

CITY COUNCIL

7:00 P.M.

Monday, December 1, 2025

Present: Mayor Wade LeBlanc via ZOOM
 Richard DeRosier
 Shane Hoff
 Ben Bautch
 Jim FitzGerald

Lana Fralich, City Administrator	
Tim Costley, City Attorney	
Josh Stier, City Engineer, Bolton & Menk via ZOOM	
Nathan Stadler, Lake County Sheriff	Michelle Stadler
Rick Evans, Northshore Journal via ZOOM	Ray Parker
Kitty Mayo, Lake County Press via ZOOM	Donny Thompson
Tiffany Foster	Marcia Oates

Acting Mayor DeRosier called the City Council meeting to order at 7:00 p.m.

Agenda – Motion by FitzGerald, second Hoff to approve the Agenda with removal of Food Shelf Mary Mac Lease, Resolutions 2025-#73, #74, and #75 and addition of Brandi Berquist Resignation as PT Bartender. MOTION CARRIED.

Consent Agenda –

November 17, 2025 Regular Minutes

Treasurer's Report- October 2025

Full Sun Services Volunteer Christmas Tree Cleanup- Alex Truax, owner of Full Sun Services is offering a one-day, city-wide Christmas tree cleanup on January 6th. Residents should place trees on the boulevard by 8:00 a.m. for pick up. If weather does not allow, cleanup will be the following day.

Appoint Nick Bjerken to Safety Committee- Liquor Store Rep.

2026 Council Meeting Dates

2026 Cigarette & Liquor License Renewals- Silver Bay Liquor License Renewal for On & Off Sale and 2AM, Silver Bay Liquor Store Reunion Hall, Zups & Briesa's Cigarette License, Silver Bay Golf Course Liquor Mon-Sat and Sunday, Silver Bowl Liquor License Mon-Sat and Sunday, Northwoods Family Grille Liquor License Mon-Sat.

Reunion Hall Custodial Contract Renewal- Juel Salveson, Salveson Floor Care – Contract renewal for Juel Salveson, Salveson Floor Care for the Reunion Hall Custodial.

Custodial Contract for Liquor Store, City Hall/Police, Library, and Reunion Hall Backup – Superior Stay Management, LLC- Contract with Superior Stay Management, LLC for cleaning of the

Liquor Store, City Hall and Police, Library, and will serve as a backup for the Reunion Hall custodial work if Salvason Floor Care is not available. Owner, Tiffany Foster introduced herself to Council.

Lake County Mary Mac Lease Amendment – Amendment to the original contract which decreases the amount of rental space used by Lake County and lowers the monthly rental amount to \$1,520.02 beginning January 1, 2026.

Bolton & Menk Memo for Water Treatment Facility & Booster Station Funding- The city has qualified for a 30-year PFA loan and is expected to receive more WIF grant dollars which lowers the amount of the loan.

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

Petitions, Requests, and Communications –

Public Comments- None at this time.

Mayor/Council Communication-

Councilor Bautch encouraged all residents to attend any future Donkey Basketballs held in the City. The event was well attended and enjoyed by all.

City Administrator –

Resolution 2025-#72 Amend Contract with Krause Anderson for Multi-Modal Trailhead Change Orders- Council reviewed the following change orders: Change Order #11 (COR 11) is an addition of \$6,898.86 for plumbing plan revisions and door hardware changes; Change Order #12 (COR 16) for a deduction of \$6,612.51 to removing window shades from the contract; Change Order #22 (COR 22) for a deduction of \$269.49 for door hardware set 2 revisions; Change Order #19 (COR 19) is an addition of \$15,814.07 for changes made to shower walls and stalls to make handicap accessible along with additional work required for operations of the pay stations; and Change Order #23 (COR 23) for an addition of \$1,277.00 to add soffit trim, with a net change order total of \$17,107.93. It was noted that DSGW has agreed to reimburse the city for a portion of the charges relating to the shower stalls, that the city anticipates receiving some of the contingency funds back from Krause Anderson which would minimize the amount the city's responsibility for the change order. Motion by Hoff, second Bautch to adopt Resolution 2025-#72 Amending Contract with Krause Anderson for Multi-Modal Trailhead Change Orders. MOTION CARRIED.

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

Member FitzGerald – Aye
Member DeRosier – Aye

RESOLUTION 2025 – 72 WAS APPROVED: 5 aye, 0 nay, 0 excused

City Attorney – Nothing at this time.

OLD BUSINESS – None at this time.

NEW BUSINESS –

2026 Open Board Appointments- Discussion regarding current board members and open board seats.

Parks & Rec Board- Two applications were received, with discussion followed on applicants. Motion by Hoff, second FitzGerald to approve Dick Stern's renewal application for a 3-year term. MOTION CARRIED.

EDA Board- One application was received. Motion by Bautch, second FitzGerald to approve Steve VanHouse renewal application for a six-year term. MOTION CARRIED.

Planning & Zoning Commission- One application was received. Motion by FitzGerald, second Hoff to approve Nelson French renewal application for a three-year term. MOTION CARRIED.

Mary Mac Committee- Two applications were received. Discussion regarding allowing more members to serve on this board, public hearing needed to amend the code to allow for more members, and decisions needed regarding the future of the Mary Mac building. Motion by Bautch, second Hoff to approve Steve VanHouse renewal for a three-year term, set Public Hearing at 6:00 p.m. for January 20th to take comment on code change to increase the number of members of the Mary Mac Committee, and approve Mary Hoffman board application to serve on one of these seats once the code change is complete prior to February 11, 2026 Mary Mac meeting. MOTION CARRIED.

NEOGOV Training Software- The Safety Committee is recommending improving the city's safety and training options by using NEOGOV, which is a comprehensive and automated software system designed for local governments. The Silver Bay Police Department currently uses NEOGOV for their P.O.S.T. required training. There is a three-year proposal that provides a low introductory offer in year one (\$3,263), year two increases slightly at a discounted rate (\$4,050), and year three has a larger increase with a small rate reduction (\$8,284). The city has the option to opt out at any time by providing a 30 day notice. Some off-site training will still be required for training that requires hands-on, testing or continuing education credits. Discussion regarding allowing staff to take trainings within an allotted timeframe, tracking of training, oversight of the training by the HR & Payroll Coordinator, and re-evaluating after one year. Motion by Hoff, second Bautch to move forward with NEOGOV training software. MOTION CARRIED.

DaMarco Solutions LLC Material Safety Data Sheet Software- The Safety Committee is recommending entering into an agreement with DaMarco Solutions, LLC to provide digital Material Safety Data Sheets for all employees of the city. DaMarco keeps the data current and has software available to employees to access from their phones/computer wherever they are at in the field. Annual cost is \$3/sheet and staff will be working to minimize safety sheets within the city by identifying commonly used products across departments and creating a list of products to be purchased. Discussion regarding keeping old data sheets as required and costs of sheets. Administrator Fralich will confirm cost is \$3/per chemical and not per sheet. Motion by Bautch, second FitzGerald to move forward with DaMarco Solutions. MOTION CARRIED.

Claims – Motion by Bautch, second Hoff to approve payment of \$74,495.28 in unpaid claims and \$1,224,083.38 in paid claims. MOTION CARRIED.

Mayor LeBlanc – Aye
Member Bautch – Aye

Member FitzGerald - Aye
Member DeRosier – Aye

Member Hoff – Aye

Motion by Bautch, second Hoff to adjourn at 7:36 p.m. MOTION CARRIED.

Minutes taken by Lisa Christenson

Attest:

Wade LeBlanc, Mayor

Lana Fralich, City Administrator