

Agenda
Silver Lake City Council
Regular Meeting
6:30pm, May 18, 2026
Silver Lake Auditorium

Call Regular Meeting to Order

Consent Agenda:

1. Approve minutes from April 20, 2026 Regular Meeting
2. Approve Payroll 9 & 10 and April Council and Ambulance
3. Payment Application #12
4. Disbursement #12
5. Approve Claims

Public Comment

New Business:

1. Summer Recreation Pool Use Request
2. First reading of Ordinance 103 NSP Electric Franchise Ordinance – replaces Ordinance 3 from 1987 and 67 from 2007
3. First reading of proposed Ordinance 104, replacing City Ordinance Chapter 10 Offenses, Crimes and Nuisances

Department Business:

1. Public Works
 - a. Liaison Report
 - b. PeopleService Reports
 - i. O & M Report
 - ii. WO Maintenance Report
 - c. SEH
 - i. Infrastructure Project Update
2. Public Safety Liaison Report
 - a. Fire Department Report
 - b. Sheriff's Report
 - i. Event type report
 - ii. Police Hours for March
 - c. Ambulance Report
3. Municipal Liquor Liaison Report
 - a. *A portion of the meeting may be closed for employee performance evaluation (Pursuant to MN State Statute 13D.05 Subd.3a)
4. Community Development
 - a. Commissioner's report
5. Administration
 - a. Clerk's report

Old Business:

1. EDA
 - a. Board of Directors
 - i. Election of Officers
 - b. Loan Program Committee

Open Discussion

Adjourn

Consent Agenda

Minutes
Silver Lake City Council
Regular Meeting
6:30pm April 20, 2026
Silver Lake Auditorium

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

Members Present: Mayor Bruce Bebo, Councilor Josh Mason, Councilor Joanna Jacobs, Councilor Roxanne Yurek, Councilor Ted Gehring
Staff Present: Diane Pedersen, Chris Penaz
Others Present: Sam Fink, Brody Bratsch, Ken Janssen-city attorney, Sara Oberloh-auditor, Jackson Eggert, David Broll, Deputy Jurgensen

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

Consent Agenda:

1. Approve minutes from April 6, 2026, Open Book Hearing of the Board of Appeals & Equalization
2. Approve Minutes from April 6, 2026, Quarterly Meeting
3. Approve Payrolls 6, 7, & 8, March Ambulance and Council
4. Pay Application #11
5. Disbursement #11
6. Approve Claims
 - a. Review payment to MN State Lottery

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

Public Comment – None

Old Business

1. Discussion with The Broll Team regarding the development on the East end of town.
 - a. Last development agreement was from 2000 – costs were split between the developer (55%) and the city (45%)
 - b. 17 acres – about 40 single family homes with an average value of \$450,000
 - c. Concept plans presented/discussed to meet multiple age groups
 - d. Three acres are set aside for a park
 - e. Possibly doing the project in two phases
 - f. Check with SEH to see if the retention is totally built out
 - g. City Clerk to check with Shannon Sweeney to see if this is financially feasible for the city.
 - h. SEH to evaluate water tower and ponds capacities to determine what is feasible in the development in terms of the number of lots the water/sewer can handle. The cost of the study is to be split 50/50 between developer and city.

City Audit Presentation

Oberloh & Oberloh, LTD. Representative Sara Oberloh presented the 2025 Financial Audit for the City. (Page 2) The city received an unmodified or clean audit opinion. The city had a single audit, also referred to as an audit in accordance with uniform guidance because the city spent more than \$1,000,000 in Federal Funds. An additional report will need to be filed with the Federal Audit Clearing House. (Page 16) The total assets for the city are \$17,250,775, deferred outflow of resources (pension liability) is \$103,567, total liabilities are \$9,600,177, and deferred inflow of resources (pension) is \$175,729. The overall net position (net worth) of the city is \$7,578,436. Long-term assets are \$3,886,901, which is not a spendable resource to the city. The unrestricted net position (working capital) being \$3,498,568 are the resources that the city has at the end of the year to meet future year obligations. (Page 13)

Statement of Activities shows changes in Net Position of \$52,143 for Governmental Activities and \$295,957 for Business-Type Activities. The Prior Period Adjustment of \$(101,562) is for Ambulance Fund write-offs for previous years due to billing issues with the billing company and having receivables the city will never receive. (Page 18) This shows the Balance Sheet on the Governmental side. In 2025, the General Fund (operating fund) Cash and Investment balance increased to \$969,779 from \$855,834, with assets of \$987,500, Liabilities of \$32,955, and a total fund balance of \$947,921. The unassigned fund balance of \$857,026 is the city's working capital, which are the resources available to meet future year obligations. (Page 20) Statement of Revenues, Expenditures and Changes in Fund Balances shows excess revenues over expenditures. The Infrastructure Improvement Project has an excess of \$824,827 due to the city receiving payback for prior year expenditures. (Page 22) Statement of Net Position for Proprietary Funds (water, sewer, storm sewer and municipal liquor store) shows total assets of \$3,736,551, total liabilities of \$81,471, with a total net position of \$3,631,302, with nearly have invested in long-term assets. The unrestricted amount of \$1,914,425 is the amount of available resources for these funds at the end of 2025. (Page 23) The Statement of Revenues, Expenses and Changes in Fund Net Position for the proprietary funds shows if the funds are self-supporting as indicated by the Income (Loss) Before Transfers. All funds were self-supporting, showing income, except for the Municipal Liquor Store which showed a loss of \$4,040. The net position for these funds increased to \$295,957 in 2025 due to the infrastructure project. (Page 24) Statement of Cash Flows for the Enterprise Funds Net Increase (Decrease) in Cash shows the payback to the Enterprise Funds from the Infrastructure Fund. The Water Fund had a payback of \$300,000 making the 2025 Net Increase \$147,233. The Sewer Fund has a payback of about \$400,000, making the Net Increase about \$188,734. The water, sewer and storm sewer funds will absorb some of the infrastructure debt when it is time to pay back infrastructure loans which will change the cash flow for these funds. (Pages 37 & 38) Notes to Financial Statements again show the unassigned general funds of \$857m,026, which is the working capital for the city. The city relies heavily on LGA funding which is only received twice a year, in June and December, so needs a healthy working capital balance at year end to help carry through the beginning of the year. The city's unassigned fund balance for the General Fund is 105.20%, which means the city has enough funds on hand to operate for a year. The target rate is 35-50%. If a city falls below 50%, that is when they end up borrowing from other funds to support General Fund expenditures. (Page 67) Schedule of Expenditures of Federal Awards shows the disbursements for the Infrastructure Project. Overall, the city has good reserves with project money available and not a lot of debt until the Infrastructure Project pay back begins in 2028. The General Fund is strong, and all funds except the Municipal Liquor Store are operating in the positive. Oberloh noted that there were no legal compliance issues and the communications with management went well.

Department Business

1. Public Works

a. SEH

i. Review Assessment Policy with Gavis Law

1. Reviewed Revisions

a. Subd. 1 Page 5 – Special Assessment qualifications

2. Council to consider adopting the new policy by Resolution at the May 18, 2026, meeting.

3. Final assessment hearing to be held in September 2026

ii. Change Order 5 (709 and 713 Main Street Services)

1. Background

a. City Staff identified the water service at 709 Main Street as lead as part of MDH's LSL inventory, Additionally, the Sanitary sewer services for 709 and 713 Main Street appear to be shared.

2. Proposed scope

a. Considered Change Order 5 along with a draft of plan revision.

b. All costs associated with this change order are water-eligible for USDA-RD funding.

c. USDA-RD has concurred with the change order.

3. Other Information

- a. As part of MDH’s LSL inventory and the City’s PPL applications, the city was listed on PFA’s 2026 Intended Use Plan (IUP) to receive \$25,000 to replace the service. However, it is likely that the funding would have been loaned only. Additionally, there would have been additional soft costs (design, public outreach, administrative work, etc.) associated with PFA requirements if this allocation was pursued.
 - i. SEH added the property to the RD project, and it is grant eligible under water funding with no cost to the city.
 - 1. Homeowners will be assessed for water and sanitary services which will increase their assessment.
- b. MDH will be requiring known lead service lines to be replaced in the coming years.

Motion by Councilor Jacobs second by Councilor Mason to approve Change Order #5 in the amount of \$25,703.96. Vote for: Unanimous. Motion carried.

- iii. Change Order 2 (Main Street and TH7 work)
 - 1. Reviewed signed plans.
 - 2. Considered Resolution 26-14 Approving Plans – enables the city’s ability to assess for the proposed improvements associated with CO #2.

Motion by Councilor Jacobs second by Councilor Yurek to approve Resolution 26-14 Approving Plans for Change Order #2. Vote for: Unanimous. Motion carried.

- 3. R&R tentative plan is not to construct these areas until late summer to early fall. The project’s budget status will be reviewed in mid-summer to determine a go/no-go for the work on TH7. As of the last budget review, the city is in good shape to proceed with the work to optimize utilization of grant-eligible funds.
- iv. Project Status Update
 - 1. Well development testing will take place over the next couple of weeks.
 - 2. Install pit-less unit
 - 3. Plumb to wellhouse

- b. Public Works Liaison Report
 - i. Summer prep work has begun.
 - ii. Patching will be done in the last week of April at the Muni, Auditorium and some street work.
 - iii. Working on a patching plan and budget for 2027.
 - iv. Discussed the plan for the John Deere Tractor
 - 1. If sold on consignment, L&P would take it to their shop for repairs which would be paid for by the city and then they would receive 10% of the \$9,450 sale price.
 - 2. If sold to L&P outright, they would give the city \$8700.
 - 3. Sell on the open market, but the price is close to what L&P would pay.
 - v. Auditorium mural will be hung within the next couple of weeks.
 - vi. Public Works Supervisor, Chris Penaz’s Review
 - 1. Choose not to close the meeting
 - 2. Twelve-month review.
 - 3. Currently at Grade 17 Step 7 \$28.34. Request to retain with a pay increase to Grade 17 Step 8 at \$29.06 effective 4/13/2026 PP#9.

Motion by Councilor Jacobs second by Councilor Yurek to retain Chris Penaz with a wage increase from Grade 17 Step 7 to Grade 17 Step 8 \$29.06. Vote for: Unanimous. Motion carried.

- c. People Service
 - i. Reviewed Reports

2. Public Safety

- a. Fire Department

- ii. Liaison Report
 - 1. Reviewed calls.
 - 2. Working with R&R, laying out an emergency hydrant map for areas where water is shut off for an extended period of time.
 - 3. Sending a truck to GSL ECFE touch-a-truck on May 1, where children can look, touch and feel a fire truck.
 - 4. Grant writer submitted a grant to the state fire marshal's office for \$20,000 for replacement of turnout gear washer and dryer. The department's match will be \$2,000. The existing equipment is 18 years old.
 - 5. The department has received the DNR truck, and the truck committee is speaking to organizations to raise funds to equip the truck. They have received \$8,000 so far.
 - 6. The next fundraiser will be the car show in May.
 - 7. The department posted honor guard at Tony Victorian's funeral.
 - 8. Possibly moving the Cleveland lift station generator from the lift station to the auditorium. Chief Kosek will get quotes for the work.
 - b. Sheriff's Report
 - i. Reviewed event totals and police hours reports.
 - ii. Deputy Caleb Weispfenning is taking charge of the bike rodeo, which will be held on Tuesday, May 26, from 5-7pm in the auditorium parking lot.
 - iii. Discussed the city's ATV ordinance.
 - c. Ambulance
 - i. Mock OSHA Audit was reviewed, continue working on corrective actions.
 - ii. Reviewed staffing.
 - vii. Calls reviewed
3. Municipal Liquor Store/Auditorium
- a. Business recap
 - b. Staffing recap
 - i. Resignation of Jordan Kaczmarek
 - ii. Advertising for a cleaner and PT bartender
 - iii. Working on reviews
 - c. Operations recap
 - i. Muni Jam
 - ii. Project Gamechanger
 - d. Auditorium recap
 - e. Facilities recap
 - i. Need new lights for cooler doors, possibly converting to LED.
 - ii. Still considering kitchen sinks.
 - iii. Looking at changing tap head system from six to eight
 - iv. Looking to paint exterior prior to Muni Jam
 - f. Reviewed financials.
 - i. March MTD \$1133
 - ii. YTD \$5242
 - g. Requests for Action
 - i. Request approval for Car & Bike show May 23, 2026, hosted by the Silver Lake Fire Relief Association.

Motion by Councilor Yurek second by Councilor Jacobs to approve the request to close Main St (County Road 92) between Lake Ave & Thomas Ave along with closing entrances into Muni parking lot from 12-7pm. Vote for: Unanimous. Motion carried.

- 4. Community Development
 - a. The Planning Commission met on Tuesday, April 14, 2026.

- i. Variance request #1 – request to have a home occupation sign larger than allowed by city ordinance. They are requesting an eight-square-foot sign, ordinance allows for two square feet.

Motion by Councilor Mason second by Councilor Gehring to approve the variance request allowing for an eight-square-foot home occupation sign. Vote For: Unanimous. Motion Carried.

- ii. Variance request #2 – to place the home occupation sign just behind the city right-of-way rather than on the building.

Motion by Councilor Mason second by Councilor Jacobs to approve the variance request allowing the home occupation sign to be placed just behind the city right-of-way rather than on the building. Vote For: Unanimous. Motion Carried.

- c. Reviewed Sections 6-10 of the Zoning Ordinance
 - i. Section 90.00 B-2 Highway Business District
 - 1. Section 9.02 Uses Permitted
 - a. Item H – addition of “and retail sale of cannabis, cannabis flower, cannabis products, lower-potency hemp edibles, or hemp-derived consumer products”.

5. Administration

- a. City Audit Presentation
- b. Clerk’s Report
 - i. March Treasurer’s Report was reviewed.
 - 1. Total funds decreased \$11,305.
 - a. \$40,000 was transferred from 804 Ambulance Equipment & Training Fund savings to CD investment 3/3/2026.
 - b. Requesting to make the following transfers from savings to CD investments effective 4/21/2026:
 - i. \$125,000 from Fund #205 Fire Fund to #801 Fire Department Trust Fund leaving a balance of \$22,605 in savings and a total balance of about \$70,000.
 - ii. \$50,000 from Fund #801 Fire Department Trust Fund leaving \$10,700 in savings, \$264,175 in CD for a total of \$286,114.
 - iii. \$50,000 from Fund #803 Economic Development Authority Fund leaving \$28,273 in savings and \$50,000 in CD for a total of \$81,292.
 - iii. Requests for Action
 - 4. Six-month review for Deputy Clerk, Carly Mathews
 - a. Currently at Grade 14 Step 2 \$21.57 asking to retain with a two-step wage increase to Level 14 Step 4 \$22.66.

Motion by Councilor Yurek second by Councilor Jacobs to approve the review for Deputy Clerk Mathews and to retain with a step increase to Level 14 Step 4 \$22.66 effective Monday, April 27, 2026, PP#10. Vote for: Unanimous. Motion carried.

- 5. Terminating non-returning pool employees
 - a. Lucas Chrast

Motion by Councilor Mason second by Councilor Jacobs to approve the termination of Lucas Chrast effective immediately. Vote for: Unanimous. Motion carried.

- b. Wyatt Gueningsmann

Motion by Councilor Jacobs second by Councilor Mason to approve the termination of Wyatt Gueningsmann effective immediately. Vote for: Unanimous. Motion carried.

- c. Hudson Mikolichek

Motion by Councilor Gehring second by Councilor Yurek to approve the termination of Hudson Mikolichek effective immediately. Vote for: Unanimous. Motion carried.

- b. Regan Nyquist

Motion by Councilor Yurek second by Councilor Jacobs to approve the termination of Regan Nyquist effective immediately. Vote for: Unanimous. Motion carried.

6. Request to retain Autumn Kaczmarek as a WSI instructor only
 - a. Last year Autumn was a head lifeguard at Level 11 Step 3. This year she only wants to be a WSI. Requesting to retain her with a position change to Level 10 Step 4 \$14.31.

Motion by Councilor Jacobs second by Councilor Mason to approve the retention of Autumn Kaczmarek with a position change to Level 10 and Step 4 \$14.31. Vote for: Unanimous. Motion carried.

New Business

1. Request for Action
 - a. Request for Action to approve the application for a 1-Day Gambling License for Silver Lake Pools & Park Organization for Pola-Czesky raffle.

Motion by Councilor Mason second by Councilor Jacobs to approve the application from the Silver Lake Pools & Park Organization for a 1-Day Gambling License for Pola-Czesky Days raffle. Vote for: Unanimous. Motion carried.

- b. Request for Action to approve a 1-Day Gambling License for the Fire Department Relief Association for Pola-Czesky Days.

Motion by Councilor Jacobs second by Councilor Yurek to approve the application from the Fire Department Relief Association for a 1-Day Gambling License for Pola-Czesky Days. Vote for: Unanimous. Motion carried.

- c. Application for temporary liquor license and dance and live music license for Pola-Czesky Days Committee for Polz-Czesky Days.

Motion by Councilor Yurek second by Councilor Mason to approve the application from the Pola-Czesky Days committee for a temporary liquor license and dance and live music license during Polz-Czesky Days. Vote for: Unanimous. Motion carried.

- d. Reviewed update to Council Code of Conduct.
 - i. Update language in section (c) Never publicly criticize an individual employee
 1. Remove the language “or to the employee’s manager”.
 2. Add the language “other than the department liaison”.

- e. Resolution 26-13: Resolution approving property/casualty insurance premiums
 - i. Current premium is \$32,767
 - ii. Budgeted amount for 2026 is \$37,575
 - iii. Property updates have been submitted for infrastructure improvements, which will affect the total premium.

Motion by Councilor Jacobs second by Councilor Yurek to Resolution 26-13 approving property/liability insurance premiums. Vote for: Unanimous. Motion carried.

Open Discussion

1. Student liaison update
2. Playground update

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

Meeting adjourned at 9:32 pm.

Diane E. Pedersen, Clerk/Treasurer

Seal of the City:

Contractor's Application for Payment

Owner: <u>City of Silver Lake, Minnesota</u>	Owner's Project No.: _____
Engineer: <u>Short Elliott Hendrickson Inc.</u>	Engineer's Project No.: <u>SILAK 171969</u>
Contractor: <u>R & R Excavating, Inc.</u>	Contractor's Project No.: _____
Project: <u>Silver Lake Infrastructure Improvements Project</u>	
Contract: <u>Silver Lake Infrastructure Improvements Project</u>	
Application No.: <u>12</u>	Application Date: <u>5/11/2026</u>
Application Period: From <u>4/5/2026</u> to <u>4/25/2026</u>	

1. Original Contract Price	\$ 15,315,802.67
2. Net change by Change Orders	\$ 2,082,889.14
3. Current Contract Price (Line 1 + Line 2)	\$ 17,398,691.81
4. Total Work completed and materials stored to date (Sum of Column G Lump Sum Total and Column J Unit Price Total)	\$ 8,073,677.53
5. Retainage	
a. <u>5%</u> X <u>\$ 7,967,374.53</u> Work Completed	\$ 398,368.73
b. <u>5%</u> X <u>\$ 106,303.00</u> Stored Materials	\$ 5,315.15
c. Total Retainage (Line 5.a + Line 5.b)	\$ 403,683.88
6. Amount eligible to date (Line 4 - Line 5.c)	\$ 7,669,993.65
7. Less previous payments (Line 6 from prior application)	\$ 7,298,684.44
8. Amount due this application	\$ 371,309.21
9. Balance to finish, including retainage (Line 3 - Line 4)	\$ 9,325,014.28

Contractor's Certification

The undersigned Contractor certifies, to the best of its knowledge, the following:

(1) All previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with the Work covered by prior Applications for Payment;

(2) Title to all Work, materials and equipment incorporated in said Work, or otherwise listed in or covered by this Application for Payment, will pass to Owner at time of payment free and clear of all liens, security interests, and encumbrances (except such as are covered by a bond acceptable to Owner indemnifying Owner against any such liens, security interest, or encumbrances); and

(3) All the Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.

Contractor: R & R Excavating, Inc.

Signature: *Gregor Fraser* **Date:** 5/4/26

Recommended by Engineer	Approved by Owner
By: <u><i>[Signature]</i></u>	By: _____
Title: <u>Project Engineer</u>	Title: _____
Date: <u>5/11/2026</u>	Date: _____
Approved by Funding Agency	
By: _____	By: _____
Title: _____	Title: _____
Date: _____	Date: _____

AFP #12 FUNDING SPLIT
 SILVER LAKE INFRASTRUCTURE IMPROVEMENT PROJECT
 SILVER LAKE, MINNESOTA
 04/05/2026-04/25/2026
 SEH NO. SILAK 171969

	WORK COMPLETED	INCORPORATED STORED MATERIAL	5% RETAINAGE	WORK COMPLETED AND STORED MATERIAL LESS RETAINAGE (TOTAL DUE THIS PAY APP)
WASTEWATER ELIGIBLE	\$ 176,215.33	\$ -	\$ 8,810.77	\$ 167,404.56
WATER ELIGIBLE	\$ 184,846.98	\$ 9,126.00	\$ 8,786.05	\$ 166,934.93
STORM ELIGIBLE	\$ 26,840.27	\$ -	\$ 1,342.02	\$ 25,498.25
CITY COST (INELIGIBLE)	\$ 12,075.22	\$ -	\$ 603.76	\$ 11,471.46
TOTAL VALUE INSTALLED	\$ 399,977.81	\$ 9,126.00	\$ 19,542.60	\$ 371,309.21

RD-440-11 Disbursement #12 4/11/2026 to 5/9/2026

<u>Company</u>	<u>Amount</u>	<u>Comment</u>
Gavin Law	\$511.25	well and resident easement
MKC Consulting	\$650.00	Prevailing Wage
Gopher State One Call	\$45.90	locates
Total	\$1,207.15	

CITY OF SILVER LAKE

***Check Detail Register©**

Batch: 2604EFT

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
10100 PRINSBANK SL-CHK					
2746 e	05/07/26	PUBLIC EMPLOYEE RETIREMENT			
G 101-21705		PERA Withholding	\$2,164.91		PP#7 - PERA WITHHOLDING
		Total	\$2,164.91		
2747 e	05/07/26	RM PAYMENTS			
E 610-49750-307		Credit Card Fees	\$2,283.38		MARCH 2026 CREDIT CARD FEES
		Total	\$2,283.38		
2748 e	05/07/26	EFTPS			
G 101-21703		Social Security Withholdin	\$1,747.38		PP#7 - FEDERAL WITHHOLDING
G 101-21704		Medicare Withholding	\$408.66		PP#7 - FEDERAL WITHHOLDING
G 101-21701		Federal Withholding	\$935.14		PP#7 - FEDERAL WITHHOLDING
		Total	\$3,091.18		
2749 e	05/07/26	MN DEPT OF REVENUE			
G 101-21702		State Withholding	\$626.14		PP#7 - STATE PAYROLL WITHHOLDING
		Total	\$626.14		
2750 e	05/07/26	MEDIACOM			
E 101-41400-327		Internet Service	\$76.65		BILL FROM 3/26/26 - 4/25/26 - CITY CALL
E 204-42153-309		EDP, Software and Desig	\$76.65		BILL FROM 3/26/26 - 4/25/26 - CITY CALL
E 101-41940-327		Internet Service	\$76.65		BILL FROM 3/26/26 - 4/25/26 - CITY CALL
		Total	\$229.95		
2751 e	05/07/26	XCEL ENERGY			
E 101-45200-381		Electric Utilities	(\$1.29)	968170673	STATEMENT DATE 3/9/26
E 607-49400-381		Electric Utilities	(\$29.10)	968170673	STATEMENT DATE 3/9/26
E 608-49450-381		Electric Utilities	(\$75.78)	968170673	STATEMENT DATE 3/9/26
E 205-42200-381		Electric Utilities	(\$4.87)	968170673	STATEMENT DATE 3/9/26
E 101-45181-381		Electric Utilities	\$44.37	968170673	STATEMENT DATE 3/9/26
E 101-41940-381		Electric Utilities	(\$17.95)	968170673	STATEMENT DATE 3/9/26
E 101-43100-381		Electric Utilities	\$1,643.42	968170673	STATEMENT DATE 3/9/26
		Total	\$1,558.80		
2752 e	05/07/26	KASEYA			
E 610-49750-309		EDP, Software and Desig	\$200.00	24645574386	MLS COMPUTER SUPPORT - APRIL
		Total	\$200.00		
2753 e	05/07/26	MN DEPT OF REVENUE			
G 101-20821		MN Sales Tax Payable	\$59.00		MARCH 2026 SALES TAX - AUDITORIUM
G 101-20821		MN Sales Tax Payable	\$117.00		MARCH 2026 SALES TAX - POOL
G 607-20821		MN Sales Tax Payable	\$118.00		MARCH 2026 SALES TAX - WATER
G 610-20821		MN Sales Tax Payable	\$5,423.00		MARCH 2026 SALES TAX - MLS
		Total	\$5,717.00		
2754 e	05/07/26	REVTRAK			
G 607-20822		Revtrak Fee Payable	\$29.95		MONTHLY FEE AND DEVICE SOFTWARE
		Total	\$29.95		
2755 e	05/07/26	REVTRAK			

CITY OF SILVER LAKE

05/07/26 11:00 AM

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***Check Detail Register©**

Batch: 2604EFT

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
G 607-20822		Revtrak Fee Payable	\$621.89		MARCH PROCESSING FEES
		Total	\$621.89		
2756 e	05/07/26	AFLAC			
G 101-21717		Short Term Disability-AFL	\$112.01	254303	APRIL DEDUCTION
		Total	\$112.01		
2757 e	05/07/26	CENTERPOINT ENERGY			
E 205-42200-383		Gas Utilities	\$568.25	8000014070-	SERVICE DATES1/30/26-2/27/26
E 610-49750-383		Gas Utilities	\$342.84	8000014070-	SERVICE DATES1/30/26-2/27/26
E 101-45181-383		Gas Utilities	\$742.01	8000014070-	SERVICE DATES1/30/26-2/27/26
E 101-41940-383		Gas Utilities	\$616.10	8000014070-	SERVICE DATES1/30/26-2/27/26
E 608-49450-383		Gas Utilities	\$124.63	8000014070-	SERVICE DATES1/30/26-2/27/26
E 101-45124-383		Gas Utilities	\$34.29	8000014070-	SERVICE DATES1/30/26-2/27/26
E 101-41940-383		Gas Utilities	\$754.63	8000014070-	SERVICE DATES1/30/26-2/27/26
		Total	\$3,182.75		
2758 e	05/07/26	PUBLIC EMPLOYEE RETIREMENT			
G 101-21705		PERA Withholding	\$138.62		AMB#4 - PERA WITHHOLDING
		Total	\$138.62		
2759 e	05/07/26	MN DEPT OF REVENUE			
G 101-21702		State Withholding	\$658.19		PP#8 - STATE PAYROLL WIHHOLDING
		Total	\$658.19		
2760 e	05/07/26	MN DEPT OF REVENUE			
G 101-21702		State Withholding	\$368.96		AMB#4 - STATE PAYROLL WITHHOLDING
		Total	\$368.96		
2761 e	05/07/26	PUBLIC EMPLOYEE RETIREMENT			
G 101-21705		PERA Withholding	\$2,223.46		PP#8 - PERA WITHHOLDING
		Total	\$2,223.46		
2762 e	05/07/26	EFTPS			
G 101-21703		Social Security Withholdin	\$107.44		COUNCIL#4 - FEDERAL WITHHOLDING
G 101-21704		Medicare Withholding	\$25.16		COUNCIL#4 - FEDERAL WITHHOLDING
		Total	\$132.60		
2763 e	05/07/26	EFTPS			
G 101-21703		Social Security Withholdin	\$1,486.10		AMB#4 - FEDERAL WITHHOLDING
G 101-21704		Medicare Withholding	\$347.60		AMB#4 - FEDERAL WITHHOLDING
G 101-21701		Federal Withholding	\$197.17		AMB#4 - FEDERAL WITHHOLDING
		Total	\$2,030.87		
2764 e	05/07/26	EFTPS			
G 101-21703		Social Security Withholdin	\$1,805.14		PP#8 - FEDERAL WITHHOLDING
G 101-21704		Medicare Withholding	\$422.18		PP#8 - FEDERAL WITHHOLDING
G 101-21701		Federal Withholding	\$1,010.48		PP#8 - FEDERAL WITHHOLDING
		Total	\$3,237.80		
2765 e	05/07/26	US Bank			

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Batch: 2604EFT

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 101-41400-309		EDP, Software and Desig	\$19.98		APR 6, 2026 STMT - CRASH PLAN
E 101-41100-309		EDP, Software and Desig	\$70.57		APR 6, 2026 STMT - MICROSOFT
E 101-41400-309		EDP, Software and Desig	\$28.23		APR 6, 2026 STMT - MICROSOFT
E 101-43100-309		EDP, Software and Desig	\$28.04		APR 6, 2026 STMT - MICROSOFT
E 101-45124-309		EDP, Software and Desig	\$14.11		APR 6, 2026 STMT - MICROSOFT
E 204-42153-309		EDP, Software and Desig	\$14.11		APR 6, 2026 STMT - MICROSOFT
E 205-42200-309		EDP, Software and Desig	\$14.11		APR 6, 2026 STMT - MICROSOFT
E 610-49750-309		EDP, Software and Desig	\$14.11		APR 6, 2026 STMT - MICROSOFT
E 101-41400-309		EDP, Software and Desig	\$0.84		APR 6, 2026 STMT - MICROSOFT
E 101-43100-309		EDP, Software and Desig	\$0.84		APR 6, 2026 STMT - MICROSOFT
E 204-42153-309		EDP, Software and Desig	\$0.42		APR 6, 2026 STMT - MICROSOFT
E 205-42200-309		EDP, Software and Desig	\$0.42		APR 6, 2026 STMT - MICROSOFT
E 610-49750-309		EDP, Software and Desig	\$0.42		APR 6, 2026 STMT - MICROSOFT
E 101-45181-210		Operating Supplies	\$24.17		APR 6, 2026 STMT - AUD SUPPLIES
E 101-43100-200		Office Supplies	\$68.20		APR 6, 2026 STMT - PW PRINT SUPPLIES
E 101-45124-216		Chemicals and Chem Pro	\$269.78		APR 6, 2026 STMT - POOL CHECMICAL
E 205-42200-240		Small Tools,Minor Equip	\$474.39		APR 6, 2026 STMT - FD EQUIPMENT
E 101-45181-210		Operating Supplies	\$225.97		APR 6, 2026 STMT - AUD CASH REGISTER & RECEIPT PAPER
E 101-41910-322		Postage	\$9.70		APR 6, 2026 STMT
E 607-49400-322		Postage	\$122.00		APR 6, 2026 STMT - APRIL POSTAGE
E 608-49450-322		Postage	\$132.77		APR 6, 2026 STMT - APRIL POSTAGE + CANADIAN STAMPS
E 101-41400-200		Office Supplies	\$14.01		APR 6, 2026 STMT - MENARDS SUPPLIES
E 101-45181-560		Capital Furniture & Fixture	\$5,600.00		APR 6, 2026 STMT - AUDITORIUM - 40 TABLES - REIMB BY LIONS
E 101-41400-331		Travel Expenses	\$17.51		APR 6, 2026 STMT - CLERK LUNCH
E 101-41400-309		EDP, Software and Desig	\$47.88		APR 6, 2026 STMT - WIX
E 610-49750-340		Advertising	\$80.00		APR 6, 2026 STMT - POSTER DESIGN - MUNI JAM
E 610-49750-340		Advertising	\$19.99		APR 6, 2026 STMT - ICE GOLF ADVERTISING
		Total	\$7,312.57		
2766 e	05/07/26	XCEL ENERGY			
E 101-45200-381		Electric Utilities	\$29.86	970149703	STATEMENT DATE 3/20/26
E 607-49400-381		Electric Utilities	\$113.63	970149703	STATEMENT DATE 3/20/26
E 608-49450-381		Electric Utilities	(\$92.08)	970149703	STATEMENT DATE 3/20/26
E 610-49750-381		Electric Utilities	(\$251.50)	970149703	STATEMENT DATE 3/20/26
E 205-42200-381		Electric Utilities	\$94.03	970149703	STATEMENT DATE 3/20/26
E 101-41940-381		Electric Utilities	\$210.63	970149703	STATEMENT DATE 3/20/26
E 101-43100-381		Electric Utilities	\$56.96	970149703	STATEMENT DATE 3/20/26
		Total	\$161.53		
2767 e	05/07/26	MEDIACOM			
E 610-49750-386		Cable Television	\$168.99		BILL FROM 4/13/26-5/12/26
E 610-49750-327		Internet Service	\$217.11		BILL FROM 4/13/26-5/12/26 - MLS
E 610-49750-321		Telephone	\$50.11		BILL FROM 4/13/26-5/12/26 - MLS
		Total	\$436.21		
		10100	\$36,518.77		

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Batch: 2604EFT

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
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Fund Summary

10100 PRINSBANK SL-CHK

101 General Fund			\$25,666.90		
204 Ambulance Fund			\$91.18		
205 Fire Fund			\$1,146.33		
607 Water Fund			\$976.37		
608 Sewer Fund			\$89.54		
610 Liquor Fund			\$8,548.45		
			<u>\$36,518.77</u>		

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Batch: 2604D03

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
10100 PRINSBANK SL-CHK					
56043	04/30/26	AFLAC			
G 101-21717		Short Term Disability-AFL	\$148.30	20260415007	COVERAGE PERIOD: 5/1/26-5/31/26
		Total	\$148.30		
56044	04/30/26	ANDY AUSTIN			
E 610-49750-345		Promotion	\$500.00	05092026	MUNI JAM - 5/9/26
		Total	\$500.00		
56045	04/30/26	ARROW LIFT ACCESSIBILITY			
E 101-45181-319		Contract Services	\$300.00	P-SI80065	AUD ELEVATOR - PHONE CONTRACT RENEWAL 4/1/26 - 4/1/27
		Total	\$300.00		
56046	04/30/26	BELLBOY CORPORATION			
E 610-49750-251		Off-Sale Liquor For Resal	(\$339.00)	0210836300	MLS - CREDIT
E 610-49750-333		Freight and Express	\$3.30	0210991800	MLS
E 610-49750-251		Off-Sale Liquor For Resal	\$550.00	0210991800	MLS
E 610-49750-333		Freight and Express	\$8.25	0300858100	MLS
E 610-49750-251		Off-Sale Liquor For Resal	\$278.00	0300858100	MLS
		Total	\$500.55		
56047	04/30/26	BENNYS MEAT MARKET			
E 610-49750-267		On-Sale-Food	\$122.85	042126	15 # GB - 4/21/26
		Total	\$122.85		
56048	04/30/26	BERNICK'S -ST. CLOUD			
E 610-49750-210		Operating Supplies	\$199.96	10480170	MLS
		Total	\$199.96		
56049	04/30/26	C&L Distributing			
E 610-49750-252		Off-Sale Beer For Resale	(\$50.00)	2280698	MLS - CREDIT
E 610-49750-333		Freight and Express	\$5.00	2280699	MLS
E 610-49750-252		Off-Sale Beer For Resale	\$383.50	2280699	MLS
E 610-49750-252		Off-Sale Beer For Resale	\$3,923.20	2284611	MLS
E 610-49750-333		Freight and Express	\$5.00	2284611	MLS
		Total	\$4,266.70		
56050	04/30/26	CARS ON PATROL SHOP LLC&TOWING			
E 801-42200-405		Repairs & Maint Vehicles	\$3,765.07	29040	FD - 2015 CHEVY - PARTS & LABOR / INSTALL
		Total	\$3,765.07		
56051	04/30/26	CENTURY LINK			
E 101-41940-321		Telephone	\$282.11	313826083	PHONE SERVICE FOR 4/18/26-5/17/26 (CITY HALL)
E 101-45124-321		Telephone	\$60.87	313826083	PHONE SERVICE FOR 4/18/26-5/17/26 (POOL)
E 101-45181-321		Telephone	\$119.00	313826083	PHONE SERVICE FOR 4/18/26-5/17/26 (AUD-ELEVATOR \$63 & DINING HALL \$56)
		Total	\$461.98		
56052	04/30/26	DAHLHEIMER BEVERAGE - GREEN ISLE			
E 610-49750-252		Off-Sale Beer For Resale	\$725.95	2744035	MLS

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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 610-49750-252		Off-Sale Beer For Resale	\$1,386.79	2750026	MLS
E 610-49750-252		Off-Sale Beer For Resale	(\$15.20)	2750680	MLS - CREDIT
		Total	\$2,097.54		
56053	04/30/26	EZ PLUMBING & DRAINS			
E 608-49450-430		Miscellaneous	\$8,650.00	2162	300 GROVE AVE NW - SEWER COMPLIANCE ESCROW
		Total	\$8,650.00		
56054	04/30/26	HEGGIES PIZZA LLC			
E 610-49750-267		On-Sale-Food	\$40.40	1002667007	MLS
		Total	\$40.40		
56055	04/30/26	Hermel Wholesale			
E 610-49750-210		Operating Supplies	\$220.94	1112925	MLS
E 610-49750-254		Off-Sale N/A Bev For Res	\$165.12	1112925	MLS
E 610-49750-267		On-Sale-Food	\$513.63	1112925	MLS
E 610-49750-345		Promotion	\$282.48	1113834	MLS - DONATION TO MUNI JAM
E 610-49750-345		Promotion	(\$282.48)	1113834	MLS - DONATION TO MUNI JAM
E 610-49750-210		Operating Supplies	\$26.12	1113863	MLS
E 610-49750-254		Off-Sale N/A Bev For Res	\$115.55	1113863	MLS
E 610-49750-265		On-Sale Drink Ingrid/Res	\$32.94	1113863	MLS
E 610-49750-267		On-Sale-Food	\$401.99	1113863	MLS
E 610-49750-264		On-Sale N/A Bev For Res	\$203.11	1113950	MLS
E 610-49750-333		Freight and Express	\$7.50	1114811	MLS
E 610-49750-210		Operating Supplies	\$234.82	1114811	MLS
E 610-49750-254		Off-Sale N/A Bev For Res	\$164.06	1114811	MLS
E 610-49750-265		On-Sale Drink Ingrid/Res	\$19.46	1114811	MLS
E 610-49750-267		On-Sale-Food	\$851.04	1114811	MLS
E 610-49750-264		On-Sale N/A Bev For Res	\$47.62	1114858	MLS
		Total	\$3,003.90		
56056	04/30/26	Johnson Brothers Liquor Co			
E 610-49750-333		Freight and Express	\$17.00	1028885	MLS
E 610-49750-251		Off-Sale Liquor For Resal	\$713.99	1028885	MLS
E 610-49750-253		Off-Sale Wine For Resale	\$100.00	1033571	MLS
E 610-49750-251		Off-Sale Liquor For Resal	\$2,119.65	1033571	MLS
E 610-49750-333		Freight and Express	\$27.79	1033571	MLS
		Total	\$2,978.43		
56057	04/30/26	Tyler Kosek			
E 205-42200-308		Training Fees	\$313.97	04272026	FD - REIMBURSEMENT - TRAINING TRAVEL EXPENSES
		Total	\$313.97		
56058	04/30/26	TERESA KUESTER			
E 101-45124-308		Training Fees	\$300.00	1	LIFEGUARD RE-CERTIFICATION COURSE - KOSEK & DOSTAL 5/4/2026
		Total	\$300.00		
56059	04/30/26	BILL LITZAU			

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Batch: 2604D03

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 610-49750-345		Promotion	\$2,500.00	04212026	MUNI JAM - 5/9/26 - BAND & PRODUCTION/AUDIO
		Total	\$2,500.00		
56060	04/30/26	Menards			
E 101-43100-210		Operating Supplies	\$459.60	25880	POTHOLE PATCH
		Total	\$459.60		
56061	04/30/26	NAPA			
E 101-43100-210		Operating Supplies	\$77.95	567639	PW SUPPLIES - OIL ABSORBENT
		Total	\$77.95		
56062	04/30/26	NCPERS GROUP LIFE INS.			
G 101-21713		Life Insurance Deduction	\$32.00	76480005202	GRP LIFE INSR PREMIUM 5/2026
		Total	\$32.00		
56063	04/30/26	JAKE NELSON			
E 610-49750-345		Promotion	\$2,500.00	042126	MUNI JAM - 5/9/26 - FULL BAND
		Total	\$2,500.00		
56064	04/30/26	OLSON, TODD			
E 608-49450-430		Miscellaneous	\$4,325.00	042426	300 GROVE AVE NE SEWER COMPLIANCE ESCROW - BALANCE DUE
		Total	\$4,325.00		
56065	04/30/26	PEOPLE SERVICE INC			
E 607-49400-319		Contract Services	\$1,970.00	PS-INV10997	WATER/WASTEWATER MONTHLY SERVICE - MAY
E 608-49450-319		Contract Services	\$1,970.00	PS-INV10997	WATER/WASTEWATER MONTHLY SERVICE - MAY
E 607-49400-210		Operating Supplies	\$75.52	PS-INV10997	WATER/WASTEWATER MONTHLY SERVICE - MAY
E 608-49450-210		Operating Supplies	\$75.52	PS-INV10997	WATER/WASTEWATER MONTHLY SERVICE - MAY
		Total	\$4,091.04		
56066	04/30/26	Phillips Wine & Spirits Inc			
E 610-49750-333		Freight and Express	\$3.90	5159354	MLS
E 610-49750-253		Off-Sale Wine For Resale	\$33.00	5159354	MLS
E 610-49750-251		Off-Sale Liquor For Resal	\$71.00	5159354	MLS
		Total	\$107.90		
56067	04/30/26	POTENTIA MN SOLAR FUND 1 LLC			
E 608-49450-381		Electric Utilities	\$141.89	CS000053	BILLING PERIOD 3/1/26-3/31-26 (SEWER LIFT #2)
E 610-49750-381		Electric Utilities	\$1,778.19	CS000053	BILLING PERIOD 3/1/26-3/31-26 (MLS)
E 101-45181-381		Electric Utilities	\$256.47	CS000053	BILLING PERIOD 3/1/26-3/31-26 (MAIN HALL)
E 607-49400-381		Electric Utilities	\$288.63	CS000053	BILLING PERIOD 3/1/26-3/31-26 (WATER PUMP)
E 608-49450-381		Electric Utilities	\$141.61	CS000053	BILLING PERIOD 3/1/26-3/31-26 (SEWER LIFT MAIN)
E 608-49450-381		Electric Utilities	\$342.89	CS000053	BILLING PERIOD 3/1/26-3/31-26
		Total	\$2,949.68		

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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
56068	04/30/26	RITEWAY			
E 101-45124-200		Office Supplies	\$30.01	25-32720	PAYROLL CHECKS
E 101-41400-200		Office Supplies	\$23.34	25-32720	PAYROLL CHECKS
E 204-42153-200		Office Supplies	\$30.01	25-32720	PAYROLL CHECKS
E 607-49400-200		Office Supplies	\$30.01	25-32720	PAYROLL CHECKS
E 101-43100-200		Office Supplies	\$30.01	25-32720	PAYROLL CHECKS
E 205-42200-200		Office Supplies	\$30.01	25-32720	PAYROLL CHECKS
E 608-49450-200		Office Supplies	\$30.00	25-32720	PAYROLL CHECKS
E 610-49750-200		Office Supplies	\$130.00	25-32720	PAYROLL CHECKS
E 101-45124-200		Office Supplies	\$42.85	25-32721	EXPENSE CHECKS
E 101-41400-200		Office Supplies	\$33.33	25-32721	EXPENSE CHECKS
E 204-42153-200		Office Supplies	\$42.85	25-32721	EXPENSE CHECKS
E 607-49400-200		Office Supplies	\$42.85	25-32721	EXPENSE CHECKS
E 101-43100-200		Office Supplies	\$42.85	25-32721	EXPENSE CHECKS
E 205-42200-200		Office Supplies	\$42.85	25-32721	EXPENSE CHECKS
E 608-49450-200		Office Supplies	\$42.85	25-32721	EXPENSE CHECKS
E 610-49750-200		Office Supplies	\$185.73	25-32721	EXPENSE CHECKS
E 101-41400-200		Office Supplies	\$134.52	25-85215	1099 FORMS
		Total	\$944.07		
56069	04/30/26	SECURITY BANK & TRUST			
G 101-21708		Health Savings Account	\$1,381.54	PP#9 2026	PP #9/2026
		Total	\$1,381.54		
56070	04/30/26	Short, Elliot, Hendrickson Inc			
E 101-41910-319		Contract Services	\$161.00	506936	SILAK PROJECT # 189735 GENERAL ENG SERVICES
		Total	\$161.00		
56071	04/30/26	SOUTHERN GLAZERS WINE & SPIRITS			
E 610-49750-251		Off-Sale Liquor For Resal	\$1,647.79	2744808	MLS
E 610-49750-251		Off-Sale Liquor For Resal	\$670.12	2747428	MLS
E 610-49750-253		Off-Sale Wine For Resale	\$90.00	2747428	MLS
E 610-49750-251		Off-Sale Liquor For Resal	\$1,328.76	2750093	MLS
		Total	\$3,736.67		
56072	04/30/26	STEVENSON, TIMOTHY			
E 610-49750-345		Promotion	\$800.00	042126	MUNI JAM - 5/9/26 - FULL BAND
		Total	\$800.00		
56073	04/30/26	SUN LIFE			
G 101-21713		Life Insurance Deduction	\$21.24	958716-0001	EMPLOYEE LIF/AD&D 5/1/26-5/31/26
		Total	\$21.24		
56074	04/30/26	VIKING BEVERAGES			
E 610-49750-252		Off-Sale Beer For Resale	\$1,260.20	3909914	MLS
E 610-49750-252		Off-Sale Beer For Resale	\$372.10	3919607	MLS
E 610-49750-262		On-Sale Beer For Resale	\$154.00	3919607	MLS
		Total	\$1,786.30		
56075	04/30/26	Viking Coca Cola Bottling Co			

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Batch: 2604D03

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 610-49750-264		On-Sale N/A Bev For Res	\$333.50	3909915	MLS
		Total	\$333.50		
		10100	\$53,857.14		

Fund Summary

10100 PRINSBANK SL-CHK

101 General Fund	\$3,936.99
204 Ambulance Fund	\$72.86
205 Fire Fund	\$386.83
607 Water Fund	\$2,407.01
608 Sewer Fund	\$15,719.76
610 Liquor Fund	\$27,568.62
801 Fire Equipment Trust Fund	\$3,765.07
	\$53,857.14

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Batch: 2605D01

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
10100 PRINSBANK SL-CHK					
56076	05/15/26	ADVANCED DRUG TESTING			
E 101-45181-305		Medical and Dental Fees	\$60.00	94436	RANDOM DRUG SCREEN - LUNDBERG (AUD)
		Total	\$60.00		
56077	05/15/26	AEM MECHANICAL SERVICES INC			
E 610-49750-404		Repairs & Maint Machine/	\$307.19	53408	WALK IN COOLER SUPPLIES AND MAINTENANCE
		Total	\$307.19		
56078	05/15/26	ALLINA MEDICAL TRANSPORTATION			
E 204-42153-319		Contract Services	\$200.00	TR01457002	AMB # 26-022
E 204-42153-319		Contract Services	\$200.00	TR01460959	AMB # 26-033
		Total	\$400.00		
56079	05/15/26	ARTISAN BEER COMPANY			
E 610-49750-252		Off-Sale Beer For Resale	\$33.80	3852095	MLS
E 610-49750-252		Off-Sale Beer For Resale	\$55.40	3853707	MLS
		Total	\$89.20		
56080	05/15/26	BLUE CROSS BLUE SHIELD OF MN			
G 101-21711		Health Insurance Deductio	\$5,602.97	26050144598	JUNE 2026
		Total	\$5,602.97		
56081	05/15/26	BOUND TREE MEDICAL SUPPLY			
E 204-42153-217		Medical Supplies	\$115.49	86164816	AMB MEDICAL SUPPLIES
		Total	\$115.49		
56082	05/15/26	BRANDED SOLUTIONS			
E 610-49750-345		Promotion	\$4,117.50	04082026	MLS - MUNI JAM TSHIRTS
E 610-49750-333		Freight and Express	\$57.20	04082026	MLS - MUNI JAM TSHIRTS
E 610-49750-345		Promotion	\$310.00	04102026	MLS - MUNI JAM CUSTOM MUGS
E 610-49750-333		Freight and Express	\$42.20	04102026	MLS - MUNI JAM CUSTOM MUGS
		Total	\$4,526.90		
56083	05/15/26	C&L Distributing			
E 610-49750-333		Freight and Express	\$5.00	2288058	MLS
E 610-49750-252		Off-Sale Beer For Resale	\$995.95	2288058	MLS
E 610-49750-259		Off-Sale Other For Resale	\$50.00	2288058	MLS
E 610-49750-252		Off-Sale Beer For Resale	\$2,299.60	2291836	MLS
E 610-49750-333		Freight and Express	\$5.00	2291836	MLS
E 610-49750-259		Off-Sale Other For Resale	\$320.00	2292110	MLS
E 610-49750-254		Off-Sale N/A Bev For Res	\$72.00	2292452	MLS
E 610-49750-333		Freight and Express	\$5.00	2295765	MLS
E 610-49750-252		Off-Sale Beer For Resale	\$2,336.67	2295765	MLS
		Total	\$6,089.22		
56084	05/15/26	CM2 SUPPLY			
E 607-49400-240		Small Tools,Minor Equip	\$19.25	486839	HIGH PRESSURE LARGE & MEDIUM
		Total	\$19.25		

CITY OF SILVER LAKE

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Batch: 2605D01

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
56085	05/15/26	COKATO LICENSING			
E 205-42200-437		Licenses & Permits	\$39.00	050626	TITLE TRANSFER FOR RESCUE 2
		Total	\$39.00		
56086	05/15/26	DAHLHEIMER BEVERAGE - GREEN ISLE			
E 610-49750-252		Off-Sale Beer For Resale	\$965.80	2754770	MLS
E 610-49750-252		Off-Sale Beer For Resale	\$3,115.81	2760170	MLS
E 610-49750-410		Rentals	\$200.00	2768537	MLS - COOLER DEPOSIT
E 610-49750-252		Off-Sale Beer For Resale	\$1,533.87	2768537	MLS
		Total	\$5,815.48		
56087	05/15/26	DZ DUCT CLEANING LLC			
E 610-49750-520		Capital Buildings & Structu	\$1,440.00	INV-00548	MLS AIR DUCT CLEANING
		Total	\$1,440.00		
56088	05/15/26	GAVIN, JANSSEN, STABENOW, LTD			
E 419-43100-319		Contract Services	\$511.25	15	LEGAL REVIEW - INFRASTRUCTURE IMPROVEMENTS
		Total	\$511.25		
56089	05/15/26	Gopher State One Call			
E 419-43100-319		Contract Services	\$45.90	6040753	APRIL 2026 - 34 TICKETS
		Total	\$45.90		
56090	05/15/26	HAWKINS, INC			
E 101-45124-216		Chemicals and Chem Pro	\$2,109.90	7415765	POOL CHEMICAL
		Total	\$2,109.90		
56091	05/15/26	HERALD JOURNAL PUBLISHING INC.			
E 101-41910-352		General Notices	\$102.95	043026	MCC ORDINANCE 100 AMENDMENT
		Total	\$102.95		
56092	05/15/26	Hermel Wholesale			
E 610-49750-333		Freight and Express	\$7.50	1115711	MLS
E 610-49750-210		Operating Supplies	\$275.20	1115711	MLS
E 610-49750-254		Off-Sale N/A Bev For Res	\$472.09	1115711	MLS
E 610-49750-267		On-Sale-Food	\$274.22	1115711	MLS
E 610-49750-333		Freight and Express	\$7.50	1116668	MLS
E 610-49750-210		Operating Supplies	\$229.05	1116668	MLS
E 610-49750-254		Off-Sale N/A Bev For Res	\$180.74	1116668	MLS
E 610-49750-265		On-Sale Drink Ingred/Res	\$19.46	1116668	MLS
E 610-49750-267		On-Sale-Food	\$591.05	1116668	MLS
E 610-49750-210		Operating Supplies	\$3.69	1116670	MLS
		Total	\$2,060.50		
56093	05/15/26	HILLYARD / HUTCHINSON			
E 101-41940-210		Operating Supplies	\$71.54	90127392	TP, PAPER TOWELS, HAND SOAP
E 101-45181-210		Operating Supplies	\$71.54	90127392	TP, PAPER TOWELS, HAND SOAP
E 101-45124-210		Operating Supplies	\$71.54	90127392	TP, PAPER TOWELS, HAND SOAP
E 101-45200-210		Operating Supplies	\$71.54	90127392	TP, PAPER TOWELS, HAND SOAP
E 205-42200-210		Operating Supplies	\$71.46	90127392	TP, PAPER TOWELS, HAND SOAP

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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 610-49750-210		Operating Supplies	\$71.54	90127392	TP, PAPER TOWELS, HAND SOAP
		Total	\$429.16		
56094	05/15/26	HUTCHINSON CO-OP			
E 101-43100-212		Motor Fuels	\$567.95	201487APR2	APRIL 2026 STATEMENT
E 101-45200-212		Motor Fuels	\$42.27	201487APR2	APRIL 2026 STATEMENT
E 205-42200-212		Motor Fuels	\$238.36	201487APR2	APRIL 2026 STATEMENT
E 204-42153-212		Motor Fuels	\$86.32	201487APR2	APRIL 2026 STATEMENT
E 610-49750-210		Operating Supplies	\$75.25	201487APR2	APRIL 2026 STATEMENT - SOFTNER SALT
E 205-42200-220		Repair & Maint Supplies	\$19.85	201487APR2	APRIL 2026 STATEMENT - FD SUPPLIES
		Total	\$1,030.00		
56095	05/15/26	Johnson Brothers Liquor Co			
E 610-49750-333		Freight and Express	\$11.70	1038205	MLS
E 610-49750-251		Off-Sale Liquor For Resale	\$556.50	1038205	MLS
E 610-49750-253		Off-Sale Wine For Resale	\$100.00	1038205	MLS
E 610-49750-333		Freight and Express	\$31.69	1043933	MLS
E 610-49750-251		Off-Sale Liquor For Resale	\$3,500.20	1043933	MLS
E 610-49750-253		Off-Sale Wine For Resale	\$100.00	1048388	MLS
E 610-49750-251		Off-Sale Liquor For Resale	\$574.10	1048388	MLS
E 610-49750-333		Freight and Express	\$14.17	1048388	MLS
		Total	\$4,888.36		
56096	05/15/26	JUUL UNDERGROUND			
E 608-49450-220		Repair & Maint Supplies	\$1,809.00	1090	SEWER MAIN REPAIR - 129 MAIN ST E
		Total	\$1,809.00		
56097	05/15/26	L & P SUPPLY CO			
E 101-45200-220		Repair & Maint Supplies	\$50.58	370176	PARKS MOWER PARTS
		Total	\$50.58		
56098	05/15/26	MCLEOD CNTY SHERIFF'S OFFICE			
E 101-42100-319		Contract Services	\$16,138.66	S26-022	APRIL 2026 CONTRACT HOURS
		Total	\$16,138.66		
56099	05/15/26	MEDIAUSA ADVERTISING			
E 610-49750-340		Advertising	\$300.00	103848	MUNI JAM ADVERTISING
		Total	\$300.00		
56100	05/15/26	Menards			
E 610-49750-210		Operating Supplies	\$112.78	26860	MUNI & PW SUPPILES
E 101-43100-210		Operating Supplies	\$57.77	26860	MUNI & PW SUPPILES
		Total	\$170.55		
56101	05/15/26	MINI BIFF INC			
E 610-49750-410		Rentals	\$297.50	I9543	MUNI JAM RENTAL - QTY 2
		Total	\$297.50		
56102	05/15/26	MKC, INC			
E 419-43100-319		Contract Services	\$650.00	2026-4	PREVAILING WAGE
		Total	\$650.00		

CITY OF SILVER LAKE

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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
56103	05/15/26	SAFEbuilt LLC			
E 101-41910-313		Building Inspection Fees	\$190.00	3751788	APRIL 2026 PERMITS
		Total	\$190.00		
56104	05/15/26	NCPERS GROUP LIFE INS.			
G 101-21713		Life Insurance Deduction	\$32.00	76480006202	GRP LIFE INSR PREMIUM 6/2026
		Total	\$32.00		
56105	05/15/26	O'REILLY AUTOMOTIVE INC			
E 101-43100-404		Repairs & Maint Machine/	\$11.99	1522-195648	PW SUPPLIES - OIL FILTER
		Total	\$11.99		
56106	05/15/26	Phillips Wine & Spirits Inc			
E 610-49750-253		Off-Sale Wine For Resale	\$73.00	5162966	MLS
E 610-49750-333		Freight and Express	\$3.90	5162966	MLS
E 610-49750-333		Freight and Express	\$5.85	5166855	MLS
E 610-49750-251		Off-Sale Liquor For Resale	\$71.00	5166855	MLS
E 610-49750-253		Off-Sale Wine For Resale	\$66.00	5166855	MLS
E 610-49750-333		Freight and Express	\$2.83	5170222	MLS
E 610-49750-251		Off-Sale Liquor For Resale	\$119.90	5170222	MLS
		Total	\$342.48		
56107	05/15/26	R&R EXCAVATING			
E 419-43100-319		Contract Services	\$371,309.21	APP#12	PAY APPLICATION #12 - 4/5/26-4/25/26
		Total	\$371,309.21		
56108	05/15/26	SECURITY BANK & TRUST			
G 101-21708		Health Savings Account	\$1,381.54	PP#10 2026	PP # 10/2026 - HSA CONTRIBUTION
G 101-21708		Health Savings Account	\$1,381.54	PP#9 2026	PP # 9/2026 - HSA CONTRIBUTION
		Total	\$2,763.08		
56109	05/15/26	Silver Lake, City of			
E 101-45181-382		Water Utilities	\$27.52	APRIL2026	APRIL 2026 UTILITY BILLS
E 101-45181-385		Sewer Utilities	\$23.38	APRIL2026	APRIL 2026 UTILITY BILLS
E 101-45181-387		Storm Sewer Utility	\$60.00	APRIL2026	APRIL 2026 UTILITY BILLS
E 610-49750-382		Water Utilities	\$241.04	APRIL2026	APRIL 2026 UTILITY BILLS
E 610-49750-385		Sewer Utilities	\$198.36	APRIL2026	APRIL 2026 UTILITY BILLS
E 610-49750-387		Storm Sewer Utility	\$60.00	APRIL2026	APRIL 2026 UTILITY BILLS
E 101-45124-382		Water Utilities	\$16.77	APRIL2026	APRIL 2026 UTILITY BILLS
E 101-45124-385		Sewer Utilities	\$15.50	APRIL2026	APRIL 2026 UTILITY BILLS
E 101-45124-387		Storm Sewer Utility	\$120.00	APRIL2026	APRIL 2026 UTILITY BILLS
E 101-41940-382		Water Utilities	\$28.27	APRIL2026	APRIL 2026 UTILITY BILLS
E 101-41940-385		Sewer Utilities	\$25.62	APRIL2026	APRIL 2026 UTILITY BILLS
E 101-41940-387		Storm Sewer Utility	\$60.00	APRIL2026	APRIL 2026 UTILITY BILLS
E 205-42200-382		Water Utilities	\$28.52	APRIL2026	APRIL 2026 UTILITY BILLS
E 205-42200-385		Sewer Utilities	\$25.84	APRIL2026	APRIL 2026 UTILITY BILLS
E 205-42200-387		Storm Sewer Utility	\$45.00	APRIL2026	APRIL 2026 UTILITY BILLS
E 608-49450-382		Water Utilities	\$22.05	APRIL2026	APRIL 2026 UTILITY BILLS
E 608-49450-385		Sewer Utilities	\$18.90	APRIL2026	APRIL 2026 UTILITY BILLS
E 608-49450-387		Storm Sewer Utility	\$180.00	APRIL2026	APRIL 2026 UTILITY BILLS

CITY OF SILVER LAKE

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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 101-45200-382		Water Utilities	\$16.77	APRIL2026	APRIL 2026 UTILITY BILLS
E 101-45200-385		Sewer Utilities	\$15.50	APRIL2026	APRIL 2026 UTILITY BILLS
E 101-45200-387		Storm Sewer Utility	\$240.00	APRIL2026	APRIL 2026 UTILITY BILLS
		Total	\$1,469.04		
56110	05/15/26	SOUTHERN GLAZERS WINE & SPIRITS			
E 610-49750-251		Off-Sale Liquor For Resale	\$365.11	2752689	MLS
E 610-49750-251		Off-Sale Liquor For Resale	\$617.26	2755487	MLS
E 610-49750-253		Off-Sale Wine For Resale	\$506.44	2755487	MLS
		Total	\$1,488.81		
56111	05/15/26	SOUTHWEST PAVING INC			
E 101-45181-402		Repairs & Maint Bldg & St	\$2,000.00	280	STREET PATCHING - AUDITORIUM
E 610-49750-402		Repairs & Maint Bldg & St	\$2,000.00	280	STREET PATCHING - MUNI
E 411-43100-403		Repairs & Maint Other Imp	\$6,000.00	280	STREET PATCHING - PUBLIC WORKS
		Total	\$10,000.00		
56112	05/15/26	TAPS			
E 610-49750-404		Repairs & Maint Machine/	\$60.00	571615	MLS TAPS CLEANING
		Total	\$60.00		
56113	05/15/26	US Postmaster			
E 607-49400-322		Postage	\$130.50	050126	MAY UTILITY POSTAGE & INTERNATIONAL POSTAGE
E 608-49450-322		Postage	\$130.50	050126	MAY UTILITY POSTAGE & INTERNATIONAL POSTAGE
		Total	\$261.00		
56114	05/15/26	VDCI, LLC			
E 101-45200-319		Contract Services	\$4,950.88	050426	2026 MOSQUITO SPRAYING
		Total	\$4,950.88		
56115	05/15/26	VIKING BEVERAGES			
E 610-49750-252		Off-Sale Beer For Resale	(\$30.00)	3652390	MLS - CREDIT
E 610-49750-252		Off-Sale Beer For Resale	\$459.40	3858012	MLS
E 610-49750-252		Off-Sale Beer For Resale	\$1,594.40	3919751	MLS
E 610-49750-252		Off-Sale Beer For Resale	\$654.70	3931847	MLS
		Total	\$2,678.50		
56116	05/15/26	Viking Coca Cola Bottling Co			
E 610-49750-254		Off-Sale N/A Bev For Res	\$89.00	3919752	MLS
E 610-49750-254		Off-Sale N/A Bev For Res	\$381.00	3931846	MLS
		Total	\$470.00		
56117	05/15/26	XTREME PEST SOLUTIONS			
E 205-42200-319		Contract Services	\$40.00	53746	FD - SERCICE DATE 5/7/26
E 101-45181-319		Contract Services	\$48.00	53747	AUDITORIUM - SERVICE DATE 5/7/26
E 101-41940-319		Contract Services	\$48.00	53748	CITY OFFICE - SERVICE DATE 5/7/26
E 101-45124-319		Contract Services	\$40.00	53749	CITY POOL - SERVICE DATE 5/7/26
E 610-49750-319		Contract Services	\$51.54	53750	MLS - SERVICE DATE 5/7/26
		Total	\$227.54		

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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
			10100	\$451,353.54	

Fund Summary

10100 PRINSBANK SL-CHK

101 General Fund	\$35,752.49
204 Ambulance Fund	\$601.81
205 Fire Fund	\$508.03
411 Public Works Streets Imp	\$6,000.00
419 Infrastructure Improvement Pro	\$372,516.36
607 Water Fund	\$149.75
608 Sewer Fund	\$2,160.45
610 Liquor Fund	\$33,664.65
	\$451,353.54

Public Comment

New Business

ELECTRIC FRANCHISE ORDINANCE

ORDINANCE NO. 103.

CITY OF SILVER LAKE, MCLEOD COUNTY, MINNESOTA

AN ORDINANCE GRANTING TO NORTHERN STATES POWER COMPANY, A MINNESOTA CORPORATION, ITS SUCCESSORS AND ASSIGNS, PERMISSION TO CONSTRUCT, OPERATE, REPAIR AND MAINTAIN IN THE CITY OF SILVER LAKE MINNESOTA, AN ELECTRIC DISTRIBUTION SYSTEM AND TRANSMISSION LINES, INCLUDING NECESSARY POLES, LINES, FIXTURES AND APPURTENANCES, FOR THE FURNISHING OF ELECTRIC ENERGY TO THE CITY, ITS INHABITANTS, AND OTHERS, AND TO USE THE PUBLIC GROUNDS AND PUBLIC WAYS OF THE CITY FOR SUCH PURPOSES.

THE CITY COUNCIL OF THE CITY OF SILVER LAKE, MCLEOD COUNTY, MINNESOTA, ORDAINS:

SECTION 1. DEFINITIONS.

For purposes of this Ordinance, the following capitalized terms listed in alphabetical order shall have the following meanings:

- 1.1 **City.** The City of Silver Lake, County of McLeod, State of Minnesota.
- 1.2 **City Utility System.** Facilities used for providing non-energy related public utility service owned or operated by City or agency thereof, including sewer and water service, but excluding facilities for providing heating, lighting or other forms of energy.
- 1.3 **Commission.** The Minnesota Public Utilities Commission, or any successor agency or agencies, including an agency of the federal government, which preempts all, or part of the authority to regulate electric retail rates now vested in the Minnesota Public Utilities Commission.
- 1.4 **Company.** Northern States Power Company, a Minnesota corporation, its successors and assigns.
- 1.5 **Electric Facilities.** Electric transmission and distribution towers, poles, lines, guys, anchors, conduits, fixtures, and necessary appurtenances owned or operated by Company for the purpose of providing electric energy for public use.
- 1.6 **Notice.** A written notice served by one party on the other party referencing one or more provisions of this Ordinance. Notice to Company shall be mailed to the General Counsel, 401 Nicollet Mall, 8th Floor, Minneapolis, MN 55401. Notice to the City shall be mailed to the City Clerk, 308 Main St W, Silver Lake, MN 55381. Either party may change its respective address for the purpose of this Ordinance by written notice to the other party.

1.7 **Public Ground.** Land owned by the city for park, open space or similar purpose, which is held for use in common by the public.

1.8 **Public Way.** Any street, alley, walkway or other public right-of-way within the city.

SECTION 2. ADOPTION OF FRANCHISE.

2.1 **Grant of Franchise.** City hereby grants Company, for a period of 20 years from the date passed and approved by the City, the right to transmit and furnish electric energy for light, heat, power and other purposes for public and private use within and through the limits of the City as its boundaries now exist or as they may be extended in the future. For these purposes, Company may construct, operate, repair and maintain Electric Facilities in, on, over, under and across the Public Grounds and Public Ways of City, subject to the provisions of this Ordinance. Company may do all reasonable things necessary or customary to accomplish these purposes, subject, however, to such reasonable regulations as may be imposed by the City pursuant to ordinance and to the further provisions of this franchise agreement.

2.2 **Effective Date; Written Acceptance.** This franchise agreement shall be in force and effect from and after passage of this Ordinance, its acceptance by Company, and its publication as required by law. The City by Council resolution may revoke this franchise agreement if Company does not file a written acceptance with the city within 90 days after publication.

2.3 **Service and Rates.** The service to be provided and the rates to be charged by Company for electric service in City are subject to the jurisdiction of the Commission. The area within the City in which Company may provide electric service is subject to the provisions of Minnesota Statutes, Section 216B.40.

2.4 **Publication Expense.** The expense of publication of this Ordinance will be paid by City and reimbursed to City by Company.

2.5 **Dispute Resolution.** If either party asserts that the other party is in default in the performance of any obligation here under, the complaining party shall notify the other party of the default and the desired remedy. The notification shall be written. Representatives of the parties must promptly meet and attempt in good faith to negotiate a resolution of the dispute. If the dispute is not resolved within 30 days of the written notice, the parties may jointly select a mediator to facilitate further discussion. The parties will equally share the fees and expenses of this mediator. If a mediator is not used or if the parties are unable to resolve the dispute within 30 days after first meeting with the selected mediator, either party may commence an action in District Court to interpret and enforce this franchise or for such other relief as may be permitted by law or equity for breach of contract, or either party may take any other action permitted by law.

SECTION 3. LOCATION, OTHER REGULATIONS.

3.1 **Location of Facilities.** Electric Facilities shall be located, constructed and maintained so as not to interfere with the safety and convenience of ordinary travel along and over Public Ways and so as not to disrupt normal operation of any City Utility System previously installed therein. Electric Facilities shall be located on Public Grounds as determined by the City. Company's construction, reconstruction, operation, repair, maintenance and location of Electric Facilities shall be subject to permits if required by separate ordinance and to other reasonable regulations of the City to the extent not

inconsistent with the terms of this franchise agreement. Company may abandon underground Electric Facilities in place, provided at the City's request, Company will remove abandoned metal or concrete encased conduit interfering with a city improvement project, but only to the extent such conduit is uncovered by excavation as part of the city improvement project.

3.2 Field Locations. Company shall provide field locations for its underground Electric Facilities within City consistent with the requirements of Minnesota Statutes, Chapter 216D.

3.3 Street Openings. Company shall not open or disturb any Public Ground or Public Way for any purpose without first having obtained a permit from the City, if required by a separate ordinance, for which the City may impose a reasonable fee. Permit conditions imposed on Company shall not be more burdensome than those imposed on other utilities for similar facilities or work. Company may, however, open and disturb any Public Ground or Public Way without permission from the city where an emergency exists requiring the immediate repair of Electric Facilities. In such event Company shall notify the City by telephone to the office designated by the City as soon as practicable. No later than the second working day thereafter, Company shall obtain any required permits and pay any required fees.

3.4 Restoration. After undertaking any work requiring the opening of any Public Ground or Public Way, Company shall restore the same, including paving and its foundation, to as good a condition as formerly existed, and shall maintain any paved surface in good condition for one year thereafter. The work shall be completed as promptly as weather permits, and if Company shall not promptly perform and complete the work, remove all dirt, rubbish, equipment and material, and put the Public Ground or Public Way in the said condition, the City shall have, after demand to Company to cure and the passage of a reasonable period of time following the demand, but not to exceed five days, the right to make the restoration at the expense of Company. Company shall pay the City the cost of such work done for or performed by the City. This remedy shall be in addition to any other remedy available to the City for noncompliance with this Section 3.4, but the City hereby waives any requirement for Company to post a construction performance bond, certificate of insurance, letter of credit or any other form of security or assurance that may be required, under a separate existing or future ordinance of the City, of a person or entity obtaining the City's permission to install, replace or maintain facilities in a Public Way.

3.5 Avoid Damage to Electric Facilities. Nothing in this Ordinance relieves any person from liability arising out of the failure to exercise reasonable care to avoid damaging Electric Facilities while performing any activity.

3.6 Notice of Improvements. The city must give Company reasonable notice of plans for improvements to Public Grounds or Public Ways where the city has reason to believe that Electric Facilities may affect or be affected by the improvement. The notice must contain: (i) the nature and character of the improvements, (ii) the Public Grounds and Public Ways upon which the improvements are to be made, (iii) the extent of the improvements, (iv) the time when the City will start the work, and (v) if more than one Public Ground or Public Way is involved, the order in which the work is to proceed. The notice must be given to Company a sufficient length of time in advance of the actual commencement of the work to permit Company to make any necessary additions, alterations or repairs to its Electric Facilities.

3.7 Shared Use of Poles. Company shall make space available on its poles or towers for City fire, water utility, police or other City facilities upon terms and conditions acceptable to Company whenever such use will not interfere with the use of such poles or towers by Company, by another electric

utility, by a telephone utility, or by any cable television company or other form of communication company. In addition, the City shall pay any added cost incurred by Company because of such use by City.

SECTION 4. RELOCATIONS.

4.1 Relocation of Electric Facilities in Public Ways. If the City determines to vacate a Public Way for a City improvement project, or at City's cost to grade, regrade, or change the line of any Public Way, or construct or reconstruct any City Utility System in any Public Way, it may order Company to relocate its Electric Facilities located therein if relocation is reasonably necessary to accomplish the City's proposed public improvement. Except as provided in Section 4.3, Company shall relocate its Electric Facilities at its own expense. The City shall give Company reasonable notice of plans to vacate for a City improvement project, or to grade, regrade, or change the line of any Public Way or to construct or reconstruct any City Utility System. If a relocation is ordered within five years of a prior relocation of the same Electric Facilities, which was made at Company expense, the City shall reimburse Company for non-betterment costs on a time and material basis, provided that if a subsequent relocation is required because of the extension of a City Utility System to a previously unserved area, Company may be required to make the subsequent relocation at its expense. Nothing in this Ordinance requires Company to relocate, remove, replace or reconstruct at its own expense its Electric Facilities where such relocation, removal, replacement or reconstruction is solely for the convenience of the City and is not reasonably necessary for the construction or reconstruction of a Public Way or City Utility System or other City improvement.

4.2 Relocation of Electric Facilities in Public Ground. City may require Company at Company's expense to relocate or remove its Electric Facilities from Public Ground upon a finding by City that the Electric Facilities have become or will become a substantial impairment to the existing or proposed public use of the Public Ground.

4.3 Projects with Federal Funding. City shall not order Company to remove or relocate its Electric Facilities when a Public Way is vacated, improved or realigned for a right-of-way project or any other project which is financially subsidized in whole or in part by the Federal Government or any agency thereof, unless the reasonable non-betterment costs of such relocation are first paid to Company. The City is obligated to pay Company only for those portions of its relocation costs for which City has received federal funding specifically allocated for relocation costs in the amount requested by the Company, which allocated funding the City shall specifically request. Relocation, removal or rearrangement of any Company Electric Facilities made necessary because of a federally aided highway project shall be governed by the provisions of Minnesota Statutes, Section 161.46, as supplemented or amended. It is understood that the rights herein granted to Company are valuable rights.

4.4 No Waiver. The provisions of this franchise apply only to facilities constructed in reliance on a franchise from the City and shall not be construed to waive or modify any rights obtained by Company for installations within a Company right-of-way acquired by easement or prescriptive right before the applicable Public Ground or Public Way was established, or Company's rights under state or county permit.

SECTION 5. TREE TRIMMING.

Company may trim all trees and shrubs in the Public Grounds and Public Ways of City to the extent Company finds necessary to avoid interference with the proper construction, operation, repair and maintenance of any Electric Facilities installed hereunder, provided that Company shall save the City harmless from any liability arising therefrom, and subject to permit or other reasonable regulation by the City.

SECTION 6. INDEMNIFICATION.

6.1 Indemnity of City. Company shall indemnify, keep and hold the City free and harmless from any and all liability on account of injury to people or damage to property occasioned by the construction, maintenance, repair, inspection, the issuance of permits, or the operation of the Electric Facilities located in the Public Grounds and Public Ways. The City shall not be indemnified for losses or claims occasioned through its own negligence except for losses or claims arising out of or alleging the City's negligence as to the issuance of permits for, or inspection of, Company's plans or work. The City shall not be indemnified if the injury or damage results from the performance in a proper manner of acts reasonably deemed hazardous by Company, and such performance is nevertheless ordered or directed by City after notice of Company's determination.

6.2 Defense of City. In the event a suit is brought against the City under circumstances where this agreement to indemnify applies, Company at its sole cost and expense shall defend the City in such suit if written notice thereof is promptly given to Company within a period wherein Company is not prejudiced by lack of such notice. If Company is required to indemnify and defend, it will thereafter have control of such litigation, but Company may not settle such litigation without the consent of the City, which consent shall not be unreasonably withheld. This section is not, as to third parties, a waiver of any defense or immunity otherwise available to the City and Company, in defending any action on behalf of the City shall be entitled to assert in any action every defense or immunity that the City could assert in its own behalf.

SECTION 7. VACATION OF PUBLIC WAYS.

The City shall give Company at least two weeks prior written notice of a proposed vacation of a Public Way. Except where required for a City improvement project, the vacation of any Public Way, after the installation of Electric Facilities, shall not operate to deprive Company of its rights to operate and maintain such Electric Facilities, until the reasonable cost of relocating the same and the loss and expense resulting from such relocation are first paid to Company. In no case, however, shall City be liable to Company for failure to specifically preserve a right-of-way under Minnesota Statutes, Section 160.29.

SECTION 8. CHANGE IN FORM OF GOVERNMENT.

Any change in the form of government of the City shall not affect the validity of this Ordinance. Any governmental unit succeeding the City shall, without the consent of Company, succeed to all of the rights and obligations of the City provided in this Ordinance.

SECTION 9. FRANCHISE FEE.

The city at the time of adopting this franchise agreement does not desire to require that Company collect a franchise fee from its customers in the city. At a future date during the term of this franchise agreement, the City may determine that it desires Company to collect a franchise fee. If so, the City may give Company Notice to amend this franchise agreement to authorize collection of a franchise fee by separate ordinance in an amount and upon such terms and conditions as Company at that time is willing to incorporate in its electric franchise agreements with other cities. Upon receipt of such Notice Company shall negotiate in good faith with City to amend this franchise agreement.

SECTION 10. PROVISIONS OF ORDINANCE.

10.1 Severability. Every section, provision, or part of this Ordinance is declared separate from every other section, provision, or part and if any section, provision, or part shall be held invalid, it shall not affect any other section, provision, or part. Where the provision of any other City ordinance conflicts with the provisions of this Ordinance, the provisions of this Ordinance shall prevail.

10.2 Limitation on Applicability. This Ordinance constitutes a franchise agreement between the City and Company as the only parties and no provision of this franchise shall in any way inure to the benefit of any third person (including the public at large) so as to constitute any such person as a third party beneficiary of the agreement or of any one or more of the terms hereof, or otherwise give rise to any cause of action in any person not a party hereto.

SECTION 11. AMENDMENT PROCEDURE.

Either party to this franchise agreement may at any time propose that the agreement be amended to address a subject of concern and the other party will consider whether it agrees that the amendment is mutually appropriate. If an amendment is agreed upon, this Ordinance may be amended at any time by the City passing a subsequent ordinance declaring the provisions of the amendment, which amendatory ordinance shall become effective upon the filing of Company’s written consent thereto with the City Clerk within 90 days after the date of final passage by the City of the amendatory ordinance.

SECTION 12. PREVIOUS FRANCHISES SUPERSEDED.

This franchise supersedes any previous electric franchise granted to Company or its predecessor.

Passed and approved: August XX, 2027.

Mayor

Attest:

City Clerk
Date Published: _____

Seal of the City:

Department Business

Public Works Department

SEH

PeopleService

Public Works Department

P.W. MAY 2026 REPORT

1-FILLING POOL AND REPAIR WORK

2-MOWING AND WEED CONTROL HAVE BEGAN

3-COMPOST YARD ORGANIZATION AND PILE REDUCTION

4-RECIEVING BIDS FOR LIGHT POLE AND GOAL POST

5-STREET SWEEPING

6-PLANNING SOME NEEDED TRUCK REPAIRS (BIG RED RADIATOR)

7-EMPLOYEE EVALUATION

REQUEST FOR COUNCIL ACTION

MEETING
DATE: 5/18/26

AGENDA SECTION: PW	ORIGINATING DEPT: PW	ITEM NO.
ITEM DESCRIPTION: Request for Council Action		PREPARED BY: Chris

COUNCIL ACTION REQUESTED

1. Request to approve review, getting a step increase on the wage scale:
 - a. Jon Ramige
 - i. Twelve Month Review
 - ii. Currently Grade 14 Step 6 \$23.82, move to Grade 14 Step 7 \$24.42
 - iii. Effective 5/11/26 PP#11

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

PeopleService

Date: April 27, 2026

To: City of Silver Lake

From: Jeremy Anderson, Operator

O & M Report: March 2026

Water Operation & Maintenance

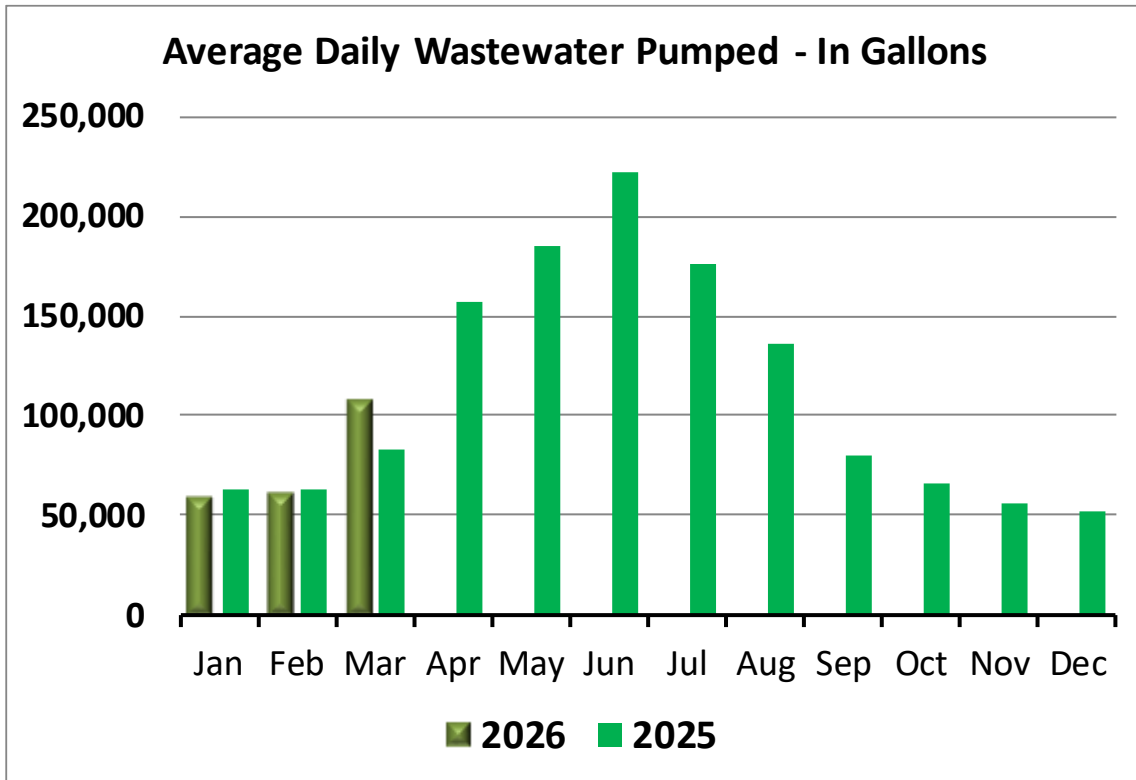
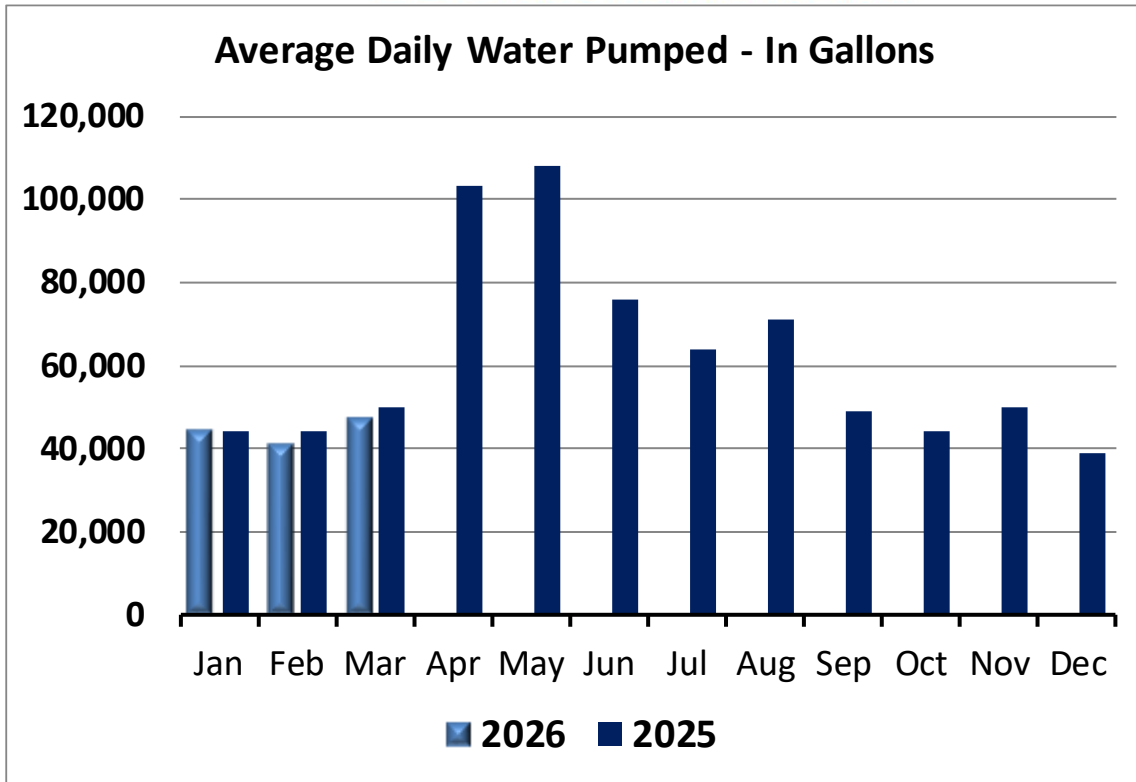
- Performed daily checks, monitoring well pumping, runtimes, and chemical usages in the well buildings.
- Collected weekly water samples in the distribution system and tested them for chlorine and fluoride residuals.
- Completed monthly fluoride report and submitted it to MN Dept. of Health (MDH), due by the 10th of the month.
- Moved snow around the well buildings as needed.
- Started hydrant flushing on March 31st.

Wastewater Operation & Maintenance

- Performed checks and recorded pump run times at the three lift stations. Main lift station checked daily and the other two are checked three times per week.
- Performed weekly checks, documentation of the depths, and condition of the stabilization ponds. Also, drilled holes in the ponds and structures to get accurate readings of the pond depths.
- Completed monthly discharge monitoring report (DMR) and submitted it to MN Pollution Control Agency (MPCA), due by the 21st of the month.
- Moved snow around the lift stations as needed.



- Collected quarterly influent samples from the Main Lift Station as required by MPCA. Samples were then brought to Lester Prairie to be picked up and analyzed by UC Lab. The results are then reported to the MPCA on the monthly DMR.
- Midwest Flo Cal calibrated the flow meter at the Main Lift Station. This is required two times per year by the MPCA so assure that the flows we are reporting on our DMRs are accurate.
- Responded to an emergency callout for a power outage on March 28th.



		March-26	February-26	March-25
Water	Units			
Average Daily Pumped	gallons	47,000	41,000	50,000
Maximum Daily Pumped	gallons	191,000	56,000	198,000
Total Monthly Pumped	gallons	1,459,000	1,138,000	1,540,000
Well #1	gallons	0	0	57,000
Well #2	gallons	1,459,000	1,138,000	1,483,000
Average Daily Fluoride Conc.	mg/L	0.70	0.73	0.83
Fluoride used	gallons	3.30	2.20	3.30
Total Chlorine Residual	mg/L	0.40	1.01	1.23
Chlorine used	lbs	0.00	0.00	0.00
Poly Phosphate used	gallons	6.60	5.40	7.40
Wastewater				
CBOD				
CBOD Influent	mg/L	129	0	102
CBOD Effluent	mg/L	0	0	0
CBOD Effluent Permit Limit	mg/L	25	25	25
CBOD Effluent Loading	kg/day	0.00	0.00	0.00
CBOD Effluent Loading Permit Limit	kg/day	124.70	124.70	124.70
TSS				
TSS Influent	mg/L	208	0	70
TSS Effluent	mg/L	0	0	0
TSS Effluent Permit Limit	mg/L	45	45	45
TSS Effluent Loading	kg/day	0.00	0.00	0.00
TSS Effluent Loading Permit Limit	kg/day	224.40	224.40	224.40
Phosphorus				
Phos Influent	mg/L	6	0	5
Phos Effluent	mg/L	0	0	0
Phos Effluent Loading	kg/day	0.00	0.00	0.00
Nitrogen Ammonia				
NA Effluent	mg/L	0.00	0.00	0.00
Fecal Coliform				
Fecal Effluent	ml	0	0	0
Fecal Effluent Permit Limit	ml	200#/100ml	200#/100ml	200#/100ml
Dissolved Oxygen				
DO Effluent	mg/L	0.00	0.00	0.00
DO Effluent Permit Limit	mg/L	monitor only	monitor only	monitor only
Influent Flow				
Average Daily	gallons	107,000	61,000	83,000
Maximum Daily	gallons	153,000	85,000	161,000
Total Monthly	gallons	3,321,000	1,696,000	2,567,000
Effluent Flow				
Effluent Monthly Average	gallons	0	0	0
Effluent Monthly Total	gallons	0	0	0
Precipitation Monthly Total	inches	1	1	2

Contract True-Ups - Current Contract Year				
Item	Budgeted Amount	Amount Spent	% of Budget	% of Time
Chemical Budget	\$3,000.00	\$1,857.00	62%	50%
Maintenance Budget	\$6,000.00	\$3,168.00	53%	50%
Total	\$9,000.00	\$5,025.00	56%	50%

Datecompleted	Equipment	Location	Notes	Task	Taskdesc
3/19/2026	CENTURY LIFT STATION	30318 WW Silver Lake, MN	Inspected lift station and floats. Tested omnisite alarm dialer to ensure it will call out in case of emergency. Test ran pumps.	LS Monthly PM	1. Test power fail and high level alarm and verify communication equipment will reach emergency contact for your project. 2. Inspect and clean floats. 3. If level indicator verify operating properly. 4. Inspect overall condition of lift station.
3/19/2026	CLEVELAND LIFT STATION	30318 WW Silver Lake, MN	Inspected lift station and floats. Tested omnisite alarm dialer to ensure it will call out in case of emergency. Test ran pumps.	LS Monthly PM	1. Test power fail and high level alarm and verify communication equipment will reach emergency contact for your project. 2. Inspect and clean floats. 3. If level indicator verify operating properly. 4. Collect and record amperage draw for each pump if under 440 volts and have proper PPE. 5. Inspect overall condition of lift station.
3/19/2026	MAIN LIFT STATION	30318 WW Silver Lake, MN	Inspected lift station, transducer, and floats. Tested omnisite alarm dialer to ensure it will call out in case of emergency. Test ran pumps. Midwest Flo Cal calibrated the flow meter on March 3rd.	LS Monthly PM	1. Test power fail and high level alarm and verify communication equipment will reach emergency contact for your project. 2. Inspect and clean floats. 3. If level indicator verify operating properly. 4. Inspect overall condition of lift station.
3/24/2026	CENTURY LIFT STATION	30318 WW Silver Lake, MN	P1 - 9.9 10.2 9.0 P2 - 9.6 10.4 8.9 Completed by Jerry S	LS Quarterly PM	TAKE AMP READING FROM EACH PUMP. ARC FLASH PPE REQUIRED
3/24/2026	CLEVELAND LIFT STATION	30318 WW Silver Lake, MN	P1 - 26.1 27.6 28.4 P2 - 26.7 29.2 30.0 Completed by Jerry S	LS Quarterly PM	TAKE AMP READING FROM EACH PUMP. ARC FLASH PPE REQUIRED
3/24/2026	MAIN LIFT STATION	30318 WW Silver Lake, MN	P1 - 20.1 23.3 20.3 P2 - 23.2 25.2 23.6 Completed by Jerry S	LS Quarterly PM	TAKE AMP READING FROM EACH PUMP. ARC FLASH PPE REQUIRED

Silver Lake - Chemical Report

Budget Year: October 2025 - September 2026

Below is the monthly chemical usage and costs for the month of **March 2026** and for previous months. At the bottom of the report is the monthly / year-to-date budget totals. For questions email kkettner@peopleservice.com

Chlorine - 504001-Water							
Budget Month	Invoice Date	Usage	Price UOM	Unit Price	Chemical Cost	Shipping & Tax	Total
Nov-25	10/15/2025	3-Demurrage	rt	\$10.00	\$30.00	\$0.00	\$30.00
	11/15/2025	3-Demurrage	rt	\$10.00	\$30.00	\$0.00	\$30.00
							\$60.00
Jan-26	12/15/2025	3-Demurrage	rt	\$10.00	\$30.00	\$0.00	\$30.00
	1/15/2026	3-Demurrage	rt	\$10.00	\$30.00	\$0.00	\$30.00
							\$60.00
Feb-26	2/15/2026	3-Demurrage	rt	\$10.00	\$30.00	\$0.00	\$30.00
Mar-26	3/15/2026	3-Demurrage	rt	\$10.00	\$30.00	\$0.00	\$30.00
	3/26/2026	2	cy	\$203.00	\$406.00	\$12.17	\$418.17
							\$448.17
Total		2					\$598.17

Fluoride - 504007-Water							
Budget Month	Invoice Date	Usage	Price UOM	Unit Price	Chemical Cost	Shipping & Tax	Total
Mar-26	3/26/2026	304.5	lb	\$0.67	\$204.02	\$12.17	\$216.19
Total		304.5					\$216.19

Poly Phosphate - 504010-Water							
Budget Month	Invoice Date	Usage	Price UOM	Unit Price	Chemical Cost	Shipping & Tax	Total
Mar-26	3/26/2026	696.0	lb	\$1.48	\$1,030.08	\$12.16	\$1,042.24
Total		696.0					\$1,042.24

Silver Lake - Chemical Report

Budget Year: October 2025 - September 2026

Monthly / Year-to Date Chemical Budget Totals

Month	Water	Wastewater	Monthly Total	Chemical Budget	Over / (Under)
October	\$0	\$0	\$0	\$3,000	\$(3,000)
November	\$60	\$0	\$60	\$3,000	\$(2,940)
December	\$0	\$0	\$0	\$2,940	\$(2,940)
January	\$60	\$0	\$60	\$2,940	\$(2,880)
February	\$30	\$0	\$30	\$2,880	\$(2,850)
March	\$1,707	\$0	\$1,707	\$2,850	\$(1,143)
April			\$0		
May			\$0		
June			\$0		
July			\$0		
August			\$0		
September			\$0		
Year-To-Date	\$1,857	\$0	\$1,857		

SEH



Building a Better World
for All of Us®

CITY COUNCIL MEETING AGENDA

RE: Silver Lake Infrastructure Improvement Project
Silver Lake, Minnesota

Date of Meeting: May 18, 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. Wastewater and Water System Analysis for Potential Development

- A. A lump sum proposal for \$6,600 is attached for review and consideration

II. Adopt Assessment Policy

- A. Final Assessment Policy provided by Gavin Law
- B. Resolution to consider adopting the policy is in council's packet

III. Change Orders

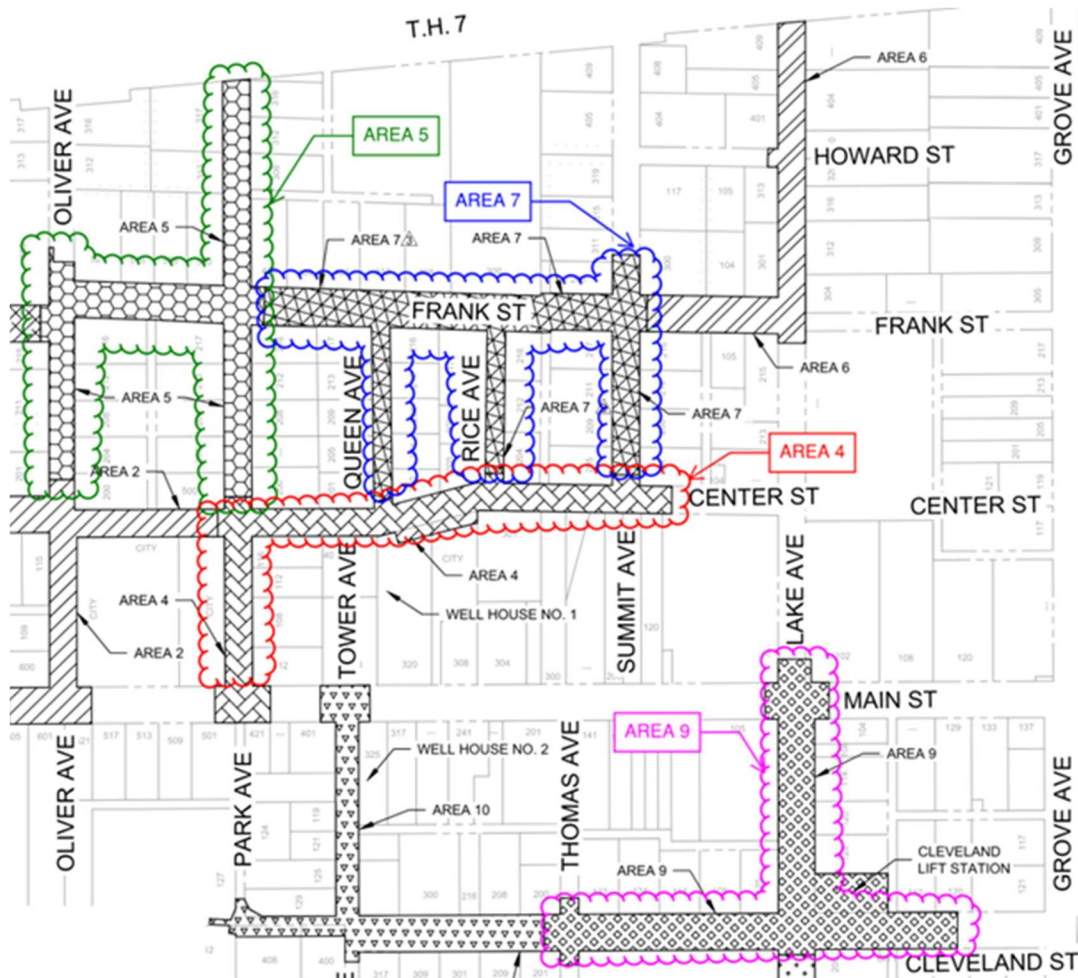
- A. CO 5 incorporating 709 and 713 Main Street Services (known lead) has been fully executed
- B. CO 2 (Main Street and TH7 work)
 - 1. Plans approved last month
 - 2. R&R tentatively plans to construct these areas late summer to early fall.
 - 3. We will review the project's budget status at July's council meeting to determine a go/no-go for the work on TH 7.
- C. CO 6 adjusting some quantities and bid items to CO2 to be included in next month's agenda for consideration

IV. Other Items

- A. Any resident, business owner, or city concerns?
- B. Application for Payment No. 12 is presented in the consent agenda.
- C. OneDrive link for SEH Daily logs from April 11, 2026, through May 8, 2026, sent from Diane.

V. Project Status Update

- A. Area 4
 - 1. Underground work is essentially complete.
 - 2. Streets in will be to gravel shortly
 - 3. Concrete expected sometime mid-June
- B. Area 5
 - 1. Underground work is complete on Oliver Ave and Frank St.
 - 2. Oliver Ave and Frank St will be to gravel in the coming weeks
 - 3. Underground work for Park Ave will be constructed in the coming weeks
 - 4. Concrete expected sometime mid-June
- C. Area 7
 - 1. Removes expected to begin early June
- D. Area 9
 - 1. Removes expected to begin late June



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Supplemental Letter Agreement

In accordance with the Master Agreement for Professional Services between City of Silver Lake ("Client"), and Short Elliott Hendrickson Inc. ("Consultant"), effective January 1, 2026, this Supplemental Letter Agreement dated May 18, 2026, authorizes and describes the scope, schedule, and payment conditions for Consultant's work on the Project described as: Potential Development System Analysis.

Client's Authorized Representative: Diane Pedersen

Address: 308 Main St W, Silver Lake, Minnesota 55381, United States

Telephone: 320.327.2412

Email: cityclerk@cityofsilverlake.org

Project Manager: Sam Fink

Address: 1390 Highway 15 South, Suite 208, P.O. Box 308, Hutchinson, Minnesota 55350

Telephone: 320.204.0217

Email: sfink@sehinc.com

Scope: The Services to be provided by Consultant:

Analyze water and wastewater systems to determine implications to the various systems with potential expansion on the east side of town that would add about 30 to 45 new residential connections. See concept plan provided by David Broll attached.

Task 1: Wastewater System Analysis:

- Calculate wastewater flows and loads from new development.
- Review sewer service routing.
- Analyze the Century Lift Station and force main capacity
- Analyze impacts to Main Lift Station.
- Analyze flow and load impacts to pond system.
- Prepare memo detailing wastewater analysis of above.
- Project management, coordination, and correspondence with stakeholders
- QAQC

Task 2: Water System Analysis:

- Calculate additional water demand from new development
- Analyze impacts to water supply capacity (wells)
- Analyze impacts to water storage capacity (water tower)
- Incorporate additional connections to water model and analyze fire flow impacts
- Prepare memo detailing water analysis of above
- Project management, coordination, and correspondence with stakeholders
- QAQC

Schedule: We would begin our services upon receipt of a signed copy of this Agreement. We anticipate completing our services within three weeks of receipt of signed Agreement.

Payment: The lump sum fee is \$6,600 including expenses and equipment.

The payment method, basis, frequency and other special conditions are set forth in attached Exhibit A-2.

Other Terms and Conditions: Other or additional terms contrary to the Master Agreement for Professional Services that apply solely to this project as specifically agreed to by signature of the Parties and set forth herein: None.

Short Elliott Hendrickson Inc.

City of Silver Lake

By: Sam Fink

By: _____

Full Name: Sam Fink

Full Name: _____

Title: Project Manager

Title: _____

Exhibit A-2

Payments to Consultant for Services and Expenses Using the Lump Sum Basis Option

The Agreement for Professional Services is amended and supplemented to include the following agreement of the parties:

A. Lump Sum Basis Option

The Client and Consultant select the Lump Sum Basis for Payment for services provided by Consultant. During the course of providing its services, Consultant shall be paid monthly based on Consultant's estimate of the percentage of the work completed. Necessary expenses and equipment are provided as a part of Consultant's services and are included in the initial Lump Sum amount for the agreed upon Scope of Work. Total payments to Consultant for work covered by the Lump Sum Agreement shall not exceed the Lump Sum amount without written authorization from the Client.

The Lump Sum amount includes compensation for Consultant's services and the services of Consultant's Consultants, if any for the agreed upon Scope of Work. Appropriate amounts have been incorporated in the initial Lump Sum to account for labor, overhead, profit, expenses and equipment charges. The Client agrees to pay for other additional services, equipment, and expenses that may become necessary by amendment to complete Consultant's services at their normal charge out rates as published by Consultant or as available commercially.

B. Expenses Not Included in the Lump Sum

The following items involve expenditures made by Consultant employees or professional consultants on behalf of the Client and shall be paid for as described in this Agreement

1. Expense of overtime work requiring higher than regular rates, if authorized in advance by the Client.
2. Other special expenses required in connection with the Project.
3. The cost of special consultants or technical services as required. The cost of subconsultant services shall include actual expenditure plus 10% markup for the cost of administration and insurance.

The Client shall pay Consultant monthly for expenses not included in the Lump Sum amount.

DETAILED TASK HOUR BUDGET / COST ANALYSIS



Project : Silver Lake Potential Development System Analysis
 Location: Silver Lake, MN
 Date: Monday, May 18, 2026

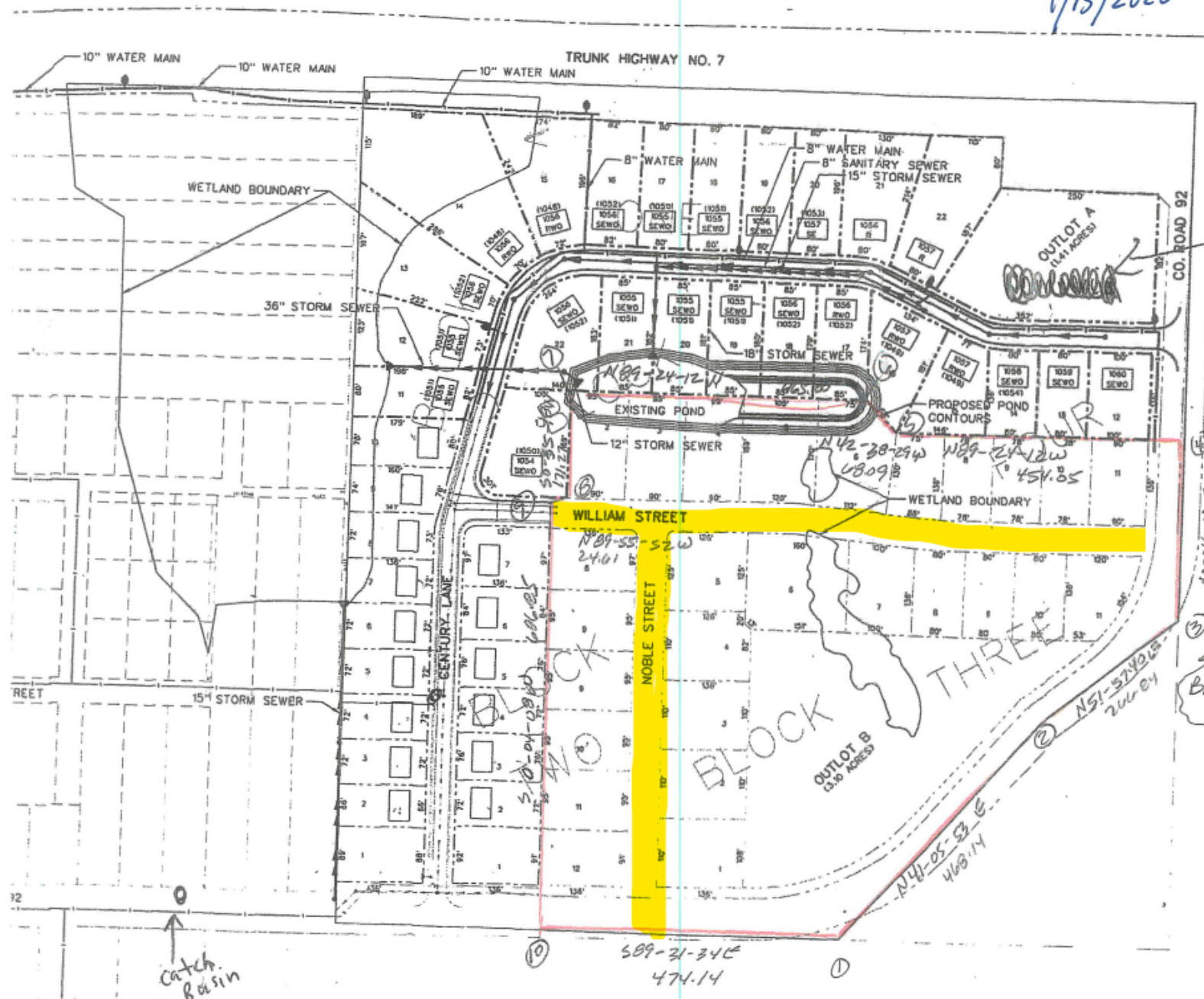
	Labor Hours						TOTALS
	Fink Engr PE	Bruce Engr PE	Marcusen Sr Engr PE	McCormack Engr PE	Brinkman Admin	Bratsch Engr PE	
Task 1 - Wastewater System Analysis							
<i>Project management, coordination, and correspondence with stakeholders</i>	2.0				1.0		3.0
<i>Calculate wastewater flows and loads from new development</i>		1.0					1.0
<i>Review sanitary sewer service routing</i>						1.0	1.0
<i>Analyze the Century lift station and force main capacity</i>		1.0					1.0
<i>Analyze impacts to Main Lift station</i>		1.0					1.0
<i>Analyze flow and load impacts to pond system</i>		2.0					2.0
<i>Prepare memo detailing wastewater analysis</i>		3.0			1.0		4.0
QAQC	1.0		1.0			1.0	3.0
SUBTOTAL HOURS	3.0	8.0	1.0	0.0	2.0	2.0	16.0
TOTAL TASK FEE	\$ 2,900.00						

Task 2 - Water System Analysis							
<i>Project management, coordination, and correspondence with stakeholders</i>	2.0				1.0		3.0
<i>Calculate additional water demand from new development</i>				1.0			1.0
<i>Analyze impacts to water supply capacity (wells)</i>				3.0			3.0
<i>Analyze impacts to water storage capacity (water tower)</i>				3.0			3.0
<i>Incorporate additional connections to water model and analyze fire flow impacts</i>				2.0			2.0
<i>Prepare memo detailing water analysis</i>				3.0	1.0		4.0
QAQC	2.0					2.0	4.0
SUBTOTAL HOURS	4.0	0.0	0.0	12.0	2.0	2.0	20.0
TOTAL TASK FEE	\$ 3,700.00						

SUMMARY OF PROPOSED FEES

	Fee
Task 1 - Wastewater System Analysis	\$ 2,900.00
Task 2 - Water System Analysis	\$ 3,700.00
Total	\$ 6,600.00

1/13/2020



Wetland
for Future
once a

Brill SEE
15.5 acres

CITY OF SILVER LAKE
LOCAL IMPROVEMENT POLICY

ADOPTED: May 18, 2026

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 unplatted 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 Clerk 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, or a person who is a member of the Minnesota National Guard or other military reserves who is ordered into active military service.
3. The applicant must be the owner of the homestead property.
4. The applicant must occupy the property as their principal place of residence.
5. The applicant must meet the "very low income" limits as defined by the yearly Adjusted Home Income Limits for McLeod County as defined by the U.S. Department of HUD State: Minnesota. In addition, applicant's total assets must fall below \$30,000, excluding the homestead property.

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 Clerk of any change in his status that would affect eligibility for deferment.

Subd. 3. In all cases of deferral, interest builds on the principal amount, but no payment of special assessments is due until assessments are activated. When special assessments are activated during the period when the bond for the improvements is active, there will generally be no adjustment to the special assessment. When the bond for the improvement is no longer active, the City may, at its discretion, adjust accrued interest by cumulative Engineering News Record (ENR) Cost Index over the same period of time, or other selected index, with the lesser of the two costs selected for reinstatement.

Subd. 4. 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 Clerk 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. 5. 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.

CITY COUNCIL

CITY OF SILVER LAKE

RESOLUTION 26-15: RESOLUTION TO ADOPT CITY OF SILVER LAKE LOCAL IMPROVEMENT POLICY

WHEREAS, 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).

WHEREAS the Minnesota State 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.

WHEREAS the City Council for the City of Silver Lake, deems it advisable and in the best interest of the City of Silver Lake to adopt clear policies related to special assessments.

WHEREAS the City of Silver Lake previously adopted City of Silver Lake Local Improvement Policy. The Council believes it in the best interest of the City to replace such policy to provide better clarity and conformity with Minnesota State Statute.

WHEREAS Minnesota State Statute additionally allows for the deferral of payment of special assessments when certain hardships exist. The Council believes these circumstances should be included within a Local Improvement Policy.

WHEREAS the City Council intends that these policies are not construed as exclusive but instead to provide general guidelines for addressing assessments in the City, and in enacting these policies, the City Council acknowledges that special cases and variations may be required based on the particular facts present in any given situation.

NOW THEREFORE, BE IT RESOLVED the City of Silver Lake hereby adopts the City of Silver Lake Local Improvement Policy. Such Policy shall replace any prior Local Improvement City Policy concerning special assessments and deferment of special assessments.

The Mayor and City Clerk are hereby authorized to execute any and all documents necessary to effectuate the transfer of said real property.

Adopted by the Council on this 18th day of May 2026.

Bruce Bebo, Mayor

Seal of The City:

Diane Pedersen, City Clerk/Treasurer

Public Safety

Fire Department

SLFD May 2026 Report

April Calls	Medical	Fire	Accident	Other
City	6	1		3
Hale	1	0		
Rich Valley	3	1		
Hassan Valley	0	0		
Winsted	1	0		
Other –				

Effective March 1, 2026, Joseph Neaton went from probationary firefighter to full-time volunteer firefighter. He passed Firefighter 1, Firefighter 2, and Hazmat in February 2026.

Car Show fundraiser took place on Saturday, May 16,

Rescue 2 (DNR pickup truck) is in service.

The Fire Department will be marching for the Memorial Day Service.

There is proposed Tower Ave project construction in August. The Fire Chief will be talking with Public Works for use of two stalls for the Tanker and Pumper Trucks during the construction on the west side of the fire hall.

Submitted grant applications to the State Fire Marshall's Office for turnout washer and dryer in the amount of \$8,000 with a \$1,000 match. The department has not received a response yet.

Submitted an application to State Farm Insurance for a \$10,000 grant for Battery Extrication Equipment.

Sheriff's Report

CITY OF SILVER LAKE

Event Totals - April 2026

Event Type	Qty
911 Hangup	2
Assists	2
Child Custody	1
City Council Meeting	1
Contract	30
Disturbance	1
Driving/Vehicle Complaint	1
Fire	1
Fraud	1
Information	3
Medical	5
Open Door/Window	1
Paper Service	1
Parking	2
Suspicious	2
Theft	4
Threats	1
Traffic Stop	9
Transports/Escorts	1
Trespass/Unwanted	2
	<hr/>
	71

April 2026-Silver Lake Police Hours

Day	Officer Badge	Time-Hours	Officer Badge	Time-Hours	Officer Badge	Time-Hours	Officer Badge	Time-Hours	Officer Badge	Time-Hours	Officer Badge	Time-Hours	Officer Badge	Time-Hours	Total Hours	Total time for week	Billable Hours
1	1217	2	1222	1	1203	1	1216	2							6		
2	1217	2	1201	1.25	1216	0.67	1225	9.82							13.7	30.25	27
3	1217	1.33	1201	0.5	1216	2.33	1202	1.5							5.66		
4	1214	2.57	1227	1.95	1202	0.33									4.85		
5	1217	2.33	1218	1.92	1202	1.75									6		
6	1214	2	1218	2.58	1225	1.42									6		
7	1220	3	1218	2	1216	1.03									6.03		
8	1217	2.67	1201	0.5	1203	1.33	1222	0.33	1222/1216	0.32	1223	0.92			6.07	45.13	45
9	1217	1.23	1410	0.42	1201	0.58	1222	2	1223	1.22	1202	0.5	1216	1.07	7.02		
10	1214	2.17	1216	1.05	1401	1	1222	0.82	1202	1.97					7.01		
11	1226	3.32	1218	2.25	1222	1.43									7		
12	1214	2.5	1226/1214	0.35	1218	2.63	1202	0.52							6		
13	1226	3	1218	2.17	1227	1									6.17		
14	1220	1	1226	2	1201	0.75	1218	2	1216	0.25					6		
15	1217	2.25	1225	2.75	1223	1									6	45	45
16	1217	0.85	1214	1.67	1225	4.48									7		
17	1214	2	1201	1	1227	1.5	1202	2.5							7		
18	1217	2.43	1216	2.07	1223	2.33									6.83		
19	1266	2.08	1223	2.93	1222	0.98									5.99		
20	1214	2	1216	1.38	1201	2.7									6.08		
21	1226	1.4	1214	0.67	1203	1	1227	1.23	1222	1.7					6		
22	1214	2.7	1225	3.3	1202/1227	1.17	1202	1.5							8.67	46.43	45
23	1203	1	1214	0.87	1225	3.32	1227	0.63	1202	0.52	1223	0.67			7.01		
24	1223/1202	0.68	1220	2.32	1227	0.33	1223	2.72							6.05		
25	1226	4	1218	2.38	1223	0.25									6.63		
26	1266	2	1218	2	1222	1.5	1216	0.5							6		
27	1226	2.57	1203	0.93	1218	2.92									6.42		
28	1214	2	1218	1.03	1225	2.67	1202	0.3							6	31.43	31
29	1217	2	1218	2.22	1222	1.17	1225	0.62							6.01		
30	1217	1.68	1214	2.32	1218	1.82	1216	1.18							7		

Total hours 198.24 193

Total Hours for 2026 193 X \$83.62 = \$ 16,138.66

Ambulance Department

May 2026 Ambulance

Council Notes:

1. Meeting held May 14, 2026
2. Staffing as of 4/14/26 is as follows:
 - a. 2 EMR's (1 on Standby)
 - b. 11 EMT's (2 currently on Standby)
 - i. 1 EMR recently obtained EMT status
 - c. Currently have 4 crews with active rotation
3. April Call Stats:
 - a. 13 Calls
 - i. 3 No Transport
 - b. Previous Year (2025):
 - i. 6 Calls
 - ii. 1 No Transport
4. Year to Date Call Stats as of (5/14/26)
 - i. 64 Calls
 1. 11 No Transport
 - ii. Previous Year (2025): 59
 1. 4 No Transport

Municipal Liquor Store & Auditorium

Business Review:

- Solid April, just surpassing April LY
- Off sale picked up more on good weather days (when we had them)
- Expenses were higher as we started bringing in products for Muni Jam at the end of the month

Operations:

- “Muni Jam”: after months of prep and planning... we put on a great event!
 - o No success without Chris (made the stage and banner, and signs, tables and more) and Jon. Vince, Andrea, Brooke, Muni staff a handful of firefighters, and a few very supportive volunteers who also helped all day – THANK YOU ALL!
 - o Bands and food trucks and even the line dance team coming out were a hit with everyone.
 - o Many take aways from the event:
 - It got busier and busier as the day went on overwhelming at times
 - Bar prep and changes if we do it again
 - Limiting offerings if we do it again
 - MC/Announcer to engage with crowd between bands
 - VOLUNTEERS – many more hands were needed, just couldn’t get to all that needed to be done at one time.
 - Inside bar management and set up changes
 - Social media, banners, posters, and even radio ads helped drive traffic
 - o Ultimately it was a successful event and far more people here than expected for the first event like this.
 - o Feedback has been overwhelmingly positive and supportive from the community and others that visited.
 - o Oh, and we had, BY FAR, the best day EVER for The Muni (in sales) with over \$15,000 brought in.
- “Project Gamechanger” is evolving
 - o Roxy and Jarrett with Brenda Visnovac with the MMBA (consultant) regarding the ideas around moving off-sale to HWY 7 and what it takes to do a new store like that. Brenda has helped with many projects like this over the years and has 41 years managing the Lakeville Municipal Liquor Stores. Good meeting, more to come and follow up. Brenda is going to help compile some data and budget for a prospectus.
 - o Shared the vision with Brenda about how on-sale can adapt and be updated and a bigger off-sale can bring a substantial increase in revenue to the city.

Auditorium:

- New ice machine was ordered and moved in. Chris installed. Thank you to The Silver Lake Lions!

Facilities:

- Health Department inspection: items to be addressed but will have a big cost to them (kitchen/bar/walk-in floors), glass washer, water heater, ice machine.
- Still to work on LED lights for cooler doors
- Seeking additional bids for tap line installation (on our own). Comparing having a beer distributor do the work (we pay for parts) vs. us paying for all of it with no conflicts.
- Birds in our soffits! YAY.
- Big Utility expense hit in April. Per Carly, the billing period(s) seem off as we were billed for two months in April (\$6900). Even so, \$3450/mo is pretty wild.
- Ice machine had to be cleaned again before Muni Jam (per health dept report). Noticing how bad our water is, that is the concern going forward for future maintenance and wear on the older unit. Will work to limp it along until next year.

APRIL

	2025 Amount	2025 Month	2026 Month
Operating Revenues			
Sale of Goods	\$609,267.43	\$50,821.07	\$50,837.90
Cost of Goods Sold	\$327,525.32	\$20,975.26	\$20,850.48
Gross Profit	\$281,742.11	\$29,845.81	\$29,987.42
Gross Profit %	46.24%	58.73%	58.99%
Other Operating Income (Interest Inc.)	\$40,737.97	\$2,478.24	\$7,574.17
Total Operating Revenues	\$322,480.08	\$32,324.05	\$37,561.59
Operating Expenses			
Salaries	\$165,513.22	\$13,593.06	\$14,071.23
Payroll Taxes & Benefits	\$39,212.78	\$4,987.77	\$4,078.28
Utilities	\$29,405.11	\$2,322.77	\$6,900.37
Insurance	\$14,852.61	\$1,052.00	\$1,211.00
Repairs & Maintenance	\$12,331.62	\$904.10	\$1,057.25
Contracted Services	\$4,627.07	\$0.00	\$51.54
Professional Fees	\$19,069.08	\$1,662.50	\$2,283.38
Depreciation	\$8,233.80	\$700.00	\$742.00
Misc	\$20,410.88	\$1,102.50	\$6,863.27
Supplies	\$12,865.52	\$910.33	\$1,411.16
Total Operating Expenses	\$326,521.69	\$27,235.03	\$38,669.48
Income/(Loss) [excluding capital purchases & transfers]	(\$4,041.61)	\$5,089.02	(\$1,107.89)
Capital Purchases (Not included in expenses)	\$0.00	\$1,800.00	\$0.00
Transfers In	\$0.00	\$0.00	\$0.00
Transfers Out	\$0.00	\$0.00	\$0.00
Change in Net Assets	-\$4,041.61	\$5,089.02	-\$1,107.89
Cost of Goods	\$327,525.32	\$20,975.26	\$20,850.48
COG %	50.39%	39.35%	35.70%
Wages & Benefits	\$204,726.00	\$18,580.83	\$18,149.51
Wages & Benefits %	31.50%	34.86%	31.07%
Overhead	\$121,795.69	\$8,654.20	\$20,519.97
Overhead %	18.74%	16.24%	35.13%
Net Profit	(\$4,041.61)	\$5,089.02	(\$1,107.89)
Net Profit %	-0.62%	9.55%	-1.90%

	2025 Amount	2025 YTD	2026 YTD
Operating Revenues			
Sale of Goods	\$609,267.43	\$192,749.57	\$205,901.42
Cost of Goods Sold	\$327,525.32	\$118,532.64	\$102,185.06
Gross Profit	\$281,742.11	\$74,216.93	\$103,716.36
Gross Profit %	46.24%	38.50%	50.37%
Other Operating Income (Interest Inc.)	\$40,737.97	\$13,653.17	\$18,782.26
Total Operating Revenues	\$322,480.08	\$87,870.10	\$122,498.62
Operating Expenses			
Salaries	\$165,513.22	\$45,291.61	\$50,547.95
Payroll Taxes & Benefits	\$39,212.78	\$17,699.25	\$16,708.01
Utilities	\$29,405.11	\$9,091.70	\$13,788.63
Insurance	\$14,852.61	\$4,208.00	\$4,844.00
Repairs & Maintenance	\$12,331.62	\$1,867.78	\$2,134.85
Contracted Services	\$4,627.07	\$258.18	\$584.78
Professional Fees	\$19,069.08	\$6,654.30	\$8,623.49
Depreciation	\$8,233.80	\$2,800.00	\$2,968.00
Misc	\$20,410.88	\$4,468.01	\$13,188.51
Supplies	\$12,865.52	\$3,763.95	\$4,818.84
Total Operating Expenses	\$326,521.69	\$96,102.78	\$118,207.06
Income/(Loss) [excluding capital purchases & transfers]	(\$4,041.61)	(\$8,232.68)	\$4,291.56
Capital Purchases (Not included in expenses)	\$0.00	\$6,550.00	\$31,661.37
Transfers In	\$0.00	\$0.00	\$0.00
Transfers Out	\$0.00	\$0.00	\$0.00
Change in Net Assets	-\$4,041.61	-\$8,232.68	\$4,291.56
Cost of Goods	\$327,525.32	\$118,532.64	\$102,185.06
COG %	<u>50.39%</u>	<u>57.43%</u>	<u>45.48%</u>
Wages & Benefits	\$204,726.00	\$62,990.86	\$67,255.96
Wages & Benefits %	<u>31.50%</u>	<u>30.52%</u>	<u>29.93%</u>
Overhead	\$121,795.69	\$33,111.92	\$50,951.10
Overhead %	<u>18.74%</u>	<u>16.04%</u>	<u>22.68%</u>
Net Profit	(\$4,041.61)	(\$8,232.68)	\$4,291.56
Net Profit %	<u>-0.62%</u>	<u>-3.99%</u>	<u>1.91%</u>

APRIL 2026

Categorized Gross Profit %

					Current Month			
	Rev	Exp	GP	Profit %	Rev	Exp	GP	Profit %
On Sale Liquor	\$37,519.37	\$7,296.90	\$30,222.47	80.55%	\$ 8,803.32	\$ 1,612.80	\$ 7,190.52	81.68%
On Sale Beer	\$53,532.94	\$16,556.60	\$36,976.34	69.07%	\$ 12,277.20	\$ 3,748.00	\$ 8,529.20	69.47%
On Sale Wine	\$301.80	\$91.32	\$210.48	69.74%	\$ 57.35	\$ 16.74	\$ 40.61	70.81%
On Sale Total	\$91,354.11	\$23,944.82	\$67,409.29	73.79%	\$ 21,137.87	\$ 5,377.54	\$ 15,760.33	74.56%
Off Sale Liquor	\$31,368.04	\$25,458.34	\$5,909.70	18.84%	\$ 8,059.32	\$ 5,793.40	\$ 2,265.92	28.12%
Off Sale Beer	\$49,510.05	\$34,791.16	\$14,718.89	29.73%	\$ 13,270.47	\$ 7,409.47	\$ 5,861.00	44.17%
Off Sale Wine	\$2,955.74	\$1,090.89	\$1,864.85	63.09%	\$ 838.20	\$ 205.82	\$ 632.38	75.45%
Off Sale THC	\$3,347.02	\$607.24	\$2,739.78	81.86%	\$ 1,026.62	\$ 322.00	\$ 704.62	68.63%
Off Sale Total	\$87,180.85	\$61,947.63	\$25,233.22	28.94%	\$ 23,194.61	\$ 13,730.69	\$ 9,463.92	40.80%
On Sale N/A	\$6,314.68	\$1,904.44	\$4,410.24	69.84%				
On Sale Food	\$18,887.80	\$10,913.09	\$7,974.71	42.22%				
Off Sale N/A	\$1,183.88	\$2,150.89	-\$967.01	-81.68%				
Off Sale Other	\$14.97	\$0.00	\$14.97	100.00%				

**None of the above costs include Freight

Community Development and Administration

City of Silver Lake

May 18, 2026

Community Development and Administration Report

Community Development:

1. Planning Commission (PC) met on May 12.
 - a. Reviewed Sections 11 and 12 of the Zoning Ordinance
2. Pool Report

Administration:

1. April Treasurer's Report
2. Check Acceptance Policy
3. Non-DOT Drug Testing Personnel Policy Update
4. Request to approve annual review for Gloria Lundberg
5. Spring Cleanup held on Saturday, May 16.
 - a. Will report outcome at meeting

Community Development

MAY, 14 2026 - POOL SIGN-UP UPDATES

- 21 Individuals signed up for Private Swimming Lessons
- 37 Individuals signed up for Semi-Private Swimming Lessons
- 41 Individuals signed up for Group Swimming Lessons
- 4 Family Passes / 1 Individual Pass Purchased

Administration

CITY OF SILVER LAKE
***Cash Balance Investments**

Current Period April 2026

Fund	2026 Begin Balance	Receipts	Disbursements	-----Transfers-----		JE Payroll	Balance NO Investments	Investments	Balance	
				Rec/Disb	Journal Entries					
10100 PRINSBANK SL-CHK										
101 General Fund	\$479,241.58	\$33,541.80	\$245,308.76	\$0.00	\$190,578.85	\$7,124.52	\$465,177.99	\$213,479.37	\$678,657.36	In Bal
204 Ambulance Fund	(\$55,582.59)	\$45,752.24	\$18,718.70	\$0.00	\$12,927.06	(\$49,052.37)	(\$64,674.36)	\$597.74	(\$64,076.62)	In Bal
205 Fire Fund	\$115,204.02	\$54,792.50	\$25,618.34	\$0.00	(\$74,947.29)	(\$419.39)	\$69,011.50	\$23,543.84	\$92,555.34	In Bal
207 CARES Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	In Bal
208 ARPA FUND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	In Bal
305 2007A Refunding Bonds	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	In Bal
315 Silver Edge Bond	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	In Bal
317 2013A GO Improvement Bc	\$30,962.44	\$0.00	\$0.00	\$0.00	\$4.55	\$0.00	\$30,966.99	\$0.00	\$30,966.99	In Bal
318 2025A Bond Anticipation Nc	\$35,000.00	\$0.00	\$0.00	\$0.00	\$38.94	\$0.00	\$35,038.94	\$0.00	\$35,038.94	In Bal
319 2025B Bond Anticipation Nc	\$22,000.00	\$0.00	\$0.00	\$0.00	\$24.48	\$0.00	\$22,024.48	\$0.00	\$22,024.48	In Bal
404 PUBLIC WORKS EQUIPMEN	\$63,685.23	\$0.00	\$31,000.00	\$0.00	(\$24,991.45)	\$0.00	\$7,693.78	\$55,814.90	\$63,508.68	In Bal
405 PARKS AND SWIMMING F	\$106,939.72	\$0.00	\$5,748.00	\$0.00	(\$74,964.46)	\$0.00	\$26,227.26	\$75,191.50	\$101,418.76	In Bal
407 POLICE SQUAD	(\$32.43)	\$0.00	\$0.00	\$0.00	(\$0.04)	\$0.00	(\$32.47)	\$67,260.18	\$67,227.71	In Bal
408 Ambulance Unit	\$5,000.00	\$0.00	\$0.00	\$0.00	\$5.56	\$0.00	\$5,005.56	\$100,466.32	\$105,471.88	In Bal
411 Public Works Streets Imp	\$39,796.42	\$0.00	\$57.45	\$0.00	(\$24,983.54)	\$0.00	\$14,755.43	\$47,985.53	\$62,740.96	In Bal
414 Police Forfeiture Fund	\$405.08	\$0.00	\$0.00	\$0.00	\$0.45	\$0.00	\$405.53	\$3,587.67	\$3,993.20	In Bal
415 Silver Edge Estates	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	In Bal
416 Auditorium Repair	\$26,073.93	\$0.00	\$0.00	\$0.00	(\$19,993.24)	\$0.00	\$6,080.69	\$47,551.27	\$53,631.96	In Bal
417 Grove Ave Reconstruction	(\$0.11)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$0.11)	\$0.00	(\$0.11)	In Bal
418 MAIN STREET PROJECT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	In Bal
419 Infrastructure Improvement	\$172,016.21	\$0.00	\$437,425.38	\$0.00	(\$193,065.64)	\$0.00	(\$458,474.81)	\$701,775.13	\$243,300.32	In Bal
607 Water Fund	\$120,085.96	\$82,323.71	\$19,649.24	\$0.00	\$72,095.47	(\$3,960.59)	\$250,895.31	\$504,122.00	\$755,017.31	In Bal
608 Sewer Fund	\$189,230.55	\$112,946.24	\$32,131.81	\$0.00	\$114,984.57	(\$4,817.83)	\$380,211.72	\$513,388.63	\$893,600.35	In Bal
609 Storm Sewer Fund	\$112,770.84	\$31,126.07	\$365.34	\$0.00	(\$74,930.84)	\$0.00	\$68,600.73	\$95,691.21	\$164,291.94	In Bal
610 Liquor Fund	\$34,082.20	\$103,497.75	\$223,588.86	\$0.00	\$168,548.60	(\$75,233.97)	\$7,305.72	\$160,175.90	\$167,481.62	In Bal
801 Fire Equipment Trust Fund	\$46,212.20	\$14,765.00	\$3,765.07	\$0.00	(\$34,987.52)	\$0.00	\$22,224.61	\$279,659.44	\$301,884.05	In Bal
803 Economic Development Au	\$23,019.08	\$0.00	\$0.00	\$0.00	(\$19,996.64)	\$0.00	\$3,022.44	\$78,925.17	\$81,947.61	In Bal
804 Ambulance Equipment & Tr	\$45,413.50	\$13,742.12	\$3,766.20	\$0.00	(\$34,977.89)	\$0.00	\$20,411.53	\$73,373.67	\$93,785.20	In Bal
	\$1,611,523.83	\$492,487.43	\$1,047,143.15	\$0.00	(\$18,630.02)	(\$126,359.63)	\$911,878.46	\$3,042,589.47	\$3,954,467.93	

Account Balances
Apr-26

Fund	Account #	10100	10104	10105	Total Investments (Savings+CD's) Balance	Total Fund Balance	Change from Last Month
	Checking	Savings	Current CD Balances				
101	General	465,177.99	212,031.02	1,448.35	213,479.37	678,657.36	(68,433.94)
204	Ambulance Department	(64,674.36)	597.74	0.00	597.74	(64,076.62)	949.30
205	Fire Department	69,011.50	23,543.84	0.00	23,543.84	92,555.34	(103,408.15)
317	2013A GO Improvement Bonds	30,966.99	0.00	0.00	0.00	30,966.99	0.00
318	2025A Bond Anticipation Note	35,038.94	0.00	0.00	0.00	35,038.94	0.00
319	2025B Bond Anticipation Note	22,024.48	0.00	0.00	0.00	22,024.48	0.00
404	Public Works Equipment	7,693.78	55,814.90	0.00	55,814.90	63,508.68	0.00
405	Parks & Swimming Pool	26,227.26	75,191.50	0.00	75,191.50	101,418.76	(5,748.00)
407	Police Squad	(32.47)	0.00	67,260.18	67,260.18	67,227.71	0.00
408	Ambulance Unit	5,005.56	0.00	100,466.32	100,466.32	105,471.88	0.00
411	Public Works Streets Improvement	14,755.43	25,273.00	22,712.53	47,985.53	62,740.96	(57.45)
414	Police Forfeiture Fund	405.53	3,587.67	0.00	3,587.67	3,993.20	0.00
416	Auditorium Repair	6,080.69	40,697.17	6,854.10	47,551.27	53,631.96	0.00
417	Grove Avenue Reconstruction	(0.11)	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
419	Infrastructure Improvement Project	(458,474.81)	701,775.13	0.00	701,775.13	243,300.32	1,493.60
607	Water Fund	250,895.31	4,122.00	500,000.00	504,122.00	755,017.31	13,715.71
608	Sewer Fund	380,211.72	4,057.00	509,331.63	513,388.63	893,600.35	(548.71)
609	Storm Sewer Fund	68,600.73	95,691.21	0.00	95,691.21	164,291.94	8,651.17
610	Liquor Fund	7,305.72	51,825.17	108,350.73	160,175.90	167,481.62	(17,866.91)
801	Fire Department Trust Fund	22,224.61	11,080.85	268,578.59	279,659.44	301,884.05	135,999.93
803	Economic Development Authority	3,022.44	28,925.17	50,000.00	78,925.17	81,947.61	0.04
804	Ambulance Equipment & Training	20,411.53	5,485.66	67,888.01	73,373.67	93,785.20	520.00
	Total	911,878.46	1,339,699.03	1,702,890.44	3,042,589.47	3,954,467.93	(34,733.41)
					Cash Balance		
					Investments Total		

City of Silver Lake CD's

Fund	Description	CD Number	Acct #10105 Investments	Bank Balance as of 4/30/2026	Unrecorded Interest	CD Term	CD Maturity Date	Old Interest Rate	New Interest Rate
101	General Fund	214743	\$1,448.35	\$1,465.69	(\$17.34)	6 months	5/18/2026	4.75	
205	Fire Department				\$0.00		Fund #801		3.75
404	Public Works Equipment				\$0.00				
407	Police Squad	214739	\$67,260.18	\$68,090.89	(\$830.71)	6 months	5/18/2026	4.9	
408	Ambulance Unit	214738	\$100,466.32	\$101,707.15	(\$1,240.83)	6 months	5/18/2026	4.9	
411	Pulic Works Streets Improvement	214740	\$22,712.53	\$22,984.46	(\$271.93)	6 months	5/18/2026	4.75	
416	Auditorium Repair	214742	\$6,854.10	\$6,936.16	(\$82.06)	6 months	5/18/2026	4.75	
419	Infrastructgure Improvement Project		\$0.00		\$0.00				3.75
607	Water Fund	214747	\$500,000.00	\$506,041.10	(\$6,041.10)	6 months	6/17/2026	4.9	
608	Sewer fund	214741	\$509,331.63	\$515,622.22	(\$6,290.59)	6 months	5/18/2026	4.9	
609	Storm Sewer Fund		\$0.00		\$0.00				3.75
610	Liquor Fund	214807	\$108,350.73	\$109,659.84	(\$1,309.11)	6 months	9/30/2026	4.9	3.75
801	Fire Department Trust Fund	214816	\$268,578.59	\$270,874.58	(\$2,295.99)	6 months	10/22/2026	4.9	3.75
803	Economic Development Authority	214815	\$50,000.00	\$50,000.00	\$0.00		10/22/2026		3.75
804	Ambulance Equipment & Training	214808	\$67,888.01	\$68,387.64	(\$499.63)	6 months	10/3/2026	4.75	3.75
			\$1,702,890.44	\$1,721,769.73	(\$18,879.29)				

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

City of Silver Lake Check Acceptance Policy

The City of Silver Lake recognizes the importance of providing payment options to residents for various services.

Purpose:

The purpose of this policy is to establish accepted forms of payment for various services.

1. Due Date for Payments

- a. Utility bills are due on the 25th of each month.
 - i. If the 25th falls on a weekend or a recognized holiday, payments will be due on the next business day.
- b. Facility Rentals
 - i. Deposits are due when a reservation is made.
 - ii. The balance is due prior to the date of the event.

2. Acceptable Payment Methods

- a. The city accepts payments via checks, cash, money orders and electronic payments methods, where applicable.

3. Procedures for Handling Checks

- a. All checks must be made payable to the City of Silver Lake.
- b. Two party checks are not accepted.
- c. Checks must include the account holder's name, account number, and current contact information.

4. Insufficient Funds Policy

- a. In the event a check is returned due to insufficient funds or any other reason, the account holder will be notified, and a returned check fee will be applied in accordance with the city's fee schedule.
- b. The returned check amount, along with the fee, must be resolved immediately.

5. Restrictions on Check Payments

- a. If an individual has two returned checks within a 12-month period, they will no longer be allowed to pay by check for the next 12 months.
- b. During this period, the individual may use other payment methods, such as cash or money orders.

6. Reinstatement of Check-Writing Privileges

- a. After the 12-month restriction period, the individual may request reinstatement of check-writing privileges.
- b. The request will be reviewed, and privileges may be reinstated at the city's discretion.

7. Additional Provisions

- a. Any fraudulent activity associated with check payments will result in immediate suspension of check-writing privileges and may be subject to further legal action.
- b. This policy is subject to change at the discretion of the City Council.

8. Contact Information

- a. For questions or concerns regarding this policy, please contact the City Clerk's office during regular business hours.

Adopted May 18, 2026

City of Silver Lake, Minnesota
Non-DOT Drug, Alcohol and Cannabis Testing and Drug-Free Workplace Act
Policy for Non-Commercial (Non-DOT) Drivers

A. PURPOSE AND OBJECTIVES

The city of **Silver Lake** (“city”) has a vital interest in maintaining safe, **healthy, and productive** working conditions for employees, and recognizes that individuals who are impaired because of drugs, **cannabis** and/or alcohol jeopardize the safety and health of other workers as well as themselves. The city does not intend to intrude into the private lives of its employees, but strongly believes that a drug, alcohol and cannabis-free workplace is in the best interest of employees and the public alike. Alcohol, drug, and cannabis abuse can cause unsatisfactory job performance, increased tardiness and absenteeism, increased accidents and workers’ compensation claims, higher insurance rates, and an increase in theft of city property. The city’s Drug, Alcohol and Cannabis Testing Non-DOT policy has been established for the purpose of providing a safe workplace for all.

City employees and applicants required to hold a commercial driver’s license by the United States Department of Transportation (“DOT”) for their job will be tested under the city’s Policy on Controlled Substance and Alcohol Testing for Commercial Drivers (the “DOT Policy”) **when applicable**. All other employees and job applicants offered employment with the city must undergo testing as described by this policy.

To ensure the policy is clearly communicated to all employees and applicants to whom offers of employment have been made, and to comply with state law, employees and applicants are required to review this policy and sign the “policy acknowledgement.” A job applicant will also acknowledge in this form that he/she understands that passing the drug test is a requirement of the job.

B. PERSONS SUBJECT TO TESTING

This policy covers all applicants (including rehires) and all current employees, including but not limited to **full-time, part-time, seasonal, volunteer, and/or temporary**. This includes employees who are based in Minnesota and all other states or areas where the city conducts business or where an employee is conducting business on behalf of the city. Employees who are contracted through an agency to perform services on behalf of the city, in any manner, are subject to the rules stated in this policy, to the extent permitted by law. If the city determines a contracted worker has violated this policy, by way of a confirmed test result, the services of the worker will be terminated, and the agency will be informed of the reasons for the termination.

Emergency Call Back to Work Provisions:

If an employee is called out for a city emergency and they report to work and are suspected of being under the influence of drugs, alcohol, or cannabis they will not be subject to the testing procedures of this policy; however, they will not be permitted to work. Appropriate arrangements for transportation to return to the employee’s residence will be made. It is the sole responsibility of the employee who is under the influence of alcohol, drugs or cannabis and who

is called out for a city emergency, to notify their supervisor of this information and advice if they are unable to respond to the emergency call back.

Pursuant to Minn. Stat. § 181.951, subd 9, there are certain individuals who are treated differently for cannabis testing purposes based on their jobs, including police officers, firefighters, those in safety-sensitive positions, and others (hereinafter collectively referred to as “Excluded Positions”). Excluded Positions are prohibited from both on-duty and off-duty cannabis consumption. Given both on-duty and off-duty prohibitions, Excluded Positions are not allowed to have any concentration of cannabis as a result of testing under this policy.

Note: Other Excluded Positions include positions requiring a commercial driver’s license; positions of employment funded by a federal grant; positions requiring face-to-face care, training, education, supervision, counseling, consultation, or medical assistance to: (i) children; (ii) vulnerable adults; or (iii) certain patients who receive health care services

C. CIRCUMSTANCES UNDER WHICH TESTING MAY BE REQUIRED

Under this policy, the city may test any applicant to whom an offer of employment has been made and may test employees for alcohol and/or drugs, including cannabis, under the following circumstances with a properly accredited or licensed testing laboratory or oral fluid test, in accordance with Minn. Stat. § 181.953, subs. 1,5a.

Pre-Employment Testing:

Job applicants offered employment with the city may receive the offer conditioned upon successful completion of drug test, and/or an alcohol or cannabis test, if applicable, among other conditions. The city will not request or require a job applicant to undergo cannabis testing related to “lawful consumable products” pursuant to Minn. Stat. § 181.938, including alcohol, cannabis, lower-potency hemp edibles, and hemp-derived consumer products, except with respect to the categories of positions listed below in the definition of “drug” or if otherwise required by state or federal law. If the job offer is withdrawn based drug, alcohol, and/or cannabis test results, the city will inform the applicant of the reasons for the withdrawal. A failure of the drug, alcohol, and/or cannabis test, a refusal to take the test, and/or failure to meet other conditions of the offer will result in a withdrawal of the conditional offer of employment even if the applicant’s provisional employment has begun. A negative or positive dilute test result (following a second collection), which has been confirmed, will also result in immediate withdrawal of an offer of employment to an applicant. Further, failure to sign an acknowledgement form to engage in required pre-employment testing will deem the applicant unsuitable for employment with the city.

Temporary and seasonal employees are also subject to this policy. Rehires will be tested at the beginning of the new season.

Note: The Minnesota Drug and Alcohol Testing in the Workplace Act (DATWA) does not bar termination for reasons other than a positive test result. See [Belde v. Ferguson Enterprises](#), 460 F.3d 976 (8th Cir. Minn. 2006). A city may terminate or withdraw an offer based on an adulterated sample.

Reasonable Suspicion Testing/Post-accident/Post-injury Testing:

Consistent with Minn. Stat. § 181.951, **subd. 5**, employees will be subject to alcohol and/or drug testing, including cannabis testing, when reasonable suspicion exists to believe that the employee:

- Is under the influence of alcohol, drugs and/or cannabis; or
- Has violated written work rules prohibiting the use, possession, sale or transfer of drugs, alcohol, and/or cannabis **use, possession, impairment, sale or transfer**, while an employee is working, **representing the city**, while on city property, or while operating city vehicles, machinery or any other type of equipment; or
- Has sustained a personal injury as defined in Minn. Stat. § 176.011, subd. 16 or has caused another employee to sustain a personal injury, or;
- Has caused a work-related accident or was operating or helping to operate machinery, equipment, or vehicles involved in a work-related accident.

Reasonable suspicion may be based upon, but is not limited to, facts regarding appearance, behavior, speech, breath, odor, possession, proximity to or use of alcohol, drugs or cannabis or containers or paraphernalia, poor safety record, excessive absenteeism, impairment of job performance, or any other circumstances that would cause a reasonable employer to believe that a violation of the city's policies concerning alcohol, drugs or cannabis may have occurred. These observations will be reflected in writing on a Reasonable Suspicion Record Form.

For off-site collection, employees will be driven to the employer-approved medical facility by their supervisor or designee. For an on-site collection service, the employee will remain on site and be observed by the supervisor or designee.

Pursuant to the requirements of the Drug-Free Workplace Act of 1988, all city employees, as a condition of continued employment, will agree to abide by the terms of this policy and must notify the City Clerk of any criminal drug statute conviction for a violation occurring in the workplace not later than five days after such conviction. If required by law or government contract, the city will notify the appropriate federal agency of such conviction within 10 days of receiving notice from the employee.

Employees may be removed from all work duties until test results are reported to the city. If the results are reported as confirmed negative, the employee will be allowed to return to work at the appointed time beginning the next scheduled workday. If any other results other than confirmed negative are reported, all circumstances outlined in this policy will apply according to the given circumstances.

Treatment Program Testing:

In accordance with Minn. Stat. § 181.951, subd. 6, the city may request or require an employee to undergo drug, alcohol or cannabis testing, if the employee has been referred by the city for **substance use disorder treatment** or evaluation or is participating in a **substance use disorder** treatment program under an employee benefit plan. In such a case, the employee may be requested or required to undergo cannabis testing and drug or alcohol testing without prior notice during the evaluation or treatment period and for a period of up to two years following completion of any prescribed substance use disorder treatment program.

Any positive results or refusals, as defined in Sections G and D of this policy, may result in immediate termination as discussed in Sections F and G.

Routine Physical Examination Testing:

The city may request or require an employee to undergo drug and/or alcohol testing—but not cannabis testing, except for the categories of positions listed above for which cannabis is considered a drug or unless otherwise required by state or federal law—as part of a routine physical examination. The city, in accordance with Minn. Stat. § 181.951, subd. 3, will request or require this type of testing no more than once annually, and the employee will be provided with at least two weeks’ written notice that the test will be required as part of the physical examination.

Random Testing:

In accordance with Minn. Stat. § 181.951, subd. 4, the city may require an employee to submit to random cannabis testing and drug and alcohol testing, if the employee is in a safety-sensitive position. Safety Sensitive Positions include, but are not limited to, Bartenders, Department Heads, Maintenance Workers, Firefighters, Ambulance Personnel, Police Personnel and Lifeguards.

D. TESTING PROCEDURES, REFUSALS & COSTS

Collection & Timing:

Employees must report to the testing site immediately when required to undergo any testing as required under Section C of this policy.

For off-site reasonable suspicion collections, the employee must be transported and accompanied to the collection site as arranged by a supervisor. Transportation from the collection site will be the employee’s responsibility and at the employee’s expenses (unless other arrangements have been made by the city). The driver is not to transport themselves away from the collection site.

For treatment program testing, so long as no reasonable suspicion exists that the employee is impaired, the employee will be allowed to transport themselves to the testing facility. If an employee has driven a city vehicle to the collection site and has an alcohol concentration level of 0.02 or greater, a city representative will arrive at the collection site to pick up the city vehicle.

Any employee who has an alcohol test result of 0.02 or greater will be responsible for transportation from the collection site at their own expenses (unless other arrangements have been made with the city). The driver is not to transport themselves away from the collection site.

Right of Refusal:

Employees and job applicants have the right to refuse to submit to an alcohol, drug, or cannabis test under this policy. However, such a refusal will subject an employee to immediate termination.

If an applicant refuses to submit to applicant testing, any conditional offer of employment will be withdrawn.

Any intentional act or omission by the employee or applicant that prevents the completion of the testing process constitutes a refusal to test.

An applicant or employee who substitutes, or attempts to substitute, or alters, or attempts to alter a testing sample is considered to have refused to take a drug alcohol or cannabis test. In such a case, the employee is subject to immediate termination of employment, and in the case of an applicant, the job offer will be immediately withdrawn.

Accommodations:

Acts Constituting Refusal:

The following acts constitute a refusal for an applicant or employee:

- **Refusal to Authorize:** Refusal to sign an acknowledgement that the employee or job applicant has seen the city's Drug, Alcohol and Cannabis Testing Policy OR an authorization to allow a lawful request for testing.
- **Failure to Report/Remain on Site:** An employee who fails to report within a reasonable time after notification of required testing or leaves the testing site prior to testing being completed.
- **Altercation/Substitution:** An employee who substitutes, or attempts to substitute, or alters, or attempts to alter, a testing sample.
- **Dilute Specimen:** A positive dilute test will be treated as a positive test result.
 - A negative dilute test result, a specimen with a creatinine concentration greater than or equal to 2 mg/dL but less than or equal to 5 mg/dL, will result in conducting a second test at the expense of the city.
 - Should the testing facility have the capability of identifying a dilute sample immediately upon receipt, the employee will be required to stay at the facility and produce another sample. Should the testing facility not have the capability for immediate detection, once detected, the city will notify the employee to promptly report for recollection.
 - Employees who have completed two tests, both of which come back as negative dilute, will be considered to have refused to provide a specimen unless the employee has a physical condition causing the inability to provide sufficient specimens and, in that case, alternative arrangements will be made.
- **Inadequate Specimen:** Should an employee not be able to produce any/sufficient quantity of specimen, they will be given eight ounces of liquid every thirty minutes to help produce a sample. Employees who do not provide a specimen within two hours of the initial attempted test will be considered to have refused to provide a specimen unless the employee has a physical conditional causing the inability to provide sufficient specimen and, in that case, alternative arrangements will be made.
- **Improper Temperature:** If the specimen is not at an acceptable temperature, the employee will be required to promptly provide another sample at the testing facility. Employees whose second sample comes back outside of appropriate temperature bounds will be considered to have refused to provide a specimen unless the employee has a physical condition causing the inability to provide sufficient specimen, and, in that case alternative arrangements will be made.

- Employees who do not provide a specimen within two hours of the initial attempted test will be considered to have refused to provide a specimen unless the employee has a physical condition causing the inability to provide sufficient specimen, and in that case, alternative arrangements will be made.
- **Invalid Test:** Should the result come back as invalid or contain an unexplained interfering substance, the city will inform the employee. The employee will be allowed to provide a legitimate medical explanation. If the employee gives an explanation that is acceptable, the test will be cancelled, and no further action will be taken unless a negative test result is required. If a negative test result is required, the employee must submit to the testing as required by the city. If the employee refuses to submit to another test, this shall constitute a refusal.
 - If the employee is unable to provide a legitimate medical explanation for the invalid test results and admits to having unadulterated or substituted the specimen, this shall constitute a refusal.
- Failure to take a second test the city or collector has lawfully directed the individual to take.
- Failure to undergo a lawful medical examination or evaluation, as directed by the City Clerk.
- Any other intentional act or omission by the employee that prevents the completion of the testing process constitutes a refusal to test including, but not limited to a cancelled test due to employee's conduct, unexplained invalid specimens, etc.

No refusal shall occur due to a cancelled test, a collector error, or other circumstances that are not within the employee's control or the fault of the employee.

Consequences of a Refusal:

(a) Applicant:

Any job applicant for the city who is required to undergo drug, alcohol, and/or cannabis testing may refuse to submit to testing. In the case of such refusal by an applicant, the offer of employment will be withdrawn, even if the applicant's provisional employment has begun.

(b) Employee:

Employees have the right to refuse to submit to a drug, alcohol, and/or cannabis test under this policy. However, such a refusal may subject an employee to immediate termination. In addition, the city is not responsible in any way for any costs or consequences involved with an employee's refusal to test to the extent allowed by applicable law.

Nothing within this policy is meant to conflict with the city's existing obligations under any applicable personnel policies and/or collective bargaining agreements.

Cost of Required Testing:

The city will pay for the cost of all drug, alcohol or cannabis testing requested or required of all job applicants and employees, except for confirmatory retests. Likewise, if the employee or job applicant's initial test was an oral fluid test that indicates a positive result or that is inconclusive

or invalid and the employee or job applicant requests testing using the services of a testing laboratory within 48 hours, the city will cover the cost of the laboratory test. Job applicants and employees are responsible for paying for all costs associated with any requested confirmatory retests.

If the city paid laboratory test, following an initial oral fluid test, indicates a positive result, any subsequent confirmatory retest by an employee or job applicant is at the employee's own expense. The city is not responsible in any way for any costs or consequences involved with an employee's refusal to test to the extent allowed by applicable law.

E. PROHIBITION AGAINST DRUG, ALCOHOL AND/OR CANNABIS

Use and Possession of Alcohol, Drug(s) and/or Cannabis:

Employees are prohibited from the use, possession, transfer, transportation, manufacture, distribution, sale, purchase, solicitation to sell or purchase, or dispensation of alcohol, drugs, including cannabis, or drug paraphernalia, while on duty; while on city premises; while operating any city vehicle, machinery, or equipment; or when performing any city business, except (1) pursuant to a valid medical prescription used as properly instructed; (2) the use of over-the-counter drugs used as intended by the manufacturer; or (3) when necessary for approved law enforcement activity.

Besides having a zero-tolerance policy for the use or possession of alcohol, illegal drugs, or misused prescription drugs on the worksite, we also prohibit the use, possession of, impairment by any cannabis or medical cannabis products (e.g., hash oils, edibles or beverages containing cannabinoids, or pills) on the worksite by a person working as an employee at the city or while "on call" and subject to return to work.

Having a medical marijuana card, patient registry number, and/or cannabis prescription from a physician does not allow anyone to use, possess, or be impaired by that drug here. Likewise, the fact that cannabis may be lawfully purchased and consumed does not permit anyone to use, possess, or be impaired by them here. The federal government still classifies cannabis as an illegal drug, even though some states, including Minnesota, have decriminalized its possession and use. There is no acceptable concentration of marijuana metabolites in the blood or urine of an employee who operates our equipment or vehicles or who is on one of our worksites. Applicants and employees are still subject to being tested under our drug, alcohol and cannabis testing policy.

Employees are subject to being disciplined, suspended, or terminated after testing positive for cannabis if the employee used, possessed, or was impaired by cannabis, including medical cannabis, while on the premises of the place of employment or during the hours of employment.

While Impaired by Alcohol, Drugs or Cannabis:

Employees are prohibited from being under the influence of alcohol or drugs, including cannabis, or having a detectable amount of an illegal drug in the blood or urine when reporting for work; while on duty; is on the city's premises; while operating any city vehicle, machinery, or equipment; or when performing any city business, except (1) pursuant to a valid medical prescription used as properly instructed; or (2) the use of over-the-counter drug used as intended by the manufacturer.

Driving While Impaired:

A conviction of driving while impaired in a city-owned vehicle at any time during business or non-business hours, or in an employee-owned vehicle while conducting city business, may result in discipline, up to and including discharge.

Criminal Drug Convictions:

Any employee convicted of any criminal drug statute must notify their supervisor [and the City Clerk in writing of such conviction no later than five days after such conviction. Within 30 days after receiving notice from an employee of a drug-related conviction, the city will take appropriate personnel action against the employee up to and including discharge or require the employee to satisfactorily participate in a drug abuse assistance or rehabilitation program as an alternative to termination. In the event notice is not provided to the supervisor and the employee is deemed to be incapable of working safely, the employee will not be permitted to work and will be subject to disciplinary action, including dismissal from employment. In accordance with the Federal Drug-Free Workplace Act of 1988, if the city is receiving federal grants or contracts of over \$25,000, the city will notify the appropriate federal agency of such conviction within 10 days of receiving notice from the employee.

Failure to Disclose Lawful Drugs:

Employees taking a lawful drug, including prescription and over-the-counter drugs or cannabis, which may impair their ability to perform their job responsibilities or pose a safety risk to themselves or others, must advise their supervisor of this before beginning work. As an employee of the city, it is your responsibility to advise your physician of your city position when being prescribed medication(s) that may affect your ability to safely perform your duties. **When in doubt, it is better to advise your physician of your work environment and duties to protect yourself and the city. Failure to inform your supervisor or the City Clerk that you are taking prescribed medications that affect your ability to safely perform your duties will be a violation of this policy that may result in disciplinary action up to and including discharge.**

It is the employee's responsibility to seek out written information from their physician or pharmacist regarding medication and any job performance impairment and relay that information to their supervisor. In the event of such a disclosure, the employee will not be authorized to perform safety-sensitive functions.

Taking another person's prescribed medication does not constitute legal use. Only those medications prescribed to the employee are legal use. Any employee taking another person's prescribed medication is grounds for termination. Any applicant who has tested positive on a pre-employment drug test, due to usage of another person's prescribed medications, will not be eligible for employment with the city.

The city may, at its discretion and in accordance with applicable law, request any employee who has advised a supervisor they are taking prescribed and/or nonprescribed medications possibly hindering that employee's ability to safely perform their duties be evaluated by the physician of the city's choice. This physician visit would be at the cost of the city, and not the employee. The city can, at any time it deems necessary in accordance with applicable law, restrict an employee's work duties when they are taking prescribed and/or non-prescribed medications possibly hindering the employee's ability to perform work duties safely and effectively.

F. REVIEW AND NOTIFICATION OF TEST RESULTS

Notification of Negative Test Results:

In the case of job applicants and in accordance with Minn. Stat. § 181.953 the City Clerk will notify a job applicant of a negative drug, alcohol and/or cannabis result within three working days of receipt of result by the city, and the hiring process will resume. In accordance with Minn. Stat. § 181.953, subd. 3, a laboratory must report results to the city within three working days of the confirmatory test result. A “Negative Test Results Notification” form will be sent to the job applicant, and the job applicant may request a copy of the test result report from the City Clerk.

In the case of current employees and in accordance with Minn. Stat. § 181.953, the City Clerk will notify the employee of a negative drug, alcohol and/or cannabis result within three days of receipt of result by the city. A “Negative Test Results Notification” form will be sent to the employee, and they may request a copy of the test result report from the City Clerk.

G. CONSEQUENCES FOR EMPLOYEES ENGAGING IN PROHIBITED CONDUCT

(a) Applicant:

Job applicants will generally not be allowed to begin work until the results of the confirmatory test and any confirmatory retest are returned to the city. If the results of the confirmatory test are negative, the applicant will proceed in their new position, assuming all other conditional job offer requirements have been met. If the results of the confirmatory test and any confirmatory retest are positive, the job offer may be immediately withdrawn. The city’s conditional offer of employment will be withdrawn from any job applicant who refuses to be tested or tests positive for illegal drugs, or depending on city policy, cannabis or alcohol, as verified by a confirmatory test.

(b) Employee:

- No Adverse Action without Confirmatory Test. The city will not discharge, discipline, discriminate against, or request or require rehabilitation of an employee based on a positive test result from an initial screening test that has not been verified by a confirmatory test.
- Suspension Pending Test Result. The city may temporarily suspend a tested employee with or without pay or transfer that employee to another position at the same rate of pay pending the outcome of the requested confirmatory retest, provided the city believes that it is reasonably necessary to protect the health or safety of the employee, co-employees, or the public. The employee will be asked to return home and will be required to make appropriate arrangements for return transportation to their residence that do not include operation of a motor vehicle by the employee.

If the confirmatory test and any retest result is positive, the employee may be subject to all circumstances listed next in this policy. If the confirmatory retest does not confirm the original positive test results, no adverse personnel action based on the original confirmatory test will be taken against the employee, the employee will be reinstated with any lost wages or salary for time lost pending the outcome of the confirmatory retest results, and the city will reimburse the employee for the actual cost of the confirmatory retest.

Discipline and Discharge:

The city will not discharge an employee for a first confirmatory positive test/confirmatory retest unless the following conditions have been met:

- The city has first given the employee an opportunity to participate in either a drug, alcohol, and/or cannabis counseling or rehabilitation program, whichever is more appropriate, as determined by the city after consultation with a certified chemical use counselor or physician trained in the diagnosis and treatment of chemical dependency. Participation by the employee in any recommended substance abuse treatment program will be at the employee's own expense or pursuant to the coverage under an employee benefit plan. The certified chemical use counselor or physician trained in the diagnoses and treatment of chemical dependency will determine if the employee has followed the rehabilitation program as prescribed; and
- The employee has either refused to participate in the counseling or rehabilitation program or has failed to successfully complete the program, as evidenced by withdrawal from the program before its completion or by a refusal to test or positive test result on a confirmatory test after completion of the program.

Substance Abuse Treatment Program:

An employee required to take time off in order to participate in a rehabilitation program will be permitted to use accrued leave and/or request a leave of absence as directed in the city's Personnel Policy. The city is not financially responsible for any of the employee's rehabilitation, treatment, costs, etc. involved with their abuse and/or misuse of drugs, cannabis and/or alcohol due to a positive confirmatory test/retest unless as outlined under Voluntary Disclosure in the next section.

H. NON-DISCRIMINATION, VOLUNTARY DISCLOSURE & EMPLOYEE ASSISTANCE

Non-Discrimination:

The policy on work-related substance abuse is non-discriminatory in intent and application. **The Americans with Disabilities Act (ADA) and/or other state and federal laws may cover alcohol use disorder as well as substance use disorders as disabilities. In accordance with the Minnesota Human Rights Act (MHRA), Minn. Stat., ch. 363A.03, Subd. 36, "qualified disabled person" means a disabled person who, with reasonable accommodation, can perform the essential functions required of all applicants for the job in questions excluding "any condition resulting from alcohol or drug abuse which prevents a person from performing the essential functions of the job in question or constitutes a direct threat to property or the safety of others," unless otherwise required by law.**

Furthermore, the city will not retaliate against any employee for asserting their rights under this policy.

Voluntary Disclosure:

Employees are encouraged to voluntarily seek professional substance abuse assistance before any substance use or dependence affects job performance. Confidential assistance can be found through the employee's health care provider, before any substance use or dependence affects job performance..

An employee who (1) misuses alcohol, drug and/or cannabis, (2) has not been notified of a requirement to submit to testing pursuant to this policy, and (3) has not refused a drug, alcohol or cannabis test, may voluntarily refer themselves the City Clerk, who will refer the individual to a certified chemical use counselor or physician trained in the diagnosis and treatment of substance use disorders for evaluation and treatment. The professional will evaluate the employee and make specific recommendations regarding appropriate treatment and related treatment program testing.

Employees who voluntarily admit to alcohol misuse and/or past drug or cannabis misuse, have been referred by the city to participate in a counseling or rehabilitation program and/or are subject to follow-up testing, are not responsible for the cost of an initial and follow -up appointments with a certified chemical use counselor or physician trained in the diagnosis and treatment of substance use disorders or any required follow-up testing. Instead, the city will pay for these costs. Cities should consistently follow their policies related to who must pay for testing. Cities should follow provisions in union contracts, where applicable.

Appeals:

Except as may be required by law or a collective bargaining agreement, there are no other appeal procedures available within the city to the job applicant or the employee adversely affected by this policy, except as those outlines within this policy.

I. AUTHORITY AND POLICY CHANGES

This policy is intended to meet all current local, state and federal regulations. This policy, as a whole or in part, may be subject to change, revocation, modification, or amendment at any time, at the city's sole discretion. The city will update as needed to ensure compliance with all applicable laws and contracts and will inform employees of updates or revisions.

J. POLICY CONTACT FOR ADDITIONAL INFORMATION

If you have any questions about this policy or the city's drug, alcohol and cannabis testing procedures, you may contact your immediate supervisor or the City Clerk to obtain additional information.

By this policy, the city has established a drug-free awareness program to inform employees about the dangers of drug abuse in the workplace and its policy of maintaining a drug-free workplace. Each city employee will receive a copy of this policy and will be required to read and acknowledge it.

K. DEFINITIONS

Alcohol: Means the intoxicating agent in beverage alcohol or any low molecular weight alcohols such as ethyl, methyl, or isopropyl alcohol. The term includes but is not limited to beer, wine, spirits, and medications such as cough syrup that contain alcohol.

Alcohol use or usage: Means the consumption of any beverage, mixture, or preparation, including any medication, containing alcohol.

Applicant: Means a person applying for a job with the city.

Cannabis: Means cannabis and its metabolites, including cannabis flower, cannabis products, lower-potency hemp edibles, and hemp-derived consumer products.

Cannabis testing: Mean analysis of a body component sample according to the standards established under one of the programs listed in Minn. Stat. § 181.953, subd.1, for the purpose of measuring their presence or absence of cannabis in the sample tested.

City: Means the City of Silver Lake.

City premises: Means, but are not limited to, all city job sites and work areas. For the purposes of this policy, city premises also include any other locations or modes of transportation to and from those locations while in the course and scope of employment of the city.

City vehicle: Means any vehicle which employees are authorized to use solely for city business when used at any time; or any vehicle owned or leased by the city when used for city business.

Collection site: Means a place designated by the city where job applicants and employees present themselves for the purpose of providing a specimen of their breath, urine, and/or blood to be analyzed for the presence of drugs and alcohol.

Confirmatory test: Means a drug, alcohol or cannabis test on a sample to substantiate the results of an initial screening test for drugs, alcohol test or cannabis on the same sample, and that uses a method of analysis allowed under one of the programs listed in Minn. Stat. § 181.953, subd. 1.

Drug: Includes any “controlled substance” as defined in Minn. Stat. § 152.01, subd. 4, and also includes all cannabinoids, including those that are lawfully available for public consumption that do not otherwise qualify as being a “controlled substance” as defined in Minn. Stat. § 152.01, subd. 4. Cannabis and its metabolites are considered a “drug” for positions in the following categories, regardless of the kind of testing involved: safety sensitive positions; peace officer positions; firefighter positions; positions requiring face-to-face care, training, education, supervision, counseling or medical assistance to children, vulnerable adults or patients receiving treatment, examination or emergency care for a medical, psychiatric or mental condition; positions requiring a commercial driver's license or requiring the employee to operate a motor vehicle for which state or federal law requires drug or alcohol testing; positions funded by a federal grant; or other positions for which state or federal law requires testing of a job applicant or employee.

Drug and/or alcohol testing, and drug and/or alcohol test: Mean analysis of a body component sample according to the standards established under one of the programs listed in Minn. Stat. § 181.953, subd.1, for the purpose of measuring their presence or absence of drugs, alcohol, or their metabolites in the sample tested. "Drug and alcohol testing," "drug or alcohol testing," and "drug or alcohol test" do not include cannabis or cannabis testing, unless stated otherwise.

Drug paraphernalia: Has the meaning set forth in Minn. Stat. § 152.01, subd. 18.

Employee: Means a person who performs services for compensation for the city and includes independent contractors except where specifically noted in this policy.

Initial screening test: Means a drug, alcohol, or cannabis test that uses a method of analysis under one of the programs listed in Minn. Stat. § 181.953, subd. 1.

Job applicant or applicant: Means a person who applies to become an employee of the city and includes a person who has received a job offer made contingent on the person passing drug testing.

Oral fluid test: Means analysis of a saliva sample for the purpose of measuring the presence of the same substances as drug and alcohol testing and cannabis testing that can detect drugs, alcohol, cannabis, or their metabolites in levels at or above the threshold detection levels contained in the standards of one of the programs listed in Minn. Stat. § 181.953, subd. 1 (i.e., for drugs and cannabis: the National Institute on Drug Abuse, the College of American Pathologists, and the New York Department of Health; or for alcohol: the College of American Pathologists and the New York Department of Health) and does not require the services of a testing laboratory.

Positive test result: Means a finding of the presence of alcohol, drugs, cannabis or their metabolites that exceeds the cutoff levels established by the city. Minimum threshold detection levels are subject to change as determined in the city's sole discretion.

Note: City should partner with the testing laboratory before establishing cutoff levels.

Random selection basis: Means a mechanism for selection of employees that (1) results in an equal probability that any employee from a group of employees subject to the selection mechanism will be selected, and (2) does not give an employer discretion to waive the selection of any employee selected under the mechanism.

Reasonable suspicion: Means a basis for forming a belief based on specific facts and rational inferences drawn from those facts.

Safety-sensitive position: This term is defined by Minn. Stat. § 181.950, subd 13 and means a job, including any supervisory or management position, in which an impairment caused by drug, alcohol, and/or cannabis usage would threaten the health or safety of any person.

Under the influence: Means (1) the employee tests positive for alcohol drugs, or cannabis or (2) the employee's actions, appearance, speech, and/or bodily odors reasonably cause the city to conclude that the employee is impaired because of illegal drug use or alcohol use.

REQUEST FOR COUNCIL ACTION

MEETING
DATE: 5/18/26

AGENDA SECTION: Administration	ORIGINATING DEPT: Admin	ITEM NO.
ITEM DESCRIPTION: Annual Review		PREPARED BY: Diane Pedersen

COUNCIL ACTION REQUESTED

1. Approve annual review for Gloria Lundberg currently at Grade 11 Step 4 \$17.24 per hour retain with a wage increase to Grade 11 Step 5 \$17.67 per hour.

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

Old Business

**CITY OF SILVER LAKE
MCLEOD COUNTY, MINNESOTA
RESOLUTION NO. _____**

**ENABLING THE CREATION OF
AN ECONOMIC DEVELOPMENT AUTHORITY
IN THE CITY OF SILVER LAKE, MINNESOTA**

WHEREAS, the City is authorized by Minnesota Statutes, Chapter 469 (Act) and specifically Section 469.091 to 469.1081 (the "EDA Act"), to establish an Economic Development Authority (EDA) to coordinate and administer economic development and redevelopment plans and programs of the City; and

WHEREAS, it is found and determined by the City Council that the encouragement and financial support of economic and redevelopment in the City is vital to the orderly development and financing of the City and in the best interests of the health, safety, prosperity and general welfare of the citizens of the City; and

WHEREAS, it is further found and determined that the economic development and redevelopment of the City can best be accomplished by the establishment of an EDA as authorized by the Act; and

WHEREAS, The City Council has in accordance with the Act and Section 469.093, Subdivision 1 provided public notice and conducted a public hearing on _____, 2003 concerning the establishing of an EDA at which all persons wishing to be heard expressed their views.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SILVER LAKE AS FOLLOWS:

Section 1. Definitions.

"Authority" means the Silver Lake Economic Development Authority.

"City" means the City of Silver Lake, Minnesota

"Council" means the duly elected City Council of the City.

"Enabling Act" means Minnesota Statutes, Section 469.090 to 469.108.

"Enabling Resolution" means this Enabling Resolution.

Section 2. Enabling Resolution and Powers.

2.01 The Economic Development Authority of the City of Silver Lake (EDA) is hereby established. The EDA is a public body corporate and politic and a political subdivision of the State of Minnesota.

2.02 The EDA shall have all the powers, rights, duties and obligations set forth in Sections 469.090 to 469.108 inclusive of the Act and of a housing and redevelopment authority under Minnesota Statutes, Sections 469.001 to 469.047, and as said Act be amended from time to time and all other applicable laws, except as limited by this Resolution.

2.03 The powers of the Authority shall be vested in the commissioners thereof in office at any time, a majority of whom shall constitute a quorum for all purposes. Such commissioners shall be five in number and shall be appointed by the Mayor with the approval and consent of the Council. At least two of the commissioners shall be members of the City Council. Those initially appointed shall be appointed for terms of two, three, four, five, and six years respectively. Thereafter all commissioners

shall be appointed for six-year terms. A vacancy is created in the membership of the commission when a City Council member of the Authority ends Council membership or when a commissioner gives notice of resignation to the City Council. Each vacancy in an unexpired term shall be filled in the same manner in which the original appointment was made. Commissioners shall hold office until their successors have been appointed and qualified. A certificate of appointment of each Commissioner shall be filed with the City Clerk. Whenever the membership of the Authority is changed by reason of a new appointment, a certificate of that appointment and a certified copy thereof shall be promptly so filed. A certificate so filed with the City Clerk shall be conclusive evidence of appointment or change of membership.

2.04 Authority Officers. The Commissioners of the Authority shall elect officers as provided in Minnesota Statute Section 469.096.

Section 3. Limit of Powers.

3.01. The following limits shall apply to the Economic Development Authority for the City of Silver Lake and its operation.

- (a) The Authority must not exercise any powers without the prior approval of the City Council;
- (b) Except when previously pledged by the Authority, the City Council may by resolution require the Authority to transfer any portion of the reserves generated by activities of the Authority to the debt service fund of the City, to be used solely to reduce tax levies for bonded indebtedness of the City;
- (c) The sale of all bonds or other obligations issued by the Authority shall be first approved by the City Council;
- (d) The Authority shall follow the budget process for City Departments as may be provided by the City and in accordance with City policies;
- (e) Development and redevelopment plans of the Authority shall be consistent with the City Comprehensive Plan and official controls implementing the Comprehensive Plan;
- (f) The Authority shall obtain approval of its proposed plans for development and redevelopment from the City Council in accordance with City planning procedures and law.
- (g) The Authority shall submit all planned activities for influencing the action of any other governmental agency, subdivision or body to the City Council for approval; and
- (h) The EDA shall submit its administrative structure and management practices to the City Council for approval.

3.02. This Enabling Resolution may be modified to make any changes only after notice and public hearing as required and as authorized by the Act.

3.03. As provided in the Act it is the intention of the City Council that nothing in this Resolution nor any activities of the EDA shall be construed to impair the obligations of the City under any of ties contracts or to affect in any detrimental manner the rights and privileges of a holder of a bond or other obligation heretofore issued by the City. The City Council shall not modify any limit in effect at the time any bonds or obligations are issued or contracts executed to the detriment of the holder or the bonds or obligations or any contracting party.

Section 4. Compensation.

4.01. Members of the Board of Directors shall be paid for attending each of the EDA's regular or special

meetings as established by City Council. Board members may be reimbursed for actual expenses that they have incurred when doing official business of the EDA.

Section 5. Legal Status

5.01 The Authority shall be a public body politic and corporate and a political subdivision of the State of Minnesota. Its relationship to the Mayor and Council shall be governed by the Enabling Act, and the Enabling Resolution.

Section 6. Implementation.

6.01. The City Council shall from time to time and at the appropriate time adopt such ordinance and resolutions as are required and permitted by the Act to give full effect to this Resolution.

6.02. The Mayor, The City Clerk/Administrator, and other appropriate City officials are authorized and directed to take the actions and execute and deliver the documents necessary to give full effect to this Resolution.

6.03. Nothing in this Resolution is intended to prevent the City from modifying this enabling resolution to impose new or different limitations on the EDA as authorized by the Act.

Section 7.0 Effective Date.

7.01 This Enabling Resolution shall become effective after adoption as provided herein.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF SILVER LAKE, MINNESOTA THIS _____ DAY OF _____, 2003.

Mayor
City of Silver Lake

Attest:

City Clerk

BY-LAWS
of
THE ECONOMIC DEVELOPMENT AUTHORITY IN AND FOR THE
CITY OF SILVER LAKE, MCLEOD COUNTY, MINNESOTA

RECITALS:

1. The City of Silver Lake ("City") acting through its City Council ("Council") has, in accordance with Minn. Stat. 469 ("Act"), adopted a resolution creating an Economic Development Authority in and for the City of Silver Lake ("Authority") which is governed by a Board of Directors ("Directors") made up of members selected in accordance with and serving terms established in the Resolution;
2. It is the purpose of the Authority to encourage, attract, promote, and develop economically sound industry and commerce within the City for the prevention of unemployment in the City and encourage life-cycle housing; and
3. The Act and Section 2 of the Resolution provides for the adoption of By-Laws and rules to govern the procedures and the transaction of business by the Authority.

NOW, THEREFORE, be it resolved by the Board of Directors for the authority as follows:

ARTICLE I
THE AUTHORITY OF DIRECTORS

Section 1.01. General Powers. The Board of Directors, except as otherwise provided in the Act, the Resolution, or these By-Laws, shall exercise all the powers, duties, and functions of the Authority conferred by the Resolution, the Act, these By-Laws, other state statutes, common law, court decisions, or those otherwise regarded as normal powers of governing Boards.

Section 1.02. Office. The principal office of the Authority shall be at City Hall, Silver Lake, Minnesota.

Section 1.03. Resignation. Any member of the Board of Directors of the Economic Development Authority may resign at anytime by giving notice to the Economic Development Board and City Council. The Council shall cause such vacancy to be filled by the Authority in the manner prescribed in the Resolution.

Section 1.04. Conflict of Interest. A commissioner, officer or employee must not acquire any financial interest, direct or indirect, in any project or in any property included or planned to be included in any project, nor shall the person have any financial interest, direct or indirect, in any contract or proposed contract for materials or services to be furnished or used in connection with any project.

ARTICLE II
OFFICERS, ORGANIZATION AND COMMITTEES

Section 2.01. Officers. The officers of the Authority shall be a President, Vice President, Treasurer, Secretary, and an Assistant Treasurer, each which shall perform the duties of said office in the manner specified in the Act and these By-Laws. A director may not serve as President and Vice President at the same time. The other offices may be held by the same person. The offices of Secretary and Assistant Treasurer need not be held by a Director of the Authority.

Section 2.02. Election, Term of Office, and Qualifications. The President, Vice President, and Treasurer shall be elected annually by the Board of Directors from its members and each shall hold office until the first regular meeting of the next year and until his or her successor shall have been dully elected and qualified.

The Secretary and Assistant Treasurer may be elected annually by the Board of Directors from its members or appointed by the Board of Directors from qualified members of the community and each shall hold office until the first regular meeting of the next year and until his or her successor shall have been duly elected or appointed and qualified.

Section 2.03. President. The President shall preside at all meetings of the Board.

Section 2.04. Vice President. The Vice President shall preside at any meeting of the Board in the absence of the President and may exercise all powers and responsibilities of the President if the President cannot exercise or perform the same due to absence or other inability.

Section 2.05. President Pro Tem. In the event of the absence or inability of the President or Vice President at any meeting, the Board may appoint any remaining Director as President Pro Tem to preside at such meeting.

Section 2.06. Treasurer. The Treasurer shall receive and be responsible for Authority money, shall disburse authority money by check only (in accordance with **Section 3.05** herein), keep an account of all Authority receipts and disbursements and the nature and purpose relating thereto, shall file the Authority's financial statement with its Secretary at least once a year as set by the Authority, and be responsible for the acts of the Assistant Treasurer.

Section 2.07. Assistant Treasurer. The Assistant Treasurer shall have all the powers and duties of the Treasurer if the Treasurer is absent or disabled and shall have signing authority in accordance with **Section 3.05** herein.

Section 2.08. Secretary. The Secretary shall keep or cause to be kept minutes of all meetings of the Board and shall maintain or cause to be maintained all records of the Authority. The Secretary shall also have such additional duties and responsibilities as the Board may from time to time and by resolution prescribe.

Section 2.09. Executive Director. The Executive Director shall be designated from time to time by the Authority, shall be the chief appointed executive officer of the Authority, and shall have such additional responsibilities and authority as the Board may from time to time by resolution prescribe. The Executive Director shall serve at the pleasure of the Board.

Section 2.10. Resignations. Any officer may resign at any time by giving written notice of his or her resignation to the Board of Directors, to the President, or to the Secretary of the Authority. A vacancy in any office because of death, resignation, removal, or any other cause shall be filled for the unexpired portion of the term in the manner prescribed in these By-Laws for election or appointment to such office.

Section 2.11. Advisory Committees. The Board of Directors may utilize one or more advisory committees to assist it in the transaction of its business. Committee Members may be members of the Board of Directors, members of the Council, or other interested individuals. The Board of Directors shall establish each advisory committee and appoint its initial members. In the event a vacancy occurs during an advisory committee member's term, the President shall have the power to fill such vacancy for the unexpired portion of any term.

Every advisory committee member's term shall expire at the close of the year next following the date of the appointment or as soon thereafter as a successor has been appointed. The Chair of each committee shall be appointed by the President of the Authority. The studies, findings, and recommendations of all advisory committees shall be reported to the Board of Directors for consideration and action except otherwise ordered by the Board of Directors. Advisory committees may adopt such rules for the conduct of business as are appropriate and consistent with these By-Laws, the Act, the Resolution, or other state law. The minutes of the advisory committee meetings shall be kept and made as part of the official records of the Authority. A quorum shall consist of a majority of the incumbent advisory committee members.

ARTICLE III

FINANCIAL MATTERS

Section 3.01. Books and Records. The Board of Directors of the Authority shall cause to be kept the following:

1. records of all proceedings of the Board of Directors and the committees, if any;
2. such other records and account books as shall be necessary and appropriate to the conduct of the Authority's business.
3. all financial statements of the Authority; and
4. the By-Laws of the Authority and all amendments and restatements thereof.

The books and records of the Authority shall be public records maintained in accordance with state law and such rules, regulations, and ordinances adopted by the City for maintaining public records.

Section 3.02. Accounting System and Audit. The Board of Directors shall cause it to be established and maintained, in accordance with generally accepted accounting principles or adopted and applied to the financial records of the City, and an appropriate accounting system for the Authority. The Board of Directors shall cause the records and books of account of the Authority to be audited and at such other times as may be deemed necessary or appropriate by the Board of Directors or Council. The Authority may retain such a person or firm for such purpose as is named by the City for the audit of its records.

Section 3.03. Compensation. Members of the Board of Directors may receive a salary or fee for their services as set forth by the City Council, which in no case shall be greater than that of a Council member. They may also receive necessary travel, per diem, and other expenses while on official business of the Authority if funds are available for this purpose.

Section 3.04. Fiscal Year. The fiscal year of the Authority shall be the same as the fiscal year adopted by the City Council.

Section 3.05. Checks, Drafts, and Other Matters. All checks, drafts or other orders for the payment of money and all notes, bonds or other evidences of indebtedness issued in the name of the Authority shall be signed by the Treasurer and the President, or by such officer or officers, agent or agents, employee or employees of the Authority and in such manner as may from time to time be determined by resolution of the Board of Directors. The check must state the name or the payee and the nature for which the check was issued.

ARTICLE IV PROCEDURES OF THE BOARD

Section 4.01. Annual Meeting. The annual meeting of the Board shall be held in the month of January in each year. An annual report will be submitted to the EDA Board for approval and presented to the City Council at regularly scheduled meetings.

Section 4.02. Regular Meetings. The Board of Directors may hold its meetings in such a place or places within the State of Minnesota as it may from time to time determine. The Board shall hold regular meetings, at a time and place to be set by the Board of Directors. The meetings shall conduct the business of the Authority. The Authority is a public body and notice of such meetings shall be given in such a manner as is required by law.

Section 4.03. Special Meetings. Special meetings shall be held on call by the President or by two Directors or by the Executive Director. Notice of such a meeting shall be made by the Executive Director or the Secretary by mail, personal delivery, or telephone notice to each Director in accordance with the laws governing notices of special meetings for public bodies. Each such notice shall state the purpose, time, and place of the meeting.

Section 4.04. Quorum. Except as otherwise provided by the Act, the Resolution, or these By-Laws, a majority of the total number of Directors shall be required to constitute a quorum for the transaction of business at any meeting. The act of a majority of the Directors present at such a meeting shall be the act of the Board of Directors. Notice of any adjourned meeting due to absence of a quorum need not be given other than as is required by law for a public body.

Section 4.05. Proxies. Proxies shall not be allowed or used.

Section 4.06. Rules of Order. All meetings shall be governed by the most recent edition of the Roberts Rules of Order as revised from time to time.

**ARTICLE V
AMENDMENTS AND CONFLICTS**

Section 5.01. Amendments. The Board of Directors may amend these By-Laws, as from time to time amended or restated, to include or omit any provision which could lawfully be included or omitted at the time such amendment or restatement is adopted. Any number of amendments, or an entire revision or restatement of the By-Laws shall be submitted and voted upon at a single meeting of the Board of Directors and be adopted at such a meeting, a quorum being present, upon receiving the affirmative vote of not less than two-thirds of the total number of Directors of the Authority. Changes in the Bylaws shall be submitted to the City Council for approval prior to their taking effect.

Section 5.02. Conflicts. These By-Laws are adopted pursuant to Authority granted by the Act and Resolution, each of which contain rules and regulations governing the conduct of business by the Authority. Should any section or item in these By-Laws be in conflict with the Resolution, Act or State Law, as amended from time to time, such section or statement shall be deemed void, and the remaining provisions or these By-Laws shall, nonetheless, remain in full force and effect.

**ARTICLE VI
MISCELLANEOUS**

Section 6.01. Services. The Authority may contract for the services of consultants, agents, public accountants, and others as needed to perform its duties and to exercise its powers. The Authority may also use the services of the City Attorney, City Engineer, and or hire other consultants as determined by the Authority.

Section 6.02. Supplies, Purchasing, Facilities, and Services. The Authority may purchase the supplies and materials it needs. The Authority may use the facilities of the City's purchasing department. The City may furnish offices, structures and space, stenographic, clerical, engineering and other assistance to the Authority.

These By-Laws are adopted as and for the By-Laws of the Silver Lake Economic Development Authority on the _____ day of _____, 2003.

Economic Development Authority, in and for the City of Silver Lake, McLeod County, Minnesota

By _____
Board President

Attest:

Secretary



City of Silver Lake EDA Commissioner Membership

Name	Initial Term Expires	Office
_____	2 years initially (Jan.2004-Jan. 2006)	_____
_____	3 years initially (Jan.2004-Jan. 2007)	_____
_____	4 years initially (Jan.2004-Jan. 2008)	_____
_____	5 years initially (Jan.2004-Jan. 2009)	_____
_____	6 years each time (Jan. 2004-Jan. 2010)	_____

Note: Two of the five EDA Commissioners must be members of the City Council. Terms of their service shall coincide with their council term. After the initial appointment, all the terms shall be six years in length.

Offices: Annually the EDA shall elect from its membership the following:

President. The President shall preside at all meetings of the Board.

Vice President. The Vice President shall preside at any meeting of the Board in the absence of the President and may exercise all powers and responsibilities of the President if the President cannot exercise or perform the same due to absence or other inability.

President Pro Tem. In the event of the absence or inability of the President or Vice President at any meeting, the Board may appoint any remaining Director as President Pro Tem to preside at such meeting.

Treasurer. The Treasurer shall receive and be responsible for Authority money, shall disburse authority money by check only (in accordance with Section 3.05 of the EDA bylaws), keep an account of all Authority receipts and disbursements and the nature and purpose relating thereto, shall file the Authority's financial statement with its Secretary at least once a year as set by the Authority, and be responsible for the acts of the Assistant Treasurer.

Assistant Treasurer. The Assistant Treasurer shall have all the powers and duties of the Treasurer if the Treasurer is absent or disabled and shall have signing authority in accordance with Section 3.05 of the EDA Bylaws.

Secretary. The Secretary shall keep or cause to be kept minutes of all meetings of the Board and shall maintain or cause to be maintained all records of the Authority. The Secretary shall also have such additional duties and responsibilities as the Board may from time to time and by resolution prescribe.



Application to Serve on the Silver Lake

Economic Development Authority

APPLICANT NAME: _____

WORK PHONE: _____ HOME PHONE: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

1. Why do you wish to serve as an Economic Development Authority (EDA) Commissioner?

2. What do you feel are the top three economic development priorities in Silver Lake?

3. What experience or areas of expertise could you bring to the EDA board?

4. Have you served or are you serving on any other City committees or boards? If so, please list:

5. **As a member of the EDA, which is a separate political subdivision with powers and duties independent of the City, you could be involved with the following types of activities. Do you have any questions relating to any of the following or other items relating to the position?**

Sample types of EDA activities:

- ◆ Preparation of bylaws for the operation of the EDA.
- ◆ Preparation of goals/work plan relative to diversification of tax base, targeted business recruitment, commercial development/redevelopment and industrial development/redevelopment.
- ◆ Promotion of continual and proactive dialogue with existing business/industry – expand local establishments.
- ◆ Establishment and maintenance of a current an inventory of available commercial and industrial sites for public information.
- ◆ Assembly and maintenance of current information for distribution in proposals to development leads including utility, transportation, education, community amenities, tax and development/financial incentives available in the community.
- ◆ Proactive business recruitment via brochures and outreach.
- ◆ Establishment of business subsidy criteria and completion of business subsidy law reporting.
- ◆ Establishment and implementation of a local Revolving Loan Fund.
- ◆ Establishment of tax increment policy guidelines, application forms and review criteria. Assure implementation of TIF statutes (i.e. reporting guidelines).

FOR OFFICE USE ONLY

DATE SUBMITTED: _____

DATE INTERVIEWED: _____ (IF APPLICABLE)

APPROVED _____ DENIED _____ BY: _____

DATE OF ACTION: _____

TERM TO SERVE: _____ YEARS BEGINNING: _____ AND ENDING: _____

DATE: _____

Open Discussion