Minutes
Silver Lake City Council
Regular Meeting
February 20, 2018

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

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

Others present: Jon Jerabek, Clerk/Treasurer; RJ Cripps, Police Chief; Karin Ramige, McLeod Publishing; John Rodeberg, SEH; Scott Grivna, Josh Winfrey, Civic Association/Pola-Czesky Days Committee; Ashley Ardolf-Mason, MLS Manager

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

Consent Agenda:

1. Approve minutes of the January 3, 2017 regular meeting.
2. Approve minutes of the January 16, 2018 regular meeting.
3. Approve payroll #2, #3, #4, January Ambulance and Fire Dept-1.
4. Claims to be paid: $25,688.10 (January EFT)

$101,000.49 (1/18/18)

$37,536.63 (2/1/18/)

$32,101.76 (2/15/18)

$15,483.84 (2/20/18)

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

Old Business:

1. Storm Sewer Project. John Rodeberg, SEH, presented an agreement for a topographic survey, preliminary design and feasibility analysis, public meetings, cost analysis, and public engagement for a Storm Water Project that would address flooding issues on Center St and Frank Street. There have been numerous meetings and a committee was formed to look at options for correcting the problems, and this would provide a comprehensive plan showing exact corrections needed. The Council felt that this issue has been discussed enough to warrant moving forward on the project. Rodeberg stated that the feasibility report would be accurate for a number of years if the Council decided not to start construction immediately.

*A motion was made by Councilor Fogarty seconded by Councilor Johnson to approve agreement 2018 Storm Sewer Improvements Survey, Analysis and Feasibility Report with SEH for a fee of $16,582 plus expenses and equipment.*

*Vote for: Unanimous*

*Motion carried.*

New Business:

1. Josh Winfrey, Civic Association, requested the City Council approve the Civic Association using the area located by the swimming pool as a camping area for a weekend in July 2018. Winfrey stated that it would be around 5 campers and 20-30 members using the area. The Council worried that there would be liable issues that could arise from the event. The Council directed Clerk Jerabek to have the City Attorney develop a waiver agreement. Winfrey also asked for the Council’s opinion on having a permanent camping area in the same location. The Civic Association and the Pool and Parks Organization would create an exploratory committee to research the requirements as well as the feasibility of a campground. Mayor Bebo noted that the Council has looked into this previously and warned that there is a lot of requirements and work needed to accomplish the task.

*A motion was made by Councilor Johnson seconded by Councilor Fogarty to approve the Civic Association and Pool and Parks Organization to create a committee to look at creating a campground located by the swimming pool and softball field.*

*Vote for: Unanimous*

*Motion carried.*

*A motion was made by Councilor Fogarty seconded by Councilor Mason to approve the Civic Association using the area by the swimming pool for camping for a weekend in July for five or less campers, as long as the current City Ordinance doesn’t prohibit camping and the City Attorney finds it to be allowable as well as creates a liability waiver that the Civic Association would sign.*

*Vote for: Unanimous*

*Motion carried.*

1. Josh Winfrey, Pola-Czesky Days Committee, requested the Council to approve the use of the empty lots on Main Street currently owned by the City for kid’s carnival games for Pola-Czesky Days 2018. Winfrey stated that the games were a success last year and would like to have more games and rides available. The Council would like to see a fence constructed around the area to be used. Winfrey noted that the expenses and revenues for the games ran through the Pola-Czesky Days Committee.

*A motion was made by Councilor Fogarty seconded by Councilor Mason to allow the Pola-Czesky Days Committee to use the area on Main Street owned by the City for carnival games for Pola-Czesky Days 2018 as long as the property hasn’t been sold prior to the event.*

*Vote for: Unanimous*

*Motion carried.*

1. Clerk Jerabek notified the Council that the American Legion would like to donate money to the City for purchase of a new podium at the Silver Lake Auditorium. The podium would be built by DSL Cabinets in Silver Lake.

*A motion was made by Councilor Fogarty seconded by Councilor Merrill to accept the donation from the American Legion to purchase a podium for the Auditorium.*

*Vote for: Unanimous*

*Motion carried.*

1. Resolution to Transfer the City of Silver Lake Local Board of Appeal and Equalization Powers to McLeod County. Clerk Jerabek notified the Council that as it stands now they are not able to make any decisions on property valuation adjustments because no member has attended the training needed. Passing the resolution would eliminate the meeting held in Silver Lake and instead would be held at the County. Mayor Bebo commented that he felt it was the wrong direction to take and that he felt it was important to listen to the citizens and stay in touch with what was happening in Silver Lake. Councilor Merrill agreed that the City should not relinquish powers, but also stated that a Councilor should attend the training if the City would maintain the Board of Appeal powers. The Council took no action the on the resolution.
2. Resolution 18-08 Approving Workers’ Compensation Insurance Premiums for 2018. The Council asked what the experience modification number was and Clerk Jerabek noted that it had gone up from 0.88 to 1.29 due to some claims that have occurred. Clerk Jerabek stated that the City received a discount of ten percent for having over ninety percent of Fire Department and Police Department members declare as non-smokers.

*A motion was made by Councilor Johnson seconded by Councilor Mason to approve Resolution 18-08: A Resolution Approving Workers’ Compensation Insurance Premiums through LMCIT in the amount of $34,192 for 2018.*

*Vote for: Unanimous*

*Motion carried.*

Department Reports:

1. Public Works (PW) - Councilor Johnson reported the following:
	1. Plowing for snow events have gone well.
	2. Sidewalk Ordinance is being enforced. Most have complied after the initial warning letter, but there have been five instances where the Public Works Staff have completed the work and bills have been sent to property owners.
	3. PeopleService and PW Staff have been meeting on a weekly basis to ensure a proper working relationship.
	4. Dale Kosek, PW Supervisor, requested approval to attend MN Rural Water Technical Conference to obtain license renewal hours. Mayor Bebo asked if other PW Staff hold licenses in case Kosek was absent. Clerk Jerabek notified the Council that Gary Jerabek holds licenses as well.

*A motion was made by Councilor Merrill seconded by Councilor Johnson to approve license renewal training for PW Supervisor Kosek at a cost of $230.*

*Vote for: Unanimous*

*Motion carried.*

1. Public Safety - Councilor Mason, Chief Cripps and Clerk Jerabek reported the following:
	1. Policies approved at the January 16, 2018 meeting were approved by the City Attorney.
	2. An update on on-call wages costs was presented.
	3. Chief Cripps presented information on a transcriptionist position that he would like added that would help with Police Department office tasks. The Council advised Chief Cripps and Clerk Jerabek to develop a job description for the position and coordinate with Keystone Compensation Group to determine a pay scale range. Mayor Bebo stated that this could help reduce overtime hours spent by PD for on-call reports.
	4. The PD call activity was reviewed.
	5. The Annual Review for Chief Robert Cripps was conducted, and Chief Cripps chose to keep the meeting open for the review. Overall, the Council was pleased with his performance and commended him for running a functional department and developing his leadership skills. They advised him to continue monitoring the budget and work on a capital improvement plan.

*A motion was made by Councilor Johnson seconded by Councilor Mason to retain Chief Robert Cripps with a step increase from $22.21 to $22.77.*

*Vote for: Unanimous*

*Motion carried.*

* 1. A request by Fire Chief Dale Kosek to purchase two sets of turnout gear for the Fire Department was presented to the Council.

*A motion was made by Councilor Fogarty seconded by Councilor Johnson to approve the request to purchase two sets of turnout gear not to exceed $3,500.*

*Vote for: Unanimous*

*Motion carried.*

1. Liquor Store - Councilor Merrill and MLS Manager Ardolf-Mason reported the following:
	1. The sales for the month of December 2017 were $45,725.01 with a net loss of $5,725.87.
	2. The sales for 2017 Year to Date were $546,386.44 with a net profit of $26,209.88.
	3. The sales for the month of January 2018 were $35,317.32 with a net profit of $7,390.59.
	4. The Council reviewed information on installing Wi-Fi in the MLS for patrons to use. MLS Manager Ardolf-Mason provided information on jukebox profits and believed that with internet access for patrons they would see higher profits due to patrons being able to use an app to play music from their phones. More information would be obtained for the next meeting.
	5. Ardolf-Mason presented a request to upgrade the main computer that acts as a server for the POS system in the MLS. The current computer has continuously slowed, and an upgrade was recommended by the contracted tech support for MLS.

*A motion was made by Councilor Merrill seconded by Councilor Fogarty to approve the purchase of a computer for the MLS at a cost not to exceed $1,500 plus tax.*

*Vote for: Unanimous*

*Motion carried.*

1. Community Development - Clerk Jerabek reviewed the following:
	1. Planning Commission did not meet in February.
	2. Clerk Jerabek informed the Council that a meeting was held with PW Supervisor Kosek, the Assistant County Engineer and Juul Contracting to look at feasibility of water and sewer mains being installed north of Hwy 7 along County Road 16 to meet a demand for annexation. The County does not have a drain tile located in that area and would not participate in cost sharing for the project. Juul Contracting will work on an estimate for the cost of the project.
	3. Lot values for Main Street property were reviewed. Taxable market value for the four lots were valued at an estimated total of $28,000.
	4. Clerk Jerabek stated that he would be meeting with Crow River Signs to discuss costs for an electronic sign in front of the Auditorium.
2. Administration: Clerk Jerabek reported the following:
	1. January Treasurer’s report was presented.
	2. Clerk Jerabek presented a Citizens Concern Form that could be used to effectively resolve issues or questions and follow up on reports.
	3. Multi-unit Housing inspections have been taking place and all properties have paid their renewal fees. Fire Chief Kosek will be scheduling the final inspections.

Open discussion:

1. Councilors asked Jerabek to look into blight issues in town.
2. Mayor Bebo reminded Jerabek to follow up on Hwy 7 ditch for spring completion.
3. Councilor Johnson expressed his concern over garbage located at an apartment building on Grove Ave and the lack of a dumpster on the premises.

*A motion was made by Councilor Fogarty seconded by Councilor Merrill to adjourn this regular meeting of the Silver Lake City Council.
Vote for: Unanimous
Motion carried; meeting adjourned at 9:24PM.*

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Jon Jerabek, Clerk/Treasurer