

Minutes  
Silver Lake City Council  
Regular Meeting  
March 15, 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, Councilor Chris Penaz

Staff present: Jon Jerabek, Steve Hackbarth

Others present: Pat Fogarty, Aaron Ward

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

#### Consent Agenda

1. Approve minutes from February 16, 2021 Regular Meeting
2. Approve Payroll 5, 6 and February Ambulance
3. Claims to be paid: \$34,316.04 (2/26/21); \$24,455.41 (February EFT); \$61,961.36 (3/12/21)

*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 February 2021 reports reviewed.
  - b. A revised roofing inspection agreement with Schwickert's Tecta America LLC. for \$700 per year was reviewed which included the park buildings. *Motion by Penaz second by Adams-Bruins to approve the Tecta America's Roof Housekeeping, Maintenance Repair and Tecta Care Agreement for an annual fee of \$700 without the \$500 per facility emergency repair option. Vote for: Unanimous. Motion carried.*
  - c. Sanitary jetting and televising locations being coordinated with City engineers.
  - d. New street signs have been installed and another quote will be obtained to replace remainder of signs with Silver Lake Lions donating the necessary funds.
  - e. Pool repair work to begin in next couple weeks.
  - f. Street sweeping started with weather cooperation.
  - g. Discussed meeting with MN Rural Water regarding infrastructure project, maintaining use of current water tower, concerns with silo towers, enacting tracer wire ordinance for infrastructure installation, and detailed wants and needs of Public Works with input from PeopleService.
2. Public Safety
  - a. Police Services

- i. Reviewed February event totals and the 165.5 hours provided by McLeod County Sheriff's Office
    - ii. Chief Deputy Aaron Ward was present to answer questions regarding service, contract hours, and youth interaction. Ward estimated that the Sheriff's Office would be able to reach the contracted 50 hours per week later this summer or fall as they are looking to hire deputies.
  - b. Fire Department
    - i. Total calls for February were 17.
    - ii. First Responders recertification in April.
    - iii. Self-contained breathing apparatus (SCBA) physicals in April.
    - iv. Request to accept the resignation of Firefighter Jennifer Venier. Venier to retire after ten years on the department. *Motion by Adams-Bruins second by Schneider to approve the resignation of Firefighter Jennifer Venier effective March 29, 2021. Vote for: Unanimous. Motion carried.*
  - c. Ambulance
    - i. Total calls including transports, ALS, standby, and no-transport were 16.
    - ii. Request to approve hire of three EMT trainees pending EMT certification. *Motion by Adams-Bruins second by Schneider to approve Ashley Forcier for hire as EMT pending EMT certification. Vote for: Unanimous. Motion carried. Motion by Adams-Bruins second by Penaz to approve Chelsea Bayerl for hire as EMT pending EMT certification. Vote for: Unanimous. Motion carried. Motion by Adams-Bruins second by Winfrey to approve Zoe Edlund for hire as EMT pending EMT certification. Vote for: Unanimous. Motion carried.*
    - iii. Discussed fundraising plans, service territory, and Hale Township donation shortfall.
- 3. Municipal Liquor Store
  - a. Sales for February were \$47,932.97 with a profit of \$3,652.16. Year-to-date sales were \$87,544.37 with a profit of \$6,733.30.
  - b. Resolution 21-13: Resolution Authorizing Transfer from Auditorium Fund to Municipal Liquor Fund. Ice Golf was held at Auditorium due to MLS capacity issues related to COVID-19. The amount of \$1,033.71 to be transferred after expenses were deducted from the event bar sales of \$1,703. *Motion by Schneider second by Adams-Bruins to approve Resolution 21-13. Vote for: Unanimous. Motion carried.*
  - c. Request to approve Car and Bike Show on May 22, 2021 from noon to 7pm with closure of Main Street from Lake Avenue to Thomas Avenue. *Motion by Schneider second by Adams-Bruins to approve the Car and Bike Show on May 22, 2021 from noon to 7pm. Vote for: Unanimous. Motion carried.*
  - d. Request to approve hire of Joe Ebert as part-time Bartender. *Motion by Schneider second by Adams-Bruins to approve Joe Ebert as part-time Bartender starting at \$10.79 per hour pending successful drug screen and background check. Vote for: Unanimous. Motion carried.*
  - e. Request to approve a new Auditorium Rental Lease. A security and cleaning deposit of \$100 was added to the lease. *Motion by Schneider second by Winfrey to approve the Auditorium Rental Lease. Vote for: Unanimous. Motion carried.*

#### 4. Community Development

- a. Planning Commission met on March 9.
  - i. Discussed Main Street lots and interested developer. Developer is not currently looking to purchase lots. *Motion by Winfrey second by Schneider to approve Clerk Jerabek to select a commercial realtor with a maximum 1-year listing agreement. Vote for: Unanimous. Motion carried.*
  - ii. Planning Commission recommended two campground layout options with one larger loop and one smaller loop. Council discussed possible future costs and maintenance and having final plan approval. *Motion by Adams-Bruins second by Schneider to approve the larger loop plan for the proposed campground. Vote for: Unanimous. Motion carried.*
  - iii. A non-profit continues to review option of hosting City-sponsored farmers market.
  - iv. Variance application received for building residential home on vacant lot with less square footage than required by City Zoning Ordinance. Public Hearing scheduled for April 13, 2021 at 7pm.
- b. Parks, Pool and Recreation items reviewed including: rates, facility and equipment needs, signups for lessons and programs, and maintenance. Council discussed lease renew for John Deere mower and three-point hitch and blade attachments. *Motion by Winfrey second by Penaz to approve lease renew for John Deere mower for not to exceed amount of \$2,500. Vote for: Unanimous. Motion carried.*
- c. Pola-Czesky Days to be held July 30, 31 and August 1.

#### 5. Administration

- a. Reviewed February Treasurer's Report.
- b. Auditor performed in-person fieldwork and will present audit at Council meeting on April 19.
- c. A MN Gambling Permit was approved for the Silver Lake Pool and Parks Organization for a raffle to be held August 1, 2021.
- d. Council reviewed request by Joe and Rachel Yates for City to pay cost of materials for a drain tile to be installed at 217 Century Lane NE. The Council reviewed a topography map, discussed the tile being for private use, and questioned the history of the water issue on the lot. *Motion by Adams-Bruins second by Winfrey to deny the request to pay the estimated \$400 cost of the materials for the drain tile with the City not involved in the private matter. Vote for: Unanimous. Motion carried.*

#### Old Business

##### 1. Preliminary Engineering Report

- a. Resolution 21-14: Resolution Authorizing the City Clerk to File an Application with the Minnesota Management and Budget Office for the Purpose of the Infrastructure Improvement Project. Resolution would allow for City to apply for state bonding dollars as the City looks at all options to fund the infrastructure project. *Motion by Winfrey second by Penas to approve Resolution 21-14. Vote for: Unanimous. Motion carried.*
- b. Cleveland Street Lift Station Site. Meeting closed from 8:32pm to 8:52pm pursuant to MN Statute Chapter 13D.05 to consider an offer for the purchase of property. *Motion by Penaz second by Adams-Bruins to enter into a purchase agreement with Brian and Tiffany Mikolichek*

for property 19.053.0270 in the amount of \$25,000 for a future lift station site. Vote for: Unanimous. Motion carried.

2. Local State of Emergency Review. The Council discussed the ongoing state of emergency due to COVID-19 and to maintain the local state of emergency.
3. Sidewalk Ordinance Review. The Council reviewed options to limit sidewalks to be cleared to sections of Main Street, Grove Avenue, Lake Avenue, Cleveland Street, and Thomas Ave, to abandon sidewalks during winter months, or to maintain current ordinance. After discussion, the Council decided to maintain the current ordinance and asked that City Hall and Public Works communicate effectively on ensuring compliance.
4. Resolution 21-10: Resolution Approving Property/Casualty Insurance Premiums. The 2021 Property/Casualty premiums through the League of MN Cities Insurance Trust was quoted at \$27,337. The City budgeted \$29,550 for 2021. Motion by Penaz second by Adams-Bruins to approve Resolution 21-10. Vote for: Unanimous. Motion carried.
5. Multi-Unit Certificate Review. The apartment building at 104 Grove Ave S submitted an application to obtain a Multi-Unit Housing Certificate after theirs was revoked in May 2019. The owner has completed all items required by the City. The certificate would allow six out of the eight units to be rented as two are uninhabitable. Motion by Adams-Bruins second by Winfrey to approve the Multi-Unit Housing Certificate for 104 Grove Ave South. Vote for: Unanimous. Motion carried.

**New Business**

1. Water Tower Maintenance Contract. A cleaning and inspection contract provided by Maguire Iron for the water tower was reviewed. The contract would run from 2021 through 2029 with inspections completed every two years for \$1,850 per inspection. The last time the water tower was serviced was in 2016 for \$1,800. Motion by Schneider second by Penaz to approve the water tower Cleaning and Inspection Service Contract with Maguire Iron. Vote for: Unanimous. Motion carried.
2. Solar Ordinance Review. A proposed ordinance to regulate solar energy systems within City limits was reviewed. The ordinance outlined where solar systems can be installed and what type of systems are allowed in each zoning district. The first reading of the ordinance will be at the April 5, 2021 City Council meeting.
3. Resolution 21-12: Resolution Approving Amended 2021 Fee Schedule. Recreation, swimming, and Auditorium rates were reviewed, discussed and proposed to be added to the Fee Schedule.

Item	Fee
<b>Auditorium</b>	
-Security & Cleaning Deposit	\$100.00
-Hold-Date Deposit	\$100.00
<b>Bruce Maresh Aquatic Center</b>	
Pool Passes	
--Family Season Pass (up to 5 per household)	\$145.00
----Additional Member (up to 10)	\$29.00
--Individual Season Pass	\$68.00
--Daily Pass	\$6.00
--Daily Pass Book (10 passes)	\$48.00
Swim Lessons	

--Age 5 and up	\$42.00
--Toddler, Preschool & Ages 3-4	\$31.00
--Semi-Private Lessons	\$62.00
Pool Rental - 1 hour with Lifeguard for up to 20 people	\$120.00
Party Package - 1 hour with Lifeguard for up to 20 people. Includes food/drink.	\$170.00
Additional Lifeguard for Rental (per hour)	\$17.00
<b>Summer Recreation Program</b>	
Summer Recreation	\$60.00
K-2 Baseball	\$30.00
Upper Level Baseball	\$120.00
Football Camp	\$10.00

*Motion by Winfrey second by Adams-Bruins to approve Resolution 21-12. Vote for: Unanimous. Motion carried.*

Open Discussion

1. Discussed County Commissioner Nathan Schmalz attending the quarterly City Council meeting.

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

Meeting adjourned at 9:40pm.

\_\_\_\_\_  
Jon Jerabek, Clerk/Treasurer

Seal of the City:

**CITY COUNCIL**  
**CITY OF SILVER LAKE**

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**RESOLUTION 21-12: RESOLUTION APPROVING AMENDED 2021 FEE SCHEDULE**

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**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 from time to time, and

**WHEREAS**, the City of Silver Lake may amend or add fees to cover costs associated with each service,

**THEREFORE BE IT RESOLVED**, the City Council of the City of Silver Lake approves the amended 2021 Fee Schedule as shown in Exhibit A effective March 15, 2021.

Adopted by the City Council this 15<sup>th</sup> day of March 2021.

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Bruce Bebo, Mayor

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Jon Jerabek, Clerk/Treasurer

SEAL:

Exhibit A  
**City Of Silver Lake**  
**2021 Fee Schedule**

<b>Photocopies and Other Misc.</b>	<b>Fee</b>
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

<b>Business Licenses</b>	<b>Fee</b>
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**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

<b>Transient merchants, Peddlers, Solicitors</b>	<b>Fee</b>
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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

<b>Building and Zoning</b>	<b>Fee</b>
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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****Fee**

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:****Fee**

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

**Fee**  
 Varies

<u>Classification</u>	<u>Land Use</u>	<u>REF Rate</u>
<b><u>Residential Lots</u></b>		
1	Apartment Units	
	apartment - (each unit) . . . . .	0.25
	<b>or</b> 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
<b><u>Non-Residential Lots</u></b>		
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

<b>Ambulance Service</b>	<b>Fee</b>
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

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

<b>Public Works Department</b>	<b>Fee</b>
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

<b>Auditorium</b>	<b>Fee</b>
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
Security & Cleaning Deposit	\$100.00
Hold-Date Deposit	\$100.00

<b>Bruce Maresh Aquatic Center</b>	<b>Fee</b>
<u>Pool Passes</u>	
--Family Season Pass (up to 5 per household)	\$145.00
----Additional Member (up to 10)	\$29.00
--Individual Season Pass	\$68.00
--Daily Pass	\$6.00
--Daily Pass Book (10 passes)	\$48.00
<u>Swim Lessons</u>	
--Age 5 and up	\$42.00
--Toddler, Preschool & Ages 3-4	\$31.00
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Pool Rental - 1 hour with Lifeguard for up to 20 people	\$120.00
Party Package - 1 hour with Lifeguard for up to 20 people. Includes food/drink.	\$170.00
Additional Lifeguard for Rental (per hour)	\$17.00
<b>Summer Recreation Program</b>	<b>Fee</b>
Summer Recreation	\$60.00
K-2 Baseball	\$30.00
Upper Level Baseball	\$120.00
Football Camp	\$10.00

**CITY COUNCIL**  
**CITY OF SILVER LAKE**

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**RESOLUTION 21-13: RESOLUTION AUTHORIZING TRANSFER FROM  
AUDITORIUM FUND TO MUNICIPAL LIQUOR FUND**

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**WHEREAS**, the Municipal Liquor Store held an event at the Auditorium on February 21, 2021 due to COVID-19 capacity restrictions at the Municipal Liquor Store, and

**WHEREAS**, the total sales deposit for the event was \$1,703.00, and

**WHEREAS**, the total cost of goods sold at the event was \$369.29, and

**WHEREAS**, the rental cost of the Upper Level of the Auditorium with bar open is \$300,

**THEREFORE, BE IT RESOLVED**, by the Council of the City of Silver Lake, McLeod County, Minnesota, that the following transfer be completed.

<b>Transfer From</b>	<b>Transfer To</b>	<b>Amount</b>
101-45181 (Auditorium)	610-49750 (MLS)	\$1,033.71

Adopted by the Council this 15<sup>th</sup> day of March 2021.

\_\_\_\_\_  
Bruce Bebo, Mayor

Seal of The City:

\_\_\_\_\_  
Jon Jerabek, Clerk/Treasurer

**CITY COUNCIL**  
**CITY OF SILVER LAKE**

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**RESOLUTION 21-14: RESOLUTION AUTHORIZING THE CITY CLERK TO  
FILE AN APPLICATION WITH THE MINNESOTA MANAGEMENT AND  
BUDGET OFFICE FOR THE PURPOSE OF THE INFRASTRUCTURE  
IMPROVEMENT PROJECT**

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**WHEREAS**, the Minnesota Management and Budget Office, will release application instructions for local governments and political subdivisions for 2021 capital budget requests, and

**WHEREAS**, the City of Silver Lake has need for and intends to significantly improve its public infrastructure in the community, and

**WHEREAS**, all requests must be made to the Minnesota Management and Budget Office by June 1, 2021, and

**WHEREAS**, the City of Silver Lake has identified this project as its number one priority,

**THEREFORE, BE IT RESOLVED**, by the Council of the City of Silver Lake, McLeod County, Minnesota, that the City Clerk is hereby authorized to execute and file an application on behalf of the City of Silver Lake with the Minnesota Management and Budget Office for the Infrastructure Improvement Project.

Adopted by the Council this 15<sup>th</sup> day of March 2021.

\_\_\_\_\_  
Bruce Bebo, Mayor

Seal of The City:

\_\_\_\_\_  
Jon Jerabek, Clerk/Treasurer