

**PUBLIC WORKS / FINANCE / SAFETY COMMITTEE MEETING**  
Monday, March 18, 2019

Present: Mayor Caron and Council Members Albertsen, Buhler, Danforth, Lalim, Mantey, Roby, Solum, Thorson, Vilhauer & Weyh

Also Present: Heath VonEye, Colin Paulsen, Kristen Bobzien, Matt Roby, Doug Kranz, Don Rowland, Vanessa Victor & 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 Adam Lalim to approve the following items on the Consent Agenda: minutes from the March 4, 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 Don Roby and seconded by Beth Mantey to approve the agenda; all voted in favor and motion carried.

**Council Consideration of Resolution No. 19-16 Requesting the SDDOT to Hire Infrastructure Design Group, Inc. to perform the 2019 Bridge Inspection Services for Watertown, as Required by the FHWA.**

City Engineer Heath VonEye requested authorization for the Mayor to sign Res. No. 19-16 designating Infrastructure Design Group to conduct the bridge inspections in 2019. Heath explained that of our ten structures, we inspect five of the structures each year on an alternating basis, so each structure is inspected every two years. The resolution initiates the inspection for the upcoming year, and indicates which consultant we have chosen to perform the inspections from a preapproved list from the state. Staff recommends Infrastructure Design Group, who performed the inspections last year, which will result in all ten structures being inspected by one consultant for uniformity. The state covers 80% of the cost of the bridge inspections, and the city is responsible for 20%. The City's estimated cost is \$2000.00. Motion was made by Glen Vilhauer and seconded by Bruce Buhler to recommend designating Infrastructure Design Group as the 2019 bridge inspection consultant; all voted in favor and motion carried.

**Council Consideration of a Professional Services Agreement for Miscellaneous Engineering Services with Infrastructure Design Group, Inc., in the Amount of up to \$50,000.00, to be Performed on a Work Order Basis Throughout the 2019 Fiscal Year.**

Heath explained that this is a contract for professional services with Infrastructure Design Group to assist the engineering department with 2019 projects that need design work or construction administration. IDG will be on retainer throughout the 2019 fiscal year, and the City Engineer will approve contracts with them through a task order basis, not to exceed \$50,000.00 total. The need for this agreement arose because of staffing shortages in the department. The Engineer I position is still vacant, and one of the techs will be taking an extended leave of absence under FMLA this summer. Even though the cost of this contract is unbudgeted, staff anticipates savings in other CIP projects to support these expenses. Motion was made by Dan Albertsen and seconded by Beth Mantey to recommend approval of the agreement with IDG; all voted in favor and motion carried.

**Council Consideration of a Professional Services Agreement for Preliminary Estimating of Ice Arena Operations and Maintenance Costs and Establishing Draft User Agreements, with McKinstry, in the Not-to-Exceed Amount of \$12,000.00.**

Heath introduced the topic and explained that McKinstry's staff has specialized knowledge in ice arena operations, and have worked with other ice arena facility managers in drafting agreements and estimating operation and maintenance costs. Staff proposes to have them review the figures that the Park & Rec staff have put together to make sure we haven't overlooked anything and to prepare draft user agreements. Mayor Caron added that we want to make sure we are estimating accurately and budgeting appropriately so that we are establishing a fair cost share for the user groups and for the city. McKinstry has recently been hired by Brookings to investigate and resolve the issue they are having with their ice arena, which is a premature failure requiring a \$3M repair. By spending a little money up front to conduct due diligence, an expensive problem like that may be avoided in the future. Once we see what McKinstry comes up with for Brookings, we can take that into consideration for our design. Conversations held with McKinstry after the agenda was posted, resulted in the estimate of their services to be closer to \$7000.00, after they learned how much research we have already conducted, and that they won't have to start from scratch. Motion was made by Josh Weyh and seconded by Jon Solum to recommend approval of the agreement with McKinstry; all voted in favor and motion carried.

**Council Consideration to Authorize the Mayor to Sign all Necessary Documents Related to the Construction Agreement associated with the Highway 212 Sanitary Sewer Replacement Project, with Reede Construction, Inc., in the amount of \$382,055.50.**

Heath reviewed the agreement with Reede Construction and explained that this is for the sanitary sewer replacement portion of the SDDOT's Highway 212 Reconstruction Project. This was bid out with the DOT's portion, and Reede Construction was the low bidder for the entire project. For the City's portion of the work, Reede bid \$382,055.50, well below the engineer's estimate of \$399,634.50. The other two bids were approximately double this amount. Motion was made by Dan Albertsen and seconded by Beth Mantey to recommend authorization for the Mayor to sign the documents; all voted in favor and motion carried.

**2018 Annual Report for the Watertown Fire & Rescue.**

Watertown Fire & Rescue Chief Doug Kranz and Assistant Chief Don Rowland gave a presentation on the accomplishments of the Watertown Fire & Rescue for the calendar year 2018. Highlights of the presentation included ambulance data, fire service statistics, overtime hours, fire prevention highlights, fire safety training hours, aircraft rescue firefighting, and more. Watertown Fire & Rescue was awarded and ISO Class 2 rating in 2018, which results in reduced insurance premiums for Watertown property owners. Plans for the future include an east fire station in 2023 and a new staff member in 2019. The complete report will be posted on Watertown Fire & Rescue's web page. Doug and Don answered questions from the council. No action was taken.

**Old Business**

**Update on SDDOT grant application and proposed funding for the long-range transportation plan.**

As a follow-up to the March 4, 2019 committee meeting, Heath gave an update on the SDDOT grant application for a proposed transportation plan update. The DOT compared the five grant applications they had received and have offered Watertown \$85,000.00 toward the plan update. The DOT has recently completed transportation plans for Aberdeen and Brookings, which cost \$170,000 and \$160,000 respectively, so the estimated cost of \$200,000.00 for our plan could be a little high. With an offer of \$85,000.00, this would fund approximately 50% of our plan. After discussion, motion was made by Glen Vilhauer and seconded by Mike Danforth to recommend accepting the grant; all voted in favor and motion carried

**Update on 11<sup>th</sup> Street East Reconstruction Project**

Mike Danforth asked for the status on the plan from a few years ago to replace or rework 11<sup>th</sup> Street from 1<sup>st</sup> Avenue North to Hwy 212. Mayor Caron responded that a few years ago, we had just received the expanded floodway map from FEMA and the floodway had lots of homes in it. We had hoped to reroute the Roby Creek floodway down 11<sup>th</sup> Street to remove the homes from the floodway. We were not able to do that successfully, so now the project has a lower level of priority for reconstruction, but the Mayor agreed that the road does need some work. Mike would like to see it included in the next budget and construction season. Staff will check the priority of this street in the pavement management system report.

**Update on the traffic study for the Highway 212 Phase II Project.**

Heath gave an update on the traffic study for Phase II of the Highway 212 Project. We have now received a final draft document from the consultant. Staff will review and bring it forward to the council in the near future.

**Update on Full-Service On-Sale Restaurant Liquor Licensing Fee**

As a follow-up to the March 4 committee meeting, City Attorney Matt Roby gave a brief update on some research he was requested to conduct on the fees other communities charge for full service on-sale restaurant liquor licenses. Dan Crisler from the Public Opinion had written an article with the prices other communities charge, and these charges were verified by staff. Sioux Falls charges \$260,033.00, Brookings & Aberdeen each charge \$100,000.00, and Rapid City charges \$295,000.00. Matt seeks direction on where the council might want to go in setting the fee. After discussion, Matt was directed to bring forth a draft resolution with the fee of \$100,000.00 for the council's consideration and further discussion. No action was taken.

***New Business***

None

***Executive Session***

None held.

Motion made by Adam Lalim and seconded by Bruce Buhler to adjourn meeting at approximately 5:23 p.m.; all voted in favor and motion carried.

Respectfully submitted,  
Lori Marscheider