

CITY OF SKYLINE CITY COUNCIL MEETING MINUTES

September 10, 2018

Present: Mayor Travis Javens; Treasurer Lon Whitehead; Clerk, Cathy Dahl; Council Members, Dean Rengstorf, Wayne Bishop, Mary Dowd, Samantha Erickson; Residents, Darlene Lee, Paige Attarian, Kris Beaumont, Russ Dahl, Chris Heimer, Shirley Piepho, Mark Fischer

Meeting called to order at 6:45 PM.

Pledge of Allegiance

Approval of agenda and minutes. Mary Dowd objects to pages 6 – 8 as being included in minutes. Wayne believes it is clarification of what was discussed. Attachment pages 6 and 7 will be moved to clerk's report and not added at the end. Page 8 is blank. Motion to approve, Wayne Bishop, Samantha Erickson, 2nd. Passed unanimously.

15-Minute Public Open Forum –

Darlene Lee, 153 S. Skyline Drive, asked council if there is a protocol for the open forum. She believes there should be a written policy and made her suggestions. She would like the public forum to have the public address elected officials only. She mentioned the free library no longer having people taking care of it. Family who started it no longer lives here. She would like a note in the upcoming newsletter asking for someone to adopt the free little library. She was dismayed that the night to unite was not brought up at the last council meeting. She felt it was a prime opportunity to thank the team. Mary Dowd and her team did an excellent job. Mayor Javens said it was an oversight and he agrees with the commendation.

Shirley Piepho commented on the rental policy and has suggestions to propose to the council. She feels that one group should not be able to use city hall every Friday night. She would also like to see a damage deposit.

Kris Beaumont asked about commenting on rental policy and when she should speak.

Mayor Javens said proposed policy will be discussed, then mailed in newsletter. Kris said people want an equitable policy and they are dismayed at the different fee schedules. She would like to see rents the same for everyone, recurring use or not. She wants to keep it simple. She also doesn't like storage in city council offices. And believes it should be all taken out.

Cathy Dahl said she will not be using City Hall any more after December.

City Clerk's Report – Cathy Dahl reported candidates filed for all open city positions. The names were sent to Blue Earth County and clerk approved final ballot for Skyline.

The deadline for the City to send overdue water/utility bills to Blue Earth County is November 30. All resolutions to put amounts on property taxes will have to be approved at the November council meeting to make the deadline.

Late water/sewer letters were sent out to 7 residences per the August aging summary.

Clerk purchased tape for office and sent an order for 1000 envelopes with Skyline return address to Insty-Prints. We ran out of envelopes with last newsletter and some plain envelopes were purchased at HyVee to hold us over. New envelopes will be ready for pick up in a couple of days.

There was a message from the transportation planner from Mankato looking for a Skyline contact. He had Mayor Javens listed, but then appeared to be taken off. I left a message for him saying we don't get any bus service in Skyline but he can email Mayor Javens if he has more questions.

Clerk received an email about free 2020 census training available for MN cities and counties. It is in St. Paul on September 24th if anyone is interested.

City Treasurer's Report – Lon Whitehead reported for August, 2018. Two bills from City of Mankato arrived in the last month so it is double what it usually is, and the same with the porta-potty bill. Blacktopping bill was for work done on man holes. He passed out list of overdue water/utility bills. Wayne Bishop mentioned some recycling companies are not recycling anymore. He wondered what the City's company is doing. Lon said we get a notice once a year about where trash is taken. He suggests anyone could call and ask them. 7 letters will be sent out again this month by city clerk along with auto payment forms.

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

DEPARTMENTAL REPORTS

Water Department – Samantha Erickson reported light went out at park. Brian called and had it repaired.

Street Department - Dean Rengstorf reported manhole covers were finished. They changed out the rings for shorter ones. French drains will be done. First one will be taken care of tomorrow night by his house. Then the piece by stop sign will be filled in. Rocks were taken out of cul-de-sac. Mary Dowd complimented Dean on getting the grass repaired. Check and permit were turned in. Mayor Javens asked if snow plowing contract is up to date. Dean will check on it. Wayne Bishop said grass-cutting contract was renewed last year, not sure about snow plowing.

Parks & Playgrounds Department - Wayne Bishop reported \$145 was turned in for city hall rental.

Public Safety Department – Mary Dowd reported that she provided City of Skyline ordinance information to City of Mankato. She went to training on hazard preparedness. They suggested that a small city like Skyline should have a contact within a bigger organization (city or county) in case of emergency. Mayor Javens thinks it would be taken care of through City of Mankato because we contract our fire and law enforcement through them. She will contact Mankato to verify.

She mentioned Code Red that can be downloaded for emergency notifications. She wondered if it could be mentioned in the newsletter. There will be another newsletter soon and she asked that anyone with department reports get that information to her soon.

OLD BUSINESS

Water tower repair – Samantha said we talked about it before and had a Bolton & Menk do a proposal on cost for doing everything vs getting a new water tower. Mayor Javens had heard about Mankato building a new water tower. Samantha and Mayor Javens met with two Mankato city officials, two water workers and Bolton & Menk to discuss doing a joint venture in a new elevated storage tank. They wondered if there is enough interest to move forward on plan. There would need to be a preliminary engineering report. They are looking for a memorandum of agreement for gathering information; this is not binding. Cost estimate is \$550,000 for replacing ours. \$200,000 for maintenance. Cost estimate of \$700,000 total for new combined storage. Mayor Javens told Mankato representatives that all income from tower leases belong to Skyline. New tower would be located in Skyline, probably where existing tower is. Temporary service would be set up for West Mankato and Skyline while work would be done. The hope is that by working together, it will cost less for Mankato and Skyline. Mary Dowd said some people won't like the cost. Samantha said they won't like the cost of fixing the old structure either. Dean Rengstorf said we have leverage because we have the land. There are a lot of pieces to making the deal. Right now Mankato needs to know if Skyline is interested in pursuing the discussion. Proposal is for engineering work to be done over the winter with estimates in the spring. The hope is for a new tower on line in 2020. Further discussion ensued about changes with leases on tower. As soon as Skyline approves, research will proceed, Skyline will incur costs on engineering research. Samantha shared the cost of 3 phases of water tower repair which adds up to over \$200,000 for repair on Skyline's current tower. Mayor Javens said 60 years is average life of a water tower. Darlene Lee thinks tower was built in about 1952, making it over 60 years old. If agreement is made, Skyline would have Mankato water, no longer Skyline water. They may or may not want to keep Skyline wells for backup. Skyline price of water would go up. There will be public hearings. Motion to authorize drafting of memorandum of agreement between Mankato and Skyline for possible joint water storage improvements, Wayne Bishop, Samantha Erickson, 2nd. Passed unanimously.

City hall rentals –

Mayor Javens typed up bullet points for going through items for city rental policy. Mary Dowd went through Wayne Bishop's suggested policy and made additions and changes she thought would work. She suggested rent \$30 for residents and \$100 for non-residents. She thinks city attorney should go over policy. Mayor Javens said lawyer had already reviewed contract and made notes. Samantha doesn't feel a need to change a lot in the policy. She doesn't want it to become unmanageable. Other cities have full-time clerks to manage rentals which Skyline does not have. She is not in favor of a damage deposit. There has never been a significant issue in any rentals to date. Mary would consider increasing salary for city clerk. Wayne agrees with Samantha on not requiring damage deposit. It has not been a problem. Samantha believes \$40 is reasonable as a rental rate. Wayne said there are very few non-resident

rentals. Mary said it's a proactive policy to prevent non-residents from renting and damaging city hall. Wayne said trying to prevent every conceivable scenario is not possible.

Rent to residents, non-residents: Residents \$30, Non-residents \$100.

Damage and cleaning deposit - Hall will be left in like condition that you found it in or damage deposit will not be returned. \$100.00 deposit.

Hours of rental – 12am to 12pm full days.

Early entry allowed if hall is available night before.

How far in advance will reservations be taken? Mary feels it's important to limit it. 3 months in advance for recurring use, 1 year for single use.

Will groups be limited to number of group rentals – discuss later

Limiting any types of activity – Mary suggests no rentals for religious activity and no political activity. Mayor Javens wonders about definition of dangerous. Wayne says we've never had a problem with any of these issues. Mary wonders if a vacuum seller should be allowed to sell at a rental event. League of MN Cities said there's nothing illegal in doing that. Lon Whitehead mentioned that the Skyline Coop Association prohibits businesses operating in Skyline. Wayne suggested city clerk can deny what he/she thinks on the matter and any other discussion can go to the city council. Mayor Javens said the city clerk needs a guideline to work from.

Discussion of letting non-profits use the hall at no charge. Wayne said in the past, free rental was granted to a Skyline book club. Samantha wondered about having to pay for hosting a Red Cross blood drive. It was suggested she would have to pay.

In the future, city clerk will handle city hall reservations and rentals, not a council member. Dean Rengstorf mentioned a bump in pay for city clerk position.

Rental will be first come, first served.

Mary Dowd wants no rental storage at city hall any more.

NEW BUSINESS

Preliminary 2019 property tax levy (Final 2019 tax levy – in December) – preliminary property tax levy set at 3%, Samantha Erickson, Dean Rengstorf, 2nd. Passed unanimously.

Preliminary 2019 City of Skyline Budget – Reviewed and discussed. Final payment on one bond will be done in 2018. Franchise fees were not included in revenue. Samantha Erickson mentioned possible budgeting for ice rink in park. Mary Dowd wondered about using tennis court and if that would be a coop project. Wayne Bishop mentioned there is no parking by tennis courts. Interest from bank accounts comes quarterly – about \$2400- 2500 per year.

Water testing – Samantha said if we enter into agreement with City of Mankato water testing contract would be affected. She talked with Kyle Hinrichs at the city of Mankato about contracting with Mankato to do water testing. \$35 for sampling once a week, and quarterly samples, potentially \$105 per week. Anything over standard checking would be charged at an hourly rate. This would be ended after new tower with Mankato is approved and built. Mayor Javens asked about daily readers. Samantha didn't think that would be necessary; she will verify. Mark Weber is still willing to do his role for now. Mary Dowd wondered if someone could be hired that would be more affordable. Samantha said this is already a good price. Mayor Javens suggested MN Valley Testing, although they probably will not cost less as they are located in New Ulm.

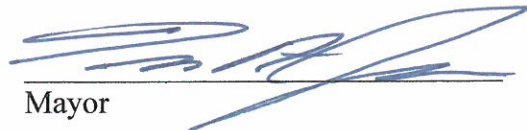
Easement – Ken White wrote up easement. Mayor made change on one line to 20 feet. It gives Mr. Emke the right to drive on city gravel to get to his garage door, nothing more. Mayor Javens will have Ken White make correction for final approval at a later meeting.

Newsletter needs to get out to residents soon to find a new city clerk. Clerk will write a job description. Send a letter of interest/resume to clerk@cityofskyline.com. Annual salary is \$2520 presently.

Motion to adjourn, Samantha Erickson, Mary Dowd, 2nd. Passed unanimously.

Meeting adjourned at 9:00 PM.

Cathy Dahl
Skyline City Clerk



Mayor

10-8-2018
date

Catherine Dahl

City Clerk

10/8/2018
date