

Minutes
Silver Lake City Council
Regular Meeting
December 19, 2022

Mayor Bebo called the Truth in Taxation meeting to order at 6:00pm.

Members present: Mayor Bruce Bebo, Councilor Chris Penaz, Councilor Sandie Adams-Bruins, Councilor Joanna Jacobs

Members absent: Councilor Josh Winfrey

Staff Present: Diane Pedersen

Others Present: Dean Ellingson

Clerk Pedersen presented the 2023 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 \$567,536 and the Debt Service Levy would be set at \$24,232 for a total of 591,768. The levy total would be a 3.92% increase from the 2022 budget.

Mayor Bebo closed the Truth in Taxation Hearing at 6:30pm.

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

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

Staff present: Diane Pedersen, Dale Kosek, Jerrod Weckman

Others present: Dean Ellingson, John Rodeberg, Sam Fink

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

Consent Agenda

1. Approve minutes from December 5, 2022, Special Meeting
2. Approve Payroll 24 and 25, November Ambulance, and Quarterly 4
3. Approve Claims Paid

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

Public Comment - None

Department Business

1. Public Works
 - a. Supervisor Report
 - i. Jerrod Weckman completed his CDL training.
 - ii. Snow falls have gone well. Working with the Sheriff's Office regarding snowbirds parked on streets and in alleys.
 - iii. Attended a meeting with SEH on cutbacks for the RDA project. Discussed submitting a proposal of televising Main Street sanitary lines.
 - iv. John Rodeberg and Sam Fink addressed the council.

1. Presented an estimate in the amount of \$8073 from Overline & Son, Inc. for Vactor and Televising Services for 2023. Requesting to have Main Street televised prior to beginning the infrastructure project. This would be in addition to the regular schedule of televising 20% of city streets every five (5) years.

Motion by Councilor Penaz second by Councilor Winfrey to accept the bid from Overline & Son for Vactor and Televising Services of Main Street in preparation of the infrastructure project, not to exceed \$8073. Vote for: Unanimous. Motion carried.

2. Funding targets set by Rural Development for their 45% Maximum Grant where they will match 45% of sewer costs and 45% of water costs. They are only funding three (3) projects next year, and Silver Lake is one of the three. These are funds left over from the last process that have been returned to the Feds and have been turned over for new projects. The items removed from the project will not be included in the maximum grant but could possibly be included in the loan portion if the city feels they need to be completed with the project.
 - a. Funding target for wastewater \$9 million
 - b. Funding target for water \$7 million
 - i. Items to be removed from original PER to reach funding targets:
 1. Main Street East of Grove – around \$500,000
 2. Sanitary Sewer work on the North side of Highway 7 - \$275,000
 - c. The obligation letter to be signed by the end of the year is not a guarantee of any money, it is just to get the process going and if completed by the end of this year will save the city money with lower interest rates and the ability to use the lower household median incomes. This is just saying the city wants to move forward currently.
 - d. With the grants available, assessments, taxes and the money the city has already set aside from utility fees, this project is financially feasible, and we will never have a better opportunity.
 - e. The total project is about \$24 million. Rural Development's maximum grant of 45% is about \$7,200,000. That leaves a balance of about \$16,800,000 the city will need to fund, \$12.5 with a 40-year water loan and \$2.8 with a 20-year street loan.

- v. Provided PeopleServices with information requested by the MPCA. The city has received a letter of completion.
- vi. The sheriff's office would like a review of the city's snow ordinance and the removal of cars when parked on the city street or alley during a snow event. Current city ordinance does state that cars can be towed at the direction of the police or Public Works.

1. The area behind the auditorium from the handicap ramp by the pump house to Center Street is always open first for residents to park their car during snow events.

b. PeopleService reports provided.

2. Public Safety

a. Fire Department liaison report.

- i. Presented calls for September.
- ii. Presented a quote from Retrofit Hydraulic to retrofit an extrication tool from low-pressure to high-pressure as the low-pressure tool will not cut or spread metals in newer vehicles.
 1. Use \$8900 from 2022 Fire Dept Capital Equipment Fund. Balance to be paid in 2023.

Motion by Councilor Penaz second by Councilor Adams-Bruins to allow the Fire Department to put a down payment on a high-pressure extrication tool using the \$8900 left in the 2022 Fire Department Capital Equipment Fund. Vote for: Unanimous. Motion carried.

- b. Sheriff Department Liaison Report
 - i. Event totals for November
 - ii. Police hours for November
- c. Ambulance Department Liaison Report
 - i. The annual meeting was held on Thursday, December 15. The following were nominated for office:
 - 1. Position of Chief
 - a. Nomination for Ashley Ardolf-Mason.
 - b. Nomination was seconded with all members in favor. Motion carried.

Motion by Councilor Penaz second by Councilor Jacobs to accept the appointment of Ashley Ardolf-Mason as Ambulance Chief for 2023. Vote for: Unanimous. Motion carried.

- 2. Position of Assistant Chief
 - a. Nomination for Betty Wraspir.
 - b. Nomination was seconded with all members in favor. Motion carried.

Motion by Councilor Penaz second by Councilor Winfrey to accept the appointment Betty Wraspir as Assistant Ambulance Chief for 2023. Vote for: Unanimous. Motion carried.

- 3. Position of Training Officer
 - a. Nomination for Jacky Kern.
 - b. Nomination was seconded with all members in favor. Motion carried.

Motion by Councilor Penaz second by Councilor Adams-Bruins to accept the appointment of Jacky Kern as Training Officer for 2023. Vote for: Unanimous. Motion carried.

- 4. Position of Secretary
 - a. Nomination for Veronica Jacobs.
 - b. Nomination was seconded with all members in favor. Motion carried.

Motion by Councilor Penaz second by Councilor Winfrey to accept the appointment of Veronica Jacobs as Secretary for 2023. Vote for: Unanimous. Motion carried.

- 5. Reviewed calls for November and current volunteer roster of 7 EMTs & 5 EMRs.

- 3. Municipal Liquor Store and Auditorium Liaison Report
 - a. Wrestling on December 3rd was not as successful as prior years. Will consider switching the weekend or maybe taking a year off.
 - b. The new menus have gone well, and food sales have picked up due to the menu having accurate pricing and descriptions for each item.
 - c. There is a Paint Event scheduled at the Liquor Store on December 21st at 6:30pm. Information on how to sign up is available on the Facebook page.
 - d. The MLS will close at 3pm after the Meat Raffle is over on Christmas Eve. It will be closed on Christmas Day and New Year's Day.
 - e. The MLS will be open normal hours for New Year's Eve. There is a DJ scheduled and customers can enter to win a 4-pack of MN Wild tickets that night.
 - f. Final inventory counting will start next week. The year-end audit is scheduled with the city auditor on January 2nd at 8am.
 - g. There is currently one (1) application for the manager's position. The job opening is being advertised in the area newspapers, on Facebook and on Indeed. The position will remain open until filled.

- h. A hiring committee should be set up so applicants can be interviewed as the applications come in.
 - i. MLS financials were reviewed. November has a \$10,614 profit. The current YTD net profit is \$11,571.
4. Community Development
- a. The Planning Commission did not meet in November due to weather conditions, will meet in January.
5. Administration
- a. November Treasurer's Report reviewed. Transfers from checking to savings and CDs are now properly reflected.
 - b. Discussed Life Insurance options for city employees. The monthly cost for \$10,000 of life insurance with Sun Life Insurance will be \$19.04.
- Motion by Councilor Penaz second by Councilor Jacobs to accept Sun Life Insurance as the carrier for \$10,000 Basic Life & AD&D for city employees at a cost of \$19.04 per month. Vote for: Unanimous. Motion carried.*
- c. Presented Voluntary Dental Insurance options available for city employees.
 - d. The ad for the city lots listed for sale with Randy Redman is expiring. The city has decided to not continue the listing at this time.
 - e. The auditor is expected to begin in-person work on March 16, 2023 and will issue reports by April 17, 2023.

New Business

1. Resolution 22-27: Resolution Authorizing the use of credit cards by designated city employees to make purchases on behalf of the City of Silver Lake for 2023.

Motion by Councilor Adams-Bruins second by Councilor Jacobs to approve Resolution 22-27 authorizing the use of credit cards by designated city employees to make purchases on behalf of the City of Silver Lake for 2023. Vote for: Unanimous. Motion carried.

2. Resolution 22-28: Resolution Authorizing Year-End Transfers to Various Funds.
 - a. Discussion regarding the transfer of funds from MLS to General Fund.
 - i. The transfer of funds from MLS to General Fund will not be more than the MLS profit. The transfer of funds will not be such as creating a net loss for the MLS. The total funds transferred will be \$181,811.

Motion by Councilor Winfrey second by Councilor Penaz to Authorizing Year-End Transfers to Various Funds. The Transfer from the MLS to the General Fund will only happen if there is a net profit of \$5,000 or more at year-end. Vote for: None Vote against: Unanimous. Motion denied.

Motion by Councilor Winfrey second by Councilor Jacobs to approve Resolution 22-28 Authorizing Year-End Transfers to Various Funds with the exception that the Transfer from the MLS to the General Fund be \$5,000 rather than \$10,000. Vote for: Unanimous. Motion carried.

3. Resolution 22-29: Resolution designating polling place for 2023.

Motion by Councilor Penaz second by Councilor Jacobs to accept Resolution 22-29 Designating the polling place for 2023. Vote for: Unanimous. Motion carried.

4. Resolution 22-30: Resolution accepting donations received.

Motion by Councilor Winfrey second by Councilor Adams-Bruins to approve Resolution 22-30 accepting donations received. Vote for: Unanimous. Motion carried.

Old Business

5. Resolution 22-31: Resolution Adopting the 2023 City Budget and Tax Levy for Taxes Collectible in 2023.

Motion by Councilor Jacobs second by Councilor Winfrey to approve Resolution 22-31: Adopting the 2023 City Budget and Tax Levy for Taxes Collectible in 2023. Vote for: Unanimous. Motion carried.

6. Resolution 22-32: Resolution creating a compensation plan for non-elected employees for 2023.

Motion by Councilor Penaz second by Councilor Jacobs to approve Resolution 22-32: Adopting the 2023 City Budget and Tax Levy for Taxes Collectible in 2023. Vote for: Unanimous. Motion carried.

7. Cost of Living Adjustments Report

- a. The report outlined the 2.0 percent COLA increase for each eligible city employee. As requested by the city auditor, the city council is asked to approve each individual employee's pay increase.

8. Request for Action to approve year-end employee termination of Derek Wertz.

Motion by Councilor Winfrey second by Councilor Jacobs to approve the year-end employee termination of Derek Wertz. Vote for: Unanimous. Motion carried.

Open Discussion

1. Thank you from Councilor Winfrey and the council thanked Councilor Winfrey for his service.
2. Winterfest turnout was good, and many compliments were made towards the city.
3. Question raised on how property tax is determined.

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

Meeting adjourned at 8:26 pm.

Diane Pedersen, Clerk/Treasurer

Seal of the City: