



HAMBURG CITY COUNCIL AGENDA

JUNE 23, 2020

1. **Call City Council Meeting to Order at 7:30 PM**
 - **Pledge of Allegiance**
2. **Public Comment** *(Individuals may address the City Council about any non-agenda item(s) of concern. Speakers must state their name, address, and limit their remarks to three minutes. The City Council may not take official action on these items and may refer the matter to staff for a future report or direct that the matter be scheduled for a future meeting agenda.)*
3. **Agenda Review (Added Items) and Adoption**
4. **Consent Agenda** *(NOTICE TO PUBLIC: All those items listed as part of the Consent Agenda will be approved by a single motion, unless a request to discuss one of those items is made prior to that time. Anyone present at the meeting may request an item to be removed from the consent agenda. Please inform the Council when they approve the agenda for this meeting.)*
 - **Approve Payment of Added June Claims (\$286,101.56)**
5. **Old City Business**
 - **COVID-19 Related Items**
 - **Adopt Preparedness Plan (COVID 19) & Related Policies**
 - **Community Center/Hall/Park Rentals**
 - **Water Tower/Water Main Improvement Project (Update)**
 - **Hall Flooring Bids for Kitchen/Bar Area**
 - **2020 Street Improvement Project**
 - **Public Nuisance Violations (Worksheet)**
 - **Data Request(s) from Richard Odoms**
6. **New City Business**
 - **CARES Act**
 - **Funding for City/Local Businesses**
7. **City Council Reports**
 - **Councilmember Jason Buckentin**
 - **Councilmember Tim Tracy**
 - **Councilmember Scott Feltmann**
 - **Councilmember Eric Poppler**
 - **Mayor Chris Lund**
8. **Adjourn City Council Meeting**



***HAMBURG CITY COUNCIL AGENDA
JUNE 23, 2020***

COMMUNITY HALL & PARK ACTIVITIES

JUNE	15 – Hamburg Lions Club (Park)
JULY	20 – Hamburg Lions Club (Park) 31 – Graduation (Park)
AUGUST	17 – Hamburg Lions Club (Park) 29 – Wedding Reception
SEPTEMBER	12 – Wedding Reception 21 – Hamburg Lions Club (Park)

COMMUNITY CENTER (FIRE HALL) ACTIVITIES

JUNE	1 – HFD Training 1 – Hamburg Lions Club 2 – Mayors In 9 – Young America Township Meeting 9 – Public Hearing – 7:00 PM 9 – Hamburg City Council Meeting – 7:00 PM 23 – City Council Meeting – 7:30 PM 29 – HFD (Relief Assoc) Meeting
JULY	3 – City Offices Closed (Independence Day Observed) 4 – Independence Day 6 – HFD Training 6 – Hamburg Lions Club 7 – Mayors In 14 – City Council Meeting – 7:00 PM 14 – Young America Township 27 – Hamburg Fire Dept (Relief Assoc.) Meeting

2020 June Claims List

CHECK #	VENDOR	FUND	CLAIM DESCRIPTION	AMOUNT	APPROVED
ACH	EFTPS	Divided	Fed, Social Security, MC - May 2019	\$3,015.96	6/9/2020
ACH	MN Dept. of Revenue	Divided	May 2020 State Withholding Tax Payment	\$520.00	6/9/2020
ACH	PERA	Divided	PERA Withholding - May 2020	\$792.03	6/9/2020
ACH	PERA	Divided	Health Insurance for June 2020	\$437.08	6/9/2020
ACH	HealthPartners	Divided	Health Insurance for June 2020	\$3,790.61	6/9/2020
ACH	Mel Sprengeler	Divided	Wages 5-18-20 to 5-31-20	\$180.08	6/9/2020
ACH	Greg Schultz	Divided	Wages 5-18-20 to 5-31-20	\$1,624.03	6/9/2020
ACH	Tamara Bracht	Divided	Wages 5-18-20 to 5-31-20	\$726.89	6/9/2020
ACH	Jeremy Gruenhagen	Divided	June Wages	\$1,996.59	6/9/2020
ACH	Google	General Gov't	Email Accounts (8) Administered by Googl G Suite	\$108.00	6/9/2020
ACH	Kwik Trip	Public Safety (FD)	Fuel for FD Vehicles	\$38.13	6/9/2020
ACH	MN Dept. of Labor & Industry	Public Safety (FD)	1st Quarter 2020 Building Permit Surcharge	\$123.37	7/14/2020
ACH	Mel Sprengeler	Divided	Wages 6-01-20 to 6-14-20	\$1,534.58	7/14/2020
ACH	Greg Schultz	Divided	Wages 6-01-20 to 6-14-20	\$790.79	7/14/2020
ACH	Tamara Bracht	Divided	Wages 6-01-20 to 6-14-20	\$77.57	7/14/2020
ACH	PERA	Divided	PERA Withholding - June 2019	\$430.10	7/14/2020
Debit Card	Amazon	General Gov't	(Returning due to wrong size) 4 Pack of Receipt Books	\$53.89	6/9/2020
Debit Card	Amazon	General Gov't	4 Pack of Receipt Books, Highlighters	\$99.51	6/9/2020
Debit Card	Franklin Printing	General Gov't	400 Sheets of 80# Paper for COVID-19 Newsletters	\$22.39	6/9/2020
Debit Card	Franklin Printing	General Gov't	1500 Sheets of 100# Paper for COVID-19 Newsletters	\$82.12	6/9/2020
Debit Card	Hamburg Post Office	Divided	6 Rolls of Postcard Stamps for Water Bills	\$210.00	6/9/2020
Debit Card	US Postal Service	General Gov't	EDDM Postage for 10th COVID-19 Newsletter Mailing	\$75.25	6/9/2020
Debit Card	US Postal Service	General Gov't	EDDM Postage for 11th COVID-19 Newsletter Mailing	\$75.25	6/9/2020
Debit Card	MBFTE	Public Safety (FD)	License Renewal fro Chief Anderson	\$75.00	7/14/2020
Debit Card	US Postal Service	General Gov't	EDDM Postage for 12th COVID-19 Newsletter Mailing	\$75.25	7/14/2020
Debit Card	US Postal Service	General Gov't	EDDM Postage for 13th COVID-19 Newsletter Mailing	\$75.25	7/14/2020
Debit Card	MN Fire Service Cert. Board	Public Safety (FD)	(5) 2020 Recertification for : Eischens, Jaus, J. Mack., Michels, Weverka	\$125.00	7/14/2020
20142	ANCOM	Public Safety (FD)	2 IMPRES Single Unit Desktop Chargers	\$159.00	6/9/2020
20143	Bob Shanahan's Tree Service	Park & Rec.	2 Ash Tree's Trimmed & Chipped	\$1,200.00	6/9/2020
20144	Cintas	Hall	Cleaning Supplies for Hall	\$75.08	6/9/2020
20145	Clarke Mosquito Management, Inc.	Public Safety (FD)	Mosquito Control for 2020 (1 of 3 invoices for the 2020 season)	\$1,325.00	6/9/2020
20146	Coordinated Business Systems	General Gov't	Wireless Adapter for New Phone System	\$43.09	6/9/2020
20147	ECM Publishers, Inc.	General Gov't	Public Hearing for June 9th Regarding Variance on David Avenue	\$49.14	6/9/2020
20148	Gopher State One Call	Divided	May Locates (12 Locate Requests at \$1.35 each)	\$16.20	6/9/2020
20149	Greg Schultz	Public Works	Clothing Allowance Reimbursement for 4 Shirts	\$79.96	6/9/2020
20150	Loffler	General Gov't	May Copies	\$226.65	6/9/2020
20151	Lois Droege	Storm Sewer	Reimbursement for Pond Grading/Seeding/Mulching	\$1,200.00	6/9/2020
20152	Menards	Divided	(6) Ajax Dish Soap, 24" Squeegee Mop, Dehumidifier	\$215.65	6/9/2020
20153	MNSPECT	Public Safety (FD)	5 Resident. Permits (2 Re-Side, 1 Re-Deck, 1 Mech. 1 Zoning), 1 Commercial Re-Roof	\$636.42	6/9/2020
20154	MVTL Labs, Inc.	Sewer	Lab Fees for Pre Final Pond Discharge - Sample Date May 20, 2020	\$97.50	6/9/2020
20155	Plunkett's Pest Control	General Gov't	General Pest Control at City Hall / FD Inspection Date 6-5-2020	\$39.37	6/9/2020
20156	S.E.H. Inc.	Divided	General Engineering for George St. Pond & Storm Sewer, Mill & Overlay F	\$6,493.00	6/9/2020
20157	Steve Buckentin	Public Safety (FD)	Reimbursement for Certification & National Registry	\$234.00	6/9/2020
20158	Thein Well	Water	Annual Inspection of Pumps & Wells (5-18-20)	\$275.00	6/9/2020
20159	UFC	Divided	Flowers & Dirt, Lawnmower Blades, Spool Weed Whip, Round-up	\$461.75	6/9/2020
20160	Verizon Wireless	General Gov't	(9) Cell Phones for Apr. 25 - May. 24, 2020	\$382.77	6/9/2020
20161	W.W.O.T.A. Inc.	Divided	Water/Wastewater Training & Assistance for May 2020	\$540.00	6/9/2020
20162	Waste Management	Sanitation	30 Yard Flat Green Yard Waste Container	\$275.90	6/9/2020
20163	Wm. Mueller & Sons, Inc.	Divided	Gas for City Vehicles, Mower, Bobcat, Baseball Park Mower	\$207.87	6/9/2020
20164	Xcel Energy	Divided	Electricity/Natural Gas Services	\$600.12	6/9/2020
20165	Abdo, Eick & Meyers, LLP	General Gov't	Review of Transaction & Preparation of State Auditor Financial Reporting	\$775.00	7/14/2020
20166	Bolton & Menk, Inc.	General Gov't	Project #T61.117575 Professional Services April 18 - May 15, 2020	\$2,944.50	7/14/2020
20167	Canon	General Gov't	Canon Copier Gov't Contract for May	\$33.13	7/14/2020
20168	Core & Main	Water	3 Touch Pads, 3 510M SiPoint's	\$465.00	7/14/2020
20169	Ehlers & Associates	Debt Service Fund	Principal for General Obligation Improvement Bond, Series 2007A	\$1,001.25	7/14/2020
20170	Flow Measurement & Control Comp.	Divided	Certification of: 1st Closed Pipe Flow Meter, WWTP Pump #2, Wet Well Dr	\$780.00	7/14/2020
20171	Gerri Scott	General Gov't	Refund Community Center Rental Cancelled Due to COVID	\$150.00	7/14/2020
20172	JT Floor Covering Installations	Hall	Down Payment for 1/2 of Proposal	\$2,291.09	7/14/2020
20173	Lisa Schwichtenberg	Hall	Refund of Hall Deposit - Cancelled Due to COVID-19	\$150.00	7/14/2020
20174	Maguire Iron, Inc.	Water	Period Ending 5-31-2020 Water Tower Project	\$253,085.86	7/14/2020
20175	Melchert-Hubert & Sjodin, PLLP	General Gov't	Correspondence Regarding 340 RR Permit, Data Requests, Litigation, CO	\$2,340.80	7/14/2020
20176	Mini Biff	Park & Rec.	Handicap Mini Biff Rental & Damage Waiver	\$139.74	7/14/2020
20177	MVTL Labs, Inc	Sewer	Lab Fee's for: Final Pond Discharge, Quarterly Influent	\$372.00	7/14/2020
20178	S.E.H. Inc.	Water	Water Main Looping, Water Tower Construction, Mill & Overlay, Engineeri	\$16,601.23	7/14/2020
20179	Xcel Energy	Divided	Electricity/Natural Gas Services	\$1,465.32	7/14/2020
20180	CarverLink/Jaguar	Divided	Telephone and Internet Service for June	\$199.73	7/14/2020
				\$314,782.84	
			June Claims	\$28,681.28	
			Added June Claims	\$286,101.56	
			Total June Claims	\$314,782.84	

COVID-19 Preparedness Plan for the City of Hamburg

The City of Hamburg (the “City”) is committed to providing a safe and healthy workplace for all our workers, residents, guests, and visitors. To ensure we have a safe and healthy workplace, the City has developed the following COVID-19 Preparedness Plan in response to the COVID-19 pandemic. Managers and workers are all responsible for implementing this plan. Our goal is to mitigate the potential for transmission of COVID-19 in our workplaces and communities, and that requires full cooperation among our workers and management. Only through this cooperative effort can we establish and maintain the safety and health of all persons in our workplaces.

The COVID-19 Preparedness Plan is administered by the City Clerk/Treasurer, who maintains the overall authority and responsibility for the plan. However, management and workers are equally responsible for supporting, implementing, complying with and providing recommendations to further improve all aspects of this COVID-19 Preparedness Plan. The City’s managers and supervisors have our full support in enforcing the provisions of this plan.

Our workers are our most important assets. The City is serious about safety and health and protecting its workers. Worker involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. We have involved our workers in this process by: Worker suggestions and feedback have been solicited and requested. The City has implemented worker suggestions into this plan.

The City’s COVID-19 Preparedness Plan follows the industry guidance developed by the state of Minnesota, which is based upon Centers for Disease Control and Prevention (CDC) and Minnesota Department of Health (MDH) guidelines for COVID-19, Minnesota Occupational Safety and Health Administration (MNOSHA) statutes, rules and standards, and Minnesota’s relevant and current executive orders. It addresses:

1. Policies and procedures that assist in the identification of sick workers and ensure sick workers stay home;
2. Implementation of engineering and administrative controls for social distancing;
3. Worker hygiene and source controls;
4. Workplace building and ventilation protocols;
5. Workplace cleaning and disinfecting protocols;
6. Drop-off, pick-up and delivery practices and protocols;
7. Communications, training and supervision practices and protocols;
8. What customers and clients can do to minimize transmission;
9. Additional protections and protocols for receiving and exchanging payment;
10. Additional protections and protocols for managing occupancy;
11. Additional protections and protocols to limit face-to-face interactions; and
12. Additional protection and protocols for distancing and barriers.

The City has reviewed and incorporated the industry guidance applicable to the City provided by the state of Minnesota for the development of this plan. Other conditions and circumstances included in the industry guidance and addressed in the plan that are specific to the City include:

- additional protections and protocols for customers, clients, guests and visitors;

- additional protections and protocols for personal protective equipment (PPE);
- additional protections and protocol for access and assignment;
- additional protections and protocol for sanitation and hygiene;
- additional protections and protocols for work clothes and handwashing;
- additional protections and protocol for distancing and barriers;
- additional protections and protocols for managing occupancy;
- additional protocols to limit face-to-face interaction;
- additional protections for receiving or exchanging payment; and
- additional protections and protocols for certain types of businesses within an industry.

1. Policies and Procedures that Assist in the Identification of Sick Workers and Ensure Sick Workers Stay Home.

Workers have been informed of and encouraged to self-monitor for signs and symptoms of COVID-19. The following policies and procedures are being implemented to assess workers' health status prior to entering the workplace and for workers to report when they are sick or experiencing symptoms. Employees shall inform the City Clerk-Treasurer as soon as symptoms begin so that the supervisor can determine what communication measures should be initiated to inform other employees. All employees should immediately inform the City Clerk/Treasurer.

Employees have been told to stay home should they become sick, are experiencing COVID-19 symptoms, and/or have a fever. The City has a Health Screening Form that will be utilized for employees to complete upon entering the premises.

The City has implemented leave policies that promote workers staying at home when they are sick, when household members are sick, or when they are required to isolate or quarantine themselves or a member of their household. Accommodations for workers with underlying medical conditions or who have household members with underlying health conditions have been implemented.

The City will follow all appropriate policies and procedures of the Families First Coronavirus Response Act as it relates to employees staying at home when they are sick. When isolation or quarantine is required by a health care provider for an employee or a member of their household, the City will provide Emergency Paid Sick Leave in accordance with the Families First Coronavirus Response Act and will not make employees use their paid time off unless they elect to do so. Employees may use paid time off if they choose to do so after their Emergency Paid Sick Leave of 80 hours is exhausted.

The City will provide paid sick leave to employees who are unable to work for six reasons having to do with COVID-19 where the employee: 1) is subject to a Federal, State, or local quarantine or isolation order related to COVID-19; 2) has been advised by a health care provider to self-quarantine due to concerns related to COVID-19; 3) is experiencing symptoms of COVID-19 and is seeking a medical diagnosis; 4) is caring for an individual who is subject to an order as described in (1), or who has been advised as described in (2); 5) is caring for his or her son or daughter whose school or place of care has been closed or whose child care provider is unavailable due to COVID-19 related reason; or 6) is experiencing any other substantially similar condition specified by the Secretary of Health and Human Services in consultation with the Secretary of the Treasury and the Secretary of Labor.

Employees may apply for unemployment benefits if they are unable to work and qualify for those benefits in accordance with Minnesota laws and Executive Orders. Use of paid time off for COVID-19 related reasons is optional and is not required to be used. Under Executive Order 20-05, a leave of absence will be presumed to be involuntary when: a) a determination has been made by health authorities or by a health care professional that the presence of the employee in the workplace would jeopardize the health of others, whether or not the employee has actually contracted a communicable disease; b) a quarantine or isolation order has been issued to the employee pursuant to Minn. Stat. Section 144.419 to section 144.4196; c) there is a recommendation from health authorities or by a health care professional that the employee should self-isolate or self-quarantine due to elevated risk from COVID-19 due to been immunocompromised; d) the applicant has been instructed by their employer not to come to the employer's place of business due to an outbreak of a communicable disease; or e) the employee has received a notification from a school district, daycare, or other childcare provider that either classes are canceled or the employee's ordinary childcare is unavailable provided that the employee made reasonable effort to obtain other childcare and requested time off or other accommodation from the City and no reasonable accommodation was available. Employees will not qualify for paid sick leave and unemployment benefits at the same time.

Accommodations requested for employees with underlying medical conditions or who have household members with underlying health conditions will be addressed on an individual basis and in accordance with both federal and state laws. Emergency Paid Sick Leave will be provided to employees if the employee is either caring for an individual who is subject to a local quarantine or isolation order related to COVID-19 or who has been advised by a health care provider to self-quarantine due to concerns related to COVID-19. The City will continue to abide by the reasonable accommodation provisions of the Minnesota Human Rights Act and the Americans with Disabilities Act as it relates to disability reasonable accommodations if either or both laws are applicable to the City.

The City requires employees who feel ill, and/or have a fever, or display symptoms associated with COVID-19 to stay home or, if at work when symptoms arise, to notify the City Clerk-Treasurer and leave work immediately. Employees who appear to have symptoms (e.g., fever, cough, or shortness of breath) upon arrival at work or who become sick during the day should immediately be separated from other workers and citizens and sent home. Ill workers should not return to work until their fever is absent for at least 72 hours without the use of fever-reducing medication, other symptoms have improved, and at least 10 days have passed since symptom onset. The City will implement sick leave policies for workers that are flexible, nonpunitive, and consistent with public health guidance, allowing workers to stay home if they have symptoms of respiratory infection.

Workers are not to report to work if they have tested positive for COVID-19 in the last 14 days. Workers are also to not report to work for 14 days following a visit to an area where there is "widespread sustained community spread" of COVID-19.

In accordance with HIPAA, medical information, including a diagnosis of COVID-19, is private information that may not be disclosed to other workers or city council members other than the City Clerk/Treasurer and the personnel committee members at the City unless the City has the advance written consent of the worker to disclose his/her private medical information. Any medical information regarding workers will be kept by the City in separate, confidential files separate and apart from the workers' personnel file.

2. Social Distancing – Maintaining Six Feet of Physical Distancing.

Social distancing of six feet will be implemented and maintained between workers in the workplace through the following engineering and administrative protocols:

- Social distancing (6 feet apart) will be observed throughout City Hall, hallways, walkways, parking lots, etc.
- Upon entering a city facility, workers will wash their hands and/or use hand sanitizer.
- The City is a “mask optional” workplace. Workers are to use their own discretion. Masks are available at City Hall and should be discarded after use.
- Employees will maintain social distancing (six feet of distance) between workers to the extent practical, minimize in-person meeting time and utilize electronic means of communication to continue City operations.
- Departments that can stagger shifts to reduce the employees in the workplace at one time without reducing the effectiveness of operations should do so. Employees should not share equipment or vehicles unless there are practical reasons for doing so or when in emergency situations.
- City meetings will be conducted in person when deemed safe and appropriate. Seating will be adjusted to maintain social distancing. If an in-person meeting is determined to not be in the best interest of the public, City staff will create a virtual meeting and will post the meeting information to allow the public to listen to the business being conducted.
- Departments that have frequent interactions with the public will install a screen to provide an additional protective barrier between the employee and the public.
- Supervisors will regularly assess what personal protective equipment needs are, such as masks, gloves, disinfectant, shields, etc., and will ensure employees within each department have the necessary supplies in order to perform their work safely.
- Supervisors will regularly seek for feedback and suggestions from staff to ensure the proper measures are being taken as needs and circumstances change, and will communicate any needs or changes to protocols to the City Clerk/Treasurer as soon as possible.

3. Worker Hygiene and Source Controls.

Worker hygiene and source controls are being implemented at our workplaces at all times.

- The City has increased its cleaning frequencies and will clean city facilities in accordance with CDC guidelines.
- Employees will wash hand and/or sanitize frequently.
- Hand sanitizing stations will be made available inside city buildings.
- The City will sanitize surfaces touched during the work day such as pens, radio, doorknobs, room, etc. Products will be provided in all municipal buildings to use for sanitation.
- If handwashing, workers are instructed to wash their hands for at least 20 seconds with soap and water frequently throughout the day. Hand-sanitizer dispensers are available throughout the City for workers and residents to use.
- Workers, visitors, and residents visiting City facilities are being instructed to cover their mouth and nose with their sleeve or a tissue when coughing or sneezing and to avoid touching their face, in

particular their mouth, nose and eyes, with their hands. They should dispose of tissues in the trash and wash or sanitize their hands immediately afterward. Respiratory etiquette will be demonstrated on posters and supported by making tissues and trash receptacles available to all workers, visitors, and residents.

Supervisors will provide the necessary time to allow employees to maintain proper handwashing protocols as appropriate to their position. Supervisors responsible for the overall management of each City building shall also be responsible to keep the necessary hand washing and sanitizing supplies on hand and available to employees and for public use.

4. Workplace Building and Ventilation Protocols.

The City has conducted an assessment of its building systems including water, plumbing, electrical and HVAC systems. The City has evaluated and assessed its workplace building and ventilation to make a determination that there are no problematic systems that need to be fixed or repaired prior to reopening.

5. Workplace Cleaning and Disinfection Protocols.

Appropriate and effective cleaning and disinfectant supplies have been purchased and are available for use in accordance with product labels, safety data sheets and manufacturer specifications, and are being used with required personal protective equipment for the product.

The City had previously implemented housekeeping practices as part of its normal operating procedures. City buildings receive a deep cleaning at least weekly for both employee and public spaces. Additional and more robust housekeeping practices are being implemented, including expanded cleaning and disinfecting of work surfaces, equipment, tools and machinery, and areas in the work environment, including restrooms, break rooms, lunch rooms and meeting rooms. Frequent cleaning and disinfecting will be conducted in high-touch areas, such as phones, keyboards, touch screens, controls, door handles, elevator panels, railings, copy machines, etc. Employees who have a private office will clean and sanitize their office equipment on a daily basis. Employees will also minimize the use of office equipment outside of what has been personally issued to them. All City vehicles will be sanitized daily. The City will use cleaning products specifically designed for office spaces and equipment as appropriate.

If an employee contracts COVID-19, the City will evaluate the potential exposure to other City employees, address the necessary quarantine measures, and complete the necessary disinfecting process for any/all equipment used by the employee who contracted COVID-19.

6. Drop-off, Pick-up and Delivery Practices and Protocols.

City encourages the use of the City drop box outside City Hall when applicable. City Hall is open to the public for drop-off, pick-up and deliveries but encourages everyone practice social distancing and encourages the public and employees to adhere to the City of Hamburg Preparedness Plan.

7. Communications, Training and Supervision Practices and Protocols.

This COVID-19 Preparedness Plan was communicated by e-mail and by providing written copies to all workers on June 24, 2020, and necessary training was provided. Managers were trained on June 24, 2020, as it relates to the contents of this Preparedness Plan and were given an opportunity to ask all questions regarding this Plan's implementation. Managers and supervisors are to monitor how effective the program has been implemented by requesting feedback from workers, visitors, and residents. Management and workers are to work through this new program together and update the training as necessary. This COVID-19 Preparedness Plan has been certified by the city council and was posted throughout the workplace on June 24, 2020. It will be updated as necessary.

8. What Workers Can Do To Minimize Transmission of COVID-19.

Workers are being provided with a copy of this Preparedness Plan and are encouraged to ask questions and make inquiries as to any of the Plan's contents. They are being requested to complete a Health Screening form as may be applicable and requested to stay at home and not report to work in accordance with CDC and MDH Guidelines in order to limit the spread of COVID-19. They are requested to report any violations of this Preparedness Plan that they may be aware of immediately to City management team members.

9. Additional Protections and Protocols for Receiving and Exchanging Payment.

The City encourages payment as follows in order to minimize the spread of COVID-19: online via www.govpaynow.com or the City pay box outside City Hall.

10. Additional Protections and Protocols for Managing Occupancy.

The City will try to adhere to appropriate social distancing occupancy guidelines. If social distancing cannot be attained with the group size, then the number of participants will be reduced.

11. Additional Protections and Protocols to Limit Face-to-Face Interactions.

The City is intentional in limiting face-to-face interactions to the extent it is unnecessary to have face-to-face interactions through its social distancing policies, occupancy policies, drop-off and pick-up policies, and other policies as set forth in this Preparedness Plan.

12. Additional Protection and Protocols for Distancing and Barriers.

The City will adhere to social distancing guidelines and will cancel activity where social distancing cannot be maintained.

Certified by:
Chris Lund
Mayor

Appendix A – Guidance for developing a COVID-19 Preparedness Plan

General

Centers for Disease Control and Prevention (CDC): Coronavirus (COVID-19) – www.cdc.gov/coronavirus/2019-nCoV

Minnesota Department of Health (MDH): Coronavirus – www.health.state.mn.us/diseases/coronavirus

State of Minnesota: COVID-19 response – <https://mn.gov/covid19>

Businesses

CDC: Resources for businesses and employers www.cdc.gov/coronavirus/2019-ncov/community/organizations/businesses-employers.html

CDC: General business frequently asked questions – www.cdc.gov/coronavirus/2019-ncov/community/general-business-faq.html

CDC: Building/business ventilation – www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html

MDH: Businesses and employers: COVID-19 – www.health.state.mn.us/diseases/coronavirus/businesses.html

MDH: Health screening checklist – www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf

MDH: Materials for businesses and employers – www.health.state.mn.us/diseases/coronavirus/materials

Minnesota Department of Employment and Economic Development (DEED): COVID-19 information and resources – <https://mn.gov/deed/newscenter/covid/>

Minnesota Department of Labor and Industry (DLI): Updates related to COVID-19 www.dli.mn.gov/updates

Federal OSHA – www.osha.gov

Handwashing

MDH: Handwashing video translated into multiple languages www.youtube.com/watch?v=LdQuPGVcceg

Respiratory etiquette: Cover your cough or sneeze

CDC: www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html

CDC: www.cdc.gov/healthywater/hygiene/etiquette/coughing_sneezing.html

MDH: www.health.state.mn.us/diseases/coronavirus/prevention.html

Social distancing

CDC: www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html

MDH: www.health.state.mn.us/diseases/coronavirus/businesses.html

Housekeeping

CDC: www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html

CDC: www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html

CDC: www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html

Environmental Protection Agency (EPA): www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2

Employees exhibiting signs and symptoms of COVID-19

CDC: www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html

MDH: www.health.state.mn.us/diseases/coronavirus/basics.html

MDH: www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf

MDH: www.health.state.mn.us/diseases/coronavirus/returntowork.pdf

State of Minnesota: <https://mn.gov/covid19/for-minnesotans/if-sick/get-tested/index.jsp>

Training

CDC: www.cdc.gov/coronavirus/2019-ncov/community/guidance-small-business.html

Federal OSHA: www.osha.gov/Publications/OSHA3990.pdf

MDH: www.health.state.mn.us/diseases/coronavirus/about.pdf

CITY OF HAMBURG COMPLAINT AND ANTI-RETALIATION POLICY

In accordance with Minn. Stat. Sec. 144.4196, the City of Hamburg shall not discharge, discipline, threaten, or penalize a qualifying employee, or otherwise discriminate in the work terms, location, or privileges of the employee, because the employee: 1) has been in isolation or quarantine; or 2) is not in isolation or quarantine, but has responsibility for the care of a person in isolation or quarantine who is a minor or an adult family member who is a disabled or vulnerable adult. The City may not take adverse action (including terminating, laying off or other retaliatory action) against an employee for raising safety and health concerns, refusing to work under conditions they reasonably believe are unsafe or unhealthy related to COVID-19, participating in union activities concerning work place safety and health issues, filing a safety and health complaint, or participating in an OSHA investigation.

The City will not discriminate or retaliate in any way against a worker communicating orally or in writing with management personnel about occupational safety or health matters related to COVID-19, including asking questions or expressing concerns. The City will not discriminate or retaliate in any way against any worker for wearing gloves, a cloth face covering, eye protection, or other protective gear which the worker has personally procured and reasonably believes will protect them, their coworkers or the public against COVID-19 in the course of their work, provided that the protective gear which the worker has personally procured does not violate industry standards or existing employer policies related to health, safety, or decency. The City may require use of employer-provided protective gear that meets or exceeds protective gear procured by employees.

Employees have the right to refuse to work under conditions that they, in good faith, reasonably believe present an imminent danger of death or serious physical harm. This includes a reasonable belief that they have been assigned to work in an unsafe or unhealthful manner with an infectious agent such as COVID-19. The City must not discriminate or retaliate in any way against a worker for the worker's good faith refusal to perform assigned tasks if the worker has asked the employer to correct the hazardous conditions but they remain uncorrected.

**CITY OF HAMBURG
GUEST AND VISITOR POLICY**

The City of Hamburg follows CDC and MDH guidelines related to visitors in the workplace. In order to keep employees safe, the City will take necessary steps including: 1) increasing physical space between employees, citizens, and/or visitors as may be appropriate; 2) at least once a day clean and disinfect surfaces frequently touched by multiple people such as door handles, desks, phones, light switches, and faucets; 3) rotate a person throughout the workplace to clean and disinfect surfaces; 4) use hand sanitizer in the workplace that contains at least 60% alcohol when soap and water are not available; 5) implement handwashing policies throughout the workplace; and 6) implement social distancing policies as it relates to guests and visitors.

**CITY OF HAMBURG
HEALTH SCREENING QUESTIONNAIRE FOR
EMPLOYEES AND VISITORS**

The safety of the City of Hamburg’s (City) employees, their families and the citizens of the City are the City’s highest priority. The Centers for Disease Control and Prevention (CDC) and state/local health authorities have acknowledged community spread of COVID-19 and issued attendant precautions.

To reduce the potential risk of exposure to our workforce, visitors, and citizens, we are conducting a simple screening questionnaire. Your participation is important to help us protect you and everyone in this building. Thank you for your time and participation.

Date:	
Employee, Citizen, or Visitor’s Name:	Phone number: (mobile/home)
Visitor’s Company/Organization:	

Self- Declaration by Employee, Citizen, or Visitor	
Please check yes or no for questions 1-5	
1	<p>Do you currently have symptoms that may be due to COVID-19, particularly:</p> <ul style="list-style-type: none"> • A fever, or a sense of having a fever? <i>Note:</i> If a person’s body temperature is at or above 100.4 degrees Fahrenheit, the individual may not be admitted to City Hall. • A new cough that you cannot attribute to another health condition? • New shortness of breath that you cannot attribute to another health condition? • A new sore throat that you cannot attribute to another health condition? • New muscle aches that you cannot attribute to another health condition or that that may have been caused by a specific activity (such as physical exercise)? • Fatigue that you cannot attribute to another health condition? • Chills, and or repeated shaking with chills, that you cannot attribute to another health condition? • A new loss of taste or smell that you cannot attribute to another health condition? • No • Yes <p><i>Reference Sources:</i> <u>CDC: COVID-19 Symptoms</u></p>

DEED FAQs on safely returning to work	
2	<p>Have you been in close contact with someone diagnosed with COVID-19 either within 72 hours before their symptoms started, within 7 days after their symptoms began, or within 3 days after their symptoms ended?</p> <ul style="list-style-type: none"> • Yes • No • Unknown <p><i>Reference Source:</i></p> <p>CDC: If you are sick</p>
3	<p>Have you attended any events larger than 10 people within the last 14 days?</p> <ul style="list-style-type: none"> • Yes • No <p><i>Reference Source:</i></p> <p><i>On March 16, 2020, President Donald Trump issued guidelines to limit gatherings of more than 10 people.</i></p> <p>White House Corona Guidance</p>
4	<p>Have you traveled internationally in the last 14 days?</p> <ul style="list-style-type: none"> • Yes • No <p><i>Reference Source:</i></p> <p>CDC: Travelers</p>
5	<p>Have you been in close contact with someone who has traveled internationally within the last 14 days and is now sick with any of the symptoms listed in Question 1?</p> <ul style="list-style-type: none"> • Yes • No <p><i>Reference Source:</i></p> <p>CDC: Travelers and Cruises</p>

If the answer is “yes” to any of the questions, access to the facility will be denied. The City of Hamburg will make alternate arrangements to provide services to individuals denied access pursuant to this questionnaire.

The employee should work with their supervisor to discuss potential accommodations, such as working from home. An employee sent home with a fever can return to work when:

- Individual has had no fever for at least three days without taking medication to reduce fever during that time; AND
- Any respiratory symptoms (cough and shortness of breath) have improved for at least three days; AND
- At least seven days have passed since symptoms began.

Reference resource: [CDC: If you are sick](#)

An employee may return to work earlier if a doctor confirms the cause of the employee's fever or other symptoms is not COVID-19 and provides a written release for the employee to return to work.

I agree to abide by the City of Hamburg's rules and procedures regarding social distancing, handwashing, and face covering as well as any additionally required PPE during the time I am in this workplace.

Signature (citizen/visitor/employee): _____

Date: _____

CITY OF HAMBURG

EMPLOYEE HYGIENE, DISINFECTING, AND CLEANING POLICIES

Handwashing

Basic infection prevention measures are being implemented at our workplace at all times. Employees are instructed to wash their hands for at least 20 seconds with soap and water frequently throughout the day. Hand-sanitizer dispensers are available throughout the City for workers and citizens. The City requests that employees follow CDC guidelines as it relates to handwashing which includes during key times when persons are likely to be infected by or spread germs such as: 1) after blowing one's nose, coughing, or sneezing; 2) before, during, and after preparing food; 3) after using the toilet; 4) after touching garbage; 5) before and after the work shift; 6) before and after work breaks; and 7) after touching objects that have been handled by employees or citizens.

The City also is providing the following sanitation protocols to reduce the spread of disease in the workplace which include: 1) providing tissues and no-touch disposal receptacles; 2) providing soap and water in the workplace; 3) providing hand sanitizer in multiple locations to encourage good hand hygiene practices; 4) discouraging handshakes; and 5) placing posters up in the workplace that encourages employees to stay home when sick, the importance of hand hygiene, and coughing and sneezing etiquette in workplace areas where employees are likely to see them.

Respiratory Etiquette: Cover Your Cough or Sneeze

Employees and visitors are being instructed to cover their mouth and nose with their sleeve or a tissue when coughing or sneezing and to avoid touching their face, in particular their mouth, nose and eyes, with their hands. They should dispose of tissues in the trash and wash or sanitize their hands immediately afterward. Respiratory etiquette will be demonstrated on posters and supported by making tissues and trash receptacles available to all employees and visitors.

Social Distancing

Social distancing means avoiding large gatherings and maintaining distance (at least 6 feet or 2 meters) from others when possible. Strategies that the business has and will continue to implement in the workplace to implement effective social distancing include: 1) allowing flexible worksites if possible (such as telework); 2) allowing flexible hours (such as staggered shifts); 3) increasing physical space between employees at the worksite; 4) increasing physical space between employees and visitors or citizens; 5) delivering products through curbside pick-up or delivery; and 6) implementing flexible meeting and travel options as may be appropriate. When citizens are allowed in the building, social distancing will be implemented. Employees will refrain from gathering in large groups where social distancing is not possible because of space constraints. Employees should feel comfortable coming to management with any concerns or suggestions regarding social distancing and should be considerate and respectful of their co-workers' social distancing concerns in the workplace.

Housekeeping

Regular housekeeping practices are being implemented, including routine cleaning and disinfecting of work surfaces, equipment, and areas in the work environment, including

restrooms, break rooms, and drop-off and pick-up locations. Frequent cleaning and disinfecting will be conducted in high-touch areas, such as phones, keyboards, touch screens, door handles, copy machines, and credit card readers.

Cleaning and Disinfection in the Workplace of Machinery

If the machinery or equipment in question are not accessible to employees or have not been in contact with someone infected with COVID-19, they will not present an exposure hazard. If machinery or equipment are thought to be contaminated and can be cleaned, the employee and the City will follow the CDC cleaning and disinfection recommendations. First, clean dirty surfaces with soap and water. Second, disinfect surfaces using products that meet EPA's criteria for use against SARS-Cov-2 and are appropriate for the surface. If machinery or equipment are thought to be contaminated and cannot be cleaned, they can be isolated. Isolate papers or any soft (porous) surfaces for a minimum of 24 hours before handling. After 24 hours, remove soft materials from the area and clean the hard (non-porous) surfaces per the cleaning and disinfection recommendations. Isolate hard (non-porous) surfaces that cannot be cleaned and disinfected for a minimum of 7 days before handling.

Always wear gloves appropriate for the chemicals being used when you are cleaning and disinfecting. Additional personal protective equipment (PPE) may be needed based on the setting and product you are using. Never mix household bleach with ammonia or any other cleaner. Make sure that employees know which cleaning chemicals must be diluted and how to correctly dilute the cleaners they are using. The City provides training on the hazards of the cleaning chemicals used in the workplace in accordance with OSHA's Hazard Communication standard. 29 CFR 1910.1200. Follow the manufacturer's instructions for all cleaning and disinfection products for concentration, application method, and contact time.

CITY OF HAMBURG SICK LEAVE POLICY

Due to the COVID-19 pandemic, the City of Hamburg is implementing this additional sick leave policy. To the extent that this sick leave policy specifically as it relates to COVID-19 is inconsistent with the City's current sick leave policy, this sick leave policy controls. Employees have been told to stay home should they become sick, are experiencing COVID-19 symptoms, and/or have a fever. If an employee becomes sick at work or exhibits signs of COVID-19, they will immediately be sent home. The City requires employees who feel ill, and/or have a fever, or display symptoms associated with COVID-19 to stay home or, if at work when symptoms arise, to notify their manager and leave work immediately. Employees who appear to have symptoms (e.g., fever, cough, or shortness of breath) upon arrival at work or who become sick during the day should immediately be separated from other employees and citizens and sent home. Ill employees should not return to work until their fever is absent for at least 72 hours without the use of fever-reducing medication, other symptoms have improved, and at least 10 days have passed since symptom onset or otherwise in accordance with CDC and MDH standards as those standards may be updated. The City will implement these sick leave policies for employees that are flexible, nonpunitive, and consistent with public health guidance, allowing employees to stay home if they have symptoms of respiratory infection.

Management personnel of the City will follow up and with said employee and act accordingly as advised by medical professionals and the Minnesota Department of Health. The City will follow all appropriate policies and procedures as it relates to the Families First Coronavirus Response Act as it relates to employees staying at home when they are sick. When isolation or quarantine is required by a health care provider for an employee or a member of their household, the City will provide Emergency Paid Sick Leave in accordance with the Families First Coronavirus Response Act and will not make employees use their paid time off unless they elect to do so. Employees may use paid time off if they choose to do so after their Emergency Paid Sick Leave of 80 hours is exhausted.

The City will provide paid sick leave to employees who are unable to work for six reasons having to do with COVID-19 where the employee: 1) is subject to a Federal, State, or local quarantine or isolation order related to COVID-19; 2) has been advised by a health care provider to self-quarantine due to concerns related to COVID-19; 3) is experiencing symptoms of COVID-19 and is seeking a medical diagnosis; 4) is caring for an individual who is subject to an order as described in (1), or who has been advised as described in (2); 5) is caring for his or her son or daughter whose school or place of care has been closed or whose child care provider is unavailable due to COVID-19 related reason; or 6) is experiencing any other substantially similar condition specified by the Secretary of Health and Human Services in consultation with the Secretary of the Treasury and the Secretary of Labor. Emergency Paid Sick Leave will be provided to employees if the employee is either caring for an individual who is subject to a local quarantine or isolation order related to COVID-19 or who has been advised by a health care provider to self-quarantine due to concerns related to COVID-19.

Employees may apply for unemployment benefits if they are unable to work due to COVID-19 and qualify for those benefits in accordance with Minnesota laws and Executive Orders. Use of

paid time off or sick time for COVID-19 related reasons is optional and is not required to be used. Under Executive Order 20-05, a leave of absence will be presumed to be involuntary when: a) a determination has been made by health authorities or by a health care professional that the presence of the employee in the workplace would jeopardize the health of others, whether or not the employee has actually contracted a communicable disease; b) a quarantine or isolation order has been issued to the employee pursuant to Minn. Stat. Section 144.419 to section 144.4196; c) there is a recommendation from health authorities or by a health care professional that the employee should self-isolate or self-quarantine due to elevated risk from COVID-19 due to been immunocompromised; d) the applicant has been instructed by their employer not to come to the employer's place of business due to an outbreak of a communicable disease; or e) the employee has received a notification from a school district, daycare, or other childcare provider that either classes are canceled or the employee's ordinary childcare is unavailable provided that the employee made reasonable effort to obtain other childcare and requested time off or other accommodation from the City and no reasonable accommodation was available. Employees will not qualify for paid sick leave and unemployment benefits at the same time.

CITY OF HAMBURG ACCOMMODATIONS POLICY

The City of Hamburg complies fully with the Minnesota Human Rights Act and the Americans with Disabilities Act as it relates to providing qualified employees with disabilities reasonable accommodations in the workplace specifically related to COVID-19. Such accommodations may include employees with health conditions who are at high-risk, as determined by relevant guidelines from the CDC or MDH, if they are exposed to or if they contract COVID-19. Reasonable accommodations if they do not impose an undue hardship on the City related to COVID-19 for such employees may include, but are not limited to: 1) adjusting schedules or work stations; 2) allowing employees to work from home; 3) permitting use of leave; and 4) use of non-latex gloves or gowns. If an employee with a disability needs the same reasonable accommodation at a telework site that he or she had at the workplace, the City should provide that accommodation, absent undue hardship. In the event of undue hardship for any accommodation, the employee and the City should cooperate to identify an alternative reasonable accommodation. The rapid spread of COVID-19 has disrupted normal work routines and may have resulted in unexpected or increased requests for reasonable accommodation. Although the City and employees should address these requests as soon as possible, these extraordinary circumstances of the COVID-19 pandemic may result in delay in discussing requests and in providing accommodation where warranted. The City and employees are encouraged to use interim solutions to enable employees to keep working as much as possible.

ACKNOWLEDGEMENT

As an employee of the City of Hamburg, I acknowledge that I have been provided with the City's COVID-19 pandemic policies and procedures including the following: 1) employee hygiene, disinfecting and cleaning policies; 2) amended sick leave or PTO policy; 3) guest and visitor policy; 4) accommodation policy; and 5) complaint procedures and reporting policy. I acknowledge that despite the City's best efforts to mitigate the virus in the workplace, the City does not have the ability to supervise every employee's actions throughout the day and cannot guarantee with certainty an employee will not contract the virus. I agree to report any violations of these policies and/or procedures immediately to the City Clerk/Treasurer and I acknowledge by signing this form that these reporting procedures are reasonable.

Dated: _____

Employee Signature



Jeremy Gruenhagen <cityadmin@cityofhamburgmn.com>

Re: Community Centers

Eisenschenk, Amber <aeisenschenk@lmc.org>

Fri, Jun 12, 2020 at 9:05 AM

To: "cityadmin@cityofhamburgmn.com" <cityadmin@cityofhamburgmn.com>

Cc: "Eisenschenk, Amber" <aeisenschenk@lmc.org>

Hi Jeremy,

For size, 25% of capacity, so 125 people maximum. There are other rules like no buffets, household should be sat together so there's not lots of intermingling. A reception dance probably isn't okay if it would be more than ten people partaking. Just to name a few things.

Hope that helps! Let me know if you have more questions.

Best,

Amber Eisenschenk | Research Manager

Phone: (651) 281-1227 | Mobile: (612) 750-4825

aeisenschenk@lmc.org

League of Minnesota Cities | 145 University Ave. West | St. Paul, MN 55103

www.lmc.org | [Facebook](#) | [Twitter](#) | [Podcast](#)

This response is intended to convey general information and should not be taken as legal advice or as a substitute for competent legal guidance. Consult your city attorney for advice regarding specific situations.

On Jun 12, 2020, at 8:56 AM, Jeremy Gruenhagen via LMC - MemberLink <Mail@connectedcommunity.org> wrote:

The following message has been sent to you in response to your Discussion message

Message From: Jeremy Gruenhagen

Amber,

We have a Community Hall that holds 500 people and mainly hosts

Search mail



Delta Dick <thedeltastow@gmail.com>
to Jeremy

In my June 4th e-mail stated:

1.) *Identify, by name, of the ACTUAL individual possessing, and using, any cell phone participating in this plan.* - Page 3 on Verizon Billings

2.) *Full monthly payment owed each month to Verizon by each individual; i.e. how much Verizon billed the City of Hamburg each month for each cell phone participating in this plan) and the date of each month that p.*

3.) *Date of reimbursement of costs each month to the City of Hamburg, by each individual possessing, and using, any cell phone participating in this plan.* Page 3 of Billings
Bills for Verizon US

Page 3 of Billings
Bills for Verizon US

4.) *Amount of reimbursement of cost each month to the City of Hamburg, by each individual possessing, and using, any cell phone participating in this plan.*

Clearly, my request is NOT assuming that reimbursement is made directly to Verizon by the individual. I understand that the reimbursement is paid directly to the City to Hamburg by those participating in the plan.

Because of previous, other instances of delinquencies already discovered wherein some City bills have not been paid 'on time', I am seeking evidence of whether or not participants of the Verizon plan were likewise delinquent.

I trust this further clarifies my request. Thank you.
Richard Odoms
150 Jacob Street
Hamburg, Minnesota 55339

Jeremy Gruenhagen
to me

Mr. Odoms,

Please complete the attached Data Request Form and return it to me at your earliest convenience.

Jeremy Gruenhagen
City Clerk-Treasurer



CITY OF HAMBURG
Bill Payments for Verizon Wireless
April 1, 2019 through June 17, 2020

Type	Num	Date	Amount
Apr 1, '19 - Jun 17, 20			
Bill Pmt-Check	20160	06/09/2020	382.77
Bill Pmt-Check	20123	05/12/2020	382.77
Bill Pmt-Check	20104	04/28/2020	448.17
Bill Pmt-Check	20040	03/02/2020	255.90
Bill Pmt-Check	20007	02/11/2020	255.90
Bill Pmt-Check	19968	01/14/2020	257.22
Bill Pmt-Check	19885	12/10/2019	257.22
Bill Pmt-Check	19845	11/12/2019	257.22
Bill Pmt-Check	19798	10/08/2019	256.92
Bill Pmt-Check	19760	09/10/2019	256.82
Bill Pmt-Check	19728	08/13/2019	256.80
Bill Pmt-Check	19693	07/09/2019	58.80
Bill Pmt-Check	19629	05/14/2019	410.16
Apr 1, '19 - Jun 17, 20			3,736.67

CITY OF HAMBURG
All Transactions for Verizon Wireless
April 1, 2019 through June 17, 2020

Type	Num	Date	Account	Amount
Apr 1, '19 - Jun 17, 20				
Bill Pmt -Check	20160	06/09/2020	Checking Account (Checking Account for City)	-382.77
Bill	20160	05/24/2020	*Accounts Payable	-382.77
Bill Pmt -Check	20123	05/12/2020	Checking Account (Checking Account for City)	-382.77
Bill Pmt -Check	20104	04/28/2020	Checking Account (Checking Account for City)	-448.17
Bill	20123	04/24/2020	*Accounts Payable	-382.77
Bill	20104	03/24/2020	*Accounts Payable	-448.17
Bill Pmt -Check	20040	03/02/2020	Checking Account (Checking Account for City)	-255.90
Bill	20040	02/24/2020	*Accounts Payable	-255.90
Bill Pmt -Check	20007	02/11/2020	Checking Account (Checking Account for City)	-255.90
Bill	20007	01/24/2020	*Accounts Payable	-255.90
Bill Pmt -Check	19968	01/14/2020	Checking Account (Checking Account for City)	-257.22
Bill	19968	12/17/2019	*Accounts Payable	-257.22
Bill Pmt -Check	19885	12/10/2019	Checking Account (Checking Account for City)	-257.22
Bill	19885	11/16/2019	*Accounts Payable	-257.22
Bill Pmt -Check	19845	11/12/2019	Checking Account (Checking Account for City)	-257.22
Bill	19845	10/24/2019	*Accounts Payable	-257.22
Bill Pmt -Check	19798	10/08/2019	Checking Account (Checking Account for City)	-256.92
Bill	19798	09/24/2019	*Accounts Payable	-256.92
Bill Pmt -Check	19760	09/10/2019	Checking Account (Checking Account for City)	-256.82
Bill	19760	09/06/2019	*Accounts Payable	-256.82
Bill Pmt -Check	19728	08/13/2019	Checking Account (Checking Account for City)	-256.80
Bill	19728	07/17/2019	*Accounts Payable	-256.80
Bill Pmt -Check	19693	07/09/2019	Checking Account (Checking Account for City)	-58.80
Bill	19693	06/16/2019	*Accounts Payable	-58.80
Bill Pmt -Check	19629	05/14/2019	Checking Account (Checking Account for City)	-410.16
Bill	19629	04/24/2019	*Accounts Payable	-410.16
Apr 1, '19 - Jun 17, 20				

CITY OF HAMBURG
Bills for Verizon Wireless
April 2019 through April 2020

Exhibit "A"

Type	Num	Date	Due Date	Amount
Apr '19 - Apr 20				
Bill	20123	04/24/2020	05/16/2020	382.77
Bill	20104	03/24/2020	04/16/2020	448.17
Bill	20040	02/24/2020	03/16/2020	255.90
Bill	20007	01/24/2020	02/16/2020	255.90
Bill	19968	12/17/2019	01/16/2020	257.22
Bill	19885	11/16/2019	12/16/2019	257.22
Bill	19845	10/24/2019	11/16/2019	257.22
Bill	19798	09/24/2019	10/16/2019	256.92
Bill	19760	09/06/2019	09/16/2019	256.82
Bill	19728	07/17/2019	08/16/2019	256.80
Bill	19693	06/16/2019	07/16/2019	58.80
Bill	19629	04/24/2019	05/16/2019	410.16
Apr '19 - Apr 20				3,353.90

City Phone Payments = \$437.80
 Jason Buckentin = \$274.57
 Jeremy Gruenhagen = \$875.60
 Scott Fellmann = \$1,146.10
 Greg Schultz = \$39.86

\$3,353.93

CITY OF HAMBURG
All Transactions for Jason Buckentin
May 2019 through May 2020

(1 Line)

"Exhibit A"

Type	Num	Date	Amount
May '19 - May 20			
Sales Receipt	2020-303	05/07/2020	43.00
Sales Receipt	2020-252	04/20/2020	42.65
Sales Receipt	2020-173	03/13/2020	42.65
Sales Receipt	2020-094	02/13/2020	42.65
Sales Receipt	2020-031	01/21/2020	42.87
Sales Receipt	2019-780	12/20/2019	42.87
Sales Receipt	2019-686	11/13/2019	42.87
Sales Receipt	2019-615	10/15/2019	42.82
Sales Receipt	2019-536	09/12/2019	42.80
Sales Receipt	2019-449	08/05/2019	42.40
Sales Receipt	2019-380B	07/11/2019	84.80
Sales Receipt	2019-266	05/17/2019	62.19

\$ 574.57

CITY OF HAMBURG
All Transactions for Jeremy Gruenhagen. (2 Lines)
All Transactions

"Exhibit A"

Type	Num	Date	Amount
Sales Receipt	2020-388	06/09/2020	85.06
Sales Receipt	2020-302	05/06/2020	171.00
Sales Receipt	2020-182	03/19/2020	150.00
Sales Receipt	2020-165	03/10/2020	85.70
Sales Receipt	2020-090	02/12/2020	85.74
Sales Receipt	2019-765	12/12/2019	147.12
Sales Receipt	2019-315	06/06/2019	150.98
Total			

* Credit of \$300.00 Administered to this Account
on May 3, 2019.

\$ 875.60



Invoice Number Account Number Date Due Page
 9830853517 842269291-00001 Do Not Pay 2 of 22

Get Minutes Used	Get Data Used	Get Balance
#MIN + SEND	#DATA + SEND	#BAL + SEND

Payments and Adjustments

Previous Balance		\$410.16
Payment – Thank You		
Payment Received 05/20/19		-410.16
Total Payments		-\$410.16
Adjustments		
Equip Bill Incentive Credit	for 952-290-3064 on 05/03/19	-150.00
Equip Bill Incentive Credit	for 952-290-3541 on 05/03/19	-150.00
Equip Bill Incentive Credit	for 952-393-4447 on 05/03/19	-150.00
Total Adjustments		-\$450.00
Credit Balance		-\$450.00

() Incentive Credits for
Switching phone carrier.*

Written notations included with or on your payment will not be reviewed or honored. Please send correspondence to:
Verizon Wireless Attn: Correspondence Team PO Box 408 Newark, NJ 07101-0408

Automatic Payment Enrollment for Account: 842269291-00001 CITY OF HAMBURG

By signing below, you authorize Verizon Wireless to electronically debit your bank account each month for the total balance due on your account. The check you send will be used to setup Automatic Payment. You will be notified each month of the date and amount of the debit 10 days in advance of the payment. You agree to receive all Auto Pay related communications electronically. I understand and accept these terms. This agreement does not alter the terms of your existing Customer Agreement. I agree that Verizon Wireless is not liable for erroneous bill statements or incorrect debits to my account. To withdraw your authorization you must call Verizon Wireless. Check with your bank for any charges.

1. Check this box.
2. Sign name in box below, as shown on the bill and date.
3. Return this slip with your payment. Do not send a voided check.



CITY OF HAMBURG
All Transactions for Scott Feltmann
April 1, 2019 through June 18, 2020

(2 Lines)

Exhibit "A"

Type	Num	Date	Amount
Apr 1, '19 - Jun 18, 20			
Sales Receipt	2020-398	06/15/2020	85.06
Sales Receipt	2020-270	04/27/2020	85.30
Sales Receipt	2020-177	03/16/2020	85.30
Sales Receipt	2020-102	02/18/2020	85.30
Sales Receipt	2020-021	01/13/2020	85.74
Sales Receipt	2019-770	12/16/2019	85.74
Sales Receipt	2019-693	11/22/2019	85.74
Sales Receipt	2019-614	10/15/2019	85.60
Sales Receipt	2019-540	09/16/2019	85.62
Sales Receipt	2019-472	08/16/2019	85.60
Sales Receipt	2019-388	07/15/2019	169.60
Sales Receipt	2019-261	05/15/2019	121.50
Apr 1, '19 - Jun 18, 20			

\$1,146.10

CITY OF HAMBURG
All Transactions for Greg Schultz.
January 1 through June 11, 2020

(3 Lines)

«Exhibit A»

Type	Num	Date	Amount
Jan 1 - Jun 11, 20 Sales Receipt	2020-383	06/08/2020	127.59
Sales Receipt	2020-254	04/20/2020	192.27
Jan 1 - Jun 11, 20			

\$319.86

CITY OF HAMBURG
Bills for Verizon Wireless
April 1, 2019 through June 10, 2020

Type	Num	Date	Due Date	Aging	Amount	Open Balance
Apr 1, '19 - Jun 10, 20						
Bill	20160	05/24/2020	06/16/2020		382.77	(*) 382.77
Bill	20123	04/24/2020	05/16/2020		382.77	
Bill	20104	03/24/2020	04/16/2020		448.17	
Bill	20040	02/24/2020	03/16/2020		255.90	
Bill	20007	01/24/2020	02/16/2020		255.90	
Bill	19968	12/17/2019	01/16/2020		257.22	
Bill	19885	11/16/2019	12/16/2019		257.22	
Bill	19845	10/24/2019	11/16/2019		257.22	
Bill	19798	09/24/2019	10/16/2019		256.92	
Bill	19760	09/06/2019	09/16/2019		256.82	
Bill	19728	07/17/2019	08/16/2019		256.80	
Bill	19693	06/16/2019	07/16/2019		58.80	
Bill	19629	04/24/2019	05/16/2019		410.16	
Apr 1, '19 - Jun 10, 20					3,736.67	0.00

- 382.77
\$ 3,353.90

(*) June Payments not received / Reimbursed



Exhibit "B"

Overview of Lines

Invoice Number 9855340828 Account Number 842269291-00001 Date Due 06/16/20 Page 3 of 31

Line Number	Page Number	Monthly Charges	Usage and Purchase Charges	Equipment Charges	Surcharges and Other Credits	Taxes, Governmental Surcharges and Fees	Third-Party Charges (Includes Tax)	Total Charges	Voice Plan Usage	Messaging Usage	Data Usage	Voice Roaming	Messaging Roaming	Data Roaming
612-247-9903 Scott	4	\$39.99	--	--	\$1.52	\$1.02	--	\$42.53	233	6	16,310GB	--	--	--
612-390-6649 Gregory Schultz	7	\$39.99	--	--	\$1.52	\$1.02	--	\$42.53	514	96	11,798GB	--	--	--
952-215-8106 Jason Buckertin	13	\$39.99	--	--	\$1.52	\$1.02	--	\$42.53	55	971	4,345GB	--	--	--
952-240-7018 Gregory Schultz	15	\$39.99	--	--	\$1.52	\$1.02	--	\$42.53	69	26	1,726GB	--	--	--
952-290-3064 Jeremy Gruenhagen	19	\$39.99	--	--	\$1.52	\$1.02	--	\$42.53	13	181	608GB	--	--	--
952-290-3541 Hamburg City	21	\$39.99	--	--	\$1.52	\$1.02	--	\$42.53	37	38	1,876GB	--	--	--
952-393-4447 Jeremy Gruenhagen	23	\$39.99	--	--	\$1.52	\$1.02	--	\$42.53	95	478	14,395GB	--	--	--
952-693-3089 Gregory Schultz	26	\$39.99	--	--	\$1.52	\$1.02	--	\$42.53	32	86	3,301GB	--	--	--
952-913-9171 Becky Fellmann	28	\$39.99	--	--	\$1.52	\$1.02	--	\$42.53	894	55	6,459GB	--	--	--
Total Current Charges		\$359.91	\$1.00	\$1.00	\$13.68	\$9.18	\$1.00	\$382.77						

Scott Felkman (2 Lines)
 Greg Schultz (3 Lines)
 Jason Buckertin (1 Line)
 Jeremy Gruenhagen (2 Lines)
 City of Hamburg (1 Line)

9 Phone Lines