

Hamburg City Council Meeting

August 24, 2010

Acting Mayor Mueller called the Hamburg City Council meeting to order at 7:01 p.m. Councilmember Steve Trebesch, Councilmember Brian Cummiskey, City Clerk Jeremy Gruenhagen, Maintenance Worker Dennis Byerly, and Fire Chief Brad Droege were in attendance. Chris Lund (612 Kim Avenue) was also in attendance. Mayor Richard Malz, Councilmember John Barnes and Deputy Clerk Sue Block were absent.

Agenda Review (Added Items) and Adoption

- Added – 2010 August Claims List
- Added – Small Cities Grant Summary
- Added – Letter from the Minnesota Pollution Control Agency
- Added – Letter from the Minnesota Valley Regional Rail Authority
- *Councilmember Cummiskey moved to adopt the agenda with the four additions, seconded by Councilmember Trebesch and motion carried. All Council members present voted aye. Mayor Malz and Councilmember Barnes were absent.*

Review Claims List for August 2010

- Council discussed different options and cost for paper towels other than using single fold towels purchased from CCP Industries.

Approve Minutes for July 27, 2010 and August 12, 2010

- *Councilmember Trebesch moved to adopt the July 27, 2010 and August 12, 2010 City Council Minutes, seconded by Councilmember Cummiskey and motion carried. All Council members present voted aye. Mayor Malz and Councilmember Barnes were absent.*

Old City Business

- Remove item #3 – Bid and build Handicap Bathroom in Hall.
- Item #4 – Projector Screen, Projector, and Sound System
 - City Clerk Gruenhagen spoke with Tom Simmons (NYA) and he sees no problem with the City of Hamburg using the Mediacom Franchise Fee fund to purchase the requested items (sound system, projector, and projector screen).
 - The request will have to be brought before the NYA Council for final approval.
- Item #5 – Repair Hall Canopy will be discussed in the Public Works & Utilities report.
- Item #6 – Closing the Pond gates this Saturday will be Councilmember Mueller.
- Remove item #9 – Discuss Mayor and Council wages. Council agreed not to increase wages.
- Remove item #10 – Pre-Budget Meeting was just held.

Fire Department Report

US Fish & Wildlife Grant/DNR Grant

- The Fire Department received a \$450 DNR Grant.

FEMA Grant

- No information on the FEMA Grant.

Hamburg Fire Department Officers – Selection vs. Election

- City Clerk Gruenhagen is waiting for information from Chris White (League of MN Cities) about the pros and cons of appointing or going through a hiring process.

New Paging System

- Four Fire Departments within Carver County (Chanhassen, Watertown, Mayer, and Victoria) are working on obtaining new pagers. The new paging system would call individuals cell phones in areas where the current pagers do not work.

Training Grant

- A State Grant for approximately \$2,800 was applied for.

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Mediacom Franchise Fund

- Fire Chief Droege brought up again the usage of the Mediacom Franchise Fund to purchase a projector screen and projector for the Hamburg Community Center.
- Council and Fire Chief Droege discussed where to put the projector and screen.
- Fire Chief Droege suggested looking at the projector and screen purchased by the Norwood/Young America City Council and purchasing the same kind.
 - City Clerk Gruenhagen will contact the City of NYA on purchasing a similar projector and screen.

Debriefing for FD Members

- Due to the tragedy that happened two weeks ago to a retired Hamburg Fire Fighter the Hamburg Fire Department members went through a debriefing.

Donation of Cement Work for Fire Hall Door

- K&K Carpentry Services donated their work on the installation of a cement slab by the Fire Hall back door. A donation letter was sent to K&K for tax purposes and a Thank-You letter was also sent.

National Night Out

- National Night Out was a success.
- Next year the planning for the event should start in May or early June.

Proposed 2011 Budget Items

- Fire Chief Droege was going to bring up wages but since Council had already decided on no wage increase he decided not to comment on the subject.
- The Hamburg Fire Department is over budget in their Repair Fund. Fire Chief Droege thought that the money received from the Green Isle fire service call (July 2009) would have decreased the amount they are over budget.
 - City Clerk Gruenhagen responded that all the money reimbursed is accounted for in the General Fund. The Fire Department is part of the General Fund so whatever comes back to the City goes in the General Fund. About \$4,000 from the Green Isle fire payment will go towards the Hamburg Fire Department Repair Fund.
- Fire Chief Droege requested the amount budgeted for Rescue Reserves stay at \$600 due to possible increased daytime calls.
- Fire Chief Droege would like the Truck Replacement Fund added back into the 2011 Budget.
- **Debt Service Fund (2010 Certificate of Indebtedness)**
- Fire Chief Droege and Council discussed how to break down the Cities portion (payment) for the 2001 Heavy Duty International Rescue Truck.
 - For budget reasons City Clerk Gruenhagen will have to know what amount is coming from the FD Relief Association and what amount the City will have to cover. This information is needed in order to set the Proposed Tax Levy for 2011.
 - The Fire Department was asking \$17,500 for the old Rescue Truck but has dropped the price to \$15,000. This money was to be used towards (cities) payment for the 2001 HD Rescue Truck. This has created a budget shortfall for the old Rescue Truck has not sold.
 - Fire Chief Droege commented that the FD Relief Association committed to \$20,000 towards the purchase if the City lost all its LGA.
 - City Clerk Gruenhagen responded that the principal payment due right now is \$19,700 and \$4,432.50 is due for interest totaling \$24,132.50. A total of \$15,160 will be received from the two Townships for their agreed upon share of the Rescue Truck This leaves the City with a balance still owed of \$8,972.50 for 2011.
 - Council stated that they understood the original agreement for the purchase of the 2001 International HD Rescue Truck was that “NO” City tax dollars would be used

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- (or needed) for the purchase of the new HD Rescue Truck.
 - Fire Chief Droege concluded that it was his understanding that if the City did not loose any LGA they would help pay for the International HD Rescue Truck.
 - The FD Relief Association was going to pay \$20,000 and another \$15,000 would be from the sale of the old Rescue Truck.
- City Clerk Gruenhagen and Council agreed to budget \$8,973 (Property Tax Line Item) to cover the payment on the Certificate of Indebtedness. This amount will be collected through the proposed tax levy in the 2011 preliminary budget. The Relief Association will make a donation towards the end of the year.

Dennis' Report (Public Works & Utilities)

Mock OSHA Inspection – July 14th, 2010

- Maintenance Worker Byerly is continuing to work on correcting the items listed.

Loss Control Follow Up Letter from LMCIT

- The only item left to complete is the railing on the east side of the city shop doors.

City Shop Driveway/Sidewalk Update

- There were additional costs to the project of about \$930. This was for a 6 x 6 area of new sidewalk, 6' x 9' cement area that was tore out and replaced were the old Fire Department sign had been and an additional 24 feet of curb.
- Maintenance Worker Byerly was asked by Council to locate where the Shop floor drains come out. Once located he should then cut them off and put a sump pump in the City Shop to keep rain water from coming in through the drains.
 - Council discussed how Maintenance Worker Byerly could locate the pipe.

City Sidewalk across from Parkside Tavern

- Hanson & Vasek Construction provided an estimate on redoing the sidewalk along (361) Henrietta Avenue. The amount was roughly \$7,500 for a six inch (deep) by six foot (wide) sidewalk going directly behind the curb.

Community Hall Ramp Canopy Repairs (Estimates)

- Council discussed the repair of the Community Hall Ramp Canopy and decided to continue to receive estimates until the next Council meeting.

Water Tower Cleaning and Stand Pipe Repair

- There is one more hole to patch in the stand pipe.
- The Water Tower was cleaned and everything looked good inside.
 - It is recommended that every two years the water tower should be cleaned and inspected.
- The Water Tower has been primed but not painted this will be done at a later date.

Water Well Usage/Water Consumption for 2010

- Water consumption for un-metered water has gone up from last month.
- Council discussed what could be causing the fluctuation in usage.
- Council decided to only use pump #2 for the month of September to see if this would affect the month's usage.
 - To help clarify, Pump #1 is at the old water treatment well and this well is only used in an emergency. Pump #2 and Pump #3 are located in the new Water Treatment Building.

Project List (Added Items)

- The meter and a pump at Lift Station have not been working correctly. North Star Pump was called out to check what the problem could be. They found a chunk of cement had fallen in and gotten lodged in the pump and also a wire to a meter (readings) was loose.

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- The pump will have to be re-sleeved.
- There was a water leak at the Baseball Field (meter) and it has been repaired.
- Air Dryer in the Hall women's bathroom broke. Council decided to have Maintenance Worker Byerly order a new one.
- Council discussed what to do with the City Office flooring. The floor is beyond repair. Council decided to check with Adam Glander.

Deputy Clerk Report

Delinquent Utility Bills

- Diana Payne (350 Louisa St) – Home is in foreclosure – no information on who to contact.
- Chris Tordsen (618 Kim Ave) – Home is in foreclosure – MN Abstract & Title Co. requested assessment & utility search.
- Nick Nordin (419 Railroad St – Utility bill will be paid in full at time of closing.

Refund (\$260) for MCFOA Conference

- The full refund in the amount of \$260 (registration free) was received from MCFOA Conference that Deputy Clerk Block was going to attend. Due to a medical leave for one of the Cities employees she was unable to attend.

City Clerk/Treasurer Report

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

- The good news is that the City of Hamburg is on the 2011 Project Priority List. The bad news is that PCA has come out with its ruling that the Storm Sewer will not be eligible for PFA funding.
 - Roughly \$900,000 of the project will not be put towards the 2011 Project Priority Listing for Clean Water Projects.
 - City Clerk Gruenhagen will contact Ron Seymour (S.E.H.) to find out if the City of Hamburg can get on the PPL Storm Water Funding list.
 - City Clerk Gruenhagen will check on the City of Hamburg's rank in the 2011 Project Priority List.
- Easements for Project
 - City Attorney Mac has drafted a letter to be mailed to the County for approval for the easement at 470 Brad Street.
 - Thomas Siebold signed his easements.
 - Sonny Kleman is requesting that whatever footage he agrees to for the two easements going across his property he wants that amount deducted from his assessment.
 - Council discussed the possibility of re-routing the storm and sewer lines around his property thus eliminating the need for the easements. The Council agreed to reroute the storm sewer line towards Brad Street.
 - Council discussed how to obtain the required easements from the property owners at 631 Parke Ave (Mackenthun Estate) and 625 Park Ave (David & Diane Mackenthun). They have shown no interest in working with the City so the project can move forward.
- Easements Needed For Placement Of Lines In Private Property.
 - Mackenthun - 625 Park Ave
 - Kleman - 619 Park Ave – Storm Sewer will be rerouted around his property
 - State of Minnesota Trust (Carver County) – should be signed within the next month
 - Cummiskey - 724 Park Avenue

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- Easements Requested For Only Digging/Trenching In Private Property.
 - Panning - 631 Kim Avenue – Has verbally agreed to sign a temporary easement.
 - Mackenthun Estate - 631 Park Avenue – No definite decision received from residents
 - EFN Investments - 613 Park Avenue – Storm Sewer may be rerouted, eliminating the need for an easement.
 - Schoeppner/Alling - 619 Park Avenue – Have indicated that they will sign easement.
 - Klugherz/Hammers - 613 David Ave – No definite decision received from residents.
- Easements Requested For Access In Order To Do Digging/Connecting Sewer Services
 - Kleman – 619 Park Ave.
 - Mackenthun – 626 Park Ave
- Council discussed and decided to have City Clerk Gruenhagen contact City Attorney Mac about Legal Options and Legal Costs to obtain remaining easements.
 - City Clerk Gruenhagen will also talk with City Attorney and Doug Parrott (S.E.H.) about Panning and Schoeppner agreeing to sign temporary easements.

CCWMO Cost Share Fund Application

- The County has approved the 2011 Cost Share Funding for the I&I project.
- The City of Hamburg should be receiving about \$10,000 towards the pond construction.

I/I Grant Program (Metropolitan Council)

- The City of Hamburg is not eligible for the I&I Grant from Met Council. The grant is for cities connected to the Met Council Metro Sewer Line.

Variance Request for 775 Park Avenue

- *Councilmember Cummiskey moved to hold a Public Hearing on September 14, 2010 at 6:50 p.m. for the variance request at 775 Park Avenue, seconded by Councilmember/Acting Mayor Mueller and motion carried. All Council members present voted aye. Mayor Malz and Councilmember Barnes were absent.*

Ordinance Change – Uncovered Deck Set Backs

- *Councilmember Cummiskey moved to hold a Public Hearing for September 14, 2010 at 6:45 p.m. for changing the current Zoning Ordinance set back requirement for uncovered decks from 35 feet to 15 feet, seconded by Councilmember Trebesch and motion carried. All Council members present voted aye. Mayor Malz and Councilmember Barnes were absent.*

2011/2012 Joint Assessment Agreement with Carver County

- *Councilmember Cummiskey moved to approve the Service Agreement for Joint Assessment with Carver County, Councilmember Trebesch seconded and motion carried. All Council members present voted aye. Mayor Malz and Councilmember Barnes were absent.*

Equipment Sharing Agreement with Carver County

- Melchert – Hubert – Sjodin, PLLP represent various municipalities in Carver County and are requesting the City of Hamburg sign a waiver of potential conflict interest agreement regarding the Equipment Sharing Agreement with Carver County.
- *Councilmember Cummiskey moved to approve the Waiver of Potential Conflict of Interest Regarding Equipment Sharing, seconded by Councilmember Trebesch and motion carried. All Council members present voted aye. Mayor Malz and Councilmember Barnes were absent.*

Property/Casualty Insurance Renewal

- Council discussed if the City should require additional liquor liability coverage for Hall rentals.
- No decision was made at this time.

2011 Preliminary Budget

- 2010 Budget Items to Consider
 - Items to be completed yet this year will be largely determined by the final cost to repair the

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- Hall Canopy.
- Cash flow estimates will be looked at towards the end of the 2010. The City is pushing towards a six to eight month cash flow. The requirement suggested for a City is a five to six month cash flow. Later this year the Council will discuss taking any excess monies and putting it towards the 2011 budget and/or set the money aside for future Capital purchases.
- Council discussed purchasing a small used truck for Maintenance Worker Byerly and decided to put it on the Budget Items to Consider (Wish List).
- 2011 Budget Items to Consider
 - 2011 Policing Model (Proposed Reduction of one full time employee.)
 - City Council Wages/Employee Wages for 2011
 - Set of forks for the Bobcat – Council added \$700 in the 2011 Proposed Budget for this item.
 - New Generator for Lift Station – Current generator is around 30 years old.
 - Maintenance Worker Byerly will be asked to check into pricing for a new one.
 - 2011 Certified LGA (\$58,777)
 - Council had previously discussed and decided not to add the 2011 LGA into the 2011 Budget. This money may or may not be received (in full) from the State of MN.
- Set Date for Next Budget Workshop Meeting
 - *Councilmember Cummiskey moved to set the next 2011 Budget Workshop meeting on August 31, 2010 at 7:30 p.m., seconded by Councilmember Trebesch and motion carried. All Council members present voted aye. Mayor Malz and Councilmember Barnes were absent.*

Request for Time-Off (September 7, 2010)

- City Clerk Gruenhagen requested September 7, 2010 off.
 - *Councilmember Trebesch moved to approve City Clerk Gruenhagen request for September 7, 2010 off, seconded by Councilmember Cummiskey and motion carried. All Council members present voted aye. Mayor Malz and Councilmember Barnes were absent.*

Portable Restroom (Park)

- Council discussed and decided to have the Park Portable Restroom removed on September 28, 2010.

Minnesota Valley Regional Rail Authority

- The Minnesota Valley Regional Rail Authority submitted a new MVRRA Fee Schedule. The fee amount for Hamburg will be \$450 for the year 2011. The fee amount for 2010 was \$216.73.

City Council Reports

Councilmember Mueller (Sewer & Water)

- Councilmember Mueller commented on his disapproval of the paper singling out Councilmember Cummiskey for not yet signing his easement.
 - City Clerk Gruenhagen added that he had spoken with the Cummiskey's on what was printed in the paper, where they basically singling out Councilmember Cummiskey, but did not list anyone else who has not signed.
 - City Clerk Gruenhagen wanted it on record that he did reply to the editor of the article that he should have listed all the people where easements need to be obtained. City Clerk Gruenhagen wanted it on record that what was written did not come from him. It was also stated in the article that stated people had not come in to him to give reasons why they have not signed. City Clerk Gruenhagen commented that people have not come in to do any further negotiations. People have given him reasons why they are not signing.

Councilmember Cummiskey had nothing further to report

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Councilmember Trebesch had nothing further to report.

Councilmember Barnes (Parks) was absent.

Mayor Malz was absent.

Approve Claims List for August 2010

Claims List August 2010

- *Councilmember Trebesch moved to approve the August Claims List from claim number 14560 through 14601 plus the four (4) ACH payment, seconded by Councilmember Cummiskey and motion carried. All Council members present voted aye. Mayor Malz and Councilmember Barnes were absent.*

Councilmember Trebesch moved to adjourn the Hamburg City Council meeting at 8:57 p.m., seconded by Councilmember Cummiskey and motion carried. All Council members present voted aye. Mayor Malz and Councilmember Barnes were absent.

Submitted by:

Sue Block
Deputy Clerk