Minutes  
Silver Lake City Council  
Regular Meeting  
November 19, 2018

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

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

Others present: Jon Jerabek, Clerk/Treasurer; RJ Cripps, Police Chief; Dale Kosek, Public Works Supervisor (PWS); Karin Ramige, McLeod Publishing; Scott Qualle, MNSPECT; Dorothy Butler, Josh Winfrey, Chris Penaz

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

Consent Agenda:

1. Approve minutes of the October 15, 2018 Regular Quarterly Meeting
2. Approve minutes of the November 14, 2018 Election Canvassing Board Meeting
3. Approve payroll #22, 23, and October Ambulance
4. Claims to be paid: $28,872.98 (October EFT)

$35,284.89 (11/9/18)

$32,685.82 (10/26/18)

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

Old Business:

1. Police Department and Ambulance Space Plan Review. The Council reviewed the costs and project details of the Fire Department stalls and the Ambulance storage.

*A motion was made by Councilor Merrill seconded by Councilor Mason to approve using the Fire Department fund to pay for the costs associated with remodel of the new Fire Department stalls.*

*Vote for: Unanimous*

*Motion carried.*

Police Chief Cripps presented an outline for the remodel and addition of the Police Department office. The costs for the remodel would be paid by the Silver Lake Civic Association. The Council tabled the decision until the December regular meeting to obtain more information from the results of the building inspector’s meeting with Harvey Mikolichek.

1. 2019 Budget Update. The Council reviewed the updates to the 2019 Budget. The Preliminary Budget set in September resulted in a 5.6% increase in the total levy. Clerk Jerabek stated that after consulting with Department Heads and going through each line item the total levy increase was reduced to 3.66%. The Council requested to add a $5,000 transfer to the EDA after Clerk Jerabek stated that the original $10,000 transfer had been removed from the budget.

New Business:

1. MNSPECT Quarterly Report. Scott Qualle, MNSPECT, briefly went over the quarter’s permitting updates as well as outlined updates to software that MNSPECT uses for plan review and online permitting options.
2. First Reading of Ordinance 93: An Ordinance Amending Chapter 9 Sections 6, 8 and 10 of the Silver Lake Municipal Code Regarding Traffic, Parking, Motor Vehicles and Snow Removal Area. The Council examined the updated Ordinance that would update one-way streets, parking regulations and adding Thomas Ave from Main Street to Cleveland Street as a one-way street. Action on the Ordinance would be taken at the December regular meeting.
3. Resolution 18-19: Resolution Approving Assessments for Work Performed by the City as Directed by City Code. Amounts being assessed were for the City’s Sidewalk Repair Project, Weed Control Violations, and Sidewalk Snow Removal.

*A motion was made by Councilor Fogarty seconded by Councilor Merrill to approve Resolution 18-19.*

*Vote for: Unanimous*

*Motion carried.*

1. Resolution 18-20: Resolution Adopting 2019 Fee Schedule. Updates were made to water and sewer usage and base fees as well as the storm water fee.

*A motion was made by Councilor Fogarty seconded by Councilor Mason to approve Resolution 18-20.*

*Vote for: Unanimous*

*Motion carried.*

1. Application to renew Club License for American Legion Post 141.

*A motion was made by Councilor Merrill seconded by Councilor Johnson to approve the Club License renewal for American Legion Post 141 for January 1, 2019 to December 31, 2019.*

*Vote for: Unanimous*

*Motion carried.*

1. Application to renew On-Sale Wine and Strong Beer License for BFK Management (DBA: Molly’s Café).

*A motion was made by Councilor Fogarty seconded by Councilor Johnson to approve the On-Sale Wine and Strong Beer License renewal for Molly’s Cafe for January 1, 2019 to December 31, 2019.*

*Vote for: Unanimous*

*Motion carried.*

1. Application for MLS On/Off-Sale Liquor License.

*A motion was made by Councilor Merrill seconded by Councilor Mason to approve the On/Off-Sale License renewal for Silver Lake Municipal Liquor Store for January 1, 2019 to December 31, 2019.*

*Vote for: Unanimous*

*Motion carried.*

Department Business:

1. Public Works (PW) – Councilor Johnson reported the following:
   1. Request to use Borka Excavating for snow hauling at a rate of $70/hr. per truck.

*A motion was made by Councilor Johnson seconded by Councilor Mason to approve the use of Borka Excavating for snow hauling for 2018-2019 season.*

*Vote for: Unanimous*

*Motion carried.*

* 1. Snow Bird Policy was reviewed with Police Department.
  2. SEH has been working on surveying for storm ditch easements.
  3. PeopleService September report was examined.

1. Public Safety – Councilor Mason and Police Chief Cripps reported the following:
   1. The apartment complex at 104 Grove Ave S has had three crime violations from one resident at the property. The property owner was sent 3 certified letters requesting action to be taken to remedy the problem. No response was received. Chief Cripps requested the Council act to remove the residents as no Multi-Unit Occupancy Certificate has been obtained.

*A motion was made by Councilor Fogarty to deny 104 Grove Ave S a Multi-Unit Occupancy Certificate and order that all residents removed after 35 days.*

*No second.*

*Motion failed.*

The Council discussed the exact terms the owner would need to meet to obtain the certificate. Clerk Jerabek and Chief Cripps would work with the City Attorney to draft the terms and letter sent to the owner.

*A motion was made by Councilor Mason seconded by Councilor Fogarty to* *deny 104 Grove Ave S a Multi-Unit Occupancy Certificate and order that all residents removed after 35 days if the terms outlined in the letter drafted by Chief Cripps, Clerk Jerabek and the City Attorney had not been met by day 35.*

*Vote for: Councilors Mason, Merrill, Fogarty and Mayor Bebo*

*Abstained: Councilor Johnson*

*Motion carried.*

* 1. Chief Cripps explained that Minnesota Statute 169.98 prevents non-peace officers from operating the spare squad. The Council requested a monthly breakdown of the spare squad use.
  2. The Police Department call list activity was reviewed.
  3. Resolution 18-18: A Resolution Adjusting Fire Department Officer Compensation and Adding Officer Position that was passed at the October 15 regular meeting had an incorrect amount for Chief 2 compensation. The amount should have been $750 and not $500 as was passed.

*A motion was made by Councilor Mason seconded by Councilor Merrill to approve the updated version of Resolution 18-18.*

*Vote for: Unanimous*

*Motion carried.*

1. MLS – Councilor Merrill reported the following:
   1. Sales for October were $39,296.22 with a net loss of $1,571.63. Sales year-to-date were $438,197.63 with a net profit of $11,351.05.
   2. MLS Manager Ardolf-Mason will present options at the December regular meeting for reducing hours of operation to cut back on wages and overhead.
2. Community Development – Councilor Fogarty and Clerk Jerabek reported the following:
   1. Planning Commission did not meet in November.
   2. City Hall has received inquiries on the Main Street lots currently owned by the City. Clerk Jerabek requested information from the Council on price for the parcels as well as what they would allow to be built on the land. The Council recommended that the Planning Commission research and present options. The Council also stated that interested parties could submit a proposal with identifying information removed.
3. Administration – Clerk Jerabek reported the following:
   1. October treasurer’s report given.
   2. Clerk Jerabek requested that City Hall be closed on Monday, December 24, 2018.

*A motion was made by Councilor Fogarty seconded by Councilor Johnson to approve closing City Hall on Monday, December 24, 2018.*

*Vote for: Unanimous*

*Motion carried.*

* 1. 2018 Audit is tentatively scheduled for March 4-8.
  2. Automatic bill pay for utility payments has been reviewed but further research is needed to determine financial feasibility.

Open Discussion:

1. Mayor Bebo asked about the City Attorney and if other cities are seeing issues with high fees.
2. Councilor Merrill requested that Public Works look into having a skating rink set up for this winter.
3. Mayor Bebo informed the Council that the property on the south side of Gehlen Drive by Silver Lake is the same property as the north side of the road. The dock on that section of the lake was moved to be placed on City property.

*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 9:33PM.*

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Jon Jerabek, Clerk/Treasurer