

DANUBE CITY COUNCIL
Regular Council Meeting
Wednesday, September 9, 2020 7:00 PM
Danube City Community Center

A regular meeting of the Danube City Council was conducted on September 9, 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, Cathy Malvin and Phil Standfuss

Councilmembers absent: Sharon Krogman

Others Present: Jeff Freitag, Ryan Breitbach, Jeremy Boots, Jordan Zeller Renville County EDA, Public Works Director Dan Kaufenberg, Police Chief Les Schneider, City Clerk-Treasurer Dotty Schnobrich, and media.

Approval of Agenda

Councilmember Garza moved and Councilmember Standfuss seconded a motion to approve the Agenda with the additions of Cal Lueck Building Official Resignation under New Business. The motion carried unanimously.

Approval of Consent Agenda

Councilmember Standfuss moved and Councilmember Garza 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 12, 2020

Open Forum

Ryan Breitbach spoke with the Councilmembers regarding a letter that was presented by BCC Breitbach on behalf of Renville-Sibley Cooperative Power Association. Ryan asked that the Councilmembers respond to the questionnaire by Wednesday, September 16th. Ryan spoke with the Councilmembers regarding Renville-Sibley's questionnaire and went through it briefly to answer any questions from the Councilmembers. The Councilmembers discussed some of the items on the request and Councilmember Standfuss suggested that the Council meet another night so they have time to look into some of the things along with time to think about the different items in the request. Jordan Zeller was present at the meeting and said he would draw up a draft response letter for the City of Danube to work with to help with the process. The Councilmembers decided to hold a Special Meeting on Monday, September 14th at 7pm to respond to the questionnaire.

Employee Report – Public Works Director

There was no monthly report for Public Works Director Dan Kaufenberg in the Council packets but instead Dan Kaufenberg and Jeremy Boots presented directly to the Councilmembers. Dan informed the Councilmembers that Johnson Jet-Line has encountered some issues while doing the storm sewer. It is taking longer than they anticipated. They are currently going down Pine Street and Dan would like them to continue going on Pine Street and get all the way through Pine Street just past the ballfield. Some of the things they are running into is lines that don't go anywhere, a few manholes that are packed with mud (so unsure if they were abandon), etc. Dan asked if the Councilmembers if Johnson Jet-Line should keep going with the storm sewer or not. Dan didn't think it would be much more but it is a matter of what they find. Jeremy informed the Councilmembers that he would be talking with Johnson Jet-Line because they are waiting for them to get going on their stuff and they need the information to look at to decide what all needs to be done. The Councilmembers discussed with Dan and Jeremy what they would be looking at needing to finish cleaning and televising the storm sewer. Jeremy said $\frac{1}{4}$ of it they won't be doing and about $\frac{1}{2}$ of the remaining $\frac{3}{4}$ is left to do.

Councilmember Standfuss moved and Councilmember Malvin seconded a motion to approve up to \$5,000.00 additional funds if needed to Johnson Jet-Line for the storm sewer televising and cleaning. The motion carried unanimously.

Jeremy reported that after they get the report and review it, the next step would be preparing the preliminary engineering report to the Rural Development standards. By going through Rural Development there is potential for more grants even though it can be a little more difficult of a process. Councilmember Standfuss asked about the streets and if there was anything they could do about the spots of gravel around town to lock it down. Jeremy said there was a process out there they do for gravel roads but thought it would be better to do a cold patch because of the different size aggregate that is in the spots around town. The Councilmembers discussed any concerns if any of the gravel and rock is going into the storm sewers. Dan said if it rains hard enough that some will go down the drains and they could always put things around the catch basins but then the water needs to get higher than what they use to block the catch basins and Danube already has enough problems getting water to go down the catch basins already. Mayor Alex asked Jeremy if he would be willing to give an estimate for supplying water and sewer service to the property that Renville-Sibley is looking at for building. Mayor Alex clarified that the City would be responsible for the cost in the property is annexed into the City of Danube. The Councilmembers discussed two (2) different possibilities for getting water at the property. Jeremy said he could come up with a estimate for the meeting on Monday evening.

Employee Report – Chief of Police

Chief of Police Les Schneider was present to give his monthly employee and Police Department report. Statistics for August 2020 were lower compared to last year at the same time with 53 calls, 26 reports, 37 traffic stops, 15 citations, 39 mutual assists and 3 home security checks. Additional business discussed:

- *School Building Updates* – Tri-Valley was assisted with the annual mandated lockdown drill on Aug. 12. Employees follow policies regarding an active shooter incident in the building. The LMCIT changed the inspection of the school building to September 15.
- *POST Board Annual Training Reimbursement* – The training reimbursement in the amount of \$3763.64 was received on August 13. POST Board covers training expenses incurred from July 1, 2019 to June 30, 2020.

- Dog License Update – All known dog owners with unlicensed dogs have been advised of the added fees and deadline of licensing their dogs by September 30, 2020. The Councilmembers spoke with Schneider about the unlicensed dogs yet still in Danube. Schneider reported they have until September 30th before he can issue tickets. Schneider figured there was about a dozen (12) dogs still to be licensed in Danube.
- County EOC COVID-19 Update – The County EOC meetings continue on the first and third Wednesday mornings every month, this month on September 2 and 16. The information from those meetings is sent to the Mayor, City Clerk, and Fire Chief.
- MCPA ETI Cancellation – The Executive Training Institute that was rescheduled for November has been cancelled for 2020. The \$685 fee was returned to the city on August 10.
- Business Burglary Update – The business burglary that occurred on July 6, which resulted in a full recovery of all stolen property and an arrest, had its first hearing in court on August 17. The individual has been charged with three felonies from this incident.
- FEMA Funding Update – On September 3 we received \$3776.60 for the city street damages from the 2019 flooding events. FEMA paid \$2832.45 (75%), and MN HSEM paid \$944.15 (25%). I had a phone conference with our project manager for FEMA on September 8 to complete the Federal process, and invoice documentation to go to HSEM complete the State project. All documentation should be held onto for three (3) years. There were three (3) listings in the project management in the FEMA portal including one (1) for COVID.
- Mandated UOF Training and Firearms Qualifications – All officers will complete firearms training on October 4. That will complete the Police Department required annual Use of Force training for 2020.
- BCA Racial Conversations Training – I registered for online training with the BCA on September 10. This training appears to be subject matter that the POST Board will require of all peace officers as legislation goes through the state.
- Laptop Computer Update – The Renville County IT advised that our squad car laptop computer was blue screening. They ordered a replacement which will take up to six weeks to arrive. The normal procedures have taken much longer to complete without a functioning squad car computer. Dotty will check with some people if they know if possibly this computer could be covered with the Coronavirus Relief Funds.
- First Response Training Update – The 44-Plan Training for the First Response will take place on September 24. The contract with Ridgewater College had to be modified and sent in before the training date.
- Golf Carts – Councilmember Malvin asked if all the golf carts are licensed. Schneider said all those who are driving them on the streets have been licensed. Councilmember Malvin asked about 4-wheelers also. Schneider reported he was having a little problem with some 4-wheelers.

Employee Report – City Clerk

- Land Update – Nothing new to report.
- CD Rates – Dotty spoke with John from Edward Jones for the current CD rates available. A three (3) month CD is 0.10% and a one (1) year is 0.10%. The interest in the Money Market Fund where the \$786,839.17 is sitting is getting 0.01% and is insured. Follow up with Councilmember Standfuss on visit with John about Bonds. Councilmember Standfuss had not spoken with John yet at Edward Johns so it will be a future item.

- Snow Removal – Bob stopped in the office during the elections and I gave him the paperwork for snow removal and he asked that I bring up to the Councilmembers that the last pay increase they had was in 2016 of \$5.00 per hour and he would like the City to consider an increase in pay.

Councilmember Standfuss moved and Councilmember Malvin seconded a motion to approve increasing the pay for Kopel Farms and James Nyquist by \$5.00 per hour for the 2020-2021 snow removal season. The motion carried unanimously.

Dan Kaufenberg will let both Bob Kopel and James Nyquist know of the increase in pay.

- Yellowstone Trail Sign Follow Up - I received a call from Jeff Illies from MNDOT saying that they are working on some concerns with the Yellowstone Trail signs. Once the signs are up to their code the City of Danube would have the choice of removing a current sign on the city limit sign or look at going the route of putting the sign up like the Danube EDA did for the businesses and pay every year in order for the sign to stay up. The cost currently is \$30.00 a year.

- Computer Quote and Hand Sanitizer Quote - Dotty included in the packets a quote for a Mini-PC HP ProDesk i7 and 24" monitor, Surface Pro 7, and hand sanitizing dispensers. The Councilmembers reviewed the quotes for the computers and decided to get four (4) computers. The computers are for the City Office, Maintenance Department, Police Department and Fire Department. Along with the computers each department will get a 24" high-resolution monitor, Microsoft Office Professional, Norton Security and an external 1 TB hard drive. The Councilmembers then reviewed the Microsoft Surface Pro 7 tablets and decided to get tablets for all five (5) Councilmembers and the three (3) departments for the City along with each one getting the Pro Keyboard Cover.

Councilmember Garza moved and Councilmember Standfuss seconded a motion to approve purchasing eight (8) Microsoft Surface Pro 7 tablets for \$1,399.00, eight (8) pro keyboard cover for \$139.00, four (4) HP ProDesk i7 Mini-PC for \$1,439.00 each, four (4) 24" high resolution LED monitors for \$219.00 each, four (4) external 1 TB hard drive for \$99 each and a package deal for all four (4) computers for the Microsoft Office Professional program and the Norton Security from Vision Systems & Consulting. The motion carried unanimously.

The Councilmembers then reviewed the quotes for touch free hand sanitizer dispenser and the hand sanitizer foam refills.

Councilmember Standfuss moved and Councilmember Malvin seconded a motion to approve purchasing six (6) Purell touch free hand sanitizer dispensers for \$33.99 each and four (4) two (2) packs of Purell hand sanitizer foam refills for \$115.99 each from Quill. The motion carried unanimously.

Dan asked Dotty to look to see if they have the kind of gloves he is looking for. Dotty will look and touch base with Dan on gloves available through Quill.

- Completed Items – Dotty has filed PERA and Payroll Taxes for the month.
- Office Closed & Vacation – None

School Building Updates

Mayor Alex reported that him and Councilmember Krogman worked through the list that Tri-Valley gave to the Councilmembers and from there they created two (2) lists. One (1) list was created for what Dan is to do down at the school and Tri-Valley also got a list of what they are responsible to do down at the school. Tri-Valley had no issues with the list that they received. The Councilmembers asked Dan to call Jeff Sindelir about the doors at the school.

Community Center Updates

Dotty reported that the ceiling tiles have been changed and in the bills there is one from Korsmo Fire protection for the removal of the fire suppression system.

Unfinished Business

LightBeam Lease – Leasing Space on the Water Tower – The Councilmembers received in their packet's information from LightBeam to lease space on the City Water Tower for an antenna and/or other equipment.

Midco – Leasing Space on the Water Tower – The Councilmembers received in their packets information from Midco asking to lease space on the City Water Tower for an antenna and/or other equipment.

The Councilmembers looked at both leases and decided to have Dotty send the leases to the City Attorney to review and bring back to a future meeting to be approved.

Financial Reports

The Councilmembers reviewed the claims list from August 17, 2020 thru September 8, 2020. *Councilmember Malvin moved and Councilmember Garza seconded a motion to approve the bills as submitted in the amount of \$102,359.35 (checks) and \$12,632.15 (electronic fund transfers).* The motion carried unanimously.

The Councilmembers reviewed the Receipts List from August 13, 2020 thru September 3, 2020. The Councilmembers reviewed the Actual verses Budget Comparison for 2020. The Councilmembers reviewed the Bank Reconciliations for August 2020.

New Business

2021 Budget – Proposed Tax Levy – Resolution 09-2020 – 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 2021 proposed tax levy of \$356,461.00. *Councilmember Standfuss moved and Councilmember Garza seconded a motion to pass resolution 9-2021 for the proposed tax levy of \$356,461.00.* The motion carried unanimously.

Cal Lueck – Bldg. Official Resignation – Cal Lueck sent Dotty an email stating he decided to resign my position as Building Official. The Councilmembers discussed some possibilities to ask about being a Building Official and increasing the pay of the Building Official. The Councilmembers will continue to discuss possible candidates for Building Official. The Councilmembers agreed that there should be at least two (2) Building Officials for the City of Danube.

Councilmember Malvin moved and Councilmember Standfuss seconded a motion to approve increasing the pay for the Building Official from \$10.00 per permit to \$15.00 permit they review. The motion carried unanimously.

Raises – Councilmember Malvin asked if the City gives raises every single year for the employees. Councilmember Malvin also mentioned with the COVID going on if they thought about freezing the pay and she wanted to ask the question. Councilmember Standfuss discussed the history of raises and that when an employee does good work they deserve it, better pay gets better performance from his point of view. Councilmember Malvin isn't asking regarding performance or anything just asking about it overall with everything going on.

Future Business - None

Correspondence - None

There being no further business before the council, Councilmember Malvin moved and Councilmember Standfuss seconded a motion to adjourn the meeting. With all members voting in favor, the meeting was adjourned at 10:14 p.m.

Respectfully submitted: Dotty Schnobrich, City Clerk

Gene Alex, Mayor

Dotty Schnobrich, City Clerk