

Minutes  
Silver Lake City Council  
Annual Meeting  
6:30pm, January 3, 2022  
Silver Lake Auditorium

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

Members Present: Mayor Bruce Bebo, Councilor Chris Penaz, Councilor Sandie Adams-Bruins, Councilor Josh Winfrey, Councilor Michelle Schneider

Staff Present: Diane Pedersen

Others Present: Karin Ramige

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

Consent Agenda:

1. Approve minutes from December 20, 2021 Regular Meeting
2. Approve Payroll 1
3. Approve Claims

*Motion by Schneider second by Penaz to approve the consent agenda. Vote for: Unanimous. Motion carried.*

Public Comment - none

Old Business

1. Auditorium Furnaces
  - i. Commercial Warranty information provided by Brian Mickolichek.
    1. 5 years for parts
    2. 20 years for heat exchange
  - ii. Wi-Fi thermostats would cost around \$200 each. There is only a need for two thermostats, not three. The two furnaces upstairs should be run on the same thermostat.
  - iii. Brian Mickolichek from Mickolichek Plumbing & Heating recommended HVAC Opt. 2. This is not a dual stage furnace and will provide us with the most AC efficiency.
    1. Goodman 120000 96.1% Efficient Single Stage ECM Furnace; Goodman 14.5 Seer 12.5 EER – 5 Ton AC/Cased Coil/Pads; Ducting as Required; Connect to existing venting; Gas as required; Bid \$26,065; Estimated commercial rebates: \$1450.

*Motion by Penaz second by Schneider to accept Mickolichek Plumbing and Heating bid for HVAC Option 2 for the auditorium including two WIFI thermostats at an additional \$200 each for a total of \$26,465. Vote for: Unanimous. Motion carried.*

Discussion by Winfrey just to make a note that there is a \$35 difference between two bids, but the other bid is only for a 13 Seer AC, not 14.5 that was quoted in Mickolichek's bid. No other bids provided rebate information.

Send thank you letters to the other two companies that submitted bids.

New Business:

1. Resolution 22-01: Resolution Creating the Annual Appointments of the City of Silver Lake. Mayor Bebo presented his appointment for 2022:

**a. Official City Depositories:**

1. First Community Bank of Silver Lake
2. Minnesota Municipal Money Market Fund

**Official Newspaper:**

McLeod County Chronicle

**City Attorney:**

Gavin, Janssen & Stabenow, LTD.

**Acting Mayor:**

Councilor Josh Winfrey

**Deputy Weed Inspector:**

Public Works Supv, Dale Kosek

**Civil Defense Director/  
Emergency Response Coordinator:**

Sheriff Tim Langenfeld

**City Administration Liaison**

Mayor Bruce Bebo

**Public Works Liaison**

Councilor Sandie Adams-Bruins

**Public Safety Liaison**

Councilor Chris Penaz

**Municipal Liquor Dispensary Liaison:**

Councilor Josh Winfrey

**Community Development Liaison:**

Councilor Michelle Schneider

**Assistant to all Liaisons:**

Mayor Bruce Bebo

**Regular Meeting Dates & Times:**

3<sup>rd</sup> Monday of the month except  
January and February on 3<sup>rd</sup> Tuesday;  
Quarterly meetings on Monday April,  
4th; July 5<sup>th</sup> (Tuesday), & Oct. 3<sup>rd</sup>;  
All meetings start at 6:30pm unless  
otherwise noted.

**Economic Development Authority:**

Members of the City Council

**Personnel Committee:**

Mayor Bruce Bebo

Councilor Sandie Adams-Bruins

Department Head Diane Pedersen

*Motion by Winfrey second by Schneider to approve Resolution 22-01 authorizing annual appointments by the Mayor. Vote for: Unanimous. Motion carried.*

Send liaison descriptions to council members.

Councilor Winfrey will attend the Planning Commission meeting for a month or two to help Councilor Schneider familiarize herself with the projects. Councilor Schneider will meet with the Liquor Store manager and Councilor Winfrey to familiarize him with the liquor store.

2. Resolution 22-02: Resolution Pre-Authorizing Payments by Clerk's Warrant(s)

- a. The Resolution authorizes Clerk Pedersen to pay certain claims prior to Council approval and to utilize Electronic Fund Transfers.

*Motion by Winfrey second by Adams-Bruins to approve Resolution 22-02 Pre-authorizing payments by clerk's warrant. Vote for: Unanimous. Motion carried.*

3. Resolution 22-03: Resolution Declaring City Council Members as Employees of the City

- a. The Resolution designated the City Council as employees to be covered under Workers Compensation Insurance.

*Motion by Penaz second by Schneider to approve Resolution 22-03. Vote for: Unanimous. Motion carried.*

4. Resolution 22-04: Resolution Classifying Fund Balances for Financial Reporting Purposes

- a. The Resolution classified all City Funds except enterprise funds as required by the Governmental Accounting Standards Board.
  - i. Councilor Winfrey questioned if Fund 407 Police Squad is still an active fund. He believes it was discussed last year and decided to move the funds to another account.

*Motion by Winfrey second by Penaz to remove Fund 407 Police Squad from the Chart of Accounts. Vote for: Councilor Penaz, Councilor Adams-Bruins, Councilor Winfrey, Councilor Schneider; Vote Against: Mayor Bebo; Motion carried.*

*Motion by Penaz second by Winfrey to approve Resolution 22-04 with the exemption of Fund 407 Police Squad Fund. Vote for: Unanimous. Motion carried.*

5. Cost of Living Adjustments Report

- a. The report outlined the 2.5 percent COLA increase for each eligible City employee as well as the Grade and Step changes for the Municipal Liquor Store. It was previously requested by the auditor that the city council approve each individual employee pay increase, not just assuming that what is being entered into the payroll system is correct.

*Motion by Penaz second by Winfrey to approve the 2022 COLA Wage Report. Vote for: Unanimous. Motion carried.*

Open Discussion

1. Villager

- i. Email was received from MNSPECT stating that there are two outstanding permits.
  1. 12/28/21 additional information was requested regarding building permit #SL-2021-0065.
    - a. Since a response regarding the valuation of the project was not being provided, MNSPECT determined a valuation for the remainder of the corrections that had been listed on the permit. The permit will be returned to the city and is ready to be issued.
  2. 12/7/2021 additional information was requested regarding Mechanical Permit #SL-2021-0062.
    - a. After further review by MNSPECT, everything on this permit was covered by Permit SL-2021-0066, submitted by the plumber and it has been paid/issued.
  3. Mayor Bebo will follow-up with Mr. Jaunich.
  4. The email received from MNSPECT is to be forwarded to the City Attorney.

2. Parking

- i. Councilor Winfrey received a phone call from a concerned citizen that would like to meet and look at the parking to the north of the city hall building. Councilor Penaz will attend the meeting as well.
- ii. Mayor Bebo explained that a personnel meeting was held with the Fire Department and Ambulance officers to help foster a better working relationship between the departments. Monthly Department Head meetings will also begin in January to open lines of communication. Following the meeting he met with the Public Works Supervisor and Ambulance Chief and his suggestion is that if there is not a better proposal from the concerned citizens, parking should be allowed along the west side of the city hall building when ambulance personnel come in for a run as long as they park tight to the building and do not cause issues for others that are parked at the auditorium or use the parking in front of the city hall building. If they are just here working in the office, they should park appropriately in regular parking stalls.

*Motion by Adams-Bruins second by Penaz to adjourn this annual meeting of the Silver Lake City Council. Vote for: Unanimous. Motion carried.*

Meeting adjourned at 7:35pm.

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Diane E. Pedersen, Clerk/Treasurer

Seal of the City: