



## ***HAMBURG CITY COUNCIL AGENDA***

### ***JULY 16, 2025***

1. **Call City Council Meeting to Order**
  - **Pledge of Allegiance**
2. **Public Comment** *(Individuals may address the City Council about any non-agenda item(s) of concern. Speakers must state their name, address, and limit their remarks to three minutes. The City Council may not take official action on these items and may refer the matter to staff for a future report or direct that the matter be scheduled for a future meeting agenda.)*
3. **Agenda Review (Added Items) and Adoption**
4. **Consent Agenda** *(NOTICE TO PUBLIC: All those items listed as part of the Consent Agenda will be approved by a single motion, unless a request to discuss one of those items is made prior to that time. Anyone present at the meeting may request an item to be removed from the consent agenda. Please inform the Council when they approve the agenda for this meeting.)*
  - **Approve Payment of Added June 2025 Claims (\$4,708.78)**
  - **Approve Payment of July 2025 Claims (\$179,206.65)**
  - **Approve Minutes for September 10, 2024**
  - **Time-Off Request (Jeremy Gruenhagen)**
  - **Time-Off Request (Jason Buckentin)**
  - **Approve Cash Flow Statement for May 2025**
  - **Delinquent Utility Bills Report**
5. **Hamburg Fire Department**
  - **National Night Out – August 5, 2025**
6. **Old City Business**
  - **Ordinance Number 172 (Fee Schedule for Building Permits)**
    - **Adopt Ordinance Number 172**
    - **Adopt Resolution Number 2025-08 (Approving Summary Publication)**
  - **Public Nuisances for PID 45.0282020**
7. **New City Business**
  - **Cameras for Park/City Office**
  - **Hall Lease Agreement – Clean Up Rate**
  - **Utility Billing Late Fee**
8. **City Council Reports**
  - **Councilmember Mith Polzin (Streets)**
  - **Councilmember Eric Poppler (Parks)**
  - **Councilmember Jessica Weber (Buildings)**
  - **Councilmember Tim Tracy (Water/Sewer)**
  - **Mayor Chris Lund**



***HAMBURG CITY COUNCIL AGENDA***  
***JULY 16, 2025***

**9. Adjourn City Council Meeting**

**COMMUNITY HALL & PARK ACTIVITIES**

**JULY**

- 6 – Park Rental (4-H)**
- 19 – Wedding Reception**

**AUGUST**

- 2 – Park Rental**
- 5 – National Night Out (Park)**
- 14 – Hamburg Lions Club Corn Feed (Park)**
- 16 – Park Rental**

**COMMUNITY CENTER (FIRE HALL) ACTIVITIES**

**JULY**

- 4 – Independence Day – City Offices Closed**
- 7 – Hamburg Lions Board Meeting**
- 7 – HFD Training**
- 8 – Young America Annual Township Meeting**
- 16 – Hamburg City Council Meeting – 7:00 PM**
- 21 – Hamburg Lions Club**
- 28 – Hamburg Fire Dept. (Relief Association) Meeting**

**AUGUST**

- 3 – 4-H Meeting**
- 4 – Mayor In Time – 5:00 PM**
- 4 – Hamburg Lions Board Meeting**
- 4 – HFD Training**
- 12 – Hamburg City Council Meeting**
- 12 – Young America Township Meeting**
- 18 – Hamburg Lions Club**
- 25 – Hamburg Fire Dept. (Relief Association) Meeting**



## ***HAMBURG CITY COUNCIL MEETING SEPTEMBER 10, 2024***

**Mayor Chris Lund called the Hamburg City Council Meeting to order at 7:00 PM. Those in attendance were: Councilmembers Eric Poppler, Jessica Weber, Mitch Polzin, City Clerk Jeremy Gruenhagen, Deputy Clerk Jan Shoemaker, Public Works Jason Buckentin, Chief Steven Siewert, Nate Fillbrant from Cub Scouts Pack 361, Jennifer Ray and Allen Chapman from League of Women Voters of Minnesota. Councilmember Tim Tracy was absent.**

**Public Comment** – Jennifer Ray discussed the Absentee Ballot Process at Carver County. The goal is to move Carver County to have vetted major party balance and processes A-to-Z through absentee ballot board members. She is going to every City and Township Council meeting to take action. The action item is the City or Township will support the Commissioners to pass a resolution where they require vetted major party balance and processes A-to-Z on the Absentee Ballot Board.

### **Agenda Review (Added Items) 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 July 2024 Claims (\$1,421.63)
- Approve Payment of Added August 2024 Claims (\$7,614.56)
- Approve Payment of September 2024 Claims (\$22,447.87)
- Approve Minutes for August 20, 2024
- Approve On-Sale Liquor Licenses for Hamburg Lions
  - November 9, 22, 23 & December 14, 2024
- Approve Time-Off Request (Jeremy Gruenhagen)
- Approve Cash Flow Statement for July 2024
- Delinquent Utility Bills Report

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

### **Zummerfest Committee — Chief Siewert**

- City Zummerfest Celebration September 21, 2024
  - Approve Resolution Number 2024-06
    - **MOTION: Councilmember Mitch Polzin moved to approve Resolution Number 2024-06 to make Zummerfest a City Celebration. Seconded by Councilmember Eric Poppler. Motion was approved by all present.**
  - Chief Siewert is asking to have Railroad Street closed Saturday, September 21 at 4:00pm to Sunday, September 22 at 10:00am for set-up and clean-up.



## ***HAMBURG CITY COUNCIL MEETING SEPTEMBER 10, 2024***

- **Nate Fillbrant - Cub Scouts Pack 361**
  - Follow-up from the July 2024 Council Meeting where the Cub Scouts Pack 361 meets the 1<sup>st</sup> and 3<sup>rd</sup> Monday, September to May. Discussed meeting in the Community Center or the Hall Basement. If they were to meet in the Community Center, they would need to adjust their dates due to a scheduling conflict. Nate meet with his committee and they are not able to change their dates. The council discussed and agreed to allow the Cub Scouts Pack 361 to meet in the Community Hall Basement.
  - **MOTION: Councilmember Mitch Polzin motioned to allow Cub Scouts Pack 361 to use the Hall Basement facilities the 1<sup>st</sup> and 3<sup>rd</sup> Monday of the month for their meetings. Seconded by Councilmember Eric Poppler. Motion was approved by all present.**

### **New City Business**

- 2025 Proposed Budget
  - 2024/2025 Budget Items– the Council discussed the 2025 proposed budget and 2024/2025 budget items.
  - Budget Workshop Meeting
    - **MOTION: Councilmember Jessica Weber motioned to hold a Budget Workshop on September 18, 2024 at 6:00pm. Seconded by Councilmember Eric Poppler. Motion was approved by all present.**
  - Hold Second Council Meeting on September 24, 2024
    - **MOTION: Councilmember Jessica Weber motioned to hold a Second Council Meeting on September 24, 2024 at 7:00pm. Seconded by Councilmember Eric Poppler. Motion was approved by all present.**

### **City Council Reports**

- Councilmember Mitch Polzin (Streets) had nothing further to report for Streets. Mitch wanted to discuss the Delinquent Utility Bills. Clerk Gruenhagen shared the process for Past Due Notices and Shut-Off Notices that are sent to those that are delinquent.
- Councilmember Eric Poppler (Parks) had nothing further to report.
- Councilmember Jessica Weber (Buildings) had nothing further to report.
- Mayor Chris Lund – the Newsletter will go out this week. Mayor's In Time will be Monday, October 7, 2024 at 5:00pm.

### **Adjourn City Council Meeting**

**MOTION: Councilmember Jessica Weber moved to adjourn the City Council Meeting at 8:13 PM. Seconded by Councilmember Eric Poppler. Motion was approved by all present.**



2025 June Claims List

CHECK #	VENDOR	FUND	CLAIM DESCRIPTION	AMOUNT	APPROVED
ACH	EFTPS	Divided	Fed, Social Security, MC - May 2025	\$3,767.56	6/10/2025
ACH	MN Dept. of Revenue	Divided	State Withholding Tax Payment - May 2025	\$703.00	6/10/2025
ACH	PERA	Divided	PERA Withholding - May 2024	\$572.71	6/10/2025
ACH	PERA	Divided	PERA Withholding - May 2024	\$960.03	6/10/2025
ACH	PERA	Divided	PERA Withholding - June 2025	\$568.51	6/10/2025
ACH	PERA	Divided	PERA Withholding - June 2025	\$593.02	7/16/2025
ACH	HealthPartners	Divided	Health Insurance for June 2025	\$3,622.12	6/10/2025
ACH	Security Bank & Trust	General Gov't	ACH Service Fees for May 2025	\$20.00	6/10/2025
ACH	METRONET	FD/Hall/Water	Fiber Phone Service for 06/16/25 to 07/15/25	\$76.13	6/10/2025
ACH	Google	General Gov't	Email Accounts (14) Administered by Google G Suite	\$235.20	6/10/2025
ACH	Xcel Energy	Divided	XCEL ENERGY-MN XCELENERGY 00053491844	\$1,053.51	6/10/2025
ACH	Xcel Energy	Divided	XCEL ENERGY-MN XCELENERGY 00053491855	\$1,305.15	6/10/2025
ACH	Xcel Energy	Divided	XCEL ENERGY-MN XCELENERGY 00051366837	\$168.79	6/10/2025
ACH	Xcel Energy	Divided	XCEL ENERGY-MN XCELENERGY 00130099230	\$138.96	6/10/2025
ACH	ZOOM	General Gov't	Video Conferencing Service, 06/06/2025 - 07/05/2025	\$17.33	6/10/2025
ACH	Kwik Trip	General Gov't	Fuel for vehicle	\$72.42	6/10/2025
ACH	Verizon Wireless	Divided	City Cell Phone and iPads Usage	\$129.35	7/16/2025
DC	Hamburg Post Office	Water/Sewer	Postcard Stamps (2 Rolls)	\$224.00	6/10/2025
DC	Amazon	Divided	Handicap parking sign, razor blade scraper tool, safety shirt	\$62.95	6/10/2025
DC	Amazon	Water/Sewer	Hach 2105769 Ferrver Iron Regeant Powder Pillows	\$35.02	6/10/2025
DC	Amazon	General Gov't	Toner Cartridges for DC Printer	\$49.95	7/16/2025
DC	Amazon	Divided	Tork Opticore mid sized toilet paper rolls and Male to female cable, 20 FT	\$88.77	7/16/2025
DC	Amazon	Public Works	3 Pk Screen protector, otter box, extension cable	\$51.67	7/16/2025
DC	Amazon	General Gov't	6 Pack Dish Rags	\$9.98	7/16/2025
DC	USPS	General Gov't	Pre-stamped/return address #10 envelopes with the flag	\$451.75	6/10/2025
DC	USPS	General Gov't	Pre-stamped/return address #10 envelopes with the cardinal	\$451.75	6/10/2025
DC	US Postal Service	General Gov't	Postage for City Newsletter - June 2025	\$88.75	7/16/2025
DC	Franklin Printing	GG/Hall	Hall Posters/Signs/2 Cases of 100lb Paper	\$608.50	6/10/2025
DD	Jenni Droege	Divided	Wages 05/19/2025 to 06/01/2025	\$747.67	6/10/2025
DD	Jason Buckentin	Divided	Wages 05/19/2025 to 06/01/2025	\$2,124.54	6/10/2025
DD	Steve Frensko	Park	Wages 05/19/2025 to 06/01/2025	\$438.66	6/10/2025
DD	Jeremy Gruenhagen	Divided	June Wages	\$2,460.12	6/10/2025
DD	Jenni Droege	Divided	Wages 06/02/2025 to 06/15/2025	\$870.90	7/16/2025
DD	Jason Buckentin	Divided	Wages 06/02/2025 to 06/15/2025	\$2,124.53	7/16/2025
DD	Steve Frensko	Park	Wages 06/02/2025 to 06/15/2025	\$701.86	7/16/2025
22536	212 Equipment	General Gov't	Labor/Honda Carb	\$130.00	6/10/2025
22537	Advanced Electrical Services	Divided	Park-2 flood lights, 4 lights concession, 2 fans, 2 wall packets/eye in the st	\$5,055.00	6/10/2025
22538	Bolton & Menk, Inc	General Gov't	Senior Planner-variance and drafting for minor subdivision, deck review	\$800.00	6/10/2025
22539	Canon Financial Services	General Gov't	Canon Copier Gov't Contract for May 2025	\$66.79	6/10/2025
22540	Carver County (Carver Link)	Divided	Internet services May 2025	\$120.00	6/10/2025
22541	Carver County	Public Safety	1st Half 2025 Policing Contract	\$15,455.50	6/10/2025
22542	Clarke Environmental Mosquito Mgn	Public Safety	Mosquito Control for 2025 Season Bill 1 of 3	\$1,511.79	6/10/2025
22543	Coordinated Business Systems, Ltd	General Gov't	Monthly Equipment Fee (Copier)	\$58.01	6/10/2025
22544	Core & Main	Water	Hach Alkaline, indicator solution, flouride	\$3,400.65	6/10/2025
22545	Derek Brouillet	General Gov't	Refund of customer overpayment	\$29.70	6/10/2025
22546	ECM Publishers Inc	General Gov't	Mayy 13 PH Variance	\$96.75	6/10/2025
22547	Gopher State One	Water/Sewer	May locates	\$29.70	6/10/2025
22548	Hawkins Chemicals	Water	Azone 15 - EPA Reg. No. 7870-5, 90 gal	\$1,347.40	6/10/2025
22549	Hayley Hahn	Water	Water bill refund on closing check	\$0.95	6/10/2025
22550	Home Solutions	Divided	Hex key, national cab key, 2 PK 4WDG Anchor	\$133.75	6/10/2025
22551	Lano Equipment	General Gov't	Knob	\$10.54	6/10/2025
22552	Loffler	General Gov't	May color and black copies	\$60.28	6/10/2025
22553	Menards	Community Hall	Acrylic sheet standard grade	\$99.98	6/10/2025
22554	Metro Erosion	Parks & Recreation	Hydromulching and overseeding	\$750.00	6/10/2025
22555	Mid County Coop	Parks & Recreation	Pramitol	\$74.78	6/10/2025
22556	Minnesota Pump Works	Sewer	Lift station inspection, credit for 2023 invoice.	\$936.00	6/10/2025
22557	MN Bureau of Criminal Apprehensio	Public Safety	Background check fee Connor Smith	\$15.00	6/10/2025
22558	MN Dept of Health	Water/Sewer	2nd Qtr. 2025 Comm. Water Supply Serv. Connection	\$524.00	6/10/2025
22559	MNSPECT, LLC	Public Safety	Permits #25HB-00005, 00009, 00010, 00011	\$311.25	6/10/2025
22560	MES Service Company	Public Safety	Survivor without charger, orange, 120V/100V AC Bank charger, ect	\$1,011.43	6/10/2025
22561	MVTL	Sewer	Discharge Samples (4)Invoice #1305800, 1306735	\$355.25	6/10/2025
22562	JIT and OEM Companies	Public Safety	Red trailer-new tongue, heavier to bolt wheeled jack	\$476.81	6/10/2025
22563	Plunkett's Pest Control	General Gov't	Hamburg city hall and fire dept pest control	\$45.57	6/10/2025
22564	Route 1 Concrete LLC	General Gov't (CC)	Concrete sidewalk and slab at the community center/fire and repair of conc	\$12,300.00	6/10/2025
22565	Safety & Security Consultation	Public Safety	12/14/2024-1403 Live Fire Training Burn	\$2,000.00	6/10/2025
22566	Thein Well	Sewer	Annual Pump Test, and Maintenance	\$315.00	6/10/2025
22567	W.W.O.T.A	Water/Sewer	Water/Wastewater Assistance	\$376.25	6/10/2025
22568	Waste Management	Sanitation/Recycling	30 yard compost recycle	\$296.04	6/10/2025
22569	WM Mueller & Sons	Divided	Fuel lawnmower and truck, Invoices 311295, 311587, 311730, 311863, 31200	\$4,392.12	6/10/2025
				\$78,181.45	
			Total June Claims	\$73,472.67	
			Added June Claims	\$4,708.78	
				\$78,181.45	

2024 July Claims List

CHECK #	VENDOR	FUND	CLAIM DESCRIPTION	AMOUNT	APPROVED
ACH	EFTPS	Divided	Fed, Social Security, MC - June 2025	\$3,863.58	7/16/2025
ACH	MN Dept. of Revenue	Divided	State Withholding Tax Payment - June 2025	\$714.00	7/16/2025
ACH	HealthPartners	Divided	Health Insurance for July 2025	\$3,622.12	7/16/2025
ACH	PERA	Divided	PERA Withholding - June 2025	\$939.03	7/16/2025
ACH	PERA	Divided	PERA Withholding - July 2025	\$562.22	7/16/2025
ACH	Google	General Gov't	Email Accounts (14) Administered by Google G Suite	\$235.20	7/16/2025
ACH	METRONET	FD/Hall/Water	Fiber Phone Service for 06/16/24 to 07/15/24	\$76.28	7/16/2025
ACH	Security Bank & Trust	General Gov't	ACH Service Fees for June 2025	\$20.00	7/16/2025
ACH	Xcel Energy	Divided	XCEL ENERGY-MN XCELENERGY 00053491844	\$786.18	7/16/2025
ACH	Xcel Energy	Divided	XCEL ENERGY-MN XCELENERGY 00053491855	\$1,253.54	7/16/2025
ACH	Xcel Energy	Divided	XCEL ENERGY-MN XCELENERGY 00051366837	\$118.28	7/16/2025
ACH	Xcel Energy	Divided	XCEL ENERGY-MN XCELENERGY 00130099230	\$147.81	7/16/2025
ACH	ZOOM	General Gov't	Video Conferencing Service	\$17.33	7/16/2025
ACH	Viking Bottling Co	Park	Pop for Pop Machine (Park)	\$285.05	7/16/2025
DC	Amazon	Shop	Garage Radio Receiver	\$45.90	7/16/2025
DC	Amazon	Park	GOJO Antibacterial Foam Handwash	\$66.79	7/16/2025
DC	Amazon	Hall	3M Buffer Floor Pad 5100, Red, 20", 5/Case	\$32.50	7/16/2025
DD	Jeremy Gruenhagen	Divided	June Wages	\$2,460.12	7/16/2025
DD	Jenni Droege	Divided	Wages 06/17/2024 to 06/30/2024	\$714.03	7/16/2025
DD	Jason Buckentin	Divided	Wages 06/17/2024 to 06/30/2024	\$2,124.53	7/16/2025
DD	Steve Frensko	Park	Wages 06/17/2024 to 06/30/2024	\$623.36	7/16/2025
DD	Jeremy Gruenhagen	Divided	July Wages	\$2,460.12	7/16/2025
22570	Abdo LLP	General Gov't	2024 review of transaction and preparation of the Office of the State Auditor	\$900.00	7/16/2025
22571	Advanced Electrical Services Inc	Parks and Recreation	Ran 5-1/2 liquid tight, ran 15-12THHN, ran off outlet power on post, 2 rigid p	\$510.00	7/16/2025
22572	Bolton & Menk	General Gov't	Public Notice and staff report	\$326.16	7/16/2025
22573	Canon Financial Services	General Gov't	Canon Copier Gov't Contract for June 2025	\$66.79	7/16/2025
22574	Carver County (Carver Link)	Parks and Recreation	Fiber internet fees (3 Locations)	\$120.00	7/16/2025
22575	Carver County Attorney's Office	General Gov't	April, May, June Attorney/Fines	\$163.59	7/16/2025
22576	Carver County	Public Safety	2nd Quarter 2025 Police Contract Overtime, April7, 2025-June 29, 2025	\$36.66	7/16/2025
22576	Carver County	Public Safety	Liquor License fee for both Know It All's and Hamburg Baseball	\$200.00	7/16/2025
22577	Clarke Environmental Mosquito Mgmt.	Public Safety	Mosquito Control for 2025 Season Bill 2 of 3	\$1,511.79	7/16/2025
22578	Coordinated Business Systems, Ltd.	General Gov't	Monthly Equipment Fee (Copier)	\$58.01	7/16/2025
22579	Core and Main	Water/Sewer	Invoices X10227, SO15060, INV0017925	\$5,269.83	7/16/2025
22580	Dammann Seed Sales	Parks and Recreation	25# Bag Grass Seed	\$65.00	7/16/2025
22581	Estate of Jan Shoemaker	Water	Final water bill over-payment refund	\$77.26	7/16/2025
22582	Fire Catt	Public Safety	Ground ladder testing and fire hose testing, 7,650x.42	\$3,502.10	7/16/2025
22583	Gopher State One Call	Water/Sewer	Locates for June 2025 (13)	\$17.55	7/16/2025
22584	Gopher State SealCoat Inc	Public Works (Streets)	Crack Sealing CC Parking Lot/Jacob Street	\$4,074.65	7/16/2025
22585	Hawkins	Water	Hydrofluosilicic Acid, various chemicals	\$2,978.95	7/16/2025
22586	Henning Excavating	Water	Watermain break by baseball park. Dig, backfill, compact and repair.	\$4,945.00	7/16/2025
22587	High Tide Technologies	Sewer	Grinder Station Annual Communications Renewal	\$460.00	7/16/2025
22588	Home Solutions	Community Hall	Bolts/nuts/ratchet	\$189.31	7/16/2025
22589	League of MN Cities	Divided	Workers Comp Policy Renewal	\$5,681.00	7/16/2025
22590	Loffler	General Gov't	May color and black copies	\$73.18	7/16/2025
22591	Mayer Lumber	Parks and Recreation	New door and entry knob	\$700.48	7/16/2025
22592	Melchert-Hubert-Sjodin, PLLP	General Gov't	Odom matter, Minor Subdivision, Employment law matter	\$1,638.00	7/16/2025
22593	Mid-County Coop	Parks and Recreation	Cornerstone Plus	\$51.22	7/16/2025
22594	MN Public Facilities Authority	Debt Service	Sanitary Sewer and Water Tower Improvement project	\$75,157.23	7/16/2025
22595	MN Unemployment Insurance	General Gov't	Unemployment for Justin Buckentin	\$55.19	7/16/2025
22596	MNSPECT (SAFEbuilt)	Public Safety	Permit for 411 Sophia Ave and multiple expiration letters	\$1,812.60	7/16/2025
22597	MVTL	Sewer	Discharge Samples	\$585.25	7/16/2025
22598	NAPA	General Gov't	BK Flat 570	\$4.49	7/16/2025
22599	North America Safety Inc	Public Works	5 - Class 3 Premium Athletic Performance Stretch Shirts	\$83.96	7/16/2025
22600	Pearson Bros Inc	Public Works	Square yard seal coat per contract	\$13,932.72	7/16/2025
22601	Per Mar Security	Water/Sever	Alarm Monitoring for WTP 7/24/2025 to 10/23/2025	\$108.57	7/16/2025
22602	Plunkett's Pest Control	General Gov't	Pest Control 6/10/2025 at City Hall	\$47.39	7/16/2025
22603	RecTech	General Gov't	Oil Filter, Small engine oil.	\$44.50	7/16/2025
22604	Short Elliot Hendrickson	Sewer	Wastewater pond rip rap plans	\$4,234.20	7/16/2025
22605	Security Bank & Trust	Debt Service	Interest - G.O. Public Utility Revenue Refunding Bonds, Series 2019A	\$5,157.50	7/16/2025
22606	Stryker Sales LLC	Public Safety	Lucas and battery	\$16,735.92	7/16/2025
22607	W.W.O.T.A Inc	Water/Sewer	Water/Wastewater Assistance	\$670.00	7/16/2025
22608	Water Conservation Services Inc	Water	Locate water leak 410 Sophia Ave	\$509.40	7/16/2025
22609	WM Mueller & Sons	Divided	Fuel for lawnmower, tool cat, etc. Final Pay Request for Brad St.	\$5,483.23	7/16/2025
			Total July Claims	\$179,206.65	

# CITY OF HAMBURG TIME-OFF REQUEST FORM

Today's Date: July 11, 2025

Employee Name: Jeremy Gruenhagen

Dates Requesting Time-Off: July 18, 2025 (Off at 10:00)  
July 25, 2025

How many **Vacation** hours will be used? 6

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  
Employee Signature

7-11-25  
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: 7-15-25

Employee Name: Jason Buckenberry

Dates Requesting Time-Off: 7-17-25  
7-18-25

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

How many **Compensation** hours will be used? 8 to 16

Is there a **Holiday** during your time off? 0

Will there be any time off **without pay**? 0

Will there be any scheduled **Sick Leave** used? 0

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: 7-16-25

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

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

Employee Signature

Date

City Clerk/Treasurer

Date

Mayor

Date



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# CITY OF HAMBURG TIME-OFF REQUEST FORM

Today's Date: 7-15-25

Employee Name: Jason Buckman

Dates Requesting Time-Off: July 28th -  
August 1st

How many **Vacation** hours will be used? 40

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

Is there a **Holiday** during your time off? 0

Will there be any time off **without pay**? 0

Will there be any scheduled **Sick Leave** used? 0

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: 7-16-25


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

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

  
Employee Signature

7-15-25

Date

  
City Clerk/Treasurer

7-15-25

Date

Mayor

Date



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

# DELINQUENT UTILITY BILL LISTING

Wednesday, July 16, 2025

Account #	90 Days Past Due	60 Days Past Due	30 Days Past Due	1 to 30 Days Past Due	TOTAL AMOUNT OVER DUE	CURRENT BILL	ACCOUNT BALANCE	PAYMENTS	UPDATED BALANCE	NOTES
10-06190-01	\$0.00	\$0.00	\$0.00	\$203.49	\$203.49	\$176.65	\$380.14		\$380.14	
10-06145-00	\$464.90	\$129.33	\$231.84	\$234.58	\$1,060.65	\$228.51	\$1,289.16		\$1,289.16	
10-07612-00	\$0.00	\$0.00	\$0.00	\$211.43	\$211.43	\$157.67	\$369.10		\$369.10	
10-07625-00	\$0.00	\$43.88	\$160.95	\$138.12	\$342.95	\$123.84	\$466.79		\$466.79	
10-09350-00	\$0.00	\$0.00	\$0.00	\$159.33	\$159.33	\$130.63	\$289.96		\$289.96	
10-09420-00	\$2,248.73	\$150.84	\$147.21	\$118.24	\$2,665.02	\$121.68	\$2,786.70	\$ 600.00	\$2,186.70	
10-09451-00	\$1,842.92	\$0.00	\$0.00	\$0.00	\$1,842.92	\$0.00	\$1,842.92		\$1,842.92	
10-11745-000	\$0.00	\$0.00	\$28.23	\$121.04	\$149.27	\$96.38	\$245.65		\$245.65	
10-14320-00	\$0.00	\$0.00	\$0.00	\$79.20	\$79.20	\$92.95	\$172.15		\$172.15	
10-14410-00	\$0.00	\$132.12	\$144.23	\$135.21	\$411.56	\$147.46	\$559.02		\$559.02	
10-16604-00	\$0.00	\$0.00	\$0.00	\$281.45	\$281.45	\$219.93	\$501.38		\$501.38	
10-17613-00	\$0.00	\$0.00	\$38.29	\$181.71	\$220.00	\$150.09	\$370.09		\$370.09	
10-17621-00	\$0.00	\$0.00	\$0.00	\$158.42	\$158.42	\$145.20	\$303.62		\$303.62	
TOTALS	\$4,556.55	\$456.17	\$750.75	\$2,022.22	\$7,785.69	\$1,790.99	\$9,576.68	\$600.00	\$8,976.68	

	Beginning Balance 1/1/2025	2025 Budget Income	2025 Budget Expense	Budget Year-End Balance	Total Income Received	Total Expenses	Ending Balance 5/31/2025
<b>General Fund</b>	<b>\$472,933.75</b>	<b>\$669,812.00</b>	<b>\$669,812.00</b>	<b>\$472,933.75</b>	<b>\$48,625.61</b>	<b>\$193,063.97</b>	<b>\$328,495.39</b>
General Gov't							
Public Safety (Fire Dept.)							\$119,697.29
Public Works (Streets)							\$20,373.90
Sanitation & Recycling							\$12,548.59
Parks & Recreation							\$0.00
Comm. Hall							\$22,268.23
							\$18,175.96
<b>Special Revenue Funds</b>	<b>\$322,193.60</b>	<b>\$49,800.00</b>	<b>\$55,000.00</b>	<b>\$316,993.60</b>	<b>\$1,030.75</b>	<b>\$0.00</b>	<b>\$323,224.35</b>
City Of Hamburg (Savings)	\$298,591.16	\$23,400.00	\$55,000.00	\$266,991.16	\$1,030.75	\$0.00	\$299,621.91
*Equipment Replacement Fund	\$88,500.00	\$10,000.00	\$0.00	\$98,500.00	\$0.00	\$0.00	\$88,500.00
*City Maintenance Fund	\$57,297.00	\$10,000.00	\$0.00	\$67,297.00	\$0.00	\$0.00	\$57,297.00
*Street Improvements (Repairs)	\$123,245.00	\$0.00	\$0.00	\$123,245.00	\$0.00	\$0.00	\$123,245.00
*Community Center Addition	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
*Community Hall Renovations	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
*Park Handicap Bathrooms	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
*Water Tower	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
*Interest	\$29,549.16	\$3,400.00	\$0.00	\$32,949.16	\$0.00	\$0.00	\$30,579.91
*Transfers In (Out)	\$0.00	\$0.00	\$55,000.00	(\$55,000.00)	\$1,030.75	\$0.00	\$0.00
Fire Equipment CD	\$23,602.44	\$26,400.00	\$0.00	\$50,002.44	\$0.00	\$0.00	\$23,602.44
*Fire Truck Replacement	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
*Radio Replacement	\$21,000.00	\$0.00	\$0.00	\$21,000.00	\$0.00	\$0.00	\$21,000.00
*Fire Equipment	\$356.25	\$26,000.00	\$0.00	\$26,356.25	\$0.00	\$0.00	\$356.25
*Interest	\$2,246.19	\$400.00	\$0.00	\$2,646.19	\$0.00	\$0.00	\$2,246.19
<b>Debt Service</b>	<b>\$598.04</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$598.04</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$598.04</b>
<b>Total (Tax Revenue Funds)</b>	<b>\$795,725.39</b>	<b>\$719,612.00</b>	<b>\$724,812.00</b>	<b>\$790,525.39</b>	<b>\$49,656.36</b>	<b>\$193,063.97</b>	<b>\$652,317.78</b>
<b>Enterprise Funds</b>							
Water	\$55,261.13	\$202,430.43	\$187,541.69	\$70,149.87	\$79,599.24	\$41,018.52	\$93,841.85
Sewer	\$240,938.69	\$188,482.02	\$189,656.46	\$239,764.25	\$32,334.21	\$33,689.35	\$239,583.55
Storm Water	\$92,391.08	\$72,309.60	\$78,595.31	\$86,105.37	\$29,355.96	\$68,262.62	\$53,484.42
<b>Total (Enterprise Funds)</b>	<b>\$388,590.90</b>	<b>\$463,222.05</b>	<b>\$465,793.46</b>	<b>\$396,019.49</b>	<b>\$141,289.41</b>	<b>\$142,970.49</b>	<b>\$386,909.82</b>
<b>Totals</b>	<b>\$1,184,316.29</b>	<b>\$1,182,834.05</b>	<b>\$1,180,605.46</b>	<b>\$1,186,544.88</b>	<b>\$190,945.77</b>	<b>\$336,034.46</b>	<b>\$1,039,227.60</b>
<b>Debt Summary</b>	<b>Remaining Balance 1/1/2025</b>	<b>Remaining Assessment 1/1/2025</b>	<b>Cash &amp; Investments</b>	<b>2025 Principle Payments</b>	<b>Date Due</b>	<b>Maturity Date</b>	<b>Unfunded Balance 12/31/2025</b>
2007 Streets	\$0.00	\$0.00	\$598.04	\$0.00	2/1/2023	2/1/2023	(\$598.04)
Water Treatment Plant	\$0.00	\$0.00	\$0.00	\$0.00	2/20/24 & 8/20/24	8/20/2024	\$0.00
Sanitary Sewer Improvements	\$56,088.23	\$28,352.26	\$0.00	\$16,000.00	2/20/24 & 8/20/24	8/20/2030	\$11,735.97
Storm Water Improvements	\$550,000.00	\$0.00	\$0.00	\$65,000.00	2/1/24 & 8/1/24	2/1/2032	\$485,000.00
Water Tower/Water Main Imp Project	\$1,161,000.00	\$0.00	\$0.00	\$53,000.00	2/20/24 & 8/20/24	8/20/2044	\$1,108,000.00
<b>Totals</b>	<b>\$1,767,088.23</b>	<b>\$28,352.26</b>	<b>\$598.04</b>	<b>\$134,000.00</b>			<b>\$1,604,137.93</b>

# Cash Flow Actuals

	January	February	March	April	May	June	Totals
Beg. Balance	\$1,184,316.29	\$1,098,041.84	\$1,098,251.48	\$1,076,466.16	\$1,080,950.85	\$1,039,227.60	\$856,226.94
<u>Income</u>							
Property Taxes	\$1,954.12	\$0.00	\$0.00	\$0.00	\$0.00		\$1,954.12
Licenses & Permits	\$0.00	\$142.00	\$1,941.49	\$568.00	\$1,087.72		\$3,739.21
Intergov't Receipts (Aids)	\$0.00	\$2,572.28	\$9,805.25	\$0.00	\$0.00		\$12,377.53
Charges for Services							
Assessment Searches	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00
Comm Ctr Rentals	\$75.00	\$300.00	\$300.00	\$300.00	\$200.00		\$1,175.00
Township Contribution	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00
Fire Dept. Revenues	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00
Park Rentals	\$200.00	\$100.00	\$600.00	\$500.00	\$0.00		\$1,400.00
Hall Receipts	\$688.50	\$651.25	\$1,801.80	\$634.20	\$0.00		\$3,775.75
Fines	\$0.00	\$200.00	\$120.00	\$0.00	\$0.00		\$320.00
Misc. Receipts	\$117.15	\$8,993.80	\$125.65	\$342.35	\$1,218.80		\$10,797.75
Other Receipts							
Insurance Recovery	\$0.00	\$0.00	\$0.00	\$12,125.29	\$0.00		\$12,125.29
Interest Income (Checking)	\$219.25	\$180.30	\$194.07	\$184.83	\$182.51		\$960.96
Interest Income (Savings)	\$0.00	\$0.00	\$1,030.75	\$0.00	\$0.00		\$1,030.75
Transfers In	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00
Transfers In (Savings)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00
Debt Proceeds/Sale of Assets	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00
Special Assessments	\$134.06	\$0.00	\$0.00	\$0.00	\$0.00		\$134.06
Water Service	\$10,815.41	\$19,003.98	\$18,729.10	\$16,834.24	\$14,216.51		\$79,599.24
Sewer Service	\$3,983.06	\$8,085.25	\$7,460.58	\$7,138.52	\$5,532.74		\$32,200.15
Storm Water	\$3,987.32	\$7,130.39	\$6,256.33	\$6,696.38	\$5,285.54		\$29,355.96
	\$22,173.87	\$47,359.25	\$48,365.02	\$45,323.81	\$27,723.82	\$0.00	\$190,945.77
<u>Expenses</u>							
General Gov't	\$19,142.97	\$22,549.14	\$33,719.14	\$16,934.18	\$27,188.31		\$119,533.74
Public Safety	\$4,834.94	\$1,582.90	\$8,577.71	\$721.24	\$4,657.11		\$20,373.90
Public Works	\$1,434.14	\$1,704.26	\$2,937.54	\$4,400.89	\$2,071.76		\$12,548.59
Sanitation & Recycling	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00
Park & Recreation	\$947.74	\$1,930.71	\$1,653.72	\$2,838.50	\$14,897.56		\$22,268.23
Hall Expenses	\$3,089.05	\$4,352.95	\$5,204.02	\$4,073.56	\$1,562.74		\$18,282.32
Debt Service	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00
Capital Project Funds	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00
Transfers Out	\$0.00	\$0.00	\$0.00	\$0.00	\$163.55		\$163.55
Transfer to Savings	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00
Water	\$6,000.76	\$6,317.19	\$8,548.37	\$5,936.13	\$3,887.37		\$30,689.82
Sewer	\$2,321.22	\$2,555.23	\$8,509.84	\$4,932.16	\$15,018.67		\$33,337.12
Storm Water	\$0.00	\$0.00	\$1,000.00	\$1,002.46	\$0.00		\$2,002.46
	\$37,770.82	\$40,992.38	\$70,150.34	\$40,839.12	\$69,447.07	\$0.00	\$259,199.73
<u>Other Expenses (DEBT)</u>							
Water Imp. Bonds (2019B)	\$4,417.34	\$0.00	\$0.00	\$0.00	\$0.00		\$4,417.34
Water Tower Project	\$0.00	\$5,805.00	\$0.00	\$0.00	\$0.00		\$5,805.00
Sewer Imp. Bonds (2011)	\$0.00	\$352.23	\$0.00	\$0.00	\$0.00		\$352.23
Storm Water Imp. Bonds (2019B)	\$66,260.16	\$0.00	\$0.00	\$0.00	\$0.00		\$66,260.16
Total Other Expenses	\$70,677.50	\$6,157.23	\$0.00	\$0.00	\$0.00	\$0.00	\$76,834.73
Checking Balance	\$1,098,041.84	\$1,098,251.48	\$1,076,466.16	\$1,080,950.85	\$1,039,227.60	\$1,039,227.60	\$1,039,227.60
Net Income (Loss)	(\$86,274.45)	\$209.64	(\$21,785.32)	\$4,484.69	(\$41,723.25)	\$0.00	(\$145,088.69)





Jeremy Gruenhagen &lt;cityadmin@cityofhamburgmn.com&gt;

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## MN Building Code

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**Christophe Morschen** <cmorschen@mhslaw.com>  
To: Jeremy Gruenhagen <cityadmin@cityofhamburgmn.com>

Thu, Jul 3, 2025 at 3:37 PM

Jeremy,

The procedure is to put the ordinance on the City Council agenda and adopt it. After adoption it needs to be published. I have attached a draft of a summary publication resolution as well. It needs 4/5 of the council to approve it, but then you can just publish the summary that is stated in item 1 of the resolution.

The attached draft ordinance has Safebuilt's proposed fee schedule, with all of the redlines accepted attached to it as Exhibit A. If that needs to be changed, please let me know.

The attached ordinance should be posted to the City's website at least ten days prior to the city council meeting when it will be adopted.

**Christophe Morschen**  
Associate Attorney

Melchert Hubert Sjodin, PLLP



Attorneys at Law

(952) 442-7798

[cmorschen@mhslaw.com](mailto:cmorschen@mhslaw.com)

[www.mhslaw.com](http://www.mhslaw.com)

121 West Main Street; Suite 200, Waconia, MN 55387

This email may contain confidential information. If you are not the intended recipient, please delete this email and notify me. Thank you.

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**From:** Jeremy Gruenhagen <cityadmin@cityofhamburgmn.com>  
**Sent:** Wednesday, June 25, 2025 4:49 PM  
**To:** Christophe Morschen <cmorschen@mhslaw.com>  
**Subject:** Re: MN Building Code

[Quoted text hidden]

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### 2 attachments



**Fee Schedule update Ordinance Hamburg (7.3.25).docx**  
1039K

**CITY OF HAMBURG  
ORDINANCE NUMBER 172**

**AN ORDINANCE AMENDING THE SCHEDULE OF FEES FOR BUILDING PERMIT APPLICATIONS**

THE CITY COUNCIL OF THE CITY OF HAMBURG, CARVER COUNTY, MINNESOTA, ORDAINS:

**Section 1. Recitals and Findings**

Minnesota Statutes § 326B.151, Subdivision 1 authorizes the City to collect fees in connection with the processing of building permits, and Minnesota Statutes § 326B.148 authorizes the collection of certain surcharges. Minnesota Rules § 1300.160 subpart 1 authorizes the City to set its fees according to a fee schedule.

The City Council of the City of Hamburg ("the City") finds that it is in the best interests of the City and the public to update the fee schedule for building permit fees to offset the rising costs of administering the Building Code.

**Section 2. Adoption of Fee Schedule**

The fee schedule attached hereto as EXHIBIT A is hereby adopted and shall be the schedule of fees applicable to building permits administered by the City of Hamburg in effect as of the date of publication of this Ordinance.

**Section 3. Amendment**

Title XV, Chapter 1150, Section 150.17 of the City Code relating to FEES is hereby deleted and replaced with the following:

The building permit fee shall be paid by the applicant to the City in an amount established in the City's most current building permit fee schedule.

**Section 4. Effective Date**

This Ordinance shall be in full force effective upon its adoption and publication according to the law.

Passed and adopted by the City Council of the City of Hamburg this 16<sup>th</sup> day of July, 2025.

\_\_\_\_\_  
Chris Lund, Mayor

ATTEST: \_\_\_\_\_  
Jeremy Gruenhagen, City Clerk

(City Seal)

M/ \_\_\_\_\_

S/ \_\_\_\_\_

Lund

Polzin

Poppler

Tracy

Weber

\_\_\_\_\_  
\_\_\_\_\_  
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Published in Patriot Newspaper on July 24, 2025.

EXHIBIT A

**CITY OF HAMBURG**  
**BUILDING/MECHANICAL/PLUMBING CODE PERMIT FEE SCHEDULE**

Effective Date: \_\_\_\_\_

**State Surcharge**

The State Surcharge is a State fee imposed on all permits issued by municipalities. The State Surcharge amount is based on MN Statute 326B.148, subdivision 1, which can be viewed here → <https://www.revisor.mn.gov/statutes/cite/326B.148>

**Permit Fees**

Pursuant to MN Rules Chapter 1300.0160 subpart 4, permits fees shall be based on valuation except:

- one- and two-family dwelling maintenance permits for roofing, siding, windows, doors, or other minor projects may be charged a fixed fee.
- permits for plumbing, mechanical, electrical, or other building service equipment systems may be based on valuation or charged a fixed fee.

**Valuation**

Pursuant to MN Rules Chapter 1300.0160 subpart 3, The applicant for a permit shall provide an estimated permit value at time of application. Permit valuations shall include the total value of all construction work, including materials and labor, for which the permit is being issued, such as electrical, gas, mechanical, plumbing equipment, and permanent systems. The building permit valuation shall be set by the Building Official. For determining the permit valuation, the Building Official will use the supplied valuation with a minimum value as calculated by the current International Code Council Building Valuation Data Table (and other data as needed, for projects not specified in that table).

**Valuation Table**

Fee Schedule Base: 1997 (+10%)

Value up to (and including):	Base Amount:		For the first:	Plus:	For each additional:
\$2000.00	\$75.00				
\$25,000.00	\$75.00		\$2000.00	\$15.40	\$1,000 or fraction thereof
\$50,000.00	\$429.20		\$25,000.00	\$11.11	\$1,000 or fraction thereof
\$100,000.00	\$706.95		\$50,000.00	\$7.70	\$1,000 or fraction thereof
\$500,000.00	\$1091.95		\$100,000.00	\$6.16	\$1,000 or fraction thereof
\$1,000,000.00	\$3555.95		\$500,000.00	\$5.23	\$1,000 or fraction thereof
Over \$1,000,000.00	\$6170.95		\$1,000,000.00	\$4.40	\$1,000 or fraction thereof

**Plan Review/Compliance Verification Fees – (Commercial and Residential)**

*Unless otherwise noted, all permits require a review for compliance with applicable codes.*

- Plan Review/Compliance Verification:
  - 65% of the Permit Fee
- Review of State-approved plans:
  - 25% of the Plan Review/Compliance Verification fee identified above.
- Plan Review/Compliance Verification for master and similar plans:
  - 65% of the permit fee for the original plan review
  - 25% of the permit fee for similar plans
  - The use of these fees must be identified upon submittal of the master plan.



**CITY OF HAMBURG**  
**BUILDING/MECHANICAL/PLUMBING CODE PERMIT FEE SCHEDULE**

**Residential Permit Fees**

(for permits that are issued over-the-counter and have flat-rate fees)

*(Definition of residential: **IRC-1 Single Family Dwelling:** Any building that contains one dwelling unit used, intended, or designed to be built, used, rented, leased, let, or hired out to be occupied, or occupied for living purposes. **IRC-2 Two-Family Dwelling:** Any building that contains two separate dwelling units with separation either horizontal or vertical on one lot used, intended, or designed to be built, used, rented, leased, let, or hired out to be occupied, or occupied for living purposes. **IRC-3 – Townhouse:** Definition: A single-family dwelling unit constructed in a group of two or more attached units in which each unit extends from the foundation to the roof and having open space on at least two sides of each unit. Each single-family dwelling unit shall be considered to be a separate building. Separate building service utilities shall be provided to each single-family dwelling unit when required by other chapters of the State Building Code. **IRC-4 Accessory Structure:** Definition: A structure not greater than 3000 ft<sup>2</sup> in floor area, and not over two stories in height, the use of which is customarily accessory to and incidental to that of the dwelling(s) and which is located on the same lot.*

- Unless identified below, all residential permits require a valuation, and fees shall be calculated using the Valuation Table.

**Fixed Fees are as follows and do not require a review for compliance:**

**Maintenance Permit Fees (for one- and two-family dwellings and accessory structures only):**

- Re-Roof: **\$75.00** - Replacement of like-for-like roof covering materials only
- Re-Side: **\$75.00** - Replacement of siding material only
- Re-Window: **\$75.00** - Replacement of same size windows
- Re-Door/Garage door: **\$75.00** - Replacement of same size doors

**Plumbing Permit Fees:**

- New fixtures: **\$80.00** (plus \$10.00 per fixture after 8 fixtures)
- Lawn Irrigation Systems: **\$65.00**
- Fixture Replacement: **\$65.00/fixture**

**Mechanical Permit Fees:**

- New appliances/fireplace inserts: **\$75.00** minimum (plus \$37.50 per unit after 2 units)
- Gas Line (with mechanical permit): **\$10.00** per gas line, **\$20.00** minimum
- Gas Line only permit: **\$65.00**
- Unit Replacement: **\$65.00/unit**
- Fireplace masonry – Based on valuation (building permit required)

**Exterior Structure Fees**

- The following exterior structure permits require a valuation and fees shall be calculated using the valuation table.

- Retaining Wall (over 4' in height)
- Fence (over 7' in height)
- Sheds (over 200 sq. feet)
- Permanent and In-ground Swimming Pools

Retaining Walls under 4', Fences under 7', Sheds under 200 sq. feet, and Seasonal Swimming Pools require a zoning permit: **\$75.00 no state surcharge**

(Seasonal residential swimming pools requiring permits (over 24" deep or 5000 gallons in capacity, installed entirely above grade) are allowed to be installed with a single application and approval provided that the same pool is installed in the same location each year. Once approved, the pool may be put up and taken down any number of times. A site plan is required to be approved as a part of the permit submittal, and it must be kept on site for review as needed.)

**CITY OF HAMBURG**  
**BUILDING/MECHANICAL/PLUMBING CODE PERMIT FEE SCHEDULE**

**Commercial Permit Fees**

*(Includes Structures that are not Residential as defined in the "Residential Permit Fees" Section; Fire Suppression & Alarm systems; Mechanical systems; and Plumbing systems)*

- **All commercial permits require a valuation and fees shall be calculated using the Valuation Table.**

- Building Permit minimum: **\$100.00**
- Plumbing Permit minimum: **\$100.00**
- Mechanical Permit minimum: **\$100.00**
- Gas Line Only Permit minimum: **\$100.00**
- Fire Suppression Permit minimum: **\$100.00 (new min)**
- Fire Alarm Permit minimum: **\$100.00 (new min)**

**Demolition Permit Fees**

- **All demolition permits require a valuation and fees shall be calculated using the Valuation Table.**

- Demolition Permit minimum: **\$100.00**

**Manufactured (Mobile), Modular, and Moved In Structure Fees**

- **Foundations and interior remodels for these structures require separate permits which requires a valuation. Fees shall be calculated using the valuation table.**

- Pre-moved in single family dwelling Inspection: **\$175.00** plus travel time and mileage from municipality office (as calculated by Google maps)
- Pre-moved in accessory structure Inspection: **\$125.00** plus travel time and mileage from municipality office (as calculated by Google maps)
- Site work: Requires a valuation and fees shall be calculated using the Valuation Table
- Moved In House: **\$275.00**
- Moved In Accessory structure: **\$200.00**
- Manufactured (Mobile) Home: **\$275.00**
- Modular House: **\$275.00**
- Plumbing Connection: **\$ 75.00**
- Mechanical Connection: **\$ 75.00**

**Site, Sediment and Erosion Fees**

- Residential Site Inspection: **\$65.00**
  - Required for new construction of/on homes, detached garages, and accessory structures.
- Commercial Site Inspection: **\$95.00**
  - Required for new construction of/on buildings and accessory structures.
- S.E.C. (Sediment and Erosion Control):
  - .0005 x permit valuation for all permits requiring the monitoring the control of sediment and erosion on a construction site.
  - Minimum \$150.00 (new home and commercial construction projects)
  - Minimum \$50.00 (other projects)



**CITY OF HAMBURG**  
**BUILDING/MECHANICAL/PLUMBING CODE PERMIT FEE SCHEDULE**

**Other Inspections and Fees**

Re-inspection Fee - A re-inspection fee may be assessed for each inspection or re-inspection when such portion of work for which inspection is requested is not complete or when required corrections are not made. On valuation-based building permits, this fee is not to be interpreted as requiring re-inspection fees the first time a job is rejected for failure to comply with the requirements of the code, but as controlling the practice of calling for inspections before the job is ready for such inspection or re-inspection. Re-inspection fees may also be assessed 1) when full access to the site is not provided for the inspector, 2) when the inspector is not met by the responsible individual (no-show), 3) on fixed-fee permits where corrections are required to be inspected, and 4) when deviations from the approved plans have occurred without prior Building Official approval. Re-inspection fees are due on or before the re-inspection. Payment to be made payable to the Municipality:	<b>\$75.00</b>
Inspections outside of normal business hours (includes travel time both ways with a 2-hour minimum):	<b>\$95.00/hr.</b>
Inspections for which no fee is indicated, miscellaneous and special services (half-hour minimum):	<b>\$95.00/hr.</b>
Additional Plan Review required by changes, additions, or revisions to approved plans (half-hour minimum)	<b>\$95.00/hr.</b>
Special Investigation fee (work started without obtaining a permit)	100% of permit fee
Residential Contractor License verification (for eligible projects) MN Statute 236B.815 Subd. 2	<b>\$5.00</b>
Lead Certification verification (for eligible projects) MN Statute 236B.103 Subd. 13	<b>\$5.00</b>
Permit Renewal within 6 mos. of expiration (no plan changes, no code changes, new permit number)	50% of original permit fee
Print or Copy charge (large plan sheet)	<b>\$4.00/pg</b>
Change of Use with no other permits issued	<b>\$100.00</b>
Pre-Final Inspection (new home or structure)	<b>\$75.00</b>
Temporary Certificate of Occupancy – Escrow (less costs to administer)	<b>\$1,000.00</b>
Refunds:	
Refunds for Issued Permits:	
NOTE: The permit applicant is responsible to pay the Plan Review fee (if the Review has been completed) even if the project is cancelled prior to permit issuance.	
Fixed-fee permits	0%
Plan review fee	0%
Permit fee (if work not started) within 6 months of issuance by municipality	<b>80%</b>

**CITY OF HAMBURG  
RESOLUTION NUMBER 2025-08**

**A RESOLUTION APPROVING SUMMARY PUBLICATION**

**WHEREAS**, the City of Hamburg recently adopted Ordinance Number 172 titled "AN ORDINANCE AMENDING THE SCHEDULE OF FEES FOR BUILDING PERMIT APPLICATIONS" which is lengthy because of its inclusion of a table and not suitable to publication in full; and

**WHEREAS**, the City Council has determined that publication of the title and a summary of the ordinance only would clearly inform the public of the intent and effect of the ordinance; and

**WHEREAS**, a copy of the full text of the ordinance shall be available for the public on request at the City Clerk's office;

**NOW THEREFORE BE IT RESOLVED**, by the City Council of the City of Hamburg that

1. The following summary of Ordinance Number 172, is approved for publication in the official newspaper of the City of Hamburg:

Ordinance 172, "AN ORDINANCE AMENDING THE SCHEDULE OF FEES FOR BUILDING PERMIT APPLICATIONS", adopts an updated schedule of building permit fees and surcharges. A full copy of the ordinance is available for public inspection during regular business hours of the office of the City Clerk, 181 Broadway Avenue, Hamburg, MN 55339.

2. The City Clerk is directed to provide the foregoing summary to the City's official newspaper for publication according to law, and to make a copy of the ordinance available at the office of the City Clerk.

Passed and adopted by the City Council of the City of Hamburg this 16<sup>th</sup> day of July, 2025.

\_\_\_\_\_  
Chris Lund, Mayor

ATTEST: \_\_\_\_\_  
Jeremy Gruenhagen, City Clerk/Treasurer

M/ _____	Lund	_____
	Polzin	_____
S/ _____	Poppler	_____
	Tracy	_____
	Weber	_____

(City Seal)