

Minutes
Silver Lake City Council
Regular Meeting
December 17, 2018

Councilors were present for a business welcome ceremony for Sawdust and Lace Designs from 6:00-6:15pm at 317 Main Street West.

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

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

Others present: Jon Jerabek, Clerk/Treasurer; RJ Cripps, Police Chief; Karin Ramige, McLeod Publishing; Dorothy Butler, Josh Winfrey, Chris Penaz, Harvey Mikolichek

A motion was made by Councilor Fogarty seconded by Councilor Merrill to approve the agenda.

Vote for: Unanimous

Motion carried.

Consent Agenda:

1. Approve minutes of the November 19, 2018 Regular Meeting
2. Approve payroll #24, 25, November Ambulance, Quarterly, and Annual Fire Department
3. Claims to be paid: \$24,104.90 (November EFT)
 \$22,746.47 (12/7/18)
 \$82,504.58 (11/28/18)

A motion was made by Councilor Merrill seconded by Councilor Mason to approve the Consent Agenda.

Vote for: Unanimous

Motion carried.

Truth In Taxation Hearing: Mayor Bebo opened the hearing at 6:32pm.

Clerk Jerabek presented the 2019 Budget and Levy information. Revenue and expense budgeted amounts were reviewed for all funds and departments. The total levy increase for 2019 would be 3.7%.

A motion was made by Councilor Merrill seconded by Councilor Fogarty to close the Truth In Taxation Public Hearing at 7:50pm

Vote for: Unanimous

Motion carried.

Resolution 18-23: Resolution Adopting the 2019 City Budget and Tax Levy for Taxes Collectible in 2019.

A motion was made by Councilor Fogarty seconded by Councilor Mason to approve Resolution 18-23 outlining a General Fund Levy of \$495,264.00, Debt Service Levy of \$23,986.00 and a Total Tax Levy for 2019 of \$519,250.00.

Vote for: Unanimous

Motion carried.

Old Business:

1. Ordinance 93: An Ordinance Amending Chapter 9 Sections 6, 8 and 10 of the Silver Lake Municipal Code Regarding Traffic, Parking, Motor Vehicles and Snow Removal Area. Councilor Johnson stated concerns of safety and signage issues on a current one-way street in the City. He stated those issues should be addressed before adding another one-way street.
A motion was made by Councilor Merrill seconded by Councilor Johnson to defer the second reading of Ordinance 93.
Vote for: Unanimous
Motion carried.
2. Police Department Space Plan Review. Clerk Jerabek informed the Council of the Building Inspector's determination that an ac/heat unit could not be installed on the east exterior wall due to the proximity to neighboring building. The rest of the plan that was presented at the November regular meeting would be sufficient for the office remodel. Harvey Mikolichek requested that the Council approve the plans to proceed with the remodel with the understanding that the City would not incur any costs and the plans would be permitted and inspected by a licensed inspector.
A motion was made by Councilor Nolan seconded by Councilor Mason to approve moving forward with the Police Department office remodel with no cost to the City and that all required inspections would be made.
Vote for: Unanimous
Motion carried.

New Business:

1. Resolution 18-22: Resolution Authorizing Year-End Transfers to Various Funds. The Council reviewed the resolution and Clerk Jerabek stated that all transfers were budgeted for 2018 except the \$10,000 transfer from Public Works to the Storm Sewer Fund. The money was originally budgeted for Storm Sewer repairs.
A motion was made by Councilor Fogarty seconded by Councilor Johnson to approve Resolution 18-22 outlining total transfers of \$185,535.00 for 2018.
Vote for: Unanimous
Motion carried.
2. Resolution 18-24: Resolution Adopting the McLeod County Emergency Operations Plan. McLeod County reviews their plan yearly and updates it as necessary. The City would still be able to specify specific locations and appoint a Civil Defense Director/Emergency Response Coordinator.
A motion was made by Councilor Fogarty seconded by Councilor Merrill to approve Resolution 18-24 adopting the McLeod County Emergency Operations Plan.
Vote for: Unanimous
Motion carried.

Department Business:

1. Public Works (PW) – Councilor Johnson reported the following:

- a. Sidewalk snow removal letters were sent to property owners.
 - b. Snow Bird Policy was reviewed with tow agency.
 - c. SEH has been working on legal description for ditch easement. City Attorney will draft and sent easement when completed.
 - d. The skating rink flooding will begin when the weather cooperates.
2. Public Safety – Councilor Mason and Police Chief Cripps reported the following:
- a. Request to approve Fire Department and Ambulance officer positions for 2019.
A motion was made by Councilor Mason seconded by Councilor Johnson to approve all Fire Department and Ambulance Department officer positions for 2019 as requested.
Vote for: Unanimous
Motion carried.
 - b. Phone scams have been an issue in the City. The Police Department has been trying to inform the public on the problem.
 - c. Waste Management was contacted to inform them that drivers have been disobeying traffic laws in the City.
 - d. The year-end crime log was reviewed.
 - e. Snowbird tow and ticketing procedure was discussed.
 - f. Council was updated on 104 Grove Ave S multi-unit occupancy certificate.
3. MLS – Councilor Merrill reported the following:
- a. Sales for November were \$42,535.19 with a net profit of \$1,225.77. Sales year-to-date were \$480,732.82 with a net profit of \$12,576.82.
 - b. Request for MLS to stay open until 1:30am on Tuesday, January 1, 2019 for the New Year’s Eve Party.
A motion was made by Councilor Merrill seconded by Councilor Mason to approve for the MLS to remain open until 1:30am on Tuesday, January 1, 2019.
Vote for: Unanimous
Motion carried.
4. Community Development – Councilor Fogarty and Clerk Jerabek reported the following:
- a. Planning Commission did not meet in November.
 - b. A realtor representing Roosevelt Broadcasting Company inquired whether the City would be interested in purchasing land near the sewer treatment ponds.
 - c. The McLeod County Administrator inquired about the City’s interest in obtaining the County shed and property in the City through a possible street turnback.
5. Administration – Clerk Jerabek reported the following:
- a. November treasurer’s report given.
 - b. The City was awarded a \$10,000 matching grant for new well controls and emergency alarms from the State of MN for source water protection implementation.
 - c. Request to approve 6-month training evaluation for Deputy Clerk Karissa Kurth and wage increase from \$16.27 to \$16.69.
A motion was made by Councilor Johnson seconded by Councilor Fogarty to approve the 6-month review and wage increase for Deputy Clerk Karissa Kurth.
Vote for: Unanimous
Motion carried.

Open Discussion:

1. The new Council members will be sworn in at the annual meeting on January 7, 2019.
2. Mayor Bebo addressed the Council and those present on the last 18 years of his service to the City and his hopes for the City's future.
3. Councilor Merrill made a statement on his gratitude for serving on the City Council.
4. Councilor Mason stated it was an honor to serve on the Council and wished the newly elected members well.
5. Mayor Bebo and Councilor Mason will be picking up Christmas trees on Saturday, January 5, 2019.

A motion was made by Councilor Mason seconded by Councilor Merrill to adjourn this regular meeting of the Silver Lake City Council.

Vote for: Unanimous

Motion carried; meeting adjourned at 9:28PM.

Jon Jerabek, Clerk/Treasurer

Seal of the City:

CITY COUNCIL
CITY OF SILVER LAKE

**RESOLUTION 18-22: RESOLUTION AUTHORIZING YEAR-END TRANSFERS
TO VARIOUS FUNDS**

WHEREAS, the City of Silver Lake recognizes the need to plan for future expenditures and improvements; and

WHEREAS, the City has budgeted various transfers among funds as part of the capital improvement process designed to reserve monies for these expenses and improvements.

THEREFORE BE IT RESOLVED, by the Council of the City of Silver Lake, McLeod County, Minnesota, that the following transfers be completed:

<u>Transfer From</u>	<u>Transfer To</u>	<u>Amount</u>
101-42200 (Fire)	205-42200 (Fire)	\$ 31,000.00
101-42200 (Fire)	801-42200 (Fire Trust)	\$ 5,000.00
101-42153 (Amb)	204-42153 (Amb)	\$ 10,000.00
101-43100 (Streets)	404-43100 (PW)	\$ 7,000.00
101-42100 (PD)	407-42100 (Squad)	\$ 13,000.00
101-43100 (Streets)	411-43100 (Streets Imp.)	\$ 8,000.00
101-45181 (Aud.)	416-45181 (Aud)	\$ 5,000.00
101-43125 (Snow&Ice)	404-43100 (PW Equip)	\$ 1,500.00
101-41910 (Comm Dev)	803-46500 (EDA)	\$ 10,000.00
101-41910 (Comm Dev)	418-46500 (Main St)	\$ 35,035.00
101-43100 (Streets)	609-49650 (Storm Sewer)	\$ 10,000.00
610-49750-721 (MLS)	101-39206 (General)	\$ 10,000.00
608-49450-723 (Sewer)	317-43100 (2013A Bond)	\$ 5,000.00
607-49400-723 (Water)	317-43100 (2013A Bond)	\$ 35,000.00

Total Transfers \$185,535.00

Adopted by the Council this 17th day of December 2018.

Bruce Bebo, Mayor

Seal of The City:

Jon Jerabek, Clerk/Treasurer

CITY COUNCIL

CITY OF SILVER LAKE

**RESOLUTION 18-23: RESOLUTION ADOPTING THE 2019 CITY BUDGET
AND TAX LEVY FOR TAXES COLLECTIBLE IN 2019**

WHEREAS, the City of Silver Lake has complied with the State of Minnesota’s budget and tax levy requirements; and

WHEREAS, the City has determined its projected revenues & expenditures for the year 2019 for the following funds:

- General Fund
- Special Revenue Funds
- Capital Improvement Funds
- Enterprise Funds

WHEREAS, the City has also determined its needs for tax revenues through these procedures.

THEREFORE BE IT RESOLVED, by the Council of the City of Silver Lake, McLeod County, Minnesota, that the 2019 City Budget be adopted as presented and the following sum of money be levied for the current year, collectible in 2019, upon the taxable property in the City of Silver Lake:

General Fund	\$495,264.00
GO Bond Fund 2013A	\$ 23,986.00
Total Tax Levy	\$519,250.00

BE IT FURTHER RESOLVED, that the City Clerk/Treasurer is hereby instructed to transmit a copy of this resolution to the County Auditor of McLeod County, Minnesota.

Adopted by the Council this 17th day of December 2018.

Bruce Bebo, Mayor

Seal of The City:

Jon Jerabek, Clerk/Treasurer

CITY COUNCIL
CITY OF SILVER LAKE

**RESOLUTION 18-24: RESOLUTION ADOPTING THE MCLEOD COUNTY
EMERGENCY OPERATIONS PLAN**

WHEREAS, Chapter 12 of Minnesota Statutes and the Robert T. Stafford Act, and the Superfund Amendments and Reauthorization Act of 1986 require all counties and incorporated municipalities to develop and adopt plans for preparing for, responding to, recovering from, and mitigating the effects of emergencies and disasters; and

WHEREAS, such plans are required to address all hazards and must meet the specific planning items outlined in the most current version of the MNWALK; and

WHEREAS, such plans must be well integrated and coordinated to account for the fact that emergencies in one jurisdiction may have an impact on other nearby jurisdictions; and

WHEREAS, the plan must include an implementation and maintenance process including plan updates, integration of the plan into other planning documents and how the County will activate and coordinate activities with the affected jurisdictions; and

WHEREAS, McLeod County Emergency Management has indicated its willingness to coordinate these efforts should the municipality so desire; and

WHEREAS, the plan will be shared with all municipalities, the County Board of Commissioners and the State of Minnesota Department of Public Safety, Division of Homeland Security and Emergency Management for coordination; and

WHEREAS, the above reasons make it desirable for the county to utilize common planning and response elements designed to integrate our emergency preparedness, response, recovery, and mitigation efforts; and

WHEREAS, such indication is a requirement of the National Incident Management System (NIMS) and the National Response Plan which is the template for all jurisdictions in the United States; and

WHEREAS, this Countywide Emergency Operations Plan has been certified as meeting or exceeding all standards for emergency planning by the State of Minnesota Department of Public Safety, Division of Homeland Security and Emergency Management for McLeod County and for any jurisdiction within McLeod County that chooses to adopt this plan as their municipal Emergency Operations Plan; and

WHEREAS, this resolution does not preclude the city from preparing its own plan in the future should it desire to do so.

NOW THEREFORE BE IT RESOLVED, that City of Silver Lake supports the county-wide all-hazard Emergency Operations Plan development effort, and,

BE IT FURTHER RESOLVED, that the City of Silver Lake hereby adopts this Countywide Emergency Operations Plan as the Emergency Operations Plan for the city, and,

BE IT FURTHER RESOLVED, that the City of Silver Lake requests that the McLeod County Emergency Management coordinate all-hazard Emergency Operations Plan development and maintenance efforts for the city in the future.

Adopted by the Council this 17th day of December 2018.

Bruce Bebo, Mayor

Seal of the City:

Attest:

Jon Jerabek, Clerk/Treasurer