

**DANUBE CITY COUNCIL**  
**Regular Council Meeting**  
**Wednesday, January 8, 2014 6:30 PM**  
**Danube City Council Chambers**

A regular meeting of the Danube City Council was conducted on January 8, 2014 at 6:30 p.m. with Mayor Gene Alex presiding.

The following Councilmembers were present: Sharon Krogman, Phil Standfuss, and Dave Maurice.

Councilmembers absent: Al Strunc.

Others Present: Chief of Police Les Schneider, City Clerk-Treasurer Dotty Schnobrich, Mr. and Mrs. Duane Standfuss and media.

**Approval of Agenda**

*Councilmember Standfuss moved and Councilmember Maurice seconded a motion to approve the Agenda with the following additions: Danube Firemen's Relief By-Laws, Danube Fire Contract for Townships and OSHA under New Business. The motion carried unanimously.*

**Approval of Consent Agenda**

*Councilmember Standfuss moved and Councilmember Maurice seconded a motion to approve the consent agenda as listed below. The motion carried unanimously.*

**Consent Agenda – please see notes to agenda items below**

*The following items are considered routine or non-controversial by the Council and will be approved with one motion. There will be no separate discussion of these items unless a council member, city staff or citizen so requests, in which case the item (s) will be removed from the consent agenda and be considered in its normal sequence on the agenda.*

- Minutes of Regular Meeting of December 11, 2013

**Open Forum**

Mr. and Mrs. Duane Standfuss brought forth to the Councilmembers concerns regarding his sump pump, leaves at the school that were not cleaned up before the winter and also informed Les Schneider about a noise complaint they have.

**Employee Report – Public Works Director**

Public Works Director, Dan Kaufenberg was present to give his monthly report.

- School – Dan received a quote from Chappell Central to replace steam traps down in the tunnels of the school. The total was \$11,500.00 to replace about 50 traps. These need to be replaced to stop all the steam blow by and will help reduce the amount of energy used

to heat. Dan can replace some of the valves himself to help lower the cost. Dan will ask Chappell for a new quote removing the items that he will fix and also having Chappell Central remove the sales tax from the bill.

*Councilmember Maurice moved and Councilmember Standfuss seconded a motion to approve \$1,000.00 for the purchase of valves for the school. The motion carried unanimously.*

- Ponds – The lift Station has been averaging 26,000 gallons a day which is right in line with past years and our water usage now. No issues at ponds. Dan received a service contract from Dakota Pump and Controls to do the annual Lift Station inspection. It was for \$175.00. The same as last year. Dan plans on using them again this year.
- Wells – The Wells have been running without issues. They have been averaging 24,000 gallons a day.
- Water Tower – Dan finally got back the report from KLM Engineering on the water tower inspection. Total cost to repair everything is \$390,200.00. Dan reported that any work that gets done on the water tower would require that the water tower be brought up to OSHA codes.

The Councilmembers discussed the water tower issue and decided that the report should be sent to Lee Elfering to be reviewed. Dotty Schnobrich is to mail out a copy to Lee Elfering. This issue will be addressed again after Lee Elfering has had time to review the report and give his findings.

- As a reminder Dan will be on vacation from February 4<sup>th</sup> to February 9<sup>th</sup>.
- Employee Evaluation - Dan asked that the employee evaluation meeting be closed. *Councilmember Maurice moved and Councilmember Krogman seconded a motion to close the meeting for Dan Kaufenberg's employee evaluation. The motion carried unanimously.*

*Councilmember Krogman moved and Councilmember Standfuss seconded a motion to adjourn the closed meeting. The motion carried unanimously.*

### Employee Report – Chief of Police

Chief of Police Les Schneider was present to give his monthly employee and Police Department report. Statistics for December 2013 were similar to last year at the same time with 42 calls, 23 reports, 31 traffic stops, 13 citations, 27 mutual assists and 5 home security checks.

Additional business discussed:

- School Building Schedule – Schneider reported that the school schedule is still really busy and changing almost daily. Willmar Electric maintains the alarm system at the school and they sent out a letter informing us that the cost will be going up \$70.00 per year. Willmar Electric has not raised their price for over five (5) years. Schneider will update the contact list with Willmar Electric.
- Street Lights Update – The six (6) street lights that have been reported have all now been fixed by Xcel Energy. Dotty Schnobrich informed Les that their additional lights now that have been reported that need to be turned in to Xcel Energy. Schneider informed the Councilmembers that he will be going around after the meeting tonight and noting which other street lights are out and fax that into Xcel Energy to get fixed.

- Active Shooter Training at BOLD High School – Schneider reported that they had a really good turn out and the training was very good with six (6) departments in the morning for realistic training and the afternoon was discussion.
- Computer Issues in Cold Weather - Schneider reported that he has had to bring the laptop inside because it is very slow to start up in the cold weather. Due to the computer being out of the car during the extreme cold weather the log sheets will not be accurate.
- Liquor Licenses Renewed - Schneider informed the Councilmembers that all the work has been done and Miller's on main has received the liquor license.
- Water Bill & Shut-off Assists - Schneider made the Councilmembers aware that during Dan's absence he aided in contacting Danube resident's about shut-offs.
- MCPA Training Institute (March 31 - April 2) - Schneider informed the Councilmembers that he will be attending the MCPA Training Institute.
- Employee Evaluation – The Councilmembers reviewed Schneider's performance over the past year.

### Evaluations

After meeting with each employee and discussing raises among themselves, raises were decided on.

*Councilmember Maurice moved and Councilmember Krogman seconded a motion with an unanimous vote to award the following raises:*

*Les Schneider: 2.5% COLA increase to \$48,887.54 annual salary*

*Dan Kaufenberg: 5.00% increase to \$20.55/hour*

*Randy Grunke: 2.5% COLA increase to \$12.30/hour*

*Marcel Krueger: \$1.00/per increase to \$13.18/hour*

*Matt Vatsaas: \$0.50/hour increase to \$10.50/hour*

### School Building Updates

The Councilmembers discussed the leaves issue and decided that Dan Kaufenberg is to take care of the leaves at the school in the spring and then mulch or grind up the leaves in the coming fall and every year from now on.

### Community Center Updates

Dotty Schnobrich is to talk to Dan Kaufenberg to put some sand on the parking lot and check the sidewalk to make sure it has been salted due to the senior citizens using the building.

### Unfinished Business

Christmas Lights/Decoration – This issue is to be tabled for now and a thank you is to be sent out for the help in getting the Christmas decorations put up.

Insurance on Fire Truck – Dotty Schnobrich spoke with Dalles Schneider at Americana Insurance and Dalles Schneider informed Dotty Schnobrich that the fire truck needs to have a mechanics statement before the replacement cost insurance can be purchased. Dotty Schnobrich informed Dan Wersal regarding this issue in her notes to the fire department.

### Financial Reports

The Councilmembers reviewed the claims list and receipts list from December 12, 2013 thru January 8, 2014.

*Councilmember Standfuss moved and Councilmember Maurice seconded a motion to approve the bills as submitted in the amount of \$24,080.77 (checks), \$9,051.81 (electronic fund transfers) and \$69,398.77 in additional previous claims from January 1, 2013 to June 30, 2013 not yet approved. The motion carried unanimously.*

The Councilmembers reviewed the Actual verses Budget Comparison for 2013. The Councilmembers discussed concerns about some of the variances in the actual figures verses the budgeted figures. The Councilmembers asked Dotty Schnobrich to look into the accounts that are over the budgeted amount for 2013 to see why those accounts are over budget and make adjustments as needed.

The Councilmembers reviewed the reconciled bank statements from January to June of 2013. Dotty Schnobrich will have by the next council meeting all of the remaining bank statements reconciled for 2013.

### New Business

Water and Sewer Rate Discussion – As most of you know the new rates were put into the computer prior to Sara Wilson leaving and Dotty Schnobrich and Veva Mittelstadt were unaware of it until after the bills printed. However a resident of Danube came in to pay their water bill but had questions and when we investigated the bill Dotty Schnobrich found that almost all of the Danube residents only got charged for the basic rate of \$38.73 (which already included the increase) and that the over 5000 gallons was not charged at \$0.002 per gallon. The sewer rates were correct but not the water rates. Would it be best to write a letter to the Danube residents to explain the situation and mail out the next bills in envelopes with a letter? The Councilmembers discussed this issue and the different possible scenarios.

*Councilmember Maurice moved and Councilmember Standfuss seconded a motion to forget the correcting of the water bills from the 4<sup>th</sup> quarter of 2013 but instead to fix the rates for the 1<sup>st</sup> quarter 2014. The motion carried unanimously.*

Dotty Schnobrich also reported that as the water bills are being paid by the residents she is finding that there are errors in the way the residents have been entered into the computer and these errors are being corrected and should be all fixed for the 1<sup>st</sup> quarter 2014.

The Councilmembers agreed that a thank you needs to be sent to Veva Mittelstadt for all the help she has provided to Dotty Schnobrich.

Food License – Dave Distad came to do an inspection of the Community Center and he suggested that there should be no reason for the City of Danube to have a food license since the City does not serve food. But instead the City is to inform groups that use the Community Center that they need to go through the Kandiyohi-Renville Community Health Board and obtain a special permit for the events in which they are making the food and selling it. If it is catered the license would fall under the caterers food license. The Councilmembers discussed the food license issue.

*Councilmember Standfuss moved and Councilmember Krogman seconded a motion to rescind the previous check for \$265.00 issued for the food license at the Community Center. The motion carried unanimously.*

Dennis Oberloh LTD Contract -- I do not know everybody's feelings on having them come back this year to do the audit but I personally would like to have them back since they are familiar

with the City of Danube and would be more beneficial to me in helping learn missing elements of my job. Sara from Oberloh is available to do the audit on February 20<sup>th</sup> & 21<sup>st</sup> which is a Thursday and Friday. Would the council members be okay with me working on a Friday? I ask because I think it may be easier to review things on Friday and prevent interruptions from people stopping in for the first year.

*Councilmember Maurice moved and Councilmember Standfuss seconded a motion to sign the contract with Dennis Oberloh LTD and approved for the audit for February 20<sup>th</sup> and 21<sup>st</sup>.* The motion carried unanimously.

*Danube Firemen's Relief Association By-Laws* – The Councilmembers reviewed the Danube Firemen's Relief Association By-Laws.

*Councilmember Standfuss moved and Councilmember Krogman seconded a motion to accept the Danube Firemen's Relief Association By-Laws with the submitted changes.* The motion carried unanimously.

*Danube Firemen's Contracts to Townships* – Dotty Schnobrich was asked to inquire about the increase in the amount that is to be collected on the budget from the townships because the firemen were unaware of it. After reviewing the submitted paperwork from the Fire Department it was discovered that the Firemen had increased the rate and not the City Council. Dotty Schnobrich will contact Damon Bratsch and review the findings with him.

*OSHA Update* – Dotty Schnobrich spoke with Sarah from OSHA and we have a couple of items the City of Danube need to finish by next week or we may be imposed fines. The items are the audit on LOTO procedures and LOTO training. The LOTO training can be a preliminary one with a councilmember and Dan. Mayor Alex is to meet with Dan Kaufenberg to audit the LOTO procedures that have been submitted to OSHA. And Mayor Alex is also suppose to do a preliminary LOTO training so the City of Danube can finish the actions required by OSHA.

### Correspondence

*Equalization Taxation Follow-Up* - Mayor Alex reported that he went over to the Assessor's Office and spoke with Randy Mertz regarding the Kevin Braun and Darlene Haug issue. Randy Mertz informed mayor Alex that the law had changed and once you reach a million and a half dollars in assets and farm land the rest of the land is no longer homestead the land. Mayor Alex informed the Councilmembers that because of the price of land increasing and with the million and half cap that is the reason for the increase in their property taxes.

*Snow Removal Complaints* – Mayor Alex is to speak with Dan Kaufenberg about a couple of snow removal complaints that have come into the City Office.

### Adjournment

*There being no further business before the council, Councilmember Krogman moved and Councilmember Standfuss seconded a motion to adjourn the meeting.* With all members voting in favor, the meeting was adjourned at 9:31 p.m.

Respectfully submitted: Dotty Schnobrich, City Clerk

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Gene Alex, Mayor

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Dotty Schnobrich, City Clerk