

DANUBE CITY COUNCIL
Regular Council Meeting
Wednesday, October 9, 2019 7:00 PM
Danube City Council Chambers

A regular meeting of the Danube City Council was conducted on October 9, 2019 at 7:00 p.m. with Mayor Alex presiding.

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

Councilmembers absent: Carrie Garza

Others Present: Jeff Freitag, Rich Slagle, Jeremy Boots, Jeff Anderson, Nancy Standfuss, Nancy Bellig, Joey Jensen, 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 405 3rd Street Fence under Consent Agenda and 2020 Budget under New Business. 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 with the addition that Jim Nyquist sign off on the Building Permit at 405 3rd Street. 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 September 11, 2019
- Minutes of Special Meeting of September 23, 2019
- Minutes of Special Meeting of September 25, 2019
- Building Permit – Fence – 405 3rd Street

Open Forum

Nancy Bellig – Chickens – Nancy spoke with the Councilmembers regarding her chickens. After some discussion the Council did tell Nancy that there is an Ordinance in place that prohibits poultry within City limits and that she will have to remove them from City limits. Nancy did ask that the Councilmembers give two (2) weeks to find them a home. The Councilmembers did agree to give Nancy two (2) weeks to remove them.

Jeff Anderson – Mailbox – Jeff was going to speak with the Councilmembers about putting up a mailbox but it would be on the sidewalk but instead he asked Councilmember Malvin if she would be willing to let him put a box on her corner. Councilmember Malvin said she was fine with working with Jeff on putting up a mailbox on her corner for him as long as he used the existing pole in the ground and didn't put up another.

Fire Department – Brian Block did not attend

Julie Krueger – Playground Update – DNR Grant

Julie Krueger did not attend the meeting so Dotty updated the Councilmembers that the City has received some funds from the DNR but the DNR is requesting that the Councilmembers put a deed restriction on the property in which the new playground equipment has been placed. The Councilmembers discussed the restrictions. Julie is currently also submitting more invoices to the DNR for reimbursement.

Councilmember Malvin moved and Councilmember Standfuss seconded a motion to change the deed to add in the following restrictions 1. The property shall be permanently managed and maintained for public outdoor recreation use; 2. The Grantee shall not at any time convert any portion of the park area to uses other than public outdoor recreation use without the prior written approval of the State acting through its commissioner of natural resources. The motion carried unanimously.

Dotty also shared an email from Lee Elfering regarding the area between the playground and building along with the driveway off of the Pine Street and the general grading. Mayor Alex reported that Sullivan's Electric will be coming down to the electrical for down at the park location for the lift station and the new building. Mayor Alex said he called Xcel Energy and they had yet to put it on the schedule to come do their portion of the work and they will get it done within a month. Schneider updated that Xcel Energy was down at the park Tuesday, October 8th.

Nancy Standfuss – Yellowstone Trail Alliance

Nancy Standfuss spoke with the Councilmembers about the progress on the Yellowstone Trail Alliance and asked for the City of Danube to once again renew their membership for \$50.00.

Councilmember Krogman moved and Councilmember Malvin seconded a motion to approve becoming a member of the Yellowstone Trail alliance of Western Minnesota for \$50.00. The motion passed with a vote of 3 in favor. Mayor Alex, Councilmember Krogman and Councilmember Malvin voting in favor and Councilmember Standfuss abstaining from the vote

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* – I'm waiting on boiler inspections from the state inspector before putting boilers back together. Should be done this week sometime. Painting in ticket booth and men's bathroom is complete. The urinals have been fixed. Just need to be cleaned up to remove some rust. I would like to get a quote from a plumber to redo the sinks with new faucets, lines and shutoffs in both the bathrooms. Everything is corroded and there are water pressure issues. The new electric panels are still in the process of being built by the manufacturer.

Councilmember Standfuss moved and Councilmember Malvin seconded a motion to Steve's Plumbing to replace what needs to be fixed on the sinks down at the School. The motion carried unanimously.

Mayor Alex reported that he spoke with Dalles regarding the fuse panels and that they are going to be submitting the estimate that was approved by the Councilmembers at the last meeting and neither Dan or Mayor Alex have heard back from the insurance company if they have accepted it or not.

- Sanitary – Electric Pump was here to install the new pumps in the lift station. I kept the old pumps for emergency backup. They are being stored at shop. A pond discharge was done in September. I'm hoping everything meets sampling requirements to do another one before the end of the year. The lift station averaged 49,000 gal/day in September. Higher than where it should be because of rain.
- Water – The wellhouses both need new doors. The frames are rotted out and they are starting to fall off. I will be getting some quotes to present to the council. The wells averaged 28,000 gal/day for September.
- Generators – Still waiting for Great Plains to come back and install meters. They said this week they would be here. After the meters are installed, they should be completed other than a few tests.
- Skidloader - I received some prices for winter tires. Ziegler Cat from Willmar came in lowest at \$1550.00 for the set. They have them in stock. Would like to order a set before the season starts. Would also like to have Kibble Equipment look at Skid. One of the hydro's is getting weak and it is starting rough.

Councilmember Standfuss moved and Councilmember Krogman seconded a motion to purchase winter tires from Ziegler Cat in Willmar for \$1,550.00. The motion carried unanimously.

The Councilmembers also discussed having Dan to take in the skidloader to Kibble and get it looked at.

- Plow Truck Operator – I talked with Damon and he is not interested in driving this year. It doesn't work out with his new job. An ad should be placed as soon as possible to replace him. The Councilmembers discussed it and decided to run an ad for two (2) weeks, starting wage of \$18.00 and deadline of Thursday, October 31st.

Employee Report – Chief of Police

Chief of Police Les Schneider had a typed Police Department report in the Councilmember's packets. Statistics for September 2019 were slightly higher compared to last year at the same time with 63 calls, 37 reports, 27 traffic stops, 12 citations, 39 mutual assists and 3 home security checks. Additional business discussed:

- Patrol Shifts – With the increased activity occurring during late-night hours, patrol hours are going later into the evening. This will continue until the cold weather becomes consistent.
- School Building Updates – Activity is picking up in the gym area of the school. I have been assisting Tri-Valley and Little Lambs with plumbing issues, and taking care of wasp nests around the facility. The mandatory lockdown drill took place in the school on Sept. 20, with other various safety issues discussed with the directors of Tri-Valley and Little Lambs present.

- City Park Issues – With the increased use of the park in recent months, our calls to the park have also gone up. Many juvenile issues have been resolved, while parent conflicts have also occurred with the new equipment being the main issue. The Police Dept. has not had this many conflicts at the city park before the equipment update, but the new equipment has resulted in much larger crowds in the park. Increased patrol of the park has helped with some of these issues. TDS has been requested to the park for partially buried phone lines that may be a future issue with the new building construction (Oct. 8). Dotty informed Schneider that TDS was down at the park on Oct 3rd. Mayor Alex stated that he thought there should be more police coverage down at the park after school more to monitor the kids down at the park.
- Ordinance 100 Update – The city attorney recommendation on the recreational vehicle ordinance is provided as information is obtained.
- Firearm's and First Response Training – The firearm's training scheduled for Oct. 5 was postponed by the instructor. The makeup date was not been determined. Also, the First Response 44-plan training from Sept. 26 was postponed, and has been rescheduled for Oct. 24.
- Adoption of Sexual Assault Investigation Policy – The POST Board's statutory requirement on October 1, 2019, made an adoption of a sexual assault investigation policy by all MN law enforcement agencies. The Danube Police Department has updated our policy concerning investigations, and has met the statutory requirement set by the POST Board.
- FEMA Exploratory Call – I participated in an exploratory call on Oct. 2 at 10am with a representative of FEMA concerning our street damage the occurred this spring. The process was discussed and the Recovery Scope Meeting was scheduled for Oct. 16 at 2:30pm. This meeting will involve discussing the Damage Inventory, identify documentation needed to support damage claims, schedule site inspections, and develop the program delivery plan. Overall, the process with FEMA is just beginning.

Employee Report – City Clerk

- Land Update – Nothing new to report.
- Holiday Lights and Sullivan's Quote for Electrical on Light Poles – Dotty gave the Councilmembers a quote from Display Sales for ten (10) more snowflakes just like the ones the City already has. Dotty also presented the Councilmembers with a estimate from Sullivan's Electrical for doing the street lights on Main Street. The Councilmembers reviewed the quote from Display Sales and the estimate on Sullivan's Electrical.
Councilmember Standfuss moved and Councilmember Malvin seconded a motion to accept Sullivan's Electric Estimate for \$35,710.00 for the street lights on Main Street. The motion carried unanimously.
Councilmember Krogman moved and Councilmember Malvin seconded a motion to purchase ten (10) 6' Spiral lace Snowflakes Silhouette holiday decorations from Display Sales for \$4,410.00. The motion carried unanimously.
- Completed Items - Dotty has filed PERA and Sales Tax.
- Office Closed and Vacation Days - The Danube City Office will be closed on Monday, November 11th for Veterans' Day. Dotty will also be taking vacation Tuesday, November 26th thru Monday, December 2nd returning on Tuesday, December 3rd. Payroll is on Monday, November 25th so that is why I am pushing it back a day.

- Employee Evaluation Date – Dotty also asked the Councilmembers to pick a day for the employee evaluation date. The Councilmembers discussed the date and decided to just hold the employee evaluation an hour before the regular scheduled meeting. The next meeting will start at 6pm with the first hour being for employee evaluations with the regular meeting to follow.
- Playground Equipment Refund – Mayor Alex was contacted from a resident of Danube who had purchased three (3) pieces of old playground equipment for \$20 and the equipment was gone and was cut up and she would like a refund of the \$20. The Councilmembers discussed the issue. Schneider commented that he told Dan to go get those three (3) pieces of equipment because we have waited long enough for them to get it.
Councilmember Malvin moved and Councilmember Krogman seconded a motion to refund the \$20 to the Danube resident for the playground equipment they didn't receive. The motion carried unanimously.

School Building Updates

Mayor Alex stated that Joey has been doing a wonderful job in painting. Joey reported that he is finishing up the painting in the men's bathroom and will be starting on the women's bathroom next.

Community Center Updates

Joey did bring up the deteriorating half wall over at the Community Center and that it would be easier if that half wall was removed. The Councilmembers discussed the half wall and asked Councilmember Standfuss to talk to Dan about it and if he can't handle the removal to get someone in that could.

Unfinished Business

Engineering Firms – Dotty provided an email from Lee Elfering, City Engineer and an email from Councilmember Garza regarding selecting an engineering firm. The Councilmembers read the emails and discussed the engineering firms and narrowed the selection down to two (2) engineering firms, which are Moore Engineering and Bollig Inc. Rich Slagle (from Moore Engineering) did comment to the Councilmembers that engineering firms usually have a rate sheet and the Councilmembers should request that if they are asking for pricing information from the two engineering firms remaining. The Councilmembers asked Dotty to contact Lee Elfering and ask him to put together a RFP request for Dotty to send out and have the information for the next council meeting in November. Councilmember Standfuss commented that the work that Dotty put together for references about each engineering company showed him what kind of engineering company each one was and that he was impressed with the work that was put together for them to review.

Financial Reports

The Councilmembers reviewed the claims list from September 12, 2019 thru October 7, 2019. *Councilmember Malvin moved and Councilmember Krogman seconded a motion to approve the bills as submitted in the amount of \$218,062.66 (checks) and \$8,996.13 (electronic fund transfers).* The motion carried unanimously.

The Councilmembers reviewed the Receipts List from September 5, 2019 thru October 3, 2019.

The Councilmembers reviewed the Actual verses Budget Comparison for 2019.
The Councilmembers reviewed the Bank Reconciliations for September 2019.

New Business

Polling Places Resolution 03-2019 – The Councilmembers reviewed the resolution designating the polling place for all elections to be held for the City of Danube.

Councilmember Standfuss moved and Councilmember Malvin seconded a motion to approve Resolution 03-2019 designating the polling place. The motion carried unanimously.

Fee Schedule – The Councilmembers received a fee schedule in their packets and reviewed the fees.

Councilmember Standfuss moved and Councilmember Krogman seconded a motion to approve the fees from 2019 for 2020 with the increase to the Zoning (Building) Permits to \$25.00 only. The motion carried unanimously.

Utility Schedule – The Councilmembers reviewed the break down the rates and usage of resident and business water and sewer accounts. After some discussion the Councilmembers made a motion regarding 2020 utility rates.

Councilmember Standfuss moved and Councilmember Malvin seconded a motion to increase the following utilities: water base rate \$2.00 per quarter; sewer base rate \$2.00 per quarter. The motion carried unanimously.

Garbage Rates – The Councilmembers reviewed the garbage rates for both residents and businesses and discussed the rates and weights.

Councilmember Malvin moved and Councilmember Standfuss seconded a motion to leave the garbage rates the same from 2019 to 2020. The motion carried unanimously.

2020 Budget – Councilmember Standfuss spoke with the other Councilmembers regarding the 10% increase on the 2020 budget and possible places to cut down the increase for 2020. The Councilmembers discussed the possibility of areas to cut back on to reduce the amount of funds sitting in the general fund. The Councilmembers will review this at the December Council meeting.

Future Business

Blighted Properties – Councilmember Standfuss brought attention that Renville County EDA has the blighted property grant that is coming up this Spring. Schneider will talk with one of the residents of Danube regarding their property and possibly looking at getting that property. The blighted property will continue to be put on the agenda for future meetings and follow up.

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 9:10 p.m.

Respectfully submitted: Dotty Schnobrich, City Clerk

Gene Alex, Mayor

Dotty Schnobrich, City Clerk