Minutes  
Silver Lake City Council  
Regular Meeting  
October 16, 2017

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

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

Members absent: Councilor Nolan Johnson

Others present: Jon Jerabek, Clerk/Treasurer; RJ Cripps, Police Chief; Scott Qualle, MNSPECT; Karen Ramige, McLeod Publishing, Cassandra Nosbush, Montanna Hanson, Lori Pickell-Stangel, McLeod County Historical Society

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

Consent Agenda:

1. Approve minutes of the October 2, 2017 regular meeting.
2. Approve payroll #21, September Ambulance and 3rd Quarter.
3. Claims to be paid: $31,148.91 (10/12/17)  
   *A motion by Councilor Merrill seconded by Councilor Mason to approve the Consent Agenda.  
   Vote for: Unanimous  
   Motion carried.*

Old Business:

1. 2018 Fee Schedule Review. Clerk Jerabek noted that the Ambulance service numbers were increased after reviewing other cities’ charges for the same services. The Council requested that Jerabek contact surrounding cities regarding water and sewer charges to see if they needed to be increased, and requested that Jerabek look at the current Administrative Fee charge for Public Works. The fee schedule was tabled until the next regular meeting.
2. Clerk Jerabek notified the Council that at the previous regular meeting a Special Meeting was scheduled for October 26, 2017, but that was an incorrect date. The meeting should be scheduled for November 2nd, 2017.

*A motion was made by Councilor Mason seconded by Councilor Merrill to move the Special Meeting date to November 2nd, 2017 at 6:30pm*

*Vote for: Unanimous*

*Motion carried.*

New Business:

1. McLeod County Historical Society presented a request for the City of Silver Lake to contribute $0.50 per resident totaling $403.50 based on the 2016 population data from McLeod County to allow residents of Silver Lake to visit the museum for free. They are asking each community in McLeod County to contribute in hopes that more residents of McLeod County will visit the museum.

*A motion was made by Councilor Fogarty seconded by Councilor Merrill to approve the contribution of $403.50 to the McLeod County Historical Society and Museum allowing Silver Lake residents free access to the museum.*

*Vote for: Unanimous*

*Motion carried.*

1. The lease for 37.65 acres by the sewer ponds that the City owns expires at the end of 2017. Clerk Jerabek requested permission to advertise for bids for a three year lease of the land.

*A motion was made by Councilor Fogarty seconded by Councilor Mason to approve advertising for bids for lease of 37.65 acres and to grant authority to the Mayor and Public Works Supervisor to award the lease to the highest bidder.*

*Vote for: Unanimous*

*Motion carried.*

Department Reports:

1. Community Development: Councilor Mason and Clerk Jerabek reviewed the following:
   1. The Planning Commission met to discuss a possible annexation and a brewery coming to town. The commission was notified by Clerk Jerabek of the many unknowns with the annexation and they directed him to gather more information. The individual looking at starting a brewery notified the commission that they have been researching options and would like to hear the Council’s input.
   2. Clerk Jerabek and Councilor Merrill attended the LMC Regional Meeting in New Ulm. Both felt the time was well spent and learned a good amount.
   3. Clerk Jerabek presented a request from McLeod County for Silver Lake to help fund the cost of a 2018 GIS Aerial photo. The cost would be $845 and would allow city staff to utilize a more up to date image of the county when using the GIS. The Council advised PW Supervisor Kosek to utilize the program.

*A motion was made by Councilor Fogarty seconded by Councilor Merrill to approve the cost of $845 for the 2018 GIS Aerial photo.*

*Vote for: Unanimous*

*Motion carried.*

1. Public Works: Councilor Fogarty reported the following:
   1. Leaf sweeping would be beginning soon.
   2. Aqua Logic was scheduled to open 5ftx5ft area at the swimming pool to fix the leak.
   3. Public Works Supervisor Kosek is working with the Police Department to clear the east shop of the impounded vehicles.
   4. Borka Excavating sent a snow removal quote for this coming winter season. The Council requested a further examination of money spent on removal last season with Borka.
   5. The People Services contract was reviewed by PW Supervisor Kosek and Clerk Jerabek to clarify charges for equipment.
   6. Sidewalk repair is nearing completion.
2. Liquor Store: Councilor Merrill reported the following:
   1. Profit for September at the MLS was a loss of $2,514.94 and year to date was $27,913.12; sales for the month were $42,077.37 and year to date sales are at $414,735.96.
   2. Council asked for MLS Manager to look at profit percentages that were low.
   3. MLS is working on multiple promotions to increase sales.
   4. Meat Raffles will be starting in November.
   5. Request for MLS to be open until 1:30am on the Wednesday night before Thanksgiving.

*A motion was made by Councilor Merrill seconded by Councilor Fogarty allowing the MLS to be open until 1:30am the day before Thanksgiving 2017.*

*Vote for: Unanimouis*

*Motion carried.*

* 1. The Council reviewed bids for flooring options in the off-sale and both entryways. They recommended that MLS Manager Ardolf-Mason look at other flooring options and get prices.
  2. Annual review for part-time bartender Bonnie Dahl.

*A motion was made by Councilor Merrill seconded by Councilor Fogarty to retain Bonnie Dahl with a wage change from $10.75 to $10.97.*

*Vote for: Unanimous*

*Motion carried.*

1. Public Safety: Councilor Johnson and Chief Cripps reported the following:
   1. Gave call activity report for the month.
   2. Part-time officer MacMullan background check has been started and has passed medical exam.
   3. Annual reviews for part-time officers Mark Anderson and Larry Warzecha.

*A motion was made by Councilor Fogarty seconded by Councilor Mason to retain part-time officer Mark Anderson with a wage increase from $16.40 to $16.81.*

*Vote for: Unanimous*

*Motion carried.*

*A motion was made by Councilor Fogarty seconded by Councilor Merrill to retain part-time officer Larry Warzecha with a wage increase from $16.40 to $16.81.*

*Vote for: Unanimous*

*Motion carried.*

1. Administration: Clerk Jerabek reported the following:
   1. Treasurer’s report was discussed.
   2. Clerk Jerabek notified the Council that at the previous regular meeting a motion was carried that gave the authority to the Personnel Committee to make final judgment on background checks. He believed the Council meant to give authority for hiring part-time and seasonal employees. After discussion, the Council decided a resolution should be passed to document the change.

*A motion was made by Councilor Fogarty seconded by Councilor Mason to approve Resolution 17-16 – A Resolution to allow the Personnel Committee to hire budgeted part-time, seasonal, intermittent, and temporary positions and to make judgment calls on background checks.*

*Vote for: Unanimous*

*Motion carried.*

* 1. The Council reviewed the current background check policy. Clerk Jerabek noted that it seemed out of date and should be updated to reflect current procedure. The Council directed Jerabek to check with the LMC to update.
  2. Clerk Jerabek presented a resolution he received from the League of MN Cities that would be sent to elected officials at the state level. LMC requested this in part to recent legislative talks that could limit local government authority.

*A motion was made by Councilor Mason seconded by Councilor Merrill to approve Resolution 17-17 Supporting local decision-making authority.*

*Vote for: Unanimous*

*Motion carried.*

* 1. Clerk Jerabek presented an agreement with SEH for supplemental work that could be completed in 2018. It would allow for up to $5,000 to be spent for various small tasks performed by SEH under the direction of City staff. The council asked for clarification if the $5,000 would be paid as a retainer or if it would be hourly. Clerk Jerabek will present his findings at the next meeting.
  2. Scott Qualle from MNSPECT presented an updated Building Code Fee schedule as well as the contract renewal. Qualle stated that some fees were raised to be more comparable to the surrounding area. Lawn irrigation, seasonal swimming pools, and a master plan review were added. He also presented a Building Permit Deposit Schedule that could be used by the city to ensure payments for permits. A $50/month fee was added to the contract for access to MNSPECT’s new permitting software that should be running after January 2018. The Council requested that Qualle review the surrounding area for general permit fees to see if an increase is needed as well as updating the deposit schedule. The Building Code Fee Schedule was tabled for the next regular meeting.

Open discussion:

1. No work has been done in the ditch on Hwy 7.
2. Councilor Merrill recommended that the City move forward with advertising the land that is soon to be cleared on Main Street.

*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 9:50PM.*

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* Seal of the City:  
Jon Jerabek, Clerk/Treasurer