

DANUBE CITY COUNCIL
Regular Council Meeting
Wednesday, November 8, 2017 7:00 PM
Danube City Council Chambers

A regular meeting of the Danube City Council was conducted on November 8, 2017 at 7:00 p.m. with Mayor Alex presiding.

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

Councilmembers absent: None

Others Present: Police Chief Les Schneider, City Clerk-Treasurer Dotty Schnobrich, and media.

Approval of Agenda

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

Approval of Consent Agenda

Councilmember Maurice 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 October 11, 2017
- Bar Door Open November 25, 2017 – Birthday Party

Open Forum - None

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 – Chappell Central was called to fix a few problems with the boilers. On the initial fire up, boiler #1 did not want to fire. It ended up being a bad burner control that was replaced. The old infrared flame sensor was also replaced with a UV sensor since it was outdated and hard to get replacements. There was also a problem with the recirculation pump. Once the boiler got up to pressure Dan noticed the pump was starting to smoke. So, Dan shut it down. A fuse had blown and without full power it will burn pump out. Dan believes that this is what happened last year when pump burned out. Dan would like to have Sullivan's put a starter motor on the pump to keep that from happening. Dan is still waiting for Sullivan's to look at it for a quote. We have several valves overheating in rooms. Dan will be working on them when he can. Dan may need

to have Chappell Central come and do a few bigger steam traps though. Lonny was contacted and said he would do boiler checks again this season.

- Water – We had an issue with our heater in the water tower. When both heaters were turned on it was causing a breaker to trip on my control system. The breaker for the heaters also went bad which was replaced by Sullivan's. The problem is the water tower has a 100 amp panel fed by a 60 amp service in the well house. All three of heaters between the tower and well house is tied to that service. They all draw 20 amps a piece putting it at max load. There is also a circ pump, and my controls which puts it over. Dan is waiting on Sullivan's to come look at what needs to be done to correct this issue. The Councilmembers discussed the issue and asked Dotty to contact Lee Elfering and see if this was supposed to be part of the water tower project.
- Wastewater – Dan is hoping to do another pond discharge this month to help lower our levels in the ponds. Dan started pre-discharge sampling and I'm awaiting results to start.
- Plow Truck – Dan had Schmoll's weld some skid shoes on the plow to help with wear and tear on the blade. Dan also had them order a new plow blade.
- Vacation – Dan is planning on using vacation time in December again. Dan is looking at December 20th – January 3rd.
- Community Center – Dan has no heard back from Lief Hanson on the stucco at the Community Center.
- Ordinances – Dan reviewed Ordinance 85 – Tree/Shrub Planting and Maintenance; Ordinance 99 – Parking Prohibited; and Ordinance 104 – Snow Removal and Winter Parking and asked the Council to keep the City of Danube's Ordinances in the codification process. The Councilmembers reviewed the Ordinances and decided to keep the City of Danube's Ordinances.

Employee Report – Chief of Police

Chief of Police Les Schneider was present to give a monthly employee and Police Department report. Statistics for October 2017 were lower compared to last year at the same time with 48 calls, 27 reports, 22 traffic stops, 8 citations, 22 mutual assists and 3 home security checks. Additional business discussed:

- School Building Updates – Schneider reported that the RCW play will be on November 9th, 10th and 11th. The youth sports schedule is filling up. Tri-Valley last day is November 27th and their last day in the office will be mid December. The youth sports schedule is filling up.
- High School Football Game Assists – Schneider reported that the season is over and that the police assisted at the games.
- Fire Prevention Week Assist – Schneider reported that he assisted over at Renville for the fire prevention week and the cost is split between three departments.
- Civil Defense Siren Update – Schneider presented a quote from West Central Communications for a FCH receiver control for the siren down at the park. The cost of the FCH receiver control box is \$2,221.50.
Councilmember Standfuss moved and Councilmember Krogman seconded a motion to approve purchasing the FCH receiver control, outdoor weather proof box and antenna from West Central Communications for \$2,221.50 and for Sullivans Electric to do the hook-p of the new control box and removal of the old controls for up to \$700.00. The motion carried unanimously.

- Winter Parking Update – Schneider reported that he did speak to the owners of the apartment on Main Street about parking during the winter. Schneider also spoke with them regarding the unlicensed cars and he informed the Councilmembers that they are being dealt with.
- First Response Equipment Purchases – Schneider informed the Councilmembers that the First Response purchased medical supplies again for the coming year.
- New Part-Time Officer Hiring Process – Schneider reported that he hired a new part-time police officer, Dean Truax. The new officer had a medical and psychological checks and the City will be paying that expense now that it is a requirement by the POST Board.

Employee Report – City Clerk

- Vacant Lot - Update – Dotty has no new information.
- Apartment Building on Main Street – Dotty has had some people come in and complain about all the vehicles and people that are showing up at the apartments located on Main Street. Dotty informed those that complained that she would bring it to the City Council for the Councilmembers to discuss.
- Community Center – Dotty informed the Councilmembers that we had a renter lose the keys for the Community Center and the outside doors were rekeyed due to them not being found by the renter or turned in. Since the outside doors were being rekeyed it was decided to rekey the closet on the East side so that items could be stored there that the Community Center residents wouldn't have access to (such as floor striper, wax, and other chemicals). Torkelson's ended up coming back because something broke in the lock on the back door.
- Health Insurance – Dotty asked the City Council if we could possibly discuss Health Insurance quotes at the Special meeting on Monday, November 20th since she did not get the quotes in time from Americana Insurance for tonight's meeting for the Councilmembers and employees to review. Dotty also put in the Councilmembers packets the Employee Evaluation forms.
The Councilmembers decided to discuss the Health Insurance at the special meeting on Monday, November 20th.
- Last Minute Bills – Dotty reported that due to the Council Meeting so early in the month she will have some bills that will need to be added at tonight's meeting.
- Completed Items – October payroll taxes were paid.
- Office Closed – The Danube City Office will be closed on Thursday, November 23rd for Thanksgiving.

School Building Updates - None

Community Center Updates

Councilmember Malvin met with Thomas. Thomas said he will have the floors done by Saturday. Councilmember Malvin also informed Thomas of the expectations that the City has. Dotty informed the Councilmembers that the Senior Citizens group changed from meeting on Monday, November 13th to Friday, November 10th. Thomas is aware and said that he would be pushed by a day for completion then since the Senior Citizens will be meeting at the Community Center. This information was just told to the City Office today, Wednesday, November 8th.

Unfinished Business

Water Tower Partial Payment Estimate #10 (Final)

November 2, 2017

File No. 160002E-0071

Honorable Mayor and City Council

City of Danube

400 Main St. PO Box 397

Danube, MN 56230

RE: 50,000 GALLON WATER TOWER

PARTIAL PAY ESTIMATE #10 (FINAL)

Dear Council Members:

Please find attached Partial Pay Estimate No. 10 for the above-referenced project. As the City Council is aware the previous payment was indicated to be the final payment for the project and represented the release of all retainage. In review of the final quantities with the Contractor it was determined that the temporary fencing bid item was never paid for and the work under this item was completed as part of the project. We therefore have prepared the attached Partial Pay Estimate to pay for this item that was excluded from the previous final payment.

This pay estimate includes payment for the temporary fencing bid item. We have inspected the work performed by Maguire Iron and find it to be in compliance with the plans, specifications, and contract documents. Therefore we would recommend approval of Partial Pay Estimate No. 10 in the amount of \$1,000.00.

If you have any questions regarding this issue please feel free to call.

Sincerely,

ELFERING & ASSOCIATES

Lee Elfering, P.E.

City Engineer.

Councilmember Maurice moved and Councilmember Standfuss seconded a motion to approve the Mayor to sign and payment for the Partial Pay Estimate #10 (final) of \$1,000.00 from Maguire Iron for the water tower project. The motion passed unanimously.

Financial Reports

The Councilmembers reviewed the claims list from October 13, 2017 thru November 7, 2017.

Councilmember Maurice moved and Councilmember Malvin seconded a motion to approve the bills as submitted in the amount of \$18,415.52 (checks) and \$10,139.70 (electronic fund transfers) with the switching of Dan Kaufenberg and Randy Grunke names on checks 13066 and 13067. The motion carried unanimously.

The Councilmembers reviewed the Receipts List from October 10, 2017 thru November 7, 2017.

The Councilmembers reviewed the Actual versus Budget Comparison for 2017.

The Councilmembers reviewed the Bank Reconciliations for September 2017.

The Councilmembers reviewed the Financial Reports for the Garbage, School, Sewer and Water Funds,

New Business

Employee Evaluation Date Reminder – The Councilmembers were reminded about the employee evaluation and health insurance on Monday, November 20, 2017 at 5pm. The Councilmembers

asked that the employees get together and review the plans and bring their thoughts to the meeting on Monday, November 20, 2017.

Utility Fee Schedule – The Councilmembers reviewed the Utility Fee Schedule from previous years.

Councilmember Standfuss moved and Councilmember Malvin seconded a motion to approve the fees from 2017 for 2018 with no increases. The motion carried unanimously.

City of Danube Auditor for 2017 – Dennis E. Oberloh, LTD – *Councilmember Maurice moved and Councilmember Krogman seconded a motion to accept the audit proposal from Dennis E. Oberloh, LTD with the condition the audit is not to exceed \$5,100.00 for the year 2017.* The motion carried unanimously.

Danube Area Athletic Club - Letter –

Danube Area Athletic Club
10-22-2017

RE: Pond Hockey Event – City Park & Rink Venue
Danube City Council,

It was my intent to bring the following items to the next scheduled Danube City Council meeting in November in person; however, I have an out of town work commitment that prevents me from attending and unfortunately our committee is seeking some approvals in order to move forward with an event planning initiative before December.

The Danube Area Athletic Club is hoping to host two separate events on the Friday evening of January 26th and Saturday the 27th of 2018. Friday evening we hope to host a free kid's night event that would encourage youth from the area to come and learn to skate. Our committee would be offering to help kids learn some fundamentals and provide a few treats that evening such as hot chocolate and cookies. Our goal is to get kids in the community on the ice. On Saturday, January 27 we are intending to host an all-day, 8 team, pond hockey tournament that would collectively bring 70 skaters, and many friends and family to the area that day. The tournament would begin in the early morning and conclude in the later evening. We would promote both events as a social activity event in Danube like that of the summer keg shoot or volleyball tournament over Danube Fun Days. On Saturday, during the pond hockey event, we would like to offer some fundraiser amenities, food and beverage.

Secondly, the Danube Area Athletic Club was given a Zamboni two years ago and we have now put it to good use. The DAAC has the ability to "resurface" the base ice vs. continually needing to "flood" the surface in order to maintain a skate-able surface.

Provided the contents of the last two paragraphs, the Danube Area Athletic Club is seeking permission to;

1. Use the grass field east of the warming house and/or a north stretch of Pine Street adjacent to the rink to stage approximately 10 fish houses that would be used as portable pond hockey team warming houses.
2. In order to have the best quality ice and optimize our Zamboni equipment the way the mechanical and hydraulic require, we are in need of hot water. The Athletic Club is seeking permission to install a propane fueled, on-demand, hot water heater in the existing pump house at the park in order to supply 160 F degree water to our Zamboni. The DAAC would assume all costs of the unit and its respective installation. The propane would be staged outdoors and supplied in as needed.

3. The DAAC would like to drape one of the shelters with plastic and warm the interior space and use it as an area for food and beverage fundraisers to take place. Little Lambs Learning Center is tentatively interested in doing the food fundraiser. The Sons of the American Legion is seeking to sell beer during the pond hockey tournament on Saturday, January 27th.

4. The Sons of the American Legion would like to seek a 1 day liquor license and assume the responsibility of all alcohol sales. The Sons have done this a number of times in the past for other events in other communities and are ready to start the one day liquor license process if the City of Danube is willing to entertain it. A member of the Sons would attend the December meeting to answer questions. Our vision of the beer sales event would be an image like that of beer sales during the Danube FD annual keg shoot over Fun Days.

The Athletic Club is seeking permission to move forward with item #2 (on demand water heater) as soon as possible and is the biggest priority item. Unfortunately, if we were to wait until the December council meeting the DAAC would be hard pressed to get it installed in time. The heater would be used throughout the winter and winters forward to condition the ice for the length of the ice season. This item is not specific to the pond hockey event; however, it would be an incredible resource for maximum ice quality the day of.

Regarding the rest, if there would be no firm denials, I would be happy to attend the December meeting to clarify any questions.

Sincerely, Ben Ryan, President - Danube Area Athletic Club

The Councilmembers discussed the requests from the Danube Area Athletic Club and ask that Ben Ryan come to the December meeting regarding the warming houses. The Councilmembers also ask that they speak with RCW about using the field to park them on along with talking to Police Chief Schneider about blocking off part of Pine Street for 24 hours.

Councilmember Malvin moved and Councilmember Standfuss seconded a motion to approve the Danube Area Athletic Club to install a propane fueled, on demand, hot water heater with all costs be the responsibility of the Danube Area Athletic Club. The motion carried unanimously.

Councilmember Maurice moved and Councilmember Malvin seconded a motion to approve the Sons of the American Legion a one day liquor license on January 28, 20178 provided that they provide proof of liquor liability insurance to the City of Danube and to allow the Danube Area Athletic to drape one of the shelters with plastic for the event on January 28, 2018. The motion carried unanimously.

Future Business

New Council Room Chairs – Mayor Alex requested that Dotty research some prices for new chairs for the Council Chambers. The Councilmembers would like Quotes for both kind of chairs with and without arms.

Correspondence

Renville County – Public Hearing Notice

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 8:29 p.m.

Respectfully submitted: Dotty Schnobrich, City Clerk

Gene Alex, Mayor

Dotty Schnobrich, City Clerk