

Hamburg City Council Meeting February 11, 2014

Acting Mayor Steve Trebesch called the Hamburg City Council Meeting to order at 7:00 p.m. Councilmember Chris Lund, Councilmember Robert Gregonis, Councilmember Richard Odoms, City Clerk Jeremy Gruenhagen, Maintenance Worker Greg Schultz, Fire Chief Justin Buckentin, Asst. Fire Chief Adam Glander, and Adam Kube were in attendance. Mayor Malz was absent.

Public Comment

- No Public Comment

Agenda Review (Added Items) and Adoption

- Two January Claims List – The shorter one is February's Claims List
- Added – Updated Delinquency List

Approve Consent Agenda

- Approve MN Lawful Gambling Permit for Hamburg Lions Club (4/11/14)
- Approve Temporary On-Sale Liquor License for Hamburg Lions Club (3/22/14)
- Notice of Seeding Right-of-Way for Sibley County Ditch No. 1, 29, 39 and Joint Ditch No. 2 (Sibley & Carver County) & No. 3 (Sibley, Carver & McLeod County)
- Memo from County Commissioner Maluchnick (Steering Community)
- MNSPECT Minute for February 2014
- Mediacom Rate Changes
- Water Wells Usage/Water Consumption Report for 2014
- Time Off Request for Greg Schultz
- Time Off Requests for Jeremy Gruenhagen
- City Offices Closed February 17, 2014 for President's Day
- Delinquent Utility Bills Report
- **Councilmember Lund moved to approve the Consent Agenda, seconded by Councilmember Odoms and motion unanimously carried. Mayor Malz was absent.**

Fire Department Report- Fire Chief Justin Buckentin

- Fire Board Meeting Minutes for January 23, 2014
 - Fire Chief Buckentin provided The City Council, Jeremy Gruenhagen, the two Township Secretaries, and Ron Trick with copies of the Minutes from the meeting.
- HFDRA 2013 Donation Summary
 - The City Council reviewed the 2013 Donations and had no questions on the summary.
- Fireman's Banquet/Dance March 22, 2014
 - This year there will be a banquet and a dance due to a few firefighters retiring.
 - The Hamburg Lion's will be contacted to see if they would like to serve some type of breakfast/food at the dance.
- 2015 Regional Meeting

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- The Hamburg Fire Department will be hosting the Regional Meeting on September 8, 2015, which includes all departments between Plymouth, Bloomington and Hamburg.
- HFD By-Laws
 - The Hamburg Fire Department Bi-Laws are very outdated and should be updated. Fire Chief Buckentin would like something in place by January 2015. He suggested that the Bi-Laws be incorporated with the City Employee Handbook. He is going to check into some of the surrounding fire departments Bi-Laws/Handbooks. Fire Chief Buckentin will have two or three members of the fire department attend the next City Council meeting to determine a date to work on the Bi-Laws/Handbook with members of the City Council.
- Easter Egg Hunt – April 13, 2014
 - The Easter Egg Hunt will be outside unless inclement weather, then it will be at the Hall.

Adam Kube

- Adam is helping with the organization of a benefit on March 29, 2014, for Jeff Dettmann, who has been diagnosed with a rare disease and would like to use the Hall for this benefit. **Councilmember Odoms moved to waive the rental fee of the hall for this benefit, seconded by Councilmember Lund and motion unanimously carried. Mayor Malz was absent.**

Old City Business (Memo)

- Revised NIMS Training Program
 - Councilmember Lund finished the training and Councilmember Gregonis has completed the 100 and 200 and has 700 left.
- City Assessment Policy
 - Jeremy is going to be meeting with City Engineer, Justin Black, in March to go over Street Assessment Policies, Street Improvements for the Year, Storm Sewer, and the Force Main Repairs.
- Water & Sewer Improvements – Generator for Liftstation
 - The generator will be installed in the first week of March.
 - The Dialer for the Waste Treatment Plant is in and running.
- Extended Service Agreement for Electronic Sign
 - If the City gets the Platinum plus Coverage - \$1,325.00, it will cover all parts and services and also an annual maintenance check.
 - **Councilmember Lund moved to purchase the one year Platinum Plus coverage, seconded by Councilmember Odoms and motion unanimously carried. Mayor Malz was absent.**
- Phone/Internet Service for the City

Century Link can provide phone and internet service at Hall and Shop for \$43.95 for 10 months and \$53.95 after that. If an off premise extension was added that would be an extra \$9.00. The off premise line would be a good idea to have if the fiber optic lines went down, and then there would be a phone line for the fire department. Jaguar

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Communications in Carver will do the phones for the City offices and the fire department. They will honor the same prices. The total cost would be \$162.85 per month for three phone lines at Community Center/Fire Hall with internet service of 20MB (upload and download).

- **Councilmember Odoms moved to approve the above quotes for phone and internet services, seconded by Councilmember Lund and motion was unanimously carried. Mayor Malz was absent.**

Public Works & Utilities Department Report

- Water/Wastewater Services
 - The City will be contracting with Curt Reetz with Water, Waste, Water Operations & Technical Assistance Incorporated which is \$400 to \$500 a month cheaper than People Services. This amount includes the minimal requirements as stated in City permits and anything outside the minimal requirements; the City will have to pay an additional fee. Curt Reetz will be required to be at the City for a minimum of four hours a week.
 - **Councilmember Lund moved to enter into a contract with Curt Reetz, seconded by Councilmember Odoms and motion was unanimously carried. Mayor Malz was absent.**
 - The leak with the manhole hasn't been resolved yet due to the severe cold weather conditions. Jeremy and Greg will be meeting with the City Engineer to determine the best way to resolve the issue once the weather warms up.
- Snow Removal
 - The City needs to have a policy in place stating when the roads in the City are going to be plowed. Greg and Jeremy have been getting a lot of complaints about the conditions of the roads and also if and when they get plowed. Greg or Jeremy will call Wm. Mueller & Sons if the roads haven't been plowed and they feel like they need to be plowed or have salt applied to the roads.
- Cell Phone
 - Greg is checking into a cell phone for himself to use for City purposes.
- Greg is using a new vendor for toilet paper, paper towels, soap etc. This vendor is cheaper than the previous one the City was using.
- Greg has been going around the Hall and repainting areas where the paint has been torn off. He also started repainting the bathrooms in the Hall.
- Vacation
 - Greg will be on vacation February 14 – February 23, 2014.
- Greg will be attending a meeting tomorrow (February 12, 2014) at State/County Shed for all Public Works employees regarding the road projects for the next year.
- The Laptop Greg will be using in the Shop is having a new hard drive installed into it.

City Clerk/Treasurer Report

- Deputy Clerk/Utility Billing Clerk Position
 - The Personnel Committee will be setting up interviews with the applicants for the Deputy/Utility Clerk position. After interviews the Personnel Committee will bring recommendations to the City Council.

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- Employee Handbook Changes
 - The Personnel Committee met about making a few changes to the employee handbook. The Personnel Committee recommends that all part time employees of the City would not receive any benefits. They also recommend that the Call out Pay for Exempt Employees be set at \$50.00 a day for a call out that is after hours, on weekends, or on holidays. The Committee thinks it is best if they change employee reviews from semi-annual reviews to annual reviews. The committee is reviewing the Alcohol and Drug Policies and also COBRA to make sure that they are in compliance with the State regulations. The last item they would like to change is that if any full time employee would leave the City, they will be paid out their sick leave. Jeremy will have the City Attorney review all these suggestions. **Councilmember Odoms moved to change the handbook so that it states all part time employees will not receive any benefits and also to change the call out pay to \$50.00 a day for Exempt Employees for rounds and/or calls that are after hours, on weekends, or on holidays, seconded by Councilmember Lund and motion unanimously carried. Mayor Malz was absent.**
- Meter Reading Equipment
 - Jeremy is looking at attending a seminar on February 25th about the future of water meters and the programming of the water meters.
- Community Hall Parking – Insurance Claim for City Shop Garage Door
 - A claim has been submitted to the insurance company because someone backed into the garage door at the Hall.
- Bouncer/Jumper/Obstacle Course Purchase
 - The City budgeted \$3,000 to purchase a bouncer/jumper/obstacle course for clubs or people to rent out. The City's insurance will not cover accidents if one occurs when rented out. Jeremy recommends adding something into the lease stating that the City is not liable for any accidents.
- 2013 Financial Audit (Abo, Eick & Meyers)
 - The Auditors will be here on Thursday and Friday (February 13 and 14).
- Jeremy has received several complaints about an abundance of cats in the City. He will be sending out a letter with the ordinance to home owners with the abundance of cats outside of their houses.

Approve Payment of Added January 2014 Claims (\$25,455.78)

- **Councilmember Lund moved to approve the two ACH Payments and claim numbers 16604 through 16621 for a total of \$25, 455.78, seconded by Councilmember Odoms and motion was unanimously carried. Mayor Malz was absent.**

Approve Payment of February 2014 Claims (\$9,425.64)

- **Councilmember Lund moved to approve the four ACH payments and check numbers 16622 through 16640 for a total of \$9,425.64 seconded by Councilmember Odoms and motion unanimously carried. Mayor Malz was absent.**

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City Council Reports

- Councilmember Gregonis (Streets)
 - There are a few minor maintenance issues at the hall: Basement was not swept for Pancake Brunch, the speakers in the Hall at the South end of the bar are not working, the cooler latch is loose and the bar needs to be reinforced.

Adjourn City Council Meeting

Councilmember Lund moved to adjourn the Hamburg City Council meeting at 8:35 p.m., seconded by Councilmember Odoms and motion unanimously carried. Mayor Malz was absent.

Submitted by:

Cherie Smith
Deputy Clerk