

DANUBE CITY COUNCIL
Regular Council Meeting
Wednesday, May 13, 2020 7:00 PM
Danube City Community Center

A regular meeting of the Danube City Council was conducted on March 13, 2020 at 7:00 p.m. with Mayor Alex presiding. The meeting then was called to order at 7:00 p.m. in the Community Center.

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

Councilmembers absent: None

Others Present: Andrew Krupa, Ramon Gonzalez, Jeremy Boots – Moore Engineering, Joey Jensen, Public Works Director Dan Kaufenberg, 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 with the addition of Building Permit – 103 Freedom Lane – Patio – contingent on payment of \$25. The motion carried unanimously.

Approval of Consent Agenda

Councilmember Standfuss moved and Councilmember Krogman 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 11, 2020
- Minutes of Emergency Meeting of March 26, 2020
- Building Permit – 202 4th Street – Patio
- Building Permit – 103 Freedom Lane – Patio – contingent on payment of \$25

Open Forum

Andrew Krupa – Andrew submitted an email for the Councilmembers to review along with information provided by Dotty as follows. Dotty received a call from a resident regarding their water bill and the usage amounts on the water bill. Dotty asked the resident to send an email the Councilmembers to review if they wished not to be present at the upcoming Council meeting. The email is in the packets for the Councilmembers to review. Dotty had Dan go read the meter on Monday, May 11, 2020 to see where they currently were at for usage. The previous amount

was 1614600 on March 11th and the current reading on Monday, May 11th was 1620700, with a usage of 6,100 gallons for 2 months. This does not seem right for their usage because normally when we have issues with things it will carry over into another quarter. Their previous readings have been 12,400; 12,800 and 12,200 per quarter. Both Andrew and Dotty spoke with the Council regarding the water reading. The Council discussed the bill and decided to reduce the usage for now and review the next water bill to see if the amount should be added back after obtaining the next meter reading.

Ramon Gonzalez – Ramon spoke with the Councilmembers regarding a ticket he received for parking his semi in front of his house on East Maple Street. The Councilmembers spoke with Ramon about the ticket and the rules. The Councilmembers asked Schneider to talk with the Attorney and see what he says regarding the issue. The Councilmembers discussed reviewing the Ordinances regarding semi truck parking and Dotty reminded the Councilmembers that they just went through Codification.

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 heating season is done. The Boilers will be drained and cleaned to get ready for summer inspection. After draining is complete, Chappell Central will be replacing a few valves that are bad. This work has already been approved by the council. I will be replacing some floor tiles that were wrecked by a leaky radiator over the winter in some of Tri-Valley's offices. They are having their floors waxed and would like it done. The ceiling in the lobby is 80% tore down. It has taken longer than expected due to the way it was installed. The rest should be down within the week. Then Joey and I will install new ceiling and redo floors.
- Water – The Hydrant on Summit and CO RD 1 needed to be repaired. The seat was not shutting properly causing water hammer in the main. I had Jeff Dale from MRWA and Ron McCabe from Core and Main help take apart the hydrant to repair. There will be a cost for parts. The wells averaged 29,000 gal/day for March and 33,000 gal/day for April.
- Sanitary – The lift station needs to be cleaned. Lauritsen Septic is scheduled to do the cleaning within the week. I will be doing a second pond discharge to make more room in the ponds. The lift station averaged 60,000 gal/day for the month of March and 61,000 gal/day for the month of April. The totals have risen since the frost has come out of the ground and we started to get for infiltration. I would like to order bug bacteria bugs from Hawkins chemical to try and reduce phosphorus levels in the ponds. These would be a cost saving alternative to using alum if they work. The cost is about \$1000. The same for the bugs we were previously adding to the ponds for sludge. These bugs will also help with sludge as well as reducing other testing parameters we need to meet for MPCA regulations.

Councilmember Krogman moved and Councilmember Garza seconded a motion to approve purchasing bug bacteria bugs from Hawkins Chemical for approximately \$1,000. The motion carried unanimously

- Storm – The sinkhole on 4th ST and Maple has been repaired. It was caused by another collapsed storm tile line. The part that was broken looked like it was repaired once before. The street was filled and packed with granite. Chris Knight Excavating helped with the repair. We also repaired another collapsed line on 3rd ST between Maple and Pine. We were able to repair this one without digging as it was right next to manhole.
- Streets – There a few spots that are breaking up that we will be digging out and replacing with granite for the time being. A lot of time this Spring was spent raking granite off residents' lawns that was thrown there by the snowplow over the Winter. I got an estimate to do some crack sealing on 2nd ST East from Midwest Asphalt. The cost was \$4350.00. If approved I would like to add some crack sealing for Railroad Ave by Elevator.
Councilmember Standfuss moved and Councilmember Malvin seconded a motion to approve Midwest Asphalt to do crack sealing on 2nd Street East for \$4,350.00 and some crack sealing for Railroad Avenue by the Elevator with the cost to be determined. The motion carried unanimously
- School – Dan also reported that he has been slowly working on the school on raining days. The ceiling is almost done and Joey will go in to get the floors done once the ceiling is finished.
- Hydrants – Councilmember Standfuss asked if Dan started was flushing hydrants yet. Dan said he was starting to on the dead end ones. One hydrant broke last year and he has been fixing that one because last year when he went to flush it, it caused the blow out in front of the school last fall. Rural Water came in along with the person who sells the parts to come help fix the hydrant.
- Park Building – Mayor Alex reported that the park Committee is waiting for one more grant and then they will be moving forward with the new building down at the park. Dan did mention the well house and putting in a hydrant there when the building is removed. The well is already sealed and just would need to be cut off below grade.
- Fun Days – Mayor Alex also reported that Fun Days has unfortunately been officially cancelled.

Moore Engineering – Jeremy Boots

In the Councilmembers packets was a Capital Improvement Plan – Draft for the City Councilmembers to review. Jeremy spoke with the Councilmembers regarding some of the information in the Plan and will plan a Committee Meeting with Mayor Alex, Councilmember Standfuss and Dan Kaufenberg before the next Council Meeting in June. Also discussed was televising the sewer systems including the service lines, sealing the manholes and the storm sewer system. Jeremy mentioned that when they are redoing the streets they will be putting in drain tile and that will help with some of the storm sewer issues in draining better. Councilmember Malvin and Councilmember Standfuss voiced concerns about not doing some stuff and it becoming an issue after everything is completed and then we are ripping up new roads to fix issues. Jeremy will get a revised estimate for the sewer systems and add the storm sewer and bring it back to the next Council Meeting. Jeremy stated that Tyrell met with Dan and after the meeting Moore got all the projects listed on the project priority list with the State which is the first step in getting in line for possible funding. Schneider gave Jeremy an update about the FEMA progress and that the City got a new person in charge and had questions that he is answering.

Employee Report – Chief of Police

Chief of Police Les Schneider was present to give his monthly employee and Police Department report. Statistics for March 2020 and April 2020 were lower compared to last year at the same time with March having 26 calls, 15 reports, 14 traffic stops, 5 citations, 18 mutual assists and 3 home security checks; April having 31 calls, 19 reports, 10 traffic stops, 3 citations, 22 mutual assists and 2 home security checks. Additional business discussed:

- School Building Updates – All events scheduled in the gym since March were cancelled. The school fire system inspection was completed on March 2, 2020. The Winfield Township primary election took place in the school lobby on March 3, 2020. Tri-Valley's Director has been back in building for the past two weeks. The gym floor is being waxed from May 12 to 15. Tri-Valley is paying for this as it was decided that it was their turn to maintain the floor. Tri-Valley is scheduled to start their head start program in June.
- FEMA Update – Site inspections for last year's street damage have been scheduled for Sunday, March 15 and May 1, but didn't take place. The FEMA representative assigned were sent home to work, so we'll be having a "tabletop" inspection in the next month or two. Also, we have been given a different PDMF for this project, so all information is being sent in a second time.
- MCPA Conference Update – The ETI Conference was postponed from April 19-22, and rescheduled to November 1-4, 2020. This training is scheduled to take place in St. Cloud.
- License and Certification Update – My Emergency Medical Technician Certification was renewed in March with an expiration date of 03/31/2022. My MN Dept. of Health Class D Water Supply Operator Certification renewed in April, with an expiration date of 04/30/2023. My MN Pollution Control Agency Class D Wastewater Treatment Facility Operator Certification renewed in April, with an expiration date of 06/01/2023.
- Covid-19 Staffing – No part-time officers worked between March 19 to May 7, due to the Executive Order, and reducing the spread of Covid-19. With all part-time staff living in the metro area, the shift restrictions were necessary at that time. Officer Pieper returned to work on May 7, and complied with all Dept. and Public Health procedures.
- Use of Force Training (June 7, 2020) – The Police Department has UOF training in Shakopee on June 7, with the full department participating as mandated by POST requirements.
- Covid-19 Policies and Procedures – The Police Department has implemented a Covid-19 Preparedness Plan built on the guidelines from the Centers for Disease Control and the MN Dept. of Health. This plan emphasizes employee screening, prevention, PPE use, housekeeping, and social distancing as is realistically possible. This policy is used during all shifts and training provided by the Danube Police Department.
- Blighted Properties – Many property owners were contacted during April regarding violations of the City's blight ordinance. They were given until the end of May to comply with the ordinance, and clean up their property.
- First Response Information – Similar policies for EMS units have been implemented, such as the Police Department, regarding safety during Covid-19 incidents. Required PPE has been provided by the Danube First Response and Co. Emergency Manager for members. The 44-plan training is scheduled for May 28, 2020, and is currently hands-on

per college policy. EMS week is observed May 17-23, 2020, with the area EMS units recognized.

- EOC Meetings – Mayor Alex spoke with Schneider regarding attending the EOC Meetings on Wednesday and Fridays at 8am VIA phone or webinar. Mayor Alex stated he talked with other Councilmembers regarding the EOC Meetings and it was decided Schneider would be the best one to attend them and take part in them. Dotty will submit Schneider's name as the primary and Dotty as the secondary on the list for the EOC Meetings.
- City Park & Playground – Councilmember Malvin and Krogman both brought up concerns about reopening the park and playground to the public. The Councilmembers discussed the playground and park at great depth. The Councilmembers did ask Les to ask at the next EOC meeting what others are doing and to follow up the Councilmembers on what he finds out and to keep it closed until we have more information on the sanitizing/not sanitizing options. The Councilmembers also asked Dotty to talk with the insurance company regarding the City's responsibilities regarding COVID and the cleaning of the playground equipment. Councilmember Krogman asked Dotty to send Julie Krueger an email letting her know that the playground will remain closed at this time.

Employee Report – City Clerk

- Land Update – Nothing new to report.
- Blood Mobile – Dotty spoke with Barbara regarding the Blood Mobile and they are going to be holding the blood drive on Friday, June 5th instead of Friday, May 9th and would still like to use the Community Center if possible. Due to COVID-19 I figured it would be best to have the Council make the decision on allowing use even if the Community Center is still closed to public use. They would be looking at using the entire hall with possibly leaving the wall up between the two rooms for any monitoring they may have to do and to follow social distancing guideline. The Councilmembers discussed the blood drive and they are in approval of them using the Community Center on Friday, June 5th.
- Completed Items – Dotty has filed PERA and Payroll Taxes for the month.
- Office Closed – Dotty will be using a day of vacation on Thursday, May 21, 2020. The Danube City Office will be closed on Monday, May 25th for Memorial Day.
- City Office – The Councilmembers discussed opening the City Office. The Councilmembers agreed to City Office on Monday, June 1st. Dan was asked to put up Plexiglas at the window and block off the hallway to keep the public from going beyond the window.
- League of MN Cities – Waiver on Tort Liability – The Councilmembers reviewed and discussed the insurance paperwork from the League of Minnesota Cities. *Councilmember Krogman moved and Councilmember Garza seconded a motion to approve the renewal of League of Minnesota Insurance waiving the monetary limit on tort liability.* The motion carried unanimously.
- League of MN Cities – Cyber Security – The Councilmembers reviewed and discussed the insurance paperwork from the League of Minnesota Cities. *Councilmember Krogman moved and Councilmember Garza seconded a motion to approve the first part data breach response expense of \$250,000 from the League of Minnesota Insurance.* The motion carried unanimously.

School Building Updates

Mayor Alex asked that when Schneider gets a copy of Tri-Valley's plan to get a copy for the City to be put on file.

Community Center Updates

Mayor Alex spoke with Joey Jensen about any other bids about putting in a fire suppression system and he did not receive any other from the two other companies he contacted about it. Mayor Alex spoke with Korsmo about if the bid was still good and they said yes. The bid includes removal of the old and installing the new according to the Mayor Alex. The Councilmembers discussed replacing the stove with 2 smaller stoves. Joey informed the Councilmembers that David Distad told him that if they don't have a commercial stove you won't need a fire suppression system. The Councilmembers asked Dotty to contact David Distad and the insurance company about replacing the current stove in the Community Center with two stoves if that would be okay or would it need a fire suppression system. Mayor Alex also mentioned asking if the hood could stay in place. This item will be addressed at a future meeting. The Councilmembers told Joey he did a nice job on the floors.

Unfinished Business - None

Financial Reports

The Councilmembers reviewed the claims list from March 10, 2020 thru May 11, 2020.

Councilmember Malvin moved and Councilmember Standfuss seconded a motion to approve the bills as submitted in the amount of \$64,445.19 (checks) and \$21,406.67 (electronic fund transfers). The motion carried unanimously.

The Councilmembers reviewed the Receipts List from March 12, 2020 thru May 7, 2020.

The Councilmembers reviewed the Actual verses Budget Comparison for 2020.

The Councilmembers reviewed the Bank Reconciliations for March and April 2020.

The Councilmembers reviewed the 1st Quarter Breakdown for the School, Water, Sewer and Garbage Financials.

Schneider spoke with the Councilmembers about keeping the Verizon hotspot that they approved for a couple of months. Dan Kaufenberg also said he would like to keep it because he is still having issues with TDS internet down at the Maintenance Shop. TDS internet was changed a while back and it has not improved and Dan was asked to talk to TDS about switching back if he is not receiving what is being paid for. The hotspot was approved to keep and Dan needs to contact TDS about the internet.

The Councilmembers reviewed what CDs came due and are coming due and decided not at this time to reinvest them but to see what happens with the interest rates next month.

New Business

Councilmember Malvin spoke with Schneider regarding a yield sign at the southeast corner of Oak Street and Freedom Lane. The Councilmembers discussed the yield sign.

Councilmember Garza moved and Councilmember Malvin seconded a motion to approve the placing a Yield sign at the southeast corner of Oak Street and Freedom Lane. The motion carried unanimously.

Resolution 07-2020 – Election by Mail in Ballot Due to COVID19 was passed with a vote of 3 in favor and 2 not voting.

Future Business

Budget Preparation – Dotty brought up that soon two (2) Councilmembers to get together with Dotty to start working on the 2021 budget. Councilmember Garza and Councilmember Krogman will do the budget preparation work with Dotty.

Drop Box – Councilmember Malvin asked how the drop box was working out. Dotty reported that drop box is working well and residents are using it.

Correspondence - None

There being no further business before the council, Councilmember Standfuss moved and Councilmember Malvin seconded a motion to adjourn the meeting. With all members voting in favor, the meeting was adjourned at 9:22 p.m.

Respectfully submitted: Dotty Schnobrich, City Clerk

Gene Alex, Mayor

Dotty Schnobrich, City Clerk