

**City of Hamburg Special Meeting
December 17, 2013 at 8:00 p.m.
Employee Block Resignation
New Fire Department Members**

Mayor Richard Malz called the Hamburg City Council Meeting to order at 8:06 p.m. Councilmembers Steve Trebesch, Chris Lund, Richard Odoms, Bob Gregonis and City Clerk Jeremy Gruenhagen were in attendance. City Attorney Kelly Dohm was also in attendance.

The purpose of the Special Meeting was to discuss/accept the resignation of Deputy City Clerk Sue Block, to approve a Job Posting for her replacement and to approve the hiring of two new applicants to the Hamburg Fire Department.

Motion was made by Councilmember Lund to accept the Deputy City Clerk's resignation effective [December 25, 2013](#) and to pay her for accrued vacation and 'sick time' as directed by the Hamburg City Employee Handbook. Additionally, it was also agreed that any reimbursement or claims for reimbursement, including mileage reimbursement, from the city due to her, would also be paid in full to her. It was further agreed that the Notary Public stamp that the city purchased for her, would also be returned to her as the city has no use for it. Motion was seconded by Councilmember Trebesch; all Councilmembers voted in favor thereof; motion carried.

Discussion was held, with the approval of City Attorney Dohm, regarding the posting of a Job Opening to seek qualified applicants to fill the now vacated position.

City Clerk/Treasurer Gruenhagen stated that he had already met with the Personnel Committee and expressed his desire to 'post' the Job Opening for a three week period beginning [January 2, 2014](#). Applications must be received by the city no later than 4:30PM January 17th.

Motion made by Councilmember Lund; seconded by Councilmember Trebesch to post the Job Opening for a three week period beginning [January 2, 2014](#), subject to approval of the City Attorney of the posting's 'format'. Councilmember Odoms asked for clarification as to the number of hours to be listed in the Job Description; City Clerk/Treasurer Gruenhagen reiterated that it is a 10 to 20 hour per week position. Motion was unanimously approved.

The next order of business was to approve two new applicants to the Hamburg Fire Department pending successful interviews, background checks and physical agility test outcomes. Hamburg Fire Chief Brad Droege was unable to attend [tonight's](#) meeting; the names of the two applicants are James Martin and Jason Hanson.

City Clerk/Treasurer Gruenhagen stated that Chief Droege has previously stated that the current membership of the Fire Department is now at 26 and that two; possibly four, Firefighters [may](#) retire next year.



Motion made by Councilmember Odoms, seconded by Councilmember Lund, to accept the two new applicants as members of the Hamburg Fire Department contingent upon their successful passing of their interviews, background checks and physical agility tests. Motion was unanimously approved.

Councilmember Odoms moved to adjourn the Special Meeting at 8:18 PM; seconded by Council member Trebesch. Motion unanimously approved.

Respectfully submitted,

Jeremy Gruenhagen
Hamburg City Clerk/Treasurer



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