

Hamburg City Council Meeting March 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 Cummiskey, City Clerk Jeremy Gruenhagen, Deputy Clerk Sue Block, Maintenance Worker Dennis Byerly, and Fire Chief Brad Droege were in attendance. Also in attendance were Paul Hallquist (Hamburg State Bank), Jared Mackenthun (Hamburg Fire Department), Adam Glander (Hamburg Fire Department), Justin Buckentin (Hamburg Fire Department), and Mike Miller (Retired Hamburg Fire Fighter).

Agenda Review (Added Items) and Adoption

- Added – Quote for electric pump
- Added – Updated Claim List for March 2010
- Added – Updated Utility Delinquency List
- Move the H.I.P. Group to the next City Council meeting agenda.

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

Approve the January 26, 2010 Minutes

- Mayor Malz had one comment under Councilmember Trebesch report. It states that Mayor Malz was going to check on the possibility of just using insulation on the Hall ceiling and not the tiles. This should be changed to; in addition to checking into the tiles.
- Mayor Malz also wanted to clarify that the snow on the sidewalk at 430 Railroad Street should also be removed.
- *Councilmember Mueller moved to approve the January 26, 2010 City Council Meeting Minutes with the changes, seconded by Councilmember Barnes and motion unanimously carried. All Council members were present.*

Old City Business

- Clarification of the motion to purchase the Heavy Duty Rescue Truck at the February 23, 2010 City Council meeting.
 - City Clerk Gruenhagen and a few of the council members went back over the tape and it was decided that the first motion as stated was correct in passing the ok to purchase the Rescue Truck. City Attorney Mac agreed with the passing of the first motion as stated and no further action is needed.

Fire Department Report

Retirement of Volunteer Firefighter Mike Miller – Certificate of Recognition

- Mayor Malz, on behalf of the Hamburg City Council, presented Retired Firefighter Mike Miller with a Certificate of Recognition and Contribution for his 20 years of service with the Hamburg Fire Department.

Resolution Number 2010-02 – Resolution Approving Lawful Gambling for the HFDRA

- *Councilmember Barnes moved to approve Resolution Number 2010-02 allowing the Hamburg Fire Department Relief Association to conduct lawful charitable gambling within the City of Hamburg, seconded by Councilmember Mueller and motion unanimously carried. All Council members were present.*

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2009/2010 FEMA Grant Update

- No word yet on the 2009 FEMA Grant.
- 2010 FEMA Grant will start some time at the end of March or beginning of April.

2013 Narrow Banding (Pagers)

- On January 13, 2013 all radio frequencies will narrow affecting the counties paging systems. Several persons within the County are trying to obtain grants in 2010, 2011, and 2012 to help pay for new pagers. Without grant money the Fire Department does not know how the pagers will be funded. The new frequencies will be sent out in simulcast, meaning that all a calls would go out over all pagers within the County.
- The cost for this change is 1.2 million with the Federal Government covering 80% and the cities covering the remainder 20%. This comes out to \$20,090 per city however this amount is just a preliminary number. The Fire Departments will be talking to the County Commissioners trying to have the counties pay for the new pagers not the cities. Having the counties pay for the new system would help spread the cost over the entire county instead of each city paying the same amount regardless of population.

Heavy Duty Rescue Truck from Chelsea, MI

- Fire Chief Droege clarified the financing of the HD Rescue Truck.
 - The cost is \$37,900 minus \$15,000 from the sale of the current Rescue Truck which leaves \$22,900. Of the \$22,900 the Hamburg Relief Association paid \$2,000 of the Cities payment on the Ambulance. When the \$2,000 was paid it was said that when the Fire Department purchased a Rescue Truck the City would pay the \$2,000 towards the Rescue. The Relief's understanding is that they would then only have to pay \$20,900.
 - City Clerk Gruenhagen added to help clarify the \$37,900 would be divide by three, Young America Township, Washington Lake Township, and donations from the Relief Association
 - Fire Chief Droege added that it was the Relief Association understanding that if the City of Hamburg does not loose its \$37,000 in LGA funds the City will help pay for the Rescue Truck.
- City Clerk Gruenhagen will be working with Doug Buckentin from the Hamburg City Bank on financial funding of the Rescue Truck.

Out of State Travel Policy – Travel Expense Reimbursement

- City Attorney Mac clarified how Mayor Malz could be reimbursed for mileage to and from Chelsea, MI. Mayor Malz along with other Hamburg firemen drove to Chelsea, MI to view the rescue truck which the city is now purchasing.
- To be reimbursed Mayor Malz should take his mileage figure and submit it to the Fire Department as an expense incurred on the Department's behalf. The Fire Department should then submit to council, as a Fire Department expense, the mileage cost of the firemen's trip using Mayor Malz' vehicle.

Hamburg Fire Department 2009 Annual Township Report

- Fire Chief Droege presented Council with a hand out listing their total expenses for 2009.
 - Total Expenses \$105,462.80
 - Less Young America Township Paid Fees - \$11,500
 - Less Washington Lake Township Paid Fees - \$9,890
 - Total Expenses Paid by the City of Hamburg - \$84,072.80
 - Total Hours Attending Fire Drills and Department Meetings – 1344 hours
 - Total Hours Attending Regional and State Meetings – 210 hours

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- Total Hours Attending First Aid and Rescue Trainings – 520 hours
- Total Department Calls
 - City of Hamburg
 - Rescue – 8 Hours – 64
 - Fire – 4 Hours – 39
 - Washington Lake Township
 - Rescue – 1 Hours – 8
 - Fire – 0 Hours – 0
 - Young America Township
 - Rescue – 4 Hours – 32
 - Fire – 8 Hours – 112
 - Mutual Aid
 - Calls – 20 Hours – 433
 - Sky Warn
 - Calls – 2 Hours – 19
- Township Payments for 2009-2011
 - Young America Township
 - 2009 - \$61,000 (100 Units & Peterbilt Tanker/Skid Unit)
 - 2010 - \$53,250 (100 Units & Peterbilt Tanker/Skid Unit)
 - 2011 - \$53,080 (100 Units & Peterbilt Tanker/Skid Unit & HD Rescue Truck)
 - Washington Lake Township
 - 2009 - \$18,140 (86 Units & Peterbilt Tanker/Skid Unit)
 - 2010 - \$18,570 (86 Units & Peterbilt Tanker/Skid Unit)
 - 2011 - \$26,580 (86 Units & Peterbilt Tanker/Skid Unit & HD Rescue Truck)

Fire Department Truck Detail

- Every month the fire trucks and fire equipment are inspected and the trucks are taken out and driven. This month Engine #12 (Yellow Truck) would not shift out of first gear. The Department sent out for quotes on how much it would cost to repair the transmission.
 - Interstate Diesel in Bloomington, MN quote was \$5,000 to \$6,000.
 - Jerry's Transmission in Lester Prairie, MN quote was \$3,000 to \$4,000.
 - North Central International in Glencoe, MN would have to take the truck to Marshal, MN to be fixed.
- Council discussed and decided to have Jerry's Transmission in Lester Prairie do the work.
- ***Councilmember Cummiskey moved to have Fire Engine #12 fixed by Jerry's Transmission in Lester Prairie, MN, seconded by Councilmember Mueller and motion unanimously carried. All Council members were present.***

State Bank of Hamburg

- Paul Hallquist representing the State Bank of Hamburg requested the use of the Hamburg Community Center to hold an informational public meeting on Identity Theft. They would like to have the meeting on April 14th starting at either 6:30 or 7:00 p.m.
- Council discussed this request and decided that the State Bank of Hamburg could use the Community Center on April 14th with no cost to the Bank.
- ***Councilmember Muller moved to grant the State Bank of Hamburg the use of the Hamburg Community Center on April 14, 2010 at not charge, seconded by Councilmember Barnes and motion unanimously carried. All Council members were present.***

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- City Clerk Gruenhagen will put the notice of the Identity Theft meeting on the city sign.

Dennis' Report (Public Works & Utilities)

Plumbing Repairs at Hall

- Dan Swanson was contacted to do some plumbing repairs at the Hall. No word yet from Mr. Swanson on when he will be able to come out.

Lift Station Bids

- New bids for the lift station repairs were received.
 - Electric Pump - \$4,225
 - Northstar - \$2,250
- *Councilmember Muller moved to have Northstar do the repair work on the cities lift station, seconded by Councilmember Trebesch and motion unanimously carried. All Council members were present.*

Lawn Mowing for the 2010 Season

- Council discussed if they should hire someone to mow the grass on a part-time basis or go to bids. They decided to hire a part-time "as needed" seasonal worker for lawn mowing and general maintenance work.
 - Pay - \$8 to \$10 per hour
 - 10 to 20 hours a week up to 26 weeks
 - Must have valid driver's license
- City Clerk Gruenhagen added that the part-time person would be covered under Workmen's Comp.
- Council also discussed purchasing a lawn mower. Currently there is \$4,500 in the budget for the purchase and this amount could be divided between hiring a part-time person and purchasing a mower.
- *Councilmember Cummiskey moved to have City Clerk Gruenhagen place an add in the newspaper advertising for a part-time seasonal lawn mowing and light maintenance person, \$9.00 per hour pay and 10 to 20 hours per week up to 26 weeks, Councilmember Barnes seconded and motion unanimously carried. All Council members were present.*
- A committee consisting of Maintenance Worker Byerly, City Clerk Gruenhagen, and Councilmember John Barnes will review the applications, hold the interviews, and make the decision as to who to hire from the list of applications submitted.

Water Wells Usage – Water Consumption

- City Clerk Gruenhagen reported to Council that there is a discrepancy in billed water usage versus what is recorded as pumped out of the Water Treatment Plant.
 - For the month of January 2010 it was recorded that 1,770,347 gallons of water were pumped out at the Water Treatment Plant.
 - At the Lift Station it showed that 1,490,042 gallons of water was pumped out to the ponds during January 2010.
 - In January the water gallons billed was only 680,372 gallons.
- Council discussed what could be possible reasons as to why there is such a difference in pumped versus billed. One reason could be that the meter reading(s) and entry(s) are entered as 100 gallon instead of 1000 gallons.

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- Council decided to have Maintenance Worker Byerly read the inside meter reading when he does the outside read. This may help in determining if the correct amount of water used is accurate, 100 gallons vs. 1000 gallons.

Paint Picnic Tables

- Maintenance Worker Byerly contacted the STS (Sentence to Serve) to come out and help paint picnic tables, strip and wax Hall floor, and help put up the new Hall ceiling tile.

Hall Ceiling Tile

- Maintenance Worker Byerly asked Council how soon they could get the ceiling tile.
 - Council discussed how many, where, when, and how they were going to get the new ceiling tile for the Hall.
 - *Councilmember Barnes moved to approve the purchase of 384 tile from Menards in Hutchinson and authorize the use of the FD Rescue II to pick up the tile, Councilmember Trebesch seconded and motion carried. All Council members were present.*

Mock OSHA Inspection

- City Clerk Gruenhagen suggested setting up a mock OSHA inspection in the spring.

Shop Driveway Project

- Maintenance Worker Byerly was instructed to contact Henning's again to find out when they will be able to start the Shop driveway project.

Deputy Clerk Report

Delinquent Utility Bills

- Everyone that was over 30 days delinquent will be sent a shut off letter after the March utility bills are sent out in April. As of April 15 the delinquent residents can be shut off, the winter rule is no longer in effect.

Clerk/Treasurer Report

Small Cities Development Program

- The Small Cities Development Grant program had five grants available for Hamburg residents. Out of the five residents that applied three are going to bids, one was denied and one dropped out leaving two openings.
- In spring (2010) it will be advertised that there are still two openings for the home improvement grant money. Christie Rock, NYA, will be the contact. She can be reached at 952-467-1800.

2009 Policing Contract Refund

- The City of Hamburg received a \$1,320.27 refund from the 2009 Policing Contract.

EAID Grant Program

- The State of Minnesota has a grant program by which the city can obtain funding for an automatic door opener at its polling place (Community Center). Resolution 2010-03 would authorize the City of Hamburg to submit a grant application to the state for the opener.

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- *Councilmember Trebesch moved to approve Resolution Number 2010-03 authorizing the City of Hamburg to submit a grant application to the office of the Minnesota Secretary of State for an automatic door opener for the City of Hamburg's polling place, seconded by Councilmember Barnes and motion unanimously carried. All Council members were present.*

I/I Abatement Program

- City Clerk Gruenhagen gave an update on the February 24, 2010 meeting at the State Capital concerning PFA infrastructure funding sources. Senator Ortman and Representative Paul Kohls attended the State Capital meeting to show support for the city and its need for storm water funding.
- It was concluded that the City of Hamburg is not eligible for funding.

2009 Financial Audit (Abdo, Eick & Meyers)

- City Clerk Gruenhagen reported that the city audit went very well this year. The auditors will be attending the next council meeting to give Council a complete report.

Employee Bond Coverage

- Council briefly discussed and decided to have City Clerk Gruenhagen check into how much a \$75,000 employee bond would cost.

Out of State Travel Policy

- The City Council asked City Attorney Mac to review Hamburg's "Elected Official Out-of-State Travel Policy". He suggested the first part of the Travel Policy be amended to read:
 - "The City of Hamburg recognizes that its elected officials and/or city employees may at times receive value for the City from traveling out of the state for workshops, conferences, events and other assignments. This policy sets forth the conditions under which out-of-state travel will be reimbursed by the City."
- In addition, every time there is reference in the policy to "elected official", the words "elected official and/or city employee" should be used instead.
- Mac also suggested the third bullet point paragraph be amended to read as follows:
 - "Whether the elected official and/or city employee will be viewing a city's facilities, functions and/or equipment that are similar in nature to things that are currently operating at, or under consideration by, the City where the purpose for the trip is to study such facilities, functions or equipment so as to bring back ideas for the consideration of the full council."
- *Councilmember Cummiskey moved to change the City of Hamburg's Out of State Travel Policy to what was suggested by City Attorney Mac and adding "agents and/or representatives" in the places that it says "elected official and/or city employees" and add "purchasing" equipment with the third bullet point, Councilmember Barnes seconded and motion unanimously carried. All Council members were present.*

Council Meeting on August 10, 2010

- The scheduled August 10th City Council meeting will need to be moved to another date due to the new voting change. Council will decide on a different date at a later council meeting.

Vacation Time

- City Clerk Gruenhagen reminded Council that he will be on vacation from March 25, 2010 through April 9, 2010. He will come into the office on the 24th but will be leaving around 3 or 4 p.m.

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City Council Reports

Councilmember Mueller (Sewer & Water)

- The County is planning to overlay County Road 50 through Hamburg this summer (2010) and are questioning what council is planning to do this summer with the I&I Project. The I&I plan is to cross County Road 50 several times during the construction period.
 - City Clerk Gruenhagen will send an email to the County Engineer explaining the cities plan.
 - Council questioned if there will be a cost to the city and Councilmember Mueller inserted that council has been waiting for the Maintenance Agreement from the county for the last 10 years.
- This summer on Hwy 212 right and left turn lanes will be put in at the Bongards turn off. Bongards donated the land so the turn lanes could be put in.
- Hwy 5 (by the Victoria Dairy Queen) at County Road 11 to 41 will be closed most of this summer. The bridge will be redone and on the other side of Victoria turning lanes will be added.
- If the City of Hamburg needs any signs they can get them from the County. Requests should be made by email.
- Any easement problems with the Stuewe family should be resolved.
- The proposed Fiber Optic line is looking for new investors before it can be started.

Councilmember Cummiskey (Streets)

- Councilmember Cummiskey commented that at the last City Council meeting Richard Odoms was out of order in coming unannounced to the Council Meeting and personally awarding Fire Chief Droege his own plaque of recognition. Council, on behalf of the city, had previously acknowledge Chief Droege in his accomplishments and agreed that Mr. Odoms was out of order. If it happens again during a City Council Meeting he will be addressed as being out of order.

Councilmember Trebesch (Buildings)

- Councilmember Trebesch informed Council that he has located two steal based picnic tables for the park by the Hall. The price for each table would be \$150.
 - Council discussed if they should be placed on a concrete slab and how to secure them to the concrete.
- Councilmember Trebesch informed Council that he had verbally received a complaint from a resident about this resident's neighbor.
 - Council discussed and decided that it is a neighborly dispute and they need to settle the disagreement between themselves. They were already informed that the only way to settle this dispute is to have their property surveyed.
- The handicap bathroom project was brought up and Council decided that the project should be completed by Zummergefest. Councilmember Mueller suggested that specs should be drawn up so the contractors would be sending in estimates on the same items.
 - Councilmember Cummiskey will continue to work on the project.

Councilmember Barnes (Parks)

- Councilmember Barnes asked the other members of council how the email from Richard Odoms (Delta Dick) should be handled concerning a Council member and Deputy Clerk owning a bar in Norwood.
- Council agreed that the request was not city business and a response would not have been necessary.

Mayor Malz – had nothing further to report.

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Approve Claims List for February & March 2010

Claims List for February & March 2010

- Added check number 14335 pay to Richard Malz in the amount of \$1001.38 for the purchase of ceiling tile for the Hamburg Community Hall.
- Approve check number 14300 from February Claims List in the amount of \$694.50. Pay to Richard Malz for mileage to Chelsea, MI.

Councilmember Trebesch moved to approve February claim check 14300, the two March ACH payments, and March claims 14312 through 14335, seconded by Councilmember Mueller and motion unanimously carried. All Council members were present.

City Clerk Gruenhagen informed Council that Maintenance Worker Byerly will be attending a water conference at New Ulm, MN and during the three day conference he would be paid 8 hours per day.

- ***Councilmember Mueller moved to have Maintenance Worker Byerly be paid 8 hours per day during the 3 day conference, seconded by Councilmember Trebesch, seconded by Councilmember Trebesch and motion unanimously carried. All Council members were present.***

Councilmember Mueller moved to adjourn the Hamburg City Council meeting at 9:16 p.m., seconded by Councilmember Trebesch and motion unanimously carried. All Council members were present.

Submitted by:

Sue Block
Deputy Clerk