

**DANUBE CITY COUNCIL
Regular Council Meeting
Wednesday, March 12, 2014 7:00 PM
Danube City Council Chambers**

A regular meeting of the Danube City Council was conducted on March 12, 2014 at 7:11 p.m. with Mayor Gene Alex presiding.

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

Councilmembers absent: Al Strunc

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

Approval of Agenda

Councilmember Standfuss moved and Councilmember Krogman seconded a motion to approve the Agenda. The motion carried unanimously.

Approval of Consent Agenda

Councilmember Maurice moved and Councilmember Standfuss 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 February 12, 2014
- Minutes of Special Meeting of February 24, 2014
- Bar Door Open March 20th & 21st for Smelt Fry
- Gambling Permit DAAC Fun Days July 12, 2014

Open Forum – None

Employee Report – Chief of Police

Chief of Police Les Schneider was present to give his monthly employee and Police Department report. Statistics for February 2014 were higher to last year at the same time with 47 calls, 29 reports, 45 traffic stops, 18 citations, 29 mutual assists and 3 home security checks.

Additional business discussed:

- School Building Update – Schneider reported that the last youth basketball was being held tonight, March 12, 2014, the JO volleyball will be going to Sacred Heart, Just for Kix is until May and the church meets once a month.

- Snow Plowing Situation – The last couple of times that plowing was needed it was being done early so it has gone smooth and no major issues arose.
- MCPA Conference (March 30 – April 2) – Schneider will be attending the Conference.
- Siren Update – Schneider reported that there is an issue with the siren but he is going to work on it and get it changed and fixed.
- Continuing Education Courses – Officer Marcel will be attending firearms training. The City will need to reimburse Marcel for the room for him to attend the training. The cost is \$270.00.
- POST Board License Renewal – Officer Marcel's POST Board license is due and it is good for three years. The cost for the renewal is \$45.00
- Water & Wastewater License Renewals – Schneider's water & wastewater license through Minnesota Department of Health is due and needs to be renewed. The license is good for three years. The cost is \$23.00 for the license.
Councilmember Standfuss moved and Councilmember Maurice seconded a motion to approve paying the \$45.00 to MN POST Board for Officer Marcel's license and \$23.00 to Minnesota Department of Health for Schneider's water & wastewater license. The motion was amended by Standfuss and seconded to add the reimbursement of \$270.00 to Officer Marcel for the room for the firearms training. The motion carried unanimously.
- Water Main Break – Schneider received a call on March 11th at about 9:30 pm on the Police Line. Schneider found water shooting out of the sidewalk by the flag pole at the school. Due to the break, the water tower alarm kept going off. Schneider closed down some valves because of the water tower being low and setting off the low water level alarm. Schneider reported that 220,000 gallons were pumped from when he first was informed of the water main break until it was fixed in the afternoon on March 12th by Monsons.

Employee Report – Public Works Director

In the council packets, Councilmembers received a monthly report for Public Works Director Dan Kaufenberg. The report is below

- School – The school boilers have been running without any major issues. Still have steam coming back through return lines but has gotten a lot better after Dan replaced the steam traps that he could in the tunnels. Dan noticed that there is a leak on the Boiler room roof again. Dan will be calling Forcier Roofing after the snow melt to get it fixed.
- Water – There was a water main break on Main Street in front of the School. At first the water was coming in through the tunnel walls of the school and ending up in the boiler room. Dan had to purchase an extra sump pump to keep the room from flooding. Dan called Water Conversation out of Lino Lakes to come locate the leak since there was no evidence of the leak above ground. The City of Danube has used them in the past. Monsons did the repair work on the water main. The wells averaged 25,000 gallons per day for the month of February.
- Waste Water – Come warmer weather Dan will need to get the lift station cleaned out. It has some sludge buildup on the sides and pumps. This is something that the city is required to do by MCPA. Dan would like to use Lauritsen Septic out of Montevideo again. The ponds are at normal operating levels. The lift station averaged 25,000 gallons per day in February.

- Water Tower – Dan has heard nothing back from Lee since the last meeting on February 24, 2014.

The following discussions were held after the Councilmembers reviewed the above report from Dan Kaufenberg.

- The Councilmembers discussed the lift station needing cleaning. *Councilmember Maurice moved and Councilmember Krogman seconded a motion to approve Dan to contact Lauritsen Septic to clean the lift station.* The motion carried unanimously.
- The Councilmembers discussed the issues that occurred with the last snow fall. The Councilmembers agreed that Dan needs to have people lined up when he will be absent in case it snows so the snowfall can be better dealt with. Also Dan needs to have Randy clean the sidewalk in front of the Community Center whether or not there is something going on or not. Also Randy needs to clean the City Office Building sidewalk in Dan's absence.

Employee Report – City Clerk

- City Awareness of Emergencies - Dotty has been trying to keep the residents informed of water main breaks or other issues like City Office closed due to weather and etc. by calling KOLV in Olivia for them to announce and also by putting it on the City of Danube website main page.
The Councilmembers like the idea of calling in the issues to the radio station and would like to add KLGR to the list to call along with posting the issues on the website.
- Dog License – James Drager - James Drager has a pitbull and would like to get a dog license for his dog Mary Jane and the issue that arose in the process of getting the dog licensed was that his dog is unable to get the rabies vaccination and attached is a letter explaining the situation from his vet Shayla Prestegord at Willmar Pet Hospital. Dotty needs to know what to do regarding this special situation.
The Councilmembers reviewed the letter from Shayla Prestegord, DVM from Willmar Pet Hospital and discussed the situation. *Councilmember Standfuss moved and Councilmember Maurice seconded a motion to approve James Drager to get a dog license for his dog Mary Jane because of the veterinarian's recommendation and documentation of why the rabies shot cannot be given to the dog.* The motion carried unanimously.
- Tri-Valley Electricity Usage - Dotty has been working on getting all of Tri Valleys electrical usage caught up. On Thursday March 20, 2014 Dotty will go down to the school to read the meters so that when Xcel Energy releases the next bill we can send Tri Valley the electricity usage starting September 20, 2013 thru March 20, 2014. Since the meters were not read monthly Dotty is only able to do a grand total since the last time Tri Valley was billed. Tri Valley has asked Dotty if the billing cycles can go back to monthly since Sara switched them to yearly and they do not like getting the bill that way. Dotty figures it would be best for her to go and read the meters to track the usage so that way the meters are always read on time and a bill can be prepared right after the meters are read and the Xcel Energy bill is made available online.
- Tri-Valley New Rent Amount (4/1/2014-3/31/2015) - As per the lease with Tri-Valley the Minneapolis area Consumer Price Index went up 1.9% for 2012-2013 so the rent

increased the 1.9%. The rent starting April 2014 will be \$7,590.10. The increase is \$144.21 per month for a total of \$7,734.31 per month.

- Copier - Dotty contacted MARCO, who the City of Danube has a contract with, to get the copier fixed because it is producing ghost imaging on copies and it is not making clean copies. The service tech called and informed Dotty that they have been having issues with the toner cartridges and to replace the current one with a new one and try that to see if it resolves the issue. Dotty emailed MARCO to get a return label for the cartridge that was producing the problems to get either a credit on account or a replacement cartridge.
- Citizen Concern - James Handt, 300 5th Street, called the City Office and informed Dotty that Dan had damaged his driveway and that Dan said he would fix the driveway this spring and he wanted to make sure that this was reported so his driveway does get repaired by the City. Just unaware if anyone was aware of this besides Dan. The Councilmembers asked Dotty to talk with Dan Kaufenberg and have him report on this issue at the next meeting in April.
- City Office Closed Dates -City office closed Wednesday, April 2nd for Dotty to attend the Conference in Springfield and closing at noon on April 24, 2014 for Dotty to go to her yearly appointment at Southdale Periodontist in Edina.

School Building Updates

Schneider reported that Tri Valley will be starting in May and the roads need to be repaired. Dan will be getting estimates to get the roads repaired from the water main breaks and bring it to the next Councilmember meeting in April.

Community Center Updates

The sidewalk needs to be addressed in a more timely fashion when it snows or ice is an issue.

Unfinished Business

Duane Standfuss- Drainage Main Street & Pine - Mayor Alex reported that Duane called him up on the phone to come down and visit. Mayor Alex went and visited with Duane and Duane showed him that he still had the other connection on the sump pump that allows it to be switched. As soon as Dan is able to get to the grate down on the corner he is to remove the bars from the grate. The Councilmembers agreed that the \$50.00 surcharge will continue to be charged until the straight connection is made for the sump pump and checked.

Financial Reports

The Councilmembers reviewed the claims list and receipts list from February 13, 2014 thru March 12, 2014.

Councilmember Maurice moved and Councilmember Standfuss seconded a motion to approve the bills as submitted in the amount of \$34,652.66 (checks) and \$8,579.26 (electronic fund transfers). The motion carried unanimously.

The Councilmembers reviewed the Actual versus Budget Comparison for 2014.

The Councilmembers reviewed the reconciled bank statements for January and February 2014.

New Business

Credit Card Policy – Since the Councilmembers had not reviewed the credit policy that was handed out at the February 12, 2014 meeting the issue will be addressed at the next meeting after the Councilmembers have reviewed and made revisions to the policy that Dotty put together.

Capital Outlay Small Equipment Fund Fire Department \$15,271.62 – Dotty informed the Councilmembers according to the information being provided to the Fire Department by the previous City Clerk it has come to Dotty's attention that the Fire Department should have \$15,271.62 in a Small Equipment Fund. None of this money has been designated as of current and only has been tracked on paper. Dotty talked with Sara from Obererloh to see if the City should set up a new Capital Outlay to move the money into so the City would be able to track the money and verify that the funds are designated for that purpose. Sara informed Dotty that the funds could be transferred but they could not be used for small purchases. The purchases had to sizeable in order to use the funds once they are transferred. The Councilmembers discussed the issue and it was decided that Fire Chief Dan Wersal should come to the May 14, 2014 meeting so the issue could be discussed further and a decision made at that time.

Resolutions and Legislative News for 2014 – Mayor Alex – Mayor Alex shared an email he received from the League of Minnesota about Resolutions and Legislative News for the Councilmembers to review.

Direct.TV Email – Not Listed on Internet Site – A request was made from Ryan Needham from Direct.tv to be added to the Danube website. The Councilmembers reviewed the request and no action will be taken on the request.

Correspondence

The Councilmembers received the following informational material in their packets:

1. Tatanka Bluffs Corridor
2. Minnesota Department of Transportation MNDOT District 8 Utility Meeting
3. 68th Annual IIMC Conference
4. Ag Celebration Email
5. PACE Email
6. 2014 State of the Cities Report Email
7. Newly Elected Official's Conference Email
8. Mid-Minnesota Development Commission Email
9. April 9th Financial Review with Sara Beavers - Oberloh & Associates, LTD

Adjournment

There being no further business before the council, Councilmember Krogman moved and Councilmember Maurice seconded a motion to adjourn the meeting. With all members voting in favor, the meeting was adjourned at 8:37 p.m.

Respectfully submitted: Dotty Schnobrich, City Clerk

Gene Alex, Mayor

Dotty Schnobrich, City Clerk