

**DANUBE CITY COUNCIL
Regular Council Meeting
Wednesday, May 14, 2014 7:00 PM
Danube City Council Chambers**

A regular meeting of the Danube City Council was conducted on May 14, 2014 at 7:00 p.m. with Mayor Gene Allex 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, Public Works Director Dan Kaufenberg City Clerk-Treasurer Dotty Schnobrich, Community Center Custodian Randy Grunke and media.

Approval of Agenda

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

Approval of Consent Agenda

Councilmember Standfuss moved and Councilmember Krogman 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 April 9, 2014
- Building Permit – Robert Breitreutz – Garage Roof Dormer, 504 Oak Street

Open Forum

Cathy Malvin prepared a letter for the City Councilmembers regarding her water bill for the 1st quarter. The Council reviewed the letter and discussed the issue.

Councilmember Standfuss moved and Councilmember Maurice seconded a motion to leave the water bill as billed. The motion carried unanimously.

Randy Grunke brought forth several issues regarding him and the Community Center. The Councilmembers discussed the concerns and to further avoid issues it is best that the supervisors of Randy to talk with him regarding any future issues or concerns about the Community Center.

Employee Report – Public Works Director

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

- **Street Repair** – Dan received two estimates to repair the three water main breaks the City had. Monsoons came in at \$8,491.50 and Caldwell Asphalt came in at \$8,885.00. Caldwell has almost 400 sq ft included in their quote. Dan also received estimates for chip sealing. Dan got estimates to do 10 city blocks. This is what was done the last time chip sealing was done. Both Maple and Pine Streets were done from Main Street through the cul de sac. Barga gave an estimate of \$46,000.00 for pea rock and \$49,000.00 for granite. Caldwell gave an estimate of \$42,240 for pea rock and \$43,390 for granite. Pea rock was used last time. Granite wears longer but also is harder on snow equipment. The City Council discussed both issues. Regarding the water main breaks, Monsoons bid had less square feet than Caldwells for repairing the street. Dan is to verify this with Monsoons to make sure that the bid is correct. *Councilmember Strunc moved and Councilmember Standfuss seconded a motion to approve the quote of \$8,491.50 from Monsoons to repair the three water main breaks with the bid as it appears if all three areas are included in the bid where the water main breaks occurred.* Dan will verify that the Monsoons bid does include all three areas before getting the work done. The motion carried unanimously. Regarding the chip sealing Dotty is to talk with either the City of Olivia or City of Bird Island to see if the City of Danube could possibly join in on the seal coating that they are getting done by Caldwell at a much lower rate than what the City of Danube was quoted. Part of the reason for the lower rate is the size of the project. Dan will verify with the two companies that the estimates include the intersections of the streets to be chip sealed. The Council agreed that if and when the seal coating is done that Dan should be present during the seal coating to verify that the best possible work is being done. The issue is tabled until the next meeting.
- **School** – Dan had Forcier Roofing in to patch a few spots on the school over Tri Valley offices. Dan also had them give a quote to repair the roof above the boiler room. Dan was going to have them patch some leaks but there are many spots that need attention. This roof is older and was never replaced. The quote came in at \$3,250.00. Can get more quotes if wanted. The City Council members discussed the issue. *Councilmember Strunc moved and Councilmember Maurice seconded a motion to approve the quote of \$3,250.00 from Forcier Roofing to repair the roof above the boiler room at the School.* The motion carried unanimously.
- **Trees** – CMF and Hurleys Tree Service gave quotes on taking down the two trees by the School along Co Rd #1. CMF came in lower at \$1,015.31 to Hurley's quote of \$1,200.00. The City Council members discussed the two bids. *Councilmember Standfuss moved and Councilmember Maurice seconded a motion to approve the quote of \$1,015.31 from CMF on the tree removal at the School.* The motion carried unanimously.
- **Shut Off Rod** – Dan would like to purchase a flexible shut off rod for curb stops. There are a few in town that the pipe is bent or the shut off has moved and Dan can't get on them. The price is around \$500.00 for one. This would pay for itself if it works on even one shut off compared to digging them out.

The City Council members discussed the issue. *Councilmember Strunc moved and Councilmember Standfuss seconded a motion to approve Dan to purchase a flexible shut off rod.* The motion carried unanimously.

- Water – The chlorine booster pump needed to be replaced in Well #5. It just wasn't producing enough boosts to create suction for chlorine. This was done by Hawkins Chemical. Wells have been averaging 28,000 a day.
- Waste Water - Lift Station has been averaging 29,000 a day. We still tripled our amount for a few days when we had all the rain at the end of April. Manholes still leaking. Dan will be fixing some of these this summer. Pond discharge will also be being done this month.
- Summer Help - Dan spoke to the City Council regarding summer help. Randy Grunke – Community Center custodian is willing to help out again this summer. The Councilmembers discussed the summer help issue. *Councilmember Maurice moved and Councilmember Krogman seconded a motion to approve Randy Grunke to be hired to help out Dan Kaufenberg with the summer help position.*
- Water Tower - The following is the notes that were prepared in a handout for the City Councilmembers regarding the water tower.

Lee Elfering sent an email request that Dan Kaufenberg and Dotty Schnobrich should meet with Jeff Dale from Rural Water. Dan scheduled a meeting with Jeff Dale for May 1st 2014. Lee contacted Dotty the following week after the meeting with Jeff Dale and discussed the meeting. Lee said that he would look into the lead paint issue and if the City would be responsible for the paint that he also would encourage the City to build a new tower instead of the rehabilitation. Dotty did inform Lee that if he wanted anything mentioned at the City Council Meeting on May 14th to send an email and she would present it for him. As of Tuesday, May 13th Dotty had not received an email from Lee.

Minnesota Rural Water Association Meeting with Jeff Dale on May 1st Notes:

Dan Kaufenberg and Dotty Schnobrich both meet with Jeff Dale regarding the Water Tower and possible funding options for the project.

Jeff informed us that the Rural Development funding has funding available for construction of a new tower and any rehabilitation for an old tower if the cost is less than 50% of the cost to build a new tower. Rural Water also does funding and they are bonded.

Grant money may be available through Rural Development but is based on a median of the household income. A rate sheet is available at Rural Water website.

Jeff informed both Dan and Dotty that it is best to include all the things that need to be done or addressed to find out how much grant money Danube would be eligible for than to put only the tower. This would include new water meters, water lines, etc. Jeff said that once the engineers report is done and it is submitted Danube could always remove items from the project but to add items would consist of added expenses for a new engineering report along with a delay in the process.

When choosing an engineer it would be best to interview three according to Jeff Dale. Also when the engineer does the preliminary report (path to construction) the more detailed the report the better chance of Rural Development accepting those items. An example Jeff gave was like water tower size, color, etc, water main pipe size, how many connections, fire hydrants, etc. There are guidelines available at the Rural Water website.

Jeff also said that an engineering report will determine the size of a new tower based on prior history of water use but he did not think that Danube would want to go up in size of a new tower based on the information that Dan said was the water use.

Jeff suggested that Danube also hire a third party inspector for the project. The third party inspector should be one that specifically only works with water towers. The positives of doing this is that the third party inspector would keep an eye on the progress of the project by checking on welds, the correct paint is being used, the bending of the tower, and other critical components. The third party inspector will literally go up the tower and do physical inspections. One firm that Jeff Dale mentioned was KLM. Jeff said that they were a good firm to work with for third party inspections and they only do water towers so they have a lot of knowledge in the process. KLM will inspect from the first step to the last step if a new tower is built.

Jeff mentioned that one of the biggest cons to rehabilitating the water tower is that the City of Danube would be liable for the lead paint once it is removed forever. When the paint is removed it will be stored somewhere under the city's name and if there were any issues that arise such as a spill, the City of Danube would be responsible for the cost to clean it up. This responsibility will always be Danube's. If the water tower is sold for scrap with the paint on it the City of Danube would have no responsibility for the lead paint because it was left on the tank. Danube is only responsible for it if they remove the paint from the metal.

In conclusion Jeff told Dan and Dotty the next step is to have the Council approve filling out and filing an application with Kevin (Dan has the contact information from Jeff Dale for Kevin).

The website for Minnesota Rural Water Association is: www.mrwa.com

The Councilmembers discussed the water tower. Dan will pass on the name and information of a company out of South Dakota to Lee Elfering that does water tower rehab and building new. The company has worked with Renville and other towns in the area. The Councilmembers gave approval for Dotty to contact Kevin Friesen about filling out an application for Rural Development.

Employee Report – Chief of Police

Chief of Police Les Schneider was present to give his monthly employee and Police Department report. Statistics for April 2014 were higher to last year at the same time with 57 calls, 35 reports, 48 traffic stops, 18 citations, 35 mutual assists and 2 home security checks.

Additional business discussed:

- School Building Update – Schneider reported that Just for Kix was done as of April 29th and the total rent monies received from the organization was \$1,020.00. Volleyball is also done now at the school. The lock boxes have now all been installed. An investigator from the Sherriff's Department put them up for the City.
- Park Patrol Update – Schneider reported that the squad car parked down by the park during the morning and afternoon for a couple of weeks and the traffic has slowed down now from the police presence. Schneider also reported that he stopped and spoke with the individuals that were reported to have been disobeying the yield sign.
- Blighted Properties – Schneider informed the Councilmembers that the list is almost completed. The police chief and city clerk will get together on May 19, 2014 to go over the blighted properties list for letters to be put together and mail out to the property

owners informing them of the issues of concern that need to be corrected. The homeowners will have until June 16, 2014 to correct the issues. If the properties are not compliant by June 16, 2014 Schneider will fine the property owners in accordance to Ordinance # 84. Councilmember Maurice voiced disappointed that letters have not gone out yet because it was decided at the last Council meeting to have the letters go out to the list of properties that were presented along with any others that Dan Kaufenberg and Les Schneider saw around town. Schneider was informed to go get the list of blighted properties right away in the morning from the City Office on April 10th, after the prior Council meeting before any letters could be issued.

- 2014 Dog License – Schneider informed the Councilmembers that he and the City Clerk will be working together to get the remaining individuals that have not yet purchased a dog license to do so by June 16, 2014. If dog owners still have not purchased a license by June 16, 2014 then Schneider will issue fines in accordance with Ordinance # 74. Councilmember Strunc voiced concerns if other towns also enforce the dog licensing issue. Schneider advised that other towns in the area do enforce the dog licensing issue and some even have kennels available if dogs are found loose and owners pay a fine before they can get the dog back. Schneider also informed the Council that about every two years that someone ends up getting bitten and it is very nice to have the information on file that the dog has had its rabies shot instead of trying to contact a veterinarian on a Saturday or Sunday to try and get the paperwork or having the individual go through rabies treatments.
- Use of Force Training (June 14) – Schneider informed the Council that the whole department will be attending firearm qualifying for the 12 hours of POST Board requirements on June 14, 2014. The training will be done in house so there is no cost to the City for this training other than the time that is put into the training.
- MN Crime prevention Association Cards Program – Schneider informed the Councilmembers that the cards are ordered and should be arriving in the mail soon to be handed out this month.
- First Response Information – Schneider informed the Councilmembers that the First Response annual meeting is going to be held on May 29, 2014. The first responders will be discussing defibrillators and a few other pieces of other equipment. Schneider also informed the Councilmembers that the beet plant will be having a “Mass Casualty Incident” training on June 5, 2014 at 3:00 pm. The training will consist of what would it be like if a tornado hit the beet plant. The employees are the ones that will be putting this training event on. Some of the towns that will be attending are Olivia, Danube, Renville and Sacred Heart.
- Water & Waste Water – Schneider informed the Councilmembers that he has received his Class D Water license and is still waiting on the Waste Water license.
- Truck Traffic on 2nd Street East – Councilmember Strunc brought attention to that Semi trucks are using 2nd Street East and the trucks are not to be using that street. Schneider will talk with the fertilizer plant and any construction companies working on the fertilizer plant to not use 2nd Street East road for Semi trucks or any other heavy trucks.

Employee Report – City Clerk

- Budget Figures Follow-Up: Regarding the question from Councilmember Strunc about the budget figures on the pink sheets that comes in the Councilmembers packets, the

figures that are listed are going by full months. So when you see the date in the left top corner "As of 05/14/2014" it actually is accounting for the full month of May and not just through May 14, 2014. The figures on the budget side takes the full amount budgeted divides it by twelve (12) months and times that figure by the number of months (example May is five (5)).

- Dog Licenses: Dotty informed the Councilmembers after June 16, 2014 the cost for a dog license will cost dog owners \$50.00 instead of the current \$5.00 amount. Dotty also informed the Councilmembers that the families that had three dogs no longer have three dogs. So far all families are in accordance with Ordinance #74.
- Water Billing: Notices have been sent out to landlords on those residents who have not paid their water bills. I did wait one week before mailing it out to the landlords so that the tenants had a little time to come in and pay before notifying the landlord. Below is the letter that went with a copy of the renter's late utility notice.

Date: May 6, 2014

To: Landlords

Re: Utility Disconnect Notice

From: Danube City Council

The Danube City Council has decided that all landlords will now start receiving a copy of their tenant's notice for any late utility bills. If the tenant's do not pay the utility bill the landlord will be responsible for the utility bill to the City of Danube along with any additional fees if the utilities are turned off.

Enclosed you will find a copy of the notice that was mailed out to your tenant.

If you have any questions or concerns please contact the City Office.

I have had quite a few people coming in and complaining about their water usage and after reviewing prior information it appears that the water billings had been adjusted from the meter readings that Dan recorded to produce the bills. These adjustments were done before the bills were sent out to the residents. I think after a couple of water bills being sent out that the number of complaints will drop because the water usage will either stay consistent or they will become more conservative with their water use.

Councilmember Strunc inquired about if there are any water bills that are behind and how far. Dotty informed the Councilmembers that there three water bills that are outstanding. Dan is working with one of the accounts, Schneider is assisting with the second one, and the third one belongs to a vacated house and will need to be assessed to the property come end of the year.

- City Office Closed Dates: Memorial Day May 26, 2014.

School Building Updates

Councilmember Strunc informed the Councilmembers about the Nationwide Glass bill and the work that they performed in replacing the defective insulated panel. Councilmember Strunc also reported that the daycare group is working with Tri-Valley about renting an area.

Community Center Updates - None

Unfinished Business

Sealed Bids - Streets – This information was covered in the Public Works report.

Blighted Properties – This information was covered in the Chief of Police report.

Financial Reports

The Councilmembers reviewed the claims list and receipts list from April 10, 2014 thru May 14, 2014.

Councilmember Standfuss moved and Councilmember Maurice seconded a motion to approve the bills as submitted in the amount of \$30,639.15 (checks) and \$8,590.53 (electronic fund transfers). The motion carried unanimously.

The Councilmembers reviewed the Actual verses Budget Comparison for 2014.

The Councilmembers reviewed the reconciled bank statements for April 2014.

New Business

Renville County 2015-2016 Assessment Agreement – The Councilmembers reviewed the Assessment Agreement from Renville County for the 2015-2016 assessment years. The fee per parcel assessment will stay the same at \$10.00 for real property and \$5.00 for mobile home assessments. This fee per parcel has not changed from the 2013-2014 assessment. *Councilmember Strunc moved and Councilmember Maurice seconded a motion to approve the Renville County 2015-2016 Assessment Agreement. The motion carried unanimously.*

Offices for Upcoming Voting – Dotty informed the Councilmembers that this November the City of Danube will be voting during the elections for a Mayor and two (2) Councilmembers. The two (2) Councilmembers that term is coming up is Dave Maurice and Sharon Krogman. The current Mayor is Gene Alex Sr.

Minnesota Department of Health – Notice of Violation – The Councilmembers received a copy of the notice of violation from the Minnesota Department of Health and a copy of the notice that was posted by the City of Danube to comply with the violation. The notice was posted on the website and on the bulletin board in front of the City Office.

Consumer Confidence Report – The Councilmembers reviewed the copy of the consumer confidence report that was included in their packets.

Certificate of Deposit maturity - \$77,028.15 – The Councilmembers discussed the certificate of deposit that is maturing on May 23, 2014. Currently the certificate of deposit is held at Dawson Co-op Credit Union. Dotty informed the Councilmembers that Dawson Co-op Credit Union, in Renville, currently has a 12 month certificate of deposit at a rate of .75% APY, Hometown Bank, in Olivia, has a 12 month certificate of deposit for .25% APY and Minnwest Bank, in Danube, has a 12 month certificate of deposit for .25% APY and a 16 month certificate of deposit at .60% APY. *Councilmember Maurice moved and Councilmember Standfuss seconded a motion to approve renewing the certificate of deposit at Dawson Co-op Credit Union for 12 months. The motion carried unanimously.*

Minnesota Department of Health – Final Approval of the Wellhead Protection Plan – In the Councilmembers packets was a copy of the approval of the Wellhead Protection Plan from the Minnesota Department of Health. Dave Neiman contacted Dotty and said that in the next 60

days he would hold a Plan Implementation meeting. The meeting will consist of how the City of Danube will go about implementing the plan and involving the other LUGs.

Correspondence

The Councilmembers received the following informational material in their packets:

1. Minnesota Unemployment
2. Renville County – Picnic Tables
3. MediaCom
4. MUNIFACTS

Adjournment

There being no further business before the council, Councilmember Maurice moved and Councilmember Standfuss 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