

Hamburg City Council Meeting

September 10, 2013

Mayor Richard Malz called the Hamburg City Council Meeting to order at 7:02 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 Stang (People Service), Curt Reetz (Water/Waste Water Operations, Inc.), Gary Marquardt (HFD Relief Assoc.), Gordon Merck (431 Maria Ave).

Agenda Review (Added Items) and Adoption

- Added - Application for Exempt Lawful Gambling Permit from the Hamburg Lions Club
 - November 22, 2013 - Fall Bingo
- Added - Updated Service Agreement from People Service
- Added - Estimates from Ziegler Cat and Midwest Electric & Generator for a new generator
- Added - Updated Claims List
- Added - Estimates and Emails for the Generator
- ***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 July 9, 2013 & August 13, 2013
- Time-off Request for Jeremy Gruenhagen (Reminder)
- MNSPECT Minute for September 2013
- Metropolitan Parks & Open Space Commission Vacancies (Met Council)
- MDH Report of Analytical Results (Bacteria Results)
- Delinquent Utility Bills Report
- Nuisance Complaint List
- Building Permit Activity Report
- Water Wells Usage/Water Consumption Report
- ***Councilmember Lund moved to approve the Consent Agenda, seconded by Councilmember Trebesch and motion unanimously carried. All Council members were present.***

Fire Department Report

- Health Screening for FD Members and City Employee's - Ridgeview Medical Center
 - The Hamburg Fire Department will not be scheduling a health screening through the Ridgeview Medical Center. The Fire Department has their own health screening during the first training meeting in March.
- HFDRA Pension Increase for 2014
 - Gary Marquardt representing the Hamburg Fire Relief Association requested an increase of \$25 per year retroactive back to the hire date of all eligible Fire Fighters.
 - The increase, if approved, would be added to the 2014 Budget but not go into effect until 2015.
 - ***Councilmember Odoms moved to approve the \$25 per year retroactive increase for the Hamburg Fire Relief Association Fire Fighters, seconded by Councilmember Trebesch and motion unanimously carried. All Council members were present.***

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Contracted Services for Water/Wastewater Operation

- Greg Stang - People Services
 - Greg Stang from People Services presented Council with a Water/Wastewater service contract agreement with the City of Hamburg. The contract would be for three months which would be until the end of 2013 and renegotiated, if need, at that time.
- Curt Reetz owner and sole operator of Water/Wastewater Operations & Technical Assistance also presented Council with an overview of his company and services that he could provide.
- ***Councilmember Odoms moved to contract with People Services for the remainder of 2013, seconded by Councilmember Gregonis and motion unanimously carried. All Council members were present.***

Old City Business (Memo)

- Revised NIMS Training Program (Requirements)
 - Councilmember Chris Lund and Councilmember Gregonis have not completed the required training.
- Tax Forfeited Lot on Brad Street - Assessments on Parcel 45.2000010
 - The parcel will be going up for auction on November 7, 2013 and the County is requesting information on whether or not the City will wave the approximately \$12,000 in special assessments that are attached to the parcel.
 - ***Councilmember Lund moved keep the special assessment on the parcel and negotiate the Water Hook Up (WAC) and Sewer Hook Up (SAC) fees with a potential buyer, seconded by Councilmember Odoms and motion unanimously carried. All Council members were present.***
- Free Health Screening
 - The free Health Screening for City employee's will be held on Tuesday, October 8, 2013, from 4:00 p.m. to 6:45 p.m. Councilmember Odoms, Councilmember Lund, Councilmember Gregonis, City Clerk Gruenhagen, and Deputy Clerk Block will be participating.

City Clerk/Treasurer Report

- Painting of Water Tower
 - Painting of the water tower has been completed. During the painting a plaque was found that dated back to 1914 which would indicate that the water tower will be 100 years old in 2014.
 - Several residents noticed that the G in Hamburg looks more like a C, Hamburc. After some investigating it was discovered that the G resembled a C since the tower was painted in 2004. Next year when the inside of the water tower is cleaned Maquire Iron will try and fix the lettering to look more like a G. The company will do this at no extra charge.
- Cleaning/Televising of Sanitary Sewer Lines
 - Empire Pipe Services will be out October 16 and 17th to clean and televise the next portion of the sanitary sewer lines. The Ballpark line will also be checked.
 - Larry Mueller will be working with Empire Pipe during the televising of the lines.
- Lift Station Alarm System
 - Due to the alarm going off at various times of the day and night with no issues to be found Floyd Total Security came out and checked the alarm system. They found no problems with the alarm system and that it was working properly.

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- Council decided that if anyone on the call list receives a phone call from Floyd Total Security ask them to call back in ten to fifteen minutes if the electricity is not back on. If it is not then there is a problem at the Lift Station.
 - Electricity flowing to the alarm can flocculate and set the alarm off.
- Pond Maintenance
 - People Services checked the City ponds and reported back that it does not look like the ponds have been maintained in years. There are trees and weeds growing in the riprap which could create a major problem if the tree roots penetrate the lining of the ponds.
 - People Services suggested to spray and kill the weeds first then cut down the trees. A special chemical can then be used to make sure the roots are dead.
 - City Clerk Gruenhagen will work with People Services and call Waconia Farm Supply on what type of spray can be used to kill the vegetation.
- Part-Time Help - Cleaning of the Hall and Community Center
 - Daniel Jacobus who was hired as the part-time Interim Maintenance Employee is unable to full fill the requirements of the position at this time. Council decided to have City Clerk Gruenhagen find a cleaning service to clean the Hall and Community Center.
 - Council also decided to have the mowing contracted out until the position of Maintenance Worker is filled.
- Reading the Water Meters
 - No one is available to read the water meters at the end of the month so Council decided to have the usage estimated.
- Public Works Maintenance Worker - Committee Review Applications
 - Applications for the open position will be accepted until Friday, Sept. 13, 2013 at 4:30 p.m.
 - The Committee will be reviewing the applications on Sept. 18, 2013 starting at 3:00 p.m.
 - According to City Attorney Kelly Dohm the hiring committee can not take into account the applicants response time. This is according to a state statute for metro counties.
- Parking at the Apartments
 - Vance Blahnik, manager of Huron Rentals, sent letters to the apartment renters asking them to utilize open parking spaces in the apartments parking lots before parking on the city streets.
 - Renters are parking their cars on the streets and almost completely blocking the intersections.
 - Kohl's Sweeping (Lonnie) will be contacted to paint the curbs yellow and the police will be asked to enforce the parking rules and regulations.
 - ***Councilmember Odoms moved to have Kohl's Sweeping paint the curbs yellow and notify the Police Department to enforce the parking regulations of how far back from the intersection a vehicle can park, seconded by Councilmember Trebesch and motion unanimously carried. All Council members were present.***
- County Deputy at Council Meetings
 - A County Deputy will be attending the City Council meetings on a quarterly basis.
- Approve application for the Hamburg Lions Club Lawful Gambling Permit for November 22, 2013.
 - ***Councilmember Trebesch moved to approve the Hamburg Lions Club application for a Lawful Gambling Permit for November 22, 2013, seconded by Councilmember Odoms and motion unanimously carried. All Council members were present.***
- Compensation for Weekend Rounds
 - Councilmember Trebesch, Councilmember Odoms, Mayor Malz, and Councilmember Lund indicated that they would be willing to do the rounds on Saturday and Sunday.
 - Henning's could be contacted if there is a water line break.
 - WTP problems call People Services.

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- Councilmember's Trebesch, Odoms, Lund, and Mayor Malz agreed to meet City Clerk Gruenhagen at the WTP on Saturday at 9:00 a.m. to learn what needs to be done when doing the rounds.
- ***Councilmember Lund moved to pay \$25 per day for doing rounds on Saturday, Sunday, and Holidays, seconded by Councilmember Trebesch and motion unanimously carried. All Council members were present.***
- Deputy Clerk Block Hours
 - City Clerk Gruenhagen asked if Deputy Clerk Block's hours could be increased however Mayor Malz noted that her hours should stay at 26 per week. If a situation arises the City Clerk or Deputy Clerk can call the Mayor and ask for extended hours.

Councilmember Lund moved to recess the City Council Meeting at 9:04 p.m. due to a city water pressure problem, seconded by Councilmember Trebesch and motion unanimously carried. All Council members were present.

Councilmember Trebesch moved to reconvene the Hamburg City Council Meeting at 9:13 p.m., seconded by Councilmember Odoms and motion unanimously carried. All Council members were present.

2014 Proposed Tax Levy and 2014 Budget

- Estimates for Lift Station Generator
 - Ziegler Cat estimate for only the natural gas generator was \$30,000 but then submitted a lower estimate of \$24,000.
 - Midwest Electric and Generator, Inc. estimate included the natural gas generator and complete installation for \$22,788.42.
 - Councilmember Odoms will check into the pricing of electricity and the installation of a natural gas line to the generator. He will also contact Midwest to make sure everything to purchase and install the generator is included in the \$22,788.42.
 - Preparation to install a new natural gas generator can be done this year however purchasing the generator should wait until next year when the city does not have to pay sales tax.
 - Council requested a representative from Ziegler Cat and Midwest to attend the next Council meeting to discuss the submitted estimates.
- 2014 Policing Cost
 - Changing the 2014 CSO hours from two and a half hours per week to two hours per week would save the city \$830.70.
 - Council will make a decision at the next meeting.
- 2014 Health Insurance Costs
 - Obamacare could impact Health Insurance premiums resulting in a 30% to 50% increase.
 - City Clerk Gruenhagen will check with various insurance brokers to compare different rates and coverage.
- Set Proposed Property Tax Levy for 2014
 - Council proposed a 5% increase for the 2014 Property Tax Levy.
 - By keeping LGA (\$47,734) out of the budget and adding in a 5% tax increase would give the City a net income of \$47,734 for 2014.
 - Items to be considered or were changed
 - Street Improvements; options and update pricing.
 - Obtain prices for repaving the west parking lot at the Park and check on the cost to expand the west parking lot.

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- \$3,000 was added to the 2014 Park Fund.
 - The Sewer Fund was changed by adding \$3,500 for sewer equipment and improvements.
 - Setting the 2014 Budget with a 5% increase would give the City an additional \$19,760.50.
- *Councilmember Lund moved to set the proposed 2014 Hamburg Tax Levy at \$414,970, seconded by Councilmember Trebesch and motion unanimously carried. All Council members were present.*
- *Councilmember Gregonis moved to approve the 2014 Hamburg Preliminary Budget, seconded by Councilmember Trebesch and motion unanimously carried. All Council members were present.*
- *Councilmember Odoms moved to set the Public Comment Meeting for the Final 2014 Budget on December 10, 2013 at 7:00 p.m., seconded by Councilmember Trebesch and motion unanimously carried. All Council members were present.*

Approve Payment of Added August 2013 Claims (\$5,995.14)

- *Councilmember Lund moved to approve check number 16378 and check number 16379 for a total of \$5,995.14, seconded by Councilmember Trebesch and motion unanimously carried. All Council members were present.*

Approve Payment of September 2013 Claims (\$14,350.18)

- *Councilmember Lund moved to approve the seven ACH payments and check number 16380 through check number 16398 for a total of \$14,350.18, seconded by Councilmember Trebesch and motion unanimously carried. All Council members were present.*

City Council Reports

- Councilmember Odoms Report (Streets)
 - Asked when the Robert Street project will start.
 - Response was that it would start the beginning of October.
 - Noted that Klein Bank requested personal, considered private, information from city employees to verify that they are employed by the City.
 - Response was that the Bond Company is going back to Klein Bank to find out if there is a different way to verify employment.
 - Councilmember Odoms will have more shop keys made for the other Council members. He also asked to be shown how to hook up the generator to the grinder in case the electricity goes out.
 - Asked if the County has responded to the request to repaint the crosswalk from Brad Street to the Park.
 - So far no response has been received. City Clerk Gruenhagen will send out the request again and also ask the County who is responsible for crack sealing and maintenance on County Rd 50 through town.
- Councilmember Bob Gregonis (Water/Sewer)
 - Councilmember Gregonis asked if a recycling dumpster be placed a the Hall.
 - City Clerk Gruenhagen will check with Waste Management.
- Councilmember Lund Report (Parks)
 - The measuring of dimensions for the Park handicap bathroom are completed. A committee meeting will be call to discuss the design and possible funding.

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- Councilmember Trebesch Report (Buildings)
 - Councilmember Trebesch requested City Clerk Gruenhagen to check into the prices to purchase a time clock.
- Mayor Malz
 - Mayor Malz talked about some emails that were received from Councilmember Odoms concerning linking the City website to Mr. Odoms website. It was decided that City information will only be added and/or changed on the Cities official website. Resolutions that are approved and passed by Council will be added to the Cities website for public viewing.

Adjourn City Council Meeting

Councilmember Lund moved to adjourn the Hamburg City Council meeting at 10:40 p.m., seconded by Councilmember Trebesch and motion unanimously carried. All Council members were present.

Submitted by:

Susan Block
Deputy Clerk/Utility Billing Clerk