

DANUBE CITY COUNCIL
Regular Council Meeting
Wednesday, February 13, 2019 7:00 PM
Danube City Council Chambers

A regular meeting of the Danube City Council was conducted on February 13, 2019 at 7:00 p.m. with Mayor Alex presiding.

The following Councilmembers were present: Carrie Garza, Cathy Malvin and Phil Standfuss

Councilmembers absent: Sharon Krogman

Others Present: Jeff Freitag, David Maurice, Darrell Mattson, Diane Pfarr, City Attorney Aaron Walton, Public Works Director Dan Kaufenberg Police Chief Les Schneider, City Clerk-Treasurer Dotty Schnobrich, and media.

Approval of Agenda

Councilmember Standfuss moved and Councilmember Malvin seconded a motion to approve the Agenda with the additions of Gambling Permit for DAAC Fun Days under Consent Agenda; Garbage Rates under Future Business and US Census Letter under Correspondence. The motion carried unanimously.

Approval of Consent Agenda

Councilmember Malvin 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 9, 2019
- Gambling Permit DAAC Fun Days July 13, 2019

Closed Meeting

Mayor Alex asked for the City Council to go to a closed meeting at 7:02 pm for the purpose of talking about an employee issue that has come to attention. City Attorney Aaron Walton stated the reason for the closed meeting was in reference to MN Statute 13D.05 subdivision 1.d attorney-client privilege that the City was served with a notice of petition that requires consideration and a response.

Councilmember Garza moved and Councilmember Malvin seconded a motion to close the meeting at 7:02 pm. The motion carried unanimously.

Councilmember Garza moved and Councilmember Malvin seconded a motion to reopen the meeting at 7:29 pm. The motion carried unanimously.

Open Forum

Letter from Kuschel – Michael Kuschel & family submitted a letter regarding a water softener that was having issues and resulted in a higher than normal water bill. The Councilmembers reviewed the letter and decided not to waive any of the fees but instead allow them to set up a payment plan to pay down on the bill over time. Dotty was asked to call the Kuschels and explain the Councilmembers decision.

Darrell Mattson – Darrell Mattson spoke with the Councilmembers regarding the piles of snow at the intersections and on some properties. Darrell asked the Councilmembers if he could speak with Dan on some things to help me out with some issues that he sees. The Councilmembers listened to Darrell about his concerns.

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 – Chappell Central was in to fix the fuel leak on Boiler #1. They also fixed a leaking radiator in the gym. It was on that was up the wall. The boilers have been running very well. With the addition of chemicals to control corrosiveness there have been fewer steam traps and valves gone bad.
- Sanitary – The Lift station averaged 40,000 gal/day for the month of January. Still about 10,000 gallons higher than last 5yr average.
- Water – The wells averaged 30,000 gal/day for the month of January. DNR reports have been finished and submitted. There are no known issues currently.
- Skid Loader – I would like to order a weight kit for the skid loader. Cost is about \$700.00. Would also like to invest in better snow tires. The ones on there wear great but their traction on ice is horrible. Would like to get a set with rims to easily exchange for the correct season. So far, the average price for a good tire/rim combo is about \$2000.00. *Councilmember Standfuss moved and Councilmember Malvin seconded a motion to approve purchasing a weight kit for the skid loader for \$700.00 from Kibble Equipment. The motion carried unanimously.*
- Plow Truck – The plow truck is starting to smoke bad. It's either time to replace or it will need to go in to get repairs after the season. If it makes it through the season.
- Part Time Help – Joey has been working out great. He's still learning the process, but he's definitely been a big help. If there are jobs you want him to do please let me know. *Councilmember Malvin moved and Councilmember Garza seconded a motion to approve Joey Jensen as part-time maintenance at \$17.50 per hour. The motion carried unanimously.*

Employee Report – Chief of Police

Chief of Police Les Schneider was present to give his monthly employee and Police Department report. Statistics for January 2019 were lower compared to last year at the same time with 41 calls, 23 reports, 30 traffic stops, 14 citations, 28 mutual assists and 3 home security checks. Additional business discussed:

- School Building Updates – Schneider reported that junior high basketball is finishing up. There was a birthday party held on January 26th at the school. RCW play was held on January 24th and 25th and a birthday party is being held on January 26th. The school now has a new form for the renters to fill out.
- Snow Removal Assists – Schneider reported that the City has towed one (1) car and cited another one (1) the last couple of snow falls.
- FEMA Update – Schneider reported that he sent in the last ones requested on February 4th. On February 11th Schneider received an email requesting management costs relating to the damages and Schneider reported back there were no costs for management. Mayor Alex asked if the new sink hole that could be submitted to FEMNA and Schneider reported that no it had to be in within a certain time frame in order to submit it to FEMA.
- First Response Training (OSHA/CPR) – Schneider reported that the OSHA and CPR was held on January 31st. Schneider will submit the roster and agenda from the training to Dotty for it to be put on file for the City to stay compliant with OSHA.
- Upcoming Trainings (MRWA/ETI) – Schneider gave a reminder to the Councilmembers about his upcoming trainings.
- LMCIT Training in Redwood Falls – Schneider reported that he will be attending the training from the League of MN Cities in Redwood Falls, the cost is \$20.00 to attend. Dotty asked if Schneider could pick up an extra USB drive with the policies on it so she can have an updated one.
- POST Board Annual Policies Sent In – Schneider reported that he sent in the paperwork on January 26th and they are changing the deadline to March 1st.
- MN State Auditor Mandated Information Sent In – Schneider reported that he sent in the information on January 26th and the deadline was January 31st.
- Weather Related Issues – Schneider reported that they helped with motorists assist of vehicles in the ditch including a semi. Mayor Alex mentioned that Brian Block stopped in the office and talked with him about hiring Farmward for pay loader work where needed. Brian Block will check into the cost per hour for the loader work and get back to Mayor Alex.

Employee Report – City Clerk

- Land Update – Nothing new to report.
- Sales & Use Tax Tax Audit Update – The audit was completed and a copy of the letter from MN Revenue is attached saying we are compliant.
- 2018 Audit – The 2018 audit will be reviewed at the March City Council Meeting on Wednesday, March 13, 2019.
- Snow Removal Contracts – Dotty has still not received back either contract from Jim Nyquist or Bob Kopel for snow removal. Dotty has now informed Dan of this twice.
- Completed Items – Payroll taxes paid for the month.
- OSHA Class – The required OSHA class on AWAIR, ERTK, BBP and HAZ COMM was moved to Monday, February 11th in Hector due to weather. Dotty will also be attending the class on February 26th in Hector (will let you know if the date changes due to the first meeting changing dates).
- Office Closed – The Danube City Office will be closed Monday, February 18th for Presidents' Day.

- Southwest Shelter – Julie Krueger called Dotty and asked if the Councilmembers were still okay with them removing the South Shelter down at the park for the playground equipment to be moved over. The Councilmembers discussed it and asked that Julie talk to the Danube Lions Club first and then come to the next Council meeting so the Councilmembers could talk with her about the playground and possible building.
- Board of Appeals Meeting – Dotty informed the Councilmembers that the Board of appeals meeting will be held on Wednesday, April 10, 2019 at 6pm with the regular Council meeting to follow at 6:30pm.

School Building Updates

Mayor Alex reported him and Councilmember Krogman sat down and put together the letter that was in the Councilmembers packet instead of Mayor Alex and Al Strunc going over and talking with RCW School Board as originally decided. Mayor Alex reported that Tri-Valley redid the floors last year and it would be the City's turn to redo the floors. Mayor Alex stated Schneider told him it was the City's turn and Councilmember Standfuss stated we should follow up with Tri-Valley and see when the last time they redid the floor was. Dotty will email Stacy at Tri-Valley asking when they last did the floor. The Councilmembers were asked to review the letter and suggest changes. The Councilmembers reviewed the letter and made a few changes and were in favor of mailing the letter to RCW.

Community Center Updates

Councilmember Malvin reported that she gave Joey a list of things to do but she has not checked back with yet on those things. Mayor Alex reported he did get the delimer for the dishwasher.

Unfinished Business

New Acting Mayor – Bank Authorization – Mayor Alex reported that due to Councilmember Standfuss becoming the new acting Mayor that the Council needs to approve him to be able to perform financial transactions.

Councilmember Malvin moved and Councilmember Garza seconded a motion to approve Phil Standfuss as the new Acting Mayor and also to authorize Phil Standfuss, new Acting Mayor, to perform financial transactions dealing with the City of Danube and remove David Maurice. The motion carried unanimously.

Financial Reports

The Councilmembers reviewed the claims list from January 10, 2019 thru February 11, 2019.

Councilmember Standfuss moved and Councilmember Garza seconded a motion to approve the bills as submitted in the amount of \$34,749.70 (checks) and \$11,423.50 (electronic fund transfers). The motion carried unanimously.

The Councilmembers reviewed the Receipts List from January 8, 2019 thru February 11, 2019.

The Councilmembers reviewed the Actual verses Budget Comparison for 2019.

The Councilmembers reviewed the Bank Reconciliations for January 2019.

New Business

MN Basic Code of Ordinances – Dotty informed the Councilmembers that she spoke with City Attorney Aaron Walton on this because he is currently working on the Ordinances for the City of Danube and he said that the City should not adopt the changes to its copy of MN Basic Code of Ordinances.

Councilmember Standfuss moved and Councilmember Malvin seconded a motion to not adopt the changes to its copy of MN Basic Code of Ordinances that would make it the 2019 Edition of the MN Basic Code of Ordinances. The motion carried unanimously

West Central Sanitation Contract – The Councilmembers received a copy of the new contract from West Central Sanitation in their packets with the changes from the January meeting. .

Councilmember Garza moved and Councilmember Standfuss seconded a motion to accept the seven (7) year contract with West Central Sanitation. The motion carried unanimously.

Email From Suzanne Hilgert – HWY 212 Support Letter – The Councilmembers received in their packets an email from Mayor Suzanne Hilgert, from Olivia, for support for HWY 212 becoming a four-lane divided highway from west junction of Highway 212 and Highway 22 to the junction of Highway 212 with Interstate Highway 494. The Councilmembers reviewed the email and decided to not issue a letter of support.

Future Business

Garbage Rates – The Councilmembers were handed a sheet with garbage rates prepared by Don Williamson from West Central Sanitation with the rates that West Central Sanitation would bill for those dumpsters. Dotty went over the information with the Councilmembers and there was three (3) dumpsters listed that the City of Danube was not billing for that will need to be billed out and also one (1) that is not located in City limits. Dotty will follow up with Don Williamson about informing the City of dumpsters so they know to charge and also follow up with the one located outside of City limits. Dotty also saw that the two (2) apartments on the Northwest side of town were not listed on the sheet and she will contact to get them listed for the next Council meeting.

Correspondence

US Census Letter

There being no further business before the council, Councilmember Malvin moved and Councilmember Standfuss seconded a motion to adjourn the meeting. With all members voting in favor, the meeting was adjourned at 8:43 p.m.

Respectfully submitted: Dotty Schnobrich, City Clerk

Gene Alex, Mayor

Dotty Schnobrich, City Clerk