



HAMBURG CITY COUNCIL AGENDA NOVEMBER 25, 2025

1. **Call City Council Meeting to Order at 6:00 PM**
 - **Pledge of Allegiance**
2. **Public Comment** *(Individuals may address the City Council about any non-agenda item(s) of concern. Speakers must state their name, address, and limit their remarks to three minutes. The City Council may not take official action on these items and may refer the matter to staff for a future report or direct that the matter be scheduled for a future meeting agenda.)*
3. **Agenda Review (Added Items) and Adoption**
4. **Consent Agenda** *(NOTICE TO PUBLIC: All those items listed as part of the Consent Agenda will be approved by a single motion, unless a request to discuss one of those items is made prior to that time. Anyone present at the meeting may request an item to be removed from the consent agenda. Please inform the Council when they approve the agenda for this meeting.)*
 - **Approve Payment of Added November Claims (\$)**
 - **Approve Time-Off Request (Jeremy Gruenhagen)**
5. **Old City Business (Memo)**
6. **Old/New City Business**
 - **2026 Final Budget/2026 Final Property Tax Levy**
 - **Health Insurance Rates/Cost Analysis**
 - **Budget Items for 2025/2026**
 - **2026 City Fee Schedule**
7. **City Council Reports**
 - **Councilmember Mitch Polzin (Streets)**
 - **Councilmember Eric Poppler (Parks)**
 - **Councilmember Jessica Weber (Buildings)**
 - **Councilmember Tim Tracy (Water/Sewer)**
 - **Mayor Chris Lund**
8. **Recess City Council Meeting**
9. **Move to Closed Meeting(s) for the purpose of Employee Evaluation(s) [Unless any employee requests an Open Meeting for his/her evaluation. Any Open Meeting for Employee Evaluation(s) shall be held prior to any Closed Meeting for Employee Evaluation(s)]**
 - **Steve Frensko**
 - **Jenni Droege**
 - **Jason Buckentin**
 - **Jeremy Gruenhagen**



***HAMBURG CITY COUNCIL AGENDA
NOVEMBER 25, 2025***

- 10. Move to Close Closed Meeting for Employee Evaluation**
- 11. Move to Reopen the City Council Meeting**
- 12. Employee Wages/Health Insurance Coverage for 2026**
- 13. Adjourn City Council Meeting**



HAMBURG CITY COUNCIL AGENDA NOVEMBER 25, 2025

COMMUNITY HALL & PARK ACTIVITIES

DECEMBER

- 5 – Hall Rental**
- 6 – Hamburg Lions Lunch w/ Santa – 12:00 PM**
- 13 – Central Trap Team Bingo (Hall)**

JANUARY

- 10 – NYA/Hamburg Lions Clubs Comedy Night**
- 17 – Ducks Unlimited Bingo**
- 18 – Hamburg Lions Club Pancake Brunch**
- 31 – CPA Banquet**

COMMUNITY CENTER (FIRE HALL) ACTIVITIES

DECEMBER

- 1 – Mayors In - 4:00 to 6:00 PM**
- 1 – HFD Training**
- 1 – Hamburg Lions Club**
- 5 – Hamburg Lions Xmas Party**
- 9 – Hamburg City Council Meeting – 7:00 PM**
- 9 – Young America Township Meeting**
- 13 – Community Center Rental**
- 15 – Hamburg Lions Club**
- 20 – Community Center Rental**
- 25 – Community Center Rental**
- 24/24 – Christmas Holiday (City Offices Closed)**
- 29 – Hamburg Fire Dept (Relief Assoc.) Meeting**

JANUARY

- 1 – New Year's Day – City Office Closed**
- 3 – Community Center Rental (Cub Scouts)**
- 5 – HFD Training**
- 5 – Hamburg Lions Board Meeting – 7:00 PM**
- 5 – Mayors In Time**
- 13 – Hamburg City Council Meeting – 7:00 PM**
- 13 – YA Township Meeting – 7:30 PM**
- 19 – Hamburg Lions Club**
- 19 – MLK Jr. Day – City Offices Closed**
- 26 – Hamburg Fire Dept (Relief Assoc.) Meeting**

CITY OF HAMBURG

TIME-OFF REQUEST FORM

Today's Date: November 21, 2025

Employee Name: Jeremy Gruenhagen

Dates Requesting Time-Off: December 1, 8, 15 (Off 3:30)
December 2, 11 (Off 4:00)
December 18th (Off 3:30)

How many **Vacation** hours will be used? 5

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: 11-25-25

Was vacation request approved? _____

- If no, reason request was denied: _____

Jeremy Gruenhagen
Employee Signature

11-21-25
Date

City Clerk/Treasurer

Date

Mayor

Date



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

CITY OF HAMBURG
City Fee Schedule for 2025

Schedule A

Mayor	Chris Lund
Council Member/Vice Mayor	Tim Tracy
Council Member	Mitch Polzin
Council Member	Eric Poppler
Council Member	Jessica Weber
Official Newspaper - Publications	Patriot
Bank & Depository - Utility Billing Collection Site	Security Bank and Trust
Building Inspector	MNSPECT
Emergency Manager	Fire Chief 2
City Engineer	Justin Black

City Council & Special Rates

Mayor Salary		\$1,500.00
Council Salary		\$1,000.00
Special Meeting (City Related) - Per Member/Meeting		\$50/Meeting
Planning Commission Wages		\$25/Meeting
Election Judges (City Elections)		\$14/Hr
Public Hearing & Meetings (Requested by Residents) Held Before Regular City Mtg.		\$300.00
Public Hearing & Special Meetings (Requested by Residents) Other than Regular Mtg.		\$350.00
Variance/Conditional Use/Rezoning/Comp Plan Amend/Minor Subdivision (Per Land Use App)		\$300.00
Administrative Fee - Certified Letters		\$25.00
Background Check Fee	Cost of Background Check	
City Man Power - Hourly Rate (Plus Cost of Administrative Search Warrant)		\$35.00
City Man Power (Equipment) - Hourly Rate		\$110.00
Information Research Fee	Public Data Only	\$30/HR plus Materials
Copies	Per Page	\$0.25
Copy of City Ordinances		\$50.00
Copy of Comprehensive Plan, Zoning Ordinances, Financial Statement, City Tapes (Videos)		\$30.00
Copy of City SWMP, Sewer and Water Studies		\$30.00
Mileage	2025 IRS Rate	2025 IRS Rate
Returned Check Charge		\$30
Special Assessment Search		\$20
Animal License	Annual	\$10.00 *
Liquor License - On Sale (Baseball Club)	Annual	\$100.00
Liquor Licenses - On Sale	Annual	\$1,200.00
Liquor Licenses - Off Sale	Annual	\$100.00
Liquor Licenses - Special Sunday	Annual	\$200.00
Tobacco License	Annual	\$100.00
Solicitor/Peddler Permit	Annual	\$25.00
Notary Public Fee	Per Page	\$2.00

* (Animal Licenses are due the first of the year)

Fire Call Rates

Fire/Accident Call Not Covered By Contract	\$600 First Hr. + \$500 Each Additional Hr.
Training Pay (Firefighters & First Responders)	\$12.00 each training
On Call Pay (Firefighters)	\$12.00 for each call
On Call Pay (First Responders)	\$15.00 for each call

CITY OF HAMBURG
City Fee Schedule for 2025
Schedule A

Mayor
 Acting Mayor
 Council Member
 Council Member
 Council Member
 Official Newspaper - Publications
 Bank & Depository - Utility Billing Collection Site
 Building Inspector
 Emergency Manager
 City Engineer

Chris Lund
 Tim Tracy
 Mitch Polzin
 Eric Poppler
 Jessica Weber
 Patriot
 Security Bank and Trust
 MNSPECT
 Fire Chief 2
 Justin Black

Community Hall Rates

Hall Upstairs - 9:00 AM Access (Day Before Rental if not Rented)	City Resident	\$950.00	
Hall Reservation 2 Days Before Rental Date (4:00 PM Access)	City Resident	\$1,050.00	
Hall Reservation 2 Days Before Rental Date (9:00 AM Access)	City Resident	\$1,150.00	
Hall Upstairs - 9:00 AM Access (Day Before Rental if not Rented)	Non-Resident Rate	\$1,200.00	
Hall Reservation 2 Days Before Rental Date (4:00 PM Access)	Non-Resident Rate	\$1,300.00	
Hall Reservation 2 Days Before Rental Date (9:00 AM Access)	Non-Resident Rate	\$1,400.00	
Hall Rental Fee (Upstairs) for Local Businesses (9:00 AM Access)		\$425.00	
Hall Rental Fee (Upstairs) for Benefits		\$425.00	
Hall Rental Fee (Upstairs) for Local Clubs		\$0.00	*
Hall Damage Deposit		\$450.00	
Down Payments on Hall Rental		\$150.00	
Damage Deposit for Renting Tables (Wooden Tables Only)		\$10/Table	
Damage Deposit for Chairs		\$1/Chair	
Pop (Price Per Two Liter Bottle)		\$4.00	\$4.00 *
Cups (Per Cup)		\$0.10	

(* Denotes City Approved Club Rates - HFDRA, Lions Club, Baseball Club, and HHFC)

Community Center Rates

Community Center (Fire Hall) Rent	(\$200 Damage Deposit)	\$150.00
Community Center Rental Fee for Local Businesses	(\$200 Damage Deposit)	\$100.00

Park Shelter Rentals

Park Shelters & Lions Shelter	(\$100 Damage Deposit)	\$200.00
Park Shelter Rental Fee for Local Businesses	(\$100 Damage Deposit)	\$100.00

Water, Sewer, & Storm Water Rates

Water Hauled Out (Load)	Mileage = \$5/Mile	\$20/1,000 gallons
Metered Water (Base Fee)		\$25.91/Month
Metered Water (Per Thousand Gallons)		\$11.91
Water Capital Improvement Fee		\$10/Month
Sanitary Sewer (Base Fee) Per Unit		\$15.00/Month
Sanitary Sewer Metered (Per Thousand Gallons)		\$5.25
Storm Water Monthly Utility Fee	Residential Parcels	\$27.50/Month
Storm Water Monthly Utility Fee	Commercial/Multi-Family Parcels	\$44/Month
Late Fee on Utility Bill		10%
Water Hook Up Fee (WAC)		\$3,500
Sewer Hook Up Fee (SAC)		\$3,500
Water Reconnection Fee		\$100.00
Water/Sewer Permit Fee		\$50.00
Water Meter		Cost of Meter Plus 10%
Garbage		Residents Contract with Waste Management