

**DANUBE CITY COUNCIL**  
**Regular Council Meeting**  
**Wednesday, February 12, 2020 7:00 PM**  
**Danube City Council Chambers**

A regular meeting of the Danube City Council was conducted on February 12, 2020 at 7:00 p.m. with Mayor Alex presiding. 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: Jeremy Boots – Moore Engineering, Darrell Mattson, Suzie Lueck, 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 Garza 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 8, 2020
- Gambling Permit – Danube Area Action Club – July 11, 2020, Fun Days
- Building Permit – 401 6<sup>th</sup> Street – windows, door and deck
- Building Permit – 204 Main Street – garage, storage and porch

**Open Forum**

**Concerned Citizen Letter** – In the Councilmembers packets there was a letter from a concerned citizen. Attention City Council, please note, the intersection of Oak and Main Street at both Flora and Elite are dangerous! If long vehicles park to the intersection drivers traveling East and or West have limited visibility for North and South traffic. Please consider a yellow curb in front of both Flora and Elite (1 car length) I know from experience how difficult it is to enter the intersection with large vehicles blocking view here. Icy roads can prevent stopping when one has to enter the intersection and can't see oncoming traffic!!! Thank You, A concerned citizen.

The Councilmembers read the letter and discussed it and asked Dan to paint the curbs this Summer. The mayor commented that the yellow is half faded off the curbs.

**Suzie Lueck** – Suzie spoke with the Councilmembers about the Presidential Primary on March 3<sup>rd</sup> will be reimbursed by the State for any expenses and asked that the Councilmembers consider increasing the pay for the judges to \$20.00 per hour. Other towns in the area have increased the pay due to them being reimbursed for the expenses relating to this election. The judges will go back to \$12 after the Primary if the Councilmembers are willing to do the increase.

*Councilmember Standfuss moved and Councilmember Garza seconded a motion to approve increasing the election judges pay to \$20.00 per hour for the Presidential Primary on March 3rd and returning the pay to \$12.00 per hour after the Primary.* The motion carried unanimously.

Suzie also thanked the Councilmembers for all the things they have done for the Historical Society in the past, present and future.

**Darrell Mattson** – Darrell spoke with the Councilmembers and stated that Joey is doing an excellent job on snow plowing and that the Councilmembers and Dan should tell him that he is doing a great job. Darrell also spoke with the Councilmembers regarding a letter that he sent the Councilmembers asking for a written response of what was the minimum qualifications in which he did not meet. Dotty spoke with City Attorney Aaron Walton he informed her that the Councilmembers did not need to do anything more since they already sent a letter to Darrell regarding the snow plow position.

### **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 – Midwest Boiler has completed the retubing of boiler #2. They will be coming back to finish wrapping the area of the stack that was cut out with insulation. There will also be a bill from Chappell Central. They were needed to remove and reinstall the burner unit from the boiler to gain access to the inside. I've been busy in the school lately replacing valves that were not closing off and thermostats that were not operating. They were both causing unnecessary overheating in rooms. Overall the boilers have been running well.
  - a. Sullivan's Electric installed the new breaker panels in the school replacing the fuse boxes. We found out that we were 2 short and those have been ordered and are in and ready to be installed.
  - b. Joey has been continuing with painting at the school when he has time. He has the lobby area and the high walls by seats left.

Dan also spoke with the Councilmembers about a valve that isn't closing on boiler #1 and presented an estimate from Chappell Central to replace the valve for \$1,511.87.

*Councilmember Standfuss moved and Councilmember Krogman seconded a motion to approve Chappell Central's quote for \$1,511.87 to replace the valve down at the School.* The motion carried unanimously.

Mayor Alex also asked that Dan get an estimate for the ceiling and share it with him and Councilmember Krogman.

- Water – Not enough valves in town resulted in one small leak being two leaks. Jeff Johnson Excavating was brought in to help dig and repair water leaks. One was a service

line that pulled away from curb stop off of Pine ST. The other a water main break on Oak by REA

a. The wells averaged 25,000 gal/day for the month of January.

Darrell mentioned that the City had a pressure relief valve when he worked for the City. Dan stated he has to borrow them from Rural Water because there isn't a relief valve

- Sanitary – The Lift station averaged 32,000 gal/day for the month of January. No issues at the present time.
- Vacation – I'm planning on using vacation May 4<sup>th</sup> – 15th.
- 1996 GMC CC Top – Dan spoke with the Councilmembers that Mayor Alex was looking at buying Al Strunc's truck for the City but it is only a flatbed and would need work done to it for what the City would need. Dan did go look for a truck and found one that was a little more money but already had a box and a plow in front. The Councilmembers reviewed the information and decided not to purchase any truck at this time.
- Boiler License – Mayor Alex asked if Dan got Joey signed up for the boiler license test. Dan stated Joey has all the information regarding the boiler license. Mayor Alex asked him to stay on top of it and get him licensed.

### **Employee Report – Chief of Police**

Chief of Police Les Schneider was present to give his monthly employee and Police Department report. Statistics for January 2020 were lower compared to last year at the same time with 38 calls, 24 reports, 26 traffic stops, 10 citations, 27 mutual assists and 2 home security checks. Additional business discussed:

- School Building Updates – Riverside Flooring replaced the trim above the tile floor, after painting was completed in the back portion of the seating area in the gym. The RCW Jr. High Girls BB team played the last game of the season in the gym on Feb. 10. The RCW One-Act Play performances took place in the gym on Jan 23 & 24, and they are using the school on Tuesdays through March for practices. Spring sports have contacted me about gym use in March with a wet spring a high possibility. The Santa's Closet director was given a key to the back room of their store, and I been in contact from the director of Little Lambs on gym use and other notifications requested, such as water notices.
- OSHA Course – I attended the mandated blood borne pathogen, AWAIR, RTK, and hazardous materials class in Hector on Jan. 27.
- FEMA Update – On Feb. 6, I was on a phone conference with Lindsey Hirsch, who is our new contact person on the street projects from FEMA. She requested information previously submitted to our former FEMA representative. Site inspections have been scheduled for Sunday, March 15 at 11:30am. I will be available for these inspections, and been in contact with the FEMA representatives assigned.
- First Response Training – First Response 44-plan training took place on Jan. 30 at 6:30pm. The subjects covered included blood borne pathogens, infectious diseases, and other employee safety issues related to EMS.
- MCPA Conference (April 19-22) – The MN Chief of Police 2020 Executive Training Institute is in St. Cloud from April 19-22, 2020. I receive 16-20 POST credits which are reimbursed through the POST Board training reimbursement fund. The cost is &675 from the conference, with a variety of course topics. I'm requesting permission to attend this conference.

*Councilmember Standfuss moved and Councilmember Garza seconded a motion to approve Chief Schneider to attend the MCPA Conference in St. Cloud at a cost of \$675.00. The motion carried unanimously.*

- MN POST Board – MN POST Board mandated reporting on data of policy and training compliance, as well as data alleged misconduct each calendar year is due on March 1, 2020. The 2019 MN POST mandated reports were sent in on-line keeping our department compliant.
- MN Office of the State Auditor – MN Office of the State Auditor requires law enforcement agencies to report all criminal forfeitures in 2049. Forfeitures considered completed when a final action has been taken on the property (i.e., vehicle is sold, cash is distributed, property is returned to owner, etc.). That information for 2019 was submitted to the Office of the State Auditor.
- LMCIT Training – The League of MN Cities Insurance Trust 2020 Safety & Loss Control Workshop in Willmar on April 2, 2020. I signed up for the Police Track with a cost of \$20. POST credits are given and these sessions are always good training. Councilmember Standfuss spoke about a semi that is parking on a road that they shouldn't be and asked Schneider to speak with them regarding it. Mayor Alex asked about repeat offenders parking on the street during snow removal. Schneider stated that they had no repeat offenders this last snow fall.

### Employee Report – City Clerk

- Land Update – Nothing new to report.
- 2019 Audit – The 2019 audit was completed on Wednesday January 22<sup>nd</sup> and Sara plans on attending the March meeting to do the review.
- Snow Removal Contracts – Dotty has received Bob Kopel's information.
- Completed Items – Dotty has finished filing all year end information, also filed PERA and Payroll Taxes for the month.
- Transfer Duties of Local Board and Appeal – Dotty spoke with Douglas Bruns and he asked that we hold a special agenda item and gave Dotty a sample of the ad to use along with the letter to be sent to him after the meeting in which the special agenda item will be held. When would you like to hold this?  
The Councilmembers discussed this and decided to put this on the April meeting as a special agenda item.
- Office Closed – The Danube City Office will be closed Monday, February 17<sup>th</sup> for Presidents Day, closing early at 12:30pm on Tuesday, March 17<sup>th</sup> for Dotty to attend to attend the OSHA meeting in Hector. Dotty did not make the Election training on Thursday, January 23<sup>rd</sup> because the internet went down and stayed to address that at the office but she did complete the training online. The Office will also be closed on Wednesday, April 1<sup>st</sup> for Dotty to attend the MN League Safety & Loss Workshop in Springfield.

### School Building Updates

Mayor Alex reported the painting is all done and the tile has been completed and it looks good.

### Community Center Updates - None

### **Unfinished Business**

*Moore Engineering* – Jeremy asked the Councilmembers if they would like a written engineering report to go with their packets. The Councilmembers said yes they would like that. Jeremy is still working on the reports and the cost estimates for the project. Jeremy was looking for possible dates of prior water main breaks. Dotty will look back on CTAS for possible dates of past water main breaks. The Councilmembers spoke with Jeremy regarding different concerns along with if they should talk with Renville County. Jeremy said he would also like to attend the meeting with Renville County. Mayor Alex will set up the meeting between Renville County.

### **Financial Reports**

The Councilmembers reviewed the claims list from January 9, 2020 thru February 12, 2020. *Councilmember Standfuss moved and Councilmember Krogman seconded a motion to approve the bills as submitted in the amount of \$30,743.14 (checks) and \$13,166.73 (electronic fund transfers).* The motion carried unanimously.

The Councilmembers reviewed the Receipts List from January 6, 2020 thru February 6, 2020. The Councilmembers reviewed the Actual versus Budget Comparison for 2020. The Councilmembers reviewed the Bank Reconciliations for December 2020.

Dotty mentioned the checking account balance to the Councilmembers and suggested putting \$200,000 in CDs at Edward Jones. The Councilmembers discussed the checking account balance *Councilmember Standfuss moved and Councilmember Garza seconded a motion to approve moving \$200,000 from the checking account to Edward Jones into either a three (3) month or six (6) month CDs depending on interest rate.* The motion carried unanimously.

Mayor Alex spoke to the Councilmembers about having the Councilmembers think about designating monies that the City of Danube has so that it won't hurt the City for grants. He spoke with a grant writer and that is what they recommended.

### **New Business**

*Ordinance #108* – Dotty informed the Councilmembers that City Attorney Aaron Walton asked that the Councilmembers instead of just doing a motion to approve codification to instead adopt Ordinance #108 adopting codification. *Councilmember Garza moved and Councilmember Standfuss seconded a motion to adopt Ordinance #108 an Ordinance Enacting the Code of Ordinances.* The motion carried unanimously

*Fine and Fee Schedule – First Reading* – Dotty spoke with the Councilmembers regarding the Fine and Fee Schedule (Appendix A) in the Code of Ordinances. One of the things that need to be decided is if the Councilmembers want to use the Notice of Code Violation as first option for violations instead of issuing a ticket that would go through the courts. The Councilmembers discussed it and decided yes they would like to use the Notice of Code Violation form first. Dotty will put in the missing fines and fees that will be addressed with the Notice of Code Violation. The Councilmembers reviewed some of the fines and fees that were put in by Dotty and Councilmember Krogman. The Councilmembers will review the Fine and Fee Schedule and a second reading will take place at the March meeting.

Danube Fire Department - By-Laws – The Councilmembers received a copy of the Danube Fire Department By-Laws in their packets with the changes and the prior copy of the By-Laws. The Councilmembers discussed the By-Laws.

*Councilmember Garza moved and Councilmember Standfuss seconded a motion to accept the Danube Fire Departments By-Laws with their changes.* The motion carried unanimously.

Letter of Support – US HWY 212 Freight Mobility & Safety Project – Dotty received a request asking the City of Danube to sign a letter of support

*Councilmember Krogman moved and Councilmember Garza seconded a motion to approve signing the letter of support for the US HWY 212 Freight Mobility & Safety Project.* The motion carried unanimously.

Moore Engineering Placement on Agenda – Dotty asked if she could move Moore Engineering by the Employee Reports. The Councilmembers discussed it and decided to put Moore Engineering right after the Public Works Director's Report.

**Future Business - None**

**Correspondence - None**

Mayor Alex also reported that him and Councilmember Krogman went to the Community Alliance meeting and they are working on fixing the tennis court in Renville. Councilmember Krogman reported the groups are working together to make improvements around the City of Renville.

*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 8:39 p.m.

Respectfully submitted: Dotty Schnobrich, City Clerk

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Gene Alex, Mayor

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Dotty Schnobrich, City Clerk