

Hamburg City Council Meeting May 13, 2014

Mayor Richard Malz called the Hamburg City Council Meeting to order at 7:02 p.m. Councilmember Chris Lund, Councilmember Steve Trebesch, Councilmember Robert Gregonis, Councilmember Richard Odoms, City Clerk Jeremy Gruenhagen, Deputy Clerk Cherie Smith, Maintenance Worker Greg Schultz, Fire Chief Justin Buckentin, Chief 3 Brad Droege, Matt Vos with Abdo, Eick & Meyers, and Dena Braith were in attendance.

Public Comment

- Dena Braith, a new resident of Hamburg, addressed the City Council about getting assistance from the City when residing their home. Jeremy informed Dena that the City does not have anything set up for that, however, she should contact the County to see if they could apply for something thru the County.

Agenda Review (Added Items) and Adoption

- Added – Updated Delinquency Report
- Added – Updated Added/Corrections on January Claims List
- Added – Updated April Claims List
- Added – Updated May Claims List
- Added – Example of Council's Old City Business
- **Councilmember Lund moved to approve the Agenda with the added items, seconded by Councilmember Trebesch and motion unanimously carried. All council members were present.**

Approve Consent Agenda

- Mediacom Channel Lineup Change/Service Fees
- MSPECT Minute for May 2014
- Met Council 2013 Annual Population Estimates
- Cash Flow Statement for January, February, March 2014
- Clarke Mosquito Service Schedule
- Approve MN Lawful Gambling Permit for Hamburg Lions Club (6/20/14)
- Delinquent Utility Bills Report
- Water Wells Usage/Water Consumption Report for 2014
- Water/Wastewater Reports for April 2014
- Time Off Request for Jeremy Gruenhagen – Add June 4th
- Approve Temporary On Sale Liquor License for Hamburg Lions for (June 20-21, 2014)
- **Councilmember Lund moved to approve the Consent Agenda, seconded by Councilmember Trebesch and motion unanimously carried. All Council members were present.**

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Fire Department Report

- FDIC Report
 - Two members of the fire department attended the FDIC training in April which was held in Indianapolis. While at the training these members looked at different types of new gear and equipment for the department.
- Door Codes for the Fire Hall
 - Since the codes for the door to the fire hall have been the same for years, a suggestion was made to have the codes changed. Chief Buckentin got a few quotes and the codes should be able to be changed for under \$250.
Councilmember Odoms moved for Chief Buckentin to get the codes changed with the cost not to exceed \$250, seconded by Councilmember Trebesch and motion was unanimously carried. All Council members were present.
- Colton Kroells Resignation
 - Colton Kroells was a member of the Hamburg Fire Department; however, he was employed with the Military and was deployed. Upon his return from the deployment, he moved out of Hamburg. The Fire Department kept him on the roster due to Five Year Federal Status. He has now turned in his resignation and the monies that were set aside for him will now be absorbed back into Special Funds.
- New Fire Department Member Zach Cook
 - The fire department has been waiting since February for the background checks to come back for Zach Cook. Jeremy is going to contact the City Attorney and have her run the background check on Zach and let Chief Buckentin know when it comes back.
- Chevrons for Fire Trucks
 - The installation of the Chevrons for Engine 11, Rescue 11, and Rescue 12 have been completed.
- Engine Pump Testing
 - The two Engines were tested in April. During the tests, it was discovered that several valves and pumps were not working properly and it would cost approximately \$3,000 to fix all of them. There were four valves out on one, both primers were out and one relief valve was not working. After discussing it with Mayor Malz and Jeremy Gruenhagen, City Clerk, the valves were fixed. The actual cost for all the repairs were around \$2,800.
- Grant Updates
 - The fire department has applied for several grants and is waiting to hear back on the status of them. They applied for grants from DuPont Pioneer for a mannequin and for training materials; FEMA for gear; MN Valley Electric for a rescue mannequin and the DNR for gear.
- PERA
 - The fire department is looking into enrolling into a PERA program just for Fire Fighters. The Relief President will be holding an information test on

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this system to see if it would be a good fit of the Hamburg Fire Department

- Approve 3.2 Liquor License to HFD for Zummerfest
 - The Hamburg Fire Department will need a Temporary Liquor License for June 20th and 21st for Zummerfest.
 - **Councilmember Odoms moved to approve a 3.2 liquor license for the fire department for June 20th and June 21st for Zummerfest, seconded by Councilmember Trebesch and motion unanimously carried. All members were present.**
- Fire fighter Rob Trebesch passed away unexpectedly, Monday, May 12th. He was an active fire fighter with 24 years of service. Fire Fighter Trebesch's family asked if the Fire Department's 1939 Engine could be used for the funeral processional with active fire department members driving the engine.
 - **Councilmember Odoms moved to approve using the 1939 Engine for the funeral processional, seconded by Councilmember Trebesch and motion was unanimously carried.**

Abdo, Eick & Meyers (Matt Vos)

- Matt Vos presented Council with an overview of Hamburg's 2013 Financial Audit which included:
 - Abdo, Eick & Meyers Responsibility
 - 2013-1 – Preparation of Financial Statements
 - 2013-2 – Limited Segregation of Duties
 - Compliance and Other Matters
 - Planned Scope and Timing of the Audit
 - Qualitative Aspects of Accounting Practices
 - Difficulties Encountered in Performing the Audit
 - No significant difficulties in dealing with management in performing and completing the audit.
 - Corrected and Uncorrected Misstatements
 - Management corrected all misstatements and none of the misstatements detected as a result of audit procedures. Misstatements corrected were material, either individually or in the aggregate to the financial statements taken as a whole.
 - Disagreements with Management
 - No disagreements arose during the course of the audit.
 - Policies and Procedures
 - Currently the City has a limited number of written policies and procedures kept on file. It was recommended that the City begin creating and adopting written policies and procedures. This may result in additional time for the Clerk/Treasurer to complete but it does need to be done.
 - Interest on Cash Balances

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- It was noted that the City had a checking account book balance of \$966,330 at the State Bank of Hamburg as of December 31, 2013. The checking account is not an interest bearing account. The City also had cash balances invested in savings and CDs which totaled \$264,651 but earned a combined average of 0.3 percent. It was recommended that the City develop an investment cash flow projection and implement a more focused investment strategy.
- Financial Position and Results of Operations
- Future Accounting Standard Changes

Old City Business (Memo)

- NIMS Training Program
 - Councilmember Gregonis is working on the NIMS Training Program. He stated he has the 700 portion left to do. He will update the Council next month on his progress.
- City Assessment Policy
 - Councilmember Gregonis, Councilmember Trebesch, and Mayor Malz will meet in the future to work on the City Assessment Policy. The Council would like something in place before the next street project starts, which might be next year.
- Generator for Lift Station
 - Everything has been completed except for burying the wires. The generator company will be disconnecting the wires and putting them in the underground pipe and reconnecting.
 - Flagpole Wiring - Greg is aware of this and it is being completed.
 - Lighting for Generator Area - When the flag pole is installed, it would be a good idea to put some kind of illumination or flood light there, so if the power goes out there is some kind of light there.
 - Landscape/Fence - The landscaping/fencing will be completed before Zummerfest.
 - Liftstation Panel (Blown Fuse) – There was a blown fuse on the control panel circuit which operates the alarm system for the lift station on Saturday, May 10th. Since the fuse blew on the control panel Floyd's Security was not notified. North Star Pump Service and Floyd Security were both notified and gave the City an estimate not to exceed \$600 to install an additional relay to prevent this from happening again.
 - **Councilmember Trebesch moved to have North Star Pump Services and Floyd's Security work together to install an additional relay for the lift station which should not exceed \$600, seconded by Councilmember Odoms and motion was unanimously carried.**
- Phone/Internet Service for the City

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- The phone and internet service for the City is switched over to Jaguar. The service is working properly.

Public Works & Utilities Department Report

- Water/Wastewater Services
 - Greg has been dumping the ponds. There is a leak around one of the valves and it needs to be replaced, which is scheduled to be done on Wednesday, March 14th.
- All the frozen water lines are now open.
- City Shop Garage Door/Insurance Claim
 - Greg had someone come out to give him an estimate on the garage door that was damaged and they are having problems trying to find a match for the panels. Greg is going to contact Steven Buckentin since he installed it to see if he has any information on the door. If the panels are unable to be matched, a new door will have to be put on.
- Generator Hook-Up for Community Hall
 - Greg is going to get a quote on what it would cost to install a plug on the outside of the Hall so the generator can be used there if the Hall is needed to be used as an Emergency Shelter.
- Community Hall Roof
 - The roof is leaking on the Community Hall and will need to be fixed. The roof is leaking onto the dance floor and also next to the bar and along the back wall. The ceiling tiles are starting to show the leak also. Greg will climb up on the roof to see what needs to be done to get the roof fixed and report back to the Council.
- Furnace in the Shop
 - The furnace in the Shop has quit working and will need to be replaced before next winter. Greg will check into a few options for a new furnace.
- Pump House
 - There are two leaking/cracked valves in the pump house. The valves could be replaced to stop the leak; the other option is to cap it off because the City probably won't be able to use it again. This pump house is listed for an emergency use only. Greg is going to talk to Curt Reetz about the situation to see what his suggestion is on this matter.
- Councilmember Gregonis noted a few maintenance issues at the Hall. First, the security light on the North side of the bar is out. Greg will check to see if the bulbs need to be replaced. Also, there is a conduit wire sticking out under the stairs on the North Side of the Hall. Greg will look into fixing that issue.

City Clerk/Treasurer Report

- Statewide Health Improvement Program

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- Jeremy will be meeting with Lenny Schmitz from the Carver County Department of Health on May 22nd to discuss ways to use the Statewide Health Improvement Program (SHIP) in Hamburg. Jeremy will be meeting with Lenny to brainstorm on some ideas that the City of Hamburg can do to participate in the program. If anyone has any suggestions, let Jeremy know before May 22nd.
- Workers Compensation for Volunteers
 - The Council decided that they want to continue having workers compensation for volunteers.
 - **Councilmember Trebesch moved to continue carrying workers compensation for volunteers, Councilmember Odoms seconded and motion was unanimously carried.**
- Waste Management Contract – Expires July 2014
 - The contract for Waste Management expires July 2014. An RFP will be sent out to them and also a few other sanitation services.
- Inflatable Jumping House Attraction/Obstacle Course
 - The Council discussed the purchase of an inflatable jumping house/obstacle course. There was concern from several council members regarding the liability of the attraction. Jeremy contacted the City's insurance company and the City would not be covered for any injuries under their policy that would happen when this attraction is rented out. After more discussion, the Council decided not to purchase an inflatable jumping house/obstacle course at this time, but that money will be set aside to help the community out with projects or events when needed. Councilmember Lund is going to discuss with the Hamburg Lions about purchasing the attraction.

Approve Payment of Added/Edited January 2014 Claims (\$24,361.19)

Councilmember Lund moved to approve the revisions for check number 16612 (Justin Buckentin) which was approved for \$179.00 and changed to \$23.14, check number 16616 (MN State Fire Chief Association) which was approved for \$270.00 and changed to \$23.00 and check number 16620 (Xcel Energy) which was approved for \$1,321.84 and changed to \$1,292.26 (due to sales tax) for a new total of \$24,361.19 this would be changed from the original approval of \$25,455.78 which is \$1,094.59 less, seconded by Councilmember Trebesch and motion unanimously carried. All Council members were present.

Approve Payment of Added April 2014 Claims (\$20,642.12)

Councilmember Lund moved to approve the three ACH payments and check numbers 16721 through 16748 for a total of \$20,642.12, seconded by Councilmember Trebesch and motion unanimously carried. All Council members were present.

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Approve Payment of May 2014 Claims (\$35,716.68)

Councilmember Lund moved to approve the four ACH payments, check numbers 16749 through 16783, and the addition of check # 16784 for approximately \$30.00 for flowers for the Park for a total of \$35,686.68, seconded by Councilmember Trebesch and motion unanimously carried. All Council members were present.

City Council Reports

- Councilmember Lund (Parks)
 - Councilmember Lund suggested that the Council start using the Old City Business Report, which a copy was handed out prior to the meeting, at Council Meetings. He feels by adding this to the Consent Agenda, the Council will be able to see what tasks are taking place and when those tasks are being completed and also it should help speed up the length of the Council Meetings.
 - Councilmember Lund was approached by a past Council member who was inquiring on the Annexation of the Cummiskey property. Jeremy informed Councilmember Lund that the City was approached by Young America Township to have this property annexed into the City and the City did not initiate it. When the City purchased the property from Brian and Maggie Cummiskey for the Storm Water Pond YA Township wanted and agreed to have the City annex the Cummiskey property into City limits to square away City boundaries.

Recess City Council Meeting

Councilmember Lund moved to recess the Hamburg City Council meeting at 9:14 p.m., seconded by Councilmember Trebesch and motion unanimously carried. All Council members were present.

Move to Closed Meeting for Employee Review

Councilmember Odoms moved to open the Closed Meeting at 9:21 p.m. for Employee Review (6 Month Review) for Greg Schultz, seconded by Councilmember Trebesch and motion unanimously carried. All Council members were present.

Move to Close Closed Meeting for Employee Review

Councilmember Trebesch moved to close the Closed Meeting at 9:48 p.m. for Employee Review for Greg Schultz, seconded by Councilmember Odoms and motion unanimously carried. All Council members were present.

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Move to Reopen the City Council Meeting

Councilmember Odoms moved to reopen the City Council Meeting at 9:48, seconded by Councilmember Trebesch and motion unanimously carried. All Council members were resent.

Employee Wages (6 Month Review) – Maintenance Worker Greg Schultz

Councilmember Odoms moved to give Greg Schultz a \$3/Hr. wage increase retroactive to his 6 month anniversary date, motion died to a lack of second.

Councilmember Trebesch moved to give Greg Schultz a \$2/Hr. wage increase retroactive to his 6 month anniversary date, seconded by Councilmember Gregonis and motion unanimously carried. All members were present.

Greg Schultz's 6 month anniversary date was April 21, 2014.

Adjourn City Council Meeting

Councilmember Trebesch moved to adjourn the Hamburg City Council meeting at 9:50 p.m., seconded by Councilmember Odoms and motion unanimously carried. All Council members were present.

Submitted by:

Cherie Smith
Deputy Clerk