

Hamburg City Council Meeting

March 8, 2011

Mayor Malz called the Hamburg City Council meeting to order at 7:00 p.m. Councilmember John Barnes, Councilmember Larry Mueller, Councilmember Steve Trebesch, Councilmember Chris Lund, City Clerk Jeremy Gruenhagen, Deputy Clerk Sue Block, Maintenance Worker Dennis Byerly, and Fire Chief Brad Droege were in attendance. Justin Buckentin (Hamburg Fire Department Relief) and Al Hahn (S.E.H.) were also in attendance.

Public Comment

- There were no comments from the public.

Agenda Review (Added Items) and Adoption

- Added – Updated March Claims List
- Added – Letter from Met Council
- Added – By-Law change request for the Hamburg Fire Department Relief.
- *Councilmember Lund moved to accept the agenda with the three added items, seconded by Councilmember Mueller and motion unanimously carried. All Council members were present.*

Approve Consent Agenda

- Approve Minutes for February 22, 2011
- MNSPECT – Building Inspection Open Houses
- Mediacom Transfer Fee (Letter from Mediacom)
- Potential Refunding of Bonds (Letter from Ehlers)
- Service Quality Tariff (Letter from Xcel Energy)
- *Councilmember Mueller moved to approve all items listed in the Consent Agenda, seconded by Councilmember Barnes and motion unanimously carried. All Council members were present*

Old City Business

- Item #6 – Councilmember Barnes and Mayor Malz to check if the pop canisters in the Hall basement can be moved upstairs.
 - After review it was decided to leave the pop canisters where they are and have Viking Distributing just change the lines and install new pop guns.
 - Councilmember Barnes will contact Viking Distributing to set up a time when they will be able to install the new lines and pop guns. Viking Distributing will not be charging the City for the upgrades.
- Item #7 – ToTheHome Internet Electrical Wiring at the Water Tower.
 - Mr. Sprengeler did correct the wiring for his equipment located at the water tower, however City Clerk Gruenhagen requested Mr. Sprengeler to have an electrical inspection completed.
- Item #8 – Make a decision on the Clean Water Revolving Fund (Resolution)
 - Approved at last Council meeting. Take off list.
- Item #10 – Waste Management will be contacted informing them that Council has decided to go out for bids.
 - City Clerk Gruenhagen will have the RFP's completed for Council's review at the next Council meeting on March 22nd.
- Item #11 - Finish installation of the new play ground equipment at the Hall Park.
 - The playground boarder was ordered and is ready to be picked up. Councilmember Barnes will pick up the boarder at Delano.

**Hamburg City Council Meeting
March 8, 2011**

Fire Department Report

FEMA Grant

- No new information.

US Fish & Wildlife Grant

- Should start receiving stuff today.

Retirement of Volunteer Firefighter Cummiskey

- Firefighter Brian Cummiskey will be retiring from the Hamburg Fire Department after 20 years 9 months of service.
- *Councilmember Mueller granted Firefighter Brian Cummiskey request to retire from the Hamburg Fire Department, Councilmember Barnes seconded and motion unanimously carried. All Council members were present.*

Energy Efficient Lights (Rebates) for City Buildings

- Fire Chief Droege commented on brightness of the new energy efficient lights that he had installed at the Wm. Mueller and Sons shop area. He suggested that the City should install the energy efficient lights in all the Cities buildings before the rebates are discontinued.

Civil Defense Siren Upgrades

- Installation of the Civil Defense Siren upgrades is being worked on.

Hamburg Fire Department Officers – Selection vs. Election

- Keep on agenda for future discussion.

Hamburg Fire Department 2010 Annual Township Report

- Total Operating Expenses - \$97,534.53
- Total Expenses Paid by City of Hamburg - \$75,214.53
- Non Operating Expense (Rescue Truck) - \$98,500.00
- 2010 Total Department Calls Summary
 - Rescue – 18 calls – 224 hours
 - Fire – 11 calls – 168 hours
 - Mutual Aid – 11 calls – 196 hours
 - Sky Warn – 8 calls – 153 hours
- Washington Lake Township Payments 2010 – 2012
 - Payable 2010
 - 86 units x \$120/unit = \$10,320
 - 2nd payment of 5 for Tanker/Skid Unit = \$8,250
 - Remaining Balance \$33,000 plus interest
 - Payable 2011
 - 87 units x \$125/unit = \$10,875
 - 3rd payment of 5 for Tanker/Skid Unit = \$8,250
 - Remaining Balance \$24,750 plus interest
 - 1st payment of 5 for Heavy Rescue = \$7,580
 - Remaining Balance \$30,320
 - Payable 2012
 - 87 units x \$130/unit = \$11,310
 - 4th payment of 5 for Tanker/Skid Unit = \$8,250
 - Remaining Balance \$16,500 plus interest
 - 2nd payment of 5 for Heavy Rescue \$7,580
 - Remaining Balance \$22,740

Hamburg City Council Meeting March 8, 2011

- Young America Township
 - Payable 2010
 - 100 units x \$120/unit = \$12,000
 - 2nd payment of 5 for Tanker/Skid Unit = \$8,20
 - Remaining Balance \$33,000 plus interest
 - Payable 2011
 - 100 units x \$125/unit = \$12,500
 - 3rd payment of 5 for Tanker/Skid Unit = \$8,250
 - Remaining Balance \$24,750 plus interest
 - 1st payment of 5 for Heavy Rescue \$7,580
 - Remaining Balance \$30,320
 - Payable 2012
 - 100 units x \$130/unit = \$13,000
 - 4th payment of 5 for Tanker/Skid Unit = \$8,250
 - Remaining Balance \$16,500 plus interest
 - 2nd payment of 5 for Heavy Rescue \$7580
 - Remaining Balance \$22,740

New Firefighter

- Christopher Petz has requested membership in the Hamburg Fire Department, a Background Check will be sent out tomorrow.

Drain Pipe Cover by Parkside Tavern

- A slip resistant coating will be put on the metal plate now covering the drain pipe by Parkside Tavern.

Hamburg Fire Department Relief Association Presented by Justin Buckentin

Relief Association Increase

- The Relief Association approved a \$100 raise through membership for the Hamburg Fire Department's President, Secretary, and Treasurer. The increase will be from \$200 per year to \$300 per year. It is the first raise for the three positions since 1999. The By-Laws will change so a motion from Council to approve the increase is needed.
 - The City of Hamburg puts money into the Relief Association Retirement account so any change to the By-Laws have to be approved by Council.
- *Councilmember Barnes moved to approve the change to the Hamburg Fire Department Relief Association By-Laws to pay the President, Secretary, and Treasurer \$300 per year, a \$100 per year increase, seconded by Councilmember Mueller and motion unanimously carried. All Council members were present.*

Sanitary Sewer & Storm Sewer Improvements Project

Tabulation of Bids

- On Thursday, March 3, 2011, nine (9) bids were received for the City of Hamburg Sanitary Sewer and Storm Sewer Improvement project. The bids ranged from a high of \$1,288,305.36 to a low of \$846,590.25 for the Base Bid only. The low bid for the Base Bid was submitted by Chard Tiling & Excavating, Inc. for the amount of \$846,590.25.

Hamburg City Council Meeting March 8, 2011

- *Councilmember Mueller moved to adopt Resolution Number 2011-08 awarding the bid to Chard Tiling & Excavating, Inc. for the Base Bid of \$846,590.25 plus all four (4) Alternatives as stated, seconded by Councilmember Trebesch and motion unanimously carried. All Council members were present.*

Service Connections

- S.E.H. will be doing the inspection for the service connections.

Stating Date

- The estimated start date for the project is mid April, weather permitting.

Assessment Options

- Option 1 – This formula is similar to the 1978 City-Wide Project.
- Option 2 – This formula was based on a grant amount but the time has past and no grant money will be received.
- Council discussed and decided to proceed with Option 1.
 - City Clerk Gruenhagen will work on updating Option 1 and will present the estimated assessment for Councils approval at the next Council meeting on March 22.
 - The approved assessment has to be submitted to S.E.H. by March 25, 2011.

Financing Options

- City Clerk Gruenhagen will be working with the Cities financial advisors, Abdo, Eick & Meyers. The first week in April the financing options should be ready for Councils review.

Dennis' Report (Public Works & Utilities)

Project List

- Item #17 – Repairs to Hall Canopy
 - The League of Minnesota Cities (Hamburg's Insurance Company) paid the invoice amount of \$5,767.24 submitted by K&K Services less the property deductible of \$250.00
 - Council discussed and decided to have the City pay the additional cost of \$500 for Engineering Fees. This cost was for cosmetic repairs which the insurance company will not pay for. Also pay \$284.25 to K&K for completion of the north ramp wall. Total amount the City will pay for the repair will be \$1034.25.
- Item #13 – Bids for Handicap Bathroom in Community Hall
 - City Clerk Gruenhagen checked into the building code regulation if adding a Handicap Bathroom in the Hall would require a Fire Suppression Unit.
 - According to code a fire suppression unit does not have to be installed unless the occupancy of the building changes.
 - Maintenance Worker Byerly was instructed to contact all companies interested in putting in a bid to build the handicap bathroom to have their bids in by March 22, 2011.

G&K Contract for Cleaning Supplies

- Deputy Clerk Block asked G&K to itemize in more detail what supplies are being purchased by the City. Example would be to itemize what is all included in the miscellaneous total instead of just Misc. - \$200. The driver for G&K said it would be no problem and the next billing will be broken down into specific categories.
- Maintenance Worker Byerly will contact other cleaning supply companies to get their pricing on the same items the city is using now. Maintenance Worker Byerly can then decide what company would be the best to order from.

Hamburg City Council Meeting March 8, 2011

Industrial Storm Water General Permit – No Exposure Exclusion Certification

- City Clerk Gruenhagen is working on this to get it renewed.

Estimates for Pallet Fork (Bobcat)

- Council discussed whether to purchase a pallet fork for the cities Bobcat or to borrow them from Wm. Mueller and Sons when they are needed. Council decided to purchase a pallet fork from Waconia Farm Supply.
- *Councilmember Mueller moved to purchase a pallet fork from Waconia Farm Supply for their quoted amount of \$742, seconded by Councilmember Trebesch and motion unanimously carried. All Council members were present.*

Lawnmower

- Council discussed Waconia Farm Supply annual Spring Tune-Up promotion and decided that the price was too high for what could be done by Maintenance Worker Byerly.
- Council also instructed Maintenance Worker Byerly to check on the cities lawnmower that was taken to Waconia Farm Supply over a month ago to have an oil leak fixed.

Water Treatment Plant Generator

- Council discussed and decided someone should come out this summer to check the generator unit. Council will discuss putting out bids at a later Council meeting.

Water Wells Usage/Water Consumption for 2010

- Council discussed and decided to have Maintenance Worker Byerly contact Rural Water asking them to come out this spring to do locate and leak detection.

MN Water/Wastewater Agency Response Network (MnWarn) Update

- Maintenance Worker Byerly will be working on filling out the paper work to apply for membership in MnWarn. City Clerk Gruenhagen will draft a resolution and agreement for Council to approve.

Shop Garage Door

- Maintenance Worker Byerly accidentally damaged the Shop garage door. City Clerk Gruenhagen will work with the League of MN Cities Insurance on filling a claim.
- Council asked Maintenance Worker Byerly to check into why the garage door does not have a safety sensor and if one is required.

Key for Elmwood and Eastwood Apartments

- Maintenance Worker Byerly is working on obtaining a key to read the meters.

Estimates for Energy Efficient Lights – Hall and Community Center

- Council discussed and asked Maintenance Worker Byerly to obtain estimates to replace the lights in the Hall and Community Center. Also to obtain clarification on the estimate's that are already received.

Deputy Clerk Report

Delinquent Utility Bills

- Diana Payne (350 Louisa Street) – Delinquent amount sent to Re/Max Advisors West for payment.
- Jon Reed (416 Jacob St) – Will pay \$100 on March 25th.
- Emily Siebold (625 Kim) – Delinquency letter sent 03/02/11 – Shut off March 15th.
- Betty Griffin (420 Maria Ave) – Unable to turn water off curb stop. Delinquent amount sent to Betty and Anit Elke (owner).
- Brian Cumiskey (724 Park) – Set up a payment date.
- Nick Nordin (419 Railroad St) – Home in foreclosure, delinquent amount was sent to Freddie Mac.
- Darrell Grams (410 Sophia Ave) – Set up a payment plan.

Hamburg City Council Meeting March 8, 2011

Location of Water Shut Off Form

- Council was given a copy of the Location of Water Shut-Off form for their review. This project is on Maintenance Worker Byerly's Project List to complete.

Project List

- Item #7 – Cover Office when Jeremy is out of the office.
 - Deputy Clerk Block will adjust her hours to cover the office on March 17 & 18 from 8:00 a.m. to 4:30 p.m. both days.
- Item #32 – Contact S.E.H. about helping with basic Phosphorous Plan
 - Project due date is 12/31/2014. City Clerk Gruenhagen will help Maintenance Worker Byerly with completing the project. Moved project to Jeremy and Dennis's Project lists.
- Item #33 – Research various companies for their cleaning supplies and find out when contract is up with G&K.
 - Contract end date 08/05/11 and gave Maintenance Worker Byerly the names of other supply companies. Moved project to Maintenance Worker Byerly's list.
- Item #34 – Follow up on Robb's Electric billing as to charge for labor when Maintenance Worker Byerly installed motor. Ask Robb's Electric to itemize their invoices.
 - Deputy Clerk Block called Robb's Electric and they will itemize their billing.
 - Moved project to Maintenance Worker Byerly's Project list to find out why charged for labor.
- Item #35 – Find out where the drain pipes in the shop floor come out.
 - Councilmember Mueller explained to other members of Council why this is needed and project was moved to Maintenance Worker Byerly's Project list.
- Item #36 – Order Councilmember Lund a City shirt.
 - Received order book from G & K. and shirts should be ordered by March 25, 2011.
- Item #38 – Call G & K requesting an itemized invoice.
 - G & K were called and the driver will itemize the invoices.
- Item #37 – Create an information pack to send new city residents.
 - Councilmember's gave their input as to what should be in the packet. City Clerk Gruenhagen and Deputy Clerk Block will update the packet.

City Clerk/Treasurer Report

C.U.P. for 953 Park Avenue (TCW)

- Bonnie Thaemert is requesting a change to her Conditional Use Permit. She would like to rent out the buildings on her property. To do this she will need to get a variance with the County because the County has a stipulation that to have a contractor's yard there must be a Homestead on the property.
- The request is in the preliminary stages and any further developments the City of Hamburg will be copied on.

2010 Policing Contract Refund (\$357.47)

- The City of Hamburg received a refund of \$357.47 from the 2010 Policing Contract.

2011 NYA Area Guide

- Council discussed and decided to advertize the Hamburg Hall as a Wedding and Banquet facility in the NYA 2011 Annual Guide.
- *Councilmember Barnes moved to advertize the Hamburg Hall in the 2011 NYA Guide with a half page ad in the amount of \$339.00, Councilmember Mueller seconded and motion unanimously carried. All Council members were present.*

Hamburg City Council Meeting

March 8, 2011

January Cash Flow Statement

- City Clerk Gruenhagen will be giving Council a monthly cash flow breakout for their review. During this years audit the auditors mentioned that this should be in the Agenda packets.

2010 Financial Audit (Abdo, Eick & Myers)

- An overview of the Cities 2010 Financial Audit will be presented to Council at the next Council meeting on March 22nd.

Project List

- Item #12 – Obtain key to Fred Paweks’ apartments is being worked on by Mayor Malz.
- Item #13 – Follow up with Shawn about completing the wiring at the water tower.
 - This has been corrected however an electrical inspection still needs to be completed.
- Item #14 – Update the Cities Website.
 - City Clerk Gruenhagen is working on this.
- Item #15 – Follow up on the title transfers for the FD trucks.
 - City Clerk Gruenhagen is working with Fire Chief Brad Droege on this.
- Item #16 – Contact electricians to provide updated estimates to install the new Civil Defense Siren.
 - Tim Walsh (County Emergency Management Director) was contacted asking if the County could create a RFP for the installation because all cities have to upgrade.
- Item #17 – Contact Waste Management 90 days before July 31st that the city is going out for bids.
 - City Clerk Gruenhagen will work on this to make sure this gets done.
- Item #18 – Check building code regulations for Hall handicap bathroom.
 - This has been completed and reported to Council.
- Item #19 - Put on List Serve if other cities charge apartment’s for water by the unit or as just one unit.
 - Has not been done.
- Item #20 – Talk with City Attorney Mac about additionally insured coverage for the Hall (liquor liability).
 - City Clerk Gruenhagen is working with Mac on this.

Special Meetings

- Council has been asked to keep track of any Special Meetings they have attended through out the year. Deputy Clerk Block can enter them on a spreadsheet for end of year payment.

Approve Payment of March 2011 Claims

- *Councilmember Barnes moved to approve the March 2011 Claims list from check number 14915 to 14941 plus the two (2) ACH payments, Councilmember Trebesch seconded and motion unanimously carried. All Council members were present.*

City Council Reports

Councilmember Mueller (Sewer & Water)

- Councilmember Mueller mentioned that the water at his home has dark specks in it.
 - Maintenance Worker Byerly will monitor the water.

Councilmember Lund (Streets) – Had nothing further to report.

Councilmember Trebesch (Buildings)

- Councilmember Trebesch asked when the land purchase from Brian Cumiskey would be completed.
 - Council would like this completed by the end of April 2011.
 - City Clerk Gruenhagen will send out a reminder.

Hamburg City Council Meeting
March 8, 2011

Councilmember Barnes (Parks)

- The boarder for the play ground equipment was ordered and Councilmember Barnes will pick it up in Delano when received in.
- Councilmember Barnes will also contact Viking Distributing to come out and replace the pop lines and guns at the Hall. This will be done with no cost to the city.

Mayor Malz

- Mayor Malz commented that during the Accel meeting last Thursday it was mentioned that this years flooding could be worse than the one in 1965.

Councilmember Mueller moved to adjourn the Hamburg City Council meeting at 8:53 p.m., seconded by Councilmember Trebesch and motion unanimously carried. All Council members were present

Submitted by:

Sue Block
Deputy Clerk