

Minutes  
Silver Lake City Council  
Regular Meeting  
January 21, 2020

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

Members present: Mayor Dorothy Butler, Councilor Josh Winfrey, Councilor Brenda Fogarty, Councilor Chris Penaz and Councilor Nolan Johnson

Staff present: Jon Jerabek, Clerk/Treasurer; Ian Coates, Police Officer, Dale Kosek, Fire Chief/Public Works Supervisor (PWS); Steven Hackbarth, EMT; Kyle Jorgensen, Police Officer

Others present: Karin Ramige, McLeod Publishing; Bruce Bebo, Sheriff Scott Rehmann

*Motion by Fogarty seconded by Johnson to approve the agenda.*

*Vote for: Unanimous*

*Motion carried.*

#### Consent Agenda

1. Approve minutes from December 16, 2019 Regular Meeting
2. Approve minutes from December 17, 2019 Workshop Meeting
3. Approve Payroll #1, 2 December Ambulance and 4<sup>th</sup> Quarterly 2019
4. Claims to be paid:  
\$26,780.04 (December EFT)  
\$23,201.60 (12/31/19)  
\$31,898.34 (12/20/19)

*Motion by Fogarty seconded by Winfrey to approve the Consent Agenda.*

*Vote for: Unanimous*

*Motion carried.*

Public Comment – No comment.

#### Old Business

1. PER Update from SEH. SEH continues to compile and review data on the infrastructure as well as reviewing financial and community data. Meeting to be held to review progress.
2. Multi-Unit Housing Review. Mike Jaunich informed that City of plans to clean the apartments and perform necessary building improvements at 104 Grove Ave South.
3. Compost Site Policy. Council discussed policy development, personnel staffing, surveillance, and illegal dumping at site.

#### New Business

1. Vehicle Towing Review. Council examined Officer Coates' recap of a vehicle being towed due to the City's snow removal policy. Council discussed utilizing tire boots and a secure lot for towed vehicles.

2. Resolution 20-01: Resolution Creating the Annual Appointments of the City of Silver Lake. Council reviewed the annual appointments and the new liaison position for Recreation: Parks, Pool and Forestry.  
*Motion by Winfrey seconded by Johnson to approve Resolution 20-01.*  
*Vote for: Butler, Johnson, Penaz, Winfrey*  
*Vote against: Fogarty*  
*Motion carried.*
3. Resolution 20-02: Resolution Pre-Authorizing Payments by Clerk's Warrant(s). Annual resolution authorizing the Clerk to pay certain claims prior to Council approval and to utilize Electronic Fund Transfers.  
*Motion by Winfrey seconded by Fogarty to approve Resolution 20-02.*  
*Vote for: Unanimous*  
*Motion carried.*
4. Resolution 20-03: Resolution Declaring City Council Members as Employees of the City. Annual resolution to classify City Council members as employees to be covered under Workers Compensation.  
*Motion by Fogarty seconded by Johnson to approve Resolution 20-03.*  
*Vote for: Unanimous*  
*Motion carried.*
5. Resolution 20-04: Resolution Classifying Fund Balances for Financial Reporting Purposes. Annual resolution classifying the various City fund balances as required by the Governmental Accounting Standards Board.  
*Motion by Fogarty seconded by Johnson to approve Resolution 20-04.*  
*Vote for: Unanimous*  
*Motion carried.*
6. Resolution 20-05: Resolution Appointing Election Judges. Judges to serve for Presidential Nomination Primary on March 3, 2020.  
*Motion by Fogarty seconded by Johnson to approve Resolution 20-05.*  
*Vote for: Unanimous*  
*Motion carried.*
7. Council Meeting Discussion. Council reviewed option for two meetings per month, discussed length of meeting, and holding workshops.

#### Department Business

1. Public Works
  - a. Request to purchase 100kw generator with cost not to exceed \$3,000.  
*Motion by Winfrey seconded by Johnson to approve the generator purchase not to exceed \$3,000.*  
*Vote for: Unanimous*  
*Motion carried.*
  - b. Discussed advertising for full-time Public Works employee, updating job descriptions, and evaluating need for full-time.
  - c. Reviewed PeopleService report for November 2019 operations.
  - d. Discussed clearing of fire hydrants and water service line repair issues.
2. Public Safety
  - a. Fire Department

- i. Reviewed run report and meeting minutes.
    - ii. Engine 1 required a repair for \$1,700.
    - iii. Request to approve officers for 2020.  
*Motion by Winfrey seconded by Penaz to approve Fire Department officers for 2020.*  
*Vote for: Unanimous*  
*Motion carried.*
  - b. Ambulance
    - i. Reviewed run report.
    - ii. Committee of Steve Hackbarth, Michelle Schneider and Mayor Butler to review on-call space.
    - iii. Request to approve officers for 2020.  
*Motion by Fogarty seconded by Winfrey to approve Ambulance officers for 2020.*  
*Vote for: Unanimous*  
*Motion carried.*
  - c. Police Department
    - i. Reviewed monthly call list.
    - ii. Discussed procedure for selling impounded cars.
    - iii. Sheriff Rehmann informed the Council on City participation in a headlight replacement program.
3. Municipal Liquor Store
- a. Sales for December were \$46,249.94 with a profit of \$4,897.54. Year-to-date sales were \$538,637.15 with a net profit of \$40,224.04.
  - b. End of year inventory audit performed and passed.
  - c. Continue to advertise for Lead Bartender position.
  - d. Request to approve annual review for Sarah Kahn.  
*Motion by Winfrey seconded by Johnson to approve annual review of part-time Bartender Sarah Kahn and to retain with no wage increase due to receiving maximum pay for position.*  
*Vote for: Unanimous*  
*Motion carried.*
  - e. Request to approve annual review for Bonnie Dahl.  
*Motion by Penaz seconded by Johnson to approve annual review of part-time Bartender Bonnie Dahl and to retain with no wage increase due to receiving maximum pay for position.*  
*Vote for: Unanimous*  
*Motion carried.*
  - f. Reviewed outline of agreement for Auditorium use by Brenda Garoutte for business.  
*Motion by Winfrey seconded by Penaz to approve the agreement with Brenda Garoutte for use of the Auditorium for a business.*  
*Vote for: Unanimous*  
*Motion carried.*
4. Community Development

- a. Planning Commission met and held Public Hearing for reviewing Comprehensive Plan on January 14 and voted to approve updated plan.  
*Motion by Fogarty seconded by Johnson to approve the updated Comprehensive Plan.*  
*Vote for: Unanimous*  
*Motion carried.*
  - b. Planning commission discussed holding contest for new City logo and slogan and continues to draft development proposal for Main Street lots.
  - c. Reviewed end of year swimming pool summary with an operating deficit of \$42,238.95 for 2019.
5. Administration
- a. Reviewed December Treasurer's Report.
  - b. Examined quote from Electronic Servicing for broadcasting Council meetings.
  - c. Request to approve COLA report for 2020.  
*Motion by Penaz seconded by Winfrey to approve 2020 COLA report with addition of Police Officer Kyle Jorgensen.*  
*Vote for: Unanimous*  
*Motion carried.*
  - d. Request to approve Election Judge pay for 2020 elections.  
*Motion by Fogarty seconded by Johnson to approve Election Judge pay for 2020 at \$10.53.*  
*Vote for: Unanimous*  
*Motion carried.*
  - e. Request from Deputy Clerk Wicklund-Kurth to receive hourly compensation when attending MMBA meetings as an MMBA Director.  
*Motion by Penaz seconded by Johnson to approve compensation for attending up to 8 MMBA meetings for 2020.*  
*Vote for: Unanimous*  
*Motion carried.*
  - f. Discussion on shared services with Lester Prairie.

#### Open Discussion

1. Discussion on timecards and recording daily tasks.

*Motion by Winfrey seconded by Johnson to adjourn this regular meeting of the Silver Lake City Council.*

*Vote for: Unanimous*

*Motion carried.*

Meeting adjourned at 9:32pm.

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Jon Jerabek, Clerk/Treasurer

Seal of the City:

**CITY COUNCIL**

**CITY OF SILVER LAKE**

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**RESOLUTION 20-01: RESOLUTION CREATING THE ANNUAL  
APPOINTMENTS OF THE CITY OF SILVER LAKE**

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**WHEREAS**, the City of Silver Lake has various committees to fill and statutory obligations to fulfill, and

**WHEREAS**, in order to effectively and properly maintain the operations of the City of Silver Lake, the Mayor makes annual appointments to committees and appoints various positions,

**THEREFORE BE IT RESOLVED**, that the City Council of Silver Lake approves the following appointments for a term of one year to end on the 31<sup>st</sup> day of December in the year 2020:

<b>Official City Depositories</b>	First Community Bank Minnesota Municipal Money Market Fund
<b>Official Newspaper</b>	McLeod County Chronicle
<b>City Attorney</b>	Gavin, Janssen & Stabenow, LTD
<b>Acting Mayor</b>	Councilor Josh Winfrey
<b>Deputy Weed Inspector</b>	Public Works Supervisor Dale Kosek
<b>Civil Defense Director/ Emergency Response Coordinator</b>	Sheriff Scott Rehmann
<b>City Administration Liaison</b>	Mayor Dorothy Butler
<b>Public Works Liaison</b>	Councilor Josh Winfrey
<b>Public Safety Liaison</b>	Mayor Dorothy Butler
<b>Municipal Liquor Dispensary Liaison</b>	Councilor Chris Penaz
<b>Community Development/ Planning Commission Liaison</b>	Councilor Nolan Johnson
<b>Recreation: Parks, Pool &amp; Forestry Liaison</b>	Councilor Brenda Fogarty
<b>Assistant to all Liaisons</b>	Mayor Dorothy Butler

**Regular Meeting Dates & Times**

3<sup>rd</sup> Monday of the month except January and February on 3<sup>rd</sup> Tuesday.  
Quarterly meetings on April 6<sup>th</sup>, July 6<sup>th</sup>, & Oct. 5<sup>th</sup>.  
All meetings start at 6:30pm unless otherwise noted.

**Economic Development Authority  
Personnel Committee**

Members of the City Council  
Mayor Dorothy Butler  
Councilor Chris Penaz  
Department Head Jon Jerabek

Resolution passed this 21<sup>st</sup> day of January 2020.

\_\_\_\_\_  
Dorothy Butler, Mayor

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Jon Jerabek, Clerk/Treasurer

Seal of the City:

**CITY COUNCIL**

**CITY OF SILVER LAKE**

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**RESOLUTION 20-02: RESOLUTION PRE-AUTHORIZING PAYMENTS BY CLERK'S  
WARRANT(S)**

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**BE IT RESOLVED**, that the City Clerk/Treasurer is hereby authorized to issue warrant(s), drawn on the proper fund, for the following expenditures:

All utilities, (water, sewer, electrical, natural gas, telephone, etc.), postage, payroll activity, annual lease payments, monthly insurance premiums, liquor store inventory supplies, purchases under two thousand dollars, and other contractual payments under which a contract was previously approved by the City Council.

Said claims to be paid upon proper presentation of claim.

**BE IT FURTHER RESOLVED**, that the City Clerk/Treasurer, is hereby authorized to utilize Electronic Funds Transfer directly from the City account at First Community Bank in the payment of the above-mentioned claims provided that all such claims be presented to the Council for its review at its next regularly scheduled meeting.

Adopted by the City Council this 21<sup>st</sup> day of January 2020.

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Dorothy Butler, Mayor

Seal of the City:

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Jon Jerabek, Clerk/Treasurer

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

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**RESOLUTION 20-03: RESOLUTION DECLARING CITY COUNCIL MEMBERS AS  
EMPLOYEES OF THE CITY**

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**WHEREAS**, Chapter 3, Section 7, Subd 1, of the Silver Lake City Code states that all elected officials shall receive a salary, a term that implies employment, and

**WHEREAS**, City Council Members in the performance of their duties, are exposed to minimal risk that could cause injury, and

**WHEREAS**, the City Council of the City of Silver Lake has determined that Workers Compensation benefits, as provided to Council Members, not only protects the Council Members in the performance of their duties for the benefit of the City but also protects the City's funds should a serious accident occur to a Council Member, and

**WHEREAS**, the offering of Workers Compensation from the League of Minnesota Cities Insurance Trust is of a low cost such that the cost of protection is insignificant to any reasonable City operations,

**THEREFORE BE IT RESOLVED**, that the City Council of the City of Silver Lake hereby declares a City Council Member an employee of the City eligible for benefits such as Workers Compensation.

Adopted by the City Council this 21<sup>st</sup> day of January 2020.

\_\_\_\_\_  
Dorothy Butler, Mayor

Seal of the City:

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Jon Jerabek, Clerk/Treasurer



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

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**RESOLUTION 20-04: RESOLUTION CLASSIFYING FUND BALANCES FOR FINANCIAL REPORTING PURPOSES.**

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**WHEREAS**, the City of Silver Lake previously specified ending fund balances for the various City budgets as reserved, designated or unreserved; and

**WHEREAS**, the Governmental Accounting Standards Board (GASB) issued Statement No. 54, Fund Balance Reporting and Governmental Fund Type Definitions in February, 2009, which requires City Councils to make certain decisions regarding the use of resources and classifications of ending fund balance in order for the annual financial reports and audits to be in compliance with generally accepted accounting principles; and

**WHEREAS**, in accordance with the City’s General Fund Balance Policy the Council shall annually classify fund balances for the purpose of Financial Reporting into the following: Restricted, Committed, Assigned, and Unassigned.

**NOW THEREFORE BE IT RESOLVED**, by the Silver Lake City Council that the following classifications be applied to the corresponding funds for the 2020 Financial Reporting period:

<u>Fund</u>	<u>Classification</u>
101-General Fund	Unassigned
204-Ambulance Fund	Committed
205-Fire Fund	Committed
305-2007A Bond Fund	Restricted
315-Silver Edge Bond	Restricted
317-2013A GO Improvement	Restricted
404-PW Equip Fund	Assigned
405-Parks & Pool Fund	Assigned
407-Police Squad Fund	Assigned
408-Ambulance Unit Fund	Assigned
411-PW Streets Fund	Assigned
414-Forefeiture Fund	Assigned
416-Aud. Repair Fund	Assigned
417-Grove Ave Reconstruction	Assigned
418-Main Street Fund	Assigned
801-Fire Equip Fund	Committed
803-EDA Fund	Committed
804-Ambulance Equip Fund	Committed

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**NOW THEREFORE BE IT FURTHER RESOLVED THAT**, the City Clerk/Treasurer is to review the above Fund Balances at year end and if any fund balance is found to be in a deficit that fund balance is to be classified as: Unassigned.

Adopted this 21<sup>st</sup> day of January 2020.

\_\_\_\_\_  
Dorothy Butler, Mayor

Seal of the City:

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Jon Jerabek, Clerk/Treasurer

**CITY COUNCIL**

**CITY OF SILVER LAKE**

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**RESOLUTION 20-05: RESOLUTION APPOINTING ELECTION JUDGES**

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**WHEREAS**, Election judges must be appointed as outlined in MN Statute 204B.21,

**THEREFORE BE IT BE RESOLVED**, by the City Council of the City of Silver Lake that for the presidential primary election to be held on March 3, 2020 the following individuals are, hereby, appointed as election judges:

**JUDGES APPOINTED**

Jon Jerabek	13565 210 <sup>th</sup> St	Hutchinson
Karissa Wicklund-Kurth	55939 870 <sup>th</sup> Ave	Stewart
Mary Butler	309 Cleveland St	Silver Lake
Donald Benz	808 Center St	Silver Lake
A.O. Victorian	808 Frank St NW	Silver Lake
Sarah Kahn	227 Silver Ave	Silver Lake
Roxanne Yurek	400 Cleveland St SW	Silver Lake
Laurel Peterson	112 Merrill Street	Silver Lake

Adopted this 21<sup>st</sup> day of January 2020.

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Dorothy Butler, Mayor

Seal of the City:

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Jon Jerabek, Clerk/Treasurer