

## Minutes

Silver Lake City Council  
Regular Quarterly Meeting  
April 6, 2020  
Silver Lake Auditorium

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

Mayor Butler called the meeting to order at 6:36pm.

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: Karin Ramige, McLeod Publishing

*Motion by Fogarty seconded by Penaz to approve the agenda.*

*Vote for: Unanimous*

*Motion carried.*

### Consent Agenda

1. Approve minutes from March 16, 2020 Regular Meeting
2. Approve minutes from March 30, 2020 Emergency Meeting
3. Approve Payroll #7
4. Claims to be paid:       \$36,786.36   (3/27/20)

*Motion by Winfrey seconded by Penaz to amend the minutes from March 16, 2020 Regular Meeting to include that the performance evaluation for Chief Ardolf-Mason lasted more than 30 minutes and included comment from the public.*

*Vote for: Winfrey, Penaz, Johnson, Butler*

*Vote against: Fogarty*

*Motion carried.*

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

*Vote for: Unanimous*

*Motion carried.*

Public Comment – No public comment.

### Old Business

1. Preliminary Engineering Report Update. Council reviewed updates on Infrastructure Improvement Project. After reviewing findings from the MPCA, SEH determined that the City would need to reduce the amount of inflow and infiltration (I&I) into the sanitary sewer as the treatment pond capacity would likely be an issue. A large portion of the I&I is coming from resident services lines and many of those would need replacing. It was also determined that more street repairs may be necessary than original estimates. With the increased needs, total project cost estimates were from \$19,000,000 to \$27,100,000. The City could choose to reduce

the scope of the project after the application is accepted, but according to SEH, it is important to include all City needs in the initial application.

2. Multi-Unit Housing Review. There were no updates on the building permit process or the clean-up process. The City Attorney will contact the owner of the property on ordinance violations.
3. Compost Site Policy Update. Council reviewed a policy draft outlining operational days and times, allowed users, sign-in and key options, and acceptable/unacceptable materials. It was discussed that a sign needed to be erected soon to reduce illegal dumping and non-City resident use. The Council will continue to discuss site options and monitoring.

*Motion by Penaz seconded by Johnson to allow Councilor Winfrey and Public Works Supervisor (PWS) Kosek to have a sign made that outlines the site is for City residents only and include what materials are accepted and not accepted.*

*Vote for: Unanimous*

*Motion carried.*

4. Public Works Maintenance Position. Council reviewed updated job description and position grade assignment change from grade 15 to 14 for Maintenance Worker III after review by Keystone Compensation. Discussed adding ability to obtain class b license within 6 months of start date to minimum qualifications. Discussed setting hiring committee for position.

*Motion by Fogarty seconded by Johnson to approve updated job description while adding ability to obtain class b licenses withing 6 months of start date and new pay grade for position.*

*Vote for: Unanimous*

*Motion carried.*

*Motion by Winfrey seconded by Penaz to approve hiring committee of PWS Kosek, Councilor Winfrey and Clerk Jerabek.*

*Vote for: Unanimous*

*Motion carried.*

5. Social Media and Digital Images Policy. Discussed that images for training purposes would be allowed. More discussion and input from departments to be sought by Clerk Jerabek.

*Motion by Winfrey seconded by Johnson to table the policy.*

*Vote for: Unanimous*

*Motion carried.*

## New Business

1. COVID-19 City Policy Items. Discussed paying City portion for employee health/life insurance if employees were to miss time due to COVID-19. Discussed option to close City parks and/or playground equipment. Council would like to see parks remain open if it is legal to do so and that signs are placed at the parks outlining proper use in relation to COVID-19.

*Motion by Penaz seconded by Johnson to approve paying City portion of health/life insurance for four weeks if an employee were to miss time for COVID-19 related issues and to review at each meeting for possible extension.*

*Vote for: Unanimous*

*Motion carried.*

2. Gambling Licensing and Ordinance Review. Clerk Jerabek notified the Council that there is no gambling ordinance to enforce the licensing currently being completed for temporary gambling permits. The state permit application requires that a City acknowledge or approve the application. The Council reviewed options of creating an ordinance, removing the option from City licensing permit, and having Council approval or Clerk approval.

*Motion by Fogarty seconded by Johnson to approve removing the gambling permit from City licensing and allow Clerk to sign off on state application and notify Council of application at Council meetings.*

*Vote for: Unanimous*

*Motion carried.*

3. 2020 Expense and Revenue Review. Council reviewed the year-to-date budgets through February for all funds and departments. Questions on individual line items were raised and Clerk Jerabek would follow up with the Council after researching the answers.

Mayor Butler called for a brief recess at 8:06pm

Mayor Butler called the meeting back to order at 8:10pm

4. City Newspaper Discussion. Concerns were raised over McLeod County Chronicle reporting on Council meetings and fact checking completed by newspaper.
5. Council Etiquette Discussion. Mayor Butler read statement on Councilor conduct at meetings.  
*Motion by Butler seconded by Winfrey to approve Clerk Jerabek to create bylaws, rules of order, principles for making meetings work, statement of values, and code of conduct for the Council to implement and follow by the next meeting.*  
*Vote for: Butler, Winfrey, Penaz, Johnson*  
*Vote against: Fogarty*  
*Motion carried.*
6. Public Comment Discussion. Council reviewed a Public Comment policy draft prepared by Clerk Jerabek. The policy outlined when comment could be given, how it could be given, and requirements for giving the comment. Clerk Jerabek to have City Attorney review and add that the Council should not participate in debate with the commenter.
7. Citizen Complaint Process. Clerk Jerabek outlined the process for a citizen to file a concern or complaint. A resident had issue with how a complaint was handled. Clerk Jerabek noted that City staff would work to better document follow-through on complaints.

#### Open Discussion

1. Councilor Johnson addressed the Council on an option to move the Ambulance call room into the Police Department evidence room and interview room. Those areas would then be relocated to the current Ambulance storage room. A drawing of the change was shown to the Council.

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

*Vote for: Unanimous*

*Motion carried.*

Meeting adjourned at 9:12pm.

---

Jon Jerabek, Clerk/Treasurer

Seal of the City: