

## **Hamburg City Council Meeting March 11, 2014**

Mayor Richard Malz called the Hamburg City Council Meeting to order at 7:00 p.m. Councilmember Chris Lund, Councilmember Steve Trebesch, Councilmember Robert Gregonis, Councilmember Richard Odoms, City Clerk/Treasurer Jeremy Gruenhagen, Maintenance Worker Greg Schultz, Fire Chief Justin Buckentin, Asst. Fire Chief Adam Glander, Chief 3 Brad Droege, County Commissioner Jim Ische, Adam Gruenewald (NYA Times), and Adam Kube were in attendance.

### **Public Comment**

- Adam Kube requested a Temporary On-Sale Liquor License for the Dettmann benefit on March 29<sup>th</sup>. The Lions have agreed to serve the alcohol for that benefit. **Councilmember Odoms moved to approve the Temporary On-Sale Liquor License for March 29, 2014, seconded by Councilmember Lund and motion unanimously carried. All council members were present.**

### **Agenda Review (Added Items) and Adoption**

- Added – City of Hamburg Water/Wastewater Reports for February 2014
- Added – Update February and March 2014 Claims
- **Councilmember Lund 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**

- Final Board of Appeal & Equalization Schedule for 2014
- Red Ribbon Ride (Pit Stop Approval Form)
- Delinquent Utility Bills Report
- Water Wells Usage/Water Consumption Report for 2014
- Time-Off Requests for Jeremy Gruenhagen
- **Councilmember Lund moved to approve the Consent Agenda, seconded by Councilmember Trebesch and motion unanimously carried. All Council members were present.**

### **Fire Department Report – Chief Justin Bucketin**

- Fireman's Banquet/Dance
  - The Fireman's Banquet/Dance will be held March 22, 2014. The Cologne and NYA Fire Department will be covering for Hamburg that night.
- Hamburg Fire & Rescue (Facebook)
  - The Hamburg Fire & Rescue now has a Facebook page. The fire department will use that for reminders to the community.
- 2013 Annual Township Report/Meeting
  - The Annual Meetings are being held tonight with Young America Township at 7:30 p.m. and with Washington Township tonight at 8:00 p.m.
- NFA Classes – National Fire Academy

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- The paperwork has been submitted and the department is waiting to hear back from the State. Hamburg would be looking to host the classes late 2014 to early 2015.
- Grants for Training Equipment
  - The Fire Department has been working on different grants to help them get new training equipment. They are waiting to hear back from these grants.
- Training
  - There have been several fire fighters who have been attending extra skills training classes.
- SE Service Door (Fire Hall)
  - Due to the weather the service door is full of ice. Chief Buckentin is concerned about the safety of fire fighters entering that door. He is suggesting putting a gutter over the door or something to stop the run off right in front of the door.
- There are currently 9 people in the Explorers Group. It is going well and they are currently training out at the Tanke Farm.

### **Carver County Commissioner Jim Ische**

- Commissioner Ische updated the City on some of the road/bridge projects that will be taking place this year. The bridge on County 40 in San Francisco Township will be replaced as well as the bridge on County Road 43 in Dahlgren Township. Watertown will be rebuilding the bridge in their City which should be completed by Fall 2014. There is a new bridge being built on Hwy 101, South of Chanhassen going to Shakopee which should be completed by Fall 2015.
- County Road 33 from Norwood to Baylor Park will be paved this summer and also County Road 131 (West of Norwood Young America going to Hwy 212).
- Hwy 5 from Hwy 25 to the City of Waconia will be milled off and a new top will be put on this Summer.
- There is also a Park & Ride being built in Carver that will have 400 stalls. Construction will begin this Spring and should be completed by Fall 2014.

### **Old City Business (Memo)**

- Revised NIMS Training Program
  - Councilmember Gregonis is finished with his training all except for 700.
- City Assessment Policy
  - Jeremy will be meeting sometime this month with Justin Black, the City Engineer to look at future street projects.
- Water & Sewer Improvements – Generator for Liftstation
  - The generator for the lift station is scheduled to be installed March 17th & 18<sup>th</sup>.
- Phone/Internet Service for the City
  - A contract was sent from Jaguar Communications for the phone/internet service. The contract stated it was for 3 years. Jeremy is going to check

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with Jaguar if they will agree to a 1 year contract instead of a 3 year contract.

### **Public Works & Utilities Department Report**

- Water/Wastewater Services
  - Curtis Reetz, Water/Wastewater Operations Assistance, started working with the City and everything has been working out really well.
- Freezing Water Service Laterals
  - There are water lines freezing up due to the severe cold weather.
  - City Clerk Gruenhagen is encouraging all residents that they run their water to prevent more frozen water lines. One more notice will be sent out in the mail to all residents to remind them to continue to run their water until further notice.
  - Greg will continue to monitor the amount of water at the ponds.
- Road Maintenance Agreement (Carver County)
  - A Road Maintenance agreement was sent out from the county and copied for the Council's review. No action taken.
- Cell Phone
  - Greg has a new cell phone and it works great.
- The snow shifted off the roof and took off a roof stack on the heater on the East wall of the Community Center. Greg will make sure it gets fixed.
- Greg suggested putting a lean-to or partial gutter over the service door for the fire department to help with the run off of the roof.
- Greg will work on boxing out the unfinished plumbing in the men's bathroom and meter in the basement of the Hall.
- A letter will be sent out to residents letting them know that there will be no garbage pick up in the alleys starting next week until May. Garbage will be picked up in front (street side) of those houses.

### **City Clerk/Treasure Report**

- 2014 Annual Area Guide
  - The last few years the City has placed an ad in the Norwood Young America Area Guide. It would be a ¼ of a page that costs \$220.  
**Councilmember Lund moved to approve the ad for the Norwood Young America Area Guide, seconded by Councilmember Odoms and motion unanimously carried.**
- 2013 Financial Audit (Abdo, Eick & Meyers)
  - The financial audit is just finishing up. The Auditor's will be at the April City Council Meeting to give the Council an update. Jeremy feels everything went well.
- Employee Handbook
  - The Personnel Committee will need to meet and discuss what policies need to be changed/updated in the handbook.
- Meter Reading Equipment

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- Councilmember Odoms and Clerk Gruenhagen went to a meeting on new meter reading equipment. However, many of those systems are very expensive. At the class, they suggested that the meters be changed every 15 – 20 years due to the loss of revenue. Jeremy suggests that the City starts to slowly replace the old meters in small groups.
- Mosquito Control for 2014
  - The Mosquito Control contract is expiring. Jeremy will be in touch with Clark Mosquito Control to get a quote for a one and three year contract.
- Waste Management Contract (Expires 7/31/14)
  - Jeremy will put together and RFP for garbage service and bring it to the next meeting.
- Community Hall Parking – Insurance Claim
  - Greg will work on fixing that door once the weather warms up.
- Hours for January & February
  - City Clerk Gruenhagen requested to be compensated for the extra hours he worked while the Deputy/Utility Clerk position was vacant, when Greg was on vacation, and for extra hours put in on the audit. **Councilmember Trebesch moved that the City compensate Jeremy for extra hours worked in January (11.75 Hours) and February (25 Hours) due to staff shortage and extra time spent on the audit, seconded by Councilmember Odoms and motion unanimously carried.**
- Abundance of Stray Cats in Town
  - Jeremy is checking into a few different agencies and City Ordinances that will help out with the stray cat population in town.
- Deputy Clerk/Utility Billing Clerk Position
  - **Councilmember Odoms moved to hire Cherie Smith at \$11.00 an hour with no benefits as the Deputy Clerk/Utility Billing Clerk, seconded by Councilmember Gregonis and motion unanimously carried.**

### **Approve Payment of Added February 2014 Claims(\$12,829.26)**

- **Councilmember Lund moved to approve the 1 ACH payment and check numbers 16640 through 16650 for a total of \$12,829.26, seconded by Councilmember Trebesch and motion unanimously carried.**

### **Approve Payment of March 2014 Claims (\$47,407.94)**

- **Councilmember Lund moved to approve the 5 ACH payments and check numbers 16651 through 16676 for a total of \$47,407.94, seconded by Councilmember Trebesch and motion unanimously carried. All Council members were present.**

### **City Council Reports**

- Councilmember Lund (Parks)
  - Councilmember Lund is checking into a few different types of bouncy houses and who would be in charge of taking care of the rental and who could rent it out.

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- Once the weather warms up, Councilmember Lund will look into what is needed to make the Park bathrooms handicap accessible.
  
- Mayor Malz
  - Central Elementary School will be hosting a Community Service Day on May 28<sup>th</sup> or 29<sup>th</sup>. If there is anything that can be done around the City for the school children to do, please let him know.

**Adjourn City Council Meeting**

**Councilmember Gregonis moved to adjourn the Hamburg City Council meeting at 9:01 p.m., seconded by Councilmember Odoms and motion unanimously carried. All Council members were present.**

Submitted by:

Cherie Smith  
Deputy Clerk