

Minutes
Silver Lake City Council
6:30 Regular Meeting
September 18, 2023
Silver Lake Auditorium

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

Members present: Mayor Bruce Bebo, Councilor Sandie Adams-Bruins, Councilor Joanna Jacobs, Councilor Chris Penaz

Members Absent: Councilor Josh Mason

Staff present: Diane Pedersen, Dale Kosek, Ashley Ardolf-Mason

Others present: Randy Redman, Brent Posusta, Jarrett Whitney, Ray Bandas, Jim Nowak

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

Consent Agenda:

1. Approve minutes from August 21, 2023, Regular Meeting
2. Approve minutes from September 6, 2023, Special Meeting
3. Approve Payroll #17 and #18 and August Ambulance
4. Approve Claims

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

Public Comment – None

New Business:

1. The Cookie Lab request from Jarrett and Brooke Whitney to rent the auditorium kitchen for their cookie business.
 - a. www.thecookielabmn.com
 - b. They have a commercial wholesale license and need a certified commercial kitchen space to produce their cookie dough and cookies.
 - c. Currently working 10-20 hours per week for total production time. It takes 2-3 hours to prepare the dough and 3-4 hours to bake cookies.
 - d. Currently pay \$100/month flat fee, \$83/month storage fee for cupboards & freezer, \$14/hour for production.
 - e. Require dedicated storage space and freezer.
 - f. Would like to use the facility after regular hours.
 - g. Asking for a six-month to a year contract.
 - h. Will require a Department of Agriculture inspection of the kitchen.
2. Pool GoFundMe Donation – Brent Posusta
 - a. Brent Posusta started a GoFundMe on Facebook to raise funds to help pay for the pool repairs. He was able to raise a total of \$5955.
 - i. Original Quote \$107,113
 - ii. Change Orders \$5982 => New Total \$113,095
 - iii. ARPA funds \$88,955.75 less GoFundMe of \$5955 => \$18,184.25 less Chilson Holdings (Funeral Home) donation \$1000=> \$17,184.75 less Fire Department raffle pledge of \$4400=> \$12,784.25.
3. Main Street lots proposal from Randy Redman
 - a. Interest in building storage sheds on the lots.
 - b. City Council would like to see the appearance of store front on the building.
 - c. Purchase Agreement
 - i. Page 1 – seller should be City of Silver Lake, not Bruce Bebo
 - ii. Page 1 – retainer fee

iii. Must include a project end date.

4. Request for Action to approve advertising for bids for a three-year lease for farmland.

Motion by Councilor Adams-Bruins second by Councilor Jacobs to approve the request to advertise for a three-years lease of 37.65 acres of city land with sealed bids due by 4pm October 13, to be awarded at the October 16 regular city council meeting. Vote for: Unanimous. Motion carried.

5. Request for Action to approve request from GSL Elementary PTO for a donation of a 2024 pool pass for their fundraiser on Friday, October 27, 2023.

Motion by Councilor Jacobs second by Councilor Adams-Bruins to approve the request from GSL Elementary PTO for a donation of a 2024 individual pool pass for their PTO fundraiser. Vote for: Unanimous. Motion carried.

Department Business:

1. Public Works

a. Public Works Liaison Report

- i. Attended 30% plan completion meeting with SEH, PeopleServices, and city staff. SEH will attend the October quarterly city council meeting with an update.
- ii. Fall/winter preparation is underway with winterization of structures, equipment prep, sweeping, hydrant flushing, etc.
- iii. Public Works will again get bids to insulate the city office building to help prevent ice dams.
- iv. Superintendent Kosek's Class D Water and Class C Wastewater licenses will expire in July 2024. He would need to attend certification classes for renewal hours to retain his licensure which would then be good through July 2028. The cost of training would be approximately \$1000, to be paid for by the city. Kosek is willing to attend classes and renew his licenses if the city has a desire to hire him after retiring on a retainer of \$100/month and \$40/hr. call in time. He would be available in emergency situations if PeopleServices were unable to respond but is not to replace PeopleServices in those situations. The city crew could then work under Kosek's direction and licensure. The next classes are in October, but the council would like to wait until the beginning of next year to see if the new Public Works Supervisor has the licensure.
- v. City Council would like to see advertising for Public Works Supervisor replacement in January so hopefully someone will be hired by March/April.

b. Pool report – change orders needed:

- i. Change order 1: North end wall west of diving board has a 12 ft horizontal crack that needed to be addressed after the plaster was removed. This requires a urethane injection crack repair at a cost of \$1950.

Motion by Councilor Jacobs second by Councilor Adams-Bruins to approve change order 1 to repair a 12 ft horizontal crack at a cost of \$1950. Vote for: Unanimous. Motion carried.

- ii. Change order 2: Transition line (expansion joint) under the tile shows leakage of pool water which is minimal at this time. The recommendation is to caulk the belly pan and install 42 feet of Schluter Strip, which is a new technology not available at the time of construction. The cost is \$1696.

Motion by Councilor Jacobs second by Councilor Adams-Bruins to approve change order 2 to repair the transition line expansion joint, caulk between the belly band and install a Schluter strip under the tile at a cost of \$1696. Vote for: Unanimous. Motion carried.

- iii. Change order 3: Replacement of 24in super sump wall main drain in the zero entry. These are suction intakes for skimmers and features in zero entry. The frame in the structure cracked and the cover doesn't conform to code – Abigail Taylor Federal Statute – where a cover is needed to prevent swimmer entrapment and disembowelment. The cost is \$2336.

Motion by Councilor Jacobs second by Councilor Adams-Bruins to approve change order 3 to replace the 24 in. super sump wall main drain in the zero entry at a cost of \$2336. Vote for: Unanimous. Motion carried.

- iv. Other needed repairs are the replacement of two main drain covers in the deep end. These were replaced in 2008 to be Abigail Taylor compliant. The frames are in good condition, but the covers are weakened by the chlorine and sun exposure. Horizon highly recommends replacing them every ten years. The cost of these is \$2039. Funding will be sought or placed in the 2024 budget.
- v. It is the understanding that Pools and Parks has around \$44,000 that was specifically designated for pool repairs, so Public Works and Councilor Adams-Bruins will attend their next meeting to

discuss having those funds used for the new pool heater that is needed with an estimated cost of \$30,000.

2. Public Safety Liaison Report

a. Fire Department Report

- i. Review of calls.
- ii. Relief Association donated \$4400 from Pola-Czesky Days large raffle to Pools and Parks to be used for cost of pool bottom repair to reduce city costs.
- iii. Interviews of Officer open positions to be conducted and successful candidates to be recommended to council for hire.
- iv. Chief Kosek is requesting to hire Mike Sutton on a probationary period of six months to be reviewed at that time for possible full-time hire.

Motion by Councilor Jacobs second by Councilor Penaz to approve the hire of Mike Sutton on a probationary period of six months to be re-evaluated later for full-time hire. Vote for: Unanimous. Motion carried.

- v. Six-month multi-unit housing inspection completed at the Village Apartments. Two apartments are still not rented as they need their fire inspection.
- vi. Request for Action – Public Safety Aid for outdoor warning siren.
 1. The total cost of an outdoor warning siren would be approximately \$26,460. Requesting to use approximately \$22,300 of public safety aid and asking for townships to help pay the remaining balance of approximately \$4160 with ARPA funds. Need to clarify the cost and responsibility for electrical work.

b. Sheriff's Report

- i. 2024 and 2025 Contract Proposals
 1. 2024 rate \$74.65 @ 40 hrs/week = \$155,251; @ 45 hrs/week \$174,381; @ 50 hrs/week \$194,090
 2. The council voted to approve 45 hours per week for 2024.

Motion by Councilor Adams-Bruins second by Councilor Penaz to approve a contract with the McLeod County Sheriff's office for 40 hours per week for 2024 & 2025 at a cost of \$155,251 for 2024. Vote for: Councilors Penaz and Adams-Bruins. Vote against: Councilor Jacobs and Mayor Bebo. Motion failed.

Motion by Councilor Jacobs second by Councilor Adams-Bruins to approve a contract with the McLeod County Sheriff's office for 45 hours per week for 2024 & 2025 at a cost of \$174,381 for 2024. Vote for: Unanimous. Motion carried.

c. Ambulance Report

- i. An Ambulance meeting was held on September 14, 2023.
- ii. 4 EMT/EMR's volunteered and worked the McLeod County Fair on Sunday August 27th from 5pm to close.
- iii. Staffing as of 9/14/2023:
 1. 5 EMR's
 2. 7 EMT's
 3. 1 new recruit waiting on EMT testing date.
 4. 2 students in school (1 of which is currently active on Silver Lake Ambulance).
 5. Currently have 4 crews with active rotation
- iv. August call stats:
 - a. 14 calls
 - i. 1 No Transport
 - b. Previous Year (2022)
 - i. 17 calls
 - ii. 2 No transport.
 - c. Year-to-Date calls as of 8/31/2023
 - i. 104 calls
- v. Request for Action – request for Public Safety Aid in the amount of \$3600 for coats, caps, sweatshirts, and polo shirts.

Motion by Councilor Jacobs second by Councilor Penaz to approve \$3600 of Public Safety Aid to be used for ambulance winter gear, sweatshirts, and polo shirts. Vote for: Unanimous. Motion carried.

3. Municipal Liquor Liaison Report

- a. Trivia nights have been great. Dates have been scheduled for every other Tuesday through 2023.
- b. Application deadline for Lead Bartender ended September 15, 2023. Received a few applications and interviews will be scheduled within the next week or so.
- c. Took a food managers class on September 11th in Plymouth and will know results of exam in a couple of weeks.
- d. Pest control services have been switched.
- e. The last food truck of the season will be September 27th.
- f. Reviewed financials.
 - i. MTD profit of \$485.85
 - ii. YTD profit of \$1856.38
- g. Request for Action to Hire Andy Olson as a part-time bartender at \$13.72. He has passed all pre-employment criteria.

Motion by Councilor Penaz second by Councilor Adams-Bruins to hire Andy Olson as a part-time bartender at \$13.72 per hour. Vote for: Unanimous. Motion carried.

- h. Request for Action to Hire McKenna Monahan as a part-time bartender at \$13.72. She has passed all pre-employment criteria.

Motion by Councilor Penaz second by Councilor Adams-Bruins to hire McKenna Monahan as a part-time bartender at \$13.72 per hour. Vote for: Unanimous. Motion carried.

- i. Request for Deputy Clerk Kurth to spend supervisory time working with Manager Wyatt Konen to review his understanding of the processes of running the liquor store.

Motion by Councilor Penaz second by Councilor Jacobs to hire to approve up to eight (8) hours per week for Deputy Clerk Kurth to work with Manager Wyatt Konen at a pay increase of \$4. Per hour for those eight (8) hours through October 31, 2023. Vote for: Unanimous. Motion carried.

4. Community Development

- a. Planning Commission met September 12, 2023.
 - i. Reviewed preliminary mural grant. It has been submitted to the Southwest Minnesota Arts Council for review prior to final submission. Clerk Pedersen will have a phone meeting on Friday to discuss recommendations.
 - ii. Randy Redman met with the committee to discuss an offer.
 - iii. 113 Main Street W (Post Office building) considering a conditional use permit for a lower-level apartment.
 - iv. Reviewed LED sign policy. City Council recommendations:
 1. Run sign 24/7. The sign does have a photo sensor that can be adjusted if needed.
 2. No local business advertising.
 3. Need to put together a sign committee.
 - v. Tree inspection report and tree trimming quote.
 1. Honeylocusts and Ash trees need trimming.
 2. Red Maple is in poor condition and should be removed.
 3. Quote presented for \$1500 to trim locust trees.

Motion by Councilor Penaz second by Councilor Jacobs to accept the quote from Reinert Logging & Lumber to trim the trees in the park by the city pool. Vote for: Unanimous. Motion carried.

- vi. Sign update
 1. 2-3 weeks to receive the remaining balance of funds for the sign.
 2. Once the sign is ordered, it will take 4-6 weeks for it to arrive.
 3. Hope to have the sign up by the end of October.

5. Administration

- a. Clerk's report
 - i. August Treasurer's Report
 1. Municipal Liquor Store, Fire Equipment Trust, and Ambulance Equipment 182-day (6 month) CD's will mature on 10/2/2023. They will be reinvested at an interest rate of 4.50% to mature again on 4/1/2024.
 2. The city's contribution to the infrastructure project is currently at \$199,663.71.

- ii. Corrections to next year’s fee schedule for water and sewer rates. The rates that were presented previously were the 2023 rates.
- iii. Review of the preliminary budget.
 - 1. Budget as shown would result in an 11.04% Total Levy Increase.
 - a. 11.47 General Fund Levy
 - b. .80% Bond Levy
 - 2. Tax Capacity
 - a. Current Year - \$673,294
 - i. Property Tax Rate 87.89%
 - b. Proposed - \$698,698
 - i. Preliminary Budget Property Tax Rate – 94.04%
 - 1. 7% increase in Property Tax Rate
 - c. Preliminary Levy Certification
 - i. 01 General Fund \$632,643
 - ii. 05 2013A Bond Fund \$ 24,427
 - iii. Total Levy \$657,070
 - d. Resolution 23-18: Resolution Adopting 2024 Preliminary City Budget and Preliminary Tax Levy for Taxes Collectible in 2024.

Motion by Councilor Jacobs second by Councilor Adams-Bruins to approve Resolution 23-18 adopting the 2024 preliminary city budget and preliminary tax levy for taxes collectible in 2024. Vote for: Unanimous. Motion carried.

- e. Resolution 23-19: Resolution Approving Truth in Taxation Hearing to be held on Monday, December 18, 2023, at 6:00pm.

Motion by Councilor Penaz second by Councilor Jacobs to approve Resolution 23-19 approving the Truth in Taxation Hearing for December 18, 2023, at 6:00pm. Vote for: Unanimous. Motion carried.

Old Business

- 1. Second reading of cannabis use proposed ordinance for McLeod County. Researching whether a county ordinance is effective within city limits if it is not adopted by the city.

Open Discussion

- 1. Playground update
- 2. Discussion regarding The Cookie Lab auditorium rental agreement.

Adjourn

Motion by Councilor Jacobs second by Councilor Penaz to adjourn the meeting at 9:38pm. Vote for: Unanimous. Motion carried.

Diane E. Pedersen, City Clerk/Treasurer

Seal of the City