

Hamburg City Council Meeting December 13, 2011

Mayor Malz called the Hamburg City Council meeting to order at 7:01 p.m. Councilmember Steve Trebesch, Councilmember Chris Lund, Councilmember John Barnes, Councilmember Larry Mueller, City Clerk Jeremy Gruenhagen, Deputy Clerk Sue Block, Fire Chief Brad Droege, and Maintenance Worker Dennis Byerly were in attendance. Also in attendance were Justin Black (S.E.H. – Hutchinson), John Rodeberg (S.E.H. – Hutchinson), and Justin Buckentin (Hamburg Fire Relief).

Public Comment – No one from the public was in attendance.

Agenda Review (Added Items) and Adoption

- Add – Carver County Sheriff's Report
- Updated – Delinquency Report
- Updated – Claims Report
- Remove from Consent Agenda – Minutes for September 27, 2011, October 11, 2011, and October 25, 2011.
- *Councilmember Mueller moved to approve the agenda with the added and removed items, seconded by Councilmember Trebesch and motion unanimously carried.*

Approve Consent Agenda

- Approve Resolution Number 2011-17
- Approve Resolution Number 2011-18
- Approve Contract for Policing Services for 2012 with Carver County
- Approve Cigarette License for Parkside Tavern (2012)
- Adopt Fund Balance Policy (GASB 54)
- Cancel December 27th City Council Meeting
 - Next City Council Meeting January 10, 2012
- Potential Refunding of Existing Debt (Memo from Ehlers)
- MAOSC December News Update (Traffic Sign Replacement)
- Water Usage Report for 2011
- Nuisance Letter(s) Report
- Delinquent Utility Bills Report
- Project Lists (City Employees)
- City Offices Closed December 23rd and 26th for Christmas Holiday
- *Councilmember Barnes moved to approve the Consent Agenda with the removal of the three City Council Meeting minutes, seconded by Councilmember Mueller and motion unanimously carried. All Council members were present.*

Fire Department Report

Fire Department Relief Association

- Justin Buckentin (FD Relief Association) updated Council on the Hamburg Fire Department Relief audit costs.
 - This years audit cost the Relief Association \$7,200 and after checking with other cities the next lowest audit cost was \$4,400. The Hamburg Relief Association has started to look for a different auditor for the 2012 audit, one that is more in line with other city auditor costs.

Firemens Banquet

- The Firemens Banquet & Dance will be held January 7, 2012 at the Hamburg Community Hall.

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Toy Drive

- The Hamburg Fire Department had a Toy Drive Breakfast and raised \$758 to purchase toys for the area Toy Drive.
- On Thursday, December 15, 2011, Hamburg, Norwood/YA, and Cologne Fire Departments will be collecting the donated toys for the annual Toy Drive. The toys will be delivered to the Southwest Food Shelf located in Norwood/Young America which benefits the three areas.

Gun Raffle

- Hamburg Fire Department hosted a gun raffle on December 10 with all tickets being sold.

Memorial for Public Servants (Protective Services Update)

- A lot of positive comments have been received about the Memorial.
- Next spring about \$8,000 to \$9,000 will be needed to finish the Public Servants Memorial.

FEMA Grant

- FEMA Grants should be out in December; so far HFD has not received a rejection notice.

HFD Elected Officers for 2012

- Fire Chief – Brad Droege
- 1st Assistant – Adam Glander
- 2nd Assistant – Justin Buckentin
- Training Officer – Jared Mackenthun
- Secretary/Treasurer – Brenda Jurek

Fire Department Accident on December 2, 2011

- Fire Chief Droege explained to Council as to what caused the accident on December 2nd between a civilian vehicle and the HFD Grass Rig.

City Engineers – S.E.H. Inc

City Engineers Justin Black & John Rodeberg

- Justin Black and John Rodeberg introduced themselves to Council as the new city S.E.H. Engineers. They will be serving the City from Hutchinson instead of the engineers from the Mankato S.E.H. office.
- Justin and John will be working on the following for the city;
 - Local Water Management Plan (June 2012)
 - Water Tower Maintenance Program
 - Phosphorus Management Plan (2014)
 - Street Maintenance Plan with Al Hahn

2012 Final Tax Levy and Final Budget (Set & Adopt)

No public in attendance to voice their opinions on the 2012 budget.

Utility Rate Study

- According to the Cities auditors (Abdo, Eick & Myers) the storm water rate should be set at \$31 a month. This would be for residential and commercial. City Clerk Gruenhagen also gave some variations on what could be charged to residents and commercial property to cover the storm sewer costs.
 - It was suggested to increase the storm water fee to \$16.75 for the 2012 budget. In 2012 Council will have to decide the storm water rates going forward.
- Rates to be set on January 10, 2012.

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City Fee Schedule for 2012 – Council discussed the following.

- Community Hall Rental Fee – increase by \$50 or \$100?
- Pop Rate – Look to increase rate due to increased pop fees.
- What to set the water, sewer, and/or storm sewer rates at.
- Election judges pay is now \$10 per hour should this amount be lowered to \$8 per hour?
- Council Special Meetings payment is now \$25 per meeting; increase to \$30 per meeting?
 - This would have to be changed by ordinance before the General Election in 2012 and would go into effect in 2013.
- *Councilmember Barnes moved to hold the Public Meeting for the City Fee schedule for January 10, 2012 at 6:45 p.m., seconded by Councilmember Mueller and motion unanimously carried. All Council members were present.*

2012 Final Budget – Council discussed the budget (as presented) and made the following changes;

- Equipment & Improvement Expenses for General Government Buildings were increased from \$3,000 to \$23,000 for the purchase of a light duty truck.
- 2012 Budgeted Transfer from the General Fund to Cities Savings account was reduced to \$12,000 from \$27,000.

City Clerk Gruenhagen and Council discussed reducing the 2012 Property Tax Levy by 2%. They also discussed moving \$25,000, fiscal year 2011, from the General Fund to Cities Saving Account for future Capital Purchases.

Councilmember Barnes moved to set the 2012 Levy at \$395,210, a two percent decrease (-2%), seconded by Councilmember Lund and motion unanimously carried. All Council members were present.

Councilmember Lund moved to approve the 2012 Final Budget with the changes as stated, seconded by Councilmember Trebesch and motion unanimously carried. All Council members were present.

Councilmember Mueller moved to approve transferring an additional \$25,000 from the General Fund to the Cities Savings Fund, fiscal year 2011, for future Capital purchases, seconded by Councilmember Barnes and motion unanimously carried. All Council members were present.

For the record no one from the public was present when Council set the 2012 Tax Levy and final 2012 Budget.

Sanitary Sewer & Storm Sewer Improvements Project

- The PFA loan disbursement should be finalized by the end of this month.
- The accident claim to Chard is still outstanding. If they have not paid by the end of the month it will be turned over to the City Attorney.

Old City Business (Memo)

Community Hall Cooler

- The Hamburg Lions Club volunteered to paint the Hall Cooler. Council did not have any objections.

City Clean Up Day (Spring 2012)

- City Clerk Gruenhagen will be meeting next Wednesday with Norwood/YA and Cologne to discuss setting a City Clean Up Day.
 - Council suggested including Young America Township in the event.

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2010 Census Count/Met Council Population Estimates

- This will be discussed next year (winter).

Public Works & Utilities Department Report

Utility Locator/Camera

- Have one more vendor to demo their camera.

Purchase Tables for Community Hall

- Council discussed what type of table they would like to have in the Community Center and the Hall.
 - Council decided to purchase 10 - 6' x 2' plastic tables for the Community Center and use the wood tables at the Hall.
- The Hamburg Lions Club is looking at round plastic tables for the Community Center.

Broken Side Mirror - City Truck

- Mayor Malz will pick up a side mirror for the City Maintenance truck.

Shop Organization

- Councilmember Mueller asked Maintenance Worker Byerly to organize his desk and tools in the City Shop area.

Keys for City Buildings

- Cologne Internet Service (ISP) Company requested a key to the water tower so they could have access to their equipment when needed instead of contacting the City office first.
 - Council discussed and decided not to allow the water tower keys to be given out. They also discussed changing the locks on all City buildings.

City Clerk/Treasurer Report

Employee Reviews

- All City employee reviews have been completed.
- Employees were given a 2% increase for 2012 wages.
- Health Insurance was changed to where the City will only contribute \$3,500 of the \$4,000 (deductible) contribution to Employees Health Savings Account.

Donations

- The Hamburg Lions Club donated \$250 to be used toward the purchase of the trees for the Park.
- A resolution accepting all donations will be made at the beginning of next year.

City Office Hours

- The City office will be closed December 23, 2011 and December 26, 2011 for the Christmas Holiday's, also January 2, 2012 for New Years Day.
- City Clerk Gruenhagen will be off December 22, 2011 and December 27, 2011.
 - Council discussed what hours Deputy Clerk Block should work and decided to have her work 9:00 to 4:00 on the days Jeremy is off.

Approve Payment of December 2011 Claims

Approve Payment of November 2011 Claims

- Council discussed claim #15345 to Dr. Dan's Refrigeration in the amount \$2,563.50 for work he had done on the Hall cooler. Council decided to hold the check until Dr. Dan can be contacted and ask if he would consider lower his cost.

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- *Councilmember Barnes moved to approve claim number 15334 through claim number 15381, less claim number 15345, and the three ACH payment, seconded by Councilmember Mueller and motion unanimously carried. All Council members were present.*

City Council Reports

Councilmember Mueller (Sewer & Water)

- Councilmember Mueller requested Maintenance Worker Byerly to clean up the shop area.

Councilmember Lund (Streets) – no further comments

Councilmember Trebesch (Buildings)

- Councilmember Trebesch reported that two street lights were out on Henrietta Ave.

Councilmember Barnes

- Councilmember Barnes questioned if the lights on the Memorial are on a timer.
 - Council commented that the lights on the statues are on a timer but the light on the flag is always on.

Mayor Malz

- Mayor Malz commented that the City keys keep walking off and should consider re-keying all the locks.
 - Council also suggested checking into the price of electric locks for all doors.

Adjourn City Council Meeting

- *Councilmember Lund moved to adjourn the Hamburg City Council meeting at 8:51p.m., seconded by Councilmember Barnes and motion unanimously carried.*

Submitted by:

Sue Block - Deputy Clerk