



HAMBURG CITY COUNCIL AGENDA
JULY 11, 2017

1. **Call Public Hearing to Order at 6:45 PM**
 - **Ordinance Number 155 (City Code Penalties)**
2. **Move to Close Public Hearing**
3. **Call City Council Meeting to Order**
 - **Pledge of Allegiance**
4. **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.)*
5. **Agenda Review (Added Items) and Adoption**
6. **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 June 13, 2017**
 - **Approve Added Claims List for June 2017**
 - **Approve Claims List for July 2017**
 - **Notice of Public Hearing July 11, 2017 (Carver Cty Zoning Code)**
 - **Delinquent Utility Bills Report**
 - **Employee Project Lists**
7. **Hamburg Fire Department – Chief Justin Buckentin**
 - **Approve New Fire Department Member Joe Weverka**
 - **National Night Out August 1st, 2017**
 - **MVEC Grant (\$1,500 Grant App to Replace Grass Equipment)**
 - **Pool Fillings**
 - **Radios**
 - **Ice Rink**
 - **Rescue 12 (2001 Ford Ambulance Ad)**
 - **Engine Replacement**
 - **State Baseball Tournament**
 - **Accident Service Call March 22, 2017**
8. **City Engineers Justin Black/David Hutton (S.E.H.)**
 - **I/I Abatement Program (Private Property Inspections)**



***HAMBURG CITY COUNCIL AGENDA
JULY 11, 2017***

9. Old City Business

- 2017 Seal Coating/Crack Sealing Project
- Community Hall Floor Estimates
- Community Center Roof Repairs
- Community Hall Roof Repairs

10. New City Business

- Ordinance Number 155 (Hamburg City Code Penalties)
- Call Public Hearing for August 8th, 2017 (Amend Ordinance #154)
- Statewide Health Improvement Partnership (SHIP) Funding
- City Email Accounts

11. City Council Reports

- Councilmember Jason Buckentin
- Councilmember Tim Tracy
- Councilmember Steve Trebesch
- Councilmember Scott Feltmann
- Mayor Chris Lund

12. Adjourn City Council Meeting



***HAMBURG CITY COUNCIL AGENDA
JULY 11, 2017***

COMMUNITY HALL & PARK ACTIVITIES

- | | |
|---------------|--|
| JULY | 22 – Wedding Reception |
| AUGUST | 18-20 – State Baseball Tournament
25-27 – State Baseball Tournament |

COMMUNITY CENTER (FIRE HALL) ACTIVITIES

- | | |
|---------------|---|
| JULY | 3 – Hamburg Lions Club
3 – HFD Training
11 – Public Hearing (Ordinance Number 155) – 6:45 PM
11 – Hamburg City Council Meeting – 7:00 PM
11 – Young America Township Monthly Meeting
17 – Hamburg Lions Club
23 – Community Center Rental
31 – Hamburg Fire Dept. (Relief Association) Meeting |
| AUGUST | 1 – National Night Out
7 – Hamburg Lions Club
7 – HFD Training
8 – Public Hearing (Ordinance Number 154A)
8 – Hamburg City Council Meeting – 7:00 PM
8 – Young America Township Meeting
21 – Hamburg Lions Club
28 – Hamburg Fire Dept. (Relief Association) Meeting |



HAMBURG CITY COUNCIL AGENDA ***JUNE 13, 2017***

Mayor Chris Lund called the Hamburg City Council Meeting to order at 7:00 pm. In attendance were Council Members Feltmann, Trebesch, Buckentin and Tracy. HFD Chief Buckentin, John Beseman with Waste Management, Tom Diethelm with Diethelm Construction, and resident Bob Gregonis.

Public Comment

- Diethelm Construction - 480 Brad Street water connection

Agenda Review (Added Items) and Adoption

- **MOTION:** Councilmember Steve Trebesch moved to approve the Agenda Review as is. Seconded by Council Member Tim Tracy. Motion was unanimously approved. All Council Members were present.

Consent Agenda

- Approve Minutes for May 9, 2017 & May 23, 2017
- Approve Added Claims List for March/April/May 2017
- Approve Claims List for June 2017
- Approve Liquor License Renewals
 - Parkside Tavern – On/Off Sale & Special Sunday
 - Hamburg Lions Club – 3.2 Malt Liquor
 - Hamburg Baseball Club – 3.2 Malt Liquor
- Approve Temporary On-Sale Liquor License for Big Rib Jig (6/24/17)
- Cash Flow Statements for January/February/March 2017
- Notice of Public Hearing June 20, 2017 (Carver Cty Zoning Code)
- Delinquent Utility Bills Report
 - **MOTION:** Councilmember Jason Buckentin moved to approve the Consent Agenda. Seconded by Council Member Steve Trebesch. Motion was unanimously approved. All Council Members were present.

Old City Business

- 2017 Seal Coating/Crack Sealing Project
 - Bid Tabulations
 - **MOTION:** Councilmember Steve Trebesch moved to accept the Pearson Brothers bid for \$13,899.15. Seconded by Council Member Jason Buckentin. Motion was unanimously approved. All Council Members were present.
- RFP's to Provide Sanitation Services for Residential/Commercial Customers
 - Republic Services
 - Waste Management
 - **MOTION:** Councilmember Steve Trebesch moved to accept Waste Management's 3 year term for Residential and Business Waste and Recycling removal. Seconded by Council Member Tim Tracy. Motion was unanimously approved. All Council Members were present.



HAMBURG CITY COUNCIL AGENDA

JUNE 13, 2017

- National Night Out August 1, 2017
- Emergency Manager (Brad Droege) – Fire Chief Buckentin will assume the role of Emergency Manager once written notice is received from Brad Droege

New City Business

- Community Hall Floor Estimates
- Community Center Office Doors Estimate
 - **MOTION:** Councilmember Steve Trebesch moved to approve Oelfke Constructions proposal for the two city office doors. Seconded by Council Member Jason Buckentin. Motion was unanimously approved. All Council Members were present.
- Declare Public Nuisances
 - 490 Brad Street/146 Jacob Street/153 Jacob Street
 - **MOTION:** Councilmember Steve Trebesch moved to Declare the addresses of 490 Brad Street, 146 Jacob Street & 153 Jacob Street as Public Nuisances. Seconded by Council Member Scott Feltmann. Motion was unanimously approved. All Council Members were present.
- Public Service Memorial (Dog Statue)
 - **MOTION:** Councilmember Scott Feltmann moved to accept the Service Dog Statue donation to the Park Memorial. Seconded by Council Member Steve Trebesch. Motion was unanimously approved. All Council Members were present.
- Set Public Hearing for July 11, 2017
 - Ordinance Number 155 (Violations)
 - **MOTION:** Councilmember Steve Trebesch moved to approve a Public Hearing on July 11, 2017 at 6:45 p.m. for Ordinance 155. Seconded by Council Member Jason Buckentin. Motion was unanimously approved. All Council Members were present.
- Ad for State Amateur Baseball Tournament
 - **MOTION:** Councilmember Steve Trebesch moved to approve a ¼ page ad in the Baseball Tournament pamphlet at a cost of \$150. Seconded by Council Member Tim Tracy. Motion was unanimously approved. All Council Members were present.



HAMBURG CITY COUNCIL AGENDA
JUNE 13, 2017

City Council Reports

- Councilmember Tim Tracy
 - Basketball hoop replacement
- Councilmember Steve Trebesch
 - Time lines?: Speed Limit Sign, CC Roof, Hall Foundation
- Mayor Chris Lund
 - Local Mayors meet once a month. Let Chris know of any topics you would like to have discussed

Minutes Submitted by:

Tamara Bracht

**CITY OF HAMBURG
NOTICE OF PUBLIC HEARING
ORDINANCE NUMBER 155**

Notice is Hereby Given that the Hamburg City Council will hold a Public Hearing on Tuesday, July 11th, 2017 at 6:45 p.m. at the Hamburg Community Center at 181 Broadway Ave., Hamburg, MN.

The reason for the Public Hearing is to receive comments on Ordinance Number 155 amending the Hamburg Municipal Code pertaining to Penalties.

If you have any questions or concerns about this hearing or would like to see the ordinance feel free to attend this hearing, call the City Offices at (952) 467-3232 or email (cityadmin@cityofhamburgmn.com)/write in advance to the City of Hamburg, P.O. Box 248, Hamburg, MN 55339.

Jeremy Gruenhagen
City Clerk-Treasurer



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

**CITY OF HAMBURG
ORDINANCE NUMBER 155**

***AN ORDINANCE AMENDING CHAPTER 10.99 OF THE HAMBURG CITY CODE
PERTAINING TO GENERAL PENALTIES.***

THE CITY COUNCIL OF THE CITY OF HAMBURG, CARVER COUNTY, MINNESOTA,
ORDAINS:

SECTION 1. Chapter 10.99 of the Hamburg City Code is hereby amended in its entirety to read as follows:

§ 10.99 GENERAL PENALTY.

(A) Any person, firm, or corporation who violates any provision of this code for which another penalty is not specifically provided shall, upon conviction, be guilty of a misdemeanor. The penalty which may be imposed for any crime which is a misdemeanor under this code, including Minnesota Statutes specifically adopted by reference, shall be a sentence of not more than 90 days or a fine of not more than **\$1,000**, or both, plus, in either case, the cost of prosecution.

(B) Any person, firm, or corporation who violates any provision of this code, including Minnesota Statutes specifically adopted by reference, which is designated to be a petty misdemeanor shall upon conviction be guilty of a petty misdemeanor. The penalty which may be imposed for any petty offense which is a petty misdemeanor shall be a sentence of a fine of not more than **\$300**, plus the cost of prosecution.

(C) Each act of violation and each day a violation occurs or continues constitutes a separate offense.

(D) The failure of any officer or employee of the city to perform any official duty imposed by this code shall not subject the officer or employee to the penalty imposed for a violation.

SECTION 2. Effective Date of Ordinance.

This ordinance shall be in effect from and after its passage and publication according to law.

Passed and adopted by the City Council of the City of Hamburg this 11th day of July, 2017.

CITY OF HAMBURG:

Chris Lund, Mayor

Attest: _____
Jeremy Gruenhagen, Clerk-Treasurer

2017 June Claims List

CHECK #	VENDOR	FUND	CLAIM DESCRIPTION	AMOUNT	APPROVED	
	ACH	EFTPS	Divided	Fed, Social Security, MC - May 2017	\$2,742.94	6/13/2017
	ACH	PERA	Divided	PERA Withholding - May	\$715.94	6/13/2017
	ACH	PERA	Divided	PERA Withholding - June	\$387.17	6/13/2017
	ACH	PERA	Divided	PERA Withholding - June	\$431.63	7/11/2017
	ACH	MN Dept. of Revenue	Divided	May 2017 Withholding Tax Payment	\$451.00	6/13/2017
	ACH	HealthPartners	Divided	Health Insurance for June 2017	\$2,724.89	6/13/2017
	ACH	AT&T	General Gov't	Cell Phone Payment (June)	\$28.72	6/13/2017
	ACH	Optum Bank	Divided	City Contribution to Employees HSA - 2nd Qtr. 2017	\$1,250.00	7/11/2017
	ACH	Kwik Trip	Public Works	Non-Ox Gas/Gas for Grass 11	\$67.35	7/11/2017
18557	Greg Schultz	Divided	Wages 5/22/17 to 6/4/17	\$1,523.53	6/13/2017	
18558	Tamara Bracht	Divided	Wages 5/22/17 to 6/4/17	\$504.72	6/13/2017	
18559	Mel Sprengeler	Divided	Wages 5/22/17 to 6/4/17	\$329.54	6/13/2017	
18560	Carver County (Carverlink)	General Gov't	Phone/Internet Service for May 2017	\$184.20	6/13/2017	
18561	CenturyLink	Divided	Phone Service (5/18/17 - 6/17/17)	\$169.02	6/13/2017	
18562	City of Shakopee	Public Safety (FD)	1st Half of SW Metro Drug Task Force Membership Dues 2017	\$1,050.00	6/13/2017	
18563	ECM Publishers, Inc.	General Gov't	2016 Drinking Water Report & Ordinance #154	\$389.34	6/13/2017	
18564	G & K Service	Divided	Cleaning Supplies - Towels, Mops, Rags, Garbage Liners	\$136.48	6/13/2017	
18565	Gary Marquardt	Park	Damage Deposit Reimbursement from 6-10-17 Park Rental	\$100.00	6/13/2017	
18566	Gopher State One Call	Divided	(3) May 2017 Locates	\$4.05	6/13/2017	
18567	HD Supply Waterworks	Divided	Annual Support Contract 4/12/17 - 4/11/18	\$2,105.00	6/13/2017	
18568	Home Solutions	Divided	Misc. Hardware for Hall Plumbing, Paint Supplies for Office Reno.	\$80.13	6/13/2017	
18569	Kerri Forner	Park	Damage Deposit Reimbursement from 6-4-17 Park Rental	\$100.00	6/13/2017	
18570	Mark Liebhard	Hall	Damage Deposit Refund	\$400.00	6/13/2017	
18571	Menards	Divided	Dish Soap, Assorted PVC parts, Urinal Screens, Batteries, Paper Towels, S	\$178.61	6/13/2017	
18572	MN Pipe & Equipment	Water	Ridgid Super Freeze Electric Pipe Freezer	\$3,175.00	6/13/2017	
18573	MN Department of Health	Water	2nd Qtr Community Water Supply Service Connection Fee	\$333.00	6/13/2017	
18574	MNSPECT	Public Safety (FD)	Residential Inspection/Permit Fee for 190 Martha Re-Side, 250 RR Re-roof	\$596.67	6/13/2017	
18575	MVTL Labs, Inc.	Sewer	Lab Fees for Final Pond Discharge - Sample Dates: May 16, 18, 22 of 2017	\$292.50	6/13/2017	
18576	Quill	General Gov't	Office Supplies: Desk Organizer, Ruled Note Pads, Sharpie Markers	\$118.76	6/13/2017	
18577	Resource Strategies Corp.	General Gov't	Comp. Plan Update January 1- March 31, 2017	\$3,227.50	6/13/2017	
18578	Robb's Electric, Inc.	Divided	Equipment & Installation of new LED Light Fixtures to Flag Poles	\$1,145.00	6/13/2017	
18579	UFC	Park	Weed Killer	\$129.15	6/13/2017	
18580	W.W.O.T.A. Inc.	Divided	Water/Wastewater Training & Assistance for May 2017	\$675.00	6/13/2017	
18581	Waste Management, Inc.	Sanitation	30 Yard Flat Green Yard Waste Container	\$233.54	6/13/2017	
18582	Wayfair	Gen. Gov't Bldgs	Area Rug & Office Reception Chair, Desk	\$873.41	6/13/2017	
18583	Wm. Mueller & Sons, Inc.	Divided	Lawn mower Gas for Parks & Baseball Park, Gas for Ford Ranger	\$234.82	6/13/2017	
18584	Xcel Energy Inc.	Water	Natural Gas Service 5/2/17-6/1/17 (183 Broadway)	\$52.36	6/13/2017	
18585	Jeremy Gruenhagen	Divided	June Wages	\$1,762.21	7/11/2017	
18586	Greg Schultz	Divided	Wages 6/5/17 - 6/18/17	\$1,579.86	7/11/2017	
18587	Melvin Sprengeler	Divided	Wages 6/5/17 - 6/18/17	\$303.03	7/11/2017	
18588	Tamara Bracht	Divided	Wages 6/5/17 - 6/18/17	\$669.93	7/11/2017	
18589	Scott Anderson	Public Safety (FD)	Materials to Make a Smoke Flow Path Training Prop	\$86.56	7/11/2017	
18590	Jeremy Gruenhagen	Divided	June Wages	\$1,762.22	7/11/2017	
18591	Abdo, Eick and Meyers LLP	General Gov't	Certified Audit Services for Year Ended 12/31/16	\$5,000.00	7/11/2017	
18592	Bond Trust Services Corporation	Divided	Interest for Street and Water Improvement Bonds	\$18,040.00	7/11/2017	
18593	Carver County (Carverlink)	General Gov't	Phone/Internet Service for June 2017	\$108.55	7/11/2017	
18594	CenturyLink	Water	Phone Service (6/18/17 - 7/17/17)	40.77	7/11/2017	
18595	Customized Fire Rescue Training	Public Safety (FD)	Basic Fire Pump Training (John Michels, Nick Mackenthun)	\$250.00	7/11/2017	
18596	ECM Publishers, Inc.	General Gov't	2017 Sanitation Bids	\$75.60	7/11/2017	
18597	Elevated Welding Service, LLC	Water	Welded Pinholes in Water Tower Roof	\$750.00	7/11/2017	
18598	Floyd Total Security	Sewer	Base Alarm Monitoring for WWTP (7/24/17-10/23/17), Service Call for Lift S	\$86.85	7/11/2017	
18599	HD Supply Waterworks	Water	14 Water Meters and 55 Radio Reads	\$8,625.00	7/11/2017	
18600	Hillyard	General Gov't	Super Shine All Floor Cleaner	\$82.84	7/11/2017	
18601	Home Solutions	Gen. Gov't Bldgs	CAT 5 Cable, Wall Plate Pass Through Cover	\$18.43	7/11/2017	
18602	Kohl's Sweeping Service	Public Works	Re-Striped Curbs, Parking Stalls, Stop Bars, CC & FD	\$895.00	7/11/2017	
18603	Kwik Trip	Voided	Voided - Printing Error	Voided	7/11/2017	
18604	Melchert-Hubert-Sjodin PLLP	General Gov't	May 2017 Receive, Review and Respond as necessary to: Waste RFP's, Bi	\$449.50	7/11/2017	
18605	Menards	Divided	Garbage Bags, Sump Pump, PVC piece, Industrial Hand Cleaner	\$198.36	7/11/2017	
18606	Mike Tracy Construction LLC	Public Safety (FD)	Provide & Install Fire Hall Window	\$585.00	7/11/2017	
18607	Municipal Emergency Services, Inc	Public Safety (FD)	Helmet Badges for New Members	\$171.29	7/11/2017	
18608	MVTL Labs, Inc.	Sewer	Lab Fees for Final Pond Discharge and Quarterly Influent - Sample Dates:	\$352.00	7/11/2017	
18609	Quill	General Gov't	Office Furniture & Electronic Cleaning Supplies	\$48.95	7/11/2017	
18610	Recreation Unlimited, Inc.	Park & Rec.	Replacement Backboard for Basket Ball Hoop	\$648.93	7/11/2017	
18611	S.E.H.	Public Works	Project #139213 Industrial Park Layout Option 1 Report	\$1,351.50	7/11/2017	
18612	Tamara Bracht	General Gov't	Reimbursement for Office Door Alert Signal	\$14.99	7/11/2017	
18613	Town & Country Glass	Public Safety (FD)	Replace Broken Glass Cover on Rescue 11	\$111.35	7/11/2017	
18614	Xcel Energy	Divided	Electrical & Natural Gas Services for May 2017	\$2,774.22	7/11/2017	
			TOTAL JUNE CLAIMS	\$73,983.91		
			June Claims	\$25,391.99	6/13/2017	
			Added June Claims	\$48,591.92	7/11/2017	
			TOTAL JUNE CLAIMS	\$73,983.91		

2017 July Claims List

CHECK #	VENDOR	FUND	CLAIM DESCRIPTION	AMOUNT	APPROVED
ACH	EFTPS	Divided	Fed, Social Security, MC - June	\$2,787.96	7/11/2017
ACH	PERA	Divided	PERA Withholding - June	\$704.94	7/11/2017
ACH	PERA	Divided	PERA Withholding - July	\$392.11	7/11/2017
ACH	Optum Bank	Divided	HSA Participant Fee for 2nd Qtr. 2017	\$22.50	7/11/2017
ACH	HealthPartners	Divided	Health Insurance for May 2017	\$2,724.89	7/11/2017
ACH	AT&T	General Gov't	Cell Phone Payment (July)	\$28.72	7/11/2017
18615	Greg Schultz	Divided	Wages 6/18/17 to 7/02/17	\$1,436.99	7/11/2017
18616	Melvin Sprengeler	Divided	Wages 6/18/17 to 7/02/17	\$385.23	7/11/2017
18617	Tamara Bracht	Divided	Wages 6/18/17 to 7/02/17	\$624.48	7/11/2017
18618	ASCAP	General Gov't	Entertainment License 8-15-17 to 8-14-18	\$341.00	7/11/2017
18619	CenturyLink	Hall	Phone Service (6/18/17 - 7/17/17)	\$131.20	7/11/2017
18620	Gopher State One Call	Divided	6 Locates for June 2017	\$8.10	7/11/2017
18621	Hamburg Post Office	Divided	3 Rolls Postage Stamps for July Water Bills	\$102.00	7/11/2017
18622	MN Public Facilities Authority	Water	Water Wells Bond	\$85,230.40	7/11/2017
18623	Plunkett's Pest Control	General Gov't	City Hall & Fire Department Service Date 6-26-17 Gene	\$39.37	7/11/2017
18624	Quill	General Gov't	Brochure Paper for Newsletter, Bookcase for Office	\$113.97	7/11/2017
18625	W.W.O.T.A.	Divided	Water/Wastewater Training & Assistance for June 201	\$540.00	7/11/2017
18626	Wm. Mueller & Sons	Divided	Gas & Diesel for Shop Vehicles, Lawn Mower, Basebal	\$314.07	7/11/2017
			Total July Claims	\$95,927.93	

NOTICE OF PUBLIC HEARING AND INTENT TO ENACT AN ORDINANCE TO
AMEND THE COUNTY CODE, SECTION 152.039 RENEWABLE ENERGY, OF THE
ZONING CODE

COUNTY OF CARVER
CHASKA, MINNESOTA

NOTICE IS HEREBY GIVEN that on Tuesday, the 11th day of July, 2017, as soon as possible after 9:00 a.m. upstairs in the Social Services wing, in the Commissioner's Meeting Room of the Carver County Government Center, Chaska, Minnesota, the Carver County Board of Commissioners will hold a public hearing to:

ADOPT ORDINANCE NO. 84-2017 AMENDING THE CARVER COUNTY CODE OF ORDINANCES, SECTION 152.039 RENEWABLE ENERGY OF THE ZONING CODE.

Ordinance No. 84-2017 would amend the County Zoning Code, specifically Section §152.039 Renewable Energy, pertaining to Large Solar Energy System (SES). Standards under consideration would include, but may not be limited to: a maximum allowable capacity of one (1) megawatt (MW); a minimum separation distance of 1 mile between large solar arrays; increased setback requirements from property lines and neighboring homes; and a requirement for a professional landscaping/screening plan(s).

Copies of the proposed Ordinance No. 84-2017 are available at the Land Management Department, or by calling (952) 361-1820. Information may also be obtained by going to the Planning Commission page at: <https://www.co.carver.mn.us/departments/public-services/land-management/zoning/planning-commission>

All persons interested are invited to attend the hearing and be heard on this matter. Written comments or requests may be mailed to:

Land Management Department
Carver County Government Center
600 East 4th St
Chaska, MN 55318-2102
(952) 361-1820

Carver County Public Services Division
By: Steve Just
Land Management Dept. Manager

Date to Publish: June 29, 2017

Chaska Herald, Waconia Patriot, Norwood
Young America Times, Carver County News

To be billed to: Land Management Department at the address above

END



Jeremy Gruenhagen <hamburgcityhall@gmail.com>

Rescue 12 wording

1 message

Justin-Amy Buckentin <buckentin@hotmail.com>
To: Jeremy Gruenhagen <hamburgcityhall@gmail.com>

Thu, Jul 6, 2017 at 6:57 PM

2001 Ford Ambulance. Hamburg Fire Department will be accepting bids for the sale of a 2001 Ford Ambulance, Braun cab, 7.3L Diesel engine, dual chassis, low miles, very clean. Vehicle will be sold "as is". This truck has been in service as Hamburg Fire Department's mainline rescue unit since 2006. Sealed bids in an envelope marked "2001 Ford" will be received until 4:30 p.m., XXXXX, XX at the Hamburg City Offices, 181 Broadway Ave, PO Box 248, Hamburg, MN 55339. For additional information please call City Hall at (952) 467-3232. Minimum bid of \$10,000. The City of Hamburg reserves the right to accept or reject any variations or exceptions, to accept or reject any or all bids and to award the Bid(s) in the best interest of the City.

Justin Buckentin, Hamburg Fire Chief

181 Broadway Avenue

Hamburg, MN 55339

Station 952-467-3178

Cell 612-716-6787

buckentin@hotmail.com



June 30, 2017

RE: City of Hamburg, Minnesota
Private Property Inspections

Mr. Jeremy Gruenhagen
City Clerk
City of Hamburg
181 Broadway Avenue, PO Box 248
Hamburg, MN 55339-0248

Dear Mr. Gruenhagen:

The City has requested a proposal to complete the next phase of the I/I reduction program. This proposal consists of performing closed circuit television (CCTV) inspections of the sewer laterals for approximately 20 homes as shown on the attached drawing as the Base Project. Please accept this letter as a Supplemental Letter Agreement to our Master Agreement for Professional Services dated March 25, 2015.

PURPOSE AND OBJECTIVES

The purpose of this proposal is to complete the CCTV inspections of the laterals for the subject area homes, looking for any signs of illegal connections during the sanitary sewer laterals, provide the City with a recommendation for corrective action, and convey that information to the property owner

Task 1.0 – Project Management

This task consists of general correspondence with the City, coordination meetings as necessary, confirm appointments, reviewing inspection forms, providing location information, and overall Project Management of the SEH Teams. We do not anticipate any City Council meetings, but if desired, those can be added at our hourly rates.

Task 2.0 – Private Property Inspections

Upon City staff scheduling and notifying SEH of appointments, our inspectors will make site visits to each property for an inspection of their property. The inspector will need access to the basement of the property to observe all connections to the sanitary sewer system.

In addition, the inspector will require access to the sanitary sewer service lateral in order to televise the lateral. Each sanitary sewer service lateral will be televised to determine the condition of the service lateral, if a foundation drain exists, and if there are any other illegal connections to the sanitary sewer system. During the TV inspection of the service, the inspector may ask the property owner to flush toilets, run water in sinks or pour water into floor drains to determine if connections are legal. Dyed water may be applied to the ground along the outside foundation wall to determine if any of the connections to the service lateral are sources of clear water into the sanitary sewer system. The inspection form will include the footage of all illegal connections. All confirmed illegal connections to the sanitary sewer system may be marked or flagged in the yard.

Engineers | Architects | Planners | Scientists

Short Elliott Hendrickson Inc., 10901 Red Circle Drive, Suite 300, Minnetonka, MN 55343-9302
SEH is 100% employee-owned | sehinc.com | 952.912.2600 | 800.734.6757 | 888.908.8166 fax

Upon completion of the inspection, the inspector will fill out and sign an inspection form. The property owner or their representative (at least 21 years old) will also sign the form and a copy will be given to the property owner or their representative and one copy will be provided to the City. A DVD of the televising will be made to ensure that there is a complete record of the inspection. A copy of this DVD will be provided to the City.

SCHEDULE

SEH has prepared a preliminary schedule. The assumption is that the City will coordinate and notify the individual property owners of their pending inspections. When 4 have been confirmed for the same day (to maximize our efficiencies), we will perform the inspections. Our experience has shown that the scheduling of the inspections often takes time to coordinate, so we are assuming the inspections will be completed within a 60 day window.

Start scheduling appointments	November 20, 2017
Complete all Inspections	No later than January 26, 2018
All data to City	February 28, 2018.

PROJECT TEAM

We are proposing to utilize Dave Hutton as the Project Manager on this project. Dave has over 30 years of managing projects in Minnesota and as a former Public Works Director, he has experience in addressing I/I issues, illegal drain connections, and lateral inspection programs. We have assigned two field inspectors to the project, Paul Kubesh and Eric House, who will report directly to Dave.

PROJECT COST

The cost for completion of all tasks listed in the work plan will be on an hourly basis.

Residential inspections will be billed at an hourly rate of \$200 per hour, which includes both personnel and equipment time. We are proposing to do minimum of 3 inspections per day including travel time. If less than 3 inspections are schedule an additional \$200 will be charged for that day to cover travel time.

Total Estimated Fee

It is assumed that the inspections will be completed in 5 full days, based on 20 homes total and 4 inspections per day. The cost of the inspections would be \$12,000. We also assume that the Project Management time will be approximately 20 hours, split between the Project Manager and Administrative Costs for an estimated fee of \$3,000 for this task. Therefore our total estimated fee is \$15,000.

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

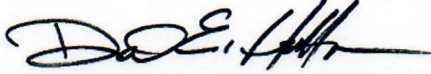
We will provide you with regular project updates on the exact hours being utilized and we will not exceed this total cost without your written permission. The City may add or subtract additional properties from the program as desired and our hourly rates would apply to any additional properties.

This Supplemental Letter Agreement represents the entire understanding between you and SEH for these proposed services. If you are in agreement with the terms of this letter, please execute the agreement with the proper signatures and return one copy to our office. If you have any questions relating to this project, please call me at 612.255.8747 or dhutton@sehinc.com. We look forward to working with the City of Hamburg on this important project.

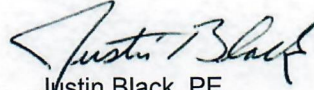
Mr. Jeremy Gruenhagen
June 30, 2017
Page 3

Sincerely,

SHORT ELLIOTT HENDRICKSON INC.



David E. Hutton, PE
Project Manager



Justin Black, PE
Client Service Manager

jb
Enclosures

h:\fj\hambur\common\private property insp agreement-proposal_063017.docx

ACCEPTED BY CITY OF HAMBURG, MINNESOTA

By: _____ Date: _____
Authorized Client Signature

Exhibit A-1
to Supplemental Letter Agreement
Between City of Hamburg, Minnesota (Client)
and
Short Elliott Hendrickson Inc. (Consultant)
Dated June 30, 2017

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

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

A. Hourly Basis Option

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

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

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

B. Expenses

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

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

The Client shall pay Consultant monthly for expenses.

C. Equipment Utilization

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

The Client shall pay Consultant monthly for equipment utilization.

h:\fj\hambur\common\private property insp exhibit a1_063017.docx

PROPOSAL SUBMITTED TO:

How did you hear about us?

Name Hamburg Comm. Hall Street _____
City / State / Zip _____ Phone _____

Email publicworks@cityofhamburgmn.com

Total Square Feet: 3,063 Type of Finish: Bara Traffic HD

No. of Coats: Sealer + 3 poly
Re-sand upper + lower entry, ~~Re~~ + Danie
Flor. Apply oil sealer + 3 coats waterbase poly
3-5 Day Project

N. N. K. K.
Authorized Signature _____ Date 8/22/10

BID TOTAL \$ 6,850.00

Proposal Good For _____ Days

All work to be completed in a workmanlike manner according to standard practices. All agreements contingent upon delays beyond our control. Any alteration or deviation from above specifications involving extra costs or labor will become an extra charge over and above the proposal. Owner to carry all necessary insurance. Natural wood products vary in color and grain pattern from piece to piece. Hardwood floors will expand and contract slightly with seasonal moisture changes. Material used will conform to industry standards of six to nine percent moisture content.

ACCEPTANCE OF PROPOSAL

The above prices, specifications and conditions are satisfactory and are hereby accepted. I have read and understand the additional information provided to me at the time of the proposal. You are authorized to do the work as specified. Payments will be made as follows:

50% UPON DELIVERY, BALANCE DUE IN FULL UPON COMPLETION

A service charge of 1.50% per month (18% per annual) will accrue on all unpaid balances over 30 days. All costs of collection are chargeable to the customer.

Signature _____ Date _____

WOOD FLOORS • STRIP • PARQUET • PLANK

LICENSED, BONDED, AND INSURED

Proposal



PO Box 230
Cologne, MN 55322
(952) 467-9006 Office (952) 467- 9007 Fax
citywidewoodfloors@gmail.com www.citywidewoodfloors.com

Date: 6/7/17

Job Number: 15810

CITY OF HAMBURG

Job Name: _____

Location: 351 HENRIETTA AVE.

HAMBERG

We Propose the following for the above building: BID PRICES GOOD FOR 30 DAYS FROM ABOVE DATE

SAND AND FINISH MAIN ROOM AND FOYER WITH 3 COATS FINISH FOR \$11,596.25

NOTE: FURNITURE MOVING, PATCHING OR LEVING OF FLOOR, CUTTING DOWN DOORS/DOOR CASINGS, INSTALLATION OF BASEBOARDS, CUSTOM STAIN MIXING, OR OTHER LABOR REQUESTED WILL BE FURNISHED AT AN HOURLY RATE OF \$ _____ UNLESS OTHERWISE SPECIFIED.
WE PURPOSE HEREBY TO FURNISH MATERIAL AND LABOR COMPLETE IN ACCORDANCE WITH THE ABOVE SPECIFICATIOIS FOR THE SUM OF
SEE ABOVE dollars (\$ _____)

These prices are subject to revision after thirty days, and proposal is made subject to normal availability of materials.
See back of this proposal for further conditions.

TERMS: **75% DOWN BALANCE UPON COMPLETION**
A Finance Charge of 1.5% per month, which is an Annual Percentage Rate of 18%, is charged on all past due accounts.
ACCEPT VISA AND MASTER CARD

LIEN RIGHTS

(A) ANY PERSON OR COMPANY SUPPLYING LABOR OR MATERIALS FOR THIS IMPROVEMENT TO YOUR PROPERTY MAY FILE A LIEN AGAINST YOUR PROPERTY IF THAT PERSON OR COMPANY IS NOT PAID FOR THE CONTRIBUTIONS.
(B) UNDER MINNESOTA LAW, YOU HAVE THE RIGHT TO PAY PERSONS WHO SUPPLIED LABOR OR MATERIALS FOR THIS IMPROVEMENT DIRECTLY AND DEDUCT THIS AMMOUNT FROM OUR CONTRACT PRICE, OR WITHHOLD THE AMMOUNTS DUE THEM FROM US UNTIL 120 DAYS AFTER COMPLETION OF THE IMPROVEMENT UNLESS WE GIVE YOU A LIEN WAVER SIGNED BY PERSONS WHO SUPPLIED ANY LABOR OR MATERIAL FOR THE IMPROVEMENT AND WHO GAVE YOU TIMELY NOTICE.

Accepted: 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.

Respectfully submitted,
CITYWIDE WOOD FLOORS INC.

**PLEASE SIGN IF WE ARE AWARDED THE JOB AND SEND OR FAX BACK WE WILL NOT START THE JOB TIL THIS IS SIGNED AND THE TERMS ABOVE HAVE BEEN MEET.

Signed _____ Date _____

**CITY OF HAMBURG
ORDINANCE NUMBER 154A**

**AN ORDINANCE AMENDING THE MUNICIPAL CODE OF THE CITY OF HAMBURG
PERTAINING TO THE BUILDING CODE TO INCLUDE PLUMBING PLAN REVIEW AND
INSPECTIONS.**

**THE CITY COUNCIL OF THE CITY OF HAMBURG, CARVER COUNTY, MINNESOTA
HEREBY ORDAINS:**

Ordinance Numbers 136 and 150 of the Municipal Code of the City of Hamburg, Minnesota,
(Applications, administration and enforcement of the building code) are hereby amended to read as
follows:

SECTION 1. Section 1 of Ordinance Number 136 and the second paragraph of Section 5 of Ordinance
Number 150 shall now read:

APPLICATION, ADMINISTRATION AND ENFORCEMENT.

The application, administration, and enforcement of the building code shall be in
accordance with Minnesota Rules, Chapter 1300. The building code shall be enforced
within the ~~extraterritorial~~ city limits ~~permitted by M.S.A. 16B.62, Subd. 1, when so
established by ordinance.~~

- (a) The code shall be enforced by a Minnesota Certified Building Official designated by
the city to administer the code pursuant to M.S.A. ~~16B.65, Subd. 1 and 2,~~ 326B.133,
including plumbing plan review and inspection.
- (b) Prior to installation of a system of plumbing other than for a single-family dwelling
with independent plumbing service, complete plumbing plans and specifications,
together with any additional information that the Building Official may require, shall
be submitted in triplicate and approved by the Building Official. No construction
shall proceed except in accordance with the approved plans. Any alteration or
extension of any existing plumbing system shall be subject to these same
requirements.
- (c) A plumbing system installation, as described herein, shall be subject to inspection as
required by the State Plumbing Code.

SECTION 2. Effective Date of Ordinance.

This ordinance shall be in effect from and after its passage and publication according to law.
Passed and adopted by the City Council of the City of Hamburg this 8th day of August, 2017.

CITY OF HAMBURG:

Chris Lund, Mayor

Attest: _____
Jeremy Gruenhagen, Clerk-Treasurer

Funding Available for Health Improvement

The Statewide Health Improvement Partnership (SHIP) is a community-lead health improvement initiative that strives to help Minnesotans lead longer, healthier lives by preventing chronic health conditions before they start. Research has shown that people's health is related to both the physical and social environment in which they live. SHIP partnerships are designed to create healthier environments where people live, work, learn and play.

Funding and additional resources are available for (SHIP) projects related to increasing access to healthier foods, creating opportunities to increase physical activity, and decreasing the use of and exposure to tobacco products. Potential partners include, but are not limited to: community organizations, community centers, booster clubs, cities and towns, churches and faith-based institutions, worksites and after-school programs. Possible funding opportunities are listed [here](#). Please email SHIP@co.carver.mn.us with interest or questions, or click [here](#) to learn more about SHIP in Carver County.

Jean Pierson, MS, MCHES, CPST, CLC

Public Health Program Specialist

Carver County Health and Human Services

Administration Building | 600 East 4th Street | Chaska, MN | 55318

Office Phone: [952.361.1345](tel:952.361.1345) | Fax: [952.361.1360](tel:952.361.1360)

Email: jpierson@co.carver.mn.us | Website: www.co.carver.mn.us/PublicHealth