

**DANUBE CITY COUNCIL**  
**Regular Council Meeting**  
**Wednesday, April 12, 2017 6:30 PM**  
**Danube City Council Chambers**

A regular meeting of the Danube City Council was conducted on April 12, 2017 at 6:30 p.m. with Mayor Alex presiding.

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

Councilmembers absent: None

Others Present: Larry Larson, Scott Kuhlman - Bollig Inc, Brian Bollig – Bollig Inc, Mike Kemnitz, Brandon Beckendorf, Elizabeth Beckendorf, Public Works Director Dan Kaufenberg, Police Chief Les Schneider, City Clerk-Treasurer Dotty Schnobrich, and media.

**Approval of Agenda**

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

**Approval of Consent Agenda**

*Councilmember Krogman moved and Councilmember Maurice 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 March 8, 2017

**Open Forum**

**Larry Larson** – Larry spoke with the Councilmembers about his water bill. Larry explained that his toilet was leaking in his basement and he was unaware of it until his last bill came out. Larry did tell the Councilmembers that Dotty explained to him when he came into the office that because his toilet was leaking and it wasn't caught until after the new quarter started that it would have an effect on this quarters water bill also. Dan did check the usage at Larry's place and the reading is back to normal now that the toilet has been fixed. The Councilmembers did nothing relating to his water bill because it was because of his leaky toilet that caused the bill to be high.

**Mike Kemnitz – Fire Department** – Mike spoke with the Councilmembers regarding some repairs. The 1999 Ford Grass Rig has some troubles with the tires. The tires have dry rotted and are approximately 15 years old. A tire blew the other day and the truck is out of service until

fixed. Mike asked the Councilmembers to approve about \$800.00 to get 4 new tires (10 ply) and a rim from Goblisch Tire in Olivia. While on a call the grass rig four wheel drive wasn't working properly and it was discovered that the grass rig also needs some drive shafts, u joints, steering components and suspension components replaced for a cost of \$1,700.00. The work would be at Wertsih Auto from Renville if approved.

*Councilmember Malvin moved and Councilmember Standfuss seconded a motion to approve the Fire Department to get the repairs done that are needed on the grass rig from Goblisch Tire and Wertish Auto. The motion carried with four (4) votes in favor and one (1) vote abstaining.*

Mike also spoke with the Councilmembers about purchasing 3 pairs of boots and one pair of gloves. The Fire Department had two (2) new people join that need a pair of boots and John Benson was gone on deployment when the others ordered new boots. The cost will be approximately \$900.00 for the items to be purchased from Heiman.

*Councilmember Krogman moved and Councilmember Standfuss seconded a motion to approve the Fire Department to purchase 3 pairs of boots and 1 pair of gloves from Heiman for a cost of approximately \$900.00. The motion carried with four (4) votes in favor and one (1) vote abstaining.*

Dave Maurice abstained from voting on both issues due to Mike Kemnitz being the one to present the Fire Department information.

**Janice Westby – Letter about Water Bill** – The Councilmembers received a copy of a letter that Janice Westby regarding her water bill being really high. Mayor Alex reported that she wasn't able to attend the meeting. Mayor Alex stated that Janice said it wasn't her softener and she couldn't find anything wrong at her place. Dotty reported that her bill was over \$300.00 and her prior bill was the minimum charge because she stays under the 5,000 gallons. Dan reported that she used over 50,000 gallons in three months and currently she has used almost 11,000 gallons in less than a month's time. Dan said that there is still has something wrong. Dotty reported that she stopped and spoke with Janice when she walked by the office to give her a list of things to check for water usage at her home (such as toilets, water softener, water heater, dishwasher, etc.). Janice told Dotty that she was going to unplug her water softener until Jahnke Water was able to come over and service it. Mayor Alex stated that the day Janice handed him that letter he asked her all them questions and she said she wasn't aware of any of them things doing it and she wanted the Council to be aware of it. Councilmember Maurice stated that what he sees happening is that as Councilmembers we all get calls or questions about the water bills and we are not consistent at all about what gets said. Councilmember Maurice thinks that the Councilmembers need to be consistent with the same thing, contact Dotty and Dotty will give you a list of potential problems and she will contact Dan and Dan will kind of monitor it. Mayor Alex stated that when he brought the letter to the City Office he told Dotty to give it to Dan, I mean that is where it should of went. Dotty stated no you told me to make copies and put it in the Council packets. Mayor Alex replied right because he wanted the Councilmembers to be aware that she had a high bill coming and she couldn't find the problem and it was going to be an existing problem. Dotty informed the Councilmembers that Dotty did share the letter with Dan when he stopped in the office one day. Councilmember Maurice asked wouldn't it be simpler to do it that way, to have them get a hold of Dotty and Dotty give them a list of potential problems or issues, and she gets a hold of Dan so that way everyone is treated the same. Dotty asked the Councilmembers about Janice's bill and was she going to be responsible for the full amount. Mayor Alex said she would be responsible for the full amount of the bill and the rest of the Councilmembers agreed.

### Employee Report – Public Works Director

In the council packets, Councilmembers received a monthly report for Public Works Director Dan Kaufenberg. The report is below

- Water – A new chlorine booster pump and ejector was installed in well house #5. Chlorine was not pumping and the well could not be run without it. Dan will be replacing the door on well #5 also. It has become rotted out and is falling off the hinges. The paint guys are supposed to start sandblasting the water tower the week after Easter. Dan has gotten one estimate so far for the new monitoring system on the tower. The estimate was for \$7,000.00. Dan has given the info to Lee. Dan is still waiting on other companies to get more quotes.
- Wastewater – Lift station clogs have gotten better. There was only one in the month of March. The pumps averaged roughly 41,000 gallons per days in March. Dan would like to get some quotes on rehabbing the Lift station itself. There are a lot of leaks on the grout lines and around the pipes coming in. Dan will hold off on manholes until after we have done some smoke testing. That way Dan can hopefully get a better idea of what the cities needs are. Dan informed the Councilmembers about a new company that sprays a pink plastic lining in the manholes then a layer of foam and then another layer of pink plastic lining to seal the manholes. The cost is approximately about \$3,500.00. The Company is Polyeura. Dan will get bids on the manhole repairs including this new company.
- School – There are some valves and Thermostats that are needed to be replaced. Some of the rooms are overheating. Dan will need to order out 4 valves and 4 thermostats from state supply. They are going to average \$150 a piece. Some of the thermostats that Dan got from Sacred Heart have been thrown because they were no good.  
*Councilmember Standfuss moved and Councilmember Malvin seconded a motion to approve Dan to spend up to \$1,200.00 for valves and thermostats for down at the school. The motion carried unanimously.*
- Computer – Dan did some research on computers. It will cost at a minimum of a \$1000.00 for a new computer that can handle the needs of the department. There will also be a cost of \$200. 00 for new software in order to use the programs Dan needs for the reports. \$1200-\$1500 total.  
*Councilmember Maurice moved and Councilmember Krogman seconded a motion to approve Dan to spend up to \$1,500.00 for a new computer and software. The motion carried unanimously.*
- Ford Tractor – Dan replaced the seat on the Ford mower tractor. The old ones frame was cracked and bent and just not safe anymore. Especially since it is used at the ponds on hills. Dan purchased the new seat from K&M for \$215.00.
- Sweeper – Dan has not received information at this time but hope to have it at the council meeting regarding the repairs of sweeper. Also will supply prices on newer models. Dan reported that MacQueen gave a quote of \$19,000.00 to fix everything wrong on the current sweeper. To fix only the things required to get the sweeper going again it would cost \$12,000.00 to \$13,000.00. The trade in value of the current sweeper is \$1,000.00 to \$1,500.00 (which is scrap value). Dan got some quotes on some newer models starting at \$45,000.00 and up. The cheaper ones did require some work for a cost of \$7,500.00. Dan will get a break down of what the repairs are to see if it is things he could do to help reduce the cost of the sweeper. Councilmember Maurice asked Dan if he had gone to Jackson to look at a street sweeper down there. Dan will go to Jackson and look at the

street sweeper down there and also go and look at the sweepers at MacQueen. The Councilmembers discussed possibly borrowing a neighboring town's street sweeper to clean the streets in Danube. Dan will talk with the surrounding towns about the option and what the cost would be to borrow it. Dotty will post a notice at the office and on the website informing the residents that the street sweeper is out of service and any help they can do would be appreciated.

- State Chemical - Aqua Jolt – Dan asked the Councilmembers for permission to purchase Aqua Jolt for at the ponds from State Chemical. They are currently running a special of buy 2 (two) for 1 (one) for a cost of \$1000.00. *Councilmember Maurice moved and Councilmember Standfuss seconded a motion to approve purchasing Aqua Jolt from State Chemical for \$1,000.00. The motion carried unanimously.*

### Dog Issues

Brandon & Elizabeth Beckendorf – Dog Issues – Elizabeth informed the Councilmembers two (2) weeks ago from tomorrow her beagle was outside and the neighbor's dogs were dragging him across the street. The dog ended up having surgery twice due to the injuries and the wound rebreaking open. Elizabeth informed the Councilmembers this wasn't the first time the two (2) dogs have attacked another animal. There was another time that another dog was attacked and needed to go to the vet. Elizabeth learned from many different people that these dogs have tried to attack other animals. One of the dogs is gone and Elizabeth would like to see the other dog also be removed from the City. Police Chief Schneider reported that one of the dogs has been removed from the City limits and the other dog is still at the residence. Les also got the vaccinations for the two (2) dogs from Dotty because Elizabeth only new about one of the dogs being vaccinated. The owner of the dog has paid for the first vet bill and the second bill hasn't been issued yet. Les did remind Elizabeth that she also needs to license their dogs with the City of Danube. Elizabeth stated that both dogs attacked her dog and she would like the other one to also be removed from the City and wasn't happy that the other dog was being allowed to stay.

### Employee Report – Chief of Police

Chief of Police Les Schneider was present to gave a two (2) month employee and Police Department report. Statistics for February 2017 were higher compared to last year at the same time with 46 calls, 29 reports, 32 traffic stops, 13 citations, 31 mutual assists and 2 home security checks. Statistics for March 2017 were significantly higher compared to last year at the same time with 55 calls, 36 reports, 37 traffic stops, 15 citations, 34 mutual assists and 4 home security checks. Additional business discussed:

- School Building Schedule – Schneider reported that youth sports finished in March. June 19<sup>th</sup> thru 24<sup>th</sup> there will be a rummage sale down at the school. May 8<sup>th</sup> thru the 14<sup>th</sup> is the play.
- 2017 Executive Training Institute (April 24-26) – Schneider reported that he will be attending the Executive training April 24<sup>th</sup> thru 26<sup>th</sup>.
- MRWA Training (March 5-7) – Schneider reported that he attended the MRWA training March 5<sup>th</sup> thru 7<sup>th</sup>.

- LMCIT Training (April 5) – Schneider reported that he attended the LMCIT training in Morton on April 5, 2017.
- State E-charging Issues – Schneider reported he is now trained on how to repair the e-charging program after updates are installed.
- Community Center Air Conditioner Update – Schneider reported that Steve's Heating and Air Conditioning was called in to repair the air conditioners at the Community Center.
- Part-time Officer Hiring – Schneider reported that he hired a new part-time police officer Rebecca Pieper. Rebecca has been in training with Les and will start working on her own after April 25, 2017 once she completes her firearm training. Marc Brandt the other part-time officer may be leaving the City of Danube Police Department after Fun Days because he got offered another job with Ramsey County possibly in the jail.
- Civil Defense Siren Issues (April 9) – Schneider reported that the civil defense siren is currently not working. The siren went off for five (5) minutes and then five (5) minutes later it went off again for a half an hour on April 9, 2017 before the power was able to be shut off to the siren. Jack from Two-Way Communications will be coming to look at it on April 13, 2017 to see if they can get it up and running again. Schneider will report back to the Councilmembers after Jack looks at the controls for the siren. If Schneider is not able to get it up and working Schneider will into a new siren with a single phase along with any grants available for the purchase of a new siren.
- UOF & Firearms Qualifications (April 23) – Schneider reported that UOF and firearms qualifications will be held on April 23, 2017. All licensed officers are required to attend the training.
- First Response Training – OSHA Mandates & CPR (Feb 23) – Schneider reported that the defibrillator is in and service and the First Responders had their annual OSHA and CPR training on February 23, 2017.
- First Response 2016 Volunteer Recruitment & Retention Stipend Application – Schneider reported that he completed and mailed in the First Responders paperwork for the stipend again this year. This is the last year for the stipend.
- Cell Phones – Schneider reported that Dan and himself got a new Apple 6s cell phone with otter boxes. The cell phones were \$99.99 each and the otter boxes was \$37.99 for both. The total was \$293.86 for everything. The new plan that they are enrolled in is \$140.00 per month and includes 4 GB data and unlimited texting.
- Dog Licenses – Mayor Alex asked Schneider to try to stay on top of the dog licensing this year.

### **Bollig, Inc. – Pavement Management Plan**

Brian Bollig and Scott Kuhlman came to do a presentation for a Pavement Management Plan. Brian explained to the Councilmembers there is a three (3) steps to the Pavement Management Plan. The three (3) steps are: System Inventory, Engineering Evaluation and Achieve Financial Commitment. The Engineering Evaluation has three (3) items involved in it which include: Distress Evaluation, Pavement Condition and Produced Pavement Deterioration Curves. The final step Achieve Financial Commitment has two (2) items involved in it which include: Understanding trade-offs between budget decisions and costs and Deciding level of service you can afford. Brian informed the Councilmembers that the cost of the plan was \$6,000.00. The Councilmembers discussed the presentation with Brian. Brian informed the Councilmembers

that he is currently working with Sacred Heart, Woodlake, Echo and Clarkfield along with many other communities. The Councilmembers thanked Brain and Scott for coming to the Council meeting and will discuss the information that was presented and make a decision from there. The Councilmembers decided to take no action at this time regarding a Pavement Management Plan with Bollig, Inc.

### Employee Report – City Clerk

- Transfer Funds into Checking – Dotty is going to need to transfer some funds into the checking account. I would like to request \$50,000.00 be moved to cover the bills and payroll. I would like to take the funds from Hometown Bank.  
*Councilmember Maurice moved and Councilmember Standfuss seconded a motion to approve transferring \$50,000.00 from Hometown Bank to the checking account at Minnwest Bank. The motion carried unanimously.*
- Edward Jones Funds – After the water tower is complete the City may want to look into investing some of the funds at Edward Jones into some CDs to get a better interest rate.
- Dog Issues – Dotty has had quite a few residents stop in to complain about people not having their dogs tied up at home and not using leashes when walking. Some people are using the shock collars as a wireless dog leash. I know the City has not wanted to waste police time to talk with the residents that have dogs but the people are declining in numbers to come and license their pets and the dog count is rising. My main concern is that Dan is out reading meters and with no record on file if the dog has current rabies shots what are we going to do if something were to happen. Another concern is for the residents. As summer is approaching more people will be out and about including the elderly and children.  
The Councilmembers further discussed the dog concerns and decided that they would have Schneider to start working on getting all the dogs getting licensed in the City.
- Training Update – Dan, Les and Dotty all attended the LMC Safety and Loss Control Workshop on Wednesday, April 5, 2017.
- Completed Items – Water bills mailed out. The quarterly reports for payroll and sales tax have been filed.
- Olivia Email About Streets – The Councilmembers received an email from the City of Olivia about seal coating streets and Dotty asked the Councilmembers what their thoughts on it were. Councilmember Maurice reminded the Councilmembers that City Engineer Lee Elfering already told the Councilmembers that the streets are too far gone to do seal coating at this time. The Councilmembers decided not to do any streets this year but to thank the City of Olivia for including them in on the option.

### School Building Updates

The Councilmembers received a copy of the Willmar Electric contract in their packets. The Councilmembers reviewed the contract.

*Councilmember Maurice moved and Councilmember Krogman seconded a motion to approve the Willmar Electric Central Station Alarm Monitoring contract for \$306.00. The motion carried unanimously.*

### Community Center Updates

Councilmember Krogman reported that the only thing she had was the air conditioning and Schneider covered that already.

### **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* – Councilmember Maurice informed the Councilmembers that Fagen, Inc. is no longer interested in the old Danube water tower. The Councilmembers discussed the issue and decided it was best to talk with Lee Elfering and see what would be the best option to go from here; whether it is back to the current contractor or put it back out to bid.

*Selling the Vacant Lot Follow-Up* – Dotty looked into the property on 6<sup>th</sup> Street that the Councilmembers thought the City owned but the City does not own that property the homeowner adjacent to the property already owns it according to the Renville County Auditor-Treasurer's Office. The other property located at 403 3<sup>rd</sup> Street has an estimated market value of \$5,000.00 according to Randy Mertz. The Councilmembers discussed the lot and decided to ask Attorney Aaron Walton if the City can do a Quit Claim Deed.

*Councilmember Malvin moved and Councilmember Standfuss seconded a motion to approve putting the vacant lot located at 403 3<sup>rd</sup> Street up for sale.* The motion carried unanimously.

### **Financial Reports**

The Councilmembers reviewed the claims list from March 10, 2017 thru April 11, 2017.

*Councilmember Maurice moved and Councilmember Standfuss seconded a motion to approve the bills as submitted in the amount of \$44,666.57 (checks) and \$10,628.15 (electronic fund transfers).* The motion carried unanimously.

The Councilmembers reviewed the Receipts List from March 6, 2017 thru April 10, 2017.

The Councilmembers reviewed the Actual versus Budget Comparison for 2017.

The Councilmembers reviewed the Bank Reconciliations for March 2017.

### **New Business**

*West Central Sanitation Letter* – Dotty reported that the City of Danube received a letter from West Central Sanitation about landfill bills that were Danube's but West Central Sanitation paid. Mayor Alex set a meeting with Don Williams but Dotty was the only one that was present for the meeting. Dotty showed Don that the City did pay the September 14, 2016 charge and that was the only one that the City could prove. Dotty figures that the total bill would come to about \$2,500.00 for landfill fees that will be needed to pay back West Central Sanitation. Don was going to verify that Danube Lumber, Creative Details and Grizzly's garbage was not part of the City's responsibility because they are not in City Limits. As of today Dotty has not heard back from Don Williams regarding the West Central Sanitation bill.

#### *Building Permits* –

The Councilmembers decided to move the building permits down to the New Business area to have more time to review the building permits because Dotty was not able to get Cal Lueck to come review the building permits to be approved. Below are the two building permits that were submitted.

Building Permit – Darlene Haug – 804 Oak Street – Deck

Building Permit – Shane Malvin – 205 4<sup>th</sup> Street – Front Entry, Porch, Widen Driveway and Egress Window

The Councilmembers discussed both building permits.

*Councilmember Standfuss moved and Councilmember Maurice seconded a motion to approve both building permits with the lack of being signed by a Building Official. The motion carried unanimously.*

Councilmember Standfuss suggested that maybe the City should look at adding another Building Official available to do the approval prior to the meetings. Mayor Alex said he would talk to Shane Malvin about possibly being a Building Official for the City of Danube. Mayor Alex also said he would visit with Cal Lueck

### **Future Business - None**

### **Correspondence**

State of Minnesota Letter – Each of the Councilmembers received a letter from the State of Minnesota.

*There being no further business before the council, Councilmember Malvin moved and Councilmember Maurice seconded a motion to adjourn the meeting. With all members voting in favor, the meeting was adjourned at 9:16 p.m.*

Respectfully submitted: Dotty Schnobrich, City Clerk

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Gene Alex, Mayor

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Dotty Schnobrich, City Clerk