

Minutes
Silver Lake City Council
Regular Meeting
October 21, 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

Staff present: Jon Jerabek, Clerk/Treasurer; RJ Cripps, Police Chief

Others present: Karin Ramige, McLeod Publishing; Bruce Bebo, Mikayla Krueger, Kevin Chilson

Motion by Councilor Fogarty seconded by Councilor Johnson to approve the agenda.

Vote for: Unanimous

Motion carried.

Consent Agenda

1. Approve minutes from October 7, 2019 Regular Quarterly Meeting
2. Approve payroll #21 and September Ambulance
3. Claims to be paid: \$35,222.44 (September EFT)
 \$37,282.86 (10/11/19)

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

Vote for: Unanimous

Motion carried.

Public Comment – No public comment.

Old Business

1. Multi-Unit Housing Review. There was no update on the clean-up or building permit at 104 Grove Ave S.
2. Yard Waste/Recycling. McLeod County does not foresee there being a recycling site in the City and the City should plan on taking over full control and costs of the yard waste and composting site within the next two years. The Council discussed securing the site and installing signage.
3. 2020 Budget Review. Council reviewed updates to the overall budget and the Police Department budget changes. The projected levy at this point in the budgeting process would be \$536,998 which would be a 3.42% increase from 2019.
4. 2020 Fee Schedule Review. Council discussed making changes to the ordinance regarding peddlers, solicitors and transient merchants to allow for fee increases.

Motion by Councilor Fogarty seconded by Councilor Johnson to update the ordinance on transient merchants, peddlers, and solicitors and review it at the next regular meeting.

Vote for: Unanimous

Motion carried.

Council reviewed water, sewer and storm sewer rates. If the City chooses to apply for a Rural Development project rates would need to increase to receive funding. Council discussed taking

steps towards that large increase and favored raising base fees for water and sewer to \$14.00 each and water usage to \$8.50 per thousand gallons and sewer usage to \$10.50 per thousand gallons. Council favored raising the Basic System Rate for the storm sewer fee to 4 from the current 2.5. Council discussed increasing Special Police Services hourly rate to \$35 or \$40 from the current \$30 per hour rate. Council reviewed Zoning and Subdivision fee increases and fee refund amount amendment.

New Business.

1. Gehlen Drive Storm Sewer. Councilor Winfrey informed the Council that jetting of the line was completed and a blockage was found. Televising of the line will occur when water levels drop.
2. Resolution 19-18: Resolution Creating a Compensation Plan for Non-Elected Employees for 2020. Council reviewed a 2.5% COLA increase for all employees in 2020. The World at Work survey that is reviewed each year for national salary increases showed a 2.2% increase for 2020. *Motion by Councilor Fogarty seconded by Councilor Penaz to approve Resolution 19-18.*
Vote for: Unanimous
Motion carried.
3. Resolution 19-19: Resolution Adjusting the City's Contribution Toward Health Insurance Premiums. Clerk Jerabek informed Council that the Personnel Committee was reviewing Health Insurance costs and short-term and long-term disability plans.

Mayor Butler called for a recess at 7:50pm.

Mayor Butler re-opened the meeting at 7:54pm.

Department Business

1. Public Works
 - a. Plow truck has been painted and tire change will be completed.
 - b. Fall street sweeping is underway.
 - c. Swimming pool was winterized.
 - d. Catch basin on Frank St NW is lifting and will require work.
 - e. Obtaining snow hauling bids.
 - f. People Service report for August reviewed.
2. Public Safety
 - a. Fire Department
 - i. Reviewed runs for month.
 - ii. Received \$5200 grant from Flint Petroleum. Purchased 3 Flir thermal cameras with portion of grant.
 - iii. Received \$2300 grant from Compeer Financial to purchase medical jump bags and oxygen equipment.
 - iv. Fire Relief raised \$600 from burger sales at car show.
 - v. Halloween open house at Fire Hall with candy, coloring books and fire safety demos.
 - vi. Planning spaghetti dinner for Assistant Chief Darrell Kaczmarek in conjunction with Silver Lake Lions on November 20, 2019. Requesting to use auditorium for event.

Motion by Councilor Fogarty seconded by Councilor Winfrey to approve request to use Auditorium at no charge provided that cleaning is performed after the event.

Vote for: Unanimous

Motion carried.

- vii. Receiving new Gamma Goat pump from DNR.
- b. Ambulance
 - i. Reviewed run report for the month.
 - ii. One background check completed and one in progress for new applicants.
 - iii. Met with MNSPECT to discuss needed items for call room. An air exchange, new doors seal, heat, and air conditioning would be needed.
 - iv. Councilor Fogarty informed the Council on the need for more personnel and help with fundraising for the call room updates.
- c. Police Department
 - i. Reviewed arrests and call activity
- 3. Municipal Liquor Store
 - a. Tasting event to be held on November 15 in coordination with Silver Lake Pool and Parks.
 - b. Halloween Party scheduled for October 26.
 - c. Alcohol Awareness training for all employees in Hutchinson on October 27.
 - d. MLS Manager Kaczmarek still on leave.
 - e. Upright freezer in kitchen to have new compressor installed.
 - f. Reviewed Andy Auld's performance as interim manager.
 - g. Sales for September were \$40,040.47 with a loss of \$3,126.36. Year-to-date sales were \$397,604.65 with a net profit of \$25,519.52.
- 4. Community Development
 - a. Planning Commission met on Tuesday, October 8 to review and revise the current Comprehensive Plan for the City.
 - b. New home construction has started on Century Lane.
 - c. Business owner concerned about safety and appearance of 113 Main St W. MNSPECT to be contacted on progress of demolition and permitting.
- 5. Administration
 - a. September Treasurer's Report reviewed.
 - b. Request to close City Hall on Friday, November 29 and Tuesday, December 24.
Motion by Councilor Johnson seconded by Councilor Fogarty to approve closing City Hall on both days.
Vote for: Unanimous
Motion carried.
 - c. Request to accept bid from Kriha Electric for installing well pump controls as Brandel Electric was contacted numerous times by PeopleService and has not replied.
Motion by Councilor Winfrey seconded by Councilor Fogarty to give Brandel Electric one week to respond after Public Works Supervisor Kosek contacts them and with a project completion deadline November 15 otherwise the bid would go to Kriha Electric for \$6,700.

Vote for: Councilor Winfrey

Vote against: Mayor Butler, Councilor Johnson, Councilor Fogarty, Councilor Penaz
Motion failed.

Motion by Councilor Winfrey seconded by Councilor Penaz to give Brandel Electric 14 days from October 22 to complete the work and to have Public Works Supervisor Kosek contact them or to award the bid to Kriha Electric for \$6,700 if Brandel Electric fails to complete the project.

Vote for: Unanimous

Motion carried.

- d. Personnel Committee reviewing option for short-term and long-term disability as well as converting from vacation and sick leave to paid time off.
- e. Pool house has been re-shingled. Insurance deductible of \$250 to be paid.
- f. Request to change City Hall open hours from 8am-5pm on Monday through Thursday and 8am-Noon on Friday. Council discussed being open later in the evenings but remaining open regularly on Friday.

Open Discussion

- 1. Discussed MNSPECT permitting and issues with Joe Yates' gym permits.
- 2. Discussed better notification for hydrant flushing.

Motion 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 10:15pm.

Jon Jerabek, Clerk/Treasurer

Seal of the City:

CITY COUNCIL
CITY OF SILVER LAKE

**RESOLUTION 19-18: RESOLUTION CREATING A COMPENSATION PLAN
FOR NON-ELECTED EMPLOYEES FOR 2020**

WHEREAS, the Silver Lake City Council recognizes the need for various non-elected positions to fulfill the day to day operational needs of the City operations, and

WHEREAS, the City Code designates that the compensation for non-elected employees of the City shall be determined annually by the City Council.

THEREFORE BE IT RESOLVED, that the Silver Lake City Council approves the attached Compensation Plan, which includes a Cost of Living Adjustment of 2.5% over the 2019 Compensation Plan, for all employees for the year 2020.

Resolution adopted this 21st day of October, 2019.

Dorothy Butler, Mayor

Seal of the City:

Jon Jerabek, Clerk/Treasurer

COMPENSATION PLAN
CITY OF SILVER LAKE

2020
YEARLY SALARY

	Start	1	2	3	4	5	6	7	8	9
18	45,966	47,117	48,290	49,526	50,784	52,042	53,343	54,686	56,072	57,479
G 17	42,533	43,599	44,708	45,817	46,968	48,141	49,356	50,592	51,872	53,172
R 16	39,357	40,359	41,361	42,405	43,471	44,580	45,689	46,840	48,013	49,207
A 15	36,372	37,289	38,227	39,186	40,188	41,190	42,214	43,280	44,367	45,476
D 14	33,686	34,538	35,391	36,287	37,182	38,120	39,101	40,082	41,062	42,107
E 13	30,594	31,362	32,151	32,939	33,771	34,624	35,498	36,372	37,310	38,227

HOURLY SALARY

	Start	1	2	3	4	5	6	7	8	9
18	22.10	22.65	23.22	23.81	24.42	25.02	25.65	26.29	26.96	27.63
G 17	20.45	20.96	21.49	22.03	22.58	23.14	23.73	24.32	24.94	25.56
R 16	18.92	19.40	19.89	20.39	20.90	21.43	21.97	22.52	23.08	23.66
A 15	17.49	17.93	18.38	18.84	19.32	19.80	20.30	20.81	21.33	21.86
D 14	16.20	16.61	17.02	17.45	17.88	18.33	18.80	19.27	19.74	20.24
E 13	14.71	15.08	15.46	15.84	16.24	16.65	17.07	17.49	17.94	18.38

HOURLY SALARY
Grades 10-12

	Start	1	2
12	13.70	14.47	15.23
11	12.68	13.39	14.08
10	10.53	11.10	11.69

Grade Positions

- 18 Police Chief
- 17 Public Works Supervisor, MLS Manager, Clerk/Treasurer
- 16 Vacant
- 15 Police Officer, Maintenance Worker III
- 14 Deputy Clerk
- 13 Maintenance Worker II; Lead Bartender; Police Records/Transcriptionist
- 12 Maintenance Worker I
- 11 Recreation Director, Head Lifeguard
- 10 Custodial Worker, Bartender, Lifeguard

Longevity Pay : The current policy states that a 1% increase may be earned at a full-time employee's annual evaluation after the employee reaches the maximum step at their position's grade or is above the maximum step. (Approved 8/19/19)

All positions listed are eligible for COLA (Approved 8/19/19)