

Hamburg City Council Meeting

October 8, 2013

Mayor Richard Malz called the Hamburg City Council Meeting to order at 7:00 p.m. Councilmember Steve Trebesch, 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 Greg Schultz (Public Works Agenda Item), John Anderson (Midwest Electronic & Generator, Inc.), Deputy Stratton (CCSO - Policing), Justin Buckentin (Hamburg Fire Department), Justin Black (SEH - Street Inventory), Chip Hentges (Carver County Pheasants Forever Gambling Permit).

Public Comments

- Deputy Stratton gave Council an overview of police activity and incidences that have happened in the City of Hamburg over the past month.

Agenda Review (Added Items) and Adoption

- Added - Under Clerk/Treasurer Report - Contract for Snow Plowing
- Added - Updated Delinquency Report
- Added - Updated Claims List
- Added - Nuisance Report
- Added - Water Usage
- Added - Building Permit Activity
- Added - Cost Improvements for Streets
- ***Councilmember Odoms moved to approve the Agenda with the added items, seconded by Councilmember Trebesch and motion unanimously carried. All Council members were present.***

Approve Consent Agenda

- Approve Minutes for August 15 & 27, 2013 & September 4, 2013
- Adopt Resolution Number 2013-07
- August Cash Flow Statement
- Investment Report Card for HFDRA
- Preliminary Met Council Forecasts for Thrive MSP 2040
- Delinquent Utility Bills Report
- Nuisance Complaint List
- Building Permit Activity Report
- Water Wells Usage/Water Consumption Report
- Time-off Request for Jeremy Gruenhagen (Reminder)
- City Offices Closed November 11th for Veterans Day
- ***Councilmember Lund moved to approve the Consent Agenda, seconded by Councilmember Trebesch and motion unanimously carried. All Council members were present.***

Fire Department Report

- Fire Prevention Week October 6-12
 - October 11th the Hamburg Fire Department will be holding a Fire Prevention program for Daycare and Lutheran School kids.
- Halloween Patrol - October 31st
 - The Fire Department will be out again this year touring the city streets and handing out candy.

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- HFD Officer Elections will be held on November 25th.
- Fire Chiefs Convention
 - The Fire Chiefs Convention will be held on October 16, 17, and 18th at Rochester, MN. Fire Chief Brad Droege, Firefighter Justin Buckentin, Firefighter Adam Glander, and retired Firefighter Richard Malz will be attending.
- Memorial Donations
 - The additional names of people who have donated to the Bi-Centennial Park Memorial were added to the podium plaque.
- Robert Avenue Improvements (Update)
 - Robert Avenue has been reclaimed and shaped. The curb and gutter will be put in Wednesday or Thursday, then it will be ready for blacktop.

Hearing Request for Delinquency of Payment for Utility Service

- Steven Buckentin had signed the request to appear before Council to discuss his delinquent water bill. He called the City office on October 8th stating he was unable to attend the Council meeting tonight but he would pay the delinquency on Friday.
 - ***Councilmember Odoms moved to extend Steve Buckentin's late utility payment until Friday, October 11th, if he does not pay by 4:30 p.m. then turn his water off, seconded by Councilmember Trebesch and motion unanimously carried.***

New Hire Maintenance Worker Greg Schultz

- Greg Schultz asked Council if he could take October 31st off due to a scheduling conflict with his current employer.
 - ***Councilmember Trebesch moved to approve October 31st as a day off, with no pay, for Mr. Schultz, seconded by Councilmember Odoms and motion unanimously carried. All Council members were present.***

Carver County Pheasants Forever Gambling Permit

- Chip Hentges representing the Carver County Pheasants Forever requested approval for a non-profit charitable gambling permit for their annual Pheasants Forever banquet on January 18, 2014.
 - ***Councilmember Odoms moved to approve the charitable gambling permit for the Carver County Pheasants Forever banquet on January 18, 2014, seconded by Councilmember Trebesch and motion unanimously carried. All Council members were present.***

Justin Black - S.E.H. Inc.

- City Engineer Justin Black presented Council with a updated comprehensive inventory of the City streets. Some of the highlights of the report;
 - Updated construction cost estimates.
 - Added a column to list the last date the street was seal coated or when a mill and overly was done.
 - Steps in the street improvement process.
 - Have a Feasibility Study done on the street(s) that will be worked on.
 - By law if the project will be assested then a Feasibility Study has to be done by a professional engineer.

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- The report will also list assessment estimates for the work that will be done.
- The City should set a official assessment policy early this winter so the policy will be ready by next spring.
- Changed the wording; basketball court to Park - West Parking Lot.
- Added the cost to expand the Bi-Centennial Parks west parking area further south.
- Changed the wording; street to pond to Park - East Parking Lot.
- Added two asterisks to indicate prices do not include utility costs.

John Anderson - Midwest Electric & Generator Inc.

- Councilmember Odoms updated everyone on the condition of the current lift station generator and his conversations with Ziegler Cat and Midwest Electric & Generator Inc.
 - Ziegler Cat will only provide the generator, everything else will have to be hired out.
 - Midwest Electric & Generator will supply and install everything for the new generator except the construction and pouring of a new cement slab. Xcel Energy will trench in a gas line from across the street to the generator and install the meter at no cost to the City.
- John Anderson (Midwest Electric & Generator, Inc.) will coordinate with the City and Xcel for the placement and installation of equipment for the generator station.
- A new generator will be added to next years City budget and purchased after January 1, 2014. The City will not have to pay sales tax on purchases after that date.
- ***Councilmember Odoms moved to proceed with the generator installation to get the cement pad and the gas line to the site and purchase the new generator after the first of the year, seconded by Councilmember Gregonis and motion unanimously carried. All Council members were present.***

Old City Business (Memo)

- Revised NIMS Training Program (Requirements)
 - The new Maintenance Worker Greg Schulz has the required NIMS training. Councilmember Chris Lund and Councilmember Gregonis have not completed the required training.
 - Classes are no longer available all training is now done on line.
- Recycling Container for Community Hall
 - Council discussed and decided to have Waste Management place a four (4) yard recycling container at the Community Hall and in spring place one at the Bi-Centennial Park.
 - Pick-up will be every other week the same as residential recycling pick-up.
 - There will be no additional cost to the City.
- Time Clocks (\$150 - \$300)
 - Council discussed purchasing a time clock for the City employees.
 - Councilmember Odoms pointed out that a time clock at a big company is one thing but for a small town that has two full time employees, with one being salaried, and one part time employee is trying to find a solution to a problem that does not exist. He does not see a benefit for purchasing one.
 - Mayor Malz injected that sometimes for a liability issue one would come in handy.
 - No decision was made except to put it on the wish list.

City Clerk/Treasurer Report

- Public Works Maintenance Worker

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- Greg Schulz was hired as the new Public Works Maintenance Worker and he will be starting October 21, 2013.
- Cleaning/Televising of Sanitary Sewer Lines
 - Council received the 2013 Sanitary Sewer Inspection & Maintenance Report from Empire Pipe Services. Some of the issues reported were;
 - Between manhole #49B and #49 there is a possible broken "y" at station 191. This should be dug up and checked by Henning's before winter.
 - Minor root growth.
 - Between manhole #37 and #38 on Martha Street there is a possible crack in the pipe.
 - City Clerk Gruenhagen will have the City Engineer draw up a map showing where these manholes are.
- Water Treatment Plant
 - There was a gas leak in the Water Treatment Plant and engineers for Ziegler were called to come out to check the gas leak. They were going to run the generator but the generator would not start. The engineers thought it was because of the seven year old battery.
 - Council discussed and decided to purchase a new Type 49 battery.
 - Dialer for WTP Control Panel
 - Council discussed installing an emergency dialer at the Water Treatment Plant in case the pumps stop working.
 - Councilmember Gregonis suggested to call Control Stuff Inc., located at 10550 County Road 50, Cologne, MN.
- Community Center Repairs
 - When repairs to the damaged Community Center outside wall started it was discovered that the entire wall had severe water damage and has to be replaced. This will add to the initial cost of the repair.
- Letter of Intent to Transfer Cologne ISP Agreement to Broadband Corp.
 - Council discussed the Internet Service Provider Agreement and decided to have a representative from Cologne come to the next City Council meeting to help clarify some of the items listed in the agreement.
 - ***Councilmember Odoms made a motion to cancel the agreement that the City of Hamburg has with the City of Cologne for wireless Internet Services, there was no second. Motion died due to lack of a second.***
- Contract for Snowplowing
 - ***Councilmember Odoms made a motion to approve the quote from Wm. Mueller and Sons for snow plowing the City streets during the 2013 - 2014 snow season, seconded by Councilmember Trebesch and motion unanimously carried. All Council members were present.***
 - Council also discussed and decided to instruct Wm. Mueller and Sons to only use salt on the streets during the winter snow season.
- Estimate from Barga Inc. to Crack Repair & Seal Coat around Park Buildings
 - Council had previously approved to have Barga Inc. do the crack repair and seal coat around the Park buildings. Barga will be asked to complete the agreement this year (2013) at their submitted project cost of \$4,072..
- Compensation for Rounds on Weekends/Holidays
 - City Clerk Gruenhagen requested \$25 per day for doing the weekend rounds from August 31st to October 20th.
 - ***Councilmember Odoms moved to approve \$25 per day compensation for City Clerk Gruenhagen for doing the weekend round from August 31, 2013 to October 20,***

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2013, seconded by Councilmember Trebesch and motion unanimously carried. All Council members were present.

- *Councilmember Lund moved to amend the Hamburg Employee Handbook to read; Hamburg Maintenance Worker is compensated two (2) hours of regular pay per day for weekend and holidays and when not able to do rounds any other City employee will receive \$25 a day, seconded by Councilmember Odoms and motion unanimously carried. All Council members were present.*
- Deputy Clerk Hours for October/November
 - City Clerk Gruenhagen will be on vacation from October 23, 2013 until November 12, 2013 with November 11th off as a scheduled holiday (Veterans Day).
 - *Councilmember Odoms moved to have Deputy Clerk Block's hours changed to 9:00 a.m. to 4:00 p.m. Monday through Friday starting October 23, 2013 until November 8, 2013, seconded by Councilmember Trebesch and motion unanimously carried. All Council members were present.*
- Move November 12th City Council Meeting to November 14th.
 - *Councilmember Lund moved to have the City Council meeting changed from November 12th to November 19th, seconded by Councilmember Trebesch and motion unanimously carried. All Council members were present.*
- Set Special Meetings for Budget Workshop Meetings - 2014 Final Budget (Nov 26th and Dec 3rd)
 - Council decided to call for a second City Council meeting and Special Meeting on November 26th at the November 19th City Council meeting. Items to be discussed;
 - Health Insurance Premiums
 - Hold a closed meeting for employee reviews
 - City Fee Schedule

Approve Payment of Added September 2013 Claims (\$703.92)

- *Councilmember Trebesch moved to approve the one ACH payment and check number 16399 added to the September 2013 Claims list for a total of \$703.92, seconded by Councilmember Lund and motion unanimously carried. All Council members were present.*

Approve Payment of October 2013 Claims

- *Councilmember Lund moved to approve the four ACH payments and check number 16400 to number 16432 for a total of \$49,764.93, seconded by Councilmember Trebesch and motion unanimously carried. All Council members were present.*

City Council Reports

- Councilmember Bob Gregonis (Water/Sewer)
 - Has heard of residents complaining about the mill and overlay assessments.
- Councilmember Lund Report (Parks)
 - Gave Council an update on the Carver County Leaders meeting.
 - Setting up a sub-committee meeting this month to further discuss the plans for the handicap bathroom.
- Councilmember Odoms Report (Streets)
 - Requested a list of Council and Mayor's cell phone numbers in case of an emergency.

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Adjourn City Council Meeting

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

Submitted by:

Susan Block
Deputy Clerk/Utility Billing Clerk