



***HAMBURG CITY COUNCIL AGENDA  
NOVEMBER 24, 2015***

**Mayor Richard Malz called the Hamburg City Council Meeting to order at 7:00p.m. Councilmember Steve Trebesch, Councilmember Chris Lund, Councilmember Bob Gregonis, Councilmember Richard Odoms, City Clerk Jeremy Gruenhagen, Deputy Clerk Tamara Bracht, Maintenance Employee Greg Schultz, and resident Jared MacKenthun were present.**

**Agenda Review (Added Items) and Adoption**

- Updated Claims List
- Remove the October Claims List
- **Councilmember Chris Lund moved to approve the Agenda with the added items. Seconded by Councilmember Steve Trebesch. Motion unanimously carried. All Council Members were present.**

**Consent Agenda**

- HFD Report (MN State Fire Chief's Convention)
- MN Mayors Association Membership – renew for \$30.00
- Delinquent Utility Bills Report
- Time Off Request for Jeremy Gruenhagen
- City Offices Closed November 26<sup>th</sup> & 27<sup>th</sup> for Thanksgiving
- **Councilmember Chris Lund moved to approve the Consent Agenda. Seconded by Councilmember Richard Odoms. Motion unanimously carried. All Council Members were present.**

**Old City Business (Memo)**

- Scott Karels Annexation/Variance/Permit  
Adopt Resolution Number 2015-11 (Orderly Annexation)
  - Scott Karels: Survey was completed but I have no documentation. Does the City? City Clerk Jeremy Gruenhagen said the City has not received a copy of the survey. Stakes are in the ground ready to go. Township fee of \$25.00 has been taken care of. City Clerk Jeremy Gruenhagen said he just needs the survey to be able to move ahead. A 10 day Public Notice in the local newspaper is required.
  - **Councilmember Chris Lund moved to hold a Public Hearing on December 22<sup>nd</sup> at 6:00p.m. Seconded by Councilmember Steve Trebesch. Motion unanimously carried. All Council Members were present.**
  - City Clerk Jeremy Gruenhagen: Once you get the survey, get me a copy of it with the drawings to indicate where the addition is going to



## ***HAMBURG CITY COUNCIL AGENDA NOVEMBER 24, 2015***

be and how far you are going to be off the lot-line. Once I get that I can send out the notices.

- County Road Maintenance Agreement (Carver County) – City Clerk Jeremy Gruenhagen: waiting to hear back from County.

### **Public Works & Utilities Department Report**

- Public Works/Water/Wastewater Services - we will send sewer notices closer to Spring
- 2015/2016 Budget Items
- Laptop Computer
  - **Councilmember Steve Trebesch motioned to have City Clerk Jeremy Gruenhagen to purchase a laptop computer for Maintenance Employee Greg Schultz for up to \$400.00. Seconded by Councilmember Richard Odoms. Motion unanimously carried. All Council Members were present.**

### **City Clerk/Treasurer & Deputy Clerk Report**

- Service Memorial (Park) – several items have been broken off the statues. Installing a trail cam has been mentioned to me.
- Willie Fuellner has been making the repairs to the statues and is asking if the City would be willing to supply the needed materials. Mayor Richard Malz would like a thank you to be sent to Willie and Stan for their help at the Memorial.
- **Extended Service Agreement for Electronic Sign**
  - **Councilmember Richard Odoms moved to approve the Extended Service Contract for the electric sign with Daktronics. Seconded by Councilmember Steve Trebesch. Motion unanimously carried. All Council Members were present.**

### **2016 Final Budget/2016 Final Property Tax Levy**

- **Health Insurance Rates/Cost Analysis**
  - Page 4 – Health Insurance - When the Preliminary Budget was set, the health insurance and wages were yet to be determined.
- Item #79 - Legal Fees - Increased from \$6,000-\$15,000.
- Equipment Improvements and Office Equipment
  - Mayor asked about election year: Elections are listed under line item #75 - elections cost the City about \$1,600-\$1,700.
- Fire Department - \$5,000 allocated for paid on-call in 2016, and \$5,000



## ***HAMBURG CITY COUNCIL AGENDA NOVEMBER 24, 2015***

allocated for paid training in 2017.

- Fire Department Relief dues - Line item #107 - increase in membership dues. The Cities required contribution for 2016 is \$9,108.
- Public works streets: Work Comp. varies by group, broke it down by each class. #134 on page 5 shows the increase to the Street Budget of \$22,560 which accounts for the whole project of Jacob Street, parking lot, water main. State Rep. Jim Nash said there is a Small City Assistance Program they are working on which could end up helping us. It is an unknown right now so I can't put it in the budget.
- Not anticipating a budget surplus for 2015
- Parks Fund: increase to \$3200.00 due to part-time wages
  - \*Open Shelter re-roof is accounted for under line item #166 for \$6400.00
  - \*Community Hall: no big changes from the 2015 budget
  - \*Transfers on line #197 is set at \$51,000 – this takes into account:
    - \$5,000 replacement
    - \$5,000 Maintenance
    - \$2,000 Community Center Issue
    - \$2,000 Handicapped Park Bathroom fund
    - \$37,000 City Shop Repairs
- General Fund: line #204 there is a surplus of \$14,000
- Rounds are \$5,200.00/yr
- A portion of the tax increase comes from the street project
- Income of \$600.00 from the Water Tower Antenna Rental
- \$8,000 is budgeted for a new meter reading system
- Heavy Duty Rescue truck – last payment was made this year. There is a surplus of \$10,277.00 recommended transferring that money into the Capital Purchase Fund for Fire Improvement so it collects interest and then used for future Fire Department purchases.
- The only debt items in the budget right now is water, sewer and the 2007 Streets Project.

### **2016 Water/Sewer/Storm Water Rates**

- Water Fund: If the monies from the Capital Improvement fee are moved out to the Future Capital Purchases, the balance in the water fund would show a decrease of \$19,680.00. We don't want to be at a \$20,000 deficit because that fund will be depleted within 5 years. Capital Improvement fee was put into place to boost revenue for a new Water Tower.
- Sewer Fund: Healthy, expenses are down in both accounts.
- Storm Water: Breaking about even - \$2,500 to the good with the \$6800 transfer from the General Fund.



## ***HAMBURG CITY COUNCIL AGENDA NOVEMBER 24, 2015***

- Two items that need to be looked at then are the water and storm water funds.
- Looking at getting 5 more years out of the current water tower. Cost estimated at 1.2 million for a new one.

Over the past 100 years, no Hamburg City Council has allocated any funds towards a new water tower.

- Assistance programs ? : Couple of factors that are considered: where the water rates are at, which we don't qualify right now, and Household Median Income, which is too high. Will look into Grants but they get harder each year to get.
- We can look at increasing Water and decreasing Sewer rates. Jeremy will look at different scenarios.
- Locked Pay Box for sewer dump idea, the funds would go towards the sewer fund.
- **2016 City Fee Schedule**
  - \*Increase Community Center Rental Fee from \$100 to \$150.00
  - \*Increase Community Center Rental Fee (Local Business) \$75.00
  - \*Water Hauled Out increase from \$1.00/per mile to \$5.00/per mile
  - \*Will add the Fire Department On-Call pay
- Public Hearing to Adopt City Fee Schedule for 2016 (December 8, 2015)
- Set Special Meeting for Budget Workshop Meeting
- 2016 Final Budget set for December 8<sup>th</sup> at 6:50 p.m.
- 2015 Financial Audit
  - Contract for 1 year or a set number of years? Look into rates for a 1 and a 3 year.

### **Approve Payment of November 2015 Claims (\$26,203.00)**

**Councilmember Chris Lund moved to approve check numbers:17651-17653 and 17670-17687 for a total of \$26,203.00. Seconded by Councilmember Steve Trebesch. Motion unanimously carried. All Council Members were present.**

### **City Council Reports**

**Councilmember Richard Odoms (Water/Sewer) - nothing**  
**Councilmember Bob Gregonis (Streets)**

Requesting a container in the Hall for plastic bottle recycling.  
A Hamburg resident would like to see the sewer upgraded. City Clerk Jeremy Gruenhagen: the cost of that is 2 to 3 million dollars. We would need to add 20 new homes per year for 20 years for a sewer upgrade to be feasible.



**HAMBURG CITY COUNCIL AGENDA  
NOVEMBER 24, 2015**

**Councilmember Chris Lund (Parks)**

- Zummerfest: Lions are backing away from this. There is a group of people who are working to keep it going. So the tentative date for 2016 is the Saturday after Labor Day.

**Councilmember Steve Trebesch (Buildings) - nothing**

**Mayor Richard Malz – Gift card for Cherie**

- **Councilmember Chris Lund moved to approve the purchase of a \$100 gift card to KwikTrip for Cherie Smith as a Thank You for her dedication and help to the City of Hamburg. Seconded by Councilmember Steve Trebesch. Motion was unanimously carried. All Council Members are present.**

**Recess City Council Meeting**

**Councilmember Robert Gregonis moved to recess the Hamburg City Council Meeting. Seconded by Steve Trebesch. Motion unanimously carried. All Council Members were present.**

**Move to Closed Meeting(s) for the purpose of Employee Evaluation(s) [Unless any employee requests an Open Meeting for his/her evaluation. Any Open Meeting for Employee Evaluation(s) shall be held prior to any Closed Meeting for Employee Evaluation(s)]**

- Jeremy Gruenhagen
- Greg Schultz

**Move to Close Closed Meetings for Employee Evaluations**

**Councilmember Richard Odoms moved to close the Closed Employee Evaluation Meeting. Seconded by Councilmember Steve Trebesch. Motion unanimously carried. All Council Members were present.**

**Move to Re-open the City Council Meeting**

**Councilmember Richard Odoms moved to re-open the City Council Meeting. Seconded by Councilmember Robert Gregonis. Motion unanimously carried. All Council Members were present.**



***HAMBURG CITY COUNCIL AGENDA  
NOVEMBER 24, 2015***

**Employee Wages/Health Insurance Coverage for 2016**

- Jeremy Gruenhagen/Greg Schultz
  - **Councilmember Steve Trebesch moved to approve a 1.5% increase in wages for City Clerk Jeremy Gruenhagen and a 1.5% increase in wages for City Maintenance Worker Greg Schultz effective January 1, 2016. Seconded by Councilmember Robert Gregonis. Motion carried with Councilmember Richard Odoms abstaining. All Council Members were present.**
  - **Councilmember Chris Lund moved to approve the Healthcare Benefits for 2017 as presented. Seconded by Councilmember Robert Gregonis. Motion unanimously carried. All Council Members were present.**

**Closed Meeting Law**

Reminder to the Council that no part of a Closed Meeting can be disseminated in any way.

**Adjourn City Council Meeting**

**Councilmember Steve Trebesch moved to close the Hamburg City Council meeting. Seconded by Councilmember Richard Odoms . Motion unanimously carried. All Council Members were present.**

Submitted by:

Tamara Bracht  
Deputy Clerk