

Minutes  
Silver Lake City Council  
Regular Meeting  
6:30pm September 15, 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

Members Absent: Councilor Josh Mason

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

Others Present: Sam Fink, Jeremy Anderson

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

Consent Agenda:

1. Approve minutes from August 18, 2025, Regular Meeting
2. Approve SEH minutes from August 18, 2025, Regular Meeting
3. Approve Payroll #15, #16, #17, & #18 and August Ambulance
4. Approved Payment Application #5 in the amount of \$1,963,903.37
5. Approve RD-440-11 Disbursement Request #5 in the amount of \$108,900.40
6. Approve Claims

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

Public Comment – None

Department Business

1. Public Works
  - a. SEH (refer to SEH minutes)
    - i. Project Status Update
    - ii. Resident, Organization and/or Business Considerations/Concerns
    - iii. Change Order #2 by city council in August and by McLeod County on September 9, 2025.
    - iv. Sludge Reduction in the Primary Treatment Pond—fully eligible for project funding
      1. Request for Action Step 1 – Agitate the sludge
        - a. Fergus Power Pump \$6,350
        - b. Timeline: Fall 2025 (one day's worth of work)

***Motion by Councilor Yurek second by Councilor Jacobs to approve the hiring of Fergus Power Pump to complete step 1 of the sludge reduction for an amount not-to-exceed \$6350. Vote for: Unanimous. Motion carried.***

2. Request for Action Step 2 – add bugs
  - a. Team labs \$17,250
  - b. Timeline: May 2026 through April 2027

***Motion by Councilor Yurek second by Councilor Gehring to approve the hiring of Team Labs to complete step 2 of the sludge reduction for an amount not-to-exceed \$17,250. Vote for: Unanimous. Motion carried.***

- v. Well House No. 1
  1. On August 19, 2025, McCarthy Well mistakenly extracted the well screen while attempting to clean the casing and screen with a brush.

- a. Three options/quotes were obtained from McCarthy Well to fix the issue. After discussion with Rural Development, city staff and the Mayor, SEH gave McCarthy Well notice to proceed with Option 1 with a not-to-exceed limit of \$32,500. No change order has been prepared yet. It will be processed once the work is completed.
    - i. If this option does not work, alternative courses of action will be discussed.
      1. Option 2 – bring in a different contractor to try and replace the screen.
      2. Option 3 – drill a new well (this could take up to a year).
        - a. Sam will find out if a new well can be dug in the same place or if a new location will need to be used.
        - b. City will consider adding a chemical feed to the secondary well which would cost about \$50,000.
  - vi. Other Items
    1. Payment Application #5 presented in consent agenda
    2. OneDrive link for SEH Daily logs sent to council
  - b. Public Works Liaison Report
    - i. Mural has been installed on the city shop.
    - ii. Compost reduction continues.
    - iii. Pool house winterizing has started.
    - iv. West bathroom winterizing has started.
    - v. Winter equipment preparation has started.
    - vi. Request for Action - Pool filter sand bids.
      1. Aqua Logic, Inc. \$8500
      2. Horizon Pools \$13,939.16
        - a. \$15,000 is set to be transferred into Fund #405 from the pool fund to pay for the new filters. Even with the new controller, it still comes in under \$15,000 for pool repairs.
- Motion by Councilor Yurek second by Councilor Jacobs to approve the quote from Aqua Logic, Inc. to replace the pool sand filters in an amount not-to-exceed \$8500. Vote for: Unanimous. Motion carried.***
- vii. Painting the interior of the water tower
    1. Company #1
      - a. \$55,700 + \$10-15,000 for tank rental
    2. Company #2
      - a. \$55,850 + \$7,000 tank rental
        - i. Price will be locked in if contract is signed this year.
    3. Contract information:
      - a. Both companies offer a two-year payment plan if wanted.
      - b. Work can start in either 2026 or 2027.
  3. Requesting further information from both companies to be presented at the Quarterly meeting in October.
- c. People Service – Jeremy Anderson
  - i. Quality Flow annual inspection
    1. Request to approve the repair or replacement of Main Lift Station wastewater Pump #2 and Century Lane lift station pumps
      - a. Quotes from Quality Flow
        - i. Main Lift Station by the ballpark– these pumps would possibly be infrastructure grant eligible. Sam will research and bring back to council at the October Quarterly meeting.

1. Recommendations:
  - a. Repair 2018 model \$8425 at this time and prepare to replace 1989 model in the next year or two.
  - b. Replace both the 1989 and 2018 models now at \$20,460 each.
- b. Century Lane Lift Station pumps
  - i. Replace both pumps (2003 model) - \$17,890
2. Jeremy will obtain at least two bids and bring back to the October Quarterly meeting.
  - ii. Reviewed monthly reports.
2. Public Safety Liaison Reports
  - a. Fire Department
    - i. Reviewed calls.
    - ii. Officer elections will be held in October. Application deadline was 4pm September 5, 2025, but was extended to October 6, 2025, 8:30am due to the resignation of Chief 3.
    - iii. Officers met with liaison Jacobs on the 2026 budget.
    - iv. September 4, 2025, there was a critical scene debriefing held by Southwest for Ambulance and Fire personnel that were on scene of a fatal accident. Chief Kosek and Chief Mason encouraged attendance.
    - v. Chief Kosek is in contact with SEH regarding the timeline of the well repair.
    - vi. Fire Dept is advertising for two members.
    - vii. September 6, 2025, Silver Lake fire trained with Winsted fire and other neighboring departments with a house burn training.
    - viii. Fire Department thanks Silver Lake Lions for their donation to purchase an AED, Blook Pressure Monitor and O2.
    - ix. Resolution 25-20 requesting an increase in the PERA benefit level effective January 1, 2026, which would result in an increase in the required contribution from \$0 to \$3795.

***Motion by Councilor Jacobs second by Councilor Yurek to approve Resolution 25-20 increasing the PERA benefit level from \$1400 with a \$0 contribution to \$1600 requiring a \$3795 contribution effective January 1, 2026. Vote for: Unanimous. Motion carried.***

- x. Request for Action to approve Keith Anderson as Fire Chief 3.

***Motion by Councilor Jacobs second by Councilor Gehring to approve the request to appoint Keith Anderson as Chief 3 for the term of 9/16/2025 through 12/31/2026, as recommended by the hiring committee effective September 16, 2025. Vote for: Unanimous. Motion carried.***

- xi. Preparing for Halloween open house.
- b. Sheriff
  - i. Reviewed event totals and police hours reports.
- c. Ambulance
  - i. Rebecca Dammann resigned from the ambulance service effective September 8, 2025.
  - ii. Staffing was reviewed.
  - iii. Calls were reviewed.
3. Municipal Liquor Store/Auditorium
  - a. Business recap
  - b. Staffing recap
  - c. Operations recap
  - d. Auditorium recap
  - e. Facilities recap
  - f. Reposting open positions on social media and MLS website.
  - g. Reviewed financials.
    - i. August MTD (\$3,738.43) compared to \$35,004.04 last year.
    - ii. YTD (\$11,288.74) compared to \$49,397.38 last year.
  - b. Discussed MLS inventory

4. Community Development
  - a. The Planning Commission did not meet in September.
    - i. Pool update
  
5. Administration
  - a. Clerk's Report
    - i. August Treasurer's Report
      1. Deputy Clerk continues to work on ambulance payments.
    - ii. Reviewed the preliminary budget.
      1. Community Development
        - a. #722 \$17,000 transfer to Main Street Fund ended
        - b. Added back #724 \$5,000 EDA transfer
      2. Municipal Building
        - a. Increased #520 Capital Buildings from \$5,000 to \$25,000 for city office upgrades
      3. Police Services increased \$17,000
      4. Ambulance
        - a. Township donation increase of ~\$4300 requested
        - b. City contribution increase of ~\$3000 requested
      5. Fire Department
        - a. Township donation increase of \$7662 requested
        - b. City contribution increase of ~\$4700 requested
      6. Public Works
        - a. #722 added to set funds aside for bond payments as there is no levy bond this year.
        - b. Requesting a \$20,000 increase in in transfer to transfer the Small Cities Aid for transportation to Fund #411 Streets. This aid began in 2024 and will continue for 10 years.
      7. Swimming Pool
        - a. Decreased by \$15,000 which was added for the sand filters being replaced as there is not a specific need that is foreseen at this time.
      8. Parks
        - a. Decreased transfer as this year included a \$25,000 transfer to Fund #405 for playground equipment.
      9. Total increase of General Fund Expenses is ~\$101,500
      10. Tax Revenues would increase ~\$87,000
  - b. Review Preliminary Budget
    - i. Budget as shown would result in 9.79% Total Levy Increase
      1. 13.94% General Fund Levy
      2. -100% Bond Levy (Current Bond was paid as part of the infrastructure project – increased Public Works Funds Transfer in preparation of the new bonds for the project.
    - ii. Tax Capacity
      1. Current Year - \$674,217
        - a. Property Tax Rate 95.89%
      2. Proposed - \$807,724
        - a. Preliminary Budget Property Tax Rate – 87.88%
          - i. 8.35% decrease in Property Tax Rate
      3. Preliminary Levy Certification
 

a. 01 General Fund	\$709,796
b. 05 2013A Bond Fund	<u>\$ 0.00</u>
c. Total Levy	\$709,796

- c. Resolution 25-21: Resolution Adopting 2026 Preliminary City Budget and Preliminary Tax Levy for Taxes Collectible in 2026.

**Motion by Councilor Jacobs second by Councilor Yurek to approve Resolution 25-21 setting the Preliminary Tax Levy at \$709,796 or 9.79%, Vote for: Unanimous. Motion carried.**

- d. Resolution 25-22: Resolution Approving Truth in Taxation Hearing
  - i. Requesting the Truth in Taxation hearing is set for Monday, December 15, 2025, at 6:00pm in the council chambers.

**Motion by Councilor Jacobs second by Councilor Gehring to approve setting the Truth in Taxation hearing for Monday, December 15, 2025, at 6:00pm in the council chambers. Vote for: Unanimous. Motion carried.**

- e. Request for Action – PT Office Help hire
  - i. Roxanne Chrast
  - ii. Grade 11 Step 0 \$14.42/hour
  - iii. Effective September 16, 2025

**Motion by Councilor Yurek second by Councilor Gehring to approve the hire of Roxanne Chrast as part-time office help Grade 11 Step 0 at a rate of \$14.42/hour effective September 16, 2025. Vote for: Unanimous. Motion carried.**

#### Old Business

##### 1. Solar Grant

- a. CERT Seed Grant - \$5,000 for energy upgrades
  - i. Energy Audit by Xcel and CenterPoint was completed on 9/15/2025. A report on energy saving tips will be provided in about 4-6 weeks. This grant will provide funds to make energy efficient updates recommended from the audit.
- b. Energy and Climate Resilience Plan for city buildings (Energy, Efficiency and Conservation Strategies Grants Program).
  - i. \$25,000 maximum grant for planning energy savings.
  - ii. \$20,000 to develop an energy saving plan for the community.
  - iii. \$5,000 of the grant could be used for doing energy audits on up to ten city buildings.
- c. Solar on Public Buildings Grant Program
  - i. MLS does not qualify for the grant due to its participation in the solar garden. It cannot receive more than 120% of the energy it draws from a clean energy source.
  - ii. Three full years of Xcel Energy bills and Potentia solar garden bills are needed to determine if there are other city buildings that may qualify.
    - 1. Two pots of money for this grant
      - a. 70% of the grant money would come from the State of MN.
        - i. Once the numbers have been calculated and we know what building would qualify, we would have 18 months to complete the project.
      - b. 30% of the grant money would come from Federal funds.
        - i. To qualify for these funds, the project must begin before December 31, 2025.

##### 2. RevTrak

- a. City Clerk will check in to the percentage fee charged for using the system.
  - i. RevTrak charges the city a 4.19% usage fee on total monthly transactions. This fee is used to pay credit card companies for the monthly charges. The fee charged to users is 4.37%, and this has not changed since the system was set up. That was giving the city revenue of .18% of the total monthly credit card charges run through the system. Beginning around March 2025, RevTrac started charging \$.20 per transactions well

#### New Business

- a. Reviewed McLeod County public hearing notice.

Open Discussion

1. Revamp the pay scale
2. Playground update

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

Meeting adjourned at 9.50 pm.

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Diane E. Pedersen, Clerk/Treasurer

Seal of the City: