

DANUBE CITY COUNCIL
Regular Council Meeting
Wednesday, September 8, 2021 7:00 PM
Danube Council Chambers

A regular meeting of the Danube City Council was conducted on September 8, 2021 at 7:00 p.m. with Mayor Alex presiding.

The following Councilmembers were present: Ryan Bentley, Carrie Garza, Sharon Krogman and Phil Standfuss

Councilmembers absent: None

Others Present: Public Works Director Dan Kaufenberg, Police Chief Les Schneider and City Clerk-Treasurer Dotty Schnobrich.

Approval of Agenda

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

Approval of Consent Agenda

Councilmember Garza 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 August 11, 2021
- Building Permit – 207 Oak Street - Shed

Open Forum - None

Employee Report – Public Works Director

In the council packets, Councilmembers received a monthly report for Public Works Director Dan Kaufenberg. Dan was not present at the meeting. The report is below

- School – The Boilers were inspected by the state boiler inspector. There is a list of things he wants done to the boilers for future inspections. I've contacted Chappell Central to get some quotes on some bigger safety issues that need to be addressed. I will handle some minor ones also. Joey has not gotten the floors done yet due to conflicting schedules with the school. Dan also reported that the inspector would like them to remove the tubes when they do the inspection so he can see them. The Councilmembers asked Dan to get a quote

on the cost to do so and then speak with the inspector about removing the tubes. Councilmember Krogman asked that the floor become a priority and get it done please.

- Water – I'm currently looking into an issue with Well #3 and the generator. The Well turns on but does not pump when its on auxiliary power with the generator. Their well was here to pull the pump and casing on well #5. The casing had a hole in it just above the pump. That was causing the low pumping rates. Both casing and pump were replaced due to age. The old pump was kept for a backup pump if needed in an emergency. Wells averaged 37,000 gal/day for the month of August. I have not received any notice from MDH about lifting water use restrictions.
- Wastewater – The lift station averaged 30,000 gal/day for the month of August.
- Loader – The new John Deere loader and plow blade has been delivered. We will be doing some tree trimming as the new loader is taller than the old snow plow truck. Some of the bigger branches may need to be hired out as they start to high for us to reach. And are too big to cut with the pole saw. Dan is looking for a basket to attach to the loader that is OSHA approved. Dotty reminded Dan that there is a OSHA grant available. Councilmember Bentley said he would also help look for prices on a basket. Mayor Alex mentioned that T-Mobile also has a grant available to rural Minnesota.
- Park – Councilmember Standfuss asked about the landscaping down at the park. Mayor Alex said he spoke with Randy Krueger this morning and he informed him that there is some more work to be done with the concrete and then after that is done the ground will be built up around the park area.
- Water Turn Off Issue – Dan informed the Councilmembers that there is a resident in Danube who has an outstanding utility bill with the City of Danube and he is unable to turn them off at this time because he is unable to locate the shut off. The Councilmembers discussed this issue with Dan and asked that he try one more time to locate the turn off at the residence and give an update at the next meeting. Mayor Alex asked Dan to let him know when he is going there and he will go with him.
- KorTerra – Dan also reported that he was recently informed that KorTerra, which was a free site, has now changed to a site in which we need to pay for. Councilmember Standfuss asked Dan to contact the neighboring towns and see what they are using to get the tickets from Gopher State.

There was no monthly report from Jeremy Boots as he was not present for the meeting but Mayor Alex did report that he would be at the next meeting to go over some information.

Employee Report – Chief of Police

Chief of Police Les Schneider was present to give his monthly employee and Police Department report. Statistics for August 2021 were higher compared to last year at the same time with 61 calls, 24 reports, 26 traffic stops, 6 citations, 33 mutual assists and 3 home security checks. Additional business discussed:

- School Building Updates – The RCW JH VB team is using the Danube gym until October 4, when the floor in the Renville gold gym is completed.
- POST Board Annual Training Reimbursement – The training reimbursement forms were sent into the POST Board for training expenses incurred from July 1, 2020 to June 30, 2021. Last year we received \$3763.64, and this year we received \$5683.85.

- POST Board Audit – August 31 at 1:00pm, a new Standards Coordinator conducted a regular audit of the Police Department. This involved reviewing our Policies and Procedures Manual, going through all training records, and background checks completed for hiring recent officers. POST Standards Coordinator Andrew Burth advised that our Police Dept. is in good standing, and he made recommendations for future background checks and trainings.
- Continuing Education – On October 20, I will be attending an Emergency Vehicle Operations Course at the MN Hwy. Safety & Research Center in St. Cloud. This eight-hour training is required by the POST Board every five years.
The MCPA ETI will be held in St. Cloud from October 31 – November 3. Last year, I was awarded an \$850 scholarship to attend the 2020 ETI, but it was canceled. I have been advised that the funds are available for this year's conference after I register and pay the \$725 fee. The scholarship funds will then be sent to offset costs.
Councilmember Krogman moved and Councilmember Garza seconded a motion to approve Chief Schneider to attend the MCPA Conference at a cost of \$725.00. The motion carried unanimously

Employee Report – City Clerk

- Land Update – Nothing new to report.
- Credit Card Follow-Up – Dotty is still waiting on Mayor Alex to call Elan Cardmember Services for the City of Danube Visa Business Credit Card. Once Mayor Alex gets the limit increased Dotty will increase the limit for the Fire Department's credit card. Dotty is also waiting on Mayor Alex to bring in the credit card so she can work on renewing the City of Danube website. This needs to be completed by October 25, 2021 or we will lose the domain for the website again until it is renewed.
- Hook Up Fees – I was contacted by someone who would like to hook up a sewer service line to the main for a garage. According to the fee schedule it looks like there is nothing listed about doing a second hook up and I am not sure how to charge them for this hook up. If I use the current fee schedule it looks like I would be charging them \$1,300.00. I was asked to speak with the Councilmembers about the fee. The Councilmembers were given a copy of the chart from the fee schedule regarding hookup fees. The Councilmembers discussed the different fees.
Councilmember Bentley moved and Councilmember Standfuss seconded a motion to charging \$1,300.00 for a sewer hookup fee for a new connection for a garage along with all costs of materials. The motion carried unanimously.
Dan Kaufenberg will let both Bob Kopel and James Nyquist know of the increase in pay.
- Completed Items - Dotty has filed PERA and Payroll Taxes.
- Office Closed & Vacation - Tuesday, September 14, 2021 personal day.
- LED Light Estimate – Brian received a estimate from D Johnson Electric LLC for the lights at the Fire Department and the rest of the building minus 2 lights in the closet. The Councilmembers asked Dan to get a estimate from Sullivan's and have Brian contact D Johnson Electric LLC for a new estimate to include all light fixtures at 400 Main Street including the outside lights.

School Building Updates

Councilmember Krogman informed the Councilmembers that they have started construction on the doors down at the school.

Community Center & Park Building Updates

Ben Ryan sent an email to the Councilmembers for an update at the park.

I can not be at the meeting on Wednesday night; however, I can give a brief update per the below.

Finish Goal of September, 30.

6 tables, 40 chairs - complete

4 Ring cameras and solar panel charging - installed, up and working - complete

Pizza oven, coffee brewer, toaster, microwave, fridge - installed and complete

Mops, brooms, squeegee, mop bucket - in and complete

65" TV - installed and complete

Electric hand dryers - delivered, will be installed Friday this week.

First aid kit and fire extinguisher - installed and complete

Countertops - 2 weeks out

Remaining Concrete - Measured and planned. 2 weeks out

Window Trim - measured and planned. 2 weeks out

Yard light and pole - Coordinated by Gene Alex and Jim Sullivan

Final restoration - Sod most, seed some. Timing TBD.

Open House - First week of October.

Next meeting, we need to discuss DAAC access for purposes of flooding, zamboni maintenance, snow removal, snow removal equipment, shop access, etc. We will need free access to the building Dec. - March, when/if not reserved, for all of the above mentioned. Keypad/Card Reader/Fingerprint ID/Passcode access needed on 2 doors (outside into shop, and shop/warm house door) with this type of set-up. All web based and programmable like that of hotel room access.

The Councilmembers reviewed the information and asked Dotty to contact Ben Ryan and ask him to submit all bills paid to the City of Danube and all future bills run through the City of Danube so the City of Danube has proof of the purchases.

Councilmember Bentley moved and Councilmember Garza seconded a motion to contact Ben Ryan asking him to turn over all paid invoices and all future invoices run through the City of Danube to be paid as the City of Danube owns the building. The motion carried unanimously

The Councilmembers discussed concerns on who is putting in the locks and the ring system. Councilmember made a motion to inform Ben Ryan that the locks will be put in by the City of Danube and Councilmember Bentley added to transfer the Ring account to the City of Danube by September 30th. Councilmember Krogman and Councilmember Bentley both then rescinded the motion to just contacting Ben Ryan to wait to schedule the open house until after the have a discussion with the Councilmembers about some things that need to be worked out. At this time the building will not be rented to the public.

Unfinished Business - None

Financial Reports

The Councilmembers reviewed the claims list from August 12, 2021 thru September 8, 2021. *Councilmember Standfuss moved and Councilmember Garza seconded a motion to approve the bills as submitted in the amount of \$301,922.84 (checks) and \$10,198.24 (electronic fund transfers).* The motion carried unanimously.

The Councilmembers reviewed the Receipts List from August 10, 2021 thru September 7, 2021. The Councilmembers reviewed the Actual verses Budget Comparison for 2021. The Councilmembers reviewed the Bank Reconciliations for August 2021.

New Business

2022 Budget – Proposed Tax Levy – Resolution 11-2021 – The Councilmembers went through line by line of the budget that was put together by Councilmember Garza, Councilmember Krogman and Dotty Schnobrich. After making changes throughout the budget the Councilmembers made a resolution for adopting the 2022 proposed tax levy of \$360,731.00. *Councilmember Garza moved and Councilmember Bentley seconded a motion to pass resolution 11-2021 for the proposed tax levy of \$360,731.00.* The motion carried unanimously.

Council Chambers Chairs – The Councilmembers discussed getting new chairs for the Council Chambers, Police Department and Maintenance Department. *Councilmember Krogman moved and Councilmember Garza seconded a motion to approve Dotty to pursue purchasing 8 chairs similar to the one in the City Clerk office.* The motion carried unanimously.

Future Business

Rural and Urban Service Districts Ordinance – The Haug residence has been separated so this will be at the next two (2) Council meetings to get the Ordinance adopted. The Councilmembers looked over what the old Ordinance was regarding the Rural and Urban Service Districts.

Correspondence - None

There being no further business before the council, Councilmember Standfuss moved and Councilmember Bentley seconded a motion to adjourn the meeting. With all members voting in favor, the meeting was adjourned at 9:14 p.m.

Respectfully submitted: Dotty Schnobrich, City Clerk

Gene Alex, Mayor

Dotty Schnobrich, City Clerk