



HAMBURG CITY COUNCIL AGENDA **JANUARY 10, 2023**

1. **Call City Council Meeting to Order**
 - Pledge of Allegiance
 - Designations/Appointments for 2023
 - Approve Resolution Number 2023-01

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 Resolution Number 2023-02 (Payment of Claims for 2023)
 - Approve Resolution Number 2023-03 (2022 Donations)
 - Approve Payment of December 2022 Added Claims (\$143,985.85)
 - Approve Payment of January 2023 Claims (\$97,208.25)
 - Approve Temporary On-Sale Liquor Licenses (Hamburg Lions Club)
 - February 4, 2023, February 18, 2023, & March 31, 2023
 - Approve Date Change for Public Hearing (Comp Plan Amendment – Dammann/Thomes Annexation)
 - Move from January 10th @ 7:00 PM to February 14th @ 7:00 PM
 - Approve Date Change for Public Hearing (Ordinance 169 – 2023 City Fee Schedule)
 - Move from January 10th @ 7:00 PM to February 14th @ 7:00 PM
 - Approve Time-Off Request for Jeremy Gruenhagen
 - City Offices Closed January 16, 2023 for MLK Jr. Day

5. **Move to Close Meeting pursuant to Minn. Stat. Sec. 13D.05, Subd. 3(b) as permitted by the attorney-client privilege to address a pending litigation matter. (This part of the meeting is closed to the general public)**

6. **Move to Reopen City Council Meeting**

7. **Trebesch Litigation Matter (PID 45.00282010)**



***HAMBURG CITY COUNCIL AGENDA
JANUARY 10, 2023***

8. Old City Business

- **General Maintenance Worker Applications**
 - **Personnel Committee Meeting(s)**

9. New City Business

- **Snow Removal (Snow Storage)**
- **Approve 2023 Agreement for Professional Services (City Engineer S.E.H)**

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. Adjourn City Council Meeting



HAMBURG CITY COUNCIL AGENDA
JANUARY 10, 2023

COMMUNITY HALL & PARK ACTIVITIES

JANUARY **15 – Hamburg Lions Club Pancake Breakfast**

FEBRUARY **4 – HHFC Fish Fry**
18 – Hamburg Lions Purse Bingo

COMMUNITY CENTER (FIRE HALL) ACTIVITIES

JANUARY **2 – Hamburg Lions Board Meeting**
2 – HFD Training
2 – Mayors In
8 – 4-H Meeting
10 – Hamburg City Council Meeting
10 – Young America Township Meeting
16 – Hamburg Lions Club
16 – MLK Holiday – City Offices Closed
30 – Hamburg Fire Dept. (Relief Association) Meeting

FEBRUARY **6 – Mayors In**
6 – Hamburg Lions Board Meeting
5 – 4-H Meeting
6 – HFD Training
14 – Hamburg City Council Meeting
14 – Young America Township Meeting
15 – Hamburg Fire Department
20 – Hamburg Lions Club
20 – Presidents' Day Holiday – City Offices Closed
27 – Hamburg Fire Dept. (Relief Association) Meeting

**CITY OF HAMBURG, MINNESOTA
RESOLUTION NUMBER 2023-01**

***RESOLUTION ASSIGNING ANNUAL
DESIGNATIONS AND APPOINTMENTS FOR 2023***

WHEREAS, at the first council meeting certain designations are required to be made by the City Council;

THEREFORE, BE IT RESOLVED, the following designations shall be made for 2023:

1. The Acting Mayor who shall preside and perform duties in the absence of the Mayor shall be Tim Tracy.
2. Mayor Chris Lund, Council Member Eric Poppler and City Clerk/Treasurer Jeremy Gruenhagen shall serve on the Personnel Committee and Fire Board for the City.
3. The Hamburg City Council Meeting Start Time for 2023 shall be 7:00 P.M.
4. The Official Newspaper of the City of Hamburg shall be the News and Times.
5. The Official Depository of the City of Hamburg shall be Security Bank and Trust.
6. The Building Inspector for the City of Hamburg shall be MNSPECT.
7. The City Engineering Firm shall be S.E.H. Inc., Justin Black shall serve as the primary Engineer for the City of Hamburg.
8. The City Attorney Firm for legal advising, litigation and prosecutions shall be Hubert-Melchert-Sjodin.
9. The Emergency Manager for 2023 shall be Fire Chief 2.
10. The Cities Insurance Agent for participation in LMC Insurance shall be Donovan Buckentin.
11. The co-signers for all checks shall be Mayor Chris Lund, Acting Mayor Tim Tracy, and City Clerk/Treasurer Jeremy Gruenhagen.

AND, BE IT ALSO RESOLVED, that the firm for auditing purposes for the year 2022 shall be Abdo, Eick & Meyers LLP.

I CERTIFY THAT the above resolution was adopted by the City Council of Hamburg, Carver County, Minnesota this 10^h day of January, 2023.

Chris Lund, Mayor

ATTEST:

Jeremy Gruenhagen, City Clerk/Treasurer

**CITY OF HAMBURG, MINNESOTA
RESOLUTION NUMBER 2023-02**

***RESOLUTION APPROVING THE DELEGATION OF AUTHORITY
FOR PAYING CLAIMS PRESENTED TO THE CITY OF
HAMBURG***

WHEREAS, Minnesota Statute 412.271 Subd. 7 and Subd. 8 authorizes the City to delegate authority to pay certain claims against the City by the City Administrative Official:

WHEREAS, the Clerk/Treasurer is a City Administrative Official;

WHEREAS, the City of Hamburg desires to authorize the City Administrative Official to pay all claims that the City Official deems just and correct and valid for the 2023 Calendar Year.

WHEREAS, all checks drawn for payment of claims must be signed by the City Clerk/Treasurer and the Mayor or Acting Mayor (In the absence of the Mayor):

WHEREAS, the City Administrative Official will present to the City Council at the first council meeting after payment of claims a list of the claims paid and an explanation of the payment.

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

That the Clerk/Treasurer of the City of Hamburg is authorized to pay all claims for the 2023 Calendar Year presented to the City if in the City Official's discretion, the claims are just, correct and valid.

I CERTIFY THAT the above resolution was adopted by the City Council of Hamburg, Carver County, Minnesota this 10th day of January, 2023.

Chris Lund, Mayor

ATTEST:

Jeremy Gruenhagen, City Clerk/Treasurer



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

**CITY OF HAMBURG, MINNESOTA
RESOLUTION NUMBER 2023-03**

RESOLUTION ACCEPTING DONATIONS RECEIVED IN 2023

WHEREAS, Minnesota Statutes Section 465.03 provides that donations to the City be accepted by resolution of the City of Council; and

WHEREAS, the City of Hamburg has received the following donations in 2022:

<u>Donations Received in 2022</u>	<u>Amount</u>
Hamburg Lions Club (LED Xmas Lights)	\$2,000.00
Becky Feltmann (LED Xmas Lights)	\$100.00
Dan Oelfke Construction (LED Xmas Lights)	\$400.00
Hamburg Fire Dept. Relief Assoc. (HFD Uniforms)	\$732.53
Hamburg Fire Dept. Relief Assoc. (Engine 13 Repairs)	\$2,085.00
Hamburg Fire Dept. Relief Assoc. (Duck Pond)	\$1,000.00

WHEREAS, the City Council expresses its gratitude for the donations given to the City of Hamburg.

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

1. The City Council of the City of Hamburg hereby graciously accepts, with great appreciation, the donations given in 2022 and will use them as prescribed.

I CERTIFY THAT the above resolution was adopted by the City Council of Hamburg, Carver County, Minnesota this 10th day of January, 2023.

Chris Lund, Mayor

ATTEST:

Jeremy Gruenhagen, City Clerk/Treasurer



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

2021 December Claims List

CHECK #	VENDOR	FUND	CLAIM DESCRIPTION	AMOUNT	APPROVED
ACH	EFTPS	Divided	Fed, Social Security, MC - November 2022	\$1,520.72	12/13/2022
ACH	EFTPS	Divided	Fed, Social Security, MC - December 2022	\$5,060.92	1/10/2023
ACH	MN Dept. of Revenue	Divided	State Withholding Tax Payment November 2022	\$284.00	12/13/2022
ACH	MN Dept. of Revenue	Divided	State Withholding Tax Payment December 2022	\$290.00	1/10/2023
ACH	Security Bank & Trust	General Gov't	ACH Service Fees for November 2022	\$20.20	12/13/2022
ACH	PERA	Divided	PERA Withholding for November 2021	\$888.25	12/13/2022
ACH	PERA	Divided	PERA Withholding for November 2021	\$902.25	1/10/2023
ACH	HealthPartners	Divided	Health Insurance for December 2022	\$1,058.86	12/13/2022
ACH	Google	General Gov't	Email Accounts (14) by Google G Suite	\$168.00	12/13/2022
ACH	Jeremy Gruenhagen	Divided	December Wages (Rounds)	\$2,172.71	12/13/2022
ACH	Verizon Wireless	General Gov't	City Cell Phone/Tablets Data Plan	\$129.06	12/13/2022
ACH	ZOOM	General Gov't	Video Conferencing	\$16.09	12/13/2022
ACH	Kwik Trip	Public Safety (FD)	Fuel for HFD	\$98.00	12/13/2022
ACH	Jeremy Gruenhagen	Divided	December Wages (Rounds)	\$2,511.96	1/10/2023
DC	Amazon	Sewer	Dawn Dish Soap	\$17.00	12/13/2022
DC	Amazon	CC/Hall	Magic Eraser Cleaning Sponges (100 CT)	\$26.99	12/13/2022
DC	Amazon	CC/Hall/Water	Paper Towels/Garbage Bags/Hydrogen Peroxide	\$50.50	12/13/2022
DC	Amazon	Sewer	Dawn Dish Soap	\$17.00	1/10/2023
DC	Amazon	General Gov't	Office Supplies - Computer Monitor Cables	\$26.68	1/10/2023
DC	US Postal Service	General Gov't	EDDM Postage for November 16, 2022 Newsletter	\$74.05	1/10/2023
DC	McAfee Virus	Public Safety (FD)	Anti-virus Renewal for HFD Computer	\$160.30	1/10/2023
DC	Hamburg Post Office	General Gov't	2 Rolls of Postage Stamps	\$120.00	1/10/2023
21359	Carver County Taxpayer Services	General Gov't	Annual Maintenance Fee's for Election Equipment/Ballots	\$660.82	12/13/2022
21359	Carver County Taxpayer Services	General Gov't	Payable 2023 Truth in Taxation Billings	\$240.63	12/13/2022
21360	Cintas	CC/Hall	Cleaning Supplies (Rags/Mops)	\$86.51	12/13/2022
21361	Coordinated Business Systems	General Gov't	Monthly Phone Equipment Base Rate	\$58.18	12/13/2022
21362	EMTS	Public Safety (FD)	EMR Refresher Course for HFD	\$2,800.00	12/13/2022
21363	Fire CATT, LLC	Public Safety (FD)	Hose Testing 10/11/22	\$2,870.00	12/13/2022
21364	Gopher State One Call	Divided	November Locates (2)	\$2.70	12/13/2022
21365	Jeremy Gruenhagen	Divided	Mileage for 2022/Supplies for NNO	\$915.93	12/13/2022
21366	Loffler Companies, Inc.	General Gov't	November Copies	\$79.43	12/13/2022
21367	Melchert-Hubert & Sjodin, PLLP	General Gov't	Legal Fees for November	\$2,285.40	12/13/2022
21368	Minnesota Pump Works	Sewer	After Hours Service Call for Grinder Station (11/19/22)	\$1,103.90	12/13/2022
21369	MN Department of Health	Water	4th Quarter Community Water Supply Service Conn. Fee	\$524.00	12/13/2022
21370	MNSPECT	Public Safety	Building Inspection Fees for November 2022	\$66.50	12/13/2022
21371	NYA Chamber of Commerce	General Gov't	2023 Membership Fee	\$75.00	12/13/2022
21372	Omega Rail Management	Water/Sewer	Right-of-Way Rental Agreement with Railroad	\$1,001.06	12/13/2022
21373	Plunkett's Pest Control	GG/Hall	Pest Control for CC/Hall (December 2, 2022)	\$44.13	12/13/2022
21374	USA Blue Book	Water	Hach PAN Indicator Solution	\$49.03	12/13/2022
21375	W.W.O.T.A.	Divided	Water/Wastewater Training & Assistance for November 2022	\$1,713.75	12/13/2022
21376	Waste Management, Inc.	Sanitation & Recycling	30 Yard Flat GreenYard Waste Containers Nov 2022	\$1,266.66	12/13/2022
21377	Wm. Mueller & Sons, Inc.	Divided	Snow Plowing for 11/29/22 & 11/30/22	\$1,724.00	12/13/2022
21378	Xcel Energy	Divided	Electricity/Natural Gas Services 10/31/22 to 12/1/22	\$122.59	12/13/2022
21379	Ziegler Inc.	CC/Water	Generator Repairs at WTP - New Coolant Heater	\$1,663.73	12/13/2022
21380	Chris Lund	General Gov't	2022 Mayor Wages & Special Meetings (38)	\$3,139.90	12/13/2022
21381	Tim Tracy	General Gov't	2022 City Council Wages & Special Meetings (18)	\$1,754.65	12/13/2022
21382	Jason Buckentin	General Gov't	2022 City Council Wages & Special Meetings (7)	\$1,246.72	12/13/2022
21383	Jessica Weber	General Gov't	2022 City Council Wages & Special Meetings (7)	\$1,246.72	12/13/2022
21384	Eric Poppler	General Gov't	2022 City Council Wages & Special Meetings (9)	\$1,339.07	12/13/2022
21385	Steven Siewert	Public Safety (FD)	2022 Fire Chief Salary	\$1,108.20	12/13/2022
21386	Mark Plantz	Public Safety (FD)	2022 Fire Chief Two Salary (6 Months)	\$277.05	12/13/2022
21387	Anthony Van Haften	Public Safety (FD)	2022 Fire Chief Three/Training Chief	\$554.10	12/13/2022
21388	Joe Weverka	Public Safety (FD)	2022 Captain One/Assistant Training Officer (3 Months)	\$138.52	12/13/2022
21389	Steven Buckentin	Public Safety (FD)	2022 Captain One/Assistant Training Officer (6 Months)	\$277.05	12/13/2022
21390	Jared Mackenthun	Public Safety (FD)	2022 Captain Two/Equipment Captain	\$554.10	12/13/2022
21391	Nick Mackenthun	Public Safety (FD)	2022 Captain Three/Secretary/Air Pack Maintenance	\$784.97	12/13/2022
21392	Lorri Gales	Public Safety (FD)	2022 Medical Liason	\$415.57	12/13/2022
21393	Justin Buckentin	Public Safety (FD)	2022 Trainings and Calls	\$424.81	1/10/2023
21394	Steven Buckentin	Public Safety (FD)	2022 Trainings and Calls	\$387.87	1/10/2023
21395	John Egan	Public Safety (FD)	2022 Trainings and Calls	\$350.93	1/10/2023
21396	Jeff Eggers	Public Safety (FD)	2022 Trainings and Calls	\$452.51	1/10/2023
21397	Matt Eischens	Public Safety (FD)	2022 Trainings and Calls	\$277.05	1/10/2023
21398	Joel Glander	Public Safety (FD)	2022 Trainings and Calls	\$277.05	1/10/2023
21399	Jayson Hansen	Public Safety (FD)	2022 Trainings and Calls	\$230.87	1/10/2023
21400	Cody Harris	Public Safety (FD)	2022 Trainings and Calls	\$295.52	1/10/2023
21401	Matt Jaus	Public Safety (FD)	2022 Trainings and Calls	\$249.34	1/10/2023
21402	Bob Kranz	Public Safety (FD)	2022 Trainings and Calls	\$212.40	1/10/2023
21403	Bruce Kranz	Public Safety (FD)	2022 Trainings and Calls	\$258.58	1/10/2023
21404	Russ Kuenzel	Public Safety (FD)	2022 Trainings and Calls	\$249.34	1/10/2023

2021 December Claims List

21405	Jared Mackenthun	Public Safety (FD)	2022 Trainings and Calls	\$360.16	1/10/2023
21406	Jason Mackenthun	Public Safety (FD)	2022 Trainings and Calls	\$378.63	1/10/2023
21407	Nick Mackenthun	Public Safety (FD)	2022 Trainings and Calls	\$443.28	1/10/2023
21408	John Michels	Public Safety (FD)	2022 Trainings and Calls	\$175.46	1/10/2023
21409	Mark Plantz	Public Safety (FD)	2022 Trainings and Calls	\$120.05	1/10/2023
21410	Aaron Prim	Public Safety (FD)	2022 Trainings and Calls	\$313.99	1/10/2023
21411	Marty Rademacher	Public Safety (FD)	2022 Trainings and Calls	\$249.34	1/10/2023
21412	Steven Siewert	Public Safety (FD)	2022 Trainings and Calls	\$323.22	1/10/2023
21413	Kipp Trebesch Jr.	Public Safety (FD)	2022 Trainings and Calls	\$36.94	1/10/2023
21414	Joe Weverka	Public Safety (FD)	2022 Trainings and Calls	\$166.22	1/10/2023
21415	Sharon Ehrich	Public Safety (FD)	2022 Trainings and Calls/Rescue Reserve Calls	\$364.78	1/10/2023
21416	Lorri Gales	Public Safety (FD)	2022 Trainings and Calls/Rescue Reserve Calls	\$350.93	1/10/2023
21417	Amanda Harris	Public Safety (FD)	2022 Trainings and Calls/Rescue Reserve Calls	\$309.37	1/10/2023
21418	Angie Kranz	Public Safety (FD)	2022 Trainings and Calls/Rescue Reserve Calls	\$120.05	1/10/2023
21419	Mariah Strate	Public Safety (FD)	2022 Trainings and Calls/Rescue Reserve Calls	\$36.94	1/10/2023
21420	Katie Weckman	Public Safety (FD)	2022 Trainings and Calls/Rescue Reserve Calls	\$184.70	1/10/2023
21421	Gena Beuch	Public Safety (FD)	2022 Trainings	\$36.94	1/10/2023
21422	Ancom Communication	Public Safety (FD)	G5 Dual Band Pagers (2) - Desktop Chargers (2), Programming,	\$1,828.64	1/10/2023
21423	Barb Droege	General Gov't	General Election Judge 2022	\$92.50	1/10/2023
21424	Bolton & Menk, Inc	General Gov't	Professional Services for 10/15/22 to 11/11/22 (Annexation to C	\$1,828.64	1/10/2023
21425	Canon Financial Services, Inc.	General Gov't	Canon Copier Gov't Contract for December 2022	\$33.13	1/10/2023
21426	Colleen Cox	General Gov't	Primary Election Judge 2022	\$92.50	1/10/2023
21427	Diane Hoffman	General Gov't	Primary Election/General Election Judge	\$165.00	1/10/2023
21428	Hawkins Chemical	Water	Chemicals For WTP - Azone 15, Sodium Permanganate	\$2,947.79	1/10/2023
21429	Janice Mackenthun	General Gov't	Primary Election/General Election Judge	\$170.00	1/10/2023
21430	John Kottke	General Gov't	Primary Election/General Election Judge	\$165.00	1/10/2023
21431	Lano Equipment	General Gov't Bldgs	ToolCat Repairs (O-Ring on Plug Fitting/Replace DS Headlight)	\$727.68	1/10/2023
21432	League of MN Cities Ins. Trust.	Divided	Workers Compensation Coverage (Audit Adjustment)	\$1,872.00	1/10/2023
21433	Margaret Cumiskey	General Gov't	Primary Election/General Election Judge	\$177.50	1/10/2023
21434	Melcher-Hubert-Sjodin, PLLP	General Gov't	Legal Fees for November	\$2,056.40	1/10/2023
21435	Metro FiberNet LLC	Divided	Fiber Phone Service for 12/16/22 to 1/15/23	\$74.89	1/10/2023
21436	MN State Fire Chief Association	Public Safety (FD)	Membership Renewal thru Dec. 31, 2023 (6 Officers)	\$400.00	1/10/2023
21437	Municipal Emergency Services, Inc	Public Safety (FD)	Survivor w/Charger/Fire Gear (Gloves/Boots/Helmets/Letters)	\$2,195.91	1/10/2023
21438	MVTL Labs, Inc.	Sewer	Work Order 1219208 - Date 12/16/22 - Qtrly Influent Sample	\$143.89	1/10/2023
21439	Perry Schroeder	General Gov't	Primary Election/General Election Judge	\$225.00	1/10/2023
21440	Precious Stier	CC/Hall	Cleaning Service for 12/20/22, 12/22/22, 12/25/22	\$240.00	1/10/2023
21441	S.E.H. Inc.	Water	Water Tower Demo - Coordination & Construction Admin	\$1,785.00	1/10/2023
21442	Security Bank & Trust Co.	General Gov't	2023 Safe Deposit Box Rental Fee	\$30.00	1/10/2023
21443	USA Blue Book	Water	Pump Head Service Kits for #1 Tube (2)	\$143.90	1/10/2023
21444	Viking Bottling Co.	Hall	Pop Syrup Canisters for Hamburg Hall Upstairs (7)	\$149.00	1/10/2023
21445	Vos Contruction Inc.	Park & Rec	Materials for Baseball Park Grandstand Roof	\$15,000.00	1/10/2023
21446	Wm Mueller & Sons, Inc.	Public Works	Snow Removal for December	\$6,841.25	1/10/2023
21447	Xcel Energy	Divided	Natural Gas/Electricity 10/30/22 to 12/1/22	\$3,825.51	1/10/2023
21448	Anthony Van Haften	Public Safety (FD)	2022 Trainings and Calls	\$461.75	1/10/2023
21449	Brad Droege	Public Safety (FD)	2022 Rescue Reserve Calls	\$429.43	1/10/2023
21450	Gena Beuch	Public Safety (FD)	2022 Trainings Rescue Reserve Calls	\$83.11	1/10/2023
Transfer	City of Hamburg	General Gov't	Budgeted Transfer from General Fund to Fire Equipment CD	\$19,000.00	1/10/2023
Transfer	City of Hamburg	General Gov't	Budgeted Transfer from General Fund to Sewer Fund	\$50,000.00	1/10/2023
Transfer	City of Hamburg	General Gov't	Budgeted Transfers from General Fund to Savings Acct	\$14,000.00	1/10/2023
				\$182,626.80	
			December Claims	\$38,640.95	12/13/2022
			Added December Claims	\$143,985.85	1/10/2023
				\$182,626.80	

2022 January Claims List

CHECK #	VENDOR	FUND	CLAIM DESCRIPTION	AMOUNT	APPROVED
ACH	EFTPS	Divided	Fed, Social Security, MC - December 2022	\$13.78	1/10/2023
ACH	HealthPartners	Divided	Health Insurance for January 2023	\$2,366.20	1/10/2023
ACH	Google	General Gov't	Email Accounts (14) by Google G Suite	\$168.00	1/10/2023
ACH	Security Bank & Trust	General Gov't	ACH Service Fees for December 2021	\$20.20	1/10/2023
ACH	ZOOM	General Gov't	Video Conferencing Service	\$16.09	1/10/2023
ACH	Janet Shoemaker	Divided	Wages for 12-20-22 to 12-31-22	\$718.33	1/10/2023
ACH	Jeremy Gruenhagen	Divided	January Wages (Rounds)	\$2,314.59	1/10/2023
DC	Hamburg Post Office	General Gov't	(2) Roll of Stamps	\$120.00	1/10/2023
DC	Active 911 Inc	Public Safety (FD)	Annual Membership for All Firefighters	\$525.00	1/10/2023
DC	Amazon	Sewer	Dawn Dish Soap for Liftstation	\$17.00	1/10/2023
21451	ASCAP	Hall	2023 Entertainment License	\$420.00	1/10/2023
21452	Bolton & Menk, Inc.	General Gov't	Professional Services for 11-12-22 to 12-9-22 (Public Notice Update for Comp	\$40.00	1/10/2023
21453	CarQuest Auto Parts	Public Safety (FD)	Zip Ties/Elec Tape/Mini Blade 32V 20A	\$32.06	1/10/2023
21454	Carver County (CarverLink)	General Gov't	Internet Services December 2023	\$120.00	1/10/2023
21455	Carver County Attorney's Office	General Gov't	2022 Quarterly Surcharge	\$108.44	1/10/2023
21456	Customized Fire Rescue Training, Inc.	Public Safety (FD)	NFPA1033 Firefighter's Role/Electric & Hybrid Vehicle Emergencies	\$950.00	1/10/2023
21457	ECM Publishers, Inc.	General Gov't	PW Maintenance Worker Ad	\$233.50	1/10/2023
21458	Bond Trust Services Corporation	Debt Service	Final Payment for General Obligation Improvement Bond, Series 2007A	\$15,333.75	1/10/2023
21459	Gopher State One Call	Water/Sewer	December Locates (3 Billable Locate Requests at \$1.35 each)	\$4.05	1/10/2023
21460	Herald Journal Publishing	General Gov't	PW Maintenance Worker Advertisements 2023	\$277.50	1/10/2023
21461	Loffler Companies, Inc.	General Gov't	Copies for December	\$73.53	1/10/2023
21462	Per Mar Security Services	Water	Base Alarm Monitoring for Water Treatment Plant 1-24-23 to 04-23-23	\$96.66	1/10/2023
21463	Plunkett's Pest Control Inc.	CC/Hall	City Hall/Fire Department/Hall Service Date 1-06-23	\$148.86	1/10/2023
21464	Security Bank & Trust Co.	Debt Service	Principal/Int - G.O. Public Utility Revenue Refunding Bonds, Series 2019B	\$66,562.50	1/10/2023
21465	USA Blue Book	Water	(4) 1/2" PVC Compact Ball Valve/Freight & PVC Pipe Nipple	\$69.18	1/10/2023
21466	W.W.O.T.A. Inc	Water/Sewer	Water/Wastewater Training & Assistance for December2022	\$2,062.50	1/10/2023
21467	Wm Mueller & Sons, Inc.	Public Works (Streets)	Snow Removal for January	\$4,269.25	1/10/2023
Debit	Security Bank & Trust Co.	Water/SS/Sewer	Returned ACH Payment for Utility Bill	\$127.28	1/10/2023
				\$97,208.25	



Minnesota Department of Public Safety
Alcohol and Gambling Enforcement Division
445 Minnesota Street, Suite 1600, St. Paul, MN 55101
651-201-7507 Fax 651-297-5259 TTY 651-282-6555
**APPLICATION AND PERMIT FOR A 1 DAY
TO 4 DAY TEMPORARY ON-SALE LIQUOR LICENSE**

Name of organization	Date organized	Tax exempt number	
Hamburg Lions	1982		
Address	City	State	Zip Code
	Hamburg	MN	55339
Name of person making application	Business phone	Home phone	
Robert J Gregonis		952.367.7089	
Date(s) of event	Type of organization <input type="checkbox"/> Microdistillery <input type="checkbox"/> Small Brewer		
2/4/2023	<input type="checkbox"/> Club <input type="checkbox"/> Charitable <input type="checkbox"/> Religious <input type="checkbox"/> Other non-profit		
Organization officer's name	City	State	Zip Code
Chris Lund	Hamburg	MN	55339
Organization officer's name	City	State	Zip Code
Robert Gregonis	Hamburg	MN	55339
Organization officer's name	City	State	Zip Code
		MN	

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 or County approving the license	Date Approved
Fee Amount	Permit Date
Date Fee Paid	City or County E-mail Address
	City or County Phone Number

Signature City Clerk or County Official

Please Print Name of City Clerk or County Official

CLERKS NOTICE: Submit this form to Alcohol and Gambling Enforcement Division 30 days prior to event.

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



Minnesota Department of Public Safety
Alcohol and Gambling Enforcement Division
445 Minnesota Street, Suite 1600, St. Paul, MN 55101
651-201-7507 Fax 651-297-5259 TTY 651-282-6555
**APPLICATION AND PERMIT FOR A 1 DAY
TO 4 DAY TEMPORARY ON-SALE LIQUOR LICENSE**

Name of organization	Date organized	Tax exempt number	
Hamburg Lions	1982		
Address	City	State	Zip Code
	Hamburg	MN	55339
Name of person making application	Business phone	Home phone	
Robert J Gregonis		952.367.7089	
Date(s) of event	Type of organization		
2/18/2023	<input type="checkbox"/> Microdistillery <input type="checkbox"/> Small Brewer		
	<input type="checkbox"/> Club <input type="checkbox"/> Charitable <input type="checkbox"/> Religious <input type="checkbox"/> Other non-profit		
Organization officer's name	City	State	Zip Code
Chris Lund	Hamburg	MN	55339
Organization officer's name	City	State	Zip Code
Robert Gregonis	Hamburg	MN	55339
Organization officer's name	City	State	Zip Code
		MN	

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

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City or County approving the license	Date Approved
Fee Amount	Permit Date
Date Fee Paid	City or County E-mail Address
	City or County Phone Number

Signature City Clerk or County Official

Please Print Name of City Clerk or County Official

CLERKS NOTICE: Submit this form to Alcohol and Gambling Enforcement Division 30 days prior to event.

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Hamburg Lions	1982	

Address	City	State	Zip Code
	Hamburg	MN	55339

Name of person making application	Business phone	Home phone
Robert J Gregonis		952.367.7089

Date(s) of event	Type of organization	<input type="checkbox"/> Microdistillery	<input type="checkbox"/> Small Brewer	
3/31/2023	<input type="checkbox"/> Club	<input type="checkbox"/> Charitable	<input type="checkbox"/> Religious	<input type="checkbox"/> Other non-profit

Organization officer's name	City	State	Zip Code
Chris Lund	Hamburg	MN	55339

Organization officer's name	City	State	Zip Code
Robert Gregonis	Hamburg	MN	55339

Organization officer's name	City	State	Zip Code
		MN	

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

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City or County approving the license

Date Approved

Fee Amount

Permit Date

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City or County E-mail Address

City or County Phone Number

Signature City Clerk or County Official

Please Print Name of City Clerk or County Official

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CITY OF HAMBURG
City Fee Schedule for 2023
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
 Jason Buckentin
 Eric Poppler
 Jessica Weber
 News & Times
 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	\$1,000.00	
Hall Reservation 2 Days Before Rental Date (4:00 PM Access)	Non-Resident Rate	\$1,100.00	
Hall Reservation 2 Days Before Rental Date (9:00 AM Access)	Non-Resident Rate	\$1,200.00	
Hall Rental Fee (Upstairs) for Local Businesses (9:00 AM Access)		\$425.00	
Hall Rental Fee (Upstairs) for Benefits		\$425.00	
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 (Per Pound)		\$1.25	\$1.00 *
Cups (Per Cup)		\$0.05	

(* Denotes City Approved Club Rates - Fire Dept., Lions Club, Baseball Club, and Sportsmen's Club)

Community Center Rates

Community Center (Fire Hall) Rent	(\$100 Damage Deposit)	\$150.00
Community Center Rental Fee for Local Businesses	(\$100 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		\$12.60/Month
Sanitary Sewer Metered (Per Thousand Gallons)		\$4.73
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 2023

Schedule A

Mayor	Chris Lund
Council Member/Vice Mayor	Tim Tracy
Council Member	Jason Buckentin
Council Member	Eric Poppler
Council Member	Jessica Weber
Official Newspaper - Publications	News & Times
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	2023 IRS Rate	2023 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)	\$10.00 each training
On Call Pay (Firefighters)	\$10.00 for each call
On Call Pay (First Responders)	\$15.00 for each call

CITY OF HAMBURG TIME-OFF REQUEST FORM

Today's Date: January 6, 2023

Employee Name: Jeremy Gruenhagen

Dates Requesting Time-Off: January 23, 24 (Off at 4:00)
January 26 (Off at 3:15)
January 19th (Day)

How many **Vacation** hours will be used? 10

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: _____

Was vacation request approved? _____

- If no, reason request was denied: _____

Jeremy Gruenhagen 1-6-2023
Employee Signature Date

City Clerk/Treasurer Date

Mayor Date



CITY OF HAMBURG TIME-OFF REQUEST FORM

Today's Date: January 6, 2023

Employee Name: Jeremy Gruenhagen

Dates Requesting Time-Off: January 31 (Off at 4:15)
February 3, 7, 9, 13
- Off at 4:00 PM

How many **Vacation** hours will be used? 4

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: _____

Was vacation request approved? _____

- If no, reason request was denied: _____

Jeremy Gruenhagen 1-6-2023
Employee Signature Date

City Clerk/Treasurer Date

Mayor Date



PUBLIC WORKS MAINTENANCE WORKER. The City of Hamburg is currently accepting applications for a full time Public Works Maintenance Worker. Responsibilities include, but are not limited to, water and wastewater treatment, streets, sidewalks, parks, snow removal, maintenance of City equipment and buildings, and other general maintenance as assigned.

Required qualifications: must possess a valid Class D Minnesota Driver's License; must be able to lift up to 75 pounds; must have basic computer skills along with written and verbal communication skills; must have or be willing to obtain a Class C Water License and a Class D Wastewater License. Preferred qualifications: experience in the operation and mechanical maintenance of City equipment; municipal experience is a plus. This position is subject to a background check and drug and alcohol testing.

This is a 40 hour per week position with weekend and on call duty required. Starting salary \$26 to \$30/Hr. based on qualifications, plus benefits.

All candidates must complete a City of Hamburg employment application packet. Please contact for application packet: City of Hamburg, 181 Broadway Avenue, P.O. Box 248, Hamburg, MN 55339. Phone: 952-467-3232. Email: CityAdmin@CityofHamburgMN.com.

Application Deadline: January 20, 2023. EEO EMPLOYER



Building a Better World
for All of Us[®]

January 1, 2023

RE: City of Hamburg, Minnesota
2023 Agreement for Professional
Services
SEH No. HAMBU 166192 10.03

Jeremy Gruenhagen
City Clerk/Treas.
City of Hamburg
PO Box 248
Hamburg, MN 55339

Dear Jeremy:

Short Elliott Hendrickson Inc. (SEH[®]) is honored to serve as the City Engineer for the City of Hamburg. As a supplement to the Master Agreement for Professional Services dated January 1, 2021, we are submitting our yearly Supplemental Letter Agreement (SLA) to continue our services for calendar year 2023 to provide general engineering, architectural, and other consulting services to the City of Hamburg, on an "as requested" basis.

As previously discussed, this work may include items such as site plan review, cost estimating, architectural review, structural review, project review and discussions, RPR services, mapping, grant writing, or other work as requested by the City. It is understood that work under this project number and agreement will be based on written (hard copy or email) requests from the City Clerk to SEH Client Service Manager Justin Black, or assigned representatives. Since SEH only completes this work at the request of the City, the total, yearly amount of work can vary. Based on past SLA's with the City, we are proposing a total not-to-exceed amount for 2023 of \$10,000. The City would be provided a detailed invoice of the work completed.

PROPOSED FEES

We propose to provide the services outlined above for the City of Hamburg on an Hourly basis, not-to-exceed a total of **\$10,000** in calendar year 2023.

Please contact us with any questions or comments concerning this proposal/agreement. If this proposal is acceptable to you, please sign two copies of the attached Master Agreement for Professional Services and the Supplemental Letter Agreement, keep one for your files, and return one to me.

Sincerely,

A handwritten signature in black ink that reads "Justin Black".

Justin Black, PE
Client Service Manager
(Lic. MN)

jb
Enclosures

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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

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

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 January 1, 2023, authorizes and describes the scope, schedule, and payment conditions for Consultant's work on the Project described as: 2023 General Engineering Services.

Client's Authorized Representative: Jeremy Gruenhagen
Address: PO Box 248
Hamburg, MN 55339
Telephone: 952.467.3232 **email:** hamburgcityhall@gmail.com

Project Manager: Justin Black, PE (Lic. MN)
Address: PO Box 308
Hutchinson, MN 55350
Telephone: 952.913.0702 **email:** jblack@sehinc.com

Scope: The Basic Services to be provided by Consultant:

General engineering, architectural, or other consulting services as indicated in the attached letter dated January 1, 2023.

Schedule: Services to be provided in calendar year 2023.

Payment: The fee is hourly not-to-exceed \$10,000 including expenses and equipment without written approval from Client.

The payment method, basis, frequency and other special conditions are set forth in attached Exhibit A-1.

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.

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Short Elliott Hendrickson Inc.

City of Hamburg, Minnesota

By: 
Justin Black
Title: Principal/Client Service Manager

By: _____
Title: _____

Exhibit A-1
to Supplemental Letter Agreement
Between City of Hamburg, Minnesota (Client)
and
Short Elliott Hendrickson Inc. (Consultant)
Dated January 1, 2023

Payments to Consultant for Services and Expenses
Using the Hourly Basis Option

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

A. Hourly Basis Option

The Client and Consultant select the hourly basis for payment for services provided by Consultant. Consultant shall be compensated monthly. Monthly charges for services shall be based on Consultant's current billing rates for applicable employees plus charges for expenses and equipment.

Consultant will provide an estimate of the costs for services in this Agreement. It is agreed that after 90% of the estimated compensation has been earned and if it appears that completion of the services cannot be accomplished within the remaining 10% of the estimated compensation, Consultant will notify the Client and confer with representatives of the Client to determine the basis for completing the work.

Compensation to Consultant based on the rates is conditioned on completion of the work within the effective period of the rates. Should the time required to complete the work be extended beyond this period, the rates shall be appropriately adjusted.

B. Expenses

The following items involve expenditures made by Consultant employees or professional consultants on behalf of the Client. Their costs are not included in the hourly charges made for services and shall be paid for as described in this Agreement but instead are reimbursable expenses required in addition to hourly charges for services:

1. Transportation and travel expenses.
2. Long distance services, dedicated data and communication services, teleconferences, Project Web sites, and extranets.
3. Lodging and meal expense connected with the Project.
4. Fees paid, in the name of the Client, for securing approval of authorities having jurisdiction over the Project.
5. Plots, Reports, plan and specification reproduction expenses.
6. Postage, handling and delivery.
7. Expense of overtime work requiring higher than regular rates, if authorized in advance by the Client.
8. Renderings, models, mock-ups, professional photography, and presentation materials requested by the Client.
9. All taxes levied on professional services and on reimbursable expenses.
10. Other special expenses required in connection with the Project.
11. 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.

C. Equipment Utilization

The utilization of specialized equipment, including automation equipment, is recognized as benefiting the Client. The Client, therefore, agrees to pay the cost for the use of such specialized equipment on the project. Consultant invoices to the Client will contain detailed information regarding the use of specialized equipment on the project and charges will be based on the standard rates for the equipment published by Consultant.

The Client shall pay Consultant monthly for equipment utilization.

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