



Building a Better World  
for All of Us®

## CITY COUNCIL COUNCIL MINUTES

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

**Date of Meeting:** May 20, 2024

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

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

**SEH No.:** SILAK 171969 16.03

**Location of Meeting:** Silver Lake Auditorium

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

### I. **MPCA Wastewater Pond Grant**

- A. Requests for quotes were sent to three contractors (Litzau, Schneider, and Hjerpe).
- B. Only quote received was from Hjerpe for \$102,790 (see [Handout 1](#))
- C. Options:
  - 1. Proceed with the project, with \$77,790 coming from the wastewater fund for small capital purchases and \$25,000 being covered by the MPCA grant
  - 2. Save the project for another time (potentially if/when the MPCA requires chemical treatment of the ponds?)
    - a. Reminder that Baudette's Case Study (discussed at February's council meeting) noted \$22,000 of annual savings by removing need for chemical treatment
- D. Timeframe if the project is pursued:
  - 1. All invoices for materials need to be submitted to the MPCA prior to June 30, 2024.
  - 2. Substantial completion date to October 31, 2024, with the understanding that some materials would not be available until early Fall.
- E. [Council decided not to pursue the project at this time. Design will be saved for potential future use.](#)

### II. **Proposed Alternates**

- A. USDA-RD requested that areas be selected to become alternates for the project
  - 1. These areas would be added back to the project if bids come in favorable
- B. We are proposing to include the following areas as alternates (See [Handout 2](#)):
- C. Alternate 1: Total reconstruction of the Frank Street, East Avenue, and Center Street Loop.
- D. Alternate 2: Total reconstruction of Cleveland Street from Grove Avenue to East Avenue, and utility replacements northeast of the intersection of Grove Avenue and Gehlen Drive.
- E. Alternate 3: CIPP lining of Oliver Avenue between Frank Street and Highway 7, Summit Avenue between Frank Street and Highway 7, and Howard Street between Summit Avenue and Lake Avenue.
- F. Alternate 4: Metering manhole for main lift station to accurately track flow to report to the MPCA
- G. [Council agreed with the proposed alternates \(include the two new blocks of Lake Avenue as an alternate\)](#)

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

III. **Lake Avenue between Frank Street and Highway 7**

- A. We propose that the total reconstruction of these two blocks be incorporated into the base bid of the project scope (See [Handout 2](#))
- B. Recap of items discussed during the 60% City Council workshop:
  - 1. The existing storm sewer is undersized and flat for the proposed storm system on Frank Street between Queen Avenue and Lake Avenue
  - 2. The existing water main is 4" (undersized)
  - 3. There should be a hydrant at the intersection of Howard Street and Lake Avenue for coverage
- C. It is our opinion that these two blocks hold a higher priority than the proposed alternates for the following reasons:
  - 1. The negative upstream effects of the storm sewer
  - 2. The need for sanitary sewer replacement
  - 3. The undersized watermain
  - 4. The need for the new hydrant for better coverage.
- D. [Council decided to include this scope as an alternate in case bids come back high due to this addition. SEH to include as Alternate 1.](#)

IV. **Timing of Assessment Hearing**

- A. Following up on last month's meeting with Shannon Sweeney, it is our opinion that the assessment hearing should be held in September of 2026 for the following reasons:
  - 1. Residents have the understanding that the assessments won't be added to their taxes until after the project. Having the assessment hearing in 2026 would mean the assessments would be added to their 2027 taxes. The project's substantial completion is Fall 2026 (with some punch list items to be completed in 2027).
  - 2. Assumptions made in design may not accurately reflect what happens during construction (such as service connections).
- B. [Council agreed with this approach. With this timeline in mind, SEH will work with the City Attorney to redevelop the City's special assessment policy.](#)

V. **Easement Update**

- A. We delayed sending easements to the city attorney to ensure they aligned with final design requirements that potentially needed additional easement, such as:
  - 1. Matching driveways and yards
  - 2. Finalizing depths of utility mains
- B. Our design has reached a point where we are finalizing easement locations and will start sending to the city attorney
- C. Final easement documentation is to be acquired from the residents prior to construction (Spring 2025).
- D. [SEH is aiming to get the easements delivered to residents by the end of June \(pending the review and approval of the City Attorney\).](#)

VI. **Added Discussion – Muni Parking Lot**

- A. [Lloyd Management \(Uptown Apartments\) owns the grass triangle northwest of the municipal liquor store's parking lot.](#)
- B. [SEH wanted to know if the city would be interested in pursuing acquisition of this parcel for potential future expansion of the parking lot.](#)
- C. [Council decided not to pursue the acquisition. SEH will \*not\* include a curb cut in the proposed curb and gutter in this area.](#)

VII. **Timeline Review**

- A. Open House No. 3 on ~~June 13~~ July 10 at noon and 6pm (changed in hopes of having easements available)
- B. 90% plans by July 4<sup>th</sup>
  - 1. 90% meetings and workshops to be held with City Council and Staff in July
  - 2. Council to determine a workshop date at future council meeting
- C. Submit 100% plans to USDA-RD in early September.
- D. Advertise for Bids in early November

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

x:\p\l\s\silak\171969\1-gen\16-meet\03-council\05.20.2024 - city council meeting\city council meeting minutes 05.20.2024.docx

The Quote is to be submitted on photocopies of this Quote Form and the attachments provided

**Handout 1**

DOCUMENT 00 41 00

QUOTE FORM

Total Amount of Quote \$ 102,790.00

Contractor's Name HJERPE CONTRACTING, INC.

Telephone 320-234-835

**PROJECT IDENTIFICATION:** **Primary WW Pond Control Structure Replacement**  
**Silver Lake, Minnesota**  
**SEH No. SILAK 177641**

**QUOTES TO BE OPENED:** **1:00 p.m., Tuesday, May 14, 2024**

**TABLE OF ARTICLES**

Article 1 – Quote Recipient.....1

Article 2 – Attachments to this Quote .....1

Article 3 – Basis of Quote .....1

Article 4 – Time of Completion.....2

Article 5 – Quoter’s Acknowledgements: Acceptance Period, Instructions, and Receipt of Addenda.....2

Article 6 – Quoter’s Representation and Certifications.....2

Article 7 – Defined Terms .....3

Article 8 – Quote Submittal .....3

**ARTICLE 1 – QUOTE RECIPIENT**

- 1.01 This Quote is submitted to: **City of Silver Lake**  
**c/o Colin Marcusen, PE**  
[cmarcusen@sehinc.com](mailto:cmarcusen@sehinc.com)
- 1.02 The undersigned Quoter proposes and agrees, if this Quote is accepted, to enter into an Agreement with Owner in the form included in the Quote Documents to perform all Work as specified or indicated in the Quote Documents for the prices and within the times indicated in this Quote and in accordance with the other terms and conditions of the Quote Documents.

**ARTICLE 2 – ATTACHMENTS TO THIS QUOTE**

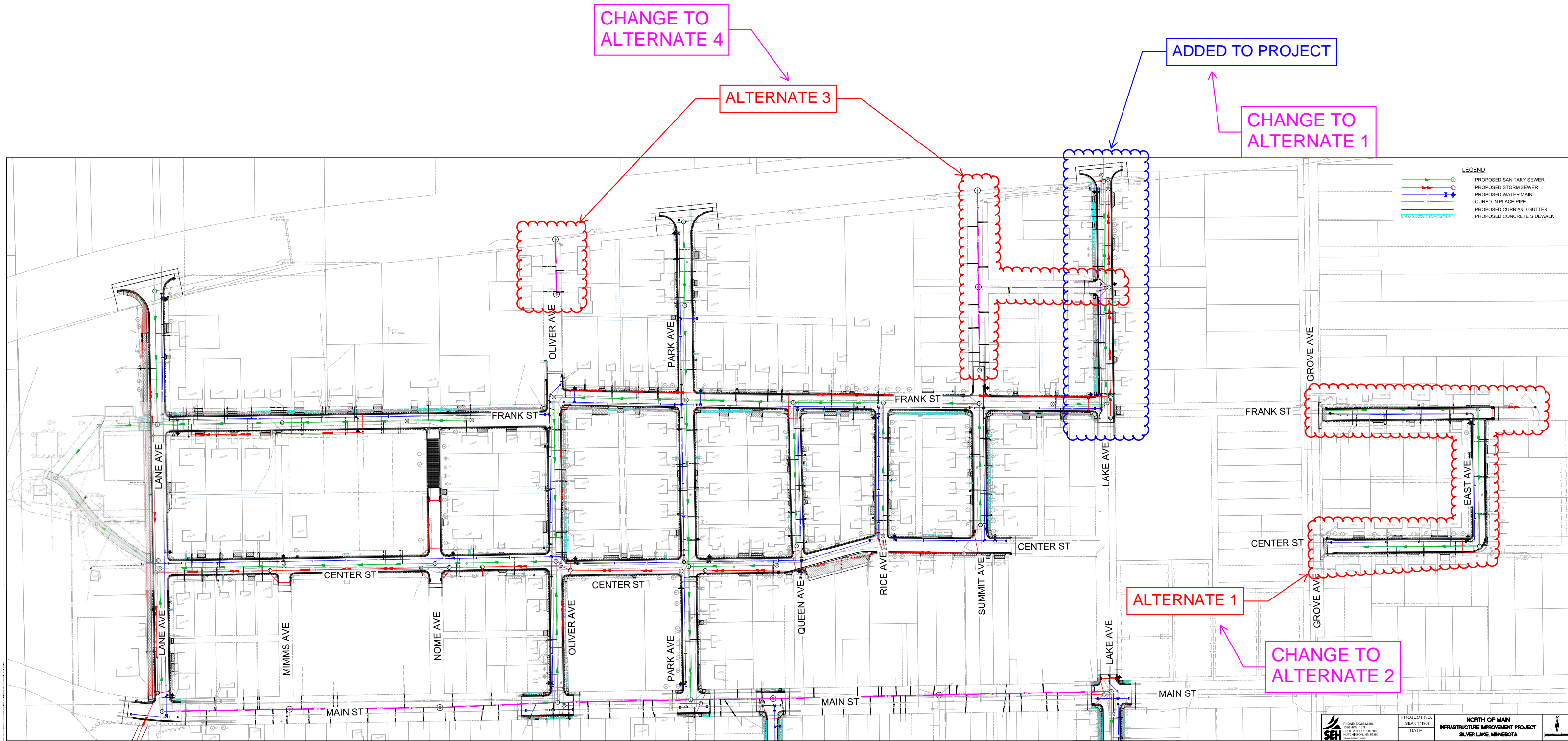
- 2.01 The following documents are attached to and made a condition of this Quote:
  - A. Document 00 43 00 - Bid Bond
  - B. Document 00 45 45 - Verification of Compliance with Minnesota Statutes 16C.285.

**ARTICLE 3 – BASIS OF QUOTE**

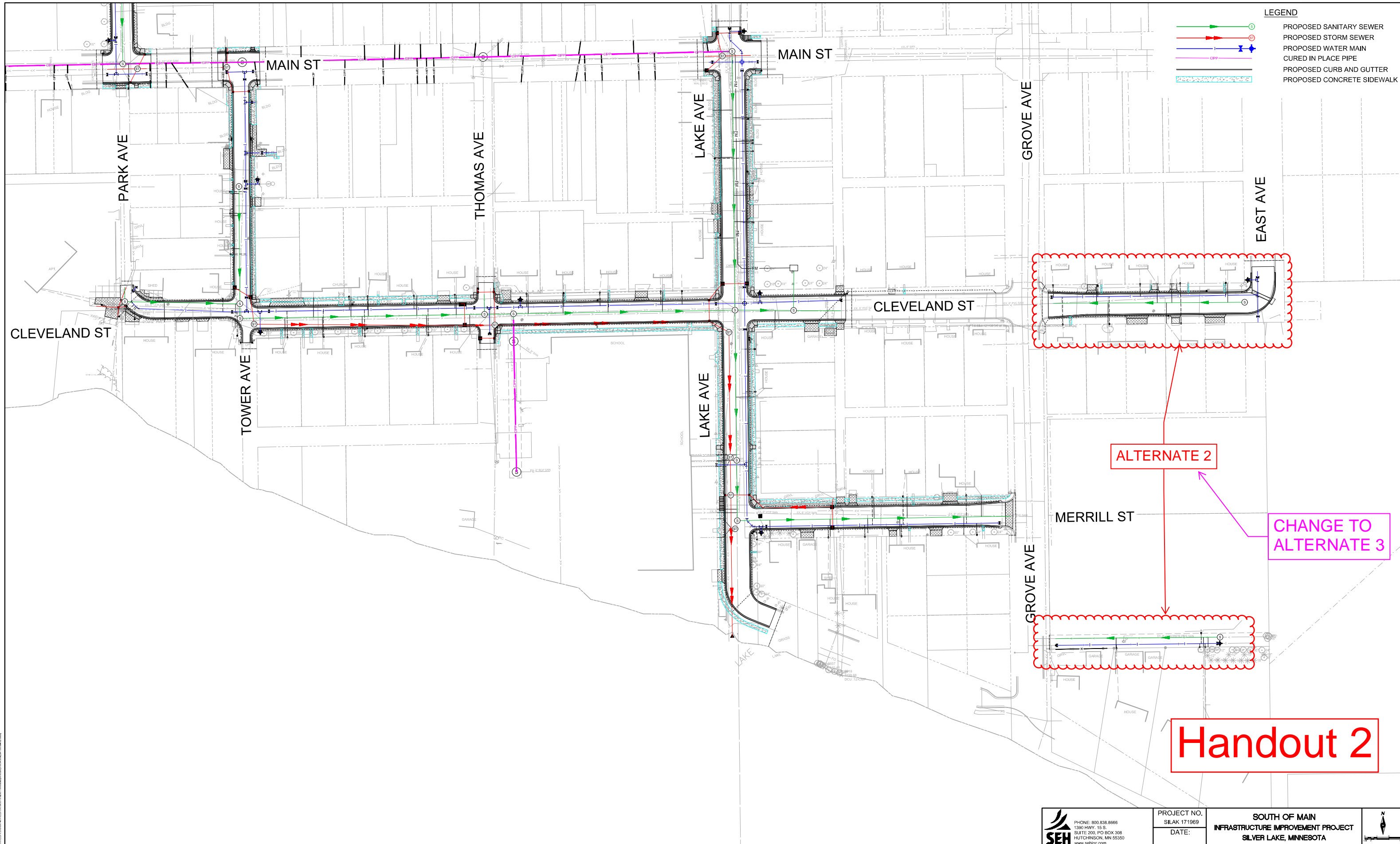
- 3.01 Quoter will complete the Work in accordance with the Contract Documents for the following price(s):

LUMP SUM \$ 102,790.00

Quoter acknowledges that estimated quantities are not guaranteed, and are solely for the purpose of comparison of Quotes, and final payment for all Unit Price Quote items will be based on actual quantities, determined as provided in the Contract Documents.



# Handout 2



- LEGEND**
- PROPOSED SANITARY SEWER
  - PROPOSED STORM SEWER
  - PROPOSED WATER MAIN
  - CURED IN PLACE PIPE
  - PROPOSED CURB AND GUTTER
  - PROPOSED CONCRETE SIDEWALK

**ALTERNATE 2**

**CHANGE TO ALTERNATE 3**

**Handout 2**



PHONE: 800.838.8666  
 1390 HWY. 15 S.  
 SUITE 200, PO BOX 308  
 HUTCHINSON, MN 55350  
 www.sehinc.com

PROJECT NO.  
 SILAK 171969  
 DATE:

**SOUTH OF MAIN  
 INFRASTRUCTURE IMPROVEMENT PROJECT  
 SILVER LAKE, MINNESOTA**

