Minutes  
Silver Lake City Council  
Regular Meeting  
January 16, 2018

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

Members present: Mayor Bruce Bebo, Councilors Josh Mason, Ken Merrill, Brenda Fogarty and Nolan Johnson

Others present: Jon Jerabek, Clerk/Treasurer; RJ Cripps, Police Chief; Dale Kosek, PW Supervisor; Karin Ramige, McLeod Publishing; John Rodeberg, SEH

*A motion was made by Councilor Fogarty seconded by Councilor Masonl to approve the agenda.  
Vote for: Unanimous  
Motion carried.*

Consent Agenda:

1. Approve minutes of the December 18, 2017 regular meeting.
2. Approve minutes of the January 2, 2018 regular meeting.
3. Approve payroll #26, #1 and December Ambulance.
4. Claims to be paid: $28,626.11 (December EFT)

$39,592.97 (12/21/17)

$16,559.81 (12/28/17)

*A motion was made by Councilor Merrill seconded by Councilor Johnson to approve the Consent Agenda.  
Vote for: Unanimous  
Motion carried.*

New Business:

1. John Rodeberg, SEH, presented a Supplemental Agreement for services requested by the City Clerk not to exceed $5,000 for 2018. Rodeberg explained that some of these services have not been charged to the City in previous years, because there was no agreement. The Council agreed that SEH should be paid for work completed for the City.

*A motion was made by Councilor Johnson seconded by Councilor Mason to approve the 2018 Supplemental Agreement with SEH, Inc. for services not to exceed $5,000.*

*Vote for: Unanimous*

*Motion carried.*

1. The Council reviewed Resolution 18-03 pre-authorizing payments by Clerk’s warrant. This allows the Clerk to send payments prior to Council meetings for invoices received for various reasons. Clerk Jerabek informed the Council that liquor store inventory supplies and purchases under $1,000 dollars had been added to the normal payments authorized. The City Auditor reviewed the changes and felt they were reasonable and followed current procedure.

*A motion was made by Councilor Fogarty seconded by Councilor Johnson to approve Resolution 18-03 A Resolution pre-authorizing payments by Clerk’s warrant(s).*

*Vote for: Unanimous*

*Motion carried.*

1. Clerk Jerabek presented Resolution 18-04 Declaring City Council members as employees of the City. This resolution allows member of the City Council to be covered under the City’s Worker’s Compensation plan.

*A motion was made by Councilor Fogarty seconded by Councilor Johnson to approve Resolution 18-04 A Resolution declaring City Council members as employees of the City.*

*Vote for: Unanimous*

*Motion carried.*

1. The Council reviewed Resolution 18-05 Classifying fund balances for financial reporting purposes. Clerk Jerabek noted that this was the same as 2017 except that Fund 418-Main Street Fund was added.

*A motion was made by Councilor Johnson seconded by Councilor Mason to approve Resolution 18-05 A Resolution Classifying Fund Balances for Financial Reporting Purposes.*

*Vote for: Unanimous*

*Motion carried*.

1. Clerk Jerabek presented the Pay Equity Compliance Report required by the State of MN every three years. Jerabek noted that he had spoken with Keystone who conducted the compensation plan in 2016 to make sure the report was filed correctly. The report showed that the City was well within compliance.

*A motion was made by Councilor Mason seconded by Councilor Merrill to approve the 2018 Pay Equity report presented and to file with State of MN.*

*Vote for: Unanimous*

*Motion carried*.

Department Reports:

1. Public Works: PW Supervisor Kosek and Councilor Johnson reported the following:
   1. Kosek and Clerk Jerabek met with SEH on Capital Improvement projects and discussed Storm Water improvements.
   2. Kosek is working with SafeAssure on policies and updating emergency protocol.
   3. Kosek will start seeking bids for 2018 Seal Coat.
   4. General maintenance on buildings is being performed.
   5. GIS mapping will continue once temperatures warm.
   6. Councilors advised Kosek to look into a sump pump issue on Main Street as well as keeping the County Shed lot locked.
   7. A request for assistance by Harvey Mikolichek was reviewed by the Council. Mikolichek requested $700 be paid toward a bill of $6,971.20 from Juul Contracting for work done on water and sewer at 216 Oliver Ave. Mikolichek claimed that the Public Works department did not accomplish the water turn off on the main in a timely manner, and he was billed for time by Juul Contracting where their employees could not complete their tasks. The Council asked Kosek if he felt that this was justified. Kosek explained that he felt the workers were completing other tasks while the water shut off was being performed.

*A motion was made by Councilor Fogarty seconded by Councilor Mason to deny the request by Harvey Mikolichek for $700 in assistance.*

*Vote for: Unanimous*

*Motion carried.*

1. Public Safety: Councilor Mason, Chief Cripps and Clerk Jerabek reported the following:
   1. Council reviewed changes made by Cripps to the Police Department Policy handbook. Changes were made to inconsistencies in weapons allowed, McLeod County Sherriff’s Office covering on-call, adding Pursuit Intervention Technique, vehicle impounds, and handcuffing anyone riding in the back of the squad car.

*A motion was made by Councilor Johnson seconded by Councilor Mason to approve the policy updates listed in the request for council action.*

*Vote for: Councilor Merrill*

*Vote against: Councilors Johnson, Mason, Fogarty and Mayor Bebo*

*Motion failed.*

*A motion was made by Councilor Johnson seconded by Councilor Fogarty to approve the policy updates listed in the request for council action with the addition of removing “juveniles and or females” from Chapter 22 / Prisoner transports letter C.*

*Vote for: Unanimous*

*Motion carried.*

*A motion was made by Councilor Merrill seconded by Councilor Johnson to have the City Attorney review the policy updates.*

*Vote for: Unanimous*

*Motion carried.*

* 1. Councilors reviewed a request by Chief Cripps to increase the on-call wage for the Police Department and to change the call-in wage from regular pay to overtime. Cripps informed them that many towns similar in size to Silver Lake paid more for on-call and paid overtime for call-ins. By increasing wages from $2.42 to $3.00 and changing pay type for call-ins to overtime it would increase expenses by approximately $4,700 in 2018. The Council asked what constituted a call-in, and Cripps explained that any time they are dispatched to active duty while they are on-call it’s considered a call-in. Cripps informed them that many times these call-ins are high stress incidents.

*A motion was made by Councilor Fogarty seconded by Councilor Mason to increase the on-call wage to $3.00 per hour.*

*Vote for: Unanimous*

*Motion carried.*

*A motion was made by Councilor Fogarty seconded by Councilor Mason to change the pay rate from straight time to overtime for call-in wages.*

*Vote for: Unanimous*

*Motion carried.*

* 1. Chief Cripps presented a 2016/2017 comparison of Police call categories as well as a January call report.
  2. Clerk Jerabek presented a list of Fire Department and Ambulance officers for approval. Jerabek explained that the League of MN Cities advises that Fire Departments and Cities do away with voting for officer positions, but if they continue to allow them they should have a well written policy on how they are performed. The Fire Department is currently working on updating those policies.

*A motion was made by Councilor Fogarty seconded by Councilor Merrill to approve officers for Fire Department and Ambulance listed on the request for council action.*

*Vote for: Unanimous*

*Motion carried.*

1. Liquor Store: Councilor Merrill reported the following:
   1. There was no liquor store report due to final invoices not received for 2017.
   2. Reviews for Sarah Kahn and Kari Eischens were presented. A concern was raised on Kari Eischens, and Councilor Merrill stated that it had been addressed.

*A motion was made by Councilor Merrill seconded by Councilor Johnson to approve the annual review of Sarah Kahn and retain with step increase to $10.62 per hour.*

*Vote for: Unanimous*

*Motion carried.*

*A motion was made by Councilor Merrill seconded by Councilor Johnson to approve the annual review of Kari Eischens and retain with no increase due to being at top of scale.*

*Vote for: Unanimous*

*Motion carried.*

1. Community Development: Councilor Fogarty and Clerk Jerabek reviewed the following:
   1. Planning Commission met and discussed Main Street options, attracting businesses and plans for landscaping front of Auditorium.
   2. Clerk Jerabek asked for Council input on Main Street lot. The Council discussed options and asked Jerabek to contact County Assessor to determine property value. The Council would ultimately like for a developer to purchase the land and build an office complex.

*A motion was made by Councilor Merrill seconded by Councilor Johnson to have Clerk Jerabek ask McLeod County Assessor for land value of property on Main Street lots owned by City.*

*Vote for: Unanimous*

*Motion carried.*

* 1. Clerk Jerabek presented a letter from Bayley Shluter, Director of McLeod County Historic Partnership. They will be hiring a photographer to recreate old photos around McLeod County. Shluter is asking for any input cities might have.

1. Administration: Clerk Jerabek reported the following:
   1. Treasurer’s report was discussed.
   2. Clerk Jerabek presented the Health Care costs for 2018 as well as benefits paid by the City. The Council reminded Jerabek that they would like to discuss the benefits before setting budget for 2019
   3. Clerk Jerabek stated that the City has received over half of the Multi-Unit Inspection re-applications, and Fire Chief Kosek has performed a couple inspections.
   4. Application for payment from US Sitework for Demolition was reviewed.

*A motion was made by Councilor Merrill seconded by Councilor Johnson to approve the payment of $73,112.95 to US Sitework for 95% of original bid.*

*Vote for: Unanimous*

*Motion carried.*

* 1. Clerk Jerabek presented 2018 Wage Report representing wage increases from 2% COLA adjustment. The City Auditors requested that the Council review the reports for multi-employee wage increases. The Council had previously approved the %2 increase in December 2017.
  2. A 6-month performance evaluation was conducted for Clerk Jon Jerabek. The Council overall felt that Jerabek had met expectations thus far and has shown progress. They advised him to continue training and learning all aspects of position.

*A motion was made by Councilor Johnson seconded by Councilor Mason to approve the 6-month review of Clerk/Treasurer Jon Jerabek to retain and a step increase from a salary of $46,051 to a salary of $47,219.*

*Vote for: Unanimous*

*Motion carried.*

Open discussion:

1. Council received a letter from Doris Jerabek asking if the City was interested in purchasing the former Jerabek’s Market building. The council discussed that they may look at it when the Space Needs Analysis report is completed.
2. Council discussed possibility of using EDA to finance buildings on Main Street lots.
3. Councilors reviewed Liaison descriptions and discussed duties in budget prep for departments.

*A motion was made 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 9:56PM.*

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Jon Jerabek, Clerk/Treasurer