

PROPOSED AGENDA
PUBLIC WORKS / FINANCE / SAFETY COMMITTEE
Tuesday, February 19, 2019, 4:00 pm

Call to Order

1. Approval of Consent Agenda:
 - a. Approval of minutes from the February 4, 2019 meeting.
2. Public Input
3. Approval of Agenda
4. Council Consideration of Change Order No. 1 for the Bramble Park Zoo Shop Building Project with Lakeside Construction, in the amount of \$3,214.67.
5. Police Department 2018 Annual Report.
6. 2018 Year End Report for Prairie Lakes Wellness Center
7. Approval of a Prairie Lakes Wellness Center Full-time and Part-time Employee Membership Policy
8. Approval of a Full-time City Employee Benefit Policy for Prairie Lakes Wellness Center membership reimbursement
9. Snow Removal Discussion
10. Old Business
11. New Business
12. Executive Session Pursuant to SDCL §1-25-2
13. Adjourn

*Note: It is expected that a **quorum** of the City Council will be in attendance at this committee meeting.*

PUBLIC WORKS / FINANCE / SAFETY COMMITTEE MEETING
Monday, February 4, 2019

Present: Mayor Caron and Council Members Albertsen, Buhler, Danforth, Lalim, Mantey (by phone), Roby, Solum & Vilhauer

Also Present: Heath VonEye, Colin Paulsen, Kristen Bobzien, Matt Roby, Mike Boerger, Todd Kays, Vanessa Victor, Todd Syhre & others

The meeting was called to order by Mayor Sarah Caron.

Approval of the Consent Agenda

Motion was made by Bruce Buhler and seconded by Glen Vilhauer to approve the following items on the Consent Agenda: minutes from the January 22, 2019 Public Works/Finance/Safety Committee meeting; all voted in favor and motion carried.

Public Comment

None

Approval of the Agenda

Motion was made by Dan Albertsen and seconded by Mike Danforth to approve the agenda; all voted in favor and motion carried.

Glen Vilhauer recused himself from the next two agenda items.

Council Consideration of a Professional Services Agreement for services related to the development and hosting of the City/County Geographic Information System (GIS) website with First District, in the amount of \$4500.00.

City Engineer Heath VonEye reviewed the annual agreement with First District for hosting the City/County GIS website. This is a web-hosted map with generally the same information as the in-house ESRI mapping that is used by staff, but is more user friendly for the general public. The City's share is \$4,500.00 per year, and other cost-share partners are Codington County, Municipal Utilities, and Watertown Development Company. Todd Kays, Executive Director of First District, was present to answer questions. Motion was made by Adam Lalim and seconded by Dan Albertsen to recommend approval of the agreement; all voted in favor and motion carried.

Council Consideration of a Professional Services Agreement for services related to monthly updates, support, and technical assistance for the Geographic Information System (GIS) with First District, in the amount of \$20,070.00.

Heath reviewed the annual agreement with First District for monthly updates, support and technical assistance for the GIS system, in the amount of \$20,070.00. This agreement relates to management and expansion of the data through the ESRI software, as the community continues to grow and new mapping or additional layers are needed. Staff recently met with Mr. Kays to update the contract language to match the current work performed. This work is comparable to the duties of a GIS Specialist, if the City were to have one in-house. Todd Kays answered questions from the council. Motion was made by Don Roby and seconded by Adam Lalim to recommend approval of the agreement; all voted in favor and motion carried.

Council Consideration of a Resolution of Acceptance for the Development Improvements for the Water Quality Capture Volume (WQCV) Pond in the East Woods 18th Addition Development, installed on Behalf of the Developers, Peggy M. Haugan and Joy C. Nelson.

Heath explained that this water quality pond was installed as part of subdivision improvements to support the current and future development of East Woods 18th Addition. The Development

Agreement stipulated that this pond will be taken over by the city for ownership and maintenance upon completion, providing that it meets design and specifications for construction. It has been confirmed through engineering staff that it has been built to design and is ready for acceptance. The land will also be deeded over to the city with this acceptance. Heath answered questions from the council and added that it is customary for a municipality to take over ownership and maintenance of a drainage structure like this in residential areas, unless there is a homeowners association or some other organization that can manage the maintenance and operation of the drainage facility. Motion was made by Glen Vilhauer and seconded by Mike Danforth to recommend approval of the Resolution of Acceptance No. 19-07; all voted in favor and motion carried.

Council Consideration to Authorize the Mayor to sign Amendment Number 1 to the Joint Powers Maintenance and Financial Agreement with the SDDOT for the Highway 212 Phase I Project No. 1802.

Heath reviewed Amendment No. 1 to the Joint Powers Maintenance & Financial Agreement with SDDOT for the Highway 212 Reconstruction Project. This agreement covers the City's portion of the work related to Phase I of the Highway 212 Reconstruction Project, which is to realign the sanitary sewer main at the Big Sioux River crossing. The Agreement will allow the City's portion to be bid along with the DOT's project, which will streamline bidding and help to coordinate all work. The agreement will also require the City to reimburse SDDOT \$9,900.00 for the enhanced lighting and building materials, plus the additional cost for compaction tests. Motion was made by Bruce Buhler and seconded by Dan Albertsen to recommend approval of the agreement; all voted in favor and motion carried.

Council Consideration to Authorize the Mayor to Sign all Necessary Documents Related to the Professional Services Agreement for Construction Administration associated with the Highway 212 Sanitary Sewer Replacement Project, with Infrastructure Design Group, Inc., in the not-to-exceed amount of \$26,128.00.

Heath explained that this agreement is in conjunction with the agenda item that was just approved, and is with Infrastructure Design Group for construction administration services for the Sanitary Sewer Replacement Project. The agreement is for a Not-to-Exceed amount of \$26,128.00. Vanessa Victor, Infrastructure Design Group, was present and available to answer questions. Motion was made by Adam Lalim and seconded by Bruce Buhler to recommend approval of the agreement; all voted in favor and motion carried.

Council Consideration of Change Order No. 2 for the Wastewater Treatment Facility Biosolids Dewatering Improvements Project No. 1715, with Swanberg Construction, for an increase of \$16,786.80.

Heath reviewed Change Order No. 2 for the Wastewater Treatment Facility Biosolids Dewatering Improvements Project in the amount of \$16,786.80. The change order is for the cost of adding a booster pump, which was needed because the building was found to have inadequate water pressure to provide efficient washing operations. Wastewater & Solid Waste Superintendent Mike Boerger and Assistant City Engineer Colin Paulsen answered questions from the council. The Change Order also extends the contract date by 70 days. Motion was made by Bruce Buhler and seconded by Don Roby to recommend approval of the change order; all voted in favor and motion carried.

Consideration of Essential Air Service Bids

Airport Manager Todd Syhre reviewed four airlines bids submitted for Watertown's Essential Air Service: Air Choice One, Boutique Airlines, Key Lime Air and Skywest. The Airport Board met on January 31, and their recommendation is for SkyWest. After discussion, the committee concurred with the Airport Board. Motion was made by Dan Albertsen and seconded by Jon Solum to recommend SkyWest for Watertown's Essential Air Service contingent upon Pierre accepting the same; all voted in favor and motion carried; all voted in favor and motion carried.

Old Business

Don Roby asked for an update on the Highway 212 Traffic Impact Study. Colin Paulsen contacted HR Green, who said they are still working with the SDDOT, and expect the final report to be ready in the near future.

Executive Session

None held.

Motion made by Glen Vilhauer and seconded by Don Roby to adjourn meeting at approximately 5:17 p.m.; all voted in favor and motion carried.

Respectfully submitted,
Lori Marscheider

CITY OF WATERTOWN

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P.O. Box 910
Watertown, SD 57201-0910
www.watertownsd.us

REQUEST FOR CITY COUNCIL ACTION

Mayor
605-882-6200
Fax: 605-882-5214

Regional Airport
605-882-6209
Fax: 605-882-5285

Building Services
605-882-6201
Fax: 605-882-5264

Mt. Hope Cemetery
605-882-6208

City Attorney
605-882-6200
Fax: 605-882-5214

Engineering
& Planning
605-882-6202
Fax: 605-882-5264

Finance Office
605-882-6203
FAX 605-882-6218

Fire Department
605-882-5030
FAX 605-882-5041

Library
605-882-6220
FAX 605-882-6221

Park, Rec &
Forestry Dept.
605-882-6260
FAX 605-882-5204

Police Dept.
605-882-6210
FAX 605-882-6216

Solid Waste Dept.
605-882-6219
Fax: 605-882-6375

Street Dept.
605-882-6207

Watertown
Community
Recreation Center
605-882-6250
FAX 605-882-6254

Wastewater
Treatment Facility
605-882-6243
FAX 605-882-6242

TO: Mayor Caron and Council Members
FR: Jay DeLange, Parks and Recreation Director
RE: Change Order #1; Bramble Park Zoo Shop Project
With Lakeside Construction for an increase of \$3,214.67,
bringing the final contract amount to \$199,056.67

Background:

On April 19, 2018 four (4) bids were received for the Bramble Park Zoo Shop Project. Lakeside Construction of Waubay, SD had the low bid of \$195,842.00. The other bids were: \$201,400 (Crestone Builders) \$216,500 (Arnold Construction) and \$233,000 (Gray Construction).

The project included the construction of a shop/garage building at Bramble Park Zoo. Adjustments from the scope of work for this project have now been completed. City staff has prepared Change Order No. 1 (Final) to identify the original bid form and to request authorization to adjust the final contract amount to match the "as-built) costs.

This Change order will increase the contract amount by \$3,214.67, for a new contract amount of \$199,056.67

This Change Order will increase the time by Zero (0) days. The date for completion of all work was November 9, 2018.

Recommendation:

Staff recommends approval of Change Order No. 1 (Final).

Council Action Requested:

Approve Change Order No. 1 (Final) for the Bramble Park Zoo Shop Project for an increase of \$3,214.67, bringing the final contract amount to \$199,056.67

CONSTRUCTION CHANGE ORDER NO. 1

Date: December 31, 2018

Project: Bramble Park Zoo Shop Building

Contract For: Shop Building Construction

Contract Date: May 7, 2018

Contractor: Lakeside Construction

YOU ARE HEREBY DIRECTED TO MAKE CHANGES IN THE SUBJECT CONTRACT AS DESCRIBED BELOW:

For the City of Watertown

Mayor: _____ Date: _____
Mayor, Sarah Caron

Nature of Changes: 1) Additional Gravel required for correct elevation requested and Gravel apron
2) Decrease for City to backfill and place black dirt

These Changes result in the following adjustment of Contract Price and Time:

Contract Price Prior to This Change Order	\$ 195,842.00
Net INCREASE in Price Resulting from this Change Order	\$ 3,214.67
Current Contract Price Including This Change Order	\$ 199,056.67
Net INCREASE in Time Resulting from this Change Order	0 days

APPROVAL OF CHANGE ORDER

Jay DeLange
Director of Parks, Recreation & Forestry: _____ Date: _____

ACCEPTANCE OF CHANGE ORDER

This Change Order is hereby acknowledged and accepted for Lakeside Construction

By: _____ Date: _____

Name: _____

Title: _____