

Hamburg City Council Meeting

MARCH 10, 2015

Mayor Richard Malz called the Hamburg City Council Meeting to order at 7:00 p.m. Councilmember Steve Trebesch, Councilmember Chris Lund, Councilmember Robert Gregonis, Councilmember Richard Odoms, City Clerk Jeremy Gruenhagen, Maintenance Employee Greg Schultz, Deputy Clerk Cherie Smith, Fire Chief Justin Buckentin, Fire Chief Two Adam Glander and Matt Vos with Abdo, Eick & Meyers were present.

Public Comment

- No Public Comment

Agenda Review (Added Items) and Adoption

- Updated Delinquent Utility Report
- Emergency Service Agreement – Fire Department
- 2014 Annual Township Report – Fire Department
- Engagement Letter from Abdo, Eick & Meyers
- Updated March Claims List
- Project Lists from Councilmember Lund
- Remove Time Off Requests for City Clerk Gruenhagen and Deputy Clerk Smith from the Consent Agenda and add to City Clerk's Report
- **Councilmember Lund moved to approve the Agenda with the added items and removal of time off request from Consent Agenda, seconded by Councilmember Trebesch and motion unanimously carried. All Council members were present.**

Approve Consent Agenda

- Approve Minutes for January 13, 2015 & February 10, 2015
- Approve Water/Wastewater Operations Assistance Agreement (WWOTA)
- Adopt Resolution Number 2015-03 (All Hazard Mitigation Plan)
- Annual Meeting of Young America Township
- Foreign Trade Zones Program (Carver County)
- March 2015 MNSPECT Minute
- Water Wells Usage/Water Consumption Report for February 2015
- Delinquent Utility Bills Report
- Time-off Request for Cherie Smith
- Time-off Request for Jeremy Gruenhagen
- **Councilmember Lund moved to approve the Consent Agenda, seconded by Councilmember Odoms and motion unanimously carried. All Council members were present.**

Fire Department Report

- The Hamburg Fire Department Dance/Banquet will be held March 21, 2015.
- The Easter Egg Hunt will be held March 29, 2015.
- MN Valley Electric Grant (Rope Rescue Gear)
 - The fire department received a \$1000 grant from MN Valley Electric Cooperative for Rope Rescue Gear. The Gear has been ordered from Municipal Emergency Services.

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- J5 Rig and Trailer (Sell)
 - The fire department has been contacted by the Lake Bronson Fire Department and would like to purchase the J5 from the Hamburg Fire Department for \$1500.
Councilmember Odoms moved to sell the J5 to the Lake Bronson Fire Department for \$1500, seconded by Councilmember Lund and motion unanimously carried. All Council members were present.
 - The trailer for the J5 was purchased for \$5100 and it has under 1000 miles on it. Chief Buckentin will look into different types of auctions where the department could sell this trailer and then report back to the City Council at a later date.
- Auto Aid Agreement
 - **Councilmember Odoms moved to approve the Auto Aid Agreement between the City of Hamburg and the City of NYA, seconded by Councilmember Lund and motion unanimously carried. All Council members were present.**
- HFD Training/Truck Detail
 - The fire department has been training with other area fire departments.
 - Truck detail is now being done after meetings.
- Fire Hall Maintenance Items - Lights
 - The City of Hamburg received one quote from Robb's Electric to install an additional switch in the Fire Hall by the far East door for the lights in the East Bank. Maintenance Employee Schultz will get another estimate from Extreme Electric for this project.
- Township Reports
 - Chief Buckentin reviewed the 2014 Township Reports with the City Council. The townships will be paying \$145 per unit for 2015 and \$150 per unit for 2016.
 - The only change to the Emergency Services Agreement between the City of Hamburg and Washington Lake Township is that the Building Units increased by one to 86 units. **Councilmember Odoms moved to approve the Emergency Services Agreement between the City of Hamburg and Washington Lake Township, seconded by Councilmember Trebesch and motion unanimously carried. All Council members were present.**

Abdo, Eick & Meyers (Matt Vos)

- Matt Vos presented the City Council with an overview of the City of Hamburg's 2014 Financial Audit which included:
 - Abdo, Eick & Meyers Responsibility
 - 2014-1 – Preparation of Financial Statements
 - 2014-2 – Limited Segregation of Duties
 - Compliance and Other Matters
 - 2014-3 – City Council Meeting Minutes
 - 2014-4 – Insufficient Collateral Coverage
 - Planned Scope and Timing of the Audit
 - Qualitative Aspects of Accounting Practices

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- 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. The audit proposed two journal entries that were considered to be audit entries, or corrections of management decisions.
- 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.
- Financial Position and Results of Operations
- Future Accounting Standard Changes
- An Engagement Letter was presented to the City Council from Abdo, Eick, & Meyers that contained a quote for the audit for 2016 and 2017. City Clerk Gruenhagen will also get a quote from another firm for the 2016 and 2017 audit.

Old City Business

- Storage at Community Hall (Upstairs)
 - There are several items that belong to the Hamburg Lions Club that are being stored on the stage at the Community Hall. Councilmember Lund asked City Council if the Lions could store those items in the basement in the Hall. The City Council members were fine with those items being stored in the Community Hall basement.

Public Works & Utilities Department Report

- Drain in Shop
 - Maintenance Employee Schultz has been trying several things and contacting several businesses/organizations to find out where the drains in City Shop run in to. After months of research, Maintenance Employee Schultz thinks the next step is to try to cut up some of the cement floor in the Shop and have a plumber cut and cap the water drain pipe. When that is completed, then Maintenance Employee Schultz suggests installing a sump pump in the basement Shop.
- Jetter (Sell)
 - Maintenance Employee Schultz asked City Council how they would like to handle the selling of the Jetter. City Clerk Gruenhagen and Maintenance Employee Schultz will work together to advertise the Jetter with different agencies. **Councilmember Odoms moved to sell the Jetter for \$2500 or the best offer, seconded by Councilmember Lund and motion unanimously carried. All Council members were present.**



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- City Electronic Message Board
 - Robb's Electric was testing the City message board and found a burnt out photo eye. They will be returning tomorrow to replace the photo eye.
- On March 26, 2015 there is a free Turf Seminar in Eden Prairie on mowing, seeding, fertilizing and irrigation put on by Minnesota Pollution Control Agency. The City Council agreed that Maintenance Employee Schultz could attend that seminar.
- Trim Trees (Boulevard)
 - There are some trees that need to be trimmed that are in the way for snow plowing and also for the upcoming road work on City Streets. Maintenance Employee Schultz will look at some of the areas to see if he can trim those before hiring someone else to do it.
- Maintenance Employee Schultz suggested having another load of gravel hauled into the area where the Compost dumpster is placed. Once that gravel is hauled in to that area, Waste Management will be contacted to have a compost dumpster delivered.
- Maintenance Employee Schultz will be contacting Jason Yutzy to have core samples completed for the Community Hall roof.
- Mayor Malz will get Maintenance Employee Schultz contact information for a business to have several stumps removed around the City.
- **Councilmember Lund moved to approve the time off request for Maintenance Employee Schultz for March 16 -17, 2015, seconded by Councilmember Trebesch and motion unanimously carried. All Council Members were present.**
- Part-time Help (Summer)
 - The Personnel Committee will meet on Tuesday, March 24, 2015 at 6:30 p.m. to finalize an ad to place in the newspaper for Part-Time Summer Help.

City Clerk/ Treasurer Report

- 2015 Annual NYA Guide
 - **Councilmember Odoms moved to approve a ¼ page advertisement for the NYA Annual Guide for \$220, seconded by Councilmember Trebesch and motion unanimously carried. All Council members were present.**
- Resolutions of Support for Highway 212
 - **Councilmember Trebesch moved to approve Resolution 2015-04 (approving support for House Bill #80, a bill to appropriate money for the right-of-way acquisition and construction of marked trunk Highway 212 and County Road 140 Interchange) and Resolution 2015-05 (approving support for application to include County Road 140 Interchange in Governor's Capital Bonding Bill for 2015), seconded by Councilmember Odoms and motion unanimously carried. All Council members were present.**
- **Councilmember Lund moved to hold a second City Council Meeting in March on March 24, 2015 at 7:00p.m., seconded by Councilmember Trebesch and motion unanimously carried. All Council members were present.**



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- Councilmember Trebesch moved to approve the time off request for City Clerk Gruenhagen and Deputy Clerk Smith for March 19 – 20, 2015 and also approve the time off request for City Clerk Gruenhagen for May 11 - 22, 2015, seconded by Councilmember Odoms and motion unanimously carried. All Council members were present.
- City Clerk Gruenhagen updated the City Council on the possibility of twin homes being built on the open lot at 470 Brad Street.

Approve Payment of February 2015 Claims (\$22,625.15)

Councilmember Lund moved to approve the one ACH payment and check number 17258 through 17274, for a total of \$22,625.15, seconded by Councilmember Trebesch and motion unanimously carried. All Council members were present.

Approve Payment of March 2015 Claims (\$14,967.05)

Councilmember Lund moved to approve the four ACH payments and check numbers 17275 through 17298 for a total of \$14,967.05, seconded by Councilmember Trebesch and motion unanimously carried. All Council members were present.

City Council Reports

- Councilmember Odoms (Water/Sewer)
 - Councilmember Odoms addressed the eighteen page letter he sent out to Mayor Malz and the Hamburg City Council. The City Council discussed this matter at length.
- Councilmember Lund (Parks)
 - Councilmember Lund updated the City Council on the discussion at the Southwest Transit Meeting concerning the Resolutions for the Highway 212 Corridor.
 - Councilmember Lund asked City Clerk Gruenhagen if the City has received any information from the SHIP Program for 2015. City Clerk Gruenhagen will inquire about funds for 2015.
 - Councilmember Lund discussed using a project list spreadsheet at Council meetings. General items for the meeting would be summarized on this spreadsheet and would not need to be discussed during the meeting. This spreadsheet would be added to the Consent Agenda.
 - The next meeting for the Carver County Leaders will be held April 28, 2015 and there will be a representative from the Met Council attending that meeting.
- Councilmember Trebesch (Buildings)
 - Councilmember Trebesch asked if there is still a problem with the paper towels running out in the Men's bathroom at the Community Hall during rentals. This matter has been resolved.



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Adjourn City Council Meeting

Councilmember Trebesch moved to adjourn the Hamburg City Council meeting at 9:17 p.m., seconded by Councilmember Gregonis and motion unanimously carried. All Council members were present.

Submitted By:

Cherie Smith
Deputy Clerk



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