

Hamburg City Council Meeting November 23, 2010

Mayor Malz called the Hamburg City Council meeting to order at 7:00 p.m. Councilmember Steve Trebesch, Councilmember John Barnes, Councilmember Larry Mueller, Councilmember Brian Cummiskey, Maintenance Worker Dennis Byerly, City Clerk Jeremy Gruenhagen, Deputy Clerk Sue Block, and Fire Chief Brad Droege were in attendance. Bob Gruenhagen (Carver County Pheasants Forever), Kipp Trebesch Jr and Kipp Trebesch (K & K Services, LLC) were also in attendance.

Miscellaneous Business (Public Comments)

- Bob Gruenhagen representing the Carver County Pheasants Forever requested a MN Lawful Gambling Permit for their annual banquet on January 22, 2011.
- ***Councilmember Mueller moved to grant the Carver County Pheasants Forever a MN Lawful Gambling Permit for their banquet on January 22, 2011, seconded by Councilmember Barnes and motion unanimously carried. All Council members were present.***

Agenda Review (Added Items) and Adoption

- Added – Updated November Claims List
- Added – Hamburg Lions request for four (4) Temporary On-Sale Liquor Licenses.
 - Fireman’s Dance, Pheasants Forever, Green Isle Conservation, and Hamburg Fish Fry.
- Added – Updated Delinquency Report
- Added – Email from Doug Parrott (City Engineer)
- ***Councilmember Mueller moved to adopt the agenda with the four (4) added items, seconded by Councilmember Barnes and motion unanimously carried. All Council members were present.***

Old City Business

- Item #3 – Projector, Projector Screen & Portable Sound System.
 - Information will be updated during the City Clerk Report.
- Item #4 – Electrical Wiring (ToTheHome Internet) at the Water Tower.
 - Maintenance Worker Byerly has received the information to install the electrical wiring according to code. City Clerk Gruenhagen will talk with Maintenance Worker Byerly tomorrow on how the wiring should be corrected.
- Item #5 – Install new playground equipment at the Hall Park.
 - Updated information will be given during Councilmember Barnes Report.
- Item #6 – Cost to replace City Office and Fire Department Office flooring.
 - Mayor Malz will follow up with Adam Glander on this item.
 - Council commented again about trying to save the existing City Office flooring by removing the old wax and re-waxing the floor. Council agreed this should be tried before purchasing and installing new flooring.
- 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.
 - Rearranging is in progress.

Approve Minutes for October 26, 2010 and November 9, 2010

- ***Councilmember Mueller moved to approve the October 26, 2010 and November 9, 2010 City Council Meeting Minutes, seconded by Councilmember Trebesch and motion unanimously carried. All Council members were present.***

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Fire Department Report

2010 FEMA Grant

- Information for the 2010 FEMA Grant should be received early in December.

US Fish & Wildlife Grant

- All items that were ordered should have been received. To make sure all items ordered were received a recheck will be done tomorrow.

DNR Grant

- All paperwork has been sent in to receive reimbursement for items purchased.

New Paging System

- More information will be available in January after the Chiefs Meeting.

Selection vs. Election – Hamburg Fire Department Officers

- Keep on agenda.

Park Equipment Installation

- Roger Siewert (618 David Avenue) volunteered to be in charge of lining up help to install the new playground equipment.
- Wm. Mueller & Sons will dig out the area where the equipment will be placed.
- The Hamburg Sportsman's Club will pay for placing cement pads under the picnic tables.

Name the Park

- Fire Chief Droege suggested naming the park, Community Park. Council discussed and no decision was made at this time.

Dennis' Report (Public Works & Utilities)

Community Hall Ramp Canopy Repairs (#29 on Project List)

- Council had previously requested heat tape to be placed on the Canopy roof however Kip Trebesch and Kip Trebesch Jr. informed Council that doing this is against the MN electrical code. The Trebesch's suggested installing snow stoppers on the round Hall roof instead.
 - Council discussed and decided against the heat tape and the snow stoppers.
- Kip Trebesch asked Council if they would prefer the West Door Canopy Roof be white or would Council want the West Door Canopy Roof green to match the ramp roof.
 - Council discussed and decided that as long as the roof for the West Door Canopy does not have to be replaced to keep the roof as is (white).
- Kip and Kip Trebesch Jr. should be ready to start working on the Canopy in about a week.
- The Trebesch's will be provided with an insurance letter requesting them to list how much time it took them to complete each project listed as a bullet point on the scope of work.

Project List

- Item #12 – Mock OSHA Inspection
 - All items listed to fix are completed except ToTheHome Internet wiring at the cities water tower.
 - ToTheHome will be notified of the changes needed to meet electrical code and estimated cost. City Clerk Gruenhagen will set up a time with Shawn Sprengeler to discuss code, price, and to set up a time for repairs. An Electrical Permit will also have to be obtained.
- Item #31 – Locate shut off valve at 420 Maria Avenue.
 - Maintenance Worker Byerly informed Council that the shut off key he made for the shut off

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valve does not work. Maintenance Worker Byerly was instructed to install a new curb stop and locate where the water pipe comes from.

- Item #1 – Purchase a Spray Gun for painting.
 - Maintenance Worker Byerly commented to Council that he was going to Menards personally tomorrow night (Wednesday) or Friday and will pick up the Spray Gun on his own time.
 - City Clerk Gruenhagen suggested calling Menards and having it delivered by the service rep.
 - Council also suggested picking up a Snow Rake and an Inline GFI Outlet at the same time.
- Item #11 – Use Liquid ice remover on new cemented Shop driveway for two years.
 - Maintenance Worker Byerly informed Council that he was informed by sales personnel not to use liquid ice on new cement for the first year. Council suggested using regular sand on the driveway this year.
- Item #26 – Fix leaning Electrical Panel by Grinder Station
 - Project has not been started, may have to wait until spring.
 - Council requested to have Chuck (Robb's Electric) put up square tubing by Grinder Station.

Ag-Lime

- Council requested Maintenance Worker Byerly to check into how much it would cost to put Ag-Lime on the ball fields.

Pop Can Trailer

- Maintenance Worker Byerly commented that he will take the pop cans in if no one else takes them in by this Friday.

Water Usage For 2010

- Water usage versus billed is up from last month, 28% of water used is not accounted (metered) for.
- Council discussed replacing the old water meters in town with radio read meters or with meters that can be changed over to radio read.
 - Council asked Maintenance Worker Byerly to get cost estimates from different companies as to what it would cost to replace current meters with radio read meters and the cost of purchasing meters with the option of changing them to radio readers.

Sentence To Serve

- Council ok'd Maintenance Worker Byerly request to call Sentence To Serve to help paint the Hall.

2011 Budget Items – Maintenance Items

- Ag-lime for baseball fields.
- Rock for alleys, ponds, and under can trailer.
- A set of forks for the Bobcat. (This is already on the Wish List.)
- New generator for lift station.
- Pressure Washer – (Gas) – Budget \$300 to \$500

MN Warn

- Council asked Maintenance Worker Byerly to call MN Warn and ask how to become a member.

Keys For Shop Door – (Seven)

- Council discussed who has a keys to the new shop door. Seven were made but not all are accounted for.
 - Councilmember Mueller, Councilmember Trebesch, City Clerk Gruenhagen, Maintenance Worker Byerly all have a key, and there is one at the Hall and City Offices. Council will have to ask Councilmember Cummiskey if he has one.
- Mayor Malz and Councilmember Barnes do not have a key.
- Maintenance Worker Byerly was asked to check at Menards if they can make a copy of a Schlage

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Lock key.

Deputy Clerk Report

Delinquent Utility Bills

- Three names on Delinquency List
 - Nick Nordin (419 Railroad St)
 - Diana Payne (350 Louisa St)
 - Schlueter Realty was sent delinquent amount for payment.
 - Chris Tordsen (618 Kim Ave)
 - Sent Premiere Asset Services delinquent amount due for payment.

Time-Off Request

- Deputy Clerk Block requested December 20, 21, 22, 1/2 day on the 28th, January 3, 5, and 6th. December 23rd, 24th, and 31st are Holidays.
- *Councilmember Trebesch moved to grant Deputy Clerk Block vacation days as requested, seconded by Councilmember Mueller and motion carried. Councilmember Barnes abstained.*

City Clerk/Treasurer Report

I/I Abatement Program (Sanitary Sewer/Storm Water Improvements)

- David Klugherz (613 David Avenue) was mailed his new Temporary Easement for signage. Mayor Malz also has a copy and will try to talk to Mr. Klugherz.
- Easement for 470 Brad Street (Managed by Carver County) is being worked on and should be resolved at the next Carver County Board Meeting.
- Pre-Construction pictures will be taken next spring.
- Doug Parrott (S.E.H.) sent a memo for Council to read concerning the repair of the roadway when doing the project. In the memo it noted delaying the wear course until the following year in order to allow the road to go through a freeze/thaw cycle.
 - Council discussed and decided to leave the decision up to the City/County Engineers.

Metropolitan Livable Communities Act 2011-2010 Housing Action Plan

- To be eligible to participate in the Metropolitan Livable Communities Act Local Housing Incentives Account (LCA LHIA) program the City of Hamburg must adopt a resolution electing to participate in the program and adopt a Housing Action Plan.
- *Councilmember Barnes moved to adopt Resolution 2010-07 allowing City of Hamburg to participate in the 2011-2020 Housing Assistance Plan as required by the Metropolitan Livable Communities Act Councilmember Mueller seconded and motion unanimously carried. All Council members were present.*

Proposal from EPA Audio Visual, Inc. (Projector, Projector Screen, Portable Sound System)

- Norwood/Young America City Council approved Hamburg's request to purchase a Projector, Projector Screen, and Portable Sound System. This will be paid out of the JPBC (Cable) Fund.

Mosquito Control Contract – Clarke Environment

- Clarke Environmental Mosquito Management sent Council a contract requesting continued mosquito spraying for the City of Hamburg. The estimated 2011 cost would be \$2,340 with the option to extend the program for 2012 and 2013 at rates not to exceed a 5% annual increase. There is a 3% discount if the contract is signed and returned by December 31, 2010 and an additional 3% discount if paid in full by April 15, 2011.

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- Council questioned if the dates should read a 6% discount if paid in full by December 31, 2010 or April 15, 2011.
 - City Clerk Gruenhagen will get clarification on this.
- *Councilmember Mueller moved to approve a three year contract with Clarke Environmental Mosquito Management with clarification of the dates, Councilmember Trebesch seconded and motion unanimously carried. All Council members were present.*

2010 Budget Items Update

- Previously City Clerk Gruenhagen estimated that the city would have a net income of \$9,000 to \$10,000. However, after reviewing the budget the city should have a net income of \$12,000 at the end of 2010.
 - Baring any major repairs until the end of the 2010 year the City would have a cash flow surplus of \$50,000 to \$62,000.
- Council discussed and decided to think about ways to lower the projected cash flow and set up a Special Budget Meeting to discuss the possibilities.
 - It was suggested to keep the Tax Levy increase at a 0% increase and to pay off the 2001 Ambulance Certificate of Indebtedness.
- *Councilmember Barnes moved to hold a Special Budget Work Shop meeting on December 1, 2010 at 6:30 p.m., Councilmember Mueller seconded and motion unanimously carried. All Council members were present.*

Truth in Taxation Meeting – Public Meeting for 2011 Budget/Tax Levy

- City Council will be holding a Public (Truth in Taxation) meeting on December 7, 2010 at 7:00 p.m.

December 28th City Council Meeting

- Council discussed canceling the December 28th Council Meeting. A final decision will be made at the December 14th Council Meeting.

Community Hall

- The microphone that was kept under lock and key at the Hall has disappeared. Because of this all microphones will be kept at the City Office and must be signed in and out.

Time Off Request

- City Clerk Gruenhagen requested to leave at 4:00 p.m. on December 9 and 13. Take a half day off on December 22nd and full days off on December 17th and December 27th.
- *Councilmember Mueller moved to approve City Clerk Gruenhagens requested time off, seconded by Councilmember Barnes and motion unanimously carried. All Council members were present.*

City Council Reports

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

Councilmember Cummiskey (Streets) had nothing further to report.

Councilmember Trebesch (Buildings) had nothing further to report.

Councilmember Barnes (Parks) had nothing further to report.

Mayor Malz

- The ditch north of the city will be cleaned out and the City usually gets assessed a portion of the cost. The reason for the assessment is because the ditch is privately owned and the cities storm water drains into it.

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Liquor License Request from the Hamburg Lions

- *Councilmember Cummiskey moved to approve the four (4) Liquor License requested by the Hamburg Lions Club (Fireman's Dance, Pheasants Forever Banquet, CPA Banquet, and the Fish Fry), Councilmember Mueller seconded and motion unanimously carried. All Council members were present.*

Approve Claims List for November 2010

Claims List November 2010

- *Councilmember Barnes moved to approve the November Claims List from claim number 14739 through 14754 plus the one (1) ACH payment, seconded by Councilmember Mueller and motion unanimously carried. All Council members were present.*

Councilmember Barnes moved to recess the City Council meeting at 8:55 p.m., Councilmember Mueller seconded and motion unanimously carried. All Council members were present

Councilmember Cummiskey moved to open the closed City Council meeting at 9:01 p.m. for the purpose of Employee Reviews (No employee requested an Open Meeting for his/her review) for Sue Block, Dennis Byerly, and Jeremy Gruenhagen, seconded by Councilmember Trebesch and motion unanimously carried. All Council members were present.

Councilmember Barnes moved to open the closed City Council meeting at 9:44 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 unanimously carried. All Council members were present.

Councilmember Barnes moved to close the Closed Meeting at 10:14 p.m., seconded by Councilmember Trebesch and motion unanimously carried. All Council members were present.

Councilmember Barnes moved to reopen the City Council meeting at 10:14 p.m., seconded by Councilmember Trebesch and motion carried unanimously carried. All Council members were present.

Councilmember Trebesch moved to adjourn the Hamburg City Council meeting at 10:15 p.m., seconded by Councilmember Trebesch and motion carried unanimously carried. All Council members were present

Submitted by:

Sue Block
Deputy Clerk