

Minutes  
Silver Lake City Council  
Regular Meeting  
April 19, 2021  
Silver Lake Auditorium

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

Members present: Mayor Bruce Bebo, Councilor Josh Winfrey, Councilor Penaz, Councilor Michelle Schneider

Members absent: Councilor Sandie Adams-Bruins

Staff present: Jon Jerabek, Steve Hackbarth, Dale Kosek, Jerrod Weckman, Darrell Kaczmarek

Others present: Karin Ramige, Aaron Ward, Sara Oberloh, Jordan Van Oort

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

#### Consent Agenda

1. Approve minutes from April 5, 2021 Regular Meeting
2. Approve Minutes from April 5, 2021 Local Board of Appeal and Equalization Hearing
3. Approve Payroll 8, March Ambulance, and Quarterly 1
4. Claims to be paid: \$80,246.47 (4/9/21); \$26,007.73 (March EFT)

*Motion by Winfrey second by Penaz to approve the Consent Agenda. Vote for: Unanimous. Motion carried.*

Public Comment – No comment given.

#### Department Business

1. Public Works
  - a. Pool repairs are on schedule.
  - b. Annual roofing inspections completed by Schwickert Roofing.
  - c. Hydrant flushing to be performed by People Service the week of April 26. The use of flush boxes was discussed by the Council.
  - d. Cleveland Lift station pumps were repaired, and claim created with insurance for coverage due to possible voltage issue.
  - e. Scheduling jetting of Main St and Oliver Ave and Center St and Park Ave intersection storm catch basins.
  - f. Lions Club to donate up to \$3,500 for street name sign replacements. *Motion by Penaz second by Winfrey to allow and accept donation from Silver Lake Lions for purchase of street signs up to \$3,500. Vote for: Unanimous. Motion carried.*
  - g. Discussed over 90 feet of curb and gutter replacement at 220 Frank St NE due to cracking and sinking. Kosek and Jerabek to research if City or homeowner is responsible for replacement costs.
2. Public Safety
  - a. Police Services

- i. Reviewed March event totals and 168.5 hours provided by McLeod County Sheriff's Office.
    - ii. Chief Deputy Aaron Ward notified the Council that two deputies would be starting soon, and training takes 16 weeks.
  - b. Fire Department
    - i. Discussed calls for March, training for the four current recruits, township contributions, and Fire Relief Association fundraisers.
    - ii. Request to approve resignation of Eric Inselmann. The Council thanked Inselmann for his seven years of service. *Motion by Penaz second by Schneider to accept the resignation of Firefighter Eric Inselmann effective April 12, 2021. Vote for: Unanimous. Motion carried.*
  - c. Ambulance Department
    - i. Request to approve Justus Madson for EMT. Madson is currently enrolled in training. *Motion by Schneider second by Winfrey to approve Justus Madson for hire as EMT pending EMT certification. Vote for: Unanimous. Motion carried.*
    - ii. Request to approve extra duty pay for Ambulance Department. The Council discussed that any amount over 20 hours would need prior approval. *Motion by Winfrey second by Penaz to approve 20 hours per month of run time pay for Ambulance Department for extra duties as performed. Vote for: Unanimous. Motion carried.*
    - iii. Assistant Chief Michelle Schneider announced her plan to resign from the position within the next month.
- 3. Municipal Liquor/Auditorium
  - a. Sales for March were \$49,897.12 with a profit of \$3,947.97. Year-to-date sales were \$137,441.49 with a profit of \$10,681.27.
  - b. Reviewed upcoming events including patio installation, Car and Bike Show, Fireman's BBQ food truck, and FLWA wrestling at Auditorium.
  - c. Request to approve Derek Wertz as part-time Bartender. *Motion by Schneider second by Winfrey to approve Derek Wertz for hire as part-time Bartender at starting wage of \$10.79/hr. Vote for: Unanimous. Motion carried.*
  - d. Deputy Clerk Wicklund-Kurth provided MMBA quarterly update in Council packet.
  - e. Annual Review for MLS Manager Darrell Kaczmarek. Meeting closed for performance evaluation pursuant to MN Statute 13D.05 at 7:24pm. Meeting opened at 7:38pm. *Motion by Schneider second by Penaz to approve annual review for MLS Manager Darrell Kaczmarek and to retain with one-step wage increase to \$22.58. Vote for: Unanimous. Motion carried.*
- 4. Community Development
  - a. Planning Commission met on April 13 and discussed campground details and projected budget. Civic Association will assist with portion of cost of swimming pool passes for families and individuals until June 15.
  - b. Council informed that the farmers market still does not have an organizer.
- 5. Administration
  - a. March Treasurer's Report reviewed.
  - b. The Council discussed Yates' request to assist with sump pump installation costs regarding the need for more information and whether that information was available.

The original berm plans were reviewed along with 217 Century Lane NE site plan. The City's role in regulation of grading changes was also discussed. *Motion by Winfrey second by Penaz to table the sump pump request indefinitely. Vote for: Winfrey, Penaz, Schneider. Vote against: Bebo. Motion carried.*

- c. Request to approve emergency sick leave under American Rescue Plan Act related to COVID-19. Tax credits would be available for City with further details to be released by the US Treasury. The leave would allow for full and part-time employees to use emergency sick leave for COVID-related reasons outlined in the form provided from April 1, 2021 through September 30, 2021. *Motion by Penaz second by Winfrey to approve Emergency Paid Sick Leave under American Rescue Plan Act to qualify for reimbursable Medicare tax credits with vaccination related leave limited to one day. Vote for: Unanimous. Motion carried.*
- d. Request to approve Emergency Sick Leave backdated to January 1, 2021 which would not be eligible for tax credits. Only one employee would qualify for such leave. *Motion by Winfrey second by Schneider to provide Emergency Paid Sick Leave backdated to January 1, 2021. Vote for: Unanimous. Motion carried.*
- e. Request to approve pay raise for Deputy Clerk during vacancy of Clerk/Treasurer. The Council discussed City Hall hours in interim and assistance from a part-time employee. *Motion by Winfrey seconded by Schneider to approve \$4 per hour pay increase for Deputy Clerk Karissa Wicklund-Kurth during Clerk/Treasurer vacancy and for increase to be removed on start date of new Clerk/Treasurer unless training would be needed for new hire. In that case, it would be reevaluated. Vote for: Unanimous. Motion carried.*
- f. Request to accept resignation of Clerk Jerabek. *Motion by Penaz second by Schneider to accept resignation of City Clerk/Treasurer Jon Jerabek effective May 7, 2021. Vote for: Penaz, Schneider, Bebo. Vote against: Winfrey. Motion carried.*
- g. The Council discussed the hiring process for the Clerk vacancy and selected the Personnel Committee to conduct interviews and provide Council with recommendation. Councilor Penaz to be a backup for committee.

#### Old Business

1. Preliminary Engineering Report. Jordan Van Oort presented an update on the PER and discussed timelines and funding options. The Council discussed the possible federal infrastructure plan and its impact on the City project.
2. Local State of Emergency. Council to maintain local state of emergency.
3. Second Reading of Ordinance 98: An Ordinance Adding Solar Energy Regulations to the Silver Lake Municipal Zoning Code. MNSPECT would review fire code as part of plan review and permit fees are set per agreement with MNSPECT which is currently set at 1994 building code fee schedule. *Motion by Winfrey second by Penaz to approve Ordinance 98. Vote for: Unanimous. Motion carried.*
4. Resolution 21-15: Resolution Approving Amended 2021 Fee Schedule Regarding Ambulance Service Rates. The Council approved the rate increases for base charge from \$900 to \$1,000 and mileage from \$18 to \$23 at the April 5, 2021 meeting. The resolution would make the rates effective May 1, 2021. *Motion by Winfrey second by Penaz to approve Resolution 21-15. Vote for: Unanimous. Motion carried.*

#### New Business

1. Audit Presentation. Oberloh & Oberloh, LTD. representative Sara Oberloh presented the 2020 Financial Audit for the City. The overall net position of the City increased to \$5,197,629. The ending General Fund cash and investment balance increased to \$531,598 from \$496,728 in 2019. The net positions of Water Fund, Sewer Fund, and Fire Fund all increased in 2020. The Storm Sewer Fund, Ambulance Fund, and Municipal Liquor Fund net positions decreased in 2020. The Liquor Fund had a deficit of \$11,322 before the \$10,000 transfer to the General Fund. Oberloh noted that there were no legal compliance issues and the communications with management went well.

Open Discussion

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

Meeting adjourned at 9:21pm.

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Jon Jerabek, Clerk/Treasurer

Seal of the City: