

**DANUBE CITY COUNCIL**  
**Regular Council Meeting**  
**Wednesday, December 11, 2013 7:00 PM**  
**Danube City Council Chambers**

A regular meeting of the Danube City Council was conducted on December 11, 2013 at 7:00 p.m. with Mayor Gene Alex presiding.

The following Councilmembers were present: Sharon Krogman, Phil Standfuss, and Al Strunc.

Councilmembers absent: Dave Maurice.

Others Present: Chief of Police Les Schneider, City Clerk-Treasurer Dotty Schnobrich, Kevin Braun, Darlene Haug and media.

**Approval of Agenda**

*Councilmember Standfuss moved and Councilmember Strunc seconded a motion to approve the Agenda with the additions of Equalization Taxation Hearing under Call to Order and Insurance on one of the Fire Trucks under Old Business. The motion carried unanimously.*

**Equalization Taxation Hearing**

Kevin Braun and Darlene Haug brought forward concerns about the proposed property taxes for 2014 regarding agriculture property they own in city limits. The Councilmembers made a recommendation for both Kevin Braun and Darlene Haug to talk with the Renville Assessor's Office regarding the increase.

*Councilmember Strunc moved and Councilmember Standfuss seconded a motion to adjourn the Equalization Taxation Hearing with two items on the table regarding the Kevin Braun and Homer Haug property pending further information. The motion carried unanimously.*

**Wellhead Public Hearing**

Dave Neiman gave a presentation on the Wellhead Protection Plan Part II project. The Councilmembers discussed and reviewed the information presented by Dave Neiman.

*Councilmember Strunc moved and Councilmember Krogman seconded a motion to appoint Dan Kaufenberg and Dotty Schnobrich as co-managers of the Wellhead Protection Plan. The motion carried unanimously.*

*Councilmember Strunc moved and Councilmember Standfuss seconded a motion to approve the Wellhead Protection Plan as presented by Dave Neiman from Rural Water. 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. 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 November 13, 2013

**Employee Report – Chief of Police**

Chief of Police Les Schneider was present to give his monthly employee and Police Department report. Statistics for November 2013 were higher than last year at the same time with 44 calls, 29 reports, 48 traffic stops, 18 citations, 25 mutual assists and 2 home security checks.

Additional business discussed:

- Tri-Valley was out on December 6th.
- Schneider reported that He and Dotty got together and reviewed some items on the budget and made adjustments to the budget. The adjustments brought down the initial budget.
- Schneider updated the Councilmembers that the charges were dropped against one of the individuals with the forfeited vehicle and that the city was responsible for the tow bill so it was a good thing that the vehicle was taken to the city shop and prevented storage costs to the City of Danube.
- Les made recommendations on the salaries of the part-time officers to be taken into account when employee evaluations are done by the Councilmembers.
- Schneider informed the Councilmembers that the residents have been real good about removing vehicles off the road during snowplowing. Schneider has also advised new residents about the policies on snowplowing and moving the vehicles off the street during snowplowing.
- Schneider made the Councilmembers aware that during Dotty's absence, December 2<sup>nd</sup>-5<sup>th</sup>, he stopped in the office and checked on phone calls.
- Schneider informed the Councilmembers on that the First Responders responded to 28 calls in 2013 which is down from 37 calls from 2012. First time in four years that the calls have been down, which is good.
- Schneider informed the Councilmembers that he will be going around after the meeting tonight and noting which street lights are out and fax that into Xcel Energy to get fixed.

**Employee Report – Public Works Director**

In the council packets, Councilmembers received a monthly report for Public Works Director Dan Kaufenberg. The report is below

- Sump Pumps – Dan has almost completed the sump pump checks. Dan should have them done by the time water billing goes out. So far only Duane Standfuss is the only one that wasn't compliant. Dan hasn't been able to catch him home. Dan has showed up at Duane's house three times in the last two weeks.

- School – Dan is still waiting for a quote from Chappell Central to fix the steam traps down in the tunnels. When Chappell Central was at the school testing they informed Dan that just about every steam trap was bad. Dan has replaced a few smaller ones already. Dan was going to have Randy fix the relief valve on the water heater and also work on the sink in the music room.
- Sanitary – Dan did a routine discharge of the secondary pond in the month of November. The levels in both ponds are normal. The City has averaged 30,000 gallons per day in the lift station. Dan built a sludge pounder to knock off the buildup on the lift station walls. Hopefully this will help in not needing it cleaned as much.
- Water – Well #5 is going to need a new fluoride pump in it. Right now there are two pumps that feed the fluoride and one doesn't have any suction to it. It is original to the well in 1994. The cost estimate is around \$800.00. Dan ordered more chlorine and poly from Hawkins Chemical. The wells have been averaging about 28,000 gallons per day.
- Skid Loader – Dan had Schmoll's in to repair the mounting plates. One side was cracked and bent. The snow bucket that was built for the City doesn't fit tightly on the skid loader and moves around and puts extra pressure on the plates. Which causes stress cracks and then the bend out causing the bucket to slip off when tipped forward. Dan is looking to solve this problem. The other side might need to be welded up also eventually. Having Schmoll's weld it up is less expensive than buying a new plate.
- OSHA – The lock out tag out is close to being done. Dan has the steps just have to get them typed up in OSHA language. Dan will have Dotty help with this.
- Christmas Lights – Dan hasn't heard anything from whoever was suppose to fix the decorations. Right now most of the lights don't work and a few of the frames are busted. The City could put them up and not light them but according to OSHA the City needs a cage unit to put them up safely. The City does not have one. Dan was going to see if Art can make something that attaches to the bucket that the City already has. Dan will get quotes for a cage attachment.
- As a reminder Dan will be on vacation from December 24<sup>th</sup> to January 6<sup>th</sup>.

The following discussions were held after the Councilmembers reviewed the above report from Dan Kaufenberg.

- The Councilmembers agreed to start charging Duane Standfuss \$50.00 per quarter starting on the December water bill until he is compliant with the sump pump ordinance.
- The Councilmembers discussed the fluoride pump issue.

*Councilmember Standfuss moved and Councilmember Krogman seconded a motion to approve the purchase for an injection pump. The motion carried unanimously.*

- Mayor Alex informed the Councilmembers that due to the City not having a cage, according to OSHA requirements, that Dan is not able to get the Christmas lights up yet. Mayor Alex had spoke with one company about putting them up but it is against their policy to use the trucks for that purpose. The Councilmembers discussed the Christmas light issue and Mayor Alex informed the Councilmembers that he had spoke with Dwight Davis about redoing the Christmas lights with commercial wiring and new garland but the cost was around \$500.00 per decoration, which is almost the cost for new ones, so no action was taken on redoing the Christmas lights at this time. Mayor Alex

will check into seeing if the City can get help with getting the Christmas lights up. The Councilmembers were okay with the Christmas lights being put up as long as the cost is within reason to put them up. Mayor Alex will check into getting the Christmas lights and let the Councilmembers know about the cost before putting the lights up.

- Dotty is to speak with Dan Kaufenberg to verify that the snow removal will be covered in his absence.
- Councilmember Standfuss reported that Dan will be coming to the next Council meeting to give a report on the water tower proposal that he received just prior to this meeting.

**Open Forum** - None

**School Building Updates** - None

**Community Center Updates** - None

**Unfinished Business**

*Insurance on Fire Truck* – Mayor Alex spoke with Dan Wersal regarding the insurance on the fire truck. The Fire Department would like to keep the replacement cost on the fire truck. Dotty is to talk to Dallas about keeping the replacement cost on the fire truck.

**Financial Reports**

Dotty informed the Councilmembers that on the Claims list under the column that says check number that sometimes you will see a number that starts with the letters eft. The eft stands for electronic funds transfer, meaning that the funds are directly pulled from the checking account and no check is issued.

The Councilmembers reviewed the claims list and receipts list from November 14, 2013 thru December 11, 2013.

*Councilmember Standfuss moved and Councilmember Krogman seconded a motion to approve the bills as submitted in the amount of \$29,238.17 (checks) and \$13,070.06 (electronic fund transfers).* The motion carried unanimously.

The Councilmembers reviewed and discussed the budget for 2014.

*Councilmember Strunc moved and Councilmember Standfuss seconded a motion to approve the 2014 budget.* The motion carried unanimously.

IRS Letter Update – When Dotty was in search of some other items I came across a folder that held many letters from the IRS dating back quite some time. Dotty contacted Sara at the auditor's office and spoke with her inquiring if they were aware of the letters from the IRS and Sara told me that they did hear about the letters but from their understanding Sara Wilson had resolved the issue. Dotty spoke with Sara from the auditor's office for some time and after the discussion Sara thought it was best to wait and see if anymore letters come in from the IRS before digging further into it and trying to figure what was done and what needs to be done. Sara from the auditor's office informed Dotty that it would be best to do an internal audit on the

quarterly reports that have been filed for this year before filing our 4<sup>th</sup> quarter report in case any adjustments need to be done to make the quarterly's balance with the W-2s that will be issued come end of the tax year. The city has received one new letter from the IRS since Dotty has started referring to the 3<sup>rd</sup> quarter report filed. There was an overpayment of \$21.07 to the IRS and a credit has been issued and if the City of Danube does not owe any additional taxes a check will be issued.

Assessments – Dotty was informed by the Renville County Auditor – Larry Jacob's Office that if the City of Danube are going to be assessing any residents we need to turn them as soon as possible. The only two that Dotty is aware of is a fire bill, which was \$742.54 but they paid \$200.00 so the outstanding amount is \$542.54 and the other is the mowing for \$165.00 in which no payment has been made. The Councilmembers decided that these two items are to be turned.

Mediacom Bill – The City of Danube has received a bill from Mediacom for \$300.00 which has been reduced to \$267.78 for 3 converter boxes that have not been returned to them. The individual that Dotty has been talking to said that the City received 3 new converter boxes and that the old ones need to be returned or the City of Danube will have to pay the bill of \$267.78. Both Les and Dotty have looked all over for these converter boxes and we are unable to find any. Mayor Alex will talk with Mediacom in Redwood and together Mayor Alex and Dotty will try to resolve this issue.

### **New Business**

Danube Firemen's Smelt Fry - Raffle – Councilmember Standfuss moved and Councilmember Krogman seconded a motion to approve the gambling application for a raffle on March 22, 2014. The motion carried unanimously.

Millers on Main Liquor License On-Sale and Off-Sale 2014 – Dotty updated the Councilmembers that Miller's on Main has turned in all the paperwork and copy of insurance and all the paperwork has been mailed out to Alcohol and Gambling Enforcement.

Snow Removal Contracts – Bob Kopel dba Kopel Farms and Art Nyquist – The Councilmembers reviewed the snow removal contracts.

Councilmember Standfuss moved and Councilmember Krogman seconded a motion to accept both Kopel Farms and Art Nyquist snow removal contracts. The motion carried unanimously.

MediaCom Letter – The Councilmembers received an informational letter from MediaCom regarding rate adjustments in their packets.

Minnesota Department of Transportation – Gary from MN DOT (contact) – Dotty informed the Councilmembers that she talked with Gary (out of the Willmar office) regarding the reimbursement for snow and ice removal and street sweeping form that is to be completed. Gary informed Dotty that this has not been turned in for a couple of years now. The Councilmembers discussed the issue and Dotty is to work with Dan on tracking the information to turn into MN DOT for reimbursement.

Renville County Trail Committee Public Hearing December 5<sup>th</sup> at 4:00 pm. – The Councilmembers received an informational letter about the hearing date in their packets.

League of Minnesota Cities 2013-2014 Coverage Changes, Rates and Dividends – The Councilmembers received an informational letter from League of Minnesota Cities regarding 2013-2014 coverage changes, rates and dividends in their packets.

Auto-Owners Insurance – Dotty informed the Councilmembers that a letter of reinstatement was received from Auto-Owners Insurance.

Minnwest Bank Letter – The Councilmembers received an informational letter from Minnwest Bank regarding some changes taking place at Minnwest Bank in their packets.

MDH Memorandum – The Councilmembers received an informational memorandum from MDH regarding Reduction of Lead in Drinking Water Act reminder in their packets.

ACTS Agreement – Councilmember Krogman moved and Councilmember Standfuss seconded a motion to accept the ACTS Agreement. The motion carried unanimously.

New Year's Eve Party – Councilmember Strunc moved and Councilmember Krogman seconded a motion to approve the bar door open on December 31, 2013 for a New Year's Eve party. The motion carried unanimously.

Assessments to be turned in to Larry Jacobs – The Councilmembers reviewed two outstanding bills concerning Danube residents. The Councilmembers agreed that the two items be turned in to Larry Jacobs to be assessed on their property tax statement in 2014. Dotty will complete the paperwork to be turned in to Larry Jacobs.

MediaCom Bill – Dotty informed the Councilmembers that MediaCom is charging the City of Danube for three (3) adaptors that have not been returned. Mayor Alex said that he would go to Redwood Falls and speak with MediaCom about the adaptors.

Employee Evaluation Date – The Councilmembers set January 8, 2014 during the regular meeting as the employee evaluation date. The meeting is to start at 6:30 pm instead of 7:00 pm.

#### Correspondence - None

#### Adjournment

*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 9:08 p.m.*

Respectfully submitted: Dotty Schnobrich, City Clerk

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Gene Alex, Mayor

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Dotty Schnobrich, City Clerk