

Hamburg City Council Meeting February 9, 2010

Mayor Malz called the regular meeting of the Hamburg City Council to order at 7:00 p.m. Councilmember Steve Trebesch, Councilmember John Barnes, Councilmember Larry Mueller, Councilmember Brian Cumiskey, City Clerk Jeremy Gruenhagen, Deputy Clerk Sue Block, and Maintenance Worker Dennis Byerly were in attendance. Fire Chief Brad Droege was absent. Also in attendance were members of the Hamburg Fire Department; Adam Glander, Jared Mackenthun, Steven Siewert, and Justin Buckentin.

Agenda Review (Added Items) and Adoption

- Added – Updated Claim Lists for February 2010
- Added – Updated Utility Delinquency List

Councilmember Barnes moved to adopt the agenda with the two additions, seconded by Councilmember Mueller and motion unanimously carried. All Council members were present.

Approve the January 12, 2010 Minutes

- *Councilmember Cumiskey moved to approve the January 12, 2010 City Council Meeting Minutes, seconded by Councilmember Mueller and motion unanimously carried. All Council members were present.*

Old City Business

- Number 1 – Cities Website – Website is up and running can be removed from report.
- Number 2 - City Clerk Gruenhagen emailed Senator Ortman formally inviting her to attend a Council meeting however she has not responded back. City Clerk Gruenhagen will follow up with another email.
- Number 8 – Draw up specs for the 2010 lawn mowing season and send out for bids. – City Clerk Gruenhagen reminded Council to start thinking of specs for the summer lawn mowing, spring is fast approaching.
- Number 10 – Ask H.I.P. officers to come to a Council meeting and recap their plans and finances. Councilmember Barnes asked Councilmember Cumiskey if he has informed the H.I.P. group that council is requesting them to attend a council meeting in February.
 - Councilmember Cumiskey responded that he has spoken with Maggie Cumiskey and Connie Byerly about attending. However they would like to get together to make sure they have everything straightened out and organized before they attend a council meeting.
- Councilmember Cumiskey updated council members about the H.I.P. group's finances. At the last council meeting he reported the incorrect amount of money the group has. The correct amounts are; \$1,000 in a CD and \$6,000 in their checking account. They are planning on taking \$4,000 from checking and increasing the CD they all ready have to \$5,000. They have planed \$1,500 for purchasing picnic tables this summer for the park by the Hall. They have between \$7,000 to \$8,000 cash on hand not the \$11,000 he reported at the last meeting. Tammy Trebesch (member of the H.I.P. group) is heading the annual Easter Egg Hunt on March 28, 2010.
- Council requested Councilmember Cumiskey to inform the H.I.P. group that they have to attend a council meeting shortly.

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Fire Department Report

(Fire Chief Droege was absent, Firefighter Steven Siewert and Jared Mackenthun gave a report on the Rescue Truck)

New “Used” Rescue Truck

- Jared Mackenthun gave a slide presentation of the Rescue Truck that Fire Chief Droege, Mayor Malz, Steven Siewert, and he drove to Michigan to look at with the hopes of purchasing. They looked over the heavy rescue truck and were able to test drive it.
- The following comments were made about the rescue truck;
 - It is a 2001 International with 21,500 miles on it.
 - Runs and drives exceptionally well.
 - Has a walk in box in the back.
 - Seating capacity for six SCBA’s.
 - Heating and Air Conditioning
 - Speaker Box
 - Drop Down Chains – (on the spot chains)
 - PTO generator – 2.5 kilowatts
 - Electrical real – valued at \$1,000 will go with the truck
 - Lots of storage area – more storage for backboards or baskets
 - Desk for a command center.
 - Intercom system through out the truck. Anything said in the back of the truck can be heard in the front of the truck without pressing any buttons.
 - It has four headsets - one for the driver, one for the passenger, and two in the back.
 - Comes with a back up camera.
 - Set up for 800 trunks which are compatible to Hamburg’s equipment.
- Reasons for purchasing this Rescue Truck
 - Hamburg’s Heavy Rescue Truck is a 1981 and will be 30 years old next year.
 - The Fire Department is slowly updating and two years ago the department received permission from the city and townships to go ahead for a new tanker, skid-mount, and a new heavy rescue truck.
 - A new Heavy Rescue Truck costs around \$120,000.
 - This used Heavy Rescue Truck would cost \$98,500.
 - Fire Chief Droege figures that the next upgrade after upgrading the rescue truck would be in the year 2018 with a new Pumper.
 - If nothing is done with the current Heavy Rescue Truck and it sits for 8 or 10 years the fire department would have a 40 year old truck.
 - When the time comes for the Fire Department to need a new Heavy Rescue and Pumper it will be hard for the City of Hamburg and Townships to come up with the money. A new Pumper costs, at the low end, \$300,000.
 - If the Fire Department is allowed to purchase this Heavy Rescue Truck and after a purchase of a new Pumper the City of Hamburg would only have two vehicles non 2000. This would be the Pumper that the department has now which would be moved to a backup Pumper and sell the other one. The second vehicle non 2000 would be the current Tanker which is a 1995.
 - Fire Chief Droege had previously mentioned to Steven Siewert that the 1995 Tanker will not be sold it will be driven until it is no longer fit to be driven. The Fire Department would not replace it they would call for Mutual Aid.
 - At that point the Fire Department would only have one truck pre 2000 and that would be the 1993 Pumper they have now. Once the 1993 Pumper is upgraded the Fire Department would not need to upgrade another vehicle for five (5) to ten (10) years.

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At that time the only vehicles that would need to be upgraded would be the Grass Rig or the Ambulance. The Grass Rig probably would be upgraded first because it is used the most.

- Councilmember Barnes asked how many miles are on the 1981 Rescue Truck.
 - Jared Mackenthun replied 18 or 19 thousand.
 - Steven Siewert replied that the fire department that has the truck now has over 1300 runs per year. They also have 13 miles of Interstate that they take care of.
 - Councilmember Barnes commented that the rescue truck they looked at has more wear and tear on it than the one Hamburg has now.
 - Jared Mackenthun replied that he did not think so because they were shown the maintenance history of the truck. The only problem they had with the truck was one wheel bearing had gone out on the generator due to the fact that a plate was not put on. All they have ever done were oil changes and brake inspections.
- Councilmember Cummiskey commented that according to the handout they gave Council the engine on Hamburg's current Rescue was rebuilt in 2001. He was wondering if they knew how many miles were on the rebuilt engine.
 - Jared Mackenthun replied that he did not have the information at this time.
- Councilmember Mueller questioned if the members of the Fire Department are aware of this coming year. The tax payers are already getting assessed \$120 per year for the school bond, purchasing the new "used" rescue truck will cost an additional \$400 per year, Hamburg taxes increased \$160 per year, plus the City of Hamburg does not know what the State is going to do. Water and Sewer rates are going up and a Storm Water Utility fund will be implemented. He does not know how the City is going to afford it. Do we really need a heavy rescue? What would the Fire Department do for a trade off? Purchasing the rescue truck will cost approximately \$8,000 per year will the Fire Department cut their budget 10%?
 - Jared replied that this is something he could not respond to.
- Councilmember Mueller continued by adding that the \$4,000 Relief Association mistake that the city had to find funds for increased city taxes by 2%. The city residents are already screaming that their taxes are too high.
- Mayor Malz asked if the purchase would be another payment.
 - City Clerk Gruenhagen replied that right now what the city is making payments on the Peterbilt which will be paid off in June 2013. The 2006 Certificate of Indebtedness for the 2001 Ambulance will be paid off in August 2011. The pay off for the Ambulance is roughly \$5,400 and that is taking into account the money budgeted for this year's payment. In the past once a loan is paid off the money budgeted is used to purchase or upgrade equipment. Once something is purchased it is then added to the tax basis.
 - City Clerk Gruenhagen continued by informing Council that once the Ambulance certificate is paid off, which is about \$11,000 per year, and with splitting the cost in thirds between the City of Hamburg, Young America Township, and Washington Township the yearly payment for each, including interest, would be about \$7600 per year.
- Councilmember Trebesch questioned what would happen if one of the townships declines helping with the purchase.
 - The other members of council replied that then the Rescue Truck would not be purchased.
- Councilmember Barnes commented that the Fire Department will have to pay for upgrading their pagers in 2013.
 - He was informed that the Fire Department will be applying for a FEMA Grant to cover the cost.

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- The Hamburg Fire Department will be meeting with the Townships this coming Thursday, February 11, 2010. At that time they will find out if the two townships will go along with the purchase.
- City Clerk Gruenhagen asked how long will the other fire department hold the truck.
 - Jared Mackenthun replied that they put down a \$1,000 refundable down payment and the truck will be held for 30 days (until February 24th).
 - City Clerk responded by letting the council and fire department members know that he will have to have time to check if the city can obtain a loan.
- Council continued to discuss if the city can obtain financing, interest rates, and what will be done with the other truck.
- City Clerk suggested holding off on the purchase until the Ambulance is paid off and the International Rescue Truck is sold.
- Councilmember Barnes asked if there was really anything wrong with the Rescue Truck we have now.
 - Jared replied not really just that it is out dated and who knows when it will break down. The truck is just obsolete and you can not repair it.
- Council continued to discuss different options other than purchasing the one from Chelsea, MI.
- City Clerk Gruenhagen added that it will take a 3/5th vote from Council not just a majority vote to pass or decline the purchase.

DOT Inspections

- The DOT inspection of the Fire Department vehicles has been completed and only minor repairs will have to be done.

Dennis' Report (Public Works & Utilities)

Project List

- #3 – Contact Henning's in spring the redo the Shop Driveway.
 - Keep on list so it is not forgotten about.
- #6 – Maintenance Schedule
 - City Clerk Gruenhagen did receive Maintenance Worker Byerly maintenance schedule for the Water Treatment Plant but does not know if any of it is done.
- #7 – Paint Picnic Tables
 - Has not been completed.
 - Councilmember Trebesch commented that the tubing on the picnic tables are being spray painted by using a spray can. This is a waste of money because of the high purchase price of a can of spray paint.
 - Council commented that the picnic tables have been in the shop to be painted since the middle of November 2009 and still not done.
- #9 – Paint Shop Door and have it installed.
 - The door has been painted however it does not look very good. Maintenance Worker Byerly spray painted it and it has over spray on it.
 - Council suggested rolling a coat of paint on the door to hide the overspray.
 - City Clerk Gruenhagen asked Council is a spray paint gun should be purchased.
 - Council discussed and decided to purchase a spray gun for Maintenance Worker Byerly.
 - **Councilmember Cummiskey moved to have Maintenance Worker Byerly purchase an air sprayer up to \$150.**
 - Council continued to discuss if one should or should not be purchased.

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- *Councilmember Mueller seconded the motion with the condition that the sprayer must be used and the picnic tables painted by spring, motion was made and seconded unanimously carried and all Council members were present.*
- **MRWA Annual Water & Wastewater Technical Conference**
 - Maintenance Worker Byerly informed Council that he will be attending the MRWA Conference and has filled out the registration form. The Conference will be held March 2nd to 4th, 2010 at St. Cloud, MN.
 - City Clerk Gruenhagen will also be attending and asked Council permission for Maintenance Worker Byerly and himself to stay one night in a hotel during the conference.
 - *Councilmember Mueller approve one night lodging at the Kelly Inn in St. Cloud during the MRWA Annual Water & Wastewater Technical Conference, Councilmember Cummiskey seconded and motion unanimously carried. All Council members were present.*
- #14 – Dewatering Pump
 - Maintenance Worker Byerly informed Council that Councilmember Mueller had checked into and located an ABS Centerline Series Dewatering Pump on the USA Blue Book website.
 - Councilmember Mueller commented that for several years council has discussed purchasing a Dewatering Pump to be used as a back up during emergencies.
 - Mayor Malz mentioned that \$1,000 was budgeted for the purchase of a pump.
 - Council discussed and decided to purchase the ABS Centerline Series Dewatering Pump with hard and soft hoses. The cost in the Blue Book would amount to \$776.36.
 - *Councilmember Barnes moved to purchase the ABS Centerline Series Dewatering Pump with the hard and soft hoses and coupler amounting to a total of \$776.36, Councilmember Trebesch seconded and motion unanimously carried. All Council members were present.*
 - Councilmember Mueller suggested Maintenance Worker Byerly learn how to order items off the internet.
- #15 – Recall on Fire Hydrants (Update)
 - Maintenance Worker Byerly had talked with Bruce Osborn (who was contracted with the AFC to do the repair of the hydrants) and he would like to wait until the weather is warmer to repair the hydrants.
- **Electrical Repairs**
 - Maintenance Worker Byerly commented to Council that he did not remember what this was for.
 - City Clerk Gruenhagen asked if all the electrical outlets in the Hall are labeled. He and Mayor Malz labeled all the light switches in the Hall a couple of weeks ago.
 - City Clerk Gruenhagen asked if Council wanted to pursue updating the lights and electrical panel in the Hall basement. There is \$500 in the 2010 Budget for these updates.
 - Council asked Maintenance Worker Byerly to check with Robb's Electric (Chuck) to get an estimate.
- **Exit Lights**
 - Maintenance Worker Byerly asked City Clerk Gruenhagen if he had contacted someone to come out to check all the Exit lights.
 - City Clerk Gruenhagen responded that Scott Bailey was coming out to do an inspection.
- **Outdoor Security Lights**
 - City Clerk Gruenhagen noted that some of the Outdoor Security Lights will need replacing. One was broken when the snow came off the Community Centers roof.

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- **Water Consumption for the Year**
 - City Clerk Gruenhagen will fill out the annual Water Consumption Report and send it in to the DNR tomorrow. The report lists how much water the City of Hamburg uses during the year.
- **Ceiling Tiles**
 - City Clerk Gruenhagen informed Council that Deputy Clerk Block had found in the city minutes going back about five years the councils discussion about replacing the Hall ceiling tiles and they still have not been replaced.
 - Councilmember Trebesch had counted the number of tiles that need replacing and he came up with 361.
 - Maintenance Worker Byerly informed Council that around Christmas time he had noticed that water was coming into the Hall on the east side from plugged downspouts on the outside of the building. This has loosened several ceiling tile.
 - Councilmember Mueller informed Maintenance Worker Byerly that to fix the problem all he would have to do is put some heat tape down the inside of the downspouts. This would keep the melting snow from turning to ice and plugging them.
 - Maintenance Worker Byerly asked if they made heat tape that long. Members of council replied that it does.
- **Sentence To Serve**
 - Maintenance Worker Byerly had contacted Pat of STS and requested help to paint the picnic tables, waxing the Hall and Community Center floors, and help putting up the replacement ceiling tile.
 - Council discussed what equipment and supplies would be needed when replacing the tile.
 - Maintenance Worker Byerly commented that it would be nice to have the ceiling tile before the STS come.
 - Council members will check around on price and different types of tile that could be used.
- **Back Steps (North Side) of Hall**
 - Maintenance Worker Byerly mentioned that the back steps at the Hall are leaning and when he looked under the steps he found that the flashing is cracked.
 - Council discussed how the steps should be removed and repaired.
 - Councilmember Trebesch volunteered to help Maintenance Worker Byerly fix the steps.
- **Handicap Bathroom in Hall**
 - Councilmember Cumiskey informed the other members of council that he had spoken with Ed Hatterschide. He will be meeting Mr. Hatterschide at the Hall on Wednesday, February 10, to look at the area where the handicap bathroom will be installed and give a preliminary cost for the bathroom.
- **Grinder Pump Station**
 - The grinder pump station needs repairs. The guide bars that the pumps sit on are all rusted causing the pumps not to seal. These pumps recycle the water in the lift station.
 - Council discussed what metal type of pipes should be used and possible cost of the repair.
 - Maintenance Worker Byerly will get some estimates.
- **Snow Plowing City Streets**
 - City Clerk Gruenhagen reported that he had received some complaints about the how the city streets are plowed after a heavy snow fall. He also suggested having snow piles on the street corners be removed for a better line of sight.

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- Council discussed how the snow is plowed, removing snow for a better line of sight at street corners, and where to put the snow if the city has anymore accumulation. They also mentioned that it is Minnesota and this winter we are at normal snow fall amounts. Council decided to have Scotty Feltmann (plows snow) push the snow back away from the street corners.

Deputy Clerk Report

Delinquent Utility Bills

- Everyone that was over 30 days delinquent on their water bills was sent a Disconnect Letter, Payment Schedule, and the Winter Shut Off Rules/Requirements.
- Council asked Deputy Clerk Block to send Emily Siebold a letter requesting her to increase the amount she is sending. Currently Ms. Siebold is making \$50 payments every other week. Each month her utility usage is higher then her monthly payments.
- Deputy Clerk Block will call Edina Realty who is listing Nick Nordin home at 419 Railroad Street and ask if Mr. Nordin still owns the home. If he does and even though it is vacant he will be charged the base monthly utility fee.
 - Councilmember Trebesch commented that he did know that the water has been shut off on the inside of the home.

Clerk/Treasurer Report

I & I Abatement Program Public Meetings (Easements) February 16 and 18, 2010

- City Clerk Gruenhagen informed Council that the letter inviting residents to attend one or both of the Special Meetings scheduled for February 16, 2010 and February 18, 2010 (both starting at 7:00 p.m.) to discuss easements for the Sanitary Sewer and Storm Sewer Improvement Project have been sent out. Residential service lines will also be discussed in getting them into compliance however this information was not included in the letter.
- Doug Parrott (SEH) will be able to attend both meetings however City Attorney Mac will only be able to attend the February 16th meeting.
- At the beginning of the meetings residents will be informed that the Easements are available to sign.
- City Clerk Gruenhagen, Doug Parrot (SEH) and Jessica Warren (SEH) will be meeting with Gene Erickson (MPCA Engineer) on February 24, 2010 at 1:30 p.m. to discuss the storm water portion of the project. At the present time the storm water is not eligible for PFA funding with the sanitary sewer project.

Temporary On-Sale Liquor License for Lions Club

- The Hamburg Lions Club is requesting a temporary On-Sale Liquor License for the Lions Ham Bingo & Meat Raffle to be held on March 26, 2010 at the Hamburg Hall.
- *Councilmember Cummiskey moved to approve the Temporary On-Sale Liquor License for the Hamburg Lions Club Ham Bingo & Meat Raffle on March 26, 2010 at the Hamburg Hall, seconded by Councilmember Muller and motion unanimously carried. All Council members were present.*

Informational

- February 16th to 18th Abdo, Eick & Meyers will be at the city office to do the 2009 Financial Audit.
- 2010 Local Board of Appeal/Equalization/Open Book meetings will be held April 19th to 23rd – 8:00 a.m. to 4:30 p.m. – in the County Assessor Office.

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- LMCIT Bond Coverage for Public Employees – before LMCIT will give a quote several forms have to be filled out first.
 - Council discussed how much the city employees should be covered for and possible cost. Council decided to have City Clerk Gruenhagen to check with the Hamburg Bank on what type of Bond coverage they could provide.
- Hamburg year end Profit & Loss totals which are cash basis were presented to council. In March 2010 City Clerk Gruenhagen will submit to Council an actual financial report based on accrual basis.
 - City Clerk Gruenhagen informed Council that he finished month end totals and the sewer fund is down to \$20,000. He suggested that Council start looking at other ways of funding the sewer fund; one would be transferring some money from the General Fund, include some of the Engineer fees into the bond.
 - Councilmember Mueller suggested starting a Storm Sewer Utility Fund fee.
 - City Clerk Gruenhagen added that in general the city has a six (6) month cash flow which is recommended.
- EAID Grant Program – City Clerk Gruenhagen had spoken with the Township about applying for the Election Assistance for Individuals with Disabilities (EAID) grant. These funds are available to pay for automatic door openers to make polling places more accessible to individuals with disabilities. This grant is expected to be large enough to cover the vast majority of the costs associated with purchasing and installing a typical automatic door.
 - Council discussed and agreed that this grant should be applied for.
- Shopping List – The city office is in need of several supplies. City Clerk Gruenhagen will go shopping on Monday to purchase;
 - Fax machine – the one we have now you can only receive faxes not able to send
 - Upgrade Quick Books – ours was new in 2000
 - Purchase a better Security Program for the computer
 - Upgrade Office Chairs – these were budgeted for
 - Label Maker – ours is broken
 - New Phones – upgrade so all office phones have caller id windows, transfer call option, and the office only has two phones need three.
 - Purchase new tape recorder – the one we have now the play button does not work
 - Purchase DVD-R discs – Need to remove old files to free up space in the computer.
 - PDF Program – needed when sending out information on e-mails so others can not change the information.
- NPDES/SDS (National Pollutant Discharge Elimination System/State Disposal System) Permit Renewal Application was sent in. The MPCA (Minnesota Pollution Control Agency replied in a letter that they received the application.
- Solicitor Permit for Chris Lund
 - City Attorney Mac suggested the city change its Solicitor permitting to exclude background checks. A background check is only needed if the Council wants to verify the information given. Mr. Lund is only going around Hamburg as more to meet and greet city residents. If Mr. Lund starts to solicit for his business then he would need a Peddlers permit along with a background check.

Time Off Request

- City Clerk Gruenhagen asked for Councils permission to take vacation time off from March 25th to April 9th, 2010. He did not want to book his flight until he had approval from Council.
 - City Clerk Gruenhagen also asked if Deputy Clerk Block could work 40 hours per week during his absence.
- Council discussed and did not have any objections.

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Notice of Public Hearing (Carver County Code)

- A Public Hearing will be held on Tuesday, February 16, 2010 in the Commissioner's Meeting Room at the Carver County Government Center, Chaska, MN to consider a newly drafted "Adult Use Businesses" Ordinance amending the Carver County Code to regulate Adult Uses. All persons interested are invited to attend.

Ehlers

- An informational letter was received from Ehlers about potential refunding of the cities existing bonds.

City Council Reports

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

Councilmember Cummiskey (Streets)

- Councilmember Cummiskey gave an up date on the handicap bathroom for the Hall.
- Council discussed and asked Councilmember Cummiskey to continue with the project.

Councilmember Trebesch (Buildings) – had nothing further to report.

Councilmember Barnes (Parks) – had nothing further to report.

Mayor Malz

- Mayor Malz commented that the city sign does not register the temperature if it is below 32 degrees Fahrenheit.
 - City Clerk Gruenhagen was aware of the problem and will check into it.
- Mayor Malz requested that Hamburg official web sit be put on the city sign.
- Mayor Malz asked if a letter was sent requesting the resident on Railroad Street to tie up his dog so the animal is unable to be on the sidewalk.
 - City Clerk Gruenhagen responded not yet but he will get one sent out.

Approve Claims List for February 2010

Claims List for February 2010

- Councilmember Barnes asked what check number 14279 to Wells Fargo HBS in the amount of \$25.50 was for.
 - City Clerk Gruenhagen explained that it is a fee for Wells Fargo to administer the Health Savings account.
- City Clerk Gruenhagen informed Council that check number 14282 – MN DNR Water – will be added to the claims list. When he finishes the report tomorrow he will know the amount.
- February Wages for Jeremy Gruenhagen will be removed and added to the claim list for the February 23rd Council meeting.
- Councilmember Trebesch questioned check number 14267 to Foley Brothers in the amount of \$501.20. He was wondering why it was so high of an amount.
 - Deputy Clerk Block replied that the Fire Department purchased a 100 cup coffee maker costing \$135 from Foleys.
 - Council questioned why the Fire Department purchased one.
 - City Clerk Gruenhagen suggested withholding payment until it is verified as to why the purchase was made and why it cost so much. City Clerk Gruenhagen will check into this.

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Councilmember Barnes moved to approve claims 14260 through 14266 and 14268 through 14282 with holding 14267(Foley Brothers - \$501.20), seconded by Councilmember Trebesch and motion unanimously carried. All Council members were present.

City Clerk Gruenhagen informed Council that he will be forwarding an email to them that lists the duties and new requirements for general accounting internal controls.

Councilmember Mueller moved to adjourn the Hamburg City Council meeting at 9:12 p.m., seconded by Councilmember Trebesch and motion unanimously carried. All Council members were present.

Submitted by:

Sue Block
Deputy Clerk