

## CITY COUNCIL

7:00 P.M.

Tuesday, February 18, 2025

Present: Mayor Wade LeBlanc  
 Richard DeRosier  
 Shane Hoff  
 Ben Bautch  
 James FitzGerald

Lana Fralich, City Administrator  
 Tim Costley, City Attorney  
 Cole Ernest, Chief of Police via ZOOM  
 Brian Guldán, Bolton & Menk via ZOOM  
 Micaiah Schubert, Silver Bay Police Dept.  
 Kitty Mayo, Lake County Press via ZOOM  
 Rick Evans, Northshore Journal  
 June Talus  
 Ron Bautch  
 Wendy Jensen

Alex Burcum  
 Erica Jensen  
 John Anderson, Sawtooth 16, LLC

Mayor LeBlanc called the meeting to order at 7:05 p.m.

**Agenda** – Motion by DeRosier, second Bautch to approve agenda with addition of Resolution 2025-#21 Chapter 13, Franchises amendment, Resolution 2025-#22 Ordinance 13-01U MN Power Franchise Agreement, and moving Richard DeRosier Voting Issue prior to Consent Agenda. **MOTION CARRIED.**

**Richard DeRosier Voting Issue-** It was brought to the attention of City Attorney that Councilor DeRosier voted in the 2024 elections in Pine County where his lake home is. Councilor DeRosier explained that he and his wife own a home in Silver Bay, where he resides, and one in Sturgeon Lake where his wife resides due to employment. His wife manages the finances and mail was forwarded to the Sturgeon Lake property, which triggered a change in his voter registration. He further explained on the day of the election he was not registered to vote in Lake County, wanted to vote in the presidential election, and voted in the location he was registered at. Councilor DeRosier apologized for the mistake made. Lake County has confirmed he is re-registered in Lake County. City Attorney contacted the MN Secretary of State office and talked with a staff attorney, and advised that no action is necessary.

**Consent Agenda** –

**February 3, 2025 Regular Hearing Minutes**

**February 10, 2025 Public Hearing Meeting Minutes**

**Mike Miller Training- MNRWA-** Annual training for Mike Miller to obtain required education credits for his licensure. Training will be held March 4-6<sup>th</sup> in St. Cloud at a cost of \$350, hotel costs are 3-nights at \$162/night plus tax/fees, plus normal meals and mileage.

**Cole Ernest Training- Chiefs Conference** – Chief Cole Ernest training at the Mayo Civic Center in Rochester April 7-10<sup>th</sup>. The cost of training is \$585 plus 3 night hotel at \$145/night plus tax/fees, and normal meals and mileage.

**Micaiah Schubert Training- Leadership Academy** – Leadership Academy training for Officer Micaiah Schubert at Camp Ripley in Little Falls, May 19-22<sup>nd</sup>. Cost of training is \$765 which includes lodging. Meals and mileage will be reimbursed per policy.

**Public Works Board Appointment- Erica Jensen**

Motion by Bautch, second DeRosier to approve the consent agenda items. MOTION CARRIED.

**Petitions, Requests, and Communications** –

**Public Comments-** None at this time.

**Mayor/Council Communication-** Mayor LeBlanc and Councilor Bautch attended Capital Days to promote the City of Silver Bay and met with local representatives.

**City Administrator** –

**Resolution 2025- #16 2024 Budget Amendment-** The Council reviewed and discussed the 2024 budget amendments, that they were in line with actual activity for the year. There was no change in the levy amount. Motion by DeRosier, second Bautch to adopt Resolution 2025-#16 2025 Budget Amendment as presented for the Revenue amount of \$11,907,835 and Expenditure amount of \$11,933,425 retroactive to December 31, 2024. MOTION CARRIED.

Mayor LeBlanc – Aye  
Member Bautch – Aye  
Member Hoff – Aye

Member FitzGerald – Aye  
Member DeRosier – Aye

RESOLUTION 2025 - 16 WAS ADOPTED: 5 aye, 0 nay, 0 excused

**Resolution 2025- #17 2024 General Fund Transfers-** Motion by Hoff, second Bautch to adopt Resolution 2025-#16 2024 annual General Fund Transfers to Library (\$264,755), Airport (\$8,475), Arena (\$156,330), Community Building (\$110,660), Park State Bank Fund (\$2,860), EDA (\$3,600), Housing (\$18,125), and Public Works (\$22,550) for a total of \$587,355 for the 2024 budget year General Fund Transfers. It was noted no transfer to the Parks and Rec department due to profits from campground supporting that the department, retroactive to December 31, 2024. Additional transfers from the Liquor Store Fund to the Community Building for the HVAC system, transfers from the 401 fund to the General Fund for the purchase of the police vehicle, snowplow truck, street F350, and Kubota Lawnmower were also made as part of the amended budget. MOTION CARRIED.

Mayor LeBlanc – Aye  
Member Bautch – Aye  
Member Hoff – Aye

Member FitzGerald – Aye  
Member DeRosier – Aye

RESOLUTION 2025 - 17 WAS ADOPTED: 5 aye, 0 nay, 0 excused

**Resolution 2025- #18 Library MN Dept. of Education Grant-** Motion by DeRosier, second FitzGerald to adopt Resolution 2025-#18 Library MN Dept. of Education Grant for additional funding in the amount of \$51,922.50 for the library addition and roofing project. MOTION CARRIED.

Mayor LeBlanc – Aye  
Member Bautch – Aye  
Member Hoff – Aye

Member FitzGerald – Aye  
Member DeRosier – Aye

RESOLUTION 2025 - 18 WAS ADOPTED: 5 aye, 0 nay, 0 excused

**Resolution 2025- #19 Bolton & Menk Proposal for Surveying & Drainage Easement Description relating to City Perimeter Ditching-** Council reviewed a proposal from Bolton & Menk relating to surveying and writing easement descriptions for parcels along the perimeter drainage ditches surrounding the city. The City previously requested interest from private property owners regarding providing the city easements for the drainage ditch, and some would like a draft easement agreement to review. The proposal outlines three sections, Area A-\$25,000, Area B- \$42,000, and Area C-\$98,000. City Attorney Costley expressed concern regarding putting easements in place, engineering need to determine size of easements, hydrology, and liability. Discussion regarding legal access to property, starting with Area A first and look for additional funding for Areas B & C, first drafting a letter to property owners to obtain permission to allow engineers to walk property, provide owners with the draft of the drainage ditch easement, and then bring back to Council for review and approval. MOTION TABLED.

**Resolution 2025- #20 Award of Contract to Holden Electric Co., Inc. for Electrical Services Relating to SCADA System at Wastewater Facility-** Bolton & Menk solicited bids for electrical services relating to the installation of the new SCADA system and are recommending Holden Electric Co. Inc. at a base bid of \$69,400. Brian Guldán, Bolton & Menk recommends not including alternate #1. Motion by Hoff, second Bautch to adopt Resolution 2025-#20 Award of Contract to Holden Electric Co., Inc. for Electrical Services Relating to SCADA System at Wastewater Facility at a bid of \$69,400. MOTION CARRIED.

Mayor LeBlanc – Aye  
Member Bautch – Aye  
Member Hoff – Aye

Member FitzGerald – Aye  
Member DeRosier – Aye

RESOLUTION 2025 - 20 WAS ADOPTED: 5 aye, 0 nay, 0 excused

**Resolution 2025- #21 City Code Chapter 13 Franchises Code Amendment-** Motion by DeRosier, second Bautch to adopt Resolution 2025-#21 City Code Chapter 13 Franchises Code Amendment. MOTION CARRIED.

Mayor LeBlanc – Aye  
Member Bautch – Aye  
Member Hoff – Aye

Member FitzGerald – Aye  
Member DeRosier – Aye

RESOLUTION 2025 - 21 WAS ADOPTED: 5 aye, 0 nay, 0 excused

**Resolution 2025- #22 Ordinance 13-01U MN Power Franchise Agreement-** Motion by FitzGerald, second DeRosier to adopt Resolution 2025-#22 Ordinance 13-01U MN Power Franchise Agreement with an increase to \$5.00/per month per service, with a 20-year contract, and that the franchise fees

are for Fund 406 to be used for street, curb/gutter, sidewalks, and parking lot improvements! MOTION CARRIED.

Mayor LeBlanc – Aye  
Member Bautch – Aye  
Member Hoff – Aye

Member FitzGerald – Aye  
Member DeRosier – Aye

RESOLUTION 2025 - 22 WAS ADOPTED: 5 aye, 0 nay, 0 excused

**Special Assessment Policy Draft-** Council reviewed the first draft of a Special Assessment policy, created by Bolton & Menk and reviewed by City Attorney, Mayor, and City Administrator. It was noted based on hardship comments at the previous public hearing, years certified to taxes increased to 15 years to lower costs. Discussion regarding how interest rates will be determined. Motion by Hoff, second DeRosier to advertise to take public comment prior to the regular council meeting on Monday, March 17<sup>th</sup> at 7:00 p.m. MOTION CARRIED.

**Police Dept. Policy #D-3 Taser X2-** Motion by DeRosier, second Hoff to accept an updated Police Dept. Policy #D-3 Taser X2 policy, as presented. MOTION CARRIED.

**Police Dept. Policy #D-18 Repuls Policy-** Motion by Bautch, second FitzGerald to accept Police Department Policy #D-18 Repuls policy, as presented. MOTION CARRIED.

**ZITO Business Renewal-** Council reviewed renewal Zito contract for phone and internet systems. Costs were similar, internet speed was increased, it is a three year contract. Motion by DeRosier, second Bautch to accept ZITO business renewal. MOTION CARRIED.

City Attorney –

OLD BUSINESS – None at this time.

NEW BUSINESS –

**Contribution to Clean UP Day-** Mayor LeBlanc and Erica Jensen provided information to Council regarding County-wide Cleanup day on May 3, 2025. The event will be held 8:00 a.m. to 12:00 p.m. at the Silver Bay airport, potentially a senior event to be held on Friday, May 2<sup>nd</sup>. They are looking for volunteers and donations. Discussion followed regarding accepted items, costs, traffic control. There will be more information provided to council at next meeting. Motion by DeRosier, second Bautch to have City Attorney draft License Agreement and invoice city for expenses up to \$1000. MOTION CARRIED.

**THC Sales at the Liquor Store-** The Liquor Commission is recommending the sale of THC drinks in the off-sale portion of the municipal liquor store. City Administrator has contacted MN League of Cities, and insurance. Motion by Bautch, second FitzGerald to allow sale of THC beverage product, in compliance with MN State Statues, in the off-sale area only. MOTION CARRIED.

**Claims** – Motion by Hoff, second DeRosier to approve payment of \$39,157.92 in unpaid claims and \$840,594.66 in paid claims. MOTION CARRIED.

Mayor LeBlanc – Aye  
Member Bautch – Aye  
Member Hoff – Aye

Member FitzGerald - Aye  
Member DeRosier – Aye

Motion by FitzGerald, second DeRosier to adjourn at 8:00 p.m. MOTION CARRIED.

Minutes taken by Lisa Christenson

Attest:



Wade LeBlanc, Mayor



Lana Fralich, City Administrator