

Minutes
Silver Lake City Council
Regular Meeting
June 20, 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, Councilor Chris Penaz

Staff present: Diane Pedersen, Dale Kosek, Jerrod Weckman, Owen Klinker

Others present: Karin Ramige, John Rodeberg, David Krueger, Aaron Rasmussen, Kari Kaczmarek

Motion by Winfrey second by Jacobs 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 – None

Department Business:

1. Public Works Liaison Report
 - a. SEH update – John Rodeberg and David Krueger
 - i. PER Review
 1. PER completion and approval will be obtained once funding is projected to become available. Had applied for a \$15 million bond which is half the cost of the project.
 2. The program is currently underfunded and there are too many unknown for the development of a realistic schedule and funding plan moving forward.
 3. If the state bonding bill is not passed and PFA funds do not become available, they will try for earmarked federal funds in April 2023. Either way, funds will not be available until 2024.
 4. USDA Federal funds are still available, but they will not fund Silver Lake because we do not currently have state PFA funds lined up.
 5. The delay caused by the lack of funding has the potential to reduce expected grants, due to more limited funding availability and newer household income figures.
 6. Project estimates have been updated to project estimates to reflect the current increase in construction costs.
 7. Private service replacement had been removed from the project, but the increased prices have been projected to keep the estimated total project costs slightly higher than previously estimated.
 8. The city needs to make sure they are watching the projects in the city that need immediate attention as it is unsure when the infrastructure work will begin.
 - ii. ER Review
 1. Duluth Archaeology has completed the review of the Eligibility for Historic Designation and it has been submitted to USDA-Rural Development (RD) and the State Historic Preservation

Office (SHPO). As expected, the property is eligible, but there is no proposed action at this time to request designation.

- iii. I/I Ordinance for Point-of-Sale– first reading
 - 1. When a home is placed up for sale or transferred to a new owner, they will have to certify that their sanitary sewer service line is up to code. No I/I coming in, joints are tight, no sump pump hooked up, etc. Any repairs should be done as far as the curb without disrupting the curb or street.
 - 2. Instilling the ordinance is a way to show the MPCA that the city is working towards making sure the sewer system is up to code.
- b. KLM email received stating that a return trip will be scheduled when the extended forecast shows a dry and calm week.
- c. American Pool was schedule to come out today, 6/20/2022, at 8am but did not show up. They are now scheduled for 8am tomorrow morning. Currently losing about four (4) inches of water each night. Aqua Logic and Horizon Pools will each provide a bid for repairs if needed. If it's a quick fix, would like to get it done this week while there are no swimming lessons taking place.
- d. Sanitary Jetting – Dividing the city streets out so everything is done every three years. Contacting contractors for September and October dates. Will provide pricing at the August Council meeting. Looking at completing a quarter of the system to be in insurance guidelines.
- e. Replaced wooden platforms on the playground equipment in Legion Park. They were soon to become a safety issue.
- f. People Service report
 - i. Borrowed our four (4) inch by-pass Gorman pump. It had engine problems when they were using it. People service is pricing repairs and getting it fixed before returning it.
 - ii. New pumps have been installed in the Cleveland Lift Station.
- g. MLS painting – Wednesday, June 22, have a phone conference with Prestigious Painting Professionals and next week with Rice Companies.
- h. Frank Street & East Avenue
 - i. Matthew Fronk 220 Frank St NE wants to redo his driveway but there are current drainage issues that cause pooling of water at the end of his driveway. He would like the city to fix the curb. Due to the nature of the property, it is believed that once the curb is removed more drainage issues will be discovered. The city is not going to spend the money at this time as the curbing and drainage issues will be corrected when the street project is completed in the future.
- i. Request for Action - Weckman review

Motion by Adams-Bruins second by Penaz to retain Jerrod Weckman with an increase from Grade 14 Step 5 to Grade 14 Step 6 at \$19.75 per hour until he obtains his Class B License, then increase to Grade 14 Step 7 at \$20.24 per hour. Vote for: Unanimous. Motion carried

- j. Request for Action – Kosek review
 - i. Items to work on:
 - 1. Continue to work with subordinate and pass on your knowledge of the city.
 - 2. Continue to work on city maintenance scheduling.
 - 3. Make sure to monitor contractors hired.
 - 4. Make sure bids and contracts are thoroughly reviewed and are airtight.
 - 5. Keep an eye on the budget.
 - 6. Enter everything needed by a replacement in the computer.
 - 7. Plan ahead for seal coating and repairs for the RDA project.

Motion by Adams-Bruins second by Jacobs to retain Dale Kosek with a 1% longevity increase. Vote for: Unanimous. Motion carried

- 2. Public Safety Liaison Report
 - a. Fire Department Report
 - i. Review of calls.

- ii. June 27th ^{six} month fire inspection scheduled at the Villager at 10am.
- b. Sheriff's Report
 - i. Event type report
 - ii. Police Hours for April
 - iii. Planning Pola-Czesky Days coverage same as last year
 - 1. 2 licensed and 4 posse Friday and Saturday and 1 licensed and 4 posse Sunday from 11-6 each day.
 - iv. Pet Ordinance – Animal Control Officer
 - 1. Previously Police Department, Animal Control Officer is the Sheriff's Department regarding upholding the city ordinance. Requests for a permit for more than two dogs or cats is to be made, permitted, and recorded at city hall.
- c. Ambulance Report
 - i. June meeting minutes reviewed
 - ii. Doing a great job covering shifts. Approximately three not covered each month.

3. Municipal Liquor Liaison Report

- a. Wednesday food trucks have been successful.
- b. Musical entertainment has gone well. More to come.
- c. Off-sale has picked up some due to the summer weather.
- d. Patrons are enjoying the dart boards.
- e. Off-sale displays being done.
- f. Fire Department car show was successful.
- g. Trying a new Monday night promotion.
- h. Reviewing bids for sealing the roof as preventative maintenance and for repainting the building. Will present bids at the July meeting. Looking at the budget, feeling that it would be best to hold off on painting for now.
- i. Had a few issues with the coolers and ice machine but they have been fixed.
- j. Request for Action to approve the bid for once-a-week cleaning of the MLS by Tidy Tightwads.
 - i. Request was withdrawn.
- k. Request for Action to approve the bid for twice annually deep cleaning of the MLS by Tidy Tightwads.

Motion by Winfrey second by Jacobs to approve the Request for Action to hire Tidy Tightwads to deep clean the MLS not more than twice a year for \$220.11 each time. Vote for: Unanimous. Motion carried

- l. Presented financials – YTD
 - a. Professional Fees = Audit & Credit Card Fees
 - i. 2021 Audit cost was the same as last year
 - ii. 2022 Credit Card fees are up compared to 2021.
 - b. Payroll Taxes & Benefits = PERA, Social Security, Medicare, Health Insurance, Life Insurance, Health Savings, Unemployment
 - i. This is all dependent on employees and what they want taken out of their check for taxes
 - ii. Health Insurance Premiums are down because both Addie & Darrell had family coverage and Owen only has single coverage insurance
 - iii. Both Owen and Tonya have Health Saving Account benefits, but they are not taking the full amount that is offered so that cost to the city is down
 - c. Utilities = Phone, Internet, Electric, Water, Natural Gas, Sewer, Cable, Storm Sewer
 - i. Water Usage is up from 2021
 - ii. Natural Gas is up from 2021
 - iii. Sewer is up from 2021
 - iv. Cable TV is up from 2021
 - d. Misc = Training, Software, Postage, Travel, Advertising, Rentals, Bad Debt, Bank Fees,
 - i. Training is up from 2021 because of Owen going to Conference and bartender server training and nothing of this portion of the budget was used in 2021

- ii. Rentals is Aramark laundry service which is up from 2021. Owen and I have discussed on trimming down their services and some adjustments have been made starting July 1.
- m. Request for Action to have permission for the 10pm noise level limit extended to 11pm on June 24th for the outdoor band.

Motion by Winfrey second by Jacobs to approve the Request for Action to extend the noise level limit from 10pm to 11pm on June 24th for the outdoor band. Vote for: Unanimous. Motion carried

4. Community Development

- a. Planning Commissioner’s report – meeting held last week Tuesday.
 - i. LED sign update
 - ii. 645 Grand Avenue curb cut request. Planning Commission recommends denying access off Grand Avenue as the property has access off Railroad Street.

Motion by Jacobs second by Penaz to follow the planning commission’s recommendation to deny the curb cut onto Grand Avenue. Vote for: Unanimous. Motion carried

5. Administration

- a. Clerk’s report
 - i. May Treasurer’s Report
 - ii. Plunkett’s’ Pest Control agreement for the Auditorium.

Motion by Penaz second by Jacobs to approve the agreement with Plunkett’s Pest Control for the Auditorium. Vote for: Mayor Bebo, Councilor Adams-Bruins, Councilor Penaz, Councilor Jacobs. Vote Against: Councilor Winfrey. Motion carried

- iii. Request for Action – review for Karissa Kurth

Motion by Penaz second by Winfrey to approve the review for Karissa Kurth with a two-step increase from Grade 14 Step 7 to Grade 14 Step 9 at \$21.27 per hour. Vote for: Unanimous. Motion carried

- iv. Request for Action – review for Roxy Yurek

Motion by Penaz second by Jacobs to approve review for Roxy Yurek with an increase from Grade 14 Step 2 to Grade 14 Step 3 at \$18.34 per hour. Vote for: Unanimous. Motion carried

Old Business:

- 1. Personnel Policy updates – final reading
 - a. Make sure updated policy is provided to all employees.

Motion by Jacobs second by Penaz to approve the changes to the City of Silver Lake personnel policy. Vote for: Unanimous. Motion carried

- 2. Employee Handbook updates – final reading
 - a. Make sure updated policy is provided to all employees.

Motion by Winfrey second by Jacobs to approve the changes to the City of Silver Lake employee handbook. Vote for: Unanimous. Motion carried

- 3. Cedar Crest Disaster Agreement
 - a. Remove names of individuals.
 - b. City will retain precedence of the use of the facility.
 - c. The city reserves the right to limit the timeframe of use and will be re-evaluated daily.

New Business:

- 1. Kari Kaczmarek – Pola-Czesky Days parade committee asking for no parking on the parade route and the right to tow cars that are parked on the route.
 - a. City Ordinance Chapter 9 Section 11 C states “It is unlawful for any person to stop, park or leave standing any vehicle in a prohibited parking zone, for a period of time in excess of the signposted limitation, or during signposted hours of prohibited parking. Any violation of this section shall be a petty misdemeanor.”
 - i. Put up signs which state no parking on Sunday 8am until parade is over. Place signs at least 3-4 days prior to the day of the parade.

2. Request for Action – approve election judge pay
 - a. Can a currently seated council member that is not seeking reelection be an election judge?

Motion by Penaz second by Jacobs to approve election judge pay for 2022 at \$11.06 per hour. Vote for: Unanimous. Motion carried

3. Application for Temporary Liquor License and Dance & Live Music license for Pola-Czesky Days

Motion by Jacobs second by Adams-Bruins to approve the Temporary Liquor License and Dance & Live Music License for Pola-Czesky Days. Vote for: Mayor Bebo, Councilor Adams-Bruins, Councilor Jacobs, Councilor Penaz. Abstained from Vote: Councilor Winfrey. Motion carried

Open Discussion

1. Noise Ordinance – There are restrictions on the times and types of noises that can be made on weekdays and weekends/holidays.
2. Permit fee for LED sign – discussed waiving the city portion of the fee.
3. Discussion was held regarding contractors for the infrastructure project and making sure that all contracts are thoroughly reviewed to eliminate the possibility of change orders happening.
4. With the uncertainty of the infrastructure project, Public Works needs to stay on top of repairs that need to be done.

Adjourn

Motion by Jacobs second by Adams-Bruins to adjourn the meeting at 9:23pm. Vote for: Unanimous. Motion carried

Diane E. Pedersen, City Clerk/Treasurer

Seal of the City