

Minutes
Silver Lake City Council
Regular Meeting
March 18, 2019

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

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

Others present: Jon Jerabek, Clerk/Treasurer; RJ Cripps, Police Chief; Karin Ramige, McLeod Publishing; Bruce Bebo, Joe and Rachel Yates, Public Works Supervisor (PWS) Dale Kosek, Brent Posusta, Greg Stang, PeopleService; Lee Orloff, PeopleService; Heather and Brian Stockman

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 from February 19, 2019 Regular Meeting.
2. Approve minutes from February 26, 2019 Special Meeting.
3. Approve payroll #5, 6 and February Ambulance.
4. Claims to be paid: \$26,469.39 (February EFT)
 \$129,869.94 (3/1/19 & 3/15/19)

A motion was made by Councilor Fogarty seconded by Councilor Winfrey to approve the Consent Agenda.

Vote for: Unanimous

Motion carried.

Public Comment: No public comment was given.

Old Business:

1. Custom Installations Building Update on Main Street Lots. Brent Posusta presented an approved financing letter to the Council, stated he has obtained more estimates for the proposed building, and stated he would continue to gather information.

The meeting was closed for development/consideration of an offer pursuant to MN Stat. 13D.05, subd.3 (c) at 6:43pm.

2. Main Street Lots Purchase Proposal. Joe and Rachel Yates discussed purchasing the Main Street lots with the Council.

The meeting was re-opened at 7:15pm.

A motion was made by Councilor Johnson seconded by Councilor Penaz to allow the Yates' to perform soil testing and surveying on the four Main Street lots owned by the City.

Vote for: Unanimous

Motion carried.

New Business:

1. PeopleService Informational Meeting. Greg Stang and Lee Ortloff outlined the work PeopleService has performed since being contracted in 2016. The proposed contract for 2020-2022 was reviewed. The rates would be \$3,350 per month for 2020, \$3,425 per month for 2021 and \$3,500 per month for 2022. The 2019 rate was \$3,350 per month. The additional professional service rate would increase from \$50 per hour to \$70 per hour for normal business hour work and the rate for work outside normal business hours would increase from \$75 per hour to \$105 per hour.

A motion was made by Councilor Fogarty seconded by Councilor Johnson to approve the contract with PeopleService, Inc. for 2020 through 2022.

Vote for: Unanimous

Motion carried.

2. Resolution 19-08: Resolution Approving Source Water Protection Grant. The City received a matching grant from the Minnesota Department of Health for \$10,000 for upgrading well pump controls and alarm system. These upgrades are a part of the City's Wellhead Protection Plan.

A motion was made by Councilor Fogarty seconded by Councilor Johnson to approve Resolution 19-08.

Vote for: Unanimous

Motion carried.

3. Resolution 19-06: Resolution Approving Property/Casualty Insurance Premiums. The City renewed its Property/Casualty Insurance through the League of MN Cities Insurance Trust for \$31,385.00. The budgeted amount for 2019 was \$33,300.00.

A motion was made by Councilor Johnson seconded by Councilor Penaz to approve Resolution 19-06.

Vote for: Unanimous

Motion carried.

4. City Website Updates. The Council discussed updating the City's website to include more Council biographies, to have more information for the Police Department and include the department phone number on the home page, to link to the Fire Department Facebook page, to update the businesses page and to possibly add employee photos.

Department Business:

1. Public Works – Councilor Winfrey and PWS Kosek reported the following:
 - a. Snow plowing/hauling went well with the major snow events.
 - b. PW Staff have been widening streets/intersections and clearing catch basins.
 - c. PW Staff has cleared snow and ice off city buildings.
 - d. PWS Kosek met with Lee Ortloff and Jeremy Anderson of PeopleService to discuss spring operations.

- e. Brandon Mathews and Ken Mathews volunteered their time and equipment to clear fire hydrants. The Council directed Clerk Jerabek to send a thank you letter to the Mathews’.
- f. The Council discussed the urgency of completing the easement agreement with Dale and Betty Wraspir to alleviate the flooding on East Ave and Cleveland St SE. Clerk Jerabek noted that he had met with Mr. Wraspir to discuss terms and easement language. Mr. Wraspir requested that the City portion of the taxes on the parcel in City limits to be removed, that the liability of the ditch fall on the City’s insurance policy, and that the City obtain any applicable permits.

A motion was made by Councilor Winfrey seconded by Councilor Johnson to remove the City portion of taxes on the parcel within City limits included in the easement and to give permission to Clerk Jerabek and PWS Kosek to work with the City’s engineer and attorney to update the easement with the terms requested by Dale Wraspir.

Vote for: Unanimous (Councilor Penaz abstained)

Motion carried.

- g. PWS Kosek requested that lost vacation time due to the many snow events be added to comp time.

A motion was made by Councilor Winfrey seconded by Councilor Penaz to approve adding lost vacation time for Dale Kosek to comp time.

Vote for: Unanimous

Motion carried.

- h. Request to repair catch basin and lead at the intersection of Center Street and Nome Ave. A portion of the street was sinking due to the damage.

A motion was made by Councilor Winfrey seconded by Councilor Johnson to approve the repairs for a cost of \$2,500 to \$3,5000 based on the estimate by Juul Contracting.

Vote for: Unanimous

Motion carried.

2. Public Safety – Councilor Fogarty and Chief Cripps reported the following:

- a. Police Department call activity and arrests were reviewed.
- b. Request from Chief Cripps to receive lost vacation accrual for January, February and March due to lack of full-time officer.

A motion was made by Councilor Fogarty seconded by Councilor Winfrey to approve adding lost vacation time for RJ Cripps for January, February and March.

Vote for: Unanimous

Motion carried.

- c. Officer Coates completed pre-employment conditions and started field training on March 6th.
- d. Discussed issues at Villager apartments. Request to notify property owner of failure to evict resident and follow management plan and to set deadline of 35 days to correct issues per City Ordinance.

A motion was made by Councilor Winfrey seconded by Councilor Penaz to require the property owner of 104 Grove Ave S to obtain a court ordered eviction notice for a resident and to update and follow their management plan with a 35-day deadline from receipt of certified letter from the City Attorney.

Vote for: Unanimous

Motion carried.

- e. Ambulance Department is conducting policy review.
 - f. The three EMT Trainees are finishing up their classes and there are five new potential individuals interested in applying.
 - g. The updated ambulance storage area incurred some water damage. The extent of the problem will be researched.
3. Municipal Liquor Store (MLS) – Councilor Penaz and Clerk Jerabek reported the following:
- a. Request to hire Andrew Auld as Lead Bartender. MLS Manager Darrell Kaczmarek, Councilor Penaz and Deputy Clerk Karissa Kurth interviewed three candidates for the position and recommended Auld.
A motion was made by Councilor Penaz seconded by Councilor Winfrey to approve hiring Andrew Auld as Lead Bartender at an hourly rate of \$14.35.
Vote for: Unanimous
Motion carried.
 - b. Annual Review for Matt Kaczmarek.
A motion was made by Councilor Penaz seconded by Councilor Winfrey to approve the annual review for Matt Kaczmarek and to retain with no wage increase due to being at top of pay scale for bartender position.
Vote for: Unanimous
Motion carried.
 - c. February monthly report was reviewed. Sales for the month were \$39,928.60 resulting in a net profit of \$921.79.
 - d. Discussion of minors being allowed in building, events held at MLS, and audit inventory.
4. Community Development – Councilor Johnson and Clerk Jerabek reported the following:
- a. Planning Commission met March 12th to review a request for rezoning 114 Lake Ave S and PID 19.053.0240 from B-1 Central Business District to R-1 Low Density Residential District. The current property owners operate an in-home daycare and plan to remodel front portion of building for more space. The Planning Commission voted to approve the re-zoning request.
A motion was made by Councilor Johnson seconded by Councilor Penaz to approve the re-zoning request for 114 Lake Ave S and PID 19.053.0240 from B-1 to R-1.
Vote for: Unanimous
Motion carried.
 - b. Request to hold Mileka’s Run on Sunday, May 12th.
A motion was made by Councilor Fogarty seconded by Councilor Winfrey to approve Mileka’s Run on Sunday, May 12th.
Vote for: Unanimous
Motion carried.
 - c. Discussed increasing certain rates for the swimming pool.
A motion was made by Councilor Johnson seconded by Councilor Fogarty to approve the 2019 swimming pool rates as listed.
Vote for: Unanimous
Motion carried.

2019 Swimming Pool Rates	
Family Pass	\$140
Individual Pass	\$65
Daily Pass	\$5
Daily Pass Book (10-day pass)	\$40
Swim Lessons	\$40
Toddler and 3-4 year olds Lessons	\$30
Semi-private Lessons	\$60
Pool Rental (1 hour)	\$100
Party Package (1 hour rental plus meal)	\$150

5. Administration – Clerk Jerabek reported the following:
- a. February’s Treasurer’s Report was reviewed.
 - b. On-site portion of audit complete with tentative presentation scheduled for April 15th regular meeting.
 - c. Review date and time of Open Book Hearing of Local Board of Appeal and Equalization.
A motion was made by Councilor Fogarty seconded by Councilor Winfrey to approve the Open Book Hearing of Local Board of Appeal and Equalization for Monday, April 1st at 6pm.
Vote for: Unanimous
Motion carried.
 - d. SEH, City engineers, will be attending April 15th meeting to address Council on capital improvements.
 - e. The Council reviewed Clerk Jerabek’s pay increase for assisting the MLS.
A motion was made by Councilor Fogarty seconded by Councilor Johnson remove the \$3/hr pay increase for Clerk Jerabek.
Vote for: Unanimous
Motion carried.

Open Discussion:

1. Discussed possibility of having another workshop meeting.
2. Discussed selling Main Street lots outright.

A motion was made by Councilor Fogarty seconded by Councilor Penaz to adjourn this regular meeting of the Silver Lake City Council.

Vote for: Unanimous

Motion carried; meeting adjourned at 9:59PM.

Jon Jerabek, Clerk/Treasurer

Seal of the City: