

Minutes
Silver Lake City Council
Regular Meeting
May 18, 2020
Silver Lake Auditorium

Note: Meeting conducted via electronic means with remote listening for public.

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

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

Staff present: Jon Jerabek, Clerk/Treasurer

Others present: Sara Oberloh, City Auditor; Ken Janssen, City Attorney

Motion by Winfrey seconded by Johnson to approve the agenda.

Vote for: Unanimous

Motion carried.

Consent Agenda

1. Approve minutes from April 20, 2020 Regular Meeting
2. Approve minutes from April 29, 2020 Special Meeting
3. Approve Payroll #9, 10 and April Ambulance
4. Claims to be paid: \$44,045.43 (4/24/20)
 \$36,380.10 (5/8/20)
 \$33,428.86 (April EFT)

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

Vote for: Unanimous

Motion carried.

Public Comment – No comment.

Old Business

1. Preliminary Engineering Report Update. Council reviewed wastewater biosolid testing estimate from American Engineering Testing, Inc. for \$8,700. Discussions held on waiting until next winter to have it performed, having the biosolids estimated and submitting a PER amendment, and concerns over the contract language. Discussed holding a Public Hearing for the Infrastructure Improvement Project and mailing notices of the hearing.

Motion by Penaz seconded by Johnson to approve setting the Public Hearing for the Infrastructure Improvement Project on Thursday, June 4, 2020 at 6:00pm.

Vote for: Unanimous

Motion carried.

2. Multi-Unit Housing Review. Methamphetamine retesting results showed that all units have now passed, and the ceiling repair has been inspected and approved. No Multi-Unit Housing application has been received.
3. Compost Site Policy. Discussed administering permits for non-residents and adjusting the closing times on certain days. Hale Township had responded that they were not interested in cost sharing for the site and felt permits would suffice.
Motion by Winfrey to have Clerk Jerabek create a compost permit policy. Motion rescinded by Winfrey.
Motion by Penaz seconded by Johnson to adjust the Compost Site closing time on Monday, Tuesday, Thursday, and Sunday from 4:00pm to 3:30pm.
Vote for: Unanimous
Motion carried.
Motion by Winfrey seconded by Penaz to table discussions on permits for the Compost Site.
Vote for: Unanimous
Motion carried.
4. Social Media and Digital Images Policy. Council discussed policy for Public Safety Departments and sought guidance from City Attorney Janssen. The League of MN Cities recommended that cities implement the policy to protect private data and decrease liability risks. Janssen also recommended that the City implement the policy.
Motion by Fogarty seconded by Penaz to approve the Public Safety Departments Social Media and Digital Images Policy.
Vote for: Fogarty, Penaz, Johnson, Butler
Vote against: Winfrey
Motion carried.
5. City Council Rules of Order. Council Reviewed updated Rules of Order policy for meetings.
Motion by Fogarty seconded by Winfrey to approve the Rules of Order for the City Council Handbook.
Vote for: Unanimous
Motion carried.
6. Auditorium Roof Repair. Estimates from Forcier/Marty's Roofing (\$12,915 + \$0.78/sq. ft. if roof deck needs replacement) and Laraway Roofing (\$31,100 + \$3.70/sq. ft. if roof deck needs replacement) for replacing the uppermost portion of the Auditorium roof. MNSPECT reviewed both estimates and determined that they were adequate.
Motion by Fogarty seconded by Johnson to approve the estimate from Forcier/Marty's Roofing.
Vote for: Unanimous
Motion carried.
7. Local State of Emergency Review. Discussed City responsibility in enforcing State guidelines as well as maintaining the City's emergency declaration. Attorney Janssen outlined concerns over schools and businesses.
8. Police Department Services. Discussed merging services with City of Lester Prairie, utilizing McLeod County services to mentor Officer Coates, hours of coverage for the City, Police Department budgets, and the length of the current agreement with the Sheriff's Office.
Motion by Winfrey seconded by Butler to approve sending a proposal to the City of Lester Prairie for a merger with two separate precincts.
Vote for: Winfrey, Butler, Johnson, Penaz
Vote against: Fogarty
Motion carried.

New Business

1. 2019 Audit Presentation. Sarah Oberloh, City Auditor, presented the 2019 Financial Statement for the City of Silver Lake. The overall net position of the City increased to \$4,822,454. The ending General Fund cash and investment balance increased to \$511,130 from \$498,303 in 2018. The net positions of the Water Fund, Sewer Fund, Municipal Liquor Fund, Ambulance Fund and Fire Fund all increased in 2019. The Storm Sewer Fund continued to operate as a deficit. The Municipal Liquor Fund had an income of \$19,669 before the \$10,000 transfer to the General Fund. Oberloh noted that there were no legal compliance issues and the communications with management went well.
2. Communication Utilities Right of Way. Discussion on developing a policy or ordinance to direct utility companies performing work within the City.
Motion by Winfrey seconded by Penaz to develop a right of way utilities policy or ordinance.
Vote for: Unanimous
Motion carried.

Mayor Butler called for a brief recess at 8:31pm.

Mayor Butler called the meeting back to order at 8:35pm.

Department Business

1. Public Works
 - a. Request to approve WM Mueller to perform patching of streets and parking lots for \$12,800. Other estimate from Southwest Paving was for \$23,450.
Motion by Winfrey seconded by Penaz to approve the estimate from WM Mueller with a proposed completion date of July 30, 2020.
Vote for: Unanimous
Motion carried.
 - b. Sanitary main cleaning and televising estimates to be reviewed at June meeting.
 - c. Gehlen Drive storm sewer likely to need replacement.
 - d. Extra signage at compost site has been ordered.
 - e. Swartzner Sewer Service dumping discussion. Greg Stang and Lee Ortloff provided memo concerning the amounts being dumped and the potential impacts of the concentration.
Motion by Winfrey seconded by Butler to indefinitely suspend private septic haulers from dumping into City wastewater effective July 1, 2020.
Vote for: Unanimous
Motion carried.
 - f. PeopleService operational report for March reviewed.
2. Public Safety
 - a. Fire Department
 - i. Applied for \$2500 Xcel Energy matching grant for traffic safety equipment.
 - ii. Reviewing bylaws for updating.
 - iii. Have held training via video and Officer meetings will occur virtually.
 - b. Ambulance
 - i. Chief Ardolf-Mason submitted resignation letter effective May 31, 2020.

Motion by Winfrey seconded by Penaz to accept resignation from Chief Ardolf-Mason.

Vote for: Unanimous

Motion carried.

- ii. Special Council Meeting set for May 27 at 6:30pm to appoint new Chief.

Requested Assistant Chief Wawrzyniak be in attendance.

- iii. Request to hire Emily Schneerman as EMT.

Motion by Fogarty seconded by Johnson to approve hire of Emily Schneerman as EMT pending successful background investigation and drug screen.

Vote for: Unanimous.

Motion carried.

- iv. Reviewed bylaws as amended by City Attorney. Adjustments were made for liability purposes.

Motion by Butler seconded by Winfrey to approve updated Silver Lake Ambulance Service Bylaws with "Bylaws" changed to "Policies".

Vote for: Unanimous

Motion carried.

- v. Reviewed budget, monthly meetings and trainings, call report, and staffing.

- vi. On-call room quotes reviewed, and discussion held on renting an apartment for six months for on-call room. Ambulance minutes noted that the department decided not to pursue the lease.

Motion by Winfrey seconded by Penaz to approve pursuing a 6-month lease for the apartment at \$400/month and if Ambulance Department concerns are met to lease the apartment for the on-call room.

Vote for: Unanimous

Motion carried.

- c. Police Department

- i. Annual Review for Officer Ian Coates conducted by Sheriff Rehmann.

Motion by Winfrey seconded by Penaz to approve annual review for Ian Coates retaining with step increase to \$19.80 per hour.

Vote for: Unanimous

Motion carried.

- ii. Reviewed monthly call activity.

- 3. Municipal Liquor Store

- a. Sales for April were \$36,208.00 with a loss of \$5,036.45. Year-to-date sales were \$163,165.19 with a profit of \$10,090.41.

- b. Request to approve annual reviews for Faye Duffy, Kayla Hofer and Mariah Dillon.

Motion by Penaz seconded by Winfrey to approve annual review for Faye Duffy and to retain with no wage increase due to wage being at top of scale.

Vote for: Unanimous

Motion carried.

Motion by Penaz seconded by Winfrey to approve annual review for Kayla Hofer and to retain with no wage increase due to wage being at top of scale.

Vote for: Unanimous

Motion carried.

Motion by Penaz seconded by Johnson to approve annual review for Mariah Dillon and to retain with wage increase to \$11.10/hour.

Vote for: Unanimous

Motion carried.

- c. Floor repair has been completed.
 - d. Waiting on social distancing requirements for future on-sale opening and will look at revising operational hours.
 - e. Researching pop machine for outside operation.
 - f. Auditorium to remain closed to public until further notice.
4. Recreation
- a. Discussion on swimming pool opening/closing and summer recreation plans.
 - b. Painting at pool to be performed.
5. Community Development
- a. Planning Commission met on May 12
 - i. Reviewed 29 logo/slogan entries. Top six chosen for Council final approval. Council reviewed top 6 entries and chose submission from Travis Handt.
 - ii. Reviewed campground items. Waiting for more details.
 - b. Spring Cleanup held on Saturday, May 16. One dumpster was filled.
6. Administration
- a. April Treasurer's Report.
 - b. Request to move June Council meeting back to original date of June 15, 2020.
Motion by Winfrey seconded by Fogarty to move the Regular Council Meeting from June 22, 2020 to the original date of June 15, 2020.
Vote for: Unanimous
Motion carried.
 - c. Reviewed option from Microsoft for email, Office products and cloud storage.
 - d. Reviewed larval control option from Clarke Environmental for \$750 to supplement current spraying.
 - e. Reviewed estimated expenses for City Hall move to Auditorium.
 - f. Clerk Jerabek notified the Council of the current Ordinance pertaining to City Council Special Meeting pay of \$20 per meeting.

Open Discussion

1. Discussed Pola-Czesky Days Committee cancelling 2020 Pola-Czesky Days.
2. Discussed elections and voting for 2020.

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

Vote for: Unanimous

Motion carried.

Meeting adjourned at 10:35pm.

Jon Jerabek, Clerk/Treasurer

Seal of the City: