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60% CITY COUNCIL WORKSHOP MINUTES

RE: Silver Lake Infrastructure Improvement Project
Silver Lake, Minnesota

Date of Meeting: January 22, 2024

Project Manager: John Rodeberg, PE (Lic. MN)

Time of Meeting: 6:30 p.m.

SEH No.: SILAK 171969 16.00

Location of Meeting: Silver Lake Auditorium

Attendees: City Council Mayor Bruce Bebo, Councilor Chris Penaz, Councilor Joanna Jacobs, Councilor Sandi Adams
Bruins ABSENT: Councilor Josh Mason
City Staff City Clerk Diane Pedersen
John Rodeberg, SEH
Brody Bratsch, SEH
Sam Fink, SEH

I. Utility Graphic

- A. Graphic will be used at open houses to discuss the project with residents.
- B. The graphic was posted to the City's internet platforms.
- C. Diane has PDF and JPEG copies available.
- D. *Items discussed:*
 - 1. *Private sanitary and water services within the city right-of-way is included in the project scope (construction costs will be assessed to the adjacent property owner).*
 - 2. *Private sanitary and water services within private property is not included in the project scope.*
 - 3. *Sump pump service baskets will be installed at the property line. Residents may bury sump pump line and connect to basket or place their sump pump hose directly into the top of basket*
 - 4. *Private sanitary sewer services are subject to inspection upon the sale of a property. Violations such as unacceptable materials (e.g. clay), and cross connections (e.g. roof leaders, drain tile, sump pump, etc.) are to be repaired at owner's expense. Services in violation will need to be replaced from the newly installed PVC at the property to the house.*

II. Lake Avenue Storm Sewer South of Merrill Street

- A. The Preliminary Engineering Report (PER) didn't include this storm sewer or new outlet because it was assumed that they were in acceptable condition. Additionally, there is no water main or sanitary sewer in this stretch of roadway, so street costs are not eligible for USDA-RD sanitary sewer or water funding. However, following visual and televising investigations, it has been determined that the existing pipe is in poor condition and is undersized for the anticipated flows.
- B. The outlet and street reconstruction has been incorporated into the project scope at the following approximate construction costs:
 - 1. ~\$100,000 Storm Eligible
 - 2. ~\$50,000 Non-Eligible
- C. *Item discussed:*
 - 1. *SEH will specify that the contractor must, at a minimum, have gravel placed while school is in session, and underground utility construction must take place outside of the school year.*

III. Cost Estimate Review

- A. See Handout 1 for 60% cost estimate for street and utilities portion of the project (does not include costs associated with the lift stations, treatment pond, or wells).

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- B. Estimated cost of construction currently appears to be within budget.
 - 1. This includes the full reconstruction of Merrill Street and new Lake Avenue outlet.
- C. Wastewater and water engineers are currently reviewing the project scope and estimated costs for the following items:
 - 1. Stabilization Ponds
 - 2. Main Street Lift Station Improvements
 - 3. New Cleveland Lift Station
 - 4. Water Well Rehabilitations
- D. *Items discussed:*
 - 1. *SEH to prepare list of items for two scenarios:*
 - a. *If bids come in under budget, items to add to the scope.*
 - b. *If bids come in over budget, items to omit from the scope.*

IV. Lake Avenue Storm Sewer North of Frank Street

- A. The PER included catch basin replacements at Howard Street and Lake Avenue due to localized flooding issues. However, it has been determined that the flooding issues aren't due to catch basin capacity but rather flat and undersized downstream pipe. Without replacing this system, replacing the catch basins will have minimal results.
- B. Two blocks of total reconstruction would be necessary to connect to the new Frank Street storm sewer system. The sanitary sewer on these two blocks is currently designated to be lined.
- C. See Handout 2 for estimated construction cost to reconstruct Lake Avenue from Frank Street to Highway 7.
 - 1. The USDA-RD funds don't currently appear to cover the associated costs.
- D. Recommendations/considerations:
 - 1. Omit Howard Street and Lake Avenue storm reconstruction and new hydrant installation.
 - 2. Omit cured-in-place pipe lining of the sanitary sewer on Lake Avenue from Frank Street to Hwy 7.
 - 3. Reconstruct the two blocks if:
 - a. Lowest bid allows left over funds to incorporate the scope into the USDA-RD funding package via change order.
 - b. Funds from bonding bill are allocated to the City.
- E. *Item discussed:*
 - 1. *Omit scope on Lake Avenue from Frank Street to Highway 7 from base bid. If low bid allows, incorporate the total reconstruction of Lake Avenue from Frank Street to Highway 7 into the USDA-RD funding package via change order.*

V. Existing Utilities to be Abandoned

- A. See Handout 3 for locations:
 - 1. Storm under horseshoe pits.
 - 2. Sanitary west of tennis courts (filled with flowable fill).
 - 3. Storm west of Lane Avenue between Frank Street and Hwy 7.
 - 4. Storm on Main Street between Lane Avenue and Oliver Avenue.
 - 5. Storm south of Oliver Avenue and Main Street.
 - 6. Sanitary on Center Street, east of Summit Avenue (filled with flowable fill).
 - 7. Storm at NE, NW, and SE quadrants of Cleveland Street and Thomas Avenue (televising needed).
 - 8. Storm south of Merrill Street, midblock.
 - 9. Sanitary east of Frank Street and East Avenue.

VI. Alley Apron Positioning

- A. City Staff decided to match the existing alley width, with a minimum width of 12 feet. Alleys are currently not centered within the City Right-of-Way (ROW). Should the proposed aprons be centered within the ROW or match existing?
- B. See Handout 4 for alley apron positioning.

C. *Item discussed:*

1. *SEH to use best engineering judgement to construct apron within the city right-of-way and match existing alleyway location. Not necessary to center apron within the platted city right-of-way.*

VII. **Residential Landscaping**

- A. Several residents have landscaping (rock, bushes, edgers, etc.). Replacing as existing will be ineligible for USDA funds. In general, we propose the following:
1. Removing and replacing the landscaping in-kind (salvage if possible) if the landscaping is continuous from the resident's property.
 2. Removing and replacing the landscaping with grass if the landscaping is entirely in the City ROW and is not continuous from the resident's property.
- B. Various temporary construction easements will be needed throughout the project. Some landscaping on private property will not be able to be protected during construction operations. Cooperation from these homeowners will be needed to facilitate construction.
- C. See Handout 5 for landscaping examples.
- D. *Items discussed:*
1. *SEH will work with residents to obtain temporary construction easements as necessary.*
 2. *Council agreed with course of action for each scenario mentioned above.*

VIII. **Locations Receiving New Services**

- A. Creamery (1" water and 4" sanitary).
- B. 6 new lots north of Holy Family per Duane Wawrzyniak (1" water and 4" sanitary for all).
- C. Rerouting water services west of Lane Avenue (bathroom, water spigot, and swimming pool).
1. Water spigot will be relocated closer to horseshoe pits.
- D. *Item discussed:*
1. *SEH to incorporate a 6" stub west of Center Street and Lane Avenue for potential future campgrounds.*

IX. **Water Scope**

- A. USDA-RD only allocated funds for the rehabilitation of the wells (no treatment or storage). The raw watermain was also omitted from the project because the treatment plant was omitted. This watermain would've been incorporated into the project scope on Tower Avenue. With this in mind, we will leave space on the east side of the street for a future pipe to be installed by means of horizontal directional drilling.
- B. Upsizing various water mains from proposed 6" to 8" for improved looping. Water engineers are modeling the water system to determine the benefits of upsizing. Additional costs would *not* be eligible for USDA-RD water funds.
- C. *Item discussed:*
1. *SEH to determine additional costs and potential benefits of upsizing various watermain. Upsizing of any pipes will be discussed with City Staff and City Council prior to incorporating those changes into the project scope.*

X. **Assessments**

- A. See Handout 6 for preliminary assessment overview.
- B. City council will need to approve a project-specific resolution to alter the City's current policy.
- C. SEH can help develop a project-specific assessment policy that is fair to the residents and meets the funding requirements for the project.
- D. *Items discussed:*
1. *City Council is in favor of utilizing a standard unit as opposed to assessing by frontage foot.*
 2. *Council agrees that corner lots should be assessed at 50% for both sides of the property.*
 3. *Preliminary assessments totaled approximately 10% of the total capital costs of the project, and this was determined to make the project affordable according to Shannon Sweeny.*
 4. *Assessments typically get applied towards the end of the project prior to substantial completion (probably near the end of 2026 for this project).*

5. *Payback terms are on the order of 10 - 15 years with an appropriate interest rate applied (rate determined by City Council and City attorney). Residents will have the opportunity to pay off the entire assessment (interest-free) if they pay in-full by a date to be determined.*

XI. Water Bills for Residents on Temporary Water

- A. Residents will be on temporary water for weeks to months at a time, and that water will not be metered. How will the City bill water while residents are on temporary water?
- B. Items that city council should consider:
 1. Is there an ordinance?
 2. What did the City do during the Grove Avenue project?
- C. *Some possible options:*
 1. *Only bill the base minimum.*
 2. *Bill the average of the past "X" months.*
 3. *Bill the lowest of the past "X" months.*

XII. Timeline Review

- A. Starting transition into final design phase following this meeting.
- B. Preparation of assessments and policy in February.
- C. Open House No. 2 in early March.
- D. Utility Meeting No. 2 in May.
- E. Submitting 100% plans to USDA-RD in early September.

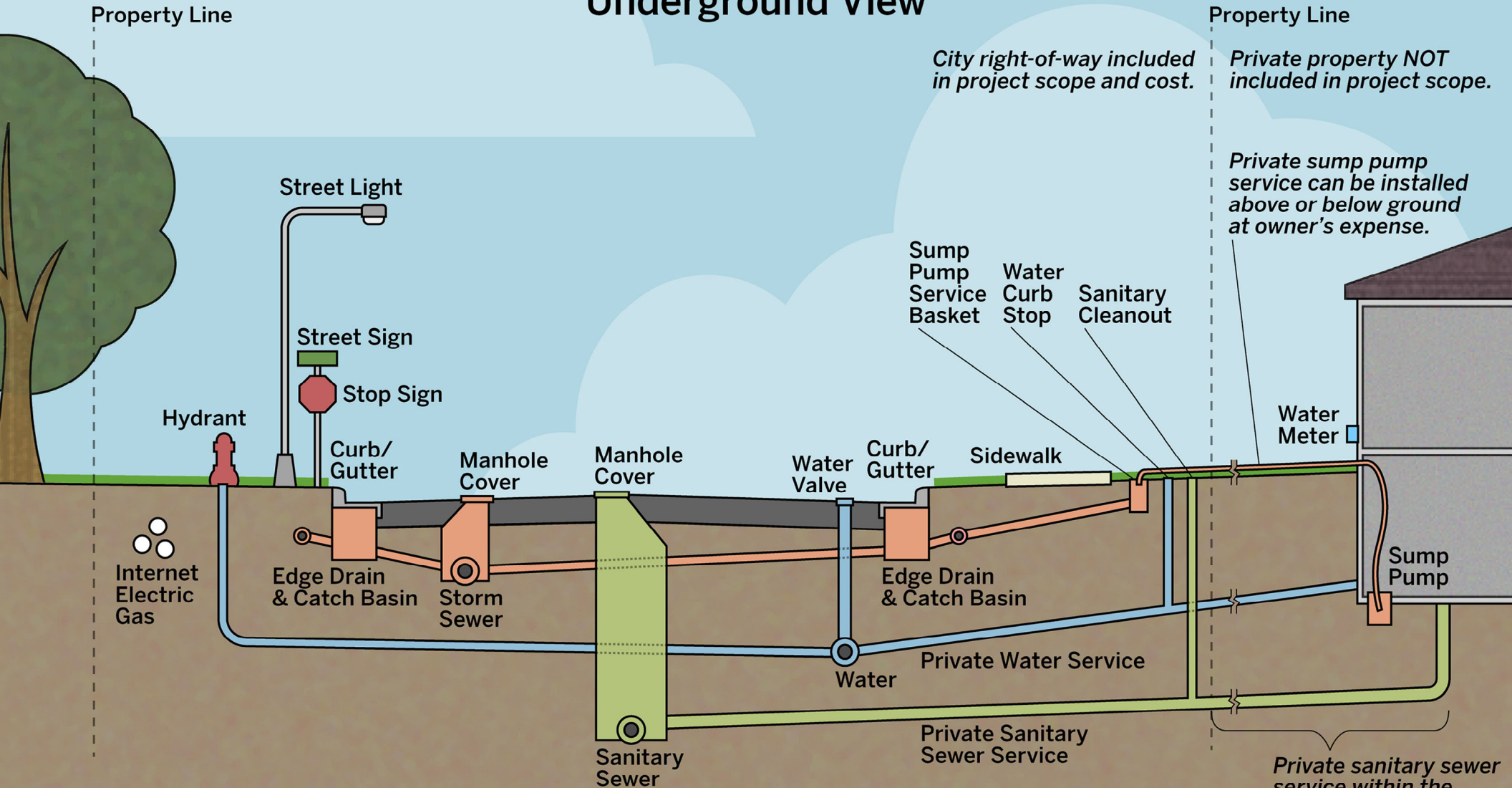
SEH believes that this document accurately reflects the business transacted during the meeting. If any attendee believes that there are any inconsistencies, omissions or errors in the minutes, they should notify the writer at once. Unless objections are raised within seven (7) days, we will consider this account accurate and acceptable to all.

If there are errors contained in this document, or if relevant information has been omitted, please contact Sam Fink at 320.204.0217.

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Common Municipal Street Underground View



City right-of-way included in project scope and cost.

Private property NOT included in project scope.

Private sump pump service can be installed above or below ground at owner's expense.

Water Meter

Sump Pump

Private sanitary sewer service within the owner's property is subject to inspection. Violations are to be repaired at owner's expense.



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HANDOUT 1 60% COST ESTIMATE

Infrastructure Improvement Project
Silver Lake, Minnesota
Project Manager: John Rodeberg, PE (Lic. MN)

SEH No. SILAK 171969
Date: January 22, 2024

60% Cost Estimate – Street and Utilities Portion

**Estimated cost does not include pond, lift station, or well improvements*

Funding	Cost Split	Estimated Construction Cost	10% Construction Contingencies	Estimated Total Construction	From Table 4-1, Addendum 2					Subtotal	From Table 4-1, Addendum 2	Estimated Total Project Cost	Obligated Funding	Estimated Fund Status	% Budget
					Total Engineering Fees	Assessment Process and Staking Services	Legal and Admin	Testing	Land Acquisition		Interim Interest				
USDA-RD Wastewater Eligible	36.5%	\$5,861,542	\$586,154	\$6,447,696	\$1,189,539	\$44,608	\$104,085	\$47,582	\$ -	\$7,833,510	\$204,549	\$8,038,059	\$8,132,824	\$94,765	99%
USDA-RD Water Eligible	30.8%	\$4,970,945	\$ 497,094	\$5,468,039	\$980,137	\$36,755	\$85,762	\$39,205	\$ -	\$6,609,898	\$168,541	\$6,778,439	\$6,701,152	\$(77,287)	101%
USDA-RD Storm Eligible	20.2%	\$3,242,546	\$324,255	\$3,566,801	\$644,459	\$24,167	\$56,390	\$25,778	\$10,000	\$4,327,595	\$111,077	\$4,438,672	\$4,416,397	\$(22,275)	101%
City Cost (not USDA-RD Eligible)	12.6%	\$2,019,411	\$201,941	\$2,221,352	\$412,004	\$15,450	\$36,050	\$16,480	\$ -	\$2,701,336	\$70,847	\$2,772,183	\$2,816,851	\$44,668	98%
Total Project	100%	16,094,444	\$1,609,444	\$17,703,888	\$3,226,139	\$120,980	\$282,287	\$129,045	\$10,000	\$21,472,339	\$555,014	\$22,027,353	\$22,067,224	\$39,871	100%

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HANDOUT 2 LAKE AVENUE NORTH OF FRANK STREET

Infrastructure Improvement Project
Silver Lake, Minnesota
Project Manager: John Rodeberg, PE (Lic. MN)

SEH No. SILAK 171969
Date: January 22, 2024

Total Reconstruction of Lake Avenue from Frank Street To Highway 7

FUNDING	ESTIMATED CONSTRUCTION COST
CITY COST (NON ELIGIBLE)	\$92,000
USDA-RD WASTEWATER ELIGIBLE	\$206,000
USDA-RD WATER ELIGIBLE	\$228,000
USDA-RD STORM SEWER	\$166,000
TOTAL	\$692,000

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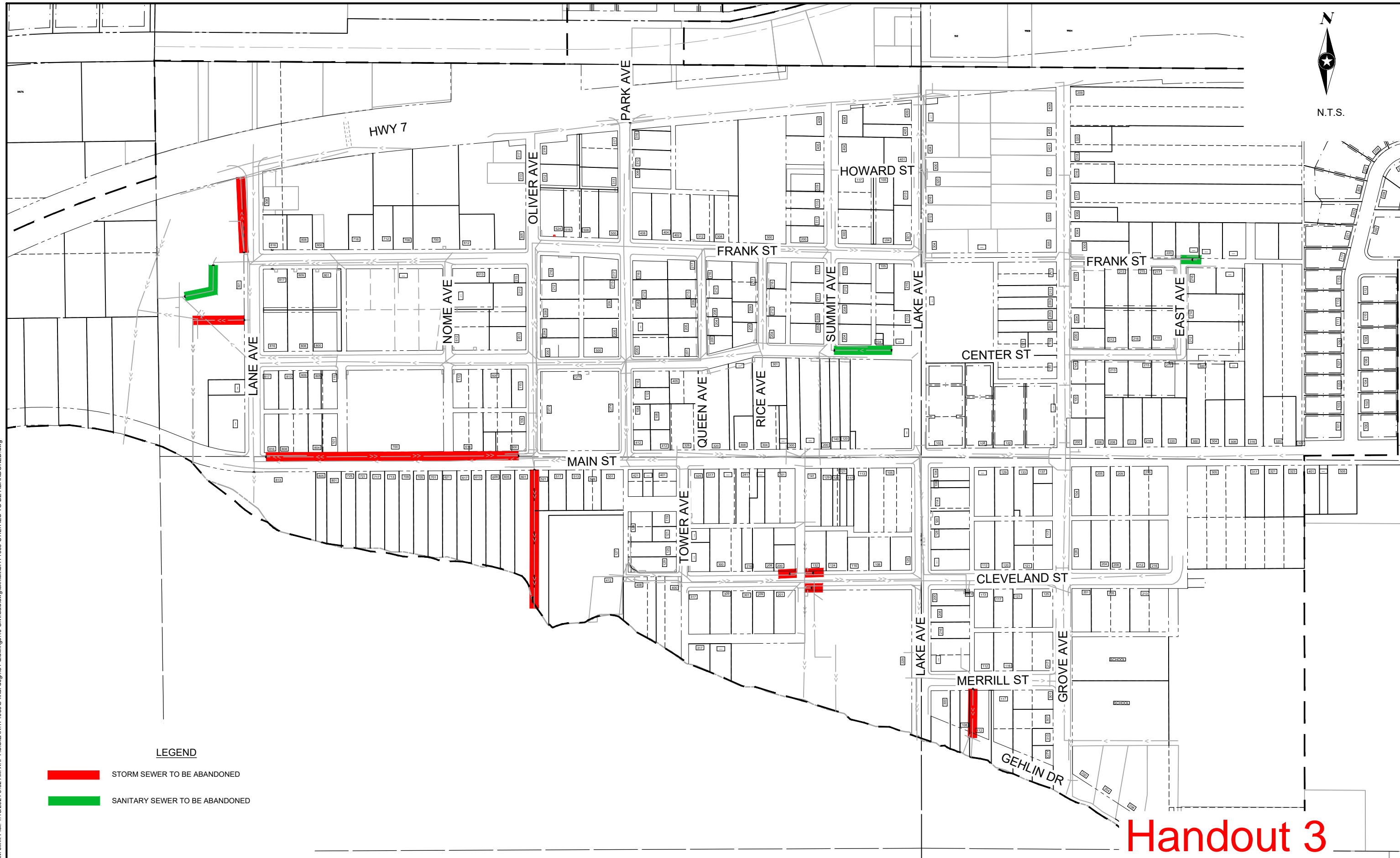
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LEGEND

-  STORM SEWER TO BE ABANDONED
-  SANITARY SEWER TO BE ABANDONED

Handout 3

Save: 1/18/2024 8:57 AM sink Plot: 1/18/2024 9:02 AM X:\PT\GIS\SILAK\1719695-final-dsgn\51-drawings\10-Civil\cad\dwg\exhibit\SI171969 UTILITIES TO BE ABANDONED.dwg

SEH Project	SILAK 171969	Rev.#	Revision Issue Description	Date
Drawn By	-	-	-	-
Designed By	-	-	-	-
Checked By	-	-	-	-



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DRAFT 60%

INFRASTRUCTURE IMPROVEMENT PROJECT
SILVER LAKE, MINNESOTA

UTILITIES TO BE ABANDONED



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HANDOUT 4 ALLEY EXAMPLES

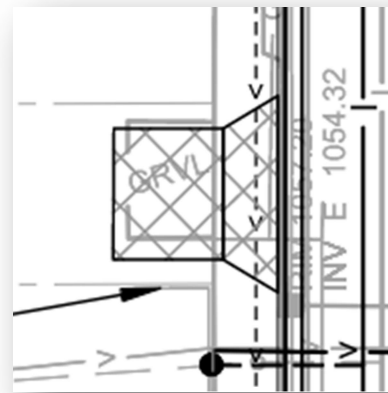
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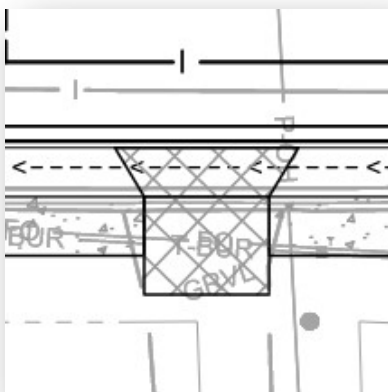
**CENTER STREET
BETWEEN OLIVER AVE & PARK AVE**



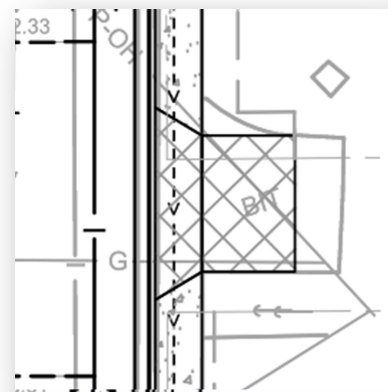
**OLIVER AVENUE
BETWEEN MAIN ST & CENTER ST**



**FRANK STREET
BETWEEN OLIVER AVE & PARK AVE**



**TOWER AVENUE
BETWEEN MAIN ST & CLEVELAND ST**



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HANDOUT 5 LANDSCAPING EXAMPLES

Infrastructure Improvement Project
Silver Lake, Minnesota
Project Manager: John Rodeberg, PE (Lic. MN)

SEH No. SILAK 171969
Date: January 22, 2024

Examples of removing and replacing the landscaping with grass because the landscaping is entirely in the City ROW and is not continuous from the resident's property.



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Handout 4
Landscaping Examples

Examples of removing and replacing the landscaping in-kind (salvage if possible) if the landscaping is continuous from the resident's property.



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Handout 4
Landscaping Examples

Example of landscaping on private property that will lead to construction issues.



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HANDOUT 6 SILVER LAKE ASSESSMENT NOTES

Infrastructure Improvement Project
Silver Lake, Minnesota
Project Manager: John Rodeberg, PE (Lic. MN)

SEH No. SILAK 171969
Date: January 22, 2024

Based on 2013 Grove Avenue Project

Streets

- Streets 50% Assessed (including curb & gutter, and sidewalks) *Credited County share in 2013*
- 100% of Sump Lines assessed (partially assessed in 2013 after County credit)
- 0% of Storm Drains assessed (partially assessed in 2013 after County credit)

Water and Sanitary Sewer

- Notes main lines as 100% assessed
 - Replacement was NOT assessed in 2013
 - Policy notes 50% assessed per unit (connection) and 50% by frontage for “Utility Assessments” on main lines for water, sanitary sewer and sump drain improvements
 - All 2013 assessments were FF only (and streets only....)
 - **Replacement now essentially included in higher utility rates**
- Services 100% assessed

Other

- Municipal property is assessed
- Corner Lots assessed full frontage on short side and 50% on long side

RECOMMENDATIONS / CONSIDERATIONS

- Assess 50% of all street, drain tile/sump service (per unit?), curb and gutter costs by FF after RD Grants considered
- Assess portion of storm sewer costs (CB's and all pipe at 12" equivalent?)
- Assess Water and Sewer Services at full cost
- Do not assess for water and sewer main replacement

For **initial** calculations assume:

- Water Service \$3,000 \$965 in 2013
- Sanitary Sewer Service \$3,000 \$595 in 2013
- Street (\$46/ff + 27%) \$60/FF \$46 in 2013, but heavily discounted due to County Share
 - 21% raise 2013–2023
 - Assume 3% in 2024 and 2025
 - Rounded up from \$58.42

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