

Hamburg City Council Meeting

April 12, 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. John Douville (City Administrator - Cologne), Shelly Eldridge (Ehlers City Financial Advisor), and David Chadwick (710 Park Ave) were also in attendance.

Public Comment

- There were no comments from the public.

Agenda Review (Added Items) and Adoption

- Updated – Councils Old City Business List
- Updated – Time Off Request (City Clerk)
- Updated – Project List
- Added – Estimate from Hanson & Vasek Construction, Inc. for sidewalk repairs
- Added – Ordinance Number 124
- Added – Update on the Sanitary and Storm Sewer improvement
- Updated – Delinquency Report
- Updated – Claims List
- Added – Letter (email) from Mr. Odoms
- Added – Memo from Ehlers (Jeanne Vogt, Financial Specialist) for Proposed Utility Rate Study
- ***Councilmember Barnes moved to accept the agenda with the added items, seconded by Councilmember Mueller and motion unanimously carried. All Council members were present.***

Approve Consent Agenda

- Approve Minutes for March 22, 2011
- March 2011 Policing Report
- MnWARN Mutual Aid Agreement
 - Resolution Number 2011-09
- Blogs Memo (LMC)
- Xcel Energy Rate Increase Notice
- Carver County Sheriffs Recognition Night
- Carver County Public Hearing (Amend Chapter 52)
- MNSPECT Minute
- Clarke Mosquito Control 2011 Schedule
- Mediacom Online Rates
- February Cash Flow Statement
- Time-off Request for City Clerk Gruenhagen
- ***Councilmember Mueller moved to approve all items listed in the Consent Agenda, seconded by Councilmember Lund and motion unanimously carried. All Council members were present***

Fire Department Report

FEMA Grant

- No new information on the Grant.

US Fish & Wildlife Grant

- In the process of closing out.

DNR

- Put in for a grant.

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Emergency Services Agreement with Washington Lake Township

- Fire Chief Droege updated the agreement with this year's township unit count and returned it to Washington Lake Township for signage.

Severe Weather Awareness Week

- The week of April 11-15, 2011 is scheduled to be "Severe Weather Awareness Week" in Minnesota with Thursday, April 14, 2011 designated as the statewide tornado drill day.
 - The Hamburg siren will be activated at 1:45 p.m. and at 6:55 p.m.

Estimate from Ready Watt Electric – Civil Defense Siren Upgrade

- Ready Watt Electric sent in an estimate of \$872 for the new banding of the Fire Departments paging system.
- The estimate will be sent to Tim Walsh, Emergency Management, and there should be enough money available to have Carver County pay for the update.

Playground Equipment for Community Park

- Councilmember John Barnes picked up the playground equipment boarder and Roger Siewert will organize the installation of the boarder, when the weather cooperates.
- Council and Fire Chief Droege discussed using mulch or buck shot to be placed under the equipment and decided on using buck shot.

Fire Department ID Badges

- All members of the Hamburg Fire Department will be receiving new ID Badges which will have their picture and a bar code on it. The new badges can be scanned to allow the firefighters to check in and check out during a disaster. The new scanning device will be able to monitor and keep track of what fire department personal are at the disaster and their in and out time.

New Sign for the Community Park

- Council and Fire Chief Droege discussed what wording should be put on a sign for the new Community Park.
 - It was decided to have the parks address on the sign for possible emergency service calls.
 - They also decided to have Herald Journal Sign & Graphics from Winsted come out and look at what type of sign could be placed between the pillars that are located by the sidewalk in front of the Community Park.

Hamburg Fire Department Officers – Selection vs. Election

- Keep on agenda for future discussion.

John Douville – City of Cologne

ToTheHome.com Service

- Mr. Douville presented Council with information about the City of Cologne purchasing ToTheHome Internet Service from Shawn Sprengeler and how it would affect the City of Hamburg.
- Mr. Douville also presented Council with a Joint Powers Agreement and an Internet Service Provider Agreement that the City of Cologne is asking the City of Hamburg to enter into with them.
- Council and Mr. Douville discussed the agreements and Council decided to enter into the Internet Service Provider Agreement and Joint Powers Agreement with Cologne.
- *Councilmember Mueller moved to approve the Internet Service Provider agreement with the City of Cologne with the change to Section 2. Compensation, letter C. to read The installation of up to two antennas at Hamburg municipal sites shall be installed at the expense of the City of Cologne, seconded by Councilmember Barnes and motion unanimously carried. All Council members were present*

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Shelly Eldridge - Ehlers (City Financial Advisor)

Pre-Sale Report for Utility Revenue Bonds

- Shelly Eldridge presented Council with an overview of the proposed \$1,150,000 General Obligation Public Utility Revenue Bonds, Series 2011A.
- The purpose of the Bonds is for the 2011 Project to replace selected sanitary sewer and water lines and the upgrade of a portion of the City's storm sewer system and the construction of two ponds.
 - Approximately \$1,069,677 will be the costs for the water and storm sewer improvements and \$290,242 for the sanitary sewer improvements. The remaining bond proceeds will pay for underwriter's discount and costs of issuance.

Resolution Number 2011-10 and 2011-11

- Resolution 2011-10 provides for the sale of \$1,125,000 General Obligation Public Utility Revenue Bonds, Series 2011A.
- Resolution 2011-11 authorizes the City of Hamburg to enter into a credit enhancement program agreement with the Minnesota Public Facilities Authority.
- *Councilmember Mueller moved to adopt Resolution 2011-10 and 2011-11, seconded by Councilmember Barnes and motion unanimously carried. All Council members were present.*
- Shelly Eldridge went on record stating the Bond has been reduced from \$1,150,000 to \$1,125,000 for the purpose of taking out the capitalize interest.

Utility Rate Study

- Council discussed having Ehlers Inc. conduct a utility rate study for the City of Hamburg. This study would help determine what the Storm Sewer rate should be set at to help pay for the Storm Sewer project. Council decided to put this on the agenda for the next City Council meeting on 04/26/11.

Storm Sewer Ordinance

- A public hearing will be held on May 10, 2011 to go over Ordinance #124; the Hamburg City code regulating prohibited connections to the sanitary sewer system.

Old City Business (Memo)

Current Contract for Garbage Service

- Council discussed continuing the cities garbage contract with Waste Management or go out for bids. Council decided to go to separate bids (RFP's) for Contracted Garbage Services for Residential and Commercial/Businesses.
- Changes or Additions to the RFP
 - Include single sort recycling
 - Include a fall or spring clean up day.
 - Free dumpsters for up to five (5) special city events during the year.
- *Councilmember Lund moved to put out the garbage collection and recycling out for bids, Councilmember Mueller seconded and motion unanimously carried. All Council members were present.*

Garbage in Alley

- A letter was sent out to residents who currently place their garbage and recyclable containers in alleys to placing them at the street curbside instead. This request is in an effort to help preserve the life of the alleys during the spring thaw and rains.

RFP for Contracted Garbage Services for Residential/Commercial (Draft) – Advertisement (Draft) – Letter to Waste Management

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- The official notice to Waste Management will be sent out as soon as possible. The RFP time table will be presented at the next Council meeting on April 26th.

Councils Old City Business List

- #7 – Renew contract with Waste Management or go out for bids.
 - Decision made take off list.
- #11 – Inspection of electrical wiring at Water Tower – ToTheHome Internet Service
 - Completed take off list.
- #12 – Pick up playground boarder at Delano
 - Completed take off list.
- #16 – Decide what type of sign to be put up at the new Community Park
 - Update will be given at the next City Council meeting.
- #17 – City wide clean-up day
 - Change from spring to fall
- #18 – Decide on how apartment units should be billed.
 - Council decided to leave as is for now.
- #20 – Replacing Sidewalk across from Parkside Tavern
 - Update will be given during Dennis's Report.

Sanitary Sewer & Storm Sewer Improvements Project

Private Property Inspections Billing for March 25, 2011

- Council discussed paying the additional \$380 for four (4) hours of additional time it took the S.E.H. Inspector to do the private property inspections.
 - One resident cancelled and rescheduled for a later time during the day.
 - 613 Park Avenue required the equivalent of two inspections due to lack of access to the property.
- *Councilmember Mueller moved to approve the additional \$380 payment to S.E.H. changing the original cost of \$2310 to \$2690, seconded by Councilmember Barnes and motion unanimously carried. All Council members were present.*

Private Property Service Lines (Illegal Connections/Replacement)

- Some residents are calling the City office inquiring as to why they would have to pay for replacing illegal connections located on their property.
 - Council discussed and decided to follow City Ordinance #124 pertaining to regulating prohibited connections to the sanitary sewer system.

Project Update

- Completion of boring the third sewer line was going to be completed tonight however they ran into a problem so it might not be completed until tomorrow.
- Connecting service lines has already started.

Construction Meeting April 13, 2011 @ 9:00 AM

- The weekly construction meeting has been changed from Wednes to Tuesdays. The next scheduled meeting will be on April 13 at 9:00 here at the Community Center.

Deputy Clerk Report

Delinquent Utility Bills

- Diana Payne (350 Louisa Street) – Delinquent amount sent to Re/Max Advisors West for payment.

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- Jon Reed (416 Jacob St) – Will pay \$100 on March 25th. Update – no payment received sent delinquent letter to shut off on April 20th.
- David Chadwick (701 Park) – Delinquent Letter Sent 04/05/11.
- Steve Peterson (900 Park) – Delinquent Letter Sent 04/05/11
- Nick Nordin (419 Railroad St) – Home in foreclosure, delinquent amount was sent to Freddie Mac.
- Darrel Grams (410 Sophia) – Scheduled to pay \$75 on 03/21/11 did not receive sent delinquency letter with shut off on April 20th.

Waste Management Delinquent List

- Four residents are delinquent on paying their Waste Management garbage/recycling bills.
- Waste Management will send a delinquent list quarterly to the city office.

MMCI Conference (July 11-15)

- Deputy Clerk Block received a \$150 grant to attend the 3rd year MMCI Conference. Full registration fee is \$410 and with the \$150 grant the registration fee drops to \$260. Deputy Clerk Block requested Councils approval to attend the conference.
- ***Councilmember Mueller moved to approve Deputy Clerk Block attendance at the MMCI Conference on July 11-15, 2011 and reimbursement for mileage @.51 per mile, seconded by Councilmember Trebesch and motion passed. Councilmember Barnes abstained. All Council members were present.***

Project List

- Item #32 – Order City Shirts and Fleece Jackets
 - Waiting for logo diagram of what the City logo will look like when placed on the jackets.

Pond Closing Schedule

- Council signed up for Saturday pond closing.

Dennis' Report (Public Works & Utilities)

Project List

- Item #1 – Flush Hydrants
 - Hydrants will be flushed after the streets are swept.
- Item #2 – Sweep City Streets
 - Lonnie has been contacted.
 - Council requested to have Lonnie sweep the gutter lines.
- Item #13 – G&K Contract for Cleaning Supplies
 - If unable to obtain pricing from other companies stay with G&K Services.
 - City Clerk Gruenhagen will look over G&K Service contract before it is signed.
- Item #17 – Obtain estimates to install (T-3) energy efficient lights, Hall and Community Center.
 - The two estimates received are not apples to apples, no further discussion. Will be taken off project list.
- Item #24 – Handicap Bathroom
 - Waiting for plumbing permit. Will follow up with Dale's Plumbing to check if he has applied for a Commercial Permit and if the plumbing permit was sent to the State or if MNSPECT will be able to approve.

Estimates for Lift Station Repairs (Replace Brackets for Pumps)

- ***Councilmember Mueller moved to grant Electric Pump (EP) the contract to replace the Lift Station brackets for the pumps with the estimate of \$1,975.04, Councilmember Barnes seconded and motion unanimously carried. All Council members were present.***

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Estimates for Generator Inspection (Service)

- *Councilmember Mueller moved to grant Interstate Power Systems the Generator Service contact with the estimate of \$409, Councilmember Barnes seconded and motion unanimously carried. All Council members were present.*

Community Center Sidewalk Repairs

- City Clerk Gruenhagen informed Council of the deterioration of the sidewalk by the Community Center.
 - Estimates to repair the sidewalks by the Community Center, Henrietta Ave/Across from Parkside, and Henrietta Ave/Alley to Louisa St were received from Hanson & Vasek.
- Council discussed the estimates and decided to obtain another estimate from another contractor to compare prices.

Railroad Crossing on Jacob Street

- Keep on agenda and monitor if the dip levels out when the frost is out of the ground.
- City Clerk Gruenhagen will contact the Township informing them that the crossing may have to be repaired this summer.

City Alleys (Add Rock/Shape Up)

- Council discussed and decided to just fill in the pot holes with red rock, shaping up the alleys would be too expensive at this time.

City Office Floor Repairs

- Fire Department office flooring was stripped and waxed. Council decided that the floor was salvageable, no need to replace.
 - The rest of the flooring in the Community Center is to be stripped and waxed also.
- Chair floor pads will be purchased to help save the flooring in the Fire Department office.

Water Wells Usage/Water Consumption for 2010

- City Clerk Gruenhagen reported that April's water usage was 18.36%.
- Council and Maintenance Worker Byerly are still unable to determine why the difference from water pumped to water usage.

City Clerk/Treasurer Report

Five Year Budget Plan (Abdo, Eick & Meyers)

- Mayor Malz and City Clerk Gruenhagen met with a representative from the Abdo, Eick & Meyers to discuss the possibility of having them put together a five year budget plan also to do a utility rate study. Abdo, Eick & Meyers could do a utility rate study for around \$5,000 where as Ehlers price was \$9,500.
- City Clerk Gruenhagen will request a formal proposal from Abdo, Eick & Meyers on what it would cost to do a budget plan and also a utility rate study. This information would be presented at the next City Council meeting.

New Copier for City Office

- A new copier was purchased for the city office and the cost was \$534.00. City Clerk Gruenhagen purchased it with his personal charge card and will be requesting reimbursement at the next Council meeting. Receipt of purchase is in the office and was verified.

Vacation Request

- City Clerk Gruenhagen informed Council that he may be taking April 14th off. He reminded Council that he will be taking April 28th through May 4th as vacation days.

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Approve Payment of April 2011 Claims

Approve Payment of April 2011 Claims

- Two claims were added to the Claims List for payment.
 - Check #14994 – reimbursement to Mayor Malz for mileage to New Ulm in the amount of \$45.90.
 - Check #14994 – additional private service line inspection cost from S.E.H. in the amount of \$2,690.
- *Councilmember Mueller moved to approve the April 2011 Claims list from check number 14961 through check number 14994 plus the five (5) ACH payments, Councilmember Trebesch seconded and motion unanimously carried. All Council members were present.*

City Council Reports

Councilmember Mueller (Sewer & Water)

- Councilmember Mueller commented that Al Hahn is a great inspector and works well with Chard.

Councilmember Lund (Streets) – Had no further comments.

Councilmember Trebesch (Buildings)

- Councilmember Trebesch suggested a light with a timer be placed by the basketball court. There have been a lot of kids using the court at dusk.
 - Council discussed but did not make a final decision.

Councilmember Barnes (Parks) – Had no further comments.

Mayor Malz

- Mayor Malz gave an update on the Accel meeting he attended last Thursday night, April 7th.

Councilmember Trebesch moved to recess the City Council meeting at 10:01 p.m., Councilmember Lund seconded and motion unanimously carried. All Council members were present.

Councilmember Trebesch moved to a closed meeting for the purpose of employee evaluations.

- Maintenance Worker Byerly, Deputy Clerk Block and City Clerk Gruenhagen requested an open meeting.

Motion died

Councilmember Trebesch moved to reopen the City Council meeting, seconded by Councilmember Mueller and motion unanimously carried. All Council members were present.

Question to Council was if they wanted to conduct employee evaluations quarterly or two per year.

- Mayor Malz indicated that he would prefer to take care of any issues as they come up.
- Council and employees discussed holding a closed meeting after a regular Council meeting to address any issues that came up during working hours.

One item discussed was the letter from Mr. Odoms to Chris Lund and forwarded to the other Council members and Mayor Malz.

- Mayor Malz and Council discussed the contents of the letter and decided that if a resident has an issue they should come before Council during a regularly scheduled Council meeting to voice their opinion. If they do not attend then their comments will be ignored.

Weekly employee meetings will be held every Monday to go over what has been completed on their project lists and their goals as to what will be accomplished during the week.

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- City Clerk Gruenhagen commented that if projects are not getting done with any legitimate reason why then the employee will be written up.
 - Councilmember Barnes, Councilmember Mueller, and Mayor Malz all agreed that City Clerk Gruenhagen has the authority to write up employees when needed.
- Another discussion was that employees should manage their time more efficiently and how they would go about it. Be proactive and organized.

Another suggestion was to update employee job descriptions listing all required duties.

- This could help in determining if there is any “down” time.

Communication and cooperation between all employees and with Council (and vice versus) could also be improved.

Councilmember Mueller moved to adjourn the Hamburg City Council meeting at 10:33 p.m., seconded by Councilmember Barnes and motion unanimously carried. All Council members were present

Submitted by:

Sue Block
Deputy Clerk