

**DANUBE CITY COUNCIL
Regular Council Meeting
Wednesday, August 13 2014 7:00 PM
Danube City Council Chambers**

A regular meeting of the Danube City Council was conducted on July 9, 2014 at 7:00 p.m. with Acting Mayor Dave Maurice presiding.

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

Councilmembers absent: Mayor Gene Allex

Others Present: City Clerk-Treasurer Dotty Schnobrich, and media.

Approval of Agenda

Councilmember Strunc moved and Councilmember Krogman seconded a motion to approve the Agenda with the addition of Second Street East under New Business. The motion carried unanimously.

Open Forum - None

Approval of Consent Agenda

Councilmember Strunc moved and Councilmember Standfuss 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 July 9, 2014
- Building Permit – Donald Ward – Attach Garage to house & Re-Roof to House, 102 1st Street

Employee Report – Chief of Police

Dotty reported that Police Chief Les Schneider was unable to attend the meeting tonight and that he will give a two month report at the next City Council meeting on September 10, 2014. Dotty also informed the Councilmembers on his behalf that the City has received the police training reimbursement from the State of Minnesota of \$1,609.05.

Employee Report – Public Works Director

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

- Waste Water – Dan contacted Thul Specialties from Elk River to give a quote on doing some manhole rehabilitation on the City of Danube's wastewater system. Danube has a lot of manholes that the top chimney part between the casting and the asphalt is breaking apart. Whenever it rains water leaks through. They also have cracks in the casting itself and along the expansion joints. Thul Specialties gave a price of \$1,930.00 each to repair chimneys and seal up castings. Quote was attached for the Councilmembers to review. They would also supply a manhole lid insert which helps keep water coming in from covers that don't seal tight. Would be good for low areas where they sit under water during heavy rains. Dan only had them quote 10 manholes to get an idea of price and to do the worst ones and in the lower spots of town. Dan had Lauritsen Septic come and jet/vac the line out on the south side of town that runs in the field along Creative Details driveway. Dan had some complaints of slow drains in a few houses along this line. The line seemed clean to Lauritsen. Just a very small bit of sand. This line was never done 3 years ago when they did the sanitary lines in town. Dan will need to have our flow meter calibrated to be in accordance with MPCA. Dan will have William E. Young Company do this as they have done in the past. This needs to be done twice per year. The lift Station averaged 45,000 gallons per day due to some heavier rainfall that shot totals up a few days. Ponds are in need of some rip rap according to MPCA when they did their visit. Dan is in the progress of getting some estimates.

The Councilmembers discussed the manhole estimate and Councilmember Maurice voiced concerns on doing the manholes if other work may be done if it would be tore out in three to four years. Councilmember Strunc discussed that it is the responsibility of the City Council to give the residents the best system that we can. The Councilmembers discussed the issue further and decided to have Dan pick out the three worst manholes for Thul Specialties to do and then do assessment on the work and decide if more manholes will also be rehabilitated. Doty is to contact Dan about the Councilmembers decision on the manholes.

Councilmember Strunc moved and Councilmember Standfuss seconded a motion to approve Thul Specialties to do three of the worst manholes at the price quoted of \$1,930.00 per manhole. The motion carried unanimously.

- Water – The wells averaged around 36,000 gallons per day for the month of July. Which has been normal for July in past years. Dan is still waiting for a reply from Monson's on the discrepancy of the bill for the water main break repairs.
- Storm Sewer – Dan priced out the cost of a new grate for the catch basin. It would be around \$450.00 depending on style of grate and size. Dan went with what is on 2nd Street East for comparison. Dan still has not heard back from Monson's on what size they quoted.

The Councilmembers discussed the catch basin and what was discussed at the prior City Council meeting. According to the last Council meeting Dan was to contact Randy Krueger about doing the work but no quote was in Dan's paperwork from Randy Krueger. The Councilmembers discussed the issue and decided not to do the catch basin but instead to add it to be addressed on the engineering report along with the water tower project.

- School –Dan would like to have Chappell Central come and repair some of the bigger steam traps in the school. This was discussed last winter and they came and did some and Dan would like to have them finish the job. The quote from last year was for \$6,000.00. Dan figures it should be close to the same amount.
Councilmember Strunc discussed the issue with the other Councilmembers and asked that they be in favor of getting the work done without passing a motion to limit the dollar value on the work that needs to be performed at the school. The other Councilmembers agreed and were in favor of the steam traps getting repaired at the school. Councilmember Strunc also spoke with the Councilmembers about getting a new boiler at the school either this year and if not by next winter for sure. Councilmember Strunc stated that savings to be had by getting a new boiler at the school. Councilmember Strunc asked the Councilmembers to think about it and no action was taken at this time regarding the boiler at the school.
- Streets – Glieden was hoping to be here in the next couple of weeks to do the allowed street repairs. Dan will make sure that he is there when the work is done.
- City Shop Air Conditioner – Dan received a quote to replace the air conditioning unit in shop/police office from Steve’s Heating. It is for \$3,500.00. The old air conditioner constantly freezes up and loses its charge every winter and has to be filled up in the spring.
The Councilmembers reviewed the quote from Steve’s Heating and concerns on the amount of time that is spent in the shop/police office were concerns and the Councilmembers decided that they needed more information before making a decision on the issue.
- Vacation – Dan will be taking vacation from August 22nd till September 2nd.
- Water Class – Dan will be attending a water class held by MDH in Mankato August 12th and 13th.

Employee Report – City Clerk

- School Tree Update – Dotty checked with the National Arbor Day Foundation and Danube has already received trees this year from them to plant. Danube however can purchase a tree from them online if you choose. Dotty has also talked with Mary Lee Black with the Danube Lions Club regarding if they had any trees that needed a place to be put but Mary Lee Black said no not at this time.
The Councilmembers discussed the issue and decided that next year when the Arbor Day Foundation sends out the free trees with the membership that a few of them should be used down by the school to replace the trees that have been removed.
- Bank Reconciliation Update – Dotty researched the question that Councilmember Strunc had regarding the bank reconciliation. The change in account of \$80,017.60 is the adjusted checking balance from May 31, 2014 balance was \$20,352.46 and for June 30, 2014 was \$100,370.06. So the difference in the fund from May 31, 2014 to June 30, 2014 is the \$80,017.60.
- Brush Site – Forestry stopped out at the brush site. He reported that the brush site can only be open the hours that are posted, needs to be locked the remaining hours and that there are about 20 to 30 painted boards behind the brush pile that need to be removed from the site. After the visit Dotty contacted Dan and informed him of what the City was made aware of.

The Councilmembers discussed the brush site and asked Dotty to contact Dan about the issue and see if the City of Danube can have the brush site open 24 hours a day and not worry about replacing the pole that is broken and getting the gate unlocked with the hours currently posted.

- Judy Seehusen Community Center Rent – Changed needing the entire hall to half the hall and would like a refund of \$50.00. Are we able to do this when they call on Thursday, July 17th to make changes for an event being held on Saturday, July 19th? I do not recall having anyone else call asking about the date but I truly cannot say for sure.

The Councilmembers discussed the issue and decided instead of returning the \$50.00 to Judy Seehusen that the City will instead apply it to next year's rent if they rent the Community Center again. Councilmember Strunc asked that Dotty point out the rent increase to Judy Seehusen so that she is aware of it.
- Duane Standfuss Update – Duane Standfuss had Steve's Heating and A\C over to his house on Monday, July 21st and Jeff Hindricks stopped by the office to inform the City that he has removed the switch and both ends are capped. Do we still need someone from the City to go and verify this or can we take Jeff's word and discontinue giving him a penalty?

The Councilmembers discussed the issue and decided that they are satisfied with Jeff Hindricks stopping in at the City Office regarding the removal of the switch. Duane Standfuss will no longer receive the penalty for violation on the Sump Pump Ordinance; however, the previous penalty will remain on his bill to be paid from the 2nd quarter billing cycle.
- OSHA – The next OSHA meeting date is scheduled for September 18th at 10:00 am. The place has not yet been determined. But I believe it will be in Sacred Heart. The meeting will be about Competent Person/Confined Spaces/Excavation. Do you want just Dan to go or do you want Randy and Jim to also attend? So I know to inform them of the upcoming meeting.

The Councilmembers discussed the OSHA meetings and agreed that all employees should go to all of the meetings that are being held unless OSHA will verify that only certain employees need to attend certain meetings. If OSHA does verify the information then the Councilmembers are fine with only sending those employees as required by OSHA.
- City Office Closed Dates – Closed Monday, September 1st for Labor Day. Dotty would also like permission to be closed on Thursday, August 28th to attend a Clerk & Board Responsibility in depth workshop in Granite Falls. The class is free for me to attend. Some of the items they will go over are: the budget process, internal controls, policies and procedures, funding agency reports (USDA Rural Development, ordinances, resolutions, retention, meeting notification law, etc.

The Councilmembers were in favor of Dotty closing the City Office on Thursday, August 28th to attend the class in Granite Falls.
- USDA Application Update – Kevin Friesen from Rural Development will be coming to the City Office on Thursday, August 14th to assist Dotty in Filling out the application.
- CD Matured – The Councilmembers reviewed the interest rates for the funds of Danube. The Councilmembers agreed that at the next meeting that they would like a breakdown of the funds and what they are invested in and the interest rates. The Councilmembers discussed this issue further and a motion was made regarding the matured CD. The Councilmembers also asked that Dotty contact Sara Beavers regarding voiding checks or

the procedure necessary to handle the checks that have been outstanding for some time now.

Councilmember Strunc moved and Councilmember Krogman seconded a motion to not renew the CD #13176 for \$76,966.54 and put the funds in the savings account at Dawson Co-op Credit Union. The motion carried unanimously.

- *School Inspection* – Dotty received a request for a building inspection of the school for child care centers.

The Councilmembers asked Dotty to contact the Minnesota Department of Human Services regarding the request for a building inspection.

- *Election Results & Election Judge Pay* – Dotty prepared a sheet of the election results from the August 12, 2014 election for the Councilmembers to review. Dotty was asked by Suzie Lueck to talk with the City Council regarding the election judges' pay. The current rate is \$10.00 per hour. The Councilmembers discussed the request and decided at this time there would be no change to the election judge pay for 2014 but should be addressed when preparing the budget during an election year. The Councilmembers also reviewed the pay sheet that was turned in by Suzie Lueck from the election that was held on August 12 and also the election judges' training and mileage.

Councilmember Standfuss moved and Councilmember Krogman seconded a motion to approve the pay for the election judges as presented. The motion carried unanimously.

School Building Updates

Councilmember Strunc had nothing to report other than the boiler that was discussed earlier.

Community Center Updates

Councilmember Strunc had nothing to report regarding the Community Center. Councilmember Maurice inquired about the lights at the Community Center. The lights should be checked into and brought back at a future meeting.

Unfinished Business

2015 Budget – The Councilmembers received in their packets a current budget with the figures in from the Police Department, First Responders and Maintenance Department. The Fire Department will get their numbers to Dotty next week. The Councilmembers informed Dotty that in the past the City Clerk has filled out the budget in its entirety and the City Council reviewed the completed budget as prepared. Dotty asked if two City Councilmembers would come in and work through with her. Councilmember Strunc and Councilmember Maurice volunteered to work with Dotty on the budget Thursday, August 21st at 2:00pm at the City Office.

Financial Reports

The Councilmembers reviewed the claims list and receipts list from July 10, 2014 thru August 13, 2014.

Councilmember Strunc moved and Councilmember Standfuss seconded a motion to approve the bills as submitted in the amount of \$28,351.04 (checks) and \$10,754.14 (electronic fund transfers). The motion carried unanimously.

The Councilmembers reviewed the Actual versus Budget Comparison for 2014.
The Councilmembers reviewed the reconciled bank statements for July 2014.

New Business

Minnesota State Fire Marshal's Shared Services Grant – The Councilmembers reviewed the email and letter from Sheriff Scott Hable requesting a letter from each governing authority expressing willingness to cooperate with a study to pursue a Shared Services grant through the Minnesota State Fire Marshal's Office. The Councilmembers agreed to take part and have Mayor Alex sign the letter and send it back to Sheriff Scott Hable.

Picnic Table Discussion – Councilmember Strunc brought to the Councils attention about how nice the newer tables are down at the park in the shelter. Councilmember Strunc asked that the other shelter could also get new picnic tables. The Councilmembers agreed and asked that when preparing the budget for 2015 to include an amount for new picnic tables to be purchased next spring or summer. One concern that was brought up was when people ask to rent picnic tables that Dotty remind them not to slide the picnic tables on their tops and to be careful not to scratch or nick them while moving them.

Second Street East – Councilmember Standfuss informed the Councilmembers that now with the fertilizer plant getting closer to being done that new signs should be put up. The sign that is on Second Street East coming from HWY 212 is in a ways and it should be moved closer to the HWY to prevent trucks from coming onto Second Street East. The Councilmembers agreed that there is a need for a better sign on the road to prevent the truck traffic from continuing to use it. Another concern is that if there should be a weight restriction on the road along with the no truck traffic. Councilmember Standfuss is to get together with Public Works Director, Dan and work on resigning Second Street East and also address a sign on County Road 1 for Oak Street and the Elevator property also to remind trucks not to go south.

Correspondence

The Councilmembers received the following informational material in their packets:

1. MUNIFACTS
2. MDH – Lead/Copper Tap Water Monitoring Report
3. MDH – Quarterly Results for Radiochemical Monitoring
4. Danube Fire Relief Association Form SC-14

Adjournment

There being no further business before the council, Councilmember Standfuss moved and Councilmember Krogman seconded a motion to adjourn the meeting. With all members voting in favor, the meeting was adjourned at 9:20 p.m.

Respectfully submitted: Dotty Schnobrich, City Clerk

Gene Alex, Mayor

Dotty Schnobrich, City Clerk