

Hamburg City Council Meeting February 24, 2009

Mayor Malz called the regular meeting of the Hamburg City Council to order at 7:00 p.m. Councilmember Brian Cummiskey, Councilmember Larry Mueller, Councilmember John Barnes, Councilmember Steve Trebesch, City Clerk Jeremy Gruenhagen, Deputy Clerk Block, and Maintenance Worker Byerly were in attendance. Others present were Adam Glander (Fire Department), Fire Chief Brad Droege (Fire Department), Jim Ische (Carver County Board), and Jim Keeler (Carver County Attorney).

Miscellaneous Business (Public Comments)

- No public comments.

Agenda Review (added Items) and Adoption

- Added – Public Hearing Minutes for 02-10-09
- Added – Councilmember Mueller will present a request from the Hamburg Hunt and Fish Club for a lawful gambling permit.
- Added – Fire Department Letter from the State Fire Marshall to Fire Chief Droege.
- Added – Make a motion to accept Hamburg Fire Department Relief Association Donations.
- Added - Time off request from Maintenance Worker Byerly for a vacation day on Friday, February 27, 2009.
- *Councilmember Mueller moved to approve the agenda with the addition, seconded by Councilmember Barnes and motion unanimously carried. All Council Members were present.*

Approve Claims for February 2009

- *Councilmember Mueller moved to approve February 2009 claims #13715 to #13730 totaling \$23,130.47, seconded by Councilmember Trebesch and motion unanimously carried. All Council Members were present.*

Old City Business

- Council members did not have any additions or completions for the report.

Fire Department Report – Chief Brad Droege

- FEMA Grant
 - Received approximately \$13,200 grant; equipment has been purchased.
- DNR Grant
 - Received \$500 grant; equipment has been purchased.
- US Fish and Wildlife Grant
 - Equipment was purchased for \$2,900 and the Hamburg Fire Department will be reimbursed when the US Fish and Wildlife grant is received for the amount of \$2,900. Chief Droege is working on finalizing the paper work for the grant. The paper work must be submitted within the year.
- Washington Lake Township
 - Hamburg Fire Department contract with Washington Lake Township for Emergency Services. The contract was reviewed by the Cities Attorney (Mac) and is ready for approval. Fire Chief Droege mentioned that the Fire Department should also draft a contract with Norwood/Young America Township for Emergency Services.
 - *Councilmember Cummiskey moved to approve the Emergency Services Agreement between the Hamburg Fire Department and Washington Lake Township, seconded by Councilmember Barnes and motion unanimously carried. All Council Members were present.*

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- 2008 Donations to the City of Hamburg from the Hamburg Fire Department Relief Association.
 - During the 2008 city audit the auditors informed City Clerk Gruenhagen that any donations from the Hamburg Fire Department should be accepted by the city through a motion or resolution. The auditors are checking on which is acceptable. Until the answer is obtained Council should make a motion to accept all Fire Department Relief donations made to the city during 2008.
 - **Councilmember Mueller moved to accept all donations from the Hamburg Fire Department Relief Association to the City of Hamburg in the year 2008, seconded by Councilmember Trebesch and motion unanimously carried. All Council Members were present.**
 - Councilmember Cummiskey asked if the city needs a dollar amount (donations).
 - Council and Fire Chief Droege discussed and City Clerk Gruenhagen will check with the auditors.
- Change City Council Meeting, March 10th, 2009 for Young America Township is hosting their annual meeting.
 - City Clerk Gruenhagen will report on this during his reports.
- J5 Grass Rig
 - On Wednesday, February 18th, Hamburg and Green Isle Fire Departments went to look at J5 Grass Rigs from the DNR. The DNR was offering cities a chance to purchase the 30 year old grass rigs for \$2,000 each. Chief Droege and others from the Hamburg & Green Isle Fire Department checked out two rigs, one was in good condition and the other one would not start. They were able to bring home the two grass rigs for the agreed upon amount of \$1,500 each. The Fire Department along with the Green Isle Fire Department is looking to purchase the two rigs. After installing a new ignition switch the disabled rig started on the first try and is running great, now have two working grass rigs. The DNR is allowing cities to try out the J5 Grass Rigs until June 2009. If they decide to keep the grass rigs they can be purchased at that time. The Hamburg Relief Association will pay for the rig. Fire Chief Droege commented that they may be able to sell the grass rig for more than what they paid for it if they decide not to keep it.
 - The Grass Rigs are used for putting out swamp fires.
 - The only problem Chief Droege foresees is where to store the grass rigs because they run on metal tracks not tires. They weigh somewhere around 5,240 lbs.
 - Councilmember Cummiskey suggested storing them in the Water Treatment Plant. Other members of Council replied that the Treatment Plant has too many delicate instruments that could be damaged.
 - Chief Droege replied that Wm. Mueller and Sons may possible store them in one of their sheds.
- New Fire Members
 - Jen Baker and Justin Spande are taking 1st Responder Classes.
 - Colton Kroells applied for Hamburg Fire Fighter membership. Waiting for his background check to be returned. Colton has completed Fire Fighter One and Fire Fighter Two training, he also has taken some First Aid classes. His training expenses will be less expensive for the city, a First Responder class is \$300 and Fire Fighter One class costs \$900 which the city will not have to pay.
- German Group – Visit to Hamburg
 - Fire Chief Droege asked if the group from Germany was still planning on visiting Hamburg this summer.
 - City Clerk Gruenhagen replied that he has not heard anything lately and will check on this.

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- Hamburg's New Electronic City Sign
 - Several people from the community have commented to Chief Droege that the sign really looks nice.
 - Fire Chief Droege suggested a committee be formed to make decisions on what will be put on the sign. The committee should also decided if a fee should be charged, to whom, and how much. This fee would help generate funds for the repair of the sign once the five year warranty runs out.
 - Councilmember Cummiskey commented that anyone who rents the Hall should have their event put on the sign for free. It would be considered part of the rental fee for the Hall.
 - Councilmember Barnes replied that this type of decision could be made by the committee.
 - City Clerk Gruenhagen suggested leaving the decisions up to the committee. Have them present their ideas to Council.
- Policing for Zummerfest – June 19 to 21, 2009
 - The Fire Department and Lions Club discussed the policing at Zummerfest during their meeting last night. The question both groups had is why pay for policing when the city has contracted policing. Last year it cost the committees \$500 for policing the events. It has already been decided not to have policing during the wrestling matches on Saturday night or during the time the band plays on Friday night. To contract for patrols they charge \$55 per hour for one deputy but they always come in two's so the committees would be paying \$110 per hour.
 - Mayor Malz asked if any of the cities contracted policing hours could be shifted to cover Zummerfest.
 - City Clerk Gruenhagen will talk to Commander Jeff Envold about the issue.
 - Fire Chief Droege had spoken with Sergeant Tom Fadden and he had suggested talking to Simons and John Douville at Cologne. Ask if Cologne would give up some of its policing hours so one of the officers could patrol in Hamburg a little longer during Zummerfest.
 - Chief Droege also commented that there are enough persons at the event that we could patrol it ourselves. This would save the organizations putting on the event some money. We have months to discuss this but if Council decides on having the event policed Chief Droege would have to start working on the contract the end of March or first part of April.
- City Clerk Gruenhagen reported to Council that Fire Chief Brad Droege received a letter from the State Fire Marshal. In the letter it stated that they appreciate the time and effort Chief Droege has put into filling out and sending in the department's fire incident reports (MFIRS). His reports have been consistent and timely. Chief Droege reliability and accuracy have made their job much easier.

County Commissioner Jim Ische

- Commissioner Jim Ische commented that the remodeled license center opened on February 9th in Chaska. Driving tests will also be available in Chaska. Within the facility there are a few flat screen TV's that generate revenue by charging for advertising for about \$100,000 a year.
- A new licenses center in Chanhassen will be opening on March 16, 2009. The License Centers are one of the few things in County Government that actually run in the black.
- MN DOT will be building a new Public Works building for the County Public Works Division in Chaska. The County will be adding 10 miles of road surface to their work schedule in the coming year. The area will include some of old Hwy 212, Hwy 101, and Pioneer Trail. Commissioner Ische did not support this due to the economic times but believes it will prove to be a good idea in the grand scheme of things.

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- An agreement has been reached with an outside vendor to run the Lakeside Ballroom. The County will own the land and building however Lancer Catering will run the Ballroom and cater in the food.
 - Councilmember Mueller asked if the County was helping to fund a new business, Councilman Mueller questioned the \$100,000 payment request to Lancer. Commissioner Ische stated the payment was not made to Lancer but to HBAC. The County allowed \$100,000 for a start-up fund and \$65,000 of the \$100,000 will be used at this time for upgrades.
- County budgets are being cut. The County was to receive about two and a half million in government aid in 2009 however at this time the County does not know how much they will actually receive in 2009. The County lost \$761,000 in aid at the end of 2008. Planning for layoffs and more cut backs until the Legislature decides if any funds will be given to the counties.

Carver County Attorney Jim Keeler

- Recently, Mr. Keeler's office has received an increased number of citations for alleged violations of the Cities ordinances. The citations are filed directly with the Carver County Court Administration's Office and scheduled for an arraignment hearing, frequently, without the knowledge of the city and the CCAO (Carver County Attorney Office). Typically his office and the City of Hamburg first learn of the alleged ordinance violation when a defendant appears for arraignment, pleads not guilty, and the case is scheduled for a pre-trial hearing. Prior to the pre-trial hearing the City will be notified and may request the CCAO to prosecute, dismiss the citation, or make alternative arrangements. In the future the City will be notified in writing by Mr. Keeler's office of the case and ask the city's direction as to whether or not they intend to proceed with the prosecution. If the Carver County Attorney proceeds with the case a \$75 per hour charge will be billed to the City.
 - If the city does not reply to the notification, Attorney Keeler will consider this a yes.
- City Clerk Gruenhagen asked if the city can be notified before a council meeting so Council can make a decision.
 - Attorney Keeler responded that he can ask the court for a delay so Council can review the citation.

Fiber Optic Line

- City Clerk Gruenhagen thanked the County for including Hamburg and in receiving the Fiber Optic line. Clerk Gruenhagen stated it was important to the city to address citizens needs along with future business needs.
- Commissioner Ische commented that this will put Hamburg on the same level as Chanhassen. The project will start when the frost is out of the ground and should be completed by the end of 2009.
- Councilmember Mueller mentioned that there were some people at the fiber optic meetings that were against Hamburg receiving the line. What the east end of Carver County gets the west side should also receive.
- Fire Chief Droege added there are eleven towns in the county and all towns should be treated the same; if Hamburg did not receive the line then the City should look at annexing to Sibley County.

Senator Ortman – Bus Tour – March 2, 2009

- Senator Ortman invited the Senate Economic Development Committee to take a bus tour of western Carver County. The Committee Bus Tour will start in Mayer at 3:00 p.m. then arrive in Hamburg at 5:10 p.m. After a brief bus tour of Hamburg, the Committee will be stopping in Norwood Young America at 5:30 p.m. at Central School to have a public hearing. Residents of the cities visited and Council members will be able to address the committee with any further issues that could not be covered on the brief bus tour.

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- City Clerk Gruenhagen asked Commissioner Ische if he will be in attendance on the bus tour.
 - Commissioner Ische responded that he would be on the tour.
- Councilmember Brian Cummiskey asked City Clerk Gruenhagen to post this event as a Special Meeting.
 - Councilmember Mueller suggested putting this on the new electronic message board.
- ***Councilmember Cummiskey moved to have the Economic Development Bus Tour on March 2, 2009 as a Special Meeting, seconded by Councilmember Mueller and motion unanimously carried.***
 - Councilmember Barnes suggested Council meet a little before 5:10 p.m. to discuss a game plan for the tour.

City Clerk Gruenhagen commented to Commissioner Ische and Carver County Attorney Jim Keeler to not forget and include Hamburg when County projects are done.

- Commissioner Ische commented that he would like to come out quarterly to attend the City Council meetings.

Dennis' Report (Public Works & Utilities)

Disconnect Well in Car Wash from City Water Distribution System

- Maintenance Worker Byerly, Gary Carlson (licensed plumber) and Ken Bauer (owner of building) will be meeting February 25, 2009 to look at the well and see how it should be disconnected.

Sewer/Water License Renewals – 2009 Conferences

- Maintenance Worker Byerly informed Council that City Clerk Gruenhagen looked up when his Water license renewal was due. His license is good until next year, 2010. You have to renew them every three years at time of renewal.
- Maintenance Worker Byerly Sewer License renewal is up in May and City Clerk Gruenhagen license renewal is up in April 2010.
- Councilmember Mueller commented that Maintenance Worker Byerly should be attending different types of seminars during the year. Maintenance Worker Byerly mentioned that he was thinking about going to a pond seminar that is not too far away so he would have to get a motel room.
- Councilmember Mueller noted that there are meetings in Norwood/Young America, Chaska, and other cities that are close. City Clerk Gruenhagen added he should go to seminars especially for Storm Sewer and Sanitary Sewer. With the I & I project that will be done in Hamburg this type of information is needed, not just information on ponds.
- Mayor Malz suggested he go to shorter meetings than a conference which usually last for several days. You sometimes can get more out of short meeting than sitting all day at longer ones.
- Councilmember Mueller informed Maintenance Worker Byerly that there are meetings in Chaska and Norwood/Young America that he could attend. City Clerk Gruenhagen noted that it would be good for Maintenance Worker Byerly to attend some meetings and talk with other cities as to what/how they do maintenance work. Mayor Malz commented that there is nothing wrong with training.

Project List

- Mayor Malz informed Council that he along with Maintenance Worker Byerly went over Dennis' project list and noted which projects had been completed so they can come off the list. Deputy Clerk Block entered the information and finished cleaning up the list.

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City Rounds

- Mayor Malz accompanied Maintenance Worker Byerly during his daily rounds on Tuesday, February 24, 2009. When looking around the Water Treatment Plant he now understands why only a few people have keys to the building, there are a lot of dials and gauges that could get messed up.

City Keys

- Fire Chief Droege brought up the subject of who should have keys to the city buildings incase of an emergency. Who should be called as backup if Councilmember Mueller is out of town, Maintenance Worker Byerly is unavailable, Mayor Malz is unavailable, and City Clerk Gruenhagen out of town during the same time frame. Does he or the other Council members have keys or know where to get them? Who has the authority to call NYA or Green Isle for assistance?
- Councilmember Barnes questioned if the city has any mutual aid for this type of situation.
 - Councilmember Mueller replied that Council has discussed this for the past several years but no agreement has been completed.
- Chief Droege asked who has keys to the city office. He suggested that City Clerk Gruenhagen, Deputy Clerk Block and himself should have keys.
 - Councilmember Mueller replied that the only people that should have keys to the City Office are Jeremy and Sue.
- Chief Droege said that there should be a Contingency Plan for emergencies.
 - City Clerk Gruenhagen and Fire Chief Droege will get together and discuss this issue. When they have a plan they will present it to Council.

Time off Request

- Maintenance Worker Byerly requested Friday, February 27, 2009 off as a vacation day. He will do the rounds on Friday but asked if City Clerk Gruenhagen could do them on Saturday morning.
 - City Clerk Gruenhagen replied that he would do the rounds on Saturday.
- Council discussed and granted the time off request.

Deputy Clerk Report

Delinquent Utility Bills Report

- Deputy Clerk Block reported that the delinquent accounts are about the same as last month. Letters have been sent out asking for payment or to set up a scheduled payment plan.
- Grams did have a payment plan set up but they are two payments behind on the scheduled payments. Another past due notice was sent to them.

Time off Request

- City Clerk Block had filled out a request form to take March 6, 2009 off. Four hours of vacation time would be used if needed.
- Council discussed and granted the request.

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City Clerk/Treasurer Reports

Business Plan for Rita Boettcher (Bed & Breakfast Request)

- City Clerk Gruenhagen reported on the letter Ann Perry (city planner) will be sending to Rita Boettcher denying her request, at this time, for a Bed & Breakfast in Hamburg. Council reviewed the letter and had no objections or changes.

Employee Handbook

- City Clerk Gruenhagen handed out copies of the Employee Handbook and copies of the organizational structure, city employee job descriptions, and employee performance and evaluation forms.
- The information was given to Council so they could review the current employee requirements and forms. City Clerk Gruenhagen asked Council to look over the material and make any suggestions or comments if they would like anything changed, added, or removed.
- Fire Chief Droege asked to have a copy also.
- City Clerk Gruenhagen asked Council that if they have anything they would like to discuss about the Employee Handbook to let him know and he will put it on the agenda for discussion.

Health Insurance for Full Time City Employees

- City Clerk Gruenhagen put this on the agenda so Council can start thinking about health insurance for city employees for 2010. If they would like to discuss this at a later time, a Special Meeting could be set up to discuss it before a regularly scheduled council meeting.

2010 Census

- City Clerk Gruenhagen asked members of Council if anyone would be interested in being a member of the Complete Count Committee to promote the 2010 census. Activities of a Complete Count Committee include: participating in parades and festivals; answering questions and directing residents to sources for translations of the form; questionnaire assistance; and providing information about Census Bureau employment.
- Council discussed and decided not to join the committee but work on getting the word out to the public about the up coming 2010 Census and the importance of the census.

Minnesota Valley Regional Rail Coalition (MVRRC)

- The city council had previously passed a resolution to support the MVRRC. They are now asking the City of Hamburg to submit a letter of support to help them obtain funding for the Economic revitalization of the track.
- Council discussed the request and decided to have City Clerk Gruenhagen send a letter along with the resolution supporting the railroad.

Sanitary Sewer & Storm Water

- City Clerk Gruenhagen informed Council that S.E.H. will be starting the survey and design phase this week. Friday, February 27, 2009, letters were sent to residence affected by the sanitary sewer and storm water improvement plan notifying them of the start of this phase. The Wetland study of the Cummiskey property will begin this spring (2009).

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- Easements are being looked at and the city should have City Attorney draft a letter to residents allowing the city to work outside of the easements and for access to the sewer lines for sewer connections. They may need to go between homes to get to the easements. City Clerk Gruenhagen will work with David Hubert to put these plans together.
- S.E.H. will be lowering their fees from February 1, 2009 to April 1, 2010 by 5% to 20%.
- Doug Parrott will be working with City Clerk Gruenhagen on setting up a Storm Water Utility fee and drafting an ordinance.
- Council will need to hold another Public Hearing to pass a resolution to draft the actual specs and plans.

Budget Cuts 2009

- City Clerk Gruenhagen had this in the agenda just to inform Council that the end of March the actual numbers for financial assistance will be available. Council should start thinking about what could be cut from the city's budget. Other cities are cutting employment, holding off on capital projects and capital purchases or money that was set aside for future capital purchases.

MCFOA Meeting in Winsted - February 25, 2009

- City Clerk Gruenhagen reminded Council that he and Deputy Clerk Block will both be out of the office on February 25th attending a Minute Taking and Safety Training session in Winsted, MN.

City Council Meeting – March 10, 2009

- The Young America Township will be hosting the annual Townships meeting on March 10th at the Community Center. They will need the room that Council currently occupies for its meeting. Council discussed if they wanted to hold their meeting on a different day.
- Council discussed this item and decided to hold the council meeting on March 10, 2009 but use the Young America Townships room while they use the council chambers.

Hall Rental

- City Clerk Gruenhagen informed Council that a wedding party that has booked the Hall this summer asked if they could grill (three grills would be used) outside the Hall for their reception.
 - Council discussed the pros and cons and decided to allow them to grill on the north side of the Hall by the chain link fence and have a fire extinguisher available.
- Another couple has asked if they could park two or three 30 foot campers outside the Hall during their wedding reception and keep them there overnight.
 - Council discussed this request and decided they did not want trailers parked overnight in the city for wedding receptions. They could contact Baylor Park for camping facilities.

City Council Reports

Councilmember Mueller (Sewer & Water)

- Councilmember Mueller informed Council that the Hamburg Hunt and Fish Club would like to have a Calendar drawing instead of the raffle drawing for next year's Fish Fry. They would like to sell Sports Calendars for \$40 per calendar giving away 105 guns, 12 fish houses, etc., totaling around 165 items up to \$3,000. The Hamburg Hunt and Fish Club were applying for a gambling permit to sell the calendars.

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- Fire Chief Brad Droege mentioned that he would like to talk to Josh Kroells before they start selling the calendars. Another city that sold these types of calendars got in trouble with the State because some were lost. He just wants to inform Mr. Kroells to keep a tight control on who has calendars to sell.
- ***Councilmember Cummiskey made a motion to approve the gambling permit for the Hamburg Hunt and Fish Club to sell the Sports Calendars, seconded by Councilmember Trebesch and motion unanimously carried. All Council Members were present.***
- Councilmember Mueller also informed Council that he will not be attending the Water Conferences in St. Cloud.

Councilmember Cummiskey (Streets)

- Councilmember Cummiskey had been asked by a city resident if signs could be put up on County Road 50 that runs through town indicating who has the right of way.
 - Council discussed this request and decided not to ask the County for any more directional signs pertaining to this resident's request.
- Councilmember Cummiskey asked Council if the Dog License renewal date could be changed from the first of the year to when the animal is due for its rabies shot.
 - Council discussed his request and decided it would be best to keep the due date for animal licenses at January 1st of each year.

Councilmember Trebesch (Buildings) had nothing further to report.

Councilmember Barnes (Parks) had nothing further to report.

Mayor Malz had nothing further to discuss.

Councilmember Mueller moved to adjourn the Hamburg City Council meeting at 8:48 p.m. seconded by Councilmember Barnes and motion unanimously carried. All Council Members were present.

Submitted by:

Sue Block
Deputy Clerk