

**DANUBE CITY COUNCIL**  
**Regular Council Meeting**  
**Wednesday, March 13, 2024 7:00 PM**  
**Danube City Council Chambers**

A regular meeting of the Danube City Council was conducted on March 13, 2024 at 7:00 p.m. with Acting Mayor Standfuss opening the meeting. 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 Chris Schneider

Councilmembers absent: Ryan Bentley

Others Present: Scott Forsman, Sara Oberloh, Kent Ritterman, Public Works Director Dan Kaufenberg, Police Chief Les Schneider and City Clerk-Treasurer Dotty Schnobrich

**Approval of Agenda**

*Councilmember Schneider moved and Councilmember Garza seconded a motion to approve the Agenda for the Regular Meeting with the addition of Scott Forsman under Open Forum and Emerald Ash Borer under New Business. The motion carried unanimously.*

**Approval of Consent Agenda**

*Councilmember Krogman moved and Councilmember Schneider 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 14, 2024

**Open Forum**

*Scott Forsman* – Scott spoke with the Councilmembers regarding the Emerald Ash Borer recently discovered in Danube along with concerns about the brush site and size of the tree pieces that could be taken out to the brush site. The Councilmembers will continue to look into the Emerald Ash Borer and keep addressing it as needed as more information comes in.

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

City Auditor Sara Oberloh from Oberloh and Oberloh, Ltd. was present to go over the 2023 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](http://www.cityofdanube.com).

*Councilmember Garza moved and Councilmember Schneider seconded a motion to approve the 2023 audit report as presented by Sara Oberloh of Oberloh & Oberloh, Ltd. 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 – More thermostats and some valve replacement parts were ordered through State Supply and Supply House. Boilers are running up to par with no known issues at the present time. Sandy with Tri Valley is back now and I will be going over the fix-it list with her. Dan also reported there is a second tree down at the school that is split and will need to be removed.

Water – The Fluoride pump in well #5 needed a new bleeder valve on it. The old one was leaking causing the pump to lose prime. Work was done by Hawkins Chemical. With the warmer weather I have begun flushing hydrants in problem areas and will continue as long as weather cooperates. Wells averaged 22,000 gal/day for the month of February.

*Councilmember Garza moved and Councilmember Schneider seconded a motion to approve replacing the fluoride pump in well #5. The motion carried unanimously*

Sanitary – No issues at current time with Sanitary. The lift station averaged 28,000 gal/day for the month of February.

Storm – No current issues.

Streets – Does the city want to do anymore patching on city streets? There are still a few areas to be done from valve insertions. Dan will get some quotes for different spots and bring it back at a future meeting for the Councilmembers to consider.

Community Center – Two new toilets have been installed by Steves Htg. All old toilets have now been replaced.

Dotty reported that the alley between the café and post office needs some gravel and attention as it is getting really bad.

### **Employee Report - Moore Engineering – Kent Ritterman**

Kent was present at the meeting and gave an update on the water treatment plant going back out to bids. Kent reported that they were looking at running the bid with a start date of March 28, 2024 and end date of April 25, 2024. Moore will have a package ready for the May 8, 2024 Council Meeting. Moore is also working with the Department of Health on a new agreement for staying compliant with what was previously submitted. Kent also mentioned that they will be dealing with lead service lines and GPS the curb stops possibly starting next week. Dotty informed the Councilmembers that the City of Danube received the Small Communities SWC Resilience Planning Grant from the MN Pollution Control Agency.

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

Chief of Police Les Schneider was present to give his monthly employee and Police Department report. Statistics for January 2024 were lower compared to last year at the same time with 24 calls, 18 reports, 5 traffic stops, 2 citations, 17 mutual assists and 3 home security checks.

- School Building Updates – Tri-Valley’s Director has been back in the building in February. I have been collaborating with her on building issues, such as the defibrillator and vending machines. A birthday party was held in the school on February 24, and the overall activities in the gym have picked up.
- MN POST Board Mandated Reporting – Policy and training compliance, as well as data on alleged misconduct each calendar year was due on March 1, 2024. The 2023 MN POST mandated reports were sent on-line keeping our department compliant.
- LMCIT Training – I signed up for the Safety and Loss Control Workshop in Willmar on April 4. The cost for the course is \$20 to the League of MN Cities and covers the Police Track and Administrative courses.
- Pipeline Safety Class – I attended a pipeline safety class in Olivia on February 29. This training was offered through the area pipeline companies free of charge and had two POST credits.
- OSHA Class – I attended the OSHA class in Hector on February 28, and involved PPE on the job and housekeeping.
- N-Dex Training – I am currently taking computer training on the Natl. Data Exchange System offered through the FBI. I am taking the course on March 5,12,19, and this training gives an overview of searching for information on the N-DEx System.
- EMT Certification/MRU Invoice – I renewed my Emergency Medical Technician certification with the state for two years, which expires on 03/31/2026. The MRU training through Ridgewater College was held on January 25, and the invoice for that training session is \$905.

### **Employee Report – City Clerk**

- Land Update – Dotty reported nothing new to report.
- Emerald Ash Borer – Dotty attended the online meeting on March 7, 2024. Attached in the packets is a copy of Title 9 in which you can find information about trees in the City of Danube and the rules regarding them. Dotty did inform the Councilmembers that the DNR has a grant but it is only available to cities, towns or counties not residents.
- Completed Items – Dotty has filed PERA and paid the monthly Federal and State Payroll Taxes for February.
- Danube Fun Days Donation – The Councilmembers reviewed the request to donate again to the Danube Area Action Club (DAAC) for Danube Fun Days.  
*Councilmember Garza moved and Councilmember Schneider seconded a motion to approve donating \$1,500.00 to the Danube Area Action Club for Danube Fun Days. The motion carried unanimously*
- Office Closed & Vacation – None at this time.

### **School Building Updates**

Councilmember Krogman spoke to the Councilmembers regarding a phone line that runs the fire alarm system. The Councilmembers discussed the phone line.

*Councilmember Garza moved and Councilmember Krogman seconded a motion to approve assuming the responsibility for the phone line down at the school that runs the fire alarm system. The motion carried unanimously*

### **Community Center Updates** - None

### **Unfinished Business** - None

### **Financial Reports**

The Councilmembers reviewed the claims list from February 15, 2024 thru March 13, 2024.

*Councilmember Garza moved and Councilmember Schneider seconded a motion to approve the bills as submitted in the amount of \$44,963.57 (checks) and \$9,269.37 (electronic fund transfers). The motion carried unanimously.*

The Councilmembers reviewed the Receipts List from February 13, 2024 thru March 11, 2024.

The Councilmembers reviewed the Actual verses Budget Comparison for 2024.

### **New Business**

*Emerald Ash Borer* – Dotty reported that any one who wishes to watch the meeting held regarding Emerald Ash Borer can view the recorded meeting at the Department Agriculture that Councilmember Standfuss and Dotty attended virtually. The Councilmembers continued the conversation regarding the ash trees in Danube and what steps to take next. The City will continue to try and get more information about the DNR grant for Emerald Ash Borer. The Councilmembers decided to handle residents removing trees and wanting to bring out to the brush site on a case-by-case situation. Dan Kaufenberg and Councilmember Krogman will be the two (2) contacts who will address the cases.

### **Future Business**

**Conditional Use Permit Amendment – Public Hearing – April 10, 2024 @ 7pm** – Dotty informed the Councilmembers that the previously approved Conditional Use Permit for a solar garden had a slight change and because the City does not have anything in the Codification to just make the change it will need to come before the Council to be reapproved with the change.

*Councilmember Garza moved and Councilmember Schneider seconded a motion to approve a public hearing for a Conditional Use Permit for a solar garden on Wednesday, April 10, 2024 at 7pm. The motion carried unanimously*

**Correspondence** - None

*There being no further business before the council, Councilmember Schneider moved and Councilmember Krogman seconded a motion to adjourn the meeting. With all members voting in favor, the meeting was adjourned at 8:26 p.m.*

Respectfully submitted: Dotty Schnobrich, City Clerk

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Ryan Bentley, Mayor

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Dotty Schnobrich, City Clerk