

Hamburg City Council Meeting January 11, 2011

Mayor Malz called the Hamburg City Council meeting to order at 7:00 p.m. Councilmember John Barnes, Councilmember Larry Mueller, Councilmember Steve Trebesch, Councilmember Chris Lund, City Clerk Jeremy Gruenhagen, Deputy Clerk Sue Block, and Fire Chief Brad Droege were in attendance. Others in attendance were Joel Franck (605 Robert Ave), Richard Odoms (150 Jacob St), and Jennifer Baker (member of the Hamburg Fire Department). Maintenance Worker Dennis Byerly was absent.

Agenda Review (Added Items) and Adoption

- Added – Hamburg Lions Club request for a Lawful Gambling Permit for April 15, 2011.
- Added - Updated December & January Claims Lists
- Added – Updated Water Usage/Consumption Report for 2010
- Added – City Fee Schedule
- Added – Notice from Community ED about their Summer Park & Recreation programs.
- Added – Carver County notice of a Public Hearing for amending County code and rezoning map.
- Added – Updated Delinquency List.
- Added – Councilmember Mueller would like to discuss adding two more handicap parking spaces in front of the Hamburg Community Hall.
- *Councilmember Mueller moved to adopt the agenda with the added items, seconded by Councilmember Trebesch and motion unanimously carried. All Council members were present.*

Designate Official Depository (Bank) and Official Newspaper

- *Councilmember Muller moved to designate the State Bank of Hamburg as the official depository and the Norwood/Young America Times as the official city newspaper, Councilmember Trebesch seconded and motion unanimously carried. All Council members were present.*

Appoint Assistant (Acting) Mayor

- Councilmember Larry Mueller agreed to serve as Hamburg's Assistant (Acting) Mayor.
- *Councilmember Trebesch moved to have Councilmember Larry Mueller act as the Assistant (Acting) Mayer, seconded by Councilmember Barnes and motion unanimously carried. All Council members were present.*

Designate Departments for City Council Members

- Councilmember Mueller will retain the Sewer & Water Departments.
- Councilmember Lund will take over the Street(s) Department.
- Councilmember Trebesch will retain the Buildings Department.
- Councilmember Barnes will retain the Park's Department.

Set City Council Meeting Start Time for 2011

- Council discussed and agreed to keep the City Council start time at 7:00 p.m.

Approve Minutes for December 14, 2010

- Mayor Malz pointed out three (3) errors in the minutes to be corrected:
 - Change Courtney Lund's address from 614 Kim Ave to Courtney Lund (612 Kim Avenue).
 - Change the IRS 2011 mileage rate from .51 cents per gallon to .51 cents per mile
 - Change LGA to LMC (Chris Lund should register for training with the LMC).
- *Councilmember Barnes moved to adopt the December 14, 2010 City Council Minutes with the three (3) changes, seconded by Councilmember Mueller and motion unanimously carried. All Council members were present.*

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Old City Business

- Item #3 – Electrical Wiring (ToTheHome Internet) at the Water Tower.
 - City Clerk Gruenhagen will follow up with Shawn Sprengeler (ToTheHome Internet) as to when he will have the electrical wiring at the cities water tower corrected.
- Item #7 – Rearrange and clean Shop area.
 - This is being worked on by Mayor Malz and a resident with community service.

Fire Department Report

2010 FEMA Grant

- No new information.

DNR Grant

- Received \$425 back from the DNR Grant – can be removed from agenda.

FEMA Grant for New Paging System

- Carver County received the Grant for the new paging system. The Hamburg Fire Department will receive 35 new pagers (each pager costs \$450) at no cost to the City and they should be received in about one year.

Amend Ordinance Number 126

- Council members and Fire Chief Droege discussed changing Ordinance #126 to allow the City to bill and collect fees for Emergency Protection Fire Services to individuals and businesses that **have an address within the City Fire Department's area of services for accident service calls.**
 - Further discussion of the possible change was tabled to the next City Council Meeting on January 25, 2011.
- Public Meeting to discuss Ordinance Number 126A – Amending Ordinance Number 126.
 - ***Councilmember Mueller moved to hold a Public Meeting on February 8, 2011 at 6:45 p.m. to discuss with the public Ordinance #126A, amending Section Five, D-H of Ordinance Number 126, seconded by Councilmember Barnes and motion unanimously carried. All Council members were present.***

NIMS 100/200/700 Training

- Council members and Maintenance Worker Byerly must have NIMS 100, 200, and 700 training in order to receive funding from FEMA. For convenience the courses can now be taken online.

Fire Department Members Retirements

- Between March 2011 and June 2011 three Hamburg Fire Department members will be retiring.

Deployment of Fire Department Firefighter Baker

- Firefighter Jennifer Baker will be deployed to Afghanistan in three to four weeks. Council wished her the best and thanked her for her patriotism in defending our Country.

2010 Donation Summary – Resolution Number 2011-01

- The City of Hamburg received the following donations in 2010;
 - Hamburg Fire Dept. Relief Assoc. (Headsets) - \$852.86
 - Donald Bartholomew (FD Equipment) - \$200.00
 - H.I.P. (National Night Out Expenses) - \$129.50
 - Xcel Energy (FD Equipment) - \$200.00
 - Hamburg Fire Dept. Relief Assoc. (Training/Equipment) - \$2,200.00
 - Hamburg Fire Dept. Relief Assoc. (2001 HD Rescue Truck Fund) - \$3,000.00
- ***Councilmember Barnes moved to adopt Resolution Number 2011-01 accepting donations given to the City of Hamburg in 2010, Councilmember Mueller seconded and motion unanimously carried. All Council members were present.***

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HFD Relief Association 2010 Donation Summary

- Council was given a sheet listing the Hamburg Fire Department Relief Association's donations for 2010. Donations to various organizations and funds totaled \$12,577.86. Percentage of total donations to the City of Hamburg was 60.04% which amounted to \$7,552.86.

Required Municipal Contribution

- The required Cities contribution to the Hamburg Fire Department Relief Association Retirement Fund for 2011 will be \$46,712.

HFD Relief Association Request for Lawful Charitable Gambling within the City of Hamburg

- The Hamburg Relief Association requested approval of Resolution Number 2011-02 approving lawful charitable gambling at Parkside Tavern located at 490 Henrietta Ave., Hamburg, MN, 55339.
 - *Councilmember Mueller moved to approve Resolution Number 2011-02 allowing the Hamburg Relief Association to conduct lawful charitable gambling at Parkside Tavern located at 490 Henrietta Ave., Hamburg, MN, 55339, seconded by Councilmember Trebesch and motion unanimously carried. All Council members were present.*
- The Hamburg Relief Association requested approval of Resolution Number 2011-03 approving off-site lawful charitable gambling at the Hamburg Community Hall on February 5, 2011.
 - *Councilmember Mueller moved to approve Resolution Number 2011-03 allowing the Hamburg Fire Department Relief Association to conduct off-site lawful charitable gambling at the Hamburg Community Hall located at 351 Henrietta Ave., Hamburg, MN, 55339 on February 5, 2011, seconded by Councilmember Trebesch and motion unanimously carried. All Council members were present.*

Portable Sound System (Quote from EPA Audio Visual)

- Council received an e-mail quotation from EPA Audio Visual for a Portable Sound System (\$945), two Speaker Stands, two Microphone Stands, one Carry Bag (5 items totaling \$129), and one Wireless Hand Held Microphone System (\$439) totaling \$1,513. A motion was needed to approve using the Cable Franchise Fee Fund for payment. The Norwood/Young America City Council has approved the e-mail quotation during their council meeting last night (Monday, January 10, 2011)
- *Councilmember Trebesch moved to use the Cable Franchise Fee Fund to purchase the Portable Sound System, Speaker and Microphone Stands, Carry Bag, and Wireless Hand Microphone in the amount of \$1,513 (plus tax), seconded by Councilmember Barnes and motion unanimously carried. All Council members were present.*

Hamburg Fire Department Officers – Selection vs. Election

- Keep on agenda for future discussion.

Hamburg Fire Department Rescue 12 (Ambulance)

- The water pump went out on the Rescue 12 and is at Bob's Repair being fixed and should be ready tomorrow.

Fire Hydrants

- Fire Chief Droege thanked Maintenance Worker Byerly for keeping the fire hydrants cleared of snow.

Old International 1981 HD Rescue Truck

- Fire Chief Droege asked for Councils approval to sell the old rescue truck if a reasonable offer is made by McLeod County Sheriff's Department. They are looking at the truck to be used for their Swat Team.
- Council discussed and agreed to sell the old rescue truck to anyone who makes a reasonable offer with a minimum purchase price of \$4,500.
- *Councilmember Trebesch moved to sell the old rescue truck if any reasonable offer is made, seconded by Councilmember Mueller and motion unanimously carried. All Council members were present.*

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Hamburg Fire Department Tanker

- The FD Tanker is in having the Chevrons and flashers put on and should be ready to pick up tomorrow.

Hamburg Lions Club – Lawful Gambling Permit

- Joel Franck (605 Robert Ave) representing the Hamburg Lions Club requested Council to approve a Lawful Charitable Gambling permit for their Easter Ham Bingo on April 15, 2011.
- *Councilmember Mueller moved to grant the Hamburg Lions Club a Charitable Gambling permit for their Easter Ham Bingo to be held on April 15, 2011, seconded by Councilmember Trebesch and motion unanimously carried. All Council members were present.*

Dennis' Report (Public Works & Utilities)

(Maintenance Worker Byerly was absent City Clerk Gruenhagen presented the report.)

Federal Traffic Sign Standard Changes

- The City of Hamburg will have to implement a method to maintain minimum levels of retro-reflectivity by January 2012. Replace regulatory, warning and ground-mounted guide signs by January 2015, and replace overhead guide signs and street name signs by January 2018.
 - As signs are improved to meet these requirements the lettering on the signs is to be in upper and lower casing for easier reading.
 - If communities do not approve the MUTCD manual by January 2012 they could face tort liability in lawsuits or potential loss of federal-aid funds.

Community Hall Ramp

- Everything is ordered and ready to go just waiting for warmer weather.

Snow Packed Community Center Roof and Hall Roof

- Council discussed and decided to watch the heavy layer of snow on the Community Center roof. It is too packed down to try and remove it at this point. When it starts to slide off the building removing the snow pack will be discussed again.

Shut Off Key for 420 Maria Avenue

- The water turn off key that was made to turn off the water at 420 Maria Avenue does not work. Council discussed and decided to dig up and redo the curb stop next spring.

Water Wells Usage/Water Consumption for 2010

- The city is unable to account for 27.51% of the water usage in 2010. Jeff Dale from MN Rural Water was asked to come out this spring to do some leak detection.

MNWARN

- By joining MNWARN the City would have immediate access to emergency help and equipment.
- Council will discuss joining MNWARN at the next Council meeting scheduled for January 25, 2011.

Call Out Pay (Overtime) for January 17, 2011

- Maintenance Worker Byerly is scheduled to clean the Hamburg Hall on January 17th which is a holiday. Any work done on a Holiday is considered overtime pay.
 - Council discussed and decided to have Maintenance Worker Byerly stay within the two (2) hour slotted time frame for doing rounds on a Holiday.

Lodging Reimbursement

- Council discussed and decided to change the cities Employee Handbook lodging reimbursement policy to read: Lodging – The amount reimbursable for a single attendee of a conference or meeting shall be the least expensive single room rate available at the location of the approved conference.

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- *Councilmember Barnes moved to change the Hamburg City Employee Handbook policy on lodging reimbursement to read: The amount reimbursable for a single attendee of a conference or meeting shall be the least expensive single room rate available at the location of the approved conference., Councilmember Mueller seconded and motion unanimously carried. All Council members were present.*

Hamburg Community Hall Handicap Parking

- Councilmember Mueller suggested adding a couple of handicap parking spaces in front of the Hamburg Community Hall.
 - Council briefly discussed and decided to table further discussion on adding handicap parking at the Hall until the next City Council Meeting on January 25, 2011.

Pop Canisters in Hall Basement

- Council discussed moving the pop canisters from the Hall basement to upstairs by the bar area.
 - Councilmember Barnes and Mayor Malz will take a look at the area and see if it would be possible to move the canisters upstairs in the Hall.

Deputy Clerk Report

Delinquent Utility Bills

- Diana Payne (350 Louisa Street) – Delinquent amount sent to Re/Max Advisors West for payment.
- Chris Tordsen (618 Kim Ave) – Received full payment.
- Wm. Minnihan (421 Henrietta Ave) - Delinquent letter sent – Scheduled shut-off for January 18th.
- Emily Siebold (625 Kim Ave) - Delinquent letter sent – Scheduled shut-off for January 18th.
- Betty Griffin (420 Maria Ave) – Unable to turn water off curb stop. Working with owners to have renter set up a payment plan.
- David Chadwick (710 Park Ave) - Delinquent letter sent – Scheduled shut-off for January 18th.
- Nick Nordin (419 Railroad St) – Home Foreclosure – Contact Freddie Mac.
- Darrell Grams (410 Sophia Ave) - Delinquent letter sent - Scheduled shut-off for January 24th.
- Sergio Salcedo (621 Donald Ave) - Delinquent letter sent – Scheduled shut-off for January 18th.

City Clerk/Treasurer Report

City Fee Schedule for 2011 – Adoption of Ordinance Number 140

- Changes to the City Fee Schedule
 - Changed Councilmember Brian Cummiskey to Councilmember Chris Lund.
 - Increased the 2010 Sanitary Sewer (Base Fee) from \$12.50 per month to \$12.75 per month for 2011.
 - Increased the 2010 Sanitary Sewer Metered (Per Thousand Gallons) from \$5.20 per month to \$5.45 per month for 2011.
 - Changed Mileage reimbursement, using the 2011 IRS Rate, from \$0.50 per mile to \$0.51 per mile.
- *Councilmember Barnes moved to adopt the 2011 Hamburg City Fee Schedule with the four (4) changes, Councilmember Mueller seconded and motion unanimously carried. All Council members were present.*

I/I Abatement Program (Sanitary Sewer/Storm Water Improvements)

- Brian and Maggie Cummiskey will be signing their easement agreement towards the end of this month.

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- David Klugherz (613 David Avenue) has not replied to the city, still waiting for his signature on his temporary easement.
- At the next Council meeting on January 25th Brian and Maggie Cummiskey will be asked if the motion to obtain 3.8 acres of their land be changed to 3.7 acres. Also needed is a copy of Brian Cummiskey's mortgage release.
 - The Township has verbally agreed to approve the annexation of the 3.7 acres purchased property into the City of Hamburg plus they would like the rest of the Cummiskey's property annexed into the City as well. Waiting for written agreement.
- Doug Parrott (S.E.H.) will be working on outlining the next steps of the project.
- A public meeting will have to be set up to discuss financial options of how to fund the project with the cities residents. Elhers will also attend the public meeting.

Contract Agreement for Building Inspections

- Hamburg's contract with MNSPECT automatically renews annually unless Council decides to change to another company then a 90 day notice prior to the contracts end date would have to be given MNSPECT. The Council decided there was no reason to change inspectors at this time.

Contract Agreement for Garbage Service

- The City of Hamburg's contract with Waste Management is ending in August 2011. If Council wants to go out for bids then a 90 day notice (April/May 2011) would have to be sent to Waste Management.

2010 Property/Casualty Dividend

- The City of Hamburg received a 2010 dividend payment (Insurance Refund) from the League of Minnesota Cities Insurance Trust, Property/Casualty Premium, in the amount of \$4,166.

2010 Hours Worked Worksheet

- Members of Council received a break out sheet of City Clerk Gruenhagen, Deputy Clerk Block, and Maintenance Worker Byerly's 2010 hours.

City Audit

- The week of February 14, 2011 Abdo, Eick & Meyers will be conducting the Cities 2010 financial audit.

Time Off Request for City Clerk Gruenhagen

- *Councilmember Mueller moved to grant City Clerk Gruenhagen time off starting at 4:00 p.m. on January 13, 20, 27, and February 1, 3, 2011, Councilmember Trebesch seconded and motion unanimously carried. All Council members were present.*

City Council Reports

Councilmember Mueller (Sewer & Water)

- Councilmember Mueller questioned if the Townships donate to the Community Ed program. A lot of the kids participating in the programs are from the Townships.
 - City Clerk Gruenhagen will check into this and report back to Council.
- Councilmember Mueller asked the other members of Council if it would be OK to have a person he has been talking to take charge of completing the construction of the Hall handicap bathroom. This person would not be doing the actual carpentry but would get the quotes and oversee the project.
 - Council discussed and decided to have Councilmember Mueller contact this person in order to get the project completed.

Councilmember Lund had nothing further to report.

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Councilmember Trebesch (Buildings)

- Councilmember Trebesch commented that the street light across from the Hall is going on and off.
 - City Clerk Gruenhagen replied that this outage has already been turned into Xcel.

Councilmember Barnes (Parks)

- Councilmember Barnes requested pre-payment of \$77.26 for his hotel room during the 2011 Leadership Conference for Newly Elected Officials in Mankato on January 28 & 29, 2011.
 - Other members of Council had no objections and the payment of \$77.26 will be added to the Claims List.

Mayor Malz

- Mayor Malz met with the new Sheriff Olson to inquire about the reasoning behind switching Deputy Walgrave to our area and Officer Jim Shelhamer to Deputy Walgrave's area.
 - According to Sheriff Olson the switch will take place and will last one year.
 - Council discussed and agreed that a change would be good but had no objections to the service they received from Officer Shelhamer.

Approve Claims List for December 2010 & January 2011

Claims List for December 2010

- *Councilmember Mueller moved to approve the December Claims List with the two (2) added ACH payments and check number 14799 through 14811 including the four transfers, seconded by Councilmember Trebesch and motion unanimously carried. All Council members were present.*

Claims List for January 2011

- *Councilmember Mueller moved to approve the 2011 January Claims List with the four (4) ACH payments and check number 14812 through 14841 and the addition of claim #14842 in the amount of \$77.26 for pre-payment of the hotel room for Councilmember Barnes, seconded by Councilmember Trebesch and motion unanimously carried. All Council members were present.*

Councilmember Barnes moved to adjourn the Hamburg City Council meeting at 8:45 p.m., seconded by Councilmember Mueller and motion unanimously carried. All Council members were present

Submitted by:

Sue Block
Deputy Clerk