

Minutes  
Silver Lake City Council  
5:30 Council Workshop  
6:30 Regular Meeting  
April 17, 2023  
Silver Lake Auditorium

Council Workshop started at 5:30 pm.

Members Present: Mayor Bruce Bebo, Councilor Chris Penaz, Councilor Joanna Jacobs, Councilor Josh Mason  
Members Absent: Councilor Sandie Adams-Bruins  
Staff Present: Diane Pedersen, Dale Kosek, Jerrod Weckman  
Others Present: Shaun Mulhern

The discussion was held with Shaun Mulhern from KLM regarding the completion of the painting of the city water tower. The original contract was bid incorrectly. Rather than coming out to look at the job, KLM representative sent the contractor out to look at the job and then he based the contract on a previously completed job that he thought was similar but contained power tool cleaning that should not have been included. The job was supposed to be an overcoat, not a complete overhaul. KLM proposed to bring in a new contractor to power wash the inside of the water tower legs and paint them as best they can. Two options were presented: KLM could walk away and not complete the job or they could bring in another contractor to complete the job, which is the incomplete items on the punch list previously prepared. The city would like KLM to complete the punch list, have the work inspected by a KLM Representative and Public Works to make sure all work is completed in agreement. The contractor that will be coming out will be Slack Painting, the owner is Tommy Slack. The tank should not need to be drained and the work is to be completed by the beginning of August at the latest. They will be completing the punch list, not the original contract. Billing will not be completed until everyone is satisfied that the work is completed to the satisfaction of the city.

Council workshop ended at 6:05pm

Mayor Bebo called the regular meeting to order at 6:30pm  
Members present: Mayor Bruce Bebo, Councilor Chris Penaz, Councilor Joanna Jacobs, Councilor Josh Mason  
Members Absent: Councilor Sandie Adams-Bruins  
Staff present: Diane Pedersen, Dale Kosek, Jerrod Weckman, Wyatt Konen  
Others present: Ray Bandas, Jim Nowak, A.J. Forcier, Tammy Schermann, Brenda Posusta, Ryan McDonald

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

Consent Agenda:

1. Approve minutes from April 3, 2023, Open Book Hearing of the Board of Appeals and Equalization
2. Approve minutes from April 3, 2023, Quarterly Meeting
3. Approve Payroll 7, March Ambulance and Quarterly 1
4. Approve Claims

***Motion by Councilor Mason second by Councilor Jacobs to approve the Consent Agenda. Vote for: Unanimous. Motion carried.***

The City Auditor was not able to attend tonight's meeting, she will attend the May 15<sup>th</sup> meeting instead.

Public Comment – Ray Bandas, Knights of Columbus representative making a donation of \$250 for the use of the auditorium for the annual fish fry. The donation will be put towards the auditorium.

## Old Business:

1. LED sign – AJ Forcier
  - a. The size of the sign will be four feet by eight feet.
  - b. The height of the sign will be about four feet lower than the Cenex sign across the street. The top of the sign will be 24 feet above the ground.
  - c. The sign will be made by Watchfire, and the life expectancy of the sign is 10 years following the discontinuation of the production of that model of sign.
  - d. State of MN requires the sign must be able to withstand 108 mph winds. The engineer states that this sign is good for up to 180 mph.
  - e. Must be cautious of the force main sewer that is in the ditch, which should be down 8-10 feet, if the footings are five feet deep.
  - f. Need to develop by-laws as to what is allowed on the sign, who is allowed to put something on the sign, and what the fee will be.
  - g. The total cost of the sign is \$58,000. Currently pledged is \$36,870.
  - h. The sign can be run 24 hours per day @ \$2 per day for power but shutting off during the night will save on life expectancy. The brightness can also be automatically turned down during evening/night hours.
  - i. Does not believe there is an extended parts warranty on the sign.
  - j. Discussion as to whether there should be a catwalk around the sign for repairs.
2. Campground update
  - a. Councilor Penaz discussed a three (3) year plan he has developed. He wants to put together a six-person committee which includes each of the organizations that wish to donate to the campground as well as council and planning commission representation, so it is a community project. The plan is that this will be a totally funded project from participating organizations including funds, labor, and material. Must be funded before work begins.
    - i. Year 1: Potentially ready for summer of 2024
      1. Develop operating plan on how to run the campground,
      2. repair existing road by life station (need to keep in mind that this road will be affected by the infrastructure project),
      3. develop new road down towards Lakes Gas for pull around for campers,
      4. put in six to eight camping pads (cannot put in more than eight pads without upgrading restroom facilities),
      5. draw water and electricity to each pad if funds are available.
    - ii. Year 2:
      1. Evaluate year 1 to determine what worked well and what should be changed, and whether the campground should be expanded.
      2. Dump station conversion.
      3. Add electricity and water if not done in year 1.
      4. Restroom improvements if funding provides and add more camping spots.
  - b. The council feels that Councilor Penaz should continue to move forward with the development of the campground but would like to see a written plan before funding is obtained. Who will patrol it, how are reservations made, who will collect money? This will all be part of the operating plan.

## New Business:

1. Request for Action from Silver Lake Pools & Park Organization, Tammy Schermann and Brenda Posusta, to provide improvements to the auditorium stage for a cost of around \$1500-\$1600. Would like to complete this before Mollie B in May but more likely by early summer. Completion date for sure by Pola-Czesky Days.
  - a. Collecting donations to pay for improvements. Asking the city to donate.
  - b. Would like to paint the back wall at a cost of about \$300. Could match the front of stage to back wall color.
  - c. Enlisting community members to help with labor of constructing decorating items using PVC pipe.
  - d. Placing rope lights around the bottom of the stage.
  - e. Adding darkening shades to the windows – Just Blinds \$60 per blind or \$40 per shade. Total cost of \$320 for eight windows.
  - f. Auditorium Repair & Maintenance Building has a \$2,000 budget.

**Motion by Councilor Penaz second by Councilor Jacobs to approve the Silver Lake Pools & Park Organization's request to make improvements to the auditorium stage with the city contributing \$1,000. Vote for: Unanimous. Motion carried.**

2. Resolution 23-11: Resolution Approving Property/Casualty Insurance Premiums in the amount of \$32,235. The total budgeted amount is \$31,625 which is \$610 less than the amount due.

**Motion by Councilor Jacobs second by Councilor Mason to approve Resolution 23-11 Resolution Approving Property/Casualty Insurance Premiums in the amount of \$32,235. Vote for: Unanimous. Motion carried.**

Department Business:

1. Public Works Liaison Report

- a. Obtaining quotes for patching. Determining what can be done minimally with the impending infrastructure project. Working with SEH to set up street maintenance schedule to work with the RDA project.
- b. Christy Rice from the DNR would like to coordinate with the city to make repairs to the trail at the same time patching is taking place.
- c. Request for Action to continue the annual lawn mower program with L&P for 2023 at a cost of \$3300. Public Works has done some calculating regarding the program. We currently own a tractor which has 70 hours on it, mower deck, sprayer, blade and 3-point hitch for a total value of \$17,123. Since the price to participate in the annual program goes up every year, they would like to take the funds that would be paid towards the program and put them aside for the next couple of years to raise funds towards the purchase of a zero-turn radius mower which currently is quoted at \$10,000. The current mower could then be used for ball parks, alleys, and rough cutting.
- d. Discussion was held regarding the city pool.
  - i. Rock Hard to complete deck repair the week of April 24-28, 2023.
  - ii. Major Electric coming to complete grounding and electrical inspection is scheduled for May 6.
  - iii. Jerrod will get the pool ready under Dale's supervision.
- e. Spring street sweeping is underway.
- f. Hydrant flushing is scheduled to begin on Monday, April 24, 2023.
- g. Jeremy Pearson will be billed for the 9,000 gallons of water at \$12/1,000 gallons that he purchased on 12/9/2022 for making snow.
- h. Discussion regarding part-time summer help as Maintenance 1 at \$14.82/hour. The position would run from May 1 through September 1, 2023. May and June hours are not to exceed 20 hours per week, July and August will be reassessed at that time but expecting to not exceed 8 hours per week during that time. The position is for mowing, helping with hand patching roads, rake boulevards, storm clean-up, etc.
- i. Gave the bright list to the city clerk, she will prepare letters.
- j. Prepared sidewalk replacement program list and gave it to city clerk to send letters.
- k. Dale will be having rotator cuff surgery on April 24, 2023. He will be reassessed on May 10<sup>th</sup> and hopes to be able to return to limited duty work after six (6) weeks.
- l. Discussed the information presented by KLM representative Shaun Mulhern regarding the completion of the painting of the city's water tower. KLM will have a contractor come and complete the punch list which consists of pressure washing and painting the areas not previously done. Public Works will meet with the contractor prior to work beginning and KLM and the city will give final approval when complete.

**Motion by Councilor Penaz second by Councilor Jacobs to approve KLM completing the work on the water tower using the punch list provided to them. The work is to be completed no later than the week before Pola-Czesky Days. 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 Firefighter I & II. They are finishing Haz mat.
  - iii. Dale attended township annual meetings.
  - iv. Request for Council Action to approve the Car & Bike Show request for May 20<sup>th</sup>, 2023, Hosted by the Silver Lake Fire Relief Association. Main St. (County Rd 92) between Lake Ave & Thomas Ave will be closed from 12:00pm to 7:00pm.
    1. The closing of the street will need to be approved by the county and the permit request has been submitted.

**Motion by Councilor Jacobs second by Councilor Penaz to approve the Car & Bike Show request for May 20, 2023, hosted by the fire dept and closing Main Street and parking lot entrances from 12-7pm. Vote for: Unanimous. Motion carried.**

- v. Villager call on 4-19-2023 where an individual admitted to living in the laundry/furnace room as well as one of the “do not occupy” apartments. A report will be submitted to the city attorney.
- vi. An extrication tool demonstration by four vendors took place at the east shop. Lester Prairie, Winsted, and Hutchinson attended.
- vii. Three new fire fighters have completed their training and can now attend calls.
- 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 April 13<sup>th</sup>, 2023.
    - 1. Request for Action to hire Matt Karshnik, a member of the Lester Prairie Fire Department, as an EMR with the intent that he will also attend EMT bridge course.

***Motion by Councilor Jacobs second by Councilor Mason to approve the hiring of Matt Karshnik as an EMR pending a clear background check and a negative drug screen. Vote for: Unanimous. Motion carried.***

- 2. A new I-Pad for reports is in the works and will hopefully be ordered by months’ end.
- 3. Discussed township donations. Rich Valley approved the requested donations and Hale approved last year’s amount.
- 4. On-call room changes are in the works. Will be partaking in City Wide Clean up to rid the office of unnecessary items. Discussing a possible sleeping room with Faith Presbyterian.
- 5. New ARMER Radio System Trainings are complete. Will not be installing the new equipment until closer to the go-live date.
- 6. Asked by Music in the Park committee if the ambulance would be interested in working a date, with donation/proceeds going to the service. The date is yet to be determined.
- 7. Reviewed call for March.
  - a. 13 calls (10 in 2022)
    - i. 2 ALS intercepts
    - ii. 6 No Transport
  - b. YTD calls is 51.
- 3. Municipal Liquor Liaison Report
  - a. Wednesday food trucks started. They are posted on the Muni Facebook and Instagram pages as well as on the community event calendar on the city website.
  - b. Isaiah Muller band and easter egg promotion brought in a lot of new customers.
  - c. “Muni Madness” had 52 brackets entered: 26 \$1 brackets and 26 \$10 brackets.
  - d. Collecting items for the local animal shelter through the month of April for MMBA event.
  - e. The patio has been set up for the warm weather.
  - f. Planning nightly bar promotions and events. Examples include trivia night, buckets of beer, summer bean bag league, and happy hour.
  - g. Training is going well. Very comfortable with daily reports, mostly comfortable with entering invoices and somewhat comfortable with putting new items into inventory.
  - h. Financials reviewed: \$6878.67 net income for March compared to a \$2319.33 net loss for 2022 and \$9823.24 net income YTD compared to \$5738.28 net loss for 2022.
- 4. Community Development
  - a. Commissioner’s report
    - i. Planning Commission met on April 11, 2023.
    - ii. The May meeting date has been changed to Tuesday, May 16, due to Clerk Pedersen being at a conference on May 8.
    - iii. Planning Commission recommends approval of the Conditional Use Permit for 813 Main Street.
      - 1. The intention is to provide additional living space for relatives when visiting from out of town. In addition, the hope is to use it as a short-term rental.
      - 2. He met with MNSPECT to find out what needs to be done per the building code. They referred him back to the city to make sure what he wants to do agrees with the city code.
      - 3. Cities may only grant CUPs for uses specifically listed in the zoning ordinance as conditional uses in a particular zoning district. If a use is not designated as a conditional use in a zoning district, then the city may not issue a CUP without first amending the zoning ordinance to provide for the conditional use.

4. According to Zoning Ordinance Section 13.11. Conditional Uses Section D Recommendation Item 2-E, the Planning Commission shall find that there is adequate water supply and sewage disposal facilities provided and in accordance with applicable standards.
  5. The plan is to have a composting toilet that can handle up to four people for up to three months. The bathroom sink will be an antique ship sink that holds water in the top and has a faucet for washing hands. The kitchen would have a five-gallon water disposal system for drinking water.
  6. The council feels this request should move forward as a condition use request that should be reviewed annually.
- iv. Discussed LED sign funding and what events should be allowed on the sign.
5. Administration
    - a. Clerk's report
      - i. March Treasurer's Report
        1. There are two (2) funds that need to have money transferred from savings to checking, 204 ambulance and 317 GO Bond. These transfers will be completed by month-end.
      - ii. Main Street lots repayment program – funds are transferred semi-annually in February and August. The last payment is scheduled for August 2024.
      - iii. Pool Manager/Lifeguards
        1. We have received two applications for the Pool Manager position, one individual is not yet 18 years old.
        2. We have 11 lifeguards, 7 returning and 4 new. Last year there were 15.
        3. The interview committee should consist of Clerk Pedersen, Councilor Sandie Adams-Bruins, and Teresa Kuester.
        4. Review of proposed revision to personnel policy regarding drug testing to follow LMC model.
          - a. Scope of Coverage: addition of full-time, part-time, seasonal and temporary as well as listing lifeguards as safety sensitive personnel.
          - b. Uses Prohibited: addition of cannabis, While Impaired of Alcohol or Drugs, Driving While Impaired, Criminal Drug Convictions, and Failure to Disclose Lawful Drugs.
          - c. Testing Required: Adopting LMC wording.
          - d. Federal Grant Employees: Addition of LMC wording.

***Motion by Councilor Jacobs second by Councilor Penaz to approve the additions to the drug testing policy as presented. Vote for: Unanimous. Motion carried.***

#### Open Discussion

1. Mayor met with the Legion to discuss the LED sign.
2. Check into leaf vacuuming.
3. Mosquito spraying is listed on the community events calendar on the website.

#### Adjourn

***Motion by Councilor Penaz second by Councilor Jacobs to adjourn the meeting at 8:54 pm. Vote for: Unanimous. Motion carried.***

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Diane E. Pedersen, City Clerk/Treasurer

Seal of the City