

Hamburg City Council Meeting October 11, 2011

Mayor Richard Malz called the Hamburg City Council meeting to order at 7:02 p.m. Councilmember Steve Trebesch, Councilmember Chris Lund, Councilmember John Barnes, Councilmember Larry Mueller, City Clerk Jeremy Gruenhagen, Deputy Clerk Sue Block, and Fire Chief Brad Droege were in attendance. Maintenance Worker Dennis Byerly was absent.

Agenda Review (Added Items) and Adoption

- Add – Payment #6 for the Sanitary Sewer & Storm Sewer Improvement Project
- Add – Membership to Health Partnership
- Add – Estimates from Laurel Builders for the Community Center fiber optic room and Hall doors
- Add – Updated Delinquency Report
- Add – Carver County Sheriff's Report
- *Councilmember Mueller 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

- Time-Off Request (Dennis Byerly)
- Snow Removal Contract for 2011-12 (Wm. Mueller & Sons)
- Temporary On-Sale Liquor License for the Lions Club (November 18, 2011)
- Preliminary Flood Insurance Study Report & Flood Insurance Rate Map
- 2010 Generalized Land Use Data for Metro Area (Met Council)
- 2011 Water Usage Report
- Cash Flow Statement for August
- Delinquent Utility Bills Report
- Nuisance Letter(s) Report
- Project List (City Employees)
- *Councilmember Lund moved to approve the Consent Agenda, seconded by Councilmember Mueller and motion unanimously carried. All Council members were present.*

Fire Department Report – Chief Brad Droege

FEMA Grant

- FEMA Grant has been submitted.

Fire Prevention Week (October 9th to 15th)

- On October 14th a fire prevention demonstration for kids will be held at the Fire Station.

Memorial for Public Servants (Protective Services) – Update

- Chief Droege gave a brief update on the progress of the Park Memorial.
- The City of Hamburg will carry insurance for the Memorial at \$1 per \$100 per evaluation.
- *Councilmember Barnes moved to approve insuring the Memorial for actual replacement cost, seconded by Councilmember Mueller and motion unanimously carried. All Council members were present.*

Sanitary Sewer & Storm Sewer Improvements Project

Kim Avenue Repairs

- The repairs on Kim Avenue will begin during the week of October 24th to October 28th.

Annexation of Storm Water Pond Parcel

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- A resolution to annex the Storm Water Pond parcel into the City should be ready for approval by the next Council meeting. It will be a joint resolution with the Township.

Storm Water Fees – Vacant City Parcels

- According to City ordinance vacant parcels will not be charged a Storm Water fee until the land is developed.
- Council requested verification if a building is on two or more lots if the county taxes each lot separately or as one lot.
- Council also requested verifying if the Assessment Roll is by units or parcels and why one vacant lot was added into the proposed Assessment breakout.
 - City Clerk Gruenhagen will contact Chuck (S.E.H.) and have an answer at the next Council meeting.

Old City Business

Councilmember Mueller requested to have Deputy Clerk Block be shown what to inform Hall renters on when doing a walk through.

Employee Job Descriptions

- Council discussed and decided to add the following to the General Maintenance Worker/Sewer & Water Operator Job Title;
 1. A required 30 minute response time.
 2. Maintain a valid Minnesota Class B Driver License.
- ***Councilmember Lund moved to approve the Employee Job Descriptions with the two added items effective October 31, 2011, seconded by Councilmember Trebesch and carried. Councilmember Barnes voted aye on the General Maintenance Worker/Sewer & Water Operator Job Description and aye on City Clerk/Treasurer Job Description and abstained on the Deputy Clerk/Utility Billing Clerk Job Description. Motion carried.***

Closet for Fiber Optic Equipment/City Storage

- Received estimates from Dan Oelfke and Laurel Builders (Mike);
 - Dan Oelfke - \$4,120
 - Laurel Builders - \$2,625
- Council discussed the bids and decided to go with Laurel Builders
- ***Councilmember Lund moved to accept Laurel Builders estimate of \$2,625 to build the storage closet for the Fiber Optic equipment and City storage, seconded by Councilmember Mueller and motion unanimously carried. All Council members were present.***

Community Hall Doors (Replace)

- Council discussed the estimates from Dan Oelfke and Laurel Builders and decided to have City Clerk Gruenhagen verify if the estimate from Laurel Builders is for commercial doors. A decision on who to award the project to will be made at a later time.

Cooler for Community Hall

- Council discussed and decided to plan on installing the new cooler at the Hall starting the week of October 24th.
- The following personal will help take out and install the cooler;
 - Councilmember Barnes will contact Dr. Dan to disconnect the wiring and help install the new cooler.
 - Maintenance Worker Byerly will pressure wash the cooler paneling.
 - Members of the Hamburg Fire Department will be asked to help.

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- Councilmember Trebesch will be the main contact in organizing and completing the project.

Hall Rental Fee for Auctions

- Council discussed and decided to increase the Hall rental fee for auctions due to the extra wear and tear on the flooring, additional heating costs, and higher electrical usage. The rental fee will increase from \$250 for two days to \$450 for two days.
- *Councilmember Barnes moved to increase the Hall Rental Fee for auctions being held in the Hamburg Hall to \$450 for a two day rental, seconded by Councilmember Mueller and motion unanimously carried. All Council members were present.*
- Council also decided that the key for the Hall will not be given out until noon on the day of setup.

Public Works & Utilities Department Report

Community Center Repairs

- Council discussed and agreed to have Laurel Builders (Mike) repair the Community Center bathroom wall (water damage to south wall in men's room).

Utility Locater/Camera

- Council decided to have Maintenance Worker Byerly set up times for three or four different companies to come out and demonstrate their utility cameras.

Hall Roof Vent

- Next year Councilmember Trebesch will remove and seal up the old hall ceiling vent. \$500 has been budgeted for this project.

City Clerk/Treasurer Report

Utility Rate Study (Abdo, Eick, & Meyers)

- Auditors still working on.
- Updating the number of parcels within the city will also be looked at.

Municipal Mapping Status Report (MN DOT)

- The mapping report was sent out from Met Council and Council decided that every thing looked correct. City Clerk Gruenhagen will return the report with no changes.

Mediacom Business Phone Service

- Mediacom dropped off some business phone service brochures for Council to look over. Council discussed the possibility of changing the Cities internet and phone service to Mediacom. If Council decides on the switch over then they will ask Mediacom for a one year contract instead of the required three year agreement.
- City Clerk Gruenhagen will follow up with Mediacom (Brad) for more information on the city bundling phone and internet with Mediacom.

Dehumidifier for Community Center

- Hilgers Plumbing and Heating will be submitting an estimate on installing a dehumidifier to the Community Center heating units.

Handicap Accessibility for City Parks

- The City of Hamburg has received \$10,000 from the S.H.I.P. Grant. Council will be considering where to place the handicap accessible paths in the parks to the playground equipment.

2011 Budget Items Budgeted to be completed in 2011

- Street and Sidewalk repairs budget has \$550 remaining for the year.
- Hall Improvements and Repairs budget has \$5,500 remaining for the year.
 - The \$5,500 could be used to replace the Hall doors this year.

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- The other funds are mostly used up because of all the budgeted projects that were completed this year.

Vacation

- City Clerk Gruenhagen will be on vacation next week. Council decided to have Deputy Clerk Block work eight hours Monday, Wednesday, Thursday, and Friday. Closing the City office on Tuesday.

Approve Payment of Added September 2011 Claims

Approve Payment of October 2011 Claims

- Council questioned claim #15269 to Ziegler Inc. for the Fire Department Light Tower repair.
 - Council was informed that the Hamburg Fire Department loaned the Light Tower to the Waconia Fair Board and during that time the Light Tower was damaged. Total repair cost was \$3,337.15 with Hamburg's insurance covering \$2,420.00 minus the \$250 deductible. The remaining \$667.15 was for other needed Light Tower repairs and will be taken out of the Fire Departments budget.
 - Council discussed that the Waconia Fair Board's insurance should have covered the cost of the Light Tower repair.
 - City Clerk Gruenhagen will follow up with Fire Chief Droege about what kind of arrangement the Fire Department had with the Fair Board. He will also ask Hamburg's insurance representative if this repair should have been covered by the Waconia Fair Board's insurance company.
- Added Claim #15271 from Chard Tiling & Excavating for \$64,508.46.
- *Councilmember Mueller moved to approve claim number 15243 through claim number 15271, plus the six ACH payments, seconded by Councilmember Trebesch and motion unanimously carried. All Council members were present.*

City Council Reports

Councilmember Barnes had no further comments

Councilmember Mueller (Sewer & Water)

- Two city residents would like to cut down the dead ash tree in the park. Council decided to put their names in a hat and draw who will get the job. The two names were Steve and Mike and Mike's name was drawn by Mayor Malz.

Councilmember Lund (Streets)

- Councilmember Lund questioned why the Cities website has not been updated.
 - City Clerk Gruenhagen responded that after several requests he has not received the password so the website could be updated. He will email another request for the password.

Councilmember Trebesch (Buildings) had no further comments

Mayor Malz had no further comments

Councilmember Barnes moved to adjourn the Hamburg City Council meeting at 8:48 p.m., seconded by Councilmember Mueller and motion unanimously carried. All Council members were present.

Submitted by:

Sue Block
Deputy Clerk