

**DANUBE CITY COUNCIL**  
**Regular Council Meeting**  
**Wednesday, February 8, 2017 7:00 PM**  
**Danube City Council Chambers**

A regular meeting of the Danube City Council was conducted on February 8, 2017 at 7:00 p.m. with Mayor Alex presiding.

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

Councilmembers absent: Dave Maurice

Others Present: Public Works Director Dan Kaufenberg, Police Chief 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 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 January 11, 2017
- Gambling Permit – Danube Firemans Relief Assoc – March 18,2017
- Gambling Permit – Danube Area Action Club – July 8, 2017
- Bar Door Open – Danube American Legion – February 16, 2017
- Bar Door Open – Smelt Fry – March 17 & 18, 2017

**Open Forum** - None

**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* – On January 10<sup>th</sup> at 3:00pm the recirculation pump motor stopped working for the boilers. This was causing all the water in the system to overflow out of pump and down the drain rather than being pumped back into boiler. This was causing the boilers to run out of water and shut down within an hour. Dan contacted Chappell Central to

repair motor. After making several calls trying to find a replacement motor we found one that would work in Rogers. Since it was getting colder outside Dan had Chappell go and get the motor. Rather than risk freeze up issues and having Little Lambs cancel daycare until heat was returned. Chappell Central came back later in the evening after getting the motor to install it and get boilers running again. Dan asked Chappell for a quote to have a secondary motor on hand for future emergencies. That quote came back at \$483.28. There is an option to install a second motor right on the pump. This was just to have a replacement. There was also a coil on a unit heater that had burst and was blowing steam into a classroom. The unit heater doesn't work and has been a constant problem with freeze up issues. This had been the 4<sup>th</sup> time that this coil had burst. Dan had removed it in the past and had it welded. This time it just wasn't fixable anymore so Dan removed the coil and capped the lines. There is still a whole wall of radiators in the room that heat the room in the winter. This is also an unused classroom in the winter.

The Councilmembers discussed the school issues. The Councilmembers decided to send Chappell Central a thank you letter for going to Rogers to get the replacement motor and also for working late into the night to get the motor installed.

*Councilmember Standfuss moved and Councilmember Krogman seconded a motion to approve Dan to purchase a secondary motor from Chappell Central for \$483.28. The motion carried unanimously.*

- Water – We had our first water main break and hopefully our only on Feb 1<sup>st</sup>. Dan contacted Haney Construction for the digging and Dan repaired the main. The pipe was sheared all the way around right on a service connection line. Dan will be ordering out another repair clamp to replace the one used. The wells averaged 25,000gal/day in the month of January.
- Wastewater – The Lift station pumps have been having clog issues lately. Dan has pulled the Pumps 3 times in the last month. Each time the pump has been full of so called flushable wipes. These wipes do not break down in the time it takes them to get to the lift station and should not be flushed. They wrap themselves around the impellers and start to accumulate until plugged solid. Maybe a letter should be sent to City residents informing them not to flush these so called flushable wipes. The pumps averaged 42,000gal/day for the month of January. Dan did not average the days it had plugs since that throws the actual amount pumped off by false readings. The Councilmembers discussed the baby wipe issues and decided to have Dotty come up with a mailing on postcards to remind residents of the issue along with some other issues that keep occurring over time like parking after snowfall, mowing grass into the streets, etc.
- Christmas Decorations – Les and Dan took down the Xmas decorations. Dan would like to try and take one of the old tree decorations and rebuild it. Dan was thinking off stripping off old lights and garland, painting it white, and restringing it with led lights as a prototype. This only cost would be paint and lights.
- New Computer – Dan informed the Councilmembers that his computer needs to be replaced and that he would bring quotes to the next Council meeting for a computer and software.

### Employee Report – Chief of Police

Chief of Police Les Schneider was present to give his monthly employee and Police Department report. Statistics for January 2017 were higher compared to last year at the same time with 51

calls, 32 reports, 33 traffic stops, 14 citations, 24 mutual assists and 5 home security checks. Additional business discussed:

- School Building Schedule – Schneider reported the Junior High basketball is done and youth sports will be going until March. Stacey from Tri-Valley should be coming back the end of February down at the School. The one act play needed to use the school past January but Schneider was able to juggle things around to fit them in for some practices.
- LETG Software Issues – Schneider reported that he was having issues with the eclaims on citations but now they may have gotten the issue resolved because he submitted a citation the other day and it successfully went through the whole system like it is suppose to.
- MRWA Conference – Schneider reported that he will be attending the MRWA Conference in St. Cloud this year for his credits.
- First Response Training (Feb. 23) – Schneider reported that the First Responders will be having training on February 23, 2017
- 2017 MCPA Executive Training Institute – Schneider reported he will be attending the training again this year. The cost for the training is \$545.00.  
*Councilmember Krogman moved and Councilmember Malvin seconded a motion to approve Les to attend the 2017 MCPA Executive Training Institute for a cost of \$545.00. The motion carried unanimously.*
- Defibrillator Ordered – Schneider reported that the defibrillator was ordered and will be delivered on Friday, February 10, 2017. Schneider also informed the Councilmembers that the Danube Lions Club gave a \$500.00 donation towards the purchase of the defibrillator. Schneider will be sending a thank you to the Danube Lions Club for the generous donation they gave.

#### Employee Report – City Clerk

- Audit Completed – Dotty reported that Sara has completed the onsite part of the audit and will be returning on Wednesday, March 8, 2017 for the Council meeting to get the finished audit approved.
- Benson Property – Dotty spoke with Sara Beavers, auditor, about the Benson property on the financials and Sara informed Dotty that the City of Danube instead of using general funds could use the garbage funds to pay for that removal. Would the Council like to use those funds instead and move the expenses to the garbage funds? There are enough funds in the garbage funds to move this expense if the Council chooses.  
The Councilmembers discussed the moving of the expenses relating to the house removal on the Benson Property that was paid for in 2016.  
*Councilmember Standfuss moved and Councilmember Krogman seconded a motion to move the cost from general funds to the garbage funds for the removal of the blighted property of \$16,985.00. The motion carried unanimously.*
- Water Fund – Sara, auditor, informed Dotty that she cannot report a negative balance in the water fund when she files her report so until the project is completely done and the Council will need to decide how they want to handle the water tower funding she will be putting in a inter fund loan from the general account of \$100,000 and from the School account of \$237,939.73.  
The Councilmembers reviewed the information and discussed briefly about the funds.
- OSHA Follow-Up – At the last council meeting Dotty said Hepatitis C shots but it is Hepatitis B shots. Dotty spoke with Thomas about Hepatitis B shots and he has all of the

shots. Dotty called over to RC Hospital & Clinics in Olivia and the cost to get the shots is \$483.00 per person for the series of shots (3 shots over 7 months). Office will be closing early on Thursday, March 2, 2017 for Dotty to attend the OSHA meeting in Hector.

- Tyler Mitchell Meter – Dotty was contacted by Tyler Mitchell regarding his water bill and Dan looked into the issue and the meter appears to not be working properly and we had estimated his use for the last two quarters of 2016. We used an estimate of 15,000 gallons based on the first two (2) quarters usage of 2016 but after we reviewed the prior years the estimate should have been 7,500 gallons. Can we issue a credit back for the overcharging of 7,500 gallons for the two (2) quarters and also waive the penalty due to the Council meeting being after the due date of the bill?

The Councilmembers discussed the water meter issue at Tyler Mitchell's place and made a motion regarding the issue.

*Councilmember Krogman moved and Councilmember Standfuss seconded a motion to approve issuing a credit back to Tyler Mitchell for the overage from the past two (2) quarters. The motion carried unanimously.*

- Completed Items – All the end of year reports have been completed on time.
- Office Closed – The City Office will be closed on Monday, February 20, 2017.

#### School Building Updates – None

#### Community Center Updates -- None

#### 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 – Below is the emails from Lee Elfering for the Councilmembers to discuss.

#### Water Tower Colors

The Contractor is asking for the City to pick the colors for the tower. That would include the exterior color/colors and the lettering color. In addition to the color the City needs to decide if they would like to use a 1074 (gloss) finish or a 1075 (semi-gloss) finish. In talking with Gary most towers are painted with a 1074 (gloss), but we have the option of either. Now to the bigger question of what exterior color or colors the City wants to use. The specifications calls out for a two tone tower so we can pick up to two without additional cost. The paint brand the Contractor will be using is Tnemec and the Contractor provided the one color card that you just received. I checked Tnemec's website and the color card the Contractor sent only has a small sample of the colors that are available to pick from and I am not sure how he chose what colors to get samples of, anyways I would recommend the council members go to Tnemec's website at <https://www.tnemec.com/product/colors> and look at colors. When you click on a color it will indicate what products it is available in and I didn't find any that weren't available in both 1074 and 1075. There is of course a disclaimer that the color on the screen may not match what you see and Tnemec suggests we ask for a swatch to make the final determination. It would probably be a good idea to pick a couple colors to get samples of and to make the final determination from those.

A lot of times black is used for the lettering, but the Council could pick whatever color they want for that as well. The way we bid the project we pay for the "DANUBE" per each and we bid two of them. The unit price was \$1,000. I know some people thought we may only need one, but we need to make that final determination.

My thoughts on the colors haven't really changed. It might be good to go with a similar blue and white/off-white combination that is on the old tower. I have mentioned before that regardless of the colors I would recommend that a darker color be used for the riser and the bottom portion of the bowl to better hide dirt and grim. Other than that guidance the Council can go with whatever colors they want.

The Councilmembers reviewed and discussed the color card. The Councilmembers picked Tnemec White and Cadet Blue for the colors using 1074 gloss and Black for the lettering of Danube. The Council chose to only put Danube once on the tower. The preference of the Danube name would be on the Southern side of the bowl going from East to West at a nice visible angle. The Councilmembers also agreed with Lee's recommendation on the darker color being used on the riser.

#### Tree Damage from Soil Borings

You may recall the geotechnical consultant we used for the soils exploration drove over one of the pine trees that was on the north side of the Park. I received a bill from the Historical Society for replacement of that tree and for doing some filling and seeding of the drill holes. The Historical Society is requesting \$305.00 for the tree and installation and an additional \$150.00 for filling and restoration of the 3 bore holes for a total of \$455.00. When I first heard that a tree was damaged by the drilling crew I thought replacement of the tree may become an issue. So I did talk to the geotechnical consultant about the damage and told him we would not be paying the total price quoted for the borings and report. The quoted price for the work was \$4,705.00 and I had come to an agreement with them that \$420.00 would be deducted from the quoted price so we have only been paid them \$4,285.00. Technically we have \$420 that I deducted from the geotechnical firms work to give the Historical Society for the tree and restoration work, but I didn't just want to do that without the City's approval. Is the City okay with applying the \$420 that was withheld from the geotechnical firm towards the tree? If so let me know and we can send them a check and invoice the City for the \$420. We will talk to the geotech firm about the remaining \$35.

The Councilmembers discussed the tree damage issue and decided to have Lee cut a check to the Historical Society for \$420.00 and bill the City for that amount.

#### Warming House

The short answer, to my knowledge there is no dollar amount that requires an engineer be involved in a building project. A little longer answer, typically an architect will take care of the actual building plans which may include having a structural engineer design the footings or a structural slab, but we do not do that kind of engineering. Our involvement is usually determined by what is being done outside of the building (i.e. parking lot, utility extensions, grading), what permits are needed, and/or what the requirements are of the entity requiring the permits. In a lot of the metro area the watershed districts require a permit and storm water treatment if you move more than 50 cy of dirt. It doesn't take a very big building expansion or new building with excavation for frost footings to hit that limit. So here we get involved in a lot of buildings or building expansions because of that permitting requirement and the need to design for storm water treatment and rate control. You do not have a watershed with that kind of requirement so if you are only putting up a warming house next to the rink I don't know that we would have to be involved.

Community Garden – Dotty spoke with the Councilmembers about the property that was cleared if possibly the Council would be willing to let a Community Garden go in over there. The Councilmembers discussed possibly selling the property to get some money back from the cost they paid to remove the house. The Councilmembers asked Dotty to bring this back to the next meeting when Councilmember Maurice is present.

### **Financial Reports**

The Councilmembers reviewed the claims list from January 12, 2017 thru February 8, 2017. *Councilmember Standfuss moved and Councilmember Maurice seconded a motion to approve the bills as submitted in the amount of \$28,202.63 (checks) and \$8,988.61 (electronic fund transfers).* The motion carried unanimously.

The Councilmembers reviewed the Receipts List from January 11, 2017 thru February 6, 2017. The Councilmembers reviewed the Actual versus Budget Comparison for 2017. The Councilmembers reviewed the Bank Reconciliations for January 2017.

### **New Business**

Fire Relief Association By-Laws – The Councilmembers reviewed the revised Fire Relief Association By-Laws.

*Councilmember Standfuss moved and Councilmember Krogman seconded a motion to approve the increase to \$900.00 in the By-Laws of the Fire relief Association.* The motion carried unanimously

Fire Department By-Laws – The Councilmembers reviewed the revised Danube Fire Department By-Laws.

*Councilmember Standfuss moved and Councilmember Krogman seconded a motion to approve the revised By-Laws of the Danube Fire Department.* The motion carried unanimously

**Future Business** – None

### **Correspondence**

Thank You from Haug Family  
Email from the City of Winthrop

*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 8:36 p.m.

Respectfully submitted: Dotty Schnobrich, City Clerk

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Gene Alex, Mayor

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Dotty Schnobrich, City Clerk