

Minutes
Silver Lake City Council
Regular Meeting
March 16, 2020
Silver Lake Auditorium

Note: General monthly items that were included in the Council packet were not discussed in order to shorten the meeting length due to the COVID-19 virus pandemic. Councilors were encouraged to direct non-immediate questions to Clerk Jerabek at a later date.

Mayor Butler called the meeting to order at 6:30pm.

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

Staff present: Jon Jerabek, Clerk/Treasurer; Ian Coates, Police Officer; Dale Kosek, Fire Chief/Public Works Supervisor (PWS); Ashley Ardolf-Mason, Ambulance Chief; EMT's Steven Hackbarth, Michelle Schneider, Duane Wawrzyniak, Adriane Kientzy, Ryan Kaczmarek; Firefighters Wade Dolezal, Corey Behrendt; Kyle Jorgensen, Police Officer

Others present: Karin Ramige, McLeod Publishing; Ken Janssen, City Attorney; Bruce Bebo, John Rodeberg, SEH; Dale Nowak, Roxanne Chrast, Ray Bandas, Cindy Ardolf

Mayor Butler addressed the Council and public on the COVID-19 virus and the City following the guidelines of federal, state and county governments.

Motion by Johnson seconded by Penaz to approve the agenda.

Vote for: Unanimous

Motion carried.

Consent Agenda

1. Approve minutes from February 18, 2020 Regular Meeting
2. Approve minutes from March 9, 2020 Workshop Meeting
3. Approve Payroll #5, 6 and February Ambulance
4. Claims to be paid: \$26,325.59 (2/28/20)
 \$114,403.63 (3/13/20)
 \$24,943.66 (January EFT)
 \$25,809.54 (February EFT)

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

Vote for: Unanimous

Motion carried.

Public Comment

1. Bruce Bebo addressed the Council on utility rate increases from 2014-2019.

Old Business

1. Preliminary Engineering Report Update. John Rodeberg, SEH, informed that Council of the cancellation of the Public Hearing scheduled for March 24 due to the COVID-19 virus pandemic. Rodeberg discussed setting up a meeting with the infrastructure project committee to discuss the scope of the project due to recent findings on sewer treatment ponds and infrastructure and inflow concerns and also submitted a draft of the presentation to be given once a public hearing is held.
2. Multi-Unit Housing Review. The property has obtained a building permit to replace the ceiling assemblies in two apartments. There is no update on the methamphetamine clean-up process.
3. Compost Site Policy Update. The policy is in development and sign costs are being gathered.
4. Police Chief Position Opening. Council discussed candidates Evan Brown and Matthew Stiehm who were interviewed by the hiring committee of Sheriff Scott Rehmann, Clerk Jerabek and Mayor Butler in the first interview and the Council in the second interview. Clerk Jerabek and Sheriff Rehmann recommended Evan Brown for hire. The Council also considered furthering the discussion with Lester Prairie on shared services.

Motion by Fogarty seconded by Johnson to offer the Chief of Police position to Evan Brown at the starting wage of \$22.10 per hour pending successful background check, drug screen and physical and psychological exam.

Vote for: Fogarty, Johnson, Winfrey

Vote against: Penaz, Butler

Motion carried.

New Business

1. STEM Extended Education at Auditorium Inquiry. Jacob Sandgren, who requested to address the Council, was not present and did not provide an outline of his proposal.
2. Blight and Sidewalk Snow and Ice Issues. Dale Nowak expressed concerns on blight and keeping sidewalks clear within the City. Clerk Jerabek and Officer Coates explained the process for enforcing the ordinances.
3. Application for 1-Day Gambling License for Silver Lake Pool and Parks Organization. Silver Lake Pool and Parks Organization applied to hold a raffle to be held on August 1, 2020.
Motion by Winfrey seconded by Johnson to approve the 1-Day Gambling License for August 1, 2020 for the Silver Lake Pool and Parks Organization.
Vote for: Unanimous
Motion carried.
1. Resolution 20-08: Resolution Approving Property/Casualty Insurance Premiums. The City renewed its Property/Casualty Insurance through the League of MN Cities Insurance Trust for \$34,357. The budgeted amount for 2020 was \$33,550.
Motion by Johnson seconded by Fogarty to approve Resolution 20-08.
Vote for: Unanimous
Motion carried.
4. Social Media and Digital Images Policy. Council reviewed model policy from League of MN Cities for Emergency Medical Services and digital images. A meeting with the Public Safety department heads will be held to discuss policy.

Department Business

1. Public Works

- a. Request to approve increase of \$500 in cost for John Deere broom attachment to bring total cost to \$3,000.
Motion by Fogarty seconded by Winfrey to approve additional cost of \$500 for broom attachment.
Vote for: Unanimous
Motion carried.
 - b. Noted that compost site will remain closed until April 1.
 - c. Discussed Maintenance Worker job description and application process. Clerk Jerabek to have Keystone Compensation review job description for wage range.
2. Public Safety
- a. Fire Department
 - i. Request to approve hire of McCoy Zajicek as probationary firefighter. Drug screen, medical exam and physical exam have been passed. Zajicek would be considered an active firefighter after completion of agility, oral and written tests.
Motion by Johnson seconded by Winfrey to approve the hire of McCoy Zajicek as probationary firefighter.
Vote for: Unanimous
Motion carried.
 - b. Ambulance
 - i. Performance evaluation for Ambulance Chief Ardolf-Mason regarding a verbal warning from the Personnel Committee for violating the Social Media Policy. Ardolf-Mason chose to allow the evaluation to be open to the public. The evaluation lasted for over 30 minutes and public comment was given.
Motion by Winfrey seconded by Penaz to close the evaluation.
Vote for: Winfrey, Penaz, Johnson, Butler
Vote against: Fogarty
Motion carried.
 - ii. Reviewed agreement with Ridgewater College to allow students to obtain clinical experience with the Ambulance Department. The agreement has been vetted by the State of Minnesota.
Motion by Fogarty seconded by Johnson to approve the agreement with Ridgewater College and the Silver Lake Ambulance Service to allow students to perform clinical work with the service.
Vote for: Unanimous
Motion carried.
 - iii. Discussed option for mediator to improve communication with department.
 - c. Police Department
 - i. Police Officers to respond to a call according to McLeod County protocol in response to possible COVID-19 symptoms.
3. Municipal Liquor Store
- a. Sales for February were \$43,784.20 with a profit of \$7,676.10. Year-to-date sales were \$84,131.40 with a profit of \$17,391.65.

- b. Request to hire Tanya Olson as part-time Bartender. Personnel Committee approved hire on March 10, 2020.

Motion by Penaz seconded by Fogarty to approve Tanya Olson for part-time Bartender as starting wage of \$10.53 per hour pending passing of background check and drug screening.

Vote for: Penaz, Fogarty, Johnson, Butler

Vote against: Winfrey

Motion carried.

- c. Requests to approve 6-month reviews for part-time Bartender Rhonda Kaczmarek and part-time Bartender Abigail Montes De Oca.

Motion by Penaz seconded by Winfrey to approve 6-month review for part-time Bartender Rhonda Kaczmarek and to retain with wage increase to \$11.10 per hour.

Vote for: Unanimous

Motion carried.

Motion by Penaz seconded by Johnson to approve 6-month review for part-time Bartender Abigail Montes De Oca and to retain with wage increase to \$11.10 per hour.

Vote for: Unanimous

Motion carried.

4. Community Development

- a. Planning Commission met on March 10

- i. DNR representative presented information on Silver Lake and Swan Lake.

- ii. Discussed proposed 4-unit dwelling that would require conditional use permit or re-zoning and multiple variances.

- iii. Reviewed draft for campground by softball field.

- b. Logo/slogan contest underway.

5. Recreation

- a. Swimming lesson and summer recreation sign-up was postponed until May 6.

6. Administration

- a. January Treasurer's Report.

- b. Request to approve Overtime and Compensatory Time Policy.

Motion by Winfrey seconded by Penaz to approve the Overtime and Compensatory Time Policy.

Vote for: Unanimous

Motion carried.

Open Discussion

- 1. Discussion on COVID-19 response by the City and future plans.

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

Vote for: Unanimous

Motion carried.

Meeting adjourned at 8:41pm.

Jon Jerabek, Clerk/Treasurer

Seal of the City:

CITY COUNCIL
CITY OF SILVER LAKE

**RESOLUTION 20-08: RESOLUTION APPROVING PROPERTY/CASUALTY
INSURANCE PREMIUMS**

WHEREAS, The City of Silver Lake has a responsibility to protect the assets of the City from accidents and ensure that the people and property of the City are protected, and

WHEREAS, The City has participated in the League of Minnesota Cities Insurance Trust's Property/Casualty plan for numerous years, and

WHEREAS, The premium for 2020 Property/Casualty Comp Insurance is \$34,357 and the budgeted amount for 2020 was \$33,550,

THEREFORE BE IT RESOLVED, by the City Council of the City of Silver Lake that the 2020 LMCIT Property/Casualty Premium of \$34,357 with the LMCIT is hereby approved for payment.

Adopted by the Council this 16th day of March 2020.

Dorothy Butler, Mayor

Seal of The City:

Jon Jerabek, City Clerk/Treasurer