

CITY OF SKYLINE CITY COUNCIL MEETING MINUTES

December 10, 2018

Present: Mayor Travis Javens; Treasurer Lon Whitehead; Council Members, Dean Rengstorf, Samantha Erickson, Wayne Bishop; Residents, Darlene Lee, Kris Beaumont, Paige Attarian, Alan Honermann, Steve Romnes

Meeting called to order at 6:45 PM.

Pledge of Allegiance

Approval of agenda and minutes. Motion to approve, Wayne Bishop, Dean Rengstorf, 2nd. Passed unanimously.

15-Minute Public Open Forum –

Kris Beaumont thanked the current council for their commitment to Skyline.

Darlene Lee had an article about a little town of Hamburg that replaced their 105 year old water tower. They will have funding with low interest.

City Clerk's Report – Cathy Dahl absent. Report read by Samantha Erickson. Sorry about the extra-long report, but since it's Cathy's last one, there's a lot to say. First of all, there's cake for after the meeting and kuerig drinks available as a send-off to Travis Javens and Wayne Bishop. Please help yourself to a beverage furnished by Cathy.

Cathy Dahl reported overdue water/utility amounts were placed on property taxes for 41 Skyline Drive, 1716 Woodland Avenue and 219 E. Skyline Court. Residents were notified by certified mail, but 41 Skyline Drive notice was returned. This house is going up for sale in the near future.

Clerk asked the League of MN Cities about who will swear in new and returning mayor and council members. Lon Whitehead will be able to do this since he is a notary. Clerk also asked if there are any posting requirements for city clerk position. There are not. This is decided by each individual city.

Clerk called Consolidated Communications about adding long distance to city phone. They were surprised to see that the phone was set up in 1962 and never had a single change to the account. They have a basic long distance that gives you 60 minutes of long distance free of charge, with a \$.15 a minute charge after an hour. A 360 minute plan per month is \$11.95. Since we have never used more than about 15 minutes of long distance in a month, clerk set city up with the basic long distance. Clerk did not look into the cost of a cell phone for the new city clerk since long distance was available for free. Cathy is currently listed as contact for the telephone service. When new clerk is chosen, she will need to contact Consolidated Communications to change from Cathy to new clerk. There is a PIN number she will need. This has been given to Lon.

The photography adorning city hall was on loan from Nicole Dahl Fischer. If the city would like to purchase them to keep here, talk to Cathy about it. They will be removed from city hall by the end of the month. It would be nice if someone thanked her for the loan for all these years.

Blue Earth County has a Christmas Light Recycling Program that they would like Skyline to take part in. If so, clerk needs to contact Molly Kjellesvig with Blue Earth County Recycling asap. All other cities in the county are taking part in this. (see letter)

Clerk requests that she be allowed to take computer to Tech Connect Plus, Mankato, to have everything with passwords removed. Clerk has used computer to order city supplies such as batteries for water pump from her Amazon Prime (to get free shipping for the city), and her personal email for city business. This work needs to be done for my security. It will cost \$45.

I have the oath of office printed out for the next council meeting for Lon to hold until then.

Clerk wants new mayor and council persons to be aware of the open meeting law. I have printed out a copy for Mary, Paige and Steve. The law basically keeps any meetings of a quorum (3) council people from meeting secretly in person or electronically to discuss city business away from other council members and the public. It's important to know because there are fines if it is violated.

Approve city council meeting dates for 2019 – January 14th, February 11th, March 11th, April 8th, May 13th, June 10th, July 8th, August 12th, September 9th, October 14th, November 11th Veterans Day, is not allowed – need a replacement date, December 9th.

After approval, dates need posting on door. Clerk has used her personal laminator for the dates page so it doesn't have to be replaced again and again from tears and bugs. If someone else has a laminator, they may want to offer to do that for the next city clerk.

Any photography on the past City of Skyline Facebook page was the clerk's own photography as the page was never an official city page. This means that no one may use her photography without her permission in any printed publications without permission - which includes newsletters. Using this photography without permission violates Cathy's copyrights.

It has been mentioned a few times recently that the clerk and treasurer should not be allowed to respond at public forums or at any other time during council meetings. Even though these positions are appointed and not elected, they are of equal importance to the city. Cathy would like to ask that the new city clerk and current treasurer be treated with the respect their positions deserve.

It has been an honor to work as the Skyline City Clerk for all these years. I especially want to thank Mayor Javens and councilman Wayne Bishop for the many hours they have given to the city – they will be missed. Thank you to Samantha Erickson and Dean Rengstorf for their ongoing service to the city. I wish the best of luck to Mayor-elect Paige Attarian, Council persons Mary Dowd and Steve Romnes. I will finish up my work here and leave the city credit card and my key on my desk on December 31st.

City Treasurer's Report – Lon Whitehead reported for November, 2018. Presented receipts and payables. Quarterly interest likely about \$700 from Community Bank still coming. Mary Dowd is going to a conference for new elected officials. Water tower was inspected and that bill is here. Payroll and federal withholding taxes have been included. Added cleaning \$40 and stamps \$50. AmLawn on this month's bills is for snowplowing.

Lon has payroll to be paid. He does not have a W4 for David Lloyd. Samantha Erickson will talk to him to determine if he wants to be paid or if he will choose not to be paid so that it does not affect payroll taxes. Samantha will get back to Lon and has another W4 to give to David. New water bills are out so everyone is on the list as they have not processed the payments.

Dean Rengstorf has been working on the double bill for the pavement.

Approval of clerk and treasurer's report and to pay bills as presented, Wayne Bishop, motion, Dean Rengstorf, 2nd. Passed unanimously.

DEPARTMENTAL REPORTS

Water Department – Samantha Erickson reported. Tower inspection was done but not reported yet. Charlie Berg has requested new handheld meters as the two meters that read the outside pads need to be replaced at about \$1000 total. Not able to repair them.

Street Department - Dean Rengstorf reported that the last snow removal missed many places or was poorly done such as the pump house, sidewalk at City Hall, and Fire door for City Hall. Pine tree at the house at 1617 Woodland is blocking pedestrian traffic on the hill. House is skyline property but City of Mankato right of way. Also, 41 Skyline has a tree that overhangs the street and hits firetrucks when they pass. Discussed going around and trimming all trees to firetruck height. Wayne Bishop questioned how well the packed snow was removed. City of Mankato actually dropped their plow and cleaned it up. Dean will talk to AmLawn but it will cost more to get a bigger truck or more trips.

Parks & Playgrounds Department - Wayne Bishop reported Darlene's son-in-law and grandson took the tennis court net down. The courts are also locked up.

Public Safety Department – Mary Dowd reported that she is going to a conference in January presented by the League of MN Cities. Agenda includes rules. Paige Attarian asked about the benefit of multiple people going or having one report back. Steve Romnes and Paige will look at the dates as it is in Mankato. Mary has a log of when police and fire and rescue are here. She is also curious about the formula for which Skyline is being charged. It appears they are here every other day in some months. Most of the fire department needs are for medicals. Police have been here for animal complaints. The Mankato Free Press reported that the City of Mankato approved the 4 year contract. That does not mean that Skyline has approved.

In general, Mary feels that the vandalism is down since having more presence by the City of Mankato Public Safety.

OLD BUSINESS

Fire and Police Contract with City of Mankato – The only difference in the contract is that they would extend from 2 years to 4 years. There have been no changes to the contracts since initially writing them. Dean Rengstorf brought up the point of avoiding escalating costs by agreeing to the 4 year contract. Mary Dowd questioned the part about the 30 day notice to cancel the contract. Standard language is used and our options if they decided to end our services would be to contract another fire department and we would go back to the Blue Earth County Sherriff's department. Mary questioned when it stops being a benefit to being our own City if we contract Mankato for many services. Mary would like the policing to be more spelled out in the contract. The contract is fine but more of an understanding that we are contracting the same services as the residents of the City of Mankato. Mary Dowd, motion to approve the 4-year contract. Wayne Bishop, 2nd. Passed Unanimously.

Water tower – Memorandum of Understanding from Mankato. Some discussion at last meeting but we did not have full council so open for more discussion. Dean Rengstorf liked the memorandum and sees no reason to not move forward. Samantha Erickson agrees with Dean. Discussion about the state of the current pump house and the Bolton and Menk previous estimate of \$232,000 to replace current needs. Travis did call after last meeting to let them know we would not decide until December. He did ask about the size of the tank and Jim Brunder said they would likely only do a 100,000 gallon tank. Other positive benefits would include increasing water pressure. The understanding also states that the income from the antennas would remain the City of Skyline. As for the City of Skyline hiring their own Engineering firm, we could hire a firm to look at the proposal after it is written. Dean Rengstorf motioned to approve, Wayne Bishop, 2nd. Passed unanimously.

New City Clerk Application – The original applicant no longer is interested in the position. We need to proceed with posting the job duties and post on different sites to advertise. Mary is willing to help move forward in this process. Mary did not get a job description so that needs to be given to Mary to help advertise for the right candidate. Job posting will go in the end of the year newsletter as a separate sheet describing the City Clerk position. Other places to post this application would include League of MN Cities, Indeed, and City website. Resumes will have to be reviewed by no more than 2 council members so that it is not breaking any open meeting laws. Mary Dowd will be traveling in January so we need to move quickly on getting the advertisements ready. Application deadline January 4th. Dean Rengstorf will be gone starting January 3rd. Applications reviewed and interviews the week of January 7th. Bring recommendations to the January 14th council meeting.

Cathy Dahl did take care of the phone line having long distance. Wayne Bishop did research this and we could by a flip phone for \$40 and use Ting for \$6 per month. We pay about \$28 per month for our basic phone.

NEW BUSINESS

Approve city council meeting dates for 2019 – January 14th, February 11th, March 11th, April 8th, May 13th, June 10th, July 8th, August 12th, September 9th, October 14th, **Wednesday, November 13th**, December 9th.

Motion to approve, Dean Rengstorf, Wayne Bishop, 2nd. Passed unanimously.

Clerk proposed that she be allowed to take computer to Tech Connect Plus, Mankato, to have everything with passwords removed. Council approved the cost of \$45.

Dean Rengstorf, motion, Wayne Bishop, 2nd. Passed unanimously.

Council would like to participate in Christmas light recycling if clerk can respond to Molly.

Resolution 2018-5 – Set Skyline Polling Place in 2019, polling place for the City of Skyline, Blue Earth County, Minnesota is set to Blue Earth County Historic Courthouse, 204 S 5th Street, Mankato MN, 56001 for the year of 2019.

This is a state requirement, but may be eliminated next year. Motion to approve, Wayne Bishop, Mary Dowd, 2nd. Passed unanimously.

Final 2019 City of Skyline Budget – Discussion included: Emily Javens will no longer be our MS4 coordinator after this year. She will wrap everything up before the end of the year and likely will not need anything in the future. City will have to contract someone if the need arises. There is an increase in both water supervisor and water quality testing positions. A new computer and printer is budgeted as well as water pad readers.

Motion to approve 2019 City of Skyline Budget, Wayne Bishop, Dean Rengstorf, 2nd. Passed Unanimously.

Resolution 2018-6 City of Skyline Resolution for Final Property Tax Levy for 2019 - Council of the City of Skyline approves a final tax levy increase of 0% which brings the total amount of the tax levy to \$50,150.00 needed from property taxes in 2019. Motion to approve, Mary Dowd, Dean Rengstorf, 2nd. Passed unanimously.

Motion to adjourn, Wayne Bishop, Dean Rengstorf, 2nd. Passed unanimously.

Meeting adjourned at 8:49 PM.

Samantha Erickson for Cathy Dahl
Skyline City Clerk

Mayor

date

City Clerk

date