

CITY OF SKYLINE CITY COUNCIL MEETING MINUTES October 14, 2013

Present: Mayor Travis Javens; Clerk Cathy Dahl, Treasurer Lon Whitehead; Council Members, Dean Rengstorf, Samantha Erickson, Wayne Bishop, Residents, Gena and Dayle Zelenka

Call Meeting to Order 6:45 PM

Pledge of Allegiance

15-Minute Public Open Forum –

Gena Zelenka came to discuss the Little Library that Skyline has been approved to have. Choice is to have the Swiss Chalet Design. It will have a sign reading Skyline Little Library along with a 'sponsored by' sign. Post will have to be set in concrete. She proposed putting it across from 37 Skyline Drive alongside drive to pump house. She has someone who will dig the hole to plant it. Samantha Erickson was concerned of vandalism at the park but it was agreed that the chance of vandalism exists no matter where it is placed. Dayle Zelenka thought it would be better placed on city property instead of their personal property in case they move, etc. Dean Rengstorf said we can ask snow-plow people to exercise caution when plowing near Little Library. The Zelenkas need to call Gopher 1 and also check sprinkler lines. Gena would also like to send out a press release to the Free Press because the Little Library is a world-wide organization that we have joined. The library and signs are all attached to one post.

City approved placement of Little Library and press release in Free Press. Their installer will meet with Mayor Javens prior to placement next week.

The Zelenkas thanked the city for adding stop signs and new striping of roads in community. Gena asked that the Skyline Book Club be mentioned in upcoming newsletter to encourage participation. They meet the third Tuesday each month at 6:30 PM. Gena mentioned that we should date our city newsletters in the future.

Gena and Dayle mentioned the Skyline pet ordinance in Skyline Directory. They have an objection to part about destroying pets or donating to science after 5 days. Council will look into where section came from and if it is valid.

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

City Clerk's Report - Cathy Dahl reported she had to cancel Hickory Tech appointment about internet due to funeral. Will reschedule.

City newsletter was printed and mailed.

Second notice letters for late utility bills were sent to 134 S. Skyline Drive, and 136 S. Skyline Drive. Did not have to write letter to St. James bank or set up a utility bills to go on property taxes at 140 Skyline Drive because the house sold and the bill has been paid in full.

City email options through Charter have not been researched yet.

The first Skyline Clerks Café is Thursday from 3 – 6PM.

Received letter from CenterPoint Energy for notification of utility shut offs. Clerk will fill out form for city to be notified.

City Treasurer's Report – Lon Whitehead went over report for September. Received letter from MN Assoc of Small Cities asking if we would re-join for \$250. Mayor Javens does not feel there is enough advantage to membership. Lon spoke with LJP about a few residents who do not pay for garbage because they take it with them to work; there are also residents who go away for the winter and do not pay while they are gone. Most other small cities bill everyone each month no matter what (Pemberton, Nicollet, Good Thunder for example). The city is charged \$8.32 for every address whether residents pay the bill that month or not. Mayor Javens will state in next newsletter that starting January 1st everyone will be billed for garbage whether they use the service or not because the City pays for it regardless. There will also be a reminder for purchasing tags for extra bags of garbage in the newsletter as well. LJP will be told not to pick up extra bags of garbage without a tag purchased from the city. Residents can call city clerk to purchase stickers for bags of trash that won't fit in trash bin.

134 S. Skyline Drive residents sent \$250 towards outstanding utilities bill and 136 S. Skyline Drive resident did not reply to 2nd notice.

Mayor Javens suggested sending these overdue bills to Blue Earth County for collection with property taxes. City clerk will draft letters to tell them their bill will be going to prop tax for collection. Lon Whitehead will then credit bill the amount sent to property taxes.

Motion to write resolution turning overdue utility bills from residents at 134 S. Skyline Drive to Blue Earth County for collection with property taxes, Wayne Bishop, Samantha Erickson, 2nd.

RESOLUTION: Remit to BE County \$1394.96 for collection with property taxes for 134 S. Skyline Drive.

Passed Unanimously.

Motion Samantha Erickson, Wayne Bishop, 2nd. RESOLUTION: Remit to BE County \$399.16 for collection with property taxes for 136 S. Skyline Drive.

Passed unanimously.

Clerk will type these two resolutions to be signed at next council meeting and sent to BE County.

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

DEPARTMENTAL REPORTS

Water Department - Samantha Erickson asked Lon Whitehead to have utility bill payment reports sent to herself and Mayor Javens each month. Wayne Bishop checked the meter and the reading is actual at 235 W. Skyline Ct. residence so there must be a plumbing problem in the house. Every 2 months Charlie Berg highlights meter readings that seem unusual. Samantha thinks we should draft a letter to send to residents affected and tell them they have an unusually high reading and what to do about it. Lon Whitehead said that in the past if the meter turned out to be bad the resident would be billed the average of their use. Samantha is concerned to find out if meters are bad or if something is wrong in the house. Wayne Bishop is unsure when meters need to be changed; sometimes they go bad for a short time and then start up again. Wayne Bishop suggested printing peel and stick door tags to leave at homes with bad reads asking them to contact meter readers and give them the reading from inside their house. Samantha will look

into this issue further and discuss next month. Wayne Bishop suggested having a separate meeting with everyone involved in the water department. Mayor Javens said we do not have any replacement meters in Skyline. Lon Whitehead thinks the meters came from Water Works. Somehow we came off the McGuire water tower cleaning schedule. Two different people will be coming to replace the water pump. Couple of other things need to be looked at – shut off to the north part of city and need to fix a valve for part of the looping. Brian Powers opted to skip the water tower cleaning this year because water quality will not be affected in city. We need to enter into a new contract with a service provider for water tower.

In discussion about flow readings, Mayor Javens said if we don't see flowage over 35,000 a day we have nothing to be concerned about with readings. Mayor Javens flushed out flow meter and the bill from Mankato dropped dramatically. Regular flushing should be done every three months. Wayne Bishop mentioned syncing water tower read with the weekend they take meter readings to compare for accuracy.

Skyline is billed \$350 for sending out bi-monthly utility bills, which is an affordable rate according to Lon Whitehead. Switching to monthly billing would increase this amount – consensus is that it would not be worth it.

The council thanked Samantha Erickson for the excellent job she is doing in the water dept.

Street Department - Dean Rengstorf reported he is not sure what's going on with his street guy. He hasn't been able to reach Ground Zero. He will start looking around but thinks it is too late this year for crack filling. Dean couldn't find a contract for AmLawn snow plowing and AmLawn couldn't find it either. Dean suggested a 2-year contract with the same prices. Motion to keep AmLawn for a minimum of one year, two years if prices will stay the same. Wayne Bishop, Samantha Erickson, 2nd, passed unanimously.

Parks & Playgrounds Department - Wayne Bishop reported slide repair is done and there was a successful work day. Lawn sprinkler maintenance is part of AmLawn contract. Requested city hall key for cleaning company.

Public Safety Department – Rebecca absent.

Roger Hermanson, Fire Department Chief – absent. Mayor Javens would like to get approval to approach and discuss with the City of Mankato providing fire department service to the City of Skyline. This would be a preliminary search for information.

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

OLD BUSINESS

Mentorship and job descriptions for council positions – hold.

Work day:

Mailbox for city hall / discontinue PO Box, in the ground but not in use yet. PO Box is paid for thru December. Lon Whitehead suggested keeping PO Box through June of next year for things that may trickle in to that address. Start mail coming to new mailbox at 164 S. Skyline Drive effective December 1st. Clerk needs to go through all 3 cell phone

tower leases to notify change of address to everyone who needs notification. BE County-Mayor, City of Mankato – Mayor will notify League of MN Cities, Gopher 1 State – Clerk will revise Right of Way Excavation forms for Dean Rengstorf and get to Lon Whitehead for website. Mayor Javens will put address numbers on mailbox. Spring-back delineators –one is already broken. Someone hit it from the side. City will have to order more to have as replacement. Mayor Javens will place order. Clerk needs to check to see if we need to publish a legal notice about address change.

Wells Fargo city credit card – resolution for authorization. Motion to approve resolution (attached), Wayne Bishop, Samantha Erickson, 2nd. Pass unanimously.

Mayor Javens gave Lon Whitehead a form to apply for a C&S Supply open credit account. Brian Powers, Mayor Javens and others would be able to run to C&S when supplies are needed. Lon Whitehead will fill out paperwork and bring to next meeting for approval.

Resident from 136 S. Skyline Drive stopped by to discuss water bill payment. She will send payment in full this week.

NEW BUSINESS

Blue Earth County Hazard Mitigation Plan Resolution will be delayed until next month to give every council member a chance to review.

McQuire Iron water tower repair contract sent to Brian Powers. Contractor will repair (see contract) for \$11, 980.00. Brian thinks the bill is too high and has found another plumbing company to help with the work to reduce the amount of the bill.

Mayor Javens got an email from Kyle Grieg with Unisen to discuss a program about a financial opportunity to sell our water tower leases. Council members decided to pass on this.

By next meeting, Mayor Javens will have preliminary 2014 budget prepared and asked council members to get their ideas to him for including in budget. Lon Whitehead will help Mayor Javens with finding numbers, and suggested raising rates paid to Skyline water department workers. Wayne Bishop suggested everyone research their departments to find needs for next year. Need estimates from Brian Powers on necessary repairs to water tower and look into other options if feasible.

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

Meeting adjourned at 9:28 PM.

Submitted by Cathy Dahl
Skyline City Clerk

Mayor

date

City Clerk

date

**CITY OF SKYLINE
RESOLUTION NO. 2013-2
RESOLUTION AUTHORIZING WELLS FARGO BANK, N.A. CITY OF SKYLINE
CREDIT CARD USERS, TWO SIGNATURES OF COUNCIL MEMBERS NOT
AUTHORIZED TO USE CREDIT CARD TO APPROVE EXPENDITURES, AND
INDIVIDUAL SPENDING CAP**

WHEREAS, The City of Skyline Council Members, Mayor, Clerk, and Treasurer are authorized to purchase supplies as needed for City of Skyline maintenance and administration and

WHEREAS, The Skyline City Council prefers these expenses be paid directly by the City of Skyline instead of by City Council Members, Mayor, Clerk and Treasurer using their personal funds then waiting for reimbursement and

WHEREAS, Treasurer Lon Whitehead has researched the requirements for the City of Skyline to open a credit card with Wells Fargo Bank, N.A.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF SKYLINE, MINNESOTA, AS FOLLOWS:

1. The City of Skyline authorizes Treasurer Lon Whitehead to open a credit card account for the City of Skyline with Wells Fargo Bank, N.A.
2. The City of Skyline authorizes the following people to be cardholders and incur charges by use of the Wells Fargo City of Skyline credit card: Catherine Dahl, City Clerk
3. The following officers will ***not*** be cardholders of the Wells Fargo City of Skyline credit card but will authorize the above named cardholder to incur charges: Travis Javens, Samantha Erickson
4. The City of Skyline has set an individual cap of \$1000 per authorized cardholder, to total \$1000 cumulative.

Adopted by the City Council of the City of Skyline on October 14, 2013.

Approved:

Mayor

Attested:

City Clerk