

Minutes
Silver Lake City Council
Regular Meeting
June 15, 2020
Silver Lake Auditorium

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

Members present: Mayor Dorothy Butler, Councilor Josh Winfrey, Councilor Brenda Fogarty, Councilor Chris Penaz, Councilor Nolan Johnson

Staff present: Jon Jerabek, Clerk/Treasurer; Dale Kosek, Public Works Supervisor (PWS); Michelle Schneider, EMT; Ian Coates, Police Officer; Mark Anderson, Police Officer; Steve Hackbarth, Ambulance Chief

Others present: Karin Ramige, McLeod Publishing; Bruce Bebo, Harvey Mikolichek

Motion by Johnson seconded by Fogarty to approve the agenda.

Vote for: Unanimous

Motion carried.

Consent Agenda

1. Approve minutes from May 18, 2020 Regular Meeting
2. Approve minutes from May 27, 2020 Special Meeting
3. Approve minutes from June 4, 2020 Public Meeting
4. Approve Payroll #11, 12 and May Ambulance
5. Claims to be paid: \$32,041.04 (5/22/20)
 \$21,999.40 (May EFT)

Motion by Fogarty seconded by Johnson to approve the Consent Agenda.

Vote for: Unanimous

Motion carried.

Public Comment – No comment.

Old Business

1. Preliminary Engineering Report Update. Council reviewed estimate from Duluth Archaeology Center for performing History/Architecture Review as required for the Rural Development Application. The review would look at the Auditorium and nearby homes for visual impacts resulting from water treatment and water storage potentially being constructed to the north of the Auditorium.

Motion by Johnson seconded by Penaz to approve estimate from Duluth Archaeology Center for not to exceed amount of \$5,576.17.

Vote for: Unanimous

Motion carried.

2. Multi-Unit Housing Review. Application for Multi-Unit Housing Certificate received from 104 Grove Ave S. Inspection with Fire Chief Dale Kosek and a MNSPECT representative will be performed. Council to review at next meeting.
3. Compost Site Policy. Discussed permits for non-residents based on parcel size, limiting loads per permit, and the need for paid in-person supervision of the site.
Motion by Winfrey seconded by Penaz to move forward with selling permits to out of town residents and for Clerk Jerabek and PWS Kosek to work on payment system.
Motion rescinded by Winfrey.
Motion by Winfrey seconded by Penaz for Clerk Jerabek and PWS Kosek to create policy for selling non-resident permits with stipulation of load limits included in policy.
Vote for: Winfrey, Penaz, Johnson, Butler
Vote against: Fogarty
Motion carried.
4. Local State of Emergency Review. Discussed continuing state of emergency coinciding with extension of MN Peacetime Emergency due to liability concerns, financial items, and meeting regulations.
5. Police Department Services. City of Lester Prairie has developed a committee to work on merger plans. A committee consisting of Mayor Butler, Council Penaz, and Clerk Jerabek was formed to work with Lester Prairie. Discussions held on McLeod County Sheriff's Office contracting for police services and possible reduction in coverage. Clerk Jerabek to review if a question regarding the Police Department can be placed on the election ballot.
6. Utilities Right of Way. Council reviewed sample ordinance from League of MN Cities and discussed the need for an extensive policy as well as items being placed in the right of way by homeowners. Councilor Winfrey to work with Clerk Jerabek and SEH on policy.
7. Utility Payments. Discussed past due utility accounts, performing shut-offs, payment plans for residents and certification to taxes. Clerk Jerabek to send City Attorney-reviewed letter to residents on possibility of future water shut-offs.
8. Private Septic Service. Council discussed concerns with operations of wastewater treatment ponds. Capacity issues, cattails, and pond levels will be discussed with PeopleService and an SEH representative at the July 6 meeting. No changes were made to the temporary ban on private septic use of the ponds.

New Business

1. Residential Swimming Pool: Permits and Ordinance. Council reviewed current State Building Code regarding swimming pools and current City Zoning Ordinance requiring a fence or barrier for pools deeper than 24 inches. Residents had expressed concerns over the regulations as more have installed pools with the Bruce Maresh Aquatic Center being closed for the summer. Clerk Jerabek to check with the City Attorney on enforcement of the ordinance.
2. Resolution 20-11: Resolution Appointing Election Judges. Council reviewed list of election judges to serve in 2020 Primary Election and 2020 General Election.
Motion by Fogarty seconded by Johnson to approve Resolution 20-11.
Vote for: Unanimous
Motion carried.

Department Business

1. Public Works

- a. Annual review for PWS Kosek. Evaluation was left open to the public.
Motion by Winfrey seconded by Johnson to approve the annual review for Dale Kosek and to retain with wage increase to \$30.10 per longevity pay policy.
Vote for: Unanimous
Motion carried.
 - b. Reviewed televising and jetting of sanitary sewer estimates from Visu-Sewer and Hyrdo-Klean. Visu-Sewer estimate was \$245/hr. for cleaning rate and \$1.22/linear foot televising rate. Hydro-Klean estimate was \$335/hr. cleaning rate and \$0.65/linear foot televising with mobilization charges of \$1,180.
Motion by Winfrey seconded by Johnson to approve estimate from Hydro-Klean for an amount of \$10,530.
Vote for: Unanimous
Motion carried.
 - c. Reviewed estimates from Reinert Logging & Lumber for tree removal and spraying of stumps at wastewater treatment ponds.
Motion by Winfrey seconded by Penaz to approve estimates from Reinert Logging & Lumber for amount between \$3,000 and \$4,000.
Vote for: Unanimous
Motion carried.
 - d. Reviewed estimates from Litzau Excavating (\$8,775) and Juul Contracting (\$8,795.50) for storm sewer repair on Gehlen Drive. Questions were raised on capping potential tile lines connected to property near drain. More information to be obtained.
Motion by Winfrey seconded by Johnson to table the estimates for the storm sewer repair.
Vote for: Unanimous
Motion carried.
 - e. Tree trimming proposals being obtained.
 - f. PeopleService operational report for April reviewed.
2. Public Safety
- a. Fire Department
 - i. Calls reviewed.
 - ii. Policies have been sent to City Attorney for review.
 - iii. FD on standby by order of State Fire Marshall for mutual aid of East St. Paul.
 - b. Ambulance
 - i. Reviewed run report for April.
 - ii. Reviewed current personnel status and individuals in training.
 - iii. Chief Hackbarth to work on budgeting with Clerk Jerabek.
 - iv. "Shop with Scrip" to be utilized for fundraising. Degree of Honor donated \$300.
 - c. Police Department
 - i. No concerns on staffing.
 - ii. Officer Coates to review items with Lester Prairie Chief Carlson for merger.
3. Municipal Liquor Store
- a. Sales for May were \$47,751.26 with a loss of \$3,310.59. Year-to-date sales were \$210,916.45 with a profit of \$6,779.82.

- b. On-sale re-opened on June 10 with limited capacity.
 - c. Implemented Preparedness Plan as required.
 - d. Revised hours of operation with on-sale now open.
 - e. Advertising for part-time bartenders.
4. Recreation
- a. Horizon Pool and Aqua Logic have inspected pool and will submit estimates.
 - b. Pool and Parks Organization would like to meet to discuss repairs and new feature ideas.
 - c. Gary Kosek, Recreation Director, gauging interest for possible late June/early July start date.
5. Community Development
- a. Planning Commission met on May 12 to discuss water storage options for PER and possible assisted living development near Century Lane.
 - b. A quarterly newsletter is being developed to be mailed out in July.
6. Administration
- a. May Treasurer's Report.
 - b. Clerks Institute cancelled for 2020.
 - c. Request to approve annual review for Deputy Clerk Karissa Wicklund-Kurth.
Motion by Fogarty seconded by Johnson to approve review for Karissa Wicklund-Kurth and to retain with step increase to \$18.33 per hour.
Vote for: Unanimous
Motion carried.
 - d. Policy updates as recommended by insurer being developed.
 - e. Request to approve City of Silver Lake Preparedness Plan and leave forms.
Motion by Fogarty seconded by Johnson to approve Preparedness Plan, Request for Emergency Paid Sick Leave form, Request for Public Health Emergency Leave form, and Designation Notice for Public Health Emergency Leave.
Vote for: Unanimous
Motion carried.
 - f. Addressing issues at Gehlen Drive and lakeshore property.

Open Discussion

- 1. Discussed Police Department and concerns over considering McLeod County for contracting services.
- 2. Discussed public comment and wants versus needs for PER.

Motion by Fogarty seconded by Winfrey to adjourn this regular meeting of the Silver Lake City Council.

Vote for: Unanimous

Motion carried.

Meeting adjourned at 9:24pm.

Jon Jerabek, Clerk/Treasurer

Seal of the City: