

Agenda  
Silver Lake City Council  
Regular Meeting  
6:30pm, January 21, 2025  
Silver Lake Auditorium

Call Regular Meeting to Order

Consent Agenda:

1. Approve minutes from January 6, 2025 Annual Meeting
2. Approve Payroll 1 & 2 and January Ambulance
3. Approve Claims

Public Comment

Department Business:

1. Public Works
  - a. SEH – Infrastructure Project Bid Review
    - i. Braun Intertec Proposal for Construction Materials Testing Services
    - ii. Review & sign M 1780 Guide 5
    - iii. Resolution 25-08: Resolution Receiving Bids
  - b. Liaison Report
  - c. PeopleService Report
    - i. O&M Report
    - ii. WO Maintenance Report
2. Public Safety Liaison Report
  - a. Fire Department
  - b. Sheriff's Report – Office Manager is out, so no reports were received.
  - c. Ambulance Report
3. Municipal Liquor Liaison Report
4. Community Development
5. Administration
  - a. Clerk's report

Old Business:

- 1.

New Business:

1. Stacy DeSantis – street parking
2. Request for Action – Karissa - MMBA

Open Discussion

Adjourn

# Consent Agenda

Minutes  
Silver Lake City Council  
Annual Meeting  
6:30pm, January 6, 2025  
Silver Lake Auditorium

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

Swearing in of newly elected council members: Mayor Bruce Bebo, Councilor Josh Mason, Councilor Jarrett Whitney, Councilor Roxanne Yurek

Members Present: Mayor Bruce Bebo, Councilor Roxanne Yurek, Councilor Joanna Jacobs, Councilor Josh Mason, Councilor Jarrett Whitney

Staff Present: Diane Pedersen

Others Present: None

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

Consent Agenda:

1. Approve minutes from December 16, 2024, TNT & Regular Meeting
2. Approve Payroll #26
3. Approve Claims

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

Public Comment – None

Old Business

1. Reviewed MN Department of Employment and Economic Development (DEED) County Profile updated 10-21-2024.

New Business

1. Resolution 25-01: Resolution Creating the Annual Appointments of the City of Silver Lake. Mayor Bebo presented his appointments for 2025:

**a. Official City Depositories:**

1. First Community Bank of Silver Lake
2. Minnesota Municipal Money Market Fund

**Official Newspaper:**

McLeod County Chronicle

**City Attorney:**

Gavin, Janssen & Stabenow, LTD.

**Acting Mayor:**

Councilor Josh Mason

**Deputy Weed Inspector:**

Public Works Supv, Chris Penaz

**Civil Defense Director/**

**Emergency Response Coordinator:**

Sheriff Tim Langenfeld

**City Administration Liaison**

Mayor Bruce Bebo

**Public Works Liaison**

Councilor Josh Mason

**Public Safety Liaison**

Councilor Joanna Jacobs

**Municipal Liquor Dispensary Liaison:**

Councilor Jarrett Whitney

**Community Development Liaison:**

Councilor Roxanne Yurek

**Assistant to all Liaisons:**

Mayor Bruce Bebo

**Regular Meeting Dates & Times:**

3<sup>rd</sup> Monday of the month except January and February on 3<sup>rd</sup> Tuesday. Quarterly meetings on Monday, April 7<sup>th</sup>; Monday, July 7<sup>th</sup> & Monday Oct. 6<sup>th</sup>.

All meetings start at 6:30pm unless otherwise noted.

**Economic Development Authority:**

**Right-Of-Way Director**

**Personnel Committee:**

Members of the City Council  
Public Works Supv. Chris Penaz  
Mayor Bruce Bebo  
Councilor Jarrett Whitney  
Department Head Diane Pedersen

Provided Council Liaison descriptions for each member of council. Time was allowed for council members to review the descriptions and ask questions. The mayor would like the following items to be areas of concentration for the coming year:

Community Development – Pool->improve operations/more efficient

MLS – Establish inventory process/timeline

Public Safety – Bike Rodeo (with support from the Lions) and track Ambulance Grant

Public Works – Infrastructure Project and Capital Improvement Plan

Administration – track infrastructure project and attend meetings; second exit in city hall office

Reviewed other paperwork to be completed and returned to the city office.

***Motion by Councilor Yurek second by Councilor Mason to approve Resolution 25-01 Authorizing the Annual Appointments by the Mayor of the City of Silver Lake. Vote for: Unanimous. Motion carried.***

2. Resolution 25-02: Resolution Pre-Authorizing Payments by Clerk's Warrant(s)

- a. The Resolution authorizes Clerk Pedersen to pay certain claims prior to Council approval and to utilize Electronic Fund Transfers.

***Motion by Councilor Jacobs second by Councilor Whitney to approve Resolution 25-02 Pre-authorizing payments by clerk's warrant. Vote for: Unanimous. Motion carried.***

3. Resolution 25-03: Resolution Declaring City Council Members as Employees of the City

- a. The Resolution designated the City Council as employees to be covered under Workers Compensation Insurance.

***Motion by Councilor Mason second by Councilor Jacobs to approve Resolution 25-03 declaring city council members as employees of the city to be covered under Workers Compensation Insurance. Vote for: Unanimous. Motion carried.***

4. Resolution 25-04: Resolution Classifying Fund Balances for Financial Reporting Purposes

- a. The Resolution classified all City Funds except enterprise funds and those funds with negative ending balances at the end of 2024 as required by the Governmental Accounting Standards Board.

***Motion by Councilor Whitney second by Councilor Mason to approve Resolution 25-04 Classifying Fund Balances for Financial Reporting Purposes. Vote for: Unanimous. Motion carried.***

5. Resolution 25-05: Resolution Approving Not to Waive the Monetary Limits on Municipal Tort Liability.

- a. MN State Statute sets a limit on tort liability claims unless a City chooses to waive them.
  - i. Torts are tied to civil court claims and are meant to hold someone accountable for a violation without involving criminal punishment.
  - ii. The resolution does not waive those limits.

***Motion by Councilor Mason second by Councilor Whitney to approve Resolution 25-05 approving not to waive the monetary limits on municipal tort liability. Vote for: Unanimous. Motion carried.***

6. Resolution 25-06: Resolution Making Appointments to Authorized Signers for the City of Silver Lake.
  - a. The Resolution appoints Mayor Bruce Bebo and City Clerk/Treasurer Diane Pedersen as authorized signers for 2024.

**Motion by Councilor Jacobs second by Councilor Whitney to approve Resolution 25-06: Resolution approving Mayor Bruce Bebo and City Clerk/Treasurer Diane Pedersen as authorized signers. Vote for: Unanimous. Motion carried.**

7. Resolution 25-07: Resolution Authorizing Application for Grant Navigation Support for the City.
  - a. This grant is to pay for Sam Fink's services in helping to obtain bonding bill funding for water/wastewater treatment that is not included in the infrastructure project.

**Motion by Councilor Whitney second by Councilor Jacobs to approve Resolution 25-07: Resolution Authorizing Application for Grant Navigation Support for the City. Vote for: Unanimous. Motion carried.**

8. Discussion held regarding Township contributions for Fire Department and Ambulance and contracts for Fire Department.
  - a. Fire Department
    - i. Contract amounts increased slightly due to requesting funds for future equipment needs.
    - ii. Approval of Fire Department township contracts.

**Motion by Councilor Jacobs second by Councilor Whitney to approve the 2025 fire Department contract with Hale Township in the amount of \$51,880. Vote for: Unanimous. Motion carried.**

2. Hasson Valley Township

**Motion by Councilor Jacobs second by Councilor Whitney to approve the 2025 fire Department contract with Hasson Valley Township in the amount of \$682. Vote for: Unanimous. Motion carried.**

3. Rich Valley Township

**Motion by Councilor Jacobs second by Councilor Whitney to approve the 2025 fire Department contract with Rich Valley Township in the amount of \$22,296. Vote for: Unanimous. Motion carried.**

4. Winsted Township

**Motion by Councilor Jacobs second by Councilor Whitney to approve the 2025 fire Department contract with Winsted Township in the amount of \$4503. Vote for: Unanimous. Motion carried.**

- b. Ambulance
  - i. The ambulance service is obligated to cover the area described in their Primary Service Area (PSA), so they ask for donations rather than prepare contracts as they need to respond to calls within their area no matter what.

#### Open Discussion

1. Lions -> E-Tab money be put into MLS CD for capital expenditures
2. Expert Billing -> research other companies

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

Meeting adjourned at 7:33pm.

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Diane E. Pedersen, Clerk/Treasurer

Seal of the City:

CITY OF SILVER LAKE

**\*Check Detail Register©**

Batch: 2412EFT

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
<b>10100 1st COMM BANK SL-CHK</b>					
<b>2334 e</b>	01/16/25	<b>RM PAYMENTS</b>			
E 610-49750-307		Credit Card Fees	\$1,319.36		NOVEMBER CREDIT CARD FEES
		Total	\$1,319.36		
<b>2335 e</b>	01/16/25	<b>VERIZON WIRELESS</b>			
E 204-42153-321		Telephone	\$81.62	9978465466	10/11/24 - 11/10/24
E 607-49400-321		Telephone	\$61.63	9978465466	10/11/24 - 11/10/24
E 608-49450-321		Telephone	\$61.64	9978465466	10/11/24 - 11/10/24
E 610-49750-321		Telephone	\$41.61	9978465466	10/11/24 - 11/10/24
		Total	\$246.50		
<b>2336 e</b>	01/16/25	<b>KASEYA</b>			
E 610-49750-309		EDP, Software and Desig	\$200.00		MLS COMPUTER SUPPORT
		Total	\$200.00		
<b>2337 e</b>	01/16/25	<b>First Community Bank</b>			
E 607-49400-430		Miscellaneous	\$5.00		NSF FEE
		Total	\$5.00		
<b>2338 e</b>	01/16/25	<b>First Community Bank</b>			
E 607-49400-430		Miscellaneous	\$560.20		NSF CHECK - KACZMAREK
		Total	\$560.20		
<b>2339 e</b>	01/16/25	<b>REVTRAK</b>			
E 607-49400-307		Credit Card Fees	\$430.78		NOVEMBER FEES
		Total	\$430.78		
<b>2340 e</b>	01/16/25	<b>REVTRAK</b>			
G 607-20822		Revtrak Fee Payable	\$19.95		NOVEMBER FEES
		Total	\$19.95		
<b>2341 e</b>	01/16/25	<b>MEDIACOM</b>			
E 101-41940-327		Internet Service	\$56.65		11/26/24 - 12/25/24
E 204-42153-309		EDP, Software and Desig	\$56.65		11/26/24 - 12/25/24
E 101-41400-327		Internet Service	\$56.65		11/24/24 - 12/25/24
		Total	\$169.95		
<b>2342 e</b>	01/16/25	<b>EFTPS</b>			
G 101-21703		Social Security Withholdin	\$1,106.04		AMB#10 FEDERAL W/H
G 101-21704		Medicare Withholding	\$258.64		AMB#10 FEDERAL W/H
G 101-21701		Federal Withholding	\$128.61		AMB#10 FEDERAL W/H
		Total	\$1,493.29		
<b>2343 e</b>	01/16/25	<b>EFTPS</b>			
G 101-21703		Social Security Withholdin	\$1,580.88		PP#25 FEDERAL W/H
G 101-21704		Medicare Withholding	\$369.74		PP#25 FEDERAL W/H
G 101-21701		Federal Withholding	\$967.89		PP#25 FEDERAL W/H
		Total	\$2,918.51		
<b>2344 e</b>	01/16/25	<b>MN DEPT OF REVENUE</b>			

CITY OF SILVER LAKE

01/16/25 3:06 PM

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**\*Check Detail Register©**

Batch: 2412EFT

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
G 101-21702		State Withholding		\$212.15	AMB#12 STATE W/H
		Total		\$212.15	
<b>2345 e</b>	01/16/25	<b>PUBLIC EMPLOYEE RETIREMENT</b>			
G 101-21705		PERA Withholding		\$249.35	AMB#10
		Total		\$249.35	
<b>2346 e</b>	01/16/25	<b>CENTERPOINT ENERGY</b>			
E 101-45181-383		Gas Utilities		\$118.51	10/01/24 - 10/29/24
E 101-41940-383		Gas Utilities		\$61.96	10/01/24 - 10/29/24
E 101-45124-383		Gas Utilities		\$29.64	10/01/24 - 10/29/24
E 205-42200-383		Gas Utilities		\$39.51	10/01/24 - 10/29/24
E 608-49450-383		Gas Utilities		\$17.10	10/01/24 - 10/29/24
E 610-49750-383		Gas Utilities		\$71.83	10/01/24 - 10/29/24
E 101-41940-383		Gas Utilities		\$49.40	10/01/24 - 10/29/24
		Total		\$387.95	
<b>2347 e</b>	01/16/25	<b>MN DEPT OF REVENUE</b>			
G 101-21702		State Withholding		\$568.05	PP#25 STATE W/H
		Total		\$568.05	
<b>2348 e</b>	01/16/25	<b>PUBLIC EMPLOYEE RETIREMENT</b>			
G 101-21705		PERA Withholding		\$1,957.24	PP#25 PERA W/H
		Total		\$1,957.24	
<b>2349 e</b>	01/16/25	<b>AFLAC</b>			
G 101-21717		Short Term Disability-AFL		\$112.01	
		Total		\$112.01	
<b>2350 e</b>	01/16/25	<b>CENTURY LINK</b>			
E 101-41940-321		Telephone		\$249.92	11/18/24 - 12/17/24
E 101-45124-321		Telephone		\$56.12	11/18/24 - 12/17/24
E 101-45181-321		Telephone		\$116.55	11/18/24 - 12/17/24
		Total		\$422.59	
<b>2351 e</b>	01/16/25	<b>MEDIACOM</b>			
E 610-49750-321		Telephone		\$48.37	MLS 12/13/24 - 01/12/25
E 610-49750-327		Internet Service		\$237.64	MLS 12/13/24 - 01/12/25
		Total		\$286.01	
<b>2352 e</b>	01/16/25	<b>RM PAYMENTS</b>			
G 610-11300		VISA/MC Receivable		\$30.00	MLS CHARGEBACK
		Total		\$30.00	
<b>2353 e</b>	01/16/25	<b>STATE OF MN</b>			
G 610-20800		Due to Other Government		\$446.94	10748212232 LOTTERY
		Total		\$446.94	
<b>2354 e</b>	01/16/25	<b>PUBLIC EMPLOYEE RETIREMENT</b>			
G 101-21705		PERA Withholding		\$7.35	AMB#12.1 PERA W/H
		Total		\$7.35	

CITY OF SILVER LAKE

**\*Check Detail Register©**

Batch: 2412EFT

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
<b>2355 e</b>	01/16/25	<b>EFTPS</b>			
G 101-21703		Social Security Withholdin	\$18.92		AMB #12.1 FEDERAL W/H
G 101-21704		Medicare Withholding	\$4.42		AMB #12.1 FEDERAL W/H
G 101-21701		Federal Withholding	\$35.00		AMB #12.1 FEDERAL W/H
		Total	\$58.34		
<b>2356 e</b>	01/16/25	<b>VERIZON WIRELESS</b>			
E 204-42153-321		Telephone	\$81.62		
E 607-49400-321		Telephone	\$61.63		
E 608-49450-321		Telephone	\$61.64		
E 610-49750-321		Telephone	\$41.61		
		Total	\$246.50		
<b>2357 e</b>	01/16/25	<b>EFTPS</b>			
G 101-21703		Social Security Withholdin	\$322.40		QTR#4 FEDERAL W/H
G 101-21704		Medicare Withholding	\$75.40		QTR#4 FEDERAL W/H
		Total	\$397.80		
<b>2358 e</b>	01/16/25	<b>MN DEPT OF REVENUE</b>			
G 101-21702		State Withholding	\$569.71		PP#26 STATE W/H
		Total	\$569.71		
<b>2359 e</b>	01/16/25	<b>PUBLIC EMPLOYEE RETIREMENT</b>			
G 101-21705		PERA Withholding	\$1,985.63		PP#26 PERA W/H
		Total	\$1,985.63		
<b>2360 e</b>	01/16/25	<b>EFTPS</b>			
G 101-21703		Social Security Withholdin	\$1,609.02		PP#26 FEDERAL W/H
G 101-21704		Medicare Withholding	\$376.30		PP#26 FEDERAL W/H
G 101-21701		Federal Withholding	\$949.87		PP#26 FEDERAL W/H
		Total	\$2,935.19		
<b>2361 e</b>	01/16/25	<b>MN DEPT OF REVENUE</b>			
G 607-20821		MN Sales Tax Payable	\$51.70		NOVEMBER SALES TAX
G 610-20821		MN Sales Tax Payable	\$4,222.97		NOVEMBER SALES TAX
G 101-20821		MN Sales Tax Payable	\$433.61		NOVEMBER SALES TAX
		Total	\$4,708.28		
<b>2362 e</b>	01/16/25	<b>US Bank</b>			
R 101-41400-36200		Miscellaneous Revenues	(\$128.00)		DECEMBER STATEMENT
E 101-41400-200		Office Supplies	\$10.10		DECEMBER STATEMENT
E 101-41400-309		EDP, Software and Desig	\$34.99		DECEMBER STATEMENT
E 101-41400-322		Postage	\$34.25		DECEMBER STATEMENT
E 101-43100-210		Operating Supplies	\$6.39		DECEMBER STATEMENT
E 101-43100-309		EDP, Software and Desig	\$25.00		DECEMBER STATEMENT
E 204-42153-309		EDP, Software and Desig	\$12.50		DECEMBER STATEMENT
E 205-42200-309		EDP, Software and Desig	\$12.50		DECEMBER STATEMENT
E 607-49400-322		Postage	\$9.68		DECEMBER STATEMENT
E 610-49750-210		Operating Supplies	\$81.37		DECEMBER STATEMENT
E 610-49750-309		EDP, Software and Desig	\$12.50		DECEMBER STATEMENT



CITY OF SILVER LAKE

**\*Check Detail Register©**

Batch: 2412EFT

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 610-49750-345		Promotion		\$78.37	DECEMBER STATEMENT
		Total		\$189.65	
		<b>10100</b>		\$23,134.28	

**Fund Summary**

**10100 1st COMM BANK SL-CHK**

101 General Fund	\$14,676.36
204 Ambulance Fund	\$232.39
205 Fire Fund	\$52.01
607 Water Fund	\$1,200.57
608 Sewer Fund	\$140.38
610 Liquor Fund	\$6,832.57
	<u>\$23,134.28</u>

# Public Comment

# **Public Works Department**

## **PeopleService**

**SEH**

**Table 2–Base Bid + Alternates Construction Estimate**

Item	Total Estimated Construction Cost				
	Wastewater Eligible	Water Eligible	Storm Eligible	City Cost (Not Eligible)	Total
Base Bid	\$5,700,178	\$4,671,196	\$3,191,391	\$2,203,125	\$15,765,888
Alternate 1 - Lake Avenue	\$218,034	\$235,044	\$157,645	\$100,323	\$711,046
Alternate 2 - Frank-Center Loop	\$359,300	\$329,827	\$32,531	\$140,772	\$862,429
Alternate 3 - Cleveland and Utilities E of Grove	\$191,357	\$206,479	\$500	\$46,816	\$445,152
Alternate 4 - Additional Lining	\$228,965	\$0	\$0	\$0	\$228,965
Alternate 5 - Metering Manhole	\$150,000	\$0	\$0	\$0	\$150,000
Alternate 6 - Primary Control Structure	\$80,000	\$0	\$0	\$0	\$80,000
<b>Estimated Construction Cost</b>	<b>\$6,927,833</b>	<b>\$5,442,546</b>	<b>\$3,382,067</b>	<b>\$2,491,035</b>	<b>\$18,243,480</b>
Construction Contingency	\$346,392	\$272,127	\$169,103	\$124,552	\$912,174
<b>Estimated Construction + Contingency</b>	<b>\$7,274,225</b>	<b>\$5,714,673</b>	<b>\$3,551,170</b>	<b>\$2,615,586</b>	<b>\$19,155,653</b>
Land Acquisition	\$25,000	\$0	\$10,000	\$0	\$35,000
Engineering	\$1,291,304	\$1,014,456	\$630,396	\$464,313	\$3,400,468
Assessment Process and Staking Services	\$45,941	\$36,092	\$22,428	\$16,519	\$120,980
Legal and Admin	\$115,205	\$90,506	\$56,242	\$41,424	\$303,377
Testing	\$51,576	\$40,518	\$25,179	\$18,545	\$135,818
<b>Non-Construction Cost Subtotal</b>	<b>\$1,529,026</b>	<b>\$1,181,572</b>	<b>\$744,244</b>	<b>\$540,801</b>	<b>\$3,995,643</b>
Interim Interest	\$224,171	\$173,231	\$109,114	\$79,287	\$585,803
Refinance Water Bond	\$0	\$486,000	\$0	\$0	\$486,000
<b>Estimated Total Capital Cost</b>	<b>\$9,027,422</b>	<b>\$7,555,475</b>	<b>\$4,404,527</b>	<b>\$3,235,675</b>	<b>\$24,223,100</b>

The project will be funded through multiple sources, as indicated by USDA-RD's approved letter of conditions. The funding sources are as follows: USDA-Rural Development Loans and Grants, Applicant Contributions (City Funds), USDA Community Facility Loans, and Minnesota PFA Grant. Table 3 outlines the proposed funding sources and amounts based on USDA-RD's approved letter of conditions.

**Table 3–Proposed Project Funding**

Source	Estimated Amount
RUS Loan	\$12,585,000
RUS Grant	\$4,177,000
Applicant Contribution	\$1,086,000
USDA Community Facility Loan	\$2,817,000
Minnesota PFA Grant	\$3,114,000
<b>Total Estimated Project Funding</b>	<b>\$23,779,000</b>

January 13, 2025

Proposal QTB207539

Mr. Bruce Bebo  
City of Silver Lake  
308 Main Street West  
Silver Lake, MN 55381

Re: Proposal for Construction Materials Testing Services  
Silver Lake Infrastructure Improvement Project  
Silver Lake, Minnesota

Dear Mr. Bebo:

Braun Intertec Corporation is pleased to submit this proposal to provide construction materials testing services for the Silver Lake Infrastructure Improvement Project in Silver Lake, Minnesota.

We have completed the geotechnical evaluation for this project, so we have a unique understanding of the site and construction challenges. We can aid the construction team by applying this experience and transferring our knowledge developed during the design phase which will provide professional continuity to the construction. Our work on the project to date gives us familiarity with the project team and design development which allows us to understand some of the considerations used when developing the project's design.

Since our inception in 1957, we have grown into one of the largest employee owned engineering firms in the nation. With more than 1,000 employee owners, retaining our firm gives you access to a diverse range of services and professionals you can consult with if the unforeseen occurs. The size of our company also allows us to respond quickly when schedule constraints occur.

Our St. Cloud office is located within 45 miles of the site, minimizing travel times and trip expenses. This proximity also provides the opportunity to quickly mobilize to the site when unforeseen needs arise.

## **Our Understanding of Project**

This project generally consists of installing new sanitary sewer, water main and storm sewer utilities along the alignments of several roads within Silver Lake. Two new lift stations are planned within the project. Along with the utility replacement, existing bituminous paved roads will be reconstructed, new curb and gutter, sidewalks and driveways will also be constructed.

## **Available Project Information**

This proposal was prepared using the following documents and information.

- Project plans and specifications prepared by SEH, dated November 18, 2024.
- A geotechnical report prepared by Braun Intertec, dated July 24, 2023.

- Discussions with Sam Fink, PE and Brody Bratsch, PE with SEH regarding our scope of services.

## **Scope of Services**

Services are performed under the direction of a licensed professional engineer. Observation and testing services will be performed on-call, as-needed basis as requested and scheduled by you or your on-site project representative. After reviewing available information to determine compliance with project plans and/or specifications and other design or construction documents, our scope of services for the project will be limited to the tasks defined below.

### **Soil Related Services**

- Measure the in-place dry density, moisture content and relative compaction of fill placed for pavement and/or utility support, aggregate base and of utility backfill for compliance with the project documents. This task includes performing laboratory Proctor tests to provide maximum dry densities from which the relative compaction of fill can be determined, as well as the use of a nuclear density gauge to measure in-place dry densities and moisture contents.
- Sample and test aggregate base materials for compliance with the project documents. This task includes laboratory gradation testing of aggregate base material.

### **Concrete Related Services**

- Sample and test fresh concrete associated with curb-and-gutter, sidewalks and driveways for compliance with the project documents and cast test cylinders for laboratory compressive strength testing. We assume that we will be able to appropriately dispose of excess concrete (and associated wash water) on site at no additional cost to us.
- Measure and report the compressive strength of the concrete test cylinders for compliance with the project documents. A set of three cylinders will be tested, one at 7-days and two at 28 days for each set cast. If field cure cylinders are requested, each additional cylinder will be charged at the unit price listed in our cost estimate.

### **Bituminous Related Services**

- Sample and test bituminous pavement materials for compliance with the project documents. This task includes Rice specific gravity, Gyration density, asphalt content and extracted aggregate gradation tests of the bituminous.
- Obtain cores and measure the thickness and density of the compacted bituminous pavement by the core method for compliance with the project documents. We assume the bituminous contractor will cut the cores and provide us with companion cores for testing.

### **Consulting, Project Communication and Reporting Services**

- Project management, including scheduling of our field personnel.

- Review test reports and communicating with you and the parties you may designate such as the project contractor(s), and other project team members, as needed.
- Transmit test results to the project team on a weekly basis.

## **Basis of Scope of Work**

The costs associated with the proposed scope of services were estimated using the following assumptions. If the construction schedule is modified or the contractor completes the various phases of the project at different frequencies or durations than shown in this proposal, we may need to adjust the overall cost accordingly. The scope of work and number of trips required to perform these services are as shown in the attached table. Notable assumptions in developing our estimate include:

- We understand we will provide a technician three times per week for 48 weeks to complete the nuclear density gauge testing on this project.
- 66 sets of concrete tests will be required to complete the project.
- Your full-time on-site construction observer will observe the test rolling for this project.
- Bituminous paving will be completed in eight days for this project.
- The project engineer of record will review and approve contractor's quality control submittals and test results.
- You, or others you may designate, will provide us with current and approved plans and specifications for the project. Modification to these plans must also be sent to us so we can review their incorporation into the work.
- We will require a minimum of 24 hours' notice for scheduling inspections for a specific time. Shorter than 24 hours' notice may impact our ability to perform the requested services, and the associated impacts will be the responsibility of others.

If the work is completed at different rates than described above, this proposal should be revised. If the pace of construction is different than described above, this proposal should be revised.



## Cost and Invoicing

We will furnish the services described herein for an estimated fee of **\$180,284.00**. This cost includes the proposed alternates. Those costs are listed below:

Alternate	Estimated Cost
1	\$7,211.36
2	\$9,014.20
3	\$5,138.09
5	\$856.35
6	\$1,712.70

**Our estimated costs are based on industry averages for construction production and our proposed scope of services provided by SEH. Depending on the contractor's performance, our costs may be significantly reduced or slightly higher than estimated.** A tabulation showing our estimated hourly and/or unit rates associated with our proposed scope of services is also attached. The actual cost of our services will be based on the actual units or hours expended to meet the requirements of the project documents.

This cost estimate was developed with the understanding that the scope of services defined herein will be required and requested during our normal work hours of 6:00 a.m. to 4:00 p.m., Monday through Friday. Services that we are asked to provide to meet the project requirements or the contractor's construction schedule **outside** our normal business hours will be invoiced using an overtime rate factor. The factor for services provided outside our normal work hours or on Saturday will be 1.25 times the listed hourly rate for the service provided. The factor for services provided on Sunday or legal holidays will be 1.5 times the listed hourly rate for the service provided. We have not included premiums for overtime in our cost estimate; however, we recommend that allowances and contingencies be made for overtime charges based on conversations with the contractor. You will be billed only for services provided on a time and materials basis.

Because our services are directly controlled by the schedule and performance of others, the actual cost may vary from our estimate. It is difficult to project all of the services and the quantity of services that may be required for any project. If services are required that are not discussed above, we will provide them at the rates shown in the attached table or, if not shown, at our current Schedule of Charges. We will invoice you on a monthly basis.

## General Remarks

We will be happy to meet with you to discuss our proposed scope of services further and clarify the various scope components.

We appreciate the opportunity to present this proposal to you. After reviewing this proposal, **please sign and return one copy to our office as notification of acceptance and authorization to proceed.** If anything in this proposal is not consistent with your requirements, please let us know immediately. Braun Intertec will not release any written reports until we have received a signed agreement. Also, ordering services from Braun Intertec constitutes acceptance of the terms of this proposal (including the attached General Conditions).

The proposed fee is based on the scope of services described and the assumption that our services will be authorized within 30 days and that others will not delay us beyond our proposed schedule.

We include the Braun Intertec General Conditions, which provide additional terms and are a part of our agreement.

To have questions answered or schedule a time to meet and discuss our approach to this project further, please contact Keith Kluempke at 320.980.3181 or (kkluempke@braunintertec.com).

Sincerely,

BRAUN INTERTEC CORPORATION



Keith J. Kluempke  
Project Manager



Thomas L. Henkemeyer  
Senior Project Manager



Steven A. Thayer, PE  
Senior Manager, Senior Engineer

Attachments:  
Project Proposal  
General Conditions (11/4/2024)

c: Sam Fink, PE & Bordy Bratsch, PE with SEH

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The proposal is accepted. We will reimburse you in accordance with this agreement, and you are authorized to proceed:

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**Authorizer's Firm**

---

**Authorizer's Signature**

---

**Authorizer's Name (please print or type)**

---

**Authorizer's Title**

---

**Date**

# Project Proposal

QTB207539

## Silver Lake Infrastructure Improvement Project

**Client:**

City of Silver Lake  
Bruce Bebo  
308 Main St W  
Silver Lake, MN 55381  
(320) 327-2412

**Work Site Address:**

Frank Street  
Lake Ave.  
Summit Ave.  
Rice Ave.  
Queen Ave.  
Park Ave.  
Oliver Ave.  
Nome Ave.  
Lane Ave.  
Center Street  
Main Street  
Cleveland Street  
Merrill Street  
Tower Ave.  
Gehlen Drive.  
Silver Lake, MN

**Service Description:**

Construction Materials Testing

	Description	Quantity	Units	Unit Price	Extension
<b>Phase 1</b>	<b>MnDOT Testing</b>				
<b>Activity 1.1</b>	<b>Soil Testing</b>				<b>\$110,955.00</b>
207	Compaction Testing - Nuclear	720.00	Hour	100.00	\$72,000.00
	<i>Work Activity Detail</i>	<i>Qty</i>	<i>Units</i>	<i>Hrs/Unit</i>	<i>Extension</i>
	Density Testing	144.00	Trips	5.00	720.00
1308	Nuclear moisture-density meter charge, per hour	720.00	Each	30.00	\$21,600.00
217	Compaction Testing -DCP's	16.00	Hour	115.00	\$1,840.00
	<i>Work Activity Detail</i>	<i>Qty</i>	<i>Units</i>	<i>Hrs/Unit</i>	<i>Extension</i>
	Aggregate Base	4.00	Trips	4.00	16.00
209	Sample pick-up	5.00	Hour	100.00	\$500.00
1318	Moisture Density Relationship (Proctor)	12.00	Each	225.00	\$2,700.00
1162	Sieve Analysis with 200 wash, per sample	11.00	Each	165.00	\$1,815.00
1861	CMT Trip Charge	150.00	Each	70.00	\$10,500.00
<b>Activity 1.2</b>	<b>Concrete Testing</b>				<b>\$44,892.00</b>
261	Concrete Testing	231.00	Hour	100.00	\$23,100.00
	<i>Work Activity Detail</i>	<i>Qty</i>	<i>Units</i>	<i>Hrs/Unit</i>	<i>Extension</i>
	Sidewalks	18.00	Trips	3.50	63.00
	Curb & Gutter	24.00	Trips	3.50	84.00
	Driveway Aprons	23.00	Trips	3.50	80.50
	Steps	1.00	Trips	3.50	3.50
1364	Compressive strength of concrete cylinders, per specimen	252.00	Each	36.00	\$9,072.00
	<i>Work Activity Detail</i>	<i>Qty</i>	<i>Units</i>	<i>Hrs/Unit</i>	<i>Extension</i>
	Sidewalks	18.00	Set	6.00	108.00
	Curb & Gutter	24.00	Set	3.00	72.00
	Steps	1.00	Set	3.00	3.00
	Driveway Aprons	23.00	Set	3.00	69.00
278	Concrete Cylinder Pick up	60.00	Hour	100.00	\$6,000.00
	<i>Work Activity Detail</i>	<i>Qty</i>	<i>Units</i>	<i>Hrs/Unit</i>	<i>Extension</i>
	Cylinder Pickup	30.00	Trips	2.00	60.00
1861	CMT Trip Charge	96.00	Each	70.00	\$6,720.00
<b>Activity 1.3</b>	<b>Pavement Testing</b>				<b>\$7,077.00</b>
209	Sample pick-up	7.00	Hour	100.00	\$700.00
1744	MnDOT Verification Without Percent Crush & FAA	8.00	Each	595.00	\$4,760.00
1542	Thickness and Density of Bituminous Core	21.00	Each	67.00	\$1,407.00

# Project Proposal

QTB207539

## Silver Lake Infrastructure Improvement Project

1861	CMT Trip Charge	3.00	Each	70.00	\$210.00
<b>Activity 1.4</b>	<b>Project Management</b>				<b>\$17,360.00</b>
226	Project Manager	65.00	Hour	200.00	\$13,000.00
228	Senior Project Manager	2.00	Hour	230.00	\$460.00
238	Project Assistant	30.00	Hour	130.00	\$3,900.00
<b>Phase 1 Total:</b>					<b>\$180,284.00</b>

<b>Proposal Total:</b>	<b>\$180,284.00</b>
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**SECTION 1: AGREEMENT**

**1.1 Agreement.** This agreement consists of these General Conditions and the accompanying written proposal or authorization ("Agreement"). This Agreement is the entire agreement between Consultant and Client and supersedes all prior negotiations, representations or agreements, either written or oral.

**1.2 Parties to the Agreement.** The parties to this Agreement are the Braun Intertec entity ("Consultant") and the client ("Client") as described in the accompanying written proposal or authorization. Consultant and Client may be individually referred to as a Party or collectively as the Parties.

**SECTION 2: SCOPE OF SERVICES**

**2.1 Services.** Consultant will provide services ("Services") in connection with the project ("Project") which are specifically described in this Agreement. Client understands and agrees that Consultant's Services are limited to those which are expressly set forth in this Agreement.

**2.2 Additional Services.** Any Services not specifically set forth in the Agreement constitute "Additional Services." Additional Services must be agreed upon in writing by the Parties prior to performance of the Additional Services and may entitle Consultant to additional compensation and schedule adjustments. Additional compensation will be based upon Consultant's then current rates and fees.

**SECTION 3: PERFORMANCE OF SERVICES**

**3.1 Standard of Care.** Consultant will perform its professional Services consistent with the degree of care and skill exercised by members of Consultant's profession performing under similar circumstances at the same time and in the same locality in which the professional Services are performed. CONSULTANT DISCLAIMS ALL STATUTORY, ORAL, WRITTEN, EXPRESS, AND IMPLIED WARRANTIES, INCLUDING WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, OR PERFORMANCE OF SERVICES IN A GOOD AND WORKMANLIKE MANNER.

**3.2 Written Reports and Findings.** Unless otherwise agreed in writing, Consultant's findings, opinions, and recommendations will be provided to Client in writing and may be delivered via electronic format. Client agrees not to rely on oral findings, opinions, or recommendations.

**3.3 Observation or Sampling Locations.** Locations of field observations or sampling described in Consultant's report or shown on Consultant's sketches reference Project plans or information provided by others or estimates made by Consultant's personnel. Consultant will not survey, set, or check the accuracy of those points unless Consultant accepts that duty in writing. Client agrees that such dimensions, depths, or elevations are approximations unless specifically stated otherwise in the report. Client accepts the inherent risk that samples or observations may not be representative of items not sampled or seen and further that site conditions may vary over distance or change over time.

**3.4 Project Site Information.** Client will provide Consultant with prior environmental, geotechnical and other reports, specifications, plans, and information to which Client has access about the Project site and which are necessary for Consultant to carry out Consultant's Services. Client agrees to provide Consultant with all plans, changes in plans, and new information as to Project site conditions until Consultant has completed its Services.

**3.5 Subsurface Objects.** To the extent required to carry out Consultant's Services, Client agrees to provide Consultant, in a timely manner, with information that Client has regarding buried objects at the Project site. Consultant will not be responsible for locating buried objects or utilities at the Project site unless expressly set forth in this Agreement, or expressly required by applicable law. Client agrees to hold Consultant harmless, defend, and indemnify Consultant from claims, damages, losses, penalties and expenses (including attorney fees) involving buried objects or utilities that were not properly marked or identified or of which Client had or should have had knowledge but did not timely notify Consultant or correctly identify on the plans Client or others furnished to Consultant. Consultant, from time to time, may hire a third party to locate underground objects or utilities and, unless otherwise expressly stated in this Agreement, such action shall be for the sole benefit of Consultant and in no way will alleviate Client of its responsibilities hereunder.

**3.6 Hazardous Materials.** Client will notify Consultant of any knowledge or suspicion of the presence of hazardous or dangerous materials present on any Project site or in any sample or material provided to Consultant. Client agrees to provide Consultant with information in Client's possession or control relating to such samples or materials. If Consultant observes or suspects the presence of contaminants not anticipated in this Agreement, Consultant may terminate Services without liability to Client or to others, and Client will compensate Consultant for fees earned and expenses incurred up to the time of termination.

**3.7 Supervision of Others.** Consultant shall have no obligation to supervise or direct Client's representatives, contractors, or other third parties retained by Client. Consultant has no authority over or responsibility for the means, methods, techniques, sequences, or procedures of construction selected or used by Client, Client's representatives, contractors, or other third parties retained by Client.

**3.8 Safety.** Consultant will provide a health and safety program for its employees as well as reasonable personal protective equipment ("PPE") typical for the performance of the Services provided by this Agreement and as required by law. Consultant shall be entitled to compensation for all extraordinary PPE required by Client. Client will provide, at no cost to

Consultant, appropriate Project site safety measures which are necessary for Consultant to perform its Services at the Project location or work areas in connection with the Project. Consultant's employees are expressly authorized by Client to refuse to work under conditions that may, in an employee's sole discretion, be unsafe. Consultant shall have no authority over or be responsible for the safety precautions and programs, or for security, at the Project site (except with respect to Consultant's own Services and those of its subconsultants).

**3.9 Project Site Access and Damage.** Client will provide or ensure access to the site. In the performance of Services some Project site damage is normal even when due care is exercised. Consultant will use reasonable care to minimize damage to the Project site. Unless otherwise expressly stated in this Agreement, the cost of restoration for such damage has not been included in the estimated fees and will be the responsibility of the Client.

**3.10 Monitoring Wells.** To the extent applicable to the Services, monitoring wells are Client's property, and Client is responsible for monitoring well permitting, maintenance, and abandonment unless otherwise expressly set forth in this Agreement.

**3.11 Contaminant Disclosures Required by Law.** Client agrees to make all disclosures related to the discovery or release of contaminants that are required by law. In the event Client does not own the Project site, Client acknowledges that it is Client's duty to inform the owner of the Project site of the discovery or release of contaminants at the site. Client agrees to hold Consultant harmless, defend, and indemnify Consultant from claims, damages, penalties, or losses and expenses, including attorney fees, related to Client's failure to make any disclosure required by law or for failing to make the necessary disclosure to the owner of the Project site.

**SECTION 4: SCHEDULE**

**4.1 Schedule.** Consultant shall complete its obligations within a reasonable time and shall make decisions and carry out its responsibilities in a manner consistent with the Standard of Care. Specific periods of time for rendering Services or specific dates by which Services are to be completed are provided in this Agreement. If Consultant is delayed in the performance of the Services by actions, inactions, or neglect of Client or others for whom Client is responsible, by changes ordered in the Services, or by other causes beyond the control of Consultant, including force majeure events, then the time for Consultant's performance of Services shall be extended and Consultant shall receive payment for all expenses attributable to the delay in accordance with Consultant's then current rates and fees.

**4.2 Scheduling On-Site Observations or Services.** To the extent Consultant's Services require observations, inspections, or testing be performed at the Project site, Client understands and agrees that Client, directly or indirectly through its authorized representative, has the sole right and responsibility to determine and communicate to Consultant the scheduling of observations, inspections, and testing performed by Consultant. Accordingly, Client also acknowledges that Consultant bears no responsibility for damages that may result because Consultant did not perform such observations, inspections, or testing that Client failed to request and schedule. Client understands that the scheduling of observations, inspections, or testing will dictate the time Consultant's field personnel spend on the job site and agrees to pay for all services provided by Consultant due to Client's scheduling demands in accordance with Consultant's then current rates and fees.

**SECTION 5: COST AND PAYMENT OF SERVICES**

**5.1 Cost Estimates.** Consultant's price or fees provided for in this Agreement are an estimate and are not a fixed amount unless otherwise expressly stated in this Agreement. Consultant's estimated fees are based upon Consultant's experience, knowledge, and professional judgment as well as information available to Consultant at the time of this Agreement. Actual costs may vary and are not guaranteed or warranted.

**5.2 Payment.** Consultant will invoice Client on a monthly basis for Services performed. Client will pay for Services as stated in this Agreement together with costs for Additional Services or costs otherwise agreed to in writing within thirty (30) days of the invoice date. Unless otherwise stated in this Agreement or agreed to in writing, Consultant's costs for all services performed will be based upon Consultant's then current rates, fees, and charges. No retainage shall be withheld by Client. All unpaid invoices will incur an interest charge of 1.5% per month or the maximum allowed by law.

**5.3 Other Payment Conditions.** Consultant will require Client credit approval and Consultant may require payment of a retainer fee. Client agrees to pay all applicable taxes. Client's obligation to pay for Services under this Agreement is not contingent on Client's ability to obtain financing, governmental or regulatory agency approval, permits, final adjudication of any lawsuit, Client's successful completion of any project, receipt of payment from a third party, or any other event.

**5.4 Third Party Payment.** Provided Consultant has agreed in writing, Client may request Consultant to invoice and receive payment from a third party for Consultant's Services. Consultant, in its sole discretion, may also require the third party to provide written acceptance of all terms of this Agreement. Neither payment to Consultant by a third party nor a third party's written acceptance of all terms of this Agreement will alter Client's rights and responsibilities under this Agreement. Client expressly agrees that the Agreement contains sufficient consideration notwithstanding Consultant being paid by a third party.

**5.5 Non-Payment.** If Client does not pay for Services in full as agreed, Consultant may retain work not yet delivered to Client and Client agrees to return all Project Data (as defined in this Agreement) that may be in Client's possession or under Client's control. If Client fails to pay Consultant in accordance with this Agreement, such nonpayment shall be considered a

default and breach of this Agreement for which Consultant may terminate for cause consistent with the terms of this Agreement and without liability to Client or to others. Client will compensate Consultant for fees earned and expenses incurred up to the time of termination. Client agrees to be liable to Consultant for all costs and expenses Consultant incurs in the collection of amounts invoiced but not paid, including but not limited to attorney fees and costs.

#### SECTION 6: OWNERSHIP AND USE OF DATA

**6.1 Ownership.** All reports, notes, calculations, documents, and all other data prepared by Consultant in the performance of the Services ("Project Data") are instruments of Consultant's Services and are the property of Consultant. Consultant shall retain all common law, statutory and other reserved rights, including the copyright thereto, of Project Data.

**6.2 Use of Project Data.** The Project Data of this Agreement is for the exclusive purpose disclosed by Client and, unless agreed to in writing, for the exclusive use of Client. Client may not use Project Data for a purpose for which the Project Data was not prepared without the express written consent of Consultant. Consultant will not be responsible for any claims, damages, or costs arising from the unauthorized use of any Project Data provided by Consultant under this Agreement. Client agrees to hold harmless, defend and indemnify Consultant from any and all claims, damages, losses, and expenses, including attorney fees, arising out of such unauthorized use.

**6.3 Samples, Field Data, and Contaminated Equipment.** Samples and field data remaining after tests are conducted, as well as field and laboratory equipment that cannot be adequately cleansed of contaminants, are and continue to be the property of Client. Samples may be discarded or returned to Client, at Consultant's discretion, unless within fifteen (15) days of the report date Client gives Consultant written direction to store or transfer the samples and materials. Samples and materials will be stored at Client's expense.

**6.4 Data Provided by Client.** Electronic data, reports, photographs, samples, and other materials provided by Client or others may be discarded or returned to Client, at Consultant's discretion, unless within 15 days of the report date Client gives Consultant written direction to store or transfer the materials at Client's expense.

#### SECTION 7: INSURANCE

**7.1 Insurance.** Consultant shall keep and maintain the following insurance coverages:

- a. Workers' Compensation: Statutory
- b. Employer's Liability: \$1,000,000 bodily injury, each accident | \$1,000,000 bodily injury by disease, each employee | \$1,000,000 bodily injury/disease, aggregate
- c. General Liability: \$1,000,000 per occurrence | \$2,000,000 aggregate
- d. Automobile Liability: \$1,000,000 combined single limit (bodily injury and property damage)
- e. Excess Umbrella Liability: \$5,000,000 per occurrence | \$5,000,000 aggregate
- f. Professional Liability: \$2,000,000 per claim | \$2,000,000 aggregate

**7.2 Waiver of Subrogation.** Client and Consultant waive all claims and rights of subrogation for losses arising out of causes of loss covered by the respective insurance policies.

**7.3 Certificate of Insurance.** Consultant shall furnish Client with a certificate of insurance upon request.

#### SECTION 8: INDEMNIFICATION, CONSEQUENTIAL DAMAGES, LIABILITY LIMITS

**8.1 Indemnification.** Consultant's only indemnification obligation shall be to indemnify and hold harmless the Client, its officers, directors, and employees from and against those damages and costs incurred by Client or that Client is legally obligated to pay as a result of third party tort claims, including for the death or bodily injury to any person or for the destruction or damage to any property, but only to the extent proven to be directly caused by the negligent act, error, or omission of the Consultant or anyone for whom the Consultant is legally responsible. This indemnification provision is subject to the Limitation of Liability set forth in this Section 8.

**8.2 Intellectual Property.** Client agrees to indemnify Consultant against losses and costs arising out of claims of patent or copyright infringement as to any process or system that is specified or selected by Client or others on behalf of Client.

**8.3 Mutual Waiver of Consequential Damages.** NOTWITHSTANDING ANYTHING TO THE CONTRARY HEREUNDER, NEITHER CONSULTANT NOR CLIENT SHALL BE LIABLE TO THE OTHER FOR ANY CONSEQUENTIAL, PUNITIVE, INDIRECT, INCIDENTAL OR SPECIAL DAMAGES, OR LOSS OF USE OR RENTAL, LOSS OF PROFIT, LOSS OF BUSINESS OPPORTUNITY, LOSS OF PROFIT OR REVENUE OR COST OF FINANCING, OR OTHER SUCH SIMILAR AND RELATED DAMAGE ASSERTED IN THIRD PARTY CLAIMS, OR CLAIMS BY EITHER PARTY AGAINST THE OTHER.

**8.4 Limitation of Liability.** TO THE FULLEST EXTENT PERMITTED BY LAW, THE TOTAL LIABILITY IN THE AGGREGATE OF CONSULTANT, CONSULTANT'S OFFICERS, DIRECTORS, PARTNERS, EMPLOYEES, AGENTS, AND SUBCONSULTANTS, TO CLIENT AND ANYONE CLAIMING BY, THROUGH OR UNDER CLIENT FOR ANY CLAIMS, LOSSES, COSTS, OR DAMAGES WHATSOEVER ARISING OUT OF, RESULTING FROM OR IN ANY WAY RELATED CONSULTANT'S PERFORMANCE OF THE SERVICES OR THIS AGREEMENT, FROM ANY CAUSE OR CAUSES, INCLUDING BUT NOT LIMITED TO NEGLIGENCE, PROFESSIONAL ERRORS AND OMISSIONS,

**STRICT LIABILITY, BREACH OF CONTRACT, INDEMNIFICATION OBLIGATIONS OR BREACH OF WARRANTY, SHALL NOT EXCEED THE TOTAL COMPENSATION RECEIVED BY CONSULTANT OR \$50,000, WHICHEVER IS GREATER.**

#### SECTION 9: MISCELLANEOUS PROVISIONS

**9.1 Services Prior to Agreement.** Directing Consultant to commence Services prior to execution of this Agreement constitutes Client's acceptance of this unaltered Agreement in its entirety.

**9.2 Confidentiality.** To the extent Consultant receives Client information identified as confidential, Consultant will not disclose that information to third parties without Client consent. Additionally, any Project Data prepared in performance of the Services will remain confidential and Consultant will not release the reports to any third parties not involved in the Project. Neither of the aforesaid confidentiality obligations shall apply to any information in the public domain, information lawfully acquired from others on a nonconfidential basis, or information that Consultant is required by law to disclose.

**9.3 Relationship of the Parties.** Consultant will perform Services under this Agreement as an independent contractor, and its employees will at all times be under its sole discretion and control. No provision in this Agreement shall be deemed or construed to create a joint venture, partnership, agency or other such association between the Parties.

**9.4 Resource Conservation and Recovery Act.** To the extent applicable to the Services, neither this Agreement nor the providing of Services will operate to make Consultant an owner, operator, generator, transporter, treater, storer, or a disposal facility within the meaning of the Resource Conservation and Recovery Act, as amended, or within the meaning of any other law governing the handling, treatment, storage, or disposal of hazardous substances. Client agrees to hold Consultant harmless, defend, and indemnify Consultant from any claims, damages, penalties or losses resulting from the storage, removal, hauling or disposal of such substances.

**9.5 Services in Connection with Legal Proceedings.** Client agrees to compensate Consultant in accordance with its then current fees, rates, or charges if Consultant is asked or required to respond to legal process arising out of a proceeding related to the Project and as to which Consultant is not a party.

**9.6 Assignment.** This Agreement may not be assigned by Consultant or Client without the prior written consent of the other Party, which consent shall not be unreasonably withheld.

**9.7 Third Party Beneficiaries.** Nothing in this Agreement, express or implied, is intended, or will be construed, to confer upon or give any person or entity other than Consultant and Client, and their respective permitted successors and assigns, any rights, remedies, or obligations under or by reason of this Agreement.

**9.8 Termination.** This Agreement may be terminated by either Party for cause upon seven (7) days written notice to the other Party. Should the other Party fail to cure and perform in accordance with the terms of this Agreement within such seven-day period, the Agreement may terminate at the sole discretion of the Party that provided the written notice. The Client may terminate this Agreement for its convenience. If Client terminates for its convenience, then Consultant shall be compensated in accordance with the terms hereof for Services performed, reimbursable costs and expenses incurred prior to the termination, and reasonable costs incurred as a result of the termination.

**9.9 Force Majeure.** Neither Party shall be liable for damages or deemed in default of this Agreement to the extent that any delay or failure in the performance of its obligations (other than the payment of money) results, without its fault or negligence, from any cause beyond its reasonable control, including but not limited to acts of God, acts of civil or military authority, embargoes, pandemics, epidemics, war, riots, insurrections, fires, explosions, earthquakes, floods, adverse weather conditions, strikes or lock-outs, declared states of emergency, and changes in laws, statutes, regulations, or ordinances.

**9.10 Disputes, Choice of Law, Venue.** In the event of a dispute and prior to exercising rights at law or under this Agreement, Consultant and Client agree to negotiate all disputes in good faith for a period of 30 days from the date of notice of such dispute. This Agreement will be governed by the laws and regulations of the state in which the Project is located and all disputes and claims shall be heard in the state or federal courts for that state. Client and Consultant each waive trial by jury.

**9.11 Individual Liability.** No officer or employee of Consultant, acting within the scope of employment, shall have individual liability for any acts or omissions, and Client agrees not to make a claim against any individual officers or employees of Consultant.

**9.12 Severability.** Should a court of law determine that any clause or section of this Agreement is invalid, all other clauses or sections shall remain in effect.

**9.13 Waiver.** The failure of either Party hereto to exercise or enforce any right under this Agreement shall not constitute a release or waiver of the subsequent exercise or enforcement of such right.

**9.14 Entire Agreement.** The terms and conditions set forth herein constitute the entire understanding of the Parties relating to the provision of Services by Consultant to Client. This Agreement may be amended only by a written instrument signed by both Parties. In the event Client issues a purchase order or other documentation to authorize Consultant's Services, any conflicting or additional terms of such documentation are expressly excluded from this Agreement.

**AFFIRMATIVE STEPS ON SMALL, MINORITY AND WOMEN SUPPLIERS  
AND SERVICES**

To comply with Federal regulations, we certify that efforts have been made to procure goods and services from labor surplus areas, and that affirmative steps have been taken to assure that small, minority and women's businesses have been utilized when possible as sources of supplies, equipment, construction and services on this Federally-financed project, including the following:

1. Including qualified small and minority businesses on solicitation lists.
2. Assuring that small and minority businesses are solicited whenever they are potential sources.
3. When economically feasible, dividing total requirements into smaller tasks or quantities so as to permit maximum small and minority business participation.
4. Where the requirement permits, establishing delivery schedules which will encourage participation by small and minority businesses.
5. Using the services and assistance of the Small Business Administration and the Office of Minority Business Enterprise of the Department of Commerce.

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Organization

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Mayor / Chairperson

---

Date



**CITY COUNCIL**  
**CITY OF SILVER LAKE**

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**RESOLUTION 25-08: RESOLUTION RECEIVING BIDS**

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**WHEREAS**, pursuant to an advertisement for bids for the construction of the **Infrastructure Improvements Project**, bids were received, opened and tabulated according to law, and the following bids were received complying with the advertisement:

<u>Contractor</u>	<u>Base Bid</u>	<u>Alternate 1</u>	<u>Alternate 2</u>	<u>Alternate 3</u>	<u>Alternate 4</u>	<u>Alternate 5</u>	<u>Alternate 6</u>
R & R Excavating, Inc. Hutchinson, MN	\$12,943,434.47	\$682,226.33	\$813,126.00	\$416,409.53	\$261,629.04	\$125,077.28	\$73,900.02
Holtmeier Construction, Inc. Mankato, MN	\$14,098,726.76	\$698,200.94	\$837,068.10	\$445,097.97	\$196,683.72	\$99,316.10	\$80,133.65
Hjerpe Contracting, Inc. Hutchinson, MN	\$15,231,866.24	\$716,473.99	\$889,543.06	\$445,648.32	\$215,750.00	\$107,000.00	\$95,000.00
Duininck, Inc. Prinsburg, MN	\$16,468,680.15	\$864,075.05	\$1,026,019.65	\$518,918.80	\$196,128.00	\$120,000.00	\$85,000.00

**AND WHEREAS**, the City Council desires additional time for City Staff to research the submitted bids and prepare a recommendation to the Council,

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

1. That these bids received will be tabled for consideration at a future council meeting.

Approved and Adopted by the Council this 21<sup>st</sup> day of January 2025.

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Bruce Bebo, Mayor

Seal of The City:

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Diane E. Pedersen, City Clerk/Treasurer

# **Public Works Department**

## PW JAN REPORT

- 1- Indoor maint continues- Painting, and organizing
- 2- Snow removal went well-- spoke to deputy about cars on streets
- 3- Preparing for some seminars up coming- pool and rural water.
- 4- spoke with a few contractors about the project.
- 5- Attended Safe-Assure safety meeting

# PeopleService

Date: December 31, 2024

To: City of Silver Lake

From: Jeremy Anderson, Operator

O & M Report: November 2024

## **Water Operation & Maintenance**

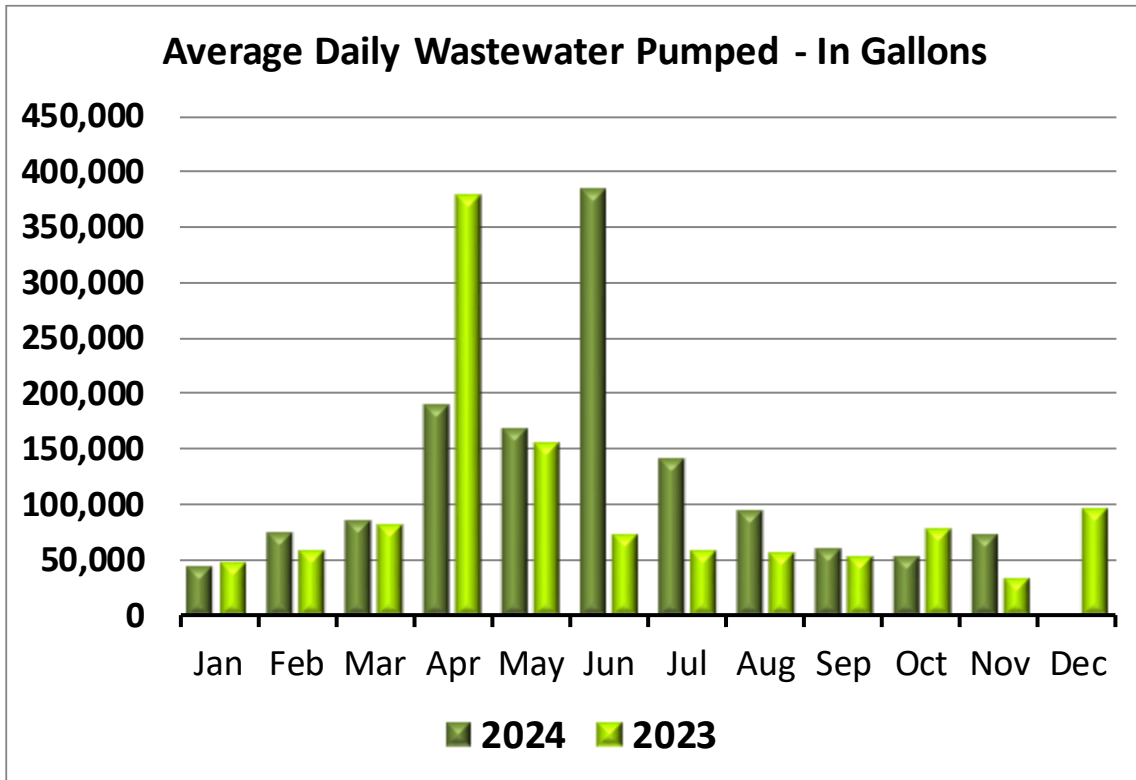
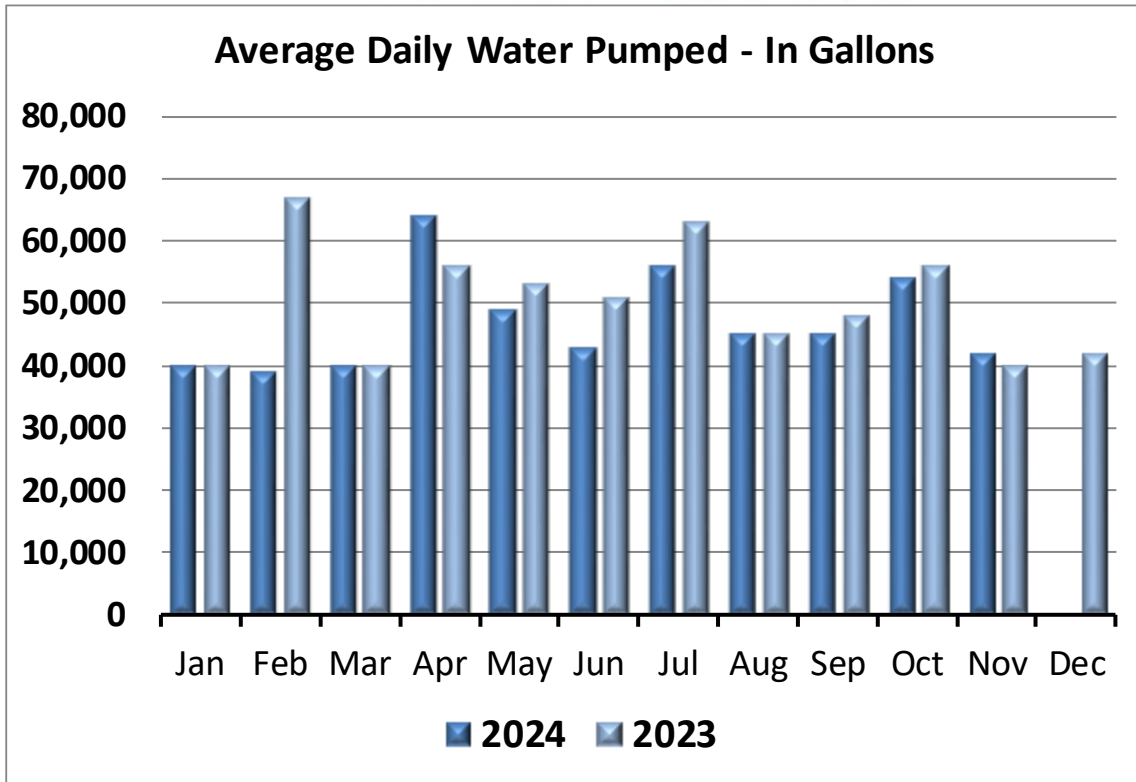
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- Performed daily checks, monitoring of the well pumping, and chemical usages in the well buildings.
- Collected weekly water samples in the distribution system and tested them for chlorine and fluoride residuals.
- Completed monthly fluoride report and sent it to MN Dept. of Health.
- Marked utilities for three regular and one emergency Gopher State One Calls.
- Performed data logger on the water meter at 212 Queen Ave.
- Worked with UC Lab to figure out different options for lead testing for resident's water service lines.
- Performed water meter inspections at 112 Merrill St and 307 Grove Ave SE because we were not getting a reading from their water meters. The battery on the water meter was dislodged on both meters.
- McCarthy Well performed annual well inspections on the two wells in town.
- Emergency Callout - Water Tower Overflowing - Found that well #2 was left in the off position after McCarthy Well finished the well inspections. This caused well #1 to kick in when the tower got low. I found that the well shutoff setpoint was not being met prior to the tower overflowing while using well #1 because of the distance from the well to the pressure gauge in comparison to well #2. I lowered the well shutoff set point so that this should not be an issue in the future.

## **Wastewater Operation & Maintenance**

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- 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.
- Completed monthly discharge monitoring report (DMR) and sent to MN Pollution Control Agency.
- Started discharge and collected discharge samples as required from MPCA. (one pre-discharge sample and samples twice per week while discharging)



		November-24	October-24	November-23
<b>Water</b>	<b>Units</b>			
Average Daily Pumped	gallons	42,000	54,000	40,000
Maximum Daily Pumped	gallons	76,000	270,000	60,000
Total Monthly Pumped	gallons	1,256,000	1,672,000	1,185,000
Well #1	gallons	75,000	141,000	0
Well #2	gallons	1,181,000	1,531,000	1,185,000
Average Daily Fluoride Conc.	mg/L	0.69	0.69	1.10
Fluoride used	gallons	2.90	3.70	3.40
Total Chlorine Residual	mg/L	1.40	1.61	2.08
Chlorine used	lbs	0.00	0.00	0.00
Poly Phosphate used	gallons	6.10	8.30	5.90
<b>Wastewater</b>				
<b>CBOD</b>				
CBOD Influent	mg/L	0	0	0
CBOD Effluent	mg/L	1	3	1
CBOD Effluent Permit Limit	mg/L	25	25	25
CBOD Effluent Loading	kg/day	3.50	15.30	4.10
CBOD Effluent Loading Permit Limit	kg/day	124.70	124.70	124.70
<b>TSS</b>				
TSS Influent	mg/L	0	0	0
TSS Effluent	mg/L	7	13	3
TSS Effluent Permit Limit	mg/L	45	45	45
TSS Effluent Loading	kg/day	34.50	61.50	13.30
TSS Effluent Loading Permit Limit	kg/day	224.40	224.40	224.40
<b>Phosphorus</b>				
Phos Influent	mg/L	0	0	0
Phos Effluent	mg/L	2	2	2
Phos Effluent Loading	kg/day	8.30	7.90	9.90
<b>Nitrogen Ammonia</b>				
NA Effluent	mg/L	0.00	0.23	3.83
<b>Fecal Coliform</b>				
Fecal Effluent	ml	0	6	0
Fecal Effluent Permit Limit	ml	200#/100ml	200#/100ml	200#/100ml
<b>Dissolved Oxygen</b>				
DO Effluent	mg/L	8.90	3.70	5.30
DO Effluent Permit Limit	mg/L	monitor only	monitor only	monitor only
<b>Influent Flow</b>				
Average Daily	gallons	74,000	53,000	34,000
Maximum Daily	gallons	167,000	109,000	46,000
Total Monthly	gallons	2,233,000	1,651,000	1,017,000
<b>Effluent Flow</b>				
Effluent Monthly Average	gallons	1,270,000	1,300,000	1,260,000
Effluent Monthly Total	gallons	10,140,000	9,100,000	7,540,000
Precipitation Monthly Total	inches	4	0	1



Contract True-Ups - Current Contract Year				
Item	Budgeted Amount	Amount Spent	% of Budget	% of Time
<b>Chemical Budget</b>	\$3,000.00	\$26.00	1%	17%
<b>Maintenance Budget</b>	\$6,000.00	\$63.00	1%	17%
<b>Total</b>	\$9,000.00	\$89.00	1%	17%

Date completed	Equipment	Location	Notes	Task	Task desc
11/18/2024	CENTURY LIFT STATION	30318 WW Silver Lake, MN	Inspected lift station, inspected and cleaned floats, tested alarm dialer, watched wet well pump down.	LS Monthly PM	<ol style="list-style-type: none"> <li>1. Test power fail and high level alarm and verify communication equipment will reach emergency contact for your project.</li> <li>2. Inspect and clean floats.</li> <li>3. If level indicator verify operating properly.</li> <li>4. Inspect overall condition of lift station.</li> </ol>
11/18/2024	CLEVELAND LIFT STATION	30318 WW Silver Lake, MN	Inspected lift station, inspected and cleaned floats, tested alarm dialer, watched wet well pump down.	LS Monthly PM	<ol style="list-style-type: none"> <li>1. Test power fail and high level alarm and verify communication equipment will reach emergency contact for your project.</li> <li>2. Inspect and clean floats.</li> <li>3. If level indicator verify operating properly.</li> <li>4. Collect and record amperage draw for each pump if under 440 volts and have proper PPE.</li> <li>5. Inspect overall condition of lift station.</li> </ol>
11/18/2024	MAIN LIFT STATION	30318 WW Silver Lake, MN	Inspected lift station, inspected and cleaned floats, tested alarm dialer, watched wet well pump down.	LS Monthly PM	<ol style="list-style-type: none"> <li>1. Test power fail and high level alarm and verify communication equipment will reach emergency contact for your project.</li> <li>2. Inspect and clean floats.</li> <li>3. If level indicator verify operating properly.</li> <li>4. Inspect overall condition of lift station.</li> </ol>

**Water Plant Maintenance Expenditures**

<u>Date</u>	<u>Vendor List</u>	<u>Description</u>	<u>Total</u>
		NO MAINTENANCE EXPENDITURES	
			Total <u>\$0</u>

**Water System Maintenance Expenditures**

<u>Date</u>	<u>Vendor List</u>	<u>Description</u>	<u>Total</u>
			Total <u>\$0</u>

**Wastewater Plant Maintenance Expenditures**

<u>Date</u>	<u>Vendor List</u>	<u>Description</u>	<u>Total</u>
			Total <u>\$0</u>

**Wastewater System Maintenance Expenditures**

<u>Date</u>	<u>Vendor List</u>	<u>Description</u>	<u>Total</u>
			Total <u>\$0</u>

**Total Expenditures**

Water Plant Maintenance	\$0
Water System Maintenance	\$0
W/W Plant Maintenance	\$0
W/W System Maintenance	\$0
<b>Total For This Month</b>	<b>\$0</b>
<b>Total Maintenance Dollars Spent Year-to-Date</b> (October 1, 2024 to End of This Report Month)	<b>\$63</b>
<b>Annual Maintenance Budget</b> (Oct. 1, 2024 - Sept. 30, 2025)	<b>\$6,000</b>
<b>Percent Maintenance Budget Spent Year-to-Date</b>	<b>1%</b>

Date: January 15, 2025

To: City of Silver Lake

From: Jeremy Anderson, Operator

O & M Report: December 2024

## **Water Operation & Maintenance**

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- Performed daily checks, monitoring of the well pumping, 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 sent it to MN Dept. of Health.
- PSI Safety Inspection at Well #2 Building.
- Attended Pre-Bid Meeting with SEH and contractors at auditorium.
- 205 Cleveland St SE - turned off water at curb stop so that plumber could replace a leaking valve in the house.

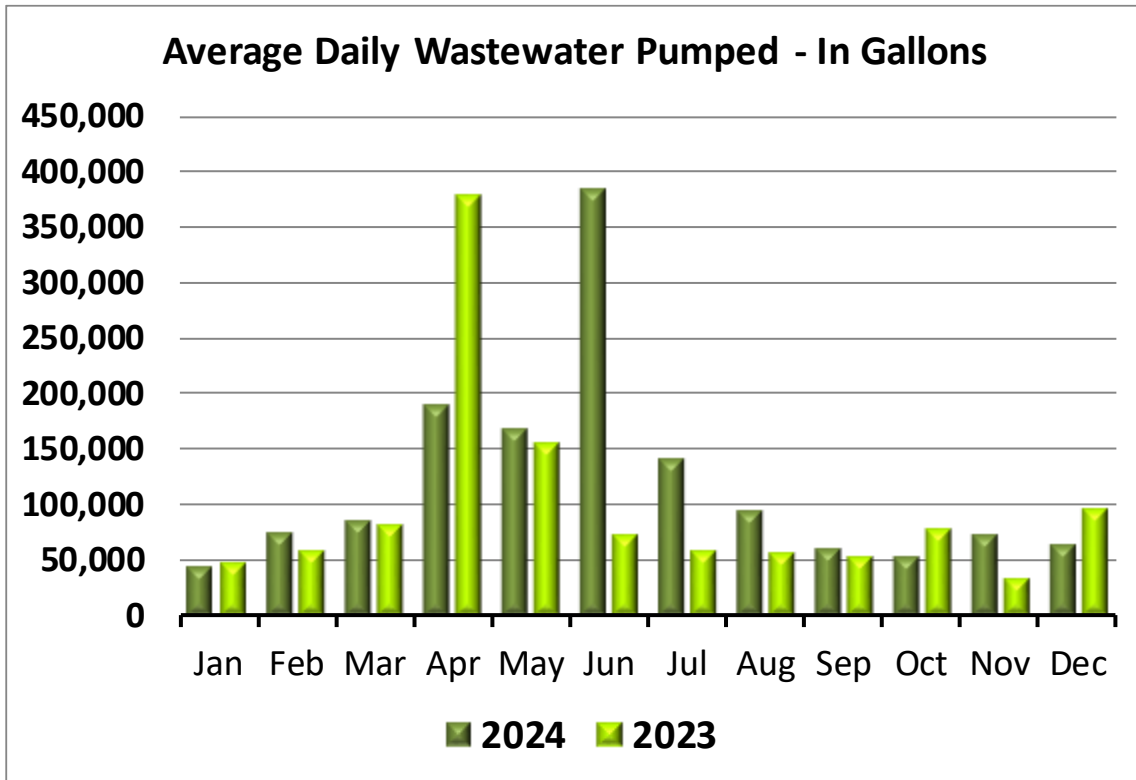
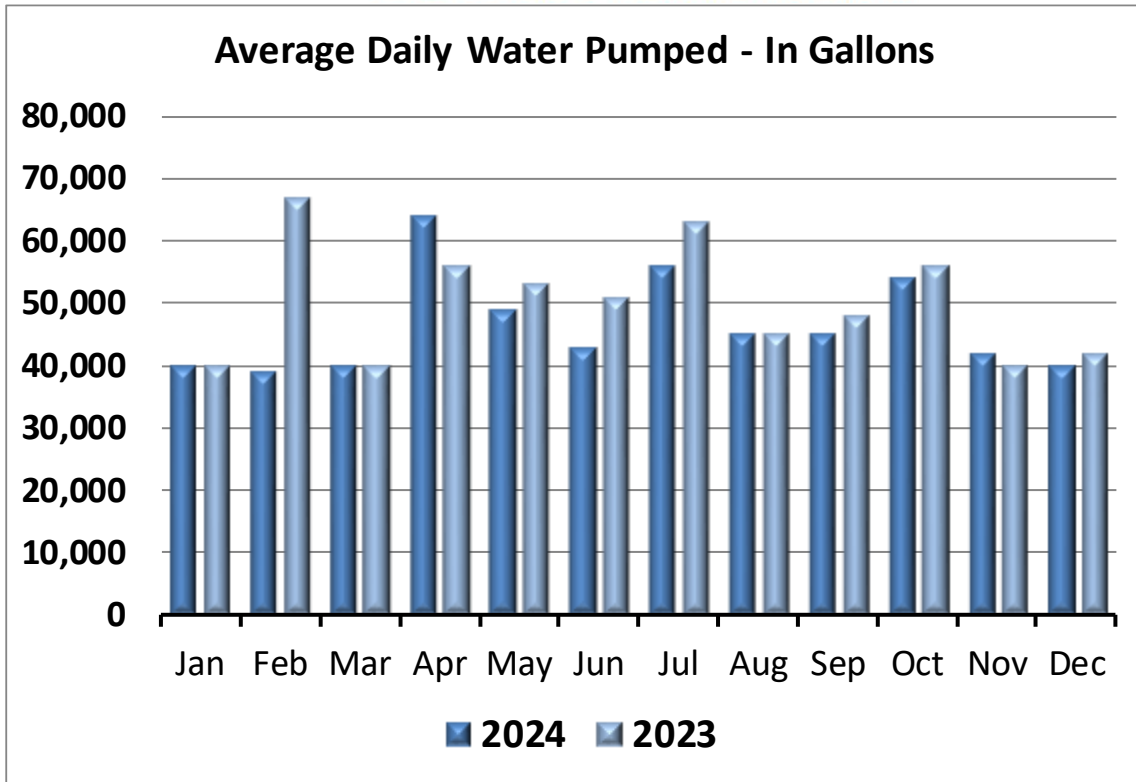
## **Wastewater Operation & Maintenance**

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- 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. Notified Chris that there are signs of rodents out at the ponds, and they need to be taken care of.
- Completed monthly discharge monitoring report (DMR) and sent to MN Pollution Control Agency.
- Attended quarterly PSI Safety Meeting in Paynesville.
- Collected quarterly influent samples from Main Lift Station and sent them to UC Lab for analysis.



- Sent DMR and log forms to PSI manager Greg Stang so that he could audit them. No problems found.
- Completed 2025 PSI on-call schedule and sent to city staff.
- Pump #1 over-temp alarm at Main Lift Station on 12/24/24. I called Quality Flow, and they came out and pulled the pump. We found that there were a few rags in it. Cleaned the rags out and reinstalled the pump. Have not had any more issues with it.



		December-24	November-24	December-23
<b>Water</b>	<b>Units</b>			
Average Daily Pumped	gallons	40,000	42,000	42,000
Maximum Daily Pumped	gallons	53,000	76,000	88,000
Total Monthly Pumped	gallons	1,226,000	1,256,000	1,288,000
Well #1	gallons	0	75,000	0
Well #2	gallons	1,226,000	1,181,000	1,288,000
Average Daily Fluoride Conc.	mg/L	0.86	0.69	1.47
Fluoride used	gallons	3.20	2.90	4.10
Total Chlorine Residual	mg/L	1.60	1.40	1.46
Chlorine used	lbs	0.00	0.00	0.00
Poly Phosphate used	gallons	6.10	6.10	6.60
<b>Wastewater</b>				
<b>CBOD</b>				
CBOD Influent	mg/L	258	0	144
CBOD Effluent	mg/L	0	1	0
CBOD Effluent Permit Limit	mg/L	25	25	25
CBOD Effluent Loading	kg/day	0.00	3.50	0.00
CBOD Effluent Loading Permit Limit	kg/day	124.70	124.70	124.70
<b>TSS</b>				
TSS Influent	mg/L	188	0	93
TSS Effluent	mg/L	0	7	0
TSS Effluent Permit Limit	mg/L	45	45	45
TSS Effluent Loading	kg/day	0.00	34.50	0.00
TSS Effluent Loading Permit Limit	kg/day	224.40	224.40	224.40
<b>Phosphorus</b>				
Phos Influent	mg/L	7	0	7
Phos Effluent	mg/L	0	2	0
Phos Effluent Loading	kg/day	0.00	8.30	0.00
<b>Nitrogen Ammonia</b>				
NA Effluent	mg/L	0.00	0.00	0.00
<b>Fecal Coliform</b>				
Fecal Effluent	ml	0	0	0
Fecal Effluent Permit Limit	ml	200#/100ml	200#/100ml	200#/100ml
<b>Dissolved Oxygen</b>				
DO Effluent	mg/L	0.00	8.90	0.00
DO Effluent Permit Limit	mg/L	monitor only	monitor only	monitor only
<b>Influent Flow</b>				
Average Daily	gallons	64,000	74,000	98,000
Maximum Daily	gallons	75,000	167,000	467,000
Total Monthly	gallons	1,986,000	2,233,000	3,052,000
<b>Effluent Flow</b>				
Effluent Monthly Average	gallons	0	1,270,000	0
Effluent Monthly Total	gallons	0	10,140,000	0
Precipitation Monthly Total	inches	1	4	0

<b>Contract True-Ups - Current Contract Year</b>				
Item	Budgeted Amount	Amount Spent	% of Budget	% of Time
<b>Chemical Budget</b>	\$3,000.00	\$66.00	2%	25%
<b>Maintenance Budget</b>	\$6,000.00	\$613.00	10%	25%
<b>Total</b>	\$9,000.00	\$679.00	8%	25%



Datecompleted	Equipment	Location	Notes	Task	Taskdesc
12/18/2024	CENTURY LIFT STATION	30318 WW Silver Lake, MN	Inspected lift station, inspected and floats, tested alarm dialer, watched wet well pump down.	LS Monthly PM	<ol style="list-style-type: none"> <li>1. Test power fail and high level alarm and verify communication equipment will reach emergency contact for your project.</li> <li>2. Inspect and clean floats.</li> <li>3. If level indicator verify operating properly.</li> <li>4. Inspect overall condition of lift station.</li> </ol>
12/18/2024	CLEVELAND LIFT STATION	30318 WW Silver Lake, MN	Inspected lift station, inspected and floats, tested alarm dialer, watched wet well pump down.	LS Monthly PM	<ol style="list-style-type: none"> <li>1. Test power fail and high level alarm and verify communication equipment will reach emergency contact for your project.</li> <li>2. Inspect and clean floats.</li> <li>3. If level indicator verify operating properly.</li> <li>4. Collect and record amperage draw for each pump if under 440 volts and have proper PPE.</li> <li>5. Inspect overall condition of lift station.</li> </ol>
12/18/2024	MAIN LIFT STATION	30318 WW Silver Lake, MN	Inspected lift station, inspected and floats, tested alarm dialer, watched wet well pump down.	LS Monthly PM	<ol style="list-style-type: none"> <li>1. Test power fail and high level alarm and verify communication equipment will reach emergency contact for your project.</li> <li>2. Inspect and clean floats.</li> <li>3. If level indicator verify operating properly.</li> <li>4. Inspect overall condition of lift station.</li> </ol>
12/19/2024	CENTURY LIFT STATION	30318 WW Silver Lake, MN	Do not have proper PPE to take amp readings.	LS Quarterly PM	TAKE AMP READING FROM EACH PUMP. ARC FLASH PPE REQUIRED
12/19/2024	CLEVELAND LIFT STATION	30318 WW Silver Lake, MN	Do not have proper PPE to take amp readings.	LS Quarterly PM	TAKE AMP READING FROM EACH PUMP. ARC FLASH PPE REQUIRED
12/19/2024	MAIN LIFT STATION	30318 WW Silver Lake, MN	Do not have proper PPE to take amp readings.	LS Quarterly PM	TAKE AMP READING FROM EACH PUMP. ARC FLASH PPE REQUIRED

# Public Safety

# Fire Department

## Dec 2024 SLFD Report

	Fire	Medical	Accident	Other
City	1	17		1-co alarm
Hale	1	2	1	
Rich Valley	1	1		

Winsted

Mutua aid

Annual City/ Township /Fire Dept budget meeting  
tenatively 2/12/25 . Dept secretary will send out info

# **Sheriff's Report**

# December 2024-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	1214	4	1211	1.3	1266/1222	1.37									6.67	45.98	45
2	1223	2.93	1214	1	1266/1222	0.6	1211	1.5							6.03		
3	1223	2.53	1216	2.1	1202	1.37									6		
4	1224	4.27	1223	0.33	1218	1.17	1202	0.5							6.27		
5	1223	2.67	1203	0.67	1218	0.23	1226	1.33	1217	2.1					7		
6	1214	3	1203	0.67	1226	1.27	1218	1.07							6.01		
7	1214	3	1211	1.65	1218	3.35									8		
8	1214	2.92	1211	1.22	1266	2.2									6.34	49.62	45
9	1223	2	1203	1.33	1211	4.8	1202	0.5							8.63		
10	1223	3.72	1222	0.83	1226	0.45	1216	1	1224	1					7		
11	1224	3	1223	1.18	1218	1.25	1225	0.73							6.16		
12	1223	2	1227	2.5	1225	2.5									7		
13	1224	3.25	1227	3	1218	1.17									7.42		
14	1214	1.77	1211	5.1	1227	0.2									7.07		
15	1219	2	1214	0.75	1216	2.08	1266	1.17							6	46.52	45
16	1223	2.08	1214	0.67	1226	2.25	1225	1.1							6.1		
17	1223	4.08	1202	2.42	1226	0.25	1225	0.33							7.08		
18	1223	3.92	1218	1.83	1217	0.25									6		
19	1227	4.35	1214	0.58	1218	1.17	1225	0.9							7		
20	1227	3	1226	1	1218	3	1201	1							8		
21	1227	3.67	1211	1.07	1216	0.6	1201	1							6.34		
22	1214	2.25	1216	2.03	1211	0.42									4.7	44.9	45
23	1223	4.57	1211	0.53	1225	1.52									6.62		
24	1224	2	1227	2.17	1216	0.6	1222	1.23							6		
25	1223	3.5	1218	1.5	1202	1									6		
26	1223	2	1217	3	1202	2									7		
27	1214	2.75	1227	1	1216	2.87									6.62		
28	1264	4.33	1211	1.63	1217	1.5	1216	0.5							7.96		
29	1210	3.67	266/121	1.25	1217	1.33									6.25	18.75	18
30	1227	3	1216	2.8	1223	0.7									6.5		
31	1224	3.5	1211	0.33	1227	0.3	1214	0.75	1223	1.12					6		

Total hours 205.77 198

**Total Hours for December 2024 198 X \$74.65 = \$ 14,780.70**

# CITY OF SILVER LAKE

Event Totals - December 2024

<b>Event Type</b>	<b>Qty</b>
911 Hangup	2
Accident	1
Alarms	5
Animal Complaint	1
Assists	1
Burglary	2
Checks	7
Child Custody	1
Complaint	2
Contract	31
Fire	2
Medical	12
Motorist Assist	1
Parking	6
Permit/Registration	1
Suicide	2
Suspicious	1
Theft	1
Traffic Stop	10
Transports/Escorts	1
	<hr/>
	90

# Ambulance Department



## January 2025 Ambulance

### Council Notes:

1. Meeting held on January 9th
2. Members coming up with ideas to use the State Revenue Grant
  - a. 1<sup>st</sup> item is to take Rig in for thorough look thru to see if anything should need replacing in the next few years
3. Staffing as of 1/13/25 is as follows:
  - a. 7 EMR's (2 on Standby)
  - b. 7 EMT's (3 currently on Standby)
  - c. 0 students currently in EMT school at South Central College
    - i. Student passed course and is officially EMT (council action)
  - d. 1 EMR currently enrolled in bridge course to EMT in Hutchinson
  - e. 1 EMR currently enrolled for EMT course at South Central College
  - f. Currently have 4 crews with active rotation
4. December Call Stats:
  - a. 19 Calls
  - b. Previous Year (2023):
    - i. 12 Calls
  - c. Year to Date as of (1/1/2025)
    - i. 173 Calls
    - ii. Previous YTD 2023: 157 calls

**REQUEST FOR COUNCIL ACTION**

MEETING  
DATE: 1/21/25

<b>AGENDA SECTION:</b> Public Safety	<b>ORIGINATING DEPT:</b> Ambulance	<b>ITEM NO.</b>
<b>ITEM DESCRIPTION:</b> Approval for EMT Hire		<b>PREPARED BY:</b> Ashley Ardolf- Mason

**COUNCIL ACTION REQUESTED**

- Request to approve the hiring of Madlynn Emery (previously was a student at South Central College) as EMT for Silver Lake Ambulance

**COUNCIL ACTION:** Motion by: \_\_\_\_\_ Second by: \_\_\_\_\_ to:

**Municipal Liquor Store  
&  
Auditorium**

# *City of Silver Lake*

January 20<sup>th</sup>, 2025

To: Mayor Bebo and Councilors

From: MLS Manager Wyatt Konen

Re: Municipal Liquor Store/Auditorium

1. Noticeable difference in off sale beer temperature due to replacing the compressor in the cooler! Cold beer!
2. A new camera system will be installed this month on a Sunday to not disturb business hours.
3. Ice Golf will be on February 15<sup>th</sup> if weather allows!
4. The audit went fine, she gave some tips and suggestions to better assist me in managing inventory.
5. Pickleball is now available in the auditorium!
6. Some new faces have started bartending, training has gone well so far.
7. Council requests to approve new hires attached.

**REQUEST FOR COUNCIL ACTION**

MEETING  
DATE: 1/21/25

<b>AGENDA SECTION:</b> MLS	<b>ORIGINATING DEPT:</b> MLS	<b>ITEM NO.</b>
<b>ITEM DESCRIPTION:</b> Request to approve hire		<b>PREPARED BY:</b> Wyatt Konen

**COUNCIL ACTION REQUESTED**

1. Request to approve the hiring of Alexis Forar at Grade 11 Start effective December 18<sup>th</sup>, 2024.

**COUNCIL ACTION:** Motion by: \_\_\_\_\_ Second by: \_\_\_\_\_ to:

# REQUEST FOR COUNCIL ACTION

MEETING  
DATE: 1/21/25

<b>AGENDA SECTION:</b> MLS	<b>ORIGINATING DEPT:</b> MLS	<b>ITEM NO.</b>
<b>ITEM DESCRIPTION:</b> Request to approve hire		<b>PREPARED BY:</b> Wyatt Konen

COUNCIL ACTION REQUESTED

1. Request to approve the hiring of Adeline Plath at Grade 11 Start effective January 10, 2025.

**COUNCIL ACTION:** Motion by: \_\_\_\_\_ Second by: \_\_\_\_\_ to:

**REQUEST FOR COUNCIL ACTION**

MEETING  
DATE: 1/21/25

<b>AGENDA SECTION:</b> MLS	<b>ORIGINATING DEPT:</b> MLS	<b>ITEM NO.</b>
<b>ITEM DESCRIPTION:</b> Request to approve hire		<b>PREPARED BY:</b> Wyatt Konen

**COUNCIL ACTION REQUESTED**

1. Request to approve the hiring of Finley Sturges at Grade 11 Start effective January 10 , 2025.

**COUNCIL ACTION:** Motion by: \_\_\_\_\_ Second by: \_\_\_\_\_ to:

# **Community Development and Administration**



# *City of Silver Lake*

January 21,2024

## Community Development and Administration Report

### Community Development:

1. Planning Commission (PC) met on January 14.
  - a. Recommendation to approve Comprehensive Plan.
  - b. Silver Lake signs
  - c. Declare a vacancy

### Administration:

1. December Treasurer's Report
2. End year of year reports and tax filing being completed.
3. Utility Credit Request for 1212 Main St. W.
4. Revised Fee Schedule
  - a. Bulk Water Rates
  - b. SafeBuilt
5. McLeod County CUP Notification

# Community Development

# City of Silver Lake Comprehensive Plan - 2025



Adopted: January 21, 2020

# **City of Silver Lake**

## **Comprehensive Plan - 2025**

### **Mission Statement:**

**To make the best use of our community’s resources to provide and deliver quality services that are flexible enough to address the many needs and desires of the citizens of Silver Lake, our customers.**

Our approach to achieving our mission will be through limiting barriers while facilitating positive and orderly growth through long range planning. We will be proactive with our customers, promoting their involvement while building trust and accountability in the success of our community. We will balance growth of the community with the protection of our natural surroundings. We will provide a positive environment to empower our employees; to ensure that they will plan, develop and deliver quality services.

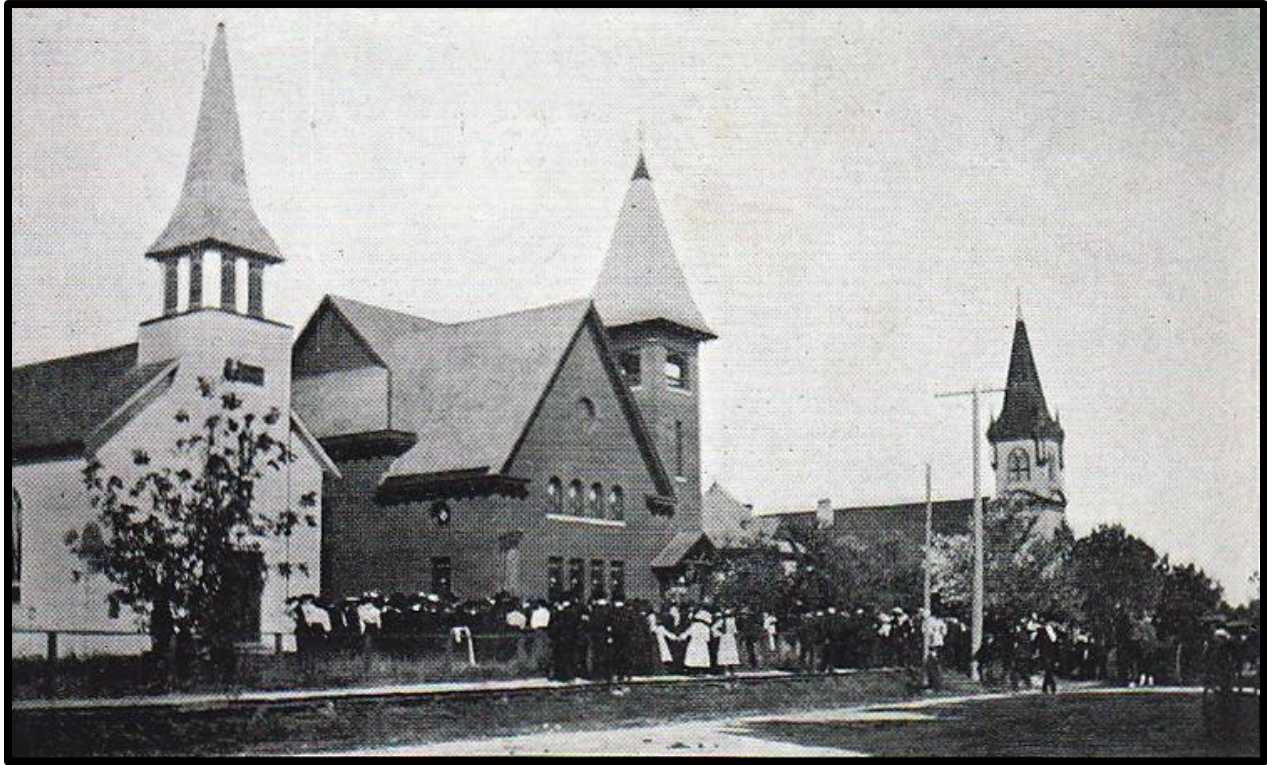
## Section One: Silver Lake, Minnesota, Community Profile

### A. Location and Community Highlights

- Location:** Northeast McLeod County, Minnesota
- Population:** 866 based on 2020 Census
- Transportation:** State Highway 7 (10-ton capacity)  
McLeod County Road 2 (9-ton capacity)
- Government:** Statutory City with four City Council members and one Mayor.
- Education:** Public school serving grades 3-6 at Lakeside Elementary in Silver Lake, K-12 located in Glencoe.
- Topography:** Flat to gently rolling, surrounded by farmland.
- Trails:** Silver Lake is located adjacent to the Luce Line State Trail (paved) and the Dakota Rail Trail (undeveloped)

The City of Silver Lake is located on the northeastern edge of the rich farmland of south-central Minnesota. A few miles to the north and east the physiological features give way to more hills, lakes and originally, a wooded landscape. Silver Lake was platted in 1881 and incorporated as a city in 1889. Nationalities of the early residents were predominantly Czech and Polish. State Highway 7 provides quick access to the Twin Cities Metro area, to the east, with the western metro suburbs as close as 25 miles. Hutchinson is located 8 miles west of Silver Lake on Highway 7 and Glencoe, the McLeod County Seat, is located 10 miles south on County Highway 2.





A view of former churches along Main Street.

## B. Population

The population of Silver Lake has grown steadily since 1930 with growth in the 1980's at 9.5%, the highest rate in fifty years. In 1995 an annexed territory on the western edge of the city increased the estimated census to 800 persons. In 2000 additional undeveloped land was annexed with plans for up to 67 homes.

Census	Date
1930	– 477
1940	– 604
1950	– 603
1960	– 646
1970	– 694
1980	– 698
1990	– 764
2000	– 800
2010	– 837
2020	- 866

## C. Housing

Housing in Silver Lake is in generally good repair. Utility accounts total 343 residential accounts and 40 commercial accounts. The commercial accounts include apartment buildings, two townhome complexes and an assisted living facility. The assisted living facility, Cedar Crest, includes 40 assisted living units with 10 memory care units. All these facilities increase the total number of housing units to over 351 as reported on the 2020 census.

The opinion of the City of Silver Lake is that there is still a need for additional residential and commercial development in the City. This position is based upon demographic trends as seen in the last ten years, results of a housing study completed in 2018, the market turnover of housing, low vacancy rates of rental apartments, conversations with local realtors and surveys done in Silver Lake. Affordable housing has been recognized as a critical need across the State of Minnesota since the mid-1990s. The City extended water and sewer lines under Highway 7 in three strategic locations for possible future expansion to the west and north.

**D. Utilities**

Water and Sewer services are supplied through the Municipal Water and Sewer system. Water is supplied from two wells with a pumping capacity of 500 gallons per minute. This is adequate to supply the present and limited future needs of the city. The water supply is treated according to all Department of Health standards and required tests have shown the supply to be well under any critical health standard thresholds. City Wide surveys in 2004 and 2014 identified the need to address secondary water quality issues associated with Iron and Manganese.

In 1990 a new wastewater pond system was built. This system is still meeting the needs of the city, but expansion requirements should be explored if the population dramatically increases as the system is designed for a maximum capacity of 1000 residents as compared to the current 866 residents of the city.

In 2013 the City completed a street reconstruction project in which the City replaced one half mile of water, wastewater, and storm sewer mains; replacing some of the City’s oldest infrastructure. The City has also submitted an inflow and infiltration (I&I) maintenance plan to the MN Pollution Control Agency laying out how the City intends to address I&I through annual televising of sanitary sewer mains and lateral connections to find sources of pipe failure and illegal connections. A Point-of-Sale Ordinance became effective January 1, 2023, requiring an inspection prior to the sale of any property.

**OTHER UTILITY PROVIDERS**

<b>Garbage Pickup:</b>	Waste Management (Contract is renewable every three years)
<b>Recycling:</b>	McLeod County Environmental Services (contracted with West Central Industries)
<b>Electric:</b>	Xcel Energy
<b>Cable TV:</b>	Mediacom
<b>Telephone:</b>	Century Link
<b>Natural Gas:</b>	CenterPoint Energy
<b>Propane/Fuel Oil:</b>	Lakes Gas

**E. Public Safety**

The three major components of the City's Public Safety system are the Police Department, Volunteer Fire Department and Volunteer Ambulance Service.



Fire Protection Area includes the Incorporated City Limits and the following Townships (or part thereof as defined by Fire Protection Contracts) all of Hale Township, the northern half of Rich Valley Township, and approximately two sections of Winsted Township and one section of Hassan Valley Townships. These agreements permit a sharing of costs for equipment, building costs and the Fire Relief Association. Currently, the **fire insurance rating from 2020 within Silver Lake is at 7**, which is excellent for a small community. This rating is updated about every ten (10) years.

**In August of 2020, the City of Silver Lake contracted with the McLeod County Sheriff's Department to provide police protection.**



The Ambulance Service is a BLS service with backup paramedic units available for call through the Allina Ambulance Service. The City owns the ambulance unit and operates with paid on-call EMT-B's to provide 24-hour coverage. In addition, the Fire Department has developed a first response unit that can assist the ambulance and at times respond more quickly. With the closest clinics and hospitals approximately 10 miles away in Glencoe and Hutchinson, maintenance of a medical unit within the immediate area is very important. A continued working relationship with the townships and receipt of their donations is important in maintaining the service.

A formal city emergency operations manual is on file in the City office in fire-proof files for any natural disasters such as tornado or major fires that might occur. The City is not in a major flood plain.



## F. Business and Industry

The City of Silver Lake has developed an Economic Development Authority. The City has identified a need to address redevelopment in its Central Business District (B-1). The City's Highway Business District (B-2) has been identified as a potential area for significant development opportunities. A Business Subsidy Policy is in place to assist businesses with startup and expansion goals as well as provide possible Tax Abatement. Further funding options for the redevelopment and expansion of Commercial opportunities need to be explored.

## G. Parks, Trails, and Open Space

The City currently has three parks with another planned within the future housing development near Century Lane on the east side of the City.

**Lions Park:** A quiet park located on County Road 2 overlooking Silver Lake. Includes a fishing pier and parking on a one-way street running along the north shore of the lake.



**Silver Lake Veterans Memorial Park:** A large park in the center of the City on Main Street. The land was donated to the City by the American Legion Post 141 for the creation of a public park. This park offers a playground, open spaces, a public band shelter, restroom facilities, an open picnic shelter, and a Veteran's Memorial.

**Recreation Area:** Located on the western part of the City is an approximately 40-acre area which offers the following facilities:

- Fishing Pier along Silver Lake (northwest shore)
- Softball/Baseball field
- Clay Horseshoe pits
- Tennis and Basketball Courts
- Sand Volleyball Courts
- Picnic Shelter and Playground

- Bruce Maresh Aquatic features a swimming pool with zero depth, beach style entry, play features for young children, diving board, 30-foot waterslide and large deck with umbrellas and sun chairs.

**Luce Line State Trail:** The trail runs along the northern border of the City. This 63-mile trail extends from Plymouth to Cosmos with a 30-mile stretch of paved trail running from Winsted, through Silver Lake and to Hutchinson.

**Dakota Rail Trail:** An undeveloped trail running along the southern border of the community. This trail extends from Hutchinson to Wayzata. McLeod County is currently working on securing funds to develop the trail.

## **H. Miscellaneous Information**

All significant City-owned streets were paved in 1997 through a bond project. Continuous maintenance of City streets (approximately 2.9 miles) includes annual crack filling and complete seal coating on a five-year revolving schedule. During the infrastructure project taking place from 2025-2027, streets within the project will all be reconstructed at that time.

The City Auditorium underwent some major renovations from 2013-2015 including a handicap accessible entry with a lift, new windows, new restroom, flooring & paint. The auditorium currently hosts numerous private and public events and houses the City Council Chambers.

In 2024, the City of Silver Lake received two grants for murals to be hung within the city. The first mural, “Powered by Volunteers”, can be found on the West side of the Public Works building. The second mural, “Main Street’s Historic Charm” can be found on the East side of the Auditorium.





## **Section Two: Goals, Objectives and Strategies**

### **ARTICLE 1: PUBLIC SERVICES**

**GOAL:** The city should provide and support a balanced range of public services that provide for a quality of life for its residents including that of typical city public works, recreation, schools and public safety that matches the primary city profile.

**Objective:** Maintaining a quality school system within the City is an important service that additionally supports community development.

- A. **Strategy:** Quality communications and coordination between City and School officials need to be maintained to ensure effective uses of public resources and to avoid duplication of public services.
- B. **Strategy:** Encourage representation from City residents in the GSL District decision making process.

**Objective:** Maintain a responsible and effective public works department.

- A. **Strategy:** Budgets need to contain provisions to provide for equipment that permits the personnel to do adequate work in an efficient manner.
- B. **Strategy:** A Five-Year Capital Improvement Plan needs to be maintained and annually updated to ensure the City has schedule of Capital Purchases of equipment and the funding necessary when those purchases are needed.
- C. **Strategy:** Maintain stability of employment for public works employees as their training is specialized in certain areas and the best service is offered by experienced employees.
- D. **Strategy:** Develop an Electronic Data System capable of documenting maintenance of facilities and equipment.

**Objective:** Maintenance of an effective public safety system (Fire & Rescue, Ambulance and Police) in all its forms is necessary to the well-being of all City residents and those in the surrounding area.

- A. **Strategy:** Continue effective relationships with surrounding Townships and utilize Fire Protection Contracts donations to provide needed funding for the support of Fire and Ambulance protection.
- B. **Strategy:** Initiate and maintain efforts to recruit and retain the trained personnel required for the operation of the various departments.
- C. **Strategy:** Continued support of City Employees that are also members of the public safety departments is necessary.

- D. Strategy: A Five-Year Capital Improvement Plan needs to be maintained annually updated to ensure the City has schedule of Capital Purchases of equipment and the funding necessary when those purchases are needed.
- E. Strategy: Retention of experienced employees serving in these capacities is to be considered a priority.

**Objective:** Recreational activities, parks and open spaces need to be maintained for the general well-being of City residents and as an attraction for visitors to our community.

- A. Strategy: Recreational activities need to be continually defined and redefined such that alternatives to outdoor sports may be considered as alternative activities for City facilities.
- B. Strategy: Donations from the local charitable organization will continue to be important to sponsor youth recreational activities which should be continued within the City.
- C. Strategy: A Five-Year Capital Improvement Plan needs to be maintained and annually updated to ensure the City has schedule of Capital Purchases of equipment and the funding necessary when those purchases are needed.
- D. Strategy: Develop recreational opportunities and facilities for the lake.
- E. Strategy: Continue to work with local organizations and the MN Dept. of Natural Resources to develop opportunities to make Silver Lake more accessible and appealing.

**Objective:** The City Auditorium offers an important focus for community events and should be maintained for that purpose.

- A. Strategy: Continue to make the facility open and accessible to local organizations to provide an answer to their needs in exchange for their support in the upkeep and care of the facility.
- B. Strategy: Successfully market the facility for revenue generating opportunities for both public and private events.
- C. Strategy: Use of the building for alternative activities could be explored.

## ARTICLE 2: PUBLIC UTILITIES

**GOAL:** Basic Public Utilities are to be provided to all City residents and businesses.

**Objective:** Public Utilities will be maintained at a safe and reasonable level of quality for City residents.

- A. **Strategy:** Water system quality shall be maintained as high as economically feasible above the safety standards as required by the MN Dept of Health. This shall include clarity and other control of harmless but undesirable mineral and chemical contents.
- B. **Strategy:** Any future system designs of any public utilities, should incorporate cost effective methods to maintain quality standards.
- C. **Strategy:** Safety considerations include factors such as adequate water supply for firefighting, maintenance of drainage systems to control flooding and sewage backups.
- D. **Strategy:** Consider Water Treatment Facility plans to address secondary water quality issues.
- E. **Strategy:** Continue to implement Well Head Protection Plan to ensure a clean and healthy water supply.

**Objective:** Public Utilities will be maintained at an adequate level to supply for the needs of City residents.

- A. **Strategy:** Usage fees will be structured to cover the operating costs of the Public Utility System and base fees will be structured to cover certain fixed costs as well as any debt incurred to provide adequate Capital Improvements to the Public Utility System.
- B. **Strategy:** While system limitations should not interfere with plans for immediate future expansion, should the City start to grow significantly, measures will have to be incorporated in new and existing business and housing units to meet any expansion requirements of any Public Utility System.
- C. **Strategy:** Any rural entities that request connection to the Public Utility System must follow Statutory requirements for annexation into the City's Incorporated Boundary.

**Objective:** Measures should be taken, where economically feasible and practical, to extend any public utilities across barriers to development such as state highways, county roads, DNR trails, etc.

**Objective:** Any extensions or expansions of systems for any future industrial or large commercial needs must be reviewed on a case by case basis in terms of the entities needs and the economic effects on current residents.

### **ARTICLE 3: COMMUNITY DEVELOPMENT**

**GOAL:** Community Development shall encompass any economic development activities and is to be focused on the preservation or increase in the tax base, improvement of the living conditions within the city and elimination of blighting factors for the improvement of the City as a whole.

**Objective:** Develop a comprehensive Marketing Campaign to attract the development of Rental Housing, Commercial & Industrial expansion.

- A. **Strategy:** Promote the City with local, regional and statewide organizations that assist businesses in start-up and expansion.

**Objective:** Revitalize and maintain the "downtown" commercial district.

- A. **Strategy:** In specific cases the City may have to consider direct redevelopment of blighted buildings.
- B. **Strategy:** Land use planning should be flexible enough to accommodate new uses that would permit development or improvements in the district that would not significantly compromise existing residents and businesses.
- C. **Strategy:** Develop programs or pursue funds from other government agencies that would assist the owners in restoration of the buildings.

**Objective:** Business attraction activities need to be reviewed as to current demographic needs and special circumstances for a particular building.

- A. **Strategy:** The City should pursue avenues of alternative financing for starting businesses through coordination with other government agencies.
- B. **Strategy:** Consider a special City fund to assist in business startups in districts targeted for blight removal.
- C. **Strategy:** Recognize the importance of "home" businesses in residential districts and their possibility of growth.
- D. **Strategy:** Zoning should be flexible enough to permit home business endeavors and yet protect the nature of the residential district.



**Objective:** Help to assure the adequate availability of housing in a range of prices, types and locations that meet the needs of the area.

- A. **Strategy:** Systems of support are to be in place for development of housing by the private sector.
- B. **Strategy:** Zoning Ordinance should be flexible enough to permit housing development economics and still maintain a reasonable level of aesthetics and quality of life.
- C. **Strategy:** Recognition of the need for housing for low to moderate income persons should not be neglected and should be addressed according to current recognized economics of the area.
- D. **Strategy:** Incentives for new housing should not compromise quality of construction.

**Objective:** Encourage preservation and rehabilitation of existing housing stock.

- A. **Strategy:** The maintenance of existing neighborhoods should have prime importance in development of land use ordinances and transportation policies.
- B. **Strategy:** Removal or prevention of blight should be of primary importance to existing neighborhoods.
- C. **Strategy:** Collaboration with other government agencies may be beneficial in obtaining housing renovation funding.

**Objective:** New housing development should have minimal cost impact for existing residents.

- A. **Strategy:** As a rule, the Planning Commission recognizes that concentrated housing development within City limits is a better situation for the area than in the townships due to City infrastructure and conservation of land resources.
- B. **Strategy:** Periodic review of policies for new housing development should be in place to evaluate the impact of the developments on current City systems, personnel needs, etc.
- C. **Strategy:** Each new housing development is be reviewed as a separate entity from any previous developments as to its contribution to the City.
- D. **Strategy:** Utilize Housing Study completed in 2018 to promote need for all areas of housing within the City as outlined by the study.

**Objective:** Industrial development of a type compatible with the residential nature of the City needs to be pursued.

- A. Strategy: The Highway #7 corridor through the City needs attention for possible industrial and commercial development.
- B. Strategy: Industrial land and space availability needs to be addressed with the possibility of creating an industrial park.

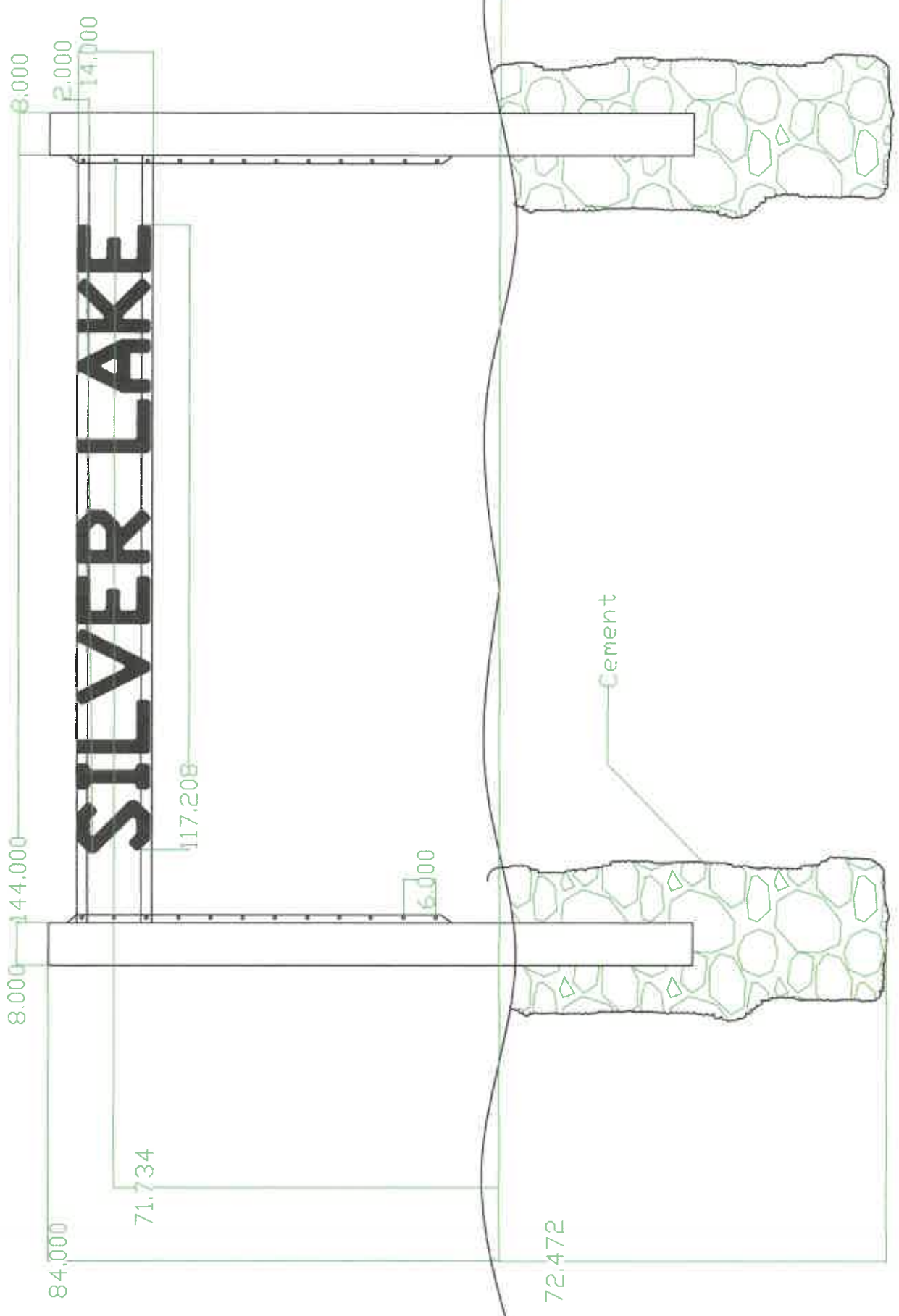
#### **ARTICLE 4: NATURAL RESOURCE AND LAND USE MANAGEMENT**

**GOAL:** Through proper land use management the City seeks to maximize the access and enjoyment of the area’s natural resources as an attraction to promote growth and development.

**Objective:** The City has developed a Zoning Ordinance with five distinct Zoning Districts. These Zoning Districts define land use activities specific to that district. Through cooperative efforts with McLeod County and Hale & Rich Valley Townships, the City seeks to create land use strategies for future expansion of City boundaries.

- A. Strategy: Encourage City, County, and Township involvement of a Joint Planning Commission aimed towards the development of an orderly annexation agreement.

**Objective:** Through a coordinated effort with McLeod County and the MN DNR, develop a master plan for Silver Lake to reclassify it as a recreational lake.



<b>DRAFTER</b>	JLN	Silver Lake sign
<b>DATE</b>	1-14-2025	2ea Letters left over from LED Sign
<b>CHECKER</b>		
<b>SCALE</b>	NTS	<b>JN MACHINING &amp; REPAIR</b>

# Administration

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

01/16/25 3:05 PM

Page 1

**Current Period December 2024**

Fund	2024 Begin Balance	Receipts	Disbursements	-----Transfers-----		JE Payroll	Balance NO Investments	Investments	Balance	
				Rec/Disb	Journal Entries					
<b>10100 1st COMM BANK SL-CHK</b>										
101 General Fund	\$331,005.37	\$1,043,439.30	\$751,802.51	\$0.00	(\$164,039.05)	(\$44,293.45)	\$414,309.66	\$382,634.37	\$796,944.03	In Bal
204 Ambulance Fund	\$21,374.31	\$70,137.83	\$40,844.63	\$0.00	\$20,624.00	(\$101,163.18)	(\$29,871.67)	\$13,390.73	(\$16,480.94)	In Bal
205 Fire Fund	\$61,388.02	\$369,429.00	\$355,296.82	\$0.00	\$44,972.00	(\$16,127.50)	\$104,364.70	\$72,062.26	\$176,426.96	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	\$73,926.74	\$4,965.29	\$76,697.50	\$0.00	\$40,000.00	\$0.00	\$42,194.53	\$61,418.92	\$103,613.45	In Bal
404 PUBLIC WORKS EQUIPME	\$29,188.73	\$0.00	\$17,103.50	\$0.00	\$20,800.00	\$0.00	\$32,885.23	\$30,210.14	\$63,095.37	In Bal
405 PARKS AND SWIMMING F	\$27,650.16	\$0.00	\$0.00	\$0.00	\$31,582.00	\$0.00	\$59,232.16	\$1.28	\$59,233.44	In Bal
407 POLICE SQUAD	(\$32.43)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$32.43)	\$61,357.47	\$61,325.04	In Bal
408 Ambulance Unit	\$0.00	\$5,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,000.00	\$91,649.47	\$96,649.47	In Bal
411 Public Works Streets Imp	(\$8,351.55)	\$0.00	\$8,500.00	\$0.00	\$17,000.00	\$0.00	\$148.45	\$20,975.16	\$21,123.61	In Bal
414 Police Forfeiture Fund	\$405.08	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$405.08	\$3,524.51	\$3,929.59	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	\$16,123.93	\$0.00	\$9,050.00	\$0.00	\$12,000.00	\$0.00	\$19,073.93	\$26,550.65	\$45,624.58	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	(\$7,338.28)	\$0.00	\$0.00	\$0.00	\$29,500.24	\$0.00	\$22,161.96	\$0.00	\$22,161.96	In Bal
419 Infrastructure Improvement	\$67,962.00	\$150.00	\$1,127,427.32	\$0.00	\$0.00	\$0.00	(\$1,059,315.32)	\$0.00	(\$1,059,315.32)	In Bal
607 Water Fund	\$25,021.32	\$223,889.26	\$81,937.26	\$0.00	\$481,741.68	(\$8,939.99)	\$639,775.01	\$72,991.48	\$712,766.49	In Bal
608 Sewer Fund	\$42,614.91	\$269,146.93	\$75,116.69	\$0.00	(\$5,000.00)	(\$13,565.35)	\$218,079.80	\$581,890.71	\$799,970.51	In Bal
609 Storm Sewer Fund	\$217.50	\$45,784.00	\$3,050.52	\$0.00	\$0.00	\$0.00	\$42,950.98	\$20,140.10	\$63,091.08	In Bal
610 Liquor Fund	\$74,220.45	\$306,792.60	\$509,293.62	\$0.00	\$318,336.63	(\$180,759.80)	\$9,296.26	\$173,297.16	\$182,593.42	In Bal
801 Fire Equipment Trust Fund	\$7,254.95	\$0.00	\$50,588.00	\$0.00	\$55,600.00	\$0.00	\$12,266.95	\$108,537.08	\$120,804.03	In Bal
803 Economic Development Aut	\$18,019.08	\$0.00	\$0.00	\$0.00	\$5,000.00	\$0.00	\$23,019.08	\$57,837.98	\$80,857.06	In Bal
804 Ambulance Equipment & Tr	\$23,462.19	\$6,888.00	\$5,010.54	\$0.00	\$0.00	\$0.00	\$25,339.65	\$35,760.04	\$61,099.69	In Bal
	\$804,112.37	\$2,345,622.21	\$3,111,718.91	\$0.00	\$908,117.50	(\$364,849.27)	\$581,283.90	\$1,814,229.51	\$2,395,513.41	

**1212 Main St W.**

12/27/21-10/26/2022	Non-Estimating	Beginning	90,480	Ending	97,640	7,160	Avg Gallons/mth	795.56
11/29/22-11/26/2024	Estimating	Beginning	97,640	Ending	134,980	37,340	Avg Gallons/mth	1,436.15
							<b>Overage</b>	<b>(640.60)</b>

**Actual Bill Calculation**

	# of months	Water		Sewer		Total Due
		Usage Rate	Usage Due	Usage Rate	Usage Due	
2022	3	\$9.00	(\$11.53)	\$11.00	(\$14.09)	(\$25.62)
2023	12	\$9.50	(\$73.03)	\$11.50	(\$88.40)	(\$161.43)
2024	11	\$10.00	(\$32.03)	\$12.00	(\$38.44)	(\$70.47)
	26		(\$116.59)		(\$140.93)	(\$257.52)

Total Gallons overcharged (16,656)

Bill History

01-00000775-00-6 PAUL, JAMES 1212 MAIN ST W SILVER LAKE MN 55381

Type	Charge	Amount	Date	Prev Read	Prev Read Date	Curr Read	Curr Read Date	Usage	Bill Per	Year
For 01-00000775-00-6 1212 MAIN ST W										
Calculation Number 188										
	Prev Bal	\$49.45							4	2022
	Receipt	\$49.45	1/6/2022						4	2022
Service	STORM WATE	\$6.00	1/27/2022						4	2022
Service	WATER BASE	\$14.50	1/27/2022						4	2022
Service	WATER MTR	\$7.56	1/27/2022	90480	12/27/2021	91320	1/27/2022	840	4	2022
Service	SEWER BASE	\$14.50	1/27/2022						4	2022
Service	SEWER	\$9.24	1/27/2022					840	4	2022
Service	WTR TEST FE	\$0.81	1/27/2022						4	2022
	Cur Charges	\$52.61	1/27/2022						4	2022
	Total	\$52.61	1/27/2022						4	2022
Calculation Number 188										
Calculation Number 189										
	Prev Bal	\$52.61							5	2022
	Receipt	\$52.61	2/9/2022						5	2022
Service	STORM WATE	\$6.00	2/28/2022						5	2022
Service	WATER BASE	\$14.50	2/28/2022						5	2022
Service	WATER MTR	\$6.75	2/28/2022	91320	1/27/2022	92070	2/28/2022	750	5	2022
Service	SEWER BASE	\$14.50	2/28/2022						5	2022
Service	SEWER	\$8.25	2/28/2022					750	5	2022
Service	WTR TEST FE	\$0.81	2/28/2022						5	2022
	Cur Charges	\$50.81	2/28/2022						5	2022
	Total	\$50.81	2/28/2022						5	2022
Calculation Number 189										
Calculation Number 190										
	Prev Bal	\$50.81							6	2022
	Receipt	\$50.81	3/14/2022						6	2022
Service	STORM WATE	\$6.00	3/28/2022						6	2022
Service	WATER BASE	\$14.50	3/28/2022						6	2022
Service	WATER MTR	\$6.03	3/28/2022	92070	2/28/2022	92740	3/28/2022	670	6	2022
Service	SEWER BASE	\$14.50	3/28/2022						6	2022
Service	SEWER	\$7.37	3/28/2022					670	6	2022
Service	WTR TEST FE	\$0.81	3/28/2022						6	2022
	Cur Charges	\$49.21	3/28/2022						6	2022
	Total	\$49.21	3/28/2022						6	2022
Calculation Number 190										
Calculation Number 191										
	Prev Bal	\$49.21							7	2022
	Receipt	\$49.21	4/7/2022						7	2022
Service	STORM WATE	\$6.00	4/27/2022						7	2022
Service	WATER BASE	\$14.50	4/27/2022						7	2022
Service	WATER MTR	\$7.20	4/27/2022	92740	3/28/2022	93540	4/27/2022	800	7	2022
Service	SEWER BASE	\$14.50	4/27/2022						7	2022
Service	SEWER	\$8.80	4/27/2022					800	7	2022
Service	WTR TEST FE	\$0.81	4/27/2022						7	2022
	Cur Charges	\$51.81	4/27/2022						7	2022
	Total	\$51.81	4/27/2022						7	2022
Calculation Number 191										
Calculation Number 192										
	Prev Bal	\$51.81							8	2022
	Receipt	\$51.81	5/5/2022						8	2022
Service	STORM WATE	\$6.00	5/31/2022						8	2022
Service	WATER BASE	\$14.50	5/31/2022						8	2022
Service	WATER MTR	\$7.29	5/31/2022	93540	4/27/2022	94350	5/31/2022	810	8	2022
Service	SEWER BASE	\$14.50	5/31/2022						8	2022
Service	SEWER	\$8.91	5/31/2022					810	8	2022
Service	WTR TEST FE	\$0.81	5/31/2022						8	2022
	Cur Charges	\$52.01	5/31/2022						8	2022
	Total	\$52.01	5/31/2022						8	2022
Calculation Number 192										
Calculation Number 193										

Type	Charge	Amount	Date	Prev Read	Prev Read Date	Curr Read	Curr Read Date	Usage	Bill Per	Year
Cur Charges		\$51.55	11/29/2022						2	2022
Total		\$51.55	11/29/2022						2	2022
Calculation Number 198										
Calculation Number 199										
Prev Bal		\$51.55							3	2022
Receipt		\$51.55	12/6/2022						3	2022
Service	STORM WATE	\$6.00	12/27/2022						3	2022
Service	WATER BASE	\$14.50	12/27/2022						3	2022
Service	WATER MTR	\$7.43	12/27/2022	98427E	11/29/2022	99253 E	12/27/2022	826	3	2022
Service	SEWER BASE	\$14.50	12/27/2022						3	2022
Service	SEWER	\$9.09	12/27/2022					826	3	2022
Service	WTR TEST FE	\$0.81	12/27/2022						3	2022
Cur Charges		\$52.33	12/27/2022						3	2022
Total		\$52.33	12/27/2022						3	2022
Calculation Number 199										
Calculation Number 200										
Prev Bal		\$52.33							4	2023
Receipt		\$52.33	1/5/2023						4	2023
Service	STORM WATE	\$7.00	1/26/2023						4	2023
Service	WATER BASE	\$15.00	1/26/2023						4	2023
Service	WATER MTR	\$8.24	1/26/2023	99253E	12/27/2022	100120 E	1/26/2023	867	4	2023
Service	SEWER BASE	\$15.00	1/26/2023						4	2023
Service	SEWER	\$9.97	1/26/2023					867	4	2023
Service	WTR TEST FE	\$0.81	1/26/2023						4	2023
Cur Charges		\$56.02	1/26/2023						4	2023
Total		\$56.02	1/26/2023						4	2023
Calculation Number 200										
Calculation Number 201										
Prev Bal		\$56.02							5	2023
Receipt		\$56.02	2/2/2023						5	2023
Service	STORM WATE	\$7.00	2/27/2023						5	2023
Service	WATER BASE	\$15.00	2/27/2023						5	2023
Service	WATER MTR	\$8.65	2/27/2023	100120E	1/26/2023	101030 E	2/27/2023	910	5	2023
Service	SEWER BASE	\$15.00	2/27/2023						5	2023
Service	SEWER	\$10.47	2/27/2023					910	5	2023
Service	WTR TEST FE	\$0.81	2/27/2023						5	2023
Cur Charges		\$56.93	2/27/2023						5	2023
Total		\$56.93	2/27/2023						5	2023
Calculation Number 201										
Calculation Number 202										
Prev Bal		\$56.93							6	2023
Receipt		\$56.93	3/13/2023						6	2023
Service	STORM WATE	\$7.00	3/27/2023						6	2023
Service	WATER BASE	\$15.00	3/27/2023						6	2023
Service	WATER MTR	\$9.07	3/27/2023	101030E	2/27/2023	101985 E	3/27/2023	955	6	2023
Service	SEWER BASE	\$15.00	3/27/2023						6	2023
Service	SEWER	\$10.98	3/27/2023					955	6	2023
Service	WTR TEST FE	\$0.81	3/27/2023						6	2023
Cur Charges		\$57.86	3/27/2023						6	2023
Total		\$57.86	3/27/2023						6	2023
Calculation Number 202										
Calculation Number 203										
Prev Bal		\$57.86							7	2023
Receipt		\$57.86	4/6/2023						7	2023
Service	STORM WATE	\$7.00	4/26/2023						7	2023
Service	WATER BASE	\$15.00	4/26/2023						7	2023
Service	WATER MTR	\$9.52	4/26/2023	101985E	3/27/2023	102987 E	4/26/2023	1002	7	2023
Service	SEWER BASE	\$15.00	4/26/2023						7	2023
Service	SEWER	\$11.52	4/26/2023					1002	7	2023
Service	WTR TEST FE	\$0.81	4/26/2023						7	2023
Cur Charges		\$58.85	4/26/2023						7	2023
Total		\$58.85	4/26/2023						7	2023
Calculation Number 202										
Calculation Number 204										
Prev Bal		\$58.85							8	2023
Receipt		\$58.85	5/8/2023						8	2023
Service	STORM WATE	\$7.00	5/26/2023						8	2023
Service	WATER BASE	\$15.00	5/26/2023						8	2023



Type	Charge	Amount	Date	Prev Read	Prev Read Date	Curr Read	Curr Read Date	Usage	Bill Per	Year
Prev Bal		\$65.93							2	2023
Receipt		\$65.93	11/1/2023						2	2023
Service	STORM WATE	\$7.00	11/27/2023						2	2023
Service	WATER BASE	\$15.00	11/27/2023						2	2023
Service	WATER MTR	\$13.35	11/27/2023	110133E	10/26/2023	111538 E	11/27/2023	1405	2	2023
Service	SEWER BASE	\$15.00	11/27/2023						2	2023
Service	SEWER	\$16.16	11/27/2023					1405	2	2023
Service	WTR TEST FE	\$0.81	11/27/2023						2	2023
Cur Charges		\$67.32	11/27/2023						2	2023
Total		\$67.32	11/27/2023						2	2023
Calculation Number 210										
Calculation Number 211										
Prev Bal		\$67.32							3	2023
Receipt		\$67.32	12/6/2023						3	2023
Service	STORM WATE	\$7.00	12/21/2023						3	2023
Service	WATER BASE	\$15.00	12/21/2023						3	2023
Service	WATER MTR	\$14.01	12/21/2023	111538E	11/27/2023	113013 E	12/21/2023	1475	3	2023
Service	SEWER BASE	\$15.00	12/21/2023						3	2023
Service	SEWER	\$16.96	12/21/2023					1475	3	2023
Service	WTR TEST FE	\$0.81	12/21/2023						3	2023
Cur Charges		\$68.78	12/21/2023						3	2023
Total		\$68.78	12/21/2023						3	2023
Calculation Number 211										
Calculation Number 212										
Prev Bal		\$68.78							4	2024
Receipt		\$68.78	1/4/2024						4	2024
Service	STORM WATE	\$7.00	1/29/2024						4	2024
Service	WATER BASE	\$15.50	1/29/2024						4	2024
Service	WATER MTR	\$15.48	1/29/2024	113013E	12/21/2023	114561 E	1/29/2024	1548	4	2024
Service	SEWER BASE	\$15.50	1/29/2024						4	2024
Service	SEWER	\$18.58	1/29/2024					1548	4	2024
Service	WTR TEST FE	\$0.81	1/29/2024						4	2024
Cur Charges		\$72.87	1/29/2024						4	2024
Total		\$72.87	1/29/2024						4	2024
Calculation Number 212										
Calculation Number 213										
Prev Bal		\$72.87							5	2024
Receipt		\$72.87	2/8/2024						5	2024
Service	STORM WATE	\$7.00	2/28/2024						5	2024
Service	WATER BASE	\$15.50	2/28/2024						5	2024
Service	WATER MTR	\$16.25	2/28/2024	114561E	1/29/2024	116186 E	2/28/2024	1625	5	2024
Service	SEWER BASE	\$15.50	2/28/2024						5	2024
Service	SEWER	\$19.50	2/28/2024					1625	5	2024
Service	WTR TEST FE	\$0.81	2/28/2024						5	2024
Cur Charges		\$74.56	2/28/2024						5	2024
Total		\$74.56	2/28/2024						5	2024
Calculation Number 213										
Calculation Number 214										
Prev Bal		\$74.56							6	2024
Receipt		\$74.56	3/7/2024						6	2024
Service	STORM WATE	\$7.00	3/26/2024						6	2024
Service	WATER BASE	\$15.50	3/26/2024						6	2024
Service	WATER MTR	\$17.06	3/26/2024	116186E	2/28/2024	117892 E	3/26/2024	1706	6	2024
Service	SEWER BASE	\$15.50	3/26/2024						6	2024
Service	SEWER	\$20.47	3/26/2024					1706	6	2024
Service	WTR TEST FE	\$0.81	3/26/2024						6	2024
Cur Charges		\$76.34	3/26/2024						6	2024
Total		\$76.34	3/26/2024						6	2024
Calculation Number 214										
Calculation Number 215										
Prev Bal		\$76.34							7	2024
Receipt		\$76.34	4/4/2024						7	2024
Service	STORM WATE	\$7.00	4/26/2024						7	2024
Service	WATER BASE	\$15.50	4/26/2024						7	2024
Service	WATER MTR	\$17.91	4/26/2024	117892E	3/26/2024	119683 E	4/26/2024	1791	7	2024
Service	SEWER BASE	\$15.50	4/26/2024						7	2024
Service	SEWER	\$21.49	4/26/2024					1791	7	2024
Service	WTR TEST FE	\$0.81	4/26/2024						7	2024

Type	Charge	Amount	Date	Prev Read	Prev Read Date	Curr Read	Curr Read Date	Usage	Bill Per	Year
Service	WATER MTR	\$23.97	10/29/2024	130067E	9/26/2024	132464 E	10/29/2024	2397	1	2024
Service	SEWER BASE	\$15.50	10/29/2024						1	2024
Service	SEWER	\$28.76	10/29/2024					2397	1	2024
Service	WTR TEST FE	\$0.81	10/29/2024						1	2024
Cur Charges		\$91.54	10/29/2024						1	2024
Total		\$91.54	10/29/2024						1	2024
Calculation Number 221										
Calculation Number 222										
Prev Bal		\$91.54							2	2024
Receipt		\$91.54	11/4/2024						2	2024
Service	STORM WATE	\$7.00	11/26/2024						2	2024
Service	WATER BASE	\$15.50	11/26/2024						2	2024
Service	WATER MTR	\$25.16	11/26/2024	132464E	10/29/2024	134980 E	11/26/2024	2516	2	2024
Service	SEWER BASE	\$15.50	11/26/2024						2	2024
Service	SEWER	\$30.19	11/26/2024					2516	2	2024
Service	WTR TEST FE	\$0.81	11/26/2024						2	2024
Cur Charges		\$94.16	11/26/2024						2	2024
Total		\$94.16	11/26/2024						2	2024

Calculation Number 222

For 01-0000775-00-6 1212 MAIN ST W

12/27/21-10/26/2022	Non-Estimating	Beginning	90,480	Ending	97,640	7,160	Avg Gallons/mth	795.56
11/29/22-11/26/2024	Estimating	Beginning	97,640	Ending	134,980	37,340	Avg Gallons/mth	1,436.15
							Overage	(640.60)

Actual Bill Calculation	# of months	Water		Sewer		Total Due
		Usage Rate	Usage Due	Usage Rate	Usage Due	
2022	3	\$9.00	(\$11.53)	\$11.00	(\$14.09)	(\$25.62)
2023	12	\$9.50	(\$73.03)	\$11.50	(\$88.40)	(\$161.43)
2024	11	\$10.00	(\$32.03)	\$12.00	(\$38.44)	(\$70.47)
	26		(\$116.59)		(\$140.93)	(\$257.52)

## City of Silver Lake 2025 Fee Schedule

<b>Photocopies and Other Misc.</b>	<b>Fee</b>
Copies	\$0.25
Send Fax (1st Page)	\$5.00
Each Additional Page	\$1.00
Receive Fax (1st Page)	\$2.00
Each Additional Page	\$0.50
Return Check fee	\$30.00
Assessment Search	\$20.00
<b>City Maps</b>	
8.5X11	free
11X17	free
24X36	\$5.00
Publications	Cost plus tax
<b>Business Licenses</b>	
<b>Fee</b>	
<b>Fee required at time of application. Issuance subject to Council approval. All licenses and permits expire at midnight, December 31st of the license year unless otherwise noted. Fees are not prorated for partial terms.</b>	
Liquor On-Sale	\$2,500.00
Club Liquor On Sale	\$300.00
Liquor On-Sale (temporary per day)	\$25.00
Wine On-Sale	\$150.00
3.2 Beer on-sale	\$150.00
3.2 Beer off-sale	\$25.00
3.2 Beer on-sale (temporary 1st day)	\$25.00
(each additional day)	\$10.00
Gambling approvals	\$25.00
Dance/Live music	\$25.00
Cannabis Retail Registration Fee	\$500.00
Cannabis Retail Renewal Fee	\$1,000.00
<b>Transient merchants, Peddlers, Solicitors</b>	
<b>Fee</b>	
per day	\$30.00
per week	\$50.00
per month	\$75.00
per year	\$200.00
Multi-Unit Housing Certificate (per unit)	\$25.00
Multi-Unit Housing Special/Re-Inspection	\$50.00
Garbage Hauler Application Fee	\$50.00
<b>Building and Zoning</b>	
<b>Fee</b>	
Building Permit	1994 Code
General permit	\$50.00 + State Surcharge
Heating/Air Conditioning Permit	See Building Code Fee Schedule
Plumbing Permit	See Building Code Fee Schedule
Plan Review	65% of Bldg. Permit Fee
Plan Review Deposit	Cost of Plan Review Fee
Copy of Zoning Ord.	\$10.00
Copy of Subd. Ord.	\$5.00
Permit Renewal (if no changes are made to original)	1/2 the original permit fee

# City of Silver Lake 2025 Fee Schedule

<b>Zoning and Subdivision</b>	<b>Fee</b>
<b>Fees collected at the time application is submitted for City review. Fees cover the cost of staff time, office supplies, telephone calls, etc. Additional fees or deposits against out of pocket costs by the City may also apply. Refund of fee less 50% if applicatin is withdrawn a minimum of two weeks prior to meeting.</b>	
Appeals	no charge
Conditional Use Permit Application	\$150.00
Rezoning/Amendment application	\$150.00
Variance Application	\$150.00
Prelininary Plat:	
a) Initial Application	\$100.00
(plus per lot fee)	\$5.00
b) Reapplication	\$50.00
Final Plat:	
a) Initial Application	\$50.00
(plus per lot fee)	\$2.50
b) Reapplication	\$25.00
Replat:	
a) Initial Application	\$50.00
b) Reapplication	\$25.00
Minor Subdivision:	
a) Initial Application	\$50.00
b) Reapplication	\$25.00
Annexation Petition	\$500.00
<hr/>	
<b>Water, Sewer Storm Sewer Utility:</b>	<b>Fee</b>
<b>Billed Monthly. Sales tax charged on commercial accounts. Past due accounts subject to a penalty.</b>	
Water Base Charge (monthly); Two charged if additional CUP line is approved	\$15.50
Water Usage Charge (per 1,000 gals.)	\$12.00
State testing fee (monthly) State Mandated	\$0.81
Sewer Base Charge (monthly); Two charged if additional CUP line is approved	\$15.50
Sewer Usage Charge (per 1,000 gals.)	\$11.00
<i>(Additional Water &amp; Sewer Base Fees charged to properties with a second service run from the main residence per City Ordinance)</i>	
<b>Bulk Water Rate for work completed within city limits / work outside city limits</b>	<b>\$15.00</b>
<b>Meter Rental for Bulk Water Purchases</b>	<b>\$60.00</b>
Sewer hook-up (initial unit)	\$2,500.00
(Each additional multi family unit)	\$500.00
Water meter (including remote)	City Cost + 5%
Water hook-up (initial unit)	\$2,500.00
(additional units)	\$500.00
Utility Finalization Fee (billed when closing date changes but City office is not notified and account is finalized with incorrect closing date)	\$50.00
Water turn on Charge	\$50.00
Water turn off Charge	\$50.00
Monthly late penalties	5.00%
Storm Water Utility Basic System Rate	\$11.00
Certify to taxes	30.00%

# City of Silver Lake 2025 Fee Schedule

Storm Water Utility

REF Rate x Basic System Rate (\$7.00)=Monthly SWU Fee

Fee  
Varies

<u>Classification</u>	<u>Land Use</u>	<u>REF Rate</u>
	<b><u>Residential Lots</u></b>	
	<b>Apartment Units</b>	
1	apartment - (each unit) .....	0.25
	<b>or to apartment owner based upon non-residential square footage below</b>	
2	Single Family Residential .....	1.0
3	Twin Home (each unit) .....	1.0
4	Four Plex (each unit) .....	0.5
5	Single Family Manufactured Home in Manufactured Housing Park .....	0.25
	<b><u>Non-Residential Lots</u></b>	
6	up to 7,000 square feet .....	2.0
7	7,001 to 14,520 square feet .....	3.0
8	14,521 to 43,560 square feet .....	4.0
9	43,560 to 87,160 square feet .....	8.0
10	87,161 to 174,240 square feet .....	12.0
11	over 174,241 square feet .....	16.0
12	Vacant Lot (no structures/no hard surface) .	0.0

**Ambulance Service**

	<u>Fee</u>
Base Charge (Normal)	\$1,100.00
Base Charge (Accident Response)	\$1,100.00
Mileage (per loaded mile)	\$23.00
Supplies	\$0.00
Ambulance Report each (one provided free to patient)	\$5.00
Advanced Life Support (ALS) Intercept	Varies by provider

**Police Services**

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

**Public Works Department**

	<u>Fee</u>
Labor & Equipment (per hour) ie. Snow removal/cleanup	\$100.00
Administrative Fee (Billing)	\$25.00
Administrative Fee (Assessment Prep)	\$25.00
Street Opening Permit	\$300.00

**Auditorium**

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

## City of Silver Lake 2025 Fee Schedule

<b>Bruce Maresh Aquatic Center</b>	<b>Fee</b>
<u>Pool Passes</u>	
--Family Season Pass (up to 5 per household)	\$80+\$40/each additional
--Individual Season Pass	\$80.00
--Daily Pass	\$6.00
<u>Swim Lessons</u>	
--All Ages	\$60.00
--Semi-Private Lessons	\$80.00
Pool Rental - 1 hour with Lifeguard for up to 20 people	\$150.00
Additional Lifeguard for Rental (per hour)	\$25.00
<b>Summer Recreation Program</b>	<b>Fee</b>
Annual Fee for Ball Field Rental	\$250.00
Summer Recreation	\$65.00
K-2 Baseball	\$35.00
Upper Level Baseball	\$120.00
Football Camp	\$15.00

Valuation	Current Fee Schedule			Proposed Fee Schedule			Difference
	Permit Fee	Plan Review	Total	Permit Fee	Plan Review	Total	
\$500.00	\$35.00	\$22.75	\$57.75	\$75.00	\$48.75	\$123.75	\$66.00
\$1,000.00	\$48.75	\$31.69	\$80.44	\$75.00	\$48.75	\$123.75	\$43.31
\$2,000.00	\$76.25	\$49.56	\$125.81	\$75.00	\$48.75	\$123.75	(\$2.06)
\$5,000.00	\$113.75	\$73.94	\$187.69	\$121.20	\$78.78	\$199.98	\$12.29
\$10,000.00	\$176.25	\$114.56	\$290.81	\$198.20	\$128.83	\$327.03	\$36.22
\$25,000.00	\$363.75	\$236.44	\$600.19	\$429.20	\$278.98	\$708.18	\$107.99
\$50,000.00	\$588.75	\$382.69	\$971.44	\$706.95	\$459.52	\$1,166.47	\$195.03
\$100,000.00	\$901.25	\$585.81	\$1,487.06	\$1,091.95	\$709.77	\$1,801.72	\$314.66
\$500,000.00	\$2,901.25	\$1,885.81	\$4,787.06	\$3,555.95	\$2,311.37	\$5,867.32	\$1,080.26
\$1,000,000.00	\$5,026.20	\$3,267.03	\$8,293.23	\$6,170.95	\$4,011.12	\$10,182.07	\$1,888.84

2023 Permits		2024 Permits to Date	
\$2000 and under	3	\$2000 and under	2
\$2001-\$25,000	15	\$2001-\$25,000	11
\$25,001-\$50,000		\$25,001-\$50,000	3
\$50,001-\$100,000	1	\$50,001-\$100,000	2
\$100,001-\$500,000		\$100,001-\$500,000	
\$500,001-\$1,000,000		\$500,001-\$1,000,000	



# CITY OF SILVER LAKE (Proposed)

## BUILDING/MECHANICAL/PLUMBING CODE PERMIT FEE SCHEDULE

Effective Date: \_\_\_\_\_  
 Effective Date: \_\_\_\_\_

### State Surcharge

The State Surcharge is a State fee imposed on all permits issued by municipalities. The State Surcharge amount is based on MN Statute 326B.148, subdivision 1, which can be viewed here → <https://www.revisor.mn.gov/statutes/cite/326B.148>

### Permit Fees

Pursuant to MN Rules Chapter 1300.0160 subpart 4, permits fees shall be based on valuation except:

- one- and two-family dwelling maintenance permits for roofing, siding, windows, doors, or other minor projects may be charged a fixed fee.
- permits for plumbing, mechanical, electrical, or other building service equipment systems may be based on valuation or charged a fixed fee.

### Valuation

Pursuant to MN Rules Chapter 1300.0160 subpart 3, The applicant for a permit shall provide an estimated permit value at time of application. Permit valuations shall include the total value of all construction work, including materials and labor, for which the permit is being issued, such as electrical, gas, mechanical, plumbing equipment, and permanent systems. The building permit valuation shall be set by the Building Official. For determining the permit valuation, the Building Official will use the supplied valuation with a minimum value as calculated by the current International Code Council Building Valuation Data Table (and other data as needed, for projects not specified in that table).

### Valuation Table (See separate fee comparison spreadsheet)

Fee Schedule Base: 1997 (+10%)

Value up to (and including):	Base Amount:	For the first:	Plus:	For each additional:
\$2000.00	\$75.00			
\$25,000.00	\$75.00	\$2000.00	\$15.40	\$1,000 or fraction thereof
\$50,000.00	\$429.20	\$25,000.00	\$11.11	\$1,000 or fraction thereof
\$100,000.00	\$706.95	\$50,000.00	\$7.70	\$1,000 or fraction thereof
\$500,000.00	\$1091.95	\$100,000.00	\$6.16	\$1,000 or fraction thereof
\$1,000,000.00	\$3555.95	\$500,000.00	\$5.23	\$1,000 or fraction thereof
Over \$1,000,000.00	\$6170.95	\$1,000,000.00	\$4.40	\$1,000 or fraction thereof

### Plan Review/Compliance Verification Fees – (Commercial and Residential)

*Unless otherwise noted, all permits require a review for compliance with applicable codes.*

- Plan Review/Compliance Verification:
  - 65% of the Permit Fee
- Review of State-approved plans:
  - 25% of the Plan Review/Compliance Verification fee identified above.
- Plan Review/Compliance Verification for master and similar plans:
  - 65% of the permit fee for the original plan review
  - 25% of the permit fee for similar plans
  - The use of these fees must be identified upon submittal of the master plan.

**CITY OF SILVER LAKE (Proposed)**  
**BUILDING/MECHANICAL/PLUMBING CODE PERMIT FEE SCHEDULE**

Residential Permit Fees

**(for permits that are issued over-the-counter and have flat-rate fees)**

*(Definition of residential: **IRC-1 Single Family Dwelling:** Any building that contains one dwelling unit used, intended, or designed to be built, used, rented, leased, let, or hired out to be occupied, or occupied for living purposes. **IRC-2 Two-Family Dwelling:** Any building that contains two separate dwelling units with separation either horizontal or vertical on one lot used, intended, or designed to be built, used, rented, leased, let, or hired out to be occupied, or occupied for living purposes. **IRC-3 – Townhouse:** Definition: A single-family dwelling unit constructed in a group of two or more attached units in which each unit extends from the foundation to the roof and having open space on at least two sides of each unit. Each single-family dwelling unit shall be considered to be a separate building. Separate building service utilities shall be provided to each single-family dwelling unit when required by other chapters of the State Building Code. **IRC-4 Accessory Structure:** Definition: A structure not greater than 3000 ft<sup>2</sup> in floor area, and not over two stories in height, the use of which is customarily accessory to and incidental to that of the dwelling(s) and which is located on the same lot.*

- **Unless identified below, all residential permits require a valuation, and fees shall be calculated using the Valuation Table.**

Fixed Fees are as follows and do not require a review for compliance:

**Maintenance Permit Fees (for one- and two-family dwellings and accessory structures only):**

- Re-Roof: ~~\$50.00~~ **\$75.00** - Replacement of like-for-like roof covering materials only
- Re-Side: ~~\$50.00~~ **\$75.00** - Replacement of siding material only
- Re-Window: ~~\$50.00~~ **\$75.00** - Replacement of same size windows
- Re-Door/Garage door: ~~\$50.00~~ **\$75.00** - Replacement of same size doors

**Plumbing Permit Fees:**

- New fixtures: ~~\$75.00~~ **\$80.00** (plus ~~\$7.50~~ **\$10.00** per fixture after 8 fixtures)
- Lawn Irrigation Systems: ~~\$40.00~~ **\$65.00**
- Fixture Replacement: ~~\$40.00~~ **\$65.00/fixture**

**Mechanical Permit Fees:**

- New appliances/fireplace inserts: ~~\$76.00~~ **\$80.00** minimum (plus ~~\$38.00~~ **\$40.00** per unit after 2 units)
- Gas Line (with mechanical permit): \$10.00 per gas line, \$20.00 minimum
- Gas Line only permit: ~~\$38.00~~ **\$65.00**
- Unit Replacement: ~~\$45.00~~ **\$65.00/unit**
- Fireplace masonry – Based on valuation (building permit required)

Exterior Structure Fees

- **The following exterior structure permits require a valuation and fees shall be calculated using the valuation table.**

- Retaining Wall (over 4' in height)
- Fence (over 7' in height)
- Sheds (over 200 sq. feet)
- Permanent and In-ground Swimming Pools

Retaining Walls under 4', Fences under 7', Sheds under 200 sq. feet, and Seasonal Swimming Pools require a zoning permit: ~~\$50.00/\$75.00~~ **\$75.00 (no state surcharge)**

(Seasonal residential swimming pools requiring permits (over 24" deep or 5000 gallons in capacity, installed entirely above grade) are allowed to be installed with a single application and approval provided that the same pool is installed in the same location each year. Once approved, the pool may be put up and taken down any

# CITY OF SILVER LAKE (Proposed)

## BUILDING/MECHANICAL/PLUMBING CODE PERMIT FEE SCHEDULE

number of times. A site plan is required to be approved as a part of the permit submittal, and it must be kept on site for review as needed.)

### Commercial Permit Fees

*(Includes Structures that are not Residential as defined in the "Residential Permit Fees" Section; Fire Suppression & Alarm systems; Mechanical systems; and Plumbing systems)*

- **All commercial permits require a valuation and fees shall be calculated using the Valuation Table.**

- Building Permit minimum: ~~\$75.00~~ \$100.00
- Plumbing Permit minimum: ~~\$75.00~~ \$100.00
- Mechanical Permit minimum: ~~\$75.00~~ \$100.00
- Gas Line Only Permit minimum: ~~\$50.00~~ \$100.00
- Fire Suppression Permit minimum: \$100.00 (new min)
- Fire Alarm Permit minimum: \$100.00 (new min)

### Demolition Permit Fees

- **All demolition permits require a valuation and fees shall be calculated using the Valuation Table.**

- Demolition Permit minimum: \$100.00 (new min)

### Manufactured (Mobile), Modular, and Moved In Structure Fees

- **Foundations and interior remodels for these structures require separate permits which requires a valuation. Fees shall be calculated using the valuation table.**

- Pre-moved in single family dwelling Inspection: ~~\$150.00~~ \$175.00 plus travel time and mileage from municipality office (as calculated by Google maps)
- Pre-moved in accessory structure Inspection: ~~\$100.00~~ \$125.00 plus travel time and mileage from municipality office (as calculated by Google maps)
- Site work: Requires a valuation and fees shall be calculated using the Valuation Table
- Moved In House: ~~\$200.00~~ \$275.00
- Moved In Accessory structure: \$200.00
- Manufactured (Mobile) Home: ~~\$250.00~~ \$275.00
- Plumbing Connection: \$ 75.00
- Mechanical Connection: \$ 75.00

### Site, Sediment and Erosion Fees

- Residential Site Inspection: ~~\$45.00~~ \$65.00
  - Required for new construction of/on homes, detached garages, and accessory structures.
- Commercial Site Inspection: ~~\$45.00~~ \$95.00
  - Required for new construction of/on buildings and accessory structures.
- S.E.C. (Sediment and Erosion Control):
  - .0006 x permit valuation for all permits requiring the monitoring the control of sediment and erosion on a construction site.
  - Minimum \$150.00 (new home and commercial construction projects)
  - Minimum \$50.00 (other projects)

**CITY OF SILVER LAKE (Proposed)**  
**BUILDING/MECHANICAL/PLUMBING CODE PERMIT FEE SCHEDULE**

Other Inspections and Fees

Re-inspection Fee - A re-inspection fee may be assessed for each inspection or re-inspection when such portion of work for which inspection is requested is not complete or when required corrections are not made. On valuation-based building permits, this fee is not to be interpreted as requiring re-inspection fees the first time a job is rejected for failure to comply with the requirements of the code, but as controlling the practice of calling for inspections before the job is ready for such inspection or re-inspection. Re-inspection fees may also be assessed 1) when full access to the site is not provided for the inspector, 2) when the inspector is not met by the responsible individual (no-show), 3) on fixed-fee permits where corrections are required to be inspected, and 4) when deviations from the approved plans have occurred without prior Building Official approval. Re-inspection fees are due on or before the re-inspection. Payment to be made payable to the Municipality:	<del>\$50.00</del> \$75.00
Inspections outside of normal business hours (includes travel time both ways with a 2-hour minimum):	<del>\$65.00</del> \$95.00/hr.
Inspections for which no fee is indicated, miscellaneous and special services (half-hour minimum):	<del>\$65.00</del> \$95.00/hr.
Additional Plan Review required by changes, additions, or revisions to approved plans (half-hour minimum)	<del>\$65.00</del> \$95.00/hr.
Special Investigation fee (work started without obtaining a permit)	100% of permit fee
Copy charge (black/white 8 ½ x 11) — per side	\$.25/sheet
Copy charge (black/white 11 x 17 and 8 ½ x 14) — per side	\$.50/sheet
Copy charge (color 8 ½ x 11) — per side	\$1.00/sheet
Copy charge (color 11 x 17 and 8 ½ x 14) — per side	\$2.00/sheet
Replacement permit card fee — short card (8 ½ x 7)	\$25.00
Replacement permit card fee — long card (8 ½ x 14)	\$50.00
Print or Copy charge (large plan sheet)	\$4.00/pg
Residential Contractor License verification (for eligible projects) MN Statute 236B.815 Subd. 2	\$5.00
Lead Certification verification (for eligible projects) MN Statute 236B.103 Subd. 13	\$5.00
Permit Renewal within 6 mos. of expiration (no plan changes, no code changes, new permit number)	50% of original permit fee
Permit Renewal 6 mos. or more after expiration (new permit required)	based on valuation of remaining work
Change of Use with no other permits issued	<del>\$75.00</del> \$100.00
Pre-Final Inspection (new home or structure)	<del>\$65.00</del> \$75.00
Temporary Certificate of Occupancy -- Escrow (less costs to administer)	\$1,000.00
Refunds for Issued Permits: NOTE: The permit applicant is responsible to pay the Plan Review fee (if the Review has been completed) even if the project is cancelled prior to permit issuance.	
Fixed-fee permits	0%
Plan review fee	0%
Permit fee (if work not started) within 6 months of issuance by municipality	<del>75%</del> 80%

## Rationale for Proposed Fee Schedule Changes

- Silver Lake has not updated its permit fees since 2018. Fee schedule changes that are made too infrequently are much more jarring to permit applicants than are gradual changes.
- Fee change suggestions have been made to those fees that were significantly out of line with other jurisdictions and/or with costs to the City.
  - Maintenance permit fees (residential roofing, siding, windows/doors) were raised from \$50 to \$75.
  - Single inspection trip permits for residential plumbing and mechanical work were raised from \$40 to \$65.
  - Zoning fees (for permits that utilize SAFEbuilt inspectors) were raised from \$50 to \$75 (the seasonal swimming pool zoning fee was already \$75).
  - The Moved-In House fee was added to distinguish moved-in homes from moved-in other structures. The moved-in structure fee remains \$200, and the Moved-In House and Manufactured Home flat fees were updated to \$275 from \$200/\$250.
  - The Residential Site inspection fee was raised from \$45 to \$65.
  - The Commercial Site inspection fee was raised from \$45 to \$95.
  - Re-inspection fees and hourly fees were updated (see last page).
  - Commercial permit fees had their minimums updated from \$75 to \$100.
  - The valuation table was updated to raise the minimum permit fee to \$75, and to raise the fees for the remaining permit valuation categories incrementally. You'll see on the Fee Comparison spreadsheet that the vast majority of Silver Lake building permit fees would increase by \$100 or less (including the plan review fee).
- Some fees were removed, as they are no longer relevant to our work.
  - The Duplicate Permit Card fees were removed, as duplicate cards can simply be printed from our permitting software and do not need to be done by hand.
  - The copy charges were removed, and a "large-plan" copy fee was added (the large plan copies require the use of a plotter).

# CITY OF SILVER LAKE

## BUILDING CODE FEE SCHEDULE

Effective Date: 8/20/2018

Last Updated: 3/26/19 (formatting only)

### Residential Fees

#### **(for permits that are issued over-the-counter and have flat-rate fees)**

*(Definition of residential: **IRC-1 Single Family Dwelling:** Any building that contains one dwelling unit used, intended, or designed to be built, used, rented, leased, let, or hired out to be occupied, or occupied for living purposes. **IRC-2 Two-Family Dwelling:** Any building that contains two separate dwelling units with separation either horizontal or vertical on one lot used, intended, or designed to be built, used, rented, leased, let, or hired out to be occupied, or occupied for living purposes. **IRC-3 – Townhouse:** Definition: A single-family dwelling unit constructed in a group of two or more attached units in which each unit extends from the foundation to the roof and having open space on at least two sides of each unit. Each single-family dwelling unit shall be considered to be a separate building. Separate building service utilities shall be provided to each single-family dwelling unit when required by other chapters of the State Building Code. **IRC-4 Accessory Structure:** Definition: A structure not greater than 3000 ft<sup>2</sup> in floor area, and not over two stories in height, the use of which is customarily accessory to and incidental to that of the dwelling(s) and which is located on the same lot.*

#### **Maintenance Permit Fees:**

- Re-Roof: \$50.00 see handout for when building permit is required.
- Re-Side: \$50.00 see handout for when building permit is required.
- Re-Window: \$50.00 replacement of same size windows
- Re-Door/Garage door: \$50.00 replacement of same size doors

#### **Zoning Permit Fees:**

- Shed (under 200 sq. ft.) \$50.00 no state surcharge
- Fence (under 7' in height) \$50.00 no state surcharge
- Retaining Wall (under 4' in height) \$50.00 no state surcharge  
(Fences over 7' in height and retaining walls over 4' in height require building permits submitted for plan review and are based on valuation)

#### **Plumbing Permit Fees:**

- New fixtures: \$75.00 (minimum) (\$7.50 per fixture)
- Lawn Irrigation Systems: \$40.00
- Fixture Maintenance: \$40.00 (This permit is for replacing a previously existing fixture or appliance where only disconnecting and reconnecting of existing pipes or ducts is to be done. Changing vent systems, running new drain or supply lines, or replacing or installing new ductwork, pipes, or vents is not fixture maintenance. Examples include Sink, Toilet, Water Softener, Hose bib, or Water Heater Replacement.)

#### **Mechanical Permit Fees:**

- New appliances: \$76.00 (minimum) (\$38.00 per unit with a two unit minimum)
- Gas Line (with mechanical permit): \$10.00 per gas line, \$20.00 minimum
- Gas Line only permit: \$38.00
- Fire Place insert – see Above (Mechanical Permits)
- Fire Place masonry – Based on valuation (building permit required)
- Fixture Maintenance: \$40.00 (This permit is for replacing a previously existing appliance where only disconnecting and reconnecting of existing pipes or ducts is to be done. Changing vent systems, running new gas lines, or replacing or installing new ductwork, pipes, or vents is not fixture maintenance. Examples include Furnace, Boiler, A/C, or Water Heater Replacement.)

**Moved in Structures: See Building Permit Related Fees – commercial and residential**

# CITY OF SILVER LAKE

## BUILDING CODE FEE SCHEDULE

### Commercial Fees

ALL Commercial permit applications require plan review and permit fees are based on valuation (includes, re-roof, re-side, re-window, re-door, mechanical, plumbing, and demolition).

Building Permit minimum: \$75.00  
 Plumbing minimum: \$75.00  
 Mechanical minimum: \$75.00  
 Gas line minimum: \$50.00 (gas line only)

Fire Sprinkler Systems require regular building permit; fees are based on valuation  
 Fire Alarm Systems require regular building permit; fees are based on valuation

### Valuation Based Fees

(Residential and Commercial building permit fees when plan review is required):  
 Fee Schedule Base: 1994

\$1.00	\$500.00	\$35.00
\$501.00	\$2000.00	\$35.00 for the first \$500.00 plus \$2.75 for each additional \$100.00 or fraction thereof, to and including \$2,000.00
\$2001.00	\$25,000.00	\$76.25 for the first \$2,000.00 plus \$12.50 for each \$1,000.00 or fraction thereof, to and including \$25,000.00
\$25,001.00	\$50,000.00	\$363.75 for the first \$25,000.00 plus \$9.00 for each \$1,000.00 or fraction thereof, to and including \$50,000.00
\$50,001.00	\$100,000.00	\$588.75 for the first \$50,000.00 plus \$6.25 for each \$1,000.00 or fraction thereof, to and including \$100,000.00
\$100,001.00	\$500,000.00	\$901.25 for the first \$100,000.00 plus \$5.00 for each \$1,000.00 or fraction thereof, to and including \$500,000.00
\$500,001.00	\$1,000,000.00	\$2901.20 for the first \$500,000.00 plus \$4.25 for each \$1,000.00 or fraction thereof, to and including \$1,000,000.00
\$1,000,001.00	And up	\$5,028.25 for the first \$1,000,000.00 plus \$2.75 for each additional \$1000.00 or fraction thereof

\*Pursuant to MN Rules Chapter 1300.0160 subpart 3, Building permit valuations shall be set by the Building Official. For determining the permit valuation, the Building Official will use the supplied valuation with a minimum value as calculated by the current Building Valuation Data Table, published each May by the Department of Labor and Industry and other data, as needed, for projects not otherwise specified.

# CITY OF SILVER LAKE

## BUILDING CODE FEE SCHEDULE

### Building Permit Related Fees – (commercial and residential)

- **Plan Check/Document Evaluation fee:** 65% of the Permit Fee for Residential and Commercial Projects
- **Master Plan:** When submittal documents for similar plans are approved, plan review fees shall not exceed 25 percent of the normal building permit fee established and charged for the same structure. Plan review fees for the original plan review is 65% of the permit fee.
- **Review of state approved plans:** 25% of the plan review required by the adopted fee schedule (for orientation to the plans)
- **Residential Site Inspection (including initial S.E.C.),** required for all new construction (new homes, detached garages, accessory structures) \$45.00
- **Commercial Site Inspection (including initial S.E.C.),** required for all new construction (new buildings and accessory structures) \$45.00
- **S.E.C. (Sediment and Erosion Control)** .0006 x permit valuation for all *Building* Permits except Re-Roof, Re-Side, Re-Window, Decks & Interior Remodels; Minimum \$150.00 New Home or Commercial Construction, Minimum \$50.00 on any other non-exempt Construction.
- **Demolition Permit Fees:** Based on valuation
- **Exterior Structures:**
  - Retaining Wall (over 4' in height): based on valuation
  - Fence (over 7' in height): based on valuation
  - Sheds (over 200 sq. feet): based on valuation
  - Swimming Pools:
    - Seasonal Swimming Pools: \$75.00  
(Seasonal residential swimming pools requiring permits (over 24" and 5000 gallons, installed entirely above grade) are allowed to be installed with a single application and approval provided that the same pool is installed in the same location each year. Once approved, the pool may be put up and taken down any number of times. A site plan is required to be approved as a part of the permit submittal, and must be kept on site for review as needed.)
    - Permanent and In-ground Swimming Pools: Based on Valuation
- **Pre-moved in single family dwelling:** \$150.00 plus travel time and mileage from municipality office (as calculated by Google maps)
- **Pre-moved in accessory structure:** \$100.00 plus travel time and mileage from municipality office (as calculated by Google maps)
- **Connection fee – Moved in structure:** \$200.00 (does not include foundation/interior remodel)
- **Connection fee – plumbing:** \$75.00
- **Connection fee – mechanical:** \$75.00
- **Manufactured home installation:** \$250.00 (does not include foundation/interior remodel)
- **Site work for manufactured, prefab, or moved in home (foundation, basement, etc.):** based on valuation

### State Surcharge Fees

**State Surcharge:** Schedule is based on the currently adopted State Surcharge Table – per MN Statute 326B  
State Surcharge is applicable on all permits unless otherwise noted.



**CITY OF SILVER LAKE**  
**BUILDING CODE FEE SCHEDULE**

Other Inspections and Fees

1.	Re-inspection Fee - A re-inspection fee may be assessed for each inspection or re-inspection when such portion of work for which inspection is called is not complete or when corrections called for are not made. On valuation-based building permits, this fee is not to be interpreted as requiring re-inspection fees the first time a job is rejected for failure to comply with the requirements of the code, but as controlling the practice of calling for inspections before the job is ready for such inspection or re-inspection. Re-inspection fees shall also be assessed when 1) the address of the jobsite is not posted, 2) the inspection record card is not posted or provided at the worksite, 3) the approved plans are not readily available for the inspector, 4) full access to the site is not provided for the inspector, 5) the inspector is not met by the responsible individual (no show), 6) on residential (IRC) maintenance permits where corrections are required to be inspected, and 7) deviations from the approved plans occur without prior building official approval. Re-inspection fees are due on or before the re-inspection. Payment made payable to the Municipality:	\$50.00 each
2.	Inspections outside of normal business hours (will include travel time both ways – 2 hour minimum):	\$65.00/hr.
3.	Inspections for which no fee is indicated, Miscellaneous and Special Services (1/2 hour minimum):	\$65.00/hr.
4.	Additional Plan Review required by changes, additions, or revisions to approved plans (½ hour minimum)	\$65.00/hr.
5.	Special Investigation fee (work started without obtaining a permit)	100% of the permit fee
6.	Copy charge (black/white 8 ½ x 11 and 8 ½ x 14)	\$.25/sheet
7.	Copy charge (black/white 11 x 17)	\$.50/sheet
8.	Copy charge (color 8 ½ x 11 and 8 ½ x 14)	\$1.00/sheet
9.	Copy charge (color 11 x 17)	\$2.00/sheet
10.	Print or copy charge (large plan sheet)	\$4.00
11.	Duplicate permit card fee – short card (8 ½ x 7)	\$25.00
12.	Duplicate permit card fee – long card (8 ½ x 14)	\$50.00
13.	License Look-Up (contractor license verification)	\$5.00
14.	Lead Certification (for eligible construction) (contractor Lead Certification Verification)	\$5.00
15.	Permit Renewal within 6 mos. of expiration (no plan changes, no code changes, new permit number)	50% of permit fee
16.	Permit Renewal after 6 mos. of expiration (new permit required)	based on valuation of remaining work
17.	Change of Use	\$75.00
18.	Pre-Final inspection (new home or structure)	\$65.00
19.	Temporary Certificate of Occupancy – Escrow (less costs to administer)	\$1,000.00
20.	Refunds:	
	Plan review (if plan review has not started)	no charge
	Plan review (if plan review has started)	0 %
	Permit fee (if work not started) within 6 months of permit issuance by municipality	75%
	Maintenance Permits	0%
21.	Plan Review Deposit	See Schedule



## McLeod County Environmental Services

1065 5<sup>th</sup> Avenue SE, Hutchinson, MN 55350

PH | (320) 484-4344 FX | (320) 484-4317

STATE OF MINNESOTA  
COUNTY OF MCLEOD  
NOTICE OF PUBLIC HEARING

### To: McLeod County Township and City Clerks

**YOU ARE HEREBY NOTIFIED** that a regular meeting of the McLeod County Planning Commission will be held Wednesday the 22<sup>nd</sup> day of January 2025, at 9:30 a.m. in the McLeod County Environmental Services Facility, Large Conference Room, located at 1065 5<sup>th</sup> Avenue SE, Hutchinson, Minnesota 55350.

**THE PURPOSE OF SAID MEETING** is to consider the following applications located in the County of McLeod and filed with the McLeod County Environmental Services Director. All requests are subject to modifications during the hearing process. A complete legal description for all requests is on file in the Environmental Services Office.

1. **CONDITIONAL USE PERMIT 24-17** by Maynard "Cal" Jordan requesting a second dwelling for family care on property owned by Peter Grundmann and to be located as follows: 19482 CR 9, Lester Prairie, described as 8.91 AC of West ½ of SW ¼ in Section 36, Township 117-027. (Winsted)
2. **CONDITIONAL USE PERMIT 24-18** by Craig Reiner, Reiner Contracting, to renew a mining conditional use permit for a (5) year time-period for mining of gravel, recycle and stockpiling on property in the "A" Agricultural District described as 7.55 AC - SE ¼ of the SW ¼ & Lots 3 & 4 of Section 14, Township 117-030. (Acoma)
3. **CONDITIONAL USE PERMIT 24-19** by Randy Peterson and Dillan Peterson requesting a conditional use permit for mining and excavation of gavel and granular material on property owned by John Macemon. Restoration will be done as mining progresses for wildlife purposes. This property, located in the "A" Agricultural District, is described as follows: (Phase 1) 15.71 acres of 23.00 AC (more or less) of 40.10 AC W ¾ SE ¼ SW ¼ & E 10 AC OF SW ¼ SW ¼ & S 4' W 1078' NE ¼ SW ¼ in Section 20, Township 116-028. (Rich Valley)

**THESE HEARINGS** will be held by the McLeod County Planning Commission at which time you may appear in opposition to or support of the proposed applications. If you or your agent will not be able to appear for any reason, a written statement may be sent to the Zoning Administrator in place of your presence. Thereafter, the McLeod County Planning Commission shall forward its recommendation to the County Board of Commissioners. If you wish to provide comments or objections to the Planning Commission's recommendations, you may take your request to the County Board which has the final authority to act on the findings of the Planning Commission.

  
\_\_\_\_\_  
Marc Telecky, Director

McLeod County of Environmental Services

# Old Business

# New Business

**REQUEST FOR COUNCIL ACTION**

MEETING  
DATE: 1/21/25

<b>AGENDA SECTION:</b> Municipal Liquor Store	<b>ORIGINATING DEPT:</b> Municipal Liquor Store	<b>ITEM NO.</b>
<b>ITEM DESCRIPTION:</b> MMBA Director Hours		<b>PREPARED BY:</b> Karissa K

**COUNCIL ACTION REQUESTED**

1. Request for compensation for Karissa when attending MMBA board meetings, legislative day, annual conference & regional meetings for 2025.

Currently, I am a Director on the Minnesota Municipal Beverage Association board and I am requesting to be paid for the events that I attend instead of using vacation or rearranging my work schedule to make up the time when I am gone. Days that I am requesting would be

- 5-6 days for board meetings
- 2 days for the Annual Conference (September)
- 1 day for Regional Meeting (March or April)

Being a Director on the MMBA has value to the City of Silver Lake as well as our Municipal Liquor Store because I network with other city employees & city officials, and I am able to bring valuable information back to the Liquor Store to help with operations.

Mileage, meals and hotel are covered by the MMBA so there would be no additional cost to the city because of those items.

Thank you for your consideration.

**COUNCIL ACTION:** Motion by: \_\_\_\_\_ Second by: \_\_\_\_\_ to:

# Open Discussion