



## **HAMBURG CITY COUNCIL AGENDA**

### **JUNE 14, 2022**

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 May 17, 2022**
  - **Approve Payment of Added March 2022 Claims (\$1,400.49)**
  - **Approve Payment of Added April 2022 Claims (Check #'s)**
  - **Approve Payment of May 2022 Claims (\$32,140.46)**
  - **Approve Payment of June 2022 Claims (\$44,979.05)**
  - **Approve Temporary On-Sale Liquor Licenses for Baseball Club**
    - **June 29, July 5, 12, 13, 26, 28, 31 (7 Licenses)**
  - **Approve Time-Off Request (Jeremy Gruenhagen)**
  - **Approve Cash Flow Statement for April 2022**
  - **Delinquent Utility Billing List**
  - **Metropolitan Council Population/Household Estimates**
  - **League of MN Cities Dues for FY 2022-23**
  
5. **Hamburg Fire Department – Captain 3 Nick Mackenthun**
  - **Captain One Officer Selection**
  
6. **Broadband – Anthony Will**
  - **Water Tower Site Lease Agreement**
  
7. **Old City Business**
  - **Hamburg Zoning Code**
    - **Combing Parcels That Don't Share a Property Line**
  
8. **New City Business**
  - **Approve Liquor License Renewals**
    - **Parkside Tavern – On/Off Sale & Special Sunday (\$1,500)**
    - **Hamburg Lions Club – 3.2 Malt Liquor (No Fee)**
    - **Hamburg Baseball Club – 3.2 Malt Liquor (No Fee)**
  - **Public Hearing for July 12, 2022 (Update Liquor License Ordinance)**



***HAMBURG CITY COUNCIL AGENDA  
JUNE 14, 2022***

- **Water/Wastewater Operations & Technical Assistance Inc. (Curt Reetz)**
  - **Consulting Service Agreement**
- **Seal Coating Bids (Jacob Street & Donald Avenue)**
- **2022 Street Improvement Project Update**
- **Bobcat Toolcat Repairs – Lano Equipment Cost Estimate**
- **Public Nuisance Violations (Worksheet)**
- **National Night Out – August 2, 2022**
- **Park Rentals – End Time**
- **Vacant Lot on Brad Street (PID 45.2010100) – Future Use**
- **SHIP Grant**
- **ARPA Funds – Use of Funds (Project)**
- **PT Help/Overtime for Public Works**

**9. City Council Reports**

- **Councilmember Jason Buckentin (Streets)**
- **Councilmember Eric Poppler (Parks)**
- **Councilmember Jessica Weber (Buildings)**
- **Councilmember Tim Tracy (Water/Sewer)**
- **Mayor Chris Lund**

**10. Adjourn City Council Meeting**



***HAMBURG CITY COUNCIL AGENDA  
JUNE 14, 2022***

**COMMUNITY HALL & PARK ACTIVITIES**

**JUNE**

- 4 – Graduation (Park)**
- 11 – Graduation (Park)**
- 11 – Wedding Reception (Hall)**
- 12 – Graduation (Park)**
- 18 – Wedding Reception (Hall)**
- 19 – Graduation (Park)**
- 25 – Graduation (Park)**

**COMMUNITY CENTER (FIRE HALL) ACTIVITIES**

**JUNE**

- 5 – 4-H Meeting**
- 6 – Hamburg Lions Board Meeting**
- 7 – Mayor’s In**
- 10 – HFDRA Pork Chop Dinner**
- 11 – Hamburg Fire Department**
- 14 – Hamburg City Council Meeting**
- 14 – Young America Township Meeting**
- 20 – Hamburg Lions Club**
- 27 – Hamburg Fire Dept. (Relief Association) Meeting**

**JULY**

- 4 – Independence Day (City Offices Closed)**
- 5 – Hamburg Lions Board Meeting**
- 5 – HFD Training**
- 12 – Hamburg City Council Meeting**
- 12 – Young America Township Board Meeting**
- 18 – Hamburg Lions Club**
- 25 – Hamburg Fire Dept. (Relief Association) Meeting**



**CITY OF HAMBURG SPECIAL MEETING  
MAY 17, 2022**

**Mayor Chris Lund called the Special Meeting to order at 6:30 pm. Those in attendance were Councilmembers Tim Tracy, Eric Poppler, Jessica Weber, and Jason Buckentin, City Clerk Jeremy Gruenhagen, Deputy Clerk Tamara Bracht, Brad Falteysek with Abdo Solutions, Matt McDougal and Kelly Dohm with Melchert, Hubert & Sjodin, and Jason Kuboushek with The League of MN Cities.**

**Public Comment - none**

**Abdo Solutions**

- 2021 City Financial Audit Report

Brad Falteysek presented the final audit report for 2021. There were no MN Legal Compliance findings reported. The full report will be posted on the city website.

**Hawks Baseball Club**

- Temporary On-Sale Liquor License

**MOTION: Councilmember Tim Tracy moved to approve the Temporary On-Sale Liquor License for the dates of June 5<sup>th</sup>, and June 16<sup>th</sup> - 19<sup>th</sup> for the Hamburg Hawks Baseball Tournaments. Seconded by Councilmember Jason Buckentin. Motion was approved by all present.**

**Time-off Request**

**MOTION: Councilmember Tim Tracy moved to approve the Time-off Request for Jeremy Gruenhagen. Seconded by Councilmember Jessica Weber. Motion was approved by all present.**

**Close Special Meeting**

- Pending Litigation of PID 45.0282010

**MOTION: Mayor Chris Lund moved to close the Special Meeting at 6:45 pm. According to MN State Statute 13d.5 sub division 3d allows the city to close the meeting for pending litigation matters. Seconded by Councilmember Tim Tracy. Motion was approved by all present.**



**CITY OF HAMBURG SPECIAL MEETING  
MAY 17, 2022**

**Mayor Chris Lund re-opened the Special Meeting at 7:39 pm.**

**MOTION: Mayor Chris Lund moved to have the City of Hamburg's litigation team send a letter of trespass to opposing council. Seconded by Councilmember Eric Poppler. Motion was approved by all present.**

**MOTION: Councilmember Jason Buckentin moved to adjourn the Special Meeting at 7:40 pm. Seconded by Councilmember Eric Poppler. Motion was approved by all present.**

Submitted on May 27, 2022  
by Deputy Clerk Tamara Bracht

Amended/Approved on \_\_\_\_\_, 2022

\_\_\_\_\_  
Jeremy Gruenhagen  
City Clerk/Treasurer

2022 March Claims List

CHECK #	VENDOR	FUND	CLAIM DESCRIPTION	AMOUNT	APPROVED
ACH	EFTPS	Divided	Fed, Social Security, MC - February 2022	\$3,236.98	3/8/2022
ACH	MN Dept of Revenue	Divided	State Withholding Tax Payment - February 2022	\$568.00	3/8/2022
ACH	PERA	Divided	PERA Withholding - February 2022	\$556.99	3/8/2022
ACH	PERA	Divided	PERA Withholding - February 2022	\$825.25	3/8/2022
ACH	PERA	Divided	PERA Withholding - March 2022	\$616.69	3/22/2022
ACH	PERA	Divided	PERA Withholding - March 2022	\$558.45	4/12/2022
ACH	HealthPartners	Divided	Health Insurance for March 2022	\$4,845.96	3/8/2022
ACH	Google	General Gov't	Email Accounts (9) Administered by Google G Suite	\$168.00	3/8/2022
ACH	ZOOM	General Gov't	Video Conferencing Service	\$16.09	3/8/2022
ACH	Security Bank & Trust	General Gov't	ACH Service Fees for February 2021	\$30.60	3/8/2022
ACH	Optum-Bank	General-Gov't	City HSA Contribution for 1st Qtr 2022 (Jeremy & Greg)	\$1,250.00	3/8/2022
ACH	Verizon Wireless	Gen Gov't/PS (FD)	City Cell Phone/iPads for HFD	\$129.06	3/8/2022
ACH	Optum-Bank	General-Gov't	HSA Admin-Fees for 2nd Qtr 2022	\$7.50	4/12/2022
ACH	Jeremy Gruenhagen	Divided	March Wages (Rounds)	\$2,152.75	3/22/2022
ACH	Greg Schultz	Divided	Wages 2/21/22 to 3/6/22	\$2,242.08	3/22/2022
ACH	Tamara Bracht	Divided	Wages 2/21/22 to 3/6/22	\$1,015.57	3/22/2022
ACH	Greg Schultz	Divided	Wages 3/7/22 to 3/20/22	\$1,959.98	4/12/2022
ACH	Tamara Bracht	Divided	Wages 3/7/22 to 3/20/22	\$1,012.49	4/12/2022
ACH	Jeremy Gruenhagen	Divided	March Wages (Rounds)	\$2,225.60	4/12/2022
Debit Card	IDRIVE.Com	General Gov't	Computer Data Backup Program	\$99.50	3/8/2022
Debit Card	Hamburg Post Office	General Gov't	6 Rolls of Postcard Stamps, 1 Roll of Forever Stamps	\$298.00	3/8/2022
Debit Card	Northern Tool & Equipment Co.	Hall	4 Floor Mats for Hall Cooler	\$150.49	3/22/2022
Debit Card	USPS	General Gov't	Newsletter EDDM March 25th	\$79.00	4/12/2022
21013	Abdo	General Gov't	Certified Audit Services for Year Ended 12-31-2021	\$13,325.00	3/8/2022
21014	VOIDED	VOIDED	VOIDED PRINTING ERROR	\$0.00	3/8/2022
21015	Core & Main	Divided	Annual Support Contract 4-12-22 to 4-11-23	\$2,500.00	3/8/2022
21016	ECM Publishing	Hall	Bridal Guide Hall Advertisement	\$180.00	3/8/2022
21017	Herald Journal Publishing	General Gov't	Public Works Position Advertisement	\$218.00	3/8/2022
21018	McLeod Printing	General Gov't	Advertisement for Public Works Position	\$90.23	3/8/2022
21019	MN Dept. of Health	Water	1st Qtr. 2022 Community Water Supply Service Connection	\$524.00	3/8/2022
21020	Robb's Electric	Public Safety (FD)	Wire for Gear Washer and Dryer in FD per quote	\$1,925.00	3/8/2022
21021	US Postal Service	General Gov't	Annual Renewal for PO Box Rent	\$102.00	3/8/2022
21022	Viking Bottling Co.	Hall	6 Syrup Tanks for Fountain Pop at Hall	\$192.00	3/8/2022
21023	W.W.O.T.A.	Divided	Water/Wastewater Training & Assistance for February 2022	\$405.00	3/8/2022
21024	Wm. Mueller & Sons	Divided	Truck & Sander on 2-25-22 & 3-6-22, Fuel for Equipment	\$1,237.78	3/8/2022
21025	VOIDED	VOIDED	VOIDED PRINTING ERROR	\$0.00	3/8/2022
21026	Branson Mecredy	Public Safety (FD)	RE-ISSUED (Wrong Name) - Chainsaw Repairs and Hydraulic Pump	\$172.50	3/8/2022
21027	Bolton & Menk, Ic.	General Gov't	Professional Services for Zoning Notices Jan. 8 - Feb. 4, 2022	\$160.00	3/22/2022
21028	Canon Financial	General Gov't	Canon Copier Gov't Contract - March	\$33.13	3/22/2022
21029	CarverLink	Divided	Internet Services - March	\$80.00	3/22/2022
21030	Cintas	Hall	Cleaning Supplies	\$86.51	3/22/2022
21031	City of Shakopee	Public Safety	SW Metro Drug Task Force Membership Dues for 2022	\$2,100.00	3/22/2022
21032	Coordinated Business Systems	General Gov't	Contract Base Rate for February 2022	\$57.69	3/22/2022
21033	Diversified Technology	Divided	1 Box of 5000 Perforated Water Bill Forms	\$237.97	3/22/2022
21034	Home Solutions	Hall	Paint Tray for Hall Cooler	\$4.31	3/22/2022
21035	Loffler Companies	General Gov't	February Copies	\$73.08	3/22/2022
21036	Melchert-Hubert & Sjodin, PLLP	General Gov't	Legal Fee's for Data Practices Act, 2022 Employee Handbook, Storm Sew	\$2,464.80	3/22/2022
21037	Menards	Divided	Dawn Dish Soap, AA & AAA Batteries, Toilet Valve Repair Kit, Water Soft	\$113.71	3/22/2022
21038	METRONET	Divided	Phone Service - March	\$66.75	3/22/2022
21039	MVTL Labs	Sewer	Sewer Pond Lab Work - Sample Dates 3-10-22 & 3-21-22	\$152.50	3/22/2022
21040	Northern Tool & Equipment Co.	Hall	4 Floor Mats for Hall Cooler	\$150.49	3/22/2022
21040	Plunkett's Pest Control	General Gov't Bldgs	General Pest Control - Office and Fire Dept. Serviced on 3-8-2022	\$39.37	3/22/2022
21041	Robb's Electric	Public Safety (FD)	Parts, Labor, & Bucket Truck for Repairs on Outside FD Building Lights	\$847.87	3/22/2022
21042	S.E.H. Inc.	Sewer	WWTP Rip Rap Project	\$1,241.00	3/22/2022
21043	Wm. Mueller & Sons	Sewer	WWTP Rip Rap Project	\$85,988.46	3/22/2022
21044	Xcel Energy	Divided	Electricity/Natural Gas Services	\$3,087.98	3/22/2022
				\$140,494.17	
			March Claims	\$32,895.94	3/8/2022
			Added March Claims	\$103,170.70	3/22/2022
			Added March Claims	\$5,828.02	4/12/2022
			Added March Claims	(\$1,400.49)	6/14/2022
				\$140,494.17	

## 2022 April Claims List

CHECK #	VENDOR	FUND	CLAIM DESCRIPTION	AMOUNT	APPROVED
ACH	EFTPS	Divided	Fed, Social Security, MC - March 2022	\$3,349.42	4/12/2022
ACH	MN Dept. of Revenue	Divided	March 2022 State Withholding Tax Payment	\$596.00	4/12/2022
ACH	MN Dept. of Revenue	Divided	Sales & Use Tax for 1st Qtr 2022	\$76.00	5/10/2022
ACH	PERA	Divided	PERA Withholding - March 2022	\$839.25	4/12/2022
ACH	PERA	Divided	PERA Withholding - April 2022	\$542.32	4/12/2022
ACH	PERA	Divided	PERA Withholding - April 2022	\$695.97	5/10/2022
ACH	HealthPartners	Divided	Health Insurance for April 2022	\$4,845.96	4/12/2022
ACH	Security Bank & Trust	General Gov't	ACH Service Fees for March 2022	\$30.60	4/12/2022
ACH	Google	General Gov't	Email Accounts (14) Administered by Google G Suite	\$168.00	4/12/2022
ACH	ZOOM	General Gov't	Video Conferencing Service	\$16.09	4/12/2022
ACH	Greg Schultz	Divided	Wages 3/22/21 to 4/4/21	\$1,903.67	4/12/2022
ACH	Tamara Bracht	Divided	Wages 3/22/21 to 4/4/21	\$988.95	4/12/2022
ACH	Jeremy Gruenhagen	Divided	April Wages	\$2,119.83	4/12/2022
ACH	Kwik Trip	Public Safety (FD)	Fuel for March 2022	\$96.76	4/12/2022
ACH	Greg Schultz	Divided	Wages 4/04/22 to 4/17/22	\$2,071.75	5/10/2022
ACH	Tamara Bracht	Divided	Wages 4/04/22 to 4/17/22	\$1,164.05	5/10/2022
ACH	Brandon Bracht	Divided	Wages 4/04/22 to 4/17/22	\$487.10	5/10/2022
ACH	OPTUM Bank	General Gov't	HSA Admin Fee 2nd Qtr 2022	\$15.00	5/10/2022
ACH	Verizon Wireless	Gen Gov't/PS (FD)	City Cell Phone/iPads for HFD	\$129.06	5/10/2022
Debit Card	USPS	General Gov't	Zoning Map Mailing	\$79.00	4/12/2022
Debit Card	Amazon	General Gov't	Docking Station for Deputy Clerk's Office Equipment	\$77.97	4/12/2022
Debit Card	USPS	General Gov't	1 Box of 500 Prestamped and Customized #10 Envelopes	\$354.95	5/10/2022
Debit Card	USPS	General Gov't	Newsletter EDDM April 29th	\$79.40	5/10/2022
21045	CarQuest	Public Safety (FD)	Equipment	\$7.00	4/12/2022
21046	CarverLink	Divided	Internet Services April 2022	\$80.00	4/12/2022
21047	Carver County Attorney's Office	General Gov't	2022 1st Quarter 1/2 Fines Collected & Surcharge	\$423.43	4/12/2022
21048	Carver County Tax Payer Services	Storm Water	Taxes for PID 45.0282600 <small>(compost site)</small> & 45.0283000 <small>(JD 3A)</small>	\$953.20	4/12/2022
21049	Cintas	Hall	Cleaning Supplies	\$101.71	4/12/2022
21050	Coordinated Business Systems	General Gov't	Intermedia Monthly Charge Services and Equipment	\$57.18	4/12/2022
21051	ECM Publishers, Inc.	General Gov't	April 12 Public Hearing Notice, 2022 Street Improv. Bids	\$235.46	4/12/2022
21052	Emergency Medical Training Services	Public Safety (FD)	EMR Refresher Course for S. Buckentin	\$225.00	4/12/2022
21053	League of MN Cities Insurance Trust	Public Safety (FD)	Claim #00467510 for Nov. 8, 2021 Injury Date	\$250.00	4/12/2022
21054	Loffler Companies, Inc.	General Gov't	March Copies	\$121.57	4/12/2022
21055	MN Pollution Control Agency	Sewer	Annual Permit Fee	\$505.00	4/12/2022
21056	Municipal Emergency Services	Public Safety (FD)	TECGEN Quick adjust Suspenders	\$61.77	4/12/2022
21057	NAPA Auto Parts	General Gov't Bldgs	Carb Choke Cleaner	\$8.98	4/12/2022
21058	Per Mar Security Services	Water	Base Alarm Monitoring for WTP 4-24-22 to 7-23-22	\$96.66	4/12/2022
21059	Plunkett's Pest Control	Divided	General Pest Control Service Date of April 6, 2022	\$139.12	4/12/2022
21060	Pro Hydro-Testing	Public Safety (FD)	Hydro Testing DOT Storage Cylinders (4)	\$244.00	4/12/2022
21061	Robb's Electric	Public Safety (FD)	Repairs of Outside Lights	\$187.50	4/12/2022
21062	USA Blue Book	Water	2 HACH Flouride Packs, pH Buffer Pack	\$199.14	4/12/2022
21063	Viking Bottling Co.	Hall	3 Pop Syrup Canisters (1 credit for leaking coke canister)	\$64.00	4/12/2022
21064	W.W.O.T.A.	Divided	Water/Wastewater Training & Assistance for March 2022	\$405.00	4/12/2022
21065	Wm. Mueller & Sons. Inc.	General Gov't Bldgs	Fuel for Ranger	\$87.28	4/12/2022
21066	Xcel Energy	Divided	Electricity/Natural Gas Services	\$2,407.68	4/12/2022
				\$27,587.78	
			April Claims	\$22,514.50	4/12/2022
			Added April Claims	\$5,073.28	5/10/2022
				\$27,587.78	



2022 May Claims List

CHECK #	VENDOR	FUND	CLAIM DESCRIPTION	AMOUNT	APPROVED
ACH	EFTPS	Divided	Fed, Social Security, MC - April 2022	\$3,358.84	5/10/2022
ACH	MN Dept. of Revenue	Divided	April 2022 State Withholding Tax Payment	\$594.00	5/10/2022
ACH	PERA	Divided	PERA Withholding - April 2021	\$811.25	5/10/2022
ACH	PERA	Divided	PERA Withholding - May 2021	\$739.29	5/10/2022
ACH	PERA	Divided	PERA Withholding - May 2021	\$857.40	6/14/2022
ACH	Optum Bank	General Gov't	City HSA Contribution for 2nd Qtr 2022 (Jeremy & Greg)	\$1,250.00	5/10/2022
ACH	HealthPartners	Divided	Health Insurance for May 2021	\$4,845.96	5/10/2022
ACH	Greg Schultz	Divided	Wages 4/18/2022 - 5/11/2022	\$1,969.02	5/10/2022
ACH	Tamara Bracht	Divided	Wages 4/18/2022 - 5/11/2022	\$1,029.89	5/10/2022
ACH	Brandon Bracht	Divided	Wages 4/18/2022 - 5/11/2022	\$950.48	5/10/2022
ACH	Jeremy Gruenhagen	Divided	April Wages	\$2,119.82	5/10/2022
ACH	Jeremy Gruenhagen	Divided	May Wages	\$2,119.83	5/10/2022
ACH	Greg Schultz	Divided	Wages 5/02/22 to 5/15/22	\$1,949.94	6/14/2022
ACH	Tamara Bracht	Divided	Wages 5/02/22 to 5/15/22	\$1,025.80	6/14/2022
ACH	Brandon Bracht	Divided	Wages 5/02/22 to 5/15/22	\$1,548.00	6/14/2022
ACH	Jeremy Gruenhagen	Divided	May Wages	\$2,119.82	6/14/2022
ACH	Google	General Gov't	Email Accounts (14) Administered by Google G Suite	\$168.00	5/10/2022
ACH	ZOOM	General Gov't	Video Conferencing Service	\$16.09	5/10/2022
ACH	Security Bank & Trust	General Gov't	ACH Service Fees for April 2022	\$25.60	5/10/2022
ACH	Verizon Wireless	General Gov't	City Cell Phone/iPads for HFD	\$129.05	5/10/2022
ACH	Optum Bank	General Gov't	HSA Admin Fee 2nd Qtr 2022	\$7.50	6/14/2022
ACH	Optum Bank	General Gov't	City HSA Contribution for 2nd Qtr 2022 (Brandon)	\$416.66	6/14/2022
Debit Card	Amazon	General Gov't	Office Supplies, Scanner & Credit Card Reader for Water Bill Progra	\$99.38	5/10/2022
Debit Card	Hamburg Post Office	Divided	Postage to Return Broken Hand Scanner	\$11.75	5/10/2022
Debit Card	UPS	Water	Overnight Water Samples	\$35.74	6/14/2022
Debit Card	US Postal Service	Divided	Overnight Water Samples	\$32.60	6/14/2022
Debit Card	US Postal Service	Divided	EDDM Newsletter Mailing 5-24-22	\$79.40	6/14/2022
Debit Card	Amazon	Public Works	1 Safety Shirt and Vest for Brandon Bracht	\$39.97	6/14/2022
21067	Bolton & Menk, Inc.	General Gov't	Professional Services for Re-Zoning Feb 5. - Mar. 18, 2022	\$320.00	5/10/2022
21068	Canon Financial Services	General Gov't	Canon Copier Gov't Contract for April 2022	\$33.13	5/10/2022
21069	CarverLink	Divided	Internet Services - May	\$80.00	5/10/2022
21070	Carver County Sheriff	Public Safety	Background Check for Baseball Clubs Liquor License Renewal	\$100.00	5/10/2022
21071	Cintas	Hall	Cleaning Supplies	\$101.71	5/10/2022
21072	Coordinated Business Systems	General Gov't	Intermedia Monthly Charge Services and Equipment	\$57.16	5/10/2022
21073	Diversified Technology Corp.	Divided	Cloud Program Set-up & Training	\$3,000.00	5/10/2022
21074	ECM Publishers	Divided	PT Maintenance Worker Ad., Hall Ad. In NYA Guide	\$827.00	5/10/2022
21075	Gopher State One	Divided	3 April Locates	\$4.05	5/10/2022
21076	Hilgers Plumbing and Heating	Public Safety (FD)	Venting of Rack Gear Dryer	\$1,650.00	5/10/2022
21077	Home Solutions	Divided	Roof Sealant, Supplies to Repair Water Line at Hawks Park	\$78.54	5/10/2022
21078	Kirvida Fire	Public Safety (FD)	2022 Annual Pump Testing on Engine #11 & #12	\$700.00	5/10/2022
21079	Kohls Sweeping Service	Public Works (Streets)	Street Sweeping on 5-4-2022	\$1,060.00	5/10/2022
21080	Kranz Lawn & Power		Stihl Chainsaw 25" Bar	\$845.99	5/10/2022
21081	Lee's Refrigeration	Divided	Replaced Walk-in Cooler Condenser, and Park Cooler	\$3,502.00	5/10/2022
21082	McLeod Publishing	General Gov't	Job Posting Advertisements for Part-time Summer Worker	\$414.56	5/10/2022
21083	Melchert-Hubert & Sjodin, PLLP	General Gov't	Employment Law Matters, Storm Sewer - Old RR Property	\$2,707.80	5/10/2022
21084	Menards	Divided	Bathroom Deodorizers, Garbage Bags, Dish Soap, Wood Stain, Bat	\$97.55	5/10/2022
21085	METRONET	Divided	Fiber Phone Services for April 2022	\$74.96	5/10/2022
21086	Michelle Meuwissen	Water	Refund of Final Water Bill Overpayment	\$117.61	5/10/2022
21087	MN Pump Works	Sewer	Main Lift Pump #1 Pulled for Repairs, Reinstalled, Tested	\$775.75	5/10/2022
21088	MN Unemployment Insurance	Park & Rec.	Portion Owed for Mel Sprengeler	\$0.51	5/10/2022
21089	MNSPECT	Public Safety (FD)	Residential Permit for Garage Build	\$837.99	5/10/2022
21090	MES	Public Safety (FD)	6 Custom MATEX Hoses	\$518.00	5/10/2022
21091	MVTL Labs, Inc.	Sewer	Sewer Pond Lab Work - Sample Dates 4-21, 28 & 5-14 (2)	\$444.00	5/10/2022
21092	Per Mar Security	Sewer	Base Alarm Monitoring for Sewer Plant 6-3-22 to 9-2-22	\$96.66	5/10/2022
21093	Runnings Supply Inc.	Public Works	2 Safety Shirts and a Safety Vest	\$68.97	5/10/2022
21094	S.E.H. Inc.	Divided	WWTP Riprap Project, 2022 Street Improvement Project	\$6,585.26	5/10/2022
21095	W.W.O.T.A.	Divided	Water/Wastewater Training & Assistance for April 2022	\$540.00	5/10/2022
21096	Wm Mueller & Sons	Divided	Fuel for City Vehicle and Baseball Lawn Mower	\$157.95	5/10/2022
21097	Xcel Energy	Divided	Electricity/Natural Gas Services	\$3,045.96	5/10/2022
21098	Ziegler	Public Safety (FD)	Repairs on Portable Light Tower	\$1,308.76	5/10/2022
21099	Bolton & Menk	Divided	Professional Services - ROW Property, Data Request	\$240.00	6/14/2022
21100	Business Essentials	Divided	Bath Tissue, Hardroll Paper Towels	\$224.08	6/14/2022
21101	Canon Financial Services	General Gov't	Canon Copier Gov't Contract for May	\$33.13	6/14/2022
21102	Carver County Sheriff	Public Safety	Liquor License Background Check for Parkside Tavern	\$100.00	6/14/2022
21103	Carver County Environmental Center	General Gov't	Recycled Light Bulbs and Business Electronics	\$79.75	6/14/2022
21104	Diversified Technology	Divided	Perforated colored Card Stock for Late Notices & Shut-off Notices	\$118.42	6/14/2022
21105	JUUL Contracting	Water	Fire Hydrant Repairs on George Street	\$403.00	6/14/2022
21106	League of MN Cities Insurance Trust	General Gov't	Worker's Compensation Renewal	\$6,624.00	6/14/2022
21107	Loffler Co. Inc.	General Gov't	April Copies	\$85.26	6/14/2022
21108	Melchert-Hubert & Sjodin, PLLP	General Gov't	Legal Fee's for Litigation, Employee Laws and Handbook Updates	\$1,685.60	6/14/2022
21109	METRONET	Divided	Fiber Phone Service for May	\$75.34	6/14/2022
21110	MVTL Labs, Inc.	Sewer	Sewer Pond Sample on 5-18-22	\$84.00	6/14/2022
21111	Plunkett's Pest Control	General Gov't	City Hall & FD on 5-9-2022	\$42.13	6/14/2022
21112	S.E.H. Inc.	Divided	WWTP Riprap Project, 2022 Street Projects, Old Water Tower	\$4,585.62	6/14/2022
21113	Thein Well	Water	Annual Inspection of Pumps & Wells - 5/10/22	\$275.00	6/14/2022
21114	Wm. Mueller & Sons	Sewer	Final Riprap Project Payment	\$5,523.71	6/14/2022
21115	Xcel Energy	Divided	Electricity/Natural Gas Services	\$3,332.87	6/14/2022
Debit	Security Bank & Trust	Divided	Returned Payment for Utility Bill	\$245.83	6/14/2022
Debit	Security Bank & Trust	Divided	Returned Payment for Utility Bill	\$269.89	6/14/2022
				\$82,530.58	
			May Claims	\$50,390.12	5/10/2022
			May Added Claims	\$32,140.46	6/14/2022
				\$82,530.58	



## 2022 June Claims List

CHECK #	VENDOR	FUND	CLAIM DESCRIPTION	AMOUNT	APPROVED
ACH	EFTPS	Divided	Fed, Social Security, MC - May 2022	\$3,961.52	6/14/2022
ACH	MN Dept. of Revenue	Divided	State Withholding Tax Payment - May 2022	\$723.00	6/14/2022
ACH	PERA	Divided	PERA Withholding - May 2022	\$811.25	6/14/2022
ACH	PERA	Divided	PERA Withholding - June 2022	\$692.37	6/14/2022
ACH	HealthPartners	Divided	Health Insurance for June 2022	\$6,311.64	6/14/2022
ACH	Greg Schultz	Divided	Wages 5-16-22 to 5-29-22	\$955.40	6/14/2022
ACH	Brandon Bracht	Divided	Wages 5-16-22 to 5-29-22	\$1,754.05	6/14/2022
ACH	Tamara Bracht	Divided	Wages 5-16-22 to 5-29-22	\$958.24	6/14/2022
ACH	Jeremy Gruenhagen	Divided	June Wages (Rounds)	\$2,172.71	6/14/2022
ACH	Google	General Gov't	Email Accounts (14) Administered by Google G Suite	\$168.00	6/14/2022
ACH	Security Bank & Trust	General Gov't	ACH Service Fees for May 2022	\$35.90	6/14/2022
ACH	Verizon Wireless	General Gov't	City Cell Phone Plan	\$129.05	6/14/2022
ACH	ZOOM	General Gov't	Video Conferencing	\$16.09	6/14/2022
ACH	Kwik Trip	Divided	Fuel for City Vehicles and FD	\$244.35	6/14/2022
Debit Card	Amazon	Divided	Rain Guage, Cleaning Supplies, Office Supplies (Paper)	\$176.96	6/14/2022
Debit Card	Amazon	General Gov't	Ink Cartridges fro Shop Printer	\$85.50	6/14/2022
21116	212 Equipment	General Gov't	Weed Whip and Power Head	\$805.60	6/14/2022
21117	Abdo	General Gov't	Certified Audit Services per Agreement for Year-ended 12-31-2021	\$4,000.00	6/14/2022
21118	Bolton & Menk	General Gov't	Profes. Services for Research & Corresp. for Signage,Storage Buildings, a	\$320.00	6/14/2022
21119	Bradley Security	Water	Remove Exit Device, Tighten Cylinders and Test at WTP	\$196.00	6/14/2022
21120	CarverLink	Divided	Internet Services - May	\$80.00	6/14/2022
21121	Carver County Sheriff	Public Safety	2022 Police Contract - 1st Half	\$8,631.50	6/14/2022
21122	Cintas	Hall	Cleaning Supplies	\$101.71	6/14/2022
21123	Clarke Mosquito Management	Public Safety	Mosquito Control 2022 (First of 3 Treatments)	\$1,364.75	6/14/2022
21124	Coordinated Business Systems	General Gov't	Intermedia Monthly Charge Services and Equipment	\$57.16	6/14/2022
21125	Dammann Seed Sales	Hall	5 Bags of 25# Athletic Turf Mixture for Behind the Hall	\$475.00	6/14/2022
21126	Flow Measurement & Control	Divided	Certification of Wet Well, Pump #2 and Well #3	\$848.00	6/14/2022
21127	Gopher State One	Divided	May Locates (15)	\$20.25	6/14/2022
21128	Home Solutions	Divided	GT Adjustable Nozzle, Rodent Bait, and Trap	\$32.37	6/14/2022
21129	Jaime Haas	Park	Refund of Park Rental Damage Deposit	\$100.00	6/14/2022
21130	Loffler Companies	General Gov't	May Copies	\$78.14	6/14/2022
21131	McLeod Publishing	General Gov't	Job Posting Advertisement for Part-time Summer Help	\$69.60	6/14/2022
21132	Mid-County Coop	Divided	Weed Killer Chemicals	\$299.06	6/14/2022
21133	Minnesota Pump Works	Sewer	Pulled Pump #2 at Park, Cleared of RV Hose, Reinstalled & Tested	\$771.40	6/14/2022
21134	MN Department of Health	Water	2nd Quarter 2022 Community Water Supply Service Connect Fee	\$524.00	6/14/2022
21135	MNSPECT, LLC	Public Safety	Residential Building Permits @ 821 William, 150 Jacob, 625 Kim	\$304.28	6/14/2022
21136	MVTL Labs	Sewer	Sewer Pond Sample on 5-25-22/5-30-22/6-9-22	\$312.00	6/14/2022
21137	NAPA Auto Parts	General Gov't Bldgs	1 Case Heavy Duty Oil, 1 Quart 2 Cycle MP Lube	\$55.37	6/14/2022
21138	North American Safety	Public Works	5 Embroidered Safety Shirts	\$294.50	6/14/2022
21139	Plunkett's Pest Control	General Gov't Bldgs	General Pest Control at City Hall and FD on 6-3-2022	\$42.13	6/14/2022
21140	S.E.H.	Divided	2022 Street Project, Water Tower Demo, Sewer Lift and Pond Inquiry	\$1,223.57	6/14/2022
21141	Viking Bottling Company	Divided	Syrup Canisters for Hall, Bottled Pop for Park Machine	\$534.50	6/14/2022
21142	W.W.O.T.A	Divided	Water/Wastewater Training & Assistance for May 2022	\$875.64	6/14/2022
21143	Waste Management	Sanitation	30 Yard Flat Waste Container for May	\$296.04	6/14/2022
21144	Wm. Mueller & Sons	Divided	Fuel for City Vehicles and Equipment	\$625.54	6/14/2022
21145	Xcel Energy	Divided	Electricity/Natural Gas Services	\$2,444.91	6/14/2022
				<b>\$44,979.05</b>	<b>6/14/2022</b>

# CITY OF HAMBURG TIME-OFF REQUEST FORM

Today's Date: June 9, 2022

Employee Name: Jeremy Gruenhagen

Dates Requesting Time-Off: July 11th to 26th

How many **Vacation** hours will be used? 80

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

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

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

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

Are you requesting more than three consecutive days off? Yes

- If yes, you must receive City Council approval.

City Council Approval

Date of Council Meeting: June 14, 2022

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

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

Jeremy Gruenhagen  
Employee Signature

6-9-22  
Date

\_\_\_\_\_  
City Clerk/Treasurer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Date



	Beginning Balance 1/1/2022	2022 Budget Income	2022 Budget Expense	Budget Year-End Balance	Total Income Received	Total Expenses	Ending Balance 4/30/2022	
<b>General Fund</b>	<b>\$464,609.95</b>	<b>\$602,807.00</b>	<b>\$625,653.00</b>	<b>\$441,763.95</b>	<b>\$25,040.64</b>	<b>\$134,140.03</b>	<b>\$355,510.56</b>	
General Gov't								
Public Safety (Fire Dept.)			\$340,260.00	\$340,260.00	\$25,040.64	\$83,446.57	\$355,510.56	
Public Works (Streets)			\$123,458.00	\$123,458.00		\$13,718.11		
Sanitation & Recycling			\$55,923.00	\$55,923.00		\$24,220.85		
Parks & Recreation			\$4,500.00	\$4,500.00		\$0.00		
Comm. Hall			\$43,202.00	\$43,202.00		\$1,753.15		
Special Revenue Funds			\$58,310.00	\$58,310.00		\$11,001.35		
City Of Hamburg (Savings)	\$563,619.35	\$20,340.00	\$29,520.00	\$554,439.35	\$76.83	\$0.00	\$563,696.18	
Fire Equipment CD	\$549,310.70	\$14,285.00	\$29,520.00	\$534,075.70	\$67.72	\$0.00	\$549,378.42	
Debt Service	\$14,308.65	\$6,055.00	\$0.00	\$20,363.65	\$9.11	\$0.00	\$14,317.76	
Total (Tax Revenue Funds)	\$1,048,573.07	\$654,074.00	\$697,285.25	\$1,005,361.82	\$25,117.47	\$150,382.53	\$923,308.01	
<b>Enterprise Funds</b>								
Water	\$182,721.80	\$222,585.00	\$259,012.86	\$146,293.94	\$57,146.23	\$32,081.27	\$207,786.76	
Sewer	\$346,310.44	\$73,227.87	\$78,332.34	\$341,205.97	\$20,562.12	\$105,545.23	\$261,327.33	
Storm Water	\$99,350.11	\$70,582.60	\$69,848.44	\$100,084.27	\$20,775.08	\$63,367.29	\$56,757.90	
Total (Enterprise Funds)	\$628,382.35	\$366,395.47	\$407,193.64	\$587,584.18	\$98,483.43	\$200,993.79	\$525,871.99	
<b>Totals</b>	<b>\$1,676,955.42</b>	<b>\$1,020,469.47</b>	<b>\$1,104,478.89</b>	<b>\$1,592,946.00</b>	<b>\$123,600.90</b>	<b>\$351,376.32</b>	<b>\$1,449,180.00</b>	
	<b>Remaining Balance 1/1/2022</b>	<b>Remaining Assessment 1/1/2022</b>	<b>Cash &amp; Investments</b>	<b>2022 Principle Payments</b>	<b>Date Due</b>	<b>Date Paid</b>	<b>Maturity Date</b>	<b>Unfunded Balance 12/31/2022</b>
<b>Debt Summary</b>								
1992 Streets	\$0.00	\$2,040.20	\$0.00	\$0.00			2012	(\$2,040.20)
2007 Streets	\$30,000.00	\$0.00	\$8,227.27	\$15,000.00	2/1/22 & 8/1/22	2/1/22	2/1/2023	\$6,772.73
Cert. of Indebtedness (2018 Pumper)	\$45,600.00	\$0.00	\$12,116.51	\$22,800.00	10/31/2022		10/31/2023	\$10,683.49
Water Wells Project	\$15,000.00	\$0.00	\$0.00	\$15,000.00	2/20/22 & 8/20/22	2/20/22	8/20/2022	\$0.00
Water Treatment Plant	\$172,000.00	\$0.00	\$0.00	\$56,000.00	2/20/22 & 8/20/22	2/20/22	8/20/2024	\$116,000.00
Sanitary Sewer Improvements	\$104,088.23	\$44,540.25	\$0.00	\$16,000.00	2/20/22 & 8/20/22	2/20/22	8/20/2030	\$43,547.98
Storm Water Improvements	\$730,000.00	\$0.00	\$0.00	\$60,000.00	2/1/22 & 8/1/22	2/1/22	2/1/2032	\$670,000.00
Water Tower/Water Main Imp Project	\$1,315,305.20	\$0.00	\$0.00	\$52,000.00	2/20/22 & 8/20/22	2/20/22	8/20/2044	\$1,263,305.20
<b>Totals</b>	<b>\$2,411,993.43</b>	<b>\$46,580.45</b>	<b>\$20,343.78</b>	<b>\$236,800.00</b>				<b>\$2,108,269.20</b>

Cash Flow Actuals

	January	February	March	April	May	June	Totals
<b>Income</b>							
Property Taxes	\$1,206.35	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,206.35
Licenses & Permits	\$613.67	\$0.00	\$0.00	\$1,420.36			\$2,034.03
Intergov't Receipts (Aids)	\$1,370.00	\$11,482.28	\$0.00	\$0.00			\$12,852.28
Charges for Services							
Assessment Searches	\$0.00	\$0.00	\$20.00	\$0.00			\$20.00
Comm Ctr Rentals	\$0.00	\$0.00	\$150.00	\$0.00			\$150.00
Township Contribution	\$0.00	\$0.00	\$0.00	\$0.00			\$0.00
Fire Dept. Revenues	\$0.00	\$0.00	\$0.00	\$450.00			\$450.00
Park Rentals	\$0.00	\$0.00	\$100.00	\$0.00			\$100.00
Hall Receipts	\$150.00	\$0.00	\$872.00	\$675.00			\$1,697.00
Fines	\$0.00	\$90.00	\$363.32	\$206.65			\$659.97
Misc. Receipts	\$4,932.05	\$799.22	\$40.55	\$12.00			\$5,783.82
Other Receipts							
Insurance Recovery	\$0.00	\$0.00	\$0.00	\$0.00			\$0.00
Interest Income (Checking)	\$18.84	\$15.66	\$16.39	\$36.30			\$87.19
Interest Income (Savings)	\$0.00	\$0.00	\$76.83	\$0.00			\$76.83
Transfers In	\$0.00	\$0.00	\$0.00	\$0.00			\$0.00
Transfers In (Savings)	\$0.00	\$0.00	\$0.00	\$0.00			\$0.00
Debt Proceeds/Sale of Assets	\$0.00	\$0.00	\$0.00	\$0.00			\$0.00
Special Assessments	\$0.00	\$0.00	\$1,773.33	\$0.00			\$1,773.33
Water Service	\$17,359.21	\$13,719.83	\$16,604.71	\$9,462.48			\$57,146.23
Sewer Service	\$5,219.55	\$4,791.92	\$5,248.18	\$3,529.14			\$18,788.79
Storm Water	\$6,032.30	\$5,444.70	\$5,510.91	\$3,787.17			\$20,775.08
	\$36,901.97	\$36,343.61	\$30,776.22	\$19,579.10	\$0.00	\$0.00	\$123,600.90
<b>Expenses</b>							
General Gov't	\$17,258.21	\$20,722.73	\$31,285.40	\$14,180.23			\$83,446.57
Public Safety	\$2,687.34	\$3,950.00	\$5,138.10	\$1,942.67			\$13,718.11
Public Works	\$4,302.11	\$15,970.07	\$3,386.79	\$561.88			\$24,220.85
Sanitation & Recycling	\$0.00	\$0.00	\$0.00	\$0.00			\$0.00
Park & Recreation	\$186.17	\$331.46	\$223.95	\$1,011.57			\$1,753.15
Hall Expenses	\$2,334.36	\$3,715.09	\$3,433.71	\$1,518.19			\$11,001.35
Debt Service	\$16,242.50	\$0.00	\$0.00	\$0.00			\$16,242.50
Capital Project Funds	\$0.00	\$0.00	\$0.00	\$0.00			\$0.00
Transfers Out	\$0.00	\$0.00	\$0.00	\$0.00			\$0.00
Transfer to Savings	\$0.00	\$0.00	\$0.00	\$0.00			\$0.00
Water	\$4,461.69	\$5,054.15	\$5,391.31	\$4,397.63			\$19,304.78
Sewer	\$6,708.07	\$3,136.67	\$91,642.41	\$3,404.41			\$104,891.56
Storm Water	\$0.00	\$0.00	\$0.00	\$571.20			\$571.20
Total Expenses	\$54,180.45	\$52,880.17	\$140,501.67	\$27,587.78	\$0.00	\$0.00	\$275,150.07
<b>Other Expenses (DEBT)</b>							
Wells/WTP Bonds	\$2,199.15	\$0.00	\$0.00	\$0.00			\$2,199.15
Water Imp. Bonds (2011)	\$4,186.41	\$0.00	\$0.00	\$0.00			\$4,186.41
Water Tower Project	\$6,390.93	\$0.00	\$0.00	\$0.00			\$6,390.93
Sewer Imp. Bonds (2011)	\$653.67	\$0.00	\$0.00	\$0.00			\$653.67
Storm Water Imp. Bonds (2011)	\$62,796.09	\$0.00	\$0.00	\$0.00			\$62,796.09
Total Other Expenses	\$76,226.25	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$76,226.25
<b>Checking Balance</b>	\$1,583,450.69	\$1,566,914.13	\$1,457,188.68	\$1,449,180.00	\$1,449,180.00	\$1,449,180.00	\$1,449,180.00
<b>Net Income (Loss)</b>	(\$93,504.73)	(\$16,536.56)	(\$109,725.45)	(\$8,008.68)	\$0.00	\$0.00	(\$227,775.42)

# 2022

# MAY

Notes	Contact made via	Account #	AMOUNT OVER DUE	CURRENT BILL		ACCOUNT BALANCE	PAYMENTS	UPDATED BALANCE
				MAY USAGE				
last payment received on								
payment NSF	PP	10-11921-00	\$578.47 +	\$123.51 =	\$701.98			\$701.98
6/7/2022	Postcard	10-10170-00	\$119.80 +	\$108.91 =	\$228.71			\$228.71
6/7/2022	Postcard	10-17613-00	\$170.33 +	\$170.48 =	\$340.81			\$340.81
PAID	Postcard	10-02470-02	\$267.66 +	\$110.49 =	\$378.15	244.33		\$133.82
6/7/2022	Postcard	10-04611-00	\$103.41 +	\$109.77 =	\$213.18			\$213.18
Has asked for PP but failed to return it	POSTED	10-14410-00	\$1,211.48 +	\$100.52 =	\$1,312.00			\$1,312.00
6/7/2022	Postcard	10-11955-00	\$62.06 +	\$55.26 =	\$117.32			\$117.32
PAYMENT PLAN	PP	10-07625-00	\$999.93 +	\$160.50 =	\$1,160.43			\$1,160.43
6/7/2022	Postcard	10-06418-00	\$121.99 +	\$127.45 =	\$249.44			\$249.44
PAYMENT PLAN	PP	10-06190-01	\$292.88 +	\$171.98 =	\$464.86			\$464.86
PAID	Postcard	10-03624-00	\$123.78 +	\$116.04 =	\$239.82	239.82		\$0.00
6/7/2022	Postcard	10-02490-00	\$99.77 +	\$92.58 =	\$192.35			\$192.35
PAID	Postcard	10-05490-00	\$698.54 +	\$179.56 =	\$878.10	455.97		\$422.13
6/7/2022	Postcard	10-03619-00	\$50.53 +	\$105.37 =	\$155.90			\$155.90
6/7/2022	Postcard	10-17616-00	\$144.32 +	\$123.44 =	\$267.76			\$267.76
PAID	Postcard	10-17621-00	\$442.27 +	\$126.04 =	\$568.31	405.41		\$162.90
6/7/2022	Postcard	10-07618-00	\$614.75 +	\$226.52 =	\$841.27			\$841.27
6/7/2022	Postcard	10-12270-00	\$126.48 +	\$114.39 =	\$240.87			\$240.87
6/7/2022	Postcard	10-09350-00	\$147.33 +	\$133.94 =	\$281.27			\$281.27
6/7/2022	Postcard	10-07636-00	\$161.17 +	\$154.69 =	\$315.86			\$315.86
6/7/2022	Postcard	10-17615-00	\$176.33 +	\$126.44 =	\$302.77			\$302.77
5/23/2022	SHUT-OFF	10-09451-00	\$1,527.61 +	\$80.08 =	\$1,607.69			\$1,607.69
TOTALS			\$8,240.89 +	\$2,817.96 =	\$11,058.85	\$1,345.53		\$9,713.32

May 26, 2022

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, 2019. This is an annual process governed by Minnesota Statutes 473.24.

**As of April 1, 2021, the City of Hamburg had 230 housing units, 220 households, and 567 people (of whom 0 lived in group quarters facilities). Household size averaged 2.577 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 each 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 your community. For more information, visit <https://www.metrocouncil.org/populationestimates>, or contact me at 651-602-1513.

**How can local governments provide feedback on this estimate?**

We welcome discussion of the preliminary estimates and invite you to review and comment on them. We are particularly interested in feedback on the housing type estimates and the group quarters facilities, since this data has been refreshed following the 2020 Census and has not yet been reviewed by local governments.

Please send any comments or questions to [Matt.Schroeder@metc.state.mn.us](mailto:Matt.Schroeder@metc.state.mn.us) (preferred) or to Matt Schroeder, Community Development Research, 390 Robert St N, Saint Paul, MN 55101. *Under Minnesota Statutes 473.24, we must receive your comments or specific objections, in writing, by June 24, 2022.*

**What happens after local governments provide feedback?**

The Council will certify final estimates by July 15, 2022 for state government use in allocating certain funds.

Sincerely,



Matt Schroeder  
Principal Researcher



# Hamburg city, Carver County

## 2021 Annual Population Estimate

Published May 26, 2022 (preliminary; distributed for local government review)



	Housing units	Occupancy rate	Households	Persons per household	Population in households	Population in group quarters	Total population
2021 Estimate	230	95.65%	220	2.5773	567	0	567
2020 Census	228	96.05%	219	2.5845	566	0	566

The Metropolitan Council estimates population using the housing unit method, which answers three main questions for each jurisdiction as of April 1, 2021.

### First, how many housing units did the community have?

- We start with housing units measured by the 2020 Census. We broke down the total number of housing units in the 2020 Census into different housing types using county parcel data and other data sources.
- We then add units built between April 1, 2020 and April 1, 2021, based on permits reported to us by communities. Permit data is [available on our website](#).
  - We assume that 85% of single-family detached units and 80% of townhome/duplex/triplex/quadplex units permitted in 2020 were completed and occupiable by April 1, 2021.
  - Multifamily units permitted in and before 2020 are assumed to be completed if they received a certificate of occupancy by April 1, 2021.
  - 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 jurisdictions. 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, 2020	Permitted and built since 2020	Other changes since 2020	Housing stock April 1, 2021
<i>Single-family detached</i>	194	0	0	194
<i>Townhome (Single-family attached)</i>	4	2	0	6
<i>Duplex/triplex/quadplex</i>	3	0	0	3
<i>Multifamily (5 or more units)</i>	27	0	0	27
<i>Accessory dwelling units (ADUs)</i>	0	0	0	0
<i>Manufactured homes</i>	0			0
<i>Other units</i>	0			0
<b>Total</b>	<b>228</b>			<b>230</b>

**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**. To estimate multifamily occupancy rates, we also use **CoStar**, a proprietary data source covering the apartment market.
- 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, 2021	Occupancy rate	Households (Occupied housing units)	Persons per household	Population in households
<i>Single-family detached</i>	194	95.83%	186	2.6095	485
<i>Townhome (Single-family attached)</i>	6	83.10%	5	2.6095	13
<i>Duplex/triplex/quadplex</i>	3	82.10%	2	2.4319	5
<i>Multifamily (5 or more units)</i>	27	98.94%	27	2.3574	64
<i>Accessory dwelling units (ADUs)</i>	0	95.83%	0	2.3574	0
<i>Manufactured homes</i>	0	94.42%	0	0.0000	0
<i>Other units</i>	0	99.42%	0	1.9942	0
<b>Total</b>	<b>230</b>	<b>95.65%</b>	<b>220</b>	<b>2.5773</b>	<b>567</b>

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. A list of facilities in each community can be found at <https://www.metrocouncil.org/populationestimates>.

Population in households	Population in group quarters	Total population April 1, 2021
567	0	567

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>.

The Metropolitan Council's housing-stock-based approach to estimating population involves answering three questions.

**HOW MANY  
HOUSING UNITS  
ARE IN THE  
COMMUNITY?**

**Housing units in 2020**  
*(U.S. Census Bureau)*

**+**

**Changes to housing stock  
since 2020**  
*(Metropolitan Council surveys)*

We start with the housing units from the 2020 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?**

**Occupancy rates**  
*(U.S. Census Bureau;  
U.S. Postal Service; CoStar)*

**X**

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 and CoStar.

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?**

**Average household sizes  
(persons per household)**  
*(U.S. Census Bureau)*

**X**

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.

The data inputs for your community are shown in the enclosed report. For more detail, see the estimates methodology, available from <https://www.metrocouncil.org/populationestimates>.



RECEIVED JUN 09 2022

June 2, 2022

City of Hamburg  
Attn: Clerk-Treasurer  
PO Box 248  
Hamburg MN 55339-0248

Dear Mayors and Administrators,

Greetings, and best wishes to all as we approach a much-welcomed summer season in Minnesota.

We are writing to let you know that at its May meeting, the League's Board of Directors approved a preliminary maximum dues schedule increase of 3.5 percent for the fiscal year (FY) 2022-2023 that runs from September 1, 2022, through August 31, 2023. Dues are used to support the League's mission which is to promote excellence in local government through effective advocacy, expert analysis, and trusted guidance for all Minnesota cities.

Setting the maximum dues schedule increase is similar to a city setting its preliminary levy increase, in that the final dues schedule increase to be approved by the League Board cannot exceed the preliminary approved increase. The Board will formally discuss and approve a final dues schedule increase along with the League's FY 2023 budget at its August meeting.

Feel free to contact David Unmacht at (651) 281-1205 or [dunmacht@lmc.org](mailto:dunmacht@lmc.org) with any questions or if you want additional information on the League's dues and budget.

Also, a reminder to please join us in Duluth June 22-24 for the League's Annual Conference for city officials. We are returning to an in-person format for this year's conference and have scheduled some outstanding presenters as well as excellent networking opportunities. To learn more and register, visit [lmc.org/ac22](http://lmc.org/ac22).

The League staff takes seriously our responsibility to carefully manage member assets, and we thank you for your continued support of the work we do on your behalf.

Sincerely,

A handwritten signature in black ink, appearing to read "D. Love".

D. Love  
President

A handwritten signature in black ink, appearing to read "David Unmacht".

David Unmacht  
Executive Director

## WATER TOWER SITE LEASE AGREEMENT

Site Name: Hamburg Water Tower                      Tenant: Broadband Corporation  
1772 Steiger Lake Ln  
PO BOX 146  
Victoria, MN 55386

**WHEREAS**, This Tower Site Agreement ("Lease") is entered into by and between Site Owner and Tenant and shall be effective on the date last signed by both of the parties.

**WHEREAS**, The Site is a **120'+ Water Tower** or equivalent in height and usable structure with a building site for housing equipment, located at Site Name address.

**WHEREAS**, the Tenant desires to Lease a certain portion of land and tower space within the Site, along with access and utility easements thereto (collectively, the "Premises"). Located at the following address:  
230 RR Street, Hamburg, MN 55339.

**NOW THEREFORE**, for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, Site Owner grants to Tenant use of the Premises, together with an access and utility easement, under the following terms and conditions:

1. **USE:** Tenant may use the Premises for the installation, location, operation, maintenance, repair and/or use of certain radio transmitting equipment. (See Appendix A and B)
2. **INITIAL TERM: Sixty (60) months**, commencing on the date this agreement is signed by both parties.
3. **RENEWAL TERMS: Three (3) renewal terms of sixty (60) months** each, which will automatically renew unless Tenant notifies Site Owner in writing of Tenant's intent not to renew, no less than 90 days prior to the end of the then-current term.
4. **RENT**
  - (a) The monthly rent shall be **75 00/100 Dollars (\$75.00)** Tenant shall pay all amounts due to Site Owner by check, wire transfer, account auto debit or ACH credit to Site Owner's account no later than the first business day of each calendar month that it is due.
  - (b) **HOLDOVER.** If Tenant holds over with respect to the Site or Premises after expiration of any Initial Term or Renewal Term, the Lease term with respect to such Site and/or Premises shall revert to a month-to-month term, and rent shall be **one hundred fifty percent (150%)** of the Rent applicable during the last month of the preceding term. This value will be determined by the existing services provided to the Site Owner at the prevailing value of the services rendered.
5. **UTILITIES:** Shall be: Provided by Site Owner
6. **INTERFERENCE:** Tenant's Permitted Equipment shall not cause measurable interference to the equipment in current operation on Premise existing as of the date this Lease is executed by the parties. In the event Tenant's equipment causes such interference, and after Site Owner has notified Tenant of such interference. Tenant will take all steps necessary to correct and eliminate the interference. If the interference continues for a period in excess of one-hundred and twenty (120) hours following notification, Site Owner shall have the right to cause Tenant to cease operating the offending equipment or to reduce the power sufficiently to remove the interference until the condition can be remedied. Site Owner agrees that Site Owner and other Tenants will be permitted to install only such radio equipment that is of the type and frequency that will not cause measurable interference to the existing equipment of the Tenant.

7. **INSURANCE:** In no event shall Site Owner be liable for damage to Tenant's equipment, including replacement. Tenant shall at all times have **Commercial General Liability:** Tenant shall obtain and maintain bodily injury liability, property damage liability, products and completed operations liability, broad form property damage liability and personal injury liability coverage in the following amounts:

- (a) Policy Form Occurrence General Aggregate Limit \$1,000,000.00
- (b) Products & Completed Operations Limit \$500,000.00
- (c) Personal Injury & Advertising Injury Limit \$500,000.00
- (d) Each Occurrence Limit \$1,000,000.00
- (e) Damage to Rented Premises \$ 100,000.00
- (f) Medical Expense Limit \$ 5,000.00

## 8. INDEMNIFICATIONS

- (a) SITE OWNER shall indemnify Tenant against any claim, liability, or loss (including reasonable attorney's fees and court costs) resulting from injury to or death of any person, any damage to property, or loss of revenues due to (i) the acts or omissions of Site Owner, its Contractors, subcontractors, agents or representatives; (ii) any breach of this Lease by Site Owner, its contractors, subcontractors, agents or representatives; or (iii) the negligence or willful misconduct of Site Owner or its contractors, subcontractors, agents, or representatives. In the event that Tenant seeks indemnification hereunder, Site Owner shall have no obligation to indemnify as provided herein unless Tenant provides prompt written notice to Site Owner of any such claims and allows Site Owner the right (but not the obligation) to control the defense, negotiations, and/or settlement of such claim. Tenant and its counsel may participate in such proceedings at its own expense but not control such proceedings, negotiations, or defense as counsel of record if Site Owner chooses to control the defense. In such event that Site Owner chooses to control the defense, Tenant shall not admit any liability, settle, compromise, pay, or discharge any such claim, demand, suit or proceeding without the prior written consent of Site Owner, which will not be unreasonably delayed, conditioned, or withheld.
- (b) TENANT shall indemnify Site Owner against any claim, liability, or loss (including reasonable attorney's fees and court costs) resulting from injury to or death of any person, any damage to property, or loss of revenues due to (i) the acts or omissions of Tenant, its Contractors, subcontractors, agents or representatives; (ii) any breach of this Lease by Tenant, its contractors, subcontractors, agents or representatives; or (iii) the negligence or willful misconduct of Tenant or its contractors, subcontractors, agents, or representatives. In the event that Site Owner seeks indemnification hereunder, Tenant shall have no obligation to indemnify as provided herein unless Site Owner provides prompt written notice to Tenant of any such claims and allows Tenant the right (but not the obligation) to control the defense, negotiations, and/or settlement of such claim. Site Owner and its counsel may participate in such proceedings at its own expense but not control such proceedings, negotiations, or defense as counsel of record if Tenant chooses to control the defense. In such event that Tenant chooses to control the defense, Site Owner shall not admit any liability, settle, compromise, pay, or discharge any such claim, demand, suit, or proceeding without the prior written consent of Tenant, which will not be unreasonably delayed, conditioned, or withheld.

## 9. EQUIPMENT INSTALLATION AND REMOVAL

- (a) **INSTALLATION:** Tenant's Permitted Equipment located in and on the Site or Premises, whether installed overhead, above ground, or underground, shall remain the personal property of the Tenant, and shall not be considered a fixture to the real estate. Tenant's installation, and any associated costs including necessary permits or Leases shall be at Tenant's sole cost and expense. Tenant may not install equipment at the Site without Site Owner's prior consent, which consent shall not be unreasonably withheld.
- (b) **REMOVAL:** No later than 90 days after expiration or termination of this Lease, Tenant shall, at its sole cost and expense, remove its equipment from the Premises. If Tenant fails to timely remove its equipment, Site Owner shall have, to the full extent of the law:
  - i. the right to immediate possession of the Premises without invoking legal process; and,
  - ii. the right (but not the obligation) to immediately disconnect and remove Tenant's equipment from the Site, in which case Tenant shall pay Site Owner upon demand an amount equal to the cost of such disconnection, including removal and storage expenses, if any.



## 10. FORCE MAJEURE AND SITE DAMAGE

- (a) **FORCE MAJEURE:** The time for performance by Site Owner or Tenant of any term, provision, or warranty of this Lease shall be deemed extended by time lost due to delays resulting from acts of God, strikes, civil riots, floods, material or labor restrictions by governmental authority, or other cause not within the reasonable control of Site Owner or Tenant.
- (b) **SITE DAMAGE:** If a Site is fully or partially destroyed or damaged, and as a result thereof Tenant is unable to conduct its operations on such Site for a period of at least seventy-two (72) hours in a manner that is functionally equivalent to Tenant's operations before such event, Site Owner shall notify Tenant, within ten (10) days after such event, whether or not it intends to consider rebuilding or otherwise restoring the applicable Site and/or condition. If Site Owner elects not to rebuild or otherwise restore the Site or remedy the condition, this Lease shall automatically terminate effective the date the Site was originally damaged. However, if Site Owner elects to rebuild or repair the Site, it shall notify Tenant of that election and Tenant shall then have five (5) business days thereafter to either (i) terminate this Lease as of the date the Site was originally damaged; or (ii) agree to the continuation of this Lease. If Tenant agrees that this Lease shall continue, Site Owner shall, thereafter, evaluate whether it is commercially reasonable to restore the Site following receipt of responses from each of its other customers on the Site and, if Site Owner, in its sole discretion, determines that it is commercially reasonable to restore the Site, Site Owner shall undertake to do so. If Site Owner elects to repair or rebuild the Site, this Lease shall remain in force with respect to such Site, but Tenant shall be entitled to an abatement of Rent for the time it is unable to conduct its normal operations.

## 11. DEFAULT

- (a) **GENERALLY:** A party shall be in default hereunder if it fails to make any payment on or prior to the date due, and does not cure such non-payment within Thirty (30) days after receiving written notice. A party shall also be in default hereunder if it fails to comply with any other term of this Lease and does not cure such other failure within thirty (30) days after the non-defaulting party provides the defaulting party with written notice thereof; provided however, that if any such non-monetary default is not capable of being cured within the requisite period of time, then so long as the party charged with the default has diligently pursued such cure of the default within the prescribed period, such party shall be given reasonable time to cure the default, such time not to exceed ninety (90) days, unless a shorter period is expressly required under the terms of this Lease.
- (b) **SITE OWNER REMEDIES:** Upon the occurrence of any Tenant default that is not timely cured, Site Owner may, subject to the terms of this section, seek any remedy available at law or equity, including disconnection and removal of Tenant's equipment from the Site at the expense of Tenant.
- (c) **TENANT REMEDIES:** Upon the occurrence of any Site Owner default that is not timely cured, Tenant may, subject to the terms of this section, seek any remedy available at law or equity, including the right to specific performance or the right to terminate the Lease.

## 12. TERMINATION

- (a) **PRIOR TO COMMENCEMENT:** This Lease may be terminated by Tenant prior to the commencement of the initial term by written notice to Site Owner without further liability if, prior to commencement, Tenant is unable, through no fault of Tenant by way of Tenant's act or omission, to obtain any license, permit or other governmental approval necessary for the installation or operation of Tenant's equipment at the Premises.
- (b) **DURING TERM:** Tenant may terminate this Lease during the current term upon ninety (90) days prior written notice to Site Owner, without further liability, if through no act or omission of Tenant
  - i. any license, permit, or other governmental approval necessary for the installation or operation of Tenant's equipment at the Premises is canceled or otherwise withdrawn or terminated; or
  - ii. Tenant is unable to continue its use of the Premises due to an action of the FCC; or
  - iii. Tenant is no longer able to utilize the site for the purposes of transmitting services to the Tenant's customer base through no fault of the Tenant.
- (c) Site Owner may terminate this Lease if
  - i. any law, rule, regulation, ordinance or directive of any governmental agency prohibits or otherwise restricts the use of all or any portion of the Site, including any tower or structure thereon, for the purposes contemplated by this Lease.

**13. ASSIGNMENT:** Tenant shall not assign this Lease, in whole or in part, or sublet or permit the Site, the Premises, its Permitted Equipment, or any part thereof to be used by others without the express written approval of Site Owner, in its sole discretion. No assignment, sublease, or authorized use by others shall relieve Tenant of its obligations under this Lease. Tenant shall not mortgage or encumber this Lease without the express written approval of Site Owner, which consent shall not be unreasonably withheld or delayed. Site Owner may assign, mortgage, or encumber its rights under this Lease at any time.

**14. MISCELLANEOUS PROVISIONS**

- (a) All Exhibits attached hereto are incorporated herein by this reference.
- (b) This Lease may be executed in counterparts, and any number of counterparts signed in the aggregate by the parties will constitute a single, original instrument.
- (c) This Lease, including the exhibits, schedules, lists and other documents referred to herein, contain the entire understanding of the parties with respect to its subject matter. No modification of this Lease shall be effective unless contained in a written instrument executed by both parties.
- (d) All notices, requests, claims, demands, and other communications hereunder shall be in writing and shall be delivered to the respective parties at the addresses first written above, and as may be amended from time to time. Any such notice may be hand delivered (provided the deliverer provides proof of delivery) or sent by nationally-established overnight courier that provides proof of delivery, or certified or registered mail (postage prepaid, return receipt requested). Notice shall be deemed received on the date of delivery as demonstrated by the receipt of delivery.
- (e) Any action brought relating to this Lease shall be brought in the county in which the applicable Site is located.

**SITE OWNER: City of Hamburg**

**TENANT: Broadband Corp.**

**Printed Name: Chris Lund, Mayor**

**Printed Name: Anthony Will, VP**

**Signed: \_\_\_\_\_**

**Signed: \_\_\_\_\_**

**Date: \_\_\_\_/\_\_\_\_/\_\_\_\_**

**Date: \_\_\_\_/\_\_\_\_/\_\_\_\_**

**Appendix A  
Equipment on Tower**

**Existing Equipment**

<b>Name</b>	<b>Type</b>	<b>Size(inches)</b>	<b>Weight(lb)</b>	<b>Qty</b>
<b>Old 2.4ghz Broadcast</b>	<b>Sector</b>	<b>27.5Hx5.7Wx3.1D</b>	<b>13</b>	<b>3</b>
<b>5ghz Backhaul</b>	<b>Dish</b>	<b>36dia.x26D</b>	<b>35</b>	<b>1</b>
<b>5ghz Backhaul</b>	<b>Dish</b>	<b>41.3dia.x16.5D</b>	<b>16.3</b>	<b>1</b>

**Proposed New Equipment**

<b>5ghz Broadcast</b>	<b>Sector</b>	<b>23.4Hx6.2Wx4.3D</b>	<b>14.6</b>	<b>4</b>
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**Replacement for Old 2.4ghz Broadcast**

<b>2.4ghz Broadcast</b>	<b>Sector</b>	<b>23.4Hx6.2Wx4.3D</b>	<b>14.6</b>	<b>4</b>
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**Equipment to be removed**

<b>5ghz Backhaul</b>	<b>Dish</b>	<b>41.3dia.x16.5D</b>	<b>16.3</b>	<b>1</b>
<b>Old 2.4ghz Broadcast</b>	<b>Sector</b>	<b>27.5Hx5.7Wx3.1D</b>	<b>13</b>	<b>3</b>

\*Each piece of equipment also has one Cat6 or 5e feed line that is .36in dia. and 0.064lb per foot. Average foot lenth of feed line is 130' for a total weight of 8.32lb

**Appendix B**  
**Building or Land Use**

All of Broadband Corp's indoor equipment will be housed in existing tower site building. Broadband Corps equipment footprint within this building will not exceed a 4' x 4' area.



Jeremy Gruenhagen &lt;cityadmin@cityofhamburgmn.com&gt;

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**Parcel 45.0750061**

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Harry Davis <Harry.Davis@bolton-menk.com>  
To: Jeremy Gruenhagen <cityadmin@cityofhamburgmn.com>

Fri, Apr 8, 2022 at 1:43 PM

Jeremy,

Sorry for the delay in getting back to you. I looked through the code and it doesn't say that you couldn't combine two properties, but I am worried about the idea of combining two parcels that don't share a property line. I think there needs to be a fine line between combining parcels across ROW (alley only? Alley and street?) and combining parcels across the city. I think there are two real options:

1. You don't allow properties to be combined when divided by ROW (unless their property lines touch underneath ROW). – My recommendation.

This makes sense from one viewpoint- you can't actually combine parcels when they are divided by ROW that is owned by the City. Perhaps this could be different if the parcels "owned" underneath the ROW and touched each other, but in both cases I don't think that applies. The plats for both subdivisions very clearly dedicated ROW and defined the parcel boundaries.

2. You allow properties that are directly adjacent to each other across ROW to be combined.

The situation I saw in Eyota was an existing non-conformity, so it doesn't exactly apply, but they had an alley that divided the property between a principal structure and a garage. Eventually they decided they wanted to make it into two parcels again, which makes me hesitate recommending this for Hamburg. Say you combine them and an accessory structure is built, what method do you have of making sure the garage is torn down or moved if that property owner wishes to sell either part of the combined parcel? It makes the process messier. If you do decide to move forward with this, I recommend only allowing parcels that are directly across from each other via alley ROW to be combined. You could also include streets, but I think there is a difference between properties across alleys and streets in terms of continuity between both parts of the parcel.

Happy to call and talk about this more.

Harry

**Harry Davis, AICP**

Planner II

**Bolton & Menk, Inc.**

12224 Nicollet Avenue

Burnsville, MN 55337

Mobile: 952.529.0053

**Bolton-Menk.com**

**From:** Jeremy Gruenhagen <cityadmin@cityofhamburgmn.com>  
**Sent:** Friday, April 8, 2022 1:03 PM



Jeremy Gruenhagen &lt;cityadmin@cityofhamburgmn.com&gt;

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## Liquor Licenses

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**Jacob Saufley** <jsaufley@mhslaw.com>

Fri, Jun 10, 2022 at 4:11 PM

To: Jeremy Gruenhagen &lt;cityadmin@cityofhamburgmn.com&gt;

Cc: Kelly Dohm &lt;kdohm@mhslaw.com&gt;

Hi Jeremy,

1. I think you need to make a couple changes to your ordinances. First, clarify in 112.22 that you can issue a license to a townball team. Second, I think you should clarify other areas of Section 112 with regard to (i) minors on the premises and (ii) hours of operations. I've already worked up some draft ordinance amendments that I'd like to discuss with Kelly before sending final versions for your review.
2. I think the HBC can use the same license application used for on-sale applicants, but it should probably be amended to relate to on-sale wine and on-sale malt liquor. Would you send me a copy of you existing on-sale liquor application?
3. Practically, you'll need to have the HBC think about where the licensed area will be. City Code 112.26 requires a "compact and contiguous" area and specifically excludes parking lots and sidewalks.

I will follow-up next week with a more detailed memo with suggested amendments to the Code and your application (after I've received it from you).

Thanks and have a great weekend!

-Jake

**Jacob M. Saufley**

Attorney | Melchert Hubert Sjodin, PLLP

(952) 442-7721 | jsaufley@mhslaw.com

**From:** Jeremy Gruenhagen <cityadmin@cityofhamburgmn.com>**Sent:** Friday, June 10, 2022 1:12 PM**To:** Jacob Saufley <jsaufley@mhslaw.com>**Subject:** Re: Liquor Licenses

[Quoted text hidden]



## CONSULTING SERVICES AGREEMENT

This is a Consulting Services Agreement (the "Agreement") between the City of Hamburg, MN (the "Client") with its address being 181 Broadway Ave., Hamburg, MN 55339, and Water/Wastewater Operations & Technical Assistance Inc (the "Consultant") with its address being P.O. Box 1033, Arlington, MN 55307-1033.

It is mutual agreement between the above referenced parties that the Consultant shall provide services for the operation assistance of the Client's water/wastewater facilities and systems under the following terms and conditions;

### 1. TERM

1.1 This agreement shall be effective ~~February 18, 2014~~ June 1, 2022, and shall terminate ~~January 31, 2015~~ May 31, 2023.

1.2 Either party may terminate the agreement with Thirty (30) day's written notice.

1.3 This agreement shall be renewed annually. In the case of a delay in the annual renewal, the service shall continue on a month-by-month basis at the current terms unless notice of cancellation is given by either party to the other.

### 2. SCOPE OF SERVICES TO BE PROVIDED BY THE CONSULTANT:

2.1 Provide a certified Water/Wastewater Operator to comply with the State of Minnesota Department of Health (MDH) and Minnesota Pollution Control Agency (MPCA) Contract Operator Guidelines. The Consultant shall be responsible to follow and maintain operator's certification requirements and will be responsible for the costs incurred.

- a. Certified Operators Name, Address and Phone Number: Curtis Reetz, PO Box 1033, Arlington, MN 55307-1033, (507) 317-1612
- b. Operator Certificate Class and Number: Waterworks Operator "Class C" #2416, Wastewater Operator "Class A" #A-62663815, Biosolids Operator "Type IV", #40-62663815.

2.2 Be on site to comply with the state regulatory recommendations as listed below:

- a. Water treatment system: Two (2) times/week, Two (2) hours per visit to comply with MDH recommendations.
- b. Wastewater Treatment Facility: Two (2) visits per month, two (2) hours each (March-November), One (1) visit per month, two (2) hours each, (December-February) to comply with MPCA recommendations.

2.2 Provide assistance to the Client (and its public works employee) with regards to anything in the water and wastewater systems. This could include but is not limited to the water treatment plant, tower, lift stations, wastewater ponds, water distribution system, wastewater collection system and other components of the water and wastewater systems. (See a complete responsibility list on Attachment A on the back page of this agreement.)

2.3 After access to a project location is approved, the Consultant shall take reasonable precautions to prevent any damage to the site and shall secure the site with any in place working security devices that are supplied.

2.4 Make verbal and written recommendations to the Clients staff to ensure the Clients staff is aware of the responsibilities of the Clients in its state operating permit and in other State rules.

2.5 As requested, assist with other water/wastewater related tasks at the hourly rates and fees listed in below in Section 4.

### **3. CLIENT RESPONSIBILITIES:**

3.1 Provide the Consultant access to facilities.

3.2 Be responsible for payment of all consumables, utilities, etc., needed to operate the facilities. These items include capital expenditures, major repairs or breaks, commercial laboratory fees and associated costs, and normal operational supplies.

3.3 Provide Clients staff to assist in any required operations and maintenance duties, and facility visits and checks that are not covered in the Consultants duties and site visits. The Consultant will work with the Clients staff with job task assignments and directions.

3.4 Be responsible for reimbursement to the Consultant for any Client requested and approved out of pocket expenses incurred by the Consultant for costs associated with extra items, job requests, facility operations, including any direct supplies or administrative supplies. The Consultant shall communicate to the Client any expected costs and shall be able to substantiate those costs. These costs shall be invoiced at the rates listed below in Section 4.

3.5 Provide building and grounds maintenance.

3.6 Be responsible for water distribution system and sewer collection systems disruptions, maintenance activities, flushing and cleaning activities.

### **4. PAYMENT AND INVOICING TERMS:**

4.1 Payment for Services. In consideration of the services agreed upon in this Consulting Services Agreement, the compensation shall be ~~\$52.50~~55.00 per hour and \$30.00 trip/travel charge (includes round trip mileage/drive time).

4.2 Invoices shall be submitted to the Client immediately following the end of the month that the services are provided, with the payment due date being the 12<sup>th</sup> of the month.

4.3 Reimbursable or Additional Costs. In addition, any work that is completed outside of the above listed "Scope of Services to be provided by the Consultant" shall be invoiced at the rate of ~~\$52.50~~55.00 per hour onsite during normal business hours (Monday-Friday, 7am-6pm, holidays excluded) or requested administrative time and \$30.00 trip/travel charge. Outside of the normal business hours, the hourly fee shall be at 1.5 times the regular fee (double time on legal holidays).

- a. Out of pocket expenses plus 20% administrative cost will be invoiced to the client for expenses incurred by the Consultant for any costs associated with facility operations, including any direct or administrative supplies. The Consultant shall

communicate to the Client any expected costs and shall be able to substantiate the costs.

- b. The Consultant shall make every effort to communicate to the Client of any expected additional fees. Any such additional time must be authorized by the Client or a designated representative of the Client in advance of any additional services to be performed.

**5. STANDARD OF CARE:**

5.1 The standard of care for all professional services performed or furnished by the Consultant under this Agreement will be the skill and care used by members of the Consultant's profession practicing similar circumstances at the same time and in the same locality. Consultant represents that the services shall be performed consistent with applicable industry standards. Consultant makes no warranties, express or implied, under this Agreement or otherwise, in connection with the Consultant's services.

5.2 The Consultant shall take reasonable care to perform the required work as not to cause damage to the Clients infrastructure and property.

**6. REPRESENTATIONS:**

6.1 Cooperation. The Client will cooperate with the Consultant in taking actions to execute, sign and submit any documents, as appropriate, to achieve the objectives of this agreement. The Consultant shall assist the Client with completing any documents that have deadlines with State agencies or any other applicable parties. The Client agrees that the Consultants performance is dependent on the Clients timely and effective cooperation with the Consultant.

6.2 Force Majeure. Neither party shall be deemed in default of this Agreement to the extent that any delay or failure in the performance of its obligations results from any cause beyond its reasonable control and without its negligence.

**7. INDEMNIFICATION:**

7.1 Client and Consultant each agree to indemnify and hold the other harmless, and their respective officers, employees, agents, and representatives, from and against liability for all claims, losses damages and expenses, including reasonable attorney's fees, to the extent such claims, losses, damages, or expenses are caused by the indemnifying party's negligent acts, errors, or omissions. In the event claims, losses, damages, or expenses are caused by the joint or concurrent negligence of Client and Consultant, they shall be borne by each party in proportion to its negligence.

**8. MISCELLANEOUS:**

8.1 Independent Contractor. The Client and the Consultant agree that the Consultant is an independent contractor in the performance of the duties under this agreement and shall not be considered an employee of the Client. Accordingly, the Consultant is responsible for payment of any taxes on Consultant's compensation according to I.R.S. guidelines.

8.2 Insurance. The Consultant shall carry General Liability Insurance coverage with a coverage limit of \$1,000,000 (\$2,000,000 General Aggregate). The Consultant will provide certificate of coverage to the Client upon request by the Client.

For the Client:

For the Consultant:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title

Date: \_\_\_\_\_

Date: \_\_\_\_\_

## ATTACHMENT A

### Overview of Responsibilities

<u>Description of Responsibility</u>	<u>Responsible Party</u>
Provide assistance, training, guidance and planning to the public works employee and/or any staff member in regards to the water and wastewater systems.	Consultant
Completion of the State Monthly Fluoridation Report, Monthly Discharge Monitoring Report and Annual DNR Water Use Report.	Consultant
Provide assistance, training and guidance in the scheduling and collection of water and wastewater samples, including any required onsite analysis of water and wastewater samples (using Client's test meters).	Consultant
Provide assistance, training and guidance with any samples that need to be mailed/shipped to an approved offsite lab for analysis.	Consultant
Assist with maintenance tasks within the water and wastewater systems.	Consultant
Payment for laboratory analysis and sample shipping fees.	Client
Payment for operational/maintenance utilities and supplies.	Client
Record daily readings when Consultant in not on site.	Client
Grass mowing, weed control and snowplowing to maintain access to facilities.	Client
One call locates for water and sewer lines.	Client
Repair of water/sewer mains, water/sewer service lines, water hydrant breaks including flushing or maintenance. (Assistance requested will be provided by the consultant while on site.)	Client

**Pearson Bros., Inc.**

11079 Lamont Avenue N.E. ~ Hanover, MN 55341  
Phone: (763) 391-6622 -- Fax: (763) 391-6627

ATTENTION: Jeremy Gruenhagen

PHONE #: (952) 467-3232

FAX #: (952) 467-3119

JOB LOCATION: City Of Hamburg  
ADDRESS: 181 Broadway Ave  
Hamburg, MN 55339

DATE: June 1, 2022

WE HEREBY SUBMIT SPECIFICATIONS AND ESTIMATES FOR: 6,768 APPROX. SQUARE YARDS OF BITUMINOUS SEAL COATING.

PRE-SEAL: Area to be swept by Pearson Bros., Inc.

LIQUID APPLICATION: Pearson Bros., Inc. will furnish and install CRS2 Liquid Asphalt at .25 gallons per square yard.

AGGREGATE COVER: Pearson Bros., Inc. will furnish and install 1/8" Trap Rock at 22 lbs per square yard.

ROLLING: Entire area shall be rolled with (2) Eleven (11) Wheel Pneumatic Tire Rollers.

PICK-UP SWEEP: Excess rock shall be picked up by and disposed of by Pearson Bros., Inc.

START DATE: No earlier than: May 15, 2022 COMPLETION DATE: No later than: Sep 15th, 2022

We Proposed Hereby to Furnish Material and Labor -- Complete in Accordance with the Above Specifications,  
for the Sum of: \$18,205.92 (6,768 Approx Sq Yds @ \$2.69 per Sq Yd)

*Payment Due Upon Completion*

AUTHORIZED SIGNATURE:

\_\_\_\_\_  
TODD BARTELS  
PEARSON BROS., INC.

ACCEPTANCE OF PROPOSAL -- The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

*Proposal good for 30 days.*



**QUOTE FORM  
2022 SEAL COAT PROJECT  
HAMBURG, MINNESOTA**

<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.	6,768	\$ 3.64	\$ 24,635.52
<b>TOTAL</b>				\$ 24,635.52	

Date for Starting Work: ASAP

Date for Completing Work: Sept 2022

**SUBMITTED BY:**

Allied Blacktop Company  
**Corporation Name**

Minnesota  
**State of Incorporation**

*M. Dolecki*  
**By (Authorized Signature)**

Matt Dolecki  
**Name (typed or printed)**

Project Manager  
**Title**

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

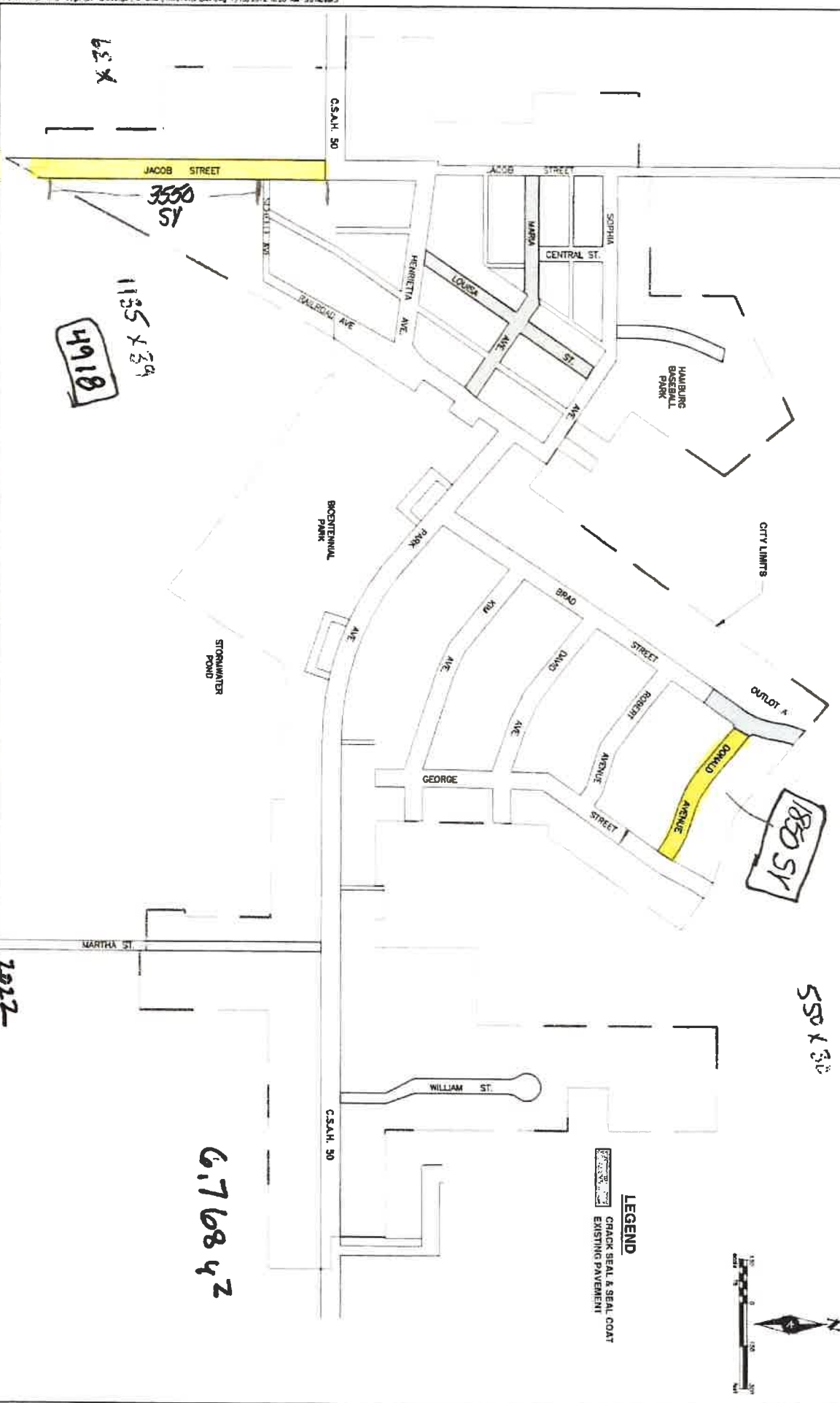
763-425-0575  
**Phone**

m.dolecki@alliedincmn.com  
**E-mail**

6/10/2022  
**Date Submitted**



DESIGNED BY: <u>          </u>	CHECKED BY: <u>          </u>	DATE: <u>          </u>	PROJECT NO: <u>          </u>
DRAWN BY: <u>          </u>	APPROVED BY: <u>          </u>	SCALE: <u>          </u>	DATE: <u>          </u>
PROJECT TEAM: <u>          </u>	REVISIONS:	DATE: <u>          </u>	BY: <u>          </u>
<p>1. I HEREBY CERTIFY THAT THE INFORMATION CONTAINED ON THIS PLAN WAS PREPARED BY ME OR UNDER MY CLOSE PERSONAL SUPERVISION AND THAT I AM A LICENSED PROFESSIONAL ENGINEER IN THE STATE OF MINNESOTA.</p> <p>DATE: 7/15/12                  JAMES GARDNER, P.E.                  Lic. No. 5275</p>			
		PROJECT LOCATION HAMBURG, MINNESOTA	
2012 CRACK SEAL COAT PROJECT		PROJECT LOCATION HAMBURG, MINNESOTA	
SHEET NO. 1 OF 1		SHEET NO. 1 OF 1	



**LANO EQUIPMENT OF NORWOOD, INC.**

New Holland • AGCO • H & S  
 Bobcat • Yamaha A.T.V.'s • Flexi/Coil  
 www.lanoequipofnorwood.com  
 P.O. BOX 299 Hwy. 212 West

# QUOTATION

PLEASE INDICATE THE ABOVE NUMBER WHEN ORDERING

**Norwood Young America, MN 55368**  
**Phone (952) 467-2181 Fax (952) 467-3259**

TO

*City of Hamburg*

QUOTATION DATE <i>6-8-22</i>	SALESPERSON <i>Dave</i>
INQUIRY DATE	INQUIRY NUMBER

ESTIMATED SHIPPING DATE	SHIPPED VIA	F.O.B.	TERMS	
QUANTITY	DESCRIPTION		PRICE	AMOUNT
	<i>value of '07 toolcat 1946 hrs.</i> <i>trade-in value as-is -</i>			<i>\$ 27500.-</i> <i>28000.-</i>
	<i>repairs \$5365.-</i> <i>to engine oil</i> <i>leak</i>			

WE ARE PLEASED TO SUBMIT THE ABOVE QUOTATION FOR YOUR CONSIDERATION. SHOULD YOU PLACE AN ORDER, BE ASSURED IT WILL RECEIVE OUR PROMPT ATTENTION. THIS QUOTATION IS SUBJECT TO THE CONDITIONS PRINTED ON REVERSE SIDE, AND IS VALID FOR \_\_\_\_\_ DAYS. THEREAFTER IT IS SUBJECT TO CHANGE WITHOUT NOTICE.

BY \_\_\_\_\_ ACCEPTED \_\_\_\_\_ DATE \_\_\_\_\_

SIGN AND RETURN YELLOW ACCEPTANCE COPY WHEN ORDERING.

*Thank You!*



## Product Quotation

Quotation Number: 37658D037942

Date: 2022-06-09 14:13:29

Ship to	Bobcat Dealer	Bill To
City of Hamburg Mn. 181 Broadway St. Hamburg, MN 55339 Phone: (952) 467-3232	Lano Equipment of Norwood, Norwood Young America, MN 1015 HWY 212 WEST P.O. BOX 299 NORWOOD YOUNG AMERICA MN 55368-0299 Phone: (952) 467-2181 Fax: (952) 467-3259  Contact: Paul Lano Phone: 952-467-2181 Fax: 952-467-3259 Cellular: 9522373261 E Mail: paulano@lanoequipny.com	City of Hamburg Mn. 181 Broadway St. Hamburg, MN 55339 Phone: (952) 467-3232

Description	Part No	Qty	Price Ea.	Total
<b>UV34 Gas</b>	M1503	1	\$15,267.00	\$15,267.00
Engine Liquid Cooled Engine 40 HP Gas EFI Engine Pressurized Oiling System with Spin On Filter Engine Protection Oil Pressure & Water Temp High Capacity Air Filter 49 State Emission Compliant Drive System CVT (Continuous Variable Transmission) Sealed CVT Cover w/remote intake & exhaust Four Wheel Drive 3 Drive Modes Forward Travel, Two Range (H/L) Integrated In-Transmission Park (P) Brakes - 4 Wheel, Hydraulic Disc with Dual-Bore Front Calipers CV Guard, Front Shaft Drive with CV Joints Suspension & Steering Front - Independent, Dual A Arm Rear - Independent, Dual A Arm Adjustable Front and Rear Coil Over Shocks Rack & Pinion Electric Power Steering Assist Tilt Steering Column	Operator Compartment Beverage Holder (4) 60/40 Split Bench Seats (3 Occupants) Under Seat, Upper & Lower Dash Storage Sealed Glove Box Storage 3 Seat Belts with 3 Point Restraint Tires All Terrain Industrial (8 ply) Front/Rear, 26x10 12 Wheels Front/Rear, 12x6 Orange Steel Rim Electrical Headlights, High & Low Beams 4-35 Watts LED Tail & Brake Lights 6 Outlet Accessory Pwr Bar 75 Amp/900W Stator 575 CCA Battery Instrumentation Panel Indicator Lights: Glow Plug (Diesel Only), Seat Belt Reminder, High Beam On, Engine Oil Pressure (Diesel only), Engine Temp High, Service Power Steering and Service Engine. LCD Display: Speedo, Engine Temp, Engine RPM, Volt, Trip and Hour Meter, Tachometer, Fuel Level, Clock, Drive Mode, Odometer, Service Reminder and Gear Position. Cargo Box and Frame Composite Cargo Box w/ Cylinder Lift Assist Quick Latch Tailgate w/ Single Latch Integrated Box Accessory System Rear Receiver Hitch - 2 in. Full Chassis Skid Plates ROPS (Roller Over Protective Structure) Warranty 1 year/1000 hours			

MY22 UV34 Gas	M1503-R00-Y22	1	\$0.00	\$0.00
Winch, Integrated 4500 lb	7385761	1	\$1,175.00	\$1,175.00
UV34 Gas EPS Cab & Heat Package	M1503-P01-C03	1	\$6,871.00	\$6,871.00
Total of Items Quoted				<b>\$23,313.00</b>
Dealer P.D.I.				<b>\$0.00</b>
Freight Charges				<b>\$1,420.00</b>
Dealer Assembly Charges				<b>\$209.00</b>
Other Charges:       Material and Logistics				<b>\$1,191.00</b>
Discount               State Bid				<b>(\$4,663.00)</b>
Quote Total - US dollars				<b>\$21,470.00</b>

Notes:

All prices subject to change without prior notice or obligation. This price quote supersedes all preceding price quotes.

Customer Acceptance:

Purchase Order: \_\_\_\_\_

Authorized Signature:

Print: \_\_\_\_\_ Sign: \_\_\_\_\_ Date: \_\_\_\_\_



## Product Quotation

Quotation Number: 37658D037911

Date: 2022-06-09 14:16:47

Ship to	Bobcat Dealer	Bill To
City of Hamburg Mn. 181 Broadway St. Hamburg, MN 55339 Phone: (952) 467-3232	Lano Equipment of Norwood, Norwood Young America, MN 1015 HWY 212 WEST P.O. BOX 299 NORWOOD YOUNG AMERICA MN 55368-0299 Phone: (952) 467-2181 Fax: (952) 467-3259  ----- Contact: Paul Lano Phone: 952-467-2181 Fax: 952-467-3259 Cellular: 9522373261 E Mail: paulano@lanoequipnya.com	City of Hamburg Mn. 181 Broadway St. Hamburg, MN 55339 Phone: (952) 467-3232

Description	Part No	Qty	Price Ea.	Total
68" Angle Broom	7337703	1	\$6,727.00	\$6,727.00
Total of Items Quoted				<b>\$6,727.00</b>
Dealer P.D.I.				<b>\$50.00</b>
Freight Charges				<b>\$184.00</b>
Dealer Assembly Charges				<b>\$0.00</b>
Other Charges:       Material and Logistics				<b>\$626.00</b>
Discount               Lano discount				<b>(\$1,009.00)</b>
Quote Total - US dollars				<b>\$6,578.00</b>

Notes:

All prices subject to change without prior notice or obligation. This price quote supersedes all preceding price quotes.

Customer Acceptance:

Purchase Order: \_\_\_\_\_

Authorized Signature:

Print: \_\_\_\_\_ Sign: \_\_\_\_\_ Date: \_\_\_\_\_

2022

Nuisance Violations

Name/Occupant	Chadwick	Grams, Paul	Gregonis	Herrmann, Brian	Howe	Milnhan	Peterson, Greg	Proskln	Tollefson
Date of Complaint	5/12/2022	5/12/2022	5/12/2022	5/12/2022	5/12/2022	5/12/2022	5/12/2022	5/12/2022	5/12/2022
Address	679 Park Ave.	410 Sophia Ave.	320 Sophia Ave.	780 Park Ave.	625 Kim Ave.	421 Henrietta Ave.	152 Jacob St.	619 David Ave.	Maria Ave.
City of Hamburg Ordinance #	93.18	93.18	93.18		93.18	93.18		93.18	93.18
	93.19	93.19		93.19		93.19			
	93.20	93.20			93.21	93.20			
	93.21		93.21				93.21	93.21	93.21
Nature of Complaint	City Spring Inspection	City Spring Inspection	City Spring Inspection	City Spring Inspection	City Spring Inspection	City Spring Inspection	City Spring Inspection	City Spring Inspection	City Spring Inspection
Date Mailed	5/12/2022	5/12/2022	5/12/2022	5/12/2022	5/12/2022	5/12/2022	5/12/2022	5/12/2022	5/12/2022
Date to Follow-up	6/13/2022	6/13/2022	6/13/2022	6/13/2022	6/13/2022	6/13/2022	6/13/2022	6/13/2022	6/13/2022
Council Meeting Date	6/14/2022	6/14/2022	6/14/2022	6/14/2022	6/14/2022	6/14/2022	6/14/2022	6/14/2022	6/14/2022
Declared Public Nuisance									
Date Posted									
Date to comply									
Date Sent to Prosecution									
Notes									
									5/19/2022
									per neighbor - he is gone from his house right now

- 93.18 Nuisance Affecting Peace and Safety
- 93.19 Nuisance Parking and Storage
- 93.20 Inoperable Motor Vehicle
- 93.21 Building Maintenance and Appearance