



**HAMBURG CITY COUNCIL AGENDA**  
**APRIL 8, 2025**

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 Payment of Added February 2025 Claims (\$54.76)**
  - **Approve Payment of Added March 2025 Claims (\$17,061.90)**
  - **Approve Payment of April 2025 Claims (\$29,380.86)**
  - **Approve Temp On-Sale Liquor License for Hamburg Lions Club (4/11/25)**
  - **Approve Time-Off Request for Jeremy Gruenhagen**
  - **Abdo Communication Memo**
  - **Xcel Energy Transmission Line Inspections**
5. **Hamburg Fire Department – Fire Chief Siewert**
6. **Old City Business**
  - **Minor Subdivision/Variance/ for Parcel 45.7000010**
    - **Call for Public Hearing May 13, 2025**
  - **Current & Future Use of PID 45.0282010 (Public Nuisances)**
  - **City Fee Schedule (State Building Code)**
7. **New City Business**
  - **Community Hall Closet (Flooring)**
  - **Rip Rap Project – Phase 2**
  - **Baseball Park Vandalism – Cameras for Park**
8. **City Council Reports**
  - **Councilmember Mitch Polzin (Streets)**
  - **Councilmember Eric Poppler (Parks)**
  - **Councilmember Jessica Weber (Buildings)**
  - **Councilmember Tim Tracy (Water/Sewer)**
  - **Mayor Chris Lund**
9. **Adjourn City Council Meeting**



***HAMBURG CITY COUNCIL AGENDA  
APRIL 8, 2025***

**COMMUNITY HALL & PARK ACTIVITIES**

- APRIL**
- 2 – Bongards Creameries**
  - 5 – HHFC Billy Molls Adventures**
  - 11 – Hamburg Lions Club Spring Bingo**
- MAY**
- 24 – Park Rental**
  - 31 – Park Rental**

**COMMUNITY CENTER (FIRE HALL) ACTIVITIES**

- APRIL**
- 6 – 4-H Meeting**
  - 7 – Mayors In**
  - 7 – Hamburg Lions Board Meeting**
  - 7 – HFD Training**
  - 8 – Hamburg City Council Meeting**
  - 8 – Young America Township Meeting**
  - 21 – Hamburg Lions Club**
  - 27 – HFDRA Pork Chop Dinner**
  - 28 – Hamburg Fire Dept. (Relief Association) Meeting**
- MAY**
- 4 – Community Center Rental**
  - 5 – Mayors In**
  - 5 – Hamburg Lions Board Meeting**
  - 5 – HFD Training**
  - 13 – Hamburg City Council Meeting**
  - 13 – Young America Township Meeting**
  - 19 – Hamburg Lions Club**
  - 26 – Memorial Day – City Offices Closed**
  - 26 – Hamburg Fire Dept. (Relief Association) Meeting**

## 2024 February Claims List

CHECK #	VENDOR	FUND	CLAIM DESCRIPTION	AMOUNT	APPROVED
ACH	EFTPS	Divided	Fed, Social Security, MC - January 2025	\$3,947.18	2/11/2025
ACH	MN Dept. of Revenue	Divided	State Withholding Tax Payment - January 2025	\$789.00	2/11/2025
ACH	PERA	Divided	PERA Withholding - January 2025	\$423.81	2/11/2025
ACH	PERA	Divided	PERA Withholding - January 2025	\$431.26	2/11/2025
ACH	PERA	Divided	PERA Withholding - January 2025	\$946.03	2/11/2025
ACH	PERA	Divided	PERA Withholding - February 2025	\$456.14	3/11/2025
ACH	PERA	Divided	PERA Withholding - February 2025 (Late Fee \$10)	\$963.03	3/11/2025
ACH	PERA	Divided	PERA Withholding - February 2025	\$47.60	3/11/2025
ACH	HealthPartners	Divided	Health Insurance for February 2025	\$3,622.12	2/11/2025
ACH	Google	General Gov't	Email Accounts (14) Administered by Google G Suite	\$201.60	2/11/2025
ACH	METRONET	FD/Hall/Water	Fiber Phone Service for 01/16/25 to 02/15/25	\$76.03	2/11/2025
ACH	Security Bank & Trust	General Gov't	ACH Service Fees for January 2025	\$20.00	2/11/2025
ACH	Optum	General Gov't	HSA Admin Fee's for City Employees 4th Qtr 2024	\$22.50	3/11/2025
ACH	Viking Bottling Co.	Park/Hall	Pop for Park/Hall	\$436.25	3/11/2025
ACH	Verizon Wireless	Divided	City Cell Phone/Tablets Data Plan	\$129.35	3/11/2025
ACH	MN DNR Waters	Water	2024 Water Appropriation Fee	\$179.86	3/11/2025
ACH	ZOOM	General Gov't	Video Conferencing 02/06/2025 - 03/05/2025	\$17.33	2/11/2025
ACH	Kwik Trip	Streets	Gas for City Vehicles	\$54.76	4/8/2025
DC	Intuit.com	General Gov't	1099 e-filing for 2024 (16)	\$82.84	2/11/2025
DC	Hamburg Post Office	General Gov't	Postcard Stamps (2 rolls)	\$112.00	2/11/2025
DC	US Postal Service	General Gov't	February 14, 2025 Newsletter	\$88.75	3/11/2025
DC	The Home Depot	Hall	LVP Flooring for Comm Hall Closet Floor	\$805.58	3/11/2025
DD	Jason Buckentin	Divided	Wages 1/29/25 to 2/09/25	\$2,252.12	3/11/2025
DD	Jeremy Gruenhagen	Divided	February Wages	\$2,460.12	2/11/2025
DD	Jason Buckentin	Divided	Wages 2/10/25 to 2/23/25	\$2,091.61	3/11/2025
DD	Jennifer Droege	GG/Water/Sewer	Wages 2/10/25 to 2/23/25	\$291.89	3/11/2025
DD	Jeremy Gruenhagen	Divided	February Wages (Rounds)	\$2,531.97	3/11/2025
22412	Advanced Electrical Services, Inc.	GG/Hall	Retrofit Lighting at Community Hall and City Shop	\$3,750.00	2/11/2025
22413	Alcohol & Gambling Enforcement	Hall	Consumption & Display Permit	\$250.00	2/11/2025
22414	Bound Tree Medical	Public Safety (FD)	i-gel O2 Resus Pack/Curaplex Disposable Penlight 6/pk	\$88.69	2/11/2025
22415	Canon Financial Services, Inc.	General Gov't	Canon Copier Gov't Contract for January 2025	\$66.79	2/11/2025
22416	Carver Link	General Gov't	Internet Services January and February 2025	\$240.00	2/11/2025
22417	Coordinated Business Systems, Ltd.	General Gov't	Monthly Equipment Base Rate for 01/01/2024 to 01/31/2024	\$58.03	2/11/2025
22418	Core & Main LP	Water	Hach SPADNS 2 Fluoride Reagent AccuVac Ampules	\$132.10	2/11/2025
22419	Customized Fire Rescue Training, Inc.	Public Safety (FD)	Auto Extraction Class on 10/14/2024	\$500.00	2/11/2025
22420	ECM Publishers, Inc.	General Gov't	Summary of Ordinance Number 171	\$43.00	2/11/2025
22421	Gopher State One Call	Water/Sewer	January Locates (4) and Annual Operator Fee	\$55.40	2/11/2025
22422	Hawkins Chemical	Water	Azone 15 - EPA Reg. No. 7870-5, 90 gal	\$1,008.14	2/11/2025
22423	Home Solutions	GG Bldgs./Hall	Wall plates and outlets	\$19.84	2/11/2025
22424	Jason Buckentin	Water	Water Class/Hotel and Mileage	\$333.42	2/11/2025
22425	Lano Equipment	General Govt Bldgs.	Bobcat 72" Sweeper	\$6,202.00	2/11/2025
22426	Loffler Companies	General Gov't	January Copies	\$80.38	2/11/2025
22427	Matt Jaus	Public Safety (FD)	Gas for grass 11	\$115.00	2/11/2025
22428	MN Association of Small Cities	General Gov't	Annual Membership Fee	\$405.50	2/11/2025
22429	MN Dept of Health	Water	Class D Water License for Jason Buckentin	\$23.00	2/11/2025
22430	MN Public Facilities Authority	Debt Service	Interest Payments for Water Tower/WTP/Sewer Imp	\$6,157.23	2/11/2025
22431	Municipal Emergency Services, Inc	Public Safety (FD)	Hi Temp Synthetic Diester Compressor Oil	\$26.40	2/11/2025
22432	NAPA Auto Parts	General Govt Bldgs.	Cleaning Wipes	\$8.29	2/11/2025
22433	Peeps Repair	Public Safety (FD)	Remen Alternator 1995 Chevy Tanker Truck	\$739.50	2/11/2025
22434	Plunkett's Pest Control	General Gov't	Service Dates 1/13/2025, 1/15/2025 and 2/10/2025	\$207.69	2/11/2025
22435	Robbs Electric	General Govt Bldgs.	Replace Wallpack on West Side of CC	\$459.27	2/11/2025
22436	Scott's Service Company	Park	Parts for Baseball Field Lights (Insurance Claim)	\$1,507.75	2/11/2025
22437	W.W.O.T.A. Inc	Water/Sewer	Water/Wastewater Training & Assistance for January 2025	\$906.25	2/11/2025
22438	Wm Mueller & Sons, Inc.	Water, Streets	Gasoline/Salt, Sand, Plow Streets	\$1,077.23	2/11/2025
				<u>\$47,941.63</u>	
			February Claims	\$37,590.22	2/11/2025
			Added February Claims	\$10,296.65	3/11/2025
			Added February Claims	\$54.76	4/8/2025
				<u>\$47,941.63</u>	

2024 March Claims List

CHECK #	VENDOR	FUND	CLAIM DESCRIPTION	APPROVED
ACH	EFTPS	Divided	Fed, Social Security, MC - February 2024	\$3,283.66 3/11/2025
ACH	MN Dept. of Revenue	Divided	State Withholding Tax Payment - February 2024	\$639.00 3/11/2025
ACH	PERA	Divided	PERA Withholding - February 2025	\$418.71 3/11/2025
ACH	PERA	Divided	PERA Withholding - March 2025	\$535.14 4/8/2025
ACH	HealthPartners	Divided	Health Insurance for March 2025	\$3,622.12 3/11/2025
ACH	Optum	General Gov't	HSA Contribution for City Employees 2025	\$3,750.00 3/11/2025
ACH	Security Bank & Trust	General Gov't	ACH Service Fees for February 2025	\$20.00 3/11/2025
ACH	Google	General Gov't	Email Accounts (14) Administered by Google G Suite	\$201.60 3/11/2025
ACH	METRONET	FD/Hall/Water	Fiber Phone Service for 02/16/25 to 03/15/25	\$76.05 3/11/2025
ACH	ZOOM	General Gov't	Video Conferencing 02/06/2024 - 03/05/2024	\$17.33 3/11/2025
ACH	Viking Bottling Co.	Hall/Parks	Root Beer, Coke, Diet Coke, Pibb, Sprite, Fanta	\$518.45 3/11/2025
ACH	Xcel Energy	Divided	XCEL ENERGY-MN XCELENERGY 00053491844	\$2,004.48 3/11/2025
ACH	Xcel Energy	Divided	XCEL ENERGY-MN XCELENERGY 00053491855	\$2,396.42 3/11/2025
ACH	Xcel Energy	Divided	XCEL ENERGY-MN XCELENERGY 00051366837	\$404.16 3/11/2025
ACH	Xcel Energy	Divided	XCEL ENERGY-MN XCELENERGY 00130099230	\$259.17 3/11/2025
ACH	Verizon	Divided	City Cell Phone/Tablets Data Plan	\$129.35 3/11/2025
DC	IDRIVE.Com	General Gov't	Online Data Backup Renewal	\$99.50 3/11/2025
DC	Amazon	General Gov't	Packaging Tape (12 Rolls)	\$12.30 3/11/2025
DC	Amazon	GG/Hall	Thread Cutting Oil/Disposable Gloves/Trash Bags	\$70.69 3/11/2025
DC	Kwik Trip	Parks & Recreation	Gas for Park (2 Gallons)	\$8.10 3/11/2025
DC	US Postal Service	General Gov't	Post Card Stamps (3 Rolls)	\$168.00 3/11/2025
DC	Core & Main LP	Water	Float Switch Control 30 and 50 x2	\$359.84 3/11/2025
DC	The Home Depot	Public Safety (FD)	White Ceiling Fan with Wall Control	\$80.39 3/11/2025
DC	Hamburg Postmaster	General Gov't	February 14, 2025 Newsletter	\$88.75 4/8/2025
DC	Carver County Environmental Center	General Gov't	Recycle cartridges	\$156.66 4/8/2025
DC	Amazon	General Gov't	Receipt book	\$37.84 4/8/2025
DC	Amazon	General Gov't	Mop Pad Refills	\$76.15 4/8/2025
DC	Amazon	Divided	Mop refills, Wetjet refill, Envelopes	\$103.48 4/8/2025
DC	The Home Depot	Community Hall	40GAL/40K BTU GAS Water Heater	\$1,189.00 4/8/2025
DD	Jeremy Gruenhagen	Divided	March Wages	\$2,460.12 3/11/2025
DD	Jason Buckentin	Divided	Wages 2/24/25 to 3/09/25	\$2,189.99 4/8/2025
DD	Jennifer Droege	GG/Water/Sewer	Wages 2/24/25 to 3/09/25	\$575.48 4/8/2025
DD	Jason Buckentin	Divided	Wages 3/10/25 to 3/23/25	\$2,124.53 4/8/2025
DD	Jennifer Droege	GG/Water/Sewer	Wages 3/10/25 to 3/23/25	\$852.44 4/8/2025
DD	Jeremy Gruenhagen	Divided	March Wages	\$2,460.12 4/8/2025
22439	Abdo	General Gov't	Certified Audit Services per Agreement for Year ended 12/31/2024	\$12,000.00 3/11/2025
22440	Ancom Communications Inc	Public Safety (FD)	Replacement Belt Clip and BAT, UL Impress	\$1,242.75 3/11/2025
22441	Bolton & Menk, Inc.	General Gov't	Permit HB24HB-00003/WM Mueller Shed	\$40.00 3/11/2025
22442	Canon Financial Services, Inc.	General Gov't	Canon Copier Gov't Contract for February 2025	\$66.79 3/11/2025
22443	Carver County (CarverLink)	General Gov't	Internet Services Feb. 2025	\$120.00 3/11/2025
22444	Coordinated Business Systems, LTD	General Gov't	Intermedia Monthly Equipment Base Rate for 2/01/2025 to 2/28/2025	\$58.03 3/11/2025
22445	Core & Main LP	Sewer	Sensus Annual Support Fee	\$3,379.60 3/11/2025
22446	Dakota Supply Group	Water	Fuel pipe threader kit/Gate Valve Exccerciser	\$2,899.98 3/11/2025
22447	ECM Publishers	General Gov't	March 11, 2025 Public Hearing (Alley Vacation)	\$116.75 3/11/2025
22448	Hamburg Postmaster	General Gov't	Post Office Box Rental	\$120.00 3/11/2025
22449	Home Solutions	General Gov't/Hall	Lock, lockset, squeegee, sewer hoist supplies	\$130.80 3/11/2025
22450	Lano Equipment	Parks & Recreation	Rental (Stump Removal) & Rewire Toolcat Radio	\$950.50 3/11/2025
22451	League of MN Cities	General Gov't	Regional Safety Groups Training 2024	\$1,169.45 3/11/2025
22452	Loffler Companies, Inc.	General Gov't	February 2025 Color Copies/Black and White	\$73.34 3/11/2025
22453	Melchert-Hubert-Sjodin, PLLP	General Gov't	RR Street Prop/Handbook/Emploiment (Jan S.)/RR Street/Vacate Alley/Emp	\$384.60 3/11/2025
22454	Minnesota Pump Works, Inc	Sewer	Replace lead float/lift station	\$833.27 3/11/2025
22455	MN Dept of Health	Water	1st Qtr. 2025 Water Supply Service Conn. Fees (216 x \$9.72)	\$524.00 3/11/2025
22456	MNSPECT	Public Safety	Building Inspection Fees for February 2025	\$66.50 3/11/2025
22457	Municipal Emergency Services	Public Safety (FD)	Sensor, Raw, Liquid, O2 4R	\$330.00 3/11/2025
22458	O.E.M. Service Co., LLC	Community Hall	Table Cart/Estimate 6429	\$540.73 3/11/2025
22459	Per Mar Security Services	Water	Alarm Monitoring for WTP 3/03/25 to 6/02/25	\$114.00 3/11/2025
22460	Plunkett's Pest Control	Comm Center	General Pest Control Service Date 03/07/2025	\$45.57 3/11/2025
22461	Robb's Electric, Inc.	General Gov't	Added photo eyes and contractors (Xmas Lights)/receptacle on pole/repair	\$2,450.00 3/11/2025
22462	S.E.H.	Public Works (Streets)	Alley Research and Land Surveyor Write Vacation Description	\$977.50 3/11/2025
22463	Water/Wastewater Operations	Water/Sewer	Water/Wastewater Training & Assistance for February 2025	\$447.50 3/11/2025
22464	Wm. Mueller & Sons, Inc.	GG/Public Works	Gas (28.49 Gallons), Plow 2/10, Gas (25.60 Gallons)	\$788.39 3/11/2025
22465	Zoll Medical Corporation	Public Safety	Autopulse Li-Ion Battery, pads etc. (HFDR REIMBURSEMENT)	\$2,218.95 3/11/2025
22466	Bolton & Menk, Inc.	General Gov't	Professional Services (Planning Services)	\$440.00 4/8/2025
22467	Canon Financial Services, Inc.	General Gov't	Canon Copier Gov't Contract for February 2025	\$66.79 4/8/2025
22468	Core & Main LP	Water	Hach SPADNS 2 Fluoride Reagent AccuVac Ampules	\$493.85 4/8/2025
22469	Ehlers Bond Trust Service	Debt Service	2024 Disclosure Reporting	\$1,000.00 4/8/2025
22470	Melchert-Hubert-Sjodin, PLLP	General Gov't	Vacating alley/employment law matter	\$747.00 4/8/2025
22471	Municipal Emergency Services	Public Safety (FD)	SCBA Flow test, SCBA repair, battery holder	\$468.81 4/8/2025
22472	MVTL Labs Inc.	Sewer	Discharge sample	\$135.50 4/8/2025
22473	Wm. Mueller & Sons, Inc.	Streets	Fuel for City Vehicles	\$40.80 4/8/2025
22474	Zoll Medical Corporation	Public Safety (FD)	Autopulse Li-Ion Battery, pads etc. (HFDR REIMBURSEMENT)	\$3,279.57 4/8/2025
				\$70,150.34
			March Claims	\$53,088.44 3/11/2025
			Added March Claims	\$17,061.90 4/8/2025
				\$70,150.34



## 2024 April Claims List

CHECK #	VENDOR	FUND	CLAIM DESCRIPTION	AMOUNT	APPROVED
ACH	EFTPS	Divided	Fed, Social Security, MC - March 2025	\$3,565.34	4/8/2025
ACH	MN Dept. of Revenue	Divided	State Withholding Tax Payment - March 2025	\$682.00	4/8/2025
ACH	HealthPartners	Divided	Health Insurance for April 2025	\$3,622.12	4/8/2025
ACH	Kwik Trip	Public Safety (FD)	Gas for City Vehicles	\$51.38	4/8/2025
ACH	METRONET	FD/Hall/Water	Fiber Phone Service for 03/16/25 to 04/15/25	\$76.03	4/8/2025
ACH	Security Bank & Trust	General Gov't	ACH Service Fees for March 2025	\$20.00	4/8/2025
ACH	Google	General Gov't	Email Accounts (14) Administered by Google G Suite	\$207.01	4/8/2025
ACH	Xcel Energy	Divided	XCEL ENERGY-MN XCELENERGY 00053491844	\$1,827.52	4/8/2025
ACH	Xcel Energy	Divided	XCEL ENERGY-MN XCELENERGY 00053491855	\$2,085.90	4/8/2025
ACH	Xcel Energy	Divided	XCEL ENERGY-MN XCELENERGY 00051366837	\$337.21	4/8/2025
ACH	Xcel Energy	Divided	XCEL ENERGY-MN XCELENERGY 00130099230	\$232.47	4/8/2025
ACH	ZOOM	General Gov't	Video Conferencing 04/06/2025 - 05/05/2025	\$17.33	4/8/2025
ACH	Viking Bottling Co.	Hall/Park	Pop for Hall/Park	\$186.90	4/8/2025
ACH	Kwik Trip	Public Safety (FD)	Fuel for City Vehicle	\$51.38	4/8/2025
ACH	Verizon Wireless	Divided	City cell phone and iPad	\$129.35	4/8/2025
ACH	Zoom	General Gov't	Video Conferencing 04/06/2025 - 05/05/2025	\$17.33	4/8/2025
DC	Amazon	General Gov't	Rubber Gloves/Urinal Screens	\$43.34	4/8/2025
DC	Amazon	Community Hall	Linear Low Can Liners	\$32.91	4/8/2025
DC	Amazon	Community Hall	Avalon Terry Towels - Pack of 60	\$46.49	4/8/2025
DC	Amazon	Community Hall	Trash bags, 13 gallon/ Tork Hand Towel Rolls	\$112.80	4/8/2025
DC	Hamburg Post Office	Water/Sever/General Gov't	Jackson Dogging Assembly on Jackson 1200 Series Door	\$16.00	4/8/2025
DC	Smith Oil & Tire Care, Inc	Public Works	Postcard Stamps (2 Rolls), Forever Stamps (1 Roll), Water Sampl	\$52.60	4/8/2025
DD	Jeremy Gruenhagen	Divided	Lawn mower tires and parts	\$70.84	4/8/2025
22475	Benjamin Agrimson	Divided	April Wages	\$2,460.12	4/8/2025
22476	Carver County (CarverLink)	Community Hall	Damage Deposit Check Returned (Accidently Deposited)	\$450.00	4/8/2025
22477	Carver County Taxpayer Services Dept	General Gov't	Internet Services March 2025	\$120.00	4/8/2025
22478	Compass Hardwood Flooring	Storm Water	Tax for judicial ditch bicentennial park	1002.46	4/8/2025
22479	Core & Main LP	Hall/Park	Refinish floors	\$1,120.00	4/8/2025
22480	Diversified Technology Corp	Water	Iperl 1 3TS 1000G SM 4WHL, program to 10 gallon	\$314.50	4/8/2025
22481	Gopher State One Call	Water/Sewer	Cloud based water program April 2025-March 2026	\$3,000.00	4/8/2025
22482	Home Solutions	Water/Sewer	March 2025 Locates	\$9.45	4/8/2025
22483	Home Solutions	General Gov't	LG Cable Bundler, Tile Chisel, 8 PK Battery	\$44.97	4/8/2025
22484	Huron Rentals	Water	Refund for final water bill	\$120.03	4/8/2025
22484	Jason Buckentin	Public Works	Clothing Allowance (Shoes)	\$198.00	4/8/2025
22485	Kirvida Fire Inc.	Public Safety	Annual Pump Test	\$603.43	4/8/2025
22486	Kohls Sweeping Service	Public Works	Street Sweeping	\$1,260.00	4/8/2025
22487	Lano Equipment	General Gov't	Oil/air filters and 15W40 oil	\$283.81	4/8/2025
22488	Layton Schlueter	Water	Refund for final water bill	\$316.41	4/8/2025
22489	Loffler Companies Inc	General Gov't	March color and white copies	\$68.65	4/8/2025
22490	Melchert-Hubert-Sjodin, PLLP	General Gov't	Trebesch ordinance information	\$226.20	4/8/2025
22491	Napa Auto Parts	General Gov't	Toggle Switch	\$23.69	4/8/2025
22492	Nick Mackenthun	Water	Refund for final water bill	\$116.40	4/8/2025
22493	Per Mar Security Services	Water	Base alarm monitoring	\$108.57	4/8/2025
22494	Plunkett's Pest Control	CC/Hall	Pest Control for CC/Hall	\$162.12	4/8/2025
22495	Rec Tech Sales and Service	General Gov't	Oil filter and supplies	\$260.91	4/8/2025
22496	Right Way Plumbing LLC	General Gov't	Water heater and parts	\$1,285.00	4/8/2025
22497	W.W.O.T.A Inc	Water/Sewer	Water/Wastewater Assistance	\$683.75	4/8/2025
22498	WM Mueller & Sons	General Gov't	Gas for 3/4 Ton and rock	\$1,658.14	4/8/2025
April Claims				\$29,380.86	



Minnesota Department of Public Safety  
Alcohol and Gambling Enforcement Division  
445 Minnesota Street, Suite 1600, St. Paul, MN 55101  
651-201-7507 TTY 651-282-6555  
**APPLICATION AND PERMIT FOR A 1 DAY  
TO 4 DAY TEMPORARY ON-SALE LIQUOR LICENSE**

Name of organization Hamburg Lions		Date organized 1982	Tax-exempt number 	
Organization Address (No PO Boxes) 181 Broadway Avenue		City Hamburg	State MN	Zip Code 55339
Name of person making application Robert J Gregonis		Business phone 		Home phone 952.367.7089
Date(s) of event April 11, 2025		Type of organization <input type="checkbox"/> Mircodistillery <input type="checkbox"/> Small Brewer <input checked="" type="checkbox"/> Club <input type="checkbox"/> Charitable <input type="checkbox"/> Religious <input type="checkbox"/> Other non-profit		
Organization officer's name Chris Lund		City Hamburg	State MN	Zip Code 55339
Organization officer's name Robert Gregonis		City Hamburg	State MN	Zip Code 55339
Organization officer's name 		City 	State 	Zip Code 

Location where permit will be used. If an outdoor area, describe.  
Hamburg Community Hall

If the applicant will contract for intoxicating liquor service give the name and address of the liquor license providing the service.  
Hamburg Community Hall

If the applicant will carry liquor liability insurance, please provide the carrier's name and amount of coverage  
West Bend Mutual Insurance 1 million, DPS 2 million aggregate

APPROVAL

APPLICATION MUST BE APPROVED BY CITY OR COUNTY BEFORE SUBMITTING TO ALCOHOL AND GAMBLING ENFORCEMENT

City of Hamburg	March 11, 2025
City or County approving the license	Date Approved
No fee	April 11, 2025
Fee Amount	Permit Date
Event in conjunction with a community festival <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	CityAdmin@cityofhamburgmn.com
566	City or County E-mail Address
Current population of city	
Jeremy Gruenhagen	
Please Print Name of City Clerk or Count Official	Signature City Clerk or County Official

**CLERKS NOTICE: Submit this form to Alcohol and Gambling Enforcement Division 30 days prior to event  
No Temp Applications faxed or mailed. Only emailed.  
ONE SUBMISSION PER EMAIL, APPLICATION ONLY.  
PLEASE PROVIDE A VALID E-MAIL ADDRESS FOR THE CITY/COUNTY AS ALL TEMPORARY  
PERMIT APPROVALS WILL BE SENT BACK VIA EMAIL. E-MAIL THE APPLICATION SIGNED BY  
CITY/COUNTY TO AGE.TEMPORARYAPPLICATION@STATE.MN.US**

# CITY OF HAMBURG TIME-OFF REQUEST FORM

Today's Date: April 4, 2025

Employee Name: Jeremy Bruenhagen

Dates Requesting Time-Off: April 22 + 23

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

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

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

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

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

Are you requesting more than three consecutive days off? No

- If yes, you must receive City Council approval.

City Council Approval

Date of Council Meeting: 4-8-25

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

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

Jeremy Bruenhagen 4-4-25  
Employee Signature Date

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

\_\_\_\_\_  
Mayor Date





March 13, 2025

## Communication with Those Charged with Governance during Planning

Honorable Mayor and City Council  
City of Hamburg  
Hamburg, Minnesota

We are engaged to audit the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of City of Hamburg for the year ended December 31, 2024. Professional standards require that we provide you with the following information related to our audit. We would also appreciate the opportunity to meet with you to discuss this information further since a two-way dialogue can provide valuable information for the audit process.

### Our Responsibility under U.S. Generally Accepted Auditing Standards

As stated in our engagement letter dated December 3, 2024, our responsibility, as described by professional standards, is to express opinions about whether the financial statements prepared by management with your oversight are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles. Our audit of the financial statements does not relieve you or management of your responsibilities.

1. Our responsibility is to plan and perform the audit to obtain reasonable, but not absolute, assurance that the financial statements are free of material misstatement.
2. As part of our audit, we will consider the system of internal control of City of Hamburg. Such considerations will be solely for the purpose of determining our audit procedures and not to provide any assurance concerning such internal control.
3. We are responsible for communicating significant matters related to the audit that are, in our professional judgment, relevant to your responsibilities in overseeing the financial reporting process. However, we are not required to design procedures specifically to identify such matters

Generally accepted accounting principles provide for certain required supplementary information (RSI) to supplement the basic financial statements. Our responsibility with respect to the Management's Discussion and Analysis, the Schedules of Employer's Share of the Net Pension Liability, the Schedules of Employer's Contributions and related note disclosures, which supplement the basic financial statements, is to apply certain limited procedures in accordance with generally accepted auditing standards. However, the RSI will not be audited and, because the limited procedures do not provide us with sufficient appropriate evidence to express an opinion or provide any assurance, we will not express an opinion or provide any assurance on the RSI.

We have been engaged to report on the combining fund financial statements, which accompany the financial statements but are not RSI. Our responsibility for this supplementary information, as described by professional standards, is to evaluate the presentation of the supplementary information in relation to the financial statements as a whole and to report on whether the supplementary information is fairly stated, in all material respects, in relation to the financial statements as a whole.

#### *Edina Office*

5201 Eden Avenue, Ste 250  
Edina, MN 55436  
P 952.835.9090

#### *Mankato Office*

100 Warren Street, Ste 600  
Mankato, MN 56001  
P 507.625.2727

#### *Scottsdale Office*

14500 N Northsight Blvd, Ste 233  
Scottsdale, AZ 85260  
P 480.864.5579



March 13, 2025

We have not been engaged to report on the introductory section, excluding the basic financial statements and auditor's report, which accompanies the financial statements but are not RSI. Our responsibility with respect to this other information in documents containing the audited financial statements and auditor's report does not extend beyond the financial information identified in the report. We have no responsibility for determining whether this other information is properly stated. This other information will not be audited and we will not express an opinion or provide any assurance on it.

Planned Scope, Timing of the Audit, Significant Risks, and Other

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested.

Our audit will include obtaining an understanding of the entity and its environment, including the system of internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Material misstatements may result from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity. We will generally communicate our significant findings at the conclusion of the audit. However, some matters could be communicated sooner, particularly if significant difficulties are encountered during the audit where assistance is needed to overcome the difficulties or if the difficulties may lead to a modified opinion. We will also communicate any internal control related matters that are required to be communicated under professional standards

We are required by our professional standards to perform a risk assessment and to communicate what we have determined to be the significant risks of the audit of City of Hamburg. We have identified the following significant risk of material misstatement as part of our audit planning:

- Management Override of Controls
- Improper Revenue Recognition Due to Fraud

We expect to begin our audit on approximately 2/18/2025 and issue our report on approximately 4/15/2025.

Brad Falteysek, CPA, is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it.

This information is intended solely for the use of Board of Commissioners and management of City of Hamburg and is not intended to be, and should not be, used by anyone other than these specified parties.

Very truly yours,

*Abdo*

**Abdo**





414 Nicollet Mall  
Minneapolis, MN 55401

April 2, 2025

HAMBURG CITY  
181 BROADWAY AVE  
HAMBURG, MN 55339

**RE: Transmission Line Inspections 717 ARL-CAR**

Dear Property Owner,

We hope this message finds you well. As part of our commitment to providing safe and reliable electric service, Xcel Energy will be conducting inspections of transmission lines along our right-of-way on or adjacent to your property. These inspections are essential for maintaining the integrity of our infrastructure.

**What You Need to Know:**

**Purpose:** The purpose of these inspections is to assess the condition of the transmission lines and identify any defects.

**Timing:** Inspections will begin in Spring 2025 and are expected to be completed by Fall 2025.

**Access Instructions:** If access requires specific instructions, such as entrance through fences or gates, we kindly request your cooperation.

**Questions or Concerns:** Should you have any questions or concerns regarding the inspection or access, please feel free to contact me at your earliest convenience. Please reference the line segment above and property address or parcel identification number.

We appreciate your understanding and assistance in this important transmission line inspection.

Sincerely,

*Seth Wight*

**Seth Wight**  
Xcel Energy  
Land Rights Agent  
414 Nicollet Mall, Minneapolis, MN 55401  
P: 612-330-6538  
E: [transmissionlineinspectionext@xcelenergy.com](mailto:transmissionlineinspectionext@xcelenergy.com)

**PUBLIC HEARING NOTICE  
CITY OF HAMBURG**

**NOTICE** is hereby given that the Hamburg City Council will hold a public hearing at 7:00 p.m. on May 13, 2025, in the City Hall Council Chambers (181 Broadway Ave, Hamburg, MN 55339). The purpose of the hearing is to consider a variance and minor subdivision between two properties at PID 45.7000010 and 45.0750020. The minor subdivision will result in two parcels with updated boundaries. The variance is required as the proposed subdivision would result in two nonconforming parcels that do not meet the lot dimensional requirements of the Hamburg Zoning Code.

All interested parties are urged to attend the public hearing or submit comments via mail to: PO Box 248 Hamburg, MN 55339, by phone at 952-467-3232, or via email: [cityadmin@cityofhamburgmn.com](mailto:cityadmin@cityofhamburgmn.com).

Jeremy Gruenhagen  
City Clerk-Treasurer  
City of Hamburg



**MEMORANDUM**

**DATE:** April 8, 2025

**TO:** Honorable Mayor and City Council Members  
Jeremy Gruenhagen, City Administrator

**FROM:** Corrin Bemis, AICP, Consultant Planner

**SUBJECT:** **Variance and Minor Subdivision Requests – 430 Louisa Street and 440 Louisa Street (Public Hearing Required)**

**Council Should Consider the Following:**

Motion to adopt Resolutions 2025-05 and 2025-06 approving the proposed lot dimensional requirement variances at 430 Louisa Street (PID 45.7000010, “Parcel 1”) to allow for a minor subdivision that would result in two parcels, one conforming and one nonconforming at Parcel 1 and 440 Louisa Street (45.0750020, “Parcel 2”). The city-initiated minor subdivision will result in two parcels with updated boundaries. The City Council is being asked to determine if variance requests for flexibility on the required lot dimensional requirements should be approved and if the minor subdivision should be approved. The evaluation of the proposal should be based on Hamburg City Code Chapter 160A – Zoning Ordinance, Section C. Subdivision 5 – Variances and Chapter 160B – Subdivision Ordinance, Section D. Procedures, Subsection 2. Minor Subdivisions.

**Background**

The City of Hamburg is initiating a request for a lot size variance and a lot depth variance at 430 Louisa Street to allow for a minor subdivision to create one conforming and one nonconforming parcel from the existing parcels 45.7000010 and 45.0750020 within Township 115, Range 026, Section 28. The subject properties are located in the R-1 Single Family District and are guided for Low Density Residential in the Land Use chapter of the Hamburg 2040 Comprehensive Plan. The layouts of the existing and proposed lots are shown in Exhibits A and B. The existing lots are both nonconforming, with nonconformities shown in bold underlined text:

	R-1 District	Existing Parcel 1 (PID: PID 45.7000010)	Existing Parcel 2 (PID: 45.0750020)
Minimum Lot Size	10,000 sf	~11,850 sf	<b><u>~6,550 sf</u></b>
Maximum Lot Depth	3 times the width of any lot	<b><u>~145 ft</u></b>	70 ft
Minimum Lot Width	40 ft	40 ft	~95 ft





**Plan Review**

The city-initiated minor subdivision will result in two parcels with updated boundaries, one conforming and one nonconforming. The Hamburg Zoning Code requires that the minimum lot size be no smaller than 10,000 square feet. Parcel 2 meets this requirement with the subdivision, but Parcel 1 does not meet this requirement. The proposed new parcels meet the lot width requirement of at least 40 feet, but Parcel 1 does not meet the lot depth maximum requirement of no more than three times the lot width, as specified in the Hamburg Zoning Code.

One variance request is to decrease the required lot size for Parcel 1. The lot size would be decreased by approximately 3,550 feet from the required 10,000 square feet to the proposed approximate 6,450 square feet. The second variance request is to increase the maximum allowed lot depth for Parcel 1. The lot depth would be increased by approximately 25 feet from the maximum allowed 120 feet (no more than three (3) times the width of any lot) to the proposed approximate 145 feet. The proposal meets all other requirements of the R-1 Zoning District.

As a result of the proposed minor subdivision, Parcel 2 would be brought into compliance with City Code. The existing lot size was nonconforming, but the proposed lot size would be conforming. The proposal meets all other requirements of the R-1 Zoning District.

The layouts of the existing and proposed lots are shown in Exhibits A and B. Parcel 1 will be nonconforming, with a variance sought to allow the minor subdivision. All structures on these two parcels would not be impacted by the proposed minor subdivision. Proposed nonconformities shown in bold text:

	R-1 District	Parcel 1 (PID: PID 45.7000010)		Parcel 2 (PID: 45.0750020)	
		Existing	Proposed	Existing	Proposed
Minimum Lot Size	10,000 sf	~11,850 sf	<b>~6,450 sf</b>	~6,550 sf	~12,150 sf
Maximum Lot Depth	3 times the width of any lot	~145 ft	<b>~145 ft</b>	70 ft	~130
Minimum Lot Width	40 ft	40 ft	40 ft	~95 ft	~95 ft

**Variance Review**

The City Council may grant a variance in instances where strict enforcement of the Zoning Ordinance would cause undue hardship because of circumstances unique to the subject property. The proposal should be consistent with the spirit and intent of the Zoning Ordinance. Undue hardship is defined as:



10. The proposed lot depth variance on parcel 45.7000010 would increase the maximum allowed lot depth to approximately 145 feet from the required approximately 120 feet (no more than three (3) times the width of any lot).
11. The proposed variances would not alter the essential character of the neighborhood as the current and proposed uses are allowed uses in the R-1 Single Family Residential District.
12. The variance request is not based on economic considerations alone.
13. The variance, if granted, will run with the land and shall be perpetual unless prior to December 31 of the year following the year of approval, no survey or subdivision documents have been filed with Carver County, in which case the variance shall be null and void.
14. The proposed minor subdivision will not be detrimental to the public welfare or injurious to adjacent tracts in the area in which the subdivision tract is located.
15. Subdivisions are only permitted when they are in harmony with the general purposes and intent of the zoning ordinance.
16. The proposed subdivision would not alter the essential character of the neighborhood because the subject properties would be consistent and compatible with the neighborhood.
17. The findings of fact above related to the proposed subject properties.

### **Notice and Public Comments**

Notice was published in the newspaper on [date], 2025. Consultant Staff has not received any letters, e-mails, or telephone calls from property owners or residents regarding this planning case. A public hearing for the proposed variances and minor subdivision is being held at the City Council meeting on May 13, 2025.

### **Council Shall Consider**

Staff has provided the following motion language options for the City Council to consider. Following approval of a resolution, a copy shall be filed with the county.

1. **Approval:** Motion to adopt Resolutions 2025-05 and 2025-06 approving the proposed lot dimensional requirement variances at 430 Louisa Street and the proposed minor subdivision at 430 Louisa Street and 440 Louisa Street, based on the report submitted to the City Council on April 8, 2025.
2. **Approval:** Motion to adopt Resolutions 2025-05 and 2025-06 approving the proposed lot dimensional requirement variances at 430 Louisa Street and the proposed minor subdivision at 430 Louisa Street and 440 Louisa Street, with the following conditions, based on the report submitted to the City Council on April 8, 2025.
  1. Prior to recording with Carver County, the property owners shall provide a survey from a registered land surveyor with the existing and proposed lot lines and dimensions, and legal descriptions for both proposed parcels.

**CITY OF HAMBURG, MINNESOTA  
RESOLUTION NUMBER 2025-05**

**A RESOLUTION APPROVING VARIANCES FOR PARCEL 45.7000010 WITHIN THE  
CITY OF HAMBURG**

**WHEREAS**, the City of Hamburg initiated an application for lot dimensional requirement variances at 430 Louisa Street (PID 45.7000010), and

**WHEREAS**, the application proposes lot dimensional requirement variances to allow for a minor subdivision that would result in one conforming parcel and one nonconforming parcel at 430 Louisa Street (PID 45.7000010) and 440 Louisa Street (45.0750020), and

**WHEREAS**, the Zoning Ordinance provides guidance to the City of Hamburg, and

**WHEREAS**, the subject property is located in the R-1 Zoning District and is guided for Low Density Residential in the 2040 Land Use Plan, and

**WHEREAS**, the applicant is requesting an approximate 3,550-square-foot decrease to allow for an approximately 6,450 square feet lot size where the required lot size minimum is 10,000 square feet, and

**WHEREAS**, the applicant is requesting an approximate 25-foot increase to allow for an approximately 145-foot lot depth where the maximum allowed lot depth is approximately 120 feet (no more than three (3) times the width of any lot), and

**WHEREAS**, a variance may be granted in instances where strict enforcement of the Zoning Ordinance would cause undue hardship because of circumstances unique to the subject property, and

**WHEREAS**, the proposed development would not alter the essential character of the neighborhood because the existing and proposed single-family dwelling on the subject property is consistent and compatible with the neighborhood, and

**WHEREAS**, the City of Hamburg has scheduled a public hearing, and notice of the proposed variances was published in the newspaper on May 1<sup>st</sup>, 2025.

**THEREFORE, BE IT RESOLVED**, that the City Council of the City of Hamburg hereby adopts Resolution 2025-05 approving the proposed variances for lot dimensional requirements at 430 Louisa Street, to allow for a minor subdivision that would result in one conforming parcel and one nonconforming parcel at 430 Louisa Street (PID 45.7000010) and 440 Louisa Street (45.0750020):

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



**CITY OF HAMBURG, MINNESOTA  
RESOLUTION NUMBER 2025-06**

**A RESOLUTION APPROVING A MINOR SUBDIVISION FOR PARCELS 45.7000010  
AND 45.0750020 WITHIN THE CITY OF HAMBURG**

**WHEREAS**, the City of Hamburg initiated the process of a minor subdivision of parcels 45.7000010 (430 Louisa Street) and 45.0750020 (440 Louisa Street) within Township 115, Range 026, Section 28, and

**WHEREAS**, the City of Hamburg is proposing to move the property lines on the two subject parcels, and

**WHEREAS**, the Zoning Ordinance provides guidance to the City of Hamburg, and

**WHEREAS**, the subject properties are located in the R-1 Single Family Residential Zoning District, and

**WHEREAS**, parcels 45.7000010 and 45.0750020 are guided for Low Density Residential in the Land Use chapter of the Hamburg 2040 Comprehensive Plan, and

**WHEREAS**, guidelines for minor subdivisions are outlined in Chapter 160B, Section B, items A through H in The Hamburg Zoning Code, and

**WHEREAS**, the Hamburg City Council serves as the platting authority as outlined in Minnesota State Statutes 462.358 and 505, and

**WHEREAS**, the City of Hamburg held a public hearing on April 8, 2025, and notice of the public hearing on the proposed minor subdivision was published for two weeks in the newspaper beginning on May 1<sup>st</sup>, 2025, and was posted at City Hall for two weeks ahead of the public hearing.

**WHEREAS**, a notice of the public hearing was mailed to all affected property owners at least ten days prior to the hearing.

**THEREFORE, BE IT RESOLVED**, that the City Council of the City of Hamburg hereby adopts Resolution 2025-06 approving the proposed minor subdivision for parcels 45.7000010 and 45.0750020 within Township 115, Range 026, Section 28.

**I CERTIFY THAT** the above resolution was adopted by the City Council of Hamburg, Carver County, Minnesota, on the 13<sup>th</sup> day of May 2025.

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





## EXHIBIT A

### LEGAL DESCRIPTION OF RIGHT-OF-WAY TO BE VACATED

That part of the public alley lying southeasterly of and adjacent to Lot 1, Block 1, TRUWE'S ADDITION TO HAMBURG, Carver County, Minnesota; the northerly limits of the herein described alley vacation shall be the easterly extension of the south line of Sophia Street, as said Street is shown on said plat of TRUWE'S ADDITION TO HAMBURG; the southerly limits of the herein described alley vacation shall be a line drawn southeasterly from the southeast corner of said Lot 1, Block 1, perpendicular to the southeasterly right of way line of said alley being vacated, said right of way also herein described as the northwesterly line of Outlots 2, 3 and 4, Plat of Hamburg, Carver County, Minnesota, and

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





Building a Better World  
for All of Us<sup>®</sup>

December 12, 2023

RE: City of Hamburg, Minnesota  
2024 WWTP Riprap Project  
SEH No. HAMBU 171820 10.00

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

Dear Mayor and Council Members:

Our proposal is based on the scope of work for a WWTP maintenance project which includes placement of riprap on portions of the City's wastewater treatment pond berms.

### **BACKGROUND/PROJECT UNDERSTANDING**

The City's wastewater ponds were constructed in the early 1970's and consist of 3 pond cells. Each pond cell is contained by a berm. The in-place riprap only extends part way up the berm. During a site visit with City staff and officials on October 11, 2021, the condition of the pond slopes was reviewed and determined that additional riprap should be placed along the pond berms to mitigate the erosion and preserve the integrity of the berms.

During the site visit it was determined that all areas of the pond will need riprap placement. The cost of completing all of the riprap in one year exceeded the City's available budget for the project. The project was decided to be split into multiple phases. Phase 1 of the project was completed in 2021 with Wm Mueller & Son's completing the work to install riprap on the south and east berms of the north pond cell, as well as the west berm of the east cell (see attached map).

The work this proposal covers, and shown in the attached map, shall be considered Phase 2 of the overall project.

### **WORK PLAN/SCOPE**

This proposal includes design of the project, determining the final limits of riprap placement, and placement of geotextile fabric below the riprap. It also includes preparing bidding documents, assisting the City in receiving quotes, and making four site visits during the construction.

A detailed task hour budget is attached to this letter outlining specific tasks and hours included in the work plan.

Based on conversations with the MPCA, no permit will be required for the work completed.

Engineers | Architects | Planners | Scientists

Short Elliott Hendrickson Inc., 1390 Highway 15 South, Suite 200, P.O. Box 308, Hutchinson, MN 55350-0308  
320.587.7341 | 800.838.8666 | 888.908.8166 fax | [sehinc.com](http://sehinc.com)

SEH is 100% employee-owned | Affirmative Action–Equal Opportunity Employer

Honorable Mayor and  
Members of the City Council  
December 12, 2023  
Page 2

## **FEE ESTIMATE**

We propose to provide professional engineering services for a lump sum not to exceed fee of \$8,700

## **SCHEDULE**

Based on discussions with City staff, the schedule for this project would be structured to perform the work during the winter months.

The schedule would be as follows:

Council Authorizes Final Design Work to Begin	December 12, 2023
City Receives Quotes	January 4, 2024
Present Bid Results to City Staff	January 9, 2024

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

Sincerely,

SHORT ELLIOTT HENDRICKSON INC.



Brody Bratsch, PE  
Project Manager  
(Lic. MN)

jb  
Enclosures

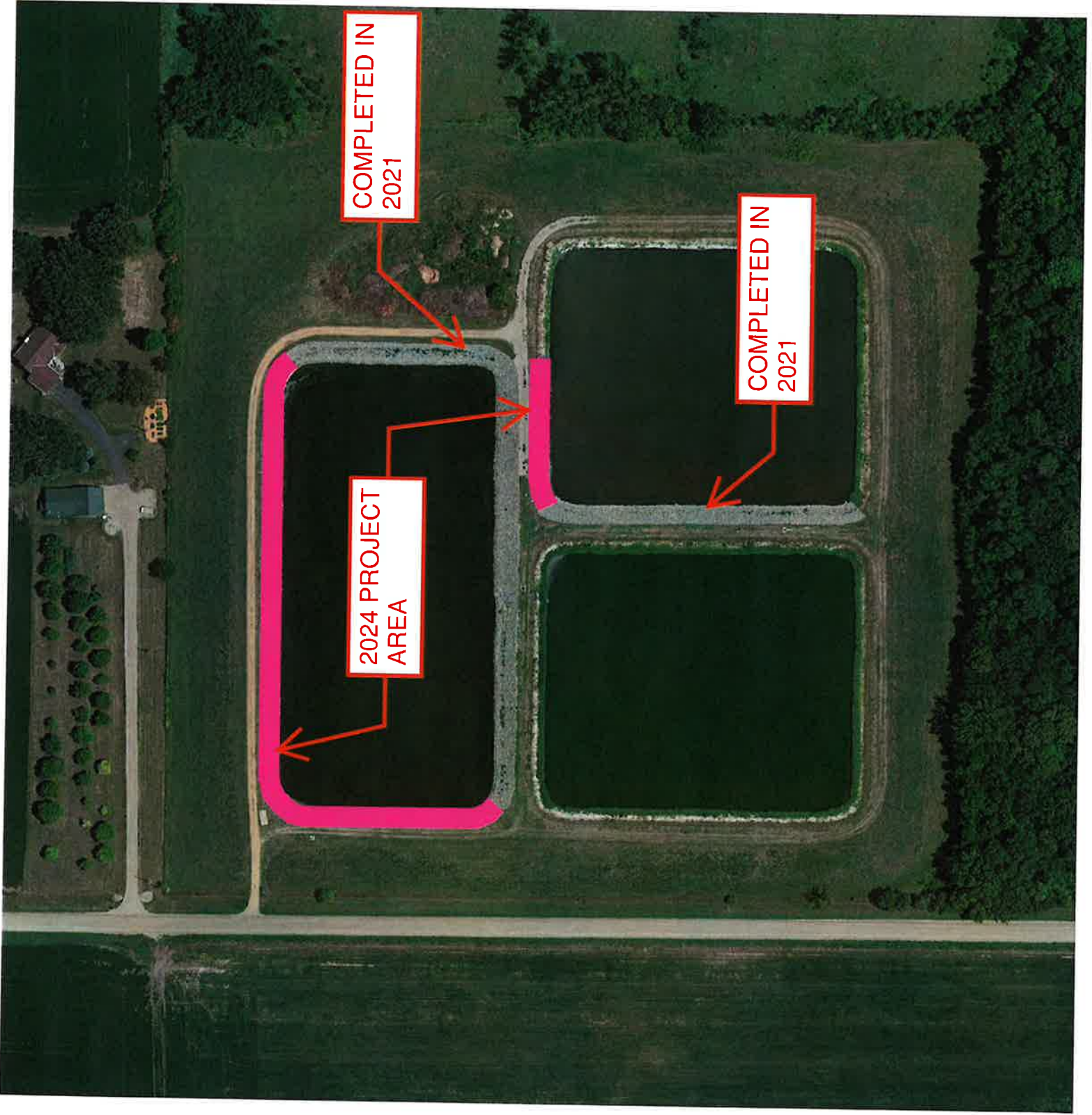
# DETAILED TASK HOUR BUDGET / COST ANALYSIS



Project : 2024 WWTP Pond Riprap  
 Location: Hamburg, MN  
 Date: Tuesday, December 12, 2023

	Labor Hours			TOTALS
	Black Sr. Engr PE	Bratsch Engineer PE	Brinkman Admin Tech	
<b>Task 1 - Project Delivery</b>				
<i>Information Gathering / Project Scoping / Project Initiation / Project Management</i>	2.0	1.0	1.0	4.0
<i>Typical Section Layout for Riprap</i>	1.0	2.0		3.0
<i>Develop Project Plan Sheets</i>		8.0		8.0
<i>Project Specifications and Bidding Documents</i>	1.0	4.0	2.0	7.0
<i>Assist City in Soliciting Quotes, Answer Contractor Questions</i>		2.0	1.0	3.0
<i>Prepare Contract Documents</i>	1.0		1.0	2.0
<i>Construction Administration and Review of Application for Payment</i>	2.0	3.0	1.0	6.0
<i>Site visit during construction (4)</i>		14.0		14.0
<i>Project Closeout</i>	1.0	1.0	1.0	3.0
<b>SUBTOTAL HOURS</b>	<b>8.0</b>	<b>35.0</b>	<b>7.0</b>	<b>50.0</b>
<b>TOTAL TASK FEE</b>	<b>\$</b>	<b>8,700.00</b>		
<b>TOTAL PROJECT FEE</b>	<b>\$</b>	<b>8,700.00</b>		





COMPLETED IN  
2021

COMPLETED IN  
2021

2024 PROJECT  
AREA

**ENGINEER'S ESTIMATE  
 2024 WWTP RIP RAP PROJECT  
 HAMBURG, MINNESOTA  
 DECEMBER 12, 2023**

Item No.	Item Description	Unit	Est. Qty.	Est. Unit Price	Est. Cost
2021.501	MOBILIZATION	LUMP SUM	\$4,000.00	1.0	\$4,000.00
2108.504	GEOTEXTILE FABRIC, TYPE 3	SQ YD	\$2.50	2625.0	\$6,562.50
2511.507	RANDOM RIP RAP CLASS 2 (QUARRIED ROCK, NO LIMESTONE, NO FIELD STONE)	TON	\$80.00	1710.0	\$136,800.00
2575.504	WINTER MULCHING	SQ YD	\$1.00	800.0	\$800.00
2575.504	TURF RESTORATION	SQ YD	\$2.00	800.0	\$1,600.00
	<b>TOTAL ESTIMATED CONSTRUCTION COST</b>				<b>\$149,762.50</b>
	<b>5% CONTINGENCY</b>				<b>\$7,489.00</b>
	<b>PROJECT RELATED COSTS</b>				<b>\$8,700.00</b>
	<b>TOTAL ESTIMATED PROJECT COST</b>				<b>\$165,951.50</b>









## Supplemental Letter Agreement

In accordance with the Master Agreement for Professional Services between City of Hamburg, Minnesota ("Client"), and Short Elliott Hendrickson Inc. ("Consultant"), effective January 1, 2021, this Supplemental Letter Agreement dated December 12, 2023, authorizes and describes the scope, schedule, and payment conditions for Consultant's work on the Project described as: 2024 WWTP Riprap Project.

**Client's Authorized Representative:** Jeremy Gruenhagen

**Address:** 181 Broadway Ave, PO Box 248, Hamburg, MN 55339

**Telephone:** 952.467.3232 **email:** [hamburgcityhall@gmail.com](mailto:hamburgcityhall@gmail.com)

**Project Manager:** Brody Bratsch, PE (Lic. MN)

**Address:** 1390 Highway 15 South, Suite 208, PO Box 308, Hutchinson, MN 55350

**Telephone:** 320.223.8418 **email:** [bbratsch@sehinc.com](mailto:bbratsch@sehinc.com)

**Scope:** The Services to be provided by Consultant:

Scope includes design of the project, determining the final limits of riprap placement, and placement of geotextile fabric below the riprap. It also includes preparing bidding documents, assisting the City in receiving quotes, and making four site visits during the construction, as indicated in the attached letter and Task Hour Budget dated December 12, 2023.

**Schedule:** We will begin our services upon receipt of a signed copy of this Agreement. As indicated in the attached letter dated December 12, 2023.

**Payment:** The lump sum fee is \$8,700 including expenses and equipment.

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

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

**Short Elliott Hendrickson Inc.**

**City of Hamburg, Minnesota**

By:

Full Name: Justin Black

Title: Principal/Client Service Manager

By: \_\_\_\_\_

Full Name: \_\_\_\_\_

Title: \_\_\_\_\_



**Exhibit A-2**  
**to Supplemental Letter Agreement**  
**Between City of Hamburg (Client)**  
**and**  
**Short Elliott Hendrickson Inc. (Consultant)**  
**Dated December 12, 2023**

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

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

**A. Lump Sum Basis Option**

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

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

**B. Expenses Not Included in the Lump Sum**

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

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

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