



HAMBURG CITY COUNCIL MEETING OCTOBER 13, 2015

Mayor Richard Malz called the Hamburg City Council Meeting to order at 7:00 p.m. Councilmember Steve Trebesch, Councilmember Chris Lund, Councilmember Robert Gregonis, Councilmember Richard Odoms, City Clerk Jeremy Gruenhagen, and Maintenance Employee Greg Schultz were in attendance. Also in attendance: Brad Droege, Jeff Eggers and Wendell Stuewe.

Public Comment

- Wendell Stuewe addressed the City Council concerning a recent rumor of a city lawsuit. At this time there is an inquiry being made but not a lawsuit. The information being investigated has been turned over to the Carver County Attorney's Office. The information is regarding Hamburg City data being put on an unapproved private website.
 - Mayor Richard Malz suggests having this topic put on the Agenda if additional time is needed for discussion.

Agenda Review (Added Items) and Adoption

- Temporary one day On-Sale Liquor License for the Hamburg Lions Club for Friday, November 20th, 2015 to be added to the consent agenda.
- Update claims list for September and October
- **Councilmember Robert Gregonis moved to approve the Agenda with the added items. Seconded by Councilmember Steve Trebesch. Motion unanimously carried. All Council members were present.**

Consent Agenda

- Approve Lawful Gambling Permit for Pheasants Forever (1/16/16)
- Xcel Energy Transmission Line Maintenance
- MDH Survey for Public Water System
- Met Council Letter (Local Comprehensive Plan)
- Thank You (GI Lions/Rich Engelmann Memorial Tractor Pull
- Time-off Request (Greg Schultz)

Councilmember Chris Lund moved to approve the Consent Agenda. Seconded by Councilmember Steve Trebesch. Motion unanimously carried. All Council Members were present.

Hamburg Fire Department Report

- Trailer (Sealed Bids) Minimum bid of \$3,000 on Auction/Sealed Bids. Post on Craigslist for 2 weeks before going to auction.
Councilmember Chris Lund moved to approve posting trailer on Craigslist for 2 weeks before going to auction. Motion seconded by Councilmember Steve Trebesch. Motion unanimously carried. All Council Members were present
- Jen Baker submitted her resignation letter effective October 1, 2015



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Councilmember Robert Gregonis moved to accept the resignation of Jen Baker. Seconded by Councilmember Chris Lund. Motion unanimously carried. All Council Members were present.

- Gear Extractor (MBFTE Grant) Applied for a \$10,000 Grant – will submit once we have a proposal. Consent from the city is needed. 10% match from city.
- YA Township Emergency Services Agreement
Councilmember Chris Lund moved to approve the YA Township Emergency Services Agreement. Seconded by Councilmember Steve Trebesch. Motion unanimously carried. All Council Members were present.
- **Ridgeview Ambulance** – shutting down the volunteer rig in town next Spring and moving ambulance to New Germany. The rig will be more centrally located and will be staffed full time. Also, moving a second rig to either Hamburg or Norwood and it will be staffed from 10a.m. -9p.m. with 2 full time medics.
- **Gas Card (Kwik Trip)** – Works like a debit card. Jeremy would need receipts and a monthly itemized statement so the correct allocations can be made.
Councilmember Steve Trebesch moved to approve acquiring a Kwik Trip Gas Card for the Hamburg Fire Department and the City of Hamburg. Seconded by Councilmember Robert Gregonis. Motion unanimously carried. All Council Members were present.
- HFD Paid On-Call – For 2016 \$10.00 paid on-call with a 20% attendance. Looking into paid training.
- Social Media – Put safeguards into place that the City has administrative rights to pull any information off of Fire Department website and Facebook that is deemed inappropriate.
- Radio Replacement – 26 current radios with approximately 2-2.5 years of life left on them. \$4500.00 per radio. Look into replacing over a three year period. (Motorola 800 Mhz)
- Gun Raffle drawing is December 5, 2015

Scott Karels (225 Railroad Street)

- Building Addition
Annexation/Variance/Permit
20x22 building - Permit process, legal description, RR property, Documentation from Mr. Stuewe on parcel behind house that wasn't incorporated into original parcel I.D., got new legal description off of the survey from the early 80's. Learned there needs to be a 35 foot set back and I only have 30 feet. According to City Planner Dean Johnson the 5 feet is not a part of the city land and needs to be annexed before anything starts. Jeremy recommended a survey be done for the variance process.
Councilmember Chris Lund moved to have a second City Council Meeting on October 27, 2015 at 7:00 p.m. for the Annexation. Seconded by Councilmember Steve Trebesch. Motion unanimously carried. All Council Members were present.



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Old City Business (Memo)

- September Meetings
- 2015 Street Improvements – completed
 - Greg put a new cover on and labeled the Sewer dump. Would like to purchase an Otterbox for out-of-towners to pay for dumping their waste. It costs the city money to do discharges. Charge \$4.00 per vehicle dump.
- Deputy Clerk/Utility Billing Clerk Position
 - Meeting Friday to go through applications and hopefully will have one or two candidates to bring forth at the next meeting.

Public Works & Utilities Department Report

- Water/Wastewater Services – Hydrants have been flushed
 - Rounds (September 19-20) Mel Spring will receive \$50.00 per day.
 - The handbook currently states pay is for 2 hours a day and exempt employees receive \$50.00 per day.

Councilmember Chris Lund moved to change the handbook to reflect the \$50.00 per day for Mel Springler. Seconded by Councilmember Steve Trebesch. Motion unanimously carried. All Council Members were present.
- LMC Public Works Slip, Trip and Fall Survey (August 25, 2015)
- Road Maintenance Agreement (Carver County)
- City Shop Repairs
- Fence (Liftstation Generator) installed this week. Fence will be installed 4 or 5 feet away from the generator because of the gas line.
- Community Center Roof Repairs -
- Park Open Shelter (Re-Roof) - Call Dan Oelfke
- Memorial Lights - may need new ballasts. The two small ones were off at midnight on Wednesday. They should all come on/off at the same time.
- Street Sweeping – waiting on that until late October early November
- Sewer Line Inspection? A lot of them are clay tile - a list will get put together to determine if cracked or tree root damage.
- Tree mapping at park? Lions are on board for assisting the city on funding for tree's.
- CC women's restroom need new latches on stalls
- Chipping pond? Our area is too small for it to be worth it for companies. Looking into other options.
- Electricity that is run to each light pole for Christmas Lights: some are damaged and may not work.



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City Clerk/Treasurer & Deputy Clerk Report

- Portable Restroom Rental (Park) – Removing for the winter
- 2016 Policing Contract/Prosecution Contract

Councilmember Chris Lund moved to approve the Prosecution Contract. Seconded by Councilmember Steve Trebesch. Motion unanimously approved. All Council Members were present.

- Spartan Nash Account (Econo Foods) – How many cards do we want and do we want a credit limit put on it?

Councilmember Chris Lund moved to approve 1 Spartan Nash credit card with a \$300 limit. Seconded by Councilmember Steve Trebesch. Motion unanimously carried. All Council Members were present.

- Auditing Fees for 2015-17 – we need to hire an auditor need to hire someone, still need to put our fee together.
- Health Insurance Renewal – November 1st is the deadline. Lets revisit this at the next Council Meeting because Jeremy has a few questions that he will look into.
- Dead Maple Tree at the baseball park – There is a plan to replace that.
- Check Signing – would like 3 people to be able to approve checks.

Councilmember Chris Lund moved to approve having the City Clerk, Mayor and Deputy Mayor as check signees. Seconded by Councilmember Richard Odoms and unanimously carried. All Council Members were present.

- Dumpster for Leaves – keep through the end of October
- PERA line item question – Mayor will find the one in question and present it to Jeremy for clarification.

Approve Payment of September 2015 Added Claims (\$)

Councilmember Robert Gregonis moved to approve check #17598 in the amount of \$1750.64 for a total September Claim of \$31,094.73. Seconded by Councilmember Steve Trebesch. Motion unanimously carried. All Council Members were present

Approve Payment of October 2015 Claims (\$)

Councilmember Chris Lund moved to approve ACH checks #17561, #17584, #17585, #17599 thru #17632 for a total of \$238,787.94. Seconded by Councilmember Robert Gregonis. Motion unanimously approved. All Council Members were present.



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City Council Reports

- **Councilmember Richard Odoms (Water/Sewer)**
- **Councilmember Bob Gregonis (Streets)**
- **Councilmember Chris Lund (Parks)** – Working on providing Individual City Emails to use with the public for data protection purposes. Would like it to be up and going by November but that will depend on who we go with for the third party data storage.

Councilmember Richard Odoms was asked and agreed to provide the Council with the name of who received the priority mail along with the receipt number that was sent to the FBI.

- **Councilmember Steve Trebesch (Buildings)** – Inquired about wells. City Clerk Jeremy Gruenhagen said we are getting prices for capping the wells. There is no city record of a well that is believed to be by the RR tracks.
- **Mayor Richard Malz** – Would like to give Cheri a gift card because of the nights she came in to help out.

Councilmember Richard Odoms moved to approve a \$100 gift card to Kwik Trip as a Thank You to Cherie Smith. Seconded by Councilmember Chris Lund. Motion unanimously carried. All Council Members were present.

- Former Chief is receiving an award in Duluth, Mayor plans on going to the Awards banquet to support him. Requesting of the Council to pay lodging for one night, fuel for one way and lunches for one day.

Councilmember Steve Trebesch moved to approve \$350.00 in travel, lodging and food expenses for the Mayor to attend the Former Fire Chiefs Awards Banquet in Duluth. Seconded by Councilmember Robert Gregonis. Motion unanimously carried. All Council Members were present.

Adjourn City Council Meeting

Councilmember Robert Gregonis moved to adjourn the October 13th, 2015 City Council Meeting. Seconded by Councilmember Richard Odoms and unanimously carried. All Council Members were present.

Submitted by:

Tamara Bracht
Deputy Clerk