



## ***HAMBURG CITY COUNCIL AGENDA*** ***JUNE 14, 2016***

1. **Call City Council Meeting to Order at 7:00**
  - **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 January, February, March, April 2016**
  - **Approve Liquor License Renewals**
    - **Parkside Tavern – On/Off Sale & Special Sunday**
    - **Hamburg Lions Club – 3.2 Malt Liquor**
    - **Hamburg Baseball Club – 3.2 Malt Liquor**
  - **Approve Election Judges for Primary Election/General Election**
  - **Water Wells Usage/Water Consumption Report for April 2016**
  - **March 2016 Cash Flow Statement**
  - **2016 HFD Grant Proposal to Center Point Energy (Air Packs)**
  - **2016 Building Permits Report**
  - **Delinquent Utility Bills Report**
  - **Met Council Preliminary Population/Household Estimates**
  - **Taste of NYA (July 19<sup>th</sup>)**
  
5. **Fire Department Report – Chief Justin Buckentin**
  - **Xcel Energy Donation (\$250)**
  - **National Night Out Donation (HFDRA)**
  - **HFD Policies/HFDRA By-Laws**
  - **City Offices**
  
6. **Kirk Peterson (HD Supply Waterworks)**
  - **Water Meter Upgrades/Radio Read**
  
7. **Old City Business (Memo)**
  - **County Road Maintenance Agreement (Carver County)**
  - **UFC Properties (411 Sophia Avenue & 441 Railroad Street)**
    - **Parcel 45.0283000**
    - **WAC/SAC Charges**
  - **2015/2016 Street Improvements (Jacob Street & Sophia Avenue)**
    - **Change Order**



***HAMBURG CITY COUNCIL AGENDA***  
***JUNE 14, 2016***

**8. Public Works & Utilities Report**

- **Water/Wastewater Services**
  - **Water Tower**
- **City Shop Repairs**

**9. City Clerk/Treasurer Report**

- **Inspection/Condition 411 Maria Avenue (Old City Hall)**
- **Cargo Storage Container (419 ½ RR Street)**
- **Mediacom Cable Franchise Partnership with NYA**
- **City Newsletter**
- **NYA Times Article May 26, 2016**
- **City Office Hours (Vacation)**

**10. Approve Payment of May 2016 Added Claims (\$4,372.86)**  
**Approve Payment of June 2016 Claims**

**11. City Council Reports**

- **Councilmember Richard Odoms (Water/Sewer)**
- **Councilmember Bob Gregonis (Streets)**
- **Councilmember Chris Lund (Parks)**
- **Councilmember Steve Trebesch (Buildings)**
- **Mayor Richard Malz**

**12. Adjourn City Council Meeting**



***HAMBURG CITY COUNCIL AGENDA  
JUNE 14, 2016***

**COMMUNITY HALL & PARK ACTIVITIES**

**JUNE**

- 11 – Wedding Reception**
- 19 – Park Rental**
- 25 – Park Rental**
- 25 – Wedding Reception**

**JULY**

- 16 – Wedding Reception**
- 18-22 – Park Program (Community Ed)**
- 23 – Park Rental**
- 30 – Park Rental**

**COMMUNITY CENTER (FIRE HALL) ACTIVITIES**

**JUNE**

- 1 – Zebra Ditch Meeting (YA Twp. Room) – 8:00 PM**
- 6 – HFD Training**
- 6 – Hamburg Lions Club (YA Twp. Room)**
- 12 – Community Center Rental**
- 14 – Hamburg City Council Meeting – 7:00 PM**
- 14 – Young America Township Meeting**
- 17 – Community Center Rental**
- 20 – Hamburg Lions Club**
- 27 – Hamburg Fire Dept. (Relief Association) Meeting**

**JULY**

- 4 – HFD Training**
- 4 – Hamburg Lions Club (YA Twp. Room)**
- 12 – Hamburg City Council Meeting – 7:00 PM**
- 12 – Young America Township Meeting**
- 18 – Hamburg Lions Club**
- 25 – Hamburg Fire Dept. (Relief Association) Meeting**

The following people are scheduled to work the Primary Election on August 9<sup>h</sup>, 2016 and the General Election on November 8<sup>th</sup>, 2016:

**6:30 to 2:00 PM**

**Joan Stuewe  
Delmer Droege  
Jan Pulkrabek**

**2:00 to 9:00 PM**

**Diane Hoffman  
Ann Oelfke  
Norman Thoele**

**6:30 AM to Close  
(Head Judges)**

**Jeremy Gruenhagen  
Tamara Bracht**

**City of Hamburg  
Water/Wastewater Report  
April, 2016**

**DRINKING WATER**

**I. Facilities Data:**

<b>Total Finished Water Metered From Filter:</b>				
Avg. daily - 31,525 gal	Max. day - 57,376 gal	Month Total -	945,744 gal	
<b>Water Pumped through Filters (from Well #2):</b>				
Avg. daily - 15,602 gal	Max. day - 37,140 gal	Month -	468,067 gal	
<b>Water Pumped through Filters (from Well #3):</b>				
Avg. daily - 16,041 gal	Max. day - 27,950 gal	Month -	481,222 gal	
<b>Fluoride Test Info:</b>				
Avg. daily concentration - 1.0 mg/l	Required concentration - 0.5 -0.9 mg/l			
<b>Total Chlorine Test Info:</b>				
Avg. daily concentration - 1.41 mg/l	Recommended concentration - 1.0 -2.0 mg/l			
<b>Treatment Chemicals Used for the Month:</b>				
Chlorine - 24.5 gal	Fluoride - 11.5 gal (7.5:1 mix)	Permanganate -	15.0	gal

**II. Water Operations Information:**

- The MN Dept. of Health (MDH) Monthly Fluoridation report was completed/submitted.
- The State schedule for sample collection and submittal required samples to be collected for duplicate fluoride and bacteriological in the distribution system and nitrate at the filter plant in Apr-16. The samples were collected and mailed on Apr 5<sup>th</sup>. We had to resample on Apr 12<sup>th</sup> for bacteriological due to a paperwork mix-up at the MN Dept. of Health.
- Weekly fluoride and chlorine residual analysis was complete during April from samples collected from different areas of town. Greg has been doing this onsite water analysis for fluoride and chlorine.
- The water plant detention tank was flushed.
- The large water meter was set in place at the ballpark but was left off due to a leak.
- We had high water usage at the water plant starting around Apr 23<sup>rd</sup>. Greg found again that the meter at the baseball field was using water and shut it off. It was found that two toilets were stuck on the running position.



## **WASTEWATER TREATMENT**

### **I. Facilities Data:**

<b>Wastewater Pumped to Ponds:</b>			
Avg. Daily Flow	-	43,845 gal	<i>Avg. Wet Weather Design</i> - 63,000 gal/day
Max. Day Flow	-	75,849 gal	Monthly Total - 1,304,536 gal
<b>Pond Discharge Volume: NO POND DISCHARGES DURING APRIL</b>			
Avg. Daily Flow	-	0 Gal/day for <u>0 days</u>	Monthly Total - 0 gal
<b>CBOD Concentration (Wastewater Strength)</b>			
Quarterly Influent	-	N/A mg/l	<i>Design</i> - 204 mg/l
Effluent (Cal. Month Avg.)	-	N/A mg/l	<i>Permit Limit</i> - 25 mg/l
	-	N/A kg/day	<i>Permit Limit</i> - 53.6 kg/day
Effluent (Max. Cal. Week Avg.)	-	N/A mg/l	<i>Permit Limit</i> - 40 mg/l
	-	N/A kg/day	<i>Permit Limit</i> - 94.6 kg/day
<b>Solids, Total Suspended (TSS) Concentration</b>			
Quarterly Influent	-	N/A mg/l	
Effluent (Cal. Month Avg.)	-	N/A mg/l	<i>Permit Limit</i> - 45 mg/l
	-	N/A kg/day	<i>Permit Limit</i> - 96.5 kg/day
Effluent (Max. Cal. Week Avg.)	-	N/A mg/l	<i>Permit Limit</i> - 65 mg/l
	-	N/A kg/day	<i>Permit Limit</i> - 139 kg/day
<b>Phosphorus Concentration</b>			
Quarterly Influent	-	N/A mg/l	
Effluent (Cal. Month Avg.)	-	N/A mg/l	<i>Permit Limit - Monitor Only</i>
<b>Fecal Coliform Geometric Mean (Applicable May - October)</b>			
Effluent (Cal. Month Geo. Mean)	-	N/A CFU/100ml	<i>Permit Limit - 200 CFU/100ml</i>
<b>pH</b>			
Influent	<b>Quarterly Result</b>	- N/A	
Effluent	<b>Cal. Month Min.</b>	- N/A	<b>Cal. Month Max.</b> - N/A <i>Permit Limit 6.0 - 9.0</i>
<b>Dissolved Oxygen (DO)</b>			
Effluent (Cal. Month Minimum)	-	N/A mg/l	<i>Permit Limit - Monitor Only</i>

### **II. Wastewater Operations Information:**

- The MPCA Monthly Discharge Monitoring Report was completed and submitted.
- Pre-discharge sampling was completed on the final pond on April 28<sup>th</sup> with the samples being picked up by courier from the lab. These samples are in preparation for an early May discharge.
- North Star pump was out on April 6<sup>th</sup> and completed the annual checks on the lift stations. The pull the pumps, check the oil, impellers and overall condition of the pump. They also check the control panel. No issues were found.
- Greg noticed that the lift station pumps were running unbalanced with only 1-pump running per lift station. We checked the control panels and found that North Star pump had accidentally left the control alternator on a single pump. We corrected the issue and the pumps alternated fine.

- Greg received e-mail authorization from the MPCA for DMR access. We started some computer training on files, file attachments and file saving. We will continue on DMR training.
- Greg will start spraying weeds in the rock rip-rap at the ponds to stay ahead of any re-growth of weeds.
  - There are NO trees or brush in the rock rip-rap dikes at the ponds this year.
- Just as high water usage was noticed at the water plant, Greg noticed that the lift station pumps were running more showing that whatever extra water that was being used from the water system was going directly into the sewer system. As was mentioned, toilets leaks were found at the baseball park.
- We televised a sewer service on Park Ave, across from Muller's due to the house being sold.

Please let me know of any questions that you may have.

Sincerely,

*Curt Reetz*



Consulting Water/Wastewater Operator  
W.W.O.T.A. Inc

	Beginning Balance 1/1/2016	2016 Budget Income	2016 Budget Expense	Budget Year-End Balance	Total Income Received	Total Expenses	Ending Balance 3/31/2016
<b>General Fund</b>	<b>\$302,458.36</b>	<b>\$653,710.00</b>	<b>\$638,710.00</b>	<b>\$317,458.36</b>	<b>\$15,015.72</b>	<b>\$85,946.03</b>	<b>\$231,528.05</b>
General Gov't			\$258,269.00			\$52,402.03	
Public Safety (Fire Dept.)			\$105,903.00			\$18,366.12	
Public Works (Streets)			\$196,566.00			\$6,214.79	
Sanitation & Recycling			\$3,500.00			\$0.00	
Parks & Recreation			\$41,371.00			\$3,551.67	
Comm. Hall			\$33,101.00			\$5,411.42	
<b>Special Revenue Funds</b>	<b>\$357,236.57</b>	<b>\$72,321.03</b>	<b>\$72,948.00</b>	<b>\$356,609.60</b>	<b>\$244.39</b>	<b>\$0.00</b>	<b>\$357,480.96</b>
City Of Hamburg (Savings)	\$268,867.73	\$51,635.00	\$72,948.00	\$247,554.73	\$167.63	\$0.00	\$269,035.36
Fire Equipment CD	\$88,368.84	\$20,686.03	\$0.00	\$109,054.87	\$76.76	\$0.00	\$88,445.60
<b>Debt Service</b>	<b>\$44,391.33</b>	<b>\$20,169.00</b>	<b>\$25,584.53</b>	<b>\$38,975.80</b>	<b>\$0.00</b>	<b>\$12,882.50</b>	<b>\$31,508.83</b>
<b>Capital Project Fund (2015 Street I</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Total (Tax Revenue Funds)</b>	<b>\$704,086.26</b>	<b>\$746,200.03</b>	<b>\$737,242.53</b>	<b>\$713,043.76</b>	<b>\$15,260.11</b>	<b>\$98,828.53</b>	<b>\$620,517.84</b>
<b>Enterprise Funds</b>							
Water	\$119,947.90	\$156,421.81	\$157,028.20	\$119,341.51	\$38,566.45	\$21,940.50	\$136,573.85
Sewer	\$323,845.28	\$69,779.04	\$68,695.00	\$324,929.32	\$15,736.68	\$9,779.74	\$329,802.22
Storm Water	\$108,208.59	\$76,944.80	\$74,997.00	\$110,156.39	\$17,734.91	\$58,687.49	\$67,256.01
<b>Total (Enterprise Funds)</b>	<b>\$552,001.77</b>	<b>\$303,145.65</b>	<b>\$300,720.20</b>	<b>\$554,427.22</b>	<b>\$72,038.04</b>	<b>\$90,407.73</b>	<b>\$533,632.08</b>
<b>Totals</b>	<b>\$1,256,088.03</b>	<b>\$1,049,345.68</b>	<b>\$1,037,962.73</b>	<b>\$1,267,470.98</b>	<b>\$87,298.15</b>	<b>\$189,236.26</b>	<b>\$1,154,149.92</b>
	<b>Remaining Balance 1/1/2016</b>	<b>Remaining Assessment 1/1/2016</b>	<b>Cash &amp; Investments</b>	<b>2016 Principle Payments</b>	<b>Date Due</b>	<b>Maturity Date</b>	<b>Unfunded Balance 12/31/2016</b>
<b>Debt Summary</b>							
1992 Streets	\$0.00	\$6,755.02	\$0.00	\$0.00	Paid	2012	(\$6,755.02)
2007 Streets	\$110,000.00	\$16,577.35	\$36,273.79	\$10,000.00	2/1/16 & 8/1/16	2/1/2023	\$47,148.86
2010 HD Rescue Truck Certificate	\$0.00	\$0.00	\$10,377.03	\$0.00	Paid	11/30/2015	(\$10,377.03)
Water Wells Project	\$96,000.00	\$0.00	\$0.00	\$13,000.00	2/20/16 & 8/20/16	8/20/2022	\$83,000.00
Water Treatment Plant	\$482,000.00	\$0.00	\$0.00	\$49,000.00	2/20/16 & 8/20/16	8/20/2024	\$433,000.00
Sanitary Sewer Improvements	\$201,226.73	\$82,810.23	\$0.00	\$15,000.00	2/20/16 & 8/20/16	8/20/2030	\$103,416.50
Storm Water Improvements	\$995,000.00	\$0.00	\$0.00	\$45,000.00	2/1/16 & 8/1/16	2/1/2032	\$950,000.00
<b>Totals</b>	<b>\$1,884,226.73</b>	<b>\$106,142.60</b>	<b>\$46,650.82</b>	<b>\$132,000.00</b>			<b>\$1,599,433.31</b>