

Hamburg City Council Meeting May 11, 2010

Mayor Malz called the regular meeting of the Hamburg City Council to order at 7:00 p.m. Councilmember Steve Trebesch, Councilmember Larry Mueller, City Clerk Jeremy Gruenhagen, Deputy Clerk Sue Block, Maintenance Worker Dennis Byerly, and Fire Chief Brad Droege were in attendance. Also in attendance was Ty Turnquist (MNSPECT). Councilmember Brian Cummiskey arrived at 7:04 p.m. Councilmember John Barnes was absent.

Agenda Review (Added Items) and Adoption

- Added – Council Old Business
- Added – Dennis’s Project List
- Added – Updated Delinquency Report
- Added – Updated April Claims List
- Added – New Picnic Tables for Park – Lions Club to Purchase

Councilmember Mueller moved to adopt the agenda with the five additions, seconded by Councilmember Trebesch and motion unanimously carried. Councilmember Barnes was absent.

Approve Minutes for March 9, 2010 and March 23, 2010.

- *Councilmember Mueller moved to approve the March 9, 2010 and March 23, 2010 Hamburg City Council Meeting Minutes, seconded by Councilmember Trebesch and motion unanimously carried. Councilmember Barnes was absent.*

Claims List for May 2010

- Added claim number 14434 to Sheila Malz in the amount of \$22.55. Sheila Malz purchased flowers to be planted in the City Park.

Old City Business

- #4 – Projector Screen for Hamburg Community Center
 - City Clerk Gruenhagen is working on.
- #5 – Send out Nuisance letters.
 - Letters are starting to be sent out.
- #6 – Hire Part-Time Maintenance Worker
 - This will be discussed during City Clerk/Treasurer Report.
- #7 Hall Canopy Repair
 - This will be discussed during Dennis’s Report.
- #9 – Remove Hall Park Swing Set
 - Henning’s will remove when they do the Shop Driveway repair.
- #10 – Have Inspector check wiring at water tower (To The Home Internet)
 - Inspector will be contacted.
- #11 – Reminder to wear City Shirts to Council Meetings.

Fire Department Report

FEMA Grant

- The Hamburg Fire Department needs the OK from Council to apply for the FEMA Grant.
 - *Councilmember Mueller moved to grant the Hamburg Fire Department permission to apply for the FEMA Grant, seconded by Councilmember Trebesch and motion unanimously carried. Councilmember Barnes was absent.*

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US Fish & Wildlife Grant/DNR Grant

- No word (yet) on these Grants.

Amended By-Laws of the Hamburg Firefighters Relief Association

- Fire Chief Droege presented Council with the Amended Bylaws of the Hamburg Firefighter's Relief Association. He requested Council to review the bylaws and give their input before June 1, 2010.
- Councilmember Cummiskey had a question on Section 5.3; any board member of this association may be removed from office by a 2/3 vote of members of this association. Councilmember Cummiskey suggested adding that a person having to be removed from their Hamburg Fire Departments duties should first be removed by the City.
 - Fire Chief Droege responded that the Fire Department Relief Association has no connection with the City.
 - Council responded that this discussion would be held at the next Council meeting after Council has had time to review the Amended By-laws.
 - Justin Buckentin (Hamburg Fire Department) will be present at the next Council meeting to answer any questions.

Regional Grant for Pagers

- County Fire Departments will be meeting with the County Commissioners on May 18th asking for their help in funding 20 percent of the cost for the Pagers and Simulcast.

Background Checks for Fire Fighters

- City Clerk Gruenhagen had asked Abdo, Eick, & Myers (City Auditors) if Background Checks could be sent in before a City Council Meeting since they require a fee. Is there a way these checks can be issued before the next City Council meeting when conducting background checks?
- Brad Falteysek, CPA (Abdo, Eick, & Myers) responded; yes you can. They will still need two signatures on the checks. Then include the checks on the next council agenda claims list for approval with an explanation that these have been paid prior to council approval due to As long as the reason is documented for not following procedure, there shouldn't be a problem.

Pump Test Repairs

- One truck did not pass the pump test and another truck needed repairs so Fire Chief Droege had both trucks repaired at the same time saving the City \$120.00. To fix both trucks (Engine 11 and 12) came to a total of about \$900.00.

Post at Water Tower

- Wm. Mueller and Sons is ready to pull the post out of the ground. Fire Chief Droege suggested keeping the post just in case it could be used at a later date.
 - Council agreed and decided to have the post stored out at the Lagoons until needed.

Civil Defense Siren Batteries

- The batteries for the Civil Defense Siren were replaced last summer. They are recommended to be replaced every five (5) years. Documentation is in the old well house shed under the Water Tower.

New Fire Department Member

- Add Martin Rademacher as a new Fire Department Member.
 - *Councilmember Trebesch moved to approve Martin Rademacher as a new member of the Hamburg Fire Department, seconded by Councilmember Mueller and motion unanimously carried. Councilmember Barnes was absent.*

Training

- Last week the Hamburg Fire Department trained with the Norwood/Young America Fire Department on the Aerial Lift.
- Fire Chief Droege mentioned that he will be submitting forms to hopefully be reimbursed for Department training. One will be for Martin Rademacher's Fire Fighter 1 & 2 training this fall. The other reimbursement request will be in January 2011 for Hamburg to host the Annual Bloodborne & 2

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Airborne Pathogens/Right to Know/ Weapons and Mass Destruction classes. Fire Chief Droege may also apply for a Defensive Driving class.

Dennis' Report (Public Works & Utilities)

Flag Pole in Park

- Maintenance Worker Byerly thanked Wm. Mueller & Sons for helping him install a new flag rope on the Park flag pole.

Community Hall Ramp Canopy Repairs (Estimates)

- The Cities insurance company will only cover the cosmetic repairs.
- Maintenance Worker Byerly reported that he had made one call to Vos Construction for the repair on the Hall Canopy.
- Ty Turnquist (MNSPECT) looked at the Hall roof and Canopy. He suggested that the only way to fix the problem is to redo the ramp and change the roof line. If the Canopy is tied into the building then the roof line would have to be changed. Without changing the roof line and the canopy tied into the building the ice would then start to tear the building wall out.
- Council discussed using heat tape to eliminate the ice buildup and other ideas to avoid the buildup of ice.
- Council decided to have Maintenance Worker Byerly get estimates to do the cosmetic repair and to put it back the way it was. Also use heat tape during the winter to eliminate any ice jams.

710 Park Avenue – Retaining Wall

- Ty and City Clerk Gruenhagen looked at the retaining wall at 710 Park Avenue to find out if an above ground fence should be put up.
 - Ty responded at the Council meeting that the code does not require any fencing.
 - Ann Perry (City Consulting Planner) checked the City zoning and ordinances. There is nothing stated that a retaining wall needs protection.

Proposed Hall Handicap Bathroom

- Ty Turnquist (MNSPECT) informed Council about clearance measurements, building codes, and regulations for the handicap bathroom.

Estimates for Sidewalk Replacement (Parkside Tavern)

- Two estimates have been received and Council decided to wait until all the estimates have been submitted before putting this on the agenda.
- Maintenance Byerly will follow up with the contractors letting them know that the estimates have to be received by May 25, 2010 in order to be considered.

Crack Sealing (City Streets) and Seal Coating (Donald Avenue)

- Council asked for bids, however, they decided to wait on making any decision until they know how much the LGA cuts will be.

Part-time Seasonal Help

- City Clerk Gruenhagen, Councilmember Trebesch, Councilmember Barnes, and Maintenance Worker Byerly will be meeting tomorrow to finalize the applications down to five (5) candidates.
- The job description and 100 point scale were sent to Kelly Dohm (City Attorney) for review.

Lift Station Repairs (Replace Brackets for Pumps)

- Maintenance Worker Byerly did receive a quote to fix the Lift Station brackets. The estimated cost to repair was around \$2,300. Council decided to put this on the 2011 Budget Wish List.

Water Wells Usage – Water Consumption for 2010

- Maintenance Worker Byerly had contacted John Thom and stated he would like to talk with City

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Clerk Gruenhagen and Deputy Clerk Block on how the meter readings are entered into the Banyon Utility Program.

- City Clerk Gruenhagen mentioned that a few little things have been found and corrected; a leaking valve at the Treatment Plant was fixed and a few discrepancies in meter readings were found.
- City Clerk Gruenhagen updated the discrepancy amount. In April the amount of water pumped was 1,098,476 gallons but billed for only 882,000 gallons.
- Maintenance Worker Byerly was asked to document the before and after reading when he flushes.
- Council continued to discuss reasons as to why theirs a discrepancy.

Picnic Tables (Paint)

- One Picnic table is left to be painted and one needs a new wooden top then the project will be completed.

Storm Sewer Repair – City Shop

- Henning's were contacted and they stated they will be out this spring.

Park Sink Repair

- The City Park water fountain has been fixed, a new bubbler was installed.

Back Stairway at Hall

- Councilmember Cummiskey asked how safe the back stairway in the Hall was.
- Council discussed what needed to be repaired and how to go about repairing the stairway.
- Maintenance Worker Byerly will get some estimates.
- City Clerk Gruenhagen will contact Xcel Energy and ask them if they could either cover the electrical wires or move them higher.

Deputy Clerk Report

Delinquent Utility Bills

- Diana Payne – 350 Louisa St – Home vacant and in foreclosure – no information on who to contact about delinquency.
- Dan Edwards – 490 Brad St – has payment agreement but missed scheduled payment – shut off notice was posted, payment due by May 19, 2010. Owners will be notified also.
- Chris Tordsen – 618 Kim Ave – Home vacant and in foreclosure – water has been shut off at curb stop – no information on who to contact about delinquency.
- David Chadwick – 710 Park Ave – has payment agreement but missed scheduled payment – shut off notice was posted, payment due by May 19, 2010.
- Nick Nordin – 419 Railroad St – Per Realtor home is being sold and delinquent amount will be paid at Closing.
- Darrell Grams – 410 Sophia – has payment agreement but missed scheduled payment – shut off notice was posted, payment due by May 19, 2010. Last time current with water bill was in October '08.
- Councilmember Mueller requested the Delinquent report only list the persons over 30 days past due.
 - Deputy Clerk Block will implement this for the future Council meetings.
- Emily Siebold – 625 Kim Ave – Paid her delinquent amount and is up to date.
- City Clerk Gruenhagen mentioned that the Reconnect Fee of \$100 is set by the City Fee Schedule. If Council wants to make any changes to the Reconnect Fee it will have to be done at the time the City Fees Schedule is set. Certifying delinquent payments to taxes can only be done in November.
- City Clerk Gruenhagen is checking on Bonding for Deputy Clerk Block.

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- The Washington Lakers 4-H Club will be planting flowers again this year in the 3 flower pots outside of the City Office.

Clerk/Treasurer Report

I/I Abatement Program – Easements

- City Clerk Gruenhagen thanked Councilmember Mueller for all the work he has put into obtaining easements for the City.
- Doug Parrott came out to Hamburg and talked to three residents about their easements. All three agreed to sign however none have come up to the City Office to sign.
- Deputy Clerk Block had followed up with the Auditors Office on who can sign for the vacant lot at 470 Brad Street. As of this meeting she has not heard anything back.
- City Clerk Gruenhagen is calling residents requesting them to make an appointment to either talk to Doug Parrott (City Engineer), Councilmember Mueller, or City Clerk Gruenhagen if they have questions. If he is unable to contact them by phone then a letter will be sent to them.
- The 2011 Intended Use Plan deadline is June 4, 2010. A motion is needed to keep the Sanitary Sewer project on the PPL 2011 Intended Use list for funding. There has been no information on receiving funding for the Storm Water portion of the project. City Clerk Gruenhagen would have Ron Seymour (SEH) handle getting the information to the PFA.
 - *Councilmember Cummiskey moved to authorize City Clerk Gruenhagen to work with Ron Seymour (SEH) to keep Hamburg on the 2011 PPL Intended Use Plan with PFA, seconded by Councilmember Mueller and motion unanimously carried. Councilmember Barnes was absent.*

Federal Election Assistance for Individuals with Disabilities Grant

- The City of Hamburg was selected to receive a Federal Election Assistance for Individuals with Disabilities grant in the amount of \$3,000. The grant is to be used for wiring and installation of an automatic door opener at the Community Center.
- Town & Country Glass was contacted for an estimate. They gave a verbal estimate of \$2,500 plus wiring.
- Councilmember Cummiskey suggested getting bids and present them at the next Council meeting.

Tonka Granit Company, LLC

- Joe Hubler (Tonka Granite Company, LLC) provided a proposed draft site plan for 411 Maria Avenue (Old City Hall). The plans have been forwarded to Ann Perry (City Planning Consultant) for review, what conditional uses are needed and possible rezoning.
- Mr. Hubler is questioning the \$3,500 WAC & SAC fees. He thinks this is a substantial amount to them when they are trying to upgrade the building.
 - City Clerk Gruenhagen suggested that Mr. Hubler and his son come to a Council meeting to discuss the fees. Council discussed this issue and decided to have them come to a Council meeting and negotiate a possible compromise.

Hamburg Lions Club

- The Hamburg Lions Club asked permission to purchase and install three ceiling fans in the Lions Shelter at the Park. There would be no cost to the City.
 - Council discussed and decided they have no problem with their request.
- The Lions Club also requested to purchase and place four square purple and yellow picnic tables (maintenance free) in the Park.
 - Council did not have any objection.

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Painting Street Light Poles – Xcel Energy

- City Clerk Gruenhagen emailed Michelle Swanson (Xcel) asking if they had any plans on painting any more street light poles in Hamburg.
 - Council commented that the poles that were painted were the only ones needing painting.
- Councilmember Mueller asked why there is caution tape around some of the light poles.
 - City Clerk Gruenhagen will check Ms. Swanson.

New Desktop Computer & Router

- City Clerk Gruenhagen informed Council that he purchased a new desktop computer and router for the City. The purchase was budgeted for.
 - Council agreed that the purchase was necessary.
- The old computer will be placed in the City Shop for Maintenance Worker Byerly to use.
- City Clerk Gruenhagen asked Council if they had any objection having his brother come out to set up the new server. He will be about a third of the cost of calling someone else out.
 - Council did not have any objections.

Parkside Tavern Noise Complaint – May 1, 2010

- A neighbor next to Parkside Tavern called several Council members and the City Clerk complaining about the noise. The calls were made around 11:00 p.m.
- Mayor Malz talked to the manager of Parkside Tavern about the issue and informed him that he has to take accountability for the numerous neighbor complaints.
 - Council discussed the issue and if the situation does not get any better then further action will be taken by Council.
 - City Clerk Gruenhagen will follow up with a letter on the Cities Noise Ordinance.

Public Hearing (Ordinance #137) – Amend Side Yard Setbacks

- There will be a Public Hearing on May 25, 2010 at 6:55 p.m. to Amend Side Yard Setbacks (Ordinance #137) from 15 feet to 10 feet.

City Council Reports

Councilmember Mueller (Sewer & Water)

- Commented that all the easements need to be obtained.

Councilmember Cummiskey (Streets) had nothing further to report.

Councilmember Trebesch (Buildings)

- Reported on a leaning light pole.
- Reported on a white truck speeding on Sophia Avenue.
 - Was instructed by Council to inform the police of the incident with the license number.
- Reported that the down spout at the Hall is draining against the cement wall.
 - Councilmember Mueller will get some supplies to have the water drain away from the building.
- Council discussed having Maintenance Worker Byerly purchase some scaffolding from Menards while it is on sale this week. He can use the rebate coupons the city has from purchasing the ceiling tiles for the Hall.
- City Clerk Gruenhagen informed Council that the handicap bathroom for the Park was delivered. The bathroom was staked to the tar so it can not be tipped over.

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Mayor Malz

- Requested Thiemert's be contacted to remove the fallen tree branch on their property.

Approve Claims List for May 2010

Claims List for May 2010

- *Councilmember Trebesch moved to approve May 2010 four ACH payments and May 2010 clais, numbers 14406 through 14433 with the one addition of check number 14434 to Sheila Malz in the amount of \$22.55 for purchasing flowers for the City Park, seconded by Councilmember Mueller and motion unanimously carried . Councilmember Barnes was absent.*

Councilmember Cummiskey moved to adjourn the Hamburg City Council meeting at 8:58 p.m., seconded by Councilmember Trebesch and motion unanimously carried. Councilmember Barnes was absent.

Submitted by:

Sue Block
Deputy Clerk

DRAFT