

Hamburg City Council Meeting March 22, 2011

Mayor Malz called the Hamburg City Council meeting to order at 7:00 p.m. Councilmember John Barnes, Councilmember Larry Mueller, Councilmember Steve Trebesch, Councilmember Chris Lund, City Clerk Jeremy Gruenhagen, Deputy Clerk Sue Block, Maintenance Worker Dennis Byerly, and Fire Chief Brad Droege were in attendance. Kip Trebesch, Jr. and Kip Trebesch, Sr. (K&K Services), Chris Petz (Hamburg Fire Department), Matt Vos (Abdo, Eick, & Meyers), and Matt Maes (Waste Management) were also in attendance.

Public Comment

- There were no comments from the public.

Agenda Review (Added Items) and Adoption

- Added – Email from Becky Sabie
- Added – Handicap Bathroom Estimate From Dvorak Brothers Construction.
- Added - Updated Handicap Bathroom Estimate from Dan Oelfke Construction.
- Added – Updated March Claims List
- ***Councilmember Mueller moved to accept the agenda with the four added items, seconded by Councilmember Trebesch and motion unanimously carried. All Council members were present.***

Approve Consent Agenda

- Approve Minutes for March 8, 2011
- February 2011 Policing Report
- Public Hearing March 24, 2011 (Benefits for County Ditch #4A)
- Time-off Request for City Clerk Gruenhagen
- ***Councilmember Lund moved to approve all items listed in the Consent Agenda, seconded by Councilmember Mueller and motion unanimously carried. All Council members were present***

Old City Business

- Item #3 – Install hand railing for stairs by the City Shop
 - This has been completed ok to take off the list.
- Item #7 – Waste Management will be contacted informing them that Council has decided to go out for bids.
 - Matt Maes from Waste Management is attending tonight's meeting to discuss the WM contract with Council.
- Item #9 – Name that Park
 - Council discussed the two most popular names for the new park by the Community Hall; Community Park and Heritage Park. Council decided to name the new park; Community Park.
 - ***Councilmember Barnes moved to name the park next to the Hamburg Community Hall; Community Park, seconded by Councilmember Mueller and motion unanimously carried. All Council members were present.***
- Item #10 – Have Viking Distributing install new lines and pop guns at Hall.
 - Councilmember Barnes has contacted Viking Distributing and the Hamburg Hall is on their maintenance list to change out the two items.
- Item #11 – ToTheHome Internet electrical inspection for the new wiring at the Water Tower.
 - Mr. Sprengeler contacted City Clerk Gruenhagen informing him that the inspection will be completed during the week of March 28th, 2011.
- Item #12 – Pick up playground boarder from Delano.
 - Councilmember Barnes will find out when he can pick up the boarder.
- Item #13 – Put a slip resistant covering on the drain pipe cover in front of Parkside Tavern.

Hamburg City Council Meeting March 22, 2011

- This has been completed ok to take off list.
- Item # 14 – Discuss who should come out this summer to check the WTP generator unit.
 - Council discussed and decided to have Maintenance Worker Byerly contact Cat, Interstate Diesel, and Katolight for estimates. Moved project to Dennis's Project list.

Fire Department Report

Retirement of Volunteer Firefighter Cummiskey

- Fire Chief Droege was unable to contact Mr. Cummiskey to inform him that the Fire Department would like to present him with a plaque of appreciation.

FEMA Grant

- No new information still a bunch out there.

US Fish & Wildlife Grant

- Still waiting to receive some parts and equipment.

2010 Annual Township Report (Approve)

- *Councilmember Lund moved to approve the 2010 Annual Township Report, seconded by Councilmember Barnes and motion unanimously carried. All Council members were present.*

Approve Firefighter Chris Petz

- *Councilmember Barnes moved to accept Chris Petz as a new Hamburg Fire Fighter, seconded by Councilmember Mueller and motion unanimously carried. All Council members were present.*

Civil Defense Siren Upgrades

- Fire Chief Brad Droege is working with City Clerk Gruenhagen to have the installation of the Civil Defense Siren upgrade completed.

Hamburg Fire Department Officers – Selection vs. Election

- Keep on agenda for future discussion.

MNWarn

- Fire Chief Droege asked where the City was at in approving the City of Hamburg's application to join MNWarn.
 - Maintenance Worker Byerly commented that he has the application and needs to review it with City Clerk Gruenhagen.
- Council discussed and decided to approve the Cities membership with MNWarn and sign any paperwork by the next City Council meeting.
- *Councilmember Mueller moved to sign an agreement with MNWarn, seconded by Councilmember Trebesch and motion unanimously carried. All Council members were present.*
 - Councilmember Mueller instructed Maintenance Worker Byerly to get the paperwork up to the City office so Mayor Malz can sign it.

Abdo, Eick & Meyers – 2010 Financial Report

(Matt Vos presented Council with an overview of the 2010 Management Letter)

Page 1 – Their Responsibilities under Auditing Standards and Significant Audit Findings

- Their responsibility is to express opinions about whether the financial statements prepared by management are fairly presented in conformity with accounting principles generally accepted in the United States of America.

Page 2 – 2010-1 Preparation of Financial Statements (Finding Since 2007)

Hamburg City Council Meeting March 22, 2011

- **Criteria:** Internal controls should be in place to provide reasonable assurance over the reliability of financial records and recording.
- **Recommendation:** The most effective controls lie in management's knowledge of the City's financial operations. It is the responsibility of management to make the decision whether to accept the degree of risk associated with only two office workers preparing financial statements (segregation of duties) because of cost and other considerations. Specific recommendations;
 - Utilize a disclosure checklist to ensure all required disclosures are present and agree to work papers.
 - Agree your accounting information from QuickBooks to the amounts reported in the financial statements.
- **Management Response:** For now, the City accepts the degree of risk associated with this condition and thoroughly reviews a draft of the financial statements.

Page 3 – 2010-2 Limited Segregation of Duties (Finding Since 2007)

- **Criteria:** There are four general categories of duties; authorization, custody, record keeping and reconciliation. In an ideal system, different employees perform each of these four major functions. No one person has control of two or more of these responsibilities.
- **Cause:** As a result of the limited number of staff, the City is not able to completely segregate all accounting functions.
- **Effect:** The existence of this limited segregation of duties increases the risk of fraud and error.
- **Recommendation:** The risk can be reduced with better monitoring. Recommend that the billing clerk continue to review the unopened bank statement, looking for activity within cancelled checks that appears inconsistent to the checks she prepared and payroll checks. For the deposits, she should pay close attention to deposits that were made by the Clerk/Treasurer looking for inconsistencies. The utility bills should be reviewed by someone other than the person entering and printing billing registers. Council should also be reminded of their duties over at least annually,
- **Management Response:** The City has evaluated the accounting procedures and has determined that the job duties are assigned to the staff most capable. This doesn't always allow for complete segregation. The City will continue to review its processes and make changes where possible.

Page 4 – Summary of Prior Year Findings

- 2009-3 Audit Adjustment of Fund Balances
 - Condition: During the 2009 audit, adjustments were needed to correct beginning fund balance.
 - Criteria: The financial statements are the responsibility of the City's management.
 - Current Year Status: There were no corrections necessary to beginning fund balance for 2010. As a result, this finding has been removed.

Page 5 – Corrected and Uncorrected Misstatements

- An adjustment was made to adjust unearned revenues for taxes collected from the County in excess of the City's tax levy, originally allotted market Value Homestead Credit, and ending delinquent taxes receivable.
 - Part of the audit is to have the auditors compare what the City has for revenue versus what was levied. Also taking into account what the County said they gave the City for any delinquent collections. When doing this analysis it was discovered that the County gave the City roughly \$20,000 excess revenues. The County was contacted and they discovered there had been a computer error with the Fiscal Disparities and how the money was disbursed. The County is working on correcting the error and contacting the cities involved.

Page 6 and Page 7 – Financial Position and Results of Operations

Hamburg City Council Meeting March 22, 2011

- The fund balance decreased \$25,841 from 2009. The fund balance of \$273,984 is 61.52 percent of the 2011 budgeted expenditures. The auditors recommend the fund balance be maintained at a level sufficient to fund operations until the major revenue sources are received in June. The minimum reserve of approximately 50 percent of planned expenditures and transfers out is adequate to meet working capital and small emergency needs. Right now the City percentage looks good.

Page 8 – Summary of Budget Variances

- The largest revenue budget variance was in intergovernmental property tax credits, \$15,596 under budget. This was entirely related to the State's unallotment.
- The entire \$98,500 issued for the 2010 equipment certificate was not budgeted.
- The next largest variance was provided by intergovernmental other revenues, which were in excess of budget by \$6,611.
- Expenditures in public safety capital outlay were \$97,278 more than anticipated, primarily from the purchase of the 2001 HD Rescue Truck funded through the 2010 equipment certificate.
- The next largest expenditure variance was in transfers out, which was \$51,695 over budget. This was an approved transaction to put money in the Capital Purchase for reserves.

Page 9 – Comparison between the 2008, 2009, and 2010 General fund revenues and other financing sources (Percent of Total)

- Property taxes – 56.8%
- Licenses and permits – 1.3%
- Intergovernmental – 16.2%
- Charges for services – 7.4%
- Fines and forfeitures – 0.2%
- Miscellaneous – 1.0%
- Transfers in – 0%
- Long-term debt issued – 16.2%
 - Capital purchases for the Fire Department in 2008 and 2010

Page 10 – Comparison between the 2008, 2009, and 2010 General fund expenditures and transfers (Percent of Total)

- General Government – 30.8%
- Public safety – 20.1%
- Public works – 7.7%
- Culture and recreation – 8.7%

Page 11 – Capital Projects

- Fire Equipment, Hall Improvement, and Capital Purchases
- The significant change in the capital purchases fund was a result of a \$67,500 transfer from the General fund to build reserves for future capital purchases.

Page 12 – Debt Service Funds with Bonds Outstanding and Final Payment Year

- 1998 Street Construction Bonds – \$25,000 - 2011
- 2007 General Obligation Improvement Bonds – \$160,000 - 2023
- 2008 Peterbilt Tanker – \$76,200 - 2013
- HD Rescue Truck Certificate - \$98,500 – 2015

Page 13 – Water Utility Fund

- 2010 Operating revenues - \$108,142
- 2010 Operating expenses - \$92,684
- 2010 Nonoperating expenses – minus (\$21,239)
- 2010 Transfers - \$20,000

Hamburg City Council Meeting March 22, 2011

Page 14 – Sewer Utility Fund

- 2010 Operating revenues - \$74,834
- 2010 Operating expenses - \$50,255
- 2010 Nonoperating revenues – minus (\$38,919)
- The large decrease in operations, net assets, and cash is a result of the Inflow and Infiltration study done in 2009 and 2010. Operating revenue increased nearly 8 percent from 2008 as a result of rate increases and then again another 6 percent from 2009. With annual depreciation exceeding \$22,000 and future costs expected to correct the City's Inflow and Infiltration, it will be important for the City to monitor cash flows. The recommendation that the City complete a rate analysis annually.

Page 17 – Interest on Cash Balances (also mentioned in 2009)

- **Condition** – It was noted that the City had \$473,164 in the City checking account. This is not an interest bearing account. The City also had cash balances invested in savings and CDs which averaged approximately \$156,326 and earned a combined average of 1.4 percent.
- **Criteria:** As a result of the lack of an investment or cash flow strategy in place during 2010 a significant cash balance was kept in an account that did not have the ability to earn interest.
- **Effect:** Based on current interest rates on the City's CDs and the cash flow pattern evident from month end checking balances, it would be reasonable to expect the Cities interest earning to be \$8,000 higher than the actual results.
- **Recommendation:** In accordance with Minnesota Statute, section 427.05, it is the duty of the Council “to Secure safe depositories for the funds of the city and to obtain the highest rate of interest possible consistent with safety for such moneys.” It is recommended that the City develop an investment cash flow projection and implement a more focused investment strategy. This will ensure that the City earns at least market rates and that it utilizes all available cash to earn interest.

Note: Next year a special single audit will have to be done because of the PFA funding for the I & I project.

Dennis' Report (Public Works & Utilities)

Project List

- Item #1 and #2 – Flush Hydrant's and Sweep City Streets
 - Maintenance Worker Byerly asked Council if the Hydrant's should be flushed before or after the City streets are swept.
 - Council replied that the Hydrant's could be flushed as soon as the weather warms up to above freezing then have the street's swept.
- Item #5 – Strip and wax Fire Department Office floor and report on the outcome.
 - Maintenance Worker Byerly reported to Council that he was going to start stripping and waxing all the floors in the Community Center tomorrow night.
 - Council questioned if he was going to do just the Fire Department Office floor to find out if the tile should be replaced or only a surface refinish would work. Maintenance Worker Byerly replied that he decided to do all the floors instead.
- Item #10 – Contact Aramark, Cintas, Ameripride, and G&K for supply prices.
 - Aramark and Ameripride were contacted to send in bids for cleaning supplies.
- Item #14 – Obtain estimates to install (T-3) energy efficient lights, Hall and Community Center.
 - Maintenance Worker Byerly commented that there should be two estimates, one from Robb's Electric and one from BLI. He seen the bid for BLI today but has not seen one from Robb's Electric.

Hamburg City Council Meeting March 22, 2011

- Mayor Malz decided to wait for City Clerk Gruenhagen to return to the Council meeting, he may have information on the bids.
- Item #15 – Obtain 2 to 3 bids for building the handicap bathroom in Hall
 - Maintenance Worker Byerly asked Deputy Clerk Block how many bids were received and Council was unable to locate the bids in the Council packets.
 - Council decided to skip over until City Clerk Gruenhagen could return to the Council meeting, he will have the information.
- Item #16 – Order pallet fork for Bobcat from Waconia Farm Supply
 - This was ordered last week.
- Item #17 – Follow up with Waconia Farm Supply if lawnmower is fixed.
 - A new motor was installed in the lawnmower and has been brought back to Hamburg.
- Item #26 – Lift Station - Replace guide brackets for pumps.
 - Maintenance Worker Byerly commented that he did have two estimates from last year to install new rods and guide brackets, one for \$2964 and the other was about \$1600 more.
 - City Clerk Gruenhagen asked Maintenance Worker Byerly if he could get two updated estimates. Council agreed that updated pricing should be obtained by the next Council meeting, April 12th.

G&K Contract for Cleaning Supplies

- The City has been under contract with G&K since Aug when it automatically renewed for three more years.
- Council discussed and decided to continue with obtaining bids from other companies incase their prices are lower and the contract with G&K can be broken.

Industrial Storm Water General Permit – No Exposure Exclusion Certification

- City Clerk Gruenhagen will be meeting with Chuck (City Engineer) on Friday to get it renewed.

Water Wells Usage/Water Consumption for 2010

- City Clerk Gruenhagen reported that there is no new information because all meter readings were estimated last month due to the weather.

MnWarn (MN Water/Wastewater Agency Response Network Update

- This was discussed and voted on to become a member during Fire Chief Droege Fire Department Report.
- Council requested Maintenance Worker Byerly complete the paperwork and bring it up to the City office.

Project List (continued)

- Item # 15 – Obtaining bids for Handicap Bathroom
 - City Clerk Gruenhagen reported that there was an updated bid from Dan Oelfke. H2 Development, Dvorak Brothers Construction, and K & K Services also submitted bids.
 - Dan Oelfke Construction, LLC - \$13,325.84
 - Dvorak Brothers Construction Inc. - \$19,468.15
 - K & K Services, LLC - \$20,000
 - H2 Development Inc. - \$23,325
 - Council discussed and decided to award the contract to Dan Oelfke Construction, LLC who submitted the lowest bid of \$13,325.84.
 - ***Councilmember Barnes made a motion to award the Hall Handicap Bathroom construction contract to Dan Oelfke Construction for the lowest bid of \$13,325.84, Councilmember Lund seconded and motion unanimously carried. All Council members were present.***
- Item #14 - Obtain estimates to install (T-3) energy efficient lights, Hall and Community Center

Hamburg City Council Meeting March 22, 2011

- City Clerk Gruenhagen reported that he just received an estimate from Robb's Electric and has not had time to review the bids.
- Item #20 – Repair Shop Garage Door
 - Maintenance Worker Byerly was asked to follow up with Power Door (NYA) on getting an estimate to repair the garage door.
 - Two estimates are required by the Insurance Company.

Waste Management – Garbage Contract

Matt Maes from Waste Management (Winsted, MN Office) discussed with Council the Cities decision to send out RFP's and the notification to Waste Management that their contract with the City will not be renewed. Mr. Maes asked Council that before any RFP's are sent out if Waste Management could set down with Council to discuss options for a new contract.

- One of the main items Council does want to be included in the contract is for five (5) free dumpsters during city events.

Mr. Maes and Council discussed the option of Waste Management to provide the City with estimates on how much recycling the residents are doing, rebates available to the City and/or residents, moving garbage collection from the alleys to having residents place the containers on the streets instead.

- Placing the containers on the streets would cut down on the wear and tear of the alleys especially during rainy weather.

Council and Mr. Maes discussed various ideas for coordinating a Spring Clean Up with Waste Management. This collection is listed in the contract with WM; the hauler shall provide collection for an annual City-Wide Clean-Up day. Dumpsters for metals, electronics, tires and appliances will be furnished. The hauler will provide trucks and manpower at no cost to the city. A price list will be furnished to the City and City Residents for the cost of these items at least 30 days prior to the day of the City-Wide-Clean-Up. Council will decide at the next Council meeting on April 12th if a Clean-Up day should be scheduled and if so when.

Sanitary Sewer & Storm Sewer Improvements Project

Financing Options

- City Clerk Gruenhagen went over the email from Becky Sabie (Senior Loan Officer) concerning the Hamburg Clean Water Revolving Fund application.
 - One of the questions asked was if the assessment process still valid since more than one year has passed since the adoption of the June 9, 2009 Resolution (2009-007) and letting the contract. City Clerk Gruenhagen has the Cities Financial Advisors looking into if the City can still do assessments.
 - There may be other options available and the Financial Advisors will be working with the Bond Council to iron this out. They will be attending the April 12th City Council meeting to discuss their findings and other options if needed.

Assessment Options – Sanitary Sewer

- Council had discussed and decided at the last City Council meeting to use the Assessment formula similar to the 1978 City-Wide project.
 - For this project, it is estimated that there are 38 single family residential units and two apartment complexes with ten apartments (six in one and four in the other), which results in 4 units (2.33 and 1.67 units respectively) of assessment applied to the apartment complexes.
 - Total Project Cost Estimate = \$310,621.46
 - Assess 51.75% of Total Project Cost Estimate = \$160,746.60

Hamburg City Council Meeting March 22, 2011

- Total Number of Assessable Unites = 42 Units
- Option 1 Assessment Rate = \$3,827.30 per Unit.
- The Assessment does not include interest. Because this loan is going through the Clean Water Revolving Fund the interest will be 2% above the PFA interest rate. The estimated loan interest for residents should be around the 2.5% range which is below market.
- Payment for the I & I project will be \$160,746.60 from Assessments plus interest and the remaining amount would be funded by sewer fees.

Water Main

- Payment will be covered under water rates.

Storm Water Utility

- Payment for this portion of the I & I project will be paid for by a Storm Water Utility fee which Council will have to adopted by Ordinance before May 10, 2011.

Pre-Construction Meeting

- There will be a Pre-Construction meeting at the Hamburg Community Center on March 25, 2011 at 2:00 p.m.

Council and City Clerk Gruenhagen continued to discuss bonding, finances, and other possible issues with the I & I project.

Deputy Clerk Report

Delinquent Utility Bills

- Diana Payne (350 Louisa Street) – Delinquent amount sent to Re/Max Advisors West for payment.
- Jon Reed (416 Jacob St) – Will pay \$100 on March 25th.
- Betty Griffin (420 Maria Ave) – Unable to turn water off curb stop. Request to pay delinquent amount sent to Betty and Anit Elke (owner).
- Nick Nordin (419 Railroad St) – Home in foreclosure, delinquent amount was sent to Freddie Mac.

Project List

- Item #35 – Update Curb Stop List – Current Residents Names
 - This has been completed ok to take off list.
- Item #32 – Order Councilmember City shirts and Fleece Pull-Over's.
 - Planning on ordering next week.

City Clerk/Treasurer Report

To The Home.com Service – Joint Powers Agreement with City of Cologne

- The City of Cologne will be taking over the To The Home internet service from Shawn Sprengeler and John Douville (Cologne City Administrator) is asking the City of Hamburg to enter into a Joint Powers Agreement concerning this service.
- City Clerk Gruenhagen has asked City Attorney Mac Willemsen his thoughts on the Joint Powers Agreement. He suggested just updating the current contract with To The Home Internet instead of entering into the agreement.
- John Douville will be attending the next Council Meeting on April 12th to answer any questions the Council has about the Joint Powers Agreement.
 - One question City Clerk Gruenhagen will ask is about is item #9 on the letter received; this Agreement shall remain in effect indefinitely and may not be terminated so long as any Equipment Certificates are outstanding.

Hamburg City Council Meeting March 22, 2011

- Council discussed the proposal and will wait until the next Council meeting to discuss their concerns with Mr. Douville.

SHIP Update

- The City has received \$4,000 and received another \$3,000 from the Carver-Scott Statewide Health Improvement Program with the possibility of receiving an additional \$3,000. This would give the City about \$10,000 to install handicap paths to the Park playground equipment. If there is any money left the City has talked about improving the traffic control.

Cities Electronic Sigh

- Council discussed and decided to have Maintenance Worker Byerly call Robb's Electric to come out and repair the electrical line that was damaged during the winter.

2010 Financial Audit (Abdo, Eick & Meyers)

- Council did not any further questions or concerns about the 2010 Financial Audit.
- The City has one more year contracted with Abdo, Eick & Meyers and may want to consider renegotiating the contract to lower their fees or decided if Council wants to hire a different company to do the Cities audit.

Easter Egg Hunt

- The Cities annual Easter Egg Hunt will be held on April 10th at the Park. The biggest concern the committee has is if the Park bathrooms will be open or if a Port-a-Potty should be ordered.
 - Council discussed and decided to call for a Handicap Port-a-Potty to be delivered the Friday (April 8th) before the event.

Taxpayer Services Department – 2010 Settlement Adjustments

- Carver County identified a problem relating to the 2010 June and November fiscal disparity settlements. Some taxing authorities were underpaid and others were overpaid. Those underpaid will receive a distribution no later than March 25th. Those overpaid must attempt to return the overage as soon as possible or, in the event of a financial hardship, may instead request an adjustment to their June 2011 settlement.
- The City of Hamburg was overpaid by \$20,095.72 and will add this to the Claims List for re-payment.

Project List

- Item #13 – Update the Cities Website.
 - City Clerk Gruenhagen is working on this however it is not a high priority project at this time. Councilmember Barnes volunteered to update the website if someone could teach him how to do it.
- Item #14 – Follow up with Brad if we have updated titles for all FD vehicles.
 - Still waiting for the title from Chelsea, MI and the other title transfer for the Truck that sold has been completed.
- Item #16 - Put on List Serve if other cities charge apartment's for water by the unit or as just one unit.
 - According to the feedback on List Serve every city is different. This will be put on next weeks agenda for Council to decide on how they want the apartment units billed.
- Item #17 – Talk with City Attorney Mac about additionally insured coverage for the Hall (liquor liability).
 - Mac is checking into this.
- Item #19 – Draft a Resolution for adoption of MnWarn membership which Council previously voted on to become a member.

Hamburg City Council Meeting March 22, 2011

Approve Payment of March 2011 Claims

- Two claims were added to the Claims List for payment.
 - Check #14958 to repay the overpayment from Carver County Taxpayer Services to the City of Hamburg in the amount of \$20,095.72
 - Check #14959 to Steve Trebesch in the amount of \$95.00 for installation of the hand railing by the east Shop door steps.
 - Councilmember Mueller asked if payment to S.E.H. (check #14949) includes mileage from Mankato. City Clerk Gruenhagen will check into this, in the mean time the billing will be paid to S.E.H. in the amount of \$6,709.40.
- *Councilmember Barnes moved to approve the March 2011 Claims list from check number 14942 through check number 14959 plus the four (4) ACH payments, Councilmember Mueller seconded and motion unanimously carried. All Council members were present.*

City Council Reports

Councilmember Mueller (Sewer & Water)

- Councilmember Mueller mentioned that the easement the city has been waiting for has been lost in the Tax Payer Service department.
- Councilmember Mueller suggested that everyone should start thinking about replacing the sidewalk across the street from Parkside Tavern. This repair has already been budgeted for.

Councilmember Lund (Streets)

- Councilmember Lund commented that the Community Center door is not closing properly. He was informed that this has been a problem mainly due to the frost heaves in the ground. Once the frost is out the door should shut the way it should, in the meantime if the door is lifted up a little it will close.

Councilmember Trebesch (Buildings)

- Councilmember Trebesch asked to have Maintenance Worker Byerly start time be checked to make sure he is starting at 7:00 a.m. not 6:30 a.m.
 - City Clerk Gruenhagen will check his time sheets.

Councilmember Barnes (Parks)

- Councilmember Barnes will follow up if the playground equipment has arrived and if it has he will pick it up at Delano.
- Councilmember Barnes contacted Viking Distributing to come out and replace the pop lines and guns at the Hall. They have put us on their work order schedule.

Mayor Malz

- Mayor Malz suggest to Council that everyone should start thinking of National Night Out so it is not left to organize two or three weeks before the event.

Councilmember Lund moved to adjourn the Hamburg City Council meeting at 9:47 p.m., seconded by Councilmember Mueller and motion unanimously carried. All Council members were present

Submitted by:

Sue Block
Deputy Clerk