

**CITY OF SKYLINE  
CITY COUNCIL MEETING MINUTES  
July 13, 2015**

**Present:** Mayor Travis Javens; Treasurer Lon Whitehead; Council Members, Wayne Bishop, Hans Schwanke, Dean Rengstorf, Samantha Erickson; Retired Fire Chief Roger Hermanson; Residents, Chirs Heimer, Robyn Bishop, Joanne Boettcher, Andrew Wilhelmi, Darlene Lee, Eric Lennartson, Gena and Dayle Zelenka, Blake Jansick, Matt Johnston; Representative from Burkhart and Burkhart, Greg Burkhardt

Meeting called to order at 6:45 PM

Pledge of Allegiance

Approval of minutes and agenda. Wayne Bishop, motion, Hans Schwanke, 2<sup>nd</sup>. Passed unanimously.

**15-Minute Public Open Forum –**

Darlene Lee, 153 S. Skyline Ct., requesting council pass ordinance to ban chickens in the City of Skyline. Mankato has an ordinance passed. Reasons - chickens attract predators such as coyotes, control is difficult. City of Mankato discussed at great length and passed an ordinance to ban chickens. We are residential not rural. We want to maintain property values and careful of what we allow. Resident, Joann Boettcher 141 South Skyline was in attendance and her neighbors as well are here and in support of her chickens.

Gena Zalenka is concerned about spraying of pesiticides. They have sprayed while people are sitting outside their home. People are trying to sustain their own vegetables and their pets are also in danger with the pesticides being sprayed in the city areas. Clover is not bad, says Gena. They help with the bee population. Gena was using a spray to help ensure her property value remains high and will no longer do this. She is concerned about her pets. Kids should not be running around the park right after they spray. Organic is more expensive but in the long run better. Wayne Bishop is looking into it. Amlawn does not have anything. Wayne is meeting with TrueGreen on Wednesday. There is a product out of Canada that the school district used. Mayor Javens has used corn gluten meal such as PREEN. It doesn't let the seed germinate. You have to get what is there under control first.

Darlene Lee also wanted to discuss the parks as she just cleaned up the berm at the park. It needs new mulch. Park is in good shape just weeds in the playground. Many in the past have gone over and pulled the weeds and Darlene is proposing a work day to put down new mulch and take care of the weeds in the sand. Mayor Javens stated the work days just do not work anymore. Darlene asks if there could be a small work committee. Mayor wants to propose in the next newsletter that we get volunteers to take care of specific areas of Skyline such as the tennis courts, weeds in the sand, etc. Darlene wants to see the City set the example so that the rest of the residents follow. We want to keep things in good condition.

Gena Zelenka mentioned the oak tree has many saplings coming out of it and it should not have any so she is proposing trimming. Mayor also stated that there are many trees throughout the city that need trimming.

Gena likes how much the Boettcher family has worked on their home. Gena wants to support the family in all the work that they have done by raising the property value up. She wonders how this is more of a concern than the short sale that just occurred for \$60,000.

Robin Bishop at 128 south skyline also wants to mention that in the last 6-8 months that there are several dogs running loose not on a lease. There are a black dog and white dog that are loose and scare her grandchildren. (Ehmke's two dogs, another white dog, another black dog). For health reasons, she is strongly supportive of the organic spraying. She is also supportive of the chickens. If that is a rule, make sure that we put something in the newsletter about a dog ordinance.

Matt Johnston at 145 South Skyline Drive stated that part of the beauty is that we are not Mankato and as a neighbor of the chickens, if there were concerns he would bring them up. We are so close to nature that we will see coyotes no matter what so he would like to see the chickens be free.

Eric Lennartson is another neighbor who said he gave a blessing prior to as they are directly in the backyard. Joann talked to all neighbors involved before she bought the chickens and is doing a nice job keeping them up.

Dean Rengstorf knew it would be a matter of time before chickens would be brought up. Mankato chickened out and made it so restrictive that no one could get one. Dean wants to have an ordinance one way or the other so there are guidelines.

Chris Heimer at 163 S Skyline asked about the process of passing the ordinance. Mayor Javens said that it would require proper time for all residents to weigh in. Gena Zelenka proposed a survey and Mayor said he would rather see people show up in person. Darlene Lee felt it was a reasonable request to have a survey because the numbers speak. The Mayor is neutral on the issue of chickens. Samantha Erickson noted that if it were to pass the council is not able to respond to all complaints or to make sure that we do not have roosters.

**Action:** Mayor Javens will send out a newsletter this month, informing people to be at the next council meeting to discuss chickens, after that have a survey go out and decide from there where to go. Dean reminded them that this is not the first city to go through this.

### **Audit Report –**

Representative from Burkhart and Burkhart. Greg Burkhardt, his father is Mike, was here to present our last year's audit. Page 2, first report on financial statements. Page 5 is a full accrual financial statement. He discussed the bonds being down from last year and the assets are higher because of the city of Mankato paying back in \$5838. Our net position has not changed much which means the city has been consistent year to year. Page 11 we are largely in the hole on our sewer fund. Our garbage waste last year was very high, but we had a city wide cleanup last year with some heavy garbage from the water. Page 13 shows our sewer fund deficit is so high we may want to consider a rate increase to balance to reconcile. This deficit could flag an auditor. Page 17 talks about investing idle funds. Page 24 shows our outstanding bond balance for water project. Our special assessment will support the payments that we will need to pay. Page 31 details our exact expenses and revenues. Page 40 Contract and bidding anything over \$40,000 requiring specific compliance

Deposits and investments did you put the money where you said and did you have enough insurance to do it. Conflicts of interest – did council conduct business with themselves. Public indebtedness – pay who we had to. Claims and disbursements did we pay on time.

Miscellaneous provision – holiday parties. Tax increment financing – do not test this because we don't have it.

Recommendations: Wells Fargo – make sure we have check images. This is happening now. Declaration form on endorsement line on our checks – when they look at the compliance the statutes require a declaration. Lon already found a stamp he could add to the checks for less than \$10. They sign that they have not already been paid and that there was a service that incurred this bill.

Page 41 Look at city's internal processes, policies, and how we do business. There is not much we can do but they found 2 findings: Financial report preparation – we do our own preparation. Second would be Segregation of Duties – we just need to be aware of it because we are too small to do much more.

Lon Whitehead puts our audit on the website. Lon questioned raising our sewer funds because we know that the water fund is high due to collection of cell phone tower bills. Wayne Bishop proposes raising sewer rate and decrease water rate. Greg stated we could vote to transfer money once a year to transfer from water to sewer. You can move money within enterprise funds. We would just look at this yearly. We do not have to do this in December because you can make it retroactive. We often do not receive all of our bills until April of the next year.

Greg will propose a 3-year and 5-year contract for next time. We are in contract likely through 2015.

Dean Rengstorf motioned to accept the audit as delivered by Greg Burkhart, 2<sup>nd</sup> by Wayne Bishop, passed unanimously.

**City Clerk's Report** - Cathy Dahl absent but reported:

Please ask everyone present to sign in on the sheet on the clipboard.

Thank you letters were sent to the residences that took care of exterior property issues as requested. A letter was sent to 57 Skyline Drive to direct them to take care of their unlicensed van situation.

There needs to be a sign for clean-up expectations for City Hall rentals - possibly even a deposit to ensure cleaning gets done. Every time clerk uses the hall she needs to clean up after people. We've found everything from buns in a cabinet drawer, cake crumbs, grass, pins, thread and leaves on the floor and tables and counters not washed off. You've probably noticed the tape damage to the paint on the walls. Perhaps when the walls are repainted, the City should consider a more tape-friendly paint like a semi-gloss to avoid issues in the future. Also, the floor is getting scratched, markings, no wax in spots – needs some kind of maintenance before it gets worse. Clerk made a folder on the computer for the Water Department and put the annual calibration scan and photos from Samantha Erickson into it, along with MVTL Water Meter Readings. If council members will be receiving certified mail, could they be addressed to clerk's house instead of city hall? Or maybe a sign on the city hall door to redirect if that can be done. It's rare, but there have been two FedEx packages attempting delivery to city hall this past month. One letter received certified was from Charter, dated June 23, 2015 informing Skyline that they renewed the cable TV ordinance for the City of Mankato and Skyline for ten years. Then I got another certified package dated July 1<sup>st</sup>, 2015, with three copies of agreements with other companies enclosed. I put all of this in the stack of items for the meeting on the printer in my office.

I would like to move forward with designing t-shirts to sell for donating to the City to buy new chairs for city hall. I will discuss this more at next council meeting – even though I’m doing it on my own.

**City Treasurer’s Report** – Lon Whitehead reported for June. Clerk will send a letter to any resident on the A/R Aging summary who is in the <90 day column reminding them that their water bill is past due. We are going to start addressing the issues earlier than before they are over \$350 in the over 90 day column. Make sure that a copy of the ordinance goes to each resident with the letters. The council wants to make this an automatic response to Lon’s summary each month instead of discussing it at length as we have been.

Approval of city clerk’s report and treasurer’s report and to pay bills, Wayne Bishop, motion, Hans Schwanke, 2<sup>nd</sup>. Passed unanimously.

## **DEPARTMENTAL REPORTS**

**Water Department** - Samantha Erickson reported:

Their well – were they here? Brian Powers had contacted Samantha about 3 weeks ago when the second pump was pumping low. Played phone tag and told Brian the work had been ordered. Samantha will check to see if the work was done.

Someone was in the manholes by Azarbod’s and by Lon Whitehead’s house. No one knows why or who they were.

Rick Windom left a phone message asking for water quality report. Diane from WW homes also left a phone message. Samantha will contact them.

Brian Powers needs to come to council meetings or provide a written report so that we know more about water department work being done.

**Street Department** - Dean Rengstorf reported one application from Centerpoint Energy doing some work.

WW Blacktop will fix the bumps in the road. The contractor for Charter will pay for the roads and the City will fix the one resident’s driveway. One manhole needs a ring to bring it back down.

Buckets of riprap were delivered to the bottom of the ravine where there was washout.

**Parks & Playgrounds Department** - Wayne Bishop reported he is working on getting organic treatment in parks.

Roger Hermanson had sent complaint that there were too many kids in the park after hours.

Wayne is going to program the sprinklers to go off at 10:15.

Working on creating a cleaning list for all renters to do before they leave. Suggested holding off on a deposit because then he would need to meet renters afterward to give back a deposit and also to check on the building.

Wayne is going to do a park audit and look at all the trees and what all needs to happen in the parks to maintain it. Many trees are too far out into traffic.

**Public Safety Department** – Hans Schwanke brought the AT&T agreement that has been finalized by City Attorney Ken White.

Continuing to work on finding someone to do house to house inspections. Lon Whitehead talked to Paul Marquardt and he is still interested in doing this. He is retired so this would work.

Motion to approve departmental reports, Wayne Bishop, Samantha Erickson, 2<sup>nd</sup>. Passed unanimously.

**OLD BUSINESS**

MN Pollution Control Agency – MS4 – Skyline City Code for Storm Water Management - hold

Shrubbery around new fence – bought and installed by Mayor Javens and his daughter. One neighbor who was present at meeting will water it as there is no fire hydrant there. Receipt is here with a warranty so we need to keep track of it.

**NEW BUSINESS**

AT&T lease – they came to us and said they pay us more than other sites. They wanted to extend the lease and reword a few things. Hans Schwanke and Ken White have worked out all the wording. Ken changed that they cannot take someone else’s equipment and put theirs in a more desirable spot. Address has been changed to 164 S. Skyline.

Dean Rengstorf motioned to approve the agreement to the 4<sup>th</sup> amendment to tower and land lease agreement and memorandum of agreement with AT&T. Wayne Bishop, second. Passed unanimously.

Mail from Charter looks like copies that need to be filed. NO action required by the council.

Wayne Bishop brought up the fire truck and equipment.

Motion to adjourn, Dean Rengstorf, Wayne Bishop, 2<sup>nd</sup>. Passed unanimously.

Meeting adjourned at 9:00 PM.

Samantha Erickson  
For Cathy Dahl  
Skyline City Clerk

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Mayor

\_\_\_\_\_  
date

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City Clerk

\_\_\_\_\_  
date