Minutes  
Silver Lake City Council  
Regular Meeting  
January 18, 2011

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

Members present: Mayor Bruce Bebo, Councilors Nolan Johnson, Willie Krohn, and Eric Nelson  
Absent: Councilor Carol Roquette

Others present: Kerry Venier, Clerk; Bill Hummel, Police Chief; John Rodeberg, City Engineer; Ken Merrill, Alyssa Schauer, Silver Lake Leader; Ray Bandas, Brenda Chmielewski

*A motion was made by Councilor Johnson seconded by Councilor Nelson to approve the agenda.  
Vote for: Unanimous  
Motion carried.*

Consent Agenda:

1. Approve minutes of the December 20, 2010 regular meeting.
2. Approve minutes of the January 3, 2011 Annual meeting
3. Approve payroll #27 &1
4. Claims to be paid: $ 2,243.83 (1/13/11)  
    $ 15,508.83 (1/13/11)  
    $ 17,908.68 (12/30/10)  
    $ 10,385.76 (1/5/11)

*A motion was made by Councilor Johnson seconded by Councilor Nelson to approve the Consent Agenda.  
Vote for: Unanimous  
Motion carried.*

New Business:

1. City Engineer John Rodeberg of S.E.H. reviewed a proposal to put together a proposal to turn back a portion of the County roads in Silver Lake for consideration by McLeod County. Mr. Rodeberg explained that the proposal included the engineering costs associated with the following tasks; tasks 1-4 would cost $4,500 and task 5 would be an additional $1,000. The costs will be billed on a monthly basis for services performed on a not to exceed basis:
   1. Task 1: Analysis of County Road Turn Back: This will include a review of existing streets to determine feasibility of the project.
   2. Task 2: Grove Street: This will include a cost estimate of street and utility reconstruction on Grove Street from Hwy 7 to Gehlen Drive as well as looping of the water main in the area of Main Street and Grove Ave.
   3. Task 3: Main Street/Silver Ave: This will include a cost estimate for street and utility reconstruction on Main St from Lane Ave to Hwy 7 and on Silver Ave from Main St to Hay 7; also to include an alternate cost for a trail along Main Street for the area.
   4. Task 4 Lane Ave County Road Analysis: Review of Lane Ave to determine the feasibility of developing this segment of City Street into a County Road; will also include cost estimates of needed improvements to meet minimum county road standards.
   5. Task 5 Cursory review of water, sewer, storm sewer, and street surfacing for all other areas of the City. This review will include the development of general order of magnitude cost estimates for needed improvements; this will be a general review and would not include any detailed modeling of systems or block by block analysis of street surfacing.

*A motion was made by Councilor Nelson seconded by Councilor Johnsons to approve the proposal submitted by S.E.H. for development of an analysis of City infrastructure and a County Road Turn Back proposal, not to exceed $5,500.  
Vote for: Unanimous  
Motion carried.*

Department Business:

1. Liquor Store: Councilor Johnson reviewed the following:  
    Dec. 10 Dec 09 YTD 10 YTD 09  
   Cost of Goods $30,115 (55.2%) $29,670 (54.7%) $316,974 (56.2%) $316,236 (56.3%)  
   Wages & Bens. $23,319 (42.8%) $27,413 (50.5%) $157,997 (28.0%) $160,035 (28.5%)  
   Overhead $ 7,747 (14.2%) $11,997 (22.1%) $ 76,453 (13.6%) $ 83,004 (14.8%)  
   Net Profit $( 6,663)-12.2% $(14,814)-27.3% $ 12,519 ( 2.2%) $ 2,520 ( 0.4%)  
     
   Mayor Bebo questioned the need for past year information and questioned the accuracy of the numbers presented. Clerk Venier said the past year information is included so Councilors will have a reference to see if conditions are improving or deteriorating, and as to the accuracy, Clerk Venier said the numbers represent what the ledger accounts have on them at the time presented and the year end numbers are may change once the City Auditor reviews them and makes any necessary adjustments.
   1. Requested the rehire of Shawn Wicklund as a PT Cleaner at the Municipal Liquor Store as recommended by MLS Manager Gerald Quast.  
      *A motion was made by Councilor Nolan Johnson seconded by Councilor Krohn to approve the hire of Shawn Wicklund as a PT Cleaner at the Liquor Store at the starting wage for the position.  
      Vote for: Unanimous  
      Motion carried.*
   2. Requested approval of the annual review for John Marvan, a PT bartender, as recommended by MLS Manager Gerald Quast.  
      *A motion was made by Councilor Johnson seconded by Councilor Nelson to approve the annual review with step increase for John Marvan.  
      Vote for: Unanimous  
      Motion carried.*
   3. Requested approval of the annual review for Mike Murphy, a PT bartender, as recommended by MLS Manager Gerald Quast.  
      *A motion was made by Councilor Johnson seconded by Councilor Nelson to approve the annual review with step increase for Mike Murphy.  
      Vote for: Unanimous  
      Motion carried.*
2. Public Safety: Police Chief Hummel presented the following:
   1. Quotes for the replacement of the City squad were presented; it appeared the costs presented were not inclusive of sales tax and Councilors asked that the numbers get updated to include any taxes that would be applicable and return at the next meeting:
      1. 2011 Ford Crown Vic interceptor $22,983.64
      2. Schiroo Elec. (Transfer equip from old squad) $ 1,950  
          (Lexan rear sear divider) $ 350  
          (new light bar if needed) $ 1,289
      3. Stalker Radar (radar unit) $ 2,310  
          Total Cost excluding taxes $28,882.64
   2. Reviewed a state mandated policy that was added to the department’s policy manual regarding Possession of Property Seized for Administrative Forfeiture.
3. Public Works: Councilor Nelson reported the following:
   1. Snow operations continue to go smoothly  
      Mayor Bebo expressed concern over when public works staff were coming in to do snow removal. Councilor Nelson voiced agreement and told Councilors that where he had lived previously they would not conduct snow removal on some of the City roads at all. Clerk Venier informed Councilors that the current policy was to conduct snow removal efforts after a minimum of 2” snow event. Councilors desired to leave the policy as is but requested the Public Works staff carefully monitor its snow/ice budget and not doing any unnecessary snow removal, especially when overtime is to be paid.
   2. Sanding efforts are being reduced in an effort to reduce costs for purchasing saltsand.
   3. Repairs to a force main were made on 1/3/11; blacktop and curb will be replaced this spring.
4. Community Development: Clerk Venier reported the following:
   1. The Planning Commission met and members are in the process of completing an online planning and Zoning course provided by the League of MN Cities.
   2. Clerk Venier informed the Council that Brad Emans and Dave Easland, the City Assessor’s, have notified him that they will no longer continue to do assessment work for the City. Venier introduced Brenda Chmielewski who had expressed an interest in becoming the City Assessor on a contract basis. Ms. Chmielewski explained her background and qualification in municipal assessing. She is currently an assessor for McLeod County and in addition to residential assessing she is licensed in income producing properties, including both commercial buildings and apartments. Ms. Chmielewski said she would charge $7.00 per parcel for the work. Clerk Venier reported that the current assessors charged $7.40 per parcel. Councilors directed Venier to draw up a contract for consideration at the next Council meeting.
5. Administration: Clerk Venier presented the following:
   1. December Treasurer’s report, noting that balances were as expected for the end of the year.
   2. Reviewed a proposal to adopt the Minnesota Basic Code of Ordinances. Clerk Venier explained that the current code is in need of updating to get current with state laws and regulations. In a letter to the Council, the City Attorney reported that having them do the review and updating would be more expensive than adopting the MN Basic Code. Venier reported that the MN Basic Code is designed by the League of MN Cities as a cost effective way for small cities to keep their City Code current while reducing the cost to do so. Councilors expressed a desire to compare and contrast the two codes before committing to adopting the basic code.
   3. Reviewed an application for 3.2 beer on-sale at Molly’s Café’.  
      *A motion was made by Councilor Johnson seconded by Councilor Nelson to approve a 3.2 Beer On-Sale License for 2011 for Molly’s Café.  
      Vote for: Unanimous  
      Motion carried.*
   4. Reviewed a one day gambling application for the SLFD Relief Assoc. for 2/19/11.  
      *A motion was made by Councilor Nelson seconded by Councilor Krohn to approve a one day gambling license for 2/19/11 for the SLFD Relief Assoc.  
      Vote for: Unanimous  
      Motion carried.*
   5. Reviewed Resolution 01-02 declaring Larry Warzecha, a peace officer for PERA eligibility.  
      *A motion was made by Councilor Johnson seconded by Councilor Krohn to approve Resolution 01-02 declaring a peace officer.  
      Vote for: Unanimous  
      Motion carried.*
   6. Reviewed unaudited statement of Revenues, Expenditures, and changes to Fund Balances for the Governmental Funds as well as a comparison of Governmental Funds actual versus budgeted revenues and expenditures.  
      Clerk Venier reported that there may be some adjustments made by the City Auditor during the Audit which is scheduled for late March. Venier also informed Councilors that the full financial statements will also be presented once the Audit is completed
      1. General Fund  
         Revenues $650,937  
         Expenditures $565,711  
         Transfers in (out) ($59,110)  
         Net Change in Fund Balance $26,115
      2. Ambulance Fund  
         Revenues $77,847  
         Expenditures $78,676  
         Transfers in (out) $15,000  
         Net Change in Fund Balance $14,170
      3. Fire Fund  
         Revenues $109,556  
         Expenditures $129,359  
         Transfers in (out) $20,000  
         Net Change in Fund Balance $197
      4. Capital Funds  
         Revenues $4,950  
         Expenditures $24,466  
         Transfers in (out) $28,800  
         Net Change in Fund Balance $9,284
      5. Debt Service Funds  
         Revenues $100,378  
         Expenditures $135,515  
         Transfers in (out) $0  
         Net Change in Fund Balance ($35,137) (Venier noted that the debt service funds are designed to be paid down as the bonds are paid off.)

Open Discussion:

* Ray Bandas, on behalf of the Knights of Columbus, presented the City with a check for $540.00 to be used toward the replacement of the bleachers at the softball field.

*A motion was made by Councilor Johnson seconded by Councilor Krohn to adjourn this regular meeting of the Silver Lake City Council.  
Vote for: Unanimous  
Motion carried; meeting adjourned at 8:10pm*

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Bruce Bebo, Mayor

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Kerry Venier, Clerk/Treasurer