

**DANUBE CITY COUNCIL
Regular Council Meeting
Wednesday, April 9, 2014 6:30 PM
Danube City Council Chambers**

A regular meeting of the Danube City Council was conducted on April 9, 2014 at 6:30 p.m. with Mayor Gene Alex presiding.

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

Councilmembers absent: None

Others Present: Chief of Police Les Schneider, City Clerk-Treasurer Dotty Schnobrich, County Assessor Barb Trochlil and Renville County Appraiser Randy Mertz, Kevin Braun, Les Schneider Sr., Sara Beavers (Dennis E. Oberloh, LTD.) and media.

Board of Appeal and Equalization

To determine whether taxable property in the jurisdiction has been properly valued and classified by the assessor, and to determine whether corrections need to be made.

Kevin Braun informed the council his properties were adjusted in Danube due to restructuring. Barb Trochlil informed the council that they are receiving a lot of concerns from other cities about farm land in or around the cities being taxed at city rates, which are higher. If the County can restructure the properties it may get taxed at a lower rate. Barb informed the Council that Darlene Haug also came to see Barb and Barb would check on if they also were able to restructure their properties.

Les Schneider Sr. questioned on how the value of the Americana building has increased when no improvements were done to the building. Randy explained that Doug does the evaluations, increases and adjustments. Barb will follow up with Les Sr. after she talks with Doug about his concerns and questions Les had regarding the evaluation of the Americana property.

There being no further discussion regarding this purpose, Councilmember Strunc moved and Councilmember Maurice seconded a motion to adjourn the meeting. With all members voting in favor, the meeting was adjourned.

Approval of Agenda

Councilmember Standfuss moved and Councilmember Krogman seconded a motion to approve the Agenda with the addition of Fire Department – Capital Outlay under New Business. The motion carried unanimously.

Approval of Consent Agenda

Councilmember Strunc 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 March 12, 2014
- Bar Door Open May 2nd for DAAC Steak & Shrimp Fry
- Bar Door No Longer Open May 17th for Travis Zuidema Benefit (being held on Sunday, may 18th in the morning)

Open Forum – None**Financial Review with Sara Beavers – Oberloh & Associates**

City Auditor Sara Beavers from Oberloh and Associates was present to go over the 2013 audit report and answered questions. The audit report is available for viewing in the City-Clerk's Office.

Councilmember Maurice moved and Councilmember Standfuss seconded a motion to approve the 2013 audit report as presented by Sara Beavers of Oberloh & Associates. 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 March 2014 were higher to last year at the same time with 49 calls, 32 reports, 44 traffic stops, 19 citations, 27 mutual assists and 2 home security checks. Additional business discussed:

- 2014 MCPA ETI Summary – Schneider reported that he attended the Chief of Police training March 31st through April 2nd. One of the things Schneider learned was that part time licenses will be abolished starting June 30th of 2014. Once Officer Krueger gets a full time license or retires Danube will no longer hold any part time licenses. The Councilmembers discussed the part time license issue and Schneider clarified that Danube would be able to hire full time licensed police officers for part time work the POST Board only is not issuing any new part time licenses after July 1, 2014. Schneider also attended a BCA lab scientist class and learned additional information about why things get delayed, the computer systems they use, what all needs to be collected, etc. Schneider also attended a stress management class that was given by a Mayo doctor along with attending other classes for a total of 16 credits.
- School Building Schedule – Schneider reported Just for Kix will be there Tuesdays and Thursday until April 29th for make-up dates to finish out the year. JV volleyball will be in the School Wednesday nights 6:30 pm to 8:30 pm.
- Twins Cards Information – Schneider informed the Councilmembers that the crime prevention cards in the next couple of weeks.

- Licensing Update – Schneider reported that he renewed his EMT license and it will expire on March 31, 2016. Schneider has not received back the licenses from water or wastewater and pollution control. Schneider has also sent in Officer Marcel's POST Board license.
- Continuing Education Update – Pediatric emergency training in Montevideo on April 30th. The class is at no charge for Schneider to attend. The Councilmembers discussed the defibrillators that the City of Danube currently has. Schneider will put together information about cost of the machines and bring it back at the next council meeting in May.
- Speed Sign Information – Schneider checked with two companies about a smaller speed sign. The cost was about \$1,100.00 per sign. The signs are LED lights and can come with either battery or solar powered. Schneider will get quotes and bring to the council meeting in May.
- The Councilmembers discussed two bills, one of the bills was relating to the school alarm and the other relating to the attorney bill for the police department with Schneider.
- Stop Sign at 6th Street and Maple Street – Councilmember Maurice brought attention to the intersection of 6th Street and Maple Street. There are currently two yield signs there but drivers are not abiding by the signs and are racing through the intersection. Councilmember Maurice voiced concerns that residents have about certain vehicles that are consistently going through the intersection without slowing. The Councilmembers asked Schneider to speak with the individuals along with putting police presence at the intersection for some time to slow down the traffic.

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 – Boilers have been running well. Will start shutting down during day to save energy and money. Hopefully can shut them off completely soon. Dan will be ordering some more light covers for the rooms that Tri-Valley uses. Some are cracked and yellowed.
- Water – Well #5 has not been pumping chlorine properly. Dan checked and replaced all that he could and still haven't fixed the problem. Will call Hawkins Chemical to come look at it. It's possible we need a new housing for the diaphragm. Well #3 has had no issues and both wells have averaged a total of \$25,000 gallons per day.
- Waste Water – Would like to schedule Lauritsen Septic to come clean Lift Station for its usual cleaning. Lift Station averaged 26,000 for month of March.
- Trees – There are two trees along Co Rd #1 on the school property that are dying and half dead. They are the last two on the North end by chain link fence. The big one on the end has some big cracks in it and is by the kids play area. These should come down. Dan will get a few quotes to take down trees. Better to take down on our terms and not the trees.
- While opening up storm drains to get water to drain Dan backed into James Handt's driveway. In doing so Dan ripped up some of his asphalt that was all cracked up and alligated. He wants it fixed. Dan told James that when the City does street repairs we

would fix that spot the same way we have been doing our streets the last couple years. Should be a minimal cost to the City.

- Dan talked with monsoons and they will be giving an estimate for street repairs.

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

- The Councilmembers discussed the tree issues and ask that Dan check for any other possible trees before getting the two done at the school so that all the trees are taken care of in one time instead of many.
- The Councilmembers discussed the Handt's driveway. The Council discussed putting a dollar limit on the repair. No limit was decided at this time Councilmember Standfuss will look at the driveway and talk with Dan Kaufenberg about the issue.
- Councilmember Standfuss talked with Dan Kaufenberg about 4th Street and Maple Street that the grate got pushed down and needs to be leveled back up, the bars on the grate by Duane Standfuss's house need to be removed and possible other bars that should be removed on grates. The Councilmembers decided that first they will get Duane Standfuss's grate bars removed and see if that helps and then decide from there about other grates getting bars removed. Councilmember Standfuss brought attention that Bird Island is going to be getting seal coating done on their streets and maybe we should contact them about getting a bid on seal coating the streets in Danube. May get a better price since they will be in the area. The Councilmembers discussed the issue and at this time no decision was made regarding getting bids.

Employee Report – City Clerk

- Brian Gewerth Dog - Bruce Maurice stopped in the office and reported that Brian Gewerth got another dog the last weekend in March. Dotty tried to find the paperwork relating to the last issue but was unable to find the legal papers. Both Bruce and Dotty reviewed the minutes from the October 2012 meeting to see if Brian was allowed to have another dog at that residence. Unfortunately we had no luck and ended up calling Aaron Walton, City Attorney, for an answer regarding it. Aaron informed us that Brian was never allowed to have the original dog back and that the plea agreement was only for the time frame of one year due to it being a misdemeanor. It was brought to attention that Brian's girlfriend had a dog at that residence but because it was not reported till after the fact there is nothing that can be done now that the year is up. Dotty looked through some papers to see if the City allowed Brian or Brian's girlfriend to license a dog in 2013 but I am unable to find the old receipt book to research any further on the issue.
- Dog Licenses - Police Chief Schneider and City Clerk Dotty will be working together to enforce dog licensing and imposing the penalty charge for not getting your license on time by May 15, 2014. Ordinance #74 did not state what the fee is for getting a dog license late but a resident of Danube stated to Dotty that it is \$50.00 if not obtained by May 15th. Is this true? In Ordinance 74, Subdivision 4, 4.2 Fines and Fees, 4.1.1 it states "Said person shall pay a fine of \$50.00 for the first offense, \$100.00 for the second offense, \$250.00 for the third offense. On the fourth offense the City of Danube will destroy the dog or the owner can permanently remove the dog from the City of Danube within 5 days." Do these fines and fees apply to licensing also or is it only regarding other offenses? In the process of researching this issue Dotty read that in Ordinance #74,

Subdivision 3, 3.1 Kennels, 3.1.1 states “No person shall harbor more than two dogs over the age of six months at any one family residence unit or place of business”, however Dotty discovered that the City of Danube has issued three (3) dog licenses to two different individuals in the past and not sure if this was approved or if Dotty is to inform the residents of this Ordinance and ask that they remove one of the dogs from the residence or how to handle the issue being they have been allowed to license three (3) dogs in the past.

The Councilmembers discussed the dog license issue and decided against amending the current ordinance and instead decided to invite any owners of three or more dogs to come to a city council meeting and speak with the Councilmembers about getting any dogs beyond two licensed.

- City Clerk Bond - The new bond has been issued for Dotty as the City Clerk as of March 10, 2014.
- Copier - The copier issue has been resolved. It turns out that the City received a bad toner and after it got replaced the copier has been working great.
- Water Billing - The water bill issues have been resolved and also Dotty has figured out a way to back up the BUB Utility program so that if any issues arise during the entering of data she is able to restore the program before the entries were made. It was very handy figuring that out because in the process of getting the rates corrected it was needed to restore the program twice before all issues were fixed and calculating correctly. Mayor Alex brought attention to landlords not receiving notice from the City of Danube about renters being behind on their water bills. The Councilmembers discussed the issue and it was decided that landlords will be notified by the City of Danube with a copy of the letter that the renters get when their bill becomes past due.
- City Office Closed Dates – Dotty will be only working a half day on April 24, 2014 for her to go to her yearly appointment at Southdale Periodontist in Edina.
- Training Date Changes – The LOTO (lock out, tag out) meeting date that was scheduled for April 24th has been moved to another date due to a conflict of interest for some of the individuals that need to attend the meeting. The date has not yet been set. Dotty will inform Dan Kaufenberg, Randy Grunke and Jim Aalderks of the new date as soon as it is set.

School Building Updates

Councilmember Strunc informed the Councilmembers that Lutheran Church group may be opening up a day care center in two of the classrooms at the school. Councilmember Strunc met with two of the individuals regarding renting two classrooms. Tri-Valley has a lease for the bottom rooms at the school so the group will need to contact Tri-Valley and work out an arrangement with them. The boys and girls bathrooms need to be opened and operational for the Lutheran day care.

Community Center Updates

The lights in the Community Center need to be checked to verify that Randy has changed the bad bulbs for new ones.

Unfinished Business

Credit Card Policy – The Councilmembers reviewed the credit card policy. Councilmember inquired on whom all have credit cards. Dotty Schnobrich informed the Councilmembers that Dan Kaufenberg (Director of Public Works), Les Schneider (Chief of Police) and Gene Alex (Mayor). The Councilmembers discussed having the credit cards being locked up at the City Office until they are needed to be used. No action was taken on this having the credit cards be turned in to be locked up in the City Office.

Councilmember Strunc moved and Councilmember Krogman seconded a motion to approve the credit card policy with the addition under the following purchases are not allowed: capital equipment or upgrades over \$500.00 without prior approval. The motion carried unanimously.

Financial Reports

The Councilmembers reviewed the claims list and receipts list from March 13, 2014 thru April 9, 2014.

Councilmember Standfuss moved and Councilmember Maurice seconded a motion to approve the bills as submitted in the amount of \$30,176.57 (checks) and \$9,798.87 (electronic fund transfers). The motion carried unanimously.

The Councilmembers reviewed the Actual verses Budget Comparison for 2014. Councilmember Strunc asked if Dotty could find out on the budget comparison if the totals under the budget are for the year or month or year to date totals.

The Councilmembers reviewed the reconciled bank statements for March 2014.

New Business

Blighted Properties – Councilmember Maurice reported concerns on some Danube residents that need to be notified about areas of concern that need to be cleaned up, removed, repaired, etc. the Councilmembers discussed the issue and decided that Dotty Schnobrich and Councilmember Maurice would work on a letter to send out to the residents informing them as spring is arriving that there are certain areas of concern that need to be addressed at their property along with a copy of Ordinance #84 – Blighted Property.

City Wide Garage Sale Dates – A resident of Danube emailed inquiring about the dates for Danube city wide garage sale date. The Councilmembers discussed this issue and did not recall that there ever has been a set date but instead that Danube usually just does it at the same time as Olivia and other surrounding cities. Dotty Schnobrich will email the resident back with this information.

League of Minnesota Insurance Renewal – The Councilmembers reviewed and discussed the LMCIT property/casualty coverage renewal. *Councilmember Maurice moved and Councilmember Standfuss seconded a motion to approve the renewal of League of Minnesota Insurance waiving the monetary limit on tort liability.* The motion carried unanimously.

Fire Department - \$15,271.62 – Dotty Schnobrich is to research the capital outlay account to see if a breakdown can be given. This issue is to come back to the next Council meeting after the research is completed.

Correspondence

The Councilmembers received the following informational material in their packets:

1. Minnesota Employment & Industry
2. Mediacom
3. CenturyLink
4. Gopher State One Call
5. MDH Memorandum

Adjournment

There being no further business before the council, Councilmember Maurice moved and Councilmember Krogman seconded a motion to adjourn the meeting. With all members voting in favor, the meeting was adjourned at 9:51 p.m.

Respectfully submitted: Dotty Schnobrich, City Clerk

Gene Alex, Mayor

Dotty Schnobrich, City Clerk