



Building a Better World  
for All of Us®

## 90% CITY COUNCIL WORKSHOP MINUTES

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

**Date of Meeting:** July 8, 2024

**Project Manager:** Justin Black, PE (Lic. MN)

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

**SEH No.:** SILAK 171969 16.00

**Location of Meeting:** Silver Lake Auditorium

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

- I. **Proposed Schedule**
  - A. See **Handout 1**. Review each item and proposed dates.
  - B. Discuss action items for the City
    1. See updates to Handout 1 with details regarding actions, motions, resolutions, etc.
- II. **Project Phasing**
  - A. See **Handout 2**. Review each area and proposed dates.
    1. Council asked if “daisy-chaining” would be allowed for temporary water. SEH’s specifications will restrict this practice.
    2. Council asked what will happen to water distribution while the watermain on Tower Avenue is being constructed. It is possible that there will be a temporary city-wide water shut down (less than 4 hours) due to blocking access from the water tower. SEH to review.
    3. Discussion about work on Lane Ave next to the swimming pool. Depending on how construction goes, the pool may have to open later in the season due to no other access than off Lane Avenue.
    4. Two main events that the contractor will have to avoid in the phasing of the project is:
      - a. Center St must be constructed outside of Pola-Czesky Days dates, either year.
      - b. Lake Ave in front of Lakeside must be constructed outside of school year dates (will be one of the first areas completed in 2025)
    5. Cleveland lift station likely won’t be reconstructed until 2026 due to procurement of lift station materials, controls, etc.
- III. **Easements on City Property**
  - A. Review easements and scope on city property
    1. Easement 1 – Lane Avenue, Main Lift Station, and Pool
    2. Easement 9 – Alley at Lake Ave and Frank Street
    3. Easement 14 – Auditorium Parking Lot on Center St (west half)
    4. Easement 15 – Auditorium Parking Lot on Center St (east half)
    5. Easement 17 – Muni Parking Lot on Center St (west half)
    6. Easement 18 – Muni Parking Lot on Center St (east half)
    7. Easement 26 – Village Park Concrete Pad on Center Street
    8. Easement 68 – Well Rehab and Sidewalk
    9. Easement 78 – Abandonment of Existing Cleveland Lift Station

Engineers | Architects | Planners | Scientists

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

320.587.7341 | 800.838.8666 | 888.908.8166 fax | [sehinc.com](http://sehinc.com)

SEH is 100% employee-owned | Affirmative Action–Equal Opportunity Employer

10. Easement 95 – Construction of Proposed Cleveland Lift Station
11. Easement 118 – Meter Manhole for Main Lift Station

B. Each individual easement request was approved by council

#### IV. **Signing and Striping Options**

- A. Review various intersections, crossings, and areas for proposed signing and striping.
- B. **Swimming Pool Area**
  1. Continue no parking on west side of Lane Avenue
  2. Crossing marking and pedestrian crossing signs will be added at Frank Street crossing
  3. Stop bars will be included at intersection of Frank Street and Lane Ave
- C. **Main Street Crossings**
  1. Only include markings for pedestrian crossing at Lake Avenue (west side of intersection)
- D. **Frank Street Crossings**
  1. Markings for new sidewalk crossing at Oliver Avenue will be installed
  2. Two-way stop sign orientation at Summit Avenue will be rotated (north-south traffic will have stop signs)
  3. Markings/signs at Park Avenue is to be determined. Council could consider rotating the orientation of this intersection so north-south traffic has stop signs.
- E. SEH to provide Public Works with list of street signs in project area needed to be ordered by Lion's
  1. All other signs will be removed and replaced with new signs. Any signs that the city would like to keep in storage will be provided by the contractor.
- F. SEH to coordinate with GSL to determine signing and striping adjacent to Lakeside Elementary
- G. **Miscellaneous**
  1. Existing yield signs will be replaced with stop signs.
  2. New one way stop signs will be installed at intersections that are currently uncontrolled
  3. Street signs will be installed on top of stop signs
  4. Signs will be installed on power poles when applicable to limit number of posts.

#### V. **Planning for Future Potential Projects**

- A. **Seal Coating Standard Practice**
  1. Place final lift (assume 2026 and 2027 for this project)
  2. Crack seal the year after final lift is placed (assume 2027 and 2028 for this project)
  3. Chip seal the year after crack seal (assume 2028 and 2029 for this project)
  4. Fog seal a few days following chip seal (assume 2028 and 2029 for this project)
  5. SEH can develop a seal coating project for Silver Lake
    - a. SEH will determine if seal coating applicable to USDA-RD funding if there is enough contingency remaining
- B. Sidewalk on Gehlen Drive
- C. Trail extension on Main Street from Lane Avenue to ballfields
  1. Discussion of a trail extension to the bathrooms from Lane Avenue was discussed. This should be able to be retrofitted with the current design as a future city project/initiative.
- D. Campground west of Lane Ave
  1. Stubbing in 6" water main that can be extended to future campground.
  2. Future dump station would be constructed to accommodate sanitary waste.
- E. Sidewalk on north side of Village Park
  1. Landings will be lined up so that a sidewalk could be constructed in the future from Oliver Ave to the park shelter on the north side of Center St.
- F. Watermain north and south of East Avenue at Cleveland Street
  1. Stubs to accommodate future growth and/or looping.
- G. Various sanitary and water stubs for services
  1. Holy Family lots
  2. Shared services on Gehlen Drive (from easement east of Grove Ave)
  3. Creamery lot and northeast corner of Village Park
  4. Northeast corner of Village Park to receive sanitary and water service stubs

- a. Discussed if there was a better location to put these, but due to no water or sewer in Center St on this block, this location was agreed to be the best and closest option.
  - H. Future development east of Park Avenue between Frank Street and Highway 7
    1. Including watermain stub in alleyway
    2. Sanitary for potential future lots could be served from Highway 7
  - I. Reclaim and Overlays
    1. Lake Avenue from Main Street to Highway 7
    2. Center Street from Summit Ave to Lake Ave
    3. Mimms Ave from Main Street to Center Street
    4. Nome Ave from Main Street to Center Street
    5. Oliver Ave from Frank Street to Highway 7
    6. Summit Ave from Frank Street to Highway 7
    7. Howard Street from Summit Ave to Lake Ave
    8. Thomas Ave from Main Street to Cleveland Street
- VI. **Easement Collection and Assessment Review**
- A. Easements were requested to be returned by September 27, 2024.
  - B. Worth reviewing collected easements in early September and spend a day going house-to-house collecting easements
  - C. Assessment hearing will be in Fall 2026, and assessments will be applied to 2027 taxes
    1. SEH will work with Ken to revise/update the City's assessment policy to incorporate project-specific policy developed in March 2024
- VII. **Update on Various Items from Public Works**
- A. Sanitary and water service confirmation
  - B. Gate valve testing

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

**If there are errors contained in this document, or if relevant information has been omitted, please contact Sam Fink at 763.447.1341.**

swf

**PROPOSED SCHEDULE  
INFRASTRUCTURE IMPROVEMENTS PROJECT  
SILVER LAKE, MINNESOTA  
JULY 9, 2024**

**HANDOUT 1**

Task	Date
90%Workshop with City Council	Monday, July 8, 2024
Neighborhood Open House #3	Wednesday, July 10, 2024
Council Order Preparation of Report* <ul style="list-style-type: none"> <li>SEH to provide template resolution for preparation of report</li> </ul>	Monday, July 15, 2024
City to Send PFA Grant Forms to MPCA* <ul style="list-style-type: none"> <li>Forms need to be completed prior to the August Council meeting</li> <li>Diane to coordinate with Gavin Law and Shannon Sweeney to complete (aim for completing by August 9<sup>th</sup>)</li> <li>A person responsible for monitoring prevailing wage needs to be provided (see Form 2)</li> <li>Form 5 needs to be signed by the Mayor</li> <li>Resolution required at August 19<sup>th</sup> Council Meeting (see Form 8)</li> </ul>	Monday, August 19, 2024
City to Provide USDA-RD with Right-of-way Map, RD 442-21, RD 442-22, and RD 1927-29* <ul style="list-style-type: none"> <li>SEH to provide ROW Map to Gavin Law by July 19<sup>th</sup></li> <li>Diane to coordinate with Gavin Law to complete forms prior to August's council meeting (aim for completing on August 9<sup>th</sup>)</li> <li>Motion to sign/submit the forms to USDA-RD at August 19<sup>th</sup> Council Meeting</li> </ul>	Monday, August 19, 2024
SEH to Submit 100% Plans and Specifications to USDA-RD <ul style="list-style-type: none"> <li>3-4 week review time. Expect comments to be returned by USDA-RD by the end of September.</li> <li>SEH will prepare Feasibility Report in the meantime</li> </ul>	Thursday, September 5, 2024
SEH to Present Feasibility Report; Council Receives Report and Calls for Hearing on Improvement* <ul style="list-style-type: none"> <li>SEH to provide template resolution for public hearing</li> </ul>	Monday, September 16, 2024
Neighborhood Open House #4 (Optional) <ul style="list-style-type: none"> <li>TBD if needed at a later date</li> </ul>	TBD (Early October)
City to Publish Notice of Hearing on Improvement	Friday, October 4 and October 11, 2024 (SEH to submit notice to paper and mail to property owners October 1, 2024)
SEH to Submit Revised Plans and Specifications to USDA-RD per Review Comments <ul style="list-style-type: none"> <li>Provides about three weeks for SEH to respond to USDA-RD</li> </ul>	Thursday, October 17, 2024
City to Host Public Hearing (with SEH); Council Authorizes Preparation of Plans and Specifications* <ul style="list-style-type: none"> <li>SEH to provide template resolution for preparation of plans/specs</li> </ul>	Monday, October 21, 2024
SEH to Present Final Plans and Specifications to Council; Council Authorizes Advertisement for Bids* <ul style="list-style-type: none"> <li>SEH to provide template resolution for advertising bids</li> </ul>	Monday, November 18, 2024
Advertise for Bids	Friday, November 22-Thursday, December 19, 2024 (SEH to submit Ad to paper November 19, 2024)
Bid Opening	Thursday, December 19, 2024
Workshop with New Council Members (optional)	Monday, January 13, 2025
Council Receive Bids*	Tuesday, January 21, 2025
Council Accept Bids; Consider Award*	Tuesday, February 18, 2025

\*Milestones where City Council Actions/Resolutions are required.



N.T.S.

SEE SHEET 2 FOR INDEX MAP

## PHASING LEGEND

### NORTH OF MAIN STREET

- AREA 1 - LANE AVENUE STA 12+00 TO HIGHWAY 7 SHALL BE UP TO GRAVEL WITHIN 4 WEEKS OF START OF WORK (SEE THICKENED LINE FOR GENERAL AREA).
- AREA 2 - CANNOT BEGIN UNTIL SUBSTANTIAL COMPLETION OF AREA 1.
- AREA 3 - CANNOT BEGIN UNTIL SUBSTANTIAL COMPLETION OF AREA 2.
- AREA 4 - CANNOT BEGIN UNTIL SUBSTANTIAL COMPLETION OF AREA 3. SHALL BE SUBSTANTIALLY COMPLETED ON OR BEFORE JULY 25\*, OR CANNOT BEGIN UNTIL AUGUST 10\*.
- AREA 5 - CANNOT BEGIN UNTIL SUBSTANTIAL COMPLETION OF AREA 2.
- AREA 6 - CAN BE COMPLETED CONCURRENTLY WITH AREAS 1 THROUGH 5.
- AREA 7 - CANNOT BEGIN UNTIL SUBSTANTIAL COMPLETION OF AREAS 4 AND 5.

### SOUTH OF MAIN STREET

- AREA 8 - CANNOT BEGIN UNTIL JUNE 2, 2025. SHALL BE SUBSTANTIALLY COMPLETE ON OR BEFORE AUGUST 25, 2025.
- AREA 9 - CANNOT BEGIN UNTIL SUBSTANTIAL COMPLETION OF AREA 8.
- AREA 10 - CANNOT BEGIN UNTIL SUBSTANTIAL COMPLETION OF AREA 9.

### EAST OF GROVE AVENUE

- AREA 11 - CAN BE COMPLETED CONCURRENTLY WITH ANY OTHER AREAS. SHALL BE UP TO GRAVEL WITHIN 4 WEEKS OF STARTING ANY GIVEN STREET SECTION..

## PHASING NOTES

SEE SECTION 00 52 00 OF THE PROJECT MANUAL FOR DETAILED PHASING REQUIREMENTS.

ALL STREET SEGMENTS IN THE PROJECT AREA SHALL HAVE ITS INITIAL LIFT OF BITUMINOUS PAVEMENT PRIOR TO NOVEMBER 15\*. IF BACKFILLING OF THE CURB AND GUTTER, TOPSOIL PLACEMENT, AND TURF RESTORATION IS NOT COMPLETED PRIOR TO NOVEMBER 15\*, THE CONTRACTOR SHALL WINTER STABILIZE UNFINISHED AREAS. THIS WINTER STABILIZATION WORK SHALL BE CONSIDERED INCIDENTAL.

DATES WITH AN ASTERISK (\*) CAN BE EITHER 2025 OR 2026.

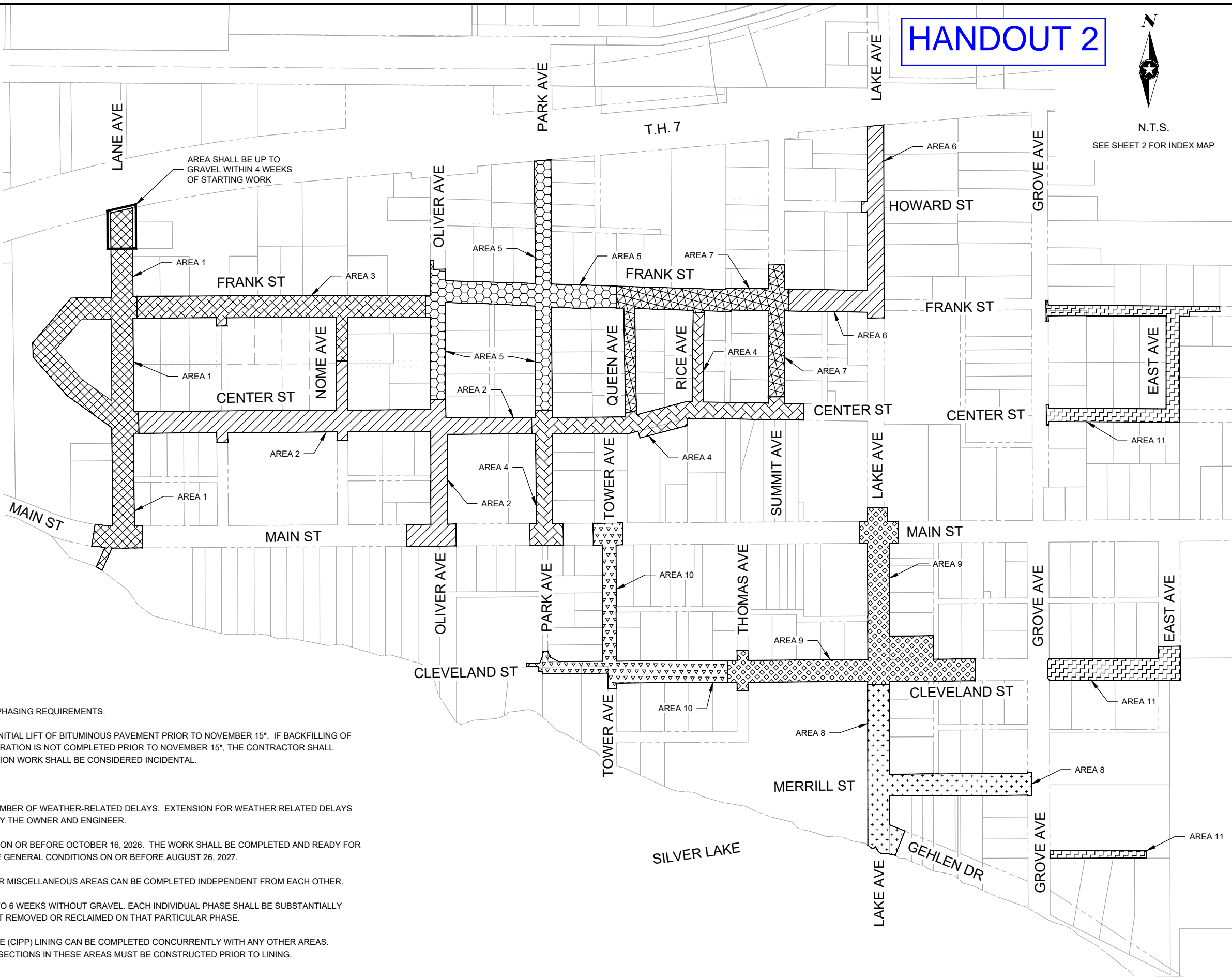
THERE SHALL BE NO EXTENSIONS GIVEN FOR A REASONABLE NUMBER OF WEATHER-RELATED DELAYS. EXTENSION FOR WEATHER RELATED DELAYS SHALL BE REQUESTED IN WRITING AND SHALL BE CONSIDERED BY THE OWNER AND ENGINEER.

ALL UTILITY WORK IN THE PROJECT AREA SHALL BE COMPLETED ON OR BEFORE OCTOBER 16, 2026. THE WORK SHALL BE COMPLETED AND READY FOR FINAL PAYMENT IN ACCORDANCE WITH PARAGRAPH 15.06 OF THE GENERAL CONDITIONS ON OR BEFORE AUGUST 26, 2027.

AREAS NORTH OF MAIN STREET, SOUTH OF MAIN STREET, AND/OR MISCELLANEOUS AREAS CAN BE COMPLETED INDEPENDENT FROM EACH OTHER.

EACH INDIVIDUAL STREET SEGMENT (BLOCK) SHALL BE LIMITED TO 6 WEEKS WITHOUT GRAVEL. EACH INDIVIDUAL PHASE SHALL BE SUBSTANTIALLY COMPLETE WITHIN 12 WEEKS FROM THE TIME PAVEMENT IS FIRST REMOVED OR RECLAIMED ON THAT PARTICULAR PHASE.

AREAS WITH SANITARY SEWER TO RECEIVE CURED-IN-PLACE PIPE (CIPP) LINING CAN BE COMPLETED CONCURRENTLY WITH ANY OTHER AREAS. HOWEVER, ANY NEW SANITARY MANHOLES PROPOSED AT INTERSECTIONS IN THESE AREAS MUST BE CONSTRUCTED PRIOR TO LINING.



Save: 7/3/2024 2:54 PM sfnk Plot: 7/3/2024 2:54 PM X:\PT\ST\SILAK\171969\5-final-dsgn\5-final-dsgn\10-Civil\cad\dwg\sheet\171969\_CS.dwg

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

PHONE: 320.327.2412  
FAX: 320.327.2299  
308 MAIN ST. W.  
SILVER LAKE, MN 55381  
www.cityofsilverlake.org



# DRAFT 90%

INFRASTRUCTURE IMPROVEMENT  
PROJECT  
SILVER LAKE, MINNESOTA

CONSTRUCTION PHASING