhead, profit, expenses and equipment charges. The Client agrees to pay for other additional services, equipment, and expenses that may become necessary by amendment to complete Consultant's services at their normal charge out rates as published by Consultant or as available commercially.

B. Expenses Not Included in the Lump Sum

The following items involve expenditures made by Consultant employees or professional consultants on behalf of the Client and shall be paid for as described in this Agreement.

1. Expense of overtime work requiring higher than regular rates, if authorized in advance by the Client.
2. Other special expenses required in connection with the Project.
3. The cost of special consultants or technical services as required. The cost of subconsultant services shall include actual expenditure plus 10% markup for the cost of administration and insurance.

The Client shall pay Consultant monthly for expenses not included in the Lump Sum amount.

h:\fj\hambur\common\2018 street impr\exhibit a2.docx

Exhibit B
to Supplemental Letter Agreement
Between City of Hamburg, Minnesota (Client)
and
Short Elliott Hendrickson Inc. (Consultant)
Dated June 12, 2018

A Listing of the Duties, Responsibilities and
Limitations of Authority of the Resident Project Representative

Through more extensive on site observations of the construction work in progress and field checks of materials and equipment by the Resident Project Representative (RPR), Consultant shall endeavor to provide further protection for Client against defects and deficiencies in the work of Contractor (Work); but, the furnishing of such services will not make Consultant responsible for or give Consultant control over construction means, methods, techniques, sequences or procedures or for safety precautions or programs, or responsibility for Contractor's failure to perform the Work in accordance with the Contract Documents. Contract Documents are the documents that govern or are pertinent to Contractor's Work including but not limited to the agreement between Client and Contractor, the Contractor's bid, the bonds, specs, Drawings*, Field Orders*, Addenda*, clarifications, interpretations, approved Shop Drawings* and reports collectively called the Contract Documents. The duties and responsibilities of the RPR are further defined as follows:

A. General

RPR is an agent of Consultant at the site, will act as directed by and under the supervision of Consultant, and will confer with Consultant regarding RPR's actions. RPR's dealings in matters pertaining to the on site work shall in general be with Consultant and Contractor keeping the Client advised as necessary. RPR's dealings with subcontractors shall only be through or with the full knowledge and approval of Contractor. RPR shall generally communicate with Client with the knowledge of and under the direction of Consultant.

B. Duties and Responsibilities of RPR

1. Schedules: Review the progress schedule, schedule of Shop Drawing submittals and schedule of values prepared by Contractor and consult with Consultant concerning acceptability.
2. Conferences and Meetings: Attend meetings with Contractor, such as preconstruction conferences, progress meetings, job conferences and other project-related meetings, and prepare and circulate copies of minutes thereof.
3. Liaison:
 - (a) Serve as Consultant's liaison with Contractor, working principally through Contractor's superintendent and assist in understanding the intent of the Contract Documents; and assist Consultant in serving as Client's liaison with Contractor when Contractor's operations affect Client's on-site operations.
 - (b) Assist in obtaining from Client additional information, when required for proper execution of the Work.
4. Shop Drawings and Samples*:
 - (a) Record date of receipt of Shop Drawings and Samples.
 - (b) Receive Samples furnished at the site by Contractor, and notify Consultant of availability of Samples.
 - (c) Advise Consultant and Contractor of the commencement of any Work requiring a Shop Drawing or sample if the submittal has not been approved by Consultant.
5. Review of Work, Observations and Tests:
 - (a) Conduct on-site observations of the Work in progress to assist Consultant in determining if the Work is in general proceeding in accordance with the Contract Documents.
 - (b) Report to Consultant whenever RPR believes that any Work is unsatisfactory, faulty or defective or does not conform to the Contract Documents, or has been damaged, or does not meet the requirements of any inspection, test or approval required to be made; and advise Consultant of

- Work that RPR believes should be corrected or rejected or should be uncovered for observation, or requires special testing, inspection or approval.
- (c) Determine if tests, equipment and systems start-ups and operating and maintenance training are conducted in the presence of appropriate personnel, and that Contractor maintains adequate records thereof; and observe, record and report to Consultant appropriate details relative to the test procedures and start-ups.
 - (d) Accompany visiting inspectors representing public or other agencies having jurisdiction over the Project, record the results of these inspections and report to Consultant.
6. Interpretation of Contract Documents: Report to Consultant when clarification and interpretations of the Contract Documents are requested by Contractor and transmit to Contractor clarifications and interpretations as issued by Consultant.
 7. Modifications: Consider and evaluate Contractor's suggestions for modifications in Drawings or Specifications* and report with RPR's recommendations to Consultant. Transmit to Contractor decisions as issued by Consultant.
 8. Records:
 - (a) Maintain at the job site orderly files for correspondence, reports of job conferences, shop drawings and samples, reproductions of original Contract Documents including all Work Change Directive*, Addenda, Change Orders*, Field Orders, additional Drawings* issued subsequent to the execution of the Contract, Consultant's clarifications and interpretations of the Contract Documents, progress reports, and other related documents.
 - (b) Keep a diary or log book, recording Contractor hours on the job site, weather conditions, data relative to questions of Work Change Directive Change Orders or changed conditions, list of job site visitors, daily activities, decisions, observations in general, and specific observations in more detail as in the case of observing test procedures; and send copies to Consultant.
 - (c) Record names, addresses and telephone numbers of all Contractors, subcontractors and major suppliers of materials and equipment.
 9. Reports:
 - (a) Furnish Consultant periodic reports as required of progress of the Work and of Contractor's compliance with the progress schedule and schedule of Shop Drawing and sample submittals.
 - (b) Consult with Consultant in advance of scheduled major tests, inspections or start of important phases of the Work.
 - (c) Draft proposed Change Orders and Work Change Directive, obtaining backup material from Contractor and recommend to Consultant Change Orders, Work Change Directive, and Field Orders.
 - (d) Report immediately to Consultant and Client upon the occurrence of any accident.
 10. Payment Requests: Review applications for payment with Contractor for compliance with the established procedure for their submission and forward with recommendations to Consultant, noting particularly the relationship of the payment requested to the schedule of values, Work completed and materials and equipment delivered at the site but not incorporated in the Work.
 11. Certificates, Maintenance and Operation Manuals: During the course of the Work, verify that certificates, maintenance and operation manuals and other data required to be assembled and furnished by Contractor are applicable to the items actually installed and in accordance with the Contract Documents, and have this material delivered to Consultant for review and forwarding to Client prior to final payment for the Work.
 12. Completion:
 - (a) Before Consultant issues a Certificate of Substantial Completion, submit to Contractor a list of observed items requiring completion or correction.
 - (b) Conduct final inspection in the company of Consultant, Client, and Contractor and prepare a final list of items to be completed or corrected.
 - (c) Observe that all items on final list have been completed or corrected and make recommendations to Consultant concerning acceptance.

C. Limitations of Authority

Resident Project Representative:

1. Shall not authorize any deviation from the Contract Documents or substitution of materials or equipment, unless authorized by Client.
2. Shall not exceed limitations of Consultant's authority as set forth in the Agreement for Professional Services.
3. Shall not undertake any of the responsibilities of Contractor, subcontractors or Contractor's superintendent.
4. Shall not advise on, issue directions regarding or assume control over safety precautions and programs in connection with the Work.
5. Shall not accept Shop Drawing or sample submittals from anyone other than Contractor.
6. Shall not authorize Client to occupy the Project in whole or in part.
7. Shall not participate in specialized field or laboratory tests or inspections conducted by others except as specifically authorized by Consultant.

*All instances in this Exhibit of this capitalized term are as defined in the EJCDC form C-700, copyrighted in 2013.

h:\fj\hambur\common\2018 street impr\exhibit b.docx

CITY OF HAMBURG
APPLICATION FOR
PEDDLER / SOLICITOR / TRANSIENT MERCHANT PERMIT

Individual Applicant's Name: Justin Richard Spende Date of Birth: 01/20/1977
(First) (Middle) (Last) (mm/dd/yy)

All Other Name(s) in which Applicant Conducts Business: _____

Description of Applicant: 5' 11" 270 lbs Hazel eyes

Individual Applicant's Home Address: 331 Louisa ST MN 55339
(City) (State) (Zip)

Name of Organization Soliciting: Fireman's Barbecue LLC

Type of Business: Food Trailer

Business Address: 331 Louisa ST Hamburg MN 55339
(City) (State) (Zip)

Business Phone: 763-312-4193 Home Phone: 763-312-4193

Describe the Nature of Business and Goods to be Sold: BBQ Food

Your Organization will be Soliciting On:

Annually 11am - 8pm
Date(s) Time(s)

Driver's License or State I.D. Card Number: H648037686118 State: MN

List below as to whether, within the preceding five (5) years, the applicant and/or owner of the business has been convicted of any felony, gross misdemeanor, or misdemeanor for violation of any state or federal statute or any local ordinance, other than traffic offenses:

None

List Vehicles to Be Used When Soliciting:

327 TMM Ford F150
(License Plate) (Make) (Model) (License Plate) (Make) (Model)

2887CTL Trailer
(License Plate) (Make) (Model) (License Plate) (Make) (Model)

*Attach additional vehicle information if necessary

List Employer or Supplier and Directors of Organization:

Name: Spade Justin Richard 01/20/1977 Hamburg
(Last) (First) (Middle) Date of Birth Address

(Last) (First) (Middle) Date of Birth Address

(Last) (First) (Middle) Date of Birth Address

List Individuals that will be Soliciting:

Name: _____
(Last) (First) (Middle) Date of Birth Address

(Last) (First) (Middle) Date of Birth Address

(Last) (First) (Middle) Date of Birth Address

(Last) (First) (Middle) Date of Birth Address

*Attach additional vehicle information if necessary

References:

List Two References That will Attest to the Applicant's Good Character and Business Responsibility:

1. Eric Poplar Hamburg
(Name) (Address)

2. Brian Sowers Hamburg
(Name) (Address)

Three Most Recent Locations Where Applicant Has Previously Conducted Business:

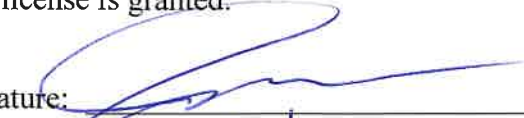
1. _____
Name of Municipality & State

Address from which Business was Conducted

2. _____
Name of Municipality & State

Address from which Business was Conducted

I hereby certify that the foregoing statements are true and correct to the best of my knowledge and that the giving of false information or the failure to give pertinent information constitutes cause for revocation of this permit. Further, I agree to comply with all the provisions of Hamburg City Code under which this license is granted.

Applicant's Signature:  _____

Date: 5/9/18 _____

.....

POLICE DEPARTMENT VERIFICATION

A Criminal Background Check of the individual applying has been checked by the Carver County Police Department.

Signature:  _____ Date: 5-16-18 _____

Title: SR. Background Investigator

.....

HAMBURG CITY OFFICE USE

Permit Status: _____ Date Approved: _____ or Date Denied _____

Reason for Denial: _____

Permit No. _____ Fee Paid: \$ _____ Receipt No. _____ Receipt Date: _____

Signature: _____ Date: _____



Office of County Sheriff
Carver County Government Center
Justice Center
606 East Fourth Street
Chaska, Minnesota 55318-2102

Jim Olson, Sheriff
Emergency: 911
Sheriff Admin: (952) 361-1212
Admin. Fax: (952) 361-1229
Dispatch: (952) 361-1231
(Non-Emergency)

Date: 5-16-18

Records check for: Solicitor Permit

Spande, Justin Richard

(Name)

1-20-77

(Date of Birth)

Driver License Records:

Our office can no longer provide printouts of driving records per MN SS 171.12 or vehicle registration per MN SS 168.346.1. This information is classified as restricted data and can only be disseminated by the Dept. of Public Safety. There is special form and charge to obtain this information.

No violations

Recommend you complete the attached form and contact the Department of Public Safety.

Warrants:

No

Yes _____

Carver County Sheriff's Office Records:

No Contacts

Thank you.

CARVER COUNTY SHERIFF'S OFFICE
Background Investigation Unit