

PUBLIC WORKS / FINANCE / SAFETY COMMITTEE MEETING

Monday, July 15, 2019

Present: Mayor Caron and Council Members Albertsen, Buhler, Heuer (via phone), Lalim, Mantey, Redemske, Roby, Vilhauer & Weyh

Also Present: Heath VonEye, Colin Paulsen, Kristen Bobzien, Matt Roby, Alec Boyce, Julie Knutson & others

The meeting was called to order by Mayor Sarah Caron.

Approval of the Consent Agenda

Motion was made by Don Roby and seconded by Adam Lalim to approve the following items on the Consent Agenda: minutes from the July 1, 2019 Public Works/Finance/Safety Committee meeting. All voted in favor and motion carried.

Public Comment

None

Approval of the Agenda

Mayor Caron proposes to amend the agenda by adding an update from the Convention & Visitors Bureau as Item 6. Motion was made by Glen Vilhauer and seconded by Don Roby to approve the agenda as amended; all voted in favor and motion carried.

Council Consideration of a Bid Award for the 3rd Avenue SW Drainage Improvements Project #1910 to J&J Earthworks, Inc., in the Amount of \$133,605.60.

City Engineer Heath VonEye reviewed the proposed bid award for the 3rd Avenue SW Drainage Improvements Project. This project addresses drainage issues for 3rd Avenue SW between 3rd Street SW and 2nd Street SW. Heath displayed photos of the area and explained that the lack of positive drainage has resulted in severe ponding and icing. Three bids were received, with J&J Earthworks being the apparent low bidder in the amount of \$133,605.60, which is lower than the Engineer's Estimate of \$134,589.30, and is well within the budget of \$142,700.00. Staff recommends awarding the bid to J&J Earthworks. Heath added that this is one of the projects that we farmed out to Infrastructure Design Group under a previously approved Task Order Agreement. IDG completed the design, and will also handle the Construction Administration for this project. Motion was made by Beth Mantey and seconded by Adam Lalim to recommend awarding bid to J&J Earthworks in the amount of \$133,605.60; all voted in favor and motion carried.

Council Consideration to Authorize the Mayor to sign a Professional Services Agreement for Engineering Services for a Stormwater Utility Fee and Structure Assessment, with Short Elliott Hendrickson, Inc. (SEH), and Authorizing the City Engineer to Execute a Supplemental Letter Agreement in the Amount of up to \$27,890.

As a follow-up to the July 1, 2019 meeting, Heath reviewed the results of the Request for Proposals for the Stormwater Utility Fee and Structure Assessment. Three consultants submitted proposals, which were scored by staff using a rubric system. SEH's proposal received the highest score. A stormwater utility will help to keep the capital improvement fund sustainable for new construction and storm sewer maintenance. The service SEH will provide will assess how the stormwater fee would best be calculated to suit our needs, assess stormwater utilities and rates of other communities in the region, and provide a forecasting revenue summary. The cost of SEH's services will come partially from the 2019 engineering department's operating fund, as well as a likely budget supplement. The proposed method of calculating the stormwater utility fee was questioned. Heath answered that some communities calculate their stormwater utility based on

sump pump flows or the amount of impervious surfaces on a lot, but this makes the calculations more complex and adds cost and staff time to the maintenance of the system. It is recommended that the fee be set as a flat rate, to keep the system simple. The exact details will be fleshed out during the assessment. Alec Boyce, SEH, was in attendance at the meeting to answer questions from the council. Motion was made by Don Roby and seconded by Dan Albertsen to recommend authorization for the Mayor to sign the Professional Services Agreement for a Stormwater Utility Fee and Structure Assessment with SEH Inc., and authorizing the City Engineer to execute a Supplemental Letter of Agreement in the amount up to \$27,800.00; all voted in favor and motion carried.

Update from the Watertown Convention & Visitors Bureau.

Julie Knutson, Executive Director of the Watertown Convention & Visitors Bureau gave a presentation on the mission of the CVB, 2018 accomplishments, and future goals to host sports tourism events. Recently, Watertown won a contract with North Star Athletic Association, a two-year contract with a Division 1 college with volleyball and basketball championship games that will be held in Watertown. She reviewed other hosted events that we could pursue and bring into Watertown to be hosted at one of our many facilities. Watertown has invested in large facilities that can produce huge returns if we expand and grow into sports tourism, and she requests the council's consideration of extending the CVB's budget to pursue more of these opportunities to bring sports tourism into Watertown.

Old Business

None

New Business

Heath mentioned that a road closure permit has been issued to the contractor that is performing the roof repairs to the Goss Opera House. The closure includes half the block of Maple Street, south of Kemp. The westerly sidewalk will remain open, and traffic coming from the south will be able to access businesses on the south half of Kemp. All businesses will remain open, including businesses within the Goss building. The road closure could be for as long as three months.

Also a road closure permit has been issued for the demolition of the Burritos on Broadway building at 12 North Broadway. This closure will be for no more than one day.

Executive Session

Motion made by Josh Weyh and seconded by Bruce Buhler to adjourn to Executive Session at approximately 5:00 p.m.; all voted in favor and motion carried.

Respectfully submitted,
Lori Marscheider