

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

Present: Mayor Travis Javens; Clerk Cathy Dahl, Treasurer Lon Whitehead; Council Members, Rebecca Carpenter, Dean Rengstorf, Samantha Erickson

Call Meeting to Order 6:45 PM

Pledge of Allegiance

15-Minute Public Open Forum –

Gena Zelenka – mini library placement. Gena absent – council discussed placement and will make decision at a later date.

Cathy Dahl and Sharon Hammerschmidt would like to try having a clerks café once a month to give residents a chance to get together, chat and get to know each other better. Donation cup to cover expenses. Cathy will bake; Sharon will be in charge of coffee, tea and lemonade, etc. Mayor Javens will put in newsletter and we will give it a try. Cathy will coordinate with Wayne Bishop for scheduling. Mayor suggested a sign for top of hill when date and time of month is definite. We will try 3-6PM during city hall office hours first. October 17th, 3-6PM for first clerks' café.

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

City Clerk's Report - Cathy Dahl reported we have new Blue Earth County maps if anyone wants one.

No time to call Hickory Tech about internet yet. Samantha said she had same issue at her house and it was the router.

Ownership is still in question at 140 Skyline Drive. City clerk will call number from phone message to research.

City email options through Charter have not been researched yet.

City Treasurer's Report – Lon Whitehead went over report for August. 2012 audit was done. Copies of all audits will be kept in treasurer's office. It is noted in report that we do not have an official treasury department in city doing bookwork but 90% of cities can't afford to do that- nothing out of the ordinary. Mayor Javens and Lon Whitehead signed paperwork stating all information turned in for annual audit was correct.

No bill from City of Mankato yet on disputed sewer charge.

Mark Weber requested reimbursement for taking continuing education water department class needed for permit. He took class online.

Handed out City of Skyline Budget vs. Actual through August 2013 which looks good at this point; enough to cover bill from City of Mankato when it arrives. At some point water/utility rates may need to go up.

Wells Fargo will not issue debit card to a city. Lon is working on getting a credit card, but our Wells Fargo checking account is old and out of date. If we want to pursue, he needs something on city letterhead stating whoever gets the credit check is the key executive of account. Lon is hesitant of having one person's name on account. Credit card use like this may be against double signature policy for city spending. He will ask other small city administrators how they handle this. Solution may be to get credit cards at specific stores like Office Max or Menards and skip credit card through city account.

Water bills – St. James Bank (140 S. Skyline Drive), 134 S. Skyline Drive, and 136 S. Skyline Drive - still nothing more paid towards late bills. There was an anonymous donation of \$200 toward the 134 S. Skyline Drive's balance due, but nothing more.

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

DEPARTMENTAL REPORTS

Water Department - Samantha Erickson reported McGuire is coming to clean water tower. Graph repair bill was actually as small as originally thought. 235 W. Skyline Ct. still doubts the amount of water bill. Wayne Bishop will read in their house to see if meter is reading same as indoor. If not, resident will need to call plumber. However, resident's bill is paid up at present. Mayor Javens will follow up with email to City of Mankato on getting copies of flow meter reading reports.

City clerk will write letter to Bank of St. James. \$2395.59 owed currently and proceed with putting debt on property taxes on 140 S. Skyline in October. Revise and send letters to 134 S. Skyline Drive and 136 S. Skyline Drive about water shut off. Draft letter to remind them of original letter, saying specific date, and that bills have not been paid and they have until date of next council meeting the water will be off. Put 2nd notice across top of letter. Quote resident's agreed upon payment schedule in letter. Clerk will wait until Lon Whitehead confirms amounts still due before mailing.

There should be no rental property in Skyline. Council may consider enforcement because of difficulties with delinquent water/utility bills.

Street Department - Dean Rengstorff reported Ground Zero says they will be up here this week for crack repair. Ground Zero promised they will at least get it done before winter.

Snow removal – Dean will check to see when contract is up with AmLawn. Dean likes the equipment AmLawn used and Rebecca Carpenter appreciates they don't pile the sand on. Dean will do research on pricing for next meeting.

Parks & Playgrounds Department - Wayne absent, nothing to report. Samantha Erickson reported one of the bigger kid swings needs replacement. Mayor Javens reported microwave is installed along with shelf for DVD player. Mayor Javens will tell Wayne Bishop to cancel porta-potty next month. Rebecca Carpenter commented on shape of pump house. Mayor Javens suggested re-shingling be put in budget for next year and look at sprucing it up.

Public Safety Department – Rebecca Carpenter has been calling Xcel Energy and fixing street lights. Samantha Erickson mentioned there have been car break-ins at crest of hill and robberies at the bottom of hill.

Roger Hermanson, Fire Department Chief – absent.

Motion to approve departmental reports, Rebecca Carpenter, Samantha Erickson, 2nd. Passed unanimously.

OLD BUSINESS

Mentorship and job descriptions for council positions – nothing new.

Mailbox for city hall – new mailbox is in utility closet.

Items for next newsletter were discussed, including safety issues such as car break-ins, city work day and new clerks café.

NEW BUSINESS

Preliminary property tax levy – Mayor Javens proposed that because LGA went from up from \$4344 to \$10982 for 2014 that levy for 2014 has a 0% increase. City clerk will check to see what specifics are needed and mail to Blue Earth County. City of Skyline will keep amount the same as last year. Lon Whitehead will email dollar amount information to clerk and council members. **Motion to approve proposed preliminary levy of 0% increase**, Rebecca Carpenter, Dean Rengstorf, 2nd. Passed unanimously.

Work day scheduled for: Spring-back delineators and new mailbox installation, replace piece on slide and possibly swing if it can arrive in time, trim some hedges. October 5th – will be placed in newsletter to look for volunteers. Meet at 9AM at Skyline City Hall.

Motion to adjourn, Dean Rengstorf, Samantha Erickson, 2nd. Passed unanimously.

Meeting adjourned at 8:20 PM.

Submitted by Cathy Dahl
Skyline City Clerk

Mayor

date

City Clerk

date