

**CITY OF SKYLINE
CITY COUNCIL MEETING MINUTES
December 9, 2013**

Present: Mayor Travis Javens; Clerk Cathy Dahl, Treasurer Lon Whitehead; Council Members, Samantha Erickson, Wayne Bishop, Fire Chief Roger Hermanson

Call Meeting to Order 6:45 PM

Pledge of Allegiance

15-Minute Public Open Forum –

Approval of minutes and agenda – Motion to approve Samantha Erickson, Wayne Bishop, 2nd.
Approved unanimously.

City Clerk's Report - Cathy Dahl reported still no time for Hickory Tech appointment.

The second Skyline Clerks Café had only 1 visitor besides my family – Mayor Javens. We need a sign at top of hill to remind people. Cathy asked how to access the sign. Trying another Clerks' Café again this Thursday. Brian Powers has an easier sign to use – ask where water flushing sign is. Sign may be put in Samantha Erickson's yard by lilacs.

City clerk found the cover to the thermostat was broken. Wayne Bishop will see about gluing it. City of Skyline letterhead was revised to remove PO Box. Lon Whitehead suggested adding website to letterhead.

Cathy typed up a standard letter to go to residents with water bills starting to mount up. City Council decided the signature at bottom should read Skyline City Council.

Due to family emergencies, Cathy has been unable to get the change of address letters done. Need to inform League of MN Cities.

Lon Whitehead agreed to pick up the mail from the new mailbox. There was a check in there from a resident. Residents will be informed in the next newsletter that checks must be mailed to the city, not dropped in the mailbox.

Cathy emailed legals with a posting for the Free Press for change of address for Skyline city hall. New City of Skyline Wells Fargo card came in the mail.

Research about regular council meetings on legal holidays from League of MN Cities:

The council must keep a schedule of its regular meetings on file at its primary office. The council should also set an alternate meeting day for any regular meeting days that fall on a legal holiday. If the council decides to hold a meeting at a different time or place from that stated in its schedule of regular meetings, it must generally give the notice required for a special meeting.

Setting alternate meeting dates when City Council meetings are on legal holidays will be decided in January. City Council also needs to designate a mayor pro tempore at January meeting.

Cathy needs to complete the PERA annual report by Feb 28, 2014.
Information needed for this is on back side of treasurer report.

City Treasurer's Report – Lon Whitehead went over report for November. Discussion of Frontline Plus siren maintenance contract bill. Siren didn't go off last week (details in Rebecca's report). Mayor Javens thinks more info is needed before paying \$200 maintenance contract bill. \$200 will be taken off payable for this month. Box rent is due if we want to keep PO Box for 6 more months. If we do forwarding, keeping box should not be needed. Lon does not know how many keys would have been given to city originally – he only has one key. No one else is aware of other keys. Lon suggested sending tax exempt status form along with change of address notices to businesses we buy from. Went over list of water bill amounts due. Every resident with \$300+ due to be sent new late bill reminder letter.

Approval of city clerk's report and treasurer's report – motion, Wayne Bishop, Samantha Erickson, 2nd. Passed unanimously.

DEPARTMENTAL REPORTS

Water Department - Samantha Erickson reported she is looking into the new water meters.

Street Department - Dean Rengstorf absent. No report.

Parks & Playgrounds Department - Wayne Bishop reported that he will take the tennis nets down and put in pump house.

Public Safety Department – Rebecca Carpenter – absent. E-mailed report:

1. Clearly, with 2 mailboxes being taken out, folks are driving WAY too fast in our city. If there is another newsletter before the year ends, PLEASE ask folks to slow down! There are a lot of us who are also out and about walking our dogs.
2. Our siren did not go off last week during monthly testing. Frontline Plus from Monticello will be down to do a service call on it. Lon Whitehead has the new service agreement for 2014 - or at least I think he will by the end of the day.
3. I have had 2 different residents call me to tell me their cars have been rifled through while in their garages. Nothing taken, but clearly they were 'gone over' so to speak. Another newsletter item - not to alarm but to make people aware- please do not leave valuables in cars even if in the garage. Lock service doors, etc., and report any problems/concerns/incidents.

Fire Department Chief Roger Hermanson – Roger has retired after 20 years as chief. Travis Javens was elected new chief and Jeff Emke is the new assistant chief. Fire department presented him with a plaque. Drew and Shanna Hood took the old plaque in to update and it was used to inspire Roger's retirement plaque. Tomorrow night is regional meeting but they will be unable to attend due to Skyline coop meeting.

Motion to approve departmental reports, Samantha Erickson, Wayne Bishop, 2nd. Passed unanimously.

OLD BUSINESS

Mentorship and job descriptions for council members – on hold

Wells Fargo City of Skyline credit card – received.

Mankato Fire Department service to Skyline research – Mayor Javens met with Pat Henjes and Eric Anderson of Mankato. Pat seemed to see this idea coming. They are very open to do an agreement with us. They will work up a draft form of agreement to provide us with fire service. It won't be the same as what they do for Mankato because we are small enough to be absorbed without them having to hire additional staff. They are also going to look into giving us Mankato Police Protection so we won't have to depend on the sheriff's department. We will wait to see what they come up with to review as a council, then explain to residents and have a meeting to share information and answer questions. Many small cities are running into the same issues of not enough volunteers to keep fire departments running. Lon Whitehead mentioned redundancy of basic costs. None of our volunteer fire fighters are certified 1st responders and do not feel comfortable going to medical calls. Soon the Skyline fire department will not be notified for these calls. At future meeting with residents, we need to explain that this is a contract, the status of our fire department, and that this is for both fire and police. Agreement will be looked over by an attorney also. Mankato asked if any of our volunteer fire fighters would like to join with Mankato. Mayor Javens will ask if preliminary information from Mankato could be available to us for the January meeting.

Notifications of city hall address change – discussed in clerk report.

C & S Supply open credit account for City use – application was filled out and sent back. No reply yet.

City recognition for Roger Hermanson for his years of service – leave on old business and Council will discuss January or later.

NEW BUSINESS

Final 2014 City budget

Motion to approve draft as final budget, Samantha Erickson, Wayne Bishop, 2nd. Passed unanimously.

City clerk will email a copy of the 2014 final budget pdf to all council members.

Motion to adjourn, Samantha Erickson, Wayne Bishop, 2nd. Passed unanimously.

Meeting adjourned at 8:00 PM.

Submitted by Cathy Dahl
Skyline City Clerk

Mayor

date

City Clerk

date