

DANUBE CITY COUNCIL
Regular Council Meeting
Wednesday, March 11, 2020 7:00 PM
Danube City Council Chambers

A regular meeting of the Danube City Council was conducted on March 11, 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, Cathy Malvin and Phil Standfuss

Councilmembers absent: Sharon Krogman

Others Present: Jeremy Boots – Moore Engineering, Darrell Mattson, Jeff Freitag, Joey Jensen, Diane Pfarr, Ben Ryan, Police Chief Les Schneider, City Clerk-Treasurer Dotty Schnobrich, and media.

Approval of Agenda

Councilmember Malvin moved and Councilmember Standfuss seconded a motion to approve the Agenda. The motion carried unanimously.

Approval of Consent Agenda

Councilmember Standfuss 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 February 12, 2020

Financial Review with Sara Oberloh – Oberloh & Oberloh, Ltd.

City Auditor Sara Oberloh from Oberloh and Oberloh, Ltd. was present to go over the 2019 audit report and answered questions. The audit report is available for viewing in the City-Clerk's Office or on the website www.cityofdanube.com.

Councilmember Malvin moved and Councilmember Garza seconded a motion to approve the 2019 audit report as presented by Sara Oberloh of Oberloh & Oberloh, Ltd. The motion carried unanimously

Open Forum

Ben Ryan – Ben Ryan spoke with the Councilmembers regarding giving the \$1,500 donation to Danube Fun Days like they have done in the past. He also spoke with the Councilmembers on the events that will be occurring during Fun Days. The 5k will not be held this year. Mayor

Alex also reminded Ben that there are the old picnic tables available to bring up if they need them. Ben will be back to give an update on the park building at a later time.

Councilmember Malvin moved and Councilmember Garza seconded a motion to approve donating \$1,500.00 for Danube Fun Days to the Danube Area Action Club. The motion carried unanimously

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 – The last 2 breaker panels have been installed by Sullivan’s Electric in the school. There are a few valves that need to be replaced yet in some of the rooms that are leaking air. I’ve rebuilt some to save on costs. The boilers have been running without any issues. More chemical for the boiler water will need to be ordered from MARC corporation. The tiles I’m looking at using in the school lobby are Genesis pvc tiles. They are waterproof and don’t stain or sag like mineral board tiles. Also mold and mildew resistant. They can be easily washed. They come in a smooth or stucco surface. The smooth will be about \$1600 and the stucco will be \$2000. The grid system will cost about \$500 to install. These can be found on Menards website for anyone interested in seeing the tiles and info. Model #’s. Smooth-74500, Stucco-76000.
Councilmember Malvin moved and Councilmember Standfuss seconded a motion to approve purchasing smooth ceiling tiles for approximately \$1,600 and the grid system for approximately \$500 from Menards. The motion carried unanimously
- Water – The wells averaged 28,000 gal/day for the month of February. Both doors need to be replaced on the Well houses. I will be getting some estimates to replace
- Sanitary – The lift station pumped 39,000 gal/day for the month of February. No known issues at this time. The primary pond is getting close to full and the secondary pond will need a discharge soon to make room. Hawkins Chemical has some new bacteria that is suppose to help lower phosphorus in the ponds. I would like to try these to see if t helps. They would be a cost saving alternative to adding alum by boat in the ponds. The cost is \$425 for 25lbs. Will need about 50lbs.
Councilmember Standfuss moved and Councilmember Garza seconded a motion to approve purchasing bacteria treatment from Hawkins Chemical up to \$1,000. The motion carried unanimously
- Storm – There is another sinkhole on 4th and Maple. More than likely this is a result of another storm line collapse. I haven’t been able to investigate yet. It will get replaced as soon as possible. Cones have been put around it for now.
- Street Sweeping – Darrell Mattson asked that Dan go around and remove the sand on the roads to prevent it from going down the drains when it does rain. Councilmember Standfuss will speak to Dan about it.

Moore Engineering – Jeremy Boots

Jeremy spoke with the Councilmembers regarding the meeting with Renville County regarding the ditch and he did get more information regarding the ditch. The discussed the ditch and the creek. The City can discharge into that creek without much permitting. A couple options are to upgrade the existing storm drain that is there or they could run a secondary line down. To

address the capacity issue down by the park they either need to increase the size of the current drain system or add another one. The County would like to get rid of the tile drain in town and have the City take it over. If the City took over that tile system the City then could do what they want without having to go through the County regarding it. Jeremy informed Dotty about an upcoming webinar about COVID-19. Jeremy will send Dotty the link to look into it. Jeremy will speak with Dan regarding everything and get the report ready to submit on the PPL which is due by the end of April.

Employee Report – Chief of Police

Chief of Police Les Schneider was present to give his monthly employee and Police Department report. Statistics for February 2020 were lower compared to last year at the same time with 25 calls, 16 reports, 29 traffic stops, 12 citations, 17 mutual assists and 2 home security checks. Additional business discussed:

- School Building Updates – 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 is using the school this week for practices. Spring sports have scheduled gym use this March, and JO volleyball is in the gym the next two months. The School fire system inspection was completed on March 2, 2020, and the bill and paperwork sent to me was given to Tri-Valley. The Winfield Township primary election took place in the school lobby on March 3, 2020. Mayor Alex asked about the Sullivan's bill that was for Little Lambs. Schneider stated that Sullivan's replaced the lights because they were shot and it was the City's bill.
- FEMA Update – Site inspections for last year's street damage have been scheduled for Sunday, March 15 at 11:30am. I will be available for these inspections, and have been in contact with the FEMA representatives assigned.
- MCPA Conference (April 19-22) – While registering for the 2020 ETI, I submitted an application for a scholarship from the MN Chiefs of Police Foundation to attend the conference. I was informed that the Association's Board of Directors approved my application and we will receive one of the five \$850 scholarships. A check from the MN Chiefs of Police Foundation in the amount of \$850 will be sent to our agency in late April. This scholarship will cover part of the cost of attending the 2020 MCPA ETI, and was available to small agencies with budget concerns.
- MN POST Board – MN POST Board has been contacted regarding full-time licensed officers that have contacted our dept. for employment. The interest has occurred since the MN State Fair PD has changed its policies and created a demand for licenses for these officers. I've worked with these individuals for nine years, and have a great problem of too much help available. Over the next few months, I will go through the same hiring process as usual to evaluate the potential part-time officers. The biggest benefit to our dept. with hiring any of these experienced officers is the minimum cost would incur with buying equipment or other expenses new officers have at hiring. Les did inform the Councilmembers that they could possibly see seven (7) or eight (8) Police Officers working during Fun Days this year. Councilmember Malvin asked how many Officers Danube currently has and why would we be looking at hiring more? Schneider responded currently there are himself and four (4) other Officers as he had just hired one not too long ago and hasn't started yet for the City of Danube. Schneider said with hiring five (5) Officers would give him more flexibility. Councilmember Malvin asked if there would be no additional cost other than

what would be actual worked hours by the new Officers. Schneider said they would have to go through training so there would be some cost with the Use of Force and Firearms training and the initial training once they start but other than that there would be no additional cost to hire them. Mayor Alex mentioned he needed to keep within the part-time wages budget.

- MN Dept. of health Water System Operator License – My Class D water system operator license expires April 30, 2020. The application is completed and must be submitted with the renewal fee of \$23. That certificate will be current for the next three years.

Employee Report – City Clerk

- Land Update – Nothing new to report. Councilmember Malvin asked if there was any interest on the vacant lot. Mayor Alex stated that the EDA was looking at possibly looking into purchasing the land and building another duplex on the lot. Mayor Alex will update the Councilmembers after they have done some research on it.
- Lost Bill – Dotty had a resident contact her that they did not receive the Water Bill from this last quarter and wanted to know if there was any way to get the 10% late charge wave. The Councilmembers discussed the lost bill.
Councilmember Standfuss moved and Councilmember Malvin seconded a motion to waive the 10% late fee on the resident that didn't receive their water bill. The motion carried unanimously
- Office Chair – Dotty would like permission to find a new office chair for her office as the one she has is old and has been causing her issues. Dotty brought in a price for a chair that was on sale that she would like to purchase it. The Councilmembers were okay with Dotty getting a new office chair.
- Completed Items – Dotty has filed PERA and Payroll Taxes for the month.
- Office Closed – The Danube City Office will be closing early at 12:30pm on Tuesday, March 17th for Dotty to attend to attend the OSHA meeting in Hector and will be closed Wednesday, April 1st for Dotty to attend the Safety and Loss Control Workshop in Springfield.
- Presidential Primary Election Results & Pay – Dotty informed the Councilmembers that thirty-one (31) people came in to vote on March 3rd for the Presidential Primary. Also time was turned in for the election judges and Dotty would like clarification on if the judges were to receive \$20 per hour for the training because the Council had already made a motion to pay for \$20 for the Election and the training was not included in that motion. The City will be reimbursed for the training if the Council decided to pay the training at \$20 per hour. The Councilmembers discussed it and it was decided to include the training at \$20 per hour for the Presidential Primary Election.
- Bar Door Open – Dotty forgot to put the Steak and Shrimp Fry under consent agenda for the bar door to be approved to be open on Saturday, April 4th. The back up date is on Sunday, April 5th.
Councilmember Standfuss moved and Councilmember Garza seconded a motion to approve the bar door open on Saturday, April 4th for the Steak and Shrimp Fry. The motion carried unanimously

School Building Updates

Joey reported that he has not done the floor yet because he is waiting for the ceiling to get done first. Joey has both sides going down by the ramp left to paint in the gym. Dan has painted the registers in the first room but they are not done in the commons area. Joey has not painted the bathrooms and is not sure if Dan has.

Community Center Updates

Joey spoke with the Councilmembers regarding the fire suppression system in the Community Center. It has started to leak and he had Summit come and look at the system and they stated that the system is obsolete. Joey had a quote from Korsmo and he asked Summit for a quote but at this time he has not received one. The Councilmembers discussed the system and asked Joey to speak with David Distad at the Health Department about the whether or not they need a system in the Community Center. Councilmember Malvin asked that a second quote be obtained before replacing the system if the City is required.

Councilmember Malvin moved and Councilmember Garza seconded a motion to approve the work to be done on the fire suppression system at the Community Center for no more than \$4,000.00. The motion carried unanimously

Steve's Plumbing and Heating was called to come look at one of the furnaces because it was leaking water. Councilmember Malvin asked about the ceiling how it held up over the winter. Joey said he had plugged in the heat tape early and no issues with any leaking this winter. The Councilmembers discussed the furnaces and A/C in the Community Center and possibly earmarking some funds for those items.

Unfinished Business - None

Financial Reports

The Councilmembers reviewed the claims list from February 13, 2020 thru March 9, 2020.

Councilmember Malvin moved and Councilmember Standfuss seconded a motion to approve the bills as submitted in the amount of \$298,541.80 (checks) and \$10,720.07 (electronic fund transfers). The motion carried unanimously.

The Councilmembers reviewed the Receipts List from February 7, 2020 thru March 4, 2020.

The Councilmembers reviewed the Actual verses Budget Comparison for 2020.

The Councilmembers reviewed the Bank Reconciliations for February 2020.

Dotty mentioned that two (2) CDs are coming due and there would be \$200,000.00 to be invested into another CD. The Councilmembers discussed the CDs.

Councilmember Standfuss moved and Councilmember Malvin seconded a motion to approve investing \$200,000.00 into a three (3) month CD at Edward Jones. The motion carried unanimously.

New Business

Fine and Fee Schedule – Second Reading – The Councilmembers worked through the Fine and Fee Schedule page by page making changes as they worked through it.

Councilmember Malvin moved and Councilmember Garza seconded a motion to approve the Fine and Fee Schedule with the changes as made by the Councilmembers. The motion carried unanimously

Future Business

Transfer of Duties of Local Board and Appeal

Correspondence

Dog Letters - Councilmember Malvin asked when the dog letters would be sent out or if they already have been. Dotty informed Councilmember Malvin that she was told not to do anything regarding the dog letters until everyone was informed and she would be told when that was done but she has heard nothing back yet. Schneider also had not sent out the letters. Councilmember Malvin said she thought this was already decided on it and Mayor Alex looked for a sheet in which they filled out at a meeting. Councilmember Garza stated that they ran into some issues with some people not being talked to yet by their supervisors about the changes. Councilmember Malvin said she didn't care and want them out and done so we are revisiting that issue this summer. Dotty will send out the letters next week with a deadline of May 18, 2020.

Fees – Mayor Alex commented that it was decided at a meeting that all the fees will be paid at the City Office and no funds to Chief Schneider. For golf carts Dotty or Schneider will give out the application and the resident will fill it out have Schneider do the inspection and sign off on it and then the resident will bring the paperwork to the City Office along with paying the fee and get a sticker for their cart at that time.

Drop Off Lock Box – Councilmember Garza will get the prices for a drop off lock box for up at the City Office.

Concerns Within the City – Darrell Mattson asked the Councilmembers why the Fire Department is not required to come to meetings or do a report and he has concerns about what the Fire Department is spending their funds on. The Councilmembers spoke with Darrell that they don't require Brian Block to attend meetings and that he is also good about keeping the Councilmembers informed about things and answering their questions. Darrell voiced concerns on other issues he had about employees of the City. Mayor Alex said he trusted the employees they got and that he trusts all of them. The Councilmembers spoke with Darrell for some time about the different things that different employees do and that they come to the meetings as needed or when asked to. Darrell voiced that decisions were being made outside of the Council meetings and that people are not being informed of the decisions. Mayor Alex invited Darrell to call him if he had any questions at any time and he would answer his questions.

There being no further business before the council, Councilmember Malvin moved and Councilmember Garza seconded a motion to adjourn the meeting. With all members voting in favor, the meeting was adjourned at 9:11 p.m.

Respectfully submitted: Dotty Schnobrich, City Clerk

Gene Alex, Mayor

Dotty Schnobrich, City Clerk