

**HAMBURG CITY COUNCIL MEETING  
OCTOBER 14, 2014**

Mayor Richard Malz called the Hamburg City Council Meeting to order at 7:04 p.m. Councilmember Steve Trebesch, Councilmember Chris Lund, Councilmember Robert Gregonis, Councilmember Richard Odoms, City Clerk Jeremy Gruenhagen, Maintenance Worker Greg Schultz, Deputy Clerk Cherie Smith, Fire Chief Justin Buckentin, Chief Two Adam Glander, and Captain One/Training Office Chris Petz were in attendance. Also present were Jeff Nielsen CEO of UFC, Doug Hoffman Director of Safety/Compliance for UFC, Butch Altmann Vice-President of Agronomy for UFC, Darv Turbes from UFC, and Jim Oelfke Board Member from UFC.

**Public Comment**

- No Public Comment

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

- Added – Updated October Claims List
- Added – Updated Delinquent Utility Bills Report (Consent Agenda)
- Added – Temporary On-Sale Liquor License for Hamburg Lions Club for November 21, 2014 to Consent Agenda.
- Remove – Ordinance 147 from Consent Agenda to discuss under City Clerk/Treasurer Report.
- **Councilmember Lund moved to approve the Agenda with the added items, and also removing Ordinance 147 from the Consent Agenda and adding it to the City Clerk Report, seconded by Councilmember Trebesch and motion unanimously carried. All Council members were present.**

**Approve Consent Agenda**

- Approve Minutes for July 8, 2014, August 5, 2014 & August 19, 2014
- Cash Flow Statements for July & August 2014
- Approve MN Lawful Gambling Permit for Hamburg Lions Club (11/21/14)
- Approve Temporary On-Sale Liquor License for Hamburg Lions Club for 10/18/14 and 11/21/14
- Draft 2040 Housing Plan/Revise Preliminary Met Council 2040 Forecasts
- Time Off Request for Jeremy Gruenhagen
- Delinquent Utility Bills Report
- **Councilmember Odoms moved to approve the Consent Agenda with the removal of Ordinance 147 and the addition of the temporary on-sale liquor license for Hamburg Lions Club on November 21, 2014, seconded by Councilmember Trebesch and motion unanimously carried. All Council members were present.**

**Fire Department Report**

- UFC Fertilizer Facility (Engineering Review Request by HFD)
  - UFC will be opening a fertilizer facility within the fire district. The Hamburg Fire Department has been in contact with the State Fire Marshall Board to receive help in preparing for this type of business. The State Fire Marshall Board suggested having an Independent Review completed. Training Officer Chris Petz informed the Council that UFC completed the review and he received that report shortly before the Council Meeting tonight. The fire department will be looking at that review and working directly with UFC if there are any further questions.

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- Jeff Nielsen, CEO of UFC, updated the City Council on the plans of the UFC fertilizer site in the fire district.
- Doug Hoffmann, Director of Safety/Compliance for UFC, briefed the City Council on the Risk Management Plan and the Emergency Action Plan prepared for this site. He also stated that the Hamburg Fire Department will be having an on-site training at the fertilizer site on Monday, October 20<sup>th</sup>.
- **Retirement of Firefighter Brenda Jurek and Firefighter Gene Stier**
  - **Councilmember Odoms moved to accept the retirement requests from Firefighter Brenda Jurek and Firefighter Gene Stier, seconded by Councilmember Trebesch and motion unanimously carried. All Council members were present.**
- **Fire Department Officers/Elections/Officer Wages for 2015**
  - The fire department discussed the officer positions and the wages for the officers and decided to make a few changes. The department will keep the Fire Chief and Chief Two, but will be making Chief Three the Training Officer also. Captain One will also be the Medical Officer and the Assistant Training Officer and Captain Two will be the Equipment Officer. The Secretary will also be an officer. All the officers will receive \$400 annually and the Chief will receive \$1,000 annually starting in 2015. This will result in an additional \$150 in wages for 2015. These amounts will be addressed when the City Fees are adopted in December.
- **DNR Grant (Fire Gear)**
  - The department will be purchasing two sets of Globe Gear thru the DNR Grant that the fire department is receiving. This is a matching grant.
- **DOT Inspections**
  - Engine 11, Engine 12, and Rescue 11 were inspected this year. Rescue 11 and Engine 12 passed inspection. Engine 12 had a broken heater hose that was fixed today. Rescue 11 had a leak on the muffler, the air conditioning wasn't working, and it was leaking oil. These problems will be getting fixed later this week. Engine 11 failed DOT inspection due to worn rear tires. **Councilmember Odoms moved to replace the four tires on Engine 11 and also fix the shut off valve on Engine 11 with the cost not to exceed the estimate as presented to Chief Buckentin, Councilmember Trebesch seconded and motion unanimously carried. All council members were present.**
- **HFDRA Pension Increase for 2015**
  - A \$25.00 increase for the 2015 pension was approved at the September 16, 2014 meeting.

**Old City Business (Memo)**

- Annexation of Cummiskey Property
  - City Clerk Gruenhagen is working on a letter to send to the Cummiskey's about the possible annexation of their property.

**Public Works & Utilities Department Report**

- City Shop Garage Door (Insurance Claim)
  - The garage door for the City Shop has been replaced and the claim has been turned in to insurance.
- Roof on Community Hall
  - Jason Yutcy with Conklin Roofing Products looked at the roof at the Community Hall and determined that it won't work to just to fix the cracks on the roof. He suggested to do core

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samples to determine the extent of the damage. He will be back next week to look at the roof further and to give the City an estimate.

- Roof on Lions Shelter at Park
  - Dan Oelfke removed the nails and replaced them with screws. He will return in Spring when it is raining to check for leaks and to check if there are other places where nails need to be replaced.
- Weeds on City Grounds
  - Greg has most of the City grounds sprayed for weeds. Greg suggested adding funds to the 2015 Budget to purchase a sprayer for the City as he is currently using his personal sprayer to spray City grounds.
- Snowblower for City
  - The City budgeted \$1,000 in the 2014 Budget to purchase a snow blower. Greg will look into purchasing a snow blower for no more than \$1,000.
- Estimates for City Shop Heaters
  - The City received an estimate from Metro Air (\$4,900) and West Metro Mechanical Inc. (\$3,592.25) for two heaters for the City Shop. **Councilmember Odoms moved to accept the bid from West Metro Mechanical for \$3,592.25 for two heaters for the City Shop and to get at least two bids for the electrical work, Councilmember Trebesch seconded and motion unanimously carried. All Council members were present.**
  - **Councilmember Trebesch moved to have Greg receive two estimates for wiring the two new heaters in the Shop and to use the company with the lowest bid, Councilmember Odoms seconded and motion unanimously carried. All Council members were present.**
- Fence for Lift Station
  - Greg will be installing a 4 foot privacy fence at the lift station.
- Estimate for LED Light/GFI
  - The City received an estimate from Robb's Electric for the LED Light and GFI Outlet (\$610) and Generator Cord (\$555) for the Grinder Station. A discount of \$125 will be given if both projects are done at the same time. **Councilmember Odoms moved to accept the bid from Robb's Electric to install the LED Light and GFI which should include the same type of light that is at the Liftstation that is controlled by a photo cell, a ground faulted outlet, a weather proof generator input and a new male and female plug on the cord for the price given on the estimate (\$1,040), Councilmember Trebesch seconded and motion unanimously carried. All council members were present.**
- Councilmember Odoms stated that Greg needs a new phone in the City Shop because the phone in the Shop does not work.
- Water at the Park
  - The water is currently shut off at the park due to a leak in the bathrooms at the Park. Greg will contact Rural Water to see if they are able to help the City locate the leak in the bathroom.

**City Clerk/Treasurer Report**

- Portable Restroom Rental ( Park)
  - The portable restroom at the park will remain there until the end of October.

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- Post Office Hours
  - The City of Hamburg Post Office is now open 7:00 a.m. – 11:00 a.m. and also from 2:15 p.m. – 4:15p.m.
- The Streets will be swept when most of the leaves have fallen from the trees (early November).
- Greg will be flushing hydrants in the next few weeks. Greg will also be getting signs made that can be used on the A Frames to inform City residents of events in town such as hydrant flushing and National Night Out. The signs by the Fire Hall for Fire Department parking are not readable. Greg will be replacing those signs also.
- Change City Council Meeting for November 11, 2014
  - The November City Council meeting is scheduled for Tuesday, November 11, 2014, which is Veteran's Day. **Councilmember Odoms moved to change the November City Council Meeting to Monday, November 10, 2014 at 7:00 p.m., seconded by Councilmember Trebesch and motion unanimously carried. All Council members were present.**
- Jaguar Communications
  - Jeremy has left numerous messages with Jaguar Communication on the status of providing cable and internet services to the City of Hamburg but has not heard from them.
- All the paperwork for the Grinder Station repairs has been submitted to insurance.
- Ordinance Number 147
  - **Councilmember Lund moved to approve Ordinance Number 147 removing "not to exceed payment for two special meetings per month", seconded by Councilmember Trebesch and motion passed 4-1 with Councilmember Odoms opposing. All Council members were present.**
- Health Insurance Renewal
  - Jeremy has been researching different options for Health Care Insurance for next year. All the Insurance Plans have increased significantly due to the Affordable Health Care Act. The best plan Jeremy can find was with Health Partners. City Clerk Gruenhagen is going to keep researching for discussion at the November Council Meeting.

**Approve Payment of Added September 2014 Claims (\$11,340.11)**

**Councilmember Lund moved to approve the one ACH payment and check numbers 16981 through 16998 for a total of \$11,340.11, seconded by Councilmember Gregonis and motion unanimously carried. All Council members were present.**

**Approve Payment of October 2014 Claims (\$62,851.21)**

**Councilmember Lund moved to approve the five ACH payments and check numbers 16999 through 17035, for a total of \$62,851.21, seconded by Councilmember Odoms and motion unanimously carried. All Council members were present.**

**City Council Reports**

- Councilmember Gregonis (Streets)
  - Councilmember Gregonis mentioned that there is a hole by the hall that needs to be patched.

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- Councilmember Lund (Parks)
  - Councilmember Lund will be attending the Carver County Leaders meeting at the end of October. If anyone has any issues they would like addressed, please let Councilmember Lund know.

**Recess City Council Meeting**

Councilmember Lund moved to recess the City Council Meeting at 9:28 p.m., seconded by Councilmember Trebesch and motion unanimously carried. All Council members were present.

**Move to Open Closed Meeting for Employee Evaluation**

Councilmember Gregonis moved to open the Closed Meeting at 9:28 p.m. for Employee Evaluation for Deputy Clerk Cherie Smith, seconded by Councilmember Odoms and motion unanimously carried. All Council members were present.

**Move to Close Closed Meeting for Employee Evaluation**

Councilmember Odoms moved to close the Closed Meeting at 9:41 p.m. for Employee Evaluation for Deputy Clerk Cherie Smith, seconded by Councilmember Trebesch and motion unanimously carried. All Council members were present.

**Move to Reopen the City Council Meeting**

Councilmember Gregonis moved to reopen the City Council Meeting at 9:41 p.m., seconded by Councilmember Odoms and motion unanimously carried. All Council members were present.

**Employee Evaluation (6 Month Review) – Deputy Clerk**

Councilmember Odoms moved to give Deputy Clerk Cherie Smith a \$1.25/Hr. wage increase to \$12.25/Hour effective October 6, 2014, seconded by Councilmember Lund and motion unanimously carried. All members were present. Cherie Smith's 6 month anniversary was October 2, 2014.

**Adjourn City Council Meeting**

Councilmember Odoms moved to adjourn the Hamburg City Council meeting at 9:44 p.m., seconded by Councilmember Lund and motion unanimously carried. All Council members were present.

Submitted by:

Cherie Smith  
Deputy Clerk