

DANUBE CITY COUNCIL
Regular Council Meeting
Wednesday, May 11, 2016 6:00 PM
Danube City Council Chambers

A regular meeting of the Danube City Council was conducted on May 11, 2016 at 6:00 p.m. with Mayor Alex presiding.

The following Councilmembers were present: Sharon Krogman, Dave Maurice, Phil Standfuss, and Al Strunc

Councilmembers absent: None

Others Present: Fire Chief Brian Block, Jim Krogman, Public Works Director Dan Kaufenberg, City Clerk-Treasurer Dotty Schnobrich, and media.

Approval of Agenda

Councilmember Krogman moved and Councilmember Standfuss seconded a motion to approve the Agenda with the additions of Blighted Properties – Benson House under Old/Unfinished Business. The motion carried unanimously.

Approval of Consent Agenda

Councilmember Standfuss moved and Councilmember Krogmans 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 Special Meeting Board of Appeals of April 13, 2016
- Minutes of Regular Meeting of April 13, 2016
- Minutes of Special Meeting Water Tower and Street Repairs of April 27, 2016
- Minutes of Special Meeting New Building Down at the Park of May 4, 2016
- Building Permit – CCFE – 417 Main Street – New Door
- Bar Door Open – June 19, 2016 Wedding Reception
- Bar Door Open – July 8, 2016 & July 9, 2016 Fun Days (in case of rain)

Open Forum

Fire Dept. Mutual Aid

Fire Chief Brian Block spoke with the Councilmembers updating them on one change on the mutual aid agreement with Renville County. The Councilmembers discussed the mutual aid agreement and asked Dotty to send a copy of the agreement to the League of MN Cities to have them review. After the review it will be brought back to the next Council meeting to decide whether or not to sign the agreement with the Renville County or not.

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 – Boilers have been off for about a month now. Will be in the process of draining them and getting them ready for inspection. One of the points on the last few inspections was changing the discharge of the safety valves. They want them piped downward toward about 36” above ground or outside. Right now they just open on top of boilers. Dan will be getting some quotes to do both ways from Chappell Central. If they were piped outside then we wouldn’t have all the steam issues inside the boiler room like last time there was a problem. Dan believes this was the last item on their recommendation list.
- Waste Water – Dan received a quote from Thul Specialties regarding manhole rehab. If we do 6 or more the price is \$2,075.00 per manhole. Dan recommends doing 10 this year. We have several manholes that are in need of attention. Dan will do some looking to determine which ones are in the worst shape overall. There are about 40-50 manholes in Danube. The lift station averaged 40,000 gal/day for the month of April. Dan will also be doing a pond discharge this month. The Councilmembers discussed the manhole issues with Dan and decided to slowly work on repairing on the manholes over time. Dan is to look for the worst 10 manholes and have those manholes get fixed this year by Thul Specialties. Dan is to also keep in mind the elevation also when picking the worst manholes for rehab.

Councilmember Strunc moved and Councilmember Standfuss seconded a motion to approve Thul Specialties to rehab 10 manholes for a cost of \$2,075.00 per manhole. The motion carried unanimously.

- Water – The wells averaged 37,000 gal/day for the month of April.
- Shop – Sullivans put the new LED lights in the shop. They have improved the lighting immensely. No more dark spots.
- Part-time Help – Randy will be assisting me again this summer with lawn mowing and other jobs.
- Street repair – Duinincks showed up to do the patch on freedom lane that was approved last year for \$2460.00. While they were here they said they could do the other two spots we needed done the same day. Dan had them do two additional spots for \$3400.00. That way we wouldn’t have to pay any mobilization fee in the future and they were done right away.

Councilmember Maurice moved and Councilmember Standfuss seconded a motion to approve Duinincks to patch two additional spots for a total cost of \$3,400.00. The motion carried unanimously.

- School – Dan informed the Councilmembers that Amy Kramin was asking about getting the stage lights replaced or fixed. Four (4) out of seven (7) are not working and Dan is unsure if it is just a light bulb or something more because he is unable to get to those lights. He would like for Sullivan’s to look at the lights because they have equipment that could access those lights that high up. The Councilmembers discussed the stage lights and decided that it would be up to RCW School to deal with the stage lights since they are the only ones to use those lights for their plays. Dan also discussed that Tri-Valley would like to get back in the gym and there are some safety issues that need to be addressed before they can start using the gym. The mats on the wall have some rips and

would need to be fixed and wraps would need to be put around the basketball poles. Mayor Alex told Dan to talk to RCW about wraps because he knew that they had extra wraps from when the Sacred Heart School closed. Dan will talk with Danube Upholstery for an estimate to repair the tares on the mats and present the information to the Council.

- Storm Drains – Dan contacted T.A. Lauritsen Septic & Drain Inc to come in clean some storm drains.
- Comp Time – Councilmember Maurice asked Dan if he has been working on getting down the comp time like he was asked to do. Dan said he has been trying to.
- Air Patching – Dan will get a quote for air patching the streets and bring the information to a future Council meeting.
- Railroad Avenue – Councilmember Strunc told Dan that Railroad Avenue needs to be graded. Dan has contacted Haney to come grade Railroad Avenue and he will call him again to remind him. Also Railroad Avenue will need some more gravel put on top.

Employee Report – Chief of Police

Chief of Police Les Schneider was not present to give his monthly employee and Police Department report. Schneider will give a two month report at the next council meeting in June due to a POST Board audit that he has been busy preparing for.

Employee Report – City Clerk

- RCW School – The Renville County West School held the semi formal dance for the 7th & 8th graders on May 7, 2016 at the Community Center. Dotty informed Amy Kramin who had filled out the paperwork that if they use glitter or confetti that they would need to clean the floors very well because it is hard to clean up after and there is normally a \$100 charge due to people not cleaning up after the glitter and confetti on the floor. There was glitter and confetti on the floor on Sunday, May 8, 2016 when Main Street Café rented the hall for Mother’s Day Buffet. In the past there was a \$100.00 charge for the glitter and confetti. When I called Amy Kramin to get an address to mail a bill to she informed me that the tables where not taken down as requested on the sheet and that she is not happy that there may be a \$100 charge for the Community Center for only having to clean up for all the glitter and confetti left. Not sure if we should still bill RCW for the cleaning now that the Community Center was not set up as the requested and they were disappointed with having to do the work of removing the tables and chairs prior to their event.

Councilmember Krogman presented two letters to the Council regarding the rental of the Community Center. Amy Kramin and Pamela Elfering both wrote letters regarding the Community Center. The Councilmembers discussed the Community Center issue.

Councilmember Standfuss moved and Councilmember Krogman seconded a motion to not charge RCW the \$100 fee due to the tables not being set up as requested. The motion carried unanimously.

The Councilmembers also discussed getting the charge added to the Community Center rental information so that it is in writing about the \$100 charge for using glitter and confetti in the Community Center.

- CDs Renewing – Now with the water tower being approved as CDs are coming due are we withdrawing them and putting the money into an accessible account as bills come in? Dawson Coop CD comes due May 26, 2016 (\$78,228.38) for example. The Councilmember discussed the CDs coming due.

Councilmember Strunc moved and Councilmember Maurice seconded a motion to move the funds in the CD at Dawson Coop when it matures to the Dawson Coop Savings account. The motion carried unanimously.

- 500 Gallon Propane Tank – I had a resident of Danube inquire on if they could put a 500 gallon propane tank on their property to heat their shed. I could not find anything in the ordinances but every where I looked it stated 30 to 40 feet from any building and special permits from fire departments. How should I respond to the residents request for a propane tank?

The Councilmembers discussed the issue and decided that the resident would need to contact the people that deal with propane tanks and follow their regulations and rules if they choose to put a propane tank in town. The City of Danube does not have regulations regarding propane tanks.

- Office Cleaning – Dotty is wondering if a couple times on Thursdays if it would be okay to come in more casual clothing as to do some much needed cleaning in the storage room?

The Councilmembers are okay with Dotty do this to get the back room cleaned up.

- Office Closed – The City Office will be closed on Monday, May 30, 2016 for the Memorial Day. Also Dotty may need to take a couple of days of vacation in the next couples of weeks to go with Brad to another state to look at some equipment. I will get more information to Gene and Sharon when Brad is aware of the dates we would be looking at.

School Building Updates – None

Community Center Updates

Councilmember Krogman informed the Councilmembers that Michelle Malvin gave her two week notice and her last day will be May 23, 2016. Councilmember Krogman has tried to contact Michelle and she has not returned her call. Dotty informed the Councilmembers that there is an ad in the paper and the deadline is May 31, 2016.

Councilmember Standfuss moved and Councilmember Maurice seconded a motion to accept the resignation of Community Center custodian Michelle Malvin. The motion carried unanimously.

Councilmember Strunc stated that maybe the custodian job responsibilities should be reviewed due to so many turnovers lately. The scheduling could be an issue and maybe a key could be given to the renters for them to unlock and lock up themselves for their events. The Councilmembers discussed having a checklist made for the renters that to work through after renting the Community Center so that the renters complete all the cleaning that they are required to do when using the Community Center. Councilmember Krogman and Maurice will get together prior to doing interviews to go through the custodians responsibilities and see if there are some changes they can make to improve the job. Councilmember Krogman informed the Councilmembers that Michelle had an additional time card at the Community Center for a helper on May 8, 2016. The Councilmembers discussed the issue and mentioned that it becomes a liability issue to have someone come in and help that is not working for the City of Danube and decided not to pay that time. Dotty inquired what is going to happen with the Community Center after May 24, 2016 with no custodian until a new one is hired. The Councilmembers asked that Dotty contact Les and ask him to help out with locking it and unlocking until a new custodian is hired. Mayor Alex said that he would help out with cleaning the Community Center until a new custodian is hired. The Councilmembers discussed that Michelle is working until May 24th and

they take her at her word that she will clean the Community Center until that date and if she doesn't they will worry about that at that time.

Unfinished Business

Water Tower – Funding – Councilmember Maurice informed the Councilmembers that Dotty and him went over the Renville Sibley Coop for a meeting about possible funding for the water tower. They will fund up to 50 percent of the project for a cost of \$1,500 origination fee and 1 percent of whatever the loan amount is and interest rate of 3 percent for 20 years. There is no penalty for early payoff. Councilmember Maurice also informed the Councilmembers that the City may not need to bond this loan. They told us at the meeting to contact our city attorney and ask him how we take a loan out without having to bond it to see if it is possible to do. The Councilmembers discussed the funding for the water tower and at this time has decided not to pursue it until a figure is available on what the City of Danube would need. The Councilmembers asked that the water tower funding be put on agendas every meeting.

Water Tower - Lee Elfering Email –The following is an email received from Lee Elfering. A short update on the tower. As you know I had you (Dotty) sign the contracts and we have sent them to Maguire Iron for signatures and asked them for a schedule and there insurance and bond forms. They did ask that we provide a site plan and pipe layout for the new tower location so I am going to be sending our surveyor out to shoot the lot at the corner of Freedom and Oak. We are putting in a gopher locate request so Dan should get notified to mark the water, storm and sanitary in the area this week.

HWY 212 By-pass & Turning Lane Update – Lee Elfering Email – The following is an email received from Lee Elfering.

We are working on the changes and additional material that MN/DOT requested for their review. All the culverts are buried so the functionality of the ditch system is in question and MN/DOT doesn't want the property owner coming to them after the fact and blaming the project for the fact that the ditch does not drain adequately. A meeting will need to be held between MN/DOT and the property owners before anything gets decided. Jim Krogman asked if there were any numbers or ideas. There are no numbers or ideas at this time because MN/DOT and the property owner need to have a meeting before the plans get finalized. Jim Krogman asked if there would be answers for next month's meeting. Until MN/DOT okays the plans there is nothing the City can do regarding putting it out for bid. Jim Krogman asked if the City could contact him once the numbers come in. Dotty informed Jim that the project would have to be bid out and a date would be available once the bidding is put out. Once the closing date for bidding is reached the bids would be opened and the figures would be considered unofficial until Lee Elfering reviews all the information on the bids and at that time the City would have figures available to them to review.

Benson House – Councilmember Maurice reported that he had good news and bad news kind of deal. The grant that the City asked for from the County EDA/HRA board was approved. The matching grant amount was \$1,000.00 (which is the max amount) that the City can receive for this project. Councilmember Maurice contacted the inspector from MAAC. They inspected the property last Friday and it will take a week to get the results from the inspection. Councilmember could have over nighted the inspection for \$80.00 but Councilmember said no to doing that since John Benson didn't clean up the things inside of the house that he agreed to do before the inspector got there. He did remove a couple of couches and bed frame or something,

everything else is still there. Some of the things that are still in the house include 2 microwaves, air conditioner, close to 20 car tires, 30-40 paint cans with some paint left in them; basically everything that would have to be paid for to go to the landfill to get rid of is still in there. Councilmember Strunc stated anytime we have a tear down we will run into issues like this. Councilmember Maurice was disappointed in the progress that John didn't make on cleaning out the house. The Councilmembers discussed the house and Councilmember Maurice will wait for the results from the inspection and bring the information back to the next Council meeting in June. Councilmember Maurice asked that we send a thank you to Renville EDA/HRA for the consideration on the grant money.

Financial Reports

The Councilmembers reviewed the claims list and receipts list from April 14, 2016 thru May 11, 2016.

Councilmember Maurice moved and Councilmember Krogman seconded a motion to approve the bills as submitted in the amount of \$63,752.27 (checks) and \$8,171.43 (electronic fund transfers). The motion carried unanimously.

The Councilmembers reviewed the Receipts List from April 12, 2016 thru May 4, 2016.

The Councilmembers reviewed the Actual versus Budget Comparison for 2016.

The Councilmembers reviewed the Bank Reconciliations for April 2016.

The Councilmembers reviewed the 1st Quarter breakdown sheets for the Garbage, School, Sewer and Water Funds.

New Business

Renville County Assessor – Assessment Agreement – The Councilmembers reviewed the assessment agreement with the County of Renville.

Councilmember Strunc moved and Councilmember Standfuss seconded a motion to approve the assessment agreement with Renville County assessing property in the City of Danube for the years 2017 and 2018. The motion carried unanimously.

Future Business - None

Correspondence

The Councilmembers received the following informational material in their packets:

1. Mediacom Letters
2. MUNIFACTS

Adjournment

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 9:10 p.m.

Respectfully submitted: Dotty Schnobrich, City Clerk

Gene Alex, Mayor

Dotty Schnobrich, City Clerk