

Minutes
Silver Lake City Council
Regular Meeting
6:30pm May 19, 2025
Silver Lake Auditorium

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

Members Present: Mayor Bruce Bebo, Councilor Josh Mason, Councilor Joanna Jacobs

Members Absent: Councilor Roxanne Yurek

Staff Present: Diane Pedersen, Chris Penaz, Jarrett Whitney

Others Present: Sam Fink, Michael Lipe, Sara Oberloh

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

Consent Agenda:

1. Approve minutes from April 21, 2025, Regular Meeting
2. Approve Minutes from May 1, 2025, Special Meeting
3. Approve minutes from May 13, 2025, Special Meeting
4. Approve Payroll 9 & 10, April Ambulance
5. Approve Claims

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

Public Comment – None

New Business

1. Resolution 25-16: Accepting a Resignation and Declaring a Council Vacancy.
 - a. Councilor Jarrett Whitney accepted the position of MLS Manager effective May 19, 2025, as he has successfully completed a pre-employment drug and background check.
 - b. Vacancy is to be posted on the city website, LED sign, Facebook, and constant contact.

Motion by Councilor Mason second by Councilor Jacobs to approve Resolution 25-16 accepting Jarrett Whitney's resignation due to accepting the position of Municipal Liquor Store Manager and creating a council vacancy to fill out the term through December 31, 2026. Vote for: Unanimous. Motion carried.

Old Business

1. The proposed fee schedule from SafeBuilt was tabled as Mike Hauan was unable to be present.

City Auditor Presentation

Oberloh & Oberloh, LTD. Representative Sara Oberloh presented the 2024 Financial Audit for the City. The city received an unmodified or clean audit opinion. (Page 8) The total assets for the city are \$8,161,658, deferred outflow of resources (pension liability) is \$147,019, total liabilities are \$710,255, and deferred inflow of resources (pension) is \$266,524. The overall net position of the city is \$7,331,898 with the unrestricted net position (working capital) being \$2,389,501. (Page 18) In 2024, the ending General Fund Cash and Investment balance increased to \$855,834 from \$790,294. (Page 23) The net position of the Water Fund and Sewer Funds decreased in 2024 due to the infrastructure project. Storm Sewer Fund, Municipal Liquor Fund, Ambulance Fund and Fire Fund all increased in 2024. 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.

1. Public Works

a. SEH

- i. Project Status Update
- ii. Project update letters
 1. Sent out weekly. Zip codes to be verified.
 2. Residents can opt to receive letters via email.
 3. Includes QR codes and links provided by the city for residents to receive text/email notifications.
- iii. Resident Concerns
- iv. Application for payment
 1. Application #1 is attached for approval in the amount of \$725,927.49. After council approval, Sam will submit to Rural Development for payment.
 2. Going forward, these requests will be included in the consent agenda.

Motion by Councilor Jacobs second by Councilor Mason to approve the contractors request for payment in the amount of \$725,927.49. Vote for: Unanimous. Motion carried.

v. CR 92 status

1. A Joint Powers Agreement between McLeod County and the City of Silver Lake for the section from Grove Avenue to Century Lane is attached for council consideration. This was tabled until a later date.
 - a. Article Four Project Costs split between the county and the city. About \$900,00 of the \$1.341 million total cost is grant eligible. The county is contributing \$251,000, leaving the city with a contribution of about \$150,000.
- vi. A OneDrive link for SEH Daily logs from April 1 to May 10, 2025, was provided to council members.
- vii. Upcoming items
 1. Pending USDA-RD review/approval, June's Council meeting packet will include an amendment to the OEA for the design and RPR services for the additional proposed work (CR 92 from Grove Ave towards Century Ave) to maximize grant-eligible funds.

viii. Other Items

b. Public Works Liaison Report

- i. Pool prep has started but the pool may not be ready by the proposed open date of June 2 due to recent rain.
- ii. Continue performing locates for utilities and project.
- iii. Clean-up day looks to have gone well.
- iv. Request for Action to approve the review for Jon Ramige.
 1. Twelve-month review. Currently at Grade 14 Step 5 \$22.66. Request to retain with a pay increase to Grade 14 Step 6 at \$23.24 effective 5/12/2025.

Motion by Councilor Mason second by Councilor Jacobs to approve the twelve-month review for Jon Ramige with a step increase to Grade 14 Step 6 \$23.24 effective 5/12/2025. Vote for: Unanimous. Motion carried.

c. People Service

i. Reviewed Reports

d. Public Works Supervisor review

- ii. Twelve-month review. Currently at Grade 17 Step 5 \$26.31. Request to retain with a pay increase to Grade 17 Step 7 at \$27.65 effective 4/14/2025.

Motion by Councilor Mason No second to approve the twelve-month review for Chris Penaz with a pay increase to Grade 17 Step 7 at a rate of \$27.65. Motion failed.

Motion by Councilor Jacobs second by Mason to approve the twelve-month review for Chris Penaz with a pay increase to Grade 17 Step 6 at a rate of \$26.98 effective 4/14/2025. Vote for: Unanimous. Motion carried.

2. Community Development

a. The Planning Commission met on Tuesday, May 13, 2025.

- i. Michael Lipe, a general contractor for Tradesman Construction, presented a proposal for a two-phase project consisting of two four-plex units, 40 feet wide each on the city lots. The plan is to build the first building, get it leased out, and then begin the second building.
 1. Zoned B-1 Business District which would be correct for one of the buildings if one of the units is a laundromat with a conditional use permit to allow for ground floor residential units.
 2. If all housing units, zoning should be changed to R-2 High Density residential.
 3. Builder requests
 - a. The city does not have a TIF program.
 - b. The city would consider waiving WAC and SAC fees (there would be two each) unless larger water lines need to be installed.
 - c. The city would consider waiving the city portion of permit fees.
 - d. Transfer of lot ownership upon plan approval and first payment made.
 2. The city needs to replat the lots. Will consider replating as two instead of four lots.
 3. The next step is to have Randy Redman prepare the purchase agreement.
 4. The city will work on replating lots.
 5. Michael will attend the June council meeting with updated plans.
- ii. Comprehensive Plan

3. Public Safety

a. Fire Department

i. Liaison Report

1. Reviewed calls.
1. The car and bike show fundraiser was held on Saturday, May 17. The weather was cold, so attendance was down.
2. Hosting McLeod County Chief's meeting.
3. Received \$3500 from McLeod Cooperative Power Association from Patron Round-up program.
4. The department will march for the Memorial Day Legion program.
5. SACS came for the department's last drill and trained on trench extrication and rescue. R&R provided a trench.
6. Engine 1 harmonic balancer has been replaced, which was an emergency repair.
7. Engine 3's approved tires have been mounted.
8. No bids for the old compressor received.

b. Sheriff's Report

- i. Reviewed event totals and police hours reports.
- ii. Bike rodeo will be held on Friday, May 23.

c. Ambulance

- i. Planned to participate in the yearly Mock Crash at GLS high school on May 16, but were unable to attend due to LED lights being installed on the rig.
- ii. Reviewed staffing.
- vii. Calls reviewed
- viii. Billing is being moved to Metro Billing beginning with March.

4. Municipal Liquor Store/Auditorium

- a. Business recap
- b. Staffing recap

- c. Operations recap
- d. Auditorium recap
- e. Facilities recap
- f. Reviewed financials.
 - i. April MTD \$5,089.02
 - ii. YTD (\$8,232.68)
- g. Requests for Action
 - i. Twelve-month review for Amanda Sathre. Currently at Grade 11 Step 1 \$15.22. Request to retain with a pay increase to Grade 11 Step 2 at \$16.01 effective 2/17/2025.

Motion by Councilor Mason second by Councilor Jacobs to approve the twelve-month review for Amanda Sathre with a pay increase to Grade 11 Step 2 \$16.01 effective 2/17/2025. Vote for: Unanimous. Motion carried.

- ii. Request for Action to approve the termination of Jessica Gutzmann effective immediately. She was hired in October 2024 but has not worked since January 2025.

Motion by Councilor Jacobs second by Councilor Mason to approve the termination of Jessica Gutzmann effective immediately. Vote for: Unanimous. Motion carried.

5. Administration

- a. Clerk's Report
 - i. April Treasurer's Report was reviewed.
 - ii. Approval of invoices to be sent to Rural Development for payment in the amount of \$71,152.71.

Motion by Councilor Jacobs second by Councilor Mason to approve the invoices to be submitted to Rural Development for payment in the amount of \$71,152.71. Vote for: Unanimous. Motion carried.

- iii. Approval of pre-construction invoices prepared by Rural Development for payment in the amount of \$1,879,301.47.

Motion by Councilor Jacobs second by Councilor Mason to approve the invoices to be submitted to Rural Development for payment in the amount of \$1,879,301.47. Vote for: Unanimous.

- iv. Resolution 25-15 appointing part-time seasonal employees

Motion by Councilor Mason second by Councilor Jacobs to approve Resolution 25-15 appointing additional part-time seasonal employees. Vote for: Unanimous. Motion carried.

- v. Requests for Action
 - 4. Terminating non-returning pool employees
 - a. Isabelle Elias

Motion by Councilor Jacobs second by Councilor Mason to approve the termination of Isabelle Elias effective immediately. Vote for: Unanimous. Motion carried.

- b. Ava Luciano

Motion by Councilor Jacobs second by Councilor Mason to approve the termination of Ava Luciano effective immediately. Vote for: Unanimous. Motion carried.

- c. Claire Zeglen

Motion by Councilor Jacobs second by Councilor Mason to approve the termination of Claire Zeglen effective immediately. Vote for: Unanimous. Motion carried.

- 5. 2025 COLA Wage Increase for Seasonal workers
 - a. Level changes due to moving to head lifeguard
 - i. Autumn Kaczmarek

Motion by Councilor Jacobs second by Councilor Mason to approve the Level and Step advancement from 10-2 lifeguard to 11-3 head lifeguard for Autumn Kaczmarek. Vote for: Unanimous. Motion carried.

- ii. Avril Kosek

Motion by Councilor Jacobs second by Councilor Mason to approve the Level and Step advancement from lifeguard 10-3 to 11-4 head lifeguard for Avril Kosek. Vote for: Unanimous. Motion carried

iii. Hudson Mikolichuk

Motion by Councilor Jacobs second by Councilor Mason to approve the Level and Step advancement from lifeguard 10-1 to 11-2 head lifeguard for Hudson Mikolichuk. Vote for: Unanimous. Motion carried

Motion by Councilor Mason second by Councilor Jacobs to approve the 2025 Seasonal COLA wage increases for seasonal workers. Vote for: Unanimous. Motion carried.

6. Application for 1-Day Gambling License for Fire Department Relief Association for Pola-Czesky Days

Motion by Councilor Mason second by Councilor Jacobs to approve the application from the Fire Department Relief Association for a 1-Day Gambling License for Pola-Czesky Days. Vote for: Unanimous. Motion carried.

7. Request for Action Application for 1-Day Gambling License for Silver Lake Pools & Park Organization for Pola-Czesky raffle.

Motion by Councilor Jacobs second by Councilor Mason to approve the application from the Silver Lake Pools & Park Organization for a 1-Day Gambling License for Pola-Czesky Days raffle. Vote for: Unanimous. Motion carried.

8. Application for temporary liquor license and dance and live music license for Pola-Czesky Days.

Motion by Councilor Mason second by Councilor Jacobs to approve the application from the Pola-Czesky Days committee for a temporary liquor license and dance and live music license. Vote for: Unanimous. Motion carried.

vi. Spring cleanup was held on Saturday, May 10.

9. Funds received \$355

10. Expenses – not yet determined (last year \$57.28)

vii. Reviewed McLeod County Planning Commission Hearing Notices.

Open Discussion - None

Motion by Councilor Mason second by Councilor Jacobs to adjourn the meeting Vote for: Unanimous. Motion carried.

Meeting adjourned at 9:40 pm.

Diane E. Pedersen, Clerk/Treasurer

Seal of the City: