Minutes  
Silver Lake City Council  
Regular Meeting  
February 22, 2010

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

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

Others present: Kerry Venier, Clerk; Scott Qualle, Building Inspector; Bill Hummel, Police Chief; Alyssa Schauer, Silver Lake Leader; Sandra Keswick

*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 January 18, 2010 regular meeting.
2. Approve payroll #2,3 and Jan. Amb.
3. Claims to be paid: $ 5,875.27 (1/18/11)  
    $ 1,428.66 (1/18/11)  
    $14,735.90 (2/9/11)  
    $25,999.73 (1/27/11)  
    $37,738.21 (2/22/11)

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

Old Business:

1. Councilors reviewed a contract for City Assessor services. Ms. Brenda Chmielewski will take over the City Assessor duties at a contracted rate of $7.00 per parcel. The contract will begin with the 2012 assessment year and automatically renews until the 2015 assessment year.  
   *A motion was made by Councilor Johnson seconded by Councilor Roquette to approve the Assessment Contract with Brenda Chmielewski at a rate of $7.00 per parcel.  
   Vote for: Unanimous  
   Motion carried.*
2. Councilors reviewed Resolution 11-03 Approving the replacement of the City squad car. Chief Hummel reported that the cost of decals for the new squad was not included in the proposal presented at the last Council meeting but he had received a quote of $385.00 for this service. The total cost of the new squad would be $29,535.07.   
   *A motion was made by Councilor Roquette seconded by Councilor Nelson to approve resolution 11-03 approving the replacement of the City Patrol squad for a total cost of $29,535.07.  
   Vote for: Unanimous  
   Motion carried.*Councilors asked what would be done with the old squad car and Chief Hummel told members that it should be sold. Clerk Venier said the City would likely sell it via sealed bid process.

New Business:

1. Councilors reviewed a notice from the County Assessor notifying residents that the City’s Board of Appeals meeting would be held on April 7th, 2011 at 6:30pm in the Silver Lake Auditorium.
2. Clerk Venier reviewed a grant application for the MN Beautiful Program. The grant would provide paint for use in the Auditorium. The grant stipulates that the work must be done by volunteers and Venier told Councilors that the Civic, Lions, Sportsmen, Lake Enhancement, and Women’s Club have all written letters of support for the grant. Venier told Councilors that Dorothy Merrill and her daughter Katie, who is an interior designer, offered to help choose appropriate colors for the interior of the building and once the colors are chosen and the wall space measured to determine how much paint is needed the application will be submitted. The Southwest Initiative Foundation is agency that is administering the grant.  
   *A motion was made by Councilor Nelson seconded by Councilor Johnson to approve the application for the MN Beautiful Program.  
   Vote for: Unanimous  
   Motion carried.*
3. Councilors reviewed resolution 11-04 pre authorizing payments by Clerk’s warrant. Clerk Venier said this is a resolution that allows for the payment of regularly occurring bills such as utility payments and contracted payments.  
   *A motion was made by Councilor Roquette seconded by Councilor Johnson to approve Resolution 11-04 pre authorizing payment by Clerk’s warrant.  
   Vote for: Unanimous  
   Motion carried.*
4. Councilors reviewed resolution 11-05 declaring Council members as employees for workers compensation insurance coverage.  
   *A motion was made by Councilor Roquette seconded by Councilor Johnson approving resolution 11-05 declaring Council members as employees for workers compensation insurance coverage.  
   Vote for: Unanimous  
   Motion carried.*
5. Councilors reviewed resolution 11-06 consenting to Mediacom restructuring. Clerk Venier explained that this resolution was recommended by the Cable Commission’s attorney and was in accordance with the Franchise Agreement the City had with Mediacom, which calls for local government approval of any corporate changes within Mediacom and the resolution would approve the proposed restricting of Mediacom and still keep all provisions of the Franchise agreement in tact and effective as when the agreement was originally adopted.  
   *A motion was made by Councilor Johnson seconded by Councilor Roquette to approve resolution 11-06 consenting to Mediacom restructuring.  
   Vote for: Unanimous  
   Motion carried.*
6. Councilors reviewed a one day On-Sale liquor license application submitted by the American Legion Post 141 for 3/20/11. The application had been approved by the police department.  
   *A motion was made by Councilor Johnson seconded by Councilor Roquette to approve a One Day On-Sale Liquor License for the American Legion Post 141 for 3/20/11.  
   Vote for: Unanimous  
   Motion carried.*
7. Clerk Venier presented a proposal for a new Council table for in the Council chambers. The quote was for a u-shaped table; Councilors expressed a desire to go with a oval shaped table. Councilor Nelson said he thought they should purchase the u-shaped table and add the end pieces to it at a later date.  
   *A motion was made by Councilor Nelson to purchase a U-Shaped Council table at a cost of $1,264.55.  
   Motion failed due to lack of a second.  
     
   A motion was made by Councilor Roquette seconded by Councilor Johnson to purchase an oval shaped Council Table for a price of $1,800.63 from Ed Davis Business Machines.  
   Vote for: Mayor Bebo, Councilors Roquette and Johnson  
   Against: Councilor Nelson  
   Motion carried.*

Department Reports:

1. Municipal Liquor Store: Councilor Johnson reported the following:  
    Jan 11 Jan 10
   1. Sales $38,952.41 $40,234.10
   2. Cost of Goods $20,504.28 (51.7%) $20,856.22 (51.4%)
   3. Wages & Benefits $ 6,789.14 (17.4%) $ 8,241.04 (20.3%)
   4. Overhead $ 3,457.10(8.8%) $ 3,892.25(9.6%
   5. Net Profit $ 8,201.89(21.1%) $ 7,570.88(18.7%)
   6. Presented the recommendation of MLS Manager Gerry Quast to approve the annual review with step increase for PT Bartender Jessica Trebenesse.  
      *A motion was made by Councilor Johnson seconded by Councilor Roquette to approve the annual review with a step increase for Jessica Trebenesse.  
      Vote for: Unanimous  
      Motion carried.*
2. Public Safety: Councilor Roquette reported that the annual review for Officer Forrest Henrickson was completed and Chief Hummel recommended approval of the review and a step increase.  
   *A motion was made by Councilor Nelson seconded by Councilor Roquette to approve the annual review with step increase for Officer Forrest Henrickson.  
   Vote for: Unanimous  
   Motion carried.*Clerk Venier that the Fire Department had received a grant from the MN DNR in the amount of $2,500 and it was a matching grant. The grant is for the purchase of pagers that will be compatible to the 800 mhz radio system that will be utilized starting in 2012. The department was requesting to purchase 12-Minitor V pagers at a cost of $5,322.38 from Two Way Communications of Hutchinson.  
   *A motion was made by Councilor Roquette seconded by Councilor Nelson to approve Resolution 11-07 approving the purchase of pagers for the Fire Department.  
   Vote for: Unanimous  
   Motion carried.*
3. Public Works: Councilor Nelson reviewed the following public information:
   1. Staff has submitted year end reports for the Department of Health, MPCA, DNR Water Usage, and Dept. of Public Safety.
   2. Staff has begun painting Council room.
   3. Will be rotating equipment out of storage for the changing seasons (spring).
   4. Working with other Cities to discuss the possibility of combining sealcoat projects to save money if possible. (Areas we would be looking to sealcoat would be Lane and Lake Avenues and the Auditorium parking lot)
   5. Mayor Bebo reported that he was approached by members of the Legion asking if the City would seal the parking lot adjacent to the Legion, as this lot is City Property. The Legion would be willing to pay half of the $1065.00 that it would cost to seal the concrete lot.  
      *A motion was made by Councilor Johnson seconded by Councilor Roquette to approve paying $532.50 towards sealing the concrete lot adjacent to 241 Main St W. (A city owned parking lot)  
      Vote for: Unanimous  
      Motion carried.*
4. Community Development:
   1. Scott Qualle of MNSPECT, the City Building Official, reviewed the year end report for construction activity. Mr. Qualle noted that the majority of construction activity was public/Industrial activity and remodeling, no new construction permits were issued in 2010.  
      Mr. Qualle asked the Council for guidance on how they would like expiring and open permits to be handled; he suggested that the permit holder be notified when a permit is due to expire and if no response is given then the expired permit is sent back to the City and filed with the property file. Councilor Nelson expressed his frustration with the permit process noting that he felt the permit shouldn’t expire. Mr. Qualle said that the purpose of having a expiration period was so that the City is able to follow up to ensure that the inspection process is followed up on and the building code is complied with, he also noted that they do grant extensions to permits if a homeowner contact the Building Inspector. Councilors directed Mr. Qualle to notify permit holders of expiring permits 30 days in advance and then send the expired permit to the City to include in the property file.  
      Councilors discussed a property that had the garage cave in and directed the Clerk and Building Inspector to make sure the process for enforcing the dangerous building aspect of the building code was being enforced.
5. Administration: Clerk Venier reported the following:
   1. Presented the January Treasurer’s report.
   2. Reported that the Department heads are continuing work on updating the Capital improvement Plan and hope to present it to the Council at their April meeting.

Open Discussion:

1. Ms. Sandra Keswick addressed the Council with concerns over a local business exhausting fumes into the air near her apartment complex. Councilors said they will check into the matter.

*A motion was made by Councilor Roquette seconded by Councilor Johnson to adjourn this regular meeting of the Silver Lake City Council.  
Vote for: Unanimous  
Motion carried; meeting adjourned at 8:45 pm.*

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Bruce Bebo, Mayor

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Kerry Venier, Clerk/Treasurer