

Agenda
Silver Lake City Council
Open Book Hearing and Quarterly Meeting
6:00pm, April 6, 2026
Silver Lake Auditorium

Open Book hearing of the Local Board of Appeal and Equalization for the City of Silver Lake at 6:00pm.

Call to Order

Public Comment

Call Regular Meeting to Order 6:30pm

Consent Agenda:

1. Approve minutes from March 16, 2026, Regular Meeting
2. Claims

Public Comment

New Business: None

Old Business:

1. Towing Contract
2. SEH Infrastructure Update
3. Final reading sewer compliance ordinance 100 update
4. Mosquito Contracts
5. Student Liaison

Department Business:

1. Public Works
 - a. Request for Action
2. MLS
 - a. Requests for Action
3. Admin
 - a. Fee Schedule Revision
 - b. Requests for Action
 - c. Transfer \$40,000 from savings to CD for Fund #804 Ambulance Equipment
 - d. Review of the Capital Improvement Plan
 - e. Review of Energy Audits

Open Discussion

Adjourn

Consent Agenda

Minutes
Silver Lake City Council
Regular Meeting
6:30pm, March 16, 2026
Silver Lake Auditorium

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

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

Members Absent: None

Staff Present: Diane Pedersen

Others Present: Jason Scott, Seth Looft, David Broll (on speaker phone), Deputy Jensen

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

Consent Agenda:

1. Approve minutes from February 17, 2026, Regular Meeting
2. Approve minutes from March 10, 2026, Special Meeting
3. Approve Payroll 4 & 5, February Council and Ambulance
4. Approve Claims

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

Public Comment – None

New Business

1. Mosquito Management Agreement
 - a. Jason Scott – Vector Disease Control International (VDCI)
 - i. Explained their business to the council and presented a spraying contract.
 1. Usually 9-14 weekly/bi-weekly/other treatments for \$512 per treatment
 2. Treatment rate was calculated on eight (8) miles of streets. The actual number of street miles in Silver Lake is 7.41, so the quote will be adjusted.
 3. Also provide Larvicide treatments
 - ii. Clarke Environmental Mosquito Management, Inc. emailed a contract for council review.
 1. 11 weekly/bi-weekly Treatments for \$514 per treatment or \$5654 for the season. This is a 5.11% increase over last year.
 2. 15 weekly/bi-weekly treatments for \$479 per treatment or \$7185 for the season. This is a 5.04% increase over last year.
2. The Broll Team – Seth Looft
 - a. Mr. Looft discussed the next phase of development on Century Lane.
 - i. Potential interest from builders looking for opportunities in the area/community.
 - ii. Prior building agreement 15-20 years ago, early 2000's -> about 41 parcels.
 - iii. Remaining land is 17 acres -> 27-40 total housing units, depending on the type of homes built.
 - iv. \$200,000-250,000 property taxes -> city share about \$100,000-\$150,000 tax base (56%).
 - v. Development plan includes a potential city park.

- vi. The land is currently not within city limits, so it would need to be annexed in.
 - vii. Is the past agreement still the standard agreement or does it need to be updated.
 - viii. Will the sewer system and water tower be able to handle another 40 lots.
 - ix. Have the agreement/amendment reviewed by the city attorney or other appropriate person.
3. Request for Action to approve the use of the \$3000 budgeted city funds for the Saturday wrestling event during Pola-Czesky Days.

Motion by Councilor Gehring second by Councilor Mason to approve the request to use the \$3000 budgeted funds for the Pola-Czesky Days wrestling event. Vote for: Unanimous. Motion carried.

- 4. Reviewed McLeod County Hearing Notice.

Department Business

1. Public Works

a. Public Works Liaison Report

- i. Continue to do cleanup around the city.
- ii. Continue to do locates, televising and repairs for the infrastructure project.
- iii. Starting spring projects, including installing donated basketball backboards and hoops in the park by the pool.
- iv. Starting pool prep and chemical ordering.
- v. Purchased a tool cat from Bobcat of Watertown, SD.
- vi. Requesting to award the sealed tractor bid to Jason Hecksel at a price of \$1500. Six bids were received by the deadline; one was received after the deadline.
 - 1. The \$1500 will be deposited into 404 Public Works Equipment funds.

Motion by Councilor Jacobs second by Councilor Mason to approve the award of the sealed bid for the PW tractor to Jason Hecksel for a price of \$1500. Vote for: Unanimous. Motion carried.

- i. Request to purchase a broom sweeper for the tool cat at a cost of around \$6500.
 - 1. Request for more information
 - a. What is the plan for the lawn mower and sweeper
 - b. What equipment can be replaced with the new tool cat.
 - c. What is the value of the current mower if it is sold.
 - i. Discussion is tabled until April regular meeting when more information is available.

- b. Reviewed PeopleService reports.

2. Public Safety

a. Fire Department

- i. Fire calls reviewed.
- ii. The fire department will be receiving a 2015 Chevrolet 1-ton pickup through the DNR on April 1, 2026. The Relief Association is funding the initial purchase.
- iii. The 6x6 Grass Unit (Gamma Goat) is being returned to the DNR due to mechanical issues.
- iv. The Lion's Ice Golf meat raffle was a very successful fundraiser. Thank you, Silver Lake Lions, for the opportunity.
- v. The department is gearing up for grass fire season by moving equipment from the Gamma Goat to the Gord (black) pickup.
- vi. Three firefighters attended SASCs training at Lake Crystal over the weekend. Classes they attended included Electric Vehicle Fire/Extrication, Ag Equipment Extrication, and Cold-Water Rescue.
- vii. The next fire department fundraiser will be the car show in May.

b. Sheriff's Report

- i. Reviewed Event Totals Report
- ii. Reviewed Police Hours
- iii. Discussed blight

1. Does the city want to add a statement as to how many vehicles are allowed on a residential lot.
 2. Does the city want to add a statement that a lot must have a residential dwelling for storage of vehicles to be allowed on a lot.
- c. Ambulance
- iv. Hosted semi-annual refresher course on February 28 – March 1.
 - v. Chief Ardolf-Mason attended Annual Township meeting on Tuesday, March 10th. Both Hale and Rich Valley townships approved of the requested amounts.
 - vi. Staffing reviewed
 - vii. Calls reviewed
2. Municipal Liquor Store/Auditorium
- a. Business Review
 - i. New menu launched on February 1, 2026.
 - ii. The paper had nice write-ups about the Muni and Ice Golf.
 - b. Staffing Review
 - i. Working on reviews.
 - ii. Kitchen position review – discussed elimination of the position.
 - c. Operations Review
 - i. Kitchen equipment works well and helps with efficiency.
 - ii. Price changes went into effect by 3/1/2026. Will continue to review for trends.
 - iii. “Muni Jam” ready to move forward
 1. 4 bands
 2. 3 food trucks
 3. Sponsors are coming in: Prinsbank is a title/event partner.
 - iv. Project Gamechanger is evolving and still moving forward.
 - d. Auditorium Review
 - i. Events continue to be added to the calendar.
 - ii. Will be communicating bartender fees for organizations requesting a bartender for their event. Will send out a letter in April.
 - e. Facilities Review
 - i. Per the auditor, actual electric utilities are being charged to the MLS in the month they are received rather than paying them from a payable account and transferring a standard amount via a journal entry. This will more accurately reflect the true monthly expenses but does not change the annual total.
 - ii. Kitchen sinks will be an extensive project. One quote has been received so far.
 - iii. Walk-in cooler needs more parts. Working with techs regarding why it runs 24/7 and how to make it more efficient. It is an old system from the 1990’s.
 - iv. Working to get exterior pain quotes prior to Muni Jam.
 - f. Action Items
 - i. Request to approve the elimination of the kitchen help position due to the efficiency of the new equipment.

Motion by Councilor Yurek second by Councilor Jacobs to eliminate the kitchen help position at the Municipal Liquor Store. The motion is amended to include the effective date of March 20, 2026. Vote for: Unanimous. Motion carried.

- g. Financials were reviewed
 - i. MTD Loss of (\$6674.31) compared to (\$7309.71) last year.
 - ii. YTD Profit \$4108.56 compared to \$9333.61 last year.

3. Community Development

- a. Recommend declaring a vacancy due to the resignation of a member.
 - i. The vacancy will be posted in the display case, auditorium, bank, post office, on the city website, Facebook, and the LED sign as open until filled.

Motion by Councilor Mason second by Councilor Jacobs to declare a vacancy on the Planning Commission. Vote for: Unanimous. Motion carried.

- b. Mythical Tails owners, Jackson Eggert and Katie Fogelberg, have submitted a variance application for a home occupation sign located at 1104 Main St W for the following two variances:
 - i. Type 2 Home Occupation signs in the R-1 Low Density Residential District are restricted in size to two square feet. They are requesting a 4x2 (8 square feet) sign.
 - ii. Type 2 Home Occupation signs in the R-1 Low Density Residential District are to be placed on the building, not be free-standing.
 - iii. A public hearing has been set for Tuesday, April 14, 2026, at 7:00pm in the council chambers.
- c. Reviewed Zoning Ordinance Sections 3-5.
 - i. Section 4.01 Off-Street Parking Requirements
 - 1. Add the statement “The size of a parking space shall follow the MN Administrative Rule 2400.2825 Construction and Design of Off-Street Parking Spaces”.
- 4. Administration
 - a. Clerk’s Report
 - i. Reviewed February Treasurer’s Report
 - 1. Decrease in total funds of \$52,064.42 from January.
 - 2. \$671,000 in Funds moved from checking to savings to earn a higher interest rate (3.25% vs .15%).
 - 3. Will add an additional \$40,000 to Fund 804 CD in March.
 - 4. Considering additional CD’s in April (3.75% vs 3.25% in savings)
 - a. Fund 205 Fire Department - \$125,000 (new)
 - b. Fund 419 Infrastructure - \$700,000 (new)
 - c. Fund 609 Sewer - \$75,000 (new)
 - d. Fund 801 Fire Department Trust Fund - \$50,000 (additional)
 - e. Fund 803 Economic Development Authority - \$75,000 (new)
 - i. Will monitor account balances prior to moving funds.
 - 5. Auditor performed field work February 23-25. She will present her report to council on May 18.
 - 6. Reviewed the towing contract with Cars on Patrol for performing city towing.
 - a. This discussion has been tabled until the April regular council meeting.
 - 7. Request for Action for Pool Hires
 - a. Request to hire Adeline Plath as Pool Manager at Grade 12 Step 1 \$16.86 per hour effective immediately.

Motion by Councilor Yurek second by none to approve the hire of Avril Kosek as pool manager. Motion failed.

Motion by Councilor Mason second by Councilor Jacobs to approve the hire of Adeline Plath as Pool Manager for 24-28 hours per week effective immediately. Vote for: Unanimous. Motion carried.

Motion by Councilor Mason second by Councilor Gehring to approve the hire of Adeline Plath as Pool Manager at Grade 12 Step 1 \$16.86 per hour. Vote for: Unanimous. Motion carried.

- b. Request to retain Avril Kosek as a Head Lifeguard/WSI at Grade 11 Step 4 \$17.24 per hour.

Motion by Councilor Yurek second by Councilor Gehring to approve retaining Avril Kosek as Head Lifeguard/WSI at Grade 11 Step 4 \$17.24 per hour. Vote for: Unanimous. Motion carried.

- c. Request to retain Becky Dammann as a Head Lifeguard/WSI Grade 11 Step 3 \$16.82 per hour. She was Grade 12 Step 3 \$17.75 as pool manager.

Motion by Councilor Jacobs second by Councilor Mason to approve retaining Becky Dammann as WSI at Grade 11 Step 3 \$16.82 per hour. Vote for: Unanimous. Motion carried.

- d. Request to retain Caroline Dostal as a Head Lifeguard/WSI at Grade 11 Step 3 \$16.82 per hour.

Motion by Councilor Mason second by Councilor Gehring to approve retaining Caroline Dostal as Head Lifeguard/WSI at Grade 11 Step 3 \$16.82 per hour. Vote for: Unanimous. Motion carried.

- e. Request to hire Zachary Zajicek as a Lifeguard/WSI at Grade 10 Step 0 \$12.27 per hour.

Motion by Councilor Jacobs second by Councilor Yurek to approve hiring Zachary Zajicek as Lifeguard/WSI at Grade 10 Step 0 \$12.27 per hour. Vote for: Unanimous. Motion carried.

- f. Request to hire Beau Koktan as a Lifeguard at Grade 10 Step 0 \$12.27 per hour.

Motion by Councilor Gehring second by Councilor Jacobs to approve hiring Beau Koktan as Lifeguard at Grade 10 Step 0 \$12.27 per hour. Vote for: Unanimous. Motion carried.

- g. Request to hire Cole Plath as a Lifeguard at Grade 10 Step 0 \$12.27 per hour.

Motion by Councilor Gehring second by Councilor Mason to approve hiring Cole Plath as Lifeguard at Grade 10 Step 0 \$12.27 per hour. Vote for: Unanimous. Motion carried.

- 8. Energy Audits were completed on March 3 for the city office auditorium, fire department and public works.
 - a. Reviewed the preliminary report. Items 4 & 5, requesting a rate change, were completed on March 6, 2026.
 - b. The individual reports will be available for the April Quarterly meeting.
- 9. Solar Garden Subscription Update
 - a. 2025 city profit was \$5,519.03
 - b. Program profit from November 2017 through December 2025 is \$40,233.40.

Old Business

- 1. Reviewed Ordinance 100 – Sewer Service Compliance Subd. 7 & 8
 - a. First Reading of proposed amendments Subd. 7
 - i. Item #3
 - 1. Wording clarifications
 - ii. Item #4
 - 1. Include the statement “a copy of the repair estimate must be included with the escrow agreement”.
 - iii. Item #5
 - 1. Addition of clarifying statement “from the date of the inspection”.
 - iv. Item #7
 - 1. Addition of clarifying statement “or fails to complete the corrective action in the timeframe allowed”
 - 2. Additional statement “Any property that is in violation of this ordinance for three months will have their water shut off until all repairs are completed.
 - 3. Discussion was held regarding condemnation of a house due to lack of utilities if the repairs are not made within the three-month timeframe of receiving civil penalties and the water gets shut off. Per the city attorney, declaring the residence uninhabitable will not be included in the ordinance.
 - b. Subd. 8
 - i. Item #6
 - 1. Addition of clarifying statement “from the date of the inspection”.
- 2. Playground Equipment Update
 - a. Pools & Parks Organization has raised the funds for park updates. The city has received donated funds from Sno Pros (\$1000) and Prinsbank (\$2500). Pools & Parks will cover the rest of the costs.
 - b. Quote for \$1100 to do plastic welding on the current slide.

- c. The \$25,000 city funds levied will remain in Fund 405 Parks & Swimming Pool for future projects.
- d. The recommendation is that all equipment is paid for by the city and Pools & Parks will reimburse the city for the costs.

Open Discussion

1. Discussed the city hall remodel. Mayor Bebo met with the building inspector and learned:
 - a. Handicap restroom is good.
 - b. Discussed whether a handicap ramp should go inside the garage stall or outside around the corner of the building. The consensus was that it should be outside due to costs.
2. Discussed mounting the TV in the council room.
3. Councilor Gehring updated the council on the student liaison position.
 - a. Work with the American Government teacher at GSL

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

Meeting adjourned at 9:34 pm.

Diane E. Pedersen, Clerk/Treasurer

Seal of the City:

CITY OF SILVER LAKE

***Check Detail Register©**

Batch: 2603D02

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
10100 PRINSBANK SL-CHK					
AFLAC					
G 101-21717		Short Term Disability-AFL	\$148.30	20260316007	COVERAGE PERIOD: 4/1/26 - 4/30/26
		Total	\$148.30		
ANCOM COMMUNICATIONS					
E 205-42200-240		Small Tools,Minor Equip	\$256.53	132608	REPAIR/REPLACEMENT PARTS FOR PAGER
		Total	\$256.53		
ARROW LIFT ACCESSIBILITY					
E 101-45181-319		Contract Services	\$618.00	P-S179848	CONTRACT RENEWAL 3/22/26 - 3/22/27
		Total	\$618.00		
BENNYS MEAT MARKET					
E 610-49750-267		On-Sale-Food	\$81.90	032326	10# GB, MEAT STICKS - 3/23/26
E 610-49750-255		Off-Sale Drink Ingred/Res	\$24.81	032326	10# GB, MEAT STICKS - 3/23/26
		Total	\$106.71		
BILL LITZAU					
E 610-49750-345		Promotion	\$400.00		LIVE MUSIC - 4/8/26
		Total	\$400.00		
C&L Distributing					
E 610-49750-252		Off-Sale Beer For Resale	\$1,727.70	2263719	MLS
E 610-49750-333		Freight and Express	\$5.00	2263719	MLS
E 610-49750-252		Off-Sale Beer For Resale	\$154.50	2263720	MLS
E 610-49750-251		Off-Sale Liquor For Resale	\$834.14	2266792	MLS
E 610-49750-333		Freight and Express	\$5.00	2266792	MLS
		Total	\$2,726.34		
CENTURY LINK					
E 101-41940-321		Telephone	\$284.32	313826083	PHONE SERVICE FOR 3/18-4/17 (CITY HALL)
E 101-45124-321		Telephone	\$89.33	313826083	PHONE SERVICE FOR 3/18-4/17 (POOL)
E 101-45181-321		Telephone	\$118.93	313826083	PHONE SERVICE FOR 3/18-4/17 ((AUD-ELEVATOR \$63; DINING HALL \$56)
		Total	\$492.58		
DAHLHEIMER BEVERAGE - GREEN ISLE					
E 610-49750-252		Off-Sale Beer For Resale	\$708.90	2720735	MLS
E 610-49750-252		Off-Sale Beer For Resale	\$1,117.45	2726425	MLS
E 610-49750-252		Off-Sale Beer For Resale	(\$30.00)	2727112	MLS-CREDIT
		Total	\$1,796.35		
HECKSEL, JASON					
E 101-43100-240		Small Tools,Minor Equip	\$100.00	2026	YARD DRAG
		Total	\$100.00		
HEGGIES PIZZA LLC					
E 610-49750-267		On-Sale-Food	\$171.70	1002639004	MLS
		Total	\$171.70		

CITY OF SILVER LAKE

***Check Detail Register©**

Batch: 2603D02

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
Hermel Wholesale					
E 610-49750-210		Operating Supplies	\$25.31	1109463	MLS
E 610-49750-254		Off-Sale N/A Bev For Res	\$141.03	1109463	MLS
E 610-49750-267		On-Sale-Food	\$717.70	1109463	MLS
E 610-49750-210		Operating Supplies	\$180.74	1110229	MLS
E 610-49750-254		Off-Sale N/A Bev For Res	\$133.59	1110229	MLS
E 610-49750-265		On-Sale Drink Ingrid/Res	\$32.69	1110229	MLS
E 610-49750-267		On-Sale-Food	\$315.21	1110229	MLS
		Total	\$1,546.27		
HILLTOP ELECTRIC					
E 610-49750-520		Capital Buildings & Structu	\$1,760.00	1101	INSTALL 10 NEW LED LIGHTS, REWIRING
		Total	\$1,760.00		
HUTCHINSON HEALTH					
E 205-42200-305		Medical and Dental Fees	\$108.00	FEB2026-410	RANDOM DRUG SCREEN - FD
		Total	\$108.00		
JAKE NELSON					
E 610-49750-345		Promotion	\$500.00		LIVE MUSIC - 4/15/26 - 3 HRS
		Total	\$500.00		
Johnson Brothers Liquor Co					
E 610-49750-333		Freight and Express	\$7.56	1009146	MLS
E 610-49750-251		Off-Sale Liquor For Resale	\$627.35	1009146	MLS
E 610-49750-333		Freight and Express	\$7.56	1013596	MLS
E 610-49750-251		Off-Sale Liquor For Resale	\$344.50	1013596	MLS
		Total	\$986.97		
KARIN ANDERSON GRANTWRITING					
E 205-42200-319		Contract Services	\$400.00		FD - MN FIRE MARSHAL WASHER DRYER GRANT
		Total	\$400.00		
KURTH WELDING & REPAIR LLC					
E 101-41910-430		Miscellaneous	\$675.00	4390	LABOR & MATERIALS - MURAL FRAME
		Total	\$675.00		
League of Minnesota Cities					
E 101-41100-360		Insurance	\$334.26		PROPERTY & LIABILITY INSURANCE - 3/1/26-3/1/27 (COUNCIL)
E 101-41300-360		Insurance	\$193.01		PROPERTY & LIABILITY INSURANCE - 3/1/26-3/1/27 (MAYOR)
E 101-41400-360		Insurance	\$730.71		PROPERTY & LIABILITY INSURANCE - 3/1/26-3/1/27 (ADMIN)
E 101-43100-360		Insurance	\$3,154.71		PROPERTY & LIABILITY INSURANCE - 3/1/26-3/1/27 (PW)
E 101-41940-360		Insurance	\$3,089.09		PROPERTY & LIABILITY INSURANCE - 3/1/26-3/1/27 (MUN BLD)
E 101-45181-360		Insurance	\$6,837.09		PROPERTY & LIABILITY INSURANCE - 3/1/26-3/1/27 (AUD)
E 101-45124-360		Insurance	\$3,489.71		PROPERTY & LIABILITY INSURANCE - 3/1/26-3/1/27 (POOL)

CITY OF SILVER LAKE

***Check Detail Register©**

Batch: 2603D02

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 101-45200-360		Insurance	\$2,396.09		PROPERTY & LIABILITY INSURANCE - 3/1/26-3/1/27 (PARKS)
E 204-42153-360		Insurance	\$1,223.21		PROPERTY & LIABILITY INSURANCE - 3/1/26-3/1/27 (AMB)
E 205-42200-360		Insurance	\$4,654.21		PROPERTY & LIABILITY INSURANCE - 3/1/26-3/1/27 (FD)
E 608-49450-360		Insurance	\$1,862.09		PROPERTY & LIABILITY INSURANCE - 3/1/26-3/1/27 (SEWER)
E 607-49400-360		Insurance	\$2,392.09		PROPERTY & LIABILITY INSURANCE - 3/1/26-3/1/27 (WATER)
G 610-15500		Prepaid Items	\$2,410.73		PROPERTY & LIABILITY INSURANCE - 3/1/26-3/1/27 (MLS)
		Total	\$32,767.00		
MARCO TECHNOLOGIES LLC					
E 101-41400-319		Contract Services	\$167.01	577299845	PRINTER SERVICES - 3/1/26 - 4/1/26
		Total	\$167.01		
MCLEOD CNTY CHRONICLE					
E 610-49750-433		Dues & Subscriptions	\$72.00		MLS SUBSCRIPTION
		Total	\$72.00		
McLeod County Auditor					
E 608-49450-437		Licenses & Permits	\$1,030.32		2026 PROPERTY TAX - RP 19.080.0969
E 608-49450-437		Licenses & Permits	\$2,658.00		2026 PROPERTY TAX - RP 05.026.0600
E 101-41400-310		Assessor Fees	\$66.00	7052	SPECIAL ASSESSMENT (ACCOUNT # 01-041-5501)
		Total	\$3,754.32		
MCLEOD COUNTY PUBLIC WORKS					
E 419-43100-319		Contract Services	\$150.00		MCLEOD CNTY PERMIT NO. 2026R-006 UID #3720
		Total	\$150.00		
MEDICARE PART B					
G 204-11500		Accounts Receivable	\$414.18	48813606	MEDICARE OVERPAYMENT, AMB # 26-002
		Total	\$414.18		
Menards					
E 101-43125-220		Repair & Maint Supplies	\$154.81	23950	SNOW & ICE - OPERATING
E 101-43125-220		Repair & Maint Supplies	\$109.85	24122	SIDEWALK SALT
E 101-43100-210		Operating Supplies	\$15.24	24381	PW SHOP SUPPLIES (MISC PAINT SUPPLIES)
E 101-45200-240		Small Tools, Minor Equip	\$67.96	24659	PARKS - TOOLS
		Total	\$347.86		
METRO BILLING SERVICES					
E 204-42153-319		Contract Services	\$150.00	12758	6 CLAIMS SUBMITTED - FEB 2026
		Total	\$150.00		
Mid-American Research Chemical					
E 101-45124-210		Operating Supplies	\$613.38	0873968-IN	POOL PAINT
		Total	\$613.38		

CITY OF SILVER LAKE

***Check Detail Register©**

Batch: 2603D02

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
MN FIRE SERVICE CERTIFICATION					
E 205-42200-308		Training Fees	\$75.00	14975	RECERTIFICATE - FIRE FIGHTER 1 - NEATON
E 205-42200-308		Training Fees	\$75.00	15227	RECERTIFICATION - HAZMAT - NEATON
		Total	\$150.00		
NAPA					
E 101-43100-210		Operating Supplies	\$79.90	565452	PW SHOP SUPPLIES - GREASE
		Total	\$79.90		
NCPERS GROUP LIFE INS.					
G 101-21713		Life Insurance Deduction	\$32.00	76480004202	GRP LIFE INSR PREMIUM 4/2026
		Total	\$32.00		
OLGA & JOHN MINDT					
R 607-49400-37105		Water Sales - Usage	\$173.04		FINAL UTILITY REFUND - 102 MAIN ST E - ARKADY DUDYREV
		Total	\$173.04		
PEOPLE SERVICE INC					
E 607-49400-319		Contract Services	\$2,440.00	PS-INV10975	WATER/WASTEWATER MONTHLY SERVICE - APRIL
E 608-49450-319		Contract Services	\$2,440.00	PS-INV10975	WATER/WASTEWATER MONTHLY SERVICE - APRIL
E 607-49400-210		Operating Supplies	\$16.62	PS-INV10975	WATER/WASTEWATER MONTHLY SERVICE - APRIL
E 608-49450-210		Operating Supplies	\$16.61	PS-INV10975	WATER/WASTEWATER MONTHLY SERVICE - APRIL
		Total	\$4,913.23		
PEPSI OF ST. CLOUD					
E 610-49750-210		Operating Supplies	\$278.86	10456865	MLS
		Total	\$278.86		
Phillips Wine & Spirits Inc					
E 610-49750-333		Freight and Express	\$1.89	5123213	MLS
E 610-49750-251		Off-Sale Liquor For Resale	\$71.00	5123213	MLS
E 610-49750-333		Freight and Express	\$1.89	5130397	MLS
E 610-49750-251		Off-Sale Liquor For Resale	\$71.00	5130397	MLS
E 610-49750-333		Freight and Express	\$1.89	5144535	MLS
E 610-49750-251		Off-Sale Liquor For Resale	\$71.00	5144535	MLS
		Total	\$218.67		
POLA-CZESKY COMMITTEE					
E 101-41400-430		Miscellaneous	\$3,000.00		CITY DONATION - POLA-CZESKY WRESTLING 2026
		Total	\$3,000.00		
RUNNINGS SUPPLY, INC.					
E 205-42200-240		Small Tools,Minor Equip	\$107.75	6388926	FD - HOSE PARTS
		Total	\$107.75		
SCHWICKERTS					
E 101-43100-402		Repairs & Maint Bldg & St	\$175.00	S510152736	2026 ROOF INSPECTIONS

CITY OF SILVER LAKE

***Check Detail Register©**

Batch: 2603D02

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 101-45200-402		Repairs & Maint Bldg & St	\$175.00	S510152736	2026 ROOF INSPECTIONS
E 205-42200-402		Repairs & Maint Bldg & St	\$175.00	S510152736	2026 ROOF INSPECTIONS
E 610-49750-402		Repairs & Maint Bldg & St	\$175.00	S510152736	2026 ROOF INSPECTIONS
		Total	\$700.00		
SECURITY BANK & TRUST					
G 101-21708		Health Savings Account	\$1,381.54	PP#6 2026	PP # 6/2026 - HSA CONTRIBUTION
		Total	\$1,381.54		
Short, Elliot, Hendrickson Inc					
E 101-41910-319		Contract Services	\$749.00	505638	SILAK PROJECT # 189735
		Total	\$749.00		
Smoke-Eater					
E 205-42200-433		Dues & Subscriptions	\$156.00	2026	13 MEMBERS
		Total	\$156.00		
SOUTHERN GLAZERS WINE & SPIRITS					
E 610-49750-251		Off-Sale Liquor For Resale	\$734.87	2734663	MLS
E 610-49750-251		Off-Sale Liquor For Resale	\$1,160.90	2737132	MLS
E 610-49750-251		Off-Sale Liquor For Resale	\$513.07	2739674	MLS
		Total	\$2,408.84		
STEPHEN BENNETT					
E 205-42200-308		Training Fees	\$234.45		FD REIMBURSMENT - TRAINING TRAVEL EXPENSES
E 204-42153-171		Uniform Allowance	\$135.00	032426	REIMBURSEMENT FOR EMT BOOTS
		Total	\$369.45		
SUN LIFE					
G 101-21713		Life Insurance Deduction	\$21.24	958716-0001	EMPLOYEE LIF/AD&D 4/1/26-4/30/26
		Total	\$21.24		
TOTAL COMPLIANCE SOLUTIONS					
E 204-42153-305		Medical and Dental Fees	\$68.00	5163	ANNA MADSON-MONSRUD - DRUG TESTING
		Total	\$68.00		
VIKING BEVERAGES					
E 610-49750-252		Off-Sale Beer For Resale	\$766.85	3888487	MLS
E 610-49750-252		Off-Sale Beer For Resale	\$471.70	3888575	MLS
E 610-49750-252		Off-Sale Beer For Resale	\$1,942.10	3898267	MLS
		Total	\$3,180.65		
Viking Coca Cola Bottling Co					
E 610-49750-254		Off-Sale N/A Bev For Res	\$150.25	3888488	MLS
E 101-45181-264		On-Sale N/A Bev For Res	\$531.25	3888488	MLS
E 610-49750-254		Off-Sale N/A Bev For Res	\$150.25	3888576	MLS
E 610-49750-264		On-Sale N/A Bev For Res	\$239.25	3898268	MLS
		Total	\$1,071.00		
XTREME PEST SOLUTIONS					
E 205-42200-319		Contract Services	\$40.00	52008	FIRE DEPARTMENT - SERVICE DATE 3/12/26

CITY OF SILVER LAKE

03/31/26 4:02 PM

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***Check Detail Register©**

Batch: 2603D02

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 101-45181-319		Contract Services	\$48.00	52009	AUDITORIUM - SERVICE DATE 3/12/26
E 101-41940-319		Contract Services	\$48.00	52010	CITY OFFICE - SERVICE DATE 3/12/26
E 101-45124-319		Contract Services	\$40.00	52011	CITY POOL - SERVICE DATE 3/12/26
E 610-49750-319		Contract Services	\$51.54	52012	MLS - SERVICE DATE 3/12/26
		Total	\$227.54		
		10100	\$70,515.21		

Fund Summary

10100 PRINSBANK SL-CHK

101 General Fund	\$29,733.73
204 Ambulance Fund	\$1,990.39
205 Fire Fund	\$6,281.94
419 Infrastructure Improvement Pro	\$150.00
607 Water Fund	\$5,021.75
608 Sewer Fund	\$8,007.02
610 Liquor Fund	\$19,330.38
	\$70,515.21

Public Comment

Old Business

VEHICLE TOWING SERVICES CONTRACT

City of Silver Lake, Minnesota

CITY (Owner)

City of: Silver Lake

Address: 308 Main St W

City, MN ZIP: Silver Lake, MN 55381

Phone: 320-327-2412

Contact: cityclerk@cityofsilverlake.org

CONTRACTOR (Towing Company)

Company: Cars on Patrol

Address: 409 Hwy 7

City, MN ZIP: Hutchinson, MN 55350

Phone: 320-234-3707

Contact: mark@mncopshop.com

RECITALS

WHEREAS, the City of Silver Lake ("City") is a Minnesota municipal corporation authorized to contract for services necessary for the public health, safety, and welfare of its residents; and

WHEREAS, the City requires professional vehicle towing, impound, and storage services in connection with traffic enforcement, accident response, abandoned vehicle removal, and other municipal operations; and

WHEREAS, the Contractor represents that it is duly licensed, qualified, and equipped to provide such services in accordance with all applicable federal, state, and local laws;

NOW, THEREFORE, in consideration of the mutual covenants and agreements set forth herein, and for other good and valuable consideration, the parties agree as follows:

ARTICLE 1 – DEFINITIONS

As used in this Contract, the following terms shall have the meanings set forth below:

1. "City" means the City of Silver Lake, Minnesota, a Minnesota municipal corporation.
2. "Contractor" means the towing company identified on the cover page of this Contract, including its employees, agents, and subcontractors.
3. "Contract Administrator" means the City official designated by the City Clerk or Council to administer this Contract.
4. "Impound Lot" means the secure storage facility operated by the Contractor and approved by the City for the storage of towed vehicles.

5. "Tow" or "Towing Services" means the removal, transport, storage, and related handling of vehicles as described in this Contract.
6. "Authorized Vehicle" means any City-owned vehicle or any privately owned vehicle that the City has directed the Contractor to tow pursuant to applicable law.
7. "Emergency Tow" means a tow requested on an urgent basis, including response to accidents, disabled vehicles blocking traffic, or public safety incidents.

ARTICLE 2 – SCOPE OF SERVICES

2.1 General Services

The Contractor shall provide the following vehicle towing and related services upon request of the City:

1. Towing of vehicles pursuant to City traffic enforcement, including impoundment for parking violations, abandoned vehicle statute (Minn. Stat. § 168B), any City Ordinance and traffic code violations;
2. Emergency towing services 24 hours per day, 7 days per week, 365 days per year, including holidays;
3. Accident scene cleanup, including removal of vehicle debris and fluids, in coordination with City and McLeod County emergency personnel;
4. Towing of City-owned vehicles and equipment;
5. Secure storage of all towed vehicles at the approved Impound Lot;
6. Notification to vehicle owners and lienholders as required under Minn. Stat. §§ 168B.04–168B.06;
7. Coordination with the McLeod County Sheriff Department and other departments as required.

2.2 Response Time Requirements

The Contractor shall respond to all towing requests within the following timeframes, measured from the time of dispatch:

Service Type	Maximum Response Time
Emergency / Safety Hazard	20 minutes
Non-Emergency Tow (Business Hours)	60 minutes
Non-Emergency Tow (After Hours)	90 minutes
City Vehicle / Equipment Tow	As agreed per incident

2.3 Impound Lot Requirements

1. The Contractor shall maintain a secure, fenced, and lighted Impound Lot, as approved by the City.
2. The Impound Lot shall comply with all requirements of Minn. Stat. Ch. 168B (Abandoned Motor Vehicles).
3. The Lot shall be staffed and accessible during normal business hours, and available for vehicle release at all hours upon reasonable request.

4. The Contractor shall maintain adequate records of all vehicles received, stored, and released, and shall provide the City with access to such records upon request.

ARTICLE 3 – COMPENSATION AND FEES

3.1 Fee Schedule

All fees charged under this Contract shall conform to the Fee Schedule attached hereto as Exhibit A. The Contractor shall not charge fees in excess of those listed in Exhibit A without prior written approval from the City. The fee schedule shall be reviewed annually and may be amended by mutual written agreement of the parties.

3.2 Billing and Payment

1. For towing services ordered directly by the City (e.g., City vehicle tows), the Contractor shall invoice the City monthly. The City shall pay undisputed invoices within 35 days of receipt, consistent with Minn. Stat. § 471.425.
2. For tows of privately owned vehicles impounded at the City's direction, the Contractor may collect fees directly from the registered owner or other authorized person retrieving the vehicle, per the approved Fee Schedule.
3. The Contractor shall not charge the City or vehicle owners any fees not expressly authorized by this Contract or the Fee Schedule.

3.3 Prohibited Charges

The Contractor is expressly prohibited from charging any administrative fee, gate fee, or additional charge not set forth in Exhibit A. Fees shall comply with and Minnesota State and/or Regulation regarding maximum allowable storage and towing rates as determined by the Minnesota Department of Public Safety.

ARTICLE 4 – LICENSING AND EQUIPMENT

4.1 Licenses and Certifications

Throughout the term of this Contract, the Contractor shall maintain, in good standing, all licenses, permits, and certifications required by applicable law, including:

1. Minnesota Department of Public Safety towing company registration.
2. All required County and municipal business licenses.
3. Minnesota Department of Transportation vehicle registrations for all tow trucks operated under this Contract.
4. Any licenses required for operation of the Impound Lot.
5. Any other state or federal licenses applicable to the services provided hereunder.

4.2 Equipment Standards

The Contractor shall maintain a fleet sufficient to meet all service demands under this Contract, including:

VEHICLE TOWING SERVICES CONTRACT

1. Tow trucks of varying capacity capable of handling passenger vehicles, light trucks, SUVs, and commercial vehicles.
2. All equipment shall be maintained in safe operating condition and comply with applicable Minnesota Department of Transportation requirements.
3. The Contractor shall have access to heavy-duty recovery equipment for large commercial vehicles and specialty equipment recovery within a reasonable time.

4.3 Personnel

All employees performing towing services under this Contract shall hold a valid Minnesota driver's license appropriate for the class of vehicle operated, and shall have passed all required criminal background checks. The Contractor shall not assign personnel to City towing work who have been convicted of a felony or who are subject to a driving suspension.

ARTICLE 5 – INSURANCE REQUIREMENTS

5.1 Required Coverage

Prior to commencing services and throughout the term of this Contract, the Contractor shall obtain and maintain the following insurance at minimum limits:

Type of Insurance	Minimum Limit
Commercial General Liability	\$1,000,000 per occurrence / \$2,000,000 aggregate
Commercial Automobile Liability	\$1,000,000 combined single limit
Workers' Compensation	Statutory limits (Minn. Stat. ch. 176)
Garage Keepers Legal Liability (On-Hook)	\$100,000 per occurrence

ARTICLE 6 – INDEMNIFICATION

To the fullest extent permitted by law, the Contractor shall indemnify, defend, and hold harmless the City of Silver Lake, its officers, employees, agents, and elected officials from and against any and all claims, damages, losses, costs, and expenses, including reasonable attorneys' fees, arising out of or resulting from the Contractor's performance of services under this Contract, including but not limited to: (a) bodily injury or death to any person; (b) damage to or loss of property; (c) violation of any law, ordinance, or regulation; or (d) any negligent or wrongful act or omission of the Contractor or its employees, agents, or subcontractors. This indemnification obligation shall survive the expiration or termination of this Contract. Nothing herein shall be construed to require the Contractor to indemnify the City for the City's own negligence or willful misconduct.

1. Minnesota Abandoned Motor Vehicle Law, Minn. Stat. Ch. 168B.
2. Minnesota Vehicle Code, Minn. Stat. Ch. 169.
3. Minnesota Human Rights Act, Minn. Stat. Ch. 363A.
4. All City ordinances relating to towing, impoundment, parking, and traffic enforcement.
5. All applicable OSHA and workplace safety regulations.
6. Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, with respect to any government data the Contractor receives in connection with services hereunder.

ARTICLE 10 – GENERAL PROVISIONS

10.1 Independent Contractor

The Contractor is an independent contractor and not an employee, agent, or representative of the city. The Contractor shall be solely responsible for all taxes, withholdings, benefits, and other obligations related to its employees.

10.2 Non-Discrimination

The Contractor shall not discriminate against any employee, applicant, or member of the public on the basis of race, color, creed, religion, national origin, sex, marital status, disability, familial status, sexual orientation, gender identity, age, or public assistance status, in violation of the Minnesota Human Rights Act or other applicable law.

10.3 Data Practices

All data collected or created in connection with this Contract is subject to the Minnesota Government Data Practices Act, Minn. Stat. ch. 13. The Contractor agrees to handle all government data in accordance with the Act and to promptly notify the City of any data breach or unauthorized disclosure.

10.4 Audit and Records

The Contractor shall maintain complete and accurate records relating to all services performed under this Contract for a period of six (6) years following the termination or expiration of this Contract. The City, State Auditor, and their authorized representatives shall have the right to audit, examine, and copy all such records upon reasonable notice, consistent with Minn. Stat. § 16C.05, subd. 5.

10.5 Subcontracting

The Contractor shall not subcontract any portion of the services without the prior written consent of the City. Any approved subcontractor shall be subject to all terms and conditions of this Contract.

10.6 Dispute Resolution

The parties shall attempt to resolve any dispute arising under this Contract informally through good-faith negotiation. If a dispute cannot be resolved informally within 30 days, either party may pursue any remedy available at law or in equity. This Contract shall be governed by and construed in accordance with the laws of the State of Minnesota. Venue for any legal proceeding shall be in the District Court of McLeod County, Minnesota.

10.7 Amendments

This Contract may be amended only by a written instrument signed by authorized representatives of both parties. The City Council must approve any amendment that exceeds the City Clerk's authority under City policy.

10.8 Entire Agreement

This Contract, together with all Exhibits attached hereto, constitutes the entire agreement between the parties with respect to the subject matter hereof and supersedes all prior negotiations, representations, warranties, and understandings of the parties.

10.9 Severability

If any provision of this Contract is found to be invalid or unenforceable, the remaining provisions shall continue in full force and effect.

10.10 Waiver

Failure by either party to enforce any provision of this Contract shall not constitute a waiver of that party's right to enforce such provision in the future.

10.11 Force Majeure

Neither party shall be liable for delays or failures in performance resulting from circumstances beyond its reasonable control, including natural disasters, acts of God, pandemics, or government-imposed emergencies, provided that the affected party provides prompt written notice and makes reasonable efforts to resume performance.

10.12 Notices

All notices required or permitted under this Contract shall be in writing and shall be deemed delivered when: (a) personally delivered; (b) sent by certified mail, return receipt requested; or (c) sent by a nationally recognized overnight courier, to the addresses set forth on the cover page of this Contract, or to such other address as a party may designate in writing.

EXHIBIT A – FEE SCHEDULE

The following fees are the maximum rates the Contractor may charge under this Contract. All fees are subject to annual review and amendment by mutual written agreement.

Service	Maximum Rate
Standard Tow (Passenger Vehicle / Light Truck)	<u>\$200.00</u>
After-Hours / Holiday Tow Surcharge	\$ _____
Heavy Duty / Commercial Vehicle Tow	\$ _____
Daily Storage – Passenger Vehicle (per day)	<u>\$20.00/day for 45 days</u>
Daily Storage – Heavy / Commercial Vehicle (per day)	\$ _____
Accident Scene Cleanup / Fluid Spill Cleanup	\$ _____
Winching / Recovery (per 30 min)	\$ _____

VEHICLE TOWING SERVICES CONTRACT

Notification / Admin Fee / Impound Fee to R.O. (per Minn. Stat. § 168B.07)	<u>\$125.00 to R.O.</u>
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All rates charged to vehicle owners shall not exceed the maximums set forth in by Minnesota Statute and/or Regulations, or as otherwise established by the Commissioner of Public Safety, whichever is lower.

Storage charged to the city one (1) to forty-five (45) days if the registered owner (R.O.) forfeits the vehicle with proper documentation (vehicle title). Cars on Patrol will stop storage on exact date the title is received. Any moneys received by Cars on Patrol through the disposal/sale of the forfeited vehicle shall ~~first be~~ split evenly between Cars on Patrol and the City of Silver Lake, with the city's portion being applied towards any outstanding balance owed by City for storage of the vehicle.

(Example: If a vehicle is stored for 20 days, the registered owner forfeits the title and does not claim the vehicle, the city will be billed for 20 days @ \$20/day or \$400. The vehicle will then be disposed of by Cars on Patrol.)

SIGNATURES

IN WITNESS WHEREOF, the parties have executed this Contract as of the dates written below. Each person signing below represents and warrants that he or she is duly authorized to execute this Contract on behalf of the indicated party.

CITY OF SILVER LAKE

CONTRACTOR

City Clerk (Signature)

Authorized Representative (Signature)

Diane E. Pedersen, City Clerk

Printed Name & Title

Printed Name & Title

Date

Date

— END OF CONTRACT —



Building a Better World
for All of Us®

CITY COUNCIL MEETING AGENDA

RE: Silver Lake Infrastructure Improvement Project
Silver Lake, Minnesota

Date of Meeting: April 6, 2026

Project Manager: Sam Fink, PE (Lic. MN, NE)
Project Engineer: Brody Bratsch, PE (Lic. MN)

Time of Meeting: 6:30 p.m.

SEH No.: SILAK 171969 16.03

Location of Meeting: Silver Lake Auditorium

Invitees: City Council
City Staff
Sam Fink, SEH
Brody Bratsch, SEH

I. Review Draft Assessment Policy with Gavin Law

- A. In preparation for assessment hearing for the infrastructure improvement project (likely to be held September 2026).
- B. Discuss next steps (adopting policy?)

II. R&R Excavating Anticipated Schedule

- A. R&R is tentatively planning to start construction as early as April 13th in the following areas (to be finalized):
 1. Oliver Avenue from Center Street to Frank Street
 2. Park Avenue from Main Street to Highway 7
 3. Frank Street from Oliver Avenue to Queen Avenue
 4. Center Street from Park Avenue to Summit Avenue
 5. *Frank Street from Queen Avenue to Summit Avenue*
 6. *Lake Avenue from Main Street to Cleveland Street*
 7. *Cleveland Street from Thomas Avenue to the Lift Station*
- B. The existing streets for all areas above are currently planned to be reclaimed in one mobilization.
- C. Underground utility construction for underlined areas above is planned to begin about a week after the streets have been reclaimed.
- D. *Italicized* areas above are planned to be maintained as gravel streets, curb and gutter will remain in place, and underground utility work will not commence for a few months.

III. Change Order 2 Status Update (Main Street and TH7 work)

- A. Resolution Approving Plans and Specifications will be ready at regular April 20th council meeting.
- B. R&R's tentative plan is not to construct these areas until late summer to early fall. We will review the project's budget status in mid-summer to determine a go/no-go for the work on TH 7. Reminder that as of our last budget review, we are in good shape to proceed with the work to optimize utilization of grant-eligible funds.

IV. 2026 Construction Open House

- A. Open house events to be held on Thursday, April 9, 2026, from 12:00 p.m. to 1:00 p.m., and from 6:00 p.m. to 7:00 p.m. in the Silver Lake Auditorium (320 Main Street West).

x:\p\ts\silak\171969\1-gen\16-meet\03-council\04.06.2026 - quarterly meeting (assessment policy draft)\city council meeting agenda 04.06.2026.docx

Engineers | Architects | Planners | Scientists

Short Elliott Hendrickson Inc., 1390 Highway 15 South, Suite 200, P.O. Box 308, Hutchinson, MN 55350-0308

320.587.7341 | 800.838.8666 | 888.908.8166 fax | sehinc.com

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CITY OF SILVER LAKE
LOCAL IMPROVEMENT POLICY

SECTION 1 POLICY PURPOSE:

Minnesota State Statutes, Chapter 429.010 to 429.11 provides municipalities the ability to make public improvements such as installation of sanitary sewer, water, storm sewer, sidewalks, and street improvements (including grading, curb and gutter, surfacing and lighting). The procedures that Cities must follow, including reports, notices, and public hearings are well defined within the statutes.

The Statute allows municipalities to assess all or portions of the costs of any improvements to property owners based on the benefits received from the project. The Statute is not specific regarding the determination of benefits to a property, or how to apportion the costs to the benefiting properties. Rather, the law makes the municipality responsible for developing an equitable method of cost sharing among the benefiting property owners.

The purpose of this special assessment policy is to provide a guide to be used by the City Staff, for preparing assessment rolls for approval by the City Council. This policy is meant to assure uniform and consistent treatment to all properties within the City as improvements occur.

Three basic criteria must be satisfied before a particular parcel can be assessed. The criteria are as follows:

1. The land must have received special benefit from the improvement.
2. The amount of the assessment must not exceed the special benefit.
3. The assessment must be uniform in relation to the same class of property within the assessment area.

It is important to recognize that the actual cost of extending an improvement past a particular parcel is not the controlling factor in determining the amount to be assessed. However, in most cases the method for assigning the value of the benefit received by the improvement, and therefore the amount to be assessed, shall be the cost of providing the improvement. This shall be true provided the cost does not demonstrably exceed the increase in the market value of the property being assessed. The entire project shall be considered as a whole for the purpose of calculating and computing an assessment rate. In the event city staff has doubt as to whether or not the costs of the project may exceed the special benefits to the property, the City Council may obtain such appraisals as may be necessary to support the proposed assessment.

The special assessment policy will not cover all possible assessment situations. Special cases and variations of standard cases that are not specifically discussed under this policy will be evaluated during preliminary project studies, and assessments will be determined that do not violate the benefit principles as required by Statute.

No special assessments will be levied against designated flood plains, municipal storm water ponds or wetland areas on private property as determined by criteria in the Wetland Conservation Act of 1991 and the Minnesota Department of Natural Resources. The limits of wetlands will be

determined by the City on a case-by-case basis at the time of preliminary project design and feasibility report preparation. No special assessments will be levied against county highway or state highway right-of ways.

SECTION 2. PUBLIC IMPROVEMENTS AND MAINTENANCE COSTS ELIGIBLE FOR SPECIAL ASSESSMENT UNDER THIS POLICY.

The following public improvements and related acquisition, construction, extension, and maintenance of such improvements, authorized by Minnesota Statutes, Sections 429.021 and 459.14, subd. 7 are eligible for special assessment within the City:

1. Streets, sidewalks, pavement, curbs and gutters, including the beautification thereof.
2. Water works systems and appurtenances, within and without the corporate limits.
3. Sanitary sewer and storm sewer systems including appurtenances, within and without the corporate limits.
4. Street boulevard trees.
5. Street lights, street lighting systems and special lighting systems.
6. Steam heating mains.
7. Abatement of nuisances; including but not limited to, draining and filling swamps, marshes, and ponds on public and private property.
8. Retaining walls and area walls.
9. District heating systems.
10. Fire protection systems in existing buildings upon a petition pursuant to section 429.031, subdivision 3.
11. Highway sound barriers.
12. Gas and electric distribution facilities.

SECTION 3. PUBLIC IMPROVEMENT PROCEDURE.

The following is the general procedure followed by the City Council for all public improvement projects from initiation of such a project through certification of the assessment roll to the County Auditor. Formats for the various reports and resolutions referenced in this section are made a part of the policies and procedures of the City.

1. Staff reviews petition or Developer's request for submission to Council.
2. Council accepts or rejects petition or request. If based upon a petition, the Council adopts a resolution declaring whether the required percentage of property owners has signed. If the petition or request is accepted, Council orders preparation of feasibility report.
3. Staff prepares feasibility report. The report shall preliminarily evaluate whether the proposed improvement is necessary, cost-effective, and feasible and whether it should be made as proposed or in conjunction with another project. The report shall include an estimate of the cost of the improvement as proposed. Council may refer the report to the

Planning Commission for review in accordance with the City Zoning Ordinance and Subdivision Regulations.

4. Council accepts or rejects feasibility report. If accepted, Council orders public hearing on the improvements.
5. Staff posts and publishes hearing notice and mails notices to affected property owners as provided in Minn. Stat. § 429.031(a).
6. Council conducts public hearing.
7. Within six (6) months of the hearing date, the Council can adopt, revise, or reject the resolution which determines the total expense the City will pay and establishing the assessment roll, order the improvement to be constructed and advertisement of bids. If adopted, staff prepares final plans, advertises for and opens bids as provided in Minn. Stat. § 429.041, prepares bid tabulation, makes recommendation to City Council for award, and prepares proposed assessment roll. Bonds to finance project costs may be issued at any time after the improvements are ordered. City Council reserves the right to assess assessments before or after construction. City Attorney will review each project.
8. Council reviews proposed assessment roll and orders assessment hearing.
9. Staff publishes hearing notice, mails notice of hearing date and proposed assessments to the affected property owners as provided in Minn. Stat. § 429.061.
10. Council conducts assessment hearing and adopts, revises, or rejects resolution determining the amount of the total expense the City will pay, if any, and establishing the assessment roll. If adopted, Council authorizes certification of the assessment to the County Auditor.
11. Council awards contract based on the bids received.
12. Staff certifies the assessment roll to the County Auditor.
13. Staff supervises construction and prepares payments.

SECTION 4: FINANCING OF PUBLIC IMPROVEMENTS.

The City encourages public improvement projects as the area(s) benefiting and needing such improvements develop. Examples of this policy can be seen through the subdivision regulations, zoning ordinance, and building codes. Developers are required to provide the needed improvements and services before development occurs, thereby avoiding unexpected hardships on the property owners purchasing such property and the general public. However, it is recognized that certain areas of the City have developed without all needed public improvements (e.g. parks, water, sewer, and street improvements) and that methods must be found to provide these improvements without causing undue hardships on the general public or the individual property owner.

Special assessments are generally accepted as a means by which areas can obtain improvements or services; however, the method of financing these is a critical factor to both the City and the property owner. Full project costs spread over a very short term can cause an undue hardship on the property owner and, likewise, city costs and systems costs spread over a long period of time

can produce an undue hardship on the general public of the City. When possible, the City will attempt to secure grants and other governmental aid to lower the price of special assessments.

It is the policy of the City to not defer assessments except in cases where hardship to senior citizens 65 years of age or older or persons retired by virtue of a permanent and total disability would result or a member of the Minnesota National Guard or other military reserves who is ordered into active military service. Also, the City Council may elect to defer assessments on undeveloped land or land outside the corporate city limits for a specified length of time or until the lands are developed. Terms and conditions of any such deferral will be established in the resolution adopting the assessments.

SECTION 5. GENERAL ASSESSMENT POLICIES APPLICABLE TO ALL TYPES OF IMPROVEMENTS.

The cost of any improvement shall be assessed upon property by the improvements based upon benefits received. The following general principles shall be used as a basis of the City's assessment policy:

1. **Project Cost.** The "project cost" of an improvement includes the costs of all necessary construction work required to accomplish the improvement, plus engineering, legal, administrative, financing, and other contingent costs, including acquisition of right-of-way and other property. The finance charges include all costs of financing the project. These costs include but are not limited to financial consultant's fees, bond rating agency fee, bond attorney's fees, appraisal fees, and capitalized interest. The interest charged to the project shall be included as financing charges.
2. **City Cost.** The "city cost" of an improvement is the amount of the total improvement expense the City will pay as determined by Council resolution. Where the project cost of an improvement is not entirely attributed to the need for service to the area served by said improvement, or where unusual conditions beyond the control of the owners of the property in the area served by the improvement would result in an inequitable distribution of special assessments, or for any other reason determined by the City, the City, through the use of other funds, may pay such "city cost."
3. **Assessable Cost.** The "assessable cost" of an improvement is equal to the "project cost" minus the "city cost."
4. **Interest.** The City will charge interest on special assessments at a rate specified in the resolution approving the assessment roll. If bonds were sold to finance the improvement project, the interest rate shall be two percent (2%) more than the average interest rate of the bonds, rounded to the nearest quarter of a percent. Appraisal costs will be added to the assessment.
5. **Prepayment.** Property owners may pay their assessments in full interest free for a period of 30 days after the assessment hearing. After such period interest shall be computed from the date specified in the assessment resolution. The City will transmit a certified duplicate of the assessment roll with each installment, including interest, to the County Auditor, or in lieu of such certification, annually certify to the County Auditor by November 30 in each year, the total amount of installments of and interest on assessments on each parcel which are to become due in the following year. Prior to certification of principal and interest or the first installment thereof, to the County

Auditor, a property owner may make a partial prepayment of the principal to the City. Such partial prepayment must be at least \$100.00. If the partial prepayment is made after the 30-day “interest free” period allowed by state law, interest will be charged on the amount of the partial prepayment from the date specified in the resolution and paid along with the partial prepayment. After the City has made the first certification of principal and interest to the County Auditor, prepayment will be accepted only for the total amount still owing including interest and must be made prior to November 15 of any year. If a parcel has two or more separate special assessments, prepayment of the remaining principal balance may be made on one or more assessment totals. Tax-exempt parcels such as churches and school properties may make only one partial prepayment to the first certification to the County Auditor. The remaining principal after the partial prepayment will be paid in equal installments over the remaining term of the special assessments.

6. **Extensions.** Where an improvement is designed for service of an area beyond that receiving the initial benefit, the City may pay for increased project costs due to such provisions for future service extensions. The City will levy assessments to cover this cost when a new improvement is installed as an extension of the existing improvement upon identification of such additional amount in the notice of hearing for the extensions or new improvements. As an alternative, the City may assess these costs to the area of future benefit immediately.
7. **Frontage Roads.** Because new frontage roads along highways or other arterial streets are deemed to be of benefit to commercial or industrial properties, the entire costs of any improvement on such frontage roads shall be assessable to the benefited properties, even if only those properties on one side of such frontage roads are benefited. The cost of reconstructing existing frontage roads shall be assessed utilizing the same methodology as city streets (25%).
8. **Project Assistance.** If the City receives financial assistance from the Federal Government, the State of Minnesota, the County, or from any other source to defray a portion of the costs of a given improvement, such aid will be used first to reduce the “city cost” of the improvement. If the financial assistance received is greater than the “city cost,” the remainder of the aid will be placed in the Capital Improvement Fund to be applied towards other City projects.
9. **Assessable Property.** Property owned by the City and other political subdivisions including municipal building sites, parks and playgrounds, also including public streets, alleys, and right-of-way, shall be regarded as being assessable on the same basis as if such property was privately owned. Private right-of-way shall be assessable.
10. **Individual Benefits.** The City must construct municipal improvements specifically designed for or shown to be of benefit solely to one or more properties. The costs for these improvements will be assessed directly to such properties, and not included in the assessments for the remainder of the project. An example of this would be utility service lines running from the main lines to the property.
11. **Benefit Appraisals.** In the event that City Council has doubt as to whether or not the proposed assessments exceed the special benefits to the property in question, the City Council may order benefit appraisals as deemed necessary to support the proposed assessments.

12. **Condemnation Awards.** A property owner may elect to offset special assessments against condemnation awards. In such case, the property owner must execute an agreement (Net Assessment Agreement) with the City Council.
13. **Access Charge.** Actual WAC and SAC charges are not including in the project cost and will be billed to the property owner upon completion of the home. WAC and SAC may be included in the project cost if an already existing home or business is in city limits and previously did not have city water or sewer service, or if a home or business is annexed into city limits and petition to hook up to city water and sewer.

WAC. Is defined as the Water Access Charge. This is the initial hook up charge of a property to the City's water system.

SAC. Is defined as the Sewer Access Charge. This is the initial hook up charge of a property to the City's sewer system.

14. **Maintenance not assessable.** Work and costs that are considered maintenance will not be assessed against the property. However, work that involves providing new materials or replacing materials in disrepair will be assessed against the property.
15. An assessable "**Residential Equivalent Unit**" as used in the application of assessments is defined as one parcel or lot with front frontage under 150 feet.

SECTION 6. METHODS OF ASSESSMENT.

There are different methods of assessment: per lot, adjusted front foot, area, and residential equivalent unit (REU) basis. The feasibility report will recommend one or a combination of these methods for each project, based upon which method would best reflect the benefit received for the area to be assessed. The City Council will select the preferred method of calculating the assessments at the time the project is ordered.

The following methods of assessment, as described and defined below, are hereby established as methods of assessment in the City:

A. "Adjusted Front Footage" Method of Assessment.

The "cost per adjusted front foot" method of assessment shall be based on the quotient of the "assessable cost" divided by the total assessable frontage benefiting from the improvement. For the purpose of determining the "assessable frontage," all properties, including governmental agencies, shall have their frontages included in such calculation.

The actual physical dimensions of a parcel abutting an improvement (i.e., street, sewer, water, etc.) shall not be construed as the frontage utilized to calculate the assessment for a particular parcel. Rather, an "adjusted front footage" will be determined. The purpose of this method is to equalize assessment calculations for lots of similar size. Individual parcels by their very nature differ considerably in shape and area. The following procedures will apply when calculating adjusted front footage. The selection of the appropriate procedure will be determined by the specified configuration of the parcel. All frontages will be measured from available plat and

section maps and will be rounded down to the nearest foot dimension with any excess fraction deleted.

1. Rectangular Interior Lots. The rectangular lot is defined as having no more than 5.0 feet difference between the front and rear lot lines. The adjusted front footage is the actual front footage of the lot. For rectangular lots whose frontage is greater than its depth, the “odd shaped lot” method shall be used.

2. Odd Shaped Lots. For odd shaped lots such as exist on cul-de-sacs and curved streets where there is more than 5.0 feet of difference between the front and rear lot lines, and where the lot frontage is greater than its depth, the “odd shaped lot” method of determining the adjusted front footage shall be used. The adjusted front footage shall be computed by dividing the area of the lot by 10,000 square feet to determine the equivalent number of front footage units in the parcel. The number of units multiplied by 75 feet will give the adjusted front footage.

3. Corner Lot Adjustment. For street assessments, the short side will be assessed the actual front footage. The long side will be assessed one-half the actual side footage or seventy-five (75) feet, whichever is greater. Sanitary sewer and water main will only be assessed on the short side of a corner lot.

B. “Area” Method of Assessment.

The “area” method of assessment shall be based on the number of square feet or acres within the boundaries of the appropriate property lines of the areas benefiting from the project. The assessment rate (i.e., cost per square foot) shall be calculated by dividing the total assessable cost by the total assessable area. On large lots, the City Engineer may determine that only a portion of the lots receives the benefit and may select a lot depth for the calculations equal to the benefit received.

All properties included in the benefited area, including other governmental areas, churches, etc., shall be assessable. The following items may be included in area calculations: public right-of-ways, and natural waterways, swamps and lakes and other wetlands designated by the Minnesota Department of Natural Resources or the City. The City Engineer will make a recommendation on the boundaries or parameters of the benefited area in the feasibility report.

C. “Per Lot” Method of Assessment.

The “per lot” method of assessment shall be based on equal assessment of all lots within the benefited area. The “assessment per lot” shall be the quotient of the “assessable cost” divided by the total assessable lots or parcels benefiting from the improvement. For the purpose of determining the “lots” or “parcels” all parcels, including governmental agencies, shall be included in such calculations.

D. Residential Equivalent Unit (REU) Basis.

1. Street and utility improvements shall be assessed by treating one residential parcel (lot) adjacent to the project as one Residential Equivalent Unit (REU). For large, sub-dividable residential lots, total REUs will be determined by dividing the front footage by 75 feet. The calculation shall be rounded down to the nearest whole number, unless a given frontage is less than 75 feet, in which case, round up to one REU.
2. For residential lots having two or more sides/frontages (corner lots and/or multi-sided lots), assess at a rate of 0.5 residential equivalent units per side. If the project only fronts one side of the lot, it shall be assessed 0.5 REUs. If the project fronts both sides of the lot, the assessment rate shall be 0.5 REUs per side for a total of one REU. For rectangular corner lots, the “front lot” shall be equal to the dimension of the shorter of the two sides of the lots (regardless of the orientation of the house). Residential corner lots shall be subject to multiple REUs if the lot is able to be sub-divided into multiple lots, with each potential lot needing a front footage of at least 75 feet and a total area of at least 10,000 square feet.
3. Street and utility improvements shall be assessed onto multi-family, commercial, industrial, or institutional lots/parcels as 1.2 residential equivalent units. For large multi-family, commercial, industrial, or institutional lots/parcels multiple units will be determined by dividing the front footage by 75 feet. The calculation shall be rounded down. Corner lots shall follow the same calculation procedure as residential.
4. Churches shall follow the same calculation procedure as residential (i.e. no multiplier shall be applied).

SECTION 7. STANDARDS FOR PUBLIC IMPROVEMENT PROJECTS.

The following standards are hereby established by the City to provide a uniform guide for improvements within the City.

A. Surface Improvements

Surface improvements shall normally include all improvements visible on or above the ground within the right-of-way, and includes, but is not limited to trees, lighting, sidewalks, signing; street surfacing, and accessory improvements such as drainage ponds and facilities.

Policy Statement. Prior to construction or completion of surface improvements, all utilities and utility service lines (including sanitary sewers, storm sewers, water lines, gas and electric service) shall be installed to all planned service locations such as residences or buildings.

When practicable, no surface improvements to less than both sides of a full block of street shall be approved except as necessary to complete partially completed improvements initiated

previously. If concrete curbing or curb and gutter is installed, it shall be installed at the same time as street surfacing.

B. Sub-Surface Improvements

Subsurface improvements shall normally include such items as water distribution, sanitary sewer and storm sewer lines and electric and gas utilities.

Main lines are the publicly owned and maintained lines or facilities such as trunk lines, interceptors, mains, and laterals. Service lines are those privately owned lines or facilities extending from the main line to the property line.

Policy Statement. Sub-surface improvements shall be made to serve current and projected land use. All installations shall conform to applicable standards established by local, state and/or federal agencies of competent jurisdiction. All installations shall also comply, to the maximum extent feasible, with nationally recognized standards such as those of the American Insurance Association.

Service lines from the lateral or trunk to the property line of all planned service locations such as residences or buildings or to the center of the empty lots shall be installed in conjunction with the construction of the mains.

SECTION 8. ASSESSMENT COMPUTATIONS.

The following is the typical city assessment for various specified improvements. City Council reserves the right to adjust the assessment policy as deemed necessary to align with the intended principle of the policy on a case-by-case basis.

A. Street Improvements

1. ***New Constructions.*** New streets may be assessed 100% to the abutting benefited properties. Street improvements will normally be assessed by the adjusted front foot method, however other methods may be utilized if conditions warrant. Cost of construction of streets shall be assessed based on the minimum design of 7-ton axle load in residential areas and 9-ton axle load in commercial and industrial areas. Oversizing costs which are incurred in excess of the above may be paid by: (1) State funds, (2) larger assessment rates to other benefited properties, (3) general obligation funds, or (4) any other method or combination of methods authorized by the City Council. Items associated with street construction include, but are not limited to, curb and gutter, driveways, drain tile, sidewalks, trails, turf restoration, signage, and striping.
2. ***Reconstruction.*** Street reconstructions may be assessed 25%. Each side of the street shall be assessed 12.5% to the abutting benefited properties.. Street reconstruction is defined as bituminous, base, and subgrade replacement. Items associated with street reconstruction include, but are not limited to, curb and gutter, driveways, drain tile, sidewalks, trails, turf restoration, signage, and striping. .

3. **Gravel Streets.** Upgrading of existing gravel street by adding pavement and curb and gutter is considered new construction and all costs may be assessed 100%.
4. **Reclaim Overlays and Mill and Overlays.** Reclaim overlays and mill and overlays shall be assessed at 25%. Each side of the street shall be assessed 12.5% to the abutting benefited properties.
5. **Seal Coats and Thin Overlays.** Sealcoats and thin overlays are not assessed.
6. **Alleys.** Upgrading existing gravel alleys by adding pavement may be assessed 100% to all lots abutting on the alley in the block being improved. Reconstructing existing paved alleys are 50% assessed.
7. **Frontage Roads.** Frontage road reconstructions may be assessed at 25%. Each side of the frontage road shall be assessed 12.5% to the abutting benefited properties. If there is only one side of the frontage road with benefiting properties, then those properties may be assessed at 25%. Reconstruction is defined as bituminous and subgrade excavation and replacement. New frontage roads shall be 100% assessed.

B. Storm Sewer Improvements

Storm sewers may be assessed on a project-by-project basis. Storm sewers in new subdivisions are considered an assessable improvement on an area basis.

Oversizing costs due to larger mains and larger appurtenances are paid for by a combination of availability charges, user charges and/or trunk area assessment charges. Trunk area storm sewer charges are levied as follows:

1. To all unplanted property at the time of platting,
2. To re-plats that have not been charged trunk area charges when the land was originally platted,
3. To re-plats that have been charged trunk area charges when the land was originally platted but where the use is increasing (only the cost difference based on current and prior use is charged).

Such charges may be set by the City Council at its discretion from time to time.

Normally, storm sewers may be assessed on an area wide basis (square foot or acres), but in certain situations the per lot method or adjusted front method may be utilized at the City Council's discretion.

The replacement of existing storm sewers is paid for by funding sources identified by the City Council.

C. Sanitary Sewer Assessments

Assessments for sanitary sewer in residential areas are based upon the cost of construction of 8 inch mains, which is the smallest size installed in residential areas of the City. Assessments for sanitary sewers in commercial and industrial areas are based upon a standard size of 12-inch mains.

Oversizing costs due to larger mains and larger appurtenances will be paid for by a combination of availability charges, user charges and/or trunk area assessment charges. Trunk area sanitary sewer charges shall be levied to all un-platted property at the time of platting and to re-plats that have not been charged trunk area charges when the land was originally platted. Such charges may be set by the City Council at its discretion from time to time. Services installed to individual properties are fully assessed to the benefiting property. After initial installation of the sanitary sewer lines, all repairs to the sanitary sewer lines will be the responsibility of the property owner from the main line to the house or business. This will include the restoring of blacktop street to the condition of city standards with inspection being done by the public works personnel.

Normally, gravity sewers are assessed on a per lot front footage method or an adjusted front footage method may be utilized at the City Council's discretion.

Parcels directly served by major trunk sewers or interceptors will be based on the cost of an 8" main; costs due to larger sizing in increased depth based on increased service area of the major trunk sewer or interceptor, will be City Cost. Lift stations, force mains and sewage treatment facilities are 100% city costs and not assessable.

The replacement of existing sanitary sewer mainlines may be assessed up to 25% with the remaining costs paid for by other funding sources identified by the City Council.

Individual service lines installed directly to specified properties are fully assessed directly to the benefited properties.

Assessments for properties that have existing municipal sanitary services, but do not have mainline sewers adjacent, across or up to their property lines, may be assessed up to 50% of the cost for the new mainline sanitary sewer with the remaining costs paid for by other funding sources identified by the City Council. 100% of the cost associated with replacing the service lines will be assessed to the benefited property.

Any existing service lines found to be defective or in need of replacement as part of a street reconstruction are replaced as part of the project and assessed directly to the property.

D. Water main Assessments

Assessments for water mains in residential areas are based upon the cost of construction of 6 inch mains, which is the smallest size installed in residential areas of the City. Assessments for water mains in commercial and industrial areas are based upon the standard size of 8-inch mains.

Oversizing costs due to larger mains and larger appurtenance are paid for by a combination of availability charges, user charges and/or trunk area assessment charges.

Trunk area water charges shall be levied to all un-platted property at the time of platting and to re-plats that have not been charged trunk area charges when the land was originally platted. Such

charges may be set by the Council at its discretion from time to time. Services installed to individual properties shall be fully assessed to the benefiting property.

Normally, water mains are assessed on a per lot front footage basis, but in certain situations an adjusted front footage method may be utilized at the City Council's discretion.

The replacement of existing water mains may be assessed up to 25% with the remaining costs paid for by other funding sources identified by the City Council.

Individual service lines installed directly to specified properties are fully assessed directly to the benefited properties.

Assessments for properties that have existing water services, but do not have mainline water mains adjacent, across or up to their property lines, may be assessed up to 50% of the cost for the new water main with the remaining costs paid for by other funding sources identified by the City Council. 100% of the cost associated with replacing the service lines will be assessed to the benefited property.

Any existing service lines found to be defective or in need of replacement, as part of the project, may be assessed directly to the property.

E. Street Boulevard Trees

All street boulevard trees installed as part of new street constructions or in reconstructing existing streets shall be included as part of the overall project costs included in the assessment calculations.

F. Street Lights

All costs incurred by the City for new streetlights, including all distribution costs, installed as part of constructing new streets or streetlights relocated as part of reconstructing streets may be included in the overall project costs and included in the assessment calculations. In new subdivisions, the City may require the developer to finance street light improvement rather than assessing the cost.

G. Other Improvements

Based on the City Council determination, any other improvements may be fully assessed or assessed in part.

SECTION 9. DEFERMENT OF SPECIAL ASSESSMENTS.

Subd. 1. The Council may defer the payment of any special assessment on homestead property owned by a person who is 65 years of age or older, or owned by a person who is a member of the Minnesota National Guard or other military reserves who is ordered into active military service,

as defined in MN Statute Section 190.05, Subd. 5b or 5c, as stated in the person's military orders, or who is retired by virtue of permanent and total disability, and the City Administrator is hereby authorized to record the deferment of special assessments where the following conditions are met:

1. The applicant must apply for the deferment not later than 90 days after the assessment is adopted by the City Council.
2. The applicant must be 65 years of age or older or retired by virtue of permanent and total disability.
3. The applicant must be the owner of the property.
4. The applicant must occupy the property as his principal place of residence.
5. The average annual payment for assessments levied against the subject property exceed one percent of the adjusted gross income of the applicant as evidenced by the applicant's most recent federal income tax return. The average annual payment of an assessment must be the total cost of the assessment divided by the number of years over which it is spread.

Subd. 2. The deferment shall be granted for as long a period of time as the hardship exists and the conditions aforementioned have been met. However, it shall be the duty of the applicant to notify the City Administrator of any change in his status that would affect eligibility for deferment.

Subd. 3. The entire amount of deferred special assessments shall be due within sixty days after loss of eligibility by the applicant. If the special assessment is not paid within the sixty (60) days, the City Administrator shall add interest at a per annum interest rate of two percent (2%) above the bond interest rate and the total amount of principal and interest shall be certified to the County Auditor for collection with taxes the following year. Should the applicant demonstrate to the satisfaction of the Council that full repayment of the deferred special assessment would cause the applicant particular undue financial hardship, the Council may order that the applicant pay within sixty days a sum equal to the number of installments of deferred special assessments outstanding and unpaid to date, including principal and interest, with the balance thereafter paid according to the terms and conditions of the original special assessments.

Subd. 4. The option to defer the payment of special assessments shall terminate and all amounts accumulated plus applicable interest shall become due upon the occurrence of any one of the following:

1. The death of the owner when there is no spouse who is eligible for deferment.
2. The sale, transfer or subdivision of all or any part of the property.
3. Loss of homestead status on the property.
4. Determination by the Council for any reason that immediate or partial payment would impose no hardship.

ORDINANCE NO. 100

AN ORDINANCE REQUIRING POINT-OF-SALE CERTIFICATION OF SANITARY SEWER SERVICE COMPLIANCE

Chapter 15 Regulation of Public Works and Improvements Section 4 Regulation of Water and Sewer Systems
Subd. 7

The City Council of the City of Silver Lake does ordain as follows:

SUBD. 7: POINT-OF-SALE CERTIFICATION OF SANITARY SEWER SERVICE COMPLIANCE (*Added July 2022*)(*Amended April 6, 2026*)

Effective January 1, 2023, no property owner with a connection to the City sanitary sewer shall sell, transfer or assign, or contract to sell the property without providing a copy from the city indicating compliance with the city's statutory sewer regulations, including regulations regarding the discharge of clear water.

1. Prior to closing, unless the property owner already has a completed sewer service inspection, the seller must obtain and submit a completed SEWER SERVICE COMPLIANCE INSPECTION form to the City. If a property owner has an approved compliance form which is less than 5 years old, a new sewer service inspection is not required.
2. Upon receipt of a properly executed Sewer Service Compliance Inspection form, the Public Works Supervisor shall determine whether the private service line is in compliance with City guidelines. All repairs shall be inspected for compliance by the Public Works Director and/or designee. The sanitary service shall be deemed to be in compliance with City guidelines for sanitary services if the sanitary line is in proper working order, as demonstrated by televising the sanitary service to the City's sanitary sewer line. In the event of multi-family residential, scaled commercial or industrial developments, this includes all private lines and potential sources of infiltration and inundation on the parcel. Also, there shall be no sump pumps, roof drains, or other non-domestic sewer connection to the sanitary line. The applicant shall be responsible for the cost of and scheduling of the inspection.
3. The City shall maintain a list of suggested Contractors provided by the Public Works Supervisor **that can** perform the Sewer Service Compliance Inspection **and/or repair**.
4. In the event that the transaction takes place when the ground is frozen or the seller cannot make the appropriate corrections, the proposed purchaser may take occupancy of the dwelling or structure prior to the approval of a Sewer Service Compliance Inspection ~~form~~, by filing **a properly an** executed written **escrow** agreement **by between** the seller and prospective purchaser. The prospective purchaser shall have one (1) year from the date of closing to complete the necessary corrective action. In order to obtain approval of a pending Sewer Service Compliance Inspection ~~form~~, an escrow shall be established at 1.5 times the estimated cost to complete the corrective action, **with the funds being held with either** the City or **with** the title company conducting the closing **and the agreement must include a copy of the repair estimate used to determine the escrow amount**.

5. A Sewer Service Compliance Inspection **certificate** issued under this ordinance shall be effective for five (5) years **from the date on which the system successfully passed the inspection.**
6. For structures constructed in the past ten (10) years, the Public Works Supervisor may, at his or her discretion, approve the Sewer Service Compliance Inspection without requiring televising the service line. A walk-through inspection will still be required.
7. Any property owner who fails to obtain a Sewer Service Compliance Inspection **or fails to complete the corrective action in the timeframe allowed** shall be subject to a civil penalty as determined by the City Council from time to time. Each month a property owner is in violation of this ordinance, it shall be deemed a separate offense. **Any property that is in violation of this ordinance for three months will have their water shut off and ~~declared uninhabitable~~ until all repairs are completed.**

SUBD. 8 MAINTENANCE AND REPAIR OF SANITARY SEWER LINES FOR INFLOW AND INFILTRATION (I&I) (*Amended Ordinance 100 May 20, 2024*)

Effective June 1, 2024, Public Works shall be allowed the right of entry to inspect the interior of any buildings or structures to confirm compliance with this ordinance for just cause including, but not limited to, city projects or visible defects, at which time Public Works will submit a completed SEWER SERVICE COMPLIANCE INSPECTION form to the City.

1. Every person owning improved real estate that discharges into the city's sanitary sewer system shall ensure that all lateral service sewer lines serving their property shall be maintained, replaced, repaired or altered in accordance with the Minnesota State Plumbing and Building Codes. Any expenses incurred to maintain compliance with this ordinance shall be the sole burden of the private property owner. Said private property owner's responsibility shall commence and include at the junction of the private service line with the trunk line and continue to and include the private residence, commercial structure, or other facility being serviced by said sanitary sewer service. Lateral service sewer lines shall be defined as any line connecting to a trunk line and intended to serve an individual property or properties.
2. Any repairs, maintenance, replacement or construction or alterations of sanitary sewer lines upon any private or public property, including all excavation, refill, repatching and repaving and graveling within the City of Silver Lake must be inspected for compliance by the Public Works Director and/or designee and must be in compliance with the Minnesota State Plumbing and Building Codes, as may be amended from time to time.
3. Except for proceedings undertaken for special assessments within the meaning of Minnesota Statutes Chapter 429 as amended, all repair, alteration and maintenance of any trunk sanitary sewer lines located within the City of Silver Lake shall be undertaken by the City of Silver Lake at its own cost and expense. All work shall be inspected for compliance by the Public Works Director and/or designee prior to covering any work. Trunk sanitary sewer line shall be defined as any main sanitary sewer line downstream from a manhole directly on that line.

4. The sanitary service shall be deemed to be in compliance with City guidelines for sanitary services if the sanitary line is in proper working order, as demonstrated by televising the sanitary service to the City's sanitary sewer line and meeting all of the requirements listed on the Sewer Compliance Inspection form that must be filed with the city. In the event of multi-family residential, scaled commercial or industrial developments, this includes all private lines and potential sources of infiltration and inundation on the parcel. Also, there shall be no sump pumps, roof drains, or other non-domestic sewer connection to the sanitary line. The City shall be responsible for the cost and scheduling of the inspection if the inspection is due to work being performed by the city. All costs or scheduling of the inspection due to visible defects or the result of improperly working sewer lines on the property shall be the responsibility of the property owner. Any person refusing to allow his or her property to be inspected shall immediately be in violation of this ordinance and shall be subject to a civil penalty as determined by the City Council from time to time. Each month a property owner is in violation of this ordinance shall be deemed a separate offense and will continue to be considered non-compliant until such a time as right of entry is granted and compliance with this ordinance is confirmed.

5. In the event that a violation is identified when the ground is frozen or the property owner cannot make the appropriate corrections at the time of the inspection, the property owner shall have one (1) year from the date of the inspection listed on the Sewer Compliance Inspection form filed with the city to complete the necessary corrective action. In the case of failure to make the necessary repairs within the time prescribed, the City shall hire a contractor to complete the necessary repairs at the expense of the owner. If not paid, the City Clerk/Treasurer shall certify such cost to the County Auditor as a special assessment against the property involved for collection in the same manner as other special assessments. As an additional or alternative remedy, the owners of any interest in said property and the occupant shall be jointly and severally liable for such costs and the costs will be recoverable in any action brought against any of them in the name of the City.

8. A Sewer Service Compliance Inspection **certificate** issued under this ordinance shall be effective for five (5) years **from the date on which the system successfully passed the inspection.**

The effective date of this Ordinance shall be immediately upon its passage and publication according to law.

Adopted by the City Council of the City of Silver Lake, Minnesota on this **April 6, 2026.**

Approved by: _____
 Bruce Bebo, Mayor

Attest: _____
 Diane E. Pedersen, City Clerk

Seal of the City:



Clarke Environmental Mosquito Management, Inc. 2026 Professional Services Outline for City of Silver Lake Environmental Mosquito Management Program

Part I. General Service

- A. Computer System and Record Keeping Database
- B. Public Relations and Educational Brochures
- C. Mosquito Hotline Citizen Response – (800) 942-2555
- D. Comprehensive Insurance Coverage for The City of Silver Lake
- E. Program Consulting and Quality Control Staff
- F. Monthly Operational Reports, Periodic Advisories, and Annual Report
- G. Regulatory compliance on local, state, and federal levels including NDPES Standards
- H. All Clarke ULV Spray Trucks are equipped with both Real Time GPS Tracking as well as the ability to pull past spray events to prove speed, amount applied, dosage, etc. by address to assist with citizen’s concerns

Part II. Adult Control

- A. Adulticiding in Residential Areas: Community-wide truck ULV treatment of all City Streets using Biomist® or synthetic pyrethroid insecticide: Any additional authorized treatments beyond the core program will be priced at \$580.00 per treatment.

- 11 – Weekly/Biweekly Treatments...\$514.00per = \$5,654.00** \$489 per/\$5379
+\$25per/\$275
5.11%
- 15 – Weekly Treatments...\$479.00per = \$7,185.00** \$456per/\$6840
\$23per/\$345
5.04%

- B. Adulticiding Operational Procedures
 1. Notification of community contact.
 2. Weather limit monitoring and compliance.
 3. ULV particle size evaluation.
 4. Insecticide dosage and quality control analysis.
 5. All ULV Trucks have GPS recording in case of citizen complaints.

****NPDES Permit:** A National Pollutant Discharge Elimination System (NPDES) permit is necessary for the execution of the work for mosquito control effective October 31, 2011. Any additional costs associated with activities and/or services that may be required by Clarke in order to comply with an NPDES permit are not included in this proposal.



**Clarke Environmental Mosquito Management, Inc.
2026 Client Agreement Authorization for City of Silver Lake
Environmental Mosquito Management Program**

I. Program Payment Plan: For Parts I and II as specified in the 2026 Professional Services Cost Outline. The payments will be due on June 1, July 1, August 1 and September 1 of 2026 according to the payment schedule below. Any additional treatments beyond the core program will be invoiced when the treatment is completed. The City of Silver Lake has the option to extend this program for 2027 and 2028 at rates not to exceed a 5% annual increase. New areas to be covered in 2027 - 2028 will be pro-rated to the program price at the rates in effect at the time.

ESTIMATED PROGRAM PAYMENT PLAN

- 11 – Weekly/Biweekly Treatments...\$514.00per = \$5,654.00
Invoiced June 1, July 1, August 1 and September 1 @ \$1,413.50 per month
- 15 – Weekly Treatments...\$479.00per = \$7,185.00
Invoiced June 1, July 1, August 1 and September 1 @ \$1,796.25 per month

** Minnesota sales tax is not included in above pricing and will be added at time of invoicing unless Sales Tax Exemption Certificate is on file **.

** When making payment up front in full please add 6.875% for tax

II. Approved Contract Period and Agreement:

Please check one of the following contract periods:

- 2026 Season
- 2026 – 2028 Seasons (Price not to exceed 5% over previous year)

For City of Silver Lake:

Sign Name: _____ Title: _____ Date: _____

For Clarke Environmental Mosquito Management, Inc.:

Name: Rob Olson Title: Control Consultant Date: 3/13/2026



**Clarke Environmental Mosquito Management, Inc.
2026 Client Information for the City of Silver Lake
Environmental Mosquito Management Program**

Administrative Information:

Invoices should be sent to:

Name: _____

Address: _____

City: _____ State: _____ Zip _____

Office Phone: _____ Fax: _____ P.O. # _____

Email Address: _____ County: _____

****In an effort to be more sustainable, we ask that you provide us with an e-mail address that the invoices should be sent to.****

Treatment Address (if different from above): County: _____

Address: _____

City: _____ State: _____ Zip _____

Contact Person:

Name: _____ Title: _____

Office Phone: _____ Fax: _____ E-Mail: _____

Home Phone: _____ Cell: _____ Pager: _____

Alternate Contact Person:

Name: _____ Title: _____

Office Phone: _____ Fax: _____ E-Mail: _____

Home Phone: _____ Cell: _____ Pager: _____

Please sign and return a copy of the complete contract for our files to:

Clarke Environmental Mosquito Management, Inc., Attn: Rob Olson
20061 Edison Circle East, Clearwater, MN 55320 or Email: rolson@clarke.com



Adult Mosquito Control with Optional Larval Control and Barrier Spray Services

Provided to:

City of Silver Lake, MN
March 16, 2026

Provided by:

Jason Scott, Contract Manager, MN, ND, SD
Vector Disease Control International, LLC
(VDCI)
Bloomington, Minnesota
612-997-0143

This proposal is respectfully submitted by VDCI for consideration of a professional service contract to provide mosquito control for the City of Silver Lake, Minnesota. We thank the City and its staff for considering our services and the opportunity to bid.

MOSQUITO CONTROL SERVICES – City of Silver Lake, MN

This Professional Services Agreement (“Agreement”) is made between:

City of Silver Lake, a Minnesota municipal corporation (“City”) and
Vector Disease Control International, LLC (VDCI) (“Contractor”).

1. PURPOSE

1.1 The purpose of this Agreement is to provide mosquito monitoring, prevention, and control services within the City of Silver Lake, Minnesota for the 2026 mosquito season.

1.2 Services shall be provided as described in **Exhibit B – Scope of Services** and compensation shall be provided as described in **Exhibit A – Compensation and Pricing Schedule**, both of which are incorporated into this Agreement.

2. PUBLIC PURPOSE

2.1 The City has determined that mosquito surveillance and control activities serve a legitimate public health and welfare purpose by reducing mosquito populations and mitigating the potential spread of mosquito-borne illnesses.

3. CONTRACTOR QUALIFICATIONS

3.1 Vector Disease Control International, LLC (VDCI) has provided mosquito abatement services to industrial clients and governmental entities throughout the United States and internationally since 1985.

3.2 VDCI’s technical staff includes:

- Three Medical Entomologists with Master of Science degrees in Entomology
- Five graduate biologists
- Highly trained field personnel with extensive mosquito abatement experience

All field personnel are licensed by the Minnesota Department of Agriculture in the category relating to mosquito control.

4. TERM OF AGREEMENT

4.1 This Agreement shall become effective upon receipt of a **Notice to Proceed issued by the City of Silver Lake** and shall remain in effect for **one (1) year covering the 2026 mosquito control season**.

4.2 At the conclusion of the initial term, the Agreement may be renewed for **up to four (4) additional one-year periods** upon mutual written agreement of the parties.

5. REGULATORY COMPLIANCE

Contractor shall comply with all applicable federal, state, and local laws including but not limited to:

Minnesota Department of Agriculture (MDA) licensing and pesticide regulations, Occupational Safety and Health Administration (OSHA) standards, Environmental Protection Agency (EPA) regulations, and National Pollutant Discharge Elimination System (NPDES) requirements.

6. LICENSES AND PERMITS

Contractor shall maintain all necessary licenses and permits required for the storage, transportation, and application of pesticides throughout the duration of this Agreement.

7. INSURANCE

Contractor shall maintain the following insurance coverage during the term of this Agreement:

Workers' Compensation – Statutory - Employer's Liability – \$1,000,000
Automobile Liability – \$1,000,000 Combined Single Limit per occurrence
Commercial General Liability – \$5,000,000 per occurrence (includes Contractor's Pollution coverage)
Excess / Umbrella Liability – \$5,000,000 per occurrence

Certificate of insurance shall be provided to the City upon request.

8. LIMITATION OF LIABILITY

The City recognizes that mosquito control services cannot guarantee the complete elimination of mosquitoes or mosquito-borne diseases.

Contractor shall not be liable for claims arising from mosquito bites or mosquito-borne illnesses occurring within the City.

9. INDEMNIFICATION

To the fullest extent permitted by Minnesota law, Contractor shall indemnify and hold harmless the City, its officers, employees, and agents from claims arising out of the negligent acts, errors, or omissions of the Contractor in the performance of this Agreement.

Nothing in this Agreement waives the municipal tort liability limits established under **Minnesota Statutes Chapter 466**.

10. INDEPENDENT CONTRACTOR

Contractor is an independent contractor and not an employee of the City.

11. DATA PRACTICES

Contractor shall comply with the **Minnesota Government Data Practices Act (Minnesota Statutes Chapter 13)**.

12. IMMIGRATION COMPLIANCE

Contractor shall comply with all applicable federal immigration laws and ensure that employees performing work under this Agreement are authorized to work in the United States.

13. CONFLICT OF INTEREST

Contractor represents that no conflict of interest exists that would impair the performance of services under this Agreement.

14. ASSIGNMENT

Contractor shall not assign or transfer this Agreement without prior written consent of the City.

15. FORCE MAJEURE

Neither party shall be liable for failure to perform its obligations when such failure is due to events beyond its reasonable control including acts of God, natural disasters, war, civil disturbance, or government action.

16. TERMINATION

Either party may terminate this Agreement **with or without cause upon thirty (30) days written notice to the other party**. The City shall compensate Contractor for services satisfactorily performed through the termination date.

17. GOVERNING LAW

This Agreement shall be governed by the laws of the **State of Minnesota**.

18. SEVERABILITY

If any provision of this Agreement is found invalid, the remaining provisions shall remain in effect.

19. ENTIRE AGREEMENT

This Agreement, including **Exhibit A and Exhibit B**, constitutes the entire agreement between the parties.

20. SIGNATURES

IN WITNESS WHEREOF, the parties have executed this Agreement.

CITY OF SILVER LAKE

By: _____

Name:

Title:

Date:

VECTOR DISEASE CONTROL INTERNATIONAL, LLC

By: _____

Name: Jason Scott

Title: Contract Manager

Date:

EXHIBIT A – COMPENSATION AND PRICING SCHEDULE

Page 1 of 1

City of Silver Lake – Mosquito Control Services - 2026

Citywide ULV Adult Mosquito Control

\$512.00 per citywide spray
Seasonal Program: T B D

Additional spray events: \$512.00 per event

Mosquito Larvicide Treatments (Optional)

\$210.00 per treated acre

Minimum billing: 1 acre (\$210)

Additional increments: Billed at \$52.50 per ¼ acre

Includes surveillance every 14–21 days and retreatment when necessary.

Perimeter Barrier Spray (Optional)

\$397.00 per lineal mile

Minimum billing: 1 lineal mile (\$397)

Additional: Billed at \$99.25 per ¼ mile

Payment Schedule:

May 15 – TBD + optional services

June 15 – TBD + optional services

July 15 – TBD + optional services

City of Silver Lake – Mosquito Control Services - 2026

Adult Mosquito Control

Adult mosquito control shall be performed using **vehicle-mounted Ultra-Low Volume (ULV) sprayers**.

Primary Schedule: TBD

Alternate Schedule: TBD

Vehicles will include GPS tracking and onboard systems recording spray activity including location, time, speed, and operational status.

Mosquito Surveillance and Larval Control (OPTIONAL)

Contractor personnel will inspect the City for mosquito larvae and potential larval sites.

Identified larval habitats may be treated with larvicide to suppress mosquito populations before reaching adulthood.

Biological control methods such as **minnow relocation** may be used where appropriate.

Perimeter Barrier Treatments (OPTIONAL)

Barrier treatments may be conducted using ATV and/or backpack sprayers applying a pyrethroid insecticide for residual adult mosquito control.

Mosquito Population Threshold for Spraying

Mosquito population thresholds may be used to determine when adult mosquito spraying events are initiated. Threshold standards may be based on guidance or best practices established by the Centers for Disease Control and Prevention (CDC), state health departments, or recognized mosquito control industry standards.

Threshold Level for Spray Activation:

N/A for this Agreement.

The parties may establish threshold levels in future agreements or by written amendment to this Agreement.

City of Silver Lake – Mosquito Control Services - 2026

Operational Spray Authorization

Prior to scheduled adult mosquito control applications, Contractor shall evaluate mosquito surveillance data, weather conditions, and other relevant operational factors.

Contractor shall notify the City if conditions indicate a scheduled spray event may be unnecessary or ineffective. The City reserves the right to authorize, postpone, or cancel any scheduled spray event based on operational conditions, surveillance data, or other related factors.

Nothing in this section requires the City to cancel or postpone scheduled spray events under the current agreement structure. This provision is intended to provide operational flexibility and support data-driven mosquito control practices.

Larval Source Reduction Priority

Mosquito control activities should prioritize larval source reduction whenever feasible.

Surveillance Reporting

Contractor shall provide seasonal mosquito surveillance summaries to the City upon request.

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Silver Lake City Clerk

From: Jason Scott <jason.scott@vdc.net>
Sent: Wednesday, March 25, 2026 4:22 PM
To: Silver Lake City Clerk
Subject: Re: 2026 Mosquito Control Proposal - Jason @ VDCI

Hi Diane,

Here is the new quote, with one caveat. The caveat is whether we can secure a contract in the Silver Lake area. We are bidding on the Lester Prairie contract. If that contract goes through, we can offer the following lower price quote.

Here is the revised quote based on 7.25 miles of streets:
11 sprays for the 2026 season.
\$468.06 / spray (\$64.56/mile)
\$5,148.66* per season.

*-3% discount if paid in full prior to the season. \$4,993.62

FOLLOW-UP Questions from the meeting:

1) Does VDCI offer homeowner treatments? Offer at discounted rates to community?

- Not at this time. Recommendation: Hose end sprayers with 2.5% Permethrin work very well and last up to 30 days. Plus, it is not very expensive.

2) Does VDCI spray for aphids?

- No. We focus on public health pests. Aphids are very hard to control because they have developed a resistance or immunity to certain insecticides. The recommendation is an Insecticidal Soap Spray or to mix 1 tablespoon of dish soap in 1 quart of water (or equivalent). Or a natural pyrethrin spray such as Bonide Pyrethrin Garden Insect Spray.

Let me know if you have any questions.

Have a nice evening!
Jason

On Wed, 25 Mar 2026 at 14:21, Silver Lake City Clerk <cityclerk@cityofsilverlake.org> wrote:

Jason,

Do you have an updated quote for me that I can include in the council packet?

Respectfully,

City of Silver Lake

Student Liaison to the City Council – Job Description

Position Type: Appointed Student Representative (Non-Voting)

Term: One School Year (September–May), with possible renewal

Meetings: One Meeting per month (typically 3rd Monday 6:30-7:30pm)



Position Summary

The Student Liaison to the City Council serves as a connection between the City Council and the local student community. The liaison attends City Council meetings, provides reports on school activities, offers a student perspective on community topics, and partners with the city council for special projects. The position is advisory in nature and does not include voting authority.

Primary Responsibilities

- Attend City Council meetings
- Provide brief reports on school events, student activities, achievements, & upcoming calendar items.
- Share student perspectives on community issues affecting youth.
- Serve as a communication link between students, schools, and city leadership.
- Maintain professionalism and follow City Council meeting rules and decorum.
- Represent students respectfully at community or city events when requested.
- Complete special projects assigned by the City Council in timely manner

Qualifications

- Enrolled in grades 10–12 at Glencoe Silver Lake High School
 - Preference given to resident of Silver Lake
- Demonstrates strong communication skills, reliability, and leadership potential.
- Interest in government, leadership, or community service

Authority and Limitations

The Student Liaison is a non-voting participant and serves at the pleasure of the City Council. The liaison may offer student perspective at city council meetings when recognized and must comply with all city policies.

Benefits

Hands-on experience in local government, leadership development, public speaking experience, resume-building civic service, and increased understanding of municipal operations.

Application Process

Interested student(s) must submit a completed application for this position through Glencoe Silver Lake High School.

School Contact:

Mr. Brook Magnason - brmagnuson@gsl.k12.mn.us

Phone: (320)-864-2445

Silver Lake City Council Contact:

Ted Gehring - council.gehring@cityofsilverlake.org

Phone: 763-257-5312

Appointment

Appointment of this position is made by the City Council.

City of Silver Lake

Student Liaison to the City Council – Application

Applicant Name (Last, First): _____

Graduation Year: _____

Address: _____

Resident of Silver Lake (Y/N): _____

Phone: _____

Email Address: _____

Can you commit to fulfilling the responsibilities below? (Y/N) _____

- Attend City Council meetings
- Provide brief reports on school events, student activities, achievements, & upcoming calendar items.
- Share student perspectives on community issues affecting youth.
- Serve as a communication link between students, schools, and city leadership.
- Maintain professionalism and follow City Council meeting rules and decorum.
- Represent students respectfully at community or city events when requested.
- Complete special projects assigned by the City Council in timely manner

What interests you about the Student Liaison position?

Are there any special projects that you would like to work with the city council on to complete?

Recommendation Signature from School Advisor:

Parental Permission to Apply:

Name: _____

Name: _____

Signature: _____

Signature: _____

**Please submit a completed application to Glencoe Silver Lake High School American Government teacher.
Your teacher will forward your application to the Silver Lake City Council on your behalf.*

Mr. Brook Magnason - brmagnuson@gsl.k12.mn.us

Phone: (320)-864-2445

Department Business

Public Works Department

REQUEST FOR COUNCIL ACTION

MEETING

DATE: 4/6/26

AGENDA SECTION: Department Business	ORIGINATING DEPT: Public Works	ITEM NO.
ITEM DESCRIPTION: Street Patching		PREPARED BY: Chris Penaz

COUNCIL ACTION REQUESTED

1. Request to perform street patching in the following areas at a cost not to exceed \$10,000 street patching budget:
 - a. Auditorium
 - b. MLS
 - c. Gehlen
 - d. Park
 - e. Frank St

2. The funds will come from Fund #411 Public Works Streets Improvement.
 - a. Checking \$14,796
 - b. Savings \$25,207
 - c. CD \$21,669
 - d. Total Balance \$61,672

COUNCIL ACTION: Motion by: _____ Second by: _____ to:

Account Balances
Mar-26

Fund	Account #	2/26/2026	10100		10104			10105		Total Investments (Savings+CD's) Balance	Total Fund Balance	Change from Last Month		
			Transfer from Checking to Savings	Current Checking Balance	Savings	Current Savings Balance	Transfer from Savings to Checking	Transfer from Savings to Investments	Current CD Balances				Current CD Balances with Transfers	
101 General		388,455.69		579,455.69	403,479.09	212,479.09	191,000.00	1,381.87	1,381.87	213,860.96	793,316.65	(37,870.81)		
204 Ambulance Department		(79,989.85)		(66,989.85)	13,491.51	491.51	13,000.00	0.00	0.00	491.51	(66,498.34)	(9,525.93)		
205 Fire Department		99,889.95	75,000.00	24,889.95	72,604.59	147,604.59		0.00	0.00	147,604.59	172,494.54	(6,762.65)		
317 2013A GO Improvement Bonds		4,092.24		4,092.24	0.00	0.00		0.00	0.00	0.00	4,092.24	0.00		
318 2025A Bond Anticipation Note		35,000.00		35,000.00	0.00	0.00		0.00	0.00	0.00	35,000.00	0.00		
319 2025B Bond Anticipation Note		22,000.00		22,000.00	0.00	0.00		0.00	0.00	0.00	22,000.00	0.00		
404 Public Works Equipent		32,685.23	40,000.00	7,685.23	30,437.49	55,437.49	15,000.00	0.00	0.00	55,437.49	63,122.72	(31,000.00)		
405 Parks & Swimming Pool		106,939.72	75,000.00	31,939.72	1.28	75,001.28		0.00	0.00	75,001.28	106,941.00	0.00		
407 Police Squad		(32.43)		(32.43)	0.00	0.00		64,073.73	64,073.73	64,073.73	64,041.30	0.00		
408 Ambulance Unit		5,000.00		5,000.00	0.00	0.00		95,706.74	95,706.74	95,706.74	100,706.74	0.00		
411 Public Works Streets Improvement		39,796.42	25,000.00	14,796.42	207.47	25,207.47		21,668.51	21,668.51	46,875.98	61,672.40	0.00		
414 Police Forfeiture Fund		405.08		405.08	3,551.03	3,551.03		0.00	0.00	3,551.03	3,956.11	0.00		
416 Auditorium Repair		26,073.93	20,000.00	6,073.93	20,435.62	40,435.62		6,539.05	6,539.05	46,974.67	53,048.60	0.00		
417 Grove Avenue Reconstruction		(0.11)		(0.11)	0.00	0.00		0.00	0.00	0.00	(0.11)	0.00		
418 Main Street Project		0.00		0.00	0.00	0.00		0.00	0.00	0.00	0.00	0.00		
419 Infrastructure Improvement Project		928,942.17	700,000.00	228,942.17	0.00	700,000.00		0.00	0.00	700,000.00	928,942.17	(1,343.60)		
607 Water Fund		(155,557.63)		(85,557.63)	73,540.80	3,540.80	70,000.00	500,000.00	500,000.00	503,540.80	417,983.17	(699.73)		
608 Sewer Fund		(152,997.42)		(37,997.42)	118,137.77	3,137.77	115,000.00	485,204.48	485,204.48	488,342.25	450,344.83	(1,343.08)		
609 Storm Sewer Fund		128,096.28	75,000.00	53,096.28	20,291.67	95,291.67		0.00	0.00	95,291.67	148,387.95	0.00		
610 Liquor Fund		(22,712.56)		2,287.44	76,103.42	51,103.42	25,000.00	103,209.65	103,209.65	154,313.07	156,600.51	(18,624.57)		
801 Fire Department Trust Fund		46,212.20	35,000.00	11,212.20	25,726.67	60,726.67		89,175.07	89,175.07	149,901.74	161,113.94	0.00		
803 Economic Development Authority		23,019.08	20,000.00	3,019.08	58,273.26	78,273.26		0.00	0.00	78,273.26	81,292.34	0.00		
804 Ambulance Equipment & Training		42,662.30	35,000.00	7,662.30	10,290.74	5,290.74			40,000.00	26,604.43	66,604.43	71,895.17	79,557.47	(3,766.20)
Total		1,517,980.29	1,100,000.00	846,980.29	926,572.41	1,557,572.41	429,000.00	40,000.00	1,393,563.53	1,433,563.53	2,991,135.94	3,838,116.23	(110,936.57)	
				Balance NO Investments						Cash Balance Investments Total				
Interest Rate				0.15%		3.25%				3.75%				

City Hall Data/ City Clerk/ Clerk's Office/ Council Reports-Montly/ Cash-Savings-Investment Balances

Municipal Liquor Store & Auditorium

REQUEST FOR COUNCIL ACTION

MEETING

DATE: 4/6/26

AGENDA SECTION: MLS	ORIGINATING DEPT: MLS	ITEM NO.
ITEM DESCRIPTION: Closing main street for Muni Jam		PREPARED BY: Jarrett W.

COUNCIL ACTION REQUESTED:

It is being requested that the city council approve closing Main Street from PrinsBank to Lake Ave, on May 9th, 2026, at approximately 9am – 9pm for Muni Jam. Silver Lake Fire Department & Ambulance Department will be made aware, and they are already familiar with available routes as needed, in case of emergencies. The McLeod County permit has been submitted and approved.

COUNCIL ACTION: Motion by: _____ Second by: _____ to:

Right of Way (Utility or Special Use) Permits Special Use Permit Permit# 2026R-009, UID# 3951
App. Status: Active
Valid: 05/09/2026 - 05/09/2026

McLeod County Public Works
1400 Adams Street SE
Hutchinson, MN 55350
Phone: (320) 484-4321
Fax: (320) 234-6971
mcleod.highway@co.mcleod.mn.us

Information

Event Date(s): 05/09/2026 to 05/09/2026

Location

Municipality: Silver Lake

Location, Time, Purpose and Narrative of Event: 200 Main St W Silver Lake. 9am-9pm. Closure of Main St from Lake Ave to American Legion for Muni Jam music and food truck event. Event begins at 11am and street will be closed until music ends and cleaned up by 9pm.

Site(s):

Highway	From	To
16	Lake Ave	American Legio

Map:



Applicant

Name:
Jarrett Whitney
 Company name:
Silver Lake Municipal Liquor Store (The Muni)
 Title:
General Manager
 Phone:
(320) 273 - 2777
 Email:
mlsmanager@cityofsilverlake.org
 Company address:
200 Main St W
Silver Lake MN 55381

Applicant name:

Terms

GENERAL

McLeod County must be listed as "Additional Insured" on insurance.
Permission is granted for an event or procession on the above referenced highway, subject to the following provisions:
1. That a specific time and date is set for the event and such use shall not exceed six hours, unless approved by Engineer in Special Provisions.
2. That all participants and event officials will obey all Minnesota and Local Laws pertaining to the use of highway right of way.
3. That adequate police coverage of the event is available. Coordination with local police and the Sheriff Department is required.
4. If signing is necessary to mark the event route, traffic control signs must conform to the latest edition of the Minnesota Manual of Uniform Traffic Control Devices. (MMUTCD).
5. No buildings, tents or other encroachments are permitted within highway right of way without permission.
6. The local community or sponsoring organization is responsible for all the costs involved, including, providing any law enforcement coverage if needed for traffic control.
7. Agree to indemnify, save, and hold harmless the County of McLeod and all its agents and employees of whatsoever nature or character arising out of any problems, accidents, or other issues associated with the event.
8. Must provide notification to affected Township(s) of the event details (date, time, route, etc.) prior to the event.

Invoice #3295 (03/31/2026)

Charge	Cost	Quantity	Total
Grand Total			
			Total
			\$0.00
			Due
			\$0.00

Approvals

	Approval	Signature
Applicant		Jarrett Whitney - 03/31/2026 11:44 AM b765d28164eb6908c6f4196b65f4d2da 612b4f0e5d7fc8ec871e714f404815e0
#1 County Engineer/Designee		JADEN EVENSON - 03/31/2026 12:10 PM b453da35d843566e5a10da221515a791 4005fb91f44b24405816376c158f5abe

REQUEST FOR COUNCIL ACTION

MEETING

DATE: 4/6/26

AGENDA SECTION: MLS	ORIGINATING DEPT: MLS	ITEM NO.
ITEM DESCRIPTION: Live music timing exception		PREPARED BY: Jarrett W.

COUNCIL ACTION REQUESTED:

It is being requested that the city council approve an exception to the “Live Music” ordinance outside of the hours of 2pm-1am as shown in Chapter 13 of the City of Silver Lake Ordinance Code 1986 (Section 2, Subd.2.). Muni Jam live music events will start at approximately 12pm on May 9th and continue through approximately 8pm outside.

COUNCIL ACTION: Motion by: _____ Second by: _____ to:

REQUEST FOR COUNCIL ACTION

MEETING

DATE: 4/6/26

AGENDA SECTION: MLS	ORIGINATING DEPT: MLS	ITEM NO.
ITEM DESCRIPTION: Closing MLS parking lot for Muni Jam		PREPARED BY: Jarrett W.

COUNCIL ACTION REQUESTED:

It is being requested that the city council approve closing the parking lot of the MLS for Muni Jam. The side parking will be used for food truck set up and a portion of the rear lot will be used for employee and set up purposes, limiting actual parking spaces to approximately 10 spaces.

COUNCIL ACTION: Motion by: _____ Second by: _____ to:

Administration

City of Silver Lake 2026 Fee Schedule

Photocopies and Other Misc.	Fee
Copies	\$0.25
Send Fax (1st Page)	\$5.00
Each Additional Page	\$1.00
Receive Fax (1st Page)	\$2.00
Each Additional Page	\$0.50
Return Check fee	\$30.00
Assessment Search	\$20.00
City Maps	
8.5X11	free
11X17	free
24X36	\$5.00
Publications	Cost plus tax
Civil Penalty (per offense)	\$100.00

Business Licenses	Fee
Fee required at time of application. Issuance subject to Council approval. All licenses and permits expire at midnight, December 31st of the license year unless otherwise noted. Fees are not prorated for partial terms.	
Liquor On-Sale	\$2,500.00
Club Liquor On Sale	\$300.00
Liquor On-Sale (temporary per day)	\$25.00
Wine On-Sale	\$150.00
3.2 Beer on-sale	\$150.00
3.2 Beer off-sale	\$25.00
3.2 Beer on-sale (temporary 1st day)	\$25.00
(each additional day)	\$10.00
Gambling approvals	\$25.00
Dance/Live music	\$25.00
Cannabis Retail Registration Fee	\$500.00
Cannabis Retail Renewal Fee	\$1,000.00
Lower-Potency Hemp Edible Retail Registration	\$125.00
Lower-Potency Hemp Edible Retail Renewal - Annual	\$125.00

Transient merchants, Peddlers, Solicitors	Fee
per day	\$30.00
per week	\$50.00
per month	\$75.00
per year	\$200.00
Multi-Unit Housing Certificate (per unit)	\$25.00
Multi-Unit Housing Special/Re-Inspection	\$50.00
Garbage Hauler Application Fee	\$50.00

City of Silver Lake 2026 Fee Schedule

Building and Zoning	Fee
Building Permit	1997 Code + 10%
General permit	\$50.00 + State Surcharge
Heating/Air Conditioning Permit	See Building Code Fee Schedule
Plumbing Permit	See Building Code Fee Schedule
Plan Review	65% of Bldg. Permit Fee
Plan Review Deposit	Cost of Plan Review Fee
Copy of Zoning Ord.	\$10.00
Copy of Subd. Ord.	\$5.00
Permit Renewal (if no changes are made to original)	1/2 the original permit fee

Zoning and Subdivision	Fee
Fees collected at the time application is submitted for City review. Fees cover the cost of staff time, office supplies, telephone calls, etc. Additional fees or deposits against out of pocket costs by the City may also apply. Refund of fee less 50% if applicatin is withdrawn a minimum of two weeks prior to meeting.	
Appeals	no charge
Conditional Use Permit Application	\$150.00
Rezoning/Amendment application	\$150.00
Variance Application	\$150.00
Prelininary Plat:	
a) Initial Application	\$100.00
(plus per lot fee)	\$5.00
b) Reapplication	\$50.00
Final Plat:	
a) Initial Application	\$50.00
(plus per lot fee)	\$2.50
b) Reapplication	\$25.00
Replat:	
a) Initial Application	\$50.00
b) Reapplication	\$25.00
Minor Subdivision:	
a) Initial Application	\$50.00
b) Reapplication	\$25.00
Annexation Petition	\$500.00

City of Silver Lake 2026 Fee Schedule

Water, Sewer Storm Sewer Utility:

Fee

Billed Monthly. Sales tax charged on commercial accounts. Past due accounts subject to a penalty.

Water Base Charge (monthly); Two charged if additional CUP line is approved	\$15.50
Water Usage Charge (per 1,000 gals.)	\$12.50
State testing fee (monthly) State Mandated	\$0.81
Sewer Base Charge (monthly); Two charged if additional CUP line is approved	\$15.50
Sewer Usage Charge (per 1,000 gals.)	\$11.00
<i>(Additional Water & Sewer Base Fees charged to properties with a second service run from the main residence per City Ordinance)</i>	

Bulk Water Rate for work completed within city limits / work outside city limits but within the fire district (per 1,000 gallons)	\$15/1000 gallons / \$50 fee + \$50/1000 gallons
Meter Rental per month for Bulk Water Purchases	\$60.00
Sewer hook-up (initial unit)	\$2,500.00
(Each additional multi family unit)	\$500.00
Water meter (including remote)	City Cost + 5%
Water hook-up (initial unit)	\$2,500.00
(additional units)	\$500.00
Utility Finalization Fee (billed when closing date changes but City office is not notified and account is finalized with incorrect closing date)	\$50.00
Water turn on Charge	\$50.00
Water turn off Charge	\$50.00
Monthly late penalties	5.00%
Storm Water Utility Basic System Rate	\$15.00
Certify to taxes	30.00%

Fee

Storm Water Utility Varies

REF Rate x Basic System Rate (\$15.00)=Monthly SWU Fee

<u>Classification</u>	<u>Land Use</u>	<u>REF Rate</u>
<u>Residential Lots</u>		
1	Apartment Units	
	apartment - (each unit)	0.25
	<u>or</u> to apartment owner based upon non-residential square footage below	
2	Single Family Residential	1.0
3	Twin Home (each unit)	1.0
4	Four Plex (each unit).	0.5
5	Single Family Manufactured Home in Manufactured Housing Park	0.25
<u>Non-Residential Lots</u>		
6	up to 7,000 square feet	2.0
7	7,001 to 14,520 square feet	3.0
8	14,521 to 43,560 square feet	4.0
9	43,560 to 87,160 square feet	8.0
10	87,161 to 174,240 square feet	12.0
11	over 174,241 square feet	16.0

City of Silver Lake

2026 Fee Schedule

12

Vacant Lot (no structures/no hard surface) . 0.0

Ambulance Service	Fee
Base Charge (Normal)	\$1,100.00
Mileage (per loaded mile)	\$23.00
Supplies	\$0.00
Ambulance Report each (one provided free to patient)	\$5.00
Advanced Life Support (ALS) Intercept	\$1,500.00

Police Services	Fee
	\$75/hour for each officer
Special Police Services (public dance protection)	
Police Reports	\$5.00

Public Works Department	Fee
Labor & Equipment (per hour) ie. Snow removal/cleanup	\$100.00
Administrative Fee (Billing)	\$25.00
Administrative Fee (Assessment Prep)	\$25.00

Auditorium	Fee
Upper or Lower Level (Kitchen included) hourly rate with 2 hour minimum	\$35/hour
Lower Level - All Day (Kitchen included)	\$300.00
Upper Level - All Day (Kitchen Included)	\$300.00
Upper Level All Day with Bar Open	\$350.00
Wedding Reception - Includes rental of entire facility	\$550.00
Extra Day for Decoration or Setup (Each Day prior to Booked Event)	\$75.00
Extra Day for Clean-up (Day after Booked Event)	\$75.00
Bartender (per bartender/per hour - for all events where the bar is open)	\$25.00
Bar Use Fee for Charity and Non-Profit Events	\$50.00
Custodial Fee for Charity and Non-Profit Events	\$50.00
Hold the Date Deposit (to be applied to total bill)	\$100.00
Damage Deposit	\$100.00

City of Silver Lake 2026 Fee Schedule

Bruce Maresh Aquatic Center

Fee

Pool Passes

--Family Season Pass (up to 5 per household) Children ages two and under are free but must be listed	\$240 for family of 5 +\$40/each additional
--Individual Season Pass - Children ages two and under are free	\$80.00
--Daily Pass - Children ages two and under are free	\$6.00

Swim Lessons

--All Ages	\$60.00
--Age 5 and up	-
--Toddler, Preschool & Ages 3-4	-
--Semi-Private and Private Lessons	\$80.00
Pool Rental - 1 hour with 2 Lifeguards for up to 60 people	\$175.00
Additional Lifeguard for Rental (per hour)	\$25.00

Summer Recreation Program

Fee

Annual Fee for Ball Field Rental	\$250.00
Summer Recreation	\$65.00
K-2 Baseball	\$35.00
Upper Level Baseball	\$120.00
Football Camp	\$15.00

REQUEST FOR COUNCIL ACTION

MEETING

DATE: 4/6/26

AGENDA SECTION: New Business	ORIGINATING DEPT: Admin	ITEM NO.
ITEM DESCRIPTION: Request to Approve Lower-Potency Hemp Retail Licenses		PREPARED BY: DP

COUNCIL ACTION REQUESTED

1. Request to approve 2026 Lower-Potency Hemp Retail License for

- a. MLS
- b. BFK Management DBA Molly’s Café.

Applications have been approved by the MN Office of Cannabis Management.

COUNCIL ACTION: Motion by: _____ Second by: _____ to:

REQUEST FOR COUNCIL ACTION

MEETING

DATE: 4/6/26

AGENDA SECTION: Dept Business	ORIGINATING DEPT: Admin	ITEM NO.
ITEM DESCRIPTION: Request to hire Pool Manager & Lifeguards		PREPARED BY: Diane P.

COUNCIL ACTION REQUESTED:

1. Request to hire Anna Plath as a lifeguard
 - a. Request to hire Anna at Grade 10 Step 0 \$12.27 per hour.
 - b. Anna will be attending Lifeguard training this spring.

COUNCIL ACTION: Motion by: _____ Second by: _____ to:

LOWER-POTENCY HEMP EDIBLE RETAILER LICENSE

CITY OF SILVER LAKE
LPDIS-L25-000692

Active Site Registrations

- LPDIS-L25-000692-01: 200 W Main Street, Silver Lake, MN 55381

Approved Business Activities*

- LPHE retailer operations endorsement

**The business activities listed on this license are approved for the overall business, but may not be approved for each individual site.*



License Number: LPDIS-L25-000692

Effective Date: February 18, 2026

Expiration Date: February 18, 2027

Scan for more information on this licensed business.



Eric Taubel
Director

The establishment listed above has been issued a lower-potency hemp edible retailer license by the Minnesota Office of Cannabis Management. This license has been issued under the authority of Minnesota Statutes, chapter 342.



LOWER-POTENCY HEMP EDIBLE RETAILER

BFK MANAGEMENT INC.
LPDIS-L25-001391-01
808 Highway 7
Silver Lake, MN 55381

Approved Business Activities

- LPHE retailer operations endorsement
- On-site consumption endorsement (LPHE)

**The business activities listed on this license are approved for the overall business, but may not be approved for each individual site.*



License Number: LPDIS-L25-001391

Effective Date: March 06, 2026

Expiration Date: March 06, 2027

[Scan for more information on this licensed business.](#)

A handwritten signature in black ink that reads 'Eric Taubel'.

Eric Taubel
Director

The establishment listed above has been issued a lower-potency hemp edible retailer by the Minnesota Office of Cannabis Management. This license has been issued under the authority of Minnesota Statutes, chapter 342.

Account Balances
Mar-26

Fund	Account #	2/26/2026	10100		10104			10105		Total Investments (Savings+CD's) Balance	Total Fund Balance	Change from Last Month		
			Transfer from Checking to Savings	Current Checking Balance	Savings	Current Savings Balance	Transfer from Savings to Checking	Transfer from Savings to Investments	Current CD Balances				Current CD Balances with Transfers	
101 General		388,455.69		579,455.69	403,479.09	212,479.09	191,000.00	1,381.87	1,381.87	213,860.96	793,316.65	(37,870.81)		
204 Ambulance Department		(79,989.85)		(66,989.85)	13,491.51	491.51	13,000.00	0.00	0.00	491.51	(66,498.34)	(9,525.93)		
205 Fire Department		99,889.95	75,000.00	24,889.95	72,604.59	147,604.59		0.00	0.00	147,604.59	172,494.54	(6,762.65)		
317 2013A GO Improvement Bonds		4,092.24		4,092.24	0.00	0.00		0.00	0.00	0.00	4,092.24	0.00		
318 2025A Bond Anticipation Note		35,000.00		35,000.00	0.00	0.00		0.00	0.00	0.00	35,000.00	0.00		
319 2025B Bond Anticipation Note		22,000.00		22,000.00	0.00	0.00		0.00	0.00	0.00	22,000.00	0.00		
404 Public Works Equipent		32,685.23	40,000.00	7,685.23	30,437.49	55,437.49	15,000.00	0.00	0.00	55,437.49	63,122.72	(31,000.00)		
405 Parks & Swimming Pool		106,939.72	75,000.00	31,939.72	1.28	75,001.28		0.00	0.00	75,001.28	106,941.00	0.00		
407 Police Squad		(32.43)		(32.43)	0.00	0.00		64,073.73	64,073.73	64,073.73	64,041.30	0.00		
408 Ambulance Unit		5,000.00		5,000.00	0.00	0.00		95,706.74	95,706.74	95,706.74	100,706.74	0.00		
411 Public Works Streets Improvement		39,796.42	25,000.00	14,796.42	207.47	25,207.47		21,668.51	21,668.51	46,875.98	61,672.40	0.00		
414 Police Forfeiture Fund		405.08		405.08	3,551.03	3,551.03		0.00	0.00	3,551.03	3,956.11	0.00		
416 Auditorium Repair		26,073.93	20,000.00	6,073.93	20,435.62	40,435.62		6,539.05	6,539.05	46,974.67	53,048.60	0.00		
417 Grove Avenue Reconstruction		(0.11)		(0.11)	0.00	0.00		0.00	0.00	0.00	(0.11)	0.00		
418 Main Street Project		0.00		0.00	0.00	0.00		0.00	0.00	0.00	0.00	0.00		
419 Infrastructure Improvement Project		928,942.17	700,000.00	228,942.17	0.00	700,000.00		0.00	0.00	700,000.00	928,942.17	(1,343.60)		
607 Water Fund		(155,557.63)		(85,557.63)	73,540.80	3,540.80	70,000.00	500,000.00	500,000.00	503,540.80	417,983.17	(699.73)		
608 Sewer Fund		(152,997.42)		(37,997.42)	118,137.77	3,137.77	115,000.00	485,204.48	485,204.48	488,342.25	450,344.83	(1,343.08)		
609 Storm Sewer Fund		128,096.28	75,000.00	53,096.28	20,291.67	95,291.67		0.00	0.00	95,291.67	148,387.95	0.00		
610 Liquor Fund		(22,712.56)		2,287.44	76,103.42	51,103.42	25,000.00	103,209.65	103,209.65	154,313.07	156,600.51	(18,624.57)		
801 Fire Department Trust Fund		46,212.20	35,000.00	11,212.20	25,726.67	60,726.67		89,175.07	89,175.07	149,901.74	161,113.94	0.00		
803 Economic Development Authority		23,019.08	20,000.00	3,019.08	58,273.26	78,273.26		0.00	0.00	78,273.26	81,292.34	0.00		
804 Ambulance Equipment & Training		42,662.30	35,000.00	7,662.30	10,290.74	5,290.74			40,000.00	26,604.43	66,604.43	71,895.17	79,557.47	(3,766.20)
Total		1,517,980.29	1,100,000.00	846,980.29	926,572.41	1,557,572.41	429,000.00	40,000.00	1,393,563.53	1,433,563.53	2,991,135.94	3,838,116.23	(110,936.57)	
				Balance NO Investments						Cash Balance Investments Total				
	Interest Rate			0.15%		3.25%				3.75%				

City Hall Data/ City Clerk/ Clerk's Office/ Council Reports-Montly/ Cash-Savings-Investment Balances

City of Silver Lake CD's

Fund	Description	Acct #10105 Investments	Bank Balance as of 3/6/2026	CD Number	CD Term	CD Maturity Date	Old Interest Rate	New Interest Rate	Transfers to CD's				
									March	April	May	June	
101	General Fund	\$1,381.87	\$1,465.69	214743	6 months	5/18/2026	4.75						
205	Fire Department							3.75		\$125,000.00			
407	Police Squad	\$64,073.73	\$68,090.89	214739	6 months	5/18/2026	4.9						
408	Ambulance Unit	\$95,706.74	\$101,707.15	214738	6 months	5/18/2026	4.9						
411	Pulic Works Streets Improvement	\$21,668.51	\$22,984.46	214740	6 months	5/18/2026	4.75						
416	Auditorium Repair	\$6,539.05	\$6,936.16	214742	6 months	5/18/2026	4.75						
419	Infrastructgure Improvement Project	\$0.00						3.75		\$700,000.00			
607	Water Fund	\$500,000.00	\$500,000.00	214747	6 months	6/17/2026	4.9						
608	Sewer fund	\$485,204.48	\$515,622.22	214741	6 months	5/18/2026	4.9						
609	Storm Sewer Fund	\$0.00						3.75		\$75,000.00			
610	Liquor Fund	\$103,209.65	\$108,350.73	214030	6 months	3/30/2026	4.9	3.75					
801	Fire Department Trust Fund	\$89,175.07	\$94,742.60	214041	6 months	4/22/2026	4.9			\$50,000.00			
803	Economic Development Authority	\$0.00						3.75		\$75,000.00			
804	Ambulance Equipment & Training	\$12,904.01	\$13,526.76	214033	6 months	3/30/2026	4.75	3.75	\$40,000.00				
804	Ambulance Equipment & Training	\$13,700.42	\$14,534.11	214034	6 months	4/2/2026	4.75	3.75					
		\$1,393,563.53	\$1,447,960.77						\$40,000.00	\$1,025,000.00	\$0.00	\$0.00	\$1,065,000.00
Total Transferred to CD's													

City Build

PROJECT	Anticipated Capital Improvement Expenses					
	Property Description	2022	2023	2024	2025	2026
Fund #101	City Hall Remodel			\$ 16,000.00	\$ 5,000.00	\$ 19,000.00
Fund #405	Park Playground Equipment					\$ 50,000.00
Fund #101	Pool		\$ 113,095.00	\$ 25,850.00	\$ 3,500.00	
Fund #405	Pool				\$ 15,000.00	
Fund #101	Elections	\$ 6,000.00		\$ 1,000.00		
	TOTAL EXPENSE	\$ 6,000.00	\$ 113,095.00	\$ 42,850.00	\$ 23,500.00	\$ 69,000.00

Description	Anticipated Capital Improvement Revenues				
	2022	2023	2024	2025	2026
Capital Fund				\$ 15,000.00	\$ -
General Fund	\$ 6,000.00	\$ 4,139.00	\$ 17,000.00	\$ 5,000.00	\$ 19,000.00
MLS Fund					
TOTAL TRANSFERS	\$ 6,000.00	\$ 4,139.00	\$ 17,000.00	\$ 20,000.00	\$ 19,000.00
Grants					\$ -
ARPA Fund		\$ 88,955.75			
Donations		\$ 20,000.00	\$ 25,850.00	\$ 3,500.00	\$ 50,000.00
Bond/Loan					
TOTAL DEBT INCURRED	\$ -	\$ 108,955.75	\$ 25,850.00	\$ 3,500.00	\$ 50,000.00
TOTAL REVENUE	\$ 6,000.00	\$ 113,094.75	\$ 42,850.00	\$ 23,500.00	\$ 69,000.00

MLS

Anticipated Capital Improvement Expenses

610- 49750	Property Description	2021	2022	2023	2024	2025	2026	2027	2028
520	Update bathrooms (toilet, fixtures, etc)		\$ -	\$ -	\$ 15,000.00	\$ 0.00	0.00		
570	Office Computer	\$ -		\$ -	\$ -				
570	Cameras					\$ 5,800.00			
580	Off-Sale Cooler Compressor				\$ 6,000.00		5,000.00		
560	Water Heater (part of unforeseen repairs)	\$ -			\$ -				
520	Paint Exterior	\$ -			\$ -	\$ 5,000.00	5,000.00		
520	Windows					\$ 3,000.00			
580	Bar Cooler equipment						10,000.00		
520	Unforeseen Building Repairs						5,000.00		
580	Furnace					\$ -			
580	Upright Freezer		\$ -	\$ -					
580	Air Fryer					\$ -			
560	Outdoor Patio Awning/Tent	\$ -				\$ 0.00	0.00		
560	Picnic Tables				\$ -				
560	Water Softener (part of Unforeseen repairs)			\$ -	\$ -				
570	New POS computers			\$ -	\$ -				
580	AC Units				\$ 7,500.00	\$ -			
580	New Kitchen Equipment						40,000.00		
580	Unforeseen Equipment Repairs				\$ 5,000.00	\$ 8,000.00	5,000.00	\$ 5,000.00	\$ 5,000.00
520	Repave Parking Lot (5-year plan)								\$ 50,000.00
PROJECT									
TOTAL EXPENSE		\$ -	\$ -	\$ -	\$ 33,500.00	\$ 21,800.00	\$ 70,000.00	\$ 5,000.00	\$ 55,000.00

Roof \$10,450
AC \$5100

Anticipated Capital Improvement Revenues

Description									
Fire Fund									
General Fund									
MLS Fund	\$ 13,500.00	\$ 18,000.00	\$ 23,000.00	\$ 23,500.00	\$ 21,800.00	\$ 70,000.00	\$ 5,000.00	\$ 55,000.00	
Water Fund									
Sewer Fund									
TOTAL TRANSFERS	\$ 13,500.00	\$ 18,000.00	\$ 23,000.00	\$ 23,500.00	\$ 21,800.00	\$ 70,000.00	\$ 5,000.00	\$ 55,000.00	
Bond Sale/Rural Dev. Loan									
Lease/Purchase Program	\$ -	\$ -							
Donations									
CARES Act Funds	\$ -	\$ -							
TOTAL DEBT INCURRED	\$ -	\$ -							
TOTAL REVENUE	\$ 13,500.00	\$ 18,000.00	\$ 23,000.00	\$ 23,500.00	\$ 21,800.00	\$ 70,000.00	\$ 5,000.00	\$ 55,000.00	

PW

Anticipated Capital Improvement Expenses

Acct #		2021	2022	2023	2024	2025	2026	2027	2028	2029
404-43100	Building/Equipment									
404-43100-540	Replace 2000 Sterling		\$ -				\$0.00			
	Replace Payloader		\$ -		\$ -		\$0.00	\$60,000.00		
	Snow Pusher	\$ 4,000.00								
	Snow V-Plow for Ford F450	\$ 7,700.00								
	Snow Plow F450 Truck							\$0.00		
	Replace Dodge									
	Street Sweeper					\$0.00				
	Snow deflector				\$ 10,200.00					
	Zero Turn mower				\$ 10,300.00					
	Toolcat & attachments						\$37,500.00			
Total Fund #404		\$ 11,700.00	\$ -	\$ -	\$ 20,500.00	\$ -	\$ 37,500.00	\$ 60,000.00	\$ -	\$ -
411-43100	Streets									
530	Seal Coat (chip seal)			\$ 50,000.00		\$ 30,000.00	\$ 30,000.00	\$ 30,000.00	30,000.00	30,000.00
530	Crack Sealing								X	
403	Sidewalk Program	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00		
530	Patching		\$ 7,000.00	\$ 7,000.00	\$ 7,000.00	\$10,000.00	\$10,000.00	\$10,000.00	10,000.00	
530	Asphalt replacement							\$10,000.00	\$50,000.00	
530	Final Lift						X	X	X	
403	Restriping Streets									10,000.00
Total Fund #411		\$ 1,500.00	\$ 8,500.00	\$ 58,500.00	\$ 8,500.00	\$ 41,500.00	\$ 41,500.00	\$ 51,500.00	\$ 90,000.00	\$ 40,000.00
	TOTAL EXPENSE	\$ 13,200.00	\$ 8,500.00	\$ 58,500.00	\$ 29,000.00	\$ 41,500.00	\$ 79,000.00	\$ 111,500.00	\$ 90,000.00	\$ 40,000.00
	Anticipated Capital Improvement Revenues									
	Description									
	General Fund Transfers	\$23,000.00	\$25,000.00	\$28,300.00	\$29,500.00	\$60,000.00	\$67,500.00	\$67,500.00	\$67,500.00	
	MLS Fund									
	Water Fund									
	Sewer Fund									
	TOTAL TRANSFERS	\$ 23,000.00	\$ 25,000.00	\$ 28,300.00	\$ 29,500.00	\$ 60,000.00	\$ 67,500.00	\$ 67,500.00	\$ 67,500.00	\$ -
	Public Works Equipment Fund 404								60,000.00	
	Public Works Streets Fund 411						\$11,500.00			
	Bond Sale/Rural Dev. Loan									
	Lease/Purchase Program				\$ -	\$ -	\$ -	\$ -		
	TOTAL DEBT INCURRED	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$11,500.00	\$0.00	\$60,000.00	\$0.00
	TOTAL REVENUE	\$ 23,000.00	\$ 25,000.00	\$ 28,300.00	\$ 29,500.00	\$ 60,000.00	\$ 79,000.00	\$ 67,500.00	\$ 67,500.00	\$ 40,000.00
		\$11,000.00	\$8,000.00	\$11,300.00	\$12,500.00	\$20,000.00	\$27,500.00	\$27,500.00	\$27,500.00	
		\$12,000.00	\$17,000.00	\$17,000.00	\$17,000.00	\$40,000.00	\$40,000.00	\$40,000.00	\$40,000.00	
		\$23,000.00	\$25,000.00	\$28,300.00	\$29,500.00	\$60,000.00	\$67,500.00	\$67,500.00	\$67,500.00	\$0.00

\$20,000 put into PW Equipment to save for equipment - Fund 404
 \$30,000 annual for seal coating - Fund 411
 \$10,000 annual for street patching - Fund 411

Open Discussion