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## CITY COUNCIL COUNCIL MINUTES

**RE:** Silver Lake Infrastructure Improvement Project  
Silver Lake, Minnesota

**Date of Meeting:** March 18, 2024

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

**Time of Meeting:** 6:30 p.m.

**SEH No.:** SILAK 171969 16.03

**Location of Meeting:** Silver Lake Auditorium

**Attendees:** City Council  
City Staff  
Sam Fink, SEH  
Brody Bratsch, SEH

### I. **General Engineering Services SLA**

- A. Review **Handout 1**
- B. No changes from previous years (not-to-exceed amount remains at \$2,000).
- C. **Council approved SLA**

### II. **MPCA Stormwater Grant Opportunity**

- A. Total of \$35M of grants available for stormwater projects (\$5M maximum per project)
- B. Application due date: April 11, 2024
- C. Discussion on potentially leveraging MPCA grants to offset some USDA-RD loan costs.
  - 1. USDA-RD representative Michelle Wickliff noted that USDA-RD funding does not exclude the city from considerations of these funds.
- D. SEH to coordinate with Diane to submit application.
- E. **Council agreed with pursuing the grant**

### III. **Open House No. 2**

- A. General feedback (open discussion)
- B. Concerns of the proposed sidewalk on the north side of Frank Street (Lane Ave to Oliver Ave)
  - 1. Current sidewalk-driveway integration discussion
    - a. Sidewalk currently ties in nicely with the driveways.
    - b. No easements would be needed to construct.
    - c. No driveways will become excessively steeper due to the sidewalk.
  - 2. Compare implications of placing sidewalk on south side
    - a. The flat driveways on the south side would require the street to be lowered, thus making the driveways on the north side steeper than existing grades.
    - b. The Holy Family lot would retain water behind the proposed sidewalk due to the existing elevations of the lot.
    - c. Driveways immediately west of Oliver Avenue on the south side of Frank Street are too short to accommodate a sidewalk.
  - 3. **Based on Council conversation, sidewalk is to remain on the north side of Frank Street from Lane Avenue to Oliver Avenue.**
- C. Evaluate 5' sidewalk vs 6' sidewalk width
  - 1. Total construction cost of sidewalks throughout project scope:
    - a. 6' sidewalk: \$478,000

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- b. 5' sidewalk: \$459,000 - savings of 4% (all city costs)
    2. Based on Council conversation, sidewalks currently proposed to be six-feet-wide shall be reduced to a width of five feet. Proposed grass boulevard is to remain five-feet-wide.
  - D. Determine action for unfinished Nome Avenue segment
    1. Options:
      - a. Do nothing
      - b. Reclaim and overlay
      - c. Total street reconstruction with no additional utilities
      - d. Total street reconstruction with addition of sanitary sewer main and watermain
    2. Review **Handout 2** for cost comparison
    3. Based on Council conversation, this stretch of Nome Avenue shall be reclaimed and overlaid.
  - E. Surface water at East Avenue and Cleveland Street
    1. After thorough review, we've determined that the most logical solution is still best represented in the recommendations outlined in the attached memo dated August 17, 2018 (**Handout 3**).
    2. The existing ground elevations are simply too low to effectively drain the area to the lake.
    3. Unfortunately, implementing these recommendations are outside the scope of the project because the ditch is privately owned.
- IV. **Assessment Policy Revisions**
  - A. Review updated policy (**Handout 4**)
  - B. Minor verbiage changes for corner lots and subdividable lots to accommodate some specific situations in the project area.
  - C. Introduced a 1.2 multiplier to REU's for commercial, industrial, school, and city lots.
    1. This is common practice due to the increased street usage at these locations.
  - D. Omitted storm sewer from REU following last council meeting's feedback.
    1. We agree with council, storm sewer benefits the community as a whole, and therefore shouldn't be assessed directly to adjacent properties.
    2. With this change, the assessment percentage was increased from 15% to 25%, leading to a similar assessment amount. The total assessment remains above Shannon's original affordability calculations.
  - E. City council agreed with all modifications listed above.
- V. **Easements**
  - A. SEH's land surveyor is finishing his review of the 100+ easements.
  - B. Exhibits to be sent to city attorney by end of the month for paperwork preparation
  - C. Initiate easement document distribution to residents by end of April (pending attorney's input).
- VI. **Timeline Review**
  - A. Shannon Sweeney to readdress project affordability at April's council meeting.
  - B. Easement distribution scheduled to start in April
  - C. Utility Meeting No. 2 in April
  - D. Easement collection targeted by June
  - E. Submit 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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Meeting Minutes  
Page 3

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# Handout 1

March 1, 2024

RE: City of Silver Lake, Minnesota  
2024 Agreement for Professional Services

Diane Pedersen, City Clerk  
City of Silver Lake  
308 Main Street West  
Silver Lake, Minnesota 55381

Dear Diane:

Short Elliott Hendrickson Inc. (SEH®) is honored to serve as the City Engineer for the City of Silver Lake. As a supplement to our approved Master Agreement for Professional Services dated December 20, 2020, we have attached a Supplemental Letter Agreement for professional services in 2024. This work may include items such as:

- Site plan or development review
- Project funding review
- Mapping
- Reviewing infrastructure needs or issues
- Reviewing infrastructure policy or ordinances
- Preparing cost estimates
- Architectural and/or structural review
- Agency coordination (MnDOT, McLeod County, MDH, and MPCA)
- Assisting in grant applications
- Other city engineering tasks as requested

It is understood that work under this agreement will be based on requests from the City Staff to Sam Fink or assigned representatives. In the past, the amount of city engineering work SEH completes for the City varies from year to year. We are proposing to keep the agreement amount the same as the past several years. If it looks like this amount will be fully utilized and additional funding is needed, we will jointly propose to amend the agreement. The City will be provided a detailed invoice outlining the work that was completed. If there are larger projects that develop during the year, we would provide a separate proposal to the city for that specific project.

## PROPOSED FEES

We propose to provide the general city engineering services outlined above for the City of Silver Lake on an Hourly basis, not-to-exceed a total of **\$2,000** in calendar year 2024. Please contact me with any questions or comments concerning this proposal/agreement. If this proposal is acceptable to you, please sign the attached Supplemental Letter Agreement and return a scanned copy to me.

Sincerely,

Sam Fink, PE  
(MN, NE)  
Project Manager/City Engineer

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Enclosure

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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 December 21, 2020, this Supplemental Letter Agreement dated March 1, 2024, authorizes and describes the scope, schedule, and payment conditions for Consultant's work on the Project described as: 2024 General Engineering Services.

**Client's Authorized Representative:** Diane Pedersen, City Clerk

**Address:** 308 Main Street West, Silver Lake, Minnesota 55381-0347

**Telephone:** 320.327.2412 **email:** cityclerk@cityofsilverlake.org

**Project Manager:** Sam Fink

**Address:** 1390 Highway 15 South, Suite 208, PO Box 308, Hutchinson, MN 55350

**Telephone:** 763.447.1341 **email:** sfink@sehinc.com

**Scope:** The Services to be provided by Consultant:

General engineering, architectural, or other consulting services as indicated in the attached letter dated March 1, 2024.

**Schedule:** Services to be provided in calendar year 2024.

**Payment:** The fee is hourly not-to-exceed \$2,000 including expenses and equipment without written approval from Client.

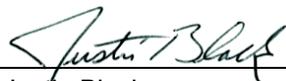
The payment method, basis, frequency and other special conditions are set forth in attached Exhibit A-1.

**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, Minnesota**

By:



Full Name: Justin Black

Title: Principal/Client Service Manager

By: \_\_\_\_\_

Full Name: \_\_\_\_\_

Title: \_\_\_\_\_

**Exhibit A-1**  
**to Supplemental Letter Agreement**  
**Between City of Silver Lake, Minnesota (Client)**  
**and**  
**Short Elliott Hendrickson Inc. (Consultant)**  
**Dated March 1, 2024**

**Payments to Consultant for Services and Expenses**  
**Using the Hourly Basis Option**

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

**A. Hourly Basis Option**

The Client and Consultant select the hourly basis for payment for services provided by Consultant. Consultant shall be compensated monthly. Monthly charges for services shall be based on Consultant's current billing rates for applicable employees plus charges for expenses and equipment.

Consultant will provide an estimate of the costs for services in this Agreement. It is agreed that after 90% of the estimated compensation has been earned and if it appears that completion of the services cannot be accomplished within the remaining 10% of the estimated compensation, Consultant will notify the Client and confer with representatives of the Client to determine the basis for completing the work.

Compensation to Consultant based on the rates is conditioned on completion of the work within the effective period of the rates. Should the time required to complete the work be extended beyond this period, the rates shall be appropriately adjusted.

**B. Expenses**

The following items involve expenditures made by Consultant employees or professional consultants on behalf of the Client. Their costs are not included in the hourly charges made for services but instead are reimbursable expenses required in addition to hourly charges for services and shall be paid for as described in this Agreement:

1. Transportation and travel expenses.
2. Long distance services, dedicated data and communication services, teleconferences, Project Web sites, and extranets.
3. Lodging and meal expense connected with the Project.
4. Fees paid, in the name of the Client, for securing approval of authorities having jurisdiction over the Project.
5. Plots, Reports, plan and specification reproduction expenses.
6. Postage, handling and delivery.
7. Expense of overtime work requiring higher than regular rates, if authorized in advance by the Client.
8. Renderings, models, mock-ups, professional photography, and presentation materials requested by the Client.
9. All taxes levied on professional services and on reimbursable expenses.
10. Other special expenses required in connection with the Project.
11. 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.

**C. Equipment Utilization**

The utilization of specialized equipment, including automation equipment, is recognized as benefiting the Client. The Client, therefore, agrees to pay the cost for the use of such specialized equipment on the project. Consultant invoices to the Client will contain detailed information regarding the use of specialized equipment on the project and charges will be based on the standard rates for the equipment published by Consultant.

The Client shall pay Consultant monthly for equipment utilization.

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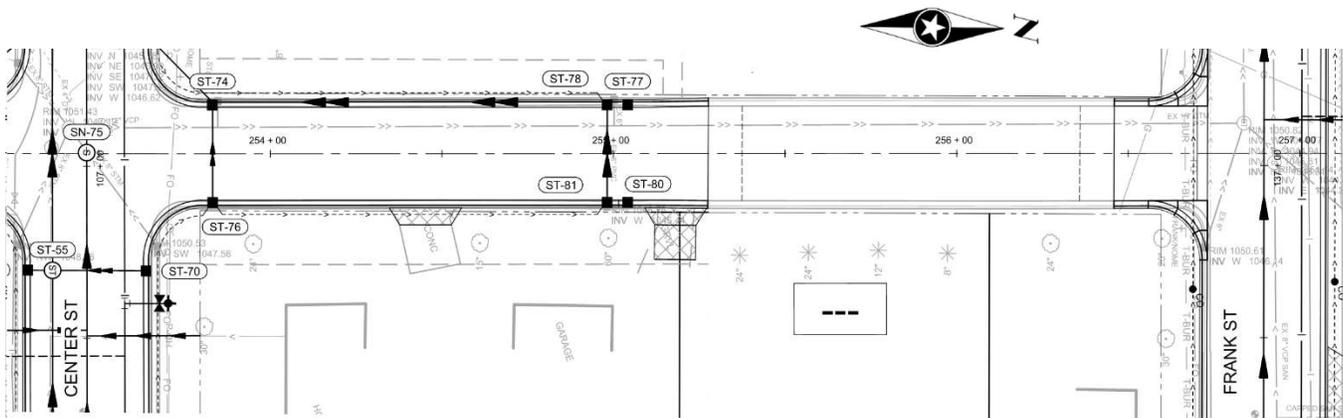
# HANDOUT 2 NOME AVENUE OPTIONS

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

**SEH No. SILAK 171969**  
**Date: March 18, 2024**

## Nome Avenue Construction Options

FUNDING	Do Nothing Additional	Reclaim and Overlay	Total Reconstruction (without new utilities)	Total Reconstruction (with New Water and Sanitary Mains)
CITY COST (NON ELIGIBLE)	\$74,000	\$111,000	\$138,000	\$184,000
USDA-RD WASTEWATER ELIGIBLE	\$0	\$0	\$0	\$0
USDA-RD WATER ELIGIBLE	\$0	\$0	\$0	\$0
USDA-RD STORM SEWER	\$49,000	\$49,000	\$49,000	\$49,000
<b>TOTAL</b>	<b>\$123,000</b>	<b>\$160,000</b>	<b>\$187,000</b>	<b>\$233,000</b>
ADDITIONAL CITY COSTS	\$0	\$37,000	\$64,000	\$110,000



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## Handout 3

### MEMORANDUM

TO: Silver Lake Mayor, City Council and staff

FROM: Jordan Van Oort, PE (SEH)

DATE: August 17, 2018

RE: SE Silver Lake Private Ditch / Surface Water at East Avenue and Cleveland Street  
SEH No. 145020 14.00

The City of Silver Lake has noted high surface water levels at the corner of East Ave & Cleveland Street for the last several years. Dale Kosek noted that the high water levels only became a problem within the last few years, and that water levels many years ago would rise onto the street corner after large rain events, but the water would drain off the street within a few hours. Currently the water recedes very slowly and remains on the street for days or weeks after an event. Dale has worked to complete some improvements in the area, including replacing a culvert and having a contractor complete some ditch improvements. The problem has been partially addressed, however the issue still persists.

Dale and I completed a field review on August 15, 2018. See Attachment 1 for an overview map. The water level at the East Avenue/Cleveland Street corner was about an inch below the curb opening. We investigated the private ditch (PD1) that outlets the wetland area adjacent to the East Avenue/Cleveland Street corner. PD1 was dry beginning at the newly installed 24" culvert (Culvert #1) on the Wraspir property all the way to the newly installed 24" culvert (Culvert #2) on the Donna Schultz property. We also reviewed the ditch that outlets Mud Lake (PD2) through the culvert south of 195<sup>th</sup> St under the driveway of Ronald and Diane Hlavka. PD2 had water flowing through the ditch at the time of inspection.

#### Conclusions:

- PD1 appears to be blocked upstream (to the southwest) from Culvert #1. The blockage does not allow the ditch to efficiently lower water levels. Once water levels drop below the height of the blockage, water levels can only be lowered by slowly infiltrating through the ground.
- PD2 outlets Mud Lake at a lower elevation than PD1, which means that PD2 is not the main source of the problem.
- It is our opinion that the channel excavation described in the recommendations is the preferred and least expensive option to solve the high water level problem. Channel excavation would be the first step in any other solution, so it makes sense to try it by itself to find out if it will fix the problem. SEH will review additional options if the channel excavation does not lower the water to acceptable levels.

#### Recommendations:

- Excavate a channel for PD1 upstream (to the southwest) of Culvert #1. The channel bottom must be lower than the bottom of Culvert #1. We recommend excavating a channel with a minimum bottom width of 6' and side slopes no steeper than 1:4. See Attachments 1 & 2.

- After water levels drop to the bottom of Culvert #1, we recommend maintaining the channel by planting grass on the channel's side slopes and regularly removing any debris/sediment that accumulate above the natural channel bottom. Once grass has fully grown on the channel side slopes, we recommend regularly mowing the slopes to make future debris/sediment removal easy.

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# SE Silver Lake Private Ditch

## ATTACHMENT #1



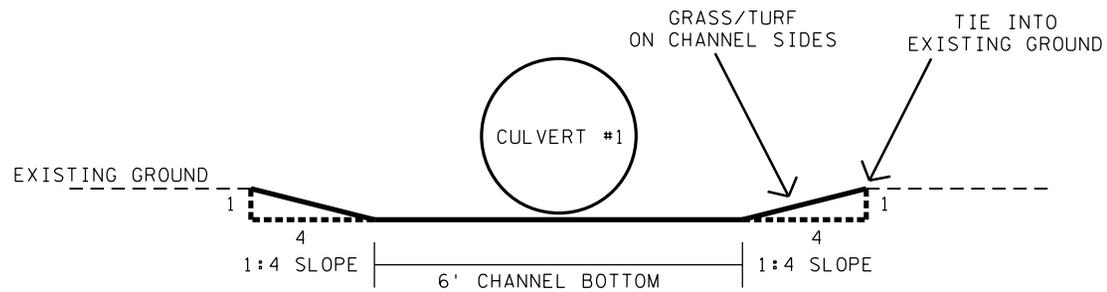
Disclaimer: McLeod County does not warrant or guarantee the accuracy of the data.  
The data is meant for reference purposes only and should not be used for official decisions.  
If you have questions regarding the data presented in this map, please contact the McLeod County GIS Department.

*This information is to be used for reference purposes only.*

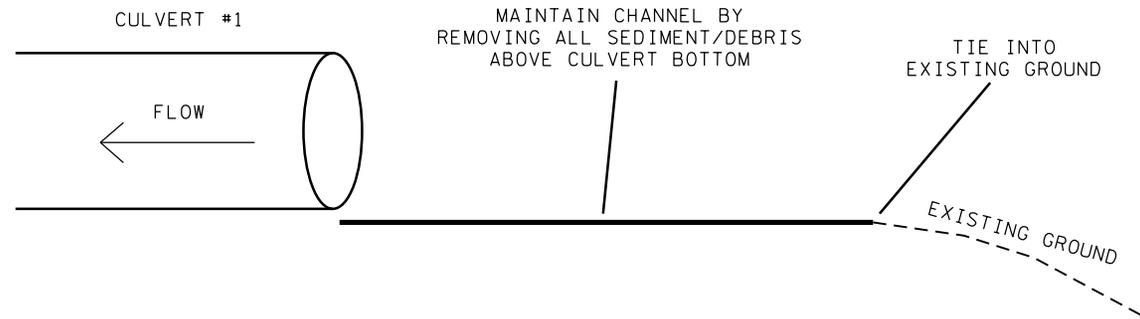


# ATTACHMENT #2

## CHANNEL CROSS-SECTION



## CHANNEL PROFILE



**ESTIMATED ASSESSMENTS  
USDA-RD INFRASTRUCTURE IMPROVEMENT PROJECT  
SILVER LAKE, MINNESOTA  
SEH NO. SILAK 171969  
MARCH 14, 2024**

**ESTIMATED ASSESSMENT RATES\***

<b><u>Item</u></b>	<b><u>Estimated Assessment Rate*</u></b>
Reconstructed Street	\$5,400 per REU
Water Service Line (Open Cut)	\$3,300 Each
Sanitary Sewer Service Line (Open Cut)	\$2,700 Each
Sanitary Sewer Service Line (Cured-in-Place Pipe Lining)	\$3,700 Each

\*Assessment rates presented here are preliminary. Final determination and approval of the assessment rates will be made by the City Council prior to the assessment hearing. The assessment rates are intended to bear a relationship to the perceived value of the benefits the property receives due to the project.

**PRELIMINARY ASSESSMENT POLICY**

**Residential Equivalent Unit (REU) Basis**

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.

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 footage" 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.

For multi-family, commercial, industrial, or institutional lots, determination total REUs shall follow the same calculation procedure as residential lots, then the assessed rate shall then be multiplied by 1.2 (e.g. if a commercial lot is determined to have one REU adjacent to the project, the lot shall be assessed the equivalent of 1.2 REUs). Churches shall follow the same calculation procedure as residential lots (i.e. no multiplier shall be applied).

**Reconstructed Street**

Twenty-five percent of the cost of the city's portion of the reconstructed street improvements (including associated contingency, administration, engineering, and financing costs) shall be divided by the total amount of REUs in the reconstructed areas. Each lot shall be assessed this amount multiplied by its total REUs.

Street improvements include street, drain tile, driveway, curb and gutter, and sidewalk.

**Water and Sanitary Sewer Service Lines (Open Cut)**

One hundred percent of the actual cost (including associated contingency, administration, engineering, and financing costs) of providing service connections to the right-of-way shall be assessed to the lot.

**Sanitary Sewer Service Lines (Cured-in-Place Pipe Lining)**

Fifty percent of the actual cost (including associated contingency, administration, engineering, and financing costs) of providing service connections to the right-of-way shall be assessed to the lot.

\*\*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.