



HAMBURG CITY COUNCIL AGENDA
AUGUST 8, 2017

1. Call City Council Meeting to Order

- **Pledge of Allegiance**

2. Public Comment *(Individuals may address the City Council about any non-agenda item(s) of concern. Speakers must state their name, address, and limit their remarks to three minutes. The City Council may not take official action on these items and may refer the matter to staff for a future report or direct that the matter be scheduled for a future meeting agenda.)*

3. Agenda Review (Added Items) and Adoption

4. Consent Agenda *(NOTICE TO PUBLIC: All those items listed as part of the Consent Agenda will be approved by a single motion, unless a request to discuss one of those items is made prior to that time. Anyone present at the meeting may request an item to be removed from the consent agenda. Please inform the Council when they approve the agenda for this meeting.)*

- **Approve Minutes for July 11, 2017**
- **Approve Added Claims List for July 2017**
- **Approve Claims List for August 2017**
- **Hold Second Monthly Meeting on August 22, 2017**
- **Move Public Hearing from August 8, 2017 to August 22, 2017 @ 7:00 PM**
 - **Ordinance Number 154A**
- **Cash Flow Statements for April/May 2017**
- **New Sales & Use Tax (Carver County) – Effective October 1, 2017**
- **Small Cities Assistance Program**
- **2018 LGA Estimates**
- **Approve Time-Off Request (Jeremy Gruenhagen)**
- **Public Nuisance List**
- **Delinquent Utility Bills Report**
- **Employee Project Lists**

5. Old City Business

- **2017 Seal Coating/Crack Sealing Project**
- **Community Hall Floor Estimates**
- **Community Center Roof Repairs**
- **Community Hall Roof Repairs**
- **City Brush Pile (Ponds)**
- **Statewide Health Improvement Partnership (SHIP) Funding**
- **City Email Accounts**



***HAMBURG CITY COUNCIL AGENDA
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6. New City Business

- **Utility Bill Statements**
- **Health Insurance Renewal (12/1/17 to 12/1/18)**
- **2018 Budget Workshop Dates**

7. City Council Reports

- **Councilmember Jason Buckentin**
- **Councilmember Tim Tracy**
- **Councilmember Steve Trebesch**
- **Councilmember Scott Feltmann**
- **Mayor Chris Lund**
 - **Carver County Leaders Update**
 - **Korean/Vietnam War Vet Honor Flight**
 - **Baseball Ballpark Wi-Fi Update**

8. Adjourn City Council Meeting



***HAMBURG CITY COUNCIL AGENDA
AUGUST 8, 2017***

COMMUNITY HALL & PARK ACTIVITIES

AUGUST **18-20 – State Baseball Tournament**
 25-27 – State Baseball Tournament

SEPTEMBER **1-4 – State Baseball Tournament**
 30 – Wedding Reception

COMMUNITY CENTER (FIRE HALL) ACTIVITIES

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
 22 – Public Hearing (Ordinance #154A) – 7:00 PM
 22 – Hamburg City Council Meeting – 7:00 PM
 28 – Hamburg Fire Dept. (Relief Association) Meeting

SEPTEMBER **4 – Hamburg Lions Club**
 4 – HFD Training
 4 – Labor Day Holiday – City Offices Closed
 9 – Community Center Rental
 12 – Hamburg City Council Meeting – 7:00 PM
 12 – Young America Township Monthly Meeting
 16 – Community Center Rental
 18 – Hamburg Lions Club
 25 – Hamburg Fire Dept. (Relief Association) Meeting
 26 – Special Meeting (Budget Workshop)



HAMBURG CITY COUNCIL AGENDA JULY 11, 2017

In attendance: Mayor Chris Lund, Council Members Steve Trebesch, Scott Feltmann, Jason Buckentin, Tim Tracy. City Clerk Jeremy Gruenhagen, Deputy Clerk Tamara Bracht, Fire Chief Justin Buckentin, Kip Trebesch with K & K Construction, Justin Black and Dave Hutton with S.E.H.

Public Hearing at 6:45 PM

- **Ordinance Number 155 (City Code Penalties)**
 - No public concerns voiced at public hearing.
 - **MOTION:** Councilmember Steve Trebesch moved to close the public hearing at 6:50 pm. Seconded by Councilmember Jason Buckentin. Motion was unanimously approved. All Council Members were present.

Hamburg City Council Meeting was called to order at 7:00 p.m.

Agenda Review (Added Items) and Adoption

- Brush Pile
- City Shop Repairs
- Ordinance #156
 - **MOTION:** Councilmember Steve Trebesch moved to approve the Agenda Review. Seconded by Councilmember Tim Tracy. Motion was unanimously approved. All Council Members were present.

Consent Agenda

- 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
 - **MOTION:** Councilmember Jason Buckentin moved to approve the Consent Agenda. Seconded by Councilmember Steve Trebesch. Motion was unanimously approved. All Council Members were present.

Hamburg Fire Department – Chief Justin Buckentin

- Approve New Fire Department Member Joe Weverka
 - **MOTION:** Councilmember Tim Tracy moved to accept Joe Weverka as the newest Fire Department member. Seconded by Councilmember Jason Buckentin. Motion was unanimously approved. All Council Members were present.
- National Night Out August 1st, 2017
- MVEC Grant (\$1,500 Grant App to Replace Grass Equipment)



HAMBURG CITY COUNCIL AGENDA

JULY 11, 2017

- Pool Fillings
 - **City Council agreed to stop filling swimming pools due to water quality.**
- Radios – HFD has replaced three radios.
- Ice Rink Liner (Estimate \$400)
 - **MOTION:** Councilmember Tim Tracy moved to approve the purchase of an ice rink liner. Seconded by Councilmember Jason Buckentin. Motion was unanimously approved. All Council Members were present.
- Rescue 12 (2001 Ford Ambulance Ad)
 - **MOTION:** Councilmember Scott Feltmann moved to approve a 2 month ad for bids on the Rescue12. Seconded by Councilmember Tim Tracy. Motion was unanimously approved. All Council Members were present.
- Engine Replacement – Council discussed using portion of Township Fees for Water Tower replacement. No action taken at this time.
- State Baseball Tournament
 - *HFD will have a truck on stand-by and will be assisting with parking.*
- Accident Service Call March 22, 2017
 - **City Council agreed that billings should be sent.**

City Engineers Justin Black/David Hutton (S.E.H.)

- I/I Abatement Program (Private Property Inspections) Agreement
 - **MOTION:** Councilmember Steve Trebesch moved to approve S.E.H. to carry out private property inspections for the I/I Abatement Program, per S.E.H. proposal, Seconded by Councilmember Tim Tracy. Motion was unanimously approved. All Council Members were present.

Old City Business

- 2017 Seal Coating/Crack Sealing Project – will be completed between July 27 – August 4th
- Community Hall Floor Estimates
 - **MOTION:** Councilmember Scott Feltmann moved to accept the bid from Compass in the amount of \$6,850.00 to re-do the Community Hall floors. Seconded by Councilmember Steve Trebesch. Motion was unanimously approved. All Council Members were present.
- Community Center Roof Repairs – *Jeremy to seek out another bid*
- Community Hall Roof Repairs
 - **MOTION:** Councilmember Tim Tracy moved to accept the bid from Kohls Foam Systems in the amount of \$33,095.68 to repair the Community Hall roof. Seconded by Councilmember Scott Feltmann. Motion was unanimously approved. All Council Members were present.
- City Shop Repairs/Foundation – *unforeseen issues arose increasing the price*
- City Brush Pile (Ponds) – *Herman Landscaping to chip brush pile this week.*



HAMBURG CITY COUNCIL AGENDA JULY 11, 2017

New City Business

- Adopt Ordinance Number 155 (Hamburg City Code Penalties)
 - **MOTION:** Councilmember Scott Feltmann moved to approve Ordinance #155, Seconded by Councilmember Steve Trebesch. Motion was unanimously approved. All Council Members were present.
- Adopt Ordinance Number 156 (Sunday Off-Sale)
 - **MOTION:** Councilmember Steve Trebesch moved to approve Ordinance #156, Seconded by Councilmember Tim Tracy. Motion was unanimously approved. All Council Members were present.
- Call Public Hearing for August 8th, 2017 (Amend Ordinance #154)
 - **MOTION:** Councilmember Steve Trebesch moved to call a Public Hearing on August 8th at 7:00 p.m. to amend Ordinance #154 to #154A, Seconded by Councilmember Scott Feltmann. Motion was unanimously approved. All Council Members were present.
- Statewide Health Improvement Partnership (SHIP) Funding – seeking resident input through quarterly newsletter and National Night Out
- City Email Accounts – getting quotes for a new company to administer the City email accounts.

City Council Reports

- **Councilmember Steve Trebesch** – noticed the water treatment plant chimney is bent.
- **Councilmember Scott Feltmann** – would like to get together with Greg and Jeremy to measure streets
- **Mayor Chris Lund** – Implementing "The Mayor is in" time beginning this month on Friday the 21st from 8:00 A.M. to 11:00 A.M. Residents will have the opportunity to come up to City Hall and speak with the Mayor. Starting in August it will be every second Friday.

MOTION: Councilmember Steve Trebesch moved to close the City Council meeting at 8:24 p.m. Seconded by Councilmember Tim Tracy. Motion was unanimously approved. All Council Members were present.

Submitted by:

**Tamara Bracht
Deputy Clerk**

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 July 2017	\$2,724.89	7/11/2017
ACH	AT&T	General Gov't	Cell Phone Payment (July)	\$28.72	7/11/2017
ACH	MN Dept. of Revenue	Divided	State Withholding Tax Payment - June	\$457.00	8/8/2017
ACH	MN Dept. of Revenue	Divided	Sales and Use Tax for 2nd Qtr. 2017	\$112.00	8/8/2017
ACH	Kwik Trip	Public Works	Gas for HFD	\$77.94	8/8/2017
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	CarQuest	Divided	Oil and Filters for Exmark & Shop	\$61.88	7/11/2017
18620	Carver County Attorney's Office	General Gov't	Fines Collected - 1/2 Due to Attorney's Office, 2017 Qu	\$140.36	7/11/2017
18621	CenturyLink	Hall	Phone Service (6/18/17 - 7/17/17)	\$131.20	7/11/2017
18622	ECM Publishing	General Gov't	Ordinance #155	\$52.92	7/11/2017
18623	G & K Service	Divided	Cleaning Supplies	\$68.24	7/11/2017
18624	Gopher State One Call	Divided	6 Locates for June 2017	\$8.10	7/11/2017
18625	Hamburg Post Office	Divided	3 Rolls Postage Stamps for July Water Bills	\$102.00	7/11/2017
18626	K & K Services, LLC	Gen. Gov't Bldgs	Hall Foundation Repairs / City Shop Repairs	\$32,820.00	7/11/2017
18627	MN Public Facilities Authority	Water	Water Wells Bond	\$85,230.40	7/11/2017
18628	Motorola	Public Safety (FD)	3 Replacement Radios	\$11,737.50	7/11/2017
18629	Plunkett's Pest Control	General Gov't	City Hall & Fire Department Service Date 6-26-17 Gene	\$39.37	7/11/2017
18630	Quill	General Gov't	Brochure Paper for Newsletter, Bookcase for Office	\$113.97	7/11/2017
18631	Triple T Garage	Gen. Gov't Bldgs	City Hall / Shop Sump Pump Tower	\$375.00	7/11/2017
18632	Viking Bottling Company	Hall	Pop for Hall Upstairs	\$291.00	7/11/2017
18633	W.W.O.T.A.	Divided	Water/Wastewater Training & Assistance for June 2017	\$540.00	7/11/2017
18634	Wm. Mueller & Sons	Divided	Gas & Diesel for Shop Vehicles, Lawn Mower, Baseball	\$314.07	7/11/2017
18635	Xcel Energy	Divided	Electricity & Natural Gas (2 of 3 bills)	\$900.70	7/11/2017
18636	Jeremy Gruenhagen	Divided	July Wages (Rounds)	\$1,812.60	8/8/2017
18637	Hamburg Post Office	General Gov't	EDDM Postage for Summer Newsletter	\$69.38	8/8/2017
18638	Greg Schultz	Divided	Wages 7/03/17 to 7/16/17	\$1,492.11	8/8/2017
18639	Melvin Sprengeler	Divided	Wages 7/03/17 to 7/16/17	\$326.69	8/8/2017
18640	Tamara Bracht	Divided	Wages 7/03/17 to 7/16/17	\$555.76	8/8/2017
18641	Hamburg Post Office	General Gov't	Postage for Baseball Tournament Flyer	\$69.38	8/8/2017
18642	Business Essentials	Divided	Soap, Toilet Paper, Paper Towels	\$441.90	8/8/2017
18643	CarQuest	Public Safety (FD)	Gamma Goat Parts - Hoses and Pipe	\$1,089.30	8/8/2017
18644	Carver County	General Gov't	Background Checks for Liquor License Renewel - Lior	\$300.00	8/8/2017
18645	ECM Publishing	General Gov't	Ordinance #155 & #156	\$128.52	8/8/2017
18646	Herman's Landscape Supplies	Sanitation	Woodchipped Brush Pile at Ponds	\$500.00	8/8/2017
18647	Jeremy Gruenhagen	Divided	Mileage Jan-June, Parking, Lunch Meeting, Toner	\$247.21	8/8/2017
18648	Menards	Divided	Dawn Dish Soap, Clamp, Damprid	\$71.28	8/8/2017
18649	Mini Biff	Park	Handicap Mini Biff Rental & Damage Waiver	\$128.01	8/8/2017
18650	NAPA Auto Parts	Public Safety (FD)	Oil	\$15.96	8/8/2017
18651	Quill	General Gov't	4 Reams of Brochure Paper for City Newsletters	\$111.96	8/8/2017
18652	Tom Diethelm Builders	Water	2 Brass Curb Stops	\$332.00	8/8/2017
18653	UFC	Divided	Weed Spray for Ponds and City Grounds	\$145.30	8/8/2017
18654	Xcel Energy	Divided	Electricity & Natural Gas (3 of 3 bills)	\$1,184.71	8/8/2017
18655	Jeremy Gruenhagen	Divided	July Wages (Rounds)	\$1,812.60	8/8/2017
			Total July Claims	\$153,857.14	
			July Claims	\$142,375.53	7/11/2017
			Added July Claims	\$11,481.61	8/8/2017
			TOTAL JULY CLAIMS	\$153,857.14	

2017 August Claims List

CHECK #	VENDOR	FUND	CLAIM DESCRIPTION	AMOUNT	APPROVED
ACH	EFTPS	Divided	Fed, Social Security, MC - July	\$2,780.04	8/8/2017
ACH	MN Dept. of Revenue	Divided	July 2017 Withholding Tax Payment	\$454.00	8/8/2017
ACH	PERA	Divided	PERA Withholding - July	\$390.88	8/8/2017
ACH	PERA	Divided	PERA Withholding - July	\$715.94	8/8/2017
ACH	PERA	Divided	PERA Withholding - August	\$400.79	8/8/2017
ACH	HealthPartners	Divided	Health Insurance for August 2017	\$2,724.89	8/8/2017
ACH	AT&T	General Gov't	Cell Phone Payment (August)	\$28.72	8/8/2017
18656	Greg Schultz	Divided	Wages 7/17/17 to 7/30/17	\$1,590.01	8/8/2017
18657	Melvin Sprengeler	Divided	Wages 7/17/17 to 7/30/17	\$261.81	8/8/2017
18658	Tamara Bracht	Divided	Wages 7/17/17 to 7/30/17	\$499.67	8/8/2017
18659	Carver County (Carverlink)	General Gov't	Phone/Internet Service for July 2017	\$143.87	8/8/2017
18660	CenturyLink	Divided	Phone Service (7/18/17 - 8/17/17)	\$167.29	8/8/2017
18661	Floyd Total Security	Sewer	Base Alarm Monitoring for Sewer Treatment Plant (9-3	\$86.85	8/8/2017
18662	Gopher State One Call	Divided	(1) July 2017 Locates	\$1.35	8/8/2017
18663	Greg Schultz	Divided	Safety Vests & Goggles, Postage for water samples	\$69.40	8/8/2017
18664	Melchert, Huber & Sjodin	General Gov't	6/5/17 to 7/24/17 Review, Research and Correspondence	\$493.00	8/8/2017
18665	Monica Trebesch	Public Safety (FD)	18 Dozen Cookies for National Night Out	\$90.00	8/8/2017
18666	Plunkett's Pest Control	General Gov't	City Hall & Fire Department Service Date 7-17-17 Gene	\$135.28	8/8/2017
18667	WWWill & Son's Distributing	Public Safety (FD)	13 Packages of Sportsmans Hotdogs for National Nigh	\$93.60	8/8/2017
18668	W.W.O.T.A.	Divided	Water/Wastewater Training & Assistance for July 2017	\$540.00	8/8/2017
18669	Wm. Mueller & Sons	Divided	Lawn mower Gas for Parks & Baseball Park, Gas for F	\$490.03	8/8/2017
			Total August Claims	\$12,157.42	

	Beginning Balance 1/1/2017	2017 Budget Income	2017 Budget Expense	Budget Year-End Balance	Total Income Received	Total Expenses	Ending Balance 4/30/2017
General Fund	<u>\$377,397.17</u>	<u>\$573,439.00</u>	<u>\$581,505.00</u>	<u>\$369,331.17</u>	<u>\$38,718.14</u>	<u>\$123,512.08</u>	<u>\$292,603.23</u>
General Gov't			\$260,371.00			\$57,114.10	
Public Safety (Fire Dept.)			\$138,761.00			\$35,738.28	
Public Works (Streets)			\$62,681.00			\$16,123.10	
Sanitation & Recycling			\$3,500.00			\$410.62	
Parks & Recreation			\$37,412.00			\$1,815.52	
Comm. Hall			\$78,780.00			\$12,310.46	
Special Revenue Funds	<u>\$376,328.40</u>	<u>\$44,682.00</u>	<u>\$43,663.86</u>	<u>\$377,346.54</u>	<u>\$241.15</u>	<u>\$0.00</u>	<u>\$376,569.55</u>
City Of Hamburg (Savings)	\$267,274.55	\$34,300.00	\$43,663.86	\$257,910.69	\$164.81	\$0.00	\$267,439.36
Fire Equipment CD	\$109,053.85	\$10,382.00	\$0.00	\$119,435.85	\$76.34	\$0.00	\$109,130.19
Debt Service	<u>\$39,936.38</u>	<u>\$19,257.00</u>	<u>\$14,777.50</u>	<u>\$44,415.88</u>	<u>\$0.00</u>	<u>\$12,775.00</u>	<u>\$27,161.38</u>
Total (Tax Revenue Funds)	<u>\$793,661.95</u>	<u>\$637,378.00</u>	<u>\$639,946.36</u>	<u>\$791,093.59</u>	<u>\$38,959.29</u>	<u>\$136,287.08</u>	<u>\$696,334.16</u>
Enterprise Funds							
Water	\$116,330.69	\$160,901.66	\$160,270.90	\$116,961.45	\$50,627.72	\$28,806.20	\$138,152.21
Sewer	\$338,112.35	\$69,126.99	\$68,462.90	\$338,776.44	\$19,293.79	\$11,193.06	\$346,213.08
Storm Water	\$110,691.11	\$76,944.80	\$74,997.00	\$112,638.91	\$21,210.84	\$58,286.38	\$73,615.57
Total (Enterprise Funds)	<u>\$565,134.15</u>	<u>\$306,973.45</u>	<u>\$303,730.80</u>	<u>\$568,376.80</u>	<u>\$91,132.35</u>	<u>\$98,285.64</u>	<u>\$557,980.86</u>
Totals	<u>\$1,358,796.10</u>	<u>\$944,351.45</u>	<u>\$943,677.16</u>	<u>\$1,359,470.39</u>	<u>\$130,091.64</u>	<u>\$234,572.72</u>	<u>\$1,254,315.02</u>

	Remaining Balance 1/1/2017	Remaining Assessment 1/1/2017	Cash & Investments	2017 Principle Payments	Date Due	Maturity Date	Unfunded Balance 12/31/2017
Debt Summary					Paid	2012	
1992 Streets	\$0.00	\$6,094.25	\$0.00	\$0.00			(\$6,094.25)
2007 Streets	\$100,000.00	\$7,669.37	\$42,195.87	\$10,000.00	2/1/17 & 8/1/17	2/1/2023	\$40,134.76
Water Wells Project	\$83,000.00	\$0.00	\$0.00	\$13,000.00	2/20/17 & 8/20/17	8/20/2022	\$70,000.00
Water Treatment Plant	\$433,000.00	\$0.00	\$0.00	\$50,000.00	2/20/17 & 8/20/17	8/20/2024	\$383,000.00
Sanitary Sewer Improvements	\$183,233.95	\$75,605.74	\$0.00	\$15,000.00	2/20/17 & 8/20/17	8/20/2030	\$92,628.21
Storm Water Improvements	<u>\$950,000.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$45,000.00</u>	2/1/17 & 8/1/17	2/1/2032	<u>\$905,000.00</u>
Totals	<u>\$1,749,233.95</u>	<u>\$89,369.36</u>	<u>\$42,195.87</u>	<u>\$133,000.00</u>			<u>\$1,484,668.72</u>

Cash Flow Actuals

	<u>January</u>	<u>February</u>	<u>March</u>	<u>April</u>	<u>Totals</u>
Beg. Balance	\$1,358,796.10	\$1,293,579.08	\$1,272,765.13	\$1,271,190.40	\$1,254,315.02
<u>Income</u>					
Property Taxes	\$5,257.38	\$0.00	\$0.00	\$0.00	\$5,257.38
Licenses & Permits	\$46.00	\$112.00	\$56.00	\$56.00	\$270.00
Intergov't Receipts (Aids)	\$18,074.57	\$4,800.00	\$0.00	\$0.00	\$22,874.57
Charges for Services					
Assessment Searches	\$0.00	\$20.00	\$0.00	\$20.00	\$40.00
Comm Ctr Rentals	\$250.00	\$300.00	\$300.00	\$150.00	\$1,000.00
Township Contribution	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Fire Dept. Revenues	\$0.00	\$0.00	\$0.00	\$450.00	\$450.00
Park Rentals	\$250.00	\$0.00	\$550.00	\$150.00	\$950.00
Hall Receipts	\$1,797.60	\$672.60	\$475.00	\$78.65	\$3,023.85
Fines	\$0.00	\$26.66	\$26.66	\$99.99	\$153.31
Misc. Receipts	\$4,552.43	\$34.50	\$75.75	\$36.35	\$4,699.03
Other Receipts	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Insurance Recovery	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Interest Income (Savings)	\$0.00	\$0.00	\$241.15	\$0.00	\$241.15
Transfers In	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Transfers In (Savings)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Debt Proceeds	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Special Assessments	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Water Service	\$14,228.64	\$14,525.54	\$11,741.01	\$10,132.53	\$50,627.72
Sewer Service	\$4,842.10	\$5,789.00	\$4,587.23	\$4,075.46	\$19,293.79
Storm Water	<u>\$5,811.63</u>	<u>\$5,742.75</u>	<u>\$5,173.84</u>	<u>\$4,482.62</u>	<u>\$21,210.84</u>
	\$55,110.35	\$32,023.05	\$23,226.64	\$19,731.60	\$130,091.64
<u>Expenses</u>					
General Gov't	\$10,565.79	\$23,552.65	\$10,576.01	\$12,419.65	\$57,114.10
Public Safety	\$13,451.60	\$11,007.82	\$746.49	\$10,532.37	\$35,738.28
Public Works	\$4,684.46	\$8,130.35	\$1,068.23	\$2,240.06	\$16,123.10
Sanitation & Recycling	\$0.00	\$410.62	\$0.00	\$0.00	\$410.62
Park & Recreation	\$512.72	\$87.22	\$87.86	\$1,127.72	\$1,815.52
Hall Expenses	\$3,646.60	\$2,745.55	\$3,372.65	\$2,545.66	\$12,310.46
Debt Service	\$12,775.00	\$0.00	\$0.00	\$0.00	\$12,775.00
Capital Project Funds	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Transfers Out	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Transfer to Savings	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Water	\$3,509.40	\$3,959.71	\$6,620.83	\$3,605.00	\$17,694.94
Sewer	\$1,857.65	\$2,943.08	\$2,329.30	\$4,063.03	\$11,193.06
Storm Water	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$73.49</u>	<u>\$73.49</u>
Total Expenses	\$51,003.22	\$52,837.00	\$24,801.37	\$36,606.98	\$165,248.57
Other Expenses (DEBT)					
Wells/WTP Bonds	\$7,230.40	\$0.00	\$0.00	\$0.00	\$7,230.40
Water Imp. Bonds (2011)	\$3,880.86	\$0.00	\$0.00	\$0.00	\$3,880.86
Sewer Imp. Bonds (2011)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Storm Water Imp. Bonds (2011)	<u>\$58,212.89</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$58,212.89</u>
Total Other Expenses	\$69,324.15	\$0.00	\$0.00	\$0.00	\$69,324.15
Checking Balance	\$1,293,579.08	\$1,272,765.13	\$1,271,190.40	\$1,254,315.02	\$1,254,315.02
	(\$65,217.02)	(\$20,813.95)	(\$1,574.73)	(\$16,875.38)	(\$104,481.08)

	<u>Beginning Balance 1/1/2017</u>	<u>2017 Budget Income</u>	<u>2017 Budget Expense</u>	<u>Budget Year-End Balance</u>	<u>Total Income Received</u>	<u>Total Expenses</u>	<u>Ending Balance 5/31/2017</u>
General Fund	<u>\$377,397.17</u>	<u>\$573,439.00</u>	<u>\$581,505.00</u>	<u>\$369,331.17</u>	<u>\$45,439.43</u>	<u>\$159,525.39</u>	<u>\$263,311.21</u>
General Gov't			\$260,371.00			\$69,050.47	
Public Safety (Fire Dept.)			\$138,761.00			\$47,225.68	
Public Works (Streets)			\$62,681.00			\$24,867.05	
Sanitation & Recycling			\$3,500.00			\$410.62	
Parks & Recreation			\$37,412.00			\$4,253.86	
Comm. Hall			\$78,780.00			\$13,717.71	
Special Revenue Funds	<u>\$376,328.40</u>	<u>\$44,682.00</u>	<u>\$43,663.86</u>	<u>\$377,346.54</u>	<u>\$241.15</u>	<u>\$0.00</u>	<u>\$376,569.55</u>
City Of Hamburg (Savings)	\$267,274.55	\$34,300.00	\$43,663.86	\$257,910.69	\$164.81	\$0.00	\$267,439.36
Fire Equipment CD	\$109,053.85	\$10,382.00	\$0.00	\$119,435.85	\$76.34	\$0.00	\$109,130.19
Debt Service	<u>\$39,936.38</u>	<u>\$19,257.00</u>	<u>\$14,777.50</u>	<u>\$44,415.88</u>	<u>\$0.00</u>	<u>\$12,775.00</u>	<u>\$27,161.38</u>
Total (Tax Revenue Funds)	<u>\$793,661.95</u>	<u>\$637,378.00</u>	<u>\$639,946.36</u>	<u>\$791,093.59</u>	<u>\$45,680.58</u>	<u>\$172,300.39</u>	<u>\$667,042.14</u>
Enterprise Funds							
Water	\$116,330.69	\$160,901.66	\$160,270.90	\$116,961.45	\$68,098.70	\$33,244.93	\$151,184.46
Sewer	\$338,112.35	\$69,126.99	\$68,462.90	\$338,776.44	\$26,033.82	\$14,039.14	\$350,107.03
Storm Water	<u>\$110,691.11</u>	<u>\$76,944.80</u>	<u>\$74,997.00</u>	<u>\$112,638.91</u>	<u>\$28,762.34</u>	<u>\$58,286.38</u>	<u>\$81,167.07</u>
Total (Enterprise Funds)	<u>\$565,134.15</u>	<u>\$306,973.45</u>	<u>\$303,730.80</u>	<u>\$568,376.80</u>	<u>\$122,894.86</u>	<u>\$105,570.45</u>	<u>\$582,458.56</u>
Totals	<u>\$1,358,796.10</u>	<u>\$944,351.45</u>	<u>\$943,677.16</u>	<u>\$1,359,470.39</u>	<u>\$168,575.44</u>	<u>\$277,870.84</u>	<u>\$1,249,500.70</u>

	<u>Remaining Balance 1/1/2017</u>	<u>Remaining Assessment 1/1/2017</u>	<u>Cash & Investments</u>	<u>2017 Principle Payments</u>	<u>Date Due</u>	<u>Maturity Date</u>	<u>Unfunded Balance 12/31/2017</u>
Debt Summary							
1992 Streets	\$0.00	\$6,094.25	\$0.00	\$0.00	Paid	2012	(\$6,094.25)
2007 Streets	\$100,000.00	\$7,669.37	\$42,195.87	\$10,000.00	2/1/17 & 8/1/17	2/1/2023	\$40,134.76
Water Wells Project	\$83,000.00	\$0.00	\$0.00	\$13,000.00	2/20/17 & 8/20/17	8/20/2022	\$70,000.00
Water Treatment Plant	\$433,000.00	\$0.00	\$0.00	\$50,000.00	2/20/17 & 8/20/17	8/20/2024	\$383,000.00
Sanitary Sewer Improvements	\$183,233.95	\$75,605.74	\$0.00	\$15,000.00	2/20/17 & 8/20/17	8/20/2030	\$92,628.21
Storm Water Improvements	<u>\$950,000.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$45,000.00</u>	2/1/17 & 8/1/17	2/1/2032	<u>\$905,000.00</u>
Totals	<u>\$1,749,233.95</u>	<u>\$89,369.36</u>	<u>\$42,195.87</u>	<u>\$133,000.00</u>			<u>\$1,484,668.72</u>

Cash Flow Actuals

	<u>January</u>	<u>February</u>	<u>March</u>	<u>April</u>	<u>May</u>	<u>Totals</u>
Beg. Balance	\$1,358,796.10	\$1,293,579.08	\$1,272,765.13	\$1,271,190.40	\$1,254,315.02	\$1,249,500.70
<u>Income</u>						
Property Taxes	\$5,257.38	\$0.00	\$0.00	\$0.00	\$0.00	\$5,257.38
Licenses & Permits	\$46.00	\$112.00	\$56.00	\$56.00	\$589.65	\$859.65
Intergov't Receipts (Aids)	\$18,074.57	\$4,800.00	\$0.00	\$0.00	\$0.00	\$22,874.57
Charges for Services						
Assessment Searches	\$0.00	\$20.00	\$0.00	\$20.00	\$0.00	\$40.00
Comm Ctr Rentals	\$250.00	\$300.00	\$300.00	\$150.00	\$250.00	\$1,250.00
Township Contribution	\$0.00	\$0.00	\$0.00	\$0.00	\$5,827.89	\$5,827.89
Fire Dept. Revenues	\$0.00	\$0.00	\$0.00	\$450.00	\$0.00	\$450.00
Park Rentals	\$250.00	\$0.00	\$550.00	\$150.00	\$0.00	\$950.00
Hall Receipts	\$1,797.60	\$672.60	\$475.00	\$78.65	\$0.00	\$3,023.85
Fines	\$0.00	\$26.66	\$26.66	\$99.99	\$20.00	\$173.31
Misc. Receipts	\$4,552.43	\$34.50	\$75.75	\$36.35	\$33.75	\$4,732.78
Other Receipts	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Insurance Recovery	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Interest Income (Savings)	\$0.00	\$0.00	\$241.15	\$0.00	\$0.00	\$241.15
Transfers In	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Transfers In (Savings)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Debt Proceeds	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Special Assessments	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Water Service	\$14,228.64	\$14,525.54	\$11,741.01	\$10,132.53	\$17,470.98	\$68,098.70
Sewer Service	\$4,842.10	\$5,789.00	\$4,587.23	\$4,075.46	\$6,740.03	\$26,033.82
Storm Water	\$5,811.63	\$5,742.75	\$5,173.84	\$4,482.62	\$7,551.50	\$28,762.34
	\$55,110.35	\$32,023.05	\$23,226.64	\$19,731.60	\$38,483.80	\$168,575.44
<u>Expenses</u>						
General Gov't	\$10,565.79	\$23,552.65	\$10,576.01	\$12,419.65	\$11,936.37	\$69,050.47
Public Safety	\$13,451.60	\$11,007.82	\$746.49	\$10,532.37	\$11,487.40	\$47,225.68
Public Works	\$4,684.46	\$8,130.35	\$1,068.23	\$2,240.06	\$8,743.95	\$24,867.05
Sanitation & Recycling	\$0.00	\$410.62	\$0.00	\$0.00	\$0.00	\$410.62
Park & Recreation	\$512.72	\$87.22	\$87.86	\$1,127.72	\$2,438.34	\$4,253.86
Hall Expenses	\$3,646.60	\$2,745.55	\$3,372.65	\$2,545.66	\$1,407.25	\$13,717.71
Debt Service	\$12,775.00	\$0.00	\$0.00	\$0.00	\$0.00	\$12,775.00
Capital Project Funds	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Transfers Out	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Transfer to Savings	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Water	\$3,509.40	\$3,959.71	\$6,620.83	\$3,605.00	\$4,438.73	\$22,133.67
Sewer	\$1,857.65	\$2,943.08	\$2,329.30	\$4,063.03	\$2,846.08	\$14,039.14
Storm Water	\$0.00	\$0.00	\$0.00	\$73.49	\$0.00	\$73.49
Total Expenses	\$51,003.22	\$52,837.00	\$24,801.37	\$36,606.98	\$43,298.12	\$208,546.69
<u>Other Expenses (DEBT)</u>						
Wells/WTP Bonds	\$7,230.40	\$0.00	\$0.00	\$0.00	\$0.00	\$7,230.40
Water Imp. Bonds (2011)	\$3,880.86	\$0.00	\$0.00	\$0.00	\$0.00	\$3,880.86
Sewer Imp. Bonds (2011)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Storm Water Imp. Bonds (20)	\$58,212.89	\$0.00	\$0.00	\$0.00	\$0.00	\$58,212.89
Total Other Expenses	\$69,324.15	\$0.00	\$0.00	\$0.00	\$0.00	\$69,324.15
Checking Balance	\$1,293,579.08	\$1,272,765.13	\$1,271,190.40	\$1,254,315.02	\$1,249,500.70	\$1,249,500.70
	(\$65,217.02)	(\$20,813.95)	(\$1,574.73)	(\$16,875.38)	(\$4,814.32)	(\$109,295.40)

July 27, 2017

MN ID: 9703797
Letter ID: L1311764288HAMBURG CITY OF
PO BOX 248
HAMBURG MN 55339-0248**RECEIVED AUG 02 2017**

Minnesota Tax ID number is: 9703797

We have registered you for a new local tax

The Minnesota Department of Revenue has automatically registered your sales and use tax account for the following new local taxes. You don't have to do anything more to register

Tax	Location	Rate	Start Date
Transit Sales	Carver	0.50%	October 1, 2017
Transit Use	Carver	0.50%	October 1, 2017

On the start date, your Sales and Use Tax return will include lines for these new local taxes.

Registration for these taxes is based on:

- the city and/or county ZIP code of your location(s); or
- other local taxes you are registered for that are located in the local taxing area.

For more information, go to website www.revenue.state.mn.us and type the location of the new tax into the Search box.

If you have questions, contact us.

Sales and Use Tax Division
Phone: 651-296-6181 or 1-800-657-3777
Email: salesuse.tax@state.mn.us
Fax: 651-566-3102Write: Minnesota Department of Revenue
Mail Station 6330
St. Paul, MN 55146-6330

Small Cities Assistance Program

Program Overview

The Small Cities Assistance Program was created in 2015 to provide funding for construction and maintenance of roadways in cities with a population less than 5,000. Minnesota Statute 162.145 provides details on the program. The program is administered by MnDOT's State Aid for Local Transportation Division with the funding distributed by the Minnesota Department of Revenue.



Program Guidance and Criteria

Guidance

Eligible local agencies include cities that do not receive municipal state aid under Statutes 162.09 to 162.14. This primarily includes all cities that have a population of 5,000 or less.

The Commissioner of Revenue distributes the funds to cities in the same manner as local government aid under chapter 477A. Generally, cities will receive 50% of the payment in July and 50% of the payment in December. For 2015 payments, the December amount will be slightly different from the July amount due to a recalculation after the July payments had been made.

Criteria

The preliminary aid to each city is calculated as follows:

- 5% equally allocated to all cities
- 35% allocated based on each city's share of lane miles of municipal streets compared to the total municipal lane miles of all eligible cities
- 35% allocated based on each city's share of population compared to the total population of all eligible cities
- 25% allocated based on each city's share of the state aid adjustment factor compared to the sum of the state aid adjustment factor for all eligible cities
 - The state aid adjustment factor is the greater of zero or:
 - 0.005 minus
 - The number of lane miles of county state aid highway in a city compared to the total lane miles of county state aid highways in eligible cities

The final aid to each city is the lesser of:

- The preliminary aid or
- The maximum aid, which equals 3.5 multiplied by the unweighted average amount of assistance to a city in a year.

Use of Funds

The funding is for the construction and maintenance of roads located within the city and can include land acquisition, environmental analysis, design, engineering, construction, reconstruction and maintenance.

Timeline for Use of Funds

There is no specified timeline by when the cities need to use these funds. However, it is recommended that they be used within two years of receiving the initial payment.

Accounting of Funds

The cities are not required to submit a report on how the funds were expended. Each city is required to follow appropriate accounting practices to clearly show that the funds they received have been used on the eligible items listed above and in the statute. One recommendation is to establish a separate account for these funds and then reduce that account as eligible expenditures are incurred.

Funding Summary

Calendar Year	2015	2017	2018
Amount Appropriated	\$12.5 M	\$8.0M	\$8.0M
Number of Eligible Cities	704	705	TBD

Hamburg's
Share
\$7,141.00

For More Information

Contact Ted Schoenecker, MnDOT Deputy State Aid Engineer, at ted.schoenecker@state.mn.us or 651-366-3804.

Revised: 06/2017

2018 LGA City-by-City Estimates from House Resarch Department

yct code	city name	2017 certified LGA	2018 current law est. LGA	2018 umet need	2015 population	2018 special session LGA	change from 2017 cert LGA to 2018 spec session LGA
110900	HACKENSACK	0	-	-	317	-	-
510600	HADLEY	13,815	13,235	4,557	58	13,235	-4.2%
350300	HALLOCK	393,435	393,775	446,532	955	396,338	0.7%
350400	HALMA	12,688	12,727	18,694	58	13,016	2.6%
540500	HALSTAD	186,470	187,218	303,611	593	192,876	3.4%
21700	HAM LAKE	0	-	-	15,773	-	-
100600	HAMBURG	75,528	75,821	121,323	493	78,032	3.3%
790200	HAMMOND	39,352	38,162	33,314	119	38,162	-3.0%
190300	HAMPTON	111,471	112,003	194,733	712	116,024	4.1%
750400	HANCOCK	269,539	270,451	412,297	769	277,345	2.9%
870600	HANLEY FALLS	83,615	83,809	113,921	281	85,272	2.0%
867400	HANOVER	108,169	109,277	281,560	3,264	117,651	8.8%
80500	HANSKA	121,720	121,922	153,407	376	123,453	1.4%
490600	HARDING	7,070	7,178	23,885	119	7,989	13.0%
670400	HARDWICK	42,126	40,216	35,771	191	40,216	-4.5%
230500	HARMONY	342,450	342,892	411,634	1,023	346,233	1.1%
130400	HARRIS	176,209	177,068	310,683	1,128	183,562	4.2%
241100	HARTLAND	61,067	61,382	110,353	306	63,762	4.4%
197500	HASTINGS	605,150	616,713	2,414,983	22,687	704,117	16.4%
590300	HATFIELD	2,420	1,960	-	46	1,960	-19.0%
141200	HAWLEY	612,225	613,723	846,599	2,212	625,041	2.1%
200300	HAYFIELD	398,833	400,333	633,558	1,336	411,668	3.2%
241200	HAYWARD	36,038	36,222	64,832	248	37,613	4.4%
870700	HAZEL RUN	12,271	11,671	9,879	60	11,671	-4.9%
650600	HECTOR	345,790	346,840	510,049	1,090	354,772	2.6%
400300	HEIDELBERG	117	159	6,719	125	478	308.5%
720500	HENDERSON	292,361	293,028	396,761	895	298,070	2.0%
410200	HENDRICKS	247,155	247,800	348,013	706	252,670	2.2%
540600	HENDRUM	68,735	69,048	117,855	293	71,421	3.9%
561400	HENNING	283,774	284,556	406,177	804	290,467	2.4%
581100	HENRIETTE	12,339	12,437	27,569	92	13,172	6.8%
260500	HERMAN	117,904	118,105	149,383	429	119,625	1.5%
693600	HERMANTOWN	66,001	-	-	9,720	-	-

CITY OF HAMBURG TIME-OFF REQUEST FORM

Today's Date: August 4, 2017
Employee Name: Jeremy Gruenhagen
Dates Requesting Time-Off: August 18th
(Off at 3:30)

How many **Vacation** hours will be used? 1
How many **Compensation** hours will be used? No
Is there a **Holiday** during your time off? No
Will there be any time off **without pay**? No
Will there be any scheduled **Sick Leave** used? No
Are you requesting more than three consecutive days off? No

- If yes, you must receive City Council approval.

City Council Approval

Date of Council Meeting: 8-8-2017

Was vacation request approved? _____

- If no, reason request was denied: _____

Jeremy Gruenhagen 8-4-17
Employee Signature Date

City Clerk/Treasurer Date

Mayor Date



2017 Nuisance List

Property Owner/Occupant	Address of Nuisance	City of Hamburg Ordinance #	Nature of Complaint	Mailed	Posted	Date to Follow-up	Was Complaint Resolved
Zellmann	701 David	51.04	No access to meter	02/02/17		03/01/17	YES
Rogness	830 Park	51.04	No access to meter	02/02/17		03/01/17	YES
Mielke	146 Jacob	93.48	Weeds	05/17/17		06/15/17	YES
Howe	625 Kim	93.19 & 93.20	Nuisance Parking/tabs	07/28/17		08/04/17	YES
Schmidt	410 Sophia	93.18B	Obstructing Street Visibility	07/28/17		08/04/17	YES
Gonzalez	614 Donald	93.48	Weeds	07/28/17		08/04/17	
Weverka	145 Jacob	93.48	Weeds	07/28/17		08/04/17	YES
Chadwick	710 Park	93: 19, 20, 48	Parking, storage, junk, weeds		08/03/17	08/18/17	
Steve Buckentin	153 Jacob	93.21	Poorly Maintained Building		08/03/17	08/18/17	
Herrmann	780 Park	93: 19, 20, 48	Parking, storage, junk, weeds		08/03/17	08/18/17	
Trebesch	419 RR	93.19	Parking, storage, junk - ? business vs. residential - seek council advise				
Perry	421 Brad		Deck built without permit - MNSPECT				
Paul Grams	410 Sophia	93.19	Parking, storage, junk			08/18/17	08/03/17
Braith	400 Henrietta	95.02	Cat running at large	8/1/2017		8/4/2017	YES spoke w/ Dena
Lund	612 Kim	93.48	Weeds	8/3/2017		08/18/17	
Schug	618 Kim	93.48	Weeds	8/3/2017		08/18/17	
Brackee	881 Park	93.48	Weeds, junk	8/3/2017		08/18/17	

Property Owner/Occupant	Address of Nuisance	Hamburg Ordinance #	Nature of Complaint	Mailed	Posted	Date to Follow-up	Complaint Resolved
Gregonis	320 Sophia	93: 19, 48	Weeds, junk	8/3/2017		08/18/17	
Cummiskey	724 Park	93.48	Weeds	8/3/2017		08/18/17	
Mitchell	150 Martha	93.48	Weeds	8/3/2017		08/18/17	
Howe	625 Kim	93.48	Weeds	8/3/2017		08/18/17	

JULY 2017 DELINQUENCY REPORT

8/4/2017

Updated Balances	payments	BALANCE (current + over due)	CURRENT	Total \$ overdue	30 days over	60 days over	90 days over	DATE NOTICES SENT: August 3, 2017	
					1 Per. Overdue	2 Per. Overdue	3 Per. Overdue	Residents Name (** = disconnection Date: Sept. 1, 2017 unless otherwise noted)	NOTES
			JULY		JUNE	MAY	APRIL		
		\$364.89	\$209.92	\$154.97	\$154.97			SMITH, JENNIFER	REQUESTED to pay \$100 this week and next
		\$304.86	\$145.17	\$159.69	\$159.69			DROEGE, BRIAN	
\$0.00	\$322.50	\$322.50	\$121.83	\$200.67	\$200.67			KLOEMPEN, TOM	PAID 8/3/17
		\$108.35	\$99.13	\$9.22	\$9.22			MARIN, GERARDO	ok
		\$318.02	\$143.50	\$174.52	\$174.52			MINNIHAN, WILLIAM	
		\$465.52	\$154.40	\$311.12	\$163.50	\$147.62		BUCKENTIN, STEVEN	**
		\$148.89	\$147.94	\$0.95	\$0.95			BUCKENTIN, JUSTIN	ok
		\$352.57	\$144.81	\$207.76	\$162.86	\$44.90		LENTSCH, SHAWN & ANNE	PAYMENT PLAN
		\$231.80	\$120.70	\$111.10	\$111.10			SCHUG, NICHELLE	
		\$78.48	\$74.82	\$3.66	\$3.66			NASH, DAN	ok
		\$456.50	\$141.21	\$315.29	\$145.08	\$133.32	\$36.89	HOWE, MICHAEL	**
		\$263.55	\$135.49	\$128.06	\$128.06			MACKENTHUN, JARED & JENNIFER	
		\$182.86	\$90.25	\$92.61	\$92.61			SCHMIDT, JERRY	
		\$451.55	\$124.97	\$326.58	\$189.11	\$137.47		TOLLEFSON, JEFFREY	**
		\$186.78	\$97.90	\$88.88	\$88.88			MITCHELL, LUKAS	
		\$630.73	\$134.06	\$496.67	\$203.96	\$292.71		BERGMANN, MATT & NICHOLE	**
\$97.66	\$82.22	\$179.88	\$93.70	\$86.18	\$86.18			MATTIS, JORDAN	PAID 8/3/17
		\$98.85	\$98.77	\$0.08	\$0.08			LONG, ANDREW	ok
		\$204.25	\$100.65	\$103.60	\$103.60			PETERSON, TIFFANY	
		\$244.40	\$118.99	\$125.41	\$125.41			GRAMS, PAUL	
		\$214.80	\$110.25	\$104.55	\$104.55			FLEWELLING, CHAD	
		\$283.08	\$123.55	\$159.53	\$148.84	\$10.69		LEON BUCKENTIN, ESTATE FOR	
		\$190.25	\$92.18	\$98.07	\$98.07			DUDGEON, PAUL	
		\$277.83	\$132.30	\$145.53	\$145.53			GAMBER, BRETT & JULIE	
		\$197.12	\$93.34	\$103.78	\$103.78			MEUWISSEN, MICHELLE	
		\$426.99	\$200.03	\$226.96	\$217.63	\$9.33		HENKEL MIKE & NANCY	
		\$441.12	\$160.80	\$280.32	\$277.18	\$3.14		CONSER, JOE & KENDRA	
		\$197.83	\$96.47	\$101.36	\$101.36			BACKSTROM, MEGHAN	
		\$570.37	\$190.91	\$379.46	\$218.34	\$161.12		SALCEDO, SERGIO	**
\$97.66	\$404.72	\$8,394.62	\$3,698.04	4,696.58	\$3,719.39	\$940.30	\$36.89		

Fire Chief

Date	Activity/Project	Due Date	Update
2017	Office	3/1/2017	Cabinets are in station. HFD to install on weekend
2017	Rescue 12-sell	2017	Advertisement in paper
8/8/2017	Ice Rink		Liner Ordered

Deputy Clerk

Date	Activity/Project	Due Date	Update
7/10/2017	Mike Malz with Timberline stopped in about brown water running from their faucets for the past week.	7/10/2017	Sent Greg over. He took a sample of the water. Conclusion is that since more water is being used in town, the pipes are getting scoured. Thus the extra iron and discoloration in the water. Greg will do a backwash 2x a week vs. the typical 1x a week to see if that will take care of the iron/brown water issue. ON-GOING
7/11/2017	Laura Minnihan called about brown water. I explained to her the situation and asked her to give it a few days but if it gets worse to contact us again.		
7/12/2017	Sheldon Rucks concerned about road conditions on Brad Street about 20 feet before stop sign - big pot hole needs filling		Conclusion: the road is rough where there are cracks but there is not a large hole
7/14/2017	Mailed out Summer Newsletter		
7/25/2017	Mailed out flyer regarding cleaning up yards and driveways for the baseball tournament		
7/28/2017	Mailed out letter to Michael Howe regarding moving the stationary vehicle on Kim Avenue with expired tabs. Gave them until 8/4/17	8/1/2017 8/3/17	8/1/17 Pearson Brothers was in town to seal coat Kim avenue and the car was still on road. Jeremy contacted owner to move it, they did and then moved it right back on the road after the road was completed. 8/3/17 sent CSO to check on vehicle and the vehicle was parked in the driveway now.
8/1/2017	Assisted with NNO		
8/3/2017	Had CSO deliver violation notices and water shut off notices		
8/3/2017	Julie Kloempken had water usage concerns	8/3/2017	Greg talked with her and she recalled hearing water run lately - she will check for a leaking toilet
8/3/2017	Darcy Gray had water usage concerns	8/3/2017	Had Greg re-read the meter. In less than 2 days 200 gallons was used. Jeremy spoke with her and they will check around their home and do a meter reading check themselves.

Public Works

Date	Activity/Project	Due Date	Update
Daily	Read Lift Station Meters	Daily	
Daily	Read Grinder Station Meters	Daily	
Daily	Read Water Treatment Plant Meters	Daily	
Daily	Drive streets and pick up garbage	Daily	
Tues. Thurs.	Sewer and Water training with Curt Reetz	Weekly	
Tuesdays	Measure sewer ponds, and check dikes.	Weekly	
Weekly	Monitor and adjust gates in man holes connecting the ponds.	Weekly	
Monthly	Walk town and read water meters	Monthly	
Monthly	Sewer and Water reports, DMR reports, Fluoride report.	Monthly	
Rentals	Clean and maintain Community Hall	As needed	
Rentals	Clean and maintain Community Center	As needed	
Rentals	Clean and maintain Park Buildings and Shelters	As needed	
Summer	Grounds and Turf maintenance	As needed	
Summer	Weed Spraying of Grounds and Ponds	As needed	
Winter	Snow and Ice removal	As needed	
Rentals	Weigh pop canisters after rentals.	As needed	
Weekly	Pop machine at park. [collect money, fill machine]	Weekly	
Summer	Collect money weekly from sewer dump	Weekly	
As needed	Cut trees, trim trees, haul brush	As needed	
Summer	Alley maintenance, grade and spread rock	As needed	
As needed	Vehicle and equipment maintenance	As needed	
As needed	Change light bulbs, plugs, switches, and balasts.	As needed	

Ongoing spraying of weeds at ponds.

Ongoing spraying of parks and streets.

Brush pile chipped and hauled away.

Streets seal coated.

Contractors lined up for Hall roof and floor repair.

Met with Shanahans Tree Service. Trim trees in right of way.

Repaired mosquito mister to be used for State Baseball tournament.

Walked town and wrote up nuisance violations.

Spread load of gravel in culdesac at the end of Donald Ave.

Repaired leaks in Sodium Permanganate room of the WTP.

Received a compliment on how nice the city grounds and streets look.

CITY CLERK/TREASURER

Date	Activity/Project	Due Date	Comments/Update
Monthly	Month End Reports	Monthly	Completed Monthly
Monthly	PERA Reports	Bi-Weekly	Due 14 Days after Payroll
Monthly	FICA Withholding Deposit	15th	Due 15th of each Month
Monthly	MN State WH Tax Deposit	20th	Due 20th of each Month
Monthly	Cash Flow Statement	Monthly	Completed Monthly
Monthly	Building Permits Report	Monthly	Completed Monthly
Monthly	US Census Report	Monthly	Due 5th of each Month
Quarterly	Payroll/FICA/State WH Reports	Quarterly	Due 30th of each Quarter
Quarterly	Sales & Use Tax Report	Quarterly	Due 20th of each Quarter
Yearly	Year End Reports	Yearly	Due 31st of January
7/1/2017	Rounds	7/1/2017	Complete Rounds/Readings
7/2/2017	Rounds	7/2/2017	Complete Rounds/Readings
7/4/2017	Rounds	7/4/2017	Complete Rounds/Readings
7/7/2017	Plumbing Plan Review - Edit Ordinance Number 154	8/8/2017	Call Public Hearing for August 8th
7/7/2017	COBRA Renewal	7/11/2017	Renewal automatically renews via ACH Payment
7/10/2017	Order Solar Radar Speed Limit Sign		
7/12/2017	Sheldon Rucks voiced concerns about condition of Brad Street	7/12/2017	Drove Streets/Street is rough but no major potholes
7/14/2017	Meet with Theresa Sunde (Mediacom)		Franchise Agreement with Mediacom/Send to Attorney
7/14/2017	Building Permit (Shed) for 191 Martha Street	7/18/2017	Talked to owner & MNSPECT regarding permit
7/16/2017	Quarterly Building Permit Surcharge Report	7/31/2017	Completed 7/16/17
7/17/2017	Ordinance Number 155 & 156	7/20/2017	Publish in NYA Times 7/20/17
7/17/2017	Parcel 45.4000020	7/18/2017	Sale of lot as Individaul Lot/Building Eligibility
7/17/2017	Small Cities Assisstance Program	7/17/2017	Search for Hamburg's Share of Program
7/20/2017	Sales & Use Tax Report	7/20/2017	Filed on 7/20/17
7/20/2017	Private Property Inspection Program (I/I Abatement Program)	7/20/2017	Send Signed Copy to S.E.H.
7/21/2017	Met with Hall Renters	7/21/2017	Ordered Cable to allow Cell Phone use w/Speaker System
7/21/2017	Public Nuisance Violations	7/24/2017	Work on Public Nuisance Letters/Attorney Review
7/24/2017	Met with Brad Falteysek (Abdo,Eick, Meyers)	7/24/2017	2016/2017 Audit Procedures
7/25/2017	Permit for Ken Bauer (679 Park Avenue)	7/25/2017	Called Ken Bauer/Extended Permit till 9/30/17
7/26/2017	Public Nuisance Violations	7/26/2017	Note/Take Pictures
7/26/2017	Welcome to Hamburg Letter	7/26/2017	State Amateur Baseball Tournament
7/27/2017	Egress Window Replacement for 311 Jacob Street	7/27/2017	Talked with Mayor Lund/Scott Qualle - Permit Required
7/27/2017	Quarterly Reports	7/31/2017	Completed 7/27/17
7/27/2017	Affordable Housing Production Survey	7/27/2017	Completed 7/27/17
8/1/2017	National Night Out	8/1/2017	National Night Out 5:00 to 8:30
8/1/2017	Pearson Brothers Seal Coat Project	8/1/2017	Kim, Robert & William Street
8/1/2017	Pearson Brothers Seal Coat Project	8/1/2017	Talked to owner to move White Ford Contour on Kim Ave
8/4/2017	Complete Agendas	8/4/2017	Review/Changes to Minutes/Claims List

RETURN THIS STUB
WITH PAYMENT
IN PERSON OR BY MAIL

CITY OF HAMBURG
181 Broadway Avenue
P.O. Box 248
Hamburg, MN 55339

MONDAY THROUGH FRIDAY
8:00 AM TO 4:30 PM

Phone #: (952) 467-3232

Comments/Concerns

Water Rates:

\$21.52 Base Fee / \$10.10 per 1,000 gallons

Sanitary Sewer Rates:

\$10.95 Base Fee / \$4.15 per 1,000 gallons

Storm Water Rate:

\$27.50 Base Fee

Capital Improvement Fee:

\$8.00

Late Payment Charge:

- 1-30 days past due = Reminder Letter
Penalty Fee: 10% of bill
- 31-60 days past due = Shut off Notice
Penalty Fee: 10% of total unpaid balance
(including unpaid late charge)
- Re-connection Fee: \$100.00

Payment Options:

- Cash or Check in the drop box at the City Office
- Cash, Check or Credit Card in the City Office
(City office does not carry cash for change)
- State Bank of Hamburg
- www.govpaynow.com (nominal fee)

IMPORTANT!!! PLEASE READ!!!

IF METER READING IS ESTIMATED PLEASE RETURN INSIDE READING WITH YOUR PAY STUB TO AVOID ESTIMATED BILLINGS. IF READING IS ESTIMATED IT WILL GENERALLY BE HIGH.

PLEASE REPORT ANY CHANGE OF NAME AND ADDRESS AND OWNERSHIP.

FOR YOUR CONVENIENCE, METER READINGS AND PAYMENTS MAY BE DROPPED OFF AT THE STATE BANK OF HAMBURG IN PERSON OR BY USING THEIR DEPOSIT DROP BOX.

PAYMENTS AND METER READINGS CAN ALSO BE DROPPED OFF AT THE CITY OFFICE (PAY BOX) OR BY CALLING THE CITY OFFICE AT (952) 467-3232.

IF PAYMENT IS NOT RECEIVED BY DUE DATE, A 10% PENALTY WILL BE APPLIED.

INSIDE METER READING

(Please include All Zeros)

Address: _____

Signed: _____

Date: _____

Please Return This Stub

New

Current

	2017 Health Insurance Rates			
	HSA 2250 RX +	HSA 2500 Rx +		
	12/1/2016	12/1/2017		
Jeremy	\$ 4,533.96	\$ 4,968.24	9.58%	
Spouse	\$ 4,147.80	\$ 4,479.72	8.00%	
Children (3)	\$ 8,665.56	\$ 9,186.48	6.01%	
Deductible	\$ 2,500.00	\$ 2,500.00	0.00%	
Admin Fees	\$ 45.00	\$ 45.00	0.00%	
Total Jeremy	\$ 19,892.32	\$ 21,179.44	6.47%	
Monthly	\$ 1,445.61	\$ 1,552.87	7.42%	
Greg	\$ 6,052.92	\$ 6,716.16	10.96%	
Spouse	\$ 6,052.92	\$ 6,716.16	10.96%	
Children (1)	\$ 3,245.52	\$ 3,440.64	6.01%	
Deductible	\$ 2,500.00	\$ 2,500.00	0.00%	
Admin Fees	\$ 45.00	\$ 45.00	0.00%	
Total Greg	\$ 17,896.36	\$ 19,417.96	8.50%	
Monthly	\$ 1,279.28	\$ 1,406.08	9.91%	
2016 City Contribution	\$ 37,788.68			
2017 City Contribution	\$ 40,597.40	7.43%		
			<u>HSA 2500</u>	
Increase for 2017	\$ 2,808.72	\$2,500 Deductible	7.43%	
by Deductible	\$ 2,558.72	\$2,250 Deductible	6.11%	
Paid by City	\$ 2,308.72	\$2,000 Deductible	4.79%	
	\$ 2,058.72	\$1,750 Deductible	3.46%	
	\$ 1,808.72	\$1,500 Deductible	2.14%	