

Hamburg City Council Meeting July 12, 2011

Mayor Malz called the Hamburg City Council meeting to order at 7:02 p.m. 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. Others in attendance were Troy Schuette (Elite Waste Disposal), Matt Maes (Waste Management), Justin Buckentin (HFD Relief Association), Brenda Droege (HFD), Adam Glander (HFD), Russ Schneewind (Retired Firefighter), Joe Weckman (Retired Firefighter). Councilmember John Barnes and Maintenance Worker Dennis Byerly were absent.

Public Comment

- No public comments at this time.

Agenda Review (Added Items) and Adoption

- Updated Claims List
- *Councilmember Mueller moved to approve the agenda with the added item, seconded by Councilmember Trebesch and motion carried.*

Approve Consent Agenda

- Approve Minutes for May 24, 2011 and June 14, 2011
- Sanitary & Storm Sewer Project Update No. 12, 13 & 14
- Potential Refunding of Existing Bonds Memo (Ehlers)
- Water usage Report for 2011
 - City Clerk Gruenhagen commented that the mystery as to why there is such a difference between water usage and billed may be partially solved. A water leak before the water meter at Parkview Apartments was discovered and approximate three to four gallons per minute was being pumping out into the ground.
- Cash Flow Statement for May
- MNSPECT Minute (June 2011)
- *Councilmember Lund moved to approve the Consent Agenda, seconded by Councilmember Mueller and motion carried.*

Fire Department Report – Chief Brad Droege

Certificates of Recognition (Firefighters)

- Volunteer Firefighters Joe Weckman (23 years of service) and Russ Schneewind (25 years of service) were each presented with a plaque of recognition for their service in the Voluntary Hamburg Fire Department. Both are now retired from the Fire Department.

DNR Grant

- Applied for a new DNR Grant.

Fire Truck Pump Testing

- Engine #12 tested ok.
- Engine #11 will need about \$2,600 of repairs. There is enough money in the budget to cover the cost.

Donation of Batteries (Duracell)

- The Duracell Company donated 100 to 200 various sized batteries to the Hamburg Fire Department.

Civil Defense Siren Maintenance Program - Ready Watt Electric

- Council and Fire Chief Droege discussed the Siren Maintenance Program. After some discussion the Council decided to approve the contract with Ready Watt Electric. The three year contract is for preventive maintenance service on the civil defense siren at a cost of \$486 per year.

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- *Councilmember Mueller moved to approve the three year contract with Ready Watt Electric for preventive maintenance on Hamburg's Civil Defense Siren at a cost of \$486 per year, seconded by Councilmember Lund and motion carried.*

HFD By-Laws/City Personnel Policy – Firefighters Living Outside the Fire District/Work in Town

- Council and attending members of the Hamburg Fire Department discussed if a current firefighter living within the city limits moves out of the fire district but still works in the City of Hamburg could they remain a member of the Hamburg Fire Department.
- *Councilmember Trebesch moved to allow a firefighter to stay on the Hamburg Fire Department if they move outside the Hamburg fire district but still works in Hamburg, seconded by Councilmember Mueller seconded and motion carried.*

HFD Relief Association 2010 Reporting Year Forms

- Firefighter and President of the Relief Association Justin Buckentin gave Council a brief overview of the HFD Relief Association Financial, Investment and Plan Information (Reporting Form 2010) for the year ending December 31, 2010.

Pension Increase for Hamburg Fire Department Relief Association Pension

- The Hamburg Fire Department Relief Association had requested a \$50 (3.3%) per year pension increase for each Hamburg Firefighter.
- Council discussed and decided to grant a \$25.00 pension increase effective January 1, 2012.
- *Councilmember Mueller moved to increase the Hamburg Fire Department Relief Association Pension by \$25.00 (\$1,475/Year for 2012 Annual Benefit Level) effective January 1, 2012, seconded by Councilmember Trebesch and motion carried.*

Park Memorial for All Persons Who Protect and/or Serve

- Fire Chief Droege requested permission from Council to pursue gathering information and cost to build a Memorial in the Hamburg Bi-Centennial park honoring Firefighters, Ambulance/Medical, and Military personal that protect and/or server us.
- Council gave their OK for Fire Chief Droege to check into a memorial at the City Park.

FEMA Grant

- New FEMA Grants may come out at the end of July and Fire Chief Droege requested permission from Council to apply for the grant.
- *Councilmember Mueller moved to allow Fire Chief Droege to apply for the 2011 FEMA Grant, seconded by Councilmember Trebesch and motion carried.*

Sanitary Sewer & Storm Sewer Improvements Project

Storm Water Utility Fee Fund

- Council discussed different ideas on how to help fund the Storm Sewer project cost. Council decided to add a Storm Sewer Utility Fee to the monthly water/sewer utility bill. The additional fee would be \$16.00 per month starting with the August utility billing. The amount of the fee would be reviewed yearly. This fee is established by City Ordinance Number 141.
- *Councilmember Trebesch moved to approve the addition of a Storm Sewer Utility Fee to the monthly water/sewer utility bills. The additional fee will be \$16.00 per month starting with the August utility billing with a yearly review, seconded by Councilmember Lund and motion carried.*

Private Property Service Lines (Illegal Connections/Replacement)

- Letters of non-compliance will be sent out to residents this week. Residents receiving this letter will have one (1) year from the date of the letter to fix the problem(s) otherwise they will be billed \$100 per month until the illegal connection is corrected/removed.

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Connection of Rain Gutters to Storm Sewer Line

- A few residents had questioned if their rain gutters could be directly connected into the storm sewer lines.
 - In review of the February 16, 2010 Special Public Meeting, S.E.H. responded to residents at that meeting that they could be connected, however, a direct connection is not recommended, but prefer a surface flow into it. The reason was because of all the leaves in gutters going directly into the lines. The city would incur the expense of cleaning out the pipes.
- Council's decision was to have residents do a surface flow into the storm sewer line not a direct connection to the line.

Repairs of Kim Avenue

- Council is waiting on an answer if contingency monies from the I/I Project could be used to repair Kim Avenue. This item was tabled to the next City Council meeting.

City Street Assessment Basis

- Council was presented with a Basis of Proposed Assessment for Louisa Street when the street was improved in June 1988. Council requested the previous Proposed Assessments documentation so Council could keep current/future street assessments consistent with previous assessments.
- Council decided to review the information and make a decision at the next City Council meeting on August 9th.

Punch List

- Al Hahn drafted a Punch List of items that need completion or correction prior to the final acceptance date of the project (August 19th).
- Councilmember Mueller commented that Chard hauled out the cities cast iron covers and the City should not pay for this line item.
 - City Clerk Gruenhagen will talk with Al Hahn concerning this line item.

Old City Business (Memo)

Community Park Sign

- The new Community Park sign was received. Councilmember Mueller and Councilmember Trebesch are working together to hang the sign between the two stone pillars at the park.

RFP for Contracted Garbage Services for Residential/Commercial

- Council discussed the proposed contracts submitted from Elite Waste Disposal and Waste Management. Council was impressed with Elite Waste Disposal proposal and wanted to accept their bid however Council agreed to go with the lower bid from Waste Management. Council agreed, in these financial times, that accepting the lower bid was best for City residents.
- *Councilmember Lund moved to grant Waste Management a three (3) year garbage service contract with the City of Hamburg for Residential/Commercial pickup, seconded by Councilmember Mueller and motion carried.*

Cement Slab Proposals for Community Park

- K & K Services and Card Tiling & Excavating, Inc. submitted proposals for pouring an 11' x 36' x 4" cement slab at the Community Park.
- Council discussed and agreed to grant K & K Services, who submitted the lower bid, the contract.
- *Councilmember Mueller moved to grant K & K Services the contract to pour a 11' x 36' x 4" cement slab at the Community Park, seconded by Councilmember Trebesch and motion carried.*

National Night Out – August 2, 2011

- No planning committee was set up however Council discussed and decided on the following:
 - Councilmember Steve Trebesch will contact Monica Trebesch on making 120-150 cookies.

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- Mayor Malz will contact Lois Droege for furnishing the hot dogs.
- Mayor Malz will pick up the buns, pork & beans, sauerkraut, potato chips, onions, ketchup, mustard, relish, salt, pepper, plates.
- Deputy City Clerk will contact McDonalds for two coolers of juice.
- Councilmember Steve Trebesch and Councilmember John Barnes will obtain the sweet corn.
- The Fire Department will furnish the serving utensils.
- The Lions Club will provide Root Beer Floats.
- No entertainment was discussed or decided on.
- City Clerk Gruenhagen will post a notice three days before the event of a possible quorum.
- The City Council will serve the food.

Dennis' Report (Public Works & Utilities)

Hall Door Replacement Proposal from Dan Oelfke Construction

- Council discussed replacing two Hall doors with panic bars but no decision was made.

G&K Contract for Cleaning Supplies

- No discussion.

City Alleys (Add Rock/Shape Up)

- No discussion.

Cooler for Community Hall

- Council was able to obtain a used upgraded cooler for the Hall at a cost of \$1,000. Councilmember Barnes will be contacted to help install the cooler.

Vacation July 29th to August 1st - Rounds

- Maintenance Worker Byerly will be on vacation July 29, 2011 through August 1, 2011. City Clerk Gruenhagen will do the rounds however he may need help due to his ankle injury. Councilmember Trebesch volunteered to help if help is needed.

Broken South Window at Hall

- A window replacement has been ordered.

Deputy Clerk Report

Delinquent Utility Bills

- The number of residents who are delinquent on their utility bills increased last month. All delinquent owners and renters will be sent letters requesting payment.

Nuisance Letters

- The two abandoned vehicles located behind the Car Wash at 679 Park Ave have been removed.
- Dennis Mielke owner of the vacant lot at 146 Jacob Street was sent a nuisance letter. He is in violation of Ordinance 98.48 – Elimination of Weeds & Grass in excess of 10 inches in height.

MCFOA Clerks Conference – July 11 – 15, 2011

- Deputy Clerk Block reminded Council that she is attending the MCFOA Clerks Conference this week.

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City Clerk/Treasurer Report

2010 Census Count – Met Council Population Estimates

- The 2010 Census counted 513 people and 201 households in the City of Hamburg, as of April 1, 2010. Average Household size, 2.55 persons per household. This count is down 25 people and 5 households since the 2000 Census. Clerk Gruenhagen added that the City has added 15 to 16 households since the 2000 Census.
- City Clerk Gruenhagen would like to dispute the lowered number of Hamburg residents and has until June 1, 2013 to contest the numbers. He will gather more information on the cost and how the discrepancy will affect Hamburg.

Liquor Liability Insurance Clause for Hall/Park/Community Center Rentals

- City Clerk Gruenhagen will be working with City Attorney Mac and the Cities Insurance agency on the correct wording of the rental agreements concerning liquor liability. Without the correct wording the City could be held liable if something would happen.

Xcel Energy Saver's Switch

- The Community Center has been installed with an Energy Saver's Switch which should cut down on the use of electricity during peak summer usage hours. This should help the City save on its electrical bill.

Utility Rate Study/Five Year Budget Plan

- Estimates were received from Ehlers and Abdo, Eick & Meyers on how much it would cost to have a five (5) year Financial Plan/Utility Rate Study completed.
- *Councilmember Trebesch moved to accept Abdo, Eick & Myers proposal to do a five (5) year utility rate study at the cost of \$3,000 for the City of Hamburg, seconded by Councilmember Mueller and motion carried.*

Employee Job Descriptions

- Councilmember Lund, Councilmember Trebesch, and City Clerk Gruenhagen will set a date and time to review the employee's job descriptions.

Project List

- Add – Obtain estimates to build a closet for Fiber Optic equipment.

Community Park

- Council decided to make a decision next spring whether or not to rent a mini biff during the summer months for the new Community Park.

Hall Rental Price for Auction Rental

- During the Council meeting it was brought up if the Hall rental fee (\$250) should be raised when the Hall is used for auctions.
 - Main reasons for a possible increase would be for the wear and tear on the facility especially the floor. Also, additional heating costs during the winter months and additional cost of electricity.
- Council decided to think about it and discuss at a later time.

Approve Payment of June/July 2011 Claims

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- *Councilmember Mueller moved to approve payment of the June 2011 Claims, the three added ACH payments and check number 15097 through check number 15100, seconded by Councilmember Lund and motion carried.*

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Approve Payment of July 2011 Claims

- *Councilmember Mueller moved to approve the July 2011 Claims, the four ACH payments and check number 15101 through check number 15138, seconded by Councilmember Lund and motion carried.*

City Council Reports

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

Councilmember Lund (Streets)

- Councilmember Lund informed the other members of Council that the Hamburg Lions Club will be purchasing and installing three (3) ceiling fans in the Park Shelter (Lions Building). The Lions Club will also be purchasing one more picnic table for the Park and they would like to plant one tree in the Park for each lost Lion member during the year.
 - Council decided to have the Lions Club coordinate the planting of the trees with City Clerk Gruenhagen.
- Councilmember Lund also requested the volleyball net be put up in the park.
 - City Clerk Gruenhagen will make sure the net is put up.

Councilmember Trebesch (Buildings)

- Councilmember Trebesch reported two street light outages.

Councilmember Barnes (Parks) was absent.

Mayor Malz had nothing further to report

Councilmember Mueller moved to adjourn the Hamburg City Council meeting at 9:23 p.m., seconded by Councilmember Trebesch and motion carried.

Submitted by:

Sue Block
Deputy Clerk