Minutes  
Silver Lake City Council  
Regular Meeting  
December 18, 2017

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

Members present: Mayor Bruce Bebo, Councilors Josh Mason, Ken Merrill, and Nolan Johnson

Members absent: Councilor Brenda Fogarty

Others present: Jon Jerabek, Clerk/Treasurer; RJ Cripps, Police Chief; Dale Kosek, PW Supervisor; Karin Ramige, McLeod Publishing, John Rodeberg, SEH; Ray Bandas, Brenda Chmielewski, City Property Assessor; Tony Victorian, Mary Stoltman, Dale Miska.

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

Consent Agenda:

1. Approve minutes of the November 20, 2017 regular meeting.
2. Approve payroll #24 and #25, November Ambulance, and Annual Fire Dept.
3. Claims to be paid: $22,429.22 (11/20/17)

$107,682.39 (11/30/17)

$19,852.10 (12/07/17)

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

Old Business:

1. Truth in Taxation and 2018 Budget and Levy review. Clerk Jerabek presented the 2018 Budget and Levy information at the public hearing. Mary Stoltman had concerns about her property value increasing for 2018. Brenda Chmielewski, City Property Assessor, explained the valuation process and said she would look into the valuation for that property. Chmielewski also informed the Council that the State of Minnesota can determine whether her valuations are high enough compared to forecasted property values.

*A motion was made by Councilor Johnson seconded by Councilor Mason to close the public hearing portion of the meeting at 7:02pm.*

*Vote for: Unanimous.*

*Motion carried.*

1. Main St Building Update. John Rodeberg, SEH, presented information on the Main St Demo project. Rodeberg notified the Council that the project was completed, and everything seemed to go as planned. The neighboring building to the east received some minor damage, and the Contractor was working with the property owner for compensation. The Council questioned Rodeberg as to why the buildings weren’t initially sprayed as described in the demo specs. Rodeberg stated that they didn’t feel it was necessary as there was little dust or airborne material. Rodeberg explained the extra costs submitted for the project. They included extra asbestos testing require by the MPCA as well extra work clarifying previous asbestos reports and abatements that were erred.

*A motion was made by Councilor Merrill seconded by Councilor Mason to approve Work Authorization Request #1 for $2,280.00.*

*Vote for: Unanimous*

*Motion carried.*

New Business:

1. The Knights of Columbus presented a donation of $600 that was raised from their Fall Paper Drive. Three checks in the amount of $200 each were given to the Fire Department, Ambulance and Winterfest celebration.

Department Reports:

1. Public Works: PW Supervisor Kosek reported the following:
   1. Worked with Contractors and SEH during demolition and stated that everything went well.
   2. They placed an erosion basket in the alley to catch sediment.
   3. Personnel Committee met to review application from Matt Kaczmarek and approved him for hire as Part-time Maintenance Worker I.

*A motion was made by Councilor Johnson seconded by Councilor Mason to hire Matt Kaczmarek as Part-time Maintenance Worker I.*

*Vote for: Unanimous*

*Motion carried.*

* 1. Dale Miska questioned what PeopleService was doing for the City. Kosek explained that they handle all water and sewer issues within the City and outlined the duties in their contract.

1. Public Safety: Councilor Johnson, Chief Cripps, and FD Chief Kosek reported the following:
   1. Gave call activity report for the month.
   2. Part-time officer MacMullan will likely be starting some training at the beginning of the year.
   3. Kosek asked the Council to approve the Fire Chief and Assistant Chief for 2018. The Council inquired if the other officers should be approved as well as Ambulance officers. Clerk Jerabek said that he would check to see if that was required.

*A motion was made by Councilor Johnson seconded by Councilor Mason to approve Dale Kosek as Fire Chief and Darrell Kaczmarek as Assistant Fire Chief.*

*Vote for: Unanimous*

*Motion carried.*

* 1. Kosek requested approval to sell the Fire Department’s 1974 Chevy Pumper.

*A motion was made by Councilor Johnson seconded by Councilor Mason to approve the sale of the 1974 Chevy Pumper to Juul Contracting for $2,500.*

*Vote for: Unanimous*

*Motion carried.*

* 1. Clerk Jerabek presented Resolution 17-20 Declaring Ross MacMullan as a peace officer.

*A motion was made by Councilor Johnson seconded by Councilor Merrill to approve Resolution 17-20 Declaring Ross MacMullan as a peace officer to be enrolled in PERA.*

*Vote for: Unanimous*

*Motion carried.*

1. Liquor Store: Councilor Merrill reported the following:
   1. Profit for November at the MLS was $200.91 and year to date was $31,935.75; sales for the month were $44,051.68 and year to date sales are at $500,661.43.
   2. An estimate was received by AR Engh out of Cokato to repair part of the sanitary sewer that had collapsed inside the on-sale portion of the liquor store.

*A motion was made by Councilor Johnson seconded by Councilor Merrill to approve the repairs by AR Engh for $1,970.*

*Vote for: Unanimous*

*Motion carried.*

* 1. MLS Manager Mason is looking for new ways to promote the bar and is also focusing on pricing structure.
  2. The new carpet in the off-sale has been installed as well as the tile in the entryways.

1. Community Development: Councilor Mason and Clerk Jerabek reviewed the following:
   1. Councilor Mason explained that the Planning Commission did not meet for the month of December.
   2. Clerk Jerabek asked for guidance on how to proceed with advertising for the Main St property. The Council will come back at the regular January meeting with ideas and suggestions.
   3. A group from Metropolitan State University sent a review of Silver Lake’s food options and discovered that there was a lack of fresh produce available for the residents. They suggested that a farmer’s market might be an option for the City to try.
2. Administration: Clerk Jerabek reported the following:
   1. Treasurer’s report was discussed.
   2. Clerk Jerabek presented Resolution 17-22 increasing the compensation plan 2% for a cost of living increase. The wage study conducted in 2016 suggested that the Council follow the industry standard for cost of living increases each year.

*A motion was made by Councilor Johnson seconded by Councilor Merrill to approve Resolution 17-22 A resolution creating a compensation plan for non-elected employees for 2018.*

*Vote for: Unanimous*

*Motion carried*.

* 1. Clerk Jerabek presented an updated budget proposal for 2018. Changes included: lowering transfer from Community Development to Economic Development Fund from $55,035 to $45,035, lowering Administration Capital Furniture and Fixtures from $3,000 to $1,500, and lowering Snow and Ice Removal fuel and contract services from a total of $10,500 to $6,000. The Council questioned wage totals as wealth as health benefit numbers. Clerk Jerabek stated that a 2% COLA increase was in the budget as well as a 4% health insurance premium increase. The Council expressed concern that health insurance benefits weren’t discussed to the extent they were used to in previous budgets. Clerk Jerabek noted this and would follow through for next year.

*A motion was made by Councilor Johnson seconded by Councilor Mason to approve Resolution 17-21 A resolution adopting the 2018 City Budget and Tax Levy for Taxes collectible in 2018 with a General Fund Levy of $477,195 and GO Bond Fund 2013A Levy of $23,531 for a Total Tax Levy of $500,726 resulting in a 4.29% increase from 2017.*

*Vote for: Unanimous*

*Motion carried.*

* 1. Clerk Jerabek asked permission to sell a trailer that was located on one of the Main St properties that the City had acquired for demolition. The Council advised him to advertise for bids and award to highest bidder.
  2. Clerk Jerabek informed the Council that the City currently has an updated ordinance that states when the City will perform background checks. At a previous meeting it was unsure if there was a policy in place.
  3. Clerk Jerabek presented an amendment to the weed violation ordinance to remove the 5% fee that was being added to weed violation charges. At an earlier meeting discussing the 2018 Fee Schedule it was determined that the charges stated in the fee schedule were sufficient to cover costs associated with weed violations.

*A motion was made by Councilor Johnson seconded by Councilor Mason to approve Ordinance 88: An Ordinance Amending Ch. 10, Section5, Subdivision 3 Regarding regulation and control of Growth of weeds, grass, brush, and other rank, poisonous or harmful vegetation.*

*Vote for: Unanimous*

*Motion carried.*

* 1. Clerk Jerabek presented 5, 7 and 10 year options for paying back the Main St Interfund Loan of about $150,000. The Council debated on how aggressively the loan should be paid and looked at whether money levied for the GO Bond 2007A in the 2017 budget was needed for future payments of that Bond or if that could be used for the Main St loan. Clerk Jerabek would check with the auditors to make sure of the fund balance and if the City would be able to use those monies for the Main St loan payments.
  2. Clerk Jerabek presented a request from property owner at 216 Oliver Ave NW to remove the delinquent water/sewer assessments on the property due to inaccurate base charges that were applied to the account.

*A motion was made by Councilor Merrill seconded by Councilor Johnson to rescind the water/sewer amounts previously assessed to 216 Oliver Ave NW in Resolution 16-21 and Resolution 17-18 totaling $1,045.82.*

*Vote for: Unanimous*

*Motion carried.*

* 1. Clerk Jerabek notified the Council that there’s no definite policy that states when water/sewer base charges need to be applied to properties. Options included: charging base fees on all properties that were connected to City water/sewer or only charging base fees when water is turned on to the property. The Council requested that Turn on and Turn off charges be set at $50 each and if the property has a water meter they should be charged base fees. Clerk Jerabek will present an updated ordinance at the next regular meeting for approval.

Open discussion:

1. Mayor Bebo asked the Council if they would like to remain liaisons for their current departments for 2018 or if they would like to rotate. The Councilors expressed interest in changing departments after having spent two years in their current department.
2. Councilor Merrill expressed gratitude and appreciation for the Mayor and the members who organized and helped with the Thanksgiving Dinner and Winterfest.

*A motion was made by Councilor Mason seconded by Councilor Johnson to adjourn this regular meeting of the Silver Lake City Council.  
Vote for: Unanimous  
Motion carried; meeting adjourned at 10:09PM.*

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Jon Jerabek, Clerk/Treasurer