

# Hamburg City Council Meeting

## August 27, 2013

Assistant Acting Mayor Steve Trebesch called the Hamburg City Council Meeting to order at 7:00 p.m. Councilmember Chris Lund, Councilmember Richard Odoms, Councilmember Bob Gregonis, City Clerk Jeremy Gruenhagen, Deputy Clerk Susan Block and Fire Chief Brad Droege were in attendance. Others in attendance were Larry Mueller (Public Comments), Roger Siewert (Robert Avenue Improvements), Justin Black (S.E.H.) and Kelly Dohm (City Attorney). Mayor Malz arrived at 7:40 p.m. and Maintenance Worker Dennis Byerly was absent.

### Agenda Review (Added Items) and Adoption

- Added - Updated Delinquency List
- Added - Updated August Claims List
- Added - Nuisance and Complaint List
- Added under Public Works & Utilities Department Report - Discuss ad for the job opening for Public Works Maintenance Worker.
- ***Councilmember Gregonis moved to approve the Agenda with the added items, seconded by Councilmember Lund and motion unanimously carried. All Council members were present.***

### Approve Consent Agenda

- Approve Expansion (Length) of Non-conforming Stairs for 331 Maria Ave.
- Cash Flow Statement for July 2013
- Delinquent Utility Bills Report
- Nuisance Complaint List
- ***Councilmember Lund moved to approve the Consent Agenda, seconded by Councilmember Odoms and motion unanimously carried. All Council members were present.***

### Justin Black - City Engineer (S.E.H.)

- Roger Siewert (618 David Ave) questioned Mr. Black about his concern with the type of piping being used to take the water from his sump pump to the storm sewer line. The half perforated pipe could allow water to flow out of the line, back into the ground, and back into his sump pump.
  - Justin Black will stop at Roger Siewert's home and take a look at the situation. He will do this at no cost to the City.
- Robert Avenue Improvements (Approve Change Order)
  - Original project contract dated September 13, 2013; cost \$68,485.00
  - Revised contract dated October 15, 2013; cost \$67,332.50
  - ***Councilmember Odoms moved to approve the Change Order for the Robert Avenue Improvements at the revised cost of \$67,332.50, seconded by Councilmember Gregonis and motion unanimously carried. All Council members were present.***
  - The project should start at the end of September 2013 and must be completed by October 15, 2013.
- Assessment Policies
  - City Engineer Justin Black gave suggestions on how to budget for future street improvement projects that are being considered during the planning of the Cities budget. One item mentioned is that most cities do not have enough money to pay cash, either from savings or taxes, to pay for large projects such as mill and overlay or total street reconstruction. Small

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payment improvement projects can be done by general tax levy dollars or those types of funding options. Larger projects that could cost several hundred thousand dollars to over a million are usually bonded for. Minnesota has a State law that says that any time a city issues a general obligation bond they are required by State law to assess at least 20% of the project cost. State law also dictates that the City then must go through a special assessment process and the steps that are required to levy special assessments in order to borrow any money.

- Council will decide on how street improvements will be financed at a later date.

### **Old City Business (Memo)**

- Free Health Screening
  - The free Health Screening for City employee's has been tentatively scheduled for Tuesday, October 8, 2013, from 4:00 p.m. to 6:45 p.m.
  - Health Screening for the HFD is tentatively scheduled for Monday, October 28th, starting at 5:00 p.m.
- Revised NIMS Training Program (Requirements)
  - Councilmember Chris Lund will try and work on it this weekend.

### **Public Works & Utilities Department Report**

- City Clerk Gruenhagen called Maintenance Worker Byerly asking if he will be attending tonight's Council meeting. Maintenance Worker Byerly stated that he will not be attending.
- Community Center Repairs (City Office Wall)
  - The repairs should start within the next couple of weeks.
- Painting of Water Tower
  - The Water Tower is scheduled to be cleaned and painted tomorrow, August 27th.
- Cleaning/Televising of Sanitary Sewer Lines
  - Empire Pipe Service will possible be at the City to clean and televise the scheduled sanitary sewer lines the week of September 3, 2013.
- Lift Station Test
  - There were several electrical glitches at the lift station setting the alarm off. Floyds Security will be contacted to find out if it is possible to set the alarm on some type of time delay.
- LMCIT Loss Control Recommendation Letter - Sanitary Sewer System Assessment
  - City Clerk Gruenhagen had spoken with Pat Mingee (LMC) about Hamburg's No Fault Sewer Back Up and Water Main Break insurance coverage. Due to the progress in reducing the potential for sewer backups the City of Hamburg was issued the No Fault Sewer Back Up and Water Main Break Insurance coverage at the cost of \$1,200 with a \$250 deductible per occurrence per day.
- Scheduled Televising and Cleaning of Sewer Lines
  - Friday, August 23rd, Mayor Malz asked Larry Mueller if he would oversee the televising and cleaning of the sewer lines. Mr. Mueller agreed to do this however he will only be available until September 18th.
- Leasing Antenna Space on the Cities Water Tower.
  - It was recommended to have the City Engineer inspect the water tower before any leasing is done to find out if the water tower can safely support antennas.

### **Public Comment**

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- Fire Chief Brad Droege would like to purchase two Eagle statues for the Park Memorial. The Hamburg Fire Department voted to pay for half the cost for one and money from the Memorial Fund could pay for the second statue. Chief Droege asked Council if the City would pay half of the cost for one statue from the Park budget.
  - ***Councilmember Odoms moved to pay up to \$400 for the purchase of two Eagle statues to be placed at the Park Memorial, seconded by Mayor Malz and motion unanimously carried. All Council members were present.***

### Resignation of City Employee Dennis Byerly

- August 14, 2013 Maintenance Worker Dennis Byerly handed in his written two week notice and his last day will be August 28, 2013. City Council had held an emergency special meeting to accept Dennis Byerly's resignation on August 15, 2013.
  - Kelly Dohm (Melcher, Hubert, and Sjodin) attended tonight's Council meeting to answer any questions Council may have concerning the resignation of Maintenance Worker Byerly.
- Council decided to hire a temporary, part-time Public Works Maintenance Worker to fill in until a full time Public Works Maintenance Worker is hired. The temporary, part-time worker would be hired contingent on passing a background check and drug/alcohol test.
- A personal committee was set up to review applications for the full-time Public Works Maintenance Worker. The committee will consist of Councilmember Trebesch and Councilmember Lund
  - ***Councilmember Gregonis moved to appoint Councilmember Trebesch and Councilmember Lund for the Hiring Committee for the new City employee, seconded by Councilmember Odoms and motion unanimously carried. All Council members were present.***
  - ***Councilmember Gregonis moved to amend his motion to state Personal Committee instead of Hiring Committee, seconded by Councilmember Odoms and motion unanimously carried. All Council members were present.***
  - ***Councilmember Gregonis moved to add City Clerk Gruenhagen to the Personal Committee, seconded by Councilmember Odoms and motion unanimously carried. All Council members were present.***
- Council will decide on a pay range for the new full time hire at a later date.
- People Services and others will be contacted to present Council with a proposal to handle the Sewer and Water distribution systems.
  - City Clerk Gruenhagen informed Council that he is willing to do the rounds on Saturday and Sunday if he is compensated for his time.
- Other maintenance items that will need to be done during the interim period;
  - Cleaning the Hall and Community Center
  - Winterize the Park
  - Monthly meter reading.
  - Mowing
  - Contact a Plumber for water issues
  - Spray weeds
  - Handle other maintenance issues as they arise.
- The ad for the full time City Maintenance Worker opening will be ran in the newspaper for two weeks.
- Special Meeting and 2014 Preliminary Budget Workshop Meeting
  - ***Councilmember Odoms moved to hold a Special Meeting on September 4, 2013 at 7:00 p.m. to discuss hiring an interim, part-time City Maintenance Worker, discuss contracting***

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*People Services for water/sewer and ask for a representative from People Services to attend the Special Meeting with the 2014 Preliminary Budget Workshop to follow the Special Meeting, seconded by Councilmember Lund and motion unanimously carried. All Council members were present.*

### City Clerk/Treasurer Report

- 2014 Preliminary Budget
  - General Fund for Expenditures averaged out over a three year period for next years budget.
    - Wages added 3%
    - Payroll Taxes added 3%
    - Health Insurance added 10%
    - Workers Comp. Insurance added 5%
    - Property & Casualty Insurance added 5%
    - Electricity upped by 3%
    - Employee Benefits added 3%. This includes PERA, FICA, Taxes; monies taken out of employee pay checks.
    - Public Safety - Fire Department Assoc. (Cities Contribution) - 2014 Budget estimate \$24,383 actual \$15, 978 freeing up \$8,405.
  - New Generator
    - Monies for a new generator at the Lift Station can be taken out of the Sewer fund and set by Sewer rates.
  - LGA
    - LGA money will not be included into the 2014 Budget, if received it could be earmarked for new water hydrants.
  - Any major improvements (anything over \$5,000 to \$10,000), capital improvements, major equipment purchases, any thing Council is considering needs to be put in the Budget now for 2014.
  - Washington Lake and Young America Townships will be asked again this year if they will be contributing to future City purchases.
  - Wish List - add replacement of Water Tower and Bounce House for Park events.
  - Engineering Fees were increased by \$10,000 for any street improvement projects.

### Approve Payment of Added August 2013 Claims (\$28,958.69)

- *Councilmember Gregonis moved to approve the one ACH payment and check number 16361 (Robb's Electric) and check numbers 16367 through check number 16377 for a total of \$28,958.69, seconded by Mayor Malz and motion unanimously carried. All Council members were present.*

### City Council Reports

- Councilmember Odoms Report ( Streets)
  - Councilmember Odoms will be meeting with two different companies this week for information on purchasing a new generator for the Lift Station.
  - Councilmember Odoms noticed two mail boxes that were sheared off along Park Avenue and call the police. He also reported persons playing loud music in the Park after hours.
- Councilmember Lund Report (Parks)

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- Last week Councilmember Lund attended the Southwest Transient Alliance meeting and gave an updated report to Council.
- Councilmember Trebesch Report (Buildings)
  - Informed City Clerk Gruenhagen about an alley that is getting over grown with weeds.
    - City Clerk Gruenhagen will check in to this.
- Mayor Malz
  - Mayor Malz asked to have the Ball Park sewer line checked when Empire Pipe Service come to jet and clean the other City sewer lines. The line may have collapsed.
  - Replacing the crosswalk on County Road 50 from the crossing by the Hamburg Bank and the Park.
    - The County has not yet replied to the request.
  - A resident from another city asked Mayor Malz if anyone from the Hamburg Baseball Club has approached the City asking for any type of funding when the Baseball Club hosts the State Baseball Tournament.
    - City Clerk Gruenhagen replied that the City of Hamburg should be very proud of the Hamburg Baseball Club because they do not ask for funding and if they have it has been very minimal. The Club also pays for its own electricity for the lights however the City does pay for water usage and gas for mowing.
- Deputy Clerk Block asked Council if she could purchase a foot rest for her work area in the office.
  - ***Councilmember Odoms moved to have Deputy Clerk Block purchase a foot rest up to the maximum amount of \$60, seconded by Councilmember Gregonis and motion unanimously carried. All Council members were present.***

### Adjourn City Council Meeting

***Councilmember Lund moved to adjourn the Hamburg City Council meeting at 9:50 p.m., seconded by Mayor Malz and motion unanimously carried. All Council members were present.***

Submitted by:

Susan Block  
Deputy Clerk/Utility Billing Clerk