

Minutes
Silver Lake City Council
Regular Meeting
6:30pm, January 17, 2023
Silver Lake Auditorium

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

Members Present: Mayor Bruce Bebo, Councilor Sandie Adams-Bruins, Councilor Joanna Jacobs, Councilor Josh Mason, Councilor Chris Penaz

Members Absent: None

Staff Present: Diane Pedersen, Dale Kosek

Others Present: Karin Ramige, Jim Nowak

Motion by Councilor Jacobs second by Councilor Penaz to approve the agenda. Vote for: Unanimous. Motion carried.

Consent Agenda:

1. Approve minutes from January 6, 2023, Annual Meeting
2. Approve Payroll 1 and December Ambulance
3. Approve Claims

Motion by Councilor Penaz second by Councilor Jacobs to approve the consent agenda. Vote for: Unanimous. Motion carried.

Public Comment – None

Department Business:

1. Public Works Liaison Report
 - a. Snow removal and plowing went well.
 - b. Residents are asking that the sidewalk shoveling policy be reviewed. The city council discussed the request and has decided to abandon the snow removal ordinance for sidewalks for the remainder of the snow season so the city streets can be widened prior to any additional snow that may fall.

Motion by Councilor Penaz second by Councilor Adams-Bruins to approve the abandonment of the sidewalk shoveling ordinance for the remainder of this snow season except for the sidewalks in the business district on Main Street from Grove Ave to Park Ave E and the sidewalks on Lake Street from Main Street to Silver Lake, effective January 18, 2023. Public Works will continue to plow the snow to the middle of these streets and haul it out. Vote for: Unanimous. Motion carried.

- c. Monitoring ice dams and snow removal on roofs.
- d. The city plow truck starter caught on fire Friday morning when Jerrod was going to go out and do clean-up.
- e. Water issue in city office due to ice dams. MNSPECT will come and look at it and provide guidance. The council wants a plan to fix and update the city office roof and inside. Need to find a location for the Clerk and Deputy Clerk to work during renovations.
- f. The starter on the snowplow burnt itself out and caught on fire 1/13/2023 when Public Works tried to start it to go out and sand roads. Jerry's Transmission is currently working on the repairs, and it should be back soon.
- g. PeopleService Report
 - i. November Maintenance expenditures
 - ii. December O&M Report
 - iii. December WO Maintenance Report

- h. 4500 gallons of water was purchased by a private party for making snow. With all the snow that has fallen this year, they have hauled snow rather than make it.
2. Public Safety Liaison Report
 - a. Fire Department
 - i. Reviewed December calls.
 - ii. Ordering Knox boxes for apartments with locked doors as well as city buildings. They are high security boxes with a cost of \$500 per site.
 - iii. Ambulance Chief Ardolf-Mason reviewed HIPPA guidelines with department members.
 - iv. Villager Apartments had its 6-month inspection. All finished apartments passed inspection. There are still two (2) units that are not complete and did not pass fire inspection.
 - b. Sheriff's Report
 - i. Event type report
 - ii. Police Hours
 - iii. Reviewed city ordinance regarding snow removal and towing and snow emergencies. Deputy Ward feels the city ordinance and snow emergency notifications posted on the city website and Facebook provide adequate public notice.
 - c. Ambulance Report
 - i. Total runs in 2022 were 162 compared to 163 in 2021.
 - ii. January 2023 there have been five calls so far.
 - iii. An application has been received for an EMT. The current roster is 6 EMR's (3 of which are enrolled to become EMT's) and 6 EMT's.
 - iv. Currently have 4 crews with active rotation.
 - v. Dual coverage with Allina will be changing back to the previous contract of M-F 0600-1800, beginning February 1, 2023.
 - vi. State inspection was completed on January 12, 2023, and it went well.
 - vii. HIPPA compliance training was completed by Chief Mason with the SL Fire Dept and SL Ambulance.
 - viii. Brakes were replaced/repared on the ambulance this month.
 - ix. Communication and training have been going well.
 3. Municipal Liquor Liaison Report
 - a. Year-End inventory went well with the city auditor. The inventory counts were accurate and only one counting error and one pricing error were found and both were corrected that day.
 - b. Ice golf is scheduled for February 18th, and current plans are that ice conditions will be ok, and ice golf will take place. Details will be posted on the Muni Facebook as they develop.
 - c. Silver Lake Civics Organization will be holding their beanbag tournament at the Auditorium on January 21st. More details can be found on their Facebook page.
 - d. No financials available at this time.
 - e. The hiring committee will consist of the interim Manager Karissa Kurth, Council Liaison Chris Penaz, and Council member Joanna Jacobs. Last time another MMBA member was present as well, they may attend again. The position is open until filled; interviews should be scheduled soon.
 - f. Request for Action – MMBA Director Hours
 - i. Request for compensation for Karissa rather than requiring her to use vacation when attending MMBA Board meetings, legislative day, annual conference and regional meetings for 2023 (up to none days). Mileage, meals and hotel are covered by MMBA, so the only cost to the city is her wage.

Motion by Councilor Penaz second by Councilor Mason to approve the request for compensation for Karissa while attending 2023 MMBA meetings. Vote for: Unanimous. Motion carried.

- g. Request for Action – Regain vacation hours lost. With filling two positions, it is hard to take time off and thus 4.17 hours of vacation were lost due to her reaching her current maximum.

Motion by Councilor Penaz second by Councilor Jacobs to approve the request for regain 4.17 hours of lost vacation time by Karissa due to covering two positions. Vote for: Unanimous. Motion carried.

- h. Request for Action – Request to accept retirement of Bonnie Dahl effective January 5, 2023. She has been a bartender for twelve years.

Motion by Councilor Penaz second by Councilor Mason to accept the retirement of Bonnie Dahl from the MLS effective January 5, 2023. Vote for: Unanimous. Motion carried.

- i. The decision to close the MLS due to snow events is made by the MLS Manager.

4. Community Development

- a. Planning Commission met on Tuesday, January 10, 2023.

- i. Met with Jim Nowak regarding the LED sign.

- 1. All permits are in and have now been issued. The cost was covered by donations received.
- 2. Deciding if poles will be painted or galvanized.
- 3. A public hearing is scheduled for 7:00pm on February 14, 2023.
- 4. The projected cost currently is around \$65,000, which is up from the original projection of \$33,000.
- 5. Daktronics requires broadband for running the sign.
- 6. Hoping to have the sign ready to install by May.

- ii. Discussed an ordinance regarding temporary items such as storage pods or dumpsters. The Planning Commission does not feel a new ordinance needs to be developed to describe that temporary means.

- iii. Sec. 1.04 Administration of the proposed ROW Ordinance states that “The director is the principal city official responsible for the administration of the rights-of-way, right-of-way permits and the ordinances related thereto”. “ The Director shall be appointed by the Mayor.” This position will be added to the annual appointments made in January.

- iv. Request by a resident to convert a stall of his detached garage into living temporary quarters. A variance request will be made to the Planning Commission requesting permission to have second living quarters on the property which will require a new water service being installed to the garage. Once the variance request is brought to the Planning Commission, a public hearing will be held.

- v. Campground discussion will be tabled until March when the committee will meet again.

5. Administration

- a. Clerk’s report

- i. CD #18076 Fire Equipment Trust Fund #801 matured on 1/5/2023. This CD has a term of 182 days and will mature again on 7/6/2023. The CD balance is 130,566. The remaining balance of the account is in savings. The rate was .3%, the new rate is 1.15%.
- ii. CD #16608 Ambulance Equipment Fund #804 will mature on 1/18/2023. This CD has a term of 182 days and will mature again on 7/19/2023. The CD balance is \$11,984. The old rate was .15%, the new interest rate is 1%. There is a second CD for Fund #804 which is an 18-month CD that will mature in September. The remaining balance is in savings.

Old Business

- 1. Infrastructure Project Update – Provided the agreements signed by the Mayor prior to December 31, 2022.

- a. Letter of Conditions – Silver Lake USDA Community Facilities Loan for Streets \$2,817,000
- b. Letter of Conditions – Silver Lake USDA WEP Loan for Utility Work \$12,585,000

New Business: None

Open Discussion

1. New Christmas lights for next season. Councilors Penaz and Adams-Bruins will work together on this project. They will work with organizations in town to obtain donations.
2. Councilor Penaz contacted three realtors as well as three others in the business and no one wants to list the city lots. The lots will be re-listed with Randy Redman in March.
3. New playground equipment project. Councilors Jacob and Mason will work together on this project. They will work with organizations in town to obtain donations.
4. City Council workshop to be held on Thursday, February 9th at 3:00pm for continued infrastructure project discussion.

Motion by Councilor Penaz second by Councilor Mason to adjourn the meeting Vote for: Unanimous. Motion carried.

Meeting adjourned at 8:10pm.

Diane E. Pedersen, Clerk/Treasurer

Seal of the City: