

**PROPOSED AGENDA**  
**PUBLIC WORKS / SAFETY COMMITTEE**  
**Tuesday, February 26, 2013, 12:00 p.m.**

1. Approval of the Agenda.
2. Approval of minutes from the February 12, 2013 meeting.
3. Update on discussion with SDDOT for a pedestrian-activated signal at 16<sup>th</sup> Avenue NE and Highway 81.
4. Update on Sidewalk Reimbursement Program.
5. Selection of an Engineering Consultant for Bridge Inspections.

Old Business

New Business

Executive Session Pursuant to SDCL §1-25-2

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

## **PUBLIC WORKS/SAFETY COMMITTEE MEETING**

Tuesday, February 12, 2013

Present: Council Members Danforth, Jones, Rieffenberger, Solberg & Thorson

Also Present: Tom Drake, Mike Boerger and Kyle Horst

### **Approval of the Agenda.**

City Engineer Tom Drake proposes to amend the agenda by adding a request for authorization to advertise for bids for the Pheasant Ridge Drive Project and authorization to enter into an agreement for the Household Hazardous Waste Event. Motion was made by Steve Thorson and seconded by Mike Danforth to approve the agenda as amended. Motion carried.

### **Minutes.**

Motion was made by Steve Thorson and seconded by Mike Danforth to approve the minutes from the January 22, 2013 meeting. Motion carried.

### **Request authorization to advertise for bids for the Sanitary Sewer Rehabilitation Project No. 1308.**

Staff requests authorization to advertise for bids for the Sanitary Sewer Rehabilitation Project. This project will include lining sewers lines and replacing manholes in various locations around town. Motion was made by Dennis Solberg and seconded by Mike Danforth to authorize advertising for bids. Motion carried.

### **Update on Creek Channel Maintenance Project.**

Tom Drake gave an update on the Creek Channel Maintenance Project. K&L Mechanical submitted the low quote, which will be paid on a time and material basis. This project will initially involve cleaning out the underbrush, debris and muck around the trestles on the Big Sioux River, which should facilitate the conveyance of water through those areas. Other sections of the river could be addressed and maintained periodically as needed. Steve Thorson commented that he would like to see money put in the budget next year to expand the project, visualizing this as more of a beautification project than a flood control project. Mike Danforth added that he sees both flood control and beautification as issues that need to be addressed, and would like to see a scope of work defined prior to the budget process, for the stretch of the river from 10<sup>th</sup> Avenue North to Highway 212, and see funds allocated over several years. Tom Drake responded that before planning a larger-scope beautification or a channelization project over the length of the river, permission would need to be gained from the DENR and the Corp. After further discussion, motion was made by Bill Rieffenberger and seconded by Mike Danforth to recommend approval of the creek maintenance and to retain K&L Mechanical to do the work as proposed. Motion carried.

### **Consideration of proposal from Clark Engineering for 20<sup>th</sup> Avenue South Intersection design assistance.**

Staff requests authorization to accept a proposal submitted by Clark Engineering in the amount of \$5000.00 for engineering assistance in the design of the 20<sup>th</sup> Avenue South and 7<sup>th</sup> Street West intersection. This intersection will be reconfigured to a safer intersection and to accommodate the additional traffic for the new fertilizer and soybean processing plant. Staff requests authorization to apply for grant funds that are available through DOT for agricultural/transportation projects. Motion was made by Bill Rieffenberger and seconded by Steve Thorson to recommend acceptance of Clark Engineering proposal and authorize applying for the grant. Motion carried.

***New Business***

**Authorization to advertise for bids for the Pheasant Ridge Drive Project No. 1312.**

Staff seeks authorization to advertise for bids for the Pheasant Ridge Drive Project. This project will complete the street loop within the industrial park. Motion was made by Steve Thorson and seconded by Mike Danforth to authorize advertising for bids. Motion carried.

**Request authorization for the Mayor to sign agreement with Veolia Environmental Services for the 2013 Household Hazardous Waste Event.**

Wastewater & Solid Waste Superintendent Mike Boerger requests authorization for the Mayor to sign an agreement with Veolia Environmental Services for the 2013 Household Hazardous Waste Event. Two quotes were received, with Veolia being the lower quote. Veolia has provided services for the past 11 events, and this year's event is scheduled to take place on Saturday, April 27. Various residential hazardous substances such as oil-based paints, aerosols, flammable solvents, lithium batteries, mercury, herbicides & insecticides will be collected in an effort to divert these items from the landfill, thereby protecting leachate water quality. The cost estimate of the event is \$15,000.00, but the actual cost will depend upon participation. Last year, 137 vehicles dropped off hazardous waste, with the average being approximately 100 vehicles per year. Motion was made by Mike Danforth and seconded by Dennis Solberg to recommend authorizing the Mayor to sign agreement with Veolia Environmental Services. Motion carried.

***Old Business***

Updates were given on various proposed projects, including the reshaping of a drainway in the northeast part of town and Mayfair assessments. A brief discussion was held on the city policy for infrastructure improvements and the property owners' obligation to fund a portion of the improvements. No action was taken.

***Executive Session***

None

Motion made by Mike Danforth and seconded by Steve Thorson to adjourn meeting at approximately 12:40 p.m.

Respectfully submitted,  
Lori Marscheider

**1** Vehicle motion detectors located on each BlinkerSign sense traffic approaching the path crossing (from both directions)

**2** Triggered BlinkerSigns warn drivers in both directions of a path crossing

**3** Path-facing Stop signs warn the cyclist to be alert of cross traffic

# BlinkerSign® Bike Path LED Warning System

Improved safety for bike path users and motorists

Recreational paths used by bikers and joggers inevitably end up crossing paths with traffic. TAPCO's Bike Path systems detect vehicles approaching these intersections, then trigger flashing LED BlinkerSigns® at the intersection. Drivers and cyclists are alerted simultaneously. Optional push-button activation, motion detecting bollards or other activations can be configured. Either way, the warning LEDs flash only when activated—and more importantly, only when the intersection may have a potential conflict. The systems are an easy-to-install solar safety solution for your city or state park trails.



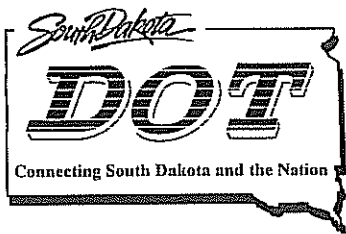
- New bike/jogging path locations
- High incident intersections
- Rural roads
- Advance bike/jogging path warnings

Vehicle motion detectors trigger the system, warning path users and drivers simultaneously



## SIDEWALK REIMBURSEMENT SUMMARY

<b>YEAR REIMBURSED</b>	<b>ELIGIBLE SQ. FT.</b>	<b>TOTAL COST incl. non-eligible</b>	<b>AMOUNT REIMB.</b>
2011	13,153.82	\$96,660.14	\$24,844.03
2012	10,664.66	\$85,204.42	\$21,537.21
2013	0.00	0.00	0.00
<b>Total</b>	<b>23,818.48</b>	<b>\$181,864.56</b>	<b>\$46,381.24</b>



## Department of Transportation

### Division of Planning & Engineering

#### Office of Local Government Assistance

700 East Broadway Avenue

Pierre, South Dakota 57501-2586

OFFICE: 605/773-3390

FAX: 605/773-4870

February 12, 2013

**TO: CITY OF WATERTOWN FINANCE OFFICER or ENGINEER**

**RE: BRIDGE INSPECTIONS (2013)**

Dear City Official:

The U.S. Federal Highway Administration requires the initial inspection of all bridges and the reinspection at intervals not to exceed two years (Title 23, Section 151, *United States Code* and Title 23, Part 650, Subpart C, *Code of Federal Regulations*) with the exception of reinforced concrete box culverts (RCBC) that meet specific criteria. These culverts are reinspected at intervals not to exceed four years. Any government jurisdiction failing to comply with the posting and reinspection requirements of the National Bridge Inspection Standards (NBIS) Program may lose its eligibility for Federal transportation dollars.

Most South Dakota Cities have done a commendable job in initiating and following through on bridge inspections and postings.

The NBIS Program requires all structures over 20 feet in length be inspected every two years (or four years for specific RCBC) by a qualified inspector. To accomplish the inspections in your City during 2013, the following three approaches are open to you:

1. Hire a consulting engineer to inspect the bridges due for inspection and pay for these services utilizing 100% City funds;
2. Follow the prescribed South Dakota Department of Transportation (SDDOT) procedures for Consultant Selection of Engineering Services, hire the consultant of your choice and qualify for 80% Federal reimbursement participation in the cost of the inspections; or
3. Utilize one of the eighteen (18) consulting firms listed on Attachment A that are under retainer contract with the SDDOT and pay 20% of the costs with City funds. The procedures to implement this step are detailed below.

Federal Bridge Replacement Funds can be utilized to hire qualified engineering firms to perform these inspections. However, Federal regulations define specific steps, including requests for proposals, evaluation committees, competitive negotiations, etc., which must be followed when using Federal funds. In an effort to assist Cities in securing Federal funds for bridge inspections, SDDOT has undertaken competitive negotiations with several consulting engineering firms. Eighteen firms have been qualified to sign retainer

agreements with SDDOT. Services performed under these retainer agreements are eligible for Federal participation.

If the City would like to utilize these firms under SDDOT retainer contracts, then the City should take the following steps:

1. The City should indicate the firm it wishes to employ in a resolution to SDDOT (copy attached) pledging to provide the local match required to obtain Federal Bridge Replacement funds.
2. SDDOT will initiate an agreement work order with the consulting engineering firm that you have selected for their execution. The consultant then forwards the three (3) original, fully executed, work orders to you for your signature. You will forward the three original, signed, work orders to this office for signature. One original will be returned to you, one original is returned to the consultant, and one original is kept on file at SDDOT.

The work order indicates the location and types of structures to be inspected in your City. It also shows estimated travel, per diem, and other costs related to the inspection. The summation of all these costs will be the basis for the maximum limiting amount of the work order.

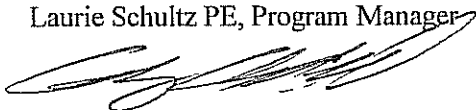
3. If the City does not concur with the work order, it can request SDDOT to contract with another firm under retainer.
4. SDDOT will then issue a *Notice to Proceed* to the consulting engineering firm with a copy sent to the City. SDDOT will bill the City for its local match as the consultant completes its unit work products.

Cities are under no obligation to use the eighteen consulting engineering firms under SDDOT retainer agreements. Cities can still obtain Federal funds by conducting SDDOT approved competitive negotiations with other engineering firms or by using 100% City funds to pay for engineering services. SDDOT is offering these firms under retainer agreement to the Cities as a relatively quick way to get bridge inspections underway and still meet Federal requirements for competitive negotiations.

Please note that once again this year the consultants will be required to keep a ledger of their time and expenses for their inspection services. They will be reimbursed at a cost plus fixed fee rate for these services, similar to their reimbursement for design services. The flat rate per structure by structure type is no longer being used.

If you have any questions, please call me at (605) 773-3390.

Sincerely,  
LOCAL GOVERNMENT ASSISTANCE  
Laurie Schultz PE, Program Manager



Cody Axlund  
Bridge Inspection Engineer

**BRIDGE REINSPECTION  
PROGRAM RESOLUTION  
FOR USE WITH SDDOT RETAINER CONTRACTS**

WHEREAS, Title 23, Section 151, *United States Code* and Title 23, Part 650, Subpart C, *Code of Federal Regulations*, requires initial inspection of all bridges and reinspection at intervals not to exceed two years with the exception of reinforced concrete box culverts that meet specific criteria. These culverts are reinspected at intervals not to exceed four years.

THEREFORE, the City of \_\_\_\_\_ is desirous of participating in the Bridge Inspection Program using Bridge Replacement funds.

The City requests SDDOT to hire \_\_\_\_\_ (Consulting Engineers) for the inspection work. SDDOT will secure Federal approvals, make payments to the Consulting Engineer for inspection services rendered, and bill the City for 20% of the cost. The City will be responsible for the required 20% matching funds.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2013, at \_\_\_\_\_, South Dakota.  
(city)

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Auditor/Clerk



**ATTACHMENT A**

**2013 CONSULTING ENGINEERING FIRM SELECTION LIST  
FOR BRIDGE INSPECTIONS**

1. Aaron Swan & Associates – Pierre, SD
2. Aason Engineering Co., Inc. – Watertown, SD
3. Banner Associates, Inc. – Brookings and Sioux Falls, SD
4. Brosz Engineering, Inc. – Pierre and Sturgis, SD; Bowman, ND
5. Civil Design, Inc. – Brookings and Sioux Falls, SD
6. Clark Engineering Corporation – Aberdeen and Sioux Falls, SD
7. HDR, Inc. – Sioux Falls, SD
8. Interstate Engineering, Inc. – Pierre and Spearfish, SD; Wahpeton and Mandan, ND
9. Johnson Engineering Company – Yankton, SD
10. Pierce & Harris Engineering Co. – Huron, SD
11. Sayre Associates, Inc. – Sioux Falls, SD
12. Ulteig Engineers, Inc. – Sioux Falls, SD; Fargo, ND
13. Collins Engineer, Inc – Chicago, IL
14. CTL Group – Chicago, IL
15. Fish & Associates – Middleton, WI
16. GeoTek Engineering & Testing Services, Inc. – Sioux Falls, SD
17. KPFF Consulting Engineers – Evanston, IL
18. Wiss, Janney, Elstner Associates, Inc. – Northbrook, Illinois