

Minutes  
Silver Lake City Council  
Quarterly Meeting  
6:30pm, July 7, 2025  
Silver Lake Auditorium

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

Members Present: Mayor Bruce Bebo, Councilor Roxanne Yurek, Councilor Joanna Jacobs, Councilor Josh Mason,  
Members Absent: None  
Staff Present: Diane Pedersen, Jarrett Whitney  
Others Present: Ryan Raisanen, Ted Gehring

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

Consent Agenda:

1. Approve minutes from June 16, 2025, Regular Meeting
2. Approve SEH minutes from June 16, 2025
3. Approve Payroll 13 and Quarter #2
4. Approve Claims

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

Public Comment – None

Old Business:

1. Filling City Council vacancy
  - a. Ted Gehring is interested in filling the open council seat vacated by Jarrett Whitney through December 31, 2026.
  - b. Swore in Ted Gehring to fill the open council seat through December 31, 2026.
    - i. Liquor Store liaison for the remainder of the year.
  - c. Declared a Planning Commission vacancy
    - i. Will be posted on the city website, city hall display case, auditorium, bank and post office.

***Motion by Councilor Jacobs second by Councilor Yurek to declare a Planning Commission vacancy. Vote for: Unanimous. Motion carried.***

Department Business

1. Public Works
  - a. Request for Action to readdress the step advancement given to the Public Works Supervisor at his annual review in May. Requesting to move him an additional step from Grade 17 Step 6 \$26.98 to Grade 17 Step 7 \$27.65.

***Motion by Councilor Yurek second by Councilor Mason to approve the request to move Public Works Supervisor Chris Penaz from Grade 17 Step 6 to Grade 17 Step 7 \$27.65 effective 4/14/2025. Vote for: Councilor Yurek, Councilor Mason, Councilor Gehring. Opposed: Mayor Bebo, Councilor Jacobs. Motion carried.***

- b. Request for Action to approve increasing the maximum allowed compensatory time for public works employees to 40 hours through the duration of the infrastructure project.
  - i. This discussion was tabled until the regular July council meeting. If this is approved, does it need to include all departments that qualify for overtime.
  - ii. Request comp-time policies for surrounding cities.

2. MLS

- a. Request for Action to approve the Food Prep/Kitchen Clerk position and Job Description
  - i. Looking to hire someone 18+
  - ii. Thinking 15-20 hours with 5 hours shifts (4 or 5pm to 9pm) during high volume periods such as Friday and Saturday and event nights.
  - iii. Thinking of a six-month trial period (through the end of the year) to see if the position makes sense.
  - iv. Food Certification would be a preferred qualification, not a requirement.

**Motion by Councilor Gehring second by Councilor Yurek to approve food prep/kitchen clerk position as a Grade 10 position. Vote for: Unanimous. Motion carried.**

- b. Requests for Action
  - i. Approve the annual review for Faye Duffy
    1. Twelve-month review
    2. Currently Grade 11 Step 3 \$16.41, move to Grade 11 Step 4 \$16.82
    3. Effective 4/14/2025

**Motion by Councilor Yurek second by Councilor Mason to approve the annual review for Faye Duffy with a step increase to Grade 11 Step 4 \$16.82 effective 4/14/2025. Vote for: Unanimous. Motion carried.**

- ii. Approve the annual review for Jewelie Hussmann
  1. Twelve-month review
  2. Currently Grade 11 Step 1 \$15.22, move to Grade 11 Step 2 \$16.01
  3. Effective 4/14/2025

**Motion by Councilor Jacobs second by Councilor Yurek to approve the annual review for Jewelie Hussmann with a step increase to Grade 11 Step 2 \$16.01 effective 4/14/2025. Vote for: Unanimous. Motion carried.**

- i. Approve the hiring of Emily Wurm as a PT Bartender at Grade 11 Step 2 \$16.01 with a start date of 7/7/2025 pending successful completion of a background check and drug screening.

**Motion by Councilor Yurek second by Councilor Mason to approve the hire of Emily Wurm as a PT Bartender at Grade 11 Step 2 \$16.01 effective 7/7/2025. Vote for: Unanimous. Motion carried.**

3. Public Safety

- a. Reviewed the proposed contracts from the Sheriff's department for 2026 and 2027. The contracts presented were for 40 hours per week, the city contracts for 45 hours per week. Updated contracts will be available for the July 21<sup>st</sup> Regular Council Meeting.

4. Community Development

- a. Request for Action to approve the pay grade change for Caroline Dostal from lifeguard to head lifeguard.
  - i. \$505.32 increase if she is moved up to the next pay grade.
  - ii. She plans to return to work at the pool next summer.

**Motion by Councilor Yurek second by Councilor Mason to approve the pay grade change for Caroline Dostal from Grade 10 Step 3 to Grade 11 Step 3 \$16.41 effective 7/7/2025. Vote for: Unanimous. Motion carried.**

- iii. Pool review

5. Administration

- a. Reviewed current year budget progress
- b. Discussed 2026 budget preparation
  - i. Reviewed the proposed wage scale with a 2.50% COLA increase
  - ii. Reviewed the Fee Schedule
    1. Proposed Pool Rental increase from \$150 to \$175 to include two lifeguards.
    2. Building and Zoning fees need to be updated
    3. Proposed Water Usage charge increase from \$12 to \$12.50 which will get the city right to the target rate set by Rural Development.
    4. Proposed Storm Water Basic System Rate from \$11 to \$15. The target rate set by Rural Development is \$22.71.
- c. Discussed the Personnel Policy wording changes for ESST time effective July 1, 2025.

**Motion by Councilor Yurek second by Councilor Mason to approve the ESST Personnel Policy wording updates effective 7/1/2025. Vote for: Unanimous. Motion carried.**

New Business:

1. Quarter 2 MMBA Report
2. Reviewed MN Department of Employment and Economic Development (DEED) County Profile

Open Discussion:

1. Quarterly meeting is not for department business.
2. Street Project update

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

Meeting Adjourned 8:45 pm

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Diane E. Pedersen, Clerk/Treasurer

Seal of the City: