

Hamburg City Council Meeting April 28, 2009

Mayor Malz called the regular meeting of the Hamburg City Council to order at 7:00 p.m. Councilmember Larry Mueller, Councilmember Brian Cummiskey, Councilmember Steve Trebesch, Councilmember John Barnes, City Clerk Jeremy Gruenhagen, Deputy Clerk Block, and Maintenance Worker Dennis Byerly were present. Fire Chief Brad Droege was absent. Others present were Richard Odoms (150 Jacob Street), Shawn Sprengeler (2195 Grimm Rd, Chaska – Wireless Internet), Brian Eggers (Parkside Tavern), and Steve McDonald (Abdo, Eick & Meyers).

Agenda Review (Added Items) and Adoption

- Added – Identity Theft - Red Flag Rule
- Added – Catch Basin by David Ave and Brad Street
- ***Councilmember Mueller moved to approve the agenda with the two additions, seconded by Councilmember Barnes and motion unanimously carried. All Council Members were present.***

Old City Business

- Mayor Malz commented that the Cities official website is slowly coming along.
- Item number 9 on the Old City Business form – Purchase shirts/polo shirts for Council and Mayor. Deputy Block mentioned that they may have to be “Made in the USA”.
 - City Clerk Gruenhagen noted that there is a bill in session that would require certain items, including apparel, purchased by the City to be “Made in America”. Clerk Gruenhagen will look into purchasing shirts for City Council.

Fire Department Report – Chief Brad Droege

Fire Chief Droege was absent. City Clerk Gruenhagen presented the Fire Department Report.

2009 FEMA Grant Application

- Fire Chief Droege would like to apply for a 2009 FEMA Grant in the amount of \$15,000 to \$17,000 and he is asking for Councils approval to apply.
- ***Councilmember Mueller made a motion to allow Fire Chief Droege to move forward on applying for the 2009 FEMA Grant, seconded by Councilmember Trebesch and motion unanimously carried. All Council Members were present.***

New Member – Colton Kroells

- Colton Kroells was reported at the April 14, 2009 City Council Meeting as a new Fire Department member however Council did not make a motion to accept him as a member for he has passed all agility tests and completed all his paper work.
- Clerk Gruenhagen also reported that Justin Spande and Jen Baker passed their last agility test.
- ***Councilmember Barnes made a motion to accept Colton Kroells as a member of the Hamburg Fire Department, seconded by Councilmember Mueller and motion unanimously carried. All Council Members were present.***

Joint Powers Agreements – Article in LMC Magazine

- City Clerk Gruenhagen handed out a copy of the Joint Powers article in the LMC Magazine on emergency services. He asked Council to read over the material and he will put this on the next Council Meeting agenda to discuss.

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Abdo, Eick & Meyers – 2008 Financial Report

Steven McDonald, Relating to the 2008 Financial Report, reported on the following:

Preparation of Financial Statements (Finding Since 2007)

- **Criteria:**

Internal controls should be in place to provide reasonable assurance that all financial transactions are reviewed and approved before payments are made and reports are generated.

- **Recommendations:**

- The most effective controls lie in management's knowledge of the city's financial operations. It is the responsibility of management and those charged with governance 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.
- The following specific recommendations;
 - Utilize a disclosure checklist to ensure all required disclosures are present and agree to work papers.
 - Agree your QuickBooks receipt and disbursement information to the amounts reported in the financial statements.

- **Management response:**

- For now, the City accepts the degree of risk associated with limited segregation of duties and thoroughly reviews a draft of the financial statements.

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. In other words, no one person has control of two or more of these responsibilities.

- **Effect:**

- The existence of 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 deposits, she should pay close attention to deposits that were made by the Clerk/Treasurer looking for inconsistencies. The utility billings should be reviewed by someone other than the person entering and printing billing registers. Council should also be reminded of their duties over finance 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.

125th Anniversary Celebration

- **Condition:**

- Statutes do not specifically authorize cities to spend money on centennial celebrations, cities may spend money to commemorate important historical events under limited circumstances.

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- **Criteria:**
 - In accordance with Minnesota statute, section 471.93, the City “may appropriate money for the purpose of collecting, preserving, storing, housing, printing, publishing, distributing and exhibiting data and material pertaining to the history of the city, for the purpose of commemoration the anniversary of any important and outstanding event in such history, and to preserve such history data and material for future generations.”
 - Per State statute 412.271 “no disbursement of city funds shall be made except by an order drawn by the mayor and clerk upon the treasurer” and “no order shall be issued until the claim to which it relates has been audited and allowed by the council.”
 - Minnesota statute 15.17, subdivision 1, requires the City to preserve all records necessary for “a full and accurate knowledge of their official activities.”
- **Cause:**
 - The City contributed \$2,085 toward the celebration of its 125th anniversary. The donated funds were deposited into a checking account in the City’s name. It appears that Council did not intend to create a new fund to operate the activity of the celebration.
- **Effect:**
 - The City is in violation of these statutes.
 - The City donation went to purposes beyond those permitted under statute 471.93. Disbursements beyond the initial donation do not meet the requirements of allowable public purpose expenditures.
 - Disbursements of the checking account, which totaled over \$40,000 in 2008, were not approved by Council.
 - Support for several receipts and disbursements within the checking account were not kept on file. The City did not have controls in place to ensure all activity was accounted for and recorded, only the activity that went through the checking account.
- **Recommendation:**
 - Follow guidelines set by the League of Minnesota Cities for allowable public purpose expenditures.
 - Closely monitor all disbursements to ensure only council approved payments are made.
 - Keep supporting documents for all receipts and disbursements on file.
- **Management Response:**
 - Management intended that the donation from the City create an account for another organization, separate from the City.
 - The checking account has been closed.
 - Management has obtained the League of Minnesota Cities guideline for public purpose expenditures.
 - Risk of making similar violations in the future is low.

Audit Adjustments

- **Condition:**
 - During the audit, adjustments were needed to correct beginning fund balance.
- **Cause:**
 - Journal entries from the 2007 audit were not recorded.
- **Recommendation:**
 - Management review and record each journal entry that the auditors made and become proficient at creating the support that was necessary to make the entry.

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- **Management Response:**

- Management considers this to be an isolated incident of misstatement and will implement the recommendations suggested.

Acceptance of Gifts

- **Condition:**

- The City had several donations during 2008, \$25,150 of which were from the Fire Department Relief Association.

- **Criteria:**

- In accordance with Minnesota statute, section 465.03, every acceptance of gifts “shall be by resolution of the governing body adopted by a two-thirds majority of its members, expressing such terms in full.”

- **Cause:**

- Some of the donations received were accepted by motion, none of the gifts were formally accepted by resolution.

- **Effect:**

- The City is in violation of this statute.

- **Recommendation:**

- Acceptance by resolution will help clarify any terms prescribed by the donor. Auditors recommend that the City accept future donations by resolution.

- **Management Response:**

- Management plans to implement procedures to ensure future donations are accepted within state requirements.

General Fund Balance in relation to next years Budget

- It is recommended to have an adequate working capital reserve in the General Fund. The city should have a six month reserve which is about 35% to 50% of what the city wants to spend.
 - The City of Hamburg has a healthy average working capital of 47% to 50%.

Revenues versus Expenditures Compared to Budget

- Expenditures were over budget by \$146,401, basically due to the Tanker purchase in 2008.
- General Fund balance increased \$19,353 compared to last year (negative \$10,782). Fund balance reserve at the end of December 31, 2008 was \$257,879.

Sources of Revenue

- Taxes account for 48.8% of the cities revenue.
- Licenses and Permits: 1.6%
- Intergovernmental: 18.6%
- Charges for Services: 5.3%
- Fines and Forfeitures: 0.1%
- Miscellaneous: 3.7%
- Transfers In: 2.9%
- Proceeds of Long-Term Debt: 19.0%

General Fund Expenditures and Transfers by Program (2006-08)

- General Government (administration, elections, etc.): 28.3%
- Public Safety: 17.4%

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- If the Tanker purchase would be backed out of the Public Safety expenditures it would be a third of the Cities budget.
- Public Works: 5.3%
- Culture and Recreation: 11.9%

Special Revenue Funds – Restricted Expenditures for Particular Purposes

- The city has four special revenue funds (which are good) and three of them, totaling \$67,018, are set aside for Capital funding. The EDA fund was closed due to lack of activity.
 - Fire Equipment – Fund Balance Increase from 2007 to 2008 - \$778
 - Hall Improvement – Fund Balance Increase from 2007 to 2008 - \$97
 - Capital Purchases – Fund Balance Increase from 2007 to 2008 - \$5,647

Debt Service Funds

- Debt Service Funds should have positive cash and asset balances. The City should build sufficient resources to make the cities bond payments.
 - Total amount of Outstanding Bonds - \$419,000
 - Off Setting Cash Balance - \$90,177
 - The difference is made up by future tax levy or assessments.
- The 1992 Street Construction has completed its debt service. Council should pass a resolution that this bond has completed its debt service and have the funds transferred to any fund Council deems appropriate.

Capital Projects

- The Maria Avenue Improvements had a fund balance of \$1,627 at the end of 2008.
- The City should analyze projects' status each year and close those that are completed.
 - City Clerk Gruenhagen mentioned that a final payment will be issued tonight and any balance will be transferred out to Debt Service.

Enterprise Fund - Water

- Operating Loss – (\$5,864) but the negative operating loss has decreased over the last three years.
 - Operating Revenue \$106,441
 - Operating Expenses \$112,305
- The majority of the operating loss was a result of recording depreciation on capital assets.
- The City has had consistent cash over the last three years: 2006 - \$84,845 2007 - \$66,513 2008 - \$71,027
 - This is a low balance in relation to the Cities dept needs, but the amount has been positive over the last three years.

Enterprise Fund – Sewer

- Cash balances have steadily improved over the last three years and no bonds reported.
- Cash balance for 2008 is \$183,388 relative to Operating Expenses of \$87,980 which is a good reserve for now.
- The auditors recommended that the City complete a rate analysis annually. This will ensure that permanent increases in expense result in rate adjustments.

Ratio Analysis – Comparison between Hamburg and other cities under 2500

- Debt to Assets – Assets off set by bonds or long term debt. Higher percent = Higher the Finance
 - Hamburg – 41%
- Debt Service Coverage – Enterprise Fund Water – Payments covering Operating Expenses

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- Desirable cash coverage is 100%. Rates would be generating enough dollars to cover the principal and interest. Hamburg has been improving over the last three years but this is mainly due to the transfers from the General Fund to the Water Fund.
- Hamburg is at 64%
- Debt per Capita – Bonded Debt per person
 - Hamburg is at \$2,465 per person.
- Taxes per Capita – Tax revenues per population
 - Hamburg is a little higher than other cities but is consistent with other cities due mainly because of the economy.
 - Hamburg - \$648
- Capital assets % left to Depreciate
 - Hamburg's percentage (Governmental – 36%, Business – 58%) is higher than other cities making capital improvements in their streets and water/sewer infrastructure.
 - 15% or lower indicates more cost in repair and maintenance.

Policies and Procedures

- **Condition:**
 - Currently the City has a limited number of written policies and procedures kept on file.
- **Cause:**
 - Many policies were unavailable at the time of the audit, whether the location was unknown or the policies have never been adopted.
- **Effect:**
 - Without these policies, it is more likely the processes to account for operations are inefficient. This is especially true in times of turnover. It could also lead to omission of material information if the processes are not clear.
- **Recommendation:**
 - The City begin creating and adopting written policies and procedures.

Interest on Cash Balances

- **Condition:**
 - The City had \$607,607 in the checking account at the State Bank of Hamburg. This is not an interest bearing account and the average cash balance for all of 2008 was approximately \$491,000. The City also had cash balances invested in savings and CDs, which averaged approximately \$93,000 and earned a combined average of 3.4 percent.
- **Criteria:**
 - There are two issues that arise from this situation. The first is that a significant cash balance was kept in an account that did not have the ability to earn interest. The second issue is the lack of an investment or cash flow strategy in place during 2008.
- **Effect:**
 - Based on the cash flow pattern evident from month end checking balances, it would be reasonable to expect the City's interest earning to be \$15,000 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.

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There is no accounting or auditing changes that would affect the City for the next year (2009).

City Clerk Gruenhagen thanked the auditing staff for their help during and after the audit was completed. He has a good working relationship with the auditing staff.

- Mr. McDonald thanked City Clerk Gruenhagen for his thoroughness in his process for the audit.

Councilmember Barnes asked about what is “Other” listed on the General Fund – Expenditures by Program.

- Mr. McDonald replied that this is combining the Public Works and Culture & Recreation programs (Parks and Hall Funds).

Councilmember Cumiskey asked about the non-operating revenues on the Sewer Utility Fund (page 18).

- City Clerk Gruenhagen explained that the \$6,295 in the year 2006 was money received from the last Development to put towards storm/sewer development. The \$9,276 received in 2007 was a County Grant for the Storm Sewer Management Plan, and \$632 in 2008 was from interest.

Mayor Malz asked about the interest bearing accounts, do most other cities run them the way Hamburg does or do they do it differently.

- Mr. McDonald answered by saying that it is probably from the Cities tax settlements that were received but not moved out of the checking account. Interest rates are horrible right now but it is best to have the balance in an interest bearing account.

Councilmember Mueller made a motion to accept the 2008 City of Hamburg Financial Report, seconded by Councilmember Barnes and motion unanimously carried. All Council Members were present.

To The Home Internet – Shawn Sprengeler

Internet Service for the City of Hamburg

- Mr. Sprengeler asked Council if he could, along with the encouragement of Mr. Odoms, solicit the City and its residents if there would be any interest in a wireless internet service.
- Mayor Malz mentioned that he had heard that the City of Cologne already has the internet service.
 - Mr. Sprengeler said yes, Cologne was the test city and the “bugs” were worked out so now they are ready to move onto other cities. The City of Victoria will be the next city to receive the wireless internet.
 - Hamburg was not on the list but during conversations with Mr. Odoms and with his encouragement it was decided to ask the City of Hamburg and the surrounding community if they would be interested.
- Mayor Malz asked if this system is like the one that the City of Chaska has but on a smaller scale.
 - Mr. Sprengeler responded yes, the underlying technology is the same as Wi-Fi; the only difference is the type of architecture and the equipment that is deployed. Chaska was one of the first cities that diploid from a municipal stand point. The technology and equipment has improved since it was first installed in Chaska.
 - With this type of wireless internet there would be liquidus internet access in the public areas. A person can take their laptops and move around the city while still being connected to the internet. PDA’s that have a Wi-Fi chip would also be able to access the wireless internet.

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- Hamburg is a rural community and it is hard for the outlying residents to obtain cable or Telco. To reach these residents it would be possible by using Wi-Fi. The wireless range is getting close to three or four miles in line of sight.
- This is another consumer choice and an affordable choice. Cable and Telco have been typically \$40 to \$50 per month per line. To The Home wireless internet price could be less than that at around \$25 per month.
- The service being proposed would provide wireless internet at a cost of \$24.99 per month, with internet speed of 1.5 mbs. There is an installation fee of \$100. The consumers would be receiving high speed internet services at dial up cost.
- City Clerk Gruenhagen asked Mr. Sprengeler if there has to be a certain amount of interest from the community before this would or could be come available in Hamburg.
 - Mr. Sprengeler replied that he would need 10 to 12 residents registered on his site, then it would be worth him coming out and setting up the equipment. Mr. Sprengeler also mentioned that he would also need appropriate mounting assets such as the City Water Tower.
 - At the present time the city is paying for internet services through Mediacom. If the city would be interested in To The Home internet services it might be possible for the city to receive internet services for free.
- City Clerk Gruenhagen asked how Mr. Sprengeler is working this with Cologne.
 - Mr. Sprengeler answered that he has a water tower lease agreement with the City of Cologne. There is equipment installed on their water tower and the first 100 customers are free. He also has a revenue sharing agreement of 10% of revenue from the 101st customer on
- City Clerk Gruenhagen asked if the Hamburg water tower would be sufficient or would a different structure be needed to place the equipment on.
 - Mr. Sprengeler answered by saying that the technology has matured and to make it optimal enough he would like to have one base station and sub-station.
- Mayor Malz noted that this service is wireless so how do you keep people from using the internet without subscribing to the service.
 - Mr. Sprengeler replied that the wireless internet service would be encrypted. There would be a web key on the service and persons subscribing to the wireless internet would be the only ones allowed accesses. One other way is having the wireless internet set up with a porthole; this should become available this summer. Persons could access the site by using their credit cards.
- Deputy Clerk Block asked how fast the wireless internet service is.
 - Mr. Sprengeler answered that the speed is 1.5 mbs which is the current DSL speed of Embarq. The wireless internet speed can go up to 4 mbs. The speed will all depend on how close you are to the transmitters and line of sight.
- Mayor Malz questioned that if someone is 3 or 4 miles out of town would they be able to receive this service?
 - Mr. Sprengeler replied, yes, a transceiver would have to be installed at the residents and have a direct line of sight to the transformer.
- Councilmember Malz asked if a building or some type of structure below the water tower would be needed to house the equipment.
 - Mr. Sprengeler answered by saying yes, probably a little equipment cabinet. The equipment would be mounted on the water tower probably with an omnia and one Ethernet cable running down the tower with either a switch or router at the base. Electrical power would be needed and Embarq would have to install their service there. The building already at the water tower may be used otherwise a site survey would be done and then a design on how they want to deploy.

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- Councilmember Mueller questioned if a central antenna would be put up and then a booster?
 - Mr. Sprengeler answered, yes, repeaters to create a better line of view sites.
- Councilmember Mueller asked if the To The Home receiver has to be above the trees.
 - Mr. Sprengeler replied, no just the line of sight. The signal can go through some amount of foliage but not much for this particular type of equipment. Usually the receiver is installed on the roof of the home.
- Councilmember Mueller asked if this is what you see in other cities on their utility poles a little box with an antenna on them?
 - Mr. Sprengeler answered, yes, it is RF frequency. It is not spectrum frequency but they may have propriety spectrum. Municipalities do have spectrum specifically designed for municipalities for public safety.
 - Mr. Sprengeler mentioned that with the proposed service the city could also read water meters, engineers could download information and public employees would have internet access wherever they go within the radius of the system. Depending on the level of participation part of the network could be separated specifically for municipal city use. With the wireless service he could offer free internet service to all the city places like the ball parks, community events, etc.
- Deputy Clerk Block asked if the weather can effect receiving the signal.
 - Mr. Sprengeler replied by saying yes and no. Not in the transmission but it does effect the equipment. They are working on how the type of weather effects their equipment and how to resolve the problem. Typically for the consumer there is not much trouble with the transmission except during a severe thunderstorm where the rain is so thick that the transmission has trouble penetrating the rain.
- Councilmember Cummiskey questioned if he carries liability insurance.
 - Mr. Sprengeler replied that yes he does. His general liability is up to 2 million aggregate, one million per incident.
- City Clerk Gruenhagen asked what a homeowner would have to pay for setup, subscribing.
 - Mr. Sprengeler answered \$100 for installation then \$25 per month.
- City Clerk Gruenhagen asked how he advertised for business in Cologne.
 - Mr. Sprengeler replied that he advertised in their local newspaper and the city also had a newsletter they placed an ad in.
- Mayor Malz asked how many people have signed up in Cologne.
 - Mr. Sprengeler answered that there are about 50 customers signed up.
- Councilmember Cummiskey commented that they would need about a 100 customers to turn a profit or be able to offer revenue sharing.
 - Mr. Sprengeler and other members of council discussed the various conditions and events that would be needed first before any revenue sharing could be made available.
- City Clerk Gruenhagen asked Mr. Sprengeler what his thoughts are on what interest would be in Hamburg.
 - Mr. Sprengeler replied that typically he sees anywhere from 10% to 20% of the population interested in the wireless internet service. The rural areas are usually more interested.
- Mayor Malz asked if Hamburg goes with this service and somewhere down the road Green Isle also signs up for the wireless service is there anyway to separate the transmissions? Green Isle is only about 4 miles down the road from Hamburg.
 - Mr. Sprengeler answered saying yes there are ways to segment the network. A sight survey would be done to determine what the addressable market is and what the potential could be.

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Norwood/Young America are also going to be receiving this wireless service. The type of technology his company uses now does not need the cities participation but there are more economical benefits if the cities do participate.

- Councilmember Cummiskey asked how long it would take to get set up and running if Council decides to approve this.
 - Mr. Sprengeler replied in about a month or month and a half.
- Deputy Clerk Block questioned if email services would be available.
 - Mr. Sprengeler said yes up to five email accounts along with your standard internet service. If anyone would like to view what is set up in Cologne they can go to www.tothhome.com.
- City Clerk Gruenhagen asked if Hamburg would be beneficial to him.
 - Mr. Sprengeler replied yes any city would be beneficial to him. Shawn continued to comment that he had driven around Hamburg and it looks like a relatively easy setup because the terrain is relatively flat.
- Mayor Malz and City Clerk Gruenhagen both commented that Council should keep this in mind and discuss it. They asked Mr. Sprengeler to keep them informed on how talks are going with other cities.
- City Clerk Gruenhagen mentioned that when contract discussions start he would like to be involved to see what types of contracts are being put together.
- Mr. Sprengeler informed Council that if the city could not come to an agreement on financial terms for installing the equipment on the water tower there are other places in the surrounding area where the equipment could be attached to. Due to the new technology the height of the water tower is no longer needed. There are a couple of things Council needs to understand about this service, it is an unlicensed spectrum so technically there could be two or three operators within the city. It is not in the best interest of the city to have two or three different operators in the city due to the collision aspect and the level of service would deteriorate drastically. There is an unwritten rule in the industry that if a wireless operator is already in the city the other operator would go somewhere else. That is one reason why the operators like to have the cities approval. Down the road say in 10 years when the market gets crowded then the municipalities will have to decide on how to manage the services.
 - Mr. Sprengeler continued to inform Council that the largest wireless network compared to other large cities nationally is here in Minneapolis.
- Councilmember Mueller asked if the proposed network system could be used to read water meters if an antenna is installed at the Water Treatment plant.
 - Mr. Sprengeler replied that it could however they would want to put up a separate utility system for just that purpose.
- Councilmember Mueller asked if City Clerk Gruenhagen could bring up the readings of the lift stations or the Water Treatment plant on his computer in the office.
 - Mr. Sprengeler answered, yes.
- Councilmember Cummiskey asked how much it would cost to be able to read the waters meters.
 - Mr. Sprengeler replied that he does not have numbers on something like that.
- Mayor Malz suggested that if any council members have any questions they should write them down. This is a starting point and we can go from here. The council will keep in touch with Mr. Sprengeler.
- Councilmember Mueller suggested putting a note at the bottom of the next water bills stating that if residents are interested in this new wireless system.
 - City Clerk Gruenhagen added to call the city office.
 - Councilmember Barnes added they could mark yes or no
 - Councilmember Cummiskey added that maybe it could be placed on the city sign.

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- Mayor Malz informed council members that this is something that could be discussed later
- The Mayor and Council thanked Mr. Sprengeler for coming to the Council Meeting.

City Resident Chris Lund – Request to Advertise Blog Site on Cities Electronic Sign

- City Clerk Gruenhagen informed Council that this request is a carry over from the last Council meeting. Mr. Lund was present at the last meeting and he thought Mr. Lund would be present at this meeting. The question to Council is if they want to allow Mr. Lund to advertise his blog site on the cities electronic sign. City Clerk Gruenhagen gave his personal opinion that the cities sign should be kept to include city informational items. This type of request is a personal/private type item. If personal items are requested to be put on the electronic sign they should be brought forward to the Sign Committee.
- Councilmember Barnes commented that his opinion is to keep the sign messages for non-profit organizations and city business.
- Council briefly discussed this issue and decided that the Sign Committee should be set up first and this request can be brought before them for their decision.
 - City Clerk Gruenhagen informed Council that the Committee meeting was set up for May 12, 2009.
- City resident Mr. Richard Odoms (150 Jacob St) commented to Council that he has not and does not expect his “unofficial website” to be advertised on the city sign. He agreed with City Clerk Gruenhagen that placing the Blog on the sign is totally inappropriate.
- Councilmember Mueller asked City Clerk Gruenhagen if he had heard from Mr. Lund since the last council meeting.
 - City Clerk Gruenhagen replied that Mr. Lund is just interested in getting the Blog address on the sign. He will keep in contact with Mr. Lund through email and inform him of any decision.
- Councilmember Mueller asked if a person places an editorial on the Blog can it be set up the same as the newspapers where you have to sign your name before it will be published.
 - Council members replied, no. You usually use a code name.
- City Clerk Gruenhagen commented that Blogs can be a venting machine or be a proper political discussion. His opinion is that we run a business and that is the way it should stay. If anyone needs anything from a city stand point then they should email or call the city office. Stay professional and keep on a business track.
- Council continued to discuss issue and decided to put this issue before the Sign Committee once it is set up.

Parkside Tavern – Request for 3.2 Liquor License & Park Rental for May 2nd, 2009

- City Clerk Gruenhagen informed Mr. Eggers that he needed his full name for his requested business liquor license. Once received the license will be sent to the police department for a background check.
 - Mr. Eggers asked if the fax came through for his insurance. City Clerk Gruenhagen replied, yes.
- Mr. Eggers asked Council if they would approve his request for a one day temporary 3.2 liquor license so he could serve beer at the Hamburg Park during his Girls Softball Team Kick Ball Tournament scheduled for May 2, 2009. All the insurance liability papers for this event were presented with the license request.
- Mr. Eggers continued to explain that Locher Brothers is supplying a 3.2 keg beer cart and canned beer would be sold from carts at the softball fields. Currently there are 15-16 teams signed up for the tournament. There will be no music provided during or after the event. The Girls Softball Team will be serving the beer and cooking hamburgers on outdoor grill.

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- Mayor Malz commented that his only concern is people walking between his bar and the park area with alcohol. People going back and forth would have to be controlled by Mr. Eggers.
 - Mr. Eggers responded that he has contacted 4 gentlemen from the local baseball club to help that day. There will be 2 at the food stand and 2 on control detail for people walking to and from the bar with drinks and/or beer.
- Councilmember Cummiskey asked Mr. Eggers if he will be present at the tournament.
 - Mr. Eggers replied that he will be there during the whole event. He also commented that there will be signs stating that no beer is to leave the park.
- Councilmember Mueller suggested Mr. Eggers walk the field for any holes or objects that could hurt or harm the players or spectators.
 - Mr. Eggers responded that something like that should be covered by insurance but he will still check the fields out.
- Councilmember Cummiskey suggested Mr. Eggers have a waiver for the players to sign just in case something does happen.
 - Mr. Eggers commented that this was a good idea and that he will write up a waiver for the players to sign.
- Councilmember Trebesch asked if there would be any law enforcement policing.
 - Council discussed that there is no policing during Zummerfest and the county police are on call just like they are for any other type of city event.
- Councilmember Mueller commented that the biggest concern is having the event go to late into the evening. The Park closes at 10:00 p.m.
 - Mr. Eggers responded by saying that the last game is scheduled for 8:00 p.m. It is in his best interest as a business owner to have the people up at the bar and not at the park after 10:00 p.m.
- Mayor Malz questioned who would and when would the trash be picked up.
 - Mr. Eggers replied that a Hamburg city resident (Stan) has offered to help him pick up the litter along with several girls from the softball team. They all agreed to do this Sunday morning. He will do his best to leave the Park area as he found it.
- Councilmember Cummiskey questioned if Mr. Eggers has reserved the Park for May 2nd.
 - Mr. Eggers responded, yes but he just has to bring the money to the city office yet.

Councilmember Mueller made a motion to grant Parkside Tavern a one day temporary 3.2 liquor license on Saturday, May 2, 2009 and the use of the Park with the \$150 Park fee, seconded by Councilmember Barnes and motion unanimously carried. All Council Members were present.

Dennis' Report (Public Works & Utilities)

Catch Basin at Brad Street & David Ave

- The catch basin at Brad Street and David Avenue is taking on dirt and caving in.
- Councilmember Mueller commented that the City should just dig out in front of it and just patch it with black top. The catch basin will be replaced during the I & I Project.
- Mayor Malz commented to call Wm. Mueller's & Sons and get it done.
- Councilmember Mueller added that on Jacob Street by the Hall there are several spots that should be milled and patched where the seal coat is starting to unravel. The cross gutter by 331 Maria Avenue should be milled and patched also. There are also spots on Railroad Street by Parkside Bar and the stop sign that are to be milled. The seal coat is coming off however this area could be left. On Brad

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Street by the stop sign also needs repair (alligator) if the Sewer project is not done this year this area should be taken out and mix put in. Mayor Malz brought up the area by Rich Bigaouette (440 Louisa Street) that has sank. Council members replied that this area is fixes itself (frost) every year; it needs to be completely dug up and repaired.

Flower Pots for Park

- Deputy Clerk Block asked Maintenance Worker Byerly if he has placed the two large flower pots back in the park by the flag.
 - Maintenance Worker Byerly replied that the flower pots were purchased last year by his wife and the city does not own them.
- Councilmember Mueller asked other members of Council if they wanted to put flowers back in the park by the flag pole or not.
 - Council discussed and decided that if an organization wants to put plants there to let them but have them talk to Council first as to what type of plant, flower, or bush they want to plant.

Estimate for Sidewalk Replacement – Railroad Street (Maria Ave to Sophia Ave)

- City Clerk Gruenhagen informed council that the estimates are in their agendas. In his opinion more information should be gathered. Hot Stuff Masonry & Concrete submitted an estimate that did not break down the two projects. City Clerk Gruenhagen suggested that Donnie Harms be contacted to break down the projects and resubmit; have him re-measure, with Maintenance Worker Byerly present, so he gets the correct dimensions.
 - Maintenance Worker Byerly will call and set up an appointment as soon as possible with Mr. Harms.

Estimates for Seal Coating – CC/Fire Hall/WTP Parking Lot & Donald Avenue

- City Clerk Gruenhagen asked Council to go through the three estimates because they all seem to be about 200 yards apart.
- City Clerk Gruenhagen had spoken with Councilmember Mueller and they both agreed that the city should survey or measure the parking lot to get the dimensions, and then forward them to who ever submitted an estimate. This way everyone submitting an estimate would have the same dimensions.
- Councilmember Mueller commented that MN Roadway was the cheapest and if they resubmit the same measurement then the city should sign a contract with them. Between all three there is a 200 square yard difference which is a lot.
- Councilmember Barnes added, in his opinion, that he as a problem doing the seal coating this year. He does not know why it could not wait one more year and save some money. The parking lot does not look that bad and that it would not hurt to wait another year or two.
 - Councilmember Mueller commented that oil is cheap this year.
 - Councilmember Cumiskey added that once the lot starts to fall apart the price really jumps.
 - Mayor Malz commented that doing it this year is preventive maintenance.
- Councilmember Mueller asked City Clerk Gruenhagen what the city had budgeted for this project.
 - City Clerk Gruenhagen replied, \$13,000. Budgeted \$7,500 for 2009 and another \$6,000 has been set aside.
 - Councilmember Barnes stated that just because it is budgeted does not mean it has to be spent.
 - City Clerk Gruenhagen commented that eventually the Council will have to cut out projects because of LGA funding cuts. At the present time the city is proposed to loose \$21,641.
- Councilmember Mueller stated that the estimates have been received for the sidewalk on Railroad Street. This one has to be done.
 - Maintenance Worker Byerly commented that someone is going to trip and get hurt.

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- Councilmember Mueller continued that the sidewalk across from Parkside Tavern can wait, it is not in that bad of shape yet. The seal coating for the Community Center parking lot has been held off for 2 or 3 years now and it has to get done.
- The City Council, City Clerk Gruenhagen, and Maintenance Worker Byerly made arguments as to why the parking lot should be seal coated and Councilmember Barnes voiced his disagreement. Councilmember Barnes commented that if the city has to cut items from the budget this would be one high priced item that could wait. The parking lot is a low traffic area.
- City Clerk Gruenhagen informed Council that they are going to have to start prioritizing projects. Basically Council will have to cut out of the budget what they feel should be cut based on the LGA lost then priorities the others. One of the items Councilmember Mueller had brought up is the lawnmower; this should be considered and prioritized. The City Shop driveway which was budgeted for \$15,000 will have to be prioritized. Seal coating the Community Center parking lot and Donald Avenue was budgeted for \$13,000. Six thousand is already available for the seal coating project. The sidewalk on Railroad Street was budgeted for \$10,000. \$11,300 was set aside for equipment replacement and another \$3,000 for lawnmower. You will have to add up all these numbers then subtract what the LGA loss is and then prioritize the others. Cutting projects has to be done that is why he has brought this up at the last 3 or 4 Council meetings.
- Mayor Malz added that with the hourly reductions that will save the city approximately \$5,700 for the 2009 year.
 - City Clerk Gruenhagen commented that this amount is what the city would save if the hours are kept at what he figured the savings on. If hours go up at any time during the year, which they usually do, then it will cut into the savings.
- City Clerk Gruenhagen summed it up that if Council would cut out one big project that would cover most of the LGA cuts for this year; then the city would be fine.
- Mayor Malz asked City Clerk Gruenhagen if he could put a list together of all the city projects with cost and send them to the council members to review. Then come back to the next meeting with their decisions.
- Council and City Clerk Gruenhagen discussed and decided to have Maintenance Worker Byerly call back MN Roadways just to see how close he is to his original numbers.
- City Clerk Gruenhagen asked Maintenance Worker Byerly to get a measuring wheel and check the dimensions of the parking lot against the dimensions the companies had come up with. The City should be telling the companies what the specs are instead of the companies submitting theirs.

Lois Willemsen's Water Meter Test Results

- City Clerk Gruenhagen informed Council that city policy states that the city can charge a city resident \$35.00 to have their water meter tested for accuracy. Mrs. Willemsen's water meter was sent to Midwest Testing to be tested however the bill came to \$40.66. City Clerk Gruenhagen suggested increasing the charge to \$40 or \$45 dollars.
 - Council discussed the request and decided to have the ordinance changed to \$45.00.
- City Clerk Gruenhagen continued by asking Council if Mrs. Willemsen's deposit charge of \$35.00 should be cashed or returned. Her water meter came back showing that it was 99% to 100% accurate and per policy if the meter is accurate within 5% then the deposit will be cashed by the city and put into the water/sewer fund.
 - Councilmember Barnes commented that if we do not cash the check, following policy, then other residents may start requesting their meters tested at no charge.
 - Council discussed and decided to follow policy and cash the check.

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- City Clerk Gruenhagen will put the policy change on the next Council meeting agenda to be voted on.
- City Clerk Gruenhagen stated that at the last City Council Meeting on April 14, 2009, he was unable to attend due to vacation, the authority was given to him to make decisions without bringing the issue to Council. He asked Council if this is what was said and all Council members said, yes.
- City Clerk Gruenhagen proceeded to inform Council that he would follow procedure and if policies are written then the city should follow them. If anyone does not like the policy then they should come before Council to voice their opinion. Some of the rumors came out that the Council was going to try and hide water issues from the public. This is not the case, the Council will follow policy and if someone disagrees then they will be asked to go before the Council.

NYA Water Tower

- Mayor Malz and City Clerk Gruenhagen informed Council that this is very preliminary.
- Councilmember Barnes asked what this is about; he has heard nothing on this.
 - City Clerk Gruenhagen replied that the water operator in Norwood/Young America approached Mayor Malz and Fire Chief Droege about the City of Hamburg possibly purchasing their old water tower because they are constructing a new one. They would sell it to Hamburg for a dollar but Hamburg would have to pay for all moving costs.
 - City Clerk Gruenhagen went on to say that he has spoken with Doug Parrott about this and at no cost to the city he would get Hamburg a very rough number as to what it would cost to move the water tower to Hamburg.
- Mayor Malz asked if Hamburg has contacted the City of Norwood/Young America about this idea.
 - City Clerk Gruenhagen replied no. He just wanted to gather a estimated cost from Mr. Parrott before this went any further.
- City Clerk Gruenhagen noted to Council that there is no money in the water fund to support such a project. Where is the city going to come up with the money, the water fund is already stressed. This may be a great opportunity but where will the money come from.
- Clerk Gruenhagen will get the numbers from Mr. Parrott and put this on the agenda for the next council meeting.

Annual Preventive Maintenance Schedule – Emergency Generator

- This topic was brought up at the last City Council meeting and tabled until this meeting so City Clerk Gruenhagen could be in the discussion.
- City Clerk Gruenhagen informed Council that when the generator was purchased the city also took out the extended warranty. He thinks the cost was about \$600.
- Mayor Malz had called the company (Ziegler) to discuss the outrageous service charges. To change the oil & filter the city does not have to spend \$900+ to have them do it. To maintenance, the oil & filter should be done every 250 hours or yearly, at the current time there is 67 hours on the generator over a 4 to 5 year period. Maintenance Worker Byerly can change the oil & filter but will have to keep records of when it is done to have the warranty stay in effect. The extended warranty is in effect until January 2010 and only covers the internal parts.
- Mayor Malz then asked Ziegler what they do when they check the generator.
 - The reply was that they check the generator for corrosion on the windings.
 - When asked if they take the generator apart the reply was no, they just take a machine to check if the engine is putting out. The warranty on this is only for the internal parts and is in effect until January 2010.

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- Mayor Malz added that he does not think that the city should pay \$2,000 to have the coolant flushed and new hoses. Anti-freeze should be good for 100,000 miles and we should not worry about this for 10 years, it does not break down as it did years ago.
- Mayor Malz recommended that Maintenance Worker Byerly change the oil and filter and keep records of when it is done. He recommended not spending the \$7,500 for maintenance as the company suggested.
- Councilmember Mueller suggested that if the Council wanted to have a company check out the generator he would recommend Interstate.
- Council continued to discuss the maintenance schedule for the generator and decided that maybe in two or three years contact a company to come out and check the generator.

General Maintenance Schedules

- City Clerk Gruenhagen asked Maintenance Worker Byerly if he had a chance to talk to Norwood/Young America maintenance workers if they have a schedule they follow.
 - Maintenance Worker Byerly responded that he has spoken with them but they said they do not have a very specific maintenance schedule the only thing they have is a schedule to check the street lights and some of the buildings.
- Councilmember Mueller asked Maintenance Worker Byerly if he had flushed the hydrants.
 - Maintenance Worker Byerly replied, no.
 - Councilmember Mueller commented that this should be done soon.
- Councilmember Mueller informed Maintenance Worker Byerly that on May 6th, 2009, that there will be a Water Operations Maintenance Training Seminar in Victoria that he should attend. It is close to home, it is free, and to his advantage to go. According to the brochure there looks like there will be a lot of good information available.
- Councilmember Mueller also asked if he was attending the Carver County Public Works Directors meetings. Maintenance Worker Byerly replied, no. Councilmember Mueller responded that this is something else he should be going to. There is a lot of information on what other cities and counties are doing.

Brad Street – Water Seepage

- Councilmember Mueller informed other members of Council that Maintenance Worker Byerly had called Rural Water to check on a possible underground leak on Brad Street and Park Avenue. They came out with a device that can listen for possible water leaks however they did not hear anything.
 - Maintenance Worker Byerly suggested that if he can collect enough water he would do a fluoride test. There is natural fluoride in water but if the water he collects has a high reading then the water is seeping up from a broken water pipe. A natural reading is .4 and 1.2 for city fluoride.
- Councilmember Mueller continued to comment that there is a person that does water leak detection and he has sensitive equipment to check for leaks. It would cost the city around \$500 and \$600 for them to do the detection work but then the city would know how to proceed with the water issue.
- Council discussed but ended with no decision made.

City Lawnmower

- Councilmember Mueller brought up the subject of what the city should do for a lawnmower.
- City Clerk Gruenhagen noted that purchasing a lawnmower is part of the line items for prioritization
- Councilmember Mueller asked if the city could still get an insurance payment from when the mower fell into the lagoon and no longer works.
 - City Clerk Gruenhagen will check if the insurance would pay anything towards this incident.

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Mayor Malz asked Maintenance Worker Byerly if he would secure the heat tap cord hanging from the roof of the Community Center.

Councilmember Mueller thanked Maintenance Worker Byerly for straightening the sign on Brad Street.

Public Restroom at the Park

- Councilmember Trebesch asked Maintenance Worker Byerly when the portable restroom is scheduled to be placed at the Park for this summer.
- City Clerk Gruenhagen and Deputy Clerk Block both replied it is scheduled to be brought in on June 1st, 2009.

Councilmember Trebesch commented that he had noticed the County replaced two stop signs with newer brighter finishes.

- City Clerk Gruenhagen responded that all stop signs will have to be replaced because of a new government requirement. They will be brighter and more reflective. The City of Hamburg has until 2012 to replace theirs.

Deputy Clerk Block's Report

Delinquent Utility Bills Report

- Deputy Clerk Block noted that since she was hired the delinquent utility bills actually looks good.
- Deputy Clerk Block reported that Chris Tordsen had informed the city office that he would make another payment on April 29, 2009 and be completely paid in full by the end of May.
- There are 16 other residents that if they did not pay their utility bills by the end of May and they will be sent delinquent certified letters.
- Councilmember Barnes commented that the delinquent amount has gone down quite a bit. Mayor Malz agreed.

Parking Ordinance

- Deputy Clerk Block reported that at the last council meeting there was a question on how many vehicles can be parked at a city resident's home. The property in question was 419 Railroad Street.
- Deputy Clerk Block read from the Nuisance Ordinances:
 - No more than four vehicles per lawful dwelling unit may be parked or stored anywhere outside on a residential property, except as otherwise permitted or required by the city because of nonresidential characteristics of the property. The maximum number does not include vehicles of occasional guests who do not reside on the property..
- The property in question is legal to have 4 vehicles parked at the residents.

Time Off Request

- Deputy Clerk Block requested April 29 (Wednesday), April 30 (Thursday), and May 1 (Friday), 2009 off. City Clerk Gruenhagen had already approved the time off.
- *Councilmember Mueller made a motion to approve the days off requested by Deputy Clerk Block for April 29, April 30, and May 1, 2009, seconded by Councilmember Trebesch. Motion carried with Councilmember Barnes abstaining.*

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City Clerk/Treasurer Report

I & I Abatement Program Update

- City Clerk Gruenhagen reported that he had met with Doug Parrott (City Engineer) last week. The project is about 50% completed on the specs and plans and it should be 80% complete by the next week or two.
- The wetland issue was discussed on Mr. Cummiskey land. SEH had their wetland specialists out on April 28, 2009 and the preliminary result was that there are no wetland issues on the property. There could be some wetland issues on the city owned lot along Brad Street. The proposed pond that was to be located on the city owned lot may have to be removed from the project. The specialist is still going to send in his report to the Core of Engineers, the city will wait for the results.
- Councilmember Mueller mentioned that he had asked at the last council meeting if there was a possibility of coming out of Lois Droege property (719 Park Avenue) then go west on County Road 50 to Willard Bergmann (662 Park Avenue) western property then going down to the City Park for running the storm sewer mains. There was an analysis done and the Engineers found that it would be cheaper to buy an easement then tear up County Road 50.
- Councilmember Mueller complimented Dough Parrott on the great job he is doing for the City. He is fair to the city and tries to save the city money when and where ever he can. Mr. Parrott has gone out of his way for the city.
- City Clerk Gruenhagen added that to continue and move forward on this project the PFA funding application has to be submitted. Ron Seymour who works for SEH will take care of all the paper work for the funding application at a cost not to exceed \$2,500 dollars.
 - Last month the maximum amount of the funding was 5% but now it is about 20% in grant money. That would be up to 2 million in grant money per project.
 - If the Legislature approves it through the Clean Water Act the City of Hamburg could be eligible for an additional \$90,000 to \$91,000 in TMDL (Total Maximum Daily Load) grant money.

Councilmember Trebesch moved to spend up to \$2,500 to continue with the PFA funding application, seconded by Councilmember Mueller and motion unanimously carried. All Council Members were present.

City Clerk Gruenhagen added that Mr. Parrott would like the city to set up a neighborhood meeting once the official wetland results are back.

- Councilmember Barnes asked there is a tentative time frame as to when the results could be back.
 - City Clerk Gruenhagen answered that the meeting was previously scheduled for April 28, 2009 but at this time no. The neighborhood meeting will probably be scheduled a different night then a City Council meeting night.
 - City Clerk Gruenhagen commented that he will work with Doug Parrott on setting up the meeting.

Carver County Fiber Optic Ring

- City Clerk Gruenhagen informed Council that by April 30, 2009 the County wants Hamburg to approve the proposed route through the city.
 - ***Councilmember Barnes moved to approve the proposed Fiber Optic Line route, seconded by Councilmember Mueller and motion unanimously carried. All Council Members were present***
- City Clerk Gruenhagen informed Council that Carver County is looking to receive stimulus monies to fund additional laterals to the Fiber Optic Line. If the Council wants to proceed then they should submit to the County the addresses, functions and advantages of fiber connectivity to any facilities the City feels are relevant to connect to the fiber ring that were not part of the original ring. His question to Council is

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if they would also like to add (run) lines (laterals) to the City Shop, at the Hall, and the Water Treatment Plant for stimulus monies. All Council Members answered yes.

- *Councilmember Barnes moved to submit to Carver County that the City of Hamburg would like to include the Water Treatment Plant and City Shop laterals as an addition to the fiber optic ring for possible stimulus funds, seconded by Councilmember Mueller and motion unanimously carried. All Council Members were present.*

Tenant User Liability Insurance Program (TULIP) – LMCIT

- City Clerk Gruenhagen informed Council that the League is setting up a Tenant User Liability Insurance program. This would provide private individuals and groups that would not have access to low cost liability coverage, up to a million dollars, for special events held at city facilities.
- City Clerk Gruenhagen will pass on more information when it becomes available and also to the Hall & Community Center renters. This would be an option for the renters.

Close 125th Anniversary Checking Account

- City Clerk Gruenhagen reminded Council that the city auditors recommended closing the 125th Anniversary checking account. The account has a zero balance.
- *Councilmember Mueller moved to close the 125th Anniversary checking account, seconded by Councilmember Trebesch and motion unanimously carried. All Council Members were present.*

Cities Electronic Sign

- City Clerk Gruenhagen informed members of the Council that the committee for the electronic sign needs a Council Member to represent the City since former councilmember Diane Mackenthun used to be on that committee. City Clerk Gruenhagen asked if anyone from this council would like to volunteer to sit on this committee. The committee sets the policy for the use of the electronic sign. The next meeting will be held on May 12th, 2009 at 6:30 p.m.
 - Councilmember Barnes (Parks) volunteered to be on the committee.

Community Center Rentals – Alcohol Use

- City Clerk Gruenhagen informed Council that the request to have alcohol in the Community Center is becoming a continuous question from renters. In the original contract it specifies that no alcohol is allowed except by written permission from Council. Does Council want to change the wording to allow alcohol in the Community Center because it is being brought in any way? City Clerk Gruenhagen asked Council if the wording from the Hall contract should be added to the Community Center contract concerning the use of alcohol in the building or should he run this by Mac (City Attorney).
- Council discussed this further and decided to have City Clerk Gruenhagen put together some wording together and then present it to Council.

City Savings for 2009 Payroll

- City Clerk Gruenhagen gave Council more information on the cities savings by cutting employees hours. He figured that the city would save \$5,700 if the hours do not exceed what Council had proposed. Any hours above the proposed cut would take away from the savings amount.

Brush Pile Site Dates – Sign Up Sheet

- The yearly sign up sheet for who will close the brush pile gate was passed around to the Council members to sign up for the weekend they are willing to lock up the brush site. City Clerk Gruenhagen commented that the brush pile site is available to the public every Saturday after the regularly scheduled City Council meetings.
 - Maintenance Worker Byerly will open the gate in the morning before 8:00 a.m. and a member of Council will lock the gate at 12:00 p.m.
- Councilmember Barnes asked if the brush pile was mulched last fall.

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- Councilmember Trebesch responded that he is in contact with the persons that do this type of work and they will be out this fall (2009).
- Members of Council responded that there is grant money this year to cover the cost of the mulching however next year the city may not receive a grant for this.

Elementary School Board Meeting

- City Clerk Gruenhagen mentioned to members of Council that there will be an Elementary School Board meeting this Wednesday (April 29, 2009) at 7:00 p.m. at the Elementary School if anyone would like to attend. They will be going over maintenance, buildings, and possible future expansion.

Thank You

- City Clerk Gruenhagen thanked Council and Employees for “holding down the fort” while he was on vacation. Things were managed well while he was gone.

City Council Reports

Councilmember Mueller (Sewer & Water)

- Councilmember Mueller asked if City Clerk Gruenhagen could have Maintenance Worker Byerly put a longer chain on the pond gate. If you do not position the gate just right you are unable to lock it.
 - City Clerk Gruenhagen said he would have this looked at.

Councilmember Cummiskey (Streets) had nothing further to report.

Councilmember Trebesch (Buildings) had nothing further to report.

Councilmember Barnes (Parks) had nothing further to report.

Mayor Malz

- Mayor Malz questioned if residents have been notified to change their sump pumps over from winter.
 - City Clerk Gruenhagen replied that he knows which residents to notify about this and will have Maintenance Worker Byerly contact them.
- Mayor Malz commented on his concern about a car parked by Darrell Grams (410 Sophia Avenue). All the windows have been broken out and it is a danger to the area.
 - City Clerk Gruenhagen responded that nuisance letters will be sent out shortly to all residents that are in violation of city ordinances.

Approve Claims List for March 2009

City Clerk Gruenhagen informed Council that he has a ACH payment that he will have to add to the claims list, he did not have the amount fully figured out yet. The ACH payments would be to the Department of Revenue for Sales & Use Tax. He will get the amounts and present them at the next council meeting.

Councilmember Barnes asked about claim #13810, S.E.H, in the amount of \$17,359.91; if this amount was for the 50% completion payment.

- City Clerk Gruenhagen replied that he was not sure but he will take a closer look at this billing; he thinks it is about 50% completion. A lot of this billing is for the surveying.

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Councilmember Trebesch questioned claim #13803, Bonestroo for Maria Ave Street Improvements – Final Payment.

- City Clerk Gruenhagen commented that he was under the impression that the final payment to Bonestroo was already made; Clerk Gruenhagen will clarify the payment. This payment will finalize the project.

Councilmember Trebesch also questioned claim # 13796, Wm. Muller and Sons – Snow Removal, if this payment would be for the last snow removal for the season.

- City Clerk Gruenhagen replied, yes.

Councilmember Trebesch moved to approve April 2009 claims from the five ACH payment through claim number 13812, seconded by Councilmember Mueller and motion carried. All Council Members were present.

Red Flag Rule – Identity Theft Prevention Program

- Councilmember Mueller reminded the Council that the city has to adopt the Red Flag rule.
- City Clerk Gruenhagen explained that the Red Flag Rule is a policy that the city has to follow to make sure we are doing our part to prevent identity theft.
- *Councilmember Mueller moved to adopt the Identity Theft Prevention Program, seconded by Councilmember Trebesch and motion unanimously carried. All Council Members were present.*

Councilmember Mueller moved to adjourn the Hamburg City Council meeting at 9:30 p.m., seconded by Councilmember Barnes and motion carried. All Council Members were present.

Submitted by:

Sue Block
Deputy Clerk