

Minutes
Silver Lake City Council
Regular Meeting
April 20, 2020
Silver Lake Auditorium

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

Mayor Butler called the meeting to order at 6:45pm.

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

Staff present: Jon Jerabek, Clerk/Treasurer; Ashley Ardolf-Mason, Ambulance Chief

Others present: Karin Ramige, McLeod Publishing

Motion by Johnson seconded by Penaz to approve the agenda.

Vote for: Unanimous

Motion carried.

Consent Agenda

1. Approve minutes from April 6, 2020 Regular Quarterly Meeting
2. Approve minutes from April 6, 2020 Local Board of Appeal and Equalization Hearing
3. Approve Payroll #8, March Ambulance and Quarterly #1
4. Claims to be paid: \$24,639.82 (4/10/20)
 \$21,075.10 (March EFT)

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

Vote for: Unanimous

Motion carried.

Public Comment – No comment.

Old Business

1. Preliminary Engineering Report Update. The application for the Infrastructure Improvement Project has been started, re-testing the sludge from the wastewater ponds will need to be performed as the testing by PeopleService did not have enough data, the Environmental Review is ready to begin and estimates will be given to the Council, and SEH is working on options for a public hearing that must be held for the project.
2. Multi-Unit Housing Review. The property owners have been in contact with the Attorney and the Police Department now has a key to access the building.
3. Compost Site Policy Update. Council discussed dates and times for the site to be open as well as security cameras for recording illegal dumping. The Council will continue to monitor the policy.

Motion by Penaz seconded by Johnson to approve the Compost Site Policy with dates and hours of operation being Monday, Tuesday, Thursday, and Sunday from 8am-4pm and Wednesday, Friday, and Saturday from 8am to dusk.

Vote for: Penaz, Johnson, Fogarty, Butler

Vote against: Winfrey

Motion carried.

4. Social Media and Digital Images Policy. Council reviewed the policy recommended by the Attorney and discussed the need for the policy, the Public Safety departments' thoughts on the policy as it pertains to them, and whether the policy should cover all employees. Concerns of the Ambulance Department will be addressed prior to voting on the policy.
5. City Council – Bylaws, Code of Conduct, Rules of Order, Statement of Values, Principles for Making Meetings Work and Public Comment. Council reviewed the drafted City Council Handbook that outlines rules, procedures and conduct for the Council. Questions were raised on the Rules of Order and proper motion making.

Motion by Winfrey seconded by Penaz to adopt the City Council Handbook without the Rules of Order until questions are addressed.

Vote for: Winfrey, Penaz, Johnson, Butler

Vote against: Fogarty

Motion carried.

Motion by Penaz seconded by Johnson to approve the Public Comment Policy outlining proper procedure for giving/receiving public comment during Council meetings.

Vote for: Unanimous

Motion carried.

Mayor Butler called for a brief recess at 8:16pm.

Mayor Butler called the meeting back to order at 8:20pm.

New Business

1. Auditorium Roof Repair. The main portion of the Auditorium roof needs repair according to a contractor that performs yearly patching on the roof. Council discussed including start and completion dates, a not-to-exceed amount, and penalties for not having work completed by date set in the agreement. Clerk Jerabek to obtain three estimates in cooperation with Public Works Supervisor Kosek.

Department Business

1. Public Works
 - a. Obtaining quotes for jetting/televising sanitary mains, street repairs, and a storm sewer at Lane Ave and Main St W.
 - b. Hydrant flushing to be performed in May.
 - c. Electronic servicing to utilize existing cameras at Public Works shop to monitor compost site.
 - d. Requesting proposal from Creekside for compost site hauling and grinding.
 - e. PeopleService report for February reviewed.
2. Public Safety
 - a. Fire Department
 - i. Working to find online training courses.
 - ii. MBFTE training funds were reduced. May need to increase in 2021 budget.
 - iii. Working on meeting remotely to continue Officer Hiring process.
 - b. Ambulance

- i. Chief Ardolf-Mason would like to see Ambulance members update bylaws.
 - ii. Hiring procedure was discussed.
 - iii. Quotes are still being gathered for utilizing the current City Office as the on-call room. Chief Ardolf-Mason and Officer Ian Coates agreed that switching the evidence room and the Ambulance storage room is not an option.
 - c. Police Department
 - i. Sheriff's Office recommended to stop the background investigation on Police Chief candidate Evan Brown due to multiple concerns.
Motion by Fogarty seconded by Johnson to rescind offer to Evan Brown and to take recommendation from Sheriff's Office to stop the background investigation.
Vote for: Unanimous
Motion carried.
 - ii. Council discussed renewing talks with Lester Prairie for shared police services.
Motion by Winfrey seconded by Penas to explore option of a type of merger with Lester Prairie Police Department with the Public Safety Liaison and Clerk Jerabek to initiate discussions.
Vote for: Unanimous
Motion carried.
- 3. Municipal Liquor Store
 - a. Sales for March were \$42,825.79 with a loss of \$2,264.79. Year-to-date sales were \$126,957.19 with a profit of \$15,126.86.
 - b. Promoting to increase food take-out.
 - c. Pro-Maintenance to repair floor in bar area due to bubbling of existing epoxy.
 - d. Implemented disinfecting procedures and barrier to protect employees and customers.
 - e. Monitoring hours and sales to minimize expenses during on-sale closure.
- 4. Community Development
 - a. Planning Commission did not meet on April 14 due to COVID-19 and no urgent or updated items to be discussed.
 - b. Five entries received for logo/slogan contest.
 - c. Quarterly newsletter being developed.
- 5. Recreation
 - a. Pool chemicals have been ordered in the event the pool opens this summer.
 - b. Ballpark parking lot to be cleaned.
 - c. Activity sign-up still scheduled for May 6 unless situation changes.
 - d. Pool patching to be completed by volunteer.
- 6. Administration
 - a. March Treasurer's Report.
 - b. Request to approve EFT Policy as recommended by auditor. Policy outlines procedure for performing electronic funds transfers.
Motion by Winfrey seconded by Fogarty to approve Electronic Funds Transfer Policy.
Vote for: Unanimous
Motion carried.

- c. Request to add language to Personnel Policy stating that an employee’s start date is the date when hours are first worked. Current unwritten policy sets the date as the date of Council approval for hire.

Motion by Fogarty seconded by Penaz to approve request to add employee’s start date language to Personnel Policy.

Vote for: Unanimous

Motion carried.

- d. Letters sent to Rich Valley and Hale Townships to gauge interest in cost sharing compost site to allow use by their residents.

- e. Request to approve/deny contract with Clarke Environmental Mosquito Management for treatments in 2020. Council discussed options other than spraying.

Motion by Johnson seconded by Fogarty to approve contract for 11 treatments at \$4,389 for 2020.

Vote for: Unanimous

Motion carried.

Open Discussion – None.

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

Vote for: Unanimous

Motion carried.

Meeting adjourned at 9:30pm.

Jon Jerabek, Clerk/Treasurer

Seal of the City: