

Minutes
Silver Lake City Council
Regular Meeting
January 19, 2021
Silver Lake Auditorium

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

Members present: Mayor Bruce Bebo, Councilor Josh Winfrey, Councilor Sandie Adams-Bruins, Councilor Michelle Schneider

Members absent: Councilor Chris Penaz

Staff present: Jon Jerabek, Steve Hackbarth, Dale Kosek

Others present: Karin Ramige

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

Consent Agenda

1. Approve minutes from January 4, 2021 Annual Meeting
2. Approve Payroll 2 and December Ambulance
3. Claims to be paid: \$107,044.12 (1/15/21); \$19,677.18 (December EFT)

Motion by Winfrey second by Schneider to approve the Consent Agenda. Vote for: Unanimous. Motion carried.

Public Comment – No comment.

Department Business

1. Public Works
 - a. PeopleService November 2020 report reviewed.
 - b. Upgraded lights on front end loader and Ford F450 plow.
 - c. Local trapper addressing muskrats found at wastewater treatment ponds.
 - d. Street signs being assembled for replacement.
 - e. Discussed sidewalk snow and ice removal and whether an update should be made to the current ordinance. Clerk Jerabek to research surrounding cities' ordinances.
 - f. Request to approve termination of Maintenance I employee Clarence Mikolichek. The position is no longer needed with the department. *Motion by Winfrey second by Adams-Bruins to approve the termination of Clarence Mikolichek. Vote for: Unanimous. Motion carried.*
2. Public Safety
 - a. Police Services
 - i. Reviewed December calls provided by McLeod County Sheriff's Office.
 - b. Fire Department
 - i. November run report reviewed with 18 calls.
 - ii. On-site training is still on hold due to COVID. May start again in March.

- iii. Two first responders have received dose of COVID vaccine.
 - iv. Repaired valve on Pumper 1.
 - v. Request to approve Trisha Zajicek as Secretary and Cook for \$575 and \$125, respectively. *Motion by Adams-Bruins second by Schneider to approve Trisha Zajicek as Secretary and Cook for the Fire Department. Vote for: Unanimous. Motion carried.*
 - c. Ambulance
 - i. December report reviewed with 18 runs.
 - ii. Ambulance Department elected Steve Hackbarth as Chief, Michelle Schneider as Assistant Chief, and Betty Wraspir and Paul Davis as Training Officers.
 - iii. Chief Hackbarth requested that Ashley Ardolf-Mason be paid as Chief for entire 2020 year because of the extra work handling COVID. Ardolf-Mason was only paid Chief salary for the five months in which she served. *Motion by Schneider second by Adams-Bruins to pay Ardolf-Mason the remaining 7 months of Chief salary pay for 2020 due to hardships of COVID-19. Vote for: Unanimous. Motion carried.*
 - iv. Ambulance Officer pay increase was discussed. The Council notified Chief Hackbarth that increases should be budgeted for 2022.
- 3. Municipal Liquor Store
 - a. Sales for December were \$37,100.63 with a loss of \$8,665.11. Year-to-date sales were \$551,294.51 with a loss of \$8,024.54.
 - b. On-sale was reopened on January 11, 2021 as allowed by COVID restrictions being lifted.
 - c. Advertising for part-time bartenders due to multiple employees leaving in the next two months.
 - d. Request to approve holding Ice Golf on Saturday, February 20, 2021. *Motion by Winfrey second by Adams-Bruins to approve Ice Golf for February 20. Vote for: Unanimous. Motion carried.*
 - e. Request to approve transferring revenue from Auditorium to MLS from Ice Golf event to be held at the Auditorium. *Motion by Winfrey second by Adams-Bruins to approve transferring revenues from Auditorium to MLS for Ice Golf event. Vote for: Unanimous. Motion carried.*
 - f. Request to approve termination of part-time Bartenders Chris Penaz and Abigail Montes De Oca as they are no longer working at the MLS. *Motion by Adams-Bruins second by Schneider to approve the terminations of Chris Penaz and Abigail Montes De Oca. Vote for: Unanimous. Motion carried.*
- 4. Community Development
 - a. Planning Commission met on January 12.
 - i. The Conditional Use Application for ground floor residential in the business district was cancelled by the applicant on January 12.
 - ii. Discussed enlisting a Commercial Realtor to list the Main Street lots for sale. The Council requested that Clerk Jerabek reach out to realtors about having the lots listed.

- iii. The Civic Association would like to renew efforts to have a City campground near the softball field. The Council discussed funds for the project and having details presented.
 - iv. Discussed allowing an organization to use the Main Street lots for a farmers market.
- 5. Administration
 - a. December Treasurer's Report.
 - b. Request by Deputy Clerk Wicklund-Kurth to approve being paid for MMBA Director meetings, annual conference and regional meetings totaling nine days. Wicklund-Kurth received the same pay in 2020. *Motion by Schneider second by Adams-Bruins to approve paying Wicklund-Kurth for the nine days with quarterly reports to be submitted to the Council. Vote for: Unanimous. Motion carried.*
 - c. Request by Holy Family Catholic Church for the City to credit the sewer portion of their November and December utility bills totaling \$1,125.60 due to a leak occurring at the rectory. The Council discussed the request and the high usage. *Motion by Winfrey second by Adams-Bruins to approve crediting the November sewer usage total of \$423.78. Vote for: Unanimous. Motion carried.*
 - d. The Council reviewed a site use agreement with LSS Meals for the Auditorium. The agreement would allow the Nutrition Program or "senior dining" to use the building. *Motion by Winfrey second by Schneider to approve the site use agreement with LSS Meals. Vote for: Unanimous. Motion carried.*

Old Business:

- 1. Preliminary Engineering Report. The Council reviewed the option to purchase a vacant lot on Lake Ave S as a potential future lift station site. John Rodeberg, SEH, recommended to either purchase the lot or to put a first right of refusal in place. The property owner contacted the City stating there was another party interested in the lot. The Council discussed the location and owning another piece of property. *Motion by Winfrey second by Adams-Bruins to pursue a first right of refusal agreement with the property owner. Vote for: Unanimous. Motion carried.*
- 2. Local State of Emergency Review. The Council discussed maintaining the local emergency to follow the state and discussed reinstating late fees for utility accounts as they have not been charged since the beginning of the COVID pandemic. *Motion by Winfrey second by Adams-Bruins to reinstate the utility late fees for past due amounts beginning with the bills for March usage. Vote for: Unanimous. Motion carried.*

New Business:

- 1. Sanitary Sewer Inspection Ordinance. The Council reviewed a draft of an ordinance that would require properties being sold to have their sanitary service line inspected to verify compliance. Discussions held around what constitutes compliance, the length of time the compliance lasts, and some of the wording in the ordinance. Clerk Jerabek to further research the ordinance and review at next meeting.
- 2. Resolution 21-06: Resolution Authorizing Transfers for Infrastructure Improvement Project. The resolution allows Clerk Jerabek to transfer half of the funds from the Water Fund and half of the funds from the General Fund for the additional \$65,468.15 approved by the Council for the engineering report, environmental review, architectural review, and the biosolids sampling. The

Council discussed engineering charges for infrastructure projects that the City may not be able to afford. *Motion by Winfrey second by Schneider to approve Resolution 21-06. Vote for: Unanimous. Motion carried.*

3. Pay Equity Report. The Council reviewed the results of the pay equity report as required by the State of MN. The City is well within compliance for wages paid to male and female employees based on position points. *Motion by Adams-Bruins second by Winfrey to approve the Pay Equity Report. Vote for: Unanimous. Motion carried.*

Open Discussion

1. Discussed elected official training offered by the League of MN Cities.
2. Discussed Open Meeting Law and proper procedure.

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

Meeting adjourned at 9:07pm.

Jon Jerabek, Clerk/Treasurer

Seal of the City:

CITY COUNCIL
CITY OF SILVER LAKE

**RESOLUTION 21-06: RESOLUTION AUTHORIZING TRANSFERS FOR
INFRASTRUCTURE IMPROVEMENT PROJECT**

WHEREAS, the City of Silver Lake has previously authorized a Preliminary Engineering Report (PER) and Environmental Review (ER) to be conducted for the United States Department of Agriculture Rural Development (USDA-RD) loan and grant program, and

WHEREAS, the City has previously authorized transfers of \$50,000 from the General Fund and \$50,000 from the Water Fund to the Infrastructure Improvement Fund to pay for the costs of the PER, and

WHEREAS, the City has incurred costs from the ER, Architectural Review, and biosolids sampling at the wastewater treatment ponds totaling \$17,468.15, and

WHEREAS, the City has agreed to increase the not-to-exceed amount of the PER from \$100,000 to \$148,000 due to the increased scope of the project,

THEREFORE, BE IT RESOLVED, by the Council of the City of Silver Lake, McLeod County, Minnesota, to transfer \$65,468.15 to the Infrastructure Improvement Fund with half of the funds coming from the General Fund and half of the funds coming from the Water Fund.

Adopted by the Council this 19th day of January 2021.

Bruce Bebo, Mayor

Seal of The City:

Jon Jerabek, Clerk/Treasurer