

Minutes
Silver Lake City Council
Regular Meeting
December 21, 2020
Silver Lake Auditorium

Mayor Butler called the Truth in Taxation Hearing to order at 6:00pm.

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

Staff present: Jon Jerabek

Others present: Bruce Bebo, Karin Ramige, Michelle Schneider

Clerk Jerabek presented the 2021 Budget and Levy information. Revenue and expense budgeted amounts were reviewed for all funds and departments. The total General Fund Levy would be set at \$525,641 and the Debt Service Levy would be set at \$23,671 for a total of \$545,359. The levy total would be a 1.75% increase from the 2020 budget.

Mayor Butler closed the Truth in Taxation Hearing at 6:37pm.

Mayor Butler called the regular meeting to order at 6:40pm.

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

Staff present: Jon Jerabek, Steve Hackbarth, Dale Kosek

Others present: Bruce Bebo, Karin Ramige, John Rodeberg, Michelle Schneider, Tim Langenfeld, Sarah Kahn, Roxy Yurek

Motion by Winfrey second by Fogarty to approve the agenda. Vote for: Unanimous. Motion carried.

Consent Agenda

1. Approve minutes from November 16, 2020 Regular Meeting
2. Approve minutes from December 1, 2020 Special Meeting
3. Approve Payroll 24, 25, 26, November Ambulance, Annual Fire Department, and Quarterly 4
4. Claims to be paid: \$49,138.85 (11/20/20); \$20,194.78 (November EFT); \$82,130.30 (12/04/20); \$25,555.45 (12/18/20)

Motion by Fogarty second by Johnson to approve the Consent Agenda with edit on page 3 of November 16 minutes from 128% to 182%. Vote for: Unanimous. Motion carried.

Public Comment – No comment.

Department Business

1. Public Works
 - a. PeopleService October 2020 report reviewed.
 - b. Department bathroom update from CARES funds and water heater replacement completed.

- c. Business banners removed due to wear.
 - d. Researching holiday decoration rental and installation companies.
 - e. With lack of snowfall events, department has been updating equipment, upgrading lighting, organizing the shop, documenting chemical inventory for City buildings, documenting SafeAssure training, and documenting service reports electronically.
 - f. Council Request to approve 6-Month Training Review for Maintenance III employee Jerrod Weckman. *Motion by Winfrey second by Johnson to approve review for Jerrod Weckman and to retain with step increase to \$17.45 per hour. Vote for: Unanimous. Motion carried.*
2. Public Safety
- a. Police Services
 - i. Reviewed November calls provided by McLeod County Sheriff's Office.
 - ii. Sheriff Tim Langenfeld informed Council that MCSO was still in hiring process for new deputies. MCSO has been logging between 40 and 50 hours per week with staffing decreased due to COVID.
 - b. Fire Department
 - i. October run report reviewed with 19 calls.
 - ii. Four new firefighters completing training remotely due to in-person training suspended.
 - iii. Meetings postponed due to COVID.
 - iv. Emergency repairs completed on Pumper 3 and Tanker 1.
 - v. Chief Kosek commended the firefighters for their hard work during the pandemic.
 - c. Ambulance
 - i. October run report reviewed with 14 calls.
 - ii. Meetings postponed due to COVID.
 - iii. Tempus Pro monitor purchased after Council approval on December 1, 2020.
3. Municipal Liquor Store
- a. Sales for November were \$38,458.89 with a loss of \$5,087.60. Year-to-date sales were \$514,193.88 with a profit of \$640.57.
 - b. Items purchased through CARES funds have been installed.
 - c. Promotional items being tried to increase business.
 - d. MLS to be closed on December 25, 2020 and January 1, 2021.
4. Recreation
- a. No report.
5. Community Development
- a. Planning Commission met on December 8, 2020.
 - i. Reviewed option for remote-read lawn meters. Based on initial estimates, cost would be around \$600 or \$450 if returning current lawn meter. Discussed option to enact better policy on current meters rather than switch to remote read.
 - ii. Conditional Use Permit application received from 113 Main St W for ground floor residential area. Public Hearing to be held January 12 with Council review on January 19.

6. Administration

- a. November Treasurer’s Report.
- b. Council discussed non-DOT random drug and alcohol testing frequency and number of employees to test. Previously the City tested 4-6 employees per quarter. *Motion by Penaz second by Johnson to set random non-DOT drug and alcohol testing frequency to quarterly and for 3 employees to be selected per quarter. Vote for: Unanimous. Motion carried.*
- c. Council reviewed agreement with Gavin, Janssen, and Stabenow for attorney services in 2021. Ken Janssen would maintain his role as the designated attorney for the City. Hourly rate to be set at \$125 per hour for attorneys and \$35 per hour for other legal services with a minimum time billed of 15 minutes for both rates. *Motion by Fogarty second by Penaz to approve the Contract for Criminal Prosecution, Civil Ordinance Violation and Civil Municipal City Attorney Legal Services with Kenneth Janssen of Gavin, Janssen & Stabenow. Vote for: Unanimous. Motion carried.*

Old Business:

- 1. Preliminary Engineering Report Request from SEH. John Rodeberg, SEH, outlined the increased scope of the Infrastructure Improvement Project from the original agreement and requested to increase the not-to-exceed amount for work performed from \$100,000 to \$148,000. SEH has already incurred most of these costs. Rodeberg also presented the 5-10 year phased project outline. The Council discussed the importance of continuing with the project. *Motion by Penaz second by Winfrey to approve the request from SEH for increasing the not-to-exceed Preliminary Engineering Report amount to \$148,000. Vote for: Unanimous. Motion carried.*
- 2. LTD Water Tower Lease. Clerk Jerabek informed the Council that Dale Romsos, SEH, recommended that City require a comprehensive review of the plans, equipment, and installation of the proposed lease due to high risk and liability concerns. LTD stated they have completed many similar projects without completing such reviews. The Council consensus was to require the review and for LTD to pay the estimated cost of \$8,000 if they decide to move forward with the lease.
- 3. Local State of Emergency Review. The Council discussed maintaining the local emergency to follow the State of Minnesota Peacetime Emergency.
- 4. Resolution 20-25: Resolution Adopting 2021 Fee Schedule. The Council reviewed the 2021 Fee Schedule and discussed the effect of increased Ambulance rates on the department, insurance, and patients. Fee changes listed:

Fee	2020	2021
Water meter (including remote)	\$150.00	City Cost + 5%
Storm Water Utility Fee (Basic System Rate)	4	6
Ambulance Services		
-Base Charge (Normal)	\$750.00	\$900.00
-Base Charge (Accident Response)	\$750.00	\$900.00
-Mileage (per loaded mile)	\$15.00	\$18.00
Special Police Services	\$35.00/hr.	\$45.00/hr.
Auditorium – Rent Rates		
-Lower Level	\$200.00	\$250.00
-Upper Level (Kitchen Included)	\$200.00	\$250.00
-Upper Level with Bar Open (Kitchen Included)	\$250.00	\$300.00

-Extra Day for Decoration (Day prior to Event)	\$50.00	\$75.00
-Extra Day for Clean-up (Day after Event)		\$75.00
-Bartender (per hour)	\$15.00	\$20.00

Motion by Fogarty second by Penaz to approve Resolution 20-25. Vote for: Unanimous. Motion carried.

5. Resolution 20-26: Resolution Adopting the 2021 City Budget and Tax Levy for Taxes Collectible in 2021. The Council reviewed the proposed budget and tax levy for all city funds and departments. The budget would result in a \$525,641 General Fund Levy and \$23,671 Debt Levy. *Motion by Fogarty second by Penaz to approve Resolution 20-26. Vote for: Unanimous. Motion carried.*
6. Capital Improvement Plan. Clerk Jerabek outlined 2021-2025 capital improvements for City Buildings, Public Works, Fire, Ambulance, MLS, and Utilities. Many of the expenditures are funded through yearly transfers to capital improvement funds. Infrastructure projects unknown due to uncertain scope of USDA Rural Development project.

New Business:

1. SEH General Services Agreement. The Council reviewed an agreement for general engineering services such as site plan review, mapping, grant writing, project review, etc. for 2021. *Motion by Penaz second by Johnson to approve the \$2,000 General Services Agreement with SEH for 2021. Vote for: Unanimous. Motion carried.*
2. Expert T Ambulance Billing Contract. The Council reviewed an agreement for billing services provided by Expert T Billing from January 1, 2021 through December 31, 2025. The charge per run would be set at \$29 with the option to adjust every 2 years. The Council discussed charge collection and uncollectable debts. *Motion by Fogarty second by Penaz to approve the Ambulance Service Billing Agreement with Expert T Billing. Vote for: Unanimous. Motion carried.*
3. Resolution 20-27: Resolution Authorizing Year-End Transfers to Various Funds. The Council reviewed the budgeted transfers for 2020 and discussed the option to reallocate the Police Squad transfer amount of \$13,000 to the Parks and Pool Capital Fund to assist with the swimming pool repairs. *Motion by Winfrey second by Johnson to approve Resolution 20-27 with the \$13,000 Police Squad transfer reallocated to the Parks and Pool Capital Fund. Vote for: Winfrey, Johnson, Penaz. Vote against: Butler, Fogarty. Motion carried.*
4. Resolution 20-28: Resolution Designating Polling Place for 2021. The election polling location would be at the Silver Lake Auditorium at 320 Main St W. *Motion by Fogarty second by Johnson to approve Resolution 20-28. Vote for: Unanimous. Motion carried.*
5. Resolution 20-29: Resolution Accepting Donations Received. The resolution outlined \$22,064.35 in donations from various individuals and organization received in 2020. *Motion by Fogarty second by Johnson to approve Resolution 20-29. Vote for: Unanimous. Motion carried.*

Open Discussion – None.

Motion by Fogarty second by Penaz to adjourn this regular meeting of the Silver Lake City Council. Vote for: Unanimous. Motion carried.

Meeting adjourned at 8:51pm.

Jon Jerabek, Clerk/Treasurer

Seal of the City:

CITY COUNCIL
CITY OF SILVER LAKE

RESOLUTION 20-25: RESOLUTION ADOPTING 2021 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 2021 Fee Schedule as shown in Exhibit A effective January 1, 2021.

Adopted by the City Council this 21st day of December 2020.

Dorothy Butler, Mayor

Jon Jerabek, Clerk/Treasurer

SEAL:

Exhibit A
City Of Silver Lake
2021 Fee Schedule

Photocopies and Other Misc. Charges:	Fee
Copies	\$0.25
Send Fax (1st Page)	\$5.00
Each Additional Page	\$1.00
Receive Fax (1st Page)	\$2.00
Each Additional Page	\$0.50
Return Check fee	\$30.00
Assessment Search	\$20.00
City Maps	
8.5X11	free
11X17	free
24X36	\$5.00
Publications	Cost plus tax

Business Licenses:

Fee required at time of application. Issuance subject to Council approval. All licenses and permits expire at midnight, December 31st of the license year unless otherwise noted. Fees are not prorated for partial terms.

Liquor On-Sale	\$2,500.00
Club Liquor On Sale	\$300.00
Liquor On-Sale (temporary per day)	\$25.00
Wine On-Sale	\$150.00
3.2 Beer on-sale	\$150.00
3.2 Beer off-sale	\$25.00
3.2 Beer on-sale (temporary 1st day)	\$25.00
(each additional day)	\$10.00
Dance/Live music	\$25.00

Transient merchants, Peddlers, Solicitors

per day	\$30.00
per week	\$50.00
per month	\$75.00
per year	\$200.00
Multi-Unit Housing Certificate (per unit)	\$25.00
Multi-Unit Housing Special/Re-Inspection	\$50.00

Building and Zoning charges:

Building Permit	1994 Code
General permit	\$50.00 + State Surcharge
Heating/Air Conditioning Permit	See Building Code Fee Schedule
Plumbing Permit	See Building Code Fee Schedule
Plan Review	65% of Bldg. Permit Fee
Plan Review Deposit	Cost of Plan Review Fee
Copy of Zoning Ord.	\$10.00
Copy of Subd. Ord.	\$5.00
Permit Renewal (if no changes are made to original)	1/2 the original permit fee

Zoning and Subdivision Fees:

Fees collected at the time application is submitted for City review. Fees cover the cost of staff time, office supplies, telephone calls, etc. Additional fees or deposits against out of pocket costs by the City may also apply. Refund of fee less 50% if applicatin is withdrawn a minimum of two weeks prior to meeting.

Appeals	no charge
Conditional Use Permit Application	\$150.00
Rezoning/Amendment application	\$150.00
Variance Application	\$150.00
Prelininary Plat:	
a) Initial Application	\$100.00
(plus per lot fee)	\$5.00
b) Reapplication	\$50.00
Final Plat:	
a) Initial Application	\$50.00
(plus per lot fee)	\$2.50
b) Reapplication	\$25.00
Replat:	
a) Initial Application	\$50.00
b) Reapplication	\$25.00
Minor Subdivision:	
a) Initial Application	\$50.00
b) Reapplication	\$25.00
Annexation Petition	\$500.00

Water, Sewer Storm Sewer Utility:

Billed Monthly. Sales tax charged on commercial accounts. Past due accounts subject to a penalty.

Water Base Charge (monthly)	\$14.00
Water Usage Charge (per 1,000 gals.)	\$8.50
State testing fee (monthly) State Mandated	\$0.81
Sewer Base Charge (monthly)	\$14.00
Sewer Usage Charge (per 1,000 gals.)	\$10.50
Sewer hook-up (initial unit)	\$2,500.00
(Each additional multi family unit)	\$500.00
Water meter (including remote)	City Cost + 5%
Water hook-up (initial unit)	\$2,500.00
(additional units)	\$500.00
Water turn on Charge	\$50.00
Water turn off Charge	\$50.00
Monthly late penalties	5.00%
Certify to taxes	30.00%

Storm Water Utility Fee
 REF Rate x Basic System Rate (\$6.00)=Monthly SWU Fee

Varies

<u>Classification</u>	<u>Land Use</u>	<u>REF Rate</u>
<u>Residential Lots</u>		
1	Apartment Units	
	apartment - (each unit)	0.25
or to apartment owner based upon non-residential square footage below		
2	Single Family Residential	1.0
3	Twin Home (each unit)	1.0
4	Four Plex (each unit).	0.5
5	Single Family Manufactured Home in Manufactured Housing Park	0.25
<u>Non-Residential Lots</u>		
6	up to 7,000 square feet	2.0
7	7,001 to 14,520 square feet	3.0
8	14,521 to 43,560 square feet	4.0
9	43,560 to 87,160 square feet	8.0
10	87,161 to 174,240 square feet	12.0
11	over 174,241 square feet	16.0
12	Vacant Lot (no structures/no hard surface)	0.0

Ambulance Service

Base Charge (Normal)	\$900.00
Base Charge (Accident Response)	\$900.00
Mileage (per loaded mile)	\$18.00
Supplies	\$0.00
Ambulance Report each (one provided free to patient)	\$5.00
Advanced Life Support (ALS) Intercept	Varies by provider

Police Services

Special Police Services (public dance protection)	\$45/hour for each officer
Police Reports	\$5.00

Public Works Department

Labor & Equipment (per hour) ie. Snow removal/cleanup	\$100.00
Administrative Fee (Billing)	\$25.00
Administrative Fee (Assessment Prep)	\$25.00
Street Opening Permit	\$300.00

Auditorium - Rent Rates

Lower Level	\$250.00
Upper Level (Kitchen Included)	\$250.00
Upper Level with Bar Open (Kitchen Included)	\$300.00
Wedding Reception - Includes rental of entire facility	\$450.00
Extra Day for Decoration (Day prior to Event)	\$75.00
Extra Day for Clean-up (Day after Event)	\$75.00
Bartender (per hour)	\$20.00

CITY COUNCIL
CITY OF SILVER LAKE

**RESOLUTION 20-26: RESOLUTION ADOPTING THE 2021 CITY BUDGET
AND TAX LEVY FOR TAXES COLLECTIBLE IN 2021**

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 2021 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 2021 City Budget be adopted as presented and the following sum of money be levied for the current year, collectible in 2021, upon the taxable property in the City of Silver Lake:

General Fund	\$ 525,641
GO Bond Fund 2013A	<u>\$ 23,671</u>
Total Tax Levy	\$ 549,312

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 21st day of December 2020.

Dorothy Butler, Mayor

Seal of The City:

Jon Jerabek, Clerk/Treasurer

CITY COUNCIL
CITY OF SILVER LAKE

**RESOLUTION 20-27: 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:

Transfer From	Transfer To	Amount
101-42200 (Fire)	205-42200 (Fire)	\$ 36,940.00
101-42200 (Fire)	801-42200 (Fire Trust)	\$ 5,000.00
101-42153 (Ambulance)	204-42153 (Ambulance)	\$ 10,000.00
101-43100 (Public Works)	404-43100 (Public Works Equipment)	\$ 7,000.00
101-42100 (Police)	405-45200 (Parks and Pool)	\$ 13,000.00
101-43100 (Public Works)	411-43100 (Public Works Streets)	\$ 11,000.00
101-45181 (Auditorium)	416-45181 (Auditorium Repair)	\$ 5,000.00
101-45124 (Swimming Pool)	405-45200 (Parks and Pool)	\$ 32,000.00
101-43125 (Snow & Ice)	404-43100 (Public Works Equipment)	\$ 3,000.00
101-41910 (Comm. Development)	418-46500 (Main Street)	\$ 17,000.00
101-41910 (Comm. Development)	803-00000 (Economic Development)	\$ 5,000.00
610-49750 (Municipal Liquor Store)	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		\$194,940.00

Adopted by the Council this 21st day of December 2020.

Dorothy Butler, Mayor

Seal of The City:

Jon Jerabek, Clerk/Treasurer

CITY COUNCIL
CITY OF SILVER LAKE

RESOLUTION 20-28: RESOLUTION DESIGNATING POLLING PLACE FOR 2021

WHEREAS, the City Council is required to designate a polling place every year by December 31 for the following calendar year, and

WHEREAS, the polling place must meet certain criteria as outlined in MN Statute 204B.16, and

WHEREAS, the Silver Lake Auditorium meets the requirements as outlined in said statute,

THEREFORE BE IT RESOLVED, by the Silver Lake City Council that the Silver Lake Auditorium located at 320 Main St W in Silver Lake, MN is hereby designated as the polling place for 2021.

Adopted by the City Council this 21st day of December 2020.

Dorothy Butler, Mayor

Seal of the City:

Jon Jerabek, Clerk/Treasurer

CITY COUNCIL
CITY OF SILVER LAKE

RESOLUTION 20-29: RESOLUTION ACCEPTING DONATIONS RECEIVED

WHEREAS, Minnesota Statutes Section 465.03 provides that donations to the City be accepted by resolution of the City of Council; and

WHEREAS, the City of Silver Lake has received the following donations:

<u>Donor</u>	<u>Amount</u>	<u>Purpose</u>
First Community Bank	\$100.00	Logo/Slogan Contest
Silver Lake Lions	\$200.00	Logo/Slogan Contest
Crow River Sno Pros	\$250.00	Eagle Scout Project
Silver Lake Pool and Parks	\$800.00	Swimming Pool Repairs
VFW Post 5102	\$500.00	Eagle Scout Project
Unknown	\$133.00	Swimming Pool
Various Persons	\$430.00	Ambulance
Degree of Honor	\$300.00	Ambulance
Silver Lake Lions	\$1,200.00	Summer Recreation
Dorothy Butler	\$500.00	Ambulance Power Cot
Silver Lake Lions	\$100.00	Eagle Scout Project
Rich Valley Township	\$5,000.00	Ambulance Power Cot
Hale Township	\$6,000.00	Ambulance Power Cot
Silver Lake Legion	\$200.00	Eagle Scout Project
Silver Lake Lions	\$5,000.00	Swimming Pool Repairs
Silver Lake Lions	<u>\$1,351.35</u>	Street Name Signs
	\$22,064.35	

WHEREAS, it is the recommendation of staff that the City accept these donations.

THEREFORE BE IT RESOLVED, by the City Council of the City of Silver Lake, Minnesota, that the City graciously appreciates and accepts these donations and will use them as prescribed.

Adopted by the Silver Lake City Council this the 21st day of December 2020.

Dorothy Butler, Mayor

Seal of the City:

Jon Jerabek, Clerk/Treasurer