

Minutes
Silver Lake City Council
Regular Meeting
6:30pm, September 16, 2024
Silver Lake Auditorium

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

Members Present: Mayor Bruce Bebo, Councilor Sandie Adams-Bruins, Councilor Joanna Jacobs, Councilor Josh Mason,
Members Absent: None
Staff Present: Diane Pedersen, Chris Penaz, Ashley Mason, Veronica Jacobs, Rebecca Dammann
Others Present: Sam Fink, Jarrett Whitney

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

Consent Agenda:

1. Approve minutes from August 19, 2024, Regular Meeting
2. Approve Payroll 17 & 18 and August Ambulance
3. Approve Claims

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

Public Comment – None

Old Business:

1. City Council Vacancy
 - a. Jarrett Whitney is interested in filling the open council seat through December 31, 2024.

Motion by Councilor Adams-Bruins second by Councilor Jacobs to appoint Jarrett Whitney to fill the vacant council seat through December 31, 2024. Vote for: Unanimous. Motion carried.

- b. Swore in Jarrett Whitney to fill the open council seat through December 31, 2024.

Department Business:

1. Public Works
 - a. Liaison Report
 - i. Water tower cleaning and inspection completed.
 - ii. Yearly generator maintenance is completed.
 - iii. Pool Shutdown has begun.
 - iv. Preparation for winterizing has begun. Aqua Logic will help with winterization.
 - v. Gate valve testing is 75% complete.
 - vi. Request for Action for shop garage door openers
 1. Timber Garage Door Systems \$2556.25
 2. Side Mount \$6903.24
 3. Major Electric \$1402.00

Motion by Councilor Jacobs second by Councilor Adams-Bruins to approve the purchase of the garage door openers plus electric for the Public Works shop from Timber Garage Door Systems with electrical through Major Electric not to exceed a total cost of \$3958.75. Vote for: Unanimous. Motion carried.

- vii. Request for Action auditorium furnace
 1. B&C Plumbing & Heating \$9050 + Electrical = \$9600
 - a. Major Electric \$550
 2. Mikolichek Plumbing & Heating \$9365 (included \$200 electrical per unit)

Motion by Councilor Adams-Bruins second by Councilor Jacobs to approve the bid for an air conditioner/furnace unit for the auditorium from B&C Plumbing & Heating at a cost not to exceed \$9600 which includes electrical done by Major Electric. Vote for: Unanimous. Motion carried.

b. SEH

- i. Review of the Feasibility Report
- ii. Resolution 24-18: Resolution Receiving Report and Calling Hearing on Improvement
 1. Public Hearing to be set for October 21, 2024, at 6:30pm.

Motion by Councilor Jacobs second by Councilor Adams-Bruins to approve Resolution 24-18: Resolution Receiving Report and Calling Hearing on Improvement on October 21, 2024, at 6:30pm. Vote for: Unanimous. Motion carried.

- iii. Special Council Meeting to be held on Wednesday, September 25, 2024, at 2:30pm to discuss easements.

c. People Service Report

- i. O&M Report
- ii. WO Maintenance Report
- iii. Water Plant Maintenance Expenditures

2. Public Safety Liaison Report

a. Fire Department Report

- i. Calls reviewed.
- ii. Budget meeting held on September 11 with fire department officers, Liaison Joanna Jacobs, Clerk Diane Pedersen.
- iii. The department has begun training through SACCS for confined space and trenching rescue in preparation for the RDA project.
- iv. Department purchased rescue tools through calendar proceeds and donations from Sno Pros and Compeer Financial.

b. Sheriff's Report

- i. Event totals
- ii. Monthly billing

c. Ambulance Report

- i. Training this month for Blood Borne Pathogens and Right to Know.
- ii. Current membership reviewed.
- iii. Calls reviewed.
- iv. Budget meeting held with officers.
- v. Request for Action to approve the resignation of ambulance member Mark Cornell who has served as an EMT for 2.50 years.

Motion by Councilor Jacobs second by Councilor Adams-Bruins to approve the resignation of member Mark Cornell effective September 7, 2024. Vote for: Unanimous. Motion carried.

d. Ambulance by-laws recommended changes reviewed.

- i. Changing length of shift for members outside of six-minute response time to a maximum of 16 hours if they don't have other accommodations for sleeping.
- ii. Updated annual officer rates of pay.

1. This will be brought to the October meeting for further discussion as the city attorney says the LMC is recommending ambulance services move away from by-laws and use department policies.

3. Municipal Liquor Liaison Report

- a. Need more bartenders.
- b. TSBL burger machine update. Needs repairs totaling \$773.24.
- c. Sheet Rockers Band scheduled for September 20.
- d. The last food truck of the year will be Gouda Q on September 25th.
- e. Will perform an inventory audit between now and the end of September with the lead bartender to ensure reports are completely accurate for year-end.
- f. Will start booking entertainment for end of fall and winter.
- g. Reviewed financials:
 - i. MTD net Income \$24,576.43
 - ii. YTD net income \$37,475.33

4. Community Development
 - a. Commissioner's report
 1. Pool recap.
5. Administration
 - a. Clerk's report
 - i. August treasurer's report.
 1. CD's maturing 9/30/2024
 - a. MLS Fund #610
 - b. Fire Equipment Trust Fund #801
 - c. Ambulance Equipment Fund #804
 2. CD's maturing 10/3/2024
 - a. Ambulance Equipment Fund #804
 - b. Mainstreet Fund #418
 - b. Sewer adjustment request for 617 Main St. W.
 - i. Their daughter turned on the outside hose and it ran for almost three days. They are requesting an adjustment to the sewer portion of the bill in the amount of \$137.17.

Motion by Councilor Mason second by Councilor Jacobs to forgive the sewer portion of the 11,430 gallons that ran through the outside hose in the amount of \$137.17. Vote for: Unanimous. Motion carried.

- c. 2025 Fee Schedule Review
 - i. Reviewed water and sewer rates as compared to RDA target rates.
 1. This will be discussed further at future meetings.
- d. Review of 2025 Preliminary Budget
 - i. Total Proposed Tax Levy Increase 9.42%
 1. 9.96% General Fund Levy
 2. -3.74% Bond Levy
 - ii. Tax Capacity
 1. Current Year - \$698,698
 - a. Property Tax Rate 88.57%
 2. Proposed - \$698,698
 - a. Preliminary Budget Property Tax Rate – Proposed 96.90%; First Draft 94.55%
 - i. 9.42% Proposed increase in Property Tax Rate; First Draft 6.75%
 1. After review by department heads, additional items were proposed for the budget, increasing the tax rate from 6.75% to 9.42%. The council chose to move forward with the first draft budget rate of 6.75%.
 3. Preliminary Levy Certification

	Preliminary	First Draft
a. 01 General Fund	\$653,552	\$637,084
b. 05 2013A Bond Fund	\$ 23,513	\$ 23,513
c. Total Levy	\$677,065	\$660,597
- e. Clerk's Annual Review
 - i. Currently Level 17 Step 8 \$27.66 per hour.

Motion by Councilor Jacobs second by Councilor Adams-Bruins to retain Clerk Pedersen with a step increase to Level 17 Step 9 at \$28.35 per hour effective 9/1/2024. Vote for: Unanimous. Motion carried.

New Business:

1. Resolution 24-19: Resolution Adopting 2025 Preliminary City Budget and Preliminary Tax Levy for Taxes Collectible in 2025.
 - a. Preliminary Levy Certification
 - i. 01 General Fund \$637,084
 - ii. 05 2013A Bond Fund \$ 23,513
 - iii. Total Levy \$660,597
 - iv. 6.75% increase in property tax rate

Motion by Councilor Mason second by Councilor Whitney to approve Resolution 24-19 setting the preliminary tax levy at 9.42%. Vote for: Unanimous. Motion carried.

2. Resolution 24-20: Resolution Approving Truth in Taxation Hearing.
 - a. Requesting the Truth in Taxation hearing is set for Monday, December 16, 2024, at 6:00pm in the council chambers.

Motion by Councilor Jacobs second by Councilor Mason to approve setting the Truth in Taxation hearing for Monday, December 16, 2024, at 6:00pm in the council chambers. Vote for: Unanimous. Motion carried.

3. Request for Action to approve the donation of a 2025 family or individual pool pass to the GSL Elementary PTO fundraiser to be held on Friday, October 25, 2025.

Motion by Councilor Mason second by Councilor Adams-Bruins to approve donating a 2025 family pool pass to the GSL Elementary PTO fundraiser. Vote for: Unanimous. Motion carried.

4. Discussion held regarding the McLeod County Cannabis Ordinance.
 - a. This discussion was tabled until the Quarterly Council meeting to be held on October 7, 2024.

Open Discussion: - None

Motion by Councilor Adams-Bruins seconded by Councilor Whitney to adjourn this regular meeting of the Silver Lake City Council. Vote for: unanimous. Motion carried.

Meeting Adjourned 10:05 pm

Diane E. Pedersen, Clerk/Treasurer

Seal of the City: