



HAMBURG CITY COUNCIL MEETING
DECEMBER 12, 2023

Mayor Chris Lund called the Public Hearing to order at 7:00 PM. The order for the City Ordinance Number 170 (2024 City Fee Schedule). Those in attendance were: Councilmembers Eric Poppler, Jessica Weber, Mitch Polzin and Tim Tracy, City Clerk Jeremy Gruenhagen, Deputy Clerk Jan Shoemaker, Public Works Jason Buckentin, Chief Steven Siewert, Residents Amy and David Chadwick, Sheldon Rucks, and Myron Stuewe.

- City Ordinance Number 170 (2024 City Fee Schedule)
 - City Clerk Gruenhagen reviewed the City Fee Schedule revisions
 - Hall Rental Rates
 - \$950 City Residents – No change
 - \$1,000 Non-Resident – Increase \$200
 - Cups – Increase to \$.10/cup

MOTION: Councilmember Eric Poppler moved to close the Public Hearing for the City Ordinance Number 170 (2024 City Fee Schedule) at 7:02 PM. Seconded by Councilmember Mitch Polzin. Motion was approved by all present.



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Public Comment

Sheldon Rucks wanted to discuss the 2024 Budget which will be reviewed later in the agenda.

Agenda Review (Added Items) and Adoption

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

Consent Agenda

- Approve Claims List for December 2023 (\$47,352.78)
- Approve Resolution Number 2023-12 (2024 Polling Place)
- Approve Lawful Gambling Permit for Hamburg Lions Club
 - February 24, 2024, March 29, 2024, November 22, 2024
- Approve Lawful Gambling Permit for Green Isle Chapter of CPA
 - January 27, 2024
- Approve Employee Time-Off Requests (Jeremy Gruenhagen)

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

Hamburg Fire Department – Chief Siewert

- HFD Officer Selections
 - Open Captain positions; Captain 1 (training captain) 2-year term as Jared Mackenthun and Captain 2 (equipment captain) 1-year term as Jason Mackenthun effective January 1, 2024.
 - **MOTION: Councilmember Eric Poppler moved to accept the HFD Officer Selections as stated by Chief Siewert. Seconded by Councilmember Mitch Polzin. Motion was approved by all present.**

Old City Business

- Minor Subdivision (PID 45.0282010)
The deeds are anticipated to be completed by next week. Per City Attorney, the City can move forward with using the lot for snow removal.



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New City Business

- Approve 2024 Agreement for Professional Services (City Engineer S.E.H)
 - **MOTION: Councilmember Tim Tracy moved to approve the 2024 Agreement for Professional Services (City Engineer S.E.H). Seconded by Councilmember Jessica Weber. Motion was approved by all present.**
- Community Hall Rental 11/23/24. Hamburg Lions Fall Bingo is 11/22/2024. A renter was told they could rent the Community Hall Rental on 11/23/2024. Since they cannot access the Hall, the day before, can the City consider reducing the rental fee \$200.
 - **MOTION: Councilmember Eric Poppler moved to reduce the rental fee \$200 for the Community Hall Rental on 11/23/2024. Seconded by Councilmember Mitch Polzin. Motion was approved by all present.**
- City Employee Review Process/Employee Reviews/2024 Wages/Holidays
It has been brought to City Clerk Gruenhagen attention as stated in the Employee Handbook when you are hired there is a 6-month review and do not have another review until the November thereafter. New City employees thought they would have a review this November. Point was made they would then not have a review for a year and a half. Council discussed changing the timing of the review process along with consideration of a raise for 2024 and have the employee reviews conducted by the Personal Committee verse before the City Council; similar to the hiring process. The Council agreed to change the process to an annual review in November with the Personal Committee. Since November has passed, reviews will be conducted in January with the review results shared with the Council. Should a motion be required, it would be brought forward at the next Council Meeting.
- Approve Employee Handbook Changes (ESST/Drug Testing)
City Clerk Gruenhagen shared details of ESST (Earned Sick and Safe Time) that goes into effect 01/01/ 2024. Employers must provide each employee who works at least 80 hours; one hour of paid sick and safe time for every 30 hours worked, up to at least 48 hours a year. City Clerk Gruenhagen needs to obtain additional information on how handle and track Firefighters. There were also changes to the Employee Handbook for Drug Testing to include marijuana.
 - **MOTION: Councilmember Eric Poppler moved to approve Employee Handbook Changes as stated. Seconded by Councilmember Mitch Polzin. Motion was approved by all present.**

City Fee Schedule for 2023

- 2024 City Fee Schedule Rates
 - As discussed in the Public Hearing, increase the Hall Rental Rate
 - City Resident Rate is \$950 – No change
 - Non-Resident – Increase to \$1,200, \$1,300, \$1,400.
 - Increase Cups from \$.07 to \$.10/cup
 - Increase Sewer rates 5%, average monthly rate increase of \$1.58.



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MOTION: Councilmember Mitch Polzin to approve the 2024 City Fee Schedule (increase the Hall Rental Rates for Non-Resident and increase the Sewer rates 5%). Seconded by Councilmember Eric Poppler. Motion was approved by all present.

2024 Final Tax Levy and Final Budget (Set & Adopt)

- Public Comments on 2024 Final Budget & Tax Levy. Sheldon Rucks raised various concerns relating to the 2024 Budget. These concerns were addressed by city staff and council.
- City Reserves were used to reduce the figures from the last Budget Work Shop to the Final Budget plus other minor adjustments. Staff proposed a 2% increase with an impact of about 4½% increase to the Tax Levy Rate in 2024. City Fiscal Disparities received from the State were reduced by 16%. This affects the overall tax rate. Fiscal Disparities were created to help small communities that do not have infrastructure or businesses to offset taxes.
 - Adopt/Approve 2024 Final Budget/Final Tax Levy Certification to Carver County
 - Approve Resolution Number 2023-13 (2024 Budget/Final Tax Levy)
 - **MOTION: Councilmember Tim Tracy moved to Adopt/Approve 2024 Final Budget and the 2024 Final Tax Levy Certification to Carver County and Approve Resolution Number 2023-13 (2024 Budget/Final Tax Levy. Seconded by Councilmember Jessica Weber. Motion was approved by all present.**

City Council Reports

- **Councilmember Mitch Polzin (Streets)** asked people to please stop throwing dental flossers on the side of the road by the park and elsewhere.
- **Councilmember Eric Poppler (Parks)** had nothing further to report.
- **Councilmember Jessica Weber (Buildings)** had nothing further to report.
- **Councilmember Tim Tracy (Water/Sewer)** asked if we received bids on the Grinder Station. Staff is in the process of the receiving bids.
- **Mayor Chris Lund:** Newsletter will be sent out this week.

Adjourn City Council Meeting

MOTION: Councilmember Eric Poppler moved to adjourn the City Council Meeting at 8:02 PM. Seconded by Councilmember Mitch Polzin. Motion was approved by all present.

Amended/Approved on March 31, 2024



Jeremy Gruenhagen
City Clerk/Treasurer