

Minutes
Silver Lake City Council
Regular Meeting
November 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

Staff present: Jon Jerabek, Clerk/Treasurer; RJ Cripps, Police Chief, Dale Kosek, Fire Chief/Public Works Supervisor(PWS); Ashley Ardolf-Mason, Ambulance Chief; and EMTs Duane Wawrzyniak, Michelle Schneider and Steven Hackbarth

Others present: Karin Ramige, McLeod Publishing; Bruce Bebo, Michael Johnson, Ty Turnquist, MNSPECT; Scott Qualle, MNSPECT; Joe Yates, Ray Bandas, Sharon Bandas,

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

Vote for: Unanimous

Motion carried.

Consent Agenda

1. Approve minutes from October 21, 2019 Regular Meeting
2. Approve payroll #22, 23 and October Ambulance
3. Claims to be paid: \$25,652.77 (October EFT)
 \$24,770.62 (10/25/19)
 \$42,355.65 (11/6/19)

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

Vote for: Unanimous

Motion carried.

Public Comment

1. Sharon Bandas addressed the Council on utility rate increases.
2. Joey Yates addressed the Council on the opening of Uptown Gym in Silver Lake.

Old Business

1. Multi-Unit Housing Review. There was no update on the clean-up or building permit at 104 Grove Ave S. Residents were able to remove personal belongings on November 3, 2019 under Police supervision.
2. 2020 Budget Review. Changes to line items for health insurance, worker's compensation, elections software, uniform, cable franchise fee, insurance dividends and sale of general fixed assets were reviewed, and questions were raised on other line items.
3. Resolution 19-21: Resolution Adopting 2020 Fee Schedule. Council reviewed changes to current Fee Schedule effective January 1, 2020.

Fee	2019	2020
Copies	\$0.15	\$0.25
Transient Merchants, Peddlers Solicitors		
Per day	\$10	\$30
Per week	\$20	\$50
Per month	\$25	\$75
Per year	\$50	\$200
Conditional Use Permit Application	\$100	\$150
Rezoning/Amendment Application	\$100	\$150
Variance Application	\$100	\$150
Water Base Charge	\$9.25	\$14
Water Usage Charge (per thousand gallons)	\$5	\$8.50
State Testing Fee (State mandated)	\$0.53	\$0.81
Sewer Base Charge	\$9.25	\$14
Sewer Usage Charge (per thousand gallons)	\$7	\$10.50
Storm Water Basic System Rate	\$2.50	\$4
Ambulance Mileage	\$13	\$15
Special Police Services	\$30/hr	\$35/hr

Motion by Councilor Johnson seconded by Councilor Winfrey to approve Resolution 19-21.

Vote for: Unanimous

Motion carried.

New Business

1. Building Inspection Services Review. Ty Turnquist and Scott Qualle presented information and answered questions on the Uptown Gym permitting process, 104 Grove Ave S status, Ambulance on-call room and discussed personnel changes at MNSPECT.
2. First Reading Ordinance 97: An Ordinance Amending Chapter 13 Section 6 of the Silver Lake Municipal Code Regarding Regulation of Peddlers, Solicitors and Transient Merchants. Council reviewed changes to section. Council reviewed revisions made to ordinance.
3. Resolution 19-19: Resolution Adjusting the City's Contribution Toward Health Insurance Premiums. City contribution toward employee health insurance premiums beginning in 2020 to be reduced to 82.5% from 85% for current employees and to 80% for employees hired after January 1, 2020.

Motion by Councilor Fogarty seconded by Councilor Winfrey to approve Resolution 19-19.

Vote for: Unanimous

Motion carried.

4. Resolution 19-20: Resolution Approving Assessments for Work Performed by the City as Directed by City Code.

Motion by Councilor Winfrey seconded by Councilor Penaz to approve Resolution 19-20.

Vote for: Unanimous

Motion carried.

5. Application for Club License for American Legion Post 141

Motion by Councilor Fogarty seconded by Councilor Winfrey to approve the Club License for American Legion Post 141.

Vote for: Unanimous

Motion carried.

6. Application for On-Sale Wine and Strong Beer License for BFK Management (DBA: Molly's Café)
Motion by Councilor Fogarty seconded by Councilor Winfrey to approve the On-Sale Wine and Strong Beer License for Molly's Café.

Vote for: Unanimous

Motion carried.

7. Application for MLS On/Off-Sale Liquor License
Motion by Councilor Fogarty seconded by Councilor Johnson to approve the On/Off-Sale Liquor License for the Silver Lake Municipal Liquor Store.

Vote for: Unanimous

Motion carried.

8. Property Lines and Utility Easements. Council discussed issues with property lines and records on utility easements and right of way within the City.
9. Contract Policy. Council discussed using a model contract to ensure projects are completed in a timely manner and work is completed correctly.
10. Compost Site Policy. Council discussed closing compost site for remainder of the year and placing signage at the site.

Motion by Councilor Winfrey seconded by Councilor Johnson to close the compost site from December 1, 2019 to April 1, 2020 with signage installed to display the information.

Vote for: Unanimous

Motion carried.

Mayor Butler called for a recess at 8:22pm.

Mayor Butler re-opened the meeting at 8:25pm.

Department Business

1. Public Works
 - a. Received bids of \$1255 and \$550 for plow truck purchase. Councilor Winfrey and PWS Kosek accepted the bid of \$1255 from Wahl Bros.
 - b. Request to purchase two automatic door openers for Public Works shop. Quotes of \$2538 and \$2634 were received.
Motion by Councilor Winfrey seconded by Councilor Penaz to approve a not to exceed amount of \$3000 for the quote from JLR Garage door for \$2538 and electrical installation to be performed.
Vote for: Unanimous
Motion carried.
 - c. Installation of radio controls and well pump controls completed and in operation.
 - d. PeopleService report of September reviewed.
 - e. Reviewed Capital Improvement Planning for Public Works which included replacing the Ford F450 and purchasing a second truck for operations among other items.
2. Public Safety
 - a. Fire Department
 - i. Reviewed run report.
 - ii. Discharge hoses certified to NFPA standards.

- iii. Fire Relief Association holding Spaghetti Dinner for Assistant Chief Darrell Kaczmarek on November 21, 2019.
 - iv. Reviewed Capital Improvement Plan which included SCBA replacement, turnout gear and a rescue truck replacement.
 - b. Ambulance
 - i. Reviewed run report.
 - ii. Discussed call room, fundraising, incentives for employees, and attracting new recruits.
 - iii. Request to hire Jeff Forcier and Amy Wolf as EMTs.
Motion by Councilor Fogarty seconded by Councilor Winfrey to hire Jeff Forcier as EMT pending background check and drug test.
Vote for: Unanimous
Motion carried.
Motion by Councilor Fogarty seconded by Councilor Johnson to hire Amy Wolf as EMT pending background check and drug test.
Vote for: Unanimous
Motion carried.
 - c. Police Department
 - i. Chief Cripps gave his letter of resignation as Chief of Police effective December 11, 2019.
 - ii. Discussed setting a special meeting to discuss interim options.
 - iii. Discussed utilizing a part-time officer as possible Interim Chief.
Motion by Councilor Winfrey seconded by Councilor Fogarty to allow Chief Cripps to reach out to part-time staff regarding interest in Interim Chief.
Vote for: Unanimous
Motion carried.
 - iv. Discussed advertising for open Chief of Police position.
Motion by Councilor Fogarty seconded by Councilor Winfrey to begin advertising for open Police Chief position.
Vote for: Unanimous
Motion carried.
- 3. Municipal Liquor Store
 - a. Sales for October were \$44,622.73 with a profit of \$3,123.59. Year-to-date sales were \$442,227.38 with a net profit of \$28,643.11.
 - b. MLS Manager Darrell Kaczmarek has worked some part-time shifts.
 - c. Reviewed temporary pay increase for Andy Auld.
Motion by Councilor Penaz seconded by Councilor Fogarty to remove the \$3 per hour pay increase for Andy Auld.
Vote for: Unanimous
Motion carried.
 - d. Discussed compensating Clerk Jerabek and Deputy Clerk Wicklund-Kurth for extra hours working at MLS.

Motion by Councilor Penaz seconded by Councilor Winfrey to approve Clerk Jerabek and Deputy Clerk Wicklund-Kurth to apply hours worked over their regularly scheduled hours to comp time.

Vote for: Unanimous

Motion carried.

- e. Request for MLS to be open from 8am, November 27 to 1:30am, November 28 and from 8am, December 31 to 1:30am, January 1, 2020.

Motion by Councilor Winfrey seconded by Councilor Penaz to approve request to extend hours on November 27 and 28 and December 31 and January 1.

Vote for: Unanimous

Motion carried.

4. Community Development

- a. Planning Commission did not meet in November.
- b. Discussed changes to Comprehensive Plan and cost of hiring firm to assist with plan.
- c. Discussed safety and blight concerns being addressed by MNSPECT at 113 Main St W.
- d. Year-end swimming pool report to be completed for December regular meeting.

5. Administration

- a. Reviewed October Treasurer's Report.
- b. Multi-Unit Housing inspections to be performed. All applications have been received. Discussed MNSPECT assisting Chief Kosek with inspections.
- c. Discussed option to have Council Meetings broadcasted.

Open Discussion - No open discussion.

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

Vote for: Unanimous

Motion carried.

Meeting adjourned at 10:38pm.

Jon Jerabek, Clerk/Treasurer

Seal of the City:

**CITY COUNCIL
CITY OF SILVER LAKE**

**RESOLUTION 19-19: RESOLUTION ADJUSTING THE CITY'S CONTRIBUTION
TOWARD HEALTH INSURANCE PREMIUMS**

WHEREAS, the City Council of Silver Lake has the duty to review benefits for full-time employees, and

WHEREAS, the City Council of Silver Lake has the duty to monitor the expenditures of the City's yearly budget, and

WHEREAS, the City Council of Silver Lake has the ability to alter benefit contributions for Health Insurance premiums,

THEREFORE BE IT RESOLVED, the City Council of the City of Silver Lake hereby approves adjusting the City's contribution toward Health Insurance premiums to eighty-two and one-half percent (82.5%) of the lowest premium for single, single plus one and family coverage, and

BE IT FURTHER RESOLVED, the City's contribution toward health insurance premiums will be set at eighty percent (80%) for employees hired on or after January 1, 2020, and

BE IT FURTHER RESOLVED, the changes listed here are effective January 1, 2020.

Adopted by the City Council on this 18th day of November, 2019.

Dorothy Butler, Mayor

Seal of the City:

Jon Jerabek, Clerk/Treasurer

CITY COUNCIL
CITY OF SILVER LAKE

**RESOLUTION 19-20: RESOLUTION APPROVING ASSESSMENTS FOR WORK
PERFORMED BY THE CITY AS DIRECTED BY CITY CODE.**

WHEREAS, The City Council, has determined that the below properties are to be assessed the following amounts for the services stated, and

WHEREAS, In accordance with City Code the following properties have water/sewer accounts that are more than one period delinquent and the amount of the outstanding bill plus a 30% assessment fee shall be assessed to the property taxes of said property:

Delinquent Water/Sewer Accounts

PID	Address	Delinquent Amount	Assessment Fee	Total Assessment
19.053.0440	300 Lake Ave S	\$361.86	\$108.56	\$470.42

THEREFORE BE IT RESOLVED, by the Silver Lake City Council that the above assessments are just and shall be certified to the McLeod County Auditor for assessment beginning with the 2020 property taxes.

Adopted by the City Council this 18th day of November 2019.

Dorothy Butler, Mayor

Seal of the City:

Jon Jerabek, Clerk/Treasurer

CITY COUNCIL
CITY OF SILVER LAKE

RESOLUTION 19-21: RESOLUTION ADOPTING 2020 FEE SCHEDULE

WHEREAS, the City of Silver Lake publishes a Fee Schedule to display various fees associated with City services, and

WHEREAS, the City of Silver Lake reviews its Fee Schedule annually, and

WHEREAS, the City of Silver Lake may amend fees to cover costs associated with each service,

THEREFORE BE IT RESOLVED, the City Council of the City of Silver Lake approves the 2020 Fee Schedule as shown in Exhibit A effective January 1, 2020.

Adopted by the City Council this 18th day of November 2019.

Dorothy Butler, Mayor

Jon Jerabek, Clerk/Treasurer

SEAL: