

## Hamburg City Council Meeting June 8, 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 Brett and Julie Gamber (851 William Street) and Andy Franck (Hamburg Hunt and Fish Club).

### Agenda Review (Added Items) and Adoption

- Added – Lawful Gambling Permit for the Hamburg Hunt & Fish Club
- Added – Revised Schedule for the Sanitary Sewer and Storm Sewer Improvements
- Added – Memo from the Carver County Water Management Organization
- Added – Updated Delinquency List
- Added – Sweep Streets before Zummerfest
- Added – National Night Out Contact Person
- Added – Dennis's Project List
- Added – June Claims List

*Councilmember Barnes moved to adopt the agenda with the eight additions, seconded by Councilmember Mueller. Councilmember Mueller, Councilmember Cummiskey, Councilmember Barnes, and Councilmember Trebesch voted Aye. Motion carried 4/0.*

### Approve Minutes for April 27, 2010 and May 11, 2010

- Minutes were not forwarded to Council for their review. Tabled until next Council meeting.

### Claims List for June 2010

- Claim #14466 – City Share of Professional Service for Grant payable to the City of Green Isle.
  - This will be explained under the Fire Department report.

### Old City Business Memo

- #3 – Handicap Bathroom in Hall
  - Councilmember Cummiskey did meet with MNSPECT and will update Council during his Council Report.
- #9 – Has been completed, remove from list.

### Hamburg Hunt and Fish Club – Andy Franck

### 2011 Calendar Raffle

- Andy Franck representing the Hamburg Hunt and Fish Club asked Council for a Lawful Gambling Permit to hold their annual 2011 Calendar Raffle on January 3, 2011.
- *Councilmember Cummiskey moved to approve the gambling permit request for the Hamburg Hunt and Fish Club, seconded by Councilmember Barnes. Councilmember Mueller, Councilmember Cummiskey, Councilmember Barnes, and Councilmember Trebesch voted Aye. Motion carried 4/0.*

## Fire Department Report

### Retirement of Firefighter Tim Mueller

- Firefighter Tim Mueller is retiring from the Hamburg Fire Department after 22 years of service. Fire Chief Droege requested Council to grant his retirement.

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- *Councilmember Mueller moved to grant Tim Mueller's retirement after 22 years of service with the Hamburg Fire Department, seconded by Councilmember Trebesch. Councilmember Mueller, Councilmember Cumiskey, Councilmember Barnes, and Councilmember Trebesch voted Aye. Motion carried 4/0.*

### **2010 FEMA Grant/US Fish & Wildlife Grant/DNR Grant**

- No word (yet) on the grants.

### **Amended By-Laws of the Hamburg Firefighters Relief Association**

- No new information.

### **Rescue Number 11/Engine Number 11 & 12 Repairs**

- Rescue Number 11 had a relay switch replaced.
- Engine 11 & 12 repairs, from the engine pump testing, have been completed.

### **Reimbursement from Green Isle for July 2 & 3, 2008 Fire Service Call**

- The Hamburg Fire Department received \$5,258.88 reimbursement for the July 2 & 3, 2008 Shamrock Fire in Green Isle. Along with the reimbursement was a bill for \$682, Hamburg's share of the cost to Green Isle for having Ehlers & Associates obtain a reimbursement Grant from the State of Minnesota.
  - To receive a reimbursement from the State of Minnesota a Grant has to be drawn up and submitted to the state requesting the reimbursement. Ehlers & Associates charged the City of Green Isle \$8,000 to draw up the request. The amount billed to the City of Hamburg was \$682.

### **Regional Grant for Paggers**

- Fire Chief Droege and City Clerk Gruenhagen drafted and sent the County Commissioners a Thank You letter for their efforts in obtaining funding for the for Paggers.

### **Mosquito Spraying**

- Clarke will be spraying the City and Park for mosquitoes on June 16<sup>th</sup> the Wednesday before Zummerfest.

### **Wills for Heroes**

- This is a new program from the State of Minnesota where members of the program go around to different towns helping Fire Fighters, Police, and First Responders in making out a Will. Hamburg and Norwood have this set up for August 16, 2010.

### **Spraying Weeds**

- Fire Chief Droege mentioned that he has noticed Maintenance Worker Byerly out spraying the weeds. It's good to have this done before Zummerfest.

### **Floor Buffer for Fire Station**

- Fire Chief Droege requested permission to purchase a floor buffer for the Fire Department station.
  - Maintenance Worker Byerly will check on prices.

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### National Night Out – August 3, 2010

- Council and Chief Droege discussed who would be heading the evening event. They decided that if anyone has any questions they can contact the City Office until a group or individual(s) is found to organize the event.
- The CSO and Ambulance will be at the event.
- Linda Mueller will inquire if the Canine Unit would also be available.

### Convention Expenses

- Councilmember Cummiskey questioned the pre-payment of convention expenses before receipts are turned in.
- Council and Fire Chief Droege discussed the Cities policy: **TRAVEL AND PERSONAL EXPENSE REIMBURSEMENT**

City employees and elected officials are eligible to receive reimbursement for expenses incurred in the conduct of City business. Under some circumstances, employees and elected officials may be eligible for advance payment of expense moneys in order to attend conferences or schools or for the conduct of official City business. It is the intent of the City to reimburse or pay for necessary transportation, food, lodging, registration fees and authorized miscellaneous expenses. It is expected that employees and elected officials will secure accommodations and services which are reasonable but appropriate. Employees and/or elected officials attending the same function are encouraged to share transportation and accommodations insofar as practical and reasonable. The City Clerk/Treasurer shall have the authority to determine the reasonableness of expense claims for employees. Reimbursements or advances shall be made under the following guidelines:

1. **Travel Expenses.** The City of Hamburg covers the cost of work-related travel by providing mileage reimbursement or through the use of a City vehicle. The City shall reimburse employees the current IRS Reimbursement rate for use of a personal vehicle to do required City Business.
2. **Meals.** While attending meetings or conferences or traveling on official City business, employees will be reimbursed for meals under the federal regulations for reimbursement. Meals will be reimbursed at a reasonable rate with a maximum daily reimbursement of forty-five (45) dollars for all three meals. Snacks will not be reimbursed. Exceptions will be granted when meals and/or snacks are prepackaged as part of a conference or training session. Gratuities will be reimbursed to a maximum of twenty (20) percent and are to be included in the total reimbursement amount. \*No reimbursement shall be made for alcoholic beverages.
3. **Lodging.** Lodging reimbursement will be made for the actual cost of lodging up to a maximum of seventy-five (75) dollars per day. Lodging of a greater cost must be pre-approved by the City Council, who will have the authority to determine whether conditions warrant the additional cost. Exceptions may be granted when lodging is prepackaged as part of a conference or training session. Business or Government rates must be requested when making arrangements for lodging. Overnight lodging will only be allowed when the employee must travel beyond a reasonable daily driving distance from Hamburg. Normally, travel within a sixty (60) mile radius of Hamburg will not qualify for overnight lodging.
4. **Additional Expenses.** Employees shall be reimbursed for the actual cost of registration fees, parking, business telephone calls, and other necessary expenditures. When possible, registration fees should be paid in advance so that early registration discounts may be obtained.
5. **Advances.** Advances for extended travel or exceptional expense may be granted upon approval from the City Council. Upon return from the travel an accurate accounting for advance expense moneys shall be tendered first to the City Clerk/Treasurer and finally to the City Council along with reimbursement of any unused advance moneys or request for additional reimbursement beyond the amount of the advance.

All travel expenses must be submitted promptly on the appropriate form upon returning to work. Such requests must be accompanied by receipts whenever possible. Lack of an appropriate receipt may be grounds for refusal of an expense reimbursement or allowance. Receipts for lodging, airfare, registration and meals are required.

- Council and Fire Chief Droege continued to discuss this topic and decided that the way it has been done in the past has been working and to leave as is.
  - City Clerk Gruenhagen added that all receipts from conventions should be turned in to verify the actual cost versus advance payment and then determine if any changes need to be made.

### Handicap Bathroom for Hall

- Fire Chief Droege asked when the handicap bathroom will be started.

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- Council discussed the issue and concluded that the City should have contractors draw up the specs for the project.

### **National Night Out**

- Councilmember Cummiskey gave an update on the H.I.P group.
  - He took the cans in and noticed the hitch of the trailer was in need of repair.
    - Council suggested taking the trailer to Wm. Mueller and Sons (Brad Droege) and they will have it repaired.
  - Two present members Connie Byerly and Maggie Cummiskey will be quitting the organization once the Hall playground equipment is installed.
  - Later this summer the last three members of H.I.P. will hold a meeting and if no one from the community takes over, the H.I.P. group will be dissolved.
- National Night Out.
  - Councilmember Cummiskey will collect sweet corn for the event.
  - Council members will help with the service line.
  - The Fire Department will furnish the food.
  - The H.I.P. group will provide Council with last year's plan of events and committees.
  - City Council will head up the event until someone is found to take over.

### **Relief Association By-Laws**

- The Hamburg Fire Department Relief Association passed the amended By-Laws.

### **Brett & Julie Gamber (851 William Street)**

### **Annexation of Property – In-Ground Pool**

- Mr. and Mrs. Gamber are requesting that a portion of their property be annexed into the City of Hamburg for the purpose of installing an In-Ground Pool on the property. They have spoken with Young American Township and they have indicated that they will release the land as long as the property is annexed into the city.
- City Clerk Gruenhagen informed Council that there is two ways the property can be annexed in.
  - One is by Ordinance, an ordinance would have to be drawn up and a public hearing would then be held.
  - The second way would be for the City of Hamburg to do an orderly annexation agreement with Young America Township. This would not require an ordinance or a public hearing. Typically, in the past an orderly annexation agreement has been done with the Township.
  - There are new State laws requiring reimbursement to the Townships for property annexed into a City.
- Council and the Gamber's discussed the property to be annexed.
  - The County will do the permitting for the pool with the stipulation that the property be annexed into the City.
  - The next step would be working with the Township on doing an orderly annexation into the City.
  - City Clerk Gruenhagen will start getting the process underway by talking with Ann Perry (City Planner) on the next steps and will forward them to Mr. and Mrs. Gamber.
  - Mr. and Mrs. Gamber will fill out a request to have the property annexed into the City.

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### Doug Parrott – S.E.H. Inc. I/I Abatement Program (Sanitary Sewer/Storm Water Improvements)

#### Easements for Project

- Mr. Parrott gave a brief update on the I/I project.
- City Clerk Gruenhagen informed Council of persons that had not yet signed their property easements and reasons why they have not signed.
  - Council and Mr. Parrott discussed various options on how to work with these property owners and decided to put the ideas and proposals back onto the committee. The committee will report back to Council at the next City Council Meeting on June 22<sup>nd</sup>.
- Mayor Malz questioned if enough residents have signed to begin the project now.
  - Mr. Parrott responded “no”.

#### Purchase of Property for Storm Water Pond

- Council discussed the purchase of Councilmember Cummiskey property for the Storm Water Pond.
  - Council decided to discuss the purchase at a later date.
  - City Clerk Gruenhagen will talk with City Attorney Mac on what type of meeting could be held to discuss the purchase, if a special meeting would be needed or if a closed meeting should be held.

#### 2011 Intended Use Plan Deadline (June 4, 2010)

- Doug Parrott worked with Becky Sabie (PFA) on sending a revised schedule to keep Hamburg on the 2011 IUP list.

#### Project Schedule for 2010/2011

- Council received the revised schedule of the Sanitary Sewer and Storm Sewer Improvements. The proposed schedule will depend upon permitting requirements including Carver County, MDH, and the MPCA.
  - Plan Review at 100% Level with Committee – June 15, 2010
  - Present Final Plans and Specifications to Council for Approval and Authorize Ad for Bids – June 22, 2010
  - Pre-bid meeting – July 20, 2010
  - Bid Opening and Submit Bid to PFA/MPCA – July 27, 2010
  - Pre-award Meeting – August 3, 2010
  - Award Construction Contract (Dependent Upon Permitting and Funding Plan) – August 10, 2010
  - Preconstruction Conference – August 17, 2010
  - Begin Construction – August 23, 2010
  - Hold Assessment Hearing – October 5, 2010
  - Substantial Completion Date – November 13, 2010
  - Deliver Assessment Roll to County Auditor – November 22, 2010
  - Final Completion Date – July 29, 2011

#### Carver County Water Management Organization

- The Water Management Organization requested the City of Hamburg shift the projects cost share funds for Area 2 Outlet Area to Area 9.
- City Clerk Gruenhagen asked Council for permission to complete the cost share application requesting the transfer of cost share funds.

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- *Councilmember Trebesch moved to grant permission to City Clerk Gruenhagen to fill out and return the Carver County Planning & Water Management Application for Capital Improvement & Water Stewardship Cost-Share Projects, seconded by Councilmember Barnes. Councilmember Mueller, Councilmember Cummiskey, Councilmember Barnes, and Councilmember Trebesch voted Aye. Motion carried 4/0.*

### Dennis' Report (Public Works & Utilities)

#### Part-time Seasonal Help

- Councilmember Barnes informed the other members of Council that the hiring committee had decided on one final applicant for recommendation to hire.
- Council discussed the question city residents are asking them as to whether or not there is a need to hire part-time maintenance help.
  - Council asked Maintenance Worker Byerly several times what he was behind on and what would not get done if he continued mowing the city property.
    - Maintenance Worker Byerly responded that he is working 40 hours and barely keeping up, not getting anything extra done.
  - Council suggested Maintenance Worker Byerly plan and schedule his hours better.
- Council continued to discuss if they should hire a part-time person. Maintenance Worker Byerly was again asked to explain what he can not complete and was asked to list what is not being completed.
  - His response was there are not enough hours in the day; not responding with specifics or reasons why part-time help is needed.
    - Council responded that they like what he does but he must be more organized. He should be able to explain to Council exactly what he can not complete during his scheduled hours to show that extra help is needed.
- *Councilmember Mueller moved to not hire a Part-time Maintenance Person, seconded by Councilmember Trebesch. Councilmember Mueller, Councilmember Cummiskey, Councilmember Barnes, and Councilmember Trebesch voted Aye. Motion carried 4/0.*

#### Community Hall Ramp Canopy Repairs (Estimates)

- Maintenance Worker Byerly has called more contractors for estimates.
- Council discussed how bad the structural damage could be. They decided to pull some metal off the damaged area so contractors can see the extent of the damage before submitting an estimate.
- City Clerk Gruenhagen will have the insurance inspectors come back out and take pictures. He added that the deductible is \$250.

#### Estimates for Re-Siding Park Food Stand

- Council decided to have the contractors that come out to give estimates on the Hall canopy also look at the Park Food Stand. They should give two estimates on re-siding the food stand, one with steel siding and one with Fiber Cement Board. Council discussed to also have the contractors look at the back stair well at the Hall for their opinions on needed repairs.

#### Crack Sealing and Seal Coating

- Council decided to postpone these projects until next year.

#### Estimates to Replace City Shop Driveway/Sidewalk

- Estimates were received today from Southwest Paving, Inc., Wm. Mueller & Sons, Inc., and Hanson & Vasek Construction, Inc.

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- Council discussed if the estimates should be reviewed/discussed at the next council meeting or discussed at this meeting.
- Council also talked about, if the Shop Driveway should be concrete or blacktop.
- After a lengthy discussion and input of various ideas, Councilmember Mueller suggested that as long as there is \$20,000 in the budget, including landscaping, why not have (according to the estimates) everything done in concrete and put a trenched drain in. The cost would be \$19,280 for everything and due the landscaping next year.
  - Council discussed different ideas on what should be used for the Shop driveway, concrete or blacktop. They also discussed various ways to keep the driveway dry, free of snow and ice.
- Councilmember Mueller came up with a plan using Hanson & Vasek's Option 1 for \$7,328 then have them put in the optional concrete trench drain at the bottom of the shop driveway for \$3,000. Then blacktop the driveway using Wm. Mueller & Sons proposal to remove and replace the ramp for \$8,485. Grand total of \$18,813. Then add 38 ton of topsoil to redo the slop would cost \$844.36. Doing the project this way would get it done for the money the city has budgeted the project for.
- Council continued to discuss what type of driveway should be put in at the city shop.
- Council decided to put this on the next council meeting agenda and to make a decision then.

### LMC Loss Control Visit (May 21, 2010)

- Andy Miller (Senior Loss Control Consultant) from the League of Minnesota Cities met with City Clerk Gruenhagen and Maintenance Worker Byerly to go over last years recommendations. Most have been completed however some are still open.
- Open items to be completed;
  - Repair Entranceway to Shop – there was currently construction/excavation work going on in this area. It will be completed after the construction is finished.
  - Install handrails for the concrete stairs on the east side of the building – there was currently construction/excavation work going on in this area. It will be completed after the construction is finished.
- Letter of Recommendations
  - Review city electric panels and improve the following deficiencies;
    - Maintain adequate clearance to city electrical panels.
  - Maintain door latches and lock on city electrical panels.
  - Mark and/or adequately label all circuits inside the electric panels and make sure there is no open access to the circuits.
  - Inspect all city owned wooden ladders for defects and discard when inadequacies are found.
  - Complete the LMCIT sewer assessment documents and e-mail back when completed.

### Water Wells Usage – Water Consumption for 2010

- The amount of water pumped versus billed is still off by approximately 300,000 to 350,000 gallons.
- Maintenance Worker Byerly reported that he did find a valve leaking in the old pump house. It is leaking about 6,000 gallons of water per month. He did not shut off and needs a new 4 inch valve to replace the leaking one.
  - Councilmember Mueller instructed Maintenance Worker Byerly to call Hydro and get a price to fix it.

### Project List

- Added to list was to sweep the city streets before Zummerfest. There is glass all along Park Ave from the east side of town to the railroad tracks.

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- A letter or email will be sent to the County notifying them of the crushed glass on the County Road. The City will be requesting the County to clean up the street and investigate where the crushed glass is coming from.

### Deputy Clerk Report

#### Delinquent Utility Bills

- Diana Payne (350 Louisa St) and Chris Tordsen (618 Kim Ave) – Homes are vacant and in foreclosure – no information on who to contact about delinquencies. Unpaid amounts will be added to property taxes in November.
- Eight residents were sent shut off notices.
- Nick Nordin (419 Railroad St – Utility bill will be paid in full at time of closing.

### City Clerk/Treasurer Report

#### Liquor License Renewal Requests - July 1, 2010 to June 30, 2011

- Parkside Tavern – (On-Sale, Special Sunday On-Sale, Off-Sale)
- Hamburg Lions Club – (3.2 Malt Liquor)
- Hamburg Baseball Club – (3.2 Malt Liquor)
- License Fees are listed/included in the 2010 City Fee Schedule.
- All renewals are subject to background checks and insurance requirements.
- *Councilmember Cummiskey moved to approve the three Liquor License Renewal requests from July 1, 2010 to June 30, 2011, Councilmember Barnes seconded. Councilmember Mueller, Councilmember Cummiskey, Councilmember Barnes, and Councilmember Trebesch voted Aye. Motion carried 4/0.*

#### Metropolitan Council Population & Household Estimates for 2009

- City Clerk Gruenhagen had one concern regarding the population estimate. Met Council reported that the City of Hamburg went from 549 people and 212 households as of April 1, 2008 up to 553 people and 214 households as of April 1, 2009. He does not know where the extra two houses came from. No changes were made at this time due to the 2010 Census being completed where more accurate numbers will be received.

#### Lions Club Request to add Shelving and Paint

- City Clerk Gruenhagen informed Council that he had given permission to the Hamburg Lions Club to add shelves and paint the walls in the old warming house building, in the Park, where the new water heater and sink were installed.
  - Council did not have any objections.

### City Council Reports

**Councilmember Mueller (Sewer & Water)** had nothing further to report.

#### **Councilmember Cummiskey (Streets)**

- Handicap Bathroom – Councilmember Cummiskey updated Council on the bathrooms progress.
- Council decided to include the following specs:



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- Use the old paneling for the outside wall facing the bar area and put new paneling on the south wall and hall way going towards the ladies bathroom
- Interior of bathroom use glass board from floor to the 8' ceiling.
- Interior of janitors closet use glass board from the floor to the 10' ceiling.
- Flooring - use one piece of commercial vinyl.
- Solid wood doors will be used.
- Install a dead bolt lock on the janitor's closet instead of a door handle or lever.
- Council also decided to hire one contractor for all the work and he can sub-contract out for the plumbing and electrical unless he has a license for them also.

### **Councilmember Trebesch (Buildings)**

- Councilmember Trebesch volunteered his time to help with the National Night Out Event.
- New Updated Light Bulbs for Community Center
  - City Clerk Gruenhagen has not received information from Robs Electric on the cost to replace the light bulbs in the Community Center.
- Xcel Energy is working on the electrical wiring (replacing street lights) on Railroad Street.
- Last Saturday someone drove on the new gravel for the Tractor Pull and Demo Derby in the Park. The police were called and they talked to the father of the trucks owner.

**Councilmember Barnes** had nothing further to report.

### **Mayor Malz**

- Mentioned that the city sign was not working.
  - City Clerk Gruenhagen is working with the sign company to fix the problem.

## **Approve Claims List for June 2010**

### **Claims List for June 2010**

- Check number 14463 to Brad Droege (Convention Expenses) for \$450 and check number 14481 to Paul Dudgeon (Convention Expenses) for \$450 will be voided. Fire Chief Brad Droege and Fire Fighter Paul Dudgeon will bring in their receipts from the convention for reimbursement instead of receiving advance payment for the conference.
- *Councilmember Trebesch moved to approve the June Claims List for claim number 14463 through 14481 with the three ACH payments with voiding check number 14463 and voiding check number 14481, seconded by Councilmember Mueller. Councilmember Mueller, Councilmember Cumiskey, Councilmember Barnes, and Councilmember Trebesch voted Aye. Motion carried 4/0.*

*Councilmember Mueller moved to adjourn the Hamburg City Council meeting at 10:22 p.m., seconded by Councilmember Barnes. Councilmember Mueller, Councilmember Cumiskey, Councilmember Barnes, and Councilmember Trebesch voted Aye. Motion carried 4/0.*

Submitted by:

Sue Block  
Deputy Clerk