

Hamburg City Council Meeting

January 25, 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, Maintenance Worker Dennis Byerly, and Fire Chief Brad Droege were in attendance. Others in attendance were Doug Parrott from S.E.H., Richard Odoms (150 Jacob St), and Brian Cummiskey (724 Park Ave).

Agenda Review (Added Items) and Adoption

- Added – Updated January Claims List
- *Councilmember Mueller moved to adopt the agenda with the one added item, seconded by Councilmember Barnes and motion unanimously carried. All Council members were present.*

Approve Minutes for January 11, 2011.

- *Councilmember Lund moved to approve the January 11, 2011 City Council Minutes, seconded by Councilmember Trebesch and motion unanimously carried. All Council members were present.*

Old City Business

- Item #3 – ToTheHome Internet Electrical Wiring at the Water Tower.
 - City Clerk Gruenhagen met with Shawn Sprengeler (ToTheHome Internet) and Mr. Sprengeler now has all the information needed to correct the wiring at the cities water tower.
 - City Clerk Gruenhagen requested Mr. Sprengeler to check into the possibility of the City using ToTheHome Wireless Internet services. The two main concerns are if the wireless internet service would work inside of the metal city building and if transferring of emails would be a possibility without losing any data during the transfer.
- Item #6 – Rearrange Shop Area
 - Mayor Malz commented that the cleanup in the shop area has been completed. It is ok to take off the list.
- Item #11 – Change of Motion for Land Purchase
 - Mr. Cummiskey will be attending the Council meeting later in the evening to discuss changing the motion from the City purchasing 3.8 acres of his land to purchasing 3.7 acres.
- Item #12 – Waste Management Contract with the City
 - This item will stay on the Councils Old Business report incase Council decides to obtain other bids before the contract with Waste Management is up on July 31, 2011.

Fire Department Report

2010 FEMA Grant

- No new information.

US Fish & Wildlife Grant

- No new information.

FEMA Grant for New Paging System

- Carver County received a Grant for the new paging system.
- With the new paging system members of the Fire Department will now be able to hear a page on their cell phones. First the page will go to their pagers then if no answer the page will go to the firefighters' cell phone. Fire Fighters will also be able to receive a page by text message.

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Civil Defense Siren Upgrades

- By 2013 Civil Defense Sirens will be going to narrow banding so the Fire Department radios will need to be upgraded. The County Emergency Management received \$54,000 in grant money to help cities pay for new or updated radios.

Amend Ordinance Number 126

- Discussion on amending Ordinance Number 126 has been tabled until more information is received from other area City Fire Departments on how they charge for fire protection. The question is if the City of Hamburg should 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 service for accident service calls.

NIMS 100/200/700 Training

- All city officials are required to have 100/200/700 training. The Head Departments such as the Mayor, City Clerk (Administrator), and Fire Chief (Civil Defense Coordinator) should have 800/900.
 - The City of Hamburg previously passed a resolution to have Carver County handle the Head Departments responsibilities during a disaster. This eliminates the need for the Mayor, City Clerk, and the Civil Defense Coordinator from taking the 800/900 NIMS training.

Chevron Lights for Grass 11 and Tanker 12

- The Chevron lights are on the Grass 11 and Tanker 12 vehicles.

Hamburg Fire Department Officers – Selection vs. Election

- Keep on agenda for future discussion.

Old International 1981 HD Rescue Truck

- Fire Chief Droege informed members of Council that the 1981 HD Rescue Truck has been sold to a private party from Kent, MN. The party purchased the truck for \$4,000.
- *Councilmember Mueller moved to approve the sell of the International 1981 HD Rescue Truck for the amount of \$4,000, seconded by Councilmember Trebesch and motion unanimously carried. All Council members were present.*

Snow Removal on City Streets

- Brad Droege (Wm. Mueller & Sons) asked Council if they would like to have them scrape off some snow from the city streets during the warmer weather.
 - Council decided to have Wm. Mueller & Sons do one pass through town and windrow the loose snow off to the side of the streets.

Presentation of City Appreciation Plaque

- Mayor Malz presented former Councilmember Brian Cummiskey a plaque of appreciation for his dedication to the City during his four year term (2007-2010) as a Council member.

Doug Parrott (S.E.H.) – I/I Abatement Program

Easements for Project

- The City has all easements needed for the project except Brian Cummiskey's (724 Park Ave). The signing of the easement will be done during closing when the purchase of property from Mr. Cummiskey is completed.
- The easements not obtained were from the Mackenthun Estate. Members of council tried to contact them numerous times however they never responded back.
 - Doug Parrott (S.E.H.) will devise a plan for the I/I Project to go around their property so the project can continue forward.

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Land Purchase for Storm Water Pond

- During the December 14, 2010 City Council Meeting an offer was made to Mr. & Mrs. Cummiskey to purchase 3.8 acres of their land at \$10,000 per acre totaling \$38,000 with the agreement to sign the easements during closing. After reviewing the original survey the requested amount of land to be purchased from Mr. & Mrs. Cummiskey was 3.7 acres of land.
 - Brian Cummiskey acknowledged that this was a clerical error.
 - Council requested a Statement of Acceptance from Brian and Maggie Cummiskey to sell the City of Hamburg 3.7 acres @ \$10,000 per acre for the Storm Water pond.
- ***Councilmember Barnes moved to offer to purchase 3.7 acres from Brian and Maggie Cummiskey at a cost of \$10,000 per acre totaling \$37,000 also with the agreement to sign the easements at closing and closing to be done as soon as possible, seconded by Councilmember Mueller and motion unanimously carried. All Council members were present.***
- Brian Cummiskey made a Statement of Acceptance stating; I, Brian Cummiskey along with Margaret Cummiskey agree to accept the City of Hamburg's offer to purchase 3.7 acres of our property for the Storm Sewer Pond at a cost of \$10,000 per acre totaling \$37,000 and also to sign the easements at the time of closing and the time of closing will be done as soon as possible.
- City Clerk Gruenhagen requested Brian Cummiskey to bring in a partial Release of Mortgage from their mortgage holder.

Updated Project Schedule

- January 25, 2011 – Pass Resolution 2011-04 approving plans and specifications to advertise for bids.
- Advertise for bids in the Cities official paper and in the Construction Bulletin during February 2011.
 - S.E.H. will handle placing the advertisements in the paper and Construction Bulletin.
- March 3, 2011 – Bid Opening
- March 8, 2011 – Award Construction Contract (Dependent upon permitting and funding plan.)
 - It may be necessary for MPCA (Minnesota Pollution Control Agency) or PFA (Public Finance Authority) to review the bids because they are providing some funding on the project.
- March 2011 – Preconstruction Conference with the contractor.
- April 2011 – Begin construction
- August 19, 2011 – Substantial completion date.
- October 4 or October 11, 2011 – Hold Assessment hearing.
- June 29, 2012 – Final Completion Date
- In the contract there will be provisions that if these dates are not met without justifiable cause for an extension the contractor could be assessed liquidated damages. The contractor could be fined \$1500 per day (according to MnDot specifications).

Resolution Number 2011-04 – Approving Plans and Specifications and Ordering Advertisement for Bids for Sanitary Sewer and Storm Sewer Improvements

- ***Councilmember Barnes moved to approve Resolution Number 2011-04, seconded by Councilmember Trebesch and motion unanimously carried. All Council members were present.***

Doug Parrott made an announcement that the Gaylord S.E.H. office will be closing and moving to Mankato. Mr. Parrott has decided to retire on February 28, 2011 however he will be stopping in and will be available to help until the Hamburg's I/I project is completed.

- Council wished Mr. Parrott the best of luck and thanked him for all his time and effort that he has put into this project.

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Dennis' Report (Public Works & Utilities)

Community Hall Ramp

- Council directed Maintenance Worker Byerly to contact K&K and have them complete the Scope of Work List requested by the cities insurance company. The list requested an estimated time and cost for each step needed to complete the Community Hall Ramp project. This information must be submitted to the insurance agency no later than February 13, 2011 or they will close the claim file with no further action.

Handicap Bathroom for Hall

- Council discussed contracting out the building of the proposed handicap bathroom in the Hall. It was decided to have Councilmember Trebesch (Buildings) head the project with Maintenance Worker Byerly obtaining two to three estimates. The last estimate the Council received was \$14,000 to \$15,000 to complete the entire project.
- Council also noticed that an exhaust fan should be added to the plans and the custodial door should be 36”.

Water Wells Usage/Water Consumption for 2010

- The city is unable to account for 28.16% of the water usage in 2010. Jeff Dale from MN Rural Water will be coming out this spring to do some leak detection. Newer water meters may also need to be installed due to the current meters not reading correctly.

Install Water Meter at Hall

- Maintenance Worker Byerly was instructed to contact Mr. Swanson again about installing a water meter at the Hall. If he is too busy to come out then Maintenance Worker Byerly is to find someone else to do the project.

Employee Handbook - Lodging

- Currently the Employee Handbook states that; Overnight lodging will only be allowed when the employee must travel beyond a reasonable daily driving distance from Hamburg. Normally, travel within a sixty (60) mile radius of Hamburg will not qualify for overnight lodging.
 - Council discussed and decided to remove this statement from the Employee Handbook and keep the wording that was adopted at the last council meeting; Lodging - Lodging reimbursement will be made for the actual cost of lodging for a single attendee of a conference or meeting at the least expensive single room rate available at the location of the approved conference or meeting.

Employee Handbook – Call out Pay for Weekends and/or Holidays (Overtime Pay)

- Council discussed if call out pay should be at overtime pay or at regular pay.
 - Currently the Employee Handbook states; For scheduled rounds on the weekend and holidays, employees will be paid a minimum of two hours overtime wages.
 - Council decided to change the policy to; For scheduled rounds on the weekend and holidays, employees will be paid a minimum of two hours wages.
- *Councilmember Barnes moved to change the Employee Handbook call out pay for scheduled rounds on the weekends and holidays to: employees will be paid a minimum of two hours wages. Effective February 1, 2011, seconded by Councilmember Trebesch. Council members Barnes, Lund, and Trebesch voted aye with Councilmember Mueller voting nay. Motion carried.*

St. Cloud Conference

- Maintenance Worker Byerly commented that he would like to attend a conference in St. Cloud on March 1, 2, and 3, 2011 regarding water and wastewater treatment. He will not be staying overnight.
 - Council approved Maintenance Worker Byerly to attend the conference.

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Project List

- Item #16 – Obtain estimates to change lights (T-3) and put in new fixtures at Hall.
 - Tabled until a later time.
- Item #18 – Compare companies for purchase price of cleaning and shop supplies.
 - Maintenance Worker Byerly working on.
- Item #36 – Repair cooler in Hall basement.
 - Completed and ok to take off list.
- Councilmember Lund questioned if it would be possible to work with Dennis to first quantify his daily duties and then prioritize the Project List. Council should give Dennis more direction as to when projects are to be completed by. If projects are not completed by the due date then reasons why the projects are not done should be listed on the report.
 - Council discussed and decided that this would be a good idea to start listing due dates.
 - Deputy Clerk Block will rearrange the project list for Councils review at the next meeting on February 8, 2011.

Deputy Clerk Report

Delinquent Utility Bills

- Diana Payne (350 Louisa Street) – Delinquent amount sent to Re/Max Advisors West for payment.
- Betty Griffin (420 Maria Ave) – Unable to turn water off curb stop. Working with owners to have renter set up a payment plan.
- Nick Nordin (419 Railroad St) – Home Foreclosure – Contact Freddie Mac.
- Darrell Grams (410 Sophia Ave) – Received \$75 on 01/21/11 however still delinquent \$40.25 for Octobers payment. Delinquent letter sent with shut off scheduled for 01/24/11.

MMCI Conference

- Deputy Clerk Block requested to attend the MN Municipal Clerks Convention on July 11-15, 2011. If attending is ok'd by Council she would send in for grant money to help pay for the cost.
 - Council agreed to have Deputy Clerk Block attend the convention.

City Clerk/Treasurer Report

Annexation of Property to 851 William Street

- City Clerk Gruenhagen informed Council that in the printed Resolution Number 2011-05 the word Gambler should be changed to Gamber.
- *Councilmember Trebesch moved to approve Resolution Number 2011-05, with the word Gambler changed to Gamber, which is a joint resolution of the City of Hamburg and the Town of Young America Township for agreeing to immediate annexation of the area to the City of Hamburg, seconded by Councilmember Mueller and motion unanimously carried. All Council members were present.*

Local Board of Appeal and Equalization/Open Book Meetings

- By Resolution the County takes care of the City of Hamburg's Open Book meetings. The scheduled meetings for Hamburg will be held at the Carver County Assessor's Office on April 11 through the 15th from 8:00 a.m. to 4:30 p.m.

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City Council Reports

Councilmember Mueller (Sewer & Water) had nothing further to report.

Councilmember Lund (Streets)

- Councilmember Lund suggested having the Cities Website be updated and asked if there was a process to continue to update the site. The Norwood/Young America Chamber of Commerce would like to provide a link to Hamburg's website.
 - City Clerk Gruenhagen will look into this.

Councilmember Trebesch (Buildings) had nothing further to report.

Councilmember Barnes (Parks) had nothing further to report.

Mayor Malz

- Mayor Malz volunteered to take the brass removed from old or damaged water meters to Mankato on Friday, January 28, 2011 to be sold at \$1.92 per lb.
 - Council agreed that Mayor Malz could take the brass to Mankato.

Approve Added Claims List for January 2011

Claims List for January 2011

- *Councilmember Mueller moved to approve the 2011 January Claims List with the added ACH payments and check number 14843 through 14861, seconded by Councilmember Barnes and motion unanimously carried. All Council members were present.*

Councilmember Mueller moved to adjourn the Hamburg City Council meeting at 8:56 p.m., seconded by Councilmember Trebesch and motion unanimously carried. All Council members were present

Submitted by:

Sue Block
Deputy Clerk