

### HAMBURG CITY COUNCIL AGENDA SEPTEMBER 27, 2022

- 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 List for September (\$55,442.57)
  - Approve Time-Off Request (Jeremy Gruenhagen)
  - Deputy Clerk Activity Project List
- 5. 2023 Preliminary Budget
  - 2023 Proposed Tax Levy and Budget
    - Set Proposed Property Tax Levy/Preliminary Budget for 2023
    - Set Public Comment Meeting for Final 2023 Budget
      - December 13, 2022 @ 7:00 PM
    - Approve Resolution Number 2022-12 (2023 Preliminary Tax Levy)
- 6. City Council Reports
  - Councilmember Jason Buckentin (Streets)
  - Councilmember Eric Poppler (Parks)
  - Councilmember Jessica Weber (Buildings)
  - Councilmember Tim Tracy (Water/Sewer)
  - Mayor Chris Lund



### HAMBURG CITY COUNCIL AGENDA SEPTEMBER 27, 2022

- 7. Move to Close Meeting to discuss allegations made, in writing, against individuals subject to the City's Authority (Unless an individual requests an Open Meeting. Any Open Meeting shall be held prior to any Closed Meeting)
- 8. <u>Move to Close Closed Meeting to discuss allegations made against individuals subject to the City's authority.</u>
- 9. Move to Reopen the City Council Meeting
- 10. Adjourn City Council Meeting

### 2022 September Claims List

CHECK#	VENDOR	FUND	CLAIM DESCRIPTION	AMOUNT	APPROVED
ACH	EFTPS	Divided	Fed, Social Security, MC - August 2022	\$2,992.86	9/13/2022
ACH	MN Dept of Revenue	Divided	State Withholding Tax Payment - August 2022	\$573.00	9/13/2022
ACH	PERA	Divided	PERA Withholding - August 2022	\$832,25	9/13/2022
ACH	PERA	Divided	PERA Withholding - September 2022	\$449.64	9/13/2022
ACH	PERA	Divided	PERA Withholding - September 2022	\$620.35	9/27/2022
ACH	HealthPartners	Divided	Health Insurance for September 2022	\$3,469.06	9/13/2022
DD	Brandon Bracht	Divided	Wages 8/22/22 to 9/04/22	\$1,763.70	9/13/2022
DD	Tamara Bracht	Divided	Wages 8/22/22 to 9/04/22	\$706.48	9/13/2022
DD	Jeremy Gruenhagen	Divided	September Wages	\$2,119.83	9/13/2022
ACH	Google	General Gov't	August Email Accounts (14) Google G Suite	\$168.00	9/13/2022
ACH	Verizon Wireless	General Gov't	City Cell Phone/Tablets Data Plan/Samsung S22 Ultra	\$559.28	9/13/2022
ACH	Security Bank & Trust	General Gov't	ACH Service Fees for August 2022	\$25.40	9/13/2022
ACH	ZOOM	General Gov't	Video Conferencing 9/6/21 - 10/5/21	\$16.09	9/13/2022
ACH	Kwik Trip	Public Safety (FD)	Fuel for FD Canister and Grass II	\$73.40	9/27/2022
DD	Brandon Bracht	Divided	Wages 9/05/22 to 9/18/22	\$2,095.01	9/27/2022
DD	Tamara Bracht	Divided	Wages 9/05/22 to 9/18/22	\$1,162.00	9/27/2022
DD	Jeremy Gruenhagen	Divided	September Wages	\$2,119.82	9/27/2022
ebit Card	Hamburg Post Office USPS	Water	Water Samples	\$32.20	9/13/2022
ebit Card	US Postal Service	General Gov't	EDDM Postage for Sept. 2, 2022 Newletter	\$74.24	9/13/2022
ebit Card	Amazon	Sewer	Dawn Dish Soap	\$15.58	9/27/2022
ebit Card	Amazon	Sewer	Dawn Dish Soap		
ebit Card	Amazon	General Gov't	T-1/	\$15.58	9/27/2022
Debit Card	Amazon		Computer Cable Adapters, 2 San Disk Flash Drives	\$28.57	9/27/2022
Pebit Card	Control of the Contro	General Gov't	Copy Paper	\$49.99	9/27/2022
	US Postal Service	General Gov't	EDDM Postage for Sept. 20, 2022 Newletter	\$74.24	9/27/2022
21254	Void	void	printer issue	void	9/13/2022
21255	Bolton & Menk	General Gov't	Planning Consultant Fees for August 2022	\$120.00	9/13/2022
21258	Business Essentials	Divided	Bathroom Paper Products/Hand Soap/Scale/Trash Lines	\$681.07	9/13/2022
21259	CarverLink	Divided	Internet Services September 2022	\$120.00	9/13/2022
21260	Coordinated Business Systems	General Gov't	Intermedia Monthly Equipment Base Rate	\$57.25	9/13/2022
21261	Gopher State One Call	Divided	August Locates (6 Billable Locate Requests)	\$8.10	9/13/2022
21262	League of MN Cities	General Gov't	Annual Membership Dues starting Sept. 1, 2022	\$798.00	9/13/2022
21263	League of MN Cities Ins Trust	Divided	Property/Casualty Insurance Renewal	\$17,377.00	9/13/2022
21264	Loffler Co.	General Gov't	August Copies	\$126.11	9/13/2022
21265	MN Mayors Association	General Gov't	Yearly Membership Dues	\$30.00	9/13/2022
21266	MNSPECT	Public Safety	Commercial Permit 22HB-00003 Deck/Porch @ 831 Park	\$248.56	9/13/2022
21267	NAPA Auto Parts	Park & Rec.	Oil Filter for Lawnmower	\$422.74	9/13/2022
21268	OEM Services	Water	2 Fire Hydrant Meter Stands	\$469.61	9/13/2022
21269	Smith & Oil	General Gov't	Estimate for Repairs of 1 Ton Truck	\$60.00	9/13/2022
21270	W.W.O.T.A.	Divided	Water/Wastewater Training & Assistance for August 202	\$1,592.50	9/13/2022
21271	Wm. Mueller & Sons	Divided	Fuel for City Vehicles/Equipment, Bobcat Extrication, BE	\$526.22	9/13/2022
21272	Xcel Energy	Divided	Electricity/Natural Gas Services	\$1,249.09	9/13/2022
21256	Bound Tree Medical	Public Safety (FD)	Pediatric Defib. Pads, Vent Chest Seal		
21257	Canon Financial Services			\$201.15	9/27/2022
21273		General Gov't	Canon Copier Gov't Contract for September	\$33.13	9/27/2022
21274	Dana Willemson	Water	Refund from Final Water Bill Over Payment	\$3.84	9/27/2022
	Diversified Plumbing & Heating	Hall	Cleared Clogged Toilet	\$175.00	9/27/2022
21275	ECM Publishers, Inc.	General Gov't	Posted Ordinance No. 168	\$218.40	9/27/2022
21276	Hawkins Chemicals	Water	Chemicals for WTP	\$951.71	9/27/2022
21277	Henning Excavating	Water	Water Main Surface Pipe Break at 361 Maria Avenue	\$2,146.00	9/27/2022
21278	Jim's Excavating & Plumbing	Sewer	Pumping and Disposal at Lift Station on 9-16-2022	\$325.00	9/27/2022
21279	Lano Equipment	General Gov't Bldgs	Toolcat Repairs	\$6,101.65	9/27/2022
21280	Melchert-Hubert & Sjodin, PLLP	General Gov't	Easements, Liquor License, Employee Complaint Matter	\$4,205.00	9/27/2022
21281	Metronet	Divided	Fiber Phone Service for September & October	\$151.05	9/27/2022
21282	Midwest Electric & Generator, Ir		Park Liftstation Repairs on the Stand-by Generator	\$279.00	9/27/2022
21283	Mini Biff, Inc.	Park & Rec.	Handicap Mini Biff Rental with Damage Waiver	\$148.92	9/27/2022
21284	Nicholas Jorgenson	Water	Refund from Final Water Bill Over Payment	\$31.80	9/27/2022
21285	Plunkett's Pest Control	Divided	Exterior Spray for Fall Pests at Hall, FD, CC	\$165.68	9/27/2022
21286	S.E.H., Inc.	Divided	2022 Street Project, Water Tower Demo	\$5,854.86	9/27/2022
21287	Security & Sound	Park & Rec.	Installed 1 Camera & Loaded Program onto Office Comp		
21288	Security Bank & Trust	Public Safety (FD)		\$700.00	9/27/2022
21289	Viking Bottling Co.		Equipment Certificate of Indebtedness (2018 Fire Engine	\$25,536.00	9/27/2022
21290		Hall	Pop Syrup Canisters for Hall	\$320.00	9/27/2022
21230	Xcel Energy, Inc.	Divided	Elecricity/Natural Gas Services	\$1,639,84	9/27/2022
				\$93,110.85	
			September Claims	\$37,668.28	9/13/2022
			September Claims  Added September Claims	\$37,668.28 \$55,442.57	9/13/2022

## CITY OF HAMBURG TIME-OFF REQUEST FORM

Today's Date: September de do
Employee Name: Tereny Gruenhagen
Dates Requesting Time-Off:  September 30th  October 10th
How many Vacation hours will be used?
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 then three consecutive days off?
If yes, you must receive City Council approval.
City Council Approval  Date of Council Meeting: 9-27-22
Was vacation request approved?
If no, reason request was denied:
Employee Signature Date
City Clerk/Treasurer Date
Mayor Date



## Council Meeting September 27th

# September 2022 Nuisance Violations

Name Address	Name Address	Name Address	Name Address	Name Address	Name Address	Name Address	Name Address	Name Address	
410 Sophia Ave.	679 Park Ave.	861 Park Ave.	418 Jacob St.	430 Railroad St.	801 William St.	Martha St.	881 Park Ave.	440 Maria Ave.	RESIDENT INFO
third		First	First	First	First	First	First	first	Notice #
93.18 93.19	93.18 93.19 93.20 93.21	71.02 93.19	93.20	93-21	93.48	95.02	93.18 93.19	93.48	violation ordinance #
Nuisance Affecting Peace and Safety Nuisance Parking and Storage	Nuisance Affecting Peace and Safety Nuisance Parking and Storage Insperable Motor Vehicle Building Maintenance/Appearance	Overtime / Overnight Parking Nuisance Parking and Storage	Inoperable Meter Vehicle	Building Maintenance/Appearance	Weeds	Domestic/Farm Animals	Nuisance Affecting Peace and Safety  Nuisance Parking and Storage	Weeds	violation ordinance title
		09/16/22	09/21/22	09/20/22	09/21/22	9/20/22	9/16/22	9/16/22	date notified
			10/11/22	10/11/22	10/11/22		10/11/22	10/11/22	follow-up council date
NO	YES					not sure yet			issue resolved
									declared nuisance
			7						date POSTED
YES									carry over
Sent to prosecution	Cleaned up before being sent to prosecution	Travel Trailer and Truck street parking	car in driveway	garage and portion of house peeling paint	trailer piled with branches and brush	Chickens roaming into neighbors gardens	Parking on lawn, junk on side of garage	Shrub grown over sidewalk & blocking passage	Notes

## Council Meeting September 27th

# September 2022 Nuisance Violations

Vehicle Leaking in driveway, burning parbage again	ΥES			NO	10/11/22 ASAP	9/21/22 9/16/02	Ineperable Motor Vehicle Open Burning	93.20 93.65-67	second	152 Jacob St.	Name Address
no movement at the property	YES			NO		9/15/22	Nuisance Affecting Peace and Safety  Building Maintenance and Appearance	93.18 93.21	Resent letter to new address	451 Maria Ave.	Name Address
need pictures of backyard					10/11/22		Nuisance Affecting Peace and Safety  Building Mainlenance and Appearance	<b>93.18</b> 93.21	third	625 Kim Ave.	Name Address
Given extension	YES				11/22/22		Nuisance Affecting Peace and Safety  Building Maintenance and Appearance	<b>93,18</b>		320 Sophia Ave.	Name Address
Notes	carry over	issue declared date resolved nuisance POSTED	declared nuisance	issue resolved	follow-up council date	date notified	violation ordinance title	violation ordinance #	Notice #	RESIDENT INFO.	7 <u>2</u> 2

<sup>93.18</sup> Nuisance Affecting Peace and Safety
93.19 Nuisance Parking and Storage
93.20 Inoperable Motor Vehicle
93.21 Building Maintenance/Appearance
95.02 Domestic/Farm Animals
93.65-67 Open Burning
93.48 Weeds

60 Empire Drive, Suite 200 St. Paul, MN 55103-2088

Phone: 651-296-7460 or 1-800-652-9026

Website: www.mnpera.org



July 11, 2022

PERA ID: 5074-00

Governing Body and Fire Chief Hamburg Fire Department

### cityadmin@cityofhamburgmn.com;chief1@cityofhamburgmn.com

In accordance with Minnesota Statutes 353G.08, we have determined the 2023 required contribution to cover your volunteer firefighters enrolled in the statewide volunteer firefighter plan. Any amount payable is due to PERA before December 31, 2023. Please refer to attached schedules for detailed information regarding the calculations.

Service Pension Level:	\$1,800
Overall Funding Balance For Current Calendar Year	\$136,846
Funding Ratio	127%
This account is considered to have:	Surplus Over Full Funding
Financial Requirement at 12/31/2023	\$27,987
Reductions to the Financial Requirement:	(\$53,365)
	W
Required Contribution Due by 12/31/2023	None

Contributions to the statewide volunteer firefighter plan above and beyond any required contributions may be made at any time. Please contact me if you would like to make a voluntary contribution to your plan account.

On behalf of the statewide volunteer firefighter plan advisory board, I hereby direct you to distribute this report to your membership.

If you have any questions, please do not hesitate to contact me by phone (651-201-2666) or by email (sharyn.north@mnpera.org).

Sincerely,

Sharyn North

Accounting Officer Principal, PERA

Sharyn Morth

60 Empire Drive, Suite 200 St. Paul, MN 55103-2088

Phone: 651-296-7460 or 1-800-652-9026

Website: www.mnpera.org



August 4, 2022

PERA ID: 5074-00

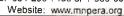
Fire Chief Hamburg Fire Department

PERA created this Annual Funding report using modified membership assumptions to show the impact of certain member benefit payouts on the funding ratio. These modified member assumptions are theoretical and do not reflect actual member benefit payouts.

Required Contribution Due by 12/31/2023	None
Reductions to the Financial Requirement:	(\$46,889)
Financial Requirement at 12/31/2023	\$24,321
This account is considered to have:	Surplus Over Full Funding
Funding Ratio	135%
Overall Funding Balance For Current Calendar Year	\$136,906
Service Pension Level:	\$1,800

60 Empire Drive, Suite 200 St. Paul, MN 55103-2088

Phone: 651-296-7460 or 1-800-652-9026





PERA ID 5074-00

August 4, 2022

Governing Body and Fire Chief Hamburg Fire Department

cityadmin@cityofhamburgmn.com\_chief1@cityofhamburgmn.com

We received your request for an analysis to estimate the cost of increasing your organization's pension benefit level in the Statewide Volunteer Firefighter Plan administered by PERA. Using current information, we analyzed the cost of the pension benefit level(s) you requested. The results of our analysis, including the estimated required contribution, are shown below.

A. Benefit Level (per year of service):	\$ 2.000 \$	2.200 \$	2,400 \$	2,600
B. Projected Present Assets 12/31/2022 [Attached]	553.920	553,920	553.920	553,920
C. Accrued Liability 12/31/2022 [Attached]	544.593	585,971	627.283	668,630
D. Surplus/ (Deficit) [B-C]	9,327	(32,051)	(73,363)	(114,710)
E. Funding Ratio at 12/31/2022 [B/C]	102%	95%	88%	83%
F. Accrued Liability 12/31/2023[Attached]	589,551	635,114	680,603	726,125
G. Annual Financial Requirement: Increase in Liability [F -C]	44,958	49,143	53,320	57,495
H. Annual Financial Requirement; PERA Fees [\$30/member]	900	900	900	900
<ol> <li>Annual Financial Requirement: 1/10th of Deficit/(Surplus) [D/10]</li> </ol>	(933)	3,205	7,336	11,471
J. Annual Financial Requirement: Total [G+H+I] 12/31/2023	44,925	53,249	61,556	69,866
K. Reductions to Annual Financial Requirement:				
Projected 2023 Annual Fire State Aid [2022 Amount @1.035]	14,962	14,962	14,962	14,962
Projected 2023 Investment Earnings [6% on Projected Assets 12/31/2022]	33,235	33,235	33,235	33,235
L. Estimated Required Contribution [J-K]	None \$	5,052 \$	13,360 \$	21,669

Please note that this report reflects estimates. The figures shown above on Line L are estimates of required contributions that would be due on December 31, 2023 and beyond at the applicable benefit level(s).

These estimates are based on the member information available at the time PERA prepared this analysis. Please review the member information and provide PERA with any corrections to this information.

If applicable, we will prepare an updated cost analysis for your organization using the corrected member information provided.

If you have questions, please contact me at gemma.miltich@mnpera.org or by phone at 651-201-2645.

Sincerely,

Gemma Miltich Accounting Officer, PERA

60 Empire Drive, Suite 200 St. Paul, MN 55103-2088

Phone: 651-296-7460 or 1-800-652-9026 Website: www.mnpera.org



August 4, 2022

Governing Body and Fire Chief Hamburg Fire Department

PERA ID 5074-00

cityadmin@cityofhamburgmn.com; chief1@cityofnamburgmn.com

PERA created this cost analysis using modified membership assumptions to show the impact of certain membership benefit payouts on the funding ratios. These modified member assumptions are theoretical and do not reflect actual member benefit payouts.

A. Benefit Level (per year of service):	\$ 2,000	\$ 2,200	\$ 2,400	\$ 2,600
B. Projected Present Assets 12/31/2022 [Attached]	443,220	443,220	443,220	443,220
C. Accrued Liability 12/31/2022 [Attached]	424,593	453,971	483,283	512,630
D. Surplus/ (Deficit) [B-C]	18,627	(10,751)	(40,063)	(69,410)
E. Funding Ratio at 12/31/2022 [B/C]	104%	98%	, , ,	86%
F. Accrued Liability 12/31/2023[Attached]	465,551	498,714	531,803	564,925
G. Annual Financial Requirement: Increase in Liability [F -C]	40,958	44,743	48,520	52,295
H. Annual Financial Requirement: PERA Fees [\$30/member]	840	840	840	840
Annual Financial Requirement: 1/10th of Deficit/(Surplus) [D/10]	(1,863)	1,075	4.006	6,941
J. Annual Financial Requirement; Total [G+H+I] 12/31/2023	39,935	46,659	53,366	60.076
K. Reductions to Annual Financial Requirement:				
Projected 2023 Annual Fire State Aid [2022 Amount @1.035]	14,962	14,962	14,962	14,962
Projected 2023 Investment Earnings [6% on Projected Assets 12/31/2022]	26,593	26,593	26,593	26,593
L. Estimated Required Contribution [J-K]	None	\$ 5,104	\$ 11,812	\$ 18,521

2023 Budget Items	Fund	E	stimate Cost	Comments
Lighting in CC to LED	General Govt	\$	2,000.00	<del></del>
New Laptop for City Shop	General Govt	\$	1,800.00	Ordered/Received - 2022 Budget
Broom Attachment (Toolcat)	General Govt	\$	6,600.00	2023 Budget
Grapple Bucket	General Govt	\$	5,000.00	
Gas Powered Pressure Washer	General Govt		\$500-600	2023 GG Budget
New 1 Ton Truck	General Govt	\$	65,000.00	2023 GG Budget
Dump Trailer	General Govt	\$	10,000.00	2023 GG Budget
Grass Lawn Sweeper	General Govt	\$	400.00	2023 GG Budget
Shelving for Shop	General Govt	\$	1,500.00	2023 GG Budget
Block-Plate/Mulch Kit for Mower	General Govt	\$	500.00	2023 GG Budget
Various Tools	General Govt	\$	3,500 00	Tools requested by Brandon (\$3,000)
Tires for Bobcat Toolcat	General Govt	\$	2,000.00	2022 Budget (\$1,500)
New Lawn Mower	General Govt	\$	15,000.00	Toro Multi Force Mower
Plow for New Mower	General Govt	\$	1,500.00	
Snow Tires for Skid Loader	General Govt	\$	2,500.00	
Tool Box for Shop	General Govt	\$	1,000 00	2023 GG Budget
Lighting for Shop	General Govt	\$	1,000.00	
New Printer for Shop	General Govt	\$	300.00	2023 GG Budget
2023 Officer Wages	Fire Dept	\$	2,240.00	Chief = \$2,000 Officers (5) = \$1,000
HFDRA Benefit Level Increase	Fire Dept	\$	5,104.00	\$2,000 SPL = \$0, \$2,200 SPL = \$5,104 CCL
Gate Valve Box at Maria @jacob	Public Works		?	waiting on quote
Clothing Allowance	Public Works	\$	500,00	2023 PW Budget
Freezer Chest(s) for Park	Park	\$	800.00	16 Cu. Ft.
Dog Waste Station	Park	\$	265.00	Amazon - SHIP Grant
Backpack Weed Sprayer	Park	\$	150.00	Purchased 8/2/22
Ball Field Diamond Dust	Park	\$	2,500.00	4 truck loads
New Floor Scruber for Hall	Hall	\$	5,000.00	2023 Hall Budget
New Picnic Table for Hall Park	Hall		3	Replace 2 picnic tables
Samsung Galaxy 22 Ultra	Water/Sewer	\$	429.99	Received New Phone 8/1/22 - 2022 Budget
New Water Meters	Water	\$	2,500.00	Included in 2023 Water Budget
Water Chemicals	Water			25% Increase - 2023 Water Budget
Water Tower Demo	Water	\$	72,700.00	\$45,000 in 2022 Budget
Water Main Improvements	Water	\$	86,483.00	\$56,000 in 2023 Budget
Hydrant Buddy Portable Cordless				
Hydrant & Gate Valve Exerciser	Water	\$	5,000.00	
Redo Grinder Station Lift Station	Sewer		?	waiting on quote
Martha Street Storm Drain	Storm Water		?	waiting on quote
Drain Tile for Duck Pond	Storm Water	\$	8,000.00	

Park Rentals Hall Rent Increase Rent/Allow Use of Bathroom Sink Increase Rent

### CITY OF HAMBURG, MINNESOTA RESOLUTION NUMBER 2022-12

## RESOLUTION APPROVING 2023 PRELIMINARY PROPOSED TAX LEVY/BUDGET AND SETTING PUBLIC COMMENT DATE

WHERAS, Minnesota State Statues require that all local units of government formally adopt proposed budget and preliminary tax levy by resolution and certify propose levy to the County Auditor on or before September 30, 2022; and

WHERAS, Minnesota State Statues require that all local units of government (over 500 in population) announce the time and place of the subsequent meetings at which the budget and levy will be discussed and at which public comment will be permitted; and

WHERAS, The Hamburg City Council and City staff have done preliminary analysis of the demands for goods, services and other debt obligations to be provided to the City in 2023 and approved its Preliminary Budget for 2023; and

**NOW THEREFORE, BE IT RESOLVED,** BY THE CITY COUNCIL OF HAMBURG, MINNESOTA, hereby adopts the preliminary proposed tax levy, collectible in 2023, which shall not exceed \$; and

**BE IT FURTHER RESOLVED** that the City has decided to present the 2023 Budget and Tax Levy to the public for information and to receive public input at the Regular City Council Meeting at 7:00 p.m. on December 13<sup>th</sup>, 2022.

**I CERTIFY THAT** the above resolution was adopted by the City Council of Hamburg, Carver County, Minnesota this 27<sup>th</sup> day of September, 2022.

ATTEST:	Chris Lund, Mayor	
Jeremy Gruenhagen, City Clerk-Treasurer		

