

Hamburg City Council Meeting September 11, 2012

Mayor Richard Malz called the Hamburg City Council meeting to order at 7:03 p.m. Councilmember John Barnes, Councilmember Larry Mueller, Councilmember Steve Trebesch, City Clerk Jeremy Gruenhagen, Deputy Clerk Susan Block, and Maintenance Worker Dennis Byerly were in attendance. Councilmember Chris Lund arrived at 7:25 p.m. Fire Chief Brad Droege was also present.

Public Comment

- No persons were in attendance for Public Comment.

Agenda Review (Added Items) and Adoption

- Added – Updated Claims List
- Added – Quotes from North Star Pump Service and Electric Pump – Lift Station Repairs
- Added – Quotes from Wm. Mueller & Sons and Bargaen Incorporated – Park Pathways
- *Councilmember Barnes moved to adopt the agenda with the noted additions, seconded by Councilmember Trebesch and motion carried.*

Approve Consent Agenda

- Approve Minutes for July 10, 2012
- Time-off Request for Jeremy Gruenhagen
- Time-off Request for Sue Block (Reminder)
- MNSPECT Minute for September 2012
- July Cash Flow Statement
- Water Wells Usage/Water Consumption Reports for August 2012
- Delinquent Utility Bills Report
- Employee Project Lists
- *Councilmember Trebesch moved to approve the Consent Agenda, seconded by Councilmember Barnes and motion unanimously carried. All Council members were present.*

Fire Department Report – Chief Brad Droege

DNR Grant Application

- Received DNR Grant for \$1,200.

Training Grant

- Received \$3,150 Training Grant from the State

Public Service Memorial Update

- September 30, 2012 is the Minnesota Fire Fighters Memorial at the States Capital. Ten Fire Fighters from Hamburg will be attending.

Fire Department Open House – October 13, 2012

Hamburg Fire Department Relief Association

- The HFDRA will be purchasing new city flags, cost is \$1,600.

Hamburg Fire Department Relief Association

- The HFDRA asked for a \$50 increase.

Public Service Memorial

- Cost to build the Memorial was around \$51,100. Chief Droege turned over all the documents and pictures to the City of Hamburg.
- So far the Memorial is \$550 to \$600 to the good, however there a few out standing expenses still to come in.

Box Alarms

- The FD Box Alarms are something like Auto Aid. It will be used for personal injury accidents, heavy smoke showing, grass fires, and structure fires.

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- Fire Chief Droege gave Council a spread sheet braking down which area Fire Department will respond to the initial alarm and if assistance is needed it lists who would respond to the 1st alarm, 2nd alarm, and so on. Using this Box Alarm schedule it will help eliminate confusion as to what equipment is needed and what Fire Department should respond in an organized manor.

Old Brown Rectangular Tables

- Chief Droege asked Council if there will be a possibility of selling the old brown tables or giving a few to the City organizations.
 - No discussion or decision was made.

NIMS Training

- Chief Droege suggested Council wait for NIMS training until the new Council is elected and then hire someone to come out to Hamburg to do the training.

Railroad Street Closure for Parkside Tavern Anniversary Party

- Chief Droege and Council discussed who will be setting up and taking down the barriers, fencing, and signs for the street closing during Parkside Tavern Anniversary Party. Liquor liability insurance was also discussed.

Bi-Centennial Park Trails Quotes

- Brad Droege (Wm. Mueller & Sons) explained the bids received for the placement of the Park trails and how they would be constructed.

Note: City Clerk Gruenhagen thanked Brad Droege for all the time and work he put into the Memorial.

Old City Business

City Clean Up-Day (Fall 2012/Spring 2013)

- Council decided to have the City Clean-Up Day scheduled for some time in the spring of 2013.
 - Notices of the date and time will be sent out to the City residents.

Community Center Closet Door (Replace)

- Craig Glander installed the new Community Center storage door. He will also be helping Councilmember Mueller to hang the new outdoor City sign.

Use of SHIP Monies (Handicap Access/Trails to Parks)

- There is approximately \$4,000 left over from the SHIP monies and Council decided to use the \$4,000 to seal coat the Park trails.
- *Councilmember Mueller moved to approve the quotes from Wm. Mueller & Sons and Bargaen to seal coat and pave the trails in the Park, seconded by Councilmember Trebesch and motion unanimously carried. All Council members were present.*

Parkside Tavern 5th Anniversary

- Brad Droege will be taking care of any signage and barricades. The only other item that will have to be taken care of is a disclaimer indemnify and defend holding the City harmless if any issues that could arise from the Parkside Tavern's Anniversary party.
 - City Attorney Mac Willemsen will be asked to draw up the paperwork and have Parkside Tavern sign off on it.

Public Works & Utilities Department Report

Liftstation Repairs

- Two revised bids were received for repairing the Liftstation.

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- Council and Maintenance Worker Byerly discussed the bids and decided to have Maintenance Worker Byerly call the companies to clarify the pricing on some of the items listed.
- ***Councilmember Barnes moved to have Maintenance Worker Byerly verify North Star Pump Service's quote versus Electric Pump quote from August 7, 2012 that North Star Pump's quote is lower than Electric Pump then Maintenance Worker Byerly would have the authority to go ahead and offer the Liftstation repair to North Star Pump, seconded by Councilmember Mueller and the motion unanimously carried. All Council members were present.***

Estimate to Clean City Sewer Lines (Empire Pipe Services)

- To keep Hamburg's No-fault Insurance the city will have to jet and televise the Sanitary Sewer lines.
- Councilmember Mueller had called Empire Pipe Services (Mankato) and Pipe Services (Shakopee) asking for quotes on how much it would cost to jet and televise 3200 feet of the Sanitary Sewer lines.
- Lines to be jetted and televised;
 - From the Lift Station to the end of Brad Street, then Robert Avenue and Donald Avenue. Then from the manhole on George Street through the section in the field.
- The cost estimate from Empire to clean and televise approximately 2000 feet (at \$1.25 per foot) would be \$2,500. To just clean 2000 feet of the lines would cost \$0.60 per foot totaling \$1,200.
- Council discussed and decided to wait for Pipe Services (Shakopee) estimate and make a decision at the next council meeting.

Community Center - Painting

- Council instructed Maintenance Worker Byerly to paint at least the repaired wall in the men's bathroom.
 - Maintenance Worker Byerly committed to having the wall painted this Friday.
- Mayor Malz suggested that he could get a quote to have the Community Center painted. Council discussed if Maintenance Worker Byerly would find the time to paint the Center, Mayor Malz will obtain a quote for the next Council meeting.

City Clerk/Treasurer Report

Insurance Claims Update

- All the insurance claims from the sewer back are completed.
- The Hamburg Baseball Club is working on getting the Baseball park fence fixed and will submit the cost to City Clerk Gruenhagen and he will send the claim to the insurance company.
- Members of the Hamburg Baseball Club noticed a light that was broken at the Baseball field. City Clerk Gruenhagen asked Council if they would want a claim filed, the cost to fix the light is \$270 and the City's deductible is \$250 per occurrence.
 - Council decided not to turn in a claim and have the Baseball Club fix the light.

Hamburg FD Plank and Pillar Outside the Community Center

- Mayor Malz asked Council if the plank should be rough sawed or smooth and sealed or not sealed.
 - Council decided to have the plank rough sawed and sealed.
- Estimates will be requested to rebuild the damaged pillar. Council did request that the brick match the flag pole brick stand.

Tax Forfeited Lot on Brad Street (PID #45.2000010)

- Council discussed Carver County's request to wave the approximate \$12,122 assessment on the property.
- No decision was made at this time.

Host Liquor Liability for Hall, Community Center, and Park Rentals

- City Clerk Gruenhagen went over the Loss Control Recommendations When Alcohol Is Served from the League of Minnesota Cities.

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- According to the LMC what the Hamburg is doing now to obtain Host Liquor Liability is sufficient.
- Council discussed when renters should be allowed into the Hall to decorate and decided to leave as it is now. More discussion and a decision will be made when the City Fee Schedule is set.

City Council Meetings for 2012/2013

- Council decided to change the number of Council meetings per month from two to one. If there is additional City business to discuss then a second Council meeting will be called.
- *Councilmember Lund made a motion to hold one Council meeting per month for the remainder of 2012 and through 2013, seconded by Councilmember Barnes and motion unanimously carried. All Council members were present.*

Hamburg Baseball Club

- The Hamburg Baseball Club has put in a bid to host either the 2016, 2017, or 2018 State Tournament.

Park Mini-Biff Rental

- Council decided to have the Mini-Biff removed at the end of September.

2013 Proposed Tax Levy and 2013 Budget

Council Wages

- If Council wants to increase Council wages then this has to be set by ordinance. A Public meeting should be set on October 9th at 7:00 p.m. before the regular City Council meeting on that day. Any decision on employee wages and/or rates should be done at the October 9th meeting as well. Any decision has to be published by November 1, 2012.
- Mayor Malz suggested that as long as Council will be meeting only once per month then the current Council and Mayor wages would be sufficient. Mayor Malz did however suggest that the Special Meeting wage be increased from \$25 per meeting to \$50 per meeting.
- *Councilmember Lund moved to keep the current Council and Mayor's regular meeting wages the same but increase the Special Meeting waged to \$50 per meeting, seconded by Councilmember Mueller and motion unanimously carried. All Council members were present.*
- *Councilmember Lund moved to hold the Public Ordinance Meeting before the City Council Meeting on October 9, 2012 at 7:00 p.m., seconded by Councilmember Trebesch and motion unanimously carried. All Council members were present.*

Water/Sewer/Storm Water Rates for 2013 (Utility Rate Study)

- City Clerk Gruenhagen presented Council with different options on billing residents for Water/Sewer/Storm Water rates.
 - Yearly revenue needed to cover the Storm Water loan is \$73,500. To get up to this amount the Water Sewer fee for residents would have to be set at \$27.25 and commercial at \$50 per month.
- Council discussed what to charge City residents and businesses and how to generate money for the Utility funds.
 - A final decision on what to set the Utility fees at does not have to be made until December 2012.
 - To help set the 2013 Preliminary Budget Council decided not to transfer money from the General Fund and set the Utility fees to break even point.

Set Proposed Property Tax Levy for 2013

- At the last meeting a zero percent Tax Levy was proposed.
- In the 2012 Budge there was \$6,000 to cover Council wages and Special Meetings. This amount could stay the same for the 2013 Budget. The \$6,000 would cover the pay increase of \$25 for Special Meetings.

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- Added to the Capital Improvement Funds from the Cities savings account was \$2,000 to start saving for new Handicap bathrooms in the Park.
- Health insurance is scheduled to increase by 4% to 5% not the projected 10% that is in the 2013 Preliminary Budget. Council decided to leave the 10% increase in the 2013 Budget to help keep the tax levy at 0%.
- LGA money was taken out (\$58,777) with a note that if money is received it would go towards Street Maintenance or Capital purchases.
- County Road 50 aid was taken out because the County will be keeping the money to pay for the Cities portion of the mill and overlay.
- The can money could be used to put soffit and fascia on the Park buildings. There is \$2,000 in the budget now.
- With the cuts the City will be at a 51 to 53 percent cash flow which is over the guidelines.
- In the Proposed 2013 Budget there is a 3% employee wage increase. This will be discussed at a later date.
- ***Councilmember Lund moved to set the 2013 Proposed Budget at zero percent increase, seconded by Councilmember Barnes and motion unanimously carried. All Council members were present.***

Note: From 2009 to 2013 the City taxes have, on average, increased only 1.51% over the five years.

Approve 2013 Preliminary Budget

- ***Councilmember Lund moved to approve the 2013 Preliminary Budget minus the \$600 for Council wages, seconded by Councilmember Trebesch and motion unanimously carried. All Council members were present.***

Set Public Comment Meeting for Final 2013 Budget

- ***Councilmember Lund moved to set the Public Comment Meeting on December 11, 2012 at 7:00 p.m., seconded by Councilmember Barnes and motion unanimously carried. All Council members were present.***

Approve Payment of Added August Claims (\$29,950.38)

- It was noted that the Hamburg Lions Club and the Young America Township will each be paying 25% of claim number 15808.
- ***Councilmember Mueller moved to approve the one ACH payment and claim number 15803 to 15818, seconded by Councilmember Barnes and motion unanimously carried. All Council members were present.***

Approve Payment of September 2012 Claims (\$13,957.42)

- ***Councilmember Mueller moved to approve the four ACH payments and claim number 15819 to 15845, seconded by Councilmember Barnes and motion unanimously carried. All Council members were present.***

Approve Final Payment for Storm/Sewer Improvement Project (\$26,838.66)

- Council discussed withholding payment to Chard until the ruts on Brian Cummiskey's property are fixed. Repair of the ruts was on the Punch List for completion.
- ***Councilmember Barnes moved to approve final payment to Chard for the Storm/Sewer Improvement Project with the contingency of fixing the ruts on Mr. Cummiskey's property to his satisfaction, seconded by Councilmember Mueller and motion unanimously carried. All Council members were present.***

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City Council Reports

Councilmember Mueller (Sewer & Water)

- Councilmember Mueller suggested the City set up a meeting with Mike Legg from the Carver County Highway Department to get the snow plowing and ice control situation on County Road 50 resolved.
- Councilmember Mueller also suggested not purchasing the SAFL Baffle and file an extension to extend payment until 2013.
 - City Clerk Gruenhagen will file for the extension.

Councilmember Lund (Streets)

- Councilmember Lund updated Council on the Accel meeting.
- Councilmember Lund had checked into higher percent investment options for the City and presented the findings to Council.

Councilmember Trebesch (Buildings) – had nothing further to report.

Councilmember Barnes (Parks) – had nothing further to report.

Mayor Malz – had nothing further to report.

Adjourn City Council Meeting

- *Councilmember Barnes moved to adjourn the Hamburg City Council meeting at 9:20 p.m., seconded by Councilmember Mueller and motion unanimously carried. All Council members were present.*

Submitted by:

Sue Block