

Public Hearing and Hamburg City Council Meeting April 9, 2013

Mayor Richard Malz called the Hamburg City Council Meeting to order at 7:00 p.m. Councilmember Steve Trebesch, Councilmember Chris Lund, Councilmember Richard Odoms, Councilmember Bob Gregonis, City Clerk Jeremy Gruenhagen, Deputy Clerk Susan Block, Maintenance Worker Byerly, and Fire Chief Brad Droege were in attendance. Others in attendance were Justin Buckentin (Fire Department) and Matt Vos (Abdo, Eick, & Meyers).

Agenda Review (Added Items) and Adoption

- Added – Updated Delinquency List
- Added – Updated April 2013 Claims List
- Added – Lawnmower Trade in Estimate from Waconia Farm Supply
- ***Councilmember Odoms 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

- Approve Minutes for March 12, 2013
- Approve Blood Borne Pathogens Policy
- Resolution Number 2013-05 (Delegation of Authority for Pay Claims)
- Cash Flow Statement for February 2013
- 2013 Clarke Mosquito Control Dates
- Board of Appeal & Equalization Schedule for 2013
- Severe Weather Awareness Week (April 15-19)
- Spring Medicine Take Back Day Event (April 27, 2013)
- Highway Cost Participation Policy Between Carver County and Municipalities
- Mediacom Rate Adjustments
- Brush Site Schedule – Open/Close
- Delinquent Utility Bills Report
- Water Usage Report for 2013
- Time-Off Request for Sue Block
- Added – During the Severe Weather Awareness Week the siren will be sounding at 1:45 p.m. and 6:45 p.m. on April 18th.
- ***Councilmember Lund moved to approve the Consent Agenda with the added item, seconded by Councilmember Trebesch and motion unanimously carried. All Council members were present.***

Fire Department Report

- Fire Chief Brad Droege had received a National EMS Certificate for his 30 years of service.
- Hamburg's Fire Department Training Officer Chris Petz applied for a grant to attend a training officer's class in September. The grant would pay for his flight, training, and hotel. Fire Chief Droege asked Council for a motion to have the City pay for his meals (with receipts) according to City policy.
 - No motion was made by Council.
- Explorers Group
 - There are 12 members so far in the Hamburg, Norwood/YA, and Cologne Explorers Group.
 - Sauk Rapids Fire Department donated 30 sets of gear to the Explorers Group with Saint Louis Park Fire Department donating five helmets.

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- The group will be called the Southwest Carver County Fire Explorers.
- Engine Pump Testing
 - Once a year Waconia, Hamburg, St. Boni, and Mayer Fire Departments get together to have their fire engine pumps tested. This year the testing will be held either in April or May.
- Batteries for Floor Scrubber
 - If the scrubber is going to be fixed new batteries will have to be purchased. The floor scrubber uses six batteries at approximately \$150 each.
 - Council decided to check out if lower prices for the batteries could be found.
- Old Pagers (Sold)
 - The Fire Department sold their old pagers for \$300 also along with the sale they received thirty triple-A battery chargers.
- Easter Egg Hunt
 - Seventy to seventy-five kids attended the Easter Egg Hunt.
- Fire Chief Droege thanked Maintenance Person Dennis Byerly for clearing the snow from around the fire hydrants this winter.
- Community Center Lighting
 - There have been numerous compliments on how nice the new outside lighting makes the Community Center look and how well they illuminate the new city sign at night.
- TH 25 Detour Route
 - As Fire Chief and Emergency Manager Brad Droege commented that he sees no problem with the detour coming through Hamburg. County Road 50 was build to handle 10 tons same as Hwy 25. He also suggested having extra Highway Patrols going threw town during the detour and have temporary stop signs placed at the railroad crossing.

Abdo, Eick & Meyers (Matt Vos)

- Matt Vos presented Council with an overview of Hamburg's 2012 Financial Audit which included;
 - Abdo, Eick & Meyers Responsibility
 - 2012-1 – Preparation of Financial Statements
 - 2012-2 – Limited Segregation of Duties
 - Summary of Prior Year Findings
 - 2011-3 Material Audit Adjustment
 - 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.

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- Interest on Cash Balances
 - It was noted that the City had a checking account book balance of \$878,272 at the State Bank of Hamburg as of December 31, 2012. The checking account is not an interest bearing account. The City also had cash balances invested in savings and CDs which totaled \$239,955 but earned a combined average of 0.4 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)

- City Clean Up Day (May 4, 2013)
 - Rick Rud was the Cities representative for Waste Management however his is no longer with the company. Waste Management will contact the City by the end of the week on the status of the Cities Clean-Up Day and who the new representative will be.
- Revised NIMS Training Program (Requirements)
 - Maintenance Worker Byerly, Councilmember Gregonis, and Councilmember Lund need to complete the required training.
- City Shirts/Fleece Jackets
 - Samples of the fleece jackets have arrived and Council members will be able to decide which style they would like to have ordered.

Public Works & Utilities Department Report

- Electrical Control Panel for Liftstation.
 - The Electrical Panel is in. Robb's Electric and Floyds Total Security will be contacted to coordinate a date when both companies could come out to finish the alarm installation.
- Burn Weeds at Stabilizations Ponds
 - The weeds at the ponds will be burnt off as soon as possible this spring.
- Sweep City Streets
 - Kohl's Sweeping Service (Loni) has been contacted to schedule Hamburg for street sweeping.
- Cement Slab for Community Center Door
 - MNSPECT will be contacted for code to install a cement slab outside the west Community Center exit door.
- Estimates for Community Center Repairs
 - The City has received two estimates to repair the Community Center wall. Two additional companies were contacted for estimates but have not responded. A decision will be made at the next Council meeting, from the estimates received, as to who will be awarded the project.
- Old Tile Collapse
 - An old tile between 400 Henrietta Avenue and 420 Henrietta Avenue collapsed and it is unknown if it is the Cities obligation to correct the collapse or the home owners. There are no known records of the tile and it is not on any of the City maps.
 - The City Engineer will be contacted to find out if the City ever had a responsibility for the drainage tile and who would be responsible to fix the collapse.
- LMCIT Loss Control Recommendation Letter
 - Maintenance Worker Byerly is working on the Lose Control recommendation letter for the Sanitary Sewer System Assessment.

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- Councilmember Trebesch was thanked for all his help with the Lift Station installation.
- Specifications for Future Projects
 - For future reference any changes to submitted spec. sheets, bids, or estimates will have to be rewritten to acknowledge any change(s) and resubmitted.
- New Community Center ceiling tiles have been replaced.
- Televising Lines
 - Empire Pipe Services have not come out to televise the sewer/storm water lines. Waiting for the snow to melt and the easements to dry out.
- Hall Chairs
 - Seventy-six folding chairs for the Hall will be ordered once a reasonable price and free shipping or low cost shipping is found.

City Clerk/Treasurer Report

- Delinquent Utility Bills
 - Per City Ordinance any account 30 days past due, example; payment was due March 31st technically a delinquent letter can not be sent until April 30th. However, it was decided that by the 15th of each month a letter would be sent stating that if they do not pay (example; if they do not pay by April 30) they will be 30 days past due and their water will be shut off.
 - Any delinquencies after the 30th will have a notice posted giving them 3 days to pay and if they do not pay, in full, their water will be turned off.
 - Previously set up payment plans have not been working and will not be issued going forward unless the resident appears before Council.
- USAgain Drop Box
 - The City was asked if USAgain could place a drop box for used clothes on the City property.
 - Council discussed and decided to hold off until there is more interest.
- City Assessment Policy
 - Setting up a City Assessment Policy is being worked on. A plan should be ready to be presented to Council at the next Council meeting.
- Email from City Attorney (Open Meeting Law)
 - City Council members were asked to refrain from sending emails, text messages, or calling other Council members on subjects that should be discussed at a Council meeting or a Special Meeting. The best policy is to have all emailed questions and inquiries be routed through the City Clerk and not cc'd to all Council members.
- TH25 Detour Route
 - Council discussed their concerns about the scheduled detour through town and asked City Clerk Gruenhagen to send out emails to all Cities affected on what their concerns are.
- Just an FYI, Molded Foam is closing.

Approve Payment of Added March 2013 Claims (\$46,251.19)

- ***Councilmember Lund moved to approve the added (one) ACH payment, claim numbers 16165 through 16176 for a total of \$46,251.19, seconded by Councilmember Trebesch and motion unanimously carried. All Council members were present.***

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Approve Payment of April 2013 Claims

- ***Councilmember Trebesch moved to approve the four ACH payments, check numbers 16177 through 16200, and the addition of check number 16201 to Councilmember Chris Lund for mileage to attend Accel meetings totaling \$51.06 for a total of 14,194.05, seconded by Councilmember Lund and motion unanimously carried. All Council members were present.***

City Council Reports

- Councilmember Lund Report (Parks)
 - Attended the Carver County Leaders meeting where they discussed Fiscal Disparities.
 - Informed Council that when the County gives out agricultural land value assessments for 2013 the value is actually from January 1, 2012. Assessments are one year behind.
 - At the July meeting NIMS will be discussed.
 - Either in September or October the topic will be on Transportation.
 - The planning committee for the handicap bathroom in Bi-Centennial Park will be meeting sometime in mid May.

Adjourn City Council Meeting

Councilmember Trebesch moved to adjourn the Hamburg City Council meeting at 8:50 p.m., seconded by Councilmember Gregonis and motion unanimously carried. All Council members were present.

Submitted by:

Susan Block
Deputy Clerk