

Minutes
Silver Lake City Council
Truth in Taxation Meeting
December 15, 2025

Mayor Bebo called the Truth in Taxation meeting to order at 6:00pm.

Members present: Mayor Bruce Bebo, Councilor, Councilor Joanna Jacobs, Councilor Josh Mason, Councilor Ted Gehring

Members absent: Councilor Roxanne Yurek

Staff Present: Diane Pedersen

Others Present: Larry Lohtka

Clerk Pedersen presented the 2026 Budget and Levy information. Revenue and expense budgeted amounts were reviewed for all funds and departments. The total General Fund Levy would be set at \$678,029 and the Debt Service Levy would be set at \$0 for a total of \$678,029. The levy total would be a 4.88% increase from the 2025 budget.

Motion by Councilor Jacobs second by Councilor Mason to close the Truth in Taxation meeting. Vote for: Unanimous. Motion carried.

Mayor Bebo closed the Truth in Taxation Hearing at 6:48pm and called the regular meeting to order.

Members present: Mayor Bruce Bebo, Councilor Josh Mason, Councilor Joanna Jacobs, Counselor Ted Gehring

Members Absent: Councilor Roxanne Yurek

Staff present: Diane Pedersen, Ashley Ardolf-Mason

Others present: Sam Fink, Tom Wicks, Sheriff's Deputy Kyle Jorgensen

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

Consent Agenda

1. Approve minutes from November 17, 2025 Regular Meeting
2. Approve minutes from December 2, 2025, Special Meeting
3. Approve Payroll #24 and 25, November Ambulance, and Annual Fire Department
4. Approve Claims Paid

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

Public Comment - None

Department Business

5. Public Works
 - a. SEH Report
 - i. Reviewed construction budget lookback, status, project completion percentage, Grant Eligibility funding sources, and status.
 - ii. Change Order 2
 1. Total design fees are \$20,000. Recommend proceeding with the design of the sanitary work on TH7.

2. Resolution 25-40 to Order Preparation of Feasibility Report for areas included in Change Order 2. This is needed to apply Special Assessments for adjacent properties per the Chapter 429 process.

Motion by Councilor Mason second by Councilor Jacobs to approve Resolution 25-40 Ordering Preparation of Report on Improvement. Vote for: Unanimous. Motion carried.

- iii. Change Order #4
 1. Recommendation to proceed with switching to liquid chlorine chemical feeds as already approved in Change Order #4.
 2. Reviewed emergency action plan for Well No. 2.
 3. Reviewed tentative schedule for Change Order #4.
- iv. Reviewed SEH Master Service Agreement (done every five years) and Supplemental Letter of Agreement (done annually) proposing an increase from \$2,000 to \$5,000.

Motion by Councilor Gehring second by Councilor Jacobs to approve the Master Service Agreement with SEH effective January 1, 2026 and valid for five years. Vote for: Unanimous. Motion carried.

Motion by Councilor Gehring second by Councilor Mason to approve the Supplemental Letter of Agreement with SEH with an hourly fee not-to-exceed \$5,000 without written approval. Vote for: Unanimous. Motion carried.

- b. Supervisor Report
 - i. Painted Well House #1
 - ii. Plowing and salting
 - iii. Snow removal equipment maintenance
 - iv. Working on a few thins with SEH for spring project.
 - v. New fridge is installed in the auditorium kitchen. Thanks to the Silver Lake Fire Department for their help.
 - c. PeopleService reports provided.
6. Public Safety
- a. Fire Department liaison report.
 - i. Presented calls for November
 - ii. Assisted Cokato fire with a missing person search and a shed fire.
 - iii. Customized fire and rescue ice/water rescue drill on Silver Lake completed.
 - iv. Multi-Unit Housing Inspection update – two remaining.
 - b. Sheriff Department Liaison Report
 - i. Event totals for November.
 - ii. Police hours for November.
 - c. Ambulance Department Liaison Report
 - i. The annual meeting was held on Thursday, December 11.
 - ii. Staffing reviewed.
 - iii. Collecting donations for the food shelf December 1 through the 20th (Winterfest).
 - iv. Funds for the 2025 State Grant (\$51,872.20) have been used. The Ambulance Chief will be working on the report to be submitted to the State EMS board.
 - vi. Stab-proof vests have been received. Vests will be fitted to each member properly and will stay at the station for maximum “shelf” life/proper storage.

- vii. Updated Silver Lake Ambulance Policy with job description and requirements.
 - 1. Request for approval to change Article 3: Section 1 and Section 6 Officers in Silver Lake Ambulance Policies.
 - a. Currently Section 1 states: The officers of the Service, as a group called the executive committee, shall consist of the positions of Chief, Assistant Chief/Supply Officer, Secretary, and Training Officers. A single member may hold more than one office.
 - i. Would like to add the following: Members of the Executive Committee must be in good standing with the Service and be Active Rotation in the roster.
 - b. Currently, Section 6 states: All officers shall be appointed by the City Council, In making such an appointment, the City Council shall consider the recommendations provided by the membership at large. All terms of office shall be for the duration of two years.
 - i. Would like the following changes: Under the direction of the League of MN Cities, interested parties shall interview for open Officer positions with the Personnel Committee. All Officers shall be appointed by the City Council. In making such an appointment, the City Council shall consider the recommendations provided by the Personnel Committee.
 - 2. Request for approval of adding job description and physical requirement to the policy for EMR and EMT.

Motion by Councilor Jacobs second by Councilor Mason to approve the job description and physical requirements for EMR members. Vote for: Unanimous. Motion carried.

Motion by Councilor Jacobs second by Councilor Mason to approve the job description and physical requirements for EMT members. Vote for: Unanimous. Motion carried.

Motion by Councilor Jacobs second by Councilor Gehring to approve Section 1A of the updated ambulance policy. Vote for: Unanimous. Motion carried.

Motion by Councilor Jacobs second by Councilor Gehring to approve Section 6 of the updated ambulance policy. Vote for: Unanimous. Motion carried.

- viii. Request for Action to hire Susanne Jacobs as an EMT.

Motion by Councilor Gehring second by Councilor Mason to approve the hire of Susanne Jacobs as an EMT on the ambulance service. Vote for: Bebo, Behring, Mason. Abstained: Jacobs Motion carried.

- ix. Election of Officers took place at the meeting on December 11th. The following were nominated for office for two-year terms for January 1, 2026 through December 31, 2027 except as noted below:
 - 1. Position of Assistant Chief
 - a. Nomination for Betty Wraspir .
 - b. Nomination was second with all members in favor. Motion carried.

Motion by Councilor Jacobs second by Councilor Gehring to approve the appointment of Betty Wraspir as Assistant Chief for 2026-2027. Vote for: Unanimous. Motion carried.

2. Position of Secretary (1-year interim)
 - c. Nomination for Jacqueline Kern
 - d. Nomination was second with all members in favor. Motion carried.

Motion by Councilor Jacobs second by Councilor Gehring to approve the appointment of Jacqueline Kern as Interim Secretary for 2026. Vote for: Unanimous. Motion carried.

3. Position of Training Officer 1 (2 years)
 - a. Nomination for Jacqueline Kern
 - b. Nomination was second with all members in favor. Motion carried.

Motion by Councilor Jacobs second by Councilor Gehring to approve the appointment of Jacqueline Kern as Training Officer 1 for 2026-2027. Vote for: Unanimous. Motion carried.

4. Position of Training Officer 2 (1 year)
 - a. Nomination for Madelyn Emery
 - b. Nomination was second with all members in favor. Motion carried.

Motion by Councilor Jacobs second by Councilor Gehring to approve the appointment of Madeline Emery as Training Officer 2 for 2026. Vote for: Unanimous. Motion carried.

- x. Calls were reviewed.

7. Municipal Liquor Store and Auditorium Liaison Report

- a. Business Review
 - i. Revenues are increasing
 - ii. Planning new events
- b. Staffing
 - i. Hired Amanda in the kitchen position
 - ii. Hired Zoe as PT bartender
- c. Operations Review
 - i. Working on Year-End inventory
 - ii. Prices will increase next year.
- d. Auditorium
 - i. New refrigerator was purchased and installed. Thank you to the Lions for the donation and the fire department for their help.
 - ii. Wrestling is planned for January 3, 2026.
- e. Facilities
 - i. Replacing faucets in restrooms
 - ii. New exhaust fans in restrooms
 - iii. 50 amp service needed for new kitchen equipment.
- f. Action
 - i. Request for Action to hire Zoe Edlund as a new PT bartender effective December 4, 2025, at Grade 11 Step 1 \$15.22 per hour.

Motion by Councilor Gehring second by Councilor Mason to approve the hire of Zoe Edlund as a part time bartended Grade 11 Step 1 \$15.22 per hour effective December 4, 2025. Vote for: Unanimous. Motion carried.

- g. Reviewed financials for October and November.
 - i. October had a net loss.
 - ii. November had a net increase.

8. Community Development

- a. The Planning Commission met on Tuesday, December 9, 2025.
 - i. Held a public hearing for a variance request for a billboard sign to be constructed at 716 Hwy & W (Steile Construction).
 - ii. The recommendation from the Planning Commission is to not approve the variance request.
 - iii. Tom Wick from Summit Locations appealed
 - iv. The council upheld the recommendation from the Planning Commission and Resolution 25-39 was not approved by the city council.

Motion by Councilor Gehring second by Councilor Mason to follow the recommendation of the Planning Commission and deny Resolution 25-39 Approving a Variance Request for 716 Hwy 7 W. Vote for: Unanimous. Motion carried.

9. Administration

- a. November Treasurer's Report reviewed.
 - i. \$490,558.23 transfer from Fund 607 Water remains in the checking account. Request to transfer \$500,000 into a Fund 607 CD at a interest rate of 4.9% for 182 days.

Motion by Councilor Jacobs second by Councilor Mason to transfer \$500,000 from general fund checking into a Fund 607 six-month CD. Vote for: Unanimous. Motion carried.

- b. Request for Action approving placing the \$19,300 received for the sale of the city lots into the general fund savings account for use on upgrades in the city office.

Motion by Councilor Gehring second by Councilor Mason to approve placing the funds received from the sale of the city lot into the general fund savings for use on upgrades at the city office. Vote for: Unanimous. Motion carried.

- c. Request for Action to waive the sewer inspection requirement be completed prior to the closing of the sale of the property to due the property being inaccessible at this time. Once the new owners take over ownership of the property on December 23, 2025, they will clear out the property and have the inspection and any necessary repairs completed. City Office and Public Works recommend requiring an escrow of \$15,000 at the time of closing.

Motion by Councilor Mason second by Councilor Jacobs to approve waving the sewer inspection requirement for 300 Grove Ave S until after the property is sold as long as \$15,000 is placed in escrow with the stipulation that the inspection must be completed by February 1, 2026. Vote for: Unanimous. Motion carried.

- d. Request for Action to close the city office on Wednesday, December 24, 2025, Christmas Eve.

Motion by Councilor Jacobs second by Councilor Mason to approve the request to close the city office on Wednesday, December 24, 2025, Christmas Eve. Vote for: Unanimous. Motion carried.

- e. Discussed the frequency of council pay. Currently council members are paid quarterly. MN Statute 181.101a states that all employees must be paid at least once every 31 days. The only exception in statute applies exclusively to volunteer or paid on-call fire fighters, ambulance and first responders.

Motion by Councilor Gehring second by Councilor Mason to change the frequency of council pay from quarterly to monthly beginning January 2026. Vote for: Unanimous. Motion carried.

- f. Discussion regarding updating the city website. Currently we use Wix at a cost of ~\$400 per year for the website and Constant Contact for resident notifications at a cost of ~\$800 per year, for a total of ~\$1200. Switching to Municipal Impact would cost ~\$1200 for the first year (\$1300 if we wait until after January 1), which includes a \$500 setup fee. After the initial setup year, it would cost ~\$800 per year and would bring the website into ADA compliance which is a requirement for us by April 2027.
- g. Beginning work on year-end.

New Business

1. 300 Lake Ave Request – Homeowner did not attend, so no discussion was held.
2. Handicap parking request – Homeowner did not attend, so no discussion was held.

3. Resolution 25-33: Resolution designating polling place for 2026

Motion by Councilor Jacobs second by Councilor Mason to approve Resolution 25-33 Designating the polling place for 2025. Vote for: Unanimous. Motion carried.

4. Resolution 25-34: Resolution Adopting the 2026 Fee Schedule

Motion by Councilor Gehring second by Councilor Jacobs to approve Resolution 25-34 Adopting the fee schedule for 2026. Vote for: Unanimous. Motion carried.

5. Resolution 25-37: Resolution accepting donations received.

Motion by Councilor Mason second by Councilor Jacobs to approve Resolution 25-37 accepting donations received. Vote for: Unanimous. Motion carried.

6. Resolution 25-38: Resolution Authorizing Year-End Transfers to Various Funds.

Motion by Councilor Jacobs second by Councilor Mason to approve Resolution 25-38 authorizing year-end transfers except for the \$10,000 from the MLS, changing the total transfer to \$300,204. Vote for: Unanimous. Motion carried.

7. Request for Action to approve annual liquor license for BFK Management which has been reviewed by the Sheriff's Office.

a. 2026 On-Sale Liquor License for BFK Management DBA Molly's Café.

Motion by Councilor Gehring second by Councilor Mason to approve the Annual 2026 On-Sale Liquor License for BFK Management DBA Molly's Cafe. Vote for: Unanimous. Motion carried.

8. MN Paid Leave addition to the Personnel Policy.

a. Discussion held regarding the addition of MN Paid Leave to the city personnel policy.

i. Section C. Increments of Leave & Maximum number of hours

1. Leave intermittent leave at a maximum of 480 per 12-month period.

Motion by Councilor Gehring second by Councilor Mason to approve the addition of MN Paid Leave to the city personnel policy, using 480 hours as the intermittent maximum. Vote for: Unanimous. Motion carried.

Old Business

1. 2026 Budget

a. Resolution 25-35: Resolution Adopting the 2026 City Budget and Tax Levy for Taxes Collectible in 2026.

General Fund Levy	\$678,029
2013A Bond Fund	\$ 0
Total Levy	\$678,029

Motion by Councilor Jacobs second by Councilor Mason to approve Resolution 25-35: Resolution Adopting the 2026 City Budget and Tax Levy for Taxes Collectible in 2026. Vote for: Unanimous. Motion carried.

b. Resolution 25-36: Resolution Creating A Compensation Plan for Non-Elected Employees for 2026.

Motion by Councilor Mason second by Councilor Gehring to approve Resolution 25-36: Creating A Compensation Plan for Non-Elected Employees for 2026. Vote for: Unanimous. Motion carried.

Open Discussion

1. Cert Energy grant for \$5,000 to cover the installation of items listed in the MLS energy audit was denied. The city can reapply next year.

Motion by Councilor Mason second by Councilor Gehring to adjourn this regular meeting of the Silver Lake City Council. Vote for: Unanimous. Motion carried.

Meeting adjourned at 8:57 pm.

Seal of the City

Diane Pedersen, Clerk/Treasurer