

DANUBE CITY COUNCIL
Regular Council Meeting
Wednesday, January 11, 2017 7:00 PM
Danube City Council Chambers

A regular meeting of the Danube City Council was conducted on January 11, 2017 at 7:00 p.m. with Mayor Alex presiding.

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

Councilmembers absent: None

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

Oath of Office

Mayor Alex, Councilmember Standfuss and Councilmember Malvin all read and signed the Oath of Office.

Approval of Agenda

Councilmember Standfuss moved and Councilmember Maurice 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 December 14, 2016

Open Forum

Ben Ryan – Estimate for the New Building Design – Ben Ryan spoke with the Councilmembers about the changes that were made to the building according to the last council meeting he attended in October. Ben received a quote of \$4,000.00 for the preliminary planning schematic design from Engan Associates out of Willmar, Minnesota. The Council discussed whether they should speak with Lee Elfering, City Engineer, regarding this project on an estimated cost. The Council would also like to know if there is the dollar amount in which an engineer would have to be involved in the project. Ben would like to know if this is something that city would like to move forward with it or not. Councilmember Maurice voiced concerns about doing the building right now due to the City already increasing taxes on the residents and also there are other issues

that need to be addressed in town. The Councilmembers discussed options like doing the building in segments, decreasing the size and decreasing all the extras in the building to reduce the cost. Ben stated that he could do a second drawing decreasing the size and removing all the extras in it so that the cost of the building would be less. Dotty will send Lee an email inquiring about if there is a dollar amount in which an engineer must be involved and an estimated cost to build the buildings. Mayor Alex asked that once Dotty gets the information regarding when an engineer needs to be involved to email the Councilmembers the answer.

Employee Report – Chief of Police

Chief of Police Les Schneider was present to give his monthly employee and Police Department report. Statistics for December 2016 were higher compared to last year at the same time with 45 calls, 29 reports, 35 traffic stops, 17 citations, 31 mutual assists and 3 home security checks. Additional business discussed:

- School Building Schedule – Schneider reported the fall play was held on January 23rd – 28th. Santa's Closet is done for the year and out of the building. Tri-Valley is closed until when Stacy comes back in February.
Dotty asked Schneider if he was familiar with the steam coil that Dan took out of the school and had Chappell Central Inc take and get a quote for. The Councilmembers discussed the steam coil and decided to have Schneider said he was aware of what it was about and would contact Dan by text during the meeting to find out if the Councilmembers needed to approve one of the quotes that were submitted by Chappell Central Inc. Dan responded to Schneider that the Councilmembers didn't need to move on the quote from Chappell Central Inc and that he would handle this issue when he gets back from vacation. Mayor Alex will talk to Lonnie Davis about steam coils at the Sacred Heart School and talk with Dan on what he finds out.
- FEMA Information – Schneider reported that the City was unable to receive any FEMA funds because you had to get above \$3,000.00 in out of pocket expenses. Since the City spent \$2,500.00 in insurance deductible Danube didn't qualify for any FEMA funds for the squad car.
- OSHA Meeting in Hector – Schneider reported that he attended the OSHA meeting in Hector on January 5th.
- Locksmith Information – Schneider reported that on December 28th he had an issue with the lock at the police department and had to call in Torkelson's Lock Service to fix it. Torkelson's also fixed a strike plate down at the school building while they were here.
- Liquor License Renewal – Schneider reported the on and off sale liquor license has been issued to Millers on Main for 2017.
- 2017 Sheriff's Department Contract – Schneider reported that the Sheriff's Department bill being issued for \$1,000.00 is for \$700.00 LETG software and \$300.00 is the user fee.
- Cellular Service Update – Schneider reported that at the next meeting he will presenting some information for cell phones for both himself and Dan Kaufenberg.
- First Response Training & Meeting (January 26) – Schneider reported that the First Responders will be having their annual meeting on AWAIR and Blood Bourne Pathogens.
- Defibrillator Quote – Schneider reported that he received a quote for a Phillips HeartStart FRx Defibrillator of \$1,260.00 from heratsmart.com. The defibrillator has a 8

year warranty and the battery has a 4 year warranty. The defibrillator also comes with a infant/child key.

The Councilmembers discussed the defibrillator and how to pay for it since the budget was already done and funds were not in the budget for the item. Schneider reported that the First Responders receive \$250.00 in donations from Farmers Coop every year for at least 5 years. The Councilmembers encouraged Schneider to set up a capital outlay fund for the First Responders and include that in future budgets.

Councilmember Maurice moved and Councilmember Standfuss seconded a motion to approve purchasing the defibrillator from heartsmart.com for \$1,260.00. The motion carried unanimously.

Employee Report – Public Works Director

Public Works Director Dan Kaufenberg did not have a report for the Councilmembers for this meeting.

- Mayor Alex asked Dotty to have Dan take a look at the fire department door between the trucks and their meeting room. Mayor Alex also spoke with the Councilmembers about who is to be running the skid loader when Dan is gone. Zach Kopel was suppose to but if he is working he is unable to run the skid loader. Bob Kopel ran the skid loader to clean out the Community Center and the EDA apartments.

Employee Report – City Clerk

- Storage Boxes – Dotty checked into purchasing some storage boxes for files in the storage room. I found some letter size deep boxes for \$114.99. The cost includes 6 boxes with a metal frame to last longer. I attached a picture below of what the boxes look like. This style of box would make it much easier for researching if necessary instead of pulling a whole box of the shelf you can pull the drawer out look through it without having to take the box down. Also one year can fit in a just one box which would be easier to keep the storage room more organized.



The Councilmembers are okay with Dotty ordering the boxes.

- City Council Recorder – Dotty would like to purchase a new recorder for the City Council meetings since the old has a hard time recording softer voices. I found one for \$64.49 and below is a description about the device.

With 4 GB of flash memory, the Sony ICD-PX333 Digital Voice Recorder lets you record up to 1,073 hours in MP3 format. Record lectures, music, and more with the Sony ICD-PX333 Digital Voice Recorder. Recording in MP3 format, this portable recorder offers 4 GB of internal memory, up to 1,073 hours of recording time, and up to 96 hours

of battery life. Intelligent Noise Cut reduces ambient noise, while scene select captures high-quality sound in any environment. The add/overwrite function makes editing simple, while A-B repeat allows you to set the beginning and end of a passage for looped playback. The recorder comes with a USB cable and has a microSD card slot to add memory.

The Councilmembers were in favor of Dotty ordering a new recorder for the City Council meetings.

- OSHA Class – Dan, Les and Dotty attended the OSHA class on Thursday, January 5, 2017 in Hector. One thing that was learned was that if anyone is dealing with certain wastes requires the City to pay for Hepatitis C shots. Both Dotty and Thomas clean bathrooms and just thought you like to know that and possibly change to include these shots to anyone who could potentially be exposed.

The Councilmembers asked Dotty to contact Thomas and ask if he has had Hepatitis C shots and report back to the Council regarding it.

- Lights at the School – Dotty was informed that Little Lambs has been allowing the children to run all over the school and while doing this they have turned lights on all over the school and other people that rent there are the ones turning off the lights. Dotty did send Stacy an email regarding this and asked her to talk to Little Lambs and ask their staff to walk through the school at the end of the day to make sure then turn off the lights the kids are turning on. If it continues does the City possibly want to up the electric bill to cover the cost of the lights being left on.

The Councilmembers discussed the issue and asked Schneider to talk to them regarding the issue.

- Snow Removal Contracts – Dotty has still not received Kopel Farm's contract (Bob Kopel) back yet.
- Completed Items – Dotty has completed a majority of reports for the City (W-2s, 941, MN unemployment, 1099s, sales tax, OSHA 300 report, etc.) and for the EDA (certificate of rent paid forms) for the year and Sara will be here on January 23rd and 24th for the audit. Dotty will continue to finish filing the other year end reports that are due over the next couple of weeks along with continuing to organize the storage room as time allows.
- Office Closed – The City Office will be closed on Monday, January 16, 2017.

School Building Updates

Mayor Alex informed the Councilmembers that Sullivan's Electric donated all their time for putting up the scoreboards. The Councilmembers discussed the donation and agreed that the City should them a thank you for their generosity. Mayor Alex said the school is aware of it and are also suppose to be sending a thank you to Sullivan's.

Community Center Updates

Councilmember Krogman informed the Councilmembers that all 4 furnaces at the Community Center encountered a problem on a day that the Community Center was rented. Steve's Plumbing and Heating was called in to repair the furnaces. Steve got most of the furnaces going and there might be one or two yet that need repairs yet. Councilmember Maurice informed that Councilmembers that they waived the rental fees that day due to all the furnaces issues. Dotty will follow up with Dan to see if all the furnaces at the Community Center are repaired now. Mayor Alex mentioned that there are quite a few bulbs out and asked Dotty to let Dan know so he can replace the bulbs or see if it is something else that is wrong with the fixture.

Unfinished Business

Water Tower – Funding – There was no new issues to discuss on the water tower funding but to continue to carry this item forward on each agenda until further notice.

Water Tower Update – Lee Elfering Email – Dotty informed the Councilmembers that she let this carry forward in case Lee sent us something after the Council packets were handed out, in which he didn't.

Financial Reports

The Councilmembers reviewed the claims list from December 15, 2016 thru January 11, 2017. *Councilmember Standfuss moved and Councilmember Maurice seconded a motion to approve the bills as submitted in the amount of \$31,445.79 (checks) and \$10,951.22 (electronic fund transfers).* The motion carried unanimously.

The Councilmembers reviewed the Receipts List from December 7, 2016 thru January 9, 2017. The Councilmembers reviewed the Actual versus Budget Comparison for 2016. The Councilmembers reviewed the Bank Reconciliations for December 2016.

New Business

Transfer Capital Outlay – Resolution 1-2017 – Dotty asked the Councilmembers for approval for the funds to be transferred to Capital Outlay per the approved 2017 budget. The Councilmembers reviewed and discussed Resolution 1-2017. *Councilmember Maurice moved and Councilmember Standfuss seconded a motion to approve Resolution #1-2017 to transfer \$62,700.00 in capital outlay funds.* The motion carried unanimously

2017 Appointments – The Councilmembers reviewed the appointments for 2017 from Mayor Alex. Councilmember Krogman offered to take on more than just one item. Councilmember Standfuss suggested that Councilmember could take the legal and police department area along with being Les Schneider's supervisor. Councilmember Krogman was fine with taking that department and supervision. The Councilmembers made the changes to take Councilmember Standfuss off of the legal and police department and as supervisor of Les Schneider and to replace him with Councilmember Krogman in those two areas. *Councilmember Krogman moved and Councilmember Standfuss seconded a motion to approve the 2017 Appointments for the city with the change to the legal and police department and supervisor of Les Schneider.* The motion carried unanimously

City of Bird Island Mutual Aid Agreement – The Councilmembers discussed the mutual aid agreement and Mayor Alex signed the agreement.

Renville County Public Works - Signs – The Councilmembers discussed the sign issue and thought it was best that Les Schneider, Police Chief and Dan Kaufenberg, Public Works Director make the list and submit it to Renville County Public Works.

City of Mankato Memorandum – The Councilmembers reviewed the information and decided not to take any action on the memorandum because the date on submitting had passed before the council met.

Dane Thovson Letter – The Councilmembers discussed the letter from Dane and asked Dotty to respond to the letter with information about Danube. Councilmember Krogman will email Dotty a copy of an article she had about Danube. Dotty will also check with Suzie Lueck to see if she was the one that provided the article to the Councilmembers.

Future Business – None

Correspondence

Willmar Electric Service Letter – Rates

Other

Al Strunc Liaison at the School – Councilmember Maurice spoke with the Councilmembers about having Al Strunc become the liaison down at the school since he knows what is going on and has a good rapport with Tri-Valley. Mayor Alex stated that he spoke with Al Strunc regarding the school and Al is all right with taking care of the school. Al will report to either Mayor Alex or Councilmember Maurice if any issues arise that need to be addressed. Al will also come to the Council meetings only if he has things to report about the school building.

Adjournment

There being no further business before the council, Councilmember Standfuss moved and Councilmember Krogman seconded a motion to adjourn the meeting. With all members voting in favor, the meeting was adjourned at 8:48 p.m.

Respectfully submitted: Dotty Schnobrich, City Clerk

Gene Alex, Mayor

Dotty Schnobrich, City Clerk