

Hamburg City Council Meeting April 26, 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, and Fire Chief Brad Droege were in attendance. Also in attendance was Jacci Harms (representing the Cub Scouts), Brian Eggers (Parkside Tavern), and Wendell Stuewe (188 Scheele Ave). Maintenance Worker Dennis Byerly was absent.

Public Comment

- There were no comments from the public.

Agenda Review (Added Items) and Adoption

- Updated – Claims List
- Updated – Delinquency List
- Updated – Project Lists
- Added – Estimate from Ready Watt Electric (Civil Defense Siren)
- Added – S.E.H. Change Order (I & I Project)
- Added – Braun Intertec Cost Estimate (Soil, Concrete, and Pavement Observations)
- Added – Email from Christie Rock (Small Cities Housing Rehabilitation Program)
- Added – Estimates from Norwood Electric and Robb’s Electric (Change Electrical Panel in Hall)
- ***Councilmember Barnes moved to approve 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 April 12, 2011
 - Change on page number 4; “Weekly construction meeting has been changed from Monday to Tuesday” it should be; “Weekly construction meeting has been changed from Wednesday to Tuesday”.
- Mediacom Addition of Channel 108 (WUCW Country TV)
- Sanitary & Storm Sewer Project Update No. 4
- March Cash Flow Statement
- ***Councilmember Mueller moved to approve all items listed in the Consent Agenda with the one change to the April 12, 2011 Council Minutes, seconded by Councilmember Trebesch and motion unanimously carried. All Council members were present***

Fire Department Report

Recognition of Service for Firefighter Brian Cummiskey

- Fire Chief Brad Droege presented retired firefighter Brian Cummiskey with an Honorary Life Membership in the Minnesota State Fire Department Association certificate.
- Mayor Malz and members of Council presented Brian Cummiskey with a plaque recognizing him for his valuable contribution to the City of Hamburg for serving 20 years 9 months as a volunteer firefighter.

FEMA Grant

- No new information on the Grant.

US Fish & Wildlife Grant

- Finalizing tomorrow.
- Will be requesting \$1,300 reimbursement from the US Fish & Wildlife Grant for some fire equipment that was purchased.

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DNR

- Put in for a \$1,000 Grant to purchase some fire equipment.

Regional Grant (Carver County) for Pagers

- A consultant will be hired to get the ball rolling.

New Pagers for Fire Department

- The new pagers for the Fire Department should be arriving December or January.

Ready Watt Electric – Civil Defense Siren Maintenance Program

- Ready Watt Electric sent in for Councils review a three year contract for preventive maintenance service on the civil defense siren. The cost for the three year maintenance program would be \$486 per year.
- No discussion or decision from Council on whether or not to consider signing the contract.

Safety Initiatives – Everybody goes Home

- On Monday, May 9, 2011, at 7:00 p.m. the Hamburg Fire Department will be hosting an Everybody goes Home 16 Point Safety Initiatives program at the Hamburg Fire Station. Anyone interested can attend.

Hamburg Fire Department Officers – Selection vs. Election

- City Clerk Gruenhagen has emailed the League several times for information on Selection vs. Election with no reply. Fire Chief Droege will give them a call to find out if he can get a response.

New Sign for the Community Park

- Prices for the new sign are being worked on.

Playground Equipment

- The playground equipment has been installed however the area around the equipment needs to be leveled and seeded. Council decided to have Maintenance Worker Byerly handle this project.

Fire Department Training Grant from State

- Fire Chief Droege will be filing for reimbursement of \$2,750 for their training grant from the State.

Jacci Harms – Cub Scouts

Jacci Harms representing the Cub Scouts requested the use of the Hamburg Park on May 14, 2011 for the Cub Scout Graduation Ceremony and August 17, 2011 for the Cub Scouts Summer Day Activities event.

- *Councilmember Mueller approved the Cub Scouts request to use the Hamburg Park on May 14, 2011 and August 17, 2011, at no cost, seconded by Councilmember Barnes and motion unanimously carried. All Council members were present.*

Brian Eggers – Parkside Tavern

Brian Eggers, manager of Parkside Tavern, requested a 3.2 Liquor License for Saturday, May 7th, and to rent the Park on May 7, 2011 for his 3rd annual Kickball Tournament.

- Council discussed and commented that any alcohol purchased inside the Tavern can not be brought outside and all insurance papers must be received at the City office before the event.
 - Brian Eggers commented that everyone will be instructed to be out of the Park by 9:00 p.m.
- *Councilmember Mueller moved to grant Brian Eggers (Parkside Tavern) a 3.2 Liquor License for May 7, 2011 on the condition that all required insurance papers are received at the City office before the event, seconded by Councilmember Trebesch and motion unanimously carried. All Council members were present.*

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I & I Project

Sanitary Sewer & Storm Sewer Improvements Project

- Wendell Stuewe, 188 Scheele Ave, gave a presentation to Council concerning the Storm Sewer project and assessments to property owners.
- Council discussed with Mr. Stuewe his questions and concerns however it was concluded that the past is the past and the City must move on into the future. Council agreed that the city must look out for its taxpayers in any future developments.

Storm Water Utility Ordinance

- The Storm Water Utility ordinance will be updated and ready for the May 10, 2011 council meeting.

Set Storm Water Utility Public Hearing

- *Councilmember Mueller moved to set the Storm Water Utility Public Hearing meeting on May 10, 2011 at 6:45 p.m. at the Community Center, seconded by Councilmember Trebesch and motion unanimously carried. All Council members were present.*

North Ditch Clean Out – (This is a Private Ditch)

- Dan Chard and Al Hahn looked at the north ditch and suggested that it should be cleaned out.
- Council discussed and concluded that the entire ditch should be walked. City Clerk Gruenhagen will discuss this with Dan Chard and Al Hahn.

Old City Tile Line along Railroad Street

- The old tile line by the railroad tracks and Brad Street will be left in. At this time there is no reason or need to remove it. By not digging it up is a cost savings to the City.

Private Property Service Lines (Illegal Connections/Replacement)

- Some residents along the project have already started to replace their service lines.
- All residents will have one year from the date of the letter they will be receiving to correct any illegal connections.

Update on Construction Meeting held April 26, 2011

- The pond should be started in a few weeks. Construction has been delayed due to the rains.
- The storm sewer has been completed by David Avenue and Robert Avenue. They are currently working on the area between Kim Avenue and David Avenue. In the next couple of weeks they will be working on Brad Street from David Avenue to Donald Avenue.
- During the construction meeting it was brought up that to help differentiate between which down spout is which the sanitary sewer down spout will be a light green and the drain tile riser will be black.
- Council also discussed and decided not to allow house down spouts to be connected into the storm sewer drain.
- In the next project news letter a statement will be added that sprinkler heads, invisible dog fences, shed's moved back in place, etc can not be done until the final grad and sod is laid.
- Three days were lost due to rain otherwise the project was ahead of schedule.
- It was discussed if sod or seed will be put down if a resident requests one over the other. The decision was made that sod will be used unless the resident requested seed before the project began.

Revised Pre-Sale Report for Utility Revenue Bonds

- The revised Pre-Sale Report for \$1,120,000 General Obligation Public Utility Revenue Bonds (Series 2011A) were received for Councils review.
- Shelly Eldridge (City Financial Advisor) from Ehlers will be at the May 10th City council meeting to present sell of the bonds.

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Old City Business (Memo)

Current Contract for Garbage Service

- On April 19, 2011 a letter was sent to Waste Management giving them an official notice that the City of Hamburg will honor the current contract with Waste Management through July 31, 2011. The City will be going to separate bids (RFP) for Contracted Garbage Services for Residential and Commercial/Businesses.
- The advertisement for RFP's will go out with the notice that the RFP's will be accepted until June 9, 2011. During the June 14th City Council meeting the RFP's will be reviewed.
- Council reviewed the Proposal Requirements and decided to go with what was printed, no changes or addition are needed.

Councils Old City Business List

- #3 – Decide if Ord. #126 (Fees for Emergency Protection Fire Services) should be amended
 - This is on hold until a final decision is made whether or not a change will be made by the County.
 - This is a Fire Department issue and will be taken off the Councils list.
- #6 – Finish Installation of New Playground Equipment at the new Community Park.
 - This has been completed ok to take off list.
- #7 – Viking Distributing to install new lines and pop guns at Hall.
 - Councilmember Barnes will follow up with Viking Distributing to make sure we are still on their list to do the project and if so when.
- #11 – Decide what type of sign to be put up at the new Community Park
 - The sign will be composite with the name, Community Park, and address, 351 Henrietta, on it. It will be placed between the two pillars where the old bell had previously hung.
 - Councilmember Trebesch will build a bracket for the sign once the dimensions are decided on.

Dennis' Report (Public Works & Utilities)

Maintenance Worker Byerly unable to attend, report given by City Clerk Gruenhagen

Project List

- Item #1 – Flush Hydrants
 - Hydrants will be flushed after the streets are swept.
- Item #3 – Sweep City Streets
 - The streets have been swept.
 - Council requested to have at least a one day notice or a notice of which week Kohl's (Lonnie) would be coming to sweep the city streets. No advance notice was given this time so residents were not notified to keep their vehicles off the city streets.
- Item #7 – Contact Henning's for help in locating curb stops.
 - No information at this time whether or not Henning's were contacted.
- Item #11 – G&K Contract for Cleaning Supplies
 - Council discussed the wording in the current contract with G&K which states the contract will be automatically renewed for 184 months (7 years). After the 7 years it will automatically renew for three (3) more years.
 - Council decided to have the G&K contract be amended to a yearly renewal.
- Item #14 – Obtain estimates to install (T-3) energy efficient lights, Hall and Community Center.

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- Council discussed and decided to continue getting estimates. Maintenance Worker Byerly will contact Norwood Electric to submit a price.
- Item #20 – Handicap Bathroom
 - There was a hold up on the Plumbing permit because the contractor sent the permit to Glencoe instead of to the Hamburg City office. It was received and given to MNSPECT to review. It should be here sometime this week. Due to the delay the project is planned to start the week of May 16th and completed by May 31.
- Item #21 – Strip and wax all floors in the Community Center
 - This will be delayed due to the extra projects to be done in the spring and summer.
- Item #31 – Contact Chard for estimates on three sidewalk replacements.
 - City Clerk Gruenhagen had asked Maintenance Worker Byerly to obtain another estimate however he has not met with Chard yet. Maintenance Worker Byerly will be instructed to have the estimates available at the next council meeting, May 10.

Railroad Crossing on Jacob Street

- Lothar Wolter has been notified of the possible repairs needed to the roadway (Jacob St) crossing the railroad tracts. City Clerk Gruenhagen will bring this up at their next Township meeting as to what they want to do.
- Council also decided to have Maintenance Worker Byerly move the barricades to the side of the road. The bump is going down where traffic has been driving so hopefully by moving the barricades to the side the traffic will push down the bump in the middle of the road also.

City Alleys and Yard Divots

- Council requested to have Maintenance Worker Byerly fill the pot holes in the alleys with red rock and to fix the divots in residents' yards. During the winter when the snow had to be pushed back onto residents' lawns some of the grass was dug up causing unsightly divots.

Water Wells Usage/Water Consumption Reports (2010/2011)

- No new update, Jeff Dale will be coming out May 5, 2011 to try and find out if the city has a leak somewhere causing the discrepancy in usage versus consumption.

Electrical Panel in Hall Basement

- Two estimates were received to change out the electrical panel in the Hall basement.
 - Robb's Electric - \$1,385
 - Norwood Electric, Inc. - \$540
- *Councilmember Trebesch moved to grant the contract to replace the electrical panel in the Hall basement to Norwood Electric, Inc. for the amount of \$540, seconded by Councilmember Mueller and motion unanimously carried. All Council members were present.*

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) – Will pay \$100 on March 25th. Update – no payment received sent delinquent letter to shut off on April 20th. Update – payment agreement received requesting payment of \$218.33 on May 13th. Sent letter Jon Reed requesting \$25 or \$50 per week until able to pay remaining amount on May 13th.
- Steve Peterson (900 Park) – Delinquent Letter Sent 04/05/11. Update – shut off notice posted with payment due no later than noon on April 26th.
- Nick Nordin (419 Railroad St) – Home in foreclosure, delinquent amount was sent to Freddie Mac.

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- Darrel Grams (410 Sophia) – Scheduled to pay \$75 on 03/21/11 did not receive, sent delinquency letter with shut off on April 20th. Update – no payment received posted shut off for noon April 26th.

Work Schedule for Week of April 25th

- Council was asked what hours they wanted Deputy Clerk Block to work while City Clerk Gruenhagen was on vacation.
- Council decided on Wednesday 8 to 4, Thursday 8 to 4, and Friday 10 to 4. Next week Monday to Wednesday 8 to 4, take Thursday off then work Friday 8 to 4.

City Clerk/Treasurer Report

Utility Rate Study - Five Year Budget Plan (Abdo, Eick & Meyers)

- City Clerk Gruenhagen has requested Abdo, Eick & Meyers to put together a five year budget plan and a utility rate study. One report including a five year budget plan with a utility rate study and another report listing each separately.

GoCarverGo Website

- Once the web site is completed persons can go on the site then go to the city they would like information on. The city sight would be a directory of what is available and a schedule of events for that town.

Letter from Metropolitan Council

- The Metropolitan Council updated their 2030 Transportation Policy Plan and the 2030 Regional Parks Policy Plan. City Clerk Gruenhagen is waiting on information from Ann Perry (City Planner) if Hamburg has to update the cities now that Met Council updated theirs.

Braun Cost Estimate – I & I Reduction Project

- Council looked over the cost estimate from Braun concerning the cost of Soil, Concrete, Pavement Observations and Testing. They questioned if the cost of \$9,980 was included in the Engineers cost or if it has to be taken out of the Contingency fund.
 - City Clerk Gruenhagen will check into this and report back to Council.

S.E.H. Change Order

- S.E.H. sent in a change order for the Sanitary Sewer and Storm Sewer Improvements on reclaiming, shaping, and paving Kim Avenue from Brad Street to George Street. Council looked over the pricing and decided to ask Wm. Mueller & Sons for an estimate on the same three items; Bituminous Pavement Reclamation, 2.5” Bituminous Base Paving, and 1.5” Bituminous Wear Paving.

Small Cities – Owner Occupied Housing Rehabilitation Loan Program Update

- There are still two openings for Hamburg residents to apply for the program. City Clerk Gruenhagen will work with Christie Rock on marketing the Housing Rehabilitation Loan Program here in Hamburg.
- Hamburg was not invited to submit a full application for the 2011 Commercial Rehab Loan Program. Christie Rock (Economic Development Coordinator) will try again for the grant when the funding becomes available.

Hall Table and Chair Rentals

- Dale Schmidt who lives outside Hamburg City limits towards Green Isle and Plato area asked to rent some tables and chairs from the Hall.
 - Council discussed and decided to keep table and chair rentals within the Hamburg fire district as previously decided on.

Vacation Request

- City Clerk Gruenhagen reminded Council that he will be on vacation April 28th through May 4th.

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Employee Job Descriptions

- Council decided to review employee job descriptions at the May 10th Council meeting.

Approve Payment of April 2011 Claims

Approve Payment of April 2011 Added Claims

- The added PERA Withholding April ACH payment needs to be changed from \$324.73 to \$927.28.
- *Councilmember Barnes moved to approve the April 2011 Claims list from check number 14995 through check number 1513 plus the amended ACH payment of \$927.28, Councilmember Mueller seconded and motion unanimously carried. All Council members were present.*

City Council Reports

Councilmember Mueller (Sewer & Water) – Had no further comments.

Councilmember Lund (Streets) – Had no further comments.

Councilmember Trebesch (Buildings) – Had no further comments.

Councilmember Barnes (Parks)

- Councilmember Barnes asked if the Bi-Centennial Park bathrooms have been opened.
 - It was decided to have the bathrooms open for the Kickball Tournament on May 7th and put Ag-lime down on the ball fields before Community Ed starts.

Mayor Malz – Had nothing further to report.

Councilmember Mueller moved to adjourn the Hamburg City Council meeting at 8:47 p.m., seconded by Councilmember Trebesch and motion unanimously carried. All Council members were present

Submitted by:

Sue Block
Deputy Clerk