Minutes  
Silver Lake City Council  
Regular Meeting  
September 16th, 2013

Mayor Bruce Bebo called the meeting to order at 6:30pm.

Members present: Mayor Bruce Bebo, Councilors Nolan Johnson, Pat Fogarty, Carol Roquette, and Eric Nelson

Others present: Kerry Venier, Clerk; Forest Henriksen, PD; Dale Kosek, PW; Al Hahn & Justin Black, SEH; Jason Clause; Donovan Holtberg; Alyssa Schauer, Silver Lake Leader; Robert Sopkowiak; Tim Grenke, Wade Dolezal, Colin Clark

*A motion was made by Councilor Fogarty seconded by Councilor Roquette to approve the agenda.  
Vote for: Unanimous  
Motion carried.*

Consent Agenda:

1. Approve minutes of the August 19th 2013 regular meeting
2. Approve minutes of the September 5, 2013 special meeting.
3. Approve payroll #17,18 & Aug Amb.
4. Claims to be paid: $ 500.00 (8/22/13)  
    $103,461.63 (8/22/13)  
    $ 54,836.73 (9/5/13)  
    $307,137.19 (9/16/13)

*A motion was made by Councilor Fogarty seconded by Councilor Roquette to approve the Consent Agenda.  
Vote for: Unanimous  
Motion carried.*

Mr. Robert Sopkowiak addressed the Council regarding the Silver Lake American Legion’s 30th anniversary; he reported that members are in the process of setting up a celebration on October 26th and invited the Mayor and Councilors and community members to come and help them celebrate 30 years of operation.

Old Business:

1. Grove Ave (CSAH 2) update: Clerk Venier and Justin Black reviewed the following:
   1. Clerk Venier introduced Donovan Holtberg and reviewed a request from Xcel energy for an underground utility easement in the Lions Park. Mr. Holtberg explained that the easement was needed because he wanted to have the power lines buried coming to his house. The easement would give Xcel permission to bury and maintain the underground line.  
        
      *A motion was made by Councilor Fogarty seconded by Councilor Johnson to approve the underground utility easement with Xcel Energy.  
      Vote for: Unanimous  
      Motion carried.*
   2. Mr. Black updated Councilors with the progress of the Grove Ave reconstruction noting that relocating of utility lines by Mediacom, Century Link and Xcel is still going and the curb & gutter is nearly complete. The Week of Sept 23rd crews will begin back filling for the sidewalk, pouring the sidewalk and final restoration. There is still a punch list of items that the contractor will need to complete before the project can be closed out.
   3. Al Hahn reviewed the results of the additional televising of the Sewer lines on Lake, Frank, and Oliver. Mr. Hahn noted that the line in Lake Ave from Main to Hwy 7 was not passable by the camera so not very much footage was televised there meaning that there was either significant root infiltration or collapsed tile lines, either would be a significant source of I&I.; also noted was significant root blockage along the line on Oliver Ave. PW Supervisor Kosek noted that the area on Oliver has since been jetted to remove the roots.
   4. Mayor Bebo opened the Assessment Hearing and Justin Black reviewed the assessment roll noting that eight properties had their assessments changed (7 increase and one decreased); Mr Black noted that the changes in the assessments were the result of finding that the property water or sewer lines were in Grove when it was originally believed the lines extended into and adjacent street. All property owners were notified of the changes and no party attended the meeting objecting to the proposed assessments. Clerk Venier reported that the assessment roll, if approved, will be certified to the County for placement on the property taxes over a 15 year period with an annual interest rate of 4%.  
        
      *A motion was made by Councilor Fogarty seconded by Councilor Johnson to approve Resolution 13-24 adopting final assessments.  
      Vote for: Unanimous  
      Motion carried.*
   5. Clerk Venier updated Councilors on the progress of the Water Meter Replacement project. The contracts have been signed and Ferguson will begin the process of scheduling times with homeowners to install the new meters. There will be no door to door calling by any representative of the City or the Contractor; all scheduling will be done via phone calls or letter.

New Business:

1. Clerk Venier reported that GSL School district was looking for clarification as to where they were to direct their recyclable materials. Venier informed Councilors that the City Code does not regulate the collection of refuse/recyclables for commercial/institutional facilities, those collections are up to the individual property owner or occupant. Councilors asked why this was an issue as it had not been one in the past; Venier said it has become one because of the fact that the City of Glencoe has gone to one sort recycling and their contract includes the GSL buildings in Glencoe as part of program. The School district is trying to keep recycling practices the same in all buildings but would follow any directive from the City.  
   Councilor Fogarty questioned why the City wouldn’t want the school to utilize the County Recycling Facility to give them the product. Councilors decided to leave the current Code as it is and leave the decision up to the individual Commercial/Institutional facility to decide on their own refuse/recycling contractors.

Department Reports:

1. Liquor Store: Councilor Fogarty reported the following:
   1. There is no financial report this month other that sales were $53,586 for the month. Clerk Venier reported that with the new inventory system being installed, they had problems with the inventory reports so they will use September’s month end inventory to do the adjustments for both September and August.
   2. Fogarty reported that the Camera installation is almost complete and went well.
   3. Presented the six month review for Kari Eischens with the Manager recommending approval.  
      *A motion was made by Councilor Fogarty seconded by Councilor Johnson to approve the six month review for Kari Eischens with a step increase.  
      Vote for: Unanimous  
      Motion carried.*
   4. Reported that the new POS and Inventory Management system is in place and Manager Jerabek is busy training staff in its use.
2. Public Safety: Councilor Nelson and Chief Henriksen reported the following:
   1. Chief Henriksen reported on department activity for the past month and noted that the department is giving out “I got caught” certificates if they find children riding bikes while wearing helmets. The certificate is good for free ice cream from Dairy Queen.
   2. Tim Grenke and Wade Dolezal, members of the Silver Lake Fire Dept., addressed the Council with a request to use the Auditorium for a New Year’s Eve Concert fundraiser for the SLFD Relief Assoc.  
      *A motion was made by Councilor Roquette seconded by Councilor Nelson to approve the use of the Auditorium by the SLFD Relief Assoc. for a New Years Eve Concert Fundraiser for rent fee of $1.00 and any associated clean up costs.  
      Vote for: Unanimous  
      Motion carried.*
   3. At the request of Chief Henriksen the meeting was kept open for his performance review. Councilors reviewed Chief Henriksen’s performance noting that he seem to be meeting the expectations of the position and the majority of Councilors would like to see the Chief improve in the areas of Public Relations and Leadership.  
      *A motion was made by Councilor to approve the annual review for Chief Forest Henriksen with a step increase.  
      Vote for: Unanimous  
      Motion carried.*
3. Public Works: Councilor Johnson reviewed activities of the Public Works department and presented a request to approve repairs to a hydrant valve at Main St and Silver Ave. Mayor Bebo asked if this repair could be included in the Hydrant replacement project and Clerk Venier said the City had budgeted to replace two valves as part of the project and it could be included.  
   *A motion was made by Councilor Johnson seconded by Councilor Roquette to approve the replacement of the Hydrant valve at Main St and Silver Ave in an amount not to exceed $3,500 + any applicable taxes as part of the Hydrant Replacement Project.  
   Vote for: Unanimous  
   Motion carried.*Mayor Bebo asked Councilor Johnson to be sure that a department report is included with the agenda packet in the future.
4. Community Development: Councilor Roquette and Clerk Venier reported the following:
   1. No planning commission meeting was held due to lack of business before the commission.
   2. Councilor Nelson inquired about irregular hours at the pool toward the end of the season. Clerk Venier reported that it was common practice at the pool if there was no attendance at the pool on cooler days to close early.
   3. Mr. Collin Clark addressed the Council and gave a review of the Bikes & Blues concert reporting that it went over well despite the extremely hot temperatures. Mr Clark also inquired about the next step to develop a permanent venue to hold concerts and reported he had meetings with the USDA and said there is money available for public and private projects aimed to develop community assets. Mr. Clark suggested forming a committee with himself and someone from the City. The Council appointed Mayor Bebo and Clerk Venier to work with Mr. Clark.  
      Mr. Clark asked for permission to begin organizing two events for next year; one over the Fourth of July which will be country music and the 2nd Bikes & Blues concert on Aug. 31.  
       *A motion was made by Councilor Nelson seconded by Councilor Johnson to allow Collin Clark utilize the Park on Lane Ave to host concerts on July 4-5, and August 31, 2014.  
      Vote for: unanimous  
      Motion carried*
5. Administration: Clerk Venier reported the following:
   1. Reviewed the August Treasurer’s Report
   2. Reviewed a revised extension to the Sanitation Service Agreement with Waste Management. Clerk Venier explained that WM requested changing the fine amount from $1,000 to $500-$700 per the City Ordinance.  
      *A motion was made by Councilor Roquette seconded by Councilor Johnson to approve the revised extension to the Sanitation Service Agreement with Waste Management.  
      Vote for: Unanimous.  
      Motion carried.*
   3. Reviewed a proposed a Proposed Snow Plowing Agreement with McLeod County in exchange for the use of the County Shed in Silver Lake. Clerk Venier will forward the proposal to the County Engineer.
   4. Reviewed an application for a one day liquor license for the Silver Lake Lions on 10/25/13.  
      *A motion was made by Councilor Fogarty seconded by Councilor Roquette to approve a one day on sale liquor license for the Silver Lake Lions on Oct. 25, 2013.  
      Vote for: Unanimous  
      Motion carried.*
   5. Reviewed Health Insurance Renewal rates through Medica. Clerk Venier said the rates rose about 14% but with changes in staffing the 2014 budget will be enough to cover the renewal rates and would still leave room to continue the HSA matching contributions for employees.  
      *A motion was made by Councilor Roquette seconded by Councilor Fogarty to approve Resolution 13-23approving health insurance for fulltime employees.  
      Vote for: Unanimous  
      Motion carried.*
   6. Clerk Venier discussed the Forestry Grant progress and asked the Council to grant permission to the Mayor and Clerk to review and approve proposals for tree planting services.  
      *A motion was made by Councilor Fogarty seconded by Councilor Roquette to designate the Mayor and Clerk review and approve proposals for Tree Planting.  
      Vote for: Unanimous  
      Motion carried.*

Open Discussion:

1. Councilor Roquette asked Councilors opinions on an article that was run criticizing her lack of attendance at meeting. Many members gave her credit for the effort she makes and her sincere interest in making the City better.

*A motion was made by Nelson seconded by Councilor Johnson to adjourn this regular meeting of the Silver Lake City Council.  
Vote for: Unanimous  
Motion carried; meeting adjourned at 11:20 pm.*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Seal of the City:  
Bruce Bebo, Mayor

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Kerry Venier, Clerk/Treasurer