

Hamburg City Council Meeting

February 22, 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. Judy Feltmann (319 Casper St., NYA) was also in attendance.

Agenda Review (Added Items) and Adoption

- Added – Updated February Claims List
- Added – Updated Delinquency Report
- Added – New City Nuisance Form
- Added – New Training/Education/Conference/Seminars Form
- *Councilmember Mueller moved to accept the agenda with the four added items, seconded by Councilmember Barnes and motion unanimously carried. All Council members were present.*

Public Comment

- There were no comments from the public.

Approve Consent Agenda

- Approve Minutes for January 25, 2011 and February 8, 2011
- Approve Payment of Claims for February 2011
- Adopt Resolution Number 2011-06
 - Application to conduct off-site gambling for NYA Lions
- Adopt resolution Number 2011-07 (Clean Water Revolving Fund)
 - Approve Forms 5 and 6 of CWRF Application
- Final Board of Appeal and Equalization Schedule for 2011
- Temporary On-Sale Liquor Licenses for Hamburg Lions Club
 - April 15, 2011 and April 16, 2011
- *Councilmember Lund moved to approve all items listed in the Consent Agenda, seconded by Councilmember Mueller and motion unanimously carried. All Council members were present*

Old City Business

- Item #3 – ToTheHome Internet Electrical Wiring at the Water Tower.
 - Mr. Sprengeler was unable to fix the wiring on the following dates that he had scheduled; Friday (Feb 18), Monday (Feb 21) was a snow storm, and on Tuesday (February 22) Mr. Sprengeler reported that he was back logged and would be out Wednesday (February 23) at 11:30 a.m. to work on the wiring.
 - Council discussed the continued delays and asked City Clerk Gruenhagen to inform Mr. Sprengeler that if the wiring is not fixed by the next council meeting on March 8th his internet system will be unplugged.
- Item #4 – Finish installation of the new play ground equipment at the Hall Park.
 - Councilmember Barnes will check on the size of boarder needed to go around the new play ground equipment and have it ordered.
- Item #8 – Councilmember Barnes and Mayor Malz check if the pop canisters in the Hall can be moved upstairs.
 - Councilmember Barnes and Mayor Malz rescheduled for some time this week.

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- Item #9 – Waste Management Contract with the City
 - The Waste Management contract with the City of Hamburg is expiring on July 31, 2011. Council decided to notify Waste Management (90 days before July 31, 2011) that the Council has decided to go out for bids.
 - One part of the RFP will request free garbage service for five (5) of the cities events through out the year.
- Item #10 – Decision on Resolution Number 2011-07 has been completed, take off list.

Fire Department Report

FEMA Grant for Pagers (Carver County)

- The grant for the pagers has been received and once a certain part is signed the Fire Department has one year to complete the project.

FEMA Grant/US Fish & Wildlife Grant

- Waiting on some stuff from Claries.

New Paging System

- The new paging system is up and running.

Civil Defense Siren Upgrades

- Fire Chief Droege will call the electrician to install the Civil Defense Siren upgrades.

Payment for Emergency Service Call

- Received the \$450 Emergency Service Call fee from an accident that occurred in December 2010.

Hamburg Fire Department Officers – Selection vs. Election

- Keep on agenda for future discussion.

FEMA Grant Approval

- Fire Chief Droege requested permission from Council to apply for a 2011 FEMA Grant.
 - *Councilmember Barnes moved to give permission to Fire Chief Droege to apply for a 2011 FEMA Grant, seconded by Councilmember Mueller and motion unanimously carried. All Council members were present.*

Dennis' Report (Public Works & Utilities)

Project List

- Item #5 – Strip and wax Fire Department Office Floor and report on the outcome at the February 22nd City Council Meeting.
 - Maintenance Worker Byerly was out sick for three days and unable to complete the work.
 - Council did not reschedule a different completion date other than to have the work completed as soon as possible.
- Item #6 – Mock OSHA Inspection
 - Only item left for completion is the ToTheHome Internet wiring at the city water tower.

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- Council discussed and asked City Clerk Gruenhagen to inform Mr. Sprengeler that if the wiring is not corrected by the next council meeting (March 8th) his internet system will be unplugged.
- Item #8 – Check how much Ag-Lime costs.
 - Ag-Lime would be used on the Hamburg Ball Fields.
 - Maintenance Worker Byerly reported that he still needs to check on the price.
- Item #13 – Bids for Handicap Bathroom in Community Hall
 - Several questions have come up concerning the building of the handicap bathroom, if certain items have to be brought up to code. City Clerk Gruenhagen will check into the regulations and report back to Council at the March 8th meeting.
- Item #17 – Repairs to Hall Canopy
 - This has been completed, take off list.
- Item #32 – Purchase a spray gun. (Council previously approved (by motion) up to \$150 for Maintenance Worker Byerly to purchase a spray gun.)
 - Council again discussed if a spray gun should be purchased and decided that to help reduce labor time and cost a spray gun should be purchased. Mayor Malz will check into what type of spray gun would be best for completing projects around the City.

G&K Contract for Cleaning Supplies

- Council discussed looking at other cleaning supply companies to find out if the city could get lower prices on the supplies that are now ordered through G&K.
- City Clerk Gruenhagen will send a cancelation notice to G&K. Once the contract is canceled Maintenance Worker Byerly can decide what company would be best to order from.

Industrial Storm Water General Permit – No Exposure Exclusion Certification

- City Clerk Gruenhagen is working on this to get it renewed.

Water Wells Usage/Water Consumption for 2010

- Council discussed and decided to have Maintenance Worker Byerly contact Rural Water asking if they have any ideas as to why Hamburg's water usage is less than what is pumped.

MN Water/Wastewater Agency Response Network (MnWarn) Update

- Council was asked to read over the MnWarn Mutual Aid Agreement information packet and make a decision at the March 8th Council meeting if Hamburg should become a member.

Bobcat Tires

- Maintenance Worker Byerly reported to Council that he had purchased new Bobcat tires.
- Councilman Mueller requested that Maintenance Worker Byerly get a written quote for 48" forks for the Bobcat.

Water Meter Readings for February

- Due to the depth of the snow within the City the water meter readings will not be read for the month of February. All entries will be estimated.

Pre-Bid Conference for I & I Abatement Program

- City Clerk Gruenhagen informed members of Council about the topics discussed at the Pre-Bid Conference meeting that was held at the Community Center on February 22, 2011 at 1:30 p.m.
 - Scope of Work
 - No construction during the Zummerfest celebration June 17-19, 2011.
 - Completion Dates
 - Substantial Completion – August 19, 2011
 - Final Completion – June 29, 2012
 - The different phases of work.
 - Access Routes

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- Summary of Work
- Service Line Marking and Records
- Pre-Award Meeting
- Bids for the I & I project will open on March 3, 2011.

Deputy Clerk Report

Delinquent Utility Bills

- Diana Payne (350 Louisa Street) – Delinquent amount sent to Re/Max Advisors West for payment.
- Jon Reed (416 Jacob St) – Set up a payment plan.
- Betty Griffin (420 Maria Ave) – Unable to turn water off curb stop. Received \$76.00 on 02/15/11 however no payment plan was requested by Betty Griffin.
- Brian Cumiskey (724 Park) – Set up a payment date.
- Nick Nordin (419 Railroad St) – Home going in to foreclosure, delinquent amount due was sent to Freddie Mac.
- Darrell Grams (410 Sophia Ave) – Delinquent letter sent.

Project List

- Item #2 – January 25th and February 8, 2011 Council meeting minutes were completed.
- Item #6 – Delinquencies were followed up on.
- Item #17 – Attended Safety Meeting in Waconia. Meeting was attended.
- Item #28 – Meeting with Mayor Malz, Councilmember Lund, Maintenance Worker Byerly, and Deputy Clerk Block to go over Dennis's Project List was completed.
- Item #31 – Follow up on Robb's Electric bill for Hall cooler motor and labor was completed.
- Item #33 – Find out where the drain pipes in the shop floor come out.
 - Councilmember Mueller explained to other members of Council why this is needed and project will be put on Maintenance Worker Byerly's list.
- Item #34 – Order Councilmember Lund a City shirt.
 - Council decided to leave the ordering of additional shirts up to City Clerk Gruenhagen and Deputy Clerk Block.
- Item #35 – Obtain list of Cleaning Supply Companies was completed.
- Item #37 – Create an information pack to send new city residents.
 - A meeting will be set up with City Clerk Gruenhagen, Deputy Clerk Block, Councilmember Mueller, and Councilmember Barnes to complete the packet and report back to Council.
- Item #38 – Nuisance form was completed and handed out to Council.
- Item #39 – Create a file and excel form for events available for Council, City Clerk, Deputy Clerk, and Maintenance Worker Byerly to attend or did attend.

Water and Sewer Charges for Apartments and Duplexes

- City Clerk Gruenhagen asked Council if the city should be charging apartment buildings and duplexes per unit for water usage or just one base fee per complex. At the present time the city is charging per unit for sewer usage but only charging for water usage as one rate. Question to Council was if they would want to charge per unit for water and sewer or per unit just for sewer.
 - Council discussed and decided to have City Clerk Gruenhagen put this question on List Serve to find out how other cities charge apartments and duplexes for water and sewer.

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City Clerk/Treasurer Report

Payment from JPBCC account to Central High School Media News Class

- Members of the CHS Media News Class requested \$500 from the JPBCC fund for equipment needed to film City Council Meetings/Events.
- *Councilmember Mueller moved to grant the Central High School Media News Class request to use \$500 from the JPBCC account to purchase equipment needed for filming City Council Meetings/Events as long as the filming is specific to NYA or Hamburg city events and Council meetings, seconded by Councilmember Trebesch and motion unanimously carried. All Council members were present.*

Data Closet Location for CCOFI Fiber Line

- Council discussed using the Community Centers current utility closet for the Fiber Optic equipment but decided to wait for Randy Lehs to come out and take a look at it first. The utility closet may not be suitable for the equipment.

2010 Financial Audit (Abdo, Eick & Meyers)

- The auditors have completed their field audit which only took two days instead of the normal three days. The auditors are planning on presenting the audit overview during the March 22, 2011 City Council meeting.

Project List

- Item #10 - Plaque for the cities electrical sign is still being worked on.
- Item #11 – Do the Townships contribute to the Community Ed Summer Park Program. This was completed and the area Townships are not asked to contribute.
- Item #12 – Obtain key to Fred Paweks' apartments is being worked on by Mayor Malz.
- Item #13 – Follow up with Shawn about completing the wiring at the water tower. If not completed by March 8th Council decided to have the internet service unplugged until it is up to code.
- Item #14 – Update the Cities Website.
 - After the audit is completed City Clerk Gruenhagen will work on this.
- Item #15 – Follow up on the title transfer for the Tanker that was sold by the Hamburg Fire Department.
 - This is still being worked on.
- Item #17 – Report electrical sign outage to the insurance company has been completed.
- Item #18 – Order more shirts and/or fleece vests. Council decided to leave this up to City Clerk Gruenhagen and Deputy Clerk Block on ordering and who to order from.

Pre-construction Pictures for the I & I Project

- Council decided to have S.E.H. take the pre-construction pictures of where the I & I Project will be going.
 - Council agreed this would be the best solution.

Brian Cummiskey Land Purchase and Easements

- City Clerk Gruenhagen will check with Mr. Cummiskey informing him that the City still needs the tax roll and the Banks partial mortgage release.

New Agenda Format

- Council liked the consent agenda format.
- Would like the pre-construction agenda put on the agenda.
- Would like the time put back on the agenda instead of numbers.
- Council agreed to have the Claims List moved from the beginning with the consent agenda items to the end of the agenda like was.

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Time Off Request

- City Clerk Gruenhagen requested to take time off on March 4th, 17th, and 18th, 2011.
 - *Councilmember Mueller moved to grant City Clerk Gruenhagens requested time off (March 4th, 17th, and 18th), seconded by Councilmember Trebesch and motion unanimously carried. All Council members were present.*

City Council Reports

Councilmember Mueller (Sewer & Water)

- Councilmember Mueller would like the boarder for around the new playground equipment ordered.

Councilmember Lund (Streets) – Had nothing further to report.

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

Councilmember Barnes (Parks)

- Councilmember Barnes will follow up with the Committee to make sure the boarder has been ordered.

Mayor Malz - Had nothing further to report.

Councilmember Mueller moved to adjourn the Hamburg City Council meeting at 9:15 p.m., seconded by Councilmember Trebesch and motion unanimously carried. All Council members were present

Submitted by:

Sue Block
Deputy Clerk