Minutes  
Silver Lake City Council  
Regular Meeting  
April 16, 2018

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

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

Others present: Jon Jerabek, Clerk/Treasurer; RJ Cripps, Police Chief; Paul Ragozzino, SEH; John Rodeberg, SEH; Dale Kosek, Public Works Supervisor (PWS); Karin Ramige, McLeod Publishing; Justin McGraw, CDS; Ray Bandas, Knights of Columbus; Ashley Ardolf-Mason, Municipal Liquor Store (MLS) Manager

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

Consent Agenda:

1. Approve minutes of the April 2, 2018 quarterly meeting.
2. Approve minutes of April 2, 2018 open book meeting for Local Board of Appeals and Equalization
3. Approve payroll #8 and March Ambulance
4. Claims to be paid: $30,398.86 (March EFT)

$67,981.78 (4/13/18)

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

Old Business:

1. Space Needs Analysis Report. Paul Ragozzino, SEH, presented the findings from the Space Needs Analysis which looked at the Fire Department, Ambulance, Police Department, City Hall, and Pubic Works. Ragozzino met with department heads to discuss what they currently have and what they felt they would need in the future. After compiling all information, SEH looked at options for combining departments in certain buildings and options for remodeling current structures. The report showed that based on the square footage needed for all departments an estimated cost for mid-range quality buildings would be around $5.5 million dollars. Ragozzino did outline some possible areas for cost reduction that could total around $1.6 million. SEH recommends that the Council/City look at priorities and budget/funding considerations for the next step.

New Business

1. Knights of Columbus Donation. Ray Bandas, Knights of Columbus, presented a $400 donation to the city for use of the auditorium for their annual fish fry. Bandas stated that they had a great turnout and thanked the City for allowing them to use the facilities. The Council thanked the Knights for their donation.
2. 2017 Audit Presentation. Justin McGraw of CDS presented the 2017 audit and financial statements. McGraw discussed balances of the multiple City funds, legal compliances, and internal control for the City. The Council asked about the results of the MLS inventory audit. McGraw explained that there was a higher discrepancy than previous years and that CDS recommends that more count checks be done to ensure inventory accuracy. Overall, McGraw said the audit went very well and he was confident in the City’s financial reporting.

Department Business:

1. Public Works (PW) – Councilor Johnson and PWS Kosek reported the following:
   1. A request for Juul Contracting to replace a sanitary sewer manhole at the intersection of Main St. W and Tower Ave for an estimated cost of $8,000 was presented. PWS Kosek explained that the manhole had collapsed and would need to be replaced before it completely collapsed and could block flow.

*A motion was made by Councilor Fogarty seconded by Councilor Johnson to approve the request with conditions to obtain a second bid and for the cost to not exceed $8,000.*

*Vote for: Unanimous*

*Motion carried.*

* 1. Councilor Johnson stated that spring sweeping would be started as soon as possible.
  2. A Crack filling contractor and a sealcoat contractor are scheduled to inspect areas for work to be completed.
  3. Councilor Johnson noted that pothole patching will begin when material is available.
  4. The Council advised PWS Kosek to review PeopleService monthly reports.

1. Public Safety – Councilor Mason and Chief Cripps reported the following:
   1. A request to approve yearly review for officer Kyle Jorgensen was presented. Chief Cripps stated Jorgensen has been a great asset to the department and he has not heard many complaints on his work. Jorgensen is continuing to learn more about the department duties.

*A motion was made by Councilor Mason seconded by Councilor Johnson to retain officer Kyle Jorgensen with a step increase to $19.41.*

*Vote for: Unanimous*

*Motion carried.*

* 1. A request to renew a police squad computer lease with McLeod County Sheriff’s Office for four years at a cost of $1400/year was presented. The previous lease yearly cost was $1656.75.

*A motion was made by Councilor Fogarty seconded by Councilor Mason to approve the four-year computer lease with the McLeod County Sheriff’s Office at an annual cost of $1400.*

*Vote for: Unanimous*

*Motion carried.*

* 1. A request to implement a Police Records/Transcriptionist position to record statements, prepare council information and other office typing/filing was presented. Chief Cripps explained that other local police departments utilize this position and often “hand-pick” the employee for the position. The Council requested that Clerk Jerabek review the position description with Keystone Compensation for correct placement on the grade position.
  2. A request to recommend Victoria Cripps for the Police Records/Transcriptionist position. Chief Cripps stated that some other area PD’s have the chief’s spouse fill the position. He stated that with the privacy aspects of the position, it would be beneficial to have an employee that could be fully trusted. Clerk Jerabek stated that the City currently advertises for position openings and should do the same on this position. The Council felt that it should be advertised on some sort of media if the position were to get approved.
  3. Chief Cripps stated that court fees for the department were already extremely high for the year. Fees in 2017 exceeded the budget and 2018 will likely follow suit. Although revenues from court fines are up to help offset those expenses, it seems to be higher than previous years. The Council advised Chief Cripps and Clerk Jerabek to meet with the City Attorney to discuss those higher expenses.
  4. Councilor Mason reviewed the call activity with the Council.

1. MLS – Councilor Merrill and MLS Manager Ardolf-Mason reported the following:
   1. Sales for March were $51,587.26 with a net profit of $3,600.07. Sales year-to-date were $127,820.07 with a net profit of $5,410.18.
   2. A request to approve 6-month training review for Head Bartender Darrell Kaczmarek. MLS Manager Ardolf-Mason stated that Kaczmarek has been doing very well and continues to improve.

*A motion was made by Councilor Merrill seconded by Councilor Johnson to approve the 6-month review of Darrell Kaczmarek and to retain with a step increase to $14.42.*

*Vote for: Unanimous*

*Motion carried.*

* 1. MLS Manager 6-month training review was conducted with the meeting left open per Ardolf-Mason’s request. Overall, the Council felt Ardolf-Mason has met expectations with some areas for improvement. They advised her to continue to seek training and educational opportunities, maintain a good grasp on the annual budget, and continue to work on personnel areas at the MLS.

*A motion was made by Councilor Merrill seconded by Councilor Johnson to retain MLS Manager Ardolf-Mason with a step increase to $20.05 ($41,701/year).*

*Vote for: Unanimous*

*Motion carried.*

* 1. The Personnel Committee approved Andrew Auld as a part-time bartender at the MLS at a meeting on April 4, 2018.

*A motion was made by Councilor Johnson seconded by Councilor Merrill to approve Andrew Auld as a part-time bartender starting at $10.07.*

*Vote for: Unanimous*

*Motion carried.*

1. Community Development – Councilor Fogarty and Clerk Jerabek reported the following:
   1. Planning Commission met on Tuesday, April 10 to discuss various topics. There have been some individuals interested in purchases some of the vacant commercial buildings in the city. Ryan McDonald applied for the vacant Planning Commissioner position. McDonald has experience with property management as well as general contracting and construction. The Planning Commission voted to recommend him to the position.

*A motion was made by Councilor Fogarty seconded by Councilor Mason to approve Ryan McDonald as a member of the Planning Commission.*

*Vote for: Unanimous*

*Motion carried.*

* 1. The Silver Lake Civic Association submitted a letter to the City stating an intent to donate $2,500 to the swimming pool and up to $4,000 for landscaping in front of the Auditorium.
  2. Councilor Fogarty stated that there wasn’t any news to report after meeting with the Recreation Director.

1. Administration – Clerk Jerabek reported the following:
   1. March treasurer’s report was reviewed.
   2. Data practices and credit card policies are being developed for the City.
   3. A solar credit report was reviewed by the Council. The City has been credited $287.81 more than has paid to the solar garden to date.

Open discussion:

1. Mayor Bebo informed the Council that the property he owned on Main Street had not yet been properly filed with McLeod County to transfer to the City of Silver Lake. He expressed concern over the error by the City Attorney’s office. The Council agreed that there has been concern with the problems that have arose with the office. Clerk Jerabek noted that it should be taken care of shortly via the information from the office.

*A motion was made by Councilor Johnson seconded by Councilor Fogarty to adjourn this regular meeting of the Silver Lake City Council.  
Vote for: Unanimous  
Motion carried; meeting adjourned at 9:48PM.*

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Jon Jerabek, Clerk/Treasurer