Minutes  
Silver Lake City Council  
Regular Meeting

6:30pm, February 22, 2022

Silver Lake Auditorium

Mayor Bebo called the Regular Meeting to order at 6:30pm.

Members Present: Mayor Bruce Bebo, Councilor Chris Penaz, Councilor Sandie Adams-Bruins, Councilor Michelle Schneider, Councilor Josh Winfrey

Members Absent:

Staff Present: Diane Pedersen, Dale Kosek, Jerrod Weckman, Steve Hackbarth, Angie Donwen

Other Present: Kyle Wawrzyniak

*Motion by Penaz second by Schneider to approve the agenda. Vote for: Unanimous. Motion carried.*

Consent Agenda:

1. Approve minutes from January 18, 2022 Regular Meeting
2. Approve Payroll 3 & 4 and January Ambulance
3. Approve Claims
   1. Sidewalk program – city has a program that repairs have to go through to be approved. If approved, the cost is split 50/50 between the city and the homeowner.

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

Public Comment - None

Department Business:

1. Public Works
   1. Supervisor’s Report
      1. Blocked sanitary main on Grand Ave. City of Glencoe jetted and televised the line. There is a rough spot at about 49 feet which public works will continue to monitor.
      2. Working on scheduling a mock OSHA inspection with SafeAssure for all city departments.
      3. Dale attending Aquatic Facility Operators training to renew pool certification 4/13 & 14/ 2022 at a cost of $350. Next year Jerrod will attend the class.

*Motion by Adams-Bruins second by Schneider to approve the cost of the Aquatic Facility Operators training for renewal certification on April 13 & 14 of $350. Vote for: Unanimous. Motion carried.*

* + 1. Met with John and Jordan from SEH to address the timeline of the RDA project. Seal-coating and sanitary sewer jetting and televising were addressed. If coordinated properly, the RDA project funding will help cover some of the televising costs.
    2. Auditorium furnaces installed. AC units are scheduled to be installed in April, weather permitting.
  1. Discussion on OSHA safety grants that provide for funding for projects that reduce the risk of injury and illness to workers.
  2. PeopleService Report

1. Public Safety
   1. Fire Department Report
      1. Runs reviewed
      2. McLeod County to purchase ARMER radios for the Fire Department at a cost of $134,627 using the county’s ARPA funds. The fire department share will be $1550 for installation and programming. The current radios are becoming obsolete, and parts cannot be obtained for repairs. Maintaining and future replacement of the radios will be the responsibility of the city/fire department. The radios should last around 15 years and will be encrypted to prevent pickup from scanners/Apps.
      3. KC’s approached the Fire Dept to request the use of the back two stalls for frying fish. In previous years when the stalls have been used, the floors, walls and equipment were covered in plastic and were cleaned thoroughly after the event. The fire dept has no issue with allowing them to use the space.

*Motion by Penaz second by Adams-Bruins approve the use of the last two stalls by the KC’s for the annual fish fry to be held on March 4th. Vote for: Unanimous. Motion carried.*

* + 1. Held the yearly meeting with Township and City officials to review the 2022 fire budget and answer questions they may have. Presented fire service contracts to be approved at the annual meetings. There are no major issues at this time. The request was presented that if the Townships did not have a use for their ARPA money, it could be given to the city to be used for safety equipment.
    2. Five members of the fire department have completed the emergency medical responder training.
    3. In cooperation with MLS and the Silver Lake Lions, the fire department participated in the meat raffle and ice golf this past weekend as a fundraiser. The money was raised by the Lions and a portion will be donated to the city for the fire department as it cannot be put into the Fire Relief Fund.
  1. Sheriff’s Report
     1. Event type report
     2. Police Hours for January – they are hitting their contracted 50 hours per week consistently.
  2. Ambulance Report
     1. Supervisor’s Report
        1. Runs reviewed
        2. Request for Council Action to approve the application of Doug Brown as an EMT pending completion of drug test and background check.

*Motion by Penaz second by Winfrey to approve the hire of Doug Brown as an EMT pending completion of drug test and background check. Vote for: Unanimous. Motion carried.*

* + - 1. Discussion regarding resignation turned in by Ambulance Chief.
         1. Mayor Bebo stated that the ambulance service is very important to the city.

*Mayor Bebo called for a five-minute break. The meeting resumed at 7:35pm.*

1. Municipal Liquor
   1. Department Manager Report
      1. Owen and Karissa will be attending the MBA conference.
      2. Tanya Olson was hired as lead bartender.
      3. Considering on-sale buys with other towns to cut costs.
      4. Created a new menu. Offering daily specials.
      5. Super Bowl Bloody Mary bar and potluck was a success. May start a monthly Sunday thing.
      6. Advertising for part-time employees, would like to hire two more, so the Muni could be open on Sundays, help with auditorium events, and aid in the summer schedule.
      7. Ice golf weekend went well.
      8. Working on apps for heaters in the auditorium. Will teach Dale and Jerrod how to use them as well.
2. Community Development
   1. Commissioner’s report
      1. Commissioner Kahn updated the committee on MNTAP and is working with the City of Chanhassen’s green step leader on ideas.
      2. No update on the LED sign as Commissioner McDonald was unable to be present.
      3. Discussed WIFI at the city pool.
      4. We have learned that the warning sirens the committee has been discussing are part of the McLeod County Mitigation Plan and can possibly be done with a FEMA grant.
3. Administration
   1. Clerk’s report
      1. January treasurer’s report
      2. Reviewed Department Head meeting discussions.
      3. Annual budget information was submitted to the MM Secretary of State Office.
      4. McLeod County ARPA Funds for ARMER radios:
         1. Cost paid for the Fire Department will be $146,323 with a city share of $1550 for installation and programming fees.
         2. Cost paid for the Ambulance will be $14,574 with a city share of $150 for installation and programming fees.
         3. Three items asked of participating cities:
            1. Sign a contract stating that the city will be responsible for maintenance and replacement of the radios after the initial purchase
            2. Agree to cover the costs for programming/installation/implementation.
            3. Agree to participate in any necessary training, etc., that may be required upon implementation.
         4. Requests for Action:
            1. 2021 Year-end terminations of employees who are no longer active.

*Motion by Winfrey second by Schneider to approve the request to remove employees from payroll that are no longer actively employed. Vote for: Unanimous. Motion carried.*

* + - 1. Clerk Pedersen to attend the Minnesota Municipal Clerks and Finance Officer Association Annual Conference March 22-24, 2022, in St. Cloud.

*Motion by Penaz second by Adams-Bruins to approve the request for Clerk Pedersen to attend the annual MCFOA Annual Conference in March 22-24, 2022, in St. C loud at a cost of $375. Vote for: Unanimous. Motion carried.*

* + - 1. Clerk Pedersen to attend year one of the Minnesota Municipal Clerks Institute from May 9 – May 13, 2022, in the Twin Cities.

*Motion by Penaz second by Adams-Bruins to approve the request for Clerk Pedersen to attend year one of the Minnesota Municipal Clerks Institute from May 9-13, 2022, in the Twin Cities, it will be the first of three years, at a cost of $445. Vote for: Unanimous. Motion carried.*

Old Business:

1. SEH update on additional work requested by USDA-Rural Development and the State Historic Preservation Office (SHPO).
   1. Discussion was held regarding the accepting the agreement to have the study completed. It was stated that if we did not agree to the study, we would no longer qualify for the Rural Development funding.
2. Update on annexation of Silver Edge Estates four lots
   1. Mr. Broll has not returned the annexation request that was emailed to him.
3. Compaction testing
   1. When we have work done on the roads within the city, compaction testing should be a part of the bids in the future. This requirement is already a part of Ordinance 93, subdivision 15, but it needs to be stated more clearly.
      1. Update Ordinance to read: We require the compaction to meet the existing compaction around the excavation.
4. Water & Sewer Leak Policy – Second reading
   1. This policy has been tabled indefinitely.

New Business:

1. Purchasing Policy – First reading
   1. On page 1 under purchasing levels, change the $5,000 to $25,000.
2. Approve Ordinance 99: Ordinance Amending the Regulation of Streets, Sidewalks, and Alleys within the City of Silver Lake.
   1. Subdivision 11: Make wording clearer as to the purpose of this statement.
   2. Subdivision 6 & 7: leave rubbish.
   3. Subdivision 13: Change Street Commissioner to Public Works Supervisor.
   4. Ordinance 7: Correct the spelling of Silver.
   5. Review the whole policy and condense the subdivisions.
3. Resolution 22-06: Resolution Adopting the McLeod County Multi-Hazard Mitigation Plan.
   1. According to the LMC handbook for Minnesota Cities, Silver Lake is a Plan A Statutory City run by a Mayor who has the authority to call a state of emergency. Does agreeing to this county plan, does it in any way supersede the mayor’s power to call a state of emergency? Does the city maintain the authority to call a state of emergency if they feel it is necessary?

*Motion by Winfrey second by Schneider to table Resolution 22-06: Adopting the McLeod County Multi-Hazard Mitigation Plan until the next meeting. Vote for: Unanimous. Motion carried.*

1. Resolution 22-07: Resolution to Elect the Standard Allowance Available under the Revenue Loss Provision of the Coronavirus Local Fiscal Recovery Fund Established under the American Rescue Plan Act (ARPA).

*Motion by Penaz second by Schneider to approve Resolution 22-07 Electing the Standard Allowance Available under the Revenue Loss Provision of the Coronavirus Local Fiscal Recovery Fund. Vote for: Unanimous. Motion carried.*

1. Resolution 22-08: Resolution Approving Local Board of Appeal and Equalization Meeting

*Motion by Penaz second by Winfrey to approve Resolution 22-Approving the Local Board of Appeal and Equalization Meeting. Vote for: Unanimous. Motion carried.*

1. Resolution 22-09: Resolution Approving to Not Waive Monetary Limits on Municipal Tort Liability.

*Motion by Winfrey second by Schneider to approve Resolution 22-Approving to Not Waive Monetary Limits on Municipal Tort Liability. Vote for: Unanimous. Motion carried.*

1. Resolution 22-10: Resolution Approving Amended 2022 Fee Schedule.
   1. Approving Utility Finalization Fee.
      1. Letter to homeowners regarding closing.
   2. Approving changes in auditorium fees.

*Motion by Schneider second by Winfrey to approve Resolution 22-10 Approving Amended 2022 Fee Schedule. Vote for: Unanimous. Motion carried.*

1. Resolution 22-11: Resolution Reestablishing Unchanged Precincts and Polling Places.

*Motion by Winfrey second by Penaz to approve Resolution 22-11 Reestablishing Unchanged Precincts and Polling Places. Vote for: Unanimous. Motion carried.*

Open Discussion

1. A homeowner wants to run an Airbnb out of their home. We do not currently have a city policy regarding this. The council chose to not develop a policy regulating Airbnb’s at this time and let the Airbnb company that it is rented through regulate it as well as the Minnesota Department of Health licensure for a vacation home rental. City ordinances will still need to be followed.

2. Planning Commission meeting for March is cancelled due to it falling on the Township election day.

3. House presentation regarding infrastructure project is scheduled for Thursday, March 24, at 8:30am via Zoom. Josh will give the presentation from John Rodeberg’s office at SEH.

4. When the personnel committee meets, provide a summary of the meeting to the city council prior to the next city council meeting.

*Motion by Penaz second by Schneider to adjourn the meeting. Vote for: Unanimous. Motion carried.*

Adjourn 9:53pm