

Minutes
Silver Lake City Council
6:30 Regular Meeting
May 15, 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 Josh Mason

Members Absent: Councilor Chris Penaz

Staff present: Diane Pedersen, Jerrod Weckman, Wyatt Konen, Kyle Wawrzyniak

Others present: Sara Oberloh (Auditor), Sam Fink (SEH), Cora Kuras, Ted Gehring, Erynn Amundson, Ray Bandas

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

Consent Agenda:

1. Approve minutes from April 17, 2023, Regular Meeting
2. Approve Payroll 8 & 9 and April Ambulance
3. Approve Claims

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

City Auditor Presentation.

Oberloh & Oberloh, LTD. Representative Sara Oberloh presented the 2022 Financial Audit for the City. The overall net position of the city increased by \$409,127 over 2021 to \$6,060,544. The ending General Fund cash and investment balance increased to \$744,279 from \$686,485 in 2021. The net positions of the Water Fund, Sewer Fund, Fire Fund, Storm Sewer Fund, Ambulance Fund and Municipal Liquor Fund all increased in 2022. In 2022 the city received \$44,477 in American Rescue Plan Act Funds for a total of \$88,966. Overall, the city has good reserves with project money available and not a lot of debt. The General Fund is strong, and all funds are operating in the positive. Oberloh noted that there were no legal compliance issues and the communications with management went well.

Public Comment - None

Department Business:

1. Public Works Liaison Report
 - a. Met with SEH for infrastructure kick-off meeting.
 - b. Pool – Rock Hard came and put in rebar and electrical has been completed. The concrete will be completed tomorrow.
 - c. Pool cleanup and opening preparations have been started. Filling will begin tomorrow or Wednesday.
 - d. Spring street sweeping is underway.
 - e. Hydrant flushing with PeopleService is complete. One hydrant on the corner of Silver Ave and Main St would not seat the valve, parts have been ordered and public works will fix when they arrive.
 - f. Seeking quotes for street patching.
 - g. Garbage pickup with Waste Management has been returned to alleys.
 - h. Removed curbs and signs from in front of City Hall. Will be adding parking signs to the building.
 - i. The compost site is open for normal operating hours.
 - j. Waiting for gravel delivery for alley maintenance. Will need to rent a bobcat for final grading of alleys.
 - k. City vehicle needed a new battery.
 - l. Working on entering city information into Diamond Maps.

- m. Request for Action to hire Davontey Parker for part-time summer help as Maintenance 1 at \$14.82/hour, not to exceed 20 hours per week while Dale is out on medical leave and to be reevaluated upon his return. The position would run from June 9 through September 1, 2023.

Motion by Councilor Mason second by Councilor Jacobs to approve the hiring of Davontey Parker as a part-time Maintenance 1 worker at \$14.82 per hour for up to 20 hours per week beginning June 9 and going through September 1, 2023. The hours will be reevaluated upon the return of the Public Works Supervisor. Vote for: Unanimous. Motion carried.

- n. Request for Action to approve an hourly pay increase for Maintenance 3 Worker Jerrod Weckman during the Public Works Supervisor's medical Leave. The pay increase would be removed on the return date of the Public Works Supervisor. His current pay is \$22.67/hour.

Motion by Councilor Mason second by Councilor Adams-Bruins to approve a pay increase of \$4.00 per hour for Jerrod Weckman during the Public Works Supervisor's medical leave retroactive to April 24, 2023. Vote for: Unanimous. Motion carried.

- o. Proposal for a Geotechnical Evaluation by Braun Intertec Corporation for the street and utility improvements project presented by Sam Fink from SEH.
- i. There are 55 blocks involved in the project but only 40 blocks will have full open cut reconstruction requiring 29 borings to be completed.
 - ii. The purpose of the evaluation will be to characterize subsurface geological conditions at selected exploration locations, evaluate their impact on the project, and provide geotechnical recommendations for the design and construction on the life station, utilities, and bituminous pavements.
 - iii. The Scope of Services
 1. Site Access
 2. Staking
 3. Utility Clearance
 4. Penetration Test Borings
 5. Groundwater Measurements
 6. MDH Notification
 7. Borehole Abandonment
 8. Sample Review and Laboratory Testing
 9. Engineering Analyses
 10. Report
 - iv. Schedule
 1. Drill rig mobilization – within about 2 weeks following receipt of written authorization, sometime in June or July.
 2. Field exploration – 5 days on site to complete the work.
 3. Classification and laboratory testing – within 1 to 2 weeks after completion of field exploration
 4. Preliminary results – within about 1 week after completion of field exploration.
 5. Draft report submittal – within about 3 weeks after completion of field exploration.
 6. Final report submittal - within 5 days of receiving comments on the draft report.
 - v. Fee
 1. Lump sum fee of \$26,120 that will come out of the Rural Development funds.
 2. Work hours of 7:00a.m. to 4:00p.m. Monday through Friday.

Motion by Councilor Jacobs second by Councilor Mason to approve the proposal from Braun Intertec Corporation for a Geotechnical Evaluation for the street and utility improvements project at a cost of \$26,120. Vote for: Unanimous. Motion carried.

2. Public Safety Liaison Report

- a. Fire Department Report
 - i. Review of calls.
 - ii. Firefighters Erickson, Schmidt and Bennett have completed Haz mat training.
 - iii. Request to order ten sets of turnout gear to replace what has expired. Will get 2-3 quotes.
- b. Sheriff's Report
 - i. Event type report

- ii. Police Hours for March
- c. Ambulance Report
 - i. Monthly Executive meeting and Ambulance meeting was held on May 11, 2023.
 - ii. Recruit started EMT classes in April and they are going well. Will be starting on the service to obtain call experience required to complete the course.
 - iii. New hire started 5/8/2023.
 - iv. Chief Mason met with townships on April 11 and 13 to go over annual donation requests. Hale Township agreed to the amount requested last year due to missing the annual meeting.
 - v. Several EMT's attended active shooter drill with neighboring agencies 5/9/2023.
 - vi. Staffing as of 5/9/2023:
 - 1. 7 EMR's (3 currently enrolled to become EMT's)
 - 2. 5 EMT's
 - 3. Currently have 4 crews with active rotation
 - vii. April call stats:
 - a. 5 calls
 - i. 2 No Transport

3. Municipal Liquor Liaison Report

- a. Attended the Minnesota Municipal Beverage Association Annual Conference. Good networking opportunity.
- b. Won a free 1-year subscription to Bar Happenings which is an app that customers download for all the up-to-date events at the Muni. Valued at \$1,000.
- c. Looking at promotions to eliminate dead inventory in the Off Sale, for example spend \$50 get a bottle for \$5.
- d. Looking at a new POS system for the Muni as the current one is outdated and the tech support not satisfactory for the cost.
- e. A new e-commerce website is coming in the next couple of months with the option of online shipping for customers.
- f. Continuing to work with the Deputy Clerk on day-to-day operations. Need to finish On Sale updates and cycle counting of inventory.
- g. Implementing new beer pitcher tokens within the next month.
- h. Food Trucks are doing well and have been highly attended.
- i. Molly B is at the auditorium on Friday, May 19. Tickets are still available from the Silver Lake Pool & Parks Committee or at the Muni.
- j. Fire Dept. Car & Bike Show at the Muni on May 20th.
- k. Starting Trivia Nights. The first night is Tuesday, May 30 @ 6:30pm. Meeting with Lions to collaborate.
- l. Cinco de Mayo celebration was successful. Food and drink specials were well received.
- m. The patio is set up outside for customers to enjoy warm summer days.
- n. Financials reviewed: \$9530.62 net income for April compared to \$4,445.30 for 2022 and \$19,353.86 net income YTD compared to \$1,292.98 net loss for 2022.
- o. Request for Action to accept the resignation of Sarah Kahn effective 4/24/2023.

Motion by Councilor Adams-Bruins second by Councilor Jacobs to approve accepting the resignation of Sarah Kahn effective 4/24/2023. Vote for: Unanimous. Motion carried.

4. Community Development

- a. Commissioner's report
 - i. Planning Commission met on May 2, 2023.
 - ii. First Reading of Amendment to Ordinance Code Chapter 15 Section 4 Regulation of Water and Sewer Systems and Zoning Ordinance Section 2.02-B Use Regulations. Discussed Residential 1 Zoning and second dwelling units to determine if a change needs to be made to the zoning ordinance. The commission recommends adding the language "unless allowed under a Conditional Use Permit" under General Regulations – Section 2.02 Use Regulations – B. Accessory uses as well as Chapter 15 Regulation of Public Works and Improvements Subd. 6 Water systems
 - a. General water regulations ii. Supply from one service. The council made additional language changes to add a second Base fee for a second dwelling connected to the main dwelling.

- iii. Discussed Conditional Use Permit for 813 Main Street – this permit was cancelled.
- iv. The homeowner of 300 Frank Street discussed the process of Conditional Use Permits.
- v. Request for Action to hire Cora Kuras as Recreation Director-Pool Manager at a rate of \$16.48 per hour pending successful completion of background check and drug test.

Motion by Councilor Adams-Bruins second by Councilor Jacobs to approve the hire of Cora Kuras as Recreation Director-Pool Manager at Grade 12 Step 2 at a rate of \$16.48 per hour pending successful completion of background check and drug screen. Vote for: Unanimous. Motion carried.

5. Administration

a. Clerk's report

- i. April Treasurer's Report
- ii. 208 Cleveland utility billing issue – Erynn Amundson.
 - 1. Home purchased in November 13, 2020. Utility billing was never made active, so readings were never recorded, and bills were not sent out. Total past amount due is around \$1973.
- iii. City portion of infrastructure financing
 - 1. The city contribution for the infrastructure project is \$1,086,000. The recommendation is to pay the engineering fees using water and sewer funds until the funds balances are around \$150,000 each. At that time, we would reevaluate the payment options. The council would like a spreadsheet describing expected payments and city fund balances to show how long city funds will suffice before other funding needs to be obtained.
- iv. Juneteenth
 - 1. Juneteenth was previously approved by the city council as a holiday beginning in 2024. It is currently before the legislature to be an approved holiday in 2023 with a high likelihood of being passed. That means the June council meeting cannot be held on Monday, June 19, and will need to be moved to Tuesday, June 20.

Motion by Councilor Jacobs second by Councilor Adams-Bruins to move the June City Council Meeting to Tuesday, June 20, 2023. Vote for: Unanimous. Motion carried.

Old Business

- 1. City Hall remodel – no update

New Business

- 1. Spring Cleanup report
- 2. Resolution 23-12: Resolution Appointing Part-Time Seasonal Employees

Motion by Councilor Jacobs second by Councilor Adams-Bruins to approve Resolution 23-12 appointing part-time seasonal employees, striking Kristin Grack. Vote for: Unanimous. Motion carried.

- 3. Reviewed 2023 Seasonal Cola Wage Report, striking Kristin Grack.
- 4. Request for Action to approve the Application for Temporary Liquor License and Dance & Live Music License for Pola-Czesky Days committee.

Motion by Councilor Adams-Bruins second by Councilor Mason to approve the application for a temporary liquor license and dance & live music license for the Pola-Czesky Days committee for August 4-6, 2023. Vote for: Unanimous. Motion carried.

Open Discussion

- 1. Knights of Columbus made a \$500 donation for Christmas lights.
- 2. Ray Bandas asked if he could move forward with his sidewalk repairs that were planned in October 2022 but were unable to be completed due to weather. The council did approve the bid at that time, so he may move forward. He also addressed the blacktop repairs that need to be completed due to water and sewer line repairs that needed to be done and questioned what his share of the cost would be. The quote that came in for patching did not break down the separate locations, so Public Works is waiting for an updated quote.
- 3. Councilor Adams-Bruins discussed transportation issues with narrow driveways for elderly housing. Public Transit cannot turn around, so residents must come to the street to be picked up. This might be something the Planning Commission should consider with new construction.
- 4. Playground update – Councilor Jacobs met with a representative from Burke Playgrounds who came on-site and gave good feedback regarding our playground. She will continue working on the project.

5. City Hall parking lot is in need of repairs.

Adjourn

***Motion by Councilor Adams-Bruins second by Councilor Mason to adjourn the meeting at 8:58pm. Vote for: Unanimous.
Motion carried.***

Diane E. Pedersen, City Clerk/Treasurer

Seal of the City