

## Hamburg City Council Meeting November 9, 2010

Mayor Malz called the Canvass Board Meeting to order at 7:00. Councilmember Steve Trebesch, Councilmember John Barnes, Councilmember Larry Mueller, City Clerk Jeremy Gruenhagen, Deputy Clerk Sue Block, and Fire Chief Brad Droege were in attendance. Councilmember Brian Cummiskey was absent.

### 2010 General Election Results - Resolution 2010-06

- Hamburg Precinct on Election Day, November 2, 2010 at 7:00 a.m., there were 293 registered voters with 34 new registered voters totaling 327 registered voters for the day. Number of people casting ballots was 234 giving Hamburg a voter turn out of 71.56%.
- City Council canvassed the following Hamburg City Election Results:
  - Mayor – Richard Malz
    - Received 190 votes
    - Write-Ins – 30
    - Over Votes – 0
    - Under Votes - 14
  - Council Members – Vote for two (2);
    - Chris Lund received 138 votes
    - Brian Cummiskey received 106 votes
    - Steven E. Trebesch received 150 votes
    - Write-Ins – 13
    - Over Votes – 0
    - Under Votes – 61
  - *Councilmember Mueller moved to adopt Resolution Number 2010-06 to certify the Election results for the November 2<sup>nd</sup>, 2010 General Election, Councilmember Barnes seconded and motion carried by attending Council members. Councilmember Cummiskey was absent.*
    - Hamburg Mayor for 2011 through 2012 term will be Richard Malz
    - The two offices for Council members for the 2011 to 2014 term will be Chris Lund and Steve Trebesch.
- *Councilmember Trebesch moved to close the 2010 Election Canvassing Board Meeting, Councilmember Mueller seconded and motion carried by attending Council members. Councilmember Cummiskey was absent.*

Mayor Malz called the Hamburg City Council meeting to order at 7:05 p.m. Councilmember Steve Trebesch, Councilmember John Barnes, Councilmember Larry Mueller, City Clerk Jeremy Gruenhagen, Deputy Clerk Sue Block, and Fire Chief Brad Droege were in attendance. Attending later in the Council meeting was Maggie Cummiskey & Connie Byerly (H.I.P. Group). Maintenance Worker Dennis Byerly and Councilmember Brian Cummiskey were absent.

### Agenda Review (Added Items) and Adoption

- Added – Updated Check Detail & Claims List for November
- Added – Updated October 2010 Claims List
- Added – Updated Utility Delinquent Report
- Added – Letter from Diana Kroells (Name the Park)
- Added – Water Usage Report
- Added – Building Permits Report
- *Councilmember Barnes moved to adopt the agenda with the six (6) added items, seconded by Councilmember Mueller and motion carried by attending Council members. Councilmember Cummiskey was absent.*

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### Review Claims List for November 2010

- Council reviewed and one change was for Check Number 14733 to Wells Fargo HBS. HSA Participant Fee should be changed to HSA Participant Fee.

### Old City Business

- Item #2 – Install hand railing for stairs by the City Shop.
  - Councilmember Trebesch currently has no extra free time to install.
- Item #3 – Projector, Projector Screen & Sound System
  - Information will be updated during City Clerks Report.
- Item #4 – Electrical Wiring (ToTheHome Internet) at the Water Tower.
  - City Clerk Gruenhagen will address this item with Maintenance Worker Byerly.
- Item #6 – Cost to replace City Office and Fire Department Office flooring.
  - No additional information has been received from Adam Glander.
  - Council suggested removing the old wax and re-waxing the City office floor before installing new flooring.
- Item #7 – Emergency Service Calls
  - Change wording from charged for the Service Call to “shouldn’t the Township be credited for the service call instead of the City of Hamburg”.
- Item #9 – Mayor Malz to check if the Shop area could be rearranged to move the FD apparatus away from in front of the electrical box.
  - Mayor Malz has not had a chance to survey the area.

### Approve Minutes for August 31, 2010 – September 28, 2010 – October 5, 2010 – October 12, 2010

- *Councilmember Mueller moved to approve the August 31, 2010 (Special Meeting), September 28, 2010 (Council Meeting), October 5, 2010 (Special Meeting), and October 12, 2010 (Council Meeting), seconded by Councilmember Barnes and motion carried by attending Council members. Councilmember Cummiskey was absent.*

## Fire Department Report

### 2010 FEMA Grant – US Fish & Wildlife Grant – DNR Grant

- All items have been ordered, the fire hose is the only item left to be received. Once received the paper work will be sent in for a \$2,000 reimbursement.

### New Paging System

- The Fire Departments will receive more information on the new Paging System this coming January.

### Civil Defense Siren Operation

- The Civil Defense Siren will not be sounded during the months of December, January, and February. Too much stress on the equipment during the cold temperatures.

### Old HFD Rescue Truck – 1981 International HD Rescue Truck

- Fire Chief Droege requested approval to drop the price of the old rescue truck to \$12,500.
- *Councilmember Mueller moved to give authority to Fire Chief Droege to lower the price of the old Hamburg Fire Department Rescue Truck to \$12,500, seconded by Councilmember Barnes and motion carried by attending Council members. Councilmember Cummiskey was absent.*

### Hamburg Fire Department Officers – Selection vs. Election

- At the beginning of January 2011 Fire Chief Droege would like to schedule a meeting with a representative of the League of Minnesota Cities. Chief Droege has some questions he would like to directly ask someone from the League instead of over the phone, by fax, or email in relation to Selection versus Election.

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### **Bloodborne/Airborne Pathogens - Right to Know and Weapons of Mass Destruction**

- The Hamburg Fire Department will be hosting this year's training on January 3, 2010 at the Hamburg Community Center.

### **EPA Audio Visual Estimates – Portable Sound System & Projector w/ Screen**

- Fire Chief Droege commented on the EPA Sound System priced at \$1,334. It would be a great benefit for the City and could start being used for the Hamburg Easter Egg Hunt. Chief Droege also commented that he thought the City should purchase the system.
- Fire Chief Droege questioned if the projector screen would be a manual or electronic.
  - City Clerk Gruenhagen responded the \$4,384 quote included the price for a manual pull down screen.
  - Chief Droege suggested asking EPA if they could make a rod to pull down the screen so renters do not attempt to pull the screen down while standing on a chair or something else that would be unstable.
- Fire Chief Droege also requested a wireless microphone for the Portable Sound System.
- *Councilmember Mueller moved to approve the purchase of the Audio Visual Sound System (Projector & Screen) for the Hamburg Community Center and the Portable Sound System, checking first if the price of \$1,334 includes speakers for the Sound System and check on the price of a wireless microphone for the Portable Sound System, Councilmember Trebesch seconded and motion carried by attending Council members. Councilmember Cumiskey was absent.*
- Fire Chief Droege requested the system be installed before the end of the year. He would like to use it for the Bloodborne/Airborne Training.

### **Plaque for City's Electronic Sign**

- Fire Chief Droege and Council discussed placing a plaque on the electronic sign listing who donated towards the purchase.
- Chief Droege and City Clerk Gruenhagen will work together in gathering the information and getting a plaque made.

### **I & I Project**

- Chief Droege and Council discussed when would be a good time to take landscape pictures for the I/I Abatement Project.
  - They decided to wait until they hear back from Doug Parrott (City Engineer).
- *Councilmember Mueller moved to have Wm. Mueller and Sons work with a representative from S.E.H. in taking the pre-construction pictures, Councilmember Barnes seconded and motion carried by attending Council members. Councilmember Cumiskey was absent.*

### **Park Equipment Installation**

- Councilmember Barnes will stake out where the new playground equipment will be placed in the Hall Park. It was suggested to have Maintenance Worker Byerly dig out the area and then ask members of the Fire Department if they would help install the equipment.

Councilmember Mueller asked Brad Droege (Wm. Mueller & Sons) if he could have someone drive the city streets to see if any gate valves or manholes need to be lower so the snow plows don't shear them off.

Councilmember Mueller also asked Brad Droege (Wm. Mueller & Sons) if one of his employees would work with Maintenance Worker Byerly, using their Metrotech Locator, in finding some curb stops.

- The City especially needs to locate the water shut off for the homes that are in foreclosure and the ones along County Road 50.

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### Dennis' Report (Public Works & Utilities)

(Maintenance Worker Byerly was absent, report given by City Clerk Gruenhagen)

#### Project List

- Item #31 – Locate shut off valve at 420 Maria Avenue.
  - Make sure the special key that was made to turn the water off at this address works. The homes water will be shut off on November 23<sup>rd</sup> if no water payment is made.
- Locate the shut off valve for 960 Park. This home is also vacant.
- Council commented on Maintenance Worker Byerly's Project List and that projects are not getting done in a timely manner.
- Item #29 – Follow up with K&K Construction on when the Hall canopy will be repaired.
  - No updated information has been received from Maintenance Worker Byerly or K&K.
  - Council also mentioned that pictures of the repairs have to be taken for Insurance purposes.
  - The Insurance agency has provided the City with a letter showing bullet point items and has requested estimated hours be listed as to how long it will take for each bullet point.
- Item #1 – Purchase a paint spray gun up to \$150.
  - Council questioned if a spray gun was purchased and it was noted that one has not been purchased. This has been on Maintenance Worker Byerly's Project List since February 9, 2010.

#### Water Usage For 2010

- Water usage pumped versus billed for November was up from last month. Last month the difference was 200,792 gallons and this month it was 267,897 gallons. There is a 26.40% difference from usage pumped versus billed. The City is currently not accounting (metered) for 26.4% of water usage.
- Council discussed that part or all of the problem could be the old meters in the resident's homes. Council discussed and agreed to get pricing on radio readers and regular meters that can be converted to radio read.

#### Sweep City Streets

- The streets have been swept however only a one day notice was given. The city office would like at least a two day notice so city residents can be properly notified.

### Deputy Clerk Report

#### Delinquent Utility Bills

- Letters have been sent out to all delinquent residents.
- Any residents that were over 30 days delinquent were also sent a shut-off notice. Shut-offs for these residents is scheduled for November 22, 2010
- Nick Nordin (419 Railroad St)
  - Mr. Nordin was sent a delinquent notice requesting payment to his last known address in Minneapolis.
- Diana Payne (350 Louisa St) – An Assessment Company handling the foreclosure was sent copies of the delinquent water bills.
- Chris Tordsen (618 Kim Ave) – The Real Estate Company handling the selling of this home have been sent requested paperwork for payment of the delinquent water bill. Company does understand that the water bill has to be paid before the water will be turned back on.
- Betty Griffin (420 Maria Avenue) – Owners requested shutting off the water to this renter if she does not contact the City office before the shut off deadline on November 22.

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### Council Meeting Minutes

- The Council Meeting Minutes for October 26<sup>th</sup> have been completed they just need to be reviewed.

### City Clerk/Treasurer Report

#### I/I Abatement Program (Sanitary Sewer/Storm Water Improvements) - Easements for Project

- No new information on the Easements.
- Easements remaining to be signed.
  - David Klugherz - 613 David Ave
  - Dustin Mackenthun - 631 Park Avenue
  - Brian Cumiskey – 724 Park Avenue
    - His easement also correlates with the land purchase.
- Council discussed the letters from Doug Parrott (City Engineer)
  - Council discussed how it would affect the project if the Eastern Storm Sewer is eliminated and options if the size of property purchased would be reduced.

#### 2010 Budget Items

- City Clerk Gruenhagen reported on the Cash Flow surplus projected for the end of 2010.
  - City Clerk Gruenhagen suggested using \$13,000 to zero out the proposed 2011 levy.
  - Use \$7,075 to pay off the ambulance certificate this year, it would save the City \$500 in interest and take the payment off the books. This would leave the City with an additional \$40,000 to complete 2010/2011 Projects and to set monies aside for future capital purchases.
  - By doing this the City would still have a 5 to 6 month cash flow to meet needs with a General Fund balance at the end of the year in the \$250,000 range.
  - Council and City Clerk Gruenhagen discussed what projects should be completed this year versus next year and at the next budget meeting a decision will need to be made.

### H.I.P. Group (Hamburg Improve Parks)

#### Playground Equipment for Community Hall Park

- Connie Byerly (171 Martha Street) and Margaret Cumiskey (724 Park Avenue) presented Council with an update on installation of the new park equipment by the Hamburg Hall. They also gave an update on the amount of money still needed to complete the installation.
- Council, Connie Byerly and Margaret Cumiskey discussed various ways to come up with the additional funding needed to complete the project and the possibility of installing the equipment yet this year. The Purchase of Picnic Tables for the Hall Park was also discussed. The City Council informed Connie & Maggie that a local resident has two maintenance free picnic tables for sale for \$200.
- It was decided to have the H.I.P. Group order the boarder and purchase the picnic tables, Councilmember Barnes will pick up the picnic tables for the Hall Park, and ask members of the Fire Department to help with the installation.

#### Name That Park

- There have been three suggested names for the Park area by the Hamburg Hall:
  - Hamburg Community Hall Park or Community Park
  - Heritage Park
  - Fireman's Park

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### City Clerk/Treasurer Report (Continued)

#### 2011 Final Budget

- City Clerk Gruenhagen suggested holding the Budget Workshop meeting on Tuesday, November 30<sup>th</sup>, the Truth In Taxation Meeting (Public Meeting) would be held on Tuesday, December 7<sup>th</sup> at 7:00 PM, and the Final Budget meeting could be approved at the December 14<sup>th</sup> Council meeting.
  - Councilmember Barnes requested the Special Meetings be held on a different night other than on Tuesdays.
    - A couple other members of Council mentioned that the Budget Work Shop meeting could be held on December 1<sup>st</sup>. A decision will be made at the next Council meeting.

#### 2011 Health Insurance Rates for Employees

- The Health Insurance plan for City Employees (Clerk Gruenhagen and Maintenance Worker Byerly) increased overall by 4.26% for the same coverage (plan).
- Council discussed several different options for providing health insurance for the City Clerk and Maintenance Worker. This will be discussed further at the next meeting.

#### Closed Meeting for Employee Evaluations

- Employee evaluations will be held on November 23, 2010 during the regular City Council Meeting. The evaluations will be conducted in a closed meeting unless the employee requests that his/her's evaluation remain open.

#### Jeremy's Project List

- Item #7 – Contact Ron Seymour to find out if the City of Hamburg can get on the PP Storm Water Funding List. This has been completed.
- Item #8 – Follow up with Shawn once Robb's Electric has checked the wiring. Jeremy will follow up with Dennis on when Robb's Electric is coming out to check on the wiring requirements.
- Item #9 – Follow up with LMC about Selection vs. Election. Jeremy will follow up with Fire Chief Droege on this.
- Item #11 - Ask Excel Energy if the City could get a rate reduction if the City generator is used during peak electrical usage. City Clerk Jeremy Gruenhagen will follow up with Michelle Swanson from Xcel.
- Item #13 – Ask other cities about their Travel & Personal Expense policies. Jeremy will follow up on this also.

### City Council Reports

**Councilmember Mueller (Sewer & Water)** had nothing further to report.

**Councilmember Cummiskey (Streets)** was absent.

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

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

#### Mayor Malz

- Mayor Malz brought up the subject of purchasing a smaller truck for Maintenance Worker Byerly to use when he takes samples to New Ulm and drives to Norwood/Young America. This would save on mileage costs and wear and tear on the City truck. He asked members of Council to think about it.
- The second Council meeting in December should be scheduled only if needed.

## Hamburg City Council Meeting November 9, 2010

- Council discussed and decided to schedule a City Council meeting on December 28, 2010 but if one is not needed it will be posted as cancelled.
- Mayor Malz suggested City employees start using time clocks.
  - Members of Council voiced their opinions and Mayor Malz asked if they could just keep it in mind.

### Approve Claims List for November 2010

#### Claims List November 2010

- *Councilmember Barnes moved to approve the November Claims List from claim number 14709 through 14738 plus the three (3) added ACH payments, seconded by Councilmember Mueller and motion carried by attending Council members. Councilmember Cumiskey was absent.*

*Councilmember Barnes moved to recess the City Council meeting at 8:54 p.m., Councilmember Trebesch seconded and motion carried by attending Council members. Councilmember Cumiskey was absent.*

*Councilmember Barnes moved to open the closed City Council meeting at 8:54 p.m. for the purpose of land acquisition discussion for purchase of private property for the storm water pond, seconded by Councilmember Trebesch and motion carried by attending Council members. Councilmember Cumiskey was absent.*

*Councilmember Trebesch moved to close the Closed Meeting at 9:20 p.m., seconded by Councilmember Barnes and motion carried by attending Council members. Councilmember Cumiskey was absent.*

*Councilmember Barnes moved to reopen the City Council meeting at 9:21 p.m., seconded by Councilmember Trebesch and motion carried by attending Council members. Councilmember Cumiskey was absent.*

*Councilmember Mueller moved to adjourn the Hamburg City Council meeting at 9:21 p.m., seconded by Councilmember Trebesch and motion carried by attending Council members. Councilmember Cumiskey was absent.*

Submitted by:

Sue Block  
Deputy Clerk