

Minutes
Silver Lake City Council
Annual Meeting
January 4, 2021
Silver Lake Auditorium

Bruce Bebo was sworn in as Mayor. Michelle Schneider and Sandie Adams-Bruins were sworn in as City Councilors.

Mayor Bebo called the meeting to order at 6:35pm.

Members present: Mayor Bruce Bebo, Councilor Chris Penaz, Councilor Sandie Adams-Bruins, Councilor Michelle Schneider. Councilor Josh Winfrey listened remotely but did not participate in the meeting due to technical difficulties.

Staff present: Jon Jerabek

Others present: Karin Ramige, Robert Bruins, Steve Hackbarth

Motion by Penaz second by Adams-Bruins to approve the agenda. Vote for: Unanimous. Motion carried.

Consent Agenda

1. Approve minutes from December 21, 2020 Regular Meeting
2. Approve Payroll 1
3. Claims to be paid: \$24,802.83 (12/30/20)

Motion by Adams-Bruins second by Schneider to approve the consent agenda. Vote for: Unanimous. Motion carried.

New Business:

1. Resolution 21-01: Resolution Creating the Annual Appointments of the City of Silver Lake. Mayor Bebo presented his appointments for 2021. Councilor Penaz was appointed to Public Works Liaison, Councilor Adams-Bruins was appointed to Public Safety Liaison, Councilor Schneider was appointed to Municipal Liquor Dispensary Liaison, and Councilor Winfrey was appointed to Community Development/Planning Commission Liaison. Various official designations, positions and committees were appointed. *Motion by Penaz second by Adams-Bruins to approve Resolution 21-01. Vote for: Unanimous. Motion carried.* The Council reviewed changes to the Council Meeting Etiquette and Liaison Descriptions such as dress code, adding McLeod County Sheriff's Office to Public Safety, and combining Community Development/Planning Commission and Recreation: Pool, Parks, and Forestry Liaisons. *Motion by Adams-Bruins second by Schneider to approve the edits to the Council Meeting Etiquette and Liaison Descriptions as presented. Vote for: Unanimous. Motion carried.*
2. Resolution 21-02: Resolution Pre-Authorizing Payments by Clerk's Warrant(s). The Resolution authorized Clerk Jerabek to pay certain claims prior to Council approval and to utilize Electronic Fund Transfers. *Motion by Adams-Bruins second by Penaz to approve Resolution 21-02. Vote for: Unanimous. Motion carried.*
3. Resolution 21-03: Resolution Declaring City Council Members as Employees of the City. The Resolution designated the City Council as employees to be covered under Workers

Compensation Insurance. *Motion by Penaz second by Schneider to approve Resolution 21-03. Vote for: Unanimous. Motion carried.*

4. Resolution 21-04: Resolution Classifying Fund Balances for Financial Reporting Purposes. The Resolution classified all City Funds except enterprise funds as required by the Governmental Accounting Standards Board. *Motion by Penaz second by Adams-Bruins to approve Resolution 21-04. Vote for: Unanimous. Motion carried.*
5. Resolution 21-05: Resolution Authorizing the Use of Credit Cards by Designated City Employees to Make Purchases on Behalf of the City of Silver Lake for 2021. The Resolution allowed Clerk Jerabek and MLS Manager Darrell Kaczmarek to make purchases via the US Bank credit card. *Motion by Penaz second by Adams-Bruins to approve Resolution 21-05. Vote for: Unanimous. Motion carried.*
6. Cost of Living Adjustments Report. The report outlined the 2.5 percent COLA increases for each eligible City employee. *Motion by Adams-Bruins second by Penaz to approve the 2021 COLA Wage Report. Vote for: Unanimous. Motion carried.*

Open Discussion:

1. Discussed open meeting laws, public comment at meetings, Roberts Rules of Order, having a “team” mentality, specific goals for the Council, and the pace and length of meetings.

Motion by Penaz second by Adams-Bruins to adjourn this annual meeting of the Silver Lake City Council. Vote for: Unanimous. Motion carried.

Meeting adjourned at 7:01pm.

Jon Jerabek, Clerk/Treasurer

Seal of the City:

CITY COUNCIL

CITY OF SILVER LAKE

**RESOLUTION 21-01: RESOLUTION CREATING THE ANNUAL
APPOINTMENTS OF THE CITY OF SILVER LAKE**

WHEREAS, the City of Silver Lake has various committees to fill and statutory obligations to fulfill, and

WHEREAS, in order to effectively and properly maintain the operations of the City of Silver Lake, the Mayor makes annual appointments to committees and appoints various positions,

THEREFORE, BE IT RESOLVED, that the City Council of Silver Lake approves the following appointments for a term of one year to end on the 31st day of December in the year 2021:

Official City Depositories	First Community Bank Minnesota Municipal Money Market Fund
Official Newspaper	McLeod County Chronicle
City Attorney	Gavin, Janssen & Stabenow, LTD
Acting Mayor	Councilor Chris Penaz
Deputy Weed Inspector	Public Works Supervisor Dale Kosek
Civil Defense Director/ Emergency Response Coordinator	Sheriff Tim Langenfeld
City Administration Liaison	Mayor Bruce Bebo
Public Works Liaison	Councilor Chris Penaz
Public Safety Liaison	Councilor Sandie Adams-Bruins
Municipal Liquor Dispensary Liaison	Councilor Michelle Schneider
Community Development/ Planning Commission Liaison	Councilor Josh Winfrey
Assistant to all Liaisons	Mayor Bruce Bebo

Regular Meeting Dates & Times

3rd Monday of the month except January and February on 3rd Tuesday.
Quarterly meetings on April 5th, July 6th, & Oct. 4th.
All meetings start at 6:30pm unless otherwise noted.

**Economic Development Authority
Personnel Committee**

Members of the City Council
Mayor Bruce Bebo
Councilor Sandie Adams-Bruins
Department Head Jon Jerabek

Adopted by the City Council this 4th day of January 2021.

Bruce Bebo, Mayor

Seal of the City:

Jon Jerabek, Clerk/Treasurer

CITY COUNCIL
CITY OF SILVER LAKE

**RESOLUTION 21-02: RESOLUTION PRE-AUTHORIZING PAYMENTS BY
CLERK'S WARRANT(S)**

BE IT RESOLVED, that the City Clerk/Treasurer is hereby authorized to issue warrant(s), drawn on the proper fund, for the following expenditures:

All utilities, (water, sewer, electrical, natural gas, telephone, etc.), postage, payroll activity, annual lease payments, monthly insurance premiums, liquor store inventory supplies, purchases under two thousand dollars, and other contractual payments under which a contract was previously approved by the City Council.

Said claims to be paid upon proper presentation of claim.

BE IT FURTHER RESOLVED, that the City Clerk/Treasurer, is hereby authorized to utilize Electronic Funds Transfer directly from the City account at First Community Bank in the payment of the above-mentioned claims provided that all such claims be presented to the Council for its review at its next regularly scheduled meeting.

Adopted by the City Council this 4th day of January 2021.

Bruce Bebo, Mayor

Seal of the City:

Jon Jerabek, Clerk/Treasurer

CITY COUNCIL

CITY OF SILVER LAKE

RESOLUTION 21-03: RESOLUTION DECLARING CITY COUNCIL MEMBERS AS EMPLOYEES OF THE CITY

WHEREAS, Chapter 3, Section 7, Subd 1, of the Silver Lake City Code states that all elected officials shall receive a salary, a term that implies employment, and

WHEREAS, City Council Members in the performance of their duties, are exposed to minimal risk that could cause injury, and

WHEREAS, the City Council of the City of Silver Lake has determined that Workers Compensation benefits, as provided to Council Members, not only protects the Council Members in the performance of their duties for the benefit of the City but also protects the City's funds should a serious accident occur to a Council Member, and

WHEREAS, the offering of Workers Compensation from the League of Minnesota Cities Insurance Trust is of a low cost such that the cost of protection is insignificant to any reasonable City operations,

THEREFORE BE IT RESOLVED, that the City Council of the City of Silver Lake hereby declares a City Council Member an employee of the City eligible for Workers Compensation benefits.

Adopted by the City Council this 4th day of January 2021.

Bruce Bebo, Mayor

Seal of the City:

Jon Jerabek, Clerk/Treasurer

CITY COUNCIL
CITY OF SILVER LAKE

RESOLUTION 21-04: RESOLUTION CLASSIFYING FUND BALANCES FOR FINANCIAL REPORTING PURPOSES.

WHEREAS, the City of Silver Lake previously specified ending fund balances for the various City budgets as reserved, designated or unreserved; and

WHEREAS, the Governmental Accounting Standards Board (GASB) issued Statement No. 54, Fund Balance Reporting and Governmental Fund Type Definitions in February, 2009, which requires City Councils to make certain decisions regarding the use of resources and classifications of ending fund balance in order for the annual financial reports and audits to be in compliance with generally accepted accounting principles; and

WHEREAS, in accordance with the City’s General Fund Balance Policy the Council shall annually classify fund balances for the purpose of Financial Reporting into the following: Restricted, Committed, Assigned, and Unassigned.

THEREFORE BE IT RESOLVED, by the Silver Lake City Council that the following classifications be applied to the corresponding funds for the 2021 Financial Reporting period:

<u>Fund</u>	<u>Classification</u>
101-General Fund	Unassigned
204-Ambulance Fund	Committed
205-Fire Fund	Committed
207-CARES Fund	Committed
305-2007A Bond Fund	Restricted
315-Silver Edge Bond	Restricted
317-2013A GO Improvement	Restricted
404-PW Equip Fund	Assigned
405-Parks & Pool Fund	Assigned
407-Police Squad Fund	Assigned
408-Ambulance Unit Fund	Assigned
411-PW Streets Fund	Assigned
414-Forefeiture Fund	Assigned
416-Aud. Repair Fund	Assigned
417-Grove Ave Reconstruction	Assigned
418-Main Street Fund	Assigned
419-Infrastructure Improvement	Assigned
801-Fire Equip Fund	Committed
803-EDA Fund	Committed
804-Ambulance Equip Fund	Committed

BE IT FURTHER RESOLVED THAT, the City Clerk/Treasurer is to review the above Fund Balances at year end and if any fund balance is found to be in a deficit that fund balance is to be classified as: Unassigned.

Adopted this 4th day of January 2021.

Bruce Bebo, Mayor

Seal of the City:

Jon Jerabek, Clerk/Treasurer

CITY COUNCIL

CITY OF SILVER LAKE

RESOLUTION 21-05: RESOLUTION AUTHORIZING THE USE OF CREDIT CARDS BY DESIGNATED CITY EMPLOYEES TO MAKE PURCHASES ON BEHALF OF THE CITY OF SILVER LAKE FOR 2021

WHEREAS, pursuant to Minnesota Statute 471.382, the City Council may authorize the use of credit cards by City employees otherwise authorized to make purchases on behalf of the City; and

WHEREAS, the City of Silver Lake has developed a City Procurement Card Policy which complies with State Statutes, Rules and the City of Silver Lake’s policies regarding City purchases; and

WHEREAS, the authorization is subject to modification and revocation at any time by the Silver Lake City Council;

THEREFORE BE IT RESOLVED, by the City Council of the City of Silver Lake, McLeod County, Minnesota that the following designated City staff are hereby authorized to use purchasing/credit cards in the name of the City of Silver Lake:

- Jon Jerabek, City Clerk/Treasurer
- Darrell Kaczmarek, Municipal Liquor Store Manager

BE IT FURTHER RESOLVED, that the aforementioned designated City staff are hereby authorized to use the following City credit card to make purchases on behalf of the City of Silver Lake:

- One VISA credit card issued through US Bank in the name of the City.

Adopted this 4th day of January 2021.

Bruce Bebo, Mayor

Seal of the City:

Jon Jerabek, City Clerk