

Minutes  
Silver Lake City Council  
Regular Meeting  
6:30pm, October 21, 2024  
Silver Lake Auditorium

Mayor Bebo called the meeting to order at 6:33pm.

Members Present: Mayor Bruce Bebo, Councilor Joanna Jacobs, Councilor Josh Mason, Councilor Jarrett Whitney  
Members Absent: Councilor Sandie Adams-Bruins  
Staff Present: Diane Pedersen, Chris Penaz, Ashley Mason, Dale Kosek, Kyle Wawryzniak  
Others Present: Sam Fink, Liz Tromborg, Lily Brolje, Aby Smith

***Motion by Councilor Jacobs second by Councilor Mason to approve the agenda. Vote for: Unanimous. Motion carried.***

Consent Agenda:

1. Approve minutes from October 7, 2024, Quarterly Meeting
2. Approve Payroll 20 & 21 and September Ambulance
3. Approve Claims

***Motion by Councilor Mason second by Councilor Whitney to approve the consent agenda. Vote for: Unanimous. Motion carried.***

Public Comment – None

New Business:

1. Mayor Bruce Bebo opened the public hearing at 6:35pm
  - a. Notice of Hearing – SEH – Public hearing on proposed improvements for the infrastructure project.
    - i. Sam Fink from SEH reviewed the infrastructure project plans and answered questions.

***Motion by Councilor Jacobs second by Councilor Mason to close the public hearing at 8:04pm. Vote for: Unanimous. Motion carried.***

- ii. Resolution 24-22: Resolution Ordering Improvement and Preparation of Final Plans and specifications.

***Motion by Councilor Mason second by Councilor Jacobs to approve Resolution 24-22: Resolution Ordering Improvement and Preparation of Plans. Vote for: Unanimous. Motion carried.***

- iii. Rural Development has completed their review of the 100% plans and specifications on Friday, October 18, SEH is working to get it back to them by Friday, October 25, 2024. They have two Sole Source requests, one for fire hydrants and one for Quality Control to do the integration system, that will be forwarded to the City Clerk to be signed and returned to SEH.
      - b. Discussion held regarding GSL FFA request to place FFA signs on the City of Silver Lake population signs. They have the necessary MNDOT permits, so they are requesting permission to hang the signs and guidance as to who should hang them.

***Motion by Councilor Mason second by Councilor Jacobs to approve the request from GLS FFA to place FFA signs on the Silver Lake population signs. Vote for: Unanimous. Motion carried.***

Department Business:

1. Public Works
  - a. Liaison Report
    - i. Aqua Logic winterized the pool.
    - ii. Winter prep continues.
    - iii. Fall sweeping has begun.
    - iv. Auditorium furnace installation is complete. \$5000 donation received from the Lions. The bill was \$9050.
    - v. Continue to attend Safe Assure training and safety meetings.
    - vi. Sewer main issue on Thomas Avenue that will need to be fixed in 2025.
    - vii. Hydrant Flushing scheduled for the week of October 21.

viii. Water heater was installed in the auditorium on Monday, October 21, 2024, by Mikolichek.

ix. Snow hauling bid request for action:

1. Request to hire Borka for the 2024-2025 winter season for snow hauling at a cost of \$115/hour per truck and \$65/person per hour for man-time using the city's equipment.

**Motion by Councilor Whitney second by Councilor Mason to approve the hiring of Borka for the 2024-2025 winter season snow hauling. Vote for: Unanimous. Motion carried.**

- x. Request for Action to give Mitch Penaz, a part-time public works maintenance 1 assistant from November through May to help with snow removal when needed, a step increase from Grade 12 Step 0 to Grade 12 Step 1 \$16.05/hour.

**Motion by Councilor Whitney second by Councilor Jacobs to approve the step increase to Grade 12 Step 1 \$16.05/hour for the public works maintenance 1 assistant, Mitch Penaz, for helping with snow removal when needed between November 1, 2024, to May 1, 2025. Vote for: Unanimous. Motion carried.**

b. Reviewed People Service Reports

i. O&M Report

ii. WO Maintenance Report

iii. Water Plant Maintenance Expenditures

- c. The meeting was closed for the employee performance evaluation for the Public Works Supervisor. It is the recommendation of the council to retain with a wage increase from Grade 17 Step 4 to Grade 17 Step 5 \$25.67/hour.

**Motion by Councilor Whitney second by Councilor Jacobs to approve the review of Public Works Supervisor, Chris Penaz. Recommend is to retain with a step increase to Grade 17 Step 5 \$25.67 effective 10/14/2024. Vote for: Unanimous. Motion carried.**

## 2. Public Safety Liaison Report

a. Fire Department

i. Chief 1 Report

1. Calls reviewed.

2. Clarified probationary firefighters hire dates.

3. Fire Department Halloween for kids 5-7pm.

4. Rescue tool training was held on Wednesday, October 16, 2024.

5. Request for Action to purchase 10 sets of turnout gear from Heiman Fire Equipment at a cost of \$42,770. The schedule for replacing turnout gear is 10 sets last year, 10 sets this year, and then 5 sets next year and the year after. Turnout gear has a 10-year life expectancy.

**Motion by Councilor Jacobs second by Councilor Whitney to approve the purchase of 10 sets of turnout gear from Heiman Fire Equipment at a cost of \$42,770. Vote for: Unanimous. Motion carried.**

ii. Chief 3 Report

1. SCBA Compressor/Fill Station delivered and installed

2. SCBA Masks in service

3. Invoice submission/payments in process. Received \$224,000 ACH deposit from FEMA.

4. Extrication tools update

5. FEMA Grant to replace R2

b. Sheriff's Report

i. Event totals

ii. Monthly billing

c. Ambulance Report

i. Training this month for LUCAS and CPR for Pediatrics.

ii. Ambulance and FD hosted Winsted, Lester Prairie, Silver Lake 4H group on 10/6 to learn more about volunteer agencies and how we work together for communities.

iii. Current membership reviewed.

iv. Calls reviewed.

v. Executive Committee finished reviewing By Laws and Policies.

1. Request for Action to approve the increase in holiday pay from \$5/hour to \$7/hour.

**Motion by Councilor Jacobs second by Councilor Mason to approve the change in holiday pay from \$5 to \$7 effective 1/1/2025. Vote for: Unanimous. Motion carried.**

2. Request for Action to approve officer stipend increases for secretary and training officer from \$100 per year to \$250 per year.

**Motion by Councilor Jacobs second by Councilor Whitney to approve the stipend increase for secretary and training officer from \$100 per year to \$250 per year effective January 1, 2025. Vote for: Unanimous. Motion carried.**

3. Request for Action to approve the new ambulance policy as presented.

**Motion by Councilor Jacobs second by Councilor Whitney to approve the updated ambulance policy effective January 1, 2025, and removing Ambulance By-Laws for the service. Vote for: Unanimous. Motion carried.**

4. Will be doing "Stuff the Rig" with Hutchinson Area Christmas for Children. Will focus more on snacks and stocking stuffers. Will have the rig out for Winterfest.
5. Councilor Jacobs is in contact with Expert Billing to get reports done timelier. Our Expert Billing contract expires in 2025, will search for other options.

### 3. Municipal Liquor Liaison Report

- a. Discussed TSBL burger machine.
- b. Request for Action to approve the new hire Jessica Gutzmann at Grade 11 Step 1 \$14.85/hour effective October 10, 2024.

**Motion by Mason second by Councilor Whitney to approve the hire of Jessica Gutzmann at Grade 11 Step 1 effective 10/10/2024. Vote for: Unanimous. Motion carried.**

- c. The chest freezer broke down and needs to be replaced. Quotes attached for an upright freezer.
  - i. TriMark \$1858
  - ii. Kintera \$1399
  - iii. Cooler Depot \$2100
- d. Halloween Party with a costume contest for event tickets on the 25<sup>th</sup> with DJ and Karaoke.
- e. Taste of the Holidays November 2, 2024, in the auditorium. The Muni will have the bar open for a tasting event.
- f. Walk-in cooler is running without one compressor. Quote received for compressor attached.
  - i. AREngh
    1. Repair \$6250
    2. Replace \$28,950 excluding electrical wiring.
- g. Discussed previous council questions with MLS responses.
  - i. Lincoln Marketing
  - ii. Selling THC products in the MLS
- h. Request to approve the review of Lead Bartender, Rebecca Helberg.

**Motion by Councilor Whitney second by Councilor Mason to approve the review of Lead Bartender, Rebecca Helberg. Recommend to retain with a step increase to Grade 13 Step 7 \$21.10 effective 10/21/2024. Vote for: Unanimous. Motion carried.**

- i. Request to approve the review of PT Bartender, Amanda Sathre.

**Motion by Councilor Jacobs second by Councilor Whitney to approve the six-month review of PT Bartender, Amanda Sathre. Recommend retaining with a step increase to Grade 11 Step 1 \$14.85 effective 8/20/2024. Vote for: Unanimous. Motion carried.**

- j. Reviewed financials:
  - i. MTD net loss \$7654.77
  - ii. YTD net income \$29,820.56

### 4. Community Development

- a. Commissioner's report
  1. Discussion on replating city lots. Will review lot lines again.
  2. Discussed working with the DNR and Lions for tree replacement following the infrastructure project.
  3. Conditional Use Permit discussed for 1104 Main St W. Will have a public hearing on November 12, 2024, at 7pm.

### 5. Administration

- a. Clerk's report
  - i. September treasurer's report.

1. The ambulance department continues to lag behind in insurance collections. Councilor Jacobs is in contact with Expect Billing to find out what the issue is.
  2. The Fire Department received their \$224,000 FEMA grant
- b. Resolution 24-21: Resolution to set Election Canvassing Date

**Motion by Councilor Jacobs second by Councilor Whitney to approve Resolution 24-21 to set the Election Canvassing Date for Friday, November 15, 2024, at 6:00 pm. Vote for: Unanimous. Motion carried.**

- c. 2025 Fee Schedule Review – will be discussed again in November.
- i. Reviewed water and sewer rates as compared to RDA projected rates.
    1. Change Water Usage Charge from \$10 to \$12
    2. Change Sewer Usage Charge from \$12 to \$11
    3. Change Storm Water Base Rate from \$7 to \$11
  - ii. Reviewed pool rates.
    1. Change Family Season Pass Rate from \$175 to \$80+\$40 for each additional family member.
    2. Change Individual Season Pass from \$75 to \$80
    3. Change Swimming Lesson Fee from \$50 to \$60
    4. Change Semi-Private Lesson Rate from \$75 to \$80
  - iii. Wage Scale Review
    1. Proposed 2025 with a 2.50% COLA over 2024 rates.
  - iv. Budget Review
    1. Preliminary Levy Certification compared to Final Levy Certification

	Preliminary	Final
a. 01 General Fund	\$637,084	\$625,287
b. 05 2013A Bond Fund	\$ 23,513	\$ 23,513
c. Total Levy	\$660,597	\$648,800
d. % Increase	6.75%	4.85%

- d. Request for Action to approve the new city attorney rate.
- i. Current agreement charges \$145/hour, asking for \$165/hour beginning 1/1/2025. There is currently a \$25,000 annual cap on prosecution charges.

**Motion by Councilor Whitney second by Councilor Jacobs to approve the new rate of \$165/hour for the city attorney effective 1/1/2025. Vote for: Unanimous. Motion carried.**

- e. Discussion held regarding a request for use of the softball field for the summer of 2025.
- i. Want to use the field one night a week for league games. Would need access to lights and equipment for chalking the field.
  - ii. LMC recommends:
    1. Written agreement
    2. Require the league to have liability insurance for at least \$1,000,000 per occurrence.
    3. City to be added as an additional insured to the league's liability insurance.
    4. Required the league to defend and indemnify the city for claims related to the league's use of the field.
    5. Get a certificate of insurance from the league showing proof of insurance.
    6. Have the team sign a Voluntary Waiver of Liability.
  - iii. The council recommends that a league fee of \$250 be added to the fee schedule.

Old Business:

1. Pool Recap
  - a. # of passes sold
    - i. 53 family passes
    - ii. 5 Individual passes
  - b. Comparison of rates to surrounding towns.
    - i. Recommend increasing Individual Pass to \$80, Family Pass to \$80+\$40/additional
2. Discussion held regarding the McLeod County Cannabis Ordinance.
  - a. Sample ordinance from the City of Tyler. The city clerk will use this ordinance to draft one for the City of Silver Lake.

**Motion by Councilor Jacobs seconded by Councilor Mason to approve the City of Silver Lake drafting their own Cannabis ordinance for retail and zoning policies rather deferring to the one developed by McLeod County. Vote for: unanimous.**

**Motion carried. – Motion Retracted**

**Motion by Councilor Jacobs seconded by Councilor Mason to approve the City of Silver Lake drafting their own Cannabis ordinance related to the regulation of cannabis businesses. Vote for: unanimous. Motion carried.**

3. Request for Action for council approval for mural placement:

- a. The council agreed that Mural 1 is to be placed on the west side of the public works building.
- b. The council agreed that Mural 2 is to be placed on the east side of the auditorium.

Open Discussion:

- 1 Check for signs on the county roads that need to be replaced.

**Motion by Councilor Mason seconded by Councilor Whitney to adjourn this regular meeting of the Silver Lake City Council. Vote for: unanimous. Motion carried.**

Meeting Adjourned 10:17 pm

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Diane E. Pedersen, Clerk/Treasurer

Seal of the City: