

Minutes
Silver Lake City Council
Annual Meeting
6:30pm, January 2, 2024
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, Jerrod Weckman

Others Present: Greg Stang & Jeremy Anderson (PeopleService), Dan & Olivia Oster, Owen Elle (Chronicle)

Motion by Councilor Adams-Bruins second by Councilor Mason to approve the agenda with the additional of Resolution 24-06. Vote for: Unanimous. Motion carried.

Consent Agenda:

1. Approve minutes from December 18, 2023, TNT & Regular Meeting
2. Approve Payroll 26
3. Approve Claims

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

Public Comment – none

New Business

1. Discussion was held regarding 721 Main Street and the hole that was punched into the waterline by PeopleService while trying to help the homeowner determine the cause of low water pressure – Greg Stang, Jeremy Anderson, Dan & Olivia Oster.
 - a. The city ordinance was reviewed stating that the homeowner is responsible for the line from the main to the building served.
 - b. The water shut off consent/liability release form was reviewed.
 - c. Hammering of water lines was discussed.
 - d. Discussed why the second water stop was never removed.
 - e. Discussed the Right-of-Way permit requirements to provide a paper trail.
 - f. Litzau Excavating, Inc. repair bill for \$1,624.00.

Motion by Councilor Adams-Bruins second by Councilor Jacobs to approve the city paying the repair bill for 721 Main Street from Litzau Excavating in the amount of \$1,624.00. Vote for: Unanimous. Motion carried.

2. Resolution 24-01: Resolution Creating the Annual Appointments of the City of Silver Lake. Mayor Bebo presented his appointments for 2024:
 - a. **Official City Depositories:**
 1. First Community Bank of Silver Lake
 2. Minnesota Municipal Money Market Fund

Official Newspaper:

McLeod County Chronicle

City Attorney:

Gavin, Janssen & Stabenow, LTD.

Acting Mayor:

Councilor Joanna Jacobs

Deputy Weed Inspector:

Public Works Supv, 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 Joanna Jacobs
Municipal Liquor Dispensary Liaison:	Councilor Sandie Adams-Bruins
Community Development Liaison:	Councilor Josh Mason
Assistant to all Liaisons:	Mayor Bruce Bebo
Regular Meeting Dates & Times:	3 rd Monday of the month except January and February on 3 rd Tuesday; Quarterly meetings on Monday April, 1st; Monday, July 1 st & Monday Oct. 7 th ; All meetings start at 6:30pm unless otherwise noted.
Economic Development Authority:	Members of the City Council
Personnel Committee:	Mayor Bruce Bebo Councilor Josh Mason Department Head Diane Pedersen

Provided Council Liaison descriptions to each member of council. Time was allowed for council members to review the descriptions and ask questions.

Reviewed other paperwork to be completed and returned to the city office.

Motion by Councilor Penaz second by Councilor Adams-Bruins to approve Resolution 24-01 Authorizing the Annual Appointments by the Mayor of the City of Silver Lake. Vote for: Unanimous. Motion carried.

3. Resolution 24-02: Resolution Pre-Authorizing Payments by Clerk's Warrant(s)
 - a. The Resolution authorizes Clerk Pedersen to pay certain claims prior to Council approval and to utilize Electronic Fund Transfers.

Motion by Councilor Jacobs second by Councilor Penaz to approve Resolution 24-02 Pre-authorizing payments by clerk's warrant. Vote for: Unanimous. Motion carried.

4. Resolution 24-03: Resolution Declaring City Council Members as Employees of the City
 - a. The Resolution designated the City Council as employees to be covered under Workers Compensation Insurance.

Motion by Councilor Adams-Bruins second by Councilor Jacobs to approve Resolution 24-03 declaring city council member as employees of the city to be covered under Workers Compensation Insurance. Vote for: Unanimous. Motion carried.

5. Resolution 24-04: Resolution Classifying Fund Balances for Financial Reporting Purposes
 - a. The Resolution classified all City Funds except enterprise funds and those funds with negative ending balances at the end of 2023 as required by the Governmental Accounting Standards Board.

Motion by Councilor Adams-Bruins second by Councilor Mason to approve Resolution 24-04 Classifying Fund Balances for Financial Reporting Purposes. Vote for: Unanimous. Motion carried.

6. Resolution 24-05: Resolution Approving Not to Waive the Monetary Limits on Municipal Tort Liability.
 - a. MN State Statute sets a limit on tort liability claims unless a City chooses to waive them.
 - i. Torts are tied to civil court claims and are meant to hold someone accountable for a violation without involving criminal punishment.
 - ii. The resolution does not waive those limits.

Motion by Councilor Jacobs second by Councilor Adams-Bruins to approve Resolution 24-05 approving not to waive the monetary limits on municipal tort liability. Vote for: Unanimous. Motion carried.

7. Resolution 24-06: Resolution Making Appointments to Authorized Signers for the City of Silver Lake.

- a. The Resolution appoints Mayor Bruce Bebo and City Clerk Diane Pedersen as authorized signers for 2024.

Motion by Councilor Adams-Bruins second by Councilor Mason to approve Resolution 24-06: Resolution approving Mayor Bruce Bebo and City Clerk Diane Pedersen as authorized signers. Vote for: Unanimous. Motion carried.

8. Discussion regarding Holy Trinity's request to rent the auditorium for their prom in the spring and whether they should be charged the regular rental fee of \$550 +\$150 for the days before and after for setup and cleanup.

Motion by Councilor Adams-Bruins second by Councilor Mason to approve renting the auditorium to Holy Trinity at no charge but with a \$250 refundable security deposit provided the building is properly cleaned afterwards. Vote for: Unanimous. Motion carried.

9. Discussion held regarding Township contributions for Fire Department and Ambulance and contracts for Fire Department.

- a. The question was raised regarding the PERA contribution for the fire department which will be reviewed and discussed at the regular January council meeting. The contracts will be approved at that meeting.
- b. Ambulance
 - i. The ambulance service is obligated to cover the area described in their Primary Service Area (PSA), so they ask for donations rather than prepare contracts as they need to respond to calls within their area no matter what.

10. Discussion was held regarding Federal Grant Recipient requirements from the Department of Homeland Security. The City of Silver Lake is required to have a Nondiscrimination Policy and Discrimination Complaint Process due to the Federal Grant received by the fire department.

- a. Nondiscrimination Policy

Motion by Councilor Adams-Bruins second by Councilor Jacobs to approve the Nondiscrimination Policy. Vote for: Unanimous. Motion carried.

- b. Discrimination Complaint Process

Motion by Councilor Adams-Bruins second by Councilor Mason to approve the Discrimination Complaint Process. Vote for: Unanimous. Motion carried.

- c. Request for Proposals

11. Quarter 4 MMBA Report

- a. MMBA met in November to discuss THC.
- b. Request for Action to approve compensation for Karissa when attending MMBA board meetings, legislative day, annual conference & regional meetings for 2024.

Motion by Councilor Adams-Bruins second by Councilor Penaz to approve compensation for Karissa when attending MMBA functions. Vote for: Unanimous. Motion carried.

Old Business

1. Discussion was held regarding setting a meeting date for a council workshop with SEH to discuss the 60% review of the infrastructure plan. The council chose to have the workshop on Monday, January 22, at 6:30pm.
2. Reviewed the new Elected and Appointed Officials Code of Ethics & Conduct to replace the old Code of Conduct and council signing the social media policy.

Motion by Councilor Adams-Bruins second by Councilor Jacobs to approve the new Elected and Appointed Officials Code of Ethics & Conduct Policy. Vote for: Unanimous. Motion carried.

3. Reviewed MN Department of Employment and Economic Development (DEED) County Profile. The information was the same as last quarter, the report had not been updated.

Open Discussion

1. Discussion was held regarding the ad to be placed for a new Public Works Supervisor.
 - a. Change the end date to position open until filled.
 - b. Change the salary range to hourly.
 - c. Place a large ad with the city logo.
 - d. Emphasize Public Works Supervisor title.
2. LED sign will be up and running by the end of the week.
3. Auditorium hood cleaning services are being sought by The Cookie Lab.

Motion by Councilor Adams-Bruins second by Councilor Penaz to adjourn the meeting Vote for: Unanimous. Motion carried.

Meeting adjourned at 8:10pm.

Diane E. Pedersen, Clerk/Treasurer

Seal of the City: