

Minutes
Silver Lake City Council
Regular Meeting
May 16, 2022
Silver Lake Auditorium

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

Members present: Mayor Bruce Bebo, Councilor Josh Winfrey, Councilor Sandie Adams-Bruins, Councilor Joanna Jacobs

Members absent: Councilor Chris Penaz

Staff present: Diane Pedersen, Dale Kosek

Others present: Karin Ramige, Duane Yurek, James Nowak

Swearing in of new councilor Joanna Jacobs.

Added Auditorium Survey to agenda under Old Business.

Motion by Winfrey second by Adams-Bruins to approve the agenda. Vote for: Unanimous. Motion carried.

Consent Agenda:

1. Approve minutes from April 18, 2022 Regular Meeting
2. Approve Payroll 9 & 10, April Ambulance
3. Approve Claims

Motion by Winfrey second by Adams-Bruins to approve the Consent Agenda. Vote for: Unanimous. Motion carried.

Public Comment –

1. Duane Yurek – Sports Complex - horseshoe pits – repairing 7 of the 9. Lions will donation \$1,000. Red Rock around the pits needs to be filled in.

Motion by Winfrey second by Adams-Bruins to approve \$750 for placing red rock around the horseshoe pits. Vote for: Unanimous. Motion carried.

Department Business:

1. Public Works Liaison Report
 - a. Hydrants have been flushed
 - b. No response from KLM on date to complete water tower.
 - c. Preparing pool for opening 6/6/2022.
 - d. MLS paint and roof project update. Bids have been received. Dale, Owen and Josh will get together to review and present the best options to council.
 - e. Lawn mower proposal.

Motion by Winfrey second by Adams-Bruins to continue the lawn mower program for another year and to approve \$3300 for the lawn mower proposal. Vote for: Unanimous. Motion carried.

- f. Request for Action
 - i. Part time summer help as Maintenance 1 at \$14.39/hour for 8 hours per week with a maximum of 32 hours per month. The position would run from June 1 through September 1.

Motion by Adams-Bruins second by Jacobs to hire a part-time Maintenance 1 person June 1-September 1 not to exceed 32 hours per month. Vote for: Unanimous. Motion carried.

- g. Horizon Pool looked at the cracks in the pool deck and said they are normal.
 - i. As part of the agreement with Aqua Logic, Dale will ask if they will seal the deck annually at their expense.
 - ii. Council wants SEH to come in and look at the pool and determine if we should have put stainless steel gutter around the pool rather than the cement that replaced the tile.
 - iii. Request of council that Dale get a bid on blowing insulation into the public works building to reduce the heat loss.
2. Public Safety Liaison Report
 - a. Fire Department Report
 - i. Review of calls.
 - ii. Car and Bike show 5/21/2022.
 - iii. Fire received a \$4000 donation from the Lions for the purchase of an extrication stabilization strut kit and extrication gloves.
 - iv. Starting background check on potential new firefighter.
 - b. Sheriff's Report
 - i. Event type report
 - ii. Police Hours for April
 - c. Ambulance Report
 - i. No report given
 3. Municipal Liquor Liaison Report
 - a. Food trucks on Wednesday nights are appreciated.
 - b. Put in dart boards.
 - c. Reorganized off-sale.
 - d. MMBA conference.
 - e. Incorrect entry of items into the software causing accounting issues.
 - f. A question was raised as to why Payroll Taxes and Benefits was higher in April. That is due to Unemployment being paid.
 - g. Complaints about cleanliness have been received and addressed.
 4. Community Development
 - a. Commissioner's report
 - i. Planning Commission did not meet in May. Starting in June Councilor Jacobs will be the liaison.
 5. Administration
 - a. Clerk's report
 - i. April Treasurer's Report
 - ii. Department head meeting summary
 1. Nothing new to report as all items have been covered by department heads.

Old Business:

1. James Nowak – LED sign update
 - a. Silver Lake header will be stainless with dark blue lettering with LED lights inside.
 - b. Provided a list of Silver Lake organizations he will be approaching for financial support.
 - c. Rough quote is currently at \$53,522.
 - d. Needs to contact DOT with final sign drawing and specifications.
 - e. Needs to send sign specifications to engineer recommended by the planning commission and get him to sign off on the drawings.
 - f. Research the warranty and find out what is actually covered: parts, labor, etc.
 - g. Annual DOT permit will be \$60.
 - h. We will find out if a MNSPECT review will be required and what the permit fee would be.

2. Resolution 22-13: Resolution Approving Property/Casualty Insurance Premiums

Motion by Winfrey second by Jacobs to approve Resolution 22-13 approving Property/Casualty Insurance Premiums. Vote for: Unanimous. Motion carried

3. Park & Recreation Director and Head Lifeguard Wages

- a. Currently at Grade 11, same as part-time bartenders and custodial workers. It was recommended that these positions be moved up to Grade 12 Step 2.

Motion by Adams-Bruins second by Jacobs to move Park & Recreation Director and Head Lifeguard from Grade 11 to Grade 12 Step 2 with a 2.50% COLA increase. Vote for: Unanimous. Motion carried.

Amend the motion by Adams-Bruins second by Jacobs to make the wage change effective for season 2022. Vote for: Unanimous. Motion carried.

5. Safe Assure training for pool staff is set for June 8, 2022, in Lester Prairie from 10:30-12:00noon. Is this something all seasonal staff should be attending? The Park and Rec Director and Head Lifeguard receive annual safety training at their full-time jobs, and they teach the blood borne pathogen and other safety topics to their staff.

6. Auditorium Survey

- a. The draft report on the Level II survey for potential eligibility of the Silver Lake Auditorium. We want to approve the draft report and have it sent in to SHPO.

Motion by Adams-Bruins second by Jacobs to approve the draft report of the Level II survey for potential eligibility of the Silver Lake Auditorium for finalization. Vote for: Unanimous. Motion carried.

New Business:

1. Request for Action Application for 1-Day Gambling License by Fire Department Relief Association for Pola-Czesky Days.

Motion by Winfrey second by Adams-Bruins to approve the 1-day gambling license for Pola-Czesky Days August 7th for the Fire Department Relief. Vote for: Unanimous. Motion carried

2. Resolution 22-16: Resolution Appointing Part-Time Seasonal Employees

- a. The question was raised as to whether or not all employees, including seasonal, should be having a pre-employment background check and drug screening be run. The recommendation by council was that all employees should be treated the same and be having a pre-employment background check and drug screening completed.

Motion by Adams-Bruins second by Jacobs to approve Resolution 22-16 hiring part-time seasonal employees pending the successful completion and passing of a background check and drug screening. Vote for: Unanimous. Motion carried

- b. 2022 Seasonal COLA Wage Report

- i. Park & Rec Director and Head Lifeguard will be updated to 2022 ending wage of \$16.40

3. Personnel Policy updates

- c. Added various pay periods of departments that are not currently included.
- d. Added FMLA Leave policy.
- e. Added annual license checks on employees who drive city vehicles.
- f. Added filing proof of valid driver's license and automobile liability insurance in the city office.

4. Employee Handbook updates

- a. Added various pay period of departments that are not currently included.

Open Discussion

1. Welcome Councilor Jacobs

2. Mayor contacted Representative Gruenhagen and Dean Erdahl regarding bonding. Rep. Gruenhagen said the bonding will be one of the last things they do. He could not say where the City stands in receiving bonding for the infrastructure.

Adjourn

Motion by Winfrey second by Adams-Bruins to adjourn the meeting at 8:35pm. Vote for: Unanimous. Motion carried

Diane E. Pedersen, City Clerk/Treasurer

Seal of the City