

Hamburg City Council Meeting

APRIL 14, 2015

Mayor Richard Malz called the Hamburg City Council Meeting to order at 7:00 p.m. Councilmember Steve Trebesch, Councilmember Chris Lund, Councilmember Robert Gregonis, Councilmember Richard Odoms, City Clerk Jeremy Gruenhagen, Maintenance Employee Greg Schultz, Deputy Clerk Cherie Smith, Fire Chief Justin Buckentin, Kelly Dohm of Melchert, Hubert, Sjodin and Bruce Gruenhagen of the Hamburg Lions Club were present.

Public Comment

- Bruce Gruenhagen representing the Hamburg Lions Club informed the City Council that the Hamburg Lions Club would like to install rope lights on the Band Stand, the Food Stand and part of the Shelter at the City Park to provide more light at the Park. The Lions would purchase the lights and also install them. **Councilmember Gregonis moved to approve the Lions to install rope lighting on the Band Stand, Food Stand and part of the Shelter at the City Park, seconded by Councilmember Odoms and motion unanimously carried. All Council members were present.**

Agenda Review (Added Items) and Adoption

- Temporary On Sale License for Hamburg Lions for May 16, 2015 – Consent Agenda
- February 2015 Cash Flow Statement – Consent Agenda
- City Electronic Recording Policy
- Code of Conduct Policy
- Statement of Values
- Updated March Claims List
- Updated April Claims List
- Updated Delinquent Utility Bills Report – Consent Agenda
- **Councilmember Lund 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 March 10, 2015 & March 24, 2015
- Approve Second April City Council Meeting for April 28, 2015 at 7:00 p.m.
- Approve 2015 Financial Statement
- Water Wells Usage/Water Consumption Report for March 2015
- January/February 2015 Cash Flow Statements
- Delinquent Utility Bills Report
- 2015 Severe Weather Awareness Week April 13 – 17
- Alcohol Server Awareness Training April 22, 2015 (CCGC)
- Carver County Recognition Evening April 28, 2015
- 2015 Zummerfest (Volunteer Help)
- Mediacom Channel Lineup Changes
- Time-off Request for Jeremy Gruenhagen



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- **Councilmember Lund moved to approve the Consent Agenda, seconded by Councilmember Trebesch and motion unanimously carried. All Council members were present.**

City Electronic Recording Policy/Code of Conduct Policy/Statement of Values

- City Attorney Kelly Dohm presented the City Council with three separate policies for the City Council to review. The first policy was a City Electronic Recording Policy. The second was a Code of Conduct policy and the last was a policy for the Statement of Values. The City Council discussed all three policies at length.
- **Councilmember Trebesch moved to adopt the City Electronic Recording Policy, seconded by Councilmember Gregonis and motion unanimously carried. All Council members were present.**
- **Councilmember Trebesch moved to adopt the Code of Conduct Policy to include changing the first line in section three from "City Clerk" to "City Clerk and/or Personnel Committee", seconded by Councilmember Gregonis and motion unanimously carried. All Council members were present.**
- **Councilmember Trebesch moved to adopt the Statement of Values Policy to include changing sub heading two from "The Values" to "The City Values" and changing sub heading three from "Value Examples/Expressions" to "City Values Examples/Expressions" and removing item #10 under City Values, seconded by Councilmember Gregonis and motion unanimously carried. All Council members were present.**

Fire Department Report

- Approve Firefighter Anthony Van Haften to HFD
 - Chief Buckentin informed the City Council that Anthony Van Haften has completed and cleared all paperwork but cannot be accepted as a fire fighter until he turns nineteen years old which will be on June 2, 2015.
 - **Councilmember Odoms moved to accept Anthony Van Haften as a member of the Hamburg Fire Department effective on his nineteenth birthday which is June 2, 2015, seconded by Councilmember Gregonis and motion unanimously carried. All Council members were present.**
- McLeod County Coop Grant (\$475)
 - The fire department received a \$475 grant from McLeod County for an anhydrous air monitor.
- Fire Hall Maintenance Items (SE Service Door/Lights)
 - Grade "A" Gutters have ordered the gutters, two downspouts and the snow guards for the East Side of the Community Center and will contact the City when they are ready to be installed.
 - The City will be receiving a second estimate to install an additional light switch in the Fire Hall by the East door.



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- Easter Egg Hunt March 29, 2015
 - The Easter Egg Hunt was held on March 29, 2015 at the Hamburg Community Hall. It was attended by 144 children and 98 adults. Chief Buckentin thanked all the volunteers who helped make the event a success.
- Grass Fire –April 1, 2015
 - The Hamburg Fire Department had three calls in two hours on April 1, 2015. Chief Buckentin thanked all those that helped at those three events including a couple retired fire fighters. Chief Buckentin asked City Clerk Gruenhagen if retired fire fighters would be covered under the City's Insurance if anything would happen during an event such as this one. City Clerk Gruenhagen will check into this with the League of Minnesota Cities.
- June 9th Regional Meeting/City Council Meeting
 - The Hamburg Fire Department will be hosting the Regional Meeting on June 9, 2015 at the Community Center. This is the same night as the June City Council Meeting. **Councilmember Odoms moved to change the June Hamburg City Council meeting from June 9, 2015 to June 16, 2015, seconded by Councilmember Lund and motion unanimously carried. All Council members were present.**
- Pork Chop Dinner April 19, 2015
 - The Hamburg Fire Department is hosting a Pork Chop Dinner/Open House on Sunday, April 19, 2015 from 10:00 a.m. – 2:00 p.m. in the truck bay area. The fire department will also have some gear setting out for the public to view.
- ISO Rating
 - Chief Buckentin informed the City Council that the department received the same ISO rating as they have received in the past.
- Severe Weather Awareness
 - A few members of the fire department attend the Sky Warn training that Carver County offered on April 9, 2015.
 - The sirens will be tested at 1:45 p.m. and 6:55 p.m. on April 16, 2015 in observance of Severe Weather Week.

Old City Business

- Clarke Mosquito Control Schedule
 - City Clerk Gruenhagen contacted Clarke Mosquito Control to inquire why the days to spray the City of Hamburg have changed from Thursday to Tuesday. Clarke Mosquito stated that three other cities have changed to Tuesday sprayings so to keep the cost down for the City of Hamburg; ours would also be switched to Tuesday sprayings.
 - The City of Hamburg signed a three year contract with Clark Mosquito Control last year with the intent to have Thursday sprayings. City Clerk Gruenhagen will contact them again and ask if the City of Hamburg can have Thursday sprayings with no increase of rates due to the City's three year contract and will report back to the City Council at the next council meeting.



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- 490 Brad Street Duplex/Single Family Home
 - The owner of the property of 490 Brad Street would like to put twin homes on that lot. However, there is only one service hook up for water/sewer on that property. The owner would like to build twin homes and not split the parcels and have only one hook up for water/sewer. He would own the homes and rent those homes out.
 - The City Council discussed if it would be better to put another service hook up in for twin homes. The owner stated if the City requires another service hook up, then he would look at putting in a single family home on that lot due to hook-up costs.
 - City Clerk Gruenhagen is going to ask the owner of this property to come to the next Council meeting to discuss this situation with the City Council.

Public Works & Utilities Department Report

- Removal of Stumps
 - Nine stumps have been removed around town. Maintenance Employee Schultz will get black dirt from Wm. Mueller and Sons to fill those holes.
- Jetter
 - The Jetter is ready to sell. City Clerk Gruenhagen and Maintenance Employee Schultz will work together to advertise the Jetter with different agencies.
- Leveling Bar
 - There is \$600 in the 2015 Budget to purchase a leveling bar. Maintenance Employee Schultz received an estimate to have a leveling bar made for \$850 from OEM Services. He received a second estimate from Lano Equipment for \$1350 to purchase a new leveling bar. The leveling bar would be used to maintain the alleys around town. Maintenance Employee Schultz requested an additional \$250 to purchase a leveling bar from OEM Services. **Councilmember Trebesch moved to purchase the leveling bar from OEM Services for \$850, seconded by Councilmember Gregonis and motion passed unanimously. All Council members were present.**
- Pond Stabilization Seminar
 - City Clerk Gruenhagen and Maintenance Employee Schultz will be attending the Pond Stabilization Seminar on April 21- 23, 2015.
- Community Hall Roof
 - Another company has looked at the Community Hall roof and did core samples on it. The roof is worse than first anticipated. The roof will entirely have to be replaced. This company would put on a rubber roof that is hot welded together and has a 20 year warranty. They will be sending the City an estimate.
 - Maintenance Employee Schultz will be contacting Vos Construction to receive an estimate from them on this project. City Clerk Gruenhagen requested they also look at the Community Center Roof.
- Floyd Security Contacts
 - The first point of contact on the call list is Maintenance Employee Schultz. The City Office will be added as the second point of contact on the call list, as the City Office has never been on the contact list.



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- Ping Pong Table at Community Hall
 - The Ping Pong Table that was donated to the City will be stored in the Community Hall basement.
- Bathrooms in Park
 - Henning's is planning on digging up the area in the City Park from the curb stop by the bathrooms to the building sometime this week. Then a new copper line will be run up the wall and go through the soffit, over the rafters in the building and come down in between the men's and the women's bathroom to be connected to the water meter.
- City Clerk Gruenhagen will contact Mini Biff and have a portable bathroom delivered by April 24, 2015.
- City Purchasing Policy
 - City Clerk Gruenhagen inquired about increasing the dollar amount on the City's purchasing policy on small purchases. Currently, any purchase that is over \$1000 requires two estimates.
 - City Clerk Gruenhagen will check with other Cities to see what their limits are on their purchasing policies.

City Clerk/ Treasurer Report

- Engineering Costs for 2015 Street Improvements
 - The City received an estimate of not to exceed \$25,700 for the 2015 Street Improvements for engineering costs.
 - City Clerk Gruenhagen will be meeting with City Engineer Justin Black tomorrow to look at the specs and cost of the projects.
 - City Engineer Justin Black will be present at the April 28, 2015 City Council meeting to present this information to the City Council.
- Accident Coverage for City Volunteers
 - **Councilmember Trebesch moved to approve continuing accident coverage for City Volunteers and City Council, seconded by Councilmember Gregonis, and motion unanimously carried. All Council members were present.**
- How City of Hamburg got its Name
 - The City Office received an inquiry on how the City was named. City Council members gave City Clerk Gruenhagen names of some residents that might have information on this question.
- The owner of 470 Maria Avenue will be meeting with MNSPECT to discuss some issues in the building.
- There has been no interest in the Summer Help for the City of Hamburg yet, but the ad will be in the Norwood Young America Times the next two weeks.

Approve Payment of March 2015 Claims (\$20,586.50)

Councilmember Lund moved to approve check number 17310 for a total of \$20,586.50, seconded by Councilmember Gregonis and motion unanimously carried. All Council members were present.



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Approve Payment of April 2015 Claims (\$31,904.65)

Councilmember Lund moved to approve the five ACH payments and check numbers 17311 through 17349 for a total of \$31,904.65, seconded by Councilmember Trebesch and motion unanimously carried. All Council members were present.

City Council Reports

- Councilmember Gregonis (Streets)
 - Councilmember Gregonis suggested having Maintenance Employee Schultz replace the ceiling tiles that have the smoke detectors in the panels in the Community Center.
- Councilmember Lund
 - Councilmember Lund asked for approval from the City Council to have two posts installed permanently southwest of the Community Center where banners can be placed when advertising an event in town. Councilmember Lund will check with Maintenance Employee Schultz and also Carver County to get their approval.
 - Councilmember Lund asked if it would be more beneficial to the City of Hamburg to take out the Park between the City Hall and the Post Office and make that a paved parking lot that could be used for events at the Community Hall.
 - The Hamburg Lions will be hosting a service project on Saturday, May 16, 2015 from 8:00 a.m. – 12:00 p.m. called "Feed Our Kids". A semi will be brought in containing food that will be packaged for kids. The packaging will be done in the truck bay in the Fire Hall. The Lions are looking for volunteers to help with this project. They set a goal to package at least 20,000 meals. The funds for this event are coming from the Lions Spring Bingo, however, they are also taking monetary donations.

Recess City Council Meeting

Councilmember Lund moved to recess the City Council Meeting at 8:35 p.m., seconded by Councilmember Trebesch and motion unanimously carried. All Council members were present.

Move to Reopen Closed Meeting held on March 24, 2015 to discuss allegations made against individuals subject to the City's authority.

Councilmember Gregonis moved to reopen the Closed Meeting at 8:41 p.m. to discuss allegations made against individuals subject to the City's authority, seconded by Councilmember Trebesch and motion unanimously carried. All Council members were present.



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Move to Close Closed Meeting to discuss allegations made against individuals subject to the City's authority.

Councilmember Lund moved to close the Closed Meeting at 9:22 p.m. to discuss allegations made against individuals subject to the City's authority, seconded by Councilmember Trebesch and motion unanimously carried. All Council members were present.

Move to Reopen the City Council Meeting

Councilmember Lund moved to reopen the City Council Meeting at 9:22 p.m., seconded by Councilmember Trebesch and motion unanimously carried. All Council members were present.

Summary of Allegations made against individuals subject to the City's authority

Councilmember Trebesch moved that Councilmember Odoms be censured for engaging in offensive behavior in his role as a City Council member with respect to his written communications to the City which preceded the City's closed March 24, 2015 Council Meeting and with respect to his verbal communication which occurred during the City's closed March 24, 2015, session, seconded by Councilmember Gregonis, and motion passed 4-0 with Councilmember Odoms abstaining. All Council members were present.

Adjourn City Council Meeting

Councilmember Trebesch moved to adjourn the Hamburg City Council meeting at 9:24 p.m., seconded by Councilmember Gregonis and motion unanimously carried. All Council members were present.

Submitted By:

Cherie Smith
Deputy Clerk

