



HAMBURG CITY COUNCIL AGENDA

DECEMBER 9, 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 Added Claims for November 2025 (\$11,247.97)**
 - **Approve Claims (List) for December 2025 (\$44,887.58)**
 - **Approve Minutes for August, September, October, November 2025**
 - **Approve Resolution Number 2025-11 (2025 Polling Place)**
 - **Approve Time-Off Request (Jeremy Gruenhagen)**
 - **Approve Time-Off Request (Jason Buckentin)**
 - **Approve Lawful Gambling Permit for Hamburg Lions Club**
 - **Approve 2026 Service Agreement for Joint Assessment (Carver County)**
5. **Hamburg Fire Department – Chief Siewert**
 - **PERA Pension Increase for 2026**
 - **Adopt Resolution Number 2025-12**
6. **Old City Business**
 - **PN Violation for PID 45.0282020 (Court Trial)**
7. **Old/New City Business**
 - **Approve Engagement Letter w/Abdo (2025-27 Audit)**
 - **Water Meter Installation (860 Park Ave)**
8. **City Fee Schedule for 2026**
 - **2026 City Fee Schedule Rates**
 - **Water/Sewer/Storm Water Rates for 2026**
 - **Public Hearing Scheduled for January 13, 2026**
9. **2026 Final Tax Levy and Final Budget (Set & Adopt)**
 - **Public Comments on 2026 Final Budget & Tax Levy**
 - **Adopt/Approve 2026 Final Budget**
 - **Adopt/Approve 2026 Final Tax Levy Certification to Carver County**
 - **Approve Resolution Number 2025-13 (2026 Budget/Final Tax Levy)**



HAMBURG CITY COUNCIL AGENDA
DECEMBER 9, 2025

10. City Council Reports

- Councilmember Mitch Polzin (Streets)
- Councilmember Eric Poppler (Parks)
- Councilmember Jessica Weber (Buildings)
- Councilmember Tim Tracy (Water/Sewer)
- Mayor Chris Lund

11. Recess City Council Meeting

12. 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

13. Move to Close the Closed Meeting for Employee Evaluation

14. Move to Reopen the City Council Meeting

15. Employee Wages (Steve Frensko) for 2026

16. Adjourn City Council Meeting



HAMBURG CITY COUNCIL AGENDA DECEMBER 9, 2025

UP-COMING EVENTS / RENTALS

COMMUNITY HALL

DECEMBER

- 5 Hall Rental
- 6 Hamburg Lions Lunch w/ Santa – 11:00 AM
- 13 Central Raiders Trap Team Bingo

JANUARY

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

COMMUNITY CENTER

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
- 16 Hamburg Lions Club
- 20 Community Center Rental
- 24 Christmas Eve Holiday (City Offices Closed)
- 25 Christmas Holiday (City Offices Closed)
- 25 Community Center Rental
- 26 City Offices Closed
- 29 Hamburg Fire Dept (Relief Assoc.) Meeting

JANUARY

- 1 New Year's Day – City Office Closed
- 5 HFD Training
- 5 Mayors In – 4:00 to 6:00 PM
- 5 Hamburg Lions Board Meeting – 7:00 PM
- 13 Public Hearing (Ordinance Number 173) – 7:00 PM
- 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

2025 November Claims List

CHECK #	VENDOR	FUND	CLAIM DESCRIPTION	AMOUNT	APPROVED
ACH	EFTPS	Divided	Fed, Social Security, MC - October 2025	\$3,889.48	11/18/2025
ACH	MN Dept. of Revenue	Divided	State Withholding Tax Payment - October 2025	\$737.00	11/18/2025
ACH	PERA	Divided	PERA Withholding - October 2025	\$995.03	11/18/2025
ACH	PERA	Divided	PERA Withholding - November 2025	\$553.82	11/18/2025
ACH	HealthPartners	Divided	Health Insurance for November 2025	\$3,622.12	11/18/2025
ACH	Google	General Gov't	Email Accounts (14) Administered by Google G Suite	\$235.20	11/18/2025
ACH	Kwik Trip	Park/Streets/FD	Gas for City Vehicles	\$26.83	11/18/2025
ACH	METRONET	FD/Hall/Water	Fiber Phone Service for 10/16/25 to 11/15/25	\$76.27	11/18/2025
ACH	Optum Bank	General Gov't	HSA Admin Fee - 3rd Qtr. 2025	\$22.50	11/18/2025
ACH	Xcel Energy	Divided	XCEL ENERGY-MN XCELENERGY 00130099230	\$180.56	11/18/2025
ACH	Xcel Energy	Divided	XCEL ENERGY-MN XCELENERGY 00051366837	\$81.97	11/18/2025
ACH	Xcel Energy	Divided	XCEL ENERGY-MN XCELENERGY 00053491855	\$1,302.44	11/18/2025
ACH	Xcel Energy	Divided	XCEL ENERGY-MN XCELENERGY 00053491844	\$938.13	11/18/2025
ACH	ZOOM	General Gov't	Video Conferencing 11/06/2025 - 12/05/2025	\$17.33	11/18/2025
ACH	Security Bank & Trust	General Gov't	ACH Service Fees for October 2025	\$20.00	11/18/2025
ACH	Verizon Wireless	Divided	City Cell Phone/Tablets Data Plan	\$138.47	11/18/2025
ACH	Viking Coca Cola	Parks & Recreation	Pop	\$404.35	11/18/2025
DC	Amazon	Community Hall	Highlighters	\$16.99	11/18/2025
DC	Amazon	Community Hall	Toner, prime-line PH 17039 Slide latch, TP	\$166.97	11/18/2025
DC	Amazon	Community Hall	Hand Towels	\$69.54	11/18/2025
DC	Amazon	Community Hall	Toilet Paper	\$147.66	11/18/2025
DC	Amazon	Community Hall	3-3/8 inch coupling and 2-Turbo Bee 2000 pack glasses	\$211.60	11/25/2025
DC	Amazon	Hall	Gojo antibacterial soad	\$64.50	11/25/2025
DC	Hamburg Post Office	General Gov't	Postage for Newsletter that includes fees for November and p	\$47.42	11/25/2025
DC	Hamburg Post Office	General Gov't	Postage for the Newsletter	\$74.84	11/25/2025
DC	Menards	Parks & Recreation	Strawmax, erosion blanket and picture strips	\$190.09	11/18/2025
DC	Specialty Advantage Insurance Ser	Hall	Insurance for December 5th Hall Rental	\$100.00	11/18/2025
DD	W.W.O.T.A. Inc	Water/Sewer	Water/Sewer Training & Assistance for September 2025	\$697.50	11/18/2025
DD	Jason Buckentin	Divided	Wages 10/20/25 to 11/02/25	\$2,065.68	11/18/2025
DD	Jenni Droege	Divided	Wages 10/20/25 to 11/02/25	\$743.37	11/18/2025
DD	Jeremy Gruenhagen	Divided	November Wages (Rounds)	\$2,512.52	11/18/2025
DD	Jason Buckentin	Divided	Wages 11/03/25 to 11/16/25	\$2,065.68	11/25/2025
DD	Jenni Droege	Divided	Wages 11/03/25 to 11/16/25	\$656.35	11/25/2025
22709	Active 911	Public Safety	Active Alert Subscription Renewal (2026) - 30	\$486.00	11/18/2025
22710	Canon	General Gov't	Canon Copier Gov't Contract for November 2025	\$66.79	11/18/2025
22711	Carver County Land Records	Storm Water	Joint Ditch 15 Watershed Assessment	\$295.66	11/18/2025
22712	Carver Link	General Gov't	Internet Services October 2025	\$120.00	11/18/2025
22713	Coordinated Business Systems, Lt	General Gov't	Monthly Equipment Base Rate for 10-01-25 to 10-31-25	\$58.02	11/18/2025
22714	Gopher State One Call	Water/Sewer	October 2025 Email Locate Tickets 7 at \$1.35	\$9.45	11/18/2025
22715	Hawkins Chemical	Water	Azone 15 - EPA Reg. No. 7870-5, 75 gal	\$1,226.13	11/18/2025
22716	Home Solutions	Water/Sewer	Wax Gasket, Caulk, NC Plug Tap	\$91.18	11/18/2025
22717	League of Minnesota Cities	General Gov't	LMC GL 000000092137, deductible	\$250.00	11/18/2025
22718	Loffler Companies, Inc.	General Gov't	October Copies	\$54.38	11/18/2025
22719	Melchert-Hubert-Sjodin, PLLP	General Gov't	2025 Employee Handbook MN Paid Medical Leave, telephone c	\$117.00	11/18/2025
22720	MNSpect	Public Safety	25HB-00022, 25, 26	\$599.14	11/18/2025
22721	MVTL Labs, Inc.	Sewer	Discharge Samples	\$460.25	11/18/2025
22722	PerMar	Sewer	Monitoring of the WWTP 614 Park Ave, 12/03/2025 - 3/2/2026	\$114.00	11/18/2025
22723	Plunkett's	General Gov't	General pest control, invoice #237201, 181 Broadway, Nov 12	\$47.39	11/18/2025
22724	RecTech	General Gov't	1 job, diagnose	\$85.50	11/18/2025
22725	UnComn	Hall	Cleaned 2 Tap Lines at Hall	\$30.00	11/18/2025
22726	Waste Management	Sanitation/Recycling	30 Yard Recycle Container for November 2025	\$296.04	11/18/2025
22727	Water Conservation Services	Water	Locate Water Leak-Maria and Jacob on Saturday/after hours	\$820.65	11/18/2025
22728	WM Mueller & Sons	General Gov't	Fuel for City Vehicles	\$992.05	11/18/2025
22729	Core & Main	Water	Hudson Extrusions HDPE Standard Discharge and Hach SPA	\$385.73	11/25/2025
22737	Kohl's Sweeping Services	Park/Streets/FD	Street sweeping	\$1,505.00	11/25/2025
22731	Lano Equipment of Norwood	General Gov't	Bobcat tires, installation	\$1,998.96	11/25/2025
22732	Minnesota Dept of Health/Drinking	Water	4rth Qtr. 2025 Comm. Water Supply Serv. Conn Fee (216 Conr	\$498.00	11/25/2025
22733	Omega Rail Management	Water	Agreement MA-07-10 Jacob Street, 2 anchors, 18 in storm dra	\$1,070.28	11/25/2025
22734	Uncomn Tap Line	Community Hall	Clean Cooler Lines (2) and Faucet brushes	\$36.00	11/25/2025
22735	Waste Management	Sanitation/Recycling	30 Yard Recycle Container for December 2025	\$296.04	11/25/2025
22736	WM Mueller & Sons	General Gov't	Fuel for the ToolCat	\$2,337.57	11/25/2025
				\$37,419.42	
			November Claims	\$26,171.45	11/18/2025
			Added November Claims	\$11,247.97	11/25/2025
				\$37,419.42	

2025 December Claims List

CHECK #	VENDOR	FUND	CLAIM DESCRIPTION	AMOUNT	APPROVED
ACH	EFTPS	Divided	Fed, Social Security, MC - November 2025		
ACH	Google	General Gov't	Email Accounts (14) Administered by Google G Suite	\$3,581.58	12/9/2025
ACH	HealthPartners	Divided	Health Insurance for December 2025	\$235.20	12/9/2025
ACH	Kwik Trip	Public Safety (FD)	Gas for City Vehicles	\$4,164.62	12/9/2025
ACH	METRONET	FD/Hall/Water	Fiber Phone Service for 11/16/25 to 12/15/25	\$160.37	12/9/2025
ACH	MN Dept. of Revenue	Divided	State Withholding Tax Payment - November 2025	\$76.27	12/9/2025
ACH	PERA	Divided	PERA Withholding - November 2025	\$695.00	12/9/2025
ACH	PERA	Divided	PERA Withholding - November 2025	\$537.02	12/9/2025
ACH	PERA	Divided	PERA Withholding - December 2025	\$995.03	12/9/2025
ACH	Security Bank & Trust	General Gov't	ACH Service Fees for November 2025	\$579.94	12/9/2025
ACH	Verizon Wireless	Divided	City Cell Phone/Tablets Data Plan	\$20.00	12/9/2025
ACH	Xcel Energy	Divided	XCEL ENERGY-MN XCELENERGY 00053491844	\$138.47	12/9/2025
ACH	Xcel Energy	Divided	XCEL ENERGY-MN XCELENERGY 00053491855	\$755.97	12/9/2025
ACH	Xcel Energy	Divided	XCEL ENERGY-MN XCELENERGY 00051366837	\$1,366.11	12/9/2025
ACH	Xcel Energy	Divided	XCEL ENERGY-MN XCELENERGY 00130099230	\$244.18	12/9/2025
ACH	ZOOM	General Gov't	Video Conferencing 12/06/2024 - 1/05/2025	\$144.29	12/9/2025
DC	Amazon	General Gov't	Top Knot 45 Gallon Garbage Trash Bags	\$17.33	12/9/2025
DC	Hamburg Post Office	Water/Sewer	Postcard Stamps (4 Rolls)	\$46.99	12/9/2025
DD	Jeremy Gruenhagen	Divided	November Wages (Rounds)	\$244.00	12/9/2025
DD	Jeremy Gruenhagen	Divided	December Wages	\$2,597.36	12/9/2025
DD	Jason Buckentin	Divided	Wages 11/17/25 to 11/30/25	\$2,460.12	12/9/2025
DD	Jenni Droege	Divided	Wages 11/17/25 to 11/30/25	\$2,157.06	12/9/2025
DD	Steve Frensko	Divided	Wages 11/17/25 to 11/30/25	\$764.13	12/9/2025
DD	W.W.O.T.A. Inc	Water/Sewer	Water/Sewer Training & Assistance for November 2025	\$36.94	12/9/2025
22738	Bound Tree Medical	Public Safety (FD)	Pediatric Defib Pads 9730-002	\$697.50	12/9/2025
22740	Carver Link	General Gov't	Internet Services November 2025	\$925.76	12/9/2025
22739	Carver County	General Gov't	Hardware/Firmware Maintenance Fees	\$120.00	12/9/2025
22741	Chris Lund	General Gov't	2025 Mayor Wages & Special Meetings (32)	\$422.90	12/9/2025
22742	Cody Harris	Public Safety (FD)	2025 Captain Three/Secretary	\$3,001.37	12/9/2025
22743	Coordinated Business Systems, Ltd.	General Gov't	Monthly Equipment Base Rate for 11-01-25 to 11-31-25	\$923.50	12/9/2025
22744	EMTS	Public Safety (FD)	EMR Recertification Course for Hamburg Fire Dept, half billed n	\$58.02	12/9/2025
22745	Eric Poppler	General Gov't	2025 City Council Wages & Special Meetings (7)	\$1,400.00	12/9/2025
22746	Gopher State One Call	Water/Sewer	November 2024 Locates	\$1,246.72	12/9/2025
22747	HalfMoon Technologies	General Gov't	Domain Name Renewal Fee 1 Year - 12 Months of Website Host	\$4.05	12/9/2025
22748	Home Solutions	Divided	Supplies & Parts	\$502.00	12/9/2025
22749	Jared Mackenthun	Public Safety (FD)	2025 Captain One/Assistant Training Officer	\$70.97	12/9/2025
22750	Jason Mackenthun	Public Safety (FD)	2025 Captain Two/Equipment Captain	\$923.50	12/9/2025
22751	Jessica Weber	General Gov't	2025 City Council Wages & Special Meetings (3)	\$923.50	12/9/2025
22752	Loffler Companies, Inc.	General Gov't	November Copies	\$1,062.02	12/9/2025
22753	Lorri Gales	Public Safety (FD)	2025 Medical Liaison	\$138.02	12/9/2025
22754	Mitch Polzin	General Gov't	2025 City Council Wages & Special Meetings (2)	\$415.57	12/9/2025
22755	MNSPECT, LLC	Public Safety	November Inspection Fees	\$1,015.85	12/9/2025
22756	MVTL Labs, Inc	Sewer	Discharge Samples	\$85.44	12/9/2025
22757	Nick Mackenthun	Public Safety (FD)	2025 Fire Chief Two Salary/Emergency Manager/Air Pac Maint	\$206.50	12/9/2025
22758	Steven Buckentin	Public Safety (FD)	2025 Fire Chief Three/Training Chief	\$1,154.37	12/9/2025
22759	Steven Siewert	Public Safety (FD)	2025 Fire Chief Salary	\$923.50	12/9/2025
22760	Tim Tracy	General Gov't	2025 City Council Wages & Special Meetings (5)	\$1,847.00	12/9/2025
22761	Waste Management	Sanitation/Recycling	30 Yard Recycle Container for December 2025	\$1,154.37	12/9/2025
22762	Wm Mueller & Sons, Inc.	Streets	Fuel, snow removal, salt	\$296.04	12/9/2025
				\$3,351.13	12/9/2025
				\$44,887.58	

LG220 Application for Exempt Permit

An exempt permit may be issued to a nonprofit organization that:

- conducts lawful gambling on five or fewer days, and
- awards less than \$50,000 in prizes during a calendar year.

If total raffle prize value for the calendar year will be \$1,500 or less, contact the Licensing Specialist assigned to your county by calling 651-539-1900.

Application Fee (non-refundable)

Applications are processed in the order received. If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**.

Due to the high volume of exempt applications, payment of additional fees prior to 30 days before your event will not expedite service, nor are telephone requests for expedited service accepted.

ORGANIZATION INFORMATION

Organization

Name: Hamburg Lions Club

Previous Gambling

Permit Number: X- 05906

Minnesota Tax ID

Number, if any: _____

Federal Employer ID

Number (FEIN), if any: _____

Mailing Address: 612 Kim Ave

City: Hamburg

State: MN

Zip: 55339

County: Carver

Name of Chief Executive Officer (CEO): Chris Lund

CEO Daytime Phone: 612-710-2107

CEO Email: radahs71@msn.com

(permit will be emailed to this email address unless otherwise indicated below)

Email permit to (if other than the CEO): _____

NONPROFIT STATUS

Type of Nonprofit Organization (check one):



Fraternal



Religious



Veterans



Other Nonprofit Organization

Attach a copy of one of the following showing proof of nonprofit status:

(DO NOT attach a sales tax exempt status or federal employer ID number, as they are not proof of nonprofit status.)

**A current calendar year Certificate of Good Standing**

Don't have a copy? Obtain this certificate from:

MN Secretary of State, Business Services Division
60 Empire Drive, Suite 100
St. Paul, MN 55103

Secretary of State website, phone numbers:

www.sos.state.mn.us

651-296-2803, or toll free 1-877-551-6767

**IRS income tax exemption (501(c)) letter in your organization's name**

Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS toll free at 1-877-829-5500.

**IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter)**

If your organization falls under a parent organization, attach copies of both of the following:

1. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling; and
2. the charter or letter from your parent organization recognizing your organization as a subordinate.

GAMBLING PREMISES INFORMATION

Name of premises where the gambling event will be conducted

(for raffles, list the site where the drawing will take place): Hamburg Community Center

Physical Address (do not use P.O. box): _____

Check one:



City: Hamburg

Zip: 55339

County: Carver



Township: _____

Zip: _____

County: _____

Date(s) of activity (for raffles, indicate the date of the drawing): 2/21, 3/27, and 11/20

Check each type of gambling activity that your organization will conduct:



Bingo



Paddlewheels



Pull-Tabs



Tipboards



Raffle

Gambling equipment for bingo paper, bingo boards, raffle boards, paddlewheels, pull-tabs, and tipboards must be obtained from a distributor licensed by the Minnesota Gambling Control Board. EXCEPTION: Bingo hard cards and bingo ball selection devices may be borrowed from another organization authorized to conduct bingo. To find a licensed distributor, go to www.mn.gov/gcb and click on **Distributors** under the **List of Licensees** tab, or call 651-539-1900.

LG220 Application for Exempt Permit

4/23
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LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT (required before submitting application to the Minnesota Gambling Control Board)

CITY APPROVAL for a gambling premises located within city limits

- ☐ The application is acknowledged with no waiting period.
- ☐ The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days (60 days for a 1st class city).
- ☐ The application is denied.

Print City Name: _____

Signature of City Personnel: _____

Title: _____ Date: _____

**The city or county must sign before
submitting application to the
Gambling Control Board.**

COUNTY APPROVAL for a gambling premises located in a township

- ☐ The application is acknowledged with no waiting period.
- ☐ The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days.
- ☐ The application is denied.

Print County Name: _____

Signature of County Personnel: _____

Title: _____ Date: _____

TOWNSHIP (if required by the county)

On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minn. Statutes, section 349.213.)

Print Township Name: _____

Signature of Township Officer: _____

Title: _____ Date: _____

CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

The information provided in this application is complete and accurate to the best of my knowledge. I acknowledge that the financial report will be completed and returned to the Board within 30 days of the event date.

Chief Executive Officer's Signature: _____ Date: _____
(Signature must be CEO's signature; designee may not sign)

Print Name: Chris Lund

REQUIREMENTS

Complete a separate application for:

- all gambling conducted on two or more consecutive days; or
- all gambling conducted on one day.

Only one application is required if one or more raffle drawings are conducted on the same day.

Financial report to be completed within 30 days after the gambling activity is done:

A financial report form will be mailed with your permit. Complete and return the financial report form to the Gambling Control Board.

Your organization must keep all exempt records and reports for 3-1/2 years (Minn. Statutes, section 349.166, subd. 2(f)).

Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process the

application. Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to Board members, Board staff whose work requires access to the information; Minnesota's Depart-

ment of Public Safety; Attorney General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.

MAIL APPLICATION AND ATTACHMENTS

Mail application with:

- _____ a copy of your proof of nonprofit status; and
- _____ application fee (non-refundable). If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**. Make check payable to **State of Minnesota**.

To: Minnesota Gambling Control Board
1711 West County Road B, Suite 300 South
Roseville, MN 55113

Questions?

Call the Licensing Section of the Gambling Control Board at 651-539-1900.

This form will be made available in alternative format (i.e. large print, braille) upon request.

An equal opportunity employer



HAMBURG CITY COUNCIL MEETING

August 12, 2025

Interim Mayor, Councilmember Tim Tracy called the Hamburg City Council Meeting to order at 7:00 PM. Those in attendance were Councilmembers Jessica Weber, Tim Tracy, Eric Poppler, Mitch Polzin, City Clerk Jeremy Gruenhagen and Deputy Clerk Jenni Droege. Also in attendance, Hamburg Fire Department Chief Steven Siewart, Johnny Egan and Attorney Glenn P. Bruder, who is potentially representing a client. Mayor Chris Lund was absent.

Public Comment – Johnny Egan questioned why the new Hamburg signs do not include the current population. Clerk Gruenhagen will contact the county concerning that question.

Agenda Review and Adoption

MOTION: Councilmember Jessica Weber moved to approve the Agenda as written. Seconded by Councilmember Eric Poppler. Motion was approved by all present.

Consent Agenda

- Approve Payment of Added July 2025 Claims (\$4,712.27)
- Approve Payment of August 2025 Claims (\$34,550.30)
- Approve Minutes for January, February, March, April, May 2025
- Approve Time-Off Request (Jeremy Gruenhagen)
- Approve Temporary On-Sale Liquor Licenses for Hamburg Lions
 - October 4, 2025 & October 25, 2025
- Approve Liability Coverage Waiver Form (LMCIT)
- Approve Exempt Permit for Gambling (Central Booster Club – 10/4/25)
- Delinquent Utility Bills Report
- Transmission Line Work Notice (Xcel Energy)

MOTION: Councilmember Eric Poppler moved to approve the Consent Agenda as written. Seconded by Councilmember Mitch Polzin. Motion was approved by all present.

Hamburg Fire Department

- Chief Siewert reported that the turnout was good for National Night Out and that he received positive feedback on the fire extinguisher simulator.
- Summerfest Celebration - The committee is requesting that Railroad Street be closed for the 9/13/2025 celebration. They are also requesting an off-premise liquor license. Johnny Egan also mentioned the possibility of Cow Pie Bingo. Jeremy Gruenhagen asked about insurance coverage. Know it All's is currently looking into their policy and will get back to council.



HAMBURG CITY COUNCIL MEETING
August 12, 2025

- **MOTION: Councilmember Jessica Weber moved to approve the off-premise liquor license and Railroad St. closure pending proof of insurance coverage through Know It All's Bar. Seconded by councilmember Mitch Polzin. Motion was approved by all present.**
- Pera Retirement Fund - Chief Siewert will provide the retirement fund numbers at the next council meeting. He pointed out that he feels we can make an increase without any contribution from the city. This will be addressed during the 2026 Budget Process

Old City Business

- Public Nuisance Violations, PID 45.0282020. This case is headed to court and is currently slated for November 5, 2025.
- Call Out Pay for Employees (Employee Handbook) Exempt employees will be paid \$50/day for scheduled rounds on the weekend and holidays and a minimum of 2 hours of over-time pay, at the current Public Works pay, for being called out after regular work hours/work duties.
 - **MOTION: Councilmember Mitch Polzin moved to approve the amended language in the Employee Handbook concerning Call Out Pay/2-hour minimum. Seconded by Councilmember Eric Poppler. Motion was approved by all present.**
- Cameras for Park/Hall/City Office - Cameras have been installed at the Hall (dumpster) and at the City Office.

New City Business

- Fence Repair (East Ball Field) - An insurance claim was filed for the damage (tree fell on fence) to approximately 50 feet of the fence from one of the July storms. Both Midwest Fence and Mfg. (\$3,993.00) and Century Fence (\$3,549.00) have provided quotes.
 - **MOTION: Councilmember Jessica Weber moved to award Century Fence the contract at \$3,549.00. Seconded by Councilmember Eric Poppler. Motion was approved by all present.**
- 2026 Budget Items - Hall Improvements with a potential upgrade to the existing bathrooms. The Toolcat was in the shop for another repair, as a result of the age of the machine it may make fiscal sense to look at the cost of a new machine and trade-in value on the current machine. The council was in agreement that they would like to know the trade in value of the current machine and pricing of a new machine. The Community Center roof is in need of repair and it is being looked into/estimate gathered.
- The Hunt and Fish Club is looking at replacing their fish fry trailer and want to explore all options. With that being said they would like to know if the council would consider letting them install a full commercial kitchen in the basement



HAMBURG CITY COUNCIL MEETING
August 12, 2025

of the hall, specifically for their fish fry. Although some on the council don't feel this is financially feasible for the Hunt & Fish Club, they are willing to proceed to the next step and look into drawings/estimates, etc. The major concern of all on the council is the potential deep fry/fish smell.

City Council Reports

- Councilmember Eric Poppler (Parks) had nothing further to report.
- Councilmember Jessica Weber (Buildings) had nothing further to report.
- Councilmember Tim Tracy (Water/Sewer) would like to see all trees removed and or trimmed from the power lines. Councilmember Tracy is also in agreement with Councilmember Polzin.
- Councilmember Mitch Polzin (Streets) would like to see all trees removed and or trimmed from the power lines. He also commented that we pay a fee on our bill every month for this service and it needs to be taken care of.
- Mayor Chris Lund – Per Clerk Gruenhagen the City Newsletter will go out shortly.

Adjourn City Council Meeting

MOTION: Councilmember Jessic Weber moved to adjourn the City Council Meeting at 7:55 PM. Seconded by Councilmember Eric Poppler. Motion was approved by all present

Amended/Approved on November 19, 2025

Jeremy Gruenhagen
City Clerk/Treasurer



HAMBURG CITY COUNCIL MEETING

September 9, 2025

Mayor Chris Lund called the Hamburg City Council Meeting to order at 7:00 PM. Those in attendance were Councilmembers Jessica Weber, Tim Tracy, Eric Poppler, Mitch Polzin, City Clerk Jeremy Gruenhagen and Deputy Clerk Jenni Droege. Also in attendance were Hamburg Fire Department Chief Steven Siewert and Maintenance/Public Works Jason Buckentin.

Public Comment – No Public Comment.

Agenda Review and Adoption

MOTION: Councilmember Eric Poppler moved to approve the Agenda as written. Seconded by Councilmember Mitch Polzin. Motion was approved by all present.

Consent Agenda

- **Approve Payment of Added August 2025 Claims (\$10,234.46)**
- **Approve Payment of September 2025 Claims (\$29,352.73)**
- **Approve Minutes for June/July 2025**
- **Approve Time-Off Request (Jeremy Gruenhagen)**
- **Approve Temporary On-Sale Liquor Licenses for Hamburg Lions**
 - **November 8, 2025 & November 21, 2025**
- **Delinquent Utility Bills Report**
- **2026 Prosecution Contract w/Carver County (Rate Increase)**
- **Notice of Public Hearings for Xcel Energy (Rate Increases)**

MOTION: Councilmember Eric Poppler moved to approve the Consent Agenda. Seconded by Councilmember Mitch Polzin. Motion was approved by all present.

Hamburg Fire Department

- Chief Siewert included the 2025 HFDRA PERA Report. Steven reported the pension fund is 120% funded. He stated that it is time to think about contributions. Council did not have any questions. Steven encouraged everyone to reach out with any questions that may arise.
- **Zummerfest** - Saturday morning Railroad Street will be shut down at Know It All's to the back of the bar for the street dance. It will open again Sunday morning. Steven also mentioned that the money from Cow Pie Bingo goes back to the winner(s). Clerk Gruenhagen stated that we do need a copy of the liability insurance. The Chief commented that he will provide that to the city.
- **Ice Machine** - The Fire Department will be purchasing an upright freezer and an ice machine.
- **Additional Fire Hydrants**. Chief asked the City to continue to replace old hydrants.



HAMBURG CITY COUNCIL MEETING

September 9, 2025

Central Trap Team-Andy Storms

- Andy, the Central Trap Chairman, is looking for an Exempt Gambling Permit for the annual Gun Bingo. Mayor Lund will be calling for Bingo. The Hamburg Lions will provide the bartending.
- **MOTION: Councilmember Mitch Polzin moved to approve the Exempt Gambling Permit for the Central Trap Team for December 13, 2025. Seconded by Councilmember Eric Poppler. Motion was approved by all present.**

Old City Business

- City Limits Sign (Population) - At the previous meeting a resident had asked why the population is not on the city signs. City council members are willing to have the County add small plaques with the current city population as it is no cost to the City.
- Water Tower Cleaning - In order to avoid the water tower running for a week during cleaning a holding tank has been reserved. This would cost the city \$1,500.00. This will prevent water/chemicals and electricity from being wasted during that time period and save the City money overall. Council had no objection.

New City Business

- PID 45.0281600 - Purchase Land to extend George St. to Park Ave.- In the event that Brad Street is closed, alternative access is needed to the Brad/George/David Kim neighborhood. The city has asked the Engineers to investigate the feasibility of this potential project. Currently, this is just an exploratory stage regarding cost, etc.
- 2026 Proposed Budget - 2025/2026 Budget Items.
 - Toolcat and Garage Door (Band Shelter). The current Toolcat has recently cost \$1,721.00 in repairs and over \$12,000 in repairs the last few years. A new toolcat is estimated to cost \$67,915.67 with a trade-in on the existing Toolcat (\$28,000) which leaves a balance of \$39,915.67. The grapple hooks are expected to cost \$4,086.89.
 - **MOTION: Councilmember Mitch Polzin moved to purchase a new Toolcat and grapple bucket/hooks for \$44,002.65 using funds out of the city equipment replacement fund (City Savings Account). Seconded by council member Eric Poppler. Motion was approved by all present.**
 - The garage door is expected to cost around \$2,500.00. The pitching machine will be stored at the Band Shelter. It was discussed by council that money has been put away for instances such as this along with money that has been specifically put away for a new lawn mower if the current mower should have any issues



HAMBURG CITY COUNCIL MEETING

September 9, 2025

- Budget Workshop (September 16th) - Chief Siewert would like to buy a Pond Net to protect the ducks for next year. He is unsure if the net will need funding or if donations will suffice. This was discussed including the fire department side of the roof, the city hall front door, a bobcat gutter sweeping attachment, tool budget, lumber allowance, street improvement projects, a grass rescue truck (\$20,000), pavement replacement in the park around the band shelter and big shed, tree removal/replacement, updating of the video system in the park, update to the hall men's and women's bathrooms, updated PA system, Hydrant replacement, continued Hydro-jetting Sewer lines, pump servicing and the potential land purchase to extend George St. Clerk Gruenhagen spoke about the possibility of asking for additional grant money to help with the disposal of the trees/brush at the ponds, due to the amount of debris from the storms this summer.
- Hold Second Council Meeting on September 23, 2025. Council would like to move the budget workshop and second council meeting to September 23, 2025 at 6:00 PM.
- **MOTION: Councilmember Tim Tracy moved to combine the budget workshop and second council meeting to September 23, 2025 at 6:00 PM. Seconded by Councilmember Jessica Weber. Motion was approved by all present.**

City Council Reports

- Councilmember Eric Poppler (Parks) had nothing further to report.
- Councilmember Jessica Weber (Buildings) had nothing further to report.
- Councilmember Tim Tracy (Water/Sewer) had nothing further to report.
- Councilmember Mitch Polzin (Streets) had nothing further to report.
- Mayor Chris Lund – The newsletter will go out shortly with Mayor In-Time on Oct 6th.

Adjourn City Council Meeting

MOTION: Councilmember Jessica Weber moved to adjourn the City Council Meeting at 7:54 PM. Seconded by Councilmember Tim Tracy. Motion was approved by all present

Amended/Approved on November 19, 2025

Jeremy Gruenhagen
City Clerk/Treasurer



HAMBURG CITY COUNCIL BUDGET MEETING
September 23, 2025

Mayor Chris Lund called the Hamburg City Council Budget Workshop Meeting to order at 6:00 PM. Those in attendance were Councilmembers Jessica Weber, Eric Poppler, City Clerk Jeremy Gruenhagen, and Deputy Clerk Jenni Droege. Also in attendance was the Maintenance/Public Works, Jason Buckentin. Councilmembers Tim Tracy and Mitch Polzin were not present.

City Clerk Jeremy Gruenhagen mentioned and discussed several budget items from the wish list that are included within the 2026 Budget: Land purchase PID 45. (\$50K), Rip Rap Project (Phase 3), CC Roof (Fire Dept Roof) and Gutters (\$22K), Replacing CC Door, Various Tools (\$2K), Gutter Sweeper Attachment (\$2.5), Equipment Replacement Fund (\$5K), Lumber Allowance (\$3K), Replay Brad St (\$20K), New Rescue Vehicle (\$20K), Chip Brush Pile (\$10K), Park Pavement Replacement (\$10K), upgrading the Park Video Recording System and Hall Bathroom Remodel (\$30K), Replace Hydrant, Service Water Wells.

Council Member Weber reported the floor in the park band shelter flooring (has a crack), PW Buckentin will look to repair. Clerk Gruenhagen asked council if they have anything to add to the 2026 Proposed Budget. Mayor Lund pointed out that we should start saving money for Hamburg's 150th Anniversary in 2033 (\$5K). All members of council agreed that they have nothing to add to the current budget. 2026 Proposed Tax Levy increase was set at an 8.23 percent increase.

Adjourn City Council Budget Workshop Meeting

MOTION: Councilmember Jessica Weber moved to close the Budget Workshop Meeting at 6:18 PM. Seconded by Councilmember Eric Poppler. Motion was approved by all present

Amended/Approved on November 19, 2025

Jeremy Gruenhagen
City Clerk/Treasurer



HAMBURG CITY COUNCIL MEETING

October 14, 2025

Councilmember Mitch Polzin called the Hamburg City Council Meeting to order at 7:00 PM. Those in attendance were Councilmembers Jessica Weber, Eric Poppler, Mitch Polzin, City Clerk Jeremy Gruenhagen, and Deputy Clerk Jenni Droege. Also in attendance was Steven Siewert. Councilmember Tim Tracy was not present.

Public Comment- There were no public comments.

Agenda Review and Adoption

MOTION: Councilmember Jessica Weber moved to approve the Agenda as written. Seconded by Councilmember Eric Poppler. Motion was approved by all present.

Consent Agenda

- **Approve Payment of Added September 2025 Claims (\$5,990.39)**
- **Approve Payment of October 2025 Claims (\$81,114.09)**
- **Approve Cash Flow Statement for July 2025**
- **Approve Time-Off Request (Jeremy Gruenhagen)**
- **Approve On- Sale Temporary Liquor License for Hamburg Lions Club**
 - **December 13, 2025**
- **2026 Prosecution Contract with Carver County**

MOTION: Councilmember Jessica Weber moved to approve the Agenda as written. Seconded by Councilmember Eric Poppler. Motion was approved by all present.

Hamburg Fire Department – Chief Siewert

Chief Siewert asked if there were any PERA questions. There were no current questions. Steven also mentioned that HFD Officer selection will soon take place within the Fire Department.

Southern Valley Alliance – Christie Larson

Christie explained that October is Domestic Violence Awareness Month. Southern Valley Alliance began operations in Belle Plaine, MN and has moved to Shakopee, MN. They provide a 24x7 crisis line, emotional support, legal advocacy, transitional housing, case management and community education. She left information with the City of Hamburg that is displayed outside the office and additional information in the city office.

Old/New City Business

- **Baseball Park Fence** - There is no start date as a legal easement is needed.
- **Park Pop Machine** - Clerk Gruenhagen stated that the Facebook poll indicates that the community would like to keep the pop machine, 77% support. Clerk Gruenhagen will reach out to Viking to determine if we are able to turn it off for



HAMBURG CITY COUNCIL MEETING
October 14, 2025

the winter.

- **November 11th City Council Meeting**-Due to Veteran's Day the city council meeting will need to be moved.
 - **MOTION: Councilmember Jessica Weber moved to approve moving the Hamburg City Council meeting from November 11th to November 18, 2025 @ 7:00PM. Seconded by Councilmember Eric Poppler. Motion was approved by all present.**

City Council Reports

- Councilmember Eric Poppler (Parks) had nothing further to report.
- Councilmember Jessica Weber (Buildings) had nothing further to report.
- Councilmember Tim Tracy (Water/Sewer) was not present.
- Councilmember Mitch Polzin (Streets) had nothing further to report.
- Mayor Chris Lund was not present.

Adjourn City Council Meeting

MOTION: Councilmember Eric Poppler moved to adjourn the City Council Meeting at 7:11 PM. Seconded by Councilmember Jessica Weber. Motion was approved by all present

Amended/Approved on December 2, 2025

Jeremy Gruenhagen
City Clerk/Treasurer



HAMBURG CITY COUNCIL MEETING

November 18, 2025

Mayor Chris Lund called the Hamburg City Council Meeting to order at 7:00 PM. Those in attendance were Councilmembers Jessica Weber, Eric Poppler, Mitch Polzin, Tim Tracy, City Clerk Jeremy Gruenhagen, and Deputy Clerk Jenni Droege. Also in attendance was the Hamburg Fire Department Chief, Steven Siewert.

Public Comment – No Public Comment.

Agenda Review and Adoption

MOTION: Councilmember Jessica Weber moved to approve the Agenda as written. Seconded by Councilmember Tim Tracy. Motion was approved by all present.

Consent Agenda

- Approve Payment of May 2025 Claims **(\$22.50)** & June 2025 **(\$608.50)**
- Approve Payment of Added September 2025 Claims **(\$84.06)**
- Approve Payment of Added October 2025 Claims (\$36,678.56)
- Approve Payment of November 2025 Claims (\$26,171.45)
- Approve Cash Flow Statement for August/September 2025
- Approve Time-Off Request (Jeremy Gruenhagen)
- Approve On- Sale Temporary Liquor License for Hamburg Lions Club
 - January 10th, 17th, 31st & February 7th, 21st 2026
- Approve Lawful Gambling Permit for Duck Unlimited (January 17, 2026)
- Approve Lawful Gambling Permit for Green Isle Sportsmen Club (January 31, 2026)
- Approve Lawful Gambling Permit for HHFC (February 9, 2026)
- Approve 2026 Prosecution Contract with Carver County
- Approve 2026 Policing Contract with Carver County

MOTION: Councilmember Jessica Weber moved to approve the Consent Agenda. Seconded by Councilmember Tim Tracy. Motion was approved by all present.

Hamburg Fire Department – Chief Siewert

- Chief Siewert spoke about the Officer Selection process including roles for Assistant Chief, Training Captain, and Captain #3. Nick Mackenthun, Jared Mackenthun and Cody Harris, all previously held these roles and ran unopposed.
 - **MOTION: Councilmember Eric Poppler moved to approve the Officers said by Captain. Seconded by Councilmember Mich Polzin. Motion was approved by all present.**
 - **AMENDED MOTION: Councilmember Eric Poppler moved to amend the motion to approve the Officers said by the Chief. Seconded by Councilmember Mich Polzin. Motion was approved by all present.**



HAMBURG CITY COUNCIL MEETING

November 18, 2025

- He then asked council if they have any PERA questions that he might answer. Currently, the firefighters are at \$2,300.00 per year, 120% funded. He would like to move that up to \$2,700.00 per firefighter and 106% funded. City Clerk Gruenhagen did ask if this bump were to take place if any of the current firefighters intend to retire. Chief Siewert stated that he is not aware of anyone that is planning on retirement. Councilmember Mitch Polzin did ask what a \$300 increase would put us at. Steven stated that it would place each firefighter at \$2,600.00 which is 109% funded. He also went on to explain that \$2,900.00 would be 101% funded and at \$3,000.00 would be 98% funded. Councilmember Tracy mentioned that he is comfortable with the \$300.00 increase, 109% funded. There was also discussion of sign on bonuses for new members between the chief and council. He stated that he is open to questions at any time via email, phone or in person.
- Chief Siewert stated that the Toy Drive is scheduled for 12/14/2025 from 8-12PM at Know it All's and is a free will donation, cash or an unwrapped gift.
- The Hamburg Fire Department Gun Raffle is scheduled for December 6th 2025. Christmas lights will be hung this weekend.

New City Business

- Baseball Park Fence - This project will not take place until the Spring of 2026, the City Attorney will be putting together an access easement between Wm. Mueller and Sons and the City.
- The Park Pop Machine had some issues so Viking loaded it up to look at/fix those issues and they will be keeping it for the winter as sales are minimal during that time. The pop machine will hopefully return in the spring.
- PN Violation for PID 45.0282020 (Court Trial) - The court date has been moved to December 10, 2025.
- Rip Rap Project (Phase 2) – Looking for Council approval to extend the completion date of this phase from December 1 to December 31, 2025. The ponds will be fully discharged sometime after Thanksgiving week. That will allow the company implementing the rip rap to see the level of coverage needed.
 - **MOTION: Councilmember Tim Tracy moved to approve Change Order #1 for the Rip Rap Project (Phase 2). Seconded by Councilmember Jessica Weber. Motion was approved by all present.**
- 2025-26 Final Budget Items
- Hold Second City Council Meeting on November 25, 2025
 - 2026 Final Budget Workshop
 - Employee Review/Health Insurance Coverage
 - **Councilmember Mitch Polzin moved to approve the City Council Meeting on November 2nd @ 6:00 PM. Seconded by Councilmember Eric Poppler. Motion was approved by all present.**



HAMBURG CITY COUNCIL MEETING
November 18, 2025

- Set Public Hearing to Adopt City Fee Schedule for 2026 (December 9th)
 - **Councilmember Mitch Polzin moved to approve the Public Hearing to Adopt City Fee Schedule for 2026 for December 9th @ 7:00 PM. Seconded by Councilmember Eric Poppler. Motion was approved by all present.**

City Council Reports

- Councilmember Eric Poppler (Parks) had nothing further to report.
- Councilmember Jessica Weber (Buildings) had nothing further to report.
- Councilmember Tim Tracy (Water/Sewer) was not present.
- Councilmember Mitch Polzin (Streets) was not present.
- Mayor Chris Lund – City Newsletter to go out next week. Hamburg Lions Club is donating \$8,000 for Hall Bathroom improvements. He was in the minority about Gun Control at the Last Carver County Mayors meeting.

Adjourn City Council Meeting

MOTION: Councilmember Jessica Weber moved to adjourn the City Council Meeting at 7:37 PM. Seconded by Councilmember Tim Tracy. Motion was approved by all present

Amended/Approved on December 2, 2025

Jeremy Gruenhagen
City Clerk/Treasurer

**CITY OF HAMBURG, MINNESOTA
RESOLUTION NUMBER 2025-11**

**RESOLUTION REESTABLISHING PRECINCT AND
POLLING PLACE FOR THE CITY OF HAMBURG
FOR 2026 ELECTION YEAR**

WHEREAS, Minnesota Statutes 204B.16 sets forth the requirement that each municipality must designate by ordinance or resolution a polling place for each election precinct by December 31st of each year.

NOW, THEREFORE, BE IT RESOLVED, that the Hamburg City Council hereby establishes the boundaries of the voting precinct and polling place as follows:

- I. Boundaries of Voting Precinct: Entire City of Hamburg Corporate Limits.
- II. Precinct No. 1 - Hamburg City Hall at 181 Broadway Avenue, Hamburg, Minnesota.

I CERTIFY THAT the above resolution was adopted by the City Council of Hamburg, Carver County, Minnesota this 9th day of December, 2025.

BY:

Chris Lund, Mayor

ATTEST:

Jeremy Gruenhagen, City Clerk/Treasurer



CITY OF HAMBURG TIME-OFF REQUEST FORM

Today's Date: December 5, 2025

Employee Name: _____

Dates Requesting Time-Off: December 26th
December 29th

How many **Vacation** hours will be used? 16

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

Is there a **Holiday** during your time off? Yes

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? Yes

- If yes, you must receive City Council approval.

City Council Approval

Date of Council Meeting: December 9, 2025

Was vacation request approved? _____

- If no, reason request was denied: _____

Gromy Guernhagen
Employee Signature

12-5-25
Date

City Clerk/Treasurer

Date

Mayor

Date



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

CITY OF HAMBURG TIME-OFF REQUEST FORM

Today's Date: 12-1-25

Employee Name: Jason Buckenham

Dates Requesting Time-Off: 12-12-25

half day

12-26-25

How many **Vacation** hours will be used? 12

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

Is there a **Holiday** during your time off? _____

Will there be any time off **without pay**? _____

Will there be any scheduled **Sick Leave** used? _____

Are you requesting more than three consecutive days off? _____

- If yes, you must receive City Council approval.

City Council Approval

Date of Council Meeting: _____

Was vacation request approved? _____

- If no, reason request was denied: _____

Employee Signature

Date

City Clerk/Treasurer

Date

Mayor

Date



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

CITY OF HAMBURG, MINNESOTA RESOLUTION NUMBER 2025-12

A RESOLUTION OPTING TO INCREASE THE BENEFIT LEVEL FOR FIREFIGHTERS WHO ARE VESTED IN THE STATEWIDE VOLUNTEER FIREFIGHTER PLAN

The City Council of the City of Hamburg, Minnesota, does ordain:

WHEREAS, The City previously authorized the fire department to join the Statewide Volunteer Firefighter Plan administered by the Public Employees Retirement Association (PERA); and

WHEREAS, The City requested and obtained a cost analysis of increasing the benefit level for firefighters who are vested in the Statewide Volunteer Firefighter Plan from PERA not more than 120 days ago; and

WHEREAS, The City understands that Minnesota statutes do not have provisions for a decrease in benefit levels; and

WHEREAS, The City highly values the contributions of City Fire Department members to the safety and well-being of our community and wishes to safeguard their pension investments in a prudent manner.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF HAMBURG, MINNESOTA:

- 1) The City hereby approves an increase in the benefit level for firefighters who have completed at least 5 years of good time service credit as a member of the Statewide Volunteer Firefighter Plan administered by PERA at the \$ benefit level per year of service, effective January 1, 2026; and
- 2) The City Clerk/Treasurer and Mayor are hereby authorized to execute all documents necessary to effectuate the intent of this resolution.

The motion for the adoption of the foregoing resolution was proposed by Councilmember and was duly seconded by Councilmember and upon vote being taken thereon, the following voted in favor:

- All Members in Favor ()

And the following voted against the same:

•

Absent: Councilmember



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

I CERTIFY THAT the above resolution was passed and adopted by the City Council of Hamburg, Carver County, Minnesota this 9th day of December, 2025.

BY:

Chris Lund, Mayor

ATTEST:

Jeremy Gruenhagen, City Clerk/Treasurer



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



November 25, 2025

Management, Honorable Mayor, and City Council
City of Hamburg
Hamburg, Minnesota

We appreciate the opportunity to work with you and the staff at the City of Hamburg (the City) over the past years to conduct your annual financial audits. This has been a successful working relationship because we have spent a great deal of time understanding how your City operates, and you getting to know how we conduct our audits. As a result, we have been able to achieve a process that is mutually beneficial to both parties through good working relationships, resulting in efficiencies in the process.

We have outlined below a three-year extension of our services for the years ending December 31, 2025, 2026, and 2027. Our fees below outline a 6 percent increase over 2024, then approximately a 5 percent increase thereafter. This will allow us to continue a relationship that through the past years has been shaped and polished to provide both parties with outstanding results.

Our fee for these services will be as follows:

<u>Service</u>	<u>2025</u>	<u>2026</u>	<u>2027</u>
Audit	\$21,200	\$22,250	\$23,375
Office of the State Auditor's Reporting Form	950	975	1,000

The above fees are based on no additional accounting standards requiring a significant amount of audit time. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs. Other factors that may affect the above fees would be if a Single Audit were required.

Government Auditing Standards require that we provide you with a copy of our most recent external peer review report and any letter of comment, and any subsequent peer review reports and letters of comment received during the period of the contract. Our 2023 peer review letter accompanies this letter.

We appreciate the opportunity to be of continued service to the City and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us. If you have any questions, please contact me at 952-715-3004.

Very truly yours,

Abdo, LLP
Certified Public Accountants & Consultants

Abdo

Brad J. Falteysek, CPA
Governmental Services Partner

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

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 - HFDR, 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

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, MINNESOTA
RESOLUTION NUMBER 2025-13**

RESOLUTION APPROVING 2026 FINAL BUDGET AND 2026 TAX LEVY

WHEREAS, Minnesota State Statutes requires, on or before December 28, each taxing authority shall adopt a final budget and shall certify to the County Auditor the final property tax levy for taxes payable in the following year; and

WHEREAS, The Hamburg City Council and City staff have done analysis of the demands for goods, services and other debt obligations to be provided for the City in 2026 and approved its Final Budget for 2026 on December 9, 2025; and

NOW THEREFORE, BE IT RESOLVED, BY THE CITY COUNCIL OF HAMBURG, MINNESOTA, The Hamburg City Council adopted and amended its final tax levy, collectible in 2026, which was set at \$ on December 9, 2025; and

NOW THEREFORE, BE IT RESOLVED, The City Clerk-Treasurer will certify said tax levy to the County Auditor of Carver County and will submit a completed Form TNT-2025 to the MN Department of Revenue by December 31, 2025.

I CERTIFY THAT the above resolution was adopted by the City Council of Hamburg, Carver County, Minnesota this 9th day of December, 2025.

BY:

Chris Lund, Mayor

ATTEST:

Jeremy Gruenhagen, City Clerk/Treasurer



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