

DANUBE CITY COUNCIL
Regular Council Meeting
Wednesday, January 9, 2019 6:30 PM
Danube City Council Chambers

A regular meeting of the Danube City Council was conducted on January 9, 2019 at 6:30 p.m. with Mayor Alex presiding. The Councilmembers met down at the school building with al Strunc to review some concerns. The meeting then was called to order at 7:00 p.m. in the Council Chambers.

The following Councilmembers were present: Carrie Garza, Sharon Krogman and Phil Standfuss

Councilmembers absent: Cathy Malvin

Others Present: Don Williamson – West Central Sanitation, Jeff Freitag, Darrell Mattson, Diane Pfarr, Police Chief Les Schneider, City Clerk-Treasurer Dotty Schnobrich, and media.

Oath of Office

Mayor Alex, Councilmember Carrie Garza and Councilmember Krogman all read and signed the Oath of Office.

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 Krogman 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 December 12, 2018
- Bar Door Open Saturday, February 9, 2019 – Wedding
- Bar Door Open Thursday, February 21, 2019 – Over The Top
- Bar Door Open Friday, February 22, 2019 – Birthday Party
- Gambling Permit – Danube Fireman’s Relief Association – March 16, 2019

Open Forum

Don Williamson – West Central Sanitation – Don Williamson spoke with the Councilmembers about the contract with West Central Sanitation. The contract had expired and would like to renew the contract. Don Williamson did explain that West Central Sanitation is looking at a \$100.00 dollar increase per month to \$1,244.00 for the base rate.

Councilmember Standfuss moved and Councilmember Krogman seconded a motion to approve an increase in base rate from West Central Sanitation starting April 1, 2019 for the terms of 7 years. The motion carried unanimously.

Don Williamson will send an updated contract for the Councilmembers to review and approve at the next meeting. Don Williamson will also do an audit on the commercial garbage so the Councilmembers can review them to verify the charges and the City is billing accordingly.

Darrell Mattson – Darrell Mattson asked how the comp time situation was taken care of. Mayor Alex told Darrell that the situation was taken care of because the City paid out the comp time at least years wages. Mayor Alex also informed Darrell that the comp time is on the agenda later and it will be addressed by the Councilmembers at that time. Darrell also discussed an issue that arose with an employee along with their work performance. Mayor Alex said he spoke with the employee about it. Darrell voiced concerns about the condition of the streets.

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 – Still waiting on part to come in from Chappell Central to fix fuel oil on boiler #1. They were thinking by the end of the week. Boilers have been running well as of late. I have been adding more chemical than I have in the past. This had led to better acidity levels in the system to help control corrosion of valves and steam traps. Would like to.
- Sanitary – The lift station averaged 51,000 gal/day for the month of December. Due to the higher than average numbers from wet weather. A pond discharge may be needed before normal Spring discharge.
- Water – The wells averaged 29,000 gal/day for the month of December. DNR reports for water usage will be done this month. No issues at present time with water system.
- Storm – There is a small sinkhole started in the alley by fire hall. Haney's were in contact to dig up and repair when I was gone but it was never done. It will most likely wait until Spring if it can when the ground isn't frozen.
- Holiday Lights – I contacted Sullivan's Electric about outlets not working for decorations and the possibility of having to redo the underground wiring from some of the poles on Main ST. They were going to investigate it and come up with a solution to go forward. I would like to also take down new lights to prevent any unnecessary damage to them. Didn't know how long the City wanted to keep them up.
- Pickup – The pickup is currently at Danube Auto. It stalled out on me at the Ponds and I had to have it towed back in. Currently, I do not know the issue with the truck. The truck has been having multiple issues over the last couple of years. Truck has 171,000 miles on it. The fuel pump was the issue on the truck.

- Annual Reports – I will be completing Danube's annual Tier II reports for Minnesota Department of Public Safety.

Employee Report – Chief of Police

Chief of Police Les Schneider was present to give his monthly employee and Police Department report. Statistics for November 2018 were lower compared to last year at the same time with 41 calls, 21 reports, 21 traffic stops, 7 citations, 24 mutual assists and 2 home security checks. Additional business discussed:

- School Building Updates – Schneider reported that junior high girls sports will be from January 2nd till February 19th, RCW play is January 24th and 25th and a birthday party is being held on January 26th. The renters down at the school now have a form they will fill out.
- Snow Removal Assists – Schneider reported that the City has had 3 snow falls in which 2 were plowable, Schneider did put letters on the windshield of those vehicles that were still there during plowing. Schneider did have one vehicle towed.
- Use of Force/Firearms Training – Schneider reported that the full department attended the use of force/firearms training on December 16th.
- FEMA Update – Schneider reported that he needs to finish up the paperwork for the claim with FEMA.
- POST Board Annual Training Requirements – Schneider reported that he has submitted all paperwork with the POST Board.
- MCPA Executive Training Institute – Schneider reported he will be attending the conference for 16 credits. The cost is \$600.00.
Councilmember Krogman moved and Councilmember Standfuss seconded a motion to approve paying \$600.00 for Schneider to attend the MCPA Executive Training Institute. The motion carried unanimously.
- MN Rural Water Association Conference – Schneider reported that he will be attending the conference to get his credits in for water and wastewater.
- OSHA Training in Hector – Schneider reported that he will attending the meeting.
- MN Crime Prevention Association Membership – Schneider reported that they will be paying \$50.00 again to get the baseball cards in the summer to hand out to the kids.
- Liquor License and Sheriff's Office Contract Renewals – Schneider reported that the paperwork has been completed on the renewals.
- First Response Information – Schneider reported that the CPR and annual training will be held on January 31st.

Employee Report – City Clerk

- Land Update – Nothing new to report.
- RCW Agreement Follow Up – Dotty tried to contact Les Schneider Sr. regarding the agreement between RCW and Danube but he is gone for the winter and she will continue to try and reach out to him. Mayor Alex reported he spoke with Les Schneider Sr. and that it was agreed that they get to rent the school free of charge but they do have to provide a janitor to clean it. Mayor Alex also reported there is nothing in writing regarding that agreement. The Councilmembers discussed the issue and it was decided that Mayor Alex and Al Strunc would go over and talk to the RCW school board to ask

for funds for general maintenance. The Councilmembers agreed to ask for \$5,000.00 in maintenance fees.

- 2018 Audit – The 2018 audit is scheduled for Wednesday and Thursday January 16th & 17th.
- Snow Removal Contracts – Dotty has still not received back either contract from Jim Nyquist or Bob Kopel for snow removal.
- Completed Items – Payroll taxes paid for the month, quarterly reports have been filed and W-2s issued and mailed.
- OSHA Class – Dotty will be attending the annual required OSHA class on AWAIR, ERTK, BBP and HAZ COMM on Wednesday, January 28th in Hector so the office will be closing at noon for the remainder of the day.
- Office Closed – The Danube City Office will be closed Monday, January 21st for Dr. Martin Luther King Jr. Day.

School Building Updates - None

Community Center Updates - None

Unfinished Business

Comp Time – Dotty informed the Councilmembers that Dan was paid down on his comp time at last year's wages at the end of December as what was decided per emails to the Councilmembers with a balance of 50 hours left carried over for 2019. Dotty also informed the Councilmembers about changes that have occurred to comp time and how the reporting has changed regarding comp time with taxes. The Councilmembers discussed the changes and after a long discussion it was decided that for the year 2019 Dan is to have a max of 50 hours of comp time to be used up by the end of the year. After 2019 Dan is no longer to accumulate comp time but instead if there is any extra time it is to be paid out in the pay period. The Councilmembers also discussed expanding the Community Center position to include part time maintenance for the City. This was originally what Randy Grunke was doing prior to giving up the work at the Community Center. The Councilmembers decided to talk with Joey Jensen about this and offer the pay of \$17.50 if he is interested in expanding his job detail to include the part time maintenance. Mayor Allex and Councilmember Standfuss will meet with Dan and Joey to discuss this on Monday, January 14th in the morning.

Financial Reports

The Councilmembers reviewed the claims list from December 13, 2018 thru January 9, 2019. *Councilmember Standfuss moved and Councilmember Krogman seconded a motion to approve the bills as submitted in the amount of \$85,530.29 (checks) and \$15,712.64 (electronic fund transfers).* The motion carried unanimously.

The Councilmembers reviewed the Receipts List from December 12, 2018 thru January 7, 2019. The Councilmembers reviewed the Actual verses Budget Comparison for 2018. The Councilmembers reviewed the Bank Reconciliations for December 2018.

New Business

2019 Appointments – The Councilmembers reviewed the appointments for 2019 from Mayor Alex.

Councilmember Standfuss moved and Councilmember Krogman seconded a motion to approve the 2019 Appointments for the city. The motion carried unanimously

Transfer Capital Outlay – Resolution 1-2019 – Dotty asked the Councilmembers for approval for the funds to be transferred to Capital Outlay per the approved 2019 budget. The Councilmembers reviewed and discussed Resolution 1-2019 and the year was changed on the Resolution to the correct year.

Councilmember Krogman moved and Councilmember Standfuss seconded a motion to approve Resolution 1-2019 to transfer \$107,300.00 in capital outlay funds. The motion carried unanimously.

Future Business - None

Correspondence - None

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 8:42 p.m.

Respectfully submitted: Dotty Schnobrich, City Clerk

Gene Alex, Mayor

Dotty Schnobrich, City Clerk