

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

1. Approval of the Agenda.
2. Approval of minutes from the March 12, 2013 meeting.
3. Announcement of Sarah Caron's certification as ASFPM Certified Floodplain Manager.
4. Authorization to advertise for bids for the 5th Avenue NW Storm Sewer Improvements Project No. 1311.
5. Review of mailbox damage policy.
6. Discussion on recording Executive Sessions.

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, March 12, 2013

Present: Mayor Williams and Council Members Danforth, Jones, Rieffenberger & Thorson

Also Present: Tom Drake, Sarah Caron, Mike Boerger, Erick Dahl, Don Egert and Kyle Horst

Approval of the Agenda.

City Engineer Tom Drake proposes to amend the agenda by adding a discussion on 14th Avenue East. Motion was made by Mike Danforth and seconded by Dana Jones to approve the agenda as amended. Motion carried.

Minutes.

Motion was made by Mike Danforth and seconded by Bill Rieffenberger to approve the minutes from the February 26, 2013 meeting. Motion carried.

Consideration of Agreement for Professional Services for the New Airport Layout Plan (ALP) and Partial Terminal Drop-off Road & Sewer Improvements Project.

Tom Drake reviewed the Agreement for Professional Services with Helms & Associates for the new Airport Layout Plan, partial terminal drop-off road and terminal sewer improvements. These improvements are AIP eligible, so the city's share would be 5%. An ALP should be completed every 10 years; the current one was completed in 1999. An updated ALP is necessary in order to access federal funds. The ALP provides the opportunity to adjust the airport's needs for the future. It identifies the city's priorities for improvements such as hangar locations and parking lot expansions, and sets a schedule for the improvements. The Airport Board will work with Helms to develop the ALP, and it will be presented to the city council for their review. The Airport Board recommended approval of the agreement with Helms at their March 4, 2013 meeting. After discussion, motion was made by Mike Danforth and seconded by Steve Thorson to recommend approval of the agreement. Helms will be present at the March 18 council meeting to answer questions about the agreement and the associated work. Motion carried.

Consideration of bids received for the Uptown Alley Reconstruction Project No. 1302.

Tom Drake reviewed the bid tab for the Uptown Alley Reconstruction Project No. 1302. Low bidder was Burchatz Construction in the amount of \$49,788.53, which is very close to the Engineer's Estimate. This project will reconstruct the alley from Kemp to 1st Avenue S, between Maple & 2nd Street East with concrete, and will address some of the drainage issues. Motion was made by Steve Thorson and seconded by Mike Danforth to recommend acceptance of the bid from Burchatz Construction. Motion carried.

Authorization to advertise for bids for Landfill D-Cell #5 Project No. 1405.

Staff seeks authorization to advertise for bids for the Landfill D-Cell #5 Project. After this, there will be one more cell in the series, D-Cell #6, which was designed with D-Cell 5. Staff has applied for a grant and is awaiting approval. Motion was made by Mike Danforth and seconded by Steve Thorson to recommend advertising for bids for the Landfill D-Cell #5. Motion carried.

Authorization to advertise for bids for a new street sweeper.

Staff seeks authorization to advertise for bids for a new street sweeper. Motion was made by Steve Thorson and seconded by Dana Jones to recommend advertising for bids for the street sweeper. Motion carried.

Consideration of Change Order No. 1 (final) and final pay request for the WWTF Laboratory HVAC Project No. 1202.

Tom Drake reviewed Change Order No. 1 for the WWTF Laboratory HVAC Project. The changes are for a decrease of \$1000.00 for a different type of conduit installed, and for a 19-day time extension. The final pay request deducts liquidated damages of \$10,075.00 from the contractor. The change order and final pay request will close out the project. Motion was made by Bill Rieffenberger and seconded by Mike Danforth to recommend approval of change order and final pay request. Motion carried.

Old Business

None

New Business

Discussion on 14th Avenue.

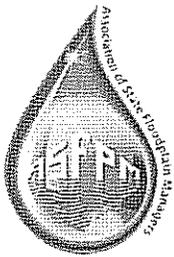
Tom Drake explained that with a new subdivision being developed in the northeast part of town, 14th Avenue North will need to be extended to the east. Staff is seeking direction on whether it should be constructed as full or a half street. The developer of the new subdivision will fund the cost of the south half of the street, and any development that would eventually occur to the north would be the responsibility of that developer for the north half of the street. If the council wanted a full street in the meanwhile, it would be at the city's cost. After discussion, staff was directed to bring back some cost estimates for a full street, to decide if this should be included in the next budget. No action was taken.

Executive Session

None

Motion made by Mike Danforth and seconded by Bill Rieffenberger to adjourn meeting at approximately 12:25 p.m.

Respectfully submitted,
Lori Marscheider



Association of State Floodplain Managers, Inc.

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February 25, 2013

Mr. Tom Drake
City of Watertown, SD
23 2nd St., N.E.
Watertown, SD 57201

Dear Mr. Drake:

We are pleased to inform you that one of your staff, Sarah Caron, has successfully completed the process and examination to become an ASFPM Certified Floodplain Manager (CFM®). The ASFPM grants this certification only to those professionals who meet the requirements and complete a comprehensive examination on the programs and standards to reduce flood losses in the nation. More information about the ASFPM CFM® Program is easily accessible on our website at www.floods.org under Certification.

The goals of the ASFPM CFM® Program are to:

- Formalize a procedure to recognize and provide an incentive for individuals to improve their knowledge of floodplain management concepts;
- Enhance individual professional development goals;
- Promote an understanding of relevant subject matter that is consistent nationwide;
- Convey new concepts and practices; and
- Build partnerships among organizations and agencies that share the goal of advancing sound floodplain management.

We will continue to work with Sarah to maintain this important certification. We urge you to recognize and support this important professional step by your staff member.

Please feel free to contact me with any questions you may have.

Sincerely,

Chad Berginnis, CFM
Executive Director
Assn. Of State Floodplain Managers

cc: Sarah M. Caron, P.E., CFM

Dedicated to reducing flood risk and losses in the nation.

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