

Minutes
Silver Lake City Council
Regular Meeting
6:30pm November 17, 2025
Silver Lake Auditorium

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

Members Present: Mayor Bruce Bebo, Councilor Joanna Jacobs, Councilor Roxanne Yurek, Councilor Ted Gehring, Councilor Josh Mason

Members Absent: None

Staff Present: Clerk Diane Pedersen, Chris Penaz, Jarrett Whitney, Dale Kosek

Others Present: Sam Fink, Brody Bratsch, Matt Kaczmarek (Pools & Parks President)

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

Consent Agenda:

1. Approve minutes from October 20, 2025, Quarterly Meeting
2. Approve minutes from November 6, 2025 Special Meeting
3. Approve Payroll #22 & #23 and October Ambulance
4. Approved Payment Application #6 in the amount of \$588,481.05 (1/2 Of \$1,176,962.10)
5. Approved Payment Application #7 in the amount of \$442,503.89
6. Approve RD-440-11 Disbursement Request #7 in the amount of \$15,456.25
7. Approve Claims

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

Public Comment – None

Department Business

1. Public Works
 - a. SEH
 - i. Well House No. 1 Memo for Change Order No. 4
 1. Feasibility of Demolishing the existing wellhouse and constructing a new wellhouse.
 2. Refining R&R's pricing for Change Order No. 4
 3. Upcoming Timeline
 - a. Review and approve change order #3 at a special meeting at the beginning of December.
 - i. Quotes from two well companies
 - ii. PVC vs Steel -> USDA approves either
 - iii. Winter vs Spring
 - iv. Chemical Feeds
 - b. Requested prices be returned by November 24, so information can be provided to council by November 26.
 4. USDA has approved all of the change order scope. They will waive the modest requirement and allow for winter drilling if that is determined to be the best option.
 5. Will move the placement of the siren so it is not relocated to the spot where a new water tower would be placed.
 6. Timeline
 - a. Get pricing from R&R by November 24 and provide it to council by November 26.
 - b. Special meeting will need to be held in the first week of December to approve change order #4.

7. SEH's Fee Amendment #2 for \$20,000 to begin design
 - a. The amendment to Owner-Engineer Agreement (OEA) dated February 21, 2023, is being proposed to incorporate Basic Engineering services that are needed to sufficiently complete the scope outlined in the project's Change Order #4 dated November 6, 2025.
 - b. Rural Development said the council can approve the fee amendment tonight contingent their review of it.

Motion by Councilor Yurek second by Councilor Mason to Approve Exhibit K Amendment #2 to the OEA dated November 6, 2025, approving moving forward with the design for a new well. Vote for: Unanimous. Motion carried.

8. Government Shutdown and temporary financing
 - a. Government is open through January 31, 2026.
 - b. USDA/Rural Development is funded through September 30, 2026, regardless of if the government shuts down after January.
 - c. Discussion was held regarding closing on the temporary financing or foregoing it due to the government reopening and Rural Development being funded through September 2026.

Motion by Councilor Yurek second by Councilor Mason to not close on the \$2,000,000 temporary financing loan. Vote for: Unanimous. Motion carried.

9. Other Items
 - a. Design for Change Order #2 for Main Street is underway
 - b. DNR Grant Applications were submitted (LMC Grant Navigator was awarded). The request was for around \$85,000. We should hear back in early 2026 whether we receive funds.
 - c. OneDrive link for SEH Daily logs from October 11, 2025, through November 7, 2025, submitted for council.

- b. Public Works Liaison Report
 - i. Sweeping and mulching continues
 - ii. Christmas decorations
 1. Working on wiring for lighting
 2. Will be hung without lights this year
 - iii. Tower Coating Bid Review
 3. Central Tank Coatings Six-year maintenance
 - a. \$55,850 payable over two years
 - i. Signing now locks in the price
 - ii. Work will be done when both wells are completed
 - b. \$7500 to rent a 5,500-gallon pressure tank
 - c. Would rent the pressure tank for \$9,000 if another company is awarded the work.
 4. Maguire
 - a. \$56,000
 - b. Would not send a bid on the tank. Per phone conversation, they would charge \$20,000.

Motion by Councilor Gehring second by Councilor Mason to approve Central Tank's bid for water tower coating not to exceed \$55,850. Vote for: Unanimous. Motion carried.

- iv. Snow Hauling bids received.
5. JUUL Underground \$125/hour/truck
6. Borka Excavating \$125/hour/truck

Motion by Councilor Yurek second by Councilor Mason to approve hiring Borka Excavating for snow removal at a rate of \$125/hour/truck. Vote for: Unanimous. Motion carried.

- v. Equipment and buildings ready for winter
- vi. Building maintenance continues
- vii. Yearly fire inspections are done.
- c. People Service
 - i. Reviewed monthly reports.

2. Public Safety Liaison Reports

a. Fire Department

- i. Reviewed calls.
- ii. Halloween event was a success.
- iii. McLeod County Fire Departments are on alert of any major structure fires, to provide the Silver Lake Fire Department with tankers of water while the city is only operating with one well.
- iv. The auxiliary pump at the lake has been pulled due to the cold weather.
- v. ISO Insurance Ratings Survey Report was just received and will be presented to the council at the December meeting.
- vi. The Fire Department has started a Meat Raffle at the American Legion.
- vii. Request for Action to approve Officer for a three-year term from January 1, 2026 – December 31, 2028, as recommended by the hiring committee:
 1. Chief 2 – Kyle Wawryzniak

Motion by Councilor Jacobs second by Councilor Yurek to approve the three-year appointment of Kyle Wawryzniak as Chief 2. Vote for: Unanimous. Motion carried.

2. Captain 3 – Tim Grenke

Motion by Councilor Jacobs second by Councilor Gehring to approve the three-year appointment of Tim Grenke as Captain 3. Vote for: Unanimous. Motion carried.

3. Captain 4 – Mitchell Thompason

Motion by Councilor Jacobs second by Councilor Mason to approve the three-year appointment of Mitchell Thompson as Captain 4. Vote for: Unanimous. Motion carried.

4. Lieutenant 2 – Tyler Kosek

Motion by Councilor Jacobs second by Councilor Yurek to approve the three-year appointment of Tyler Kosek as Lieutenant 2. Vote for: Unanimous. Motion carried.

b. Sheriff

- i. Reviewed event totals and police hours reports.

c. Ambulance

- i. Staffing was reviewed.
- ii. Calls were reviewed.
- iii. Annual meeting set for December 11, with voting of Training Officer, Secretary and Assistant Chief.
- iv. Food shelf drive December 1-20 with drop off in city hall
- v. Helping with Lions meat raffles

3. Municipal Liquor Store/Auditorium

a. Business recap

- i. Two October music events were strong and drew good numbers.
- ii. Wrestling committed for January 3rd
- iii. Adopt a Senior kicks off Thanksgiving week.

b. Staffing recap

- i. Hiring part-time kitchen help
- ii. Employee review completed

c. Operations recap

- i. Continue to find inventory errors and making corrections.
- ii. Will continue to remain open on Tuesday due to increased help.

d. Auditorium recap

- i. Turtle soup feed went well.
- ii. New refrigerator needed

e. Facilities recap

- i. Working on winter projects; benches, storage shelves, faucets, etc
- ii. Review new quote(s) from Cintas for maint/cleaning for next year.

f. Requests for Action

- i. Approve the purchase of a new full-size double commercial refrigerator for the auditorium.

1. Hoshizaki VR2A-FS

Motion by Councilor Gehring second by Councilor Yurek to approve the purchase of a new refrigerator for the auditorium at a cost not to exceed \$2,638.40. Vote for: Unanimous. Motion carried.

- ii. Approve annual review for Sarah Hlavka.

1. Currently Grade 11 Step 2 \$16.01, asking to move to Step 4 \$16.82 effective PP#25 11/24/2025

Motion by Councilor Gehring second by Councilor Yurek to approve the annual review of Sarah Hlavka with an increase from Grade 11 Step 2 \$16.01 to Grade 11 Step 4 \$16.82 effective PP#24 11/24/25. Vote for: Unanimous. Motion carried.

- iii. Approve the hire of Amanda Eliseuson for MLS Kitchen Position at Grade 10 Step 3 \$13.62 pending successful completion of background check.

Motion by Councilor Gehring second by Councilor Mason to approve the hire of Amanda Eliseuson for the MLS kitchen position at Grade 10 Step 3 \$13.62/hour pending successful completion of background check. Vote for: Unanimous. Motion carried.

- g. Review of kitchen equipment with possible replacement in 2026

- i. Alto-Shaam Vector h3 multi-cook unit

Motion by Councilor Gehring second by Councilor Jacobs to approve the purchase of the Alto-Shamm Vector H3 multi-cook unit at a cost not to exceed \$13,232.72. Vote for: Unanimous. Motion carried.

- h. Financials were not reviewed as the new Deputy Clerk is still learning so it has not been updated.

- i. Six-month review for MLS Manager, Jarrett Whitney

1. Mr. Whitney requested to forgo a raise at this time as the MLS is not showing the revenue and profitability he is working for.

Motion by Councilor Gehring second by Councilor Mason to approve the six-month review of Jarrett Whitney. The council moved to retain Mr. Whitney without a pay increase at this time as he was hired at an increased step and the MLS is not currently showing the revenue and profitability he is working for. Vote for: Unanimous. Motion carried.

4. Community Development

- a. The Planning Commission did not meet in November.

5. Administration

a. Clerk's Report

- i. Treasurer's Report not included as new Deputy Clerk is still learning so it has not been updated as the Deputy Clerk is continuing to work on account reconciliations.

- ii. Reviewed the proposed final budget.

1. Changes

- a. Updated wages and insurance for new Deputy Clerk (wages decreased while health insurance and HSA increased).
- b. Decreased Municipal Building Capital Building Expense from \$15,000 to \$3,000. Will be transferring the \$19,300 funds received from the sale of the city lots into General Fund savings to help pay for upgrades at a later date.
- c. Current Tax Levy % is 4.89%, with the goal % being under 5%

New Business

1. Resolution 25-29: Resolution Accepting Grant Navigator Funding from the LMC

- a. The city was awarded \$5,000 for SEH to help with the preparation of tree grants.

Motion by Councilor Gehring second by Councilor Jacobs to approve Resolution 25-29 Accepting Grant Navigator Funding from the LMC in the amount of \$5,000. Vote for: Unanimous. Motion carried.

2. Resolution 25-30: Resolution Authorizing the use of credit cards by designated city employees to make purchases on behalf of the City of Silver Lake for 2026.

- a. The following employees have city credit cards:
 - i. City Clerk Diane Pedersen
 - ii. MLS Manager Jarrett Whitney

Motion by Councilor Jacobs second by Councilor Yurek to approve Resolution 25-30 Authorizing city credit cards. Vote for: Unanimous. Motion carried.

3. Resolution 25-31: Resolution Approving Assessments for Delinquent Utility Accounts.
 - a. Assessments are for accounts that are more than two periods overdue.

Motion by Councilor Yurek second by Councilor Mason to approve Resolution 25-31 approving assessments for utility accounts that are more than two periods overdue. Vote for: Unanimous. Motion carried.

4. Resolution 25-32: Resolution Authorizing signers at First Community Bank.
 - a. Since 2019, the Mayor, City Clerk, and Deputy Clerk have been signers at First Community Bank.

Motion by Councilor Gehring second by Councilor Mason to approve Resolution 25-32 Authorizing the Mayor, City Clerk, and Deputy Clerk to be signers on city accounts as presented in the resolution. Vote for: Unanimous. Motion carried.

5. Annual meeting was set as January 5, 2026.
6. Request for Action to approve the 2026 On/Off-Sale Liquor License for the MLS.

Motion by Councilor Jacobs second by Councilor Gehring to approve the 2026 On/Off-Sale Liquor License for the MLS. Vote for: Unanimous. Motion carried.

7. Reviewed McLeod County notice of Public Hearing

Old Business

1. Approval of the proposed Zoning Ordinance Amendment on Cannabis.
 - a. The ordinance was previously discussed at the August Regular City Council meeting and the October 6 Special Meeting.
 - b. All boundary limits have been set at 500 feet.

Motion by Councilor Yurek second by Councilor Jacobs to approve the proposed Zoning Ordinance Amendment on Cannabis. Vote for: Unanimous. Motion carried.

Open Discussion

1. Playground update
 - a. Pools & Parks to provide a zipline for the city park. They are asking to purchase it prior to a price increase scheduled for November 28, 2025.

Motion by Councilor Mason second by Councilor Jacobs to authorize Pools & Parks to purchase the zipline for the city park. Vote for: Unanimous. Motion carried.

2. City Grants Update
 - a. Energy Efficiency and Conservation Strategies Grant
 - i. \$5,000 received to complete energy audits on city buildings
 - ii. Currently no audits have been completed
 - b. ReLeaf Community Forrest Grant
 - i. Grants prepared by SEH using the \$5,000 LMC Grant Navigator funds. Total ask was for \$86,500.
 1. DNR Community Tree Planting Grant was submitted on October 24. Funds can be used to replace trees on city property.
 2. DNR ReLeaf Forrest Grant was submitted on November 7. This grant allows the city to replace trees that were on homeowners property, not just city property.
 - a. Timeline for Grants: February 6, 2026, applicants will be notified if they are awarded funds. May 29, 2026, contracts will be executed.
 - c. CERT Seed Grant
 - i. Waiting on decision, should know by January.
 - ii. This is the \$5,000 to be used for installation of energy efficient upgrades.

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

Meeting adjourned at 9:13 pm.

Diane E. Pedersen, Clerk/Treasurer

Seal of the City: