

Minutes
Silver Lake City Council
Regular Meeting
April 15, 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, Dale Kosek, Public Works Supervisor (PWS); Brent Posusta, Custom Installations; David Krueger, SEH; John Rodeberg, SEH; Justin McGraw, CDS; Larry Lhotka, Roxy Yurek, Darrell Kaczmarek, MLS Manager; Gary Butler, Chad Schmandt

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

Vote for: Unanimous

Motion carried.

Consent Agenda:

1. Approve minutes from April 1, 2019 Regular Quarterly Meeting.
2. Approve payroll #8 and March Ambulance.
3. Claims to be paid: \$21,567.74 (March EFT)
 \$55,351.74 (4-12-19)

Motion by Councilor Fogarty seconded by Councilor Fogarty 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 continued to obtain estimates for his proposed building and expressed concern over the estimated taxes. Posusta asked the Council to consider ways to assist businesses starting in the City with a tax relief plan or through other means.

New Business:

1. 2018 Audit Presentation. Justin McGraw, CDS, presented the auditors findings and City financial statement for 2018. The overall net position of the City decreased largely due to depreciation of assets. The ending General Fund cash and investment balance decreased from \$532,485 in 2017 to \$498,303 in 2018. The Fire and Ambulance Revenue Funds as well as the Water and Sewer Enterprise Funds all saw increases in fund balances for 2018. The Storm Sewer Fund's net position decreased largely due to depreciation of equipment and infrastructure. The Municipal Liquor Fund's net position decreased \$7,651 with depreciation expenses included. The MLS cash and investment balance increased \$9,981 in 2018. McGraw noted that there were no legal compliance issues and the communications with the management representatives went well.

Recommendations were made to approve journal entries and adjustments, review and approve bank reconciliations, develop an EFT policy, develop a credit card policy, monitor MLS inventory, process outstanding checks, and follow contracting and bidding procedures.

2. SEH Capital Improvement. John Rodeberg and David Krueger from SEH presented previous completed capital improvement projects as well as projects that have been reviewed in the past but not completed. Options for water tower replacement and a water treatment plant and funding for these projects were discussed.
3. Stormwater Flooding at Frank Street. Larry Lhotka discussed the ongoing issues with flooding on his property at 801 Frank Street. Lhotka requested that the City work at finding a solution this year. The Council assured Lhotka that the City would look into options to assist with the issue.
4. Trail Maintenance. Bruce Bebo addressed the Council on maintaining the mowing by the Luce Line trail parking lot and along the paved trail by Cedar Crest. Councilor Penaz volunteered to maintain the trail by Cedar Crest. The DNR would be contacted to obtain their planned mowing schedule.
5. Multi-Unit Housing Ordinance – Extension request. The Council reviewed a letter from Radas Health requesting a deadline extension for the eviction of a resident at 104 Grove Ave S.
Motion by Councilor Penaz seconded by Councilor Fogarty to deny the request for the deadline extension of a resident at 104 Grove Ave S.
Vote for: Unanimous
Motion carried.
6. 2019 Clarke Environmental Mosquito Management Contract. The Council reviewed a contract for mosquito management from Clark Environmental for 2019. The contract included options for 8, 11 and 15 treatments as well as a one year or three-year period. In 2018 the City contracted for 11 treatments at \$4,059.00. The Council discussed spraying when rain is expected and requested to see Clarke’s policy on rain events.
Motion by Councilor Johnson seconded by Councilor Fogarty to approve the contract with Clarke Environmental Mosquito Management, Inc. for 2019 for 11 treatments at a cost of \$4,059.00.
Vote for: Unanimous
Motion carried.
7. Parking Ordinance Update. Clerk Jerabek presented an optional update to City ordinance regarding parking regulations as well as updates to the one-way street section to reflect current streets. The Council revisited previous discussion on making Thomas Avenue from Main Street to Cleveland Street a one-way street. The Council discussed the fines and time periods for parking on streets. A request was made to increase the fine amounts for the 24-hour, 48-hour and 72-hour parking restrictions.
Motion by Councilor Winfrey seconded by Councilor Johnson to table the item until the next regular meeting.
Vote for: Unanimous
Motion carried.

Department Business:

1. Public Works – Councilor Winfrey and PWS Kosek reported the following:
 - a. Searching for used plow truck and selling old plow truck.

Motion by Councilor Johnson seconded by Councilor Fogarty to approve purchase of a plow truck with a cap of \$35,000 and to form a committee consisting of Councilors Penaz, Winfrey and PWS Kosek to select truck.

Vote for: Unanimous

Motion carried.

- b. Aqua Logic to camera line at pool for leak on April 17, 2019. Pool will be cleaned and filled at end of month.
 - c. Stormwater ditch at East Ave and Cleveland Street completed; however, easement has not been received.
 - d. Street sweeping will continue through spring.
 - e. Recycling containers held in storage at County shop were removed.
 - f. Brush site will be organized when grounds dry.
 - g. Hydrant flushing by PeopleService to be scheduled this spring.
 - h. Received three applicants for part-time maintenance assistance. Possibly recommend two for hire to Personnel Committee.
 - i. Obtaining estimate for repairing gutter on Auditorium.
2. Public Safety – Councilor Fogarty, Chief Cripps, and Fire Chief Kosek reported the following:
- a. Fire Department
 - i. March fire calls were reviewed.
 - ii. Grant updates on washer/extractor and DNR matching grant for grass blowers, chainsaw, and grass brooms.
 - iii. Fire Relief Car & Bike Show will be held May 18th from 2-5pm on Main Street.
 - iv. Training events for house burn, live burn, and search rescue.
 - v. Recognized Joe Ebert and Mike Posusta at annual banquet for retirement.
 - vi. Received retirement letter from Gary Jerabek March 30, 2019.
 - vii. Formed Rescue 2 replacement committee for possible purchase in 2024.
 - viii. Mock Crash to be held at GSL High School on May 16th.
 - ix. Concerns on day coverage expressed.
 - b. Ambulance Department
 - i. March run report was reviewed.
 - ii. Plan to form hiring committee to reach out to individuals expressing interest in joining.
 - iii. Possible open house to be held in May for EMS week.
 - iv. Concerns expressed over access to restroom, no heat/air/ventilation in call room, and water damage in call room.
 - c. Police Department
 - i. Officer Coates in final phase of field training with first solo shift approximately May 1st.
 - ii. No updates from owner of Villager apartments.
 - iii. Reviewed arrest and call activity.
 - iv. Looking into secure email options and body camera costs.
3. Municipal Liquor Store (MLS) – Councilor Penaz and MLS Manager Kaczmarek reported the following:

- a. Review revised January report and current March and year-to-date reports. Sales for January were \$36,987.89 with a net profit of \$9,538.15. Sales for March were \$45,526.09 with a net profit of \$1,983.99. Sales for year-to-date were \$122,442.58 with a net profit of \$12,443.93.
 - b. Request to hire Mariah Dillon as part-time bartender.
Motion by Councilor Penaz seconded by Councilor Winfrey to approve the hire of Mariah Dillon as a part-time bartender with starting wage of \$10.27 per hour pending background check and drug test.
Vote for: Unanimous
Motion carried.
 - c. MLS Manager Kaczmarek and Gary Butler presented plans for a remodeling project at the MLS. The project would include removing the Lion’s pulltab booth and relocating it to the back office area, removing the half wall by the pool tables, removing the lower section of the walls at the south entrance, relocating the door in the off-sale, pouring a concrete ramp in the back of the building, adding electrical services, expanding the kitchen area, purchasing a hamburger cooker, new popcorn machine, chairs and tables, and making miscellaneous cosmetic changes. The cost of the project minus the tables and chairs and tables would be covered by Butler. The project would be spread out over May and June with a tentative re-opening date of June 28th. A portion of the project would require the bar to be closed for four days.
Motion by Councilor Winfrey seconded by Councilor Penaz to approve the remodeling project and for the necessary building permits to be obtained with the City contributing up to \$500 toward permits.
Vote for: Councilors Penaz, Winfrey, Fogarty, and Johnson
Abstained: Mayor Butler
Motion carried.
 - d. Discussed open cleaner position at MLS.
4. Community Development – Councilor Johnson and Clerk Jerabek reported the following:
 - a. Planning Commission met on April 9th. Discussed and reviewed plans for MLS remodel.
 - b. Single-level home development discussion.
 - c. Spring clean-up date set for May 18th.
 5. Administration – Clerk Jerabek reported the following:
 - a. March Treasurer’s Report was reviewed.
 - b. Crow River Sno Pro’s Permit reviewed for snowmobile trail access across City property. The Council requested that the permit be renewed annually. An updated version will be presented at the next meeting.
 - c. Request to enter lease agreement with Marco for new office copier. Clerk Jerabek received quotes from Toshiba, Bennet Office, and Marco for leasing a refurbished copier. Based on the average usage for one year, Marco was the least expensive option.
Motion by Councilor Fogarty seconded by Councilor Winfrey to approve the 39-month lease with Marco for \$63.73 per month with black and white images billed at \$0.008 per image over 3,000 per quarter and color images billed at \$0.055 per image.
Vote for: Unanimous
Motion carried.

- d. Council reviewed a procurement card policy. Clerk Jerabek explained that most of the policy was already being followed by personnel, but no written policy was in place.
Motion by Councilor Johnson seconded by Councilor Penaz to approve the City of Silver Lake Procurement Card Policy.
Vote for: Unanimous
Motion carried.

Open Discussion:

1. Discussed water draining issue in swamp on east end of City.
2. Discussed possibility of City sales tax to help fund projects.
3. Discussed updating City Hall.

Motion by Councilor Winfrey seconded by Councilor Penaz to adjourn this regular meeting of the Silver Lake City Council.
Vote for: Unanimous
Motion carried

Meeting adjourned at 10:51PM.

Jon Jerabek, Clerk/Treasurer

Seal of the City: