

**DANUBE CITY COUNCIL**  
**Regular Council Meeting**  
**Wednesday, November 13, 2019 6:00 PM**  
**Danube City Council Chambers**

A regular meeting of the Danube City Council was conducted on November 13, 2019 at 6:00 p.m. with Mayor Alex presiding.

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

Councilmembers absent: Cathy Malvin

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

**Approval of Agenda**

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

**Evaluations**

The Councilmembers met with each employee present to give them their review results. Dotty requested her evaluation to be closed.

*Councilmember Krogman moved and Councilmember Standfuss seconded a motion to award Les Schneider the following raise: \$55,931.20/annual salary to \$57,888.79/annual salary; Dan Kaufenberg the following raise: \$25.36/per hour increase to \$26.25/per hour; to award Dotty Schnobrich the following raise: \$19.38/per hour increase to \$20.35/per hour; to award Joey Jensen the following raise: \$17.50/per hour increase to \$18.50/per hour; to not award Les Schneider – maintenance position any raise but to remain at \$19.00/per hour; to award Rebecca Pieper the following raise: \$20.00/per hour increase to \$20.50/per hour; to award Dean Truax the following raise: \$20.00/per hour increase to \$20.50/per hour; to change the starting pay for part-time police officers from \$15.00/per hour to \$16.00/per hour.*

**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 October 9, 2019
- Bar Door Open – November 22, 2019 – Danube Legion’s Turkey Bingo

### **Open Forum**

Diane Pfarr – Main Street Café Sign – Diane spoke with the Councilmembers regarding putting a sign up at 202 HWY 212 on an existing sign pole. Diane needs the City's approval for MNDOT before she can be approved from them. The Councilmembers discussed the sign.

*Councilmember Standfuss moved and Councilmember Krogman seconded a motion to approve Main Street Café to hang a sign at 202 Hwy 212 and for the City Clerk to issue a letter on her behalf with the approval.* The motion carried unanimously.

### **Jordan Zeller – Renville County EDA**

Mayor Alex explained that there is a business that is looking at building in Danube and Mayor Alex spoke with Jordan about if there was anything that the City could do to help them and that is why Jordan was present for the meeting. Jordan went over some items that are out there that the City could do but the City should consult the City Attorney before doing anything to make sure it is legal and if the City could do any of the items Jordan went over. Mayor Alex asked for a Councilmember to form a committee to further pursue this for the business. Mayor Alex asked Councilmember Standfuss but Councilmember Standfuss didn't have the time and suggested Councilmember Krogman. Councilmember Krogman agreed to be on the committee regarding this.

### **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 – The boilers were inspected by the state inspector. He says that boiler #2 should be retubed due to blistering on the fire tubes. These weak spots could start leaking and cause major problems. I am still waiting on a cost from Midwest Boiler to complete the project. I would also like to get Chappell Central in to replace some valves on the boilers that are not holding and to replace some heating valves up high in the gym. Dan presented an estimate from Midwest Boiler to retube the boiler for \$32,160.00. *Councilmember Standfuss moved and Councilmember Krogman seconded a motion to approve the Midwest Boiler estimate for \$32,160.00 to retube the boiler at the school.* The motion carried unanimously.
- Dump Truck – Danube Auto had to replace the carburetor on the dump truck. The truck was backfiring and idling really bad. They also fixed some exhaust leaks on it.
- Grain Truck – Danube Auto replaced the heater core that was leaking since last winter. I also had them look into the slow hydraulic issue. They worked on the pump and put in different fluid. Will have to wait to see results when using in cold weather. So far it is faster.
- Plow Truck – The plow truck has a bad steering pump and is very difficult to turn. Danube Auto is trying to find a new pump which has been difficult since most of them are obsolete now. Hopefully will be resolved before snowfall.
- Water - The wells averaged 28,000 gal/day for the month of October. I ordered more chlorine and poly from Hawkins Chemical.
- Waste Water – The lift station averaged 55,000 gal/day for the month of October. Flows were higher due to extra rainfall and already saturated ground.

- Vacation – I am planning on taking vacation Dec 23<sup>rd</sup> – Jan 2<sup>nd</sup>. I will also be trying to use up some comp time in the next month when the job allows.
- Well 4 – Dan spoke with the Councilmembers about well 4 and either fixing it or sealing the well. Dan reported that the City stopped using the well in about 1994 or 1995 because it was pumping sand. Dan has not turned the well on since he has been here and it is supposed to be the backup well or emergency well. There is no pumping records for 15 years and the Department of Health has been suggesting either to fix it or seal up the well due to non use. Councilmember Standfuss asked that Dan to research on what it would cost to dig a new well since it is unknown if installing the screen for \$12,925.00 would fix the issue of why the City stopped using the well or if another can of worms would follow the expense for the screen. Dan will bring the information to the next meeting for the Councilmembers.
- Generators – Dan updated the Councilmembers about the generators and they will be doing a test run on them soon and he will be getting a quote for a yearly maintenance check on them.
- Snow Plow Driver – The Councilmembers discussed the lift station averaged 55,000 gal/day for the month of October. Flows were higher due to extra rainfall and already saturated ground.  
*Councilmember Krogman moved and Councilmember Garza seconded a motion to reject all applications for the temporary seasonal snow plow driver and rerun the ad with a deadline of December 5, 2019 with starting pay of \$18.00 per hour for two (2) weeks.*  
The motion carried unanimously.  
Dan will finish writing up the Seasonal Temporary Snow Plow Driver Job Description and email it to Dotty.

### **Employee Report – Chief of Police**

Chief of Police Les Schneider had a typed Police Department report in the Councilmember's packets. Statistics for October 2019 were higher compared to last year at the same time with 53 calls, 28 reports, 27 traffic stops, 12 citations, 34 mutual assists and 2 home security checks. Additional business discussed:

- School Building Updates – Tri-Valley's last student day was Nov. 8 and I went over issues with their director regarding safety and improvements to the building. I have been in contact with Joey about activity in the gym area for improvement projects coming up. The RCW Fall Play took place on Nov. 7 & 9, and Jr High Boys Basketball started in the Danube gym on Nov. 11. The Councilmembers discussed the tables done at the school and Les was directed to get rid of any tables that are not good.
- Halloween Patrol – Both squad cars were used on Halloween, but Officer Pieper was sent home early due to the lack of activity with the cold weather and the section football game at Waconia that night.
- Use of Force/Firearms Training – The makeup date for this full department training is Nov. 16, and will cover all mandated requirements by the POST Board.
- FEMA Meeting – The recovery scope meeting with representatives of FEMA took place on Oct. 16 at 2:30 pm. Mediation was discussed as a possibly with the large extent of the city street damage, and a program delivery plan was started. The next meeting may take place tomorrow.

- First Response Training – Training with Ridgewater College took place on Oct. 24. Subject matter consisted of Psychiatric and behavioral emergencies, Special healthcare needs, Special immobilization, and Patient boarding & transport.
- Driver's Education Presentation (Nov. 13) – The RCW driver's education program requested an area police officer to speak to the class, which I did earlier today. Driving laws and local ordinances were discussed before the students take their written test tomorrow.
- Cell Phones – The Councilmembers asked that Les to check into getting a cell phone for the City Clerk and also to review the plan that the City is on. Les will talk with Councilmember Garza and Councilmember Malvin once he gets the information for approval.

### **Employee Report – City Clerk**

- Land Update – Nothing new to report.
- CD Rates – Dotty gave the Councilmembers a list from Edward Jones in their packets to review.  
*Councilmember Standfuss moved and Councilmember Krogman seconded a motion to invest \$200,000.00 in two (2) CDs for \$100,000.00 each at Edward Jones for the term of six (6) months. The motion carried unanimously.*
- Completed Items - Dotty has filed PERA and Payroll Taxes.
- Office Closed and Vacation Days - The Danube City Office will be closed for Dotty to take vacation starting Tuesday, November 26<sup>th</sup> and going thru Monday, December 2<sup>nd</sup> returning on Tuesday, December 3<sup>rd</sup>. Payroll is on Monday, November 25<sup>th</sup> so that is why I am pushing it back a day.
- Fire Department - Dotty was asked by Fire Chief Brian Block to ask the City to allow the Fire Department to exceed their budget this year by \$22,000.00 from the purchase of the new fire truck. The Fire Department will be asking the Townships for \$22,000.00 and taking \$18,500.00 out of their Capital Outlay fund. The Councilmembers discussed the request from the Fire Department.  
*Councilmember Krogman moved and Councilmember Garza seconded a motion to allow the Fire Department to exceed their budget by \$22,000.00, to access the Townships for \$22,000.00 and the remaining balance of \$18,500.00 from Capital Outlay. The motion carried unanimously.*

### **School Building Updates**

Mayor Alex reported that him and Councilmember Krogman have been handling the repairs down at the School. Riverside Flooring will be doing the tiling down the aisle. Joey has been continuing on with the painting at the School. Joey reported that he is finishing up the painting in the men's bathroom and will be starting on the women's bathroom next. Dan will be seeing if he can put a sleeve to fit the back doors at the School.

### **Community Center Updates**

Mayor Alex reported that he walked into the Community Center and said Joey had it looking nice.

### **Unfinished Business**

*Engineering Firms* – Dotty provided an email from Lee Elfering. The Councilmembers reviewed the email from Lee Elfering. Dan did speak with the Councilmembers on his general overall impressions on the two (2) engineering firms. The Councilmembers discussed the engineering firms.

*Councilmember Standfuss moved and Councilmember Garza seconded a motion to approve hiring Moore Engineering Inc.* The motion carried unanimously.

Jeremy Boots informed the Councilmembers the next step would be to sign the Master Services Agreement with Moore Engineering. Rich Slagle would like to hold a kick off meeting before the next Council meeting to sit down and talk about things.

*Councilmember Krogman moved and Councilmember Garza seconded a motion to approve sending the Masters Services Agreement to City Attorney, Aaron Walton once it is received.* The motion carried unanimously.

The Councilmembers discussed having a subcommittee to start the process on a Kick-Off meeting with Moore Engineering Inc. Mayor Alex asked if Councilmember Standfuss would be willing to be on the Committee. The Committee will include Mayor Alex and Councilmember Standfuss and they will schedule a meeting to get together before the next Council Meeting in December. A possible date would be November 25<sup>th</sup> and Rich Slagle will let Dotty know so she can reach out to Lee Elfering for him to attend and then contact the Mayor Alex and Councilmember Standfuss.

### **Financial Reports**

The Councilmembers reviewed the claims list from October 10, 2019 thru November 12, 2019.

*Councilmember Krogman moved and Councilmember Garza seconded a motion to approve the bills as submitted in the amount of \$71,844.34 (checks) and \$13,523.34 (electronic fund transfers).* The motion carried unanimously.

The Councilmembers reviewed the Receipts List from October 4, 2019 thru November 5, 2019.

The Councilmembers reviewed the Actual verses Budget Comparison for 2019.

The Councilmembers reviewed the Bank Reconciliations for October 2019.

### **New Business**

*Audit Proposals* – The Councilmembers reviewed the proposals from Oberloh & Oberloh, LTD & Schlenner Wenner & Co.

*Councilmember Standfuss moved and Councilmember Garza seconded a motion to accept the audit proposal from Oberloh & Oberloh, LTD with the condition the audit is not to exceed \$5,100.00 for the year 2019.* The motion carried unanimously.

### **Future Business**

*Codification* – Dotty informed the Councilmembers that the large packet is part of the Codification in which the City is going through. Dotty did say she would be willing to take the packet home with the Ordinance book to do a review of them and the changes of fees to verify

that the information is there and correct. The Councilmembers gave permission for Dotty to take the information home and track her hours of the work she does. At the December meeting the Council will do the first reading and then in January a Public Hearing will be held for the second reading of the codification.

**Correspondence**

Jansen Thank You – The Councilmembers received a copy of the thank you from the Jansen’s and was informed they also gave a donation for allowing them to use the picnic tables.

Email from Shane Wohlman – Community Improvement Alliance – The Councilmembers reviewed the email from Shane Wohlman and Councilmember Krogman said she would be attending the meeting on November 18<sup>th</sup> at 6:00pm at the Renville Community Center.

*There being no further business before the council, Councilmember Garza moved and Councilmember Standfuss seconded a motion to adjourn the meeting. With all members voting in favor, the meeting was adjourned at 8:57 p.m.*

Respectfully submitted: Dotty Schnobrich, City Clerk

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Gene Alex, Mayor

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Dotty Schnobrich, City Clerk