

City of Watertown

Proposed City Council Agenda

City Hall, 23 2ND ST NE

Watertown, South Dakota

March 17, 2025, 2:00 PM



Page

1. CALL TO ORDER

2. PRAYER

3. PLEDGE OF ALLEGIANCE

4. ROLL CALL

5. ACTION TO APPROVE THE AGENDA

6. OPEN FORUM

7. CONSENT AGENDA

- (a) Approval of the minutes of the Council meeting held on March 3rd, 2025. 4 - 8
[City Council - Mar 03 2025 - Minutes](#)
- (b) Approval of a business license to Gustaf Carlson as a Gasfitter (\$75). 9 - 10
[Gasfitter](#)
- (c) Approval to write-off uncollectible Ambulance accounts receivable and remit 11 - 14
to the collection agency from 9-1-23 thru 6-1-24 in the amount of
\$88,330.36
[Write off noncollectable ambulance bills](#)
- (d) Application for a Special Event Retail On-Sale License to The Shamrocks & 15 - 20
Edelweiss Corp d/b/a Dempsey's Brewery Pub & Restaurant for the Boys &
Girls Club Camel Races at the Codington County Extension Complex, 1910
West Kemp Ave, W17' of Lot 60 & all of Lots 61-71 W110' of Lots 72-82 & all of
Lots 83-93, Way's 4th Lake Drive Addn from 3:00 PM to 11:59 PM on Friday,
April 25th, 2025.
[Boys & Girls Club Camel Races](#)
- (e) Authorization for City Hall to declare miscellaneous property as surplus and 21 - 22
dispose of as junk.
[City Hall Disposal of Misc Property](#)

8. PRESENTATIONS & REPORTS

9. CONTRACTS & CHANGE ORDERS

- (a) Acknowledgment of the FAA Airport Infrastructure Grant (AIG) Application for 23 - 24
Hangar Taxilane Expansion, in the Amount of \$570,000.00
[FAA Grant Application Acknowledgement](#)

- (b) Approval of a Bid Award for the Private Hangar Area Expansion Project, Project No. 2423 to Webster Scale, Inc. in the Amount of \$349,830.00, Pending FAA Grant Award 25 - 30
[Private Hangar Area Expansion Project, Project No. 2423](#)
- (c) Approval of a Bid Award for the 2025 Park and Recreation Improvements-Bike Trail Overlay, Project No. 2509 to Bowes Construction, Inc., in the amount of \$309,290.00 31 - 33
[2025 Park and Recreation Improvements-Bike Trail Overlay, Project No. 2509](#)

10. ORDINANCE FIRST READINGS

- (a) First Reading of Ordinance No. 25-04, a Revised Ordinance of the City of Watertown to Amend Ordinance Title 5 34 - 68
[Ordinance No. 25-04](#)

11. PUBLIC HEARINGS & SECOND READINGS

12. OTHER BUSINESS

- (a) Approval of Resolution No. 25-02, the Plat of Harmony Hill PUD First Addition to the Municipality of Watertown, in the County of Codington, South Dakota and Authorize the Interim City Manager to enter into a Private Road Agreement 69 - 99
[Resolution No. 25-02](#)
- (b) Approval of a 28' Public Access Easement through City property to allow secondary access for a proposed project on the NW corner of Willow Creek Drive and 28th Street SE 100 - 106
[Public Access Easement](#)
- (c) Authorization for the Forestry division to purchase a 2025 Forestry Chipper Truck in the amount of \$108,197.50 107 - 109
[2025 Forestry Chipper Truck](#)

13. CITY COUNCIL MEMBER ANNOUNCEMENTS AND INTRODUCTION OF TOPICS FOR FUTURE DISCUSSION

14. CITY MANAGER REPORT

15. EXECUTIVE SESSION PURSUANT TO SDCL 1-25-2

16. ADJOURNMENT

Kristen Bobzien
Chief Financial Officer

The City of Watertown, South Dakota does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services. ADA Compliance:

The City of Watertown fully subscribes to the provisions of the Americans with Disabilities Act. If you desire to attend this public meeting and are in need of special accommodations, please notify the City Finance Office 24 hours prior to the meeting so that appropriate auxiliary aids and services are available.

Watertown City Council Meeting Minutes March 3, 2025

The City Council met in regular session at 5:30 PM in the City Hall Council Chambers, 23 2ND ST NE. Deputy Mayor Randy Tupper presiding.

Present upon roll call: Alderperson Jurrens, Peters, Schutte, Tupper, and Danforth. Absent: Alderperson Buhler and Mayor Holien.

Motion by Schutte, seconded by Danforth, to approve the agenda as presented. Items approved as part of the consent agenda: minutes of the Council meeting held on February 18th, 2025; a Business License to Pinnacle Plumbing LLC as a Gasfitting Contractor (\$250) and Jordan Lorenzen and Jesse Smallfield as a Gasfitter (\$75/each); a Pyrotechnics or Open Flame Permit Application for Fireworks show display by Lew's Fireworks at the Prairie Lakes Ice Arena on March 17, 2025; approval of bills and payroll and authorization to pay. Motion Carried.

BILLS:

1889 MEAT CO	SUPPLIES	150.00	LEARNING OPPORTUNITIES, INC.	SUPPLIES	334.50
A & B BUSINESS SOLUTIONS, INC.	SERVICE	609.80	LEGENDS	REIMB	28,168.37
ABH, LLC	SERVICE	7,900.20	LES MILLS US TRADING, INC.	DUES	709.00
ACTIVE HEATING, INC.	SERVICE	3,873.18	LES SCHWAB TIRE CENTERS	SERVICE	103.98
ADAPCO	SUPPLIES	29,478.00	LIFE FITNESS	SUPPLIES	604.60
ADVANCE PROFESSIONAL	PARTS	158.78	LIQUID RING SERVICE & REPAIR LLC	SUPPLIES	970.45
AGWRX COOPERATIVE - WATERTOWN MAIN	SUPPLIES	1,534.91	LOREN LIEN	SERVICE	210.00
ALEX HARMS	SERVICE	60.00	MACKSTEEL WAREHOUSE INC.	SUPPLIES	732.56
ALEXIS MOES	REFUND	200.00	MACQUEEN EMERGENCY	SUPPLIES	100.99
AMAZON CAPITAL SERVICES	SUPPLIES	8,744.24	MAC'S INC.	SUPPLIES	893.83
AMERICAN ENGINEERING TESTING, INC.	SUPPLIES	2,892.50	MALLOY INDUSTRIAL SERVICES	SUPPLIES	200.86
AMERICAN LEGION STATE HEADQUARTERS - EMBLEM SUPPLY	SUPPLIES	60.00	MARCO TECHNOLOGIES, LLC	SUPPLIES	52.90
AMERICAN PUBLIC WORKS ASSOCIATION	DUES	170.83	MARIA GRUENER	TRA	287.26
AMERICAN RED CROSS - TRAINING SERVICES	TRAINING	2,145.00	MARSH & MCLENNAN AGENCY LLC	FEES	3,507.15
ANDOR INC.	SERVICE	3,923.52	MATHESON TRI-GAS, INC.	SUPPLIES	204.41
ANGELA LEMON	REIMB	54.08	M-B COMPANIES, INC.	PARTS	545.69
A-OX WELDING CO, INC.	SERVICE	206.37	MCKEEVER, INC.	SUPPLIES	15,124.68
AP AUTO PROS, INC.	SERVICE	301.61	MCMMASTER-CARR	SUPPLIES	73.61
ASSOCIATED SUPPLY COMPANY	SUPPLIES	209.63	MENARD'S	SUPPLIES	5,295.87
ASSOCIATION OF ZOOS AND AQUARIUMS	DUES	575.00	MEREDITH RABINE	SERVICE	117.00
AT&T MOBILITY	SERVICE	1,495.63	MICHAEL MAGEDANZ	SERVICE	120.00
AUTO VALUE WATERTOWN	PARTS	2,441.31	MIDCONTINENT COMMUNICATIONS	SERVICE	360.78
BAKER & TAYLOR	SUPPLIES	5,332.66	MIDWEST ALARM COMPANY, INC.	SERVICE	156.38
BATTERIES UNLIMITED, INC.	SUPPLIES	1,434.99	MIDWEST TAPE	SUPPLIES	182.52
BC AG INC.	SUPPLIES	2,200.00	MIDWEST TURF & IRRIGATION	SUPPLIES	1,287.92
BLACKBURN MANUFACTURING	SUPPLIES	859.41	MIDWEST VETERINARY SERVICE	SERVICE	3,742.68
BLUEPEAK	SERVICE	8,352.06	MONOPRICE, INC.	SUPPLIES	347.99
BORNS GROUP	POSTAGE	2,750.00	MOTHER OF GOD MONASTERY	CONTRIBUTION	70,000.00
BOUNCE AROUND INFLATABLES LLC	SUPPLIES	2,660.29	MUNICIPAL UTILITIES	SERVICE	211,749.06
BOUND TO STAY BOUND BOOKS, INC.	SUPPLIES	81.82	MUTH ELECTRIC, INC.	SERVICE	218.19
BOUND TREE MEDICAL LLC	SUPPLIES	987.12	NAPA CENTRAL	PARTS	2,105.23
BRIAN'S GLASS INC.	SUPPLIES	275.00	NORTH CENTRAL LABORATORIES	SUPPLIES	2,355.49
BUILDERS SUPPLY COMPANY	SUPPLIES	36.00	NYBERG'S ACE HARDWARE, INC.	SUPPLIES	458.07
BULLET SPORTSWEAR AND GRAPHICS	SUPPLIES	250.00	OFFICE PEEPS, INC.	SUPPLIES	6,441.90
BUTLER MACHINERY CO INC.	EQUIP	836,822.59	ONE SOURCE	SERVICE	50.00
C & S PEST CONTROL	SERVICE	188.00	O'REILLY AUTO PARTS	SUPPLIES	213.80
CALAMP WIRELESS NETWORKS CORPORATION	PARTS	240.00	OVERDRIVE, INC.	SUPPLIES	1,541.19
CANNON ELECTRIC, LLC	SERVICE	443.37	PEARSON DESIGN	SERVICE	1,575.00
CARRICO LAW PROF. LLC	SERVICE	12,458.00	PENWORTHY COMPANY	SUPPLIES	101.89
CARTNEY BEARING CORPORATION	SUPPLIES	356.17	PERMA-BOUND	SUPPLIES	71.40
CENGAGE LEARNING	SUPPLIES	121.56	PETERBILT OF FARGO	SERVICE	2,158.55
CENTER POINT LARGE PRINT	SUPPLIES	122.25	PETRA	SUPPLIES	1,562.00
CENTURY BUSINESS PRODUCTS, INC	SERVICE	394.77	PICKLEBALL INC.	SUPPLIES	194.49
CENTURYLINK	SERVICE	157.23	PIZZA RANCH	SUPPLIES	158.94

Agenda Item 7.(a) Approval of the minutes of the Council meeting held on...

CHAPPELL CENTRAL, INC.	SERVICE	665.00	POLICE PETTY CASH FUND	CASH	143.29
CHUCK'S LOCK & KEYS	SUPPLIES	83.70	POMP'S TIRE SERVICE, INC.	SERVICE	4,431.18
CINTAS CORPORATION NO. 2	SERVICE	57.69	PRAIRIE LAKES HEALTHCARE	SUPPLIES	1,339.54
CLAUDIA L BRUNICK-SPIEKER	REFUND	13.00	PRAIRIE LAKES WELLNESS CENTER	CASH	825.00
CLEVELAND METROPARKS	SERVICE	644.80	PREMIER SPECIALTY VEHICLES, INC	PARTS	20.24
COCA COLA BOTTLING COMPANY	SUPPLIES	189.00	PRIMARY PRODUCTS COMPANY	SUPPLIES	872.50
CODINGTON CLARK ELECTRIC COOPERATIVE	SERVICE	836.44	PRINT EM NOW	SUPPLIES	410.20
CODINGTON CO REGISTER OF DEEDS	SERVICE	155.00	PRO LINE, INC.	SUPPLIES	250.87
CODY BERNIS	SERVICE	2,520.00	PRODUCTIVITY PLUS ACCOUNT	SERVICE	1,735.88
COMBINED BUILDING SPECIALTIES, INC.	SERVICE	4,714.00	PUSH-PEDAL-PULL	SUPPLIES	134.98
COMMERCIAL BLDG MAINTENANCE & RESTORATION	SERVICE	500.00	QUALITY FLOW SYSTEMS INC.	SUPPLIES	7,709.14
COMMERCIAL CLEANING SERVICES INC	SERVICE	15,734.00	R8PA	DUES	945.00
CONNECTING POINT, INC.	SUPPLIES	68,725.15	RAMKOTA HOTEL	TRAVEL	798.00
CONNECTIONS INC EAP	SERVICE	692.96	RANDY TUPPER	TRAVEL	253.26
COUNTY FAIR FOODS	SUPPLIES	236.28	RC FIRST AID	SUPPLIES	203.50
COWBOY COUNTRY STORE	SUPPLIES	132.00	RC TECHNOLOGIES, INC	SERVICE	78.20
CREATIVE PRODUCT SOURCING, INC. - DARE	SUPPLIES	21.20	RDO EQUIPMENT CO.	EQUIP	267,156.00
CREATIVE REWARDS & SPECIALTIES	SUPPLIES	1,017.50	REDLINGER BROS INC.	PARTS	60.68
CULLIGAN	SERVICE	379.00	REILLY REPAIR INC.	SERVICE	1,835.02
DAKOTA BUTCHER	SUPPLIES	1,190.00	RICE LAKE	CONSTR	1,306,272.11
DAKOTA ELECTRONICS	SERVICE	240.00	RICHELIEU HAYES	SERVICE	240.00
DAKOTA PUMP & CONTROL, INC.	SUPPLIES	280.00	ROBERT HALO	SERVICE	23,000.00
DAKOTA SUPPLY GROUP	SUPPLIES	634.52	RODENTPRO.COM	SUPPLIES	1,022.95
DANR	DUES	60.00	RON'S SAW SHOP	SERVICE	2,206.80
DEMCO, INC.	SUPPLIES	1,382.91	ROTARY CLUB	DUES	209.00
DEPENDABLE SANITATION INC.	SERVICE	6,270.00	ROY'S SPORT SHOP INC.	SUPPLIES	1,868.59
DEUTSCH EXCAVATING	SERVICE	7,700.00	RUNNINGS FARM AND FLEET	SUPPLIES	2,542.98
DIGIMATION, INC	EQUIP	35,250.00	SAME DAY EXPRESS, INC.	SERVICE	320.00
DON JELIS WELDING & REPAIR	SERVICE	5,679.24	SANFORD HEALTH OCCUPATIONAL MEDICINE	SERVICE	322.00
DUPONT ELECTRIC INC.	SERVICE	480.00	SANFORD USD MEDICAL CENTER	SERVICE	1,200.00
EASTSIDE EQUIPMENT LLC	PARTS	204.97	SANITATION PRODUCTS INC.	SERVICE	11,230.91
EATON CORPORATION	SERVICE	3,881.84	SCHERBENSKE AUTO REPAIR, INC.	SERVICE	493.38
ELECTRIC MOTORS & MOORE INC.	SUPPLIES	533.00	SCOTT SCHUNTER	TRAVEL	548.66
ELIVATE	SUPPLIES	406.30	SD AIRPORT CONFERENCE	DUES	200.00
ELLWEIN BROTHERS, INC.	SUPPLIES	11,787.75	SD ASSOCIATION OF CODE ENFORCEMENT	DUES	75.00
EMS MANAGEMENT & CONSULTANTS, INC	SUPPLIES	4,060.00	SD DEPT OF ENVIRONMENT & NATURAL RESOURCES	FEES	3,823.80
ENERGY LABORATORIES, INC.	SUPPLIES	3,000.00	SD DEPT OF TRANSPORTATION	SERVICE	486.08
ENGELSTAD ELECTRIC	SERVICE	96.94	SDN COMMUNICATIONS	SERVICE	766.99
ESE IND. INC.	SERVICE	2,218.50	SEBCO BOOKS	SUPPLIES	345.39
EVOLUTION POWERSPORTS	EQUIP	8,789.00	SERVICE PLUS INC.	SERVICE	285.62
EVOQUA WATER TECHNOLOGIES, LLC	SUPPLIES	2,166.48	SHERWIN WILLIAMS	SUPPLIES	154.10
EXECUTIVE MGMT. FINANCE OFFICE	SERVICE	6.75	SHRED-IT	SERVICE	328.69
FASTENAL COMPANY	SUPPLIES	918.50	SIGN PRO	SUPPLIES	66.25
FEDERAL EXPRESS CORPORATION	SERVICE	83.31	SIOUX FALLS FORD	EQUIP	71,832.00
FINNLYTECH INC	SERVICE	3,830.00	SIOUX RURAL WATER SYSTEM	SERVICE	116.30
FIRST NATIONAL BANK OMAHA	SUPPLIES	31,419.34	SIOUX VALLEY COOP	SUPPLIES	44,455.76
FISHER SCIENTIFIC	SUPPLIES	265.92	SITEONE LANDSCAPE SUPPLY, LLC	SUPPLIES	261.47
FLEETPRIDE, INC	SUPPLIES	452.23	SODAK CONCRETE COATINGS	SERVICE	17,900.00
GANNETT MEDIA CORP	SERVICE	4,323.56	STAR LAUNDRY & CLEANERS, INC.	SERVICE	617.77
GANNETT TENNESSEE LOCALIQ	SERVICE	1,924.85	STAR TRIBUNE	SUBSCR	322.30
GARY WECKWERTH	SERVICE	5,000.00	STEIN SIGN	SERVICE	320.00
GLACIAL LAKES HUMANE SOCIETY & SHELTER	SUBSIDY	50,000.00	STEIN'S INC.	SUPPLIES	123.31
GLACIAL LAKES VETERINARY	SERVICE	672.25	STELLAR PROGRAMMING & CONSULTING	SOFTWARE	13,740.00
GLASS PRODUCTS INC.	SERVICE	730.45	STEVE'S WORLD INC.	SERVICE	2,340.00
GLENDAL PARADE STORE, LLC	SUPPLIES	275.00	STIMSON CONSTRUCTION	SERVICE	1,170.00
GOLDEN WEST INDUSTRIAL SU	SUPPLIES	213.60	SUTTON LAWN & SNOW LLC	SERVICE	412.50
GOLF GENIUS SOFTWARE, INC	SERVICE	925.00	TASHA SHEPHERD	REFUND	80.00
GRAB TEC	SUPPLIES	62.30	TATE LARSON	SERVICE	90.00
GRAINGER	SUPPLIES	653.52	TECTA AMERICA CORP	SERVICE	2,999.55
GRAYBAR ELECTRIC CO, INC.	SUPPLIES	6,330.00	TEGRA GROUP, INC.	CONSTR	15,977.00
HAWKINS INC.	SUPPLIES	2,825.08	THE BUG COMPANY OF MINNESOTA, INC	SUPPLIES	76.81
HDR ENGINEERING INC.	CONSTR	85,947.50	THOMAS LAURIER	SERVICE	240.00
HEIMAN, INC.	SUPPLIES	140.51	THOMSON REUTERS - WEST	SUBSCR	1,240.41
HELMS & ASSOCIATES	CONSTR	23,347.63	TITAN MACHINERY	EQUIP	69,250.00
HILLYARD / SIOUX FALLS	SUPPLIES	4,397.62	TLC MARINE/OUTDOOR POWER	SERVICE	263.50
HOMETOWN BUILDING CENTER, INC.	SUPPLIES	169.98	TODAY'S BUSINESS SOLUTIONS, INC.	FEES	43.68
HOUSTON ENGINEERING, INC.	SERVICE	8,109.50	TRACY EISCHENS	SUPPLIES	100.00
HUFF CONSTRUCTION, INC	CONSTR	408,908.66	TRAINING 9-1-1 HEROES	TRAINING	140.00
HUMAN SERVICE AGENCY	SERVICE	2,500.00	TRANSUNION RISK AND ALTERNATIVE	SERVICE	75.00
HY VEE FOOD STORE	SUPPLIES	1,281.60	TRAV'S OUTFITTER, INC.	SUPPLIES	1,574.33
ID CARD GROUP	SUPPLIES	530.93	TRUCK CENTERS COMPANIES EAST LLC	SUPPLIES	127.57
INFORMA PRINCETON LLC	SERVICE	4,800.00	TSP, INC.	CONSTR	8,742.07
INTERACTIVE SCIENCES, INC.	SPONSORSHIP	500.00	TURFGRADE LLC	SERVICE	1,250.00

Agenda Item 7.(a) Approval of the minutes of the Council meeting held on...

INTERNATIONAL ACADEMIES OF EMERGENCY DISPATCH	DUES	46.50	TWO WAY SOLUTIONS, INC.	SUPPLIES	2,565.85
ISIAIAH HALL	TRAVEL	10.00	UNITED STATES GEOLOGICAL SURVEY	SERVICE	6,749.25
ISTATE TRUCK CENTER, INC.	SUPPLIES	1,124.55	UNIVAR SOLUTIONS USA INC.	SUPPLIES	12,715.00
ITC, INC	SERVICE	523.78	US BANK NATIONAL ASSOCIATION	RENT	80.00
J & B SCREEN PRINTING INC.	SUPPLIES	2,669.50	US BANK ST PAUL	DEBT	624,172.50
J H LARSON ELECTRICAL CO.	SUPPLIES	985.18	US FOODS - SIOUX FALLS	SUPPLIES	9,261.88
JASON RAML TRUCKING	SERVICE	2,062.50	USA TODAY SUBSCRIPTION PROCESSING	SUBSCR	400.35
JAYTECH, INC	SERVICE	1,290.80	VERIZON WIRELESS	SERVICE	668.06
JCL - SIOUX FALLS BRANCH	SUPPLIES	257.44	VESTIS SERVICES, LLC	SERVICE	129.24
JEFF OR CANDICE MERONEY	REFUND	15.00	WAL-MART	SUPPLIES	1,055.97
JEFF'S VACUUM CENTER	SUPPLIES	111.88	WARNE PLUMBING & HEATING	SERVICE	610.21
JERRY'S TRANSMISSION SERVICE, INC.	SUPPLIES	81.04	WATER GEAR INC.	SUPPLIES	1,366.52
JOHN DEERE FINANCIAL	SERVICE	2,688.71	WATERTOWN AREA CHAMBER OF COMMERCE	DUES	700.00
JOHNSON FITNESS & WELLNESS	SUPPLIES	931.57	WATERTOWN AREA HOME BUILDERS ASSOC	DUES	75.00
JOSH VOLKART	MILEAGE	28.81	WATERTOWN BOYS AND GIRLS CLUB	SUBSIDY	15,282.38
JULIE MCGILL	SERVICE	120.00	WATERTOWN BUSINESS DISTRICT IMPROVEMENT	SUBSIDY	15,285.60
JUSTIN LAWN & TREE SERVICE, INC.	SERVICE	1,350.00	WATERTOWN CONVENTION & VISITORS BUREAU	SUBSIDY	60,000.00
KASSIE HALE	SERVICE	240.00	WATERTOWN FORD	PARTS	256.44
KIXX	ADV	500.00	WATERTOWN LAWN & GARDEN & SMALL ENGINE REPAIR INC	SUPPLIES	6,667.81
KPHR	ADV	240.00	WATERTOWN PUBLIC OPINION	SUBSCR	375.95
KXLG	ADV	882.00	WATERTOWN TRUCK & TRAILER INC	SERVICE	569.81
KYLE PETERS	TRAVEL	305.35	WATERTOWN WHOLESALE	SUPPLIES	375.80
L MARQUARDT ELECTRIC INC.	SERVICE	1,283.13	WINSUPPLY OF WATERTOWN	SUPPLIES	637.73
LAKE AREA / BIT	SERVICE	212.82	WOODWAY USA	SUPPLIES	195.00
LAKE AREA DOOR, INC.	SERVICE	645.19	WW TIRE SERVICE INC.	SERVICE	17,042.79
LAKE AREA ZOOLOGICAL SOCIETY	REIMB	2,592.46	ZIEMER LANDSCAPING & LAWN CARE	SERVICE	322.50
LANGUAGE LINE SERVICES, INC.	SERVICE	120.80	ZIP AND STITCH SEWING	SERVICE	442.00
LATC/CORP ED	SERVICE	750.00	ZOOBEAN, INC	SUBSCR	1,392.00

PAYROLL:

	Sal	SS	Pen	Ins		Sal	SS	Pen	Ins
Mayor/CC	10,716.25	632.91	-	-	Cemetery	12,569.56	921.10	697.26	1,876.02
City Manager	21,239.53	1,527.55	1,269.57	2,807.09	Animal Cntrl	10,243.13	748.01	609.79	1,876.02
Human Resources	20,867.91	1,493.51	1,244.87	3,611.90	Forestry	23,152.84	1,709.39	1,378.39	3,758.47
Finance	21,690.74	1,513.28	1,296.64	4,906.18	Library	48,838.38	3,587.97	2,588.86	8,632.49
Info Tech	26,124.86	1,925.31	1,557.89	3,887.51	Comm Develop	29,653.73	2,141.18	1,767.22	5,623.39
Facilities Mgmt	19,939.92	1,424.43	1,189.20	5,046.32	Park & Rec.	214,046.68	15,867.32	9,987.60	26,611.53
Engineer	43,355.40	3,167.20	2,586.92	5,959.80	PLWC	78,540.40	5,983.39	2,209.26	6,065.01
Police	314,083.18	23,171.38	24,277.95	39,598.89	E-911	73,800.45	5,412.12	4,425.65	11,130.09
Fire	287,585.41	4,092.04	22,608.16	49,009.05	Sewer	88,920.58	6,518.70	5,325.63	12,907.66
Public Works	4,813.60	372.77	286.42	651.35	Landfill	93,645.23	6,682.43	5,611.52	19,801.37
Street	76,302.40	5,974.18	4,914.15	16,461.71	Airport	38,433.58	2,821.11	2,298.82	5,816.07
Snow Removal	7,085.07	-	-	-					
Add'l 8.00 Long	R. Sadergaski (Facilities Mgmt), M. Jensen & C. Wollschlager (Police), D. Axelsen, C. Fischer, A. Heinrich, M. Mack, C. Robinson & A. Sebek (Fire) S. Bekaert (PLWC)								
Add'l 8.00 Long	R. Beynon & T. Eischens (Street) M. Drake-Miller (Zoo) C. Biever (Landfill) New Hire Ice Arena J. Thonvold (12.50/hr), M. Bolin (14.00/hr), M. Kosters (15.00/hr)								
New Hire Street	A. Wicks (5,569.20/mo 40 mo/cell) New Hire Police M. Fedt (5,050.93/mo 40 mo/cell) New Hire E911 K. Sherman (4,238.00/mo) New Hire PLWC D. Rozeboom (13.00/hr)								
New Hire Facility Maint	M. Truen (3,168.53/mo 40 mo/cell) Salary Inc Police B. Johnson (7,243.60/mo), M. Hegg (7,101.47/mo), R. Kinnunen (6,692.40/mo), S. Price & T. Barthel (6,825.87/mo)								
Salary Inc Police	J. Bjerke & C. Trumm (6,432.40/mo) Salary Inc Street A. Reis (4,810.00/mo), S. Frysle (17.50/hr) Salary Inc Library C. Hartwig, A. Junker & C. Knight (14.70/hr)								
Salary Inc Library	L. Tesch (15.45/hr), Z. Mettler, A. Moyer, A. Pries & A. Sherill (12.20/hr) Salary Inc WWTP S. Homola (4362.80/mo) Salary Inc Supervision C. Parliament (17.00/hr)								
Salary Inc Facility Maint	J. Volkart (4,822.13/mo) Salary Inc Fire Z. Ordal (100.00/mo) Salary Inc Ice Arena A. Lacher & J. Lacher (14.00/hr) Salary Inc P&R H. Olson, J. Hirtz & C. Heiser (16.50/hr)								
Salary Inc P&R	A. Abraham (21.00/game), C. Hansen (30.00/game), L. Paulson (12.50/hr) Salary Inc PLWC L. Brandenburger (12.50/hr), B. Brinkman & B. Jenc (12.60/hr)								
Salary Inc PLWC	S. Ballard (12.70/hr), K. Hanten (12.75/hr), A. Ammann, J. Knigh & E. Bluel (12.85/hr) L. Bury, T. Gardner, C. Knipling, D. Brownlee, A. Hulscher & T. Stephens (13.00/hr)								
Salary Inc PLWC	K. Arends & C. Shoemaker (13.20/hr) C. Dylla, E. Zink, P. Mack & S. Anderson (13.25/hr) C. Hoefert, D. Jackels, T. Mancell, A. Christensen, J. Conry & K. Kart (13.35/hr)								
Salary Inc PLWC	M. LeBlanc, J. Mack, J. Moses, K. Salcedo, D. Stee, B. Schmeling, D. Meyer, T. Smith, J. Stucke, J. Walsh & L. Dutt (13.35/hr) B. Johnson, M. Fox & D. Mueller (13.50/hr)								
Salary Inc PLWC	C. McElhany, J. Spence, C. Storm & M. Lunde (13.50/hr) A. Geffre, C. Rumpza, B. Sutton & J. Syring (13.60/hr) L. Felch, L. Ulrich, K. McIntosh, E. Ingalls & M. Thury (13.85/hr)								
Salary Inc PLWC	M. Bolin, T. Rohde & J. Koistinen (14.00/hr) B. Watertman & K. Antoine (14.35/hr) J. Pischke, J. Peterson, T. Spence & R. Walsh Choske (14.50/hr) L. Grund (15.50/hr)								
Salary Inc PLWC	S. Thury & C. Gottsleben (14.60/hr) A. Czech & K. Schooley (16.00/hr) J. Larson (16.25/hr) D. Calkins (16.35/hr) A. Rylance (17.75/hr)								

Deputy Mayor Randy Tupper called for Open Forum. Doug Allen addressed the City Council regarding the speed limit and the amount of trash along 3rd Avenue due to its proximity to the Ice Arena. In addition, Allen addressed concerns to the City Council in regard to the City Manager Job Posting.

Kyle Lalim of the Home Rule Charter and Mid-Term Review Committee provided an update to the City Council.

Motion by Peters, seconded by Schutte, to approve the Development Agreement Amendments for Endres 3rd, Harmony Hill 3rd, Isabella 1st, KAK's 4th, Kampeska Dunes 4th, Prairie's Edge Estates, River Ridge Estates 7th, The Lakes of Willow Creek 1st, Valley View 2nd and Valley View 3rd to Extend the Completion date for One Year. Motion Carried.

Motion by Peters, seconded by Danforth, to approve of a Bid Award for the 2025 PMP A - Asphalt Mill and Overlay and Large Patches, Project No. 2502 to Duininck, Inc., in the amount of \$1,405,894.65. Motion Carried.

Motion by Schutte, seconded by Peters, to approve a bid award for the 2025 Crack Sealing & Chip Sealing Project, Project No. 2506 to Asphalt Preservation Company in the amount of \$536,608.65. Motion Carried.

Motion by Danforth, seconded by Peters, to approve Change Order No. 3 (Final) for the Taxiway and Ag Area Improvements Project, Project No. 2227, with J&J Earthworks, Inc, for a decrease of \$66,505.94 for a new contract price of \$2,684,123.66. Motion Carried.

Ordinance No. 25-02, Zoning Text Amendments to Chapter 21.29 C-L Lake Commercial District, Chapter 21.30 C-L1 Lake Adjacent Commercial District (New District), Chapter 21.31 C-L2 Lake Proximity Commercial District (New District), and Chapter 21.58 C-LX Lake District Overlay (New District), Chapter 21.05 Establishment of Districts, Chapter 21.10 Summary of District Regulations, and Chapter 21.90 Definitions of the Revised Ordinances of the City of Watertown was placed on its first reading and the title was read. No action taken.

Motion by Danforth, seconded by Schutte, to Approve Resolution 25-09, Resolution Establishing Water Main and Sanitary Sewer Cost Recovery for water main and sanitary sewer installations for the Taxiway and Ag Area Improvement Project, Project No. 2227. Motion Carried.

Motion by Schutte, seconded by Danforth, to authorize bidding for the Wolf Exhibit Renovation Project and to accept a donation from LAZS in the amount of \$431,431.94. Motion Carried.

Motion by Danforth, seconded by Schutte, to approve a Budget Supplement in the amount of \$69,377.00 for the Replacement of the 100LL Fuel Tank at the Watertown Regional Airport. Motion Carried.

Motion by Peters, seconded by Schutte, to authorize the Interim City Manager to sign the 2024 Annual Municipal Separate Storm Sewer Systems (MS4) Report for submittal to the Department of Agriculture and Natural Resources (DANR). Motion Carried.

Councilman Peters, Liaison of the Succession Planning Committee, stated that although the City Manager Job Posting is not yet on the City website, it will be soon. Peters stated that Robert Half is currently hand-picking a few candidates – approximately 70 candidates have been contacted and 21 have expressed interest so far.

Agenda Item 7.(a) Approval of the minutes of the Council meeting held on...

Councilman Danforth mentioned concerns that have been expressed regarding the amount of litter along highways and streets within Watertown. He urged citizens to do their part in keeping our community clean in order to maintain a good impression to those who live-in and visit our community.

Motion by Schutte, seconded by Peters to go into Executive Session for the purpose of discussing contractual matters. Motion Carried.

Motion by Danforth, seconded by Peters, to adjourn until 5:30 PM on Monday, March 17th, 2025. Motion Carried.

The City of Watertown, South Dakota does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability in employment or the provision of service.

Dated at Watertown, South Dakota, March 3rd, 2025.

ATTEST:

Jennifer Collins, Records & Licensing Manager

Randy Tupper, Deputy Mayor



City Council

Agenda Item

Subject: Approval of a business license to Gustaf Carlson as a Gasfitter (\$75).
Meeting: City Council - Mar 17 2025
From: Kristen Bobzien, Interim City Manager/Chief Financial Officer

BACKGROUND INFORMATION:

Applicant will be licensed to work under Active Heating for 2025. Gasfitter applicant has passed the gasfitter exam administered by Watertown Municipal Utilities.

FINANCIAL CONSIDERATIONS:

Applicant has paid \$75 of licensing fees to the City of Watertown.

STAFF RECOMMENDATION / SUGGESTED MOTION:

I move to approve the business license to Gustaf Carlson as a Gasfitter (\$75).

ATTACHMENT(S):

[Active Heating - Gus Carlson](#)



CITY OF
WATERTOWN
FINANCE DEPARTMENT

Gasfitting Contractor & Gasfitter License Application

☒ New Application ☐ Renewal ☒ Add Additional Gasfitter(s) ☐ Transfer Licensed Gasfitter(s)

Licensing Year: 2025

Gasfitting Contractor License Information:

Business Name (as it will appear on license)	Active Heating
Applicant/Owner Name (as it will appear on license)	
Business Address	115 N. Maple
City, State, Zip	Watertown, SD 57201
Phone Number	605-882-2603
Email Address	amberd@activeheatinginc.com
Insurance Company Name (copy of certificate req'd)	McKinney Olson Ins
Insurance Expiration Date	5/1/2025
Bond Company Name (copy of bond req'd)	Nationwide Mutual Insurance
Bond Expiration Date	4/2/2026
License Fees (check made payable to City of Watertown)	Gasfitting Contractor: \$250 first year/\$75 renewal Gasfitter Fee: \$75 per gasfitter/per year Transfer Licensed Gasfitter Fee: \$25 per gasfitter

Supporting Gasfitter Licenses: (If more gasfitters are to be added, please attach additional information to this application)

Gasfitter #1 - Full Name Gustaf Carlson	Signature of Gasfitter #1:
Gasfitter #2 - Full Name	Signature of Gasfitter #2:
Gasfitter #3 - Full Name	Signature of Gasfitter #3:

Signature of Business Owner

3-5-28
Date

TO BE COMPLETED BY CITY OF WATERTOWN	
Fee Paid: <u>\$75.00 chk#1507</u>	City Council Approved On _____
Receipt Number: _____ Dated: _____	
License or Permit Number: _____	City Manager _____
	Finance Officer _____

Submit completed application to: City Finance Office, Attn: Records/Licensing Manager, PO Box 910, Watertown SD 57201
Phone# (605) 882-6203 • Fax# (605) 882-6218 • licenses@watertownsd.us



City Council

Agenda Item

Subject: Approval to write-off uncollectible Ambulance accounts receivable and remit to the collection agency from 9-1-23 thru 6-1-24 in the amount of \$88,330.36

Meeting: City Council - Mar 17 2025

From: Kristen Bobzien, Interim City Manager/Chief Financial Officer

BACKGROUND INFORMATION:

These ambulance accounts have been sent to the patient through the billing procedural process, and have been forwarded information that they will be sent to collections. This is a backlog clean up of our past billing company Image Trend.

FINANCIAL CONSIDERATIONS:

This is the policy process with uncollected ambulance accounts.

STAFF RECOMMENDATION / SUGGESTED MOTION:

I move to approve the write-off uncollectible Ambulance accounts receivable and remit to the collection agency from 9-1-23 thru 6-1-24 in the amount of \$88,330.36

ATTACHMENT(S):

[Ambulance Collections 10-1-23 thru 6-1-24](#)

Agenda Item 7.(c) Approval to write-off uncollectible Ambulance accounts...

ACCOUNT NUMBER	DATE OF SERVICE	TOTAL TO COLLECTION
ITWT010256	10/3/2023	\$ 50.00
ITWT010274	10/7/2023	\$ 1,403.90
ITWT010281	10/5/2023	\$ 290.00
ITWT010295	10/5/2023	\$ 1,387.80
ITWT010300	10/12/2023	\$ 1,404.60
ITWT010342	10/15/2023	\$ 250.00
ITWT010356	10/20/2023	\$ 1,046.20
ITWT010364	10/20/2023	\$ 3,607.50
ITWT010371	10/23/2023	\$ 1,039.90
ITWT010399	10/24/2023	\$ 3,670.50
ITWT010414	10/31/2023	\$ 303.94
ITWT010456	11/8/2023	\$ 3,527.70
ITWT010458	11/13/2023	\$ 1,245.70
ITWT010469	11/9/2023	\$ 106.83
ITWT010472	11/9/2023	\$ 774.00
ITWT010478	11/8/2023	\$ 1,441.70
ITWT010492	11/9/2023	\$ 1,362.60
ITWT010493	11/9/2023	\$ 659.00
ITWT010511	11/18/2023	\$ 1,444.50
ITWT010535	11/25/2023	\$ 659.00
ITWT010551	11/24/2023	\$ 1,387.80
ITWT010575	12/1/2023	\$ 1,373.10
ITWT010576	12/1/2023	\$ 107.10
ITWT010584	11/24/2023	\$ 1,413.00
ITWT010603	12/6/2023	\$ 1,394.10
ITWT010619	12/9/2023	\$ 250.00
ITWT010627	12/11/2023	\$ 623.13
ITWT010643	12/7/2023	\$ 290.00
ITWT010655	12/17/2023	\$ 307.12
ITWT010664	12/15/2023	\$ 50.00
ITWT010668	12/6/2023	\$ 199.71
ITWT010687	12/18/2023	\$ 1,410.90
ITWT010699	12/23/2023	\$ 1,153.30
ITWT010708	12/22/2023	\$ 1,025.99
ITWT010709	12/22/2023	\$ 3,734.00
ITWT010711	12/22/2023	\$ 290.00
ITWT010723	12/31/2023	\$ 1,033.60
ITWT010731	12/28/2023	\$ 1,033.60
ITWT010733	12/28/2023	\$ 50.00
ITWT010745	12/27/2023	\$ 1,423.50
ITWT010751	1/3/2024	\$ 564.14
ITWT010756	1/3/2024	\$ 1,368.90
ITWT010759	1/2/2024	\$ 158.44
ITWT010765	1/2/2024	\$ 1,035.70
ITWT010775	1/6/2024	\$ 152.72
ITWT010783	12/26/2023	\$ 1,415.10

Agenda Item 7.(c) Approval to write-off uncollectible Ambulance accounts...

ITWT010784	12/26/2023	\$	290.00
ITWT010788	1/5/2024	\$	1,033.60
ITWT010812	1/11/2024	\$	290.00
ITWT010814	1/3/2024	\$	50.00
ITWT010831	1/13/2024	\$	178.47
ITWT010832	1/12/2024	\$	570.34
ITWT010844	1/16/2024	\$	1,025.99
ITWT010860	1/22/2024	\$	1,404.60
ITWT010894	1/24/2024	\$	110.69
ITWT010917	1/30/2024	\$	99.27
ITWT010934	1/31/2024	\$	1,375.20
ITWT010942	2/6/2024	\$	160.78
ITWT010960	2/3/2024	\$	1,503.30
ITWT010974	2/7/2024	\$	3,555.00
ITWT010986	1/31/2024	\$	127.92
ITWT010989	2/7/2024	\$	758.10
ITWT010996	2/10/2024	\$	50.00
ITWT011005	2/15/2024	\$	1,404.60
ITWT011019	2/17/2024	\$	300.00
ITWT011037	2/19/2024	\$	1,404.60
ITWT011038	2/19/2024	\$	1,039.90
ITWT011045	2/21/2024	\$	293.44
ITWT011046	2/21/2024	\$	813.00
ITWT011049	2/22/2024	\$	112.85
ITWT011056	2/25/2024	\$	187.97
ITWT011071	2/27/2024	\$	50.00
ITWT011082	2/29/2024	\$	1,404.60
ITWT011083	2/29/2024	\$	290.00
ITWT011087	2/29/2024	\$	1,201.60
ITWT011091	3/3/2024	\$	1,551.60
ITWT011095	3/2/2024	\$	1,018.90
ITWT011103	3/4/2024	\$	93.59
ITWT011107	3/4/2024	\$	1,065.10
ITWT011113	3/5/2024	\$	1,375.20
ITWT011154	3/13/2024	\$	1,192.50
ITWT011178	3/15/2024	\$	1,588.00
ITWT011206	3/24/2024	\$	116.91
ITWT011211	3/22/2024	\$	1,021.00
ITWT011220	3/26/2024	\$	1,419.30
ITWT011264	4/2/2024	\$	1,023.10
ITWT011270	4/2/2024	\$	117.72
ITWT011292	4/4/2024	\$	1,021.00
ITWT011326	4/13/2024	\$	290.00
ITWT011331	4/16/2024	\$	1,054.60
ITWT011384	4/29/2024	\$	1,481.60
ITWT011391	5/1/2024	\$	1,373.10
ITWT011457	5/14/2024	\$	500.00

Agenda Item 7.(c) Approval to write-off uncollectible Ambulance accounts...

ITWT011462	5/15/2024	\$	1,021.00
Total		\$	88,330.36



City Council

Agenda Item

Subject: Application for a Special Event Retail On-Sale License to The Shamrocks & Edelweiss Corp d/b/a Dempsey's Brewery Pub & Restaurant for the Boys & Girls Club Camel Races at the Codington County Extension Complex, 1910 West Kemp Ave, W17' of Lot 60 & all of Lots 61-71 W110' of Lots 72-82 & all of Lots 83-93, Way's 4th Lake Drive Addn from 3:00 PM to 11:59 PM on Friday, April 25th, 2025.

Meeting: City Council - Mar 17 2025

From: Kristen Bobzien, Interim City Manager/Chief Financial Officer

BACKGROUND INFORMATION:

Applicant has provided adequate proof of insurance and has paid necessary fees. Per SDCL 35-4-124, a public hearing is not required for existing alcoholic beverage license holders.

FINANCIAL CONSIDERATIONS:

Applicant has paid licensing fees of \$300.00 to the City of Watertown.

STAFF RECOMMENDATION / SUGGESTED MOTION:

I move to approve the application for a Special Event Retail On-Sale License to The Shamrocks & Edelweiss Corp d/b/a Dempsey's Brewery Pub & Restaurant for the Boys & Girls Club Camel Races at the Codington County Extension Complex, 1910 West Kemp Ave, W17' of Lot 60 & all of Lots 61-71 W110' of Lots 72-82 & all of Lots 83-93, Way's 4th Lake Drive Addn from 3:00 PM to 11:59 PM on Friday, April 25th, 2025.

ATTACHMENT(S):

[Special Event App - Camel Races](#)



CITY OF
WATERTOWN
FINANCE DEPARTMENT

Special Event & Weekly Seasonal Event Alcohol Beverage License Application

1. License Type(s) Requested

<input type="checkbox"/>	Special Malt Beverage Retailers License
<input type="checkbox"/>	Special On-Sale Wine Retailers License
<input checked="" type="checkbox"/>	Special On-Sale License
<input type="checkbox"/>	Special Off-Sale Package Wine Dealers License
<input type="checkbox"/>	Special Off-Sale Package Wine Dealers License – Donated Beverages
<input type="checkbox"/>	Special Off-Sale Package Malt Beverage Dealers License – Donated Beverages
<input type="checkbox"/>	Special Off-Sale Package Dealers License – Donated Beverages

2. Name and Description of Special Event Boys & Girls Club Camel Race

3. Event Date(s) and times: Friday April 25, 2025 3pm - 11:59pm

(Licenses can be issued for a period of time to be established by the Council for a duration of a special event, but not to exceed fifteen (15) consecutive days)

4. Describe Event Location: W17' of Lot 60 & All of Lots 61-71, W110 of Lots 72-82 & All of
Event Address: Codington Co. Extension Building 1910 W Kemp Ave Wtn, SD 57201

5. Event Applicant and Applicant Address: Dempsey's Brewery, Pub, & Restaurant
127 N - Broadway Wtn SD 57201

To apply for a Special Event License, you must be one of the following (please check one)
- If Civic, Charitable, Educational or Fraternal: please provide copy of 501(c)(3).

<input type="checkbox"/>	Civic
<input type="checkbox"/>	Charitable
<input type="checkbox"/>	Educational
<input type="checkbox"/>	Fraternal
<input type="checkbox"/>	Veterans Organization
<input type="checkbox"/>	Existing On-Off Sale Malt Beverage Licensee
<input type="checkbox"/>	Existing On-Off Sale Wine Licensee
<input checked="" type="checkbox"/>	Existing On-Sale Liquor Licensee

event: live
board game
fundraiser
for Boys & Girls
Club

6. Event Coordinator's Name Jayne Erickson
Email: shamrocks-edelweiss@gmail.com
Business Ph# 605-882-0760

Agenda Item 7.(d) Application for a Special Event Retail On-Sale License...

7. Name of Entity Serving Alcohol (if not applicant): Dempsey's Brewery, Pub, + Restaurant

8. Method of alcohol consumption:

<input checked="" type="checkbox"/>	Sold and consumed on site
<input type="checkbox"/>	Sold/Auctioned and consumed off site -for example, a winery basket at a silent auction

9. Estimated number of Participants 400
Estimated number of Minors 200

Method in which applicants plan to prevent underage consumption: I.D. Everyone Who Looks under 40

***Thursday Night Live Applicants must use wrist bands as method to prevent underage consumption**

10. For outdoor events, please submit a drawing illustration of the event area, including stage/platforms, alcohol serving area(s), food serving facilities, garbage collection receptacles, restroom facilities and other amenities.

11. Post-event clean-up is required prior to vacating the area.

12. **Insurance Requirements:** Per City Ordinance, licensees shall maintain liability insurance in an amount of not less than One Million Dollars (\$1,000,000) for bodily injury, death, disability, and property damage liability during the time the special alcoholic beverage license is in effect. **Licensee shall also maintain Liquor Liability insurance with a limit of not less than One Million Dollars (\$1,000,000) for each occurrence, and if such insurance contains a general aggregate limit, the general aggregate limit shall apply separately or be no less than two times the occurrence limit.** The City shall be named as an additional insured on a primary, noncontributory basis for any liability arising directly or indirectly from the special alcoholic beverage license during the time such license is in effect. The licensee must also agree to indemnify and hold the City of Watertown, its officers, agents, and employees, harmless from and against any and all actions, suits, damages, liability or other proceedings that may arise as the result of the alleged negligence of the applicant and/or that is in any way connected or associated with the event(s) for which any special alcoholic beverage license is issued which do not solely arise from errors or omissions of the City of Watertown, its officers, agents, or employees. **Please submit proof of insurance with your application.**

13. **Fee:** For Special Event Alcoholic Beverage Licenses, a fee of \$300 is required. For Special Weekly Seasonal Alcoholic Beverage Licenses, the fee is \$50/per day of event at one location. If applicable, a \$50 notice of public hearing fee must also be submitted by separate check. Fees are to be made payable to the City of Watertown and must be submitted with your application.

14. **Legal Notice:** For certain applicants, the City of Watertown is required by South Dakota state law to publish a legal notice in the local newspaper at least 7 days prior to City Council action. In order to make publication deadlines, we need your completed application at least 20 days prior to the City Council meeting.

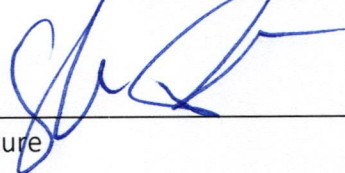
15. **Public Hearing & Council Action:** A public hearing and City Council action is required on all special event alcohol licenses in which the applicant does not hold an existing alcoholic beverage license.

A public hearing *is not* required if the applicant holds an existing alcoholic beverage license per SDCL 35-4-124. City Council action is required, however.

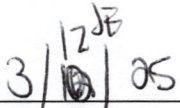
The Watertown City Council meets the first and third Monday of each month. This application will be scheduled only after all required documents are submitted to the Records & Licensing Manager and internal approvals are completed.

16. Miscellaneous Information for City Council Review:

17. **Certificate:** The undersigned applicant certifies under the penalties of perjury that all statements provided herein are true and correct; that the said applicant complies with all requirements for the Special Event Alcohol License in the City of Watertown, SD.



Signature



Date

Submit completed application to: City Finance Office, Attn: Records/Licensing Manager, PO Box 910, Watertown SD 57201
Phone# (605) 882-6203 • Fax# (605) 882-6218 • licenses@watertownsd.us

To Be Completed by Records & Licensing Manager:

1. Notice of public hearing was published on NA in the Watertown Public Opinion.
2. Public Hearing and/or Council action was held on _____.
The Watertown City Council took action to
_____ Approve
_____ Disapprove license due to _____.
3. The following restrictions were imposed: _____

_____.
4. Receipt Number _____
5. Special Event License Number _____
6. Mailed to applicant on _____.
7. Signature of City Manager: _____ Date _____



DEMPBRE-01

PCARPENTER

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

11/4/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER World Insurance Associates, LLC 1820 Dakota Ave South 57350	CONTACT NAME: Pamela Carpenter PHONE (A/C, No, Ext): FAX (A/C, No): E-MAIL ADDRESS: PamCarpenter@worldinsurance.com														
INSURED Dempseys Brewery, Pub & Restaurant 127 North Broadway Watertown, SD 57201	<table border="1"> <thead> <tr> <th>INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> </thead> <tbody> <tr> <td>INSURER A : United Fire & Casualty Company</td> <td>13021</td> </tr> <tr> <td>INSURER B : United Financial Casualty Company</td> <td>11770</td> </tr> <tr> <td>INSURER C : Dakota Truck Underwriters</td> <td>34924</td> </tr> <tr> <td>INSURER D :</td> <td></td> </tr> <tr> <td>INSURER E :</td> <td></td> </tr> <tr> <td>INSURER F :</td> <td></td> </tr> </tbody> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A : United Fire & Casualty Company	13021	INSURER B : United Financial Casualty Company	11770	INSURER C : Dakota Truck Underwriters	34924	INSURER D :		INSURER E :		INSURER F :	
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INSURER D :															
INSURER E :															
INSURER F :															

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:	X		60480577	8/19/2024	8/19/2025	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COM/OP AGG \$ 2,000,000
B	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY			03616816	5/3/2024	5/3/2025	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 0			60480577	8/19/2024	8/19/2025	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in Nh) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	WC01000583452023A	8/19/2024	8/19/2025	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
A	Liquor Liability			60480577	8/19/2024	8/19/2025	Liquor Liability \$ 1,000,000
A	Equipment Floater			60480577	8/19/2024	8/19/2025	Transporation Cov 30,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 Work Comp Excluded Officers Bill, Sean, Lyne Dempsey & Jayme Erickson

See Attached Forms and Endorsements regarding Additional Insured (CG7086)
 Various Events 2024-2025

CERTIFICATE HOLDER

CANCELLATION

City Of Watertown
 PO Box 910
 Watertown, SD 57201

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

POLICY NUMBER: 60480577**COMMERCIAL GENERAL LIABILITY SUPPLEMENTAL DECLARATIONS - ADDITIONAL INSURED**

Schedule of Additional Insureds	Premium
<p>DESIGNATED PERSON OR ORGANIZATION CG7086 -SOUTH DAKOTA BOYS & GIRLS CLUB OF THE SIOUX EMPIRE RE: CRAFTED - LAKE REGION GOLF COURSE 100 S SPRING AVE STE 280 SIOUX FALLS, SD 57104</p> <p>AMAZON LOGISTICS INC C/O REGISTRY MONITORING INSURANCE SERVICES INC 5388 STERLING CENTER DRIVE WESTLAKE VILLAGE CA 91361</p> <p>CITY OF WATERTOWN PO BOX 910 WATERTOWN SD 57201</p>	150

CG 71 54 01 07



City Council

Agenda Item

Subject: Authorization for City Hall to declare miscellaneous property as surplus and dispose of as junk.

Meeting: City Council - Mar 17 2025

From: Kristen Bobzien, Interim City Manager/Chief Financial Officer

BACKGROUND INFORMATION:

This surplus property are items outdated, broken, or unusable. We are requesting authorization to recycle or dispose these items.

FINANCIAL CONSIDERATIONS:

There are no major financial considerations for this item.

STAFF RECOMMENDATION / SUGGESTED MOTION:

I move to approve the authorization for City Hall to declare miscellaneous property as surplus and dispose of as junk.

ATTACHMENT(S):

[City Hall Items to Dispose](#)

Items to Surplus and Dispose of	QTY
Miscellaneous Christmas Decorations	1
Miscellaneous Inspirational Poster Boards	1
4 Drawer Filing Cabinets Vertical	3
Miscellaneous Flyer Stands	1
Cubicle Wall Sections	1
Pieces of Wood / Counter Top	1
Leather Poster Board Holder	1
Display Board Supplies	1
Miscellaneous Frames	1
Miscellaneous Framed Pictures	1
Miscellaneous Cans / Basekets	1
Miscellaneous Mugs and Water Bottles	1
Broken Drawers	5
Broken Wood Folding Table	1
Wooden Tables	5
Wooden Shelves	2
Miscellaneous Ceiling Tiles	1
Pipe Wrap Noodles	1
Curtain Rods	1
Mirror	1
Broken Clock	1
Fan	1
Draw String Blinds	1
Crates	1
Wood Easels	1
Wood Shelves	1
Plastic Cover	1
Broom Head	1
2 Drawer Lateral Files	2
4 Drawer Lateral File	1
Test Tubes	5
Miscellaneous Mops	4
Planter	1
Miscellaneous Doors	1
Sheetrock pannels	2
Brother P-Touch Label Maker (broken)	1
Cassette Recorder	1
Kyocera Camera	1
Sony Voice Recorder	1
Audio Cassettes	2



City Council

Agenda Item

Subject: Acknowledgment of the FAA Airport Infrastructure Grant (AIG) Application for Hangar Taxilane Expansion, in the Amount of \$570,000.00

Meeting: City Council - Mar 17 2025

From: Kristen Bobzien, Interim City Manager/Chief Financial Officer

BACKGROUND INFORMATION:

This project is contingent on the FAA award of AIG funds and shall include the design and construction of a hangar area expansion at the Watertown Regional Airport. The project will expand the existing three private hangar taxilanes increasing space available for pilots to construct new hangars. The proposed taxilane work will include: grading, disposal of excess material, contractor furnished borrow, subbase course, aggregate base course, underdrain piping, asphalt surfacing, asphalt prime coat, topsoiling, seeding, pavement marking, and other items of related construction.

Currently, there is not space available for the construction of new hangars. The three existing hangar taxilanes at the airport are completely full with no room to add more. The expansion of the hangar area will extend the current taxilanes which will provide enough space for the addition of three hangars.

FINANCIAL CONSIDERATIONS:

Through the Airport Improvement Plan (AIP) 3-46-0058-047-2025, the funding sources equate to 90% Federal at \$513,000.00, 5% State at \$28,500.00, and 5% Local match at \$28,500.00 on this grant-eligible project. The local match is budgeted in the FY '25 Airport Capital Outlay.

OVERSIGHT / PROJECT RESPONSIBILITY:

Ian Meriwether-Chalfant

STAFF RECOMMENDATION / SUGGESTED MOTION:

Staff recommends the authorization to apply for the grant application through the following motion:

I move to approve of the acknowledgment of the FAA Airport Improvement Program (AIP) Grant Application for Hangar Taxilane Expansion, in the Amount of \$570,000.00.

ATTACHMENT(S):

[Airport Hangar Taxilane Expansion](#)



SPN Helms

ENGINEERS & SURVEYORS

416 PRODUCTION STREET N.
ABERDEEN, SD 57401

PHONE (605) 225-1212
FAX (605) 225-3189

**HANGAR TAXILANE EXPANSION
WATERTOWN REGIONAL AIRPORT
WATERTOWN, SOUTH DAKOTA
AIP #3-46-0058-047-2025
HELMS #A-9635
REVISED ENGINEER'S ESTIMATE
FEBRUARY, 2024**

Base Bid

Item #	Spec #	Item Description	Quantity	Unit	Unit Price	Total Price
1	C-105	Mobilization (Max of 10% of Total Project Cost)	1	L.S.	\$30,000.00	\$30,000.00
2	C-100	Contractor Quality Control Plan	1	L.S.	\$17,500.00	\$17,500.00
3	S-100	Construction Safety Phasing Plan	1	L.S.	\$40,000.00	\$40,000.00
4	P-101	Cold Milling (2" Nominal Depth)	116	SqYd	\$12.00	\$1,392.00
5	P-152	Unclassified Excavation	2,982	CuYd	\$4.00	\$11,928.00
6	P-152	Contractor Furnished Borrow	2,347	CuYd	\$14.00	\$32,858.00
7	P-154	Subbase Course	745	CuYd	\$47.50	\$35,387.50
8	P-154	Geotextile Separator Fabric	917	SqYd	\$1.50	\$1,375.50
9	P-154	Geogrid	200	SqYd	\$4.00	\$800.00
10	P-208	Aggregate Base Course	204	CuYd	\$53.00	\$10,812.00
11	P-401	Asphalt Base / Surface Course	206.0	Ton	\$178.00	\$36,668.00
12	P-401	Asphalt Binder (PG 64-34)	14.0	Ton	\$1,050.00	\$14,700.00
13	P-602	Emulsified Asphalt Prime Coat	1.0	Ton	\$2,850.00	\$2,850.00
14	P-603	Emulsified Asphalt Tack Coat	1.0	Ton	\$1,750.00	\$1,750.00
15	P-610	Concrete Valley Gutter	358	SqYd	\$95.00	\$34,010.00
16	P-610	Concrete Curb and Gutter	18	Ft	\$90.00	\$1,620.00
17	P-620	Runway & Taxiway Painting	1	L.S.	\$10,500.00	\$10,500.00
18	F-162	10' Chain Link Fence	817	Ft	\$45.00	\$36,765.00
19	T-901	Seeding and Fertilizing	2.0	Acre	\$1,700.00	\$3,400.00
20	T-905	Topsoil (Removed from Stockpile)	1,430	CuYd	\$3.00	\$4,290.00
21	T-908	Mulching	9,680	SqYd	\$0.65	\$6,292.00
22	TL-100	Field Laboratory, Type I	1	Each	\$1,000.00	\$1,000.00
23	Plans	Remove and Salvage 10' Chain Link Fence	710	Ft	\$9.50	\$6,745.00
24	Plans	Remove and Dispose of Concrete Curb and Gutter	18	Ft	\$16.00	\$288.00
25	Plans	Sanitary Sewer Manhole Adjustment	1	Each	\$250.00	\$250.00
26	Plans	Storm Water Pollution Prevention Plan	1	L.S.	\$1,300.00	\$1,300.00
27	Plans	High Flow Silt Fence	388	Ft	\$4.25	\$1,649.00
28	Plans	Vehicle Stabilized Entrance	1	Each	\$1,500.00	\$1,500.00
29	Plans	Silt Trap	2	Each	\$1,100.00	\$2,200.00
Base Bid Total						\$349,830.00

Design Engineering	\$49,300.21
Bidding & Negotiations	\$8,248.88
Construction Administration	\$16,780.97
Construction Engineering	\$25,550.84
Estimated Asphalt Testing	\$7,500.00
Estimated Utility Relocation (Electric/Gas)	\$100,000.00
Estimated Administration	\$12,789.10
Estimated Total Project Cost	\$570,000.00



City Council

Agenda Item

Subject: Approval of a Bid Award for the Private Hangar Area Expansion Project, Project No. 2423 to Webster Scale, Inc. in the Amount of \$349,830.00, Pending FAA Grant Award

Meeting: City Council - Apr 07 2025

From: Kristen Bobzien, Interim City Manager/Chief Financial Officer

BACKGROUND INFORMATION:

On February 27, 2025, (5) bids were received for the Private Hangar Area Expansion Project, Project No. 2423. Webster Scale, Inc. had the lowest bid of \$349,830.00 which was 15% lower than the Engineer's Estimate of \$411,327.00.

The project includes but is not limited to the construction of two hangar taxilane extensions, including milling, excavation, installation of aggregate base course and asphalt surface, as well as valley gutter, curb and gutter, and chain link fence, identified on the Airport Improvement Plan (AIP).

Approval of this project is contingent on the Bipartisan Infrastructure Law (BIL) & AIP 3-46-0058-047-2025 Grant application being approved and awarded. Should this grant be denied, this project would not proceed.

FINANCIAL CONSIDERATIONS:

The funding for this project for City share has been budgeted from the account 606-43500-42203. The remainder comes from the pending AIP 3-46-0058-047-2025 grant.

The fee is eligible under the Airport Improvement Plan (AIP) & Bipartisan Infrastructure Law (BIL) Grants (90% Federal, 5% State, 5% City). The estimated local share is \$128,500.00, which includes an estimated \$100,000.00 for utilities that are not eligible for FAA funding. The utilities cost is expected to be recovered through a cost recovery model.

OVERSIGHT / PROJECT RESPONSIBILITY:

Justin Petersen, City Engineer
Chaz Spellman, Engineer I

STAFF RECOMMENDATION / SUGGESTED MOTION:

Staff does recommend the bid award through the following motion:

Agenda Item 9.(b) Approval of a Bid Award for the Private Hangar Area Ex...

I move approve a bid award for the Private Hangar Area Expansion Project, Project No. 2423 to Webster Scale, Inc. in the amount of \$349,830.00, pending FAA grant award.

ATTACHMENT(S):

[Watertown Hangar Taxilane Expansion \(Bid Tabulation\) MAS](#)

[Watertown Hangar Taxilane Expansion \(Revised Engineer's Estimate\) MAS](#)

[2423 Vicinity Map](#)

**HANGAR TAXILANE EXPANSION
WATERTOWN REGIONAL AIRPORT
WATERTOWN, SOUTH DAKOTA
AIP #3-46-0058-047-2025
A-9635
BID TABULATION
2/27/2025**

Base Bid					Webster Scale, Inc. Webster, SD		J & J Earth Works, Inc. Milbank, SD		Duininck, Inc. Prinsburg, MN	
Item #	Spec #	Item Description	Quantity	Unit	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price
1	C-105	Mobilization (Max of 10% of Total Project Cost)	1	L.S.	\$30,000.00	\$30,000.00	\$25,000.00	\$25,000.00	\$32,300.30	\$32,300.30
2	C-100	Contractor Quality Control Plan	1	L.S.	\$17,500.00	\$17,500.00	\$18,000.00	\$18,000.00	\$1,350.00	\$1,350.00
3	S-100	Construction Safety Phasing Plan	1	L.S.	\$40,000.00	\$40,000.00	\$40,500.00	\$40,500.00	\$39,200.00	\$39,200.00
4	P-101	Cold Milling (2" Nominal Depth)	116	SqYd	\$12.00	\$1,392.00	\$18.00	\$2,088.00	\$8.80	\$1,020.80
5	P-152	Unclassified Excavation	2,982	CuYd	\$4.00	\$11,928.00	\$8.50	\$25,347.00	\$14.80	\$44,133.60
6	P-152	Contractor Furnished Borrow	2,347	CuYd	\$14.00	\$32,858.00	\$13.00	\$30,511.00	\$63.80	\$149,738.60
7	P-154	Subbase Course	745	CuYd	\$47.50	\$35,387.50	\$42.00	\$31,290.00	\$63.80	\$47,531.00
8	P-154	Geotextile Separator Fabric	917	SqYd	\$1.50	\$1,375.50	\$3.50	\$3,209.50	\$2.40	\$2,200.80
9	P-154	Geogrid	200	SqYd	\$4.00	\$800.00	\$2.50	\$500.00	\$8.20	\$1,640.00
10	P-208	Aggregate Base Course	204	CuYd	\$53.00	\$10,812.00	\$55.00	\$11,220.00	\$80.30	\$16,381.20
11	P-401	Asphalt Base / Surface Course	206.0	Ton	\$178.00	\$36,668.00	\$175.00	\$36,050.00	\$168.00	\$34,608.00
12	P-401	Asphalt Binder (PG 64-34)	14.0	Ton	\$1,050.00	\$14,700.00	\$975.00	\$13,650.00	\$936.00	\$13,104.00
13	P-602	Emulsified Asphalt Prime Coat	1.0	Ton	\$2,850.00	\$2,850.00	\$2,800.00	\$2,800.00	\$2,594.00	\$2,594.00
14	P-603	Emulsified Asphalt Tack Coat	1.0	Ton	\$1,750.00	\$1,750.00	\$1,800.00	\$1,800.00	\$1,615.00	\$1,615.00
15	P-610	Concrete Valley Gutter	358	SqYd	\$95.00	\$34,010.00	\$120.00	\$42,960.00	\$175.00	\$62,650.00
16	P-610	Concrete Curb and Gutter	18	Ft	\$90.00	\$1,620.00	\$75.00	\$1,350.00	\$100.00	\$1,800.00
17	P-620	Runway & Taxiway Painting	1	L.S.	\$10,500.00	\$10,500.00	\$4,700.00	\$4,700.00	\$1,450.00	\$1,450.00
18	F-162	10' Chain Link Fence	817	Ft	\$45.00	\$36,765.00	\$45.00	\$36,765.00	\$57.70	\$47,140.90
19	T-901	Seeding and Fertilizing	2.0	Acre	\$1,700.00	\$3,400.00	\$3,600.00	\$7,200.00	\$3,200.00	\$6,400.00
20	T-905	Topsoil (Removed from Stockpile)	1,430	CuYd	\$3.00	\$4,290.00	\$9.00	\$12,870.00	\$16.20	\$23,166.00
21	T-908	Mulching	9,680	SqYd	\$0.65	\$6,292.00	\$0.75	\$7,260.00	\$0.90	\$8,712.00
22	TL-100	Field Laboratory, Type I	1	Each	\$1,000.00	\$1,000.00	\$100.00	\$100.00	\$6,650.00	\$6,650.00
23	Plans	Remove and Salvage 10' Chain Link Fence	710	Ft	\$9.50	\$6,745.00	\$10.00	\$7,100.00	\$15.00	\$10,650.00
24	Plans	Remove and Dispose of Concrete Curb and Gutter	18	Ft	\$16.00	\$288.00	\$30.00	\$540.00	\$13.30	\$239.40
25	Plans	Sanitary Sewer Manhole Adjustment	1	Each	\$250.00	\$250.00	\$750.00	\$750.00	\$1,600.00	\$1,600.00
26	Plans	Storm Water Pollution Prevention Plan	1	L.S.	\$1,300.00	\$1,300.00	\$2,500.00	\$2,500.00	\$1,350.00	\$1,350.00
27	Plans	High Flow Silt Fence	388	Ft	\$4.25	\$1,649.00	\$4.50	\$1,746.00	\$5.30	\$2,056.40
28	Plans	Vehicle Stabilized Entrance	1	Each	\$1,500.00	\$1,500.00	\$1,600.00	\$1,600.00	\$1,750.00	\$1,750.00
29	Plans	Silt Trap	2	Each	\$1,100.00	\$2,200.00	\$250.00	\$500.00	\$235.00	\$470.00
Base Bid Total					\$349,830.00		\$369,906.50		\$563,502.00	

**HANGAR TAXILANE EXPANSION
WATERTOWN REGIONAL AIRPORT
WATERTOWN, SOUTH DAKOTA
AIP #3-46-0058-047-2025
A-9635
BID TABULATION
2/27/2025**

Base Bid

					Level Contracting, LLC	
					Lake Norden, SD	
Item #	Spec #	Item Description	Quantity	Unit	Unit Price	Total Price
1	C-105	Mobilization (Max of 10% of Total Project Cost)	1	L.S.	\$18,635.76	\$18,635.76
2	C-100	Contractor Quality Control Plan	1	L.S.	\$42,900.00	\$42,900.00
3	S-100	Construction Safety Phasing Plan	1	L.S.	\$25,740.00	\$25,740.00
4	P-101	Cold Milling (2" Nominal Depth)	116	SqYd	\$123.12	\$14,281.92
5	P-152	Unclassified Excavation	2,982	CuYd	\$16.02	\$47,771.64
6	P-152	Contractor Furnished Borrow	2,347	CuYd	\$71.42	\$167,622.74
7	P-154	Subbase Course	745	CuYd	\$74.84	\$55,755.80
8	P-154	Geotextile Separator Fabric	917	SqYd	\$6.29	\$5,767.93
9	P-154	Geogrid	200	SqYd	\$9.30	\$1,860.00
10	P-208	Aggregate Base Course	204	CuYd	\$77.03	\$15,714.12
11	P-401	Asphalt Base / Surface Course	206.0	Ton	\$308.88	\$63,629.28
12	P-401	Asphalt Binder (PG 64-34)	14.0	Ton	\$4,044.85	\$56,627.90
13	P-602	Emulsified Asphalt Prime Coat	1.0	Ton	\$1,716.00	\$1,716.00
14	P-603	Emulsified Asphalt Tack Coat	1.0	Ton	\$1,716.00	\$1,716.00
15	P-610	Concrete Valley Gutter	358	SqYd	\$252.25	\$90,305.50
16	P-610	Concrete Curb and Gutter	18	Ft	\$171.60	\$3,088.80
17	P-620	Runway & Taxiway Painting	1	L.S.	\$6,845.12	\$6,845.12
18	F-162	10' Chain Link Fence	817	Ft	\$180.75	\$147,672.75
19	T-901	Seeding and Fertilizing	2.0	Acre	\$13,434.19	\$26,868.38
20	T-905	Topsoil (Removed from Stockpile)	1,430	CuYd	\$17.16	\$24,538.80
21	T-908	Mulching	9,680	SqYd	\$2.42	\$23,425.60
22	TL-100	Field Laboratory, Type I	1	Each	\$7,150.00	\$7,150.00
23	Plans	Remove and Salvage 10' Chain Link Fence	710	Ft	\$42.90	\$30,459.00
24	Plans	Remove and Dispose of Concrete Curb and Gutter	18	Ft	\$40.52	\$729.36
25	Plans	Sanitary Sewer Manhole Adjustment	1	Each	\$5,434.00	\$5,434.00
26	Plans	Storm Water Pollution Prevention Plan	1	L.S.	\$17,160.00	\$17,160.00
27	Plans	High Flow Silt Fence	388	Ft	\$9.44	\$3,662.72
28	Plans	Vehicle Stabilized Entrance	1	Each	\$3,432.00	\$3,432.00
29	Plans	Silt Trap	2	Each	\$1,716.00	\$3,432.00
Base Bid Total					\$913,943.12	

I HEREBY CERTIFY THAT THE FOREGOING IS AN ACCURATE REPRESENTATION AND TABULATION OF ALL BIDS RECEIVED AND THAT THE MATHEMATICS HAVE BEEN CHECKED AND IS TO THE BEST OF MY KNOWLEDGE CORRECT:

PROJECT ENGINEER: Michael A. Schmit DATE: 2-27-2025



SPN Helms

ENGINEERS & SURVEYORS

416 PRODUCTION STREET N.
ABERDEEN, SD 57401

PHONE (605) 225-1212
FAX (605) 225-3189

**HANGAR TAXILANE EXPANSION
WATERTOWN REGIONAL AIRPORT
WATERTOWN, SOUTH DAKOTA
AIP #3-46-0058-047-2025
HELMS #A-9635
REVISED ENGINEER'S ESTIMATE
FEBRUARY, 2024**

Base Bid

Item #	Spec #	Item Description	Quantity	Unit	Unit Price	Total Price
1	C-105	Mobilization (Max of 10% of Total Project Cost)	1	L.S.	\$30,000.00	\$30,000.00
2	C-100	Contractor Quality Control Plan	1	L.S.	\$17,500.00	\$17,500.00
3	S-100	Construction Safety Phasing Plan	1	L.S.	\$40,000.00	\$40,000.00
4	P-101	Cold Milling (2" Nominal Depth)	116	SqYd	\$12.00	\$1,392.00
5	P-152	Unclassified Excavation	2,982	CuYd	\$4.00	\$11,928.00
6	P-152	Contractor Furnished Borrow	2,347	CuYd	\$14.00	\$32,858.00
7	P-154	Subbase Course	745	CuYd	\$47.50	\$35,387.50
8	P-154	Geotextile Separator Fabric	917	SqYd	\$1.50	\$1,375.50
9	P-154	Geogrid	200	SqYd	\$4.00	\$800.00
10	P-208	Aggregate Base Course	204	CuYd	\$53.00	\$10,812.00
11	P-401	Asphalt Base / Surface Course	206.0	Ton	\$178.00	\$36,668.00
12	P-401	Asphalt Binder (PG 64-34)	14.0	Ton	\$1,050.00	\$14,700.00
13	P-602	Emulsified Asphalt Prime Coat	1.0	Ton	\$2,850.00	\$2,850.00
14	P-603	Emulsified Asphalt Tack Coat	1.0	Ton	\$1,750.00	\$1,750.00
15	P-610	Concrete Valley Gutter	358	SqYd	\$95.00	\$34,010.00
16	P-610	Concrete Curb and Gutter	18	Ft	\$90.00	\$1,620.00
17	P-620	Runway & Taxiway Painting	1	L.S.	\$10,500.00	\$10,500.00
18	F-162	10' Chain Link Fence	817	Ft	\$45.00	\$36,765.00
19	T-901	Seeding and Fertilizing	2.0	Acre	\$1,700.00	\$3,400.00
20	T-905	Topsoil (Removed from Stockpile)	1,430	CuYd	\$3.00	\$4,290.00
21	T-908	Mulching	9,680	SqYd	\$0.65	\$6,292.00
22	TL-100	Field Laboratory, Type I	1	Each	\$1,000.00	\$1,000.00
23	Plans	Remove and Salvage 10' Chain Link Fence	710	Ft	\$9.50	\$6,745.00
24	Plans	Remove and Dispose of Concrete Curb and Gutter	18	Ft	\$16.00	\$288.00
25	Plans	Sanitary Sewer Manhole Adjustment	1	Each	\$250.00	\$250.00
26	Plans	Storm Water Pollution Prevention Plan	1	L.S.	\$1,300.00	\$1,300.00
27	Plans	High Flow Silt Fence	388	Ft	\$4.25	\$1,649.00
28	Plans	Vehicle Stabilized Entrance	1	Each	\$1,500.00	\$1,500.00
29	Plans	Silt Trap	2	Each	\$1,100.00	\$2,200.00
Base Bid Total						\$349,830.00

Design Engineering	\$49,300.21
Bidding & Negotiations	\$8,248.88
Construction Administration	\$16,780.97
Construction Engineering	\$25,550.84
Estimated Asphalt Testing	\$7,500.00
Estimated Utility Relocation (Electric/Gas)	\$100,000.00
Estimated Administration	\$12,789.10
Estimated Total Project Cost	\$570,000.00





City Council

Agenda Item

Subject: Approval of a Bid Award for the 2025 Park and Recreation Improvements-Bike Trail Overlay, Project No. 2509 to Bowes Construction, Inc., in the amount of \$309,290.00

Meeting: City Council - Mar 17 2025

From: Kristen Bobzien, Interim City Manager/Chief Financial Officer

BACKGROUND INFORMATION:

On March 6, 2025, three (3) bids were received for the 2025 Park and Recreation Improvements-Bike Trail Overlay, Project No. 2509. Bowes Construction, Inc. of Brookings, SD had the low bid of \$309,290.00, which was 17% lower than the Engineer's Estimate of \$371,955.00.

This project consists of removals, a 2" overlay on the existing bike trail, topsoil, and hydroseeding. Removal areas will be replaced with 12" of base course and 4" of asphalt to fix soft spots in current trail.

FINANCIAL CONSIDERATIONS:

The funding for this project has been budgeted in the Park & Recreation Capital Improvement Fund, account 212-45182-43962, in the amount of \$375,000.00. With approval of the bid at \$309,290.00, the project is \$65,710.00 under budget.

This project also received a grant for \$160,000.00 to offset the City cost.

OVERSIGHT / PROJECT RESPONSIBILITY:

Justin Petersen, City Engineer
Dusty Rodiek, Parks, Recreation & Forestry Director
Kraig Engen, Senior Project Manager

STAFF RECOMMENDATION / SUGGESTED MOTION:

Staff recommends approval of this Bid Award through the following motion:

I move to approve of a Bid Award for the 2025 Park and Recreation Improvements-Bike Trail Overlay, Project No. 2509 to Bowes Construction, Inc., in the amount of \$309,290.00.

ATTACHMENT(S):

[Bid Tabulation](#)

[Vicinity Map](#)

Estimate of Quantities 2025 Park & Rec Improvements-Bike Trail Overlay Project No. 2509 City of Watertown, South Dakota					City of Watertown Bid: 03/06/2025 Ph: 605-882-6202 Engineer Estimate		Bowes Construction Inc. 2915 22nd Avenue Brookings, SD 57006 Ph: 605-651-7068		Duininck Inc. 408 6th Street Prinsburg, MN 56281 Ph: 320-978-6011		Level Contracting, LLC 19151 448th Avenue Lake Nordon, SD 57248 Ph: 605-902-9807	
BID SCHEDULE												
ITEM	STD. BID	ITEM	ESTIMATED		ITEM	ITEM	ITEM	ITEM	ITEM	ITEM	ITEM	ITEM
NO.	ITEM NO.	DESCRIPTION	QUANTITY		PRICE	TOTAL	PRICE	TOTAL	PRICE	TOTAL	PRICE	TOTAL
1	1.000	Mobilization	Lump	Sum	\$ 32,000.00	\$ 32,000.00	\$ 22,500.00	\$ 22,500.00	\$ 27,500.00	\$ 27,500.00	\$ 11,850.00	\$ 11,850.00
2	2.000	Traffic Control, Miscellaneous	Lump	Sum	\$ 1,500.00	\$ 1,500.00	\$ 2,325.00	\$ 2,325.00	\$ 1,595.00	\$ 1,595.00	\$ 1,890.08	\$ 1,890.08
3	2.020	Type 3 Barricade, 6' Double Sided	8	Each	\$ 145.00	\$ 1,160.00	\$ 105.00	\$ 840.00	\$ 125.00	\$ 1,000.00	\$ 148.13	\$ 1,185.04
4	6.005	Remove Asphalt Concrete Pavement	784	S.Y.	\$ 10.50	\$ 8,232.00	\$ 11.75	\$ 9,212.00	\$ 13.00	\$ 10,192.00	\$ 12.36	\$ 9,690.24
5	6.035	2" Asphalt Concrete Composite	9,745	S.Y.	\$ 24.00	\$ 233,880.00	\$ 18.00	\$ 175,410.00	\$ 19.50	\$ 190,027.50	\$ 22.27	\$ 217,021.15
6	6.038	4" Asphalt Concrete Composite	784	S.Y.	\$ 47.00	\$ 36,848.00	\$ 38.00	\$ 29,792.00	\$ 34.40	\$ 26,969.60	\$ 44.89	\$ 35,193.76
7	9.000	Unclassified Excavation	131	C.Y.	\$ 26.00	\$ 3,406.00	\$ 47.00	\$ 6,157.00	\$ 60.00	\$ 7,860.00	\$ 47.40	\$ 6,209.40
8	9.070	Woven Geotextile Fabric	784	S.Y.	\$ 5.50	\$ 4,312.00	\$ 4.00	\$ 3,136.00	\$ 3.50	\$ 2,744.00	\$ 4.74	\$ 3,716.16
9	9.185	6" Aggregate Base Course, Bike Trail	784	SY	\$ 23.00	\$ 18,032.00	\$ 37.00	\$ 29,008.00	\$ 20.00	\$ 15,680.00	\$ 11.33	\$ 8,882.72
10	10.005	Silt Fence	50	LF	\$ 14.25	\$ 712.50	\$ 8.90	\$ 445.00	\$ 3.50	\$ 175.00	\$ 9.48	\$ 474.00
11	12.005	Contractor Furnished Topsoil	350	C.Y.	\$ 64.00	\$ 22,400.00	\$ 69.00	\$ 24,150.00	\$ 80.00	\$ 28,000.00	\$ 47.40	\$ 16,590.00
12	12.045	Hydroseeding	2,105	S.Y.	\$ 4.50	\$ 9,472.50	\$ 3.00	\$ 6,315.00	\$ 2.00	\$ 4,210.00	\$ 3.93	\$ 8,272.65
Bid Scheule Total						\$ 371,955.00		\$ 309,290.00		\$ 315,953.10		\$ 320,975.20





City Council

Agenda Item

Subject: First Reading of Ordinance No. 25-04, a Revised Ordinance of the City of Watertown to Amend Ordinance Title 5

Meeting: City Council - Mar 17 2025

From: Kristen Bobzien, Interim City Manager/Chief Financial Officer

BACKGROUND INFORMATION:

Ordinance No. 25-04 will make the following changes to Ordinance Title 5 as well as some minor grammatical fixes.

Chapter 5.01 - Excavating, Filling, Grading, Lagooning and Dredging

- Section 5.0101 - Verbiage updated to add clarity to the purpose of the Chapter.
- Section 5.0102 - Heading changed to include "Excavating" per the text of the Section and the Chapter heading. Text removed such that a grading permit will now be required for filling of any sized wetland contiguous to the water.
- Section 5.0103 - Heading changed to include "Lagooning" per the text of the Section and the Chapter heading. Clarified that the distance required from the high water mark is 300 "horizontal" feet, not slope feet.
- Section 5.0105 - Grading permits will expire on November 1st each year instead of the end of the calendar year. Sites shall be stabilized if grading work stops for 30 days or more. Added "cuts" to clarify both cuts and fills in excess of 5,000 cubic yards will require security.

Chapter 5.02 - Flood Damage Prevention

- Section 5.0206 - "Hazard" was accidentally omitted from heading of bullet point 2. Removed current City Hall addresses.
- Section 5.0207 - Added reference to Section 5.0208. Removed the word "may" to indicate the listed items are required not suggested. Crawlspace are included when referring to the lowest floor of a building.
- Section 5.0209 - Removed unnecessary text next to Section references (also done in other locations). Again, indicated crawlspaces are included when referring to the lowest floor of a building.
- Section 5.0213 - Electrical, heating, ventilation, plumbing, air conditioning, etc. must be locating a minimum of 1 foot about the base flood elevation.
- Section 5.0217 - Dry floodproofing requirements changed. Wet floodproofing requirements added. A registered professional engineer or architect must certify plans. Permittee must sign a Nonconversion Agreement prior to being issued a building permit that will utilize wet floodproofing.
- Section 5.0224 - The Community Development Manager will issue floodplain development permits instead of the Building Official.

Chapter 5.03 - General Regulations

Agenda Item 10.(a) First Reading of Ordinance No. 25-04, a Revised Ordin...

- Section 5.0303 - Heading and text within will read "grading" instead of "filling or raising". Driveway sloping requirements added. Swales between lots are required. Sediment protections must be installed prior to start of grading.
- Section 5.0310 - Removed "Basement" from the heading as the text of the section refers to stairways to higher and lower building levels. Adjusted verbiage for clarity.
- Section 5.0311 - Adjusted verbiage of heading and text to better restrict any privately owned conduit from crossing or dumping water on any public sidewalk.
- Section 5.0314 - Permit required to excavate within the boundaries of a sidewalk or bike trail. Density tests must be confirmed prior to paving and submitted to the City Engineering Division within 15 days of cutting into a public ROW. Paving must also be complete in that time period.
- Section 5.0315 - Cutting into a sidewalk or bike trail shall be prohibited for 5 years after completion of construction unless a waiver is granted by the City Engineer. If a waiver is granted to allow excavation of a paved surface within 5 years of completion of construction of said surface, the excavation permit fee doubles.
- Section 5.0318 - Proper barricades, lights and signals shall be used when an excavation is on or adjoining any bike trail.
- Section 5.0321 - Sediment controls must be implemented in accordance with the City of Watertown Engineering Design Standards.

Chapter 5.05 - Definitions

- Removed an unnecessary block of text per MuniCode review.

Chapter 5.97 - Interpretation, Abrogation and Severability

- Removed an unnecessary block of text per MuniCode review.

Chapter 5.99 - Punishment

- Added "Unless stated otherwise under another chapter of this title," to allow for other specified fines to take precedent. Adjusted verbiage to be less repetitive.

FINANCIAL CONSIDERATIONS:

N/A

OVERSIGHT / PROJECT RESPONSIBILITY:

Justin Petersen, City Engineer

STAFF RECOMMENDATION / SUGGESTED MOTION:

This is the first reading of Ordinance 25-04; no action required.

ATTACHMENT(S):

[Title 5 - Ord 25-04](#)

TITLE 5

BUILDING CODES AND FLOODPLAIN REGULATIONS

Chapter

[\(back to Table of Contents\)](#)

5.01	Excavating, Filling, Grading, Lagooning and Dredging
5.02	Flood Damage Prevention
5.03	General Regulations
5.04	Petroleum Products
5.05	Definitions
5.97	Interpretation, Abrogation and Severability
5.98	Cross-References
5.99	Punishment

Chapter 5.01
EXCAVATING, FILLING, GRADING, LAGOONING AND DREDGING

Section

[\(back to Title contents\)](#)

[5.0101 Purpose](#)

[5.0102 ~~Permit Required for~~Excavating, Filling and Grading Permit Required](#)

[5.0103 ~~Permit Required:~~Lagooning and Dredging Permit Required](#)

[5.0104 Conditions](#)

[5.0105 Issuance, Fees and Security](#)

5.0101: PURPOSE

[\(back to Chapter contents\)](#)

This chapter sets forth rules and regulations to control ~~dumping~~excavating, filling, grading, lagooning, dredging and earthwork construction, including ~~fills and~~ embankments; establishes the administrative procedure for issuance of permits; and provides for approval of plans and inspection of grading construction. Any person making or causing an excavation to be made shall be solely responsible for initiating, maintaining and supervising all safety precautions in connection with the work. The person making or causing the excavation to be made shall take all necessary precautions for the safety of, and shall provide the necessary protection to prevent damage, injury or loss to all persons on the site or who may be affected by the work. Excavating, filling, grading, lagooning, dredging or disturbing of ground which would result in any detriment to streams, rivers and lakes by reason of erosion, sedimentation or impairment of fish and aquatic life is prohibited. (E-299-1)

5.0102: ~~PERMIT REQUIRED FOR~~EXCAVATING, FILLING AND GRADING PERMIT REQUIRED

[\(back to Chapter contents\)](#)

No person shall do any grading without first having obtained a grading permit from the City Engineer. See Title 23 Stormwater and Title 24 Subdivision of Land for additional requirements.

1. A grading permit shall be required:

- a. For any filling or grading of the floodplain or designated wetland areas. In addition a permit shall be obtained from the ~~Department of Army,~~ Corps of Engineers when applicable and any state agency having jurisdiction.
- b. For any filling or grading of any area which is within three hundred (300) feet horizontal distance of a natural water area and which has surface drainage toward the water and on which there is:
 - (1) Filling ~~of more than five hundred (500) square feet~~ of any wetland which is contiguous to the water. For purposes of this section a wetland shall be defined as any area where ground water is at or near the surface a substantial part of the year.
 - (2) Filling or grading on all slopes of twenty percent (20%) or more
 - (3) Filling or grading of more than one thousand (1,000) square feet on slopes of 12-20 percent.
 - (4) Filling or grading of more than two thousand (2,000) square feet on slopes of 12 percent or less.
- c. For any shoreland or bank alteration involving the removal of natural barriers to soil erosion.

2. A grading permit is not required for the following:

- a. A separate grading permit is not required where a site plan for a new building, structure or addition is submitted for plan review where an excavation below finished grade for basements and footings of a building, retaining wall or other structure is authorized by a valid building permit. Site plans must include proposed final ground elevations and must include sufficient information to define the proposed plan for controlling runoff so as to not negatively impact adjacent properties.
- b. When approved by the City Engineer, for grading in an isolated, self-contained area if there is no danger to private or public property.
- c. Cemetery graves.
- d. Refuse disposal sites controlled by other regulations.
- e. Excavations for wells or tunnels or utilities.
- f. Mining, quarrying, excavating, processing or stockpiling of rock, sand, gravel, aggregate or clay where established and provided for by law, provided such operations do not affect the lateral support or increase the stresses in or pressure upon any adjacent or contiguous property, as determined by a professional engineer.
- g. Exploratory excavations under the direction of soil engineers or engineering geologists.

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REVISED ORDINANCES – CITY OF WATERTOWN, SOUTH DAKOTA

- h. An excavation that: (a) is less than two (2) feet in depth or (b) does not create a cut slope greater than five (5) feet in height and steeper than one (1) unit vertical in 1½ units horizontal (66.7% slope).
- i. A fill less than one (1) foot in depth and placed on natural terrain with a slope flatter than one (1) unit vertical in five (5) units horizontal (20 percent slope), or less than three (3) feet in depth, and where such fill is not intended to support structures, which does not exceed one hundred (100) cubic yards on any one undeveloped lot or group of lots under the same ownership and does not impact a floodway, floodplain, base flood conveyance corridor, or wetland. This one hundred (100) cubic yard exemption is a one time exemption. At any time one hundred (100) cubic yards has been filled, this exemption shall expire, and a grading permit will be required.
- j. Excavation, removal, or stockpiling of rock, sand, dirt, gravel, clay, or other like material, as may be required by the state, county, or city authorities in connection with the construction or maintenance of any road, highway or roadway. Nothing herein shall be deemed to exempt any road, highway or roadway work performed by private developers.

Exemption from the permit requirements of this chapter shall not be deemed to grant authorization for any work to be done in any manner in violation of the provisions of this chapter or any other laws or ordinances applicable to, or adopted by, the City.

5.0103: ~~PERMIT REQUIRED~~ LAGOONING AND DREDGING ~~PERMIT REQUIRED~~ ([back to Chapter contents](#))

A grading permit shall be required before constructing, dredging or commencing work on any artificial waterway, canal, ditch, lagoon, pond, lake or similar waterway which is within three hundred (300) horizontal feet of the high water mark of a natural water area or where the purpose is the ultimate connection with the natural water area. This requirement does not apply to soil conservation practices such as terraces, runoff diversions and grassed waterways which are used for sediment retardation. In addition, a permit shall be obtained from any other state or federal agency having jurisdiction.

The City Engineer shall evaluate each application according to the following standards, and may deny any application deemed unsuitable:

1. The maintenance of safe and healthful conditions.
2. The prevention and control of water pollution including sedimentation.
3. Existing topographic and drainage features and vegetative cover on the site.
4. The location of the site with respect to floodplains and floodways of rivers or streams.
5. The erosion potential of the site based upon degree and direction of slope, soil type and vegetative cover. (E-299-1)

5.0104: CONDITIONS ([back to Chapter contents](#))

In granting a grading permit for excavating, filling, grading, lagooning or dredging, the City Engineer may attach the following conditions:

1. The smallest amount of bare ground shall be exposed for as short a time as feasible.
2. Temporary ground cover such as mulch shall be used and permanent cover such as sod be planted.
3. Diversions, silting basins, terraces and other methods to trap sediment shall be used.
4. Lagooning shall be conducted in such a manner as to avoid creation of fish trap conditions.
5. Fill is stabilized according to accepted engineering standards.
6. Fill will not restrict a floodway or destroy the storage capacity of a floodplain.
7. Sides of a channel or artificial water course shall be stabilized to prevent slumping.
8. Sides of channels or artificial water courses shall be constructed with side slopes of two (2) units horizontal distance to one (1) unit vertical or flatter, unless bulkheads or rip rapping are provided. (E-299-1)

5.0105: ISSUANCE, FEES AND SECURITY

[\(back to Chapter contents\)](#)

1. **Issuance.** Grading permits shall expire ~~at the end of the calendar~~ on November 1st of every year. Any permittee holding an unexpired permit may apply for an extension of the time within which work may be completed, upon the showing of good cause. The City Engineer may extend the time for action by the permittee for a period not exceeding one hundred eighty (180) days on written request by the permittee showing that circumstances beyond the control of the permittee have prevented work from commencing. No permit shall be granted more than one extension. Grading operations shall be completed in a timely manner to minimize the time any site is disturbed and decrease the potential for erosion. If grading operations are not performed for thirty (30) days or more, the permitted site shall be stabilized, and all construction related equipment must be removed from the ~~permitted~~ site.
2. **Grading Permit Fees.** The City Council shall, by resolution, establish a schedule of fees for grading permits. The fee schedule shall be available in the office of the City Engineer, and may be altered or amended only by resolution of the City Council. The grading permit fee will be doubled if a grading permit is not obtained prior to commencement of grading operations. The fee for a grading permit authorizing additional work shall be the difference between the fee paid for the original permit and the fee calculated for the entire project.
3. **Security.** The City Engineer will require bonds for cuts or fills in excess of five thousand (5,000) cubic yards, in such form and in an amount necessary to ensure that work, if not completed in accordance with approved plans and specifications, will be completed using any surety or bond amount provided, necessary to correct or eliminate hazardous conditions.

In lieu of a surety bond, an applicant may file a cash bond, or other sufficient instrument of credit with the City Engineer, in an amount equivalent to that required by a surety bond.

Chapter 5.02
FLOOD DAMAGE PREVENTION

Section

[\(back to Title contents\)](#)

5.0201	Statutory Authorization
5.0202	Findings of Fact
5.0203	Statement of Purpose
5.0204	Methods of Reducing Flood Losses
5.0205	Reserved
5.0206	General Provisions
5.0207	Floodplain Development Permit Required
5.0208	Designation of the Administrative Official
5.0209	Duties and Responsibilities of the Administrative Official
5.0210	Development Adversely Affecting Big Sioux River, Roby Creek or Willow Creek Prohibited
5.0211	Storage of Materials and Equipment
5.0212	Anchoring
5.0213	Construction Materials and Methods
5.0214	Utilities
5.0215	Subdivision Proposals in Areas of Special Flood Hazard
5.0216	Residential Construction
5.0217	Non-Residential Construction
5.0218	Openings in Enclosures below the Lowest Floor
5.0219	Below Grade Residential Crawlspace Construction
5.0220	Manufactured Homes
5.0221	Recreational Vehicles
5.0222	Floodways
5.0223	Standards for Areas of Shallow Flooding (AO/AH Zones)
5.0224	Alteration or Relocation of Watercourse
5.0225	Variance Procedure

5.0201: STATUTORY AUTHORIZATION

[\(back to Chapter contents\)](#)

The legislature of the State of South Dakota has, in SDCL §9-29-1, 9-32, 9-36 and 7-18-14, delegated the responsibility to local governmental units to adopt regulations designed to promote the public health, safety and general welfare of its citizenry. Therefore, on January 16, 2009, the effective date of most recent revisions to this ordinance, the City of Watertown, South Dakota does ordain as follows: (E-582-1)

5.0202: FINDINGS OF FACT

[\(back to Chapter contents\)](#)

1. The flood hazard areas of Watertown are subject to periodic inundation which results in loss of life and property, health and safety hazards, disruption of commerce and governmental services, extraordinary public expenditures for flood protection and relief, and impairment of the tax base, all of which adversely affect the public health, safety and general welfare.
2. These flood losses are caused by the cumulative effect of obstructions in areas of special flood hazards which increase flood heights and velocities, and when inadequately anchored, damage uses in other areas. Uses that are inadequately flood-proofed, elevated or otherwise protected from damage also contribute to the flood loss. (E-582-1)

5.0203: STATEMENT OF PURPOSE

[\(back to Chapter contents\)](#)

It is the purpose of this ordinance to promote the public health, safety and general welfare, and to minimize public and private losses due to flood conditions to specific areas by provisions designed:

1. To protect human life and health;
2. To minimize expenditures of public money for costly flood control projects;
3. To minimize the need for rescue and relief efforts associated with flooding and generally undertaken at the expense of the general public;
4. To minimize prolonged business interruptions;

Agenda Item 10.(a) First Reading of Ordinance No. 25-04, a Revised Ordin...

REVISED ORDINANCES – CITY OF WATERTOWN, SOUTH DAKOTA

5. To minimize damage to public facilities and utilities such as water and gas mains, electric, telephone and sewer lines, streets and bridges located in areas of special flood hazard;
6. To restrict or prohibit uses and activities which are dangerous to health, safety or property in times of flood or which cause excessive increases in flood heights, velocities, and erosion and sedimentation potential;
7. To help maintain a stable tax base by providing for the sound use and development of areas of special flood hazard so as to minimize future flood blight areas;
8. To ensure that potential buyers are notified that property is in an area of special flood hazard;
9. To ensure that those who occupy the areas of special flood hazards assume responsibility for their actions (E-582-l); and
10. To ensure that eligibility is maintained for property owners in the City to purchase flood insurance.

5.0204: METHODS OF REDUCING FLOOD LOSSES

[\(back to Chapter contents\)](#)

In order to accomplish its purposes, this ordinance includes methods and provisions for:

1. Restricting or prohibiting uses which are dangerous to health, safety and property due to water or erosion hazards, or which result in damaging increases in erosion or in flood heights or velocities;
2. Requiring that uses vulnerable to floods, including facilities which serve such uses, be protected against flood damage at the time of initial construction;
3. Controlling the alteration of natural floodplains, stream channels and natural protective barriers, which help accommodate or channel flood waters;
4. Controlling filling, grading, dredging and other development which may increase flood damage; and
5. Preventing or regulating the construction of flood barriers which will unnaturally divert flood waters or which may increase flood hazards in other areas. (E-582-l)

5.0205: RESERVED

[\(back to Chapter contents\)](#)

5.0206: GENERAL PROVISIONS

[\(back to Chapter contents\)](#)

1. **Lands to Which this Ordinance Applies.** This ordinance shall apply to all special flood hazard areas of the Big Sioux River, Roby Creek, Willow Creek, Lake Kampeska, and Lake Pelican, including adjacent hydraulically connected areas, that are subject to the jurisdiction of the City (Community Number 460016).
2. **Basis for Establishing the Areas of Special Flood Hazard.** The areas of special flood hazard are identified by the Federal Emergency Management Agency in Flood Insurance Study Number 46029CV000A, a scientific and engineering report entitled "Flood Insurance Study, Codington County, South Dakota and Incorporated Areas," dated January 16, 2009, with an accompanying FIRM. The identified areas of special flood hazard within the City are found on the FIRM map numbers and panel numbers listed herein:

Map Number	Panel Number
46029C0295D	295 of 500
46029C0305D	305 of 500
46029C0310D	310 of 500
46029C0315D	315 of 500
46029C0317D	317 of 500
46029C0319D	319 of 500
46029C0320D	320 of 500
46029C0336D	336 of 500
46029C0338D	338 of 500
46029C0340D	340 of 500
46029C0345D	345 of 500
46029C0455D	455 of 500

Flood Insurance Study Number 46029CV000A, along with the accompanying FIRM, is hereby adopted by reference and declared to be a part of this ordinance. The Flood Insurance Study and FIRM are on file at [the City Hall, 23 Second Street NE, offices of](#) Watertown, SD.

The areas of special flood hazard for Willow Creek are based on a scientific and engineering report prepared by the City of Watertown entitled Willow Creek Floodplain Study. The Willow Creek Floodplain Study dated September 2004 is hereby adopted by reference and declared to be a part of this ordinance. The Willow Creek Floodplain Study is on file at [the City Hall, 23 Second Street NE, offices of](#) Watertown, SD.

3. **Compliance.** No structure or land shall hereafter be constructed, located, extended, converted or altered without full compliance with the terms of this ordinance or other applicable regulations.
4. **Abrogation and Greater Restrictions.** This ordinance is not intended to repeal, abrogate or impair any existing easements, covenants or deed restrictions. However, where this ordinance and another ordinance, easement, covenant or deed restriction conflict or overlap, whichever imposes the more stringent restrictions shall prevail.
5. **Interpretation.** In the interpretation and application of this ordinance, all provisions shall be:
 - a. Considered as minimum requirements;
 - b. Deemed neither to limit nor repeal any other powers granted under state statutes.
6. **Warning and Disclaimer of Liability.** The degree of flood protection required by this ordinance is considered reasonable for regulatory purposes and is based on scientific and engineering considerations. Larger floods can and will occur on rare occasions. Flood heights may be increased by manmade or natural causes. This ordinance does not imply that land outside the areas of special flood hazard or uses permitted within such areas will be free from flooding or flood damages. This ordinance shall not create liability on the part of the City, any officer or employee thereof, or the FEMA for any flood damages that result from reliance on this ordinance or any administrative decision lawfully made thereunder. (E-582-1)

5.0207: FLOODPLAIN DEVELOPMENT PERMIT REQUIRED

[\(back to Chapter contents\)](#)

A floodplain development permit shall be obtained before construction or development begins within any area of special flood hazard established in [Section 5.0206\(2\)](#). A property receiving, or having received, a Letter of Map Revision (LOMR) based on fill must also obtain a floodplain development permit. Application for a development permit shall be made on forms furnished by the Administrative Official [established in Section 5.0208](#) and ~~may~~ include, but not limited to:

1. Plans in duplicate drawn to scale and referenced to the city's vertical and horizontal datum's showing the nature, location, dimensions and elevations of the area in question; elevation in relation to mean sea level of the lowest floor (including basement [or crawlspace](#)) of improvements including existing or proposed structures, fill, storage of materials, drainage facilities; and the location of the foregoing in relation to the channel, floodway, and areas of special and moderate flood hazard.
2. For all new or substantially improved flood-proofed non-residential structures:
 - a. Elevation in relation to mean sea level to which any structure has been flood-proofed;
 - b. Certification by a registered professional engineer that the flood-proofing methods for any non-residential structure meet the flood-proofing criteria in [Section 5.0217](#).
3. For proposed development activities that involve the alteration or relocation of the Big Sioux River, Roby Creek or Willow Creek watercourse, or activities proposed for development in the floodway, the applicant is required to submit with the floodplain development permit application sufficient information to document the effect of the development on base flood elevation, floodway, areas of special and moderate flood hazard, flow velocity, stream stability and water quality at any location within any of the watercourse reaches included and covered by the Flood Insurance Rate Map and Flood Insurance Study report, including but not limited to:
 - a. Topographic map of the area in question referenced to the city's vertical and horizontal datum's indicating existing contours and the proposed final grade. The contour interval shall be sufficient to determine the character and topography of the area in question, but in no case shall the intervals be more than one (1) foot for land with a slope of one percent (1%) or less, two (2) feet for a slope greater than one percent (1%) up to ten percent (10%), and five (5) feet for land with a slope exceeding ten percent (10%).
 - b. A description and plan of the proposed development, alteration, or relocation including:
 - (1) layout and details of proposed modifications
 - (2) measures to preserve the environment, natural features, special community assets, habitat, vegetation and other natural protective barriers
 - (3) an erosion and sediment control plan for construction
 - (4) long term post-development erosion and sediment control plan

- (5) channel and stream bank stability requirements
 - (6) recommended long-term channel and stream bank maintenance requirements
 - c. A comparison of existing and proposed base flood elevations and flow velocities complete with computer modeling input and output data.
 - d. A comparison of the existing and proposed channel capacity, meander geometry and cross section geometry in the area of question complete with geomorphic and stable channel analysis calculations, results, conclusions, and recommendations.
 - e. Land use of adjacent properties.
 - f. Photographs of the area.
4. Where base flood elevations are utilized, all new construction, substantial improvements and other development must comply with requirements of [Section 5.0209\(2\)](#) and Sections [5.0211](#) through [5.0224](#).

5.0208: DESIGNATION OF THE ADMINISTRATIVE OFFICIAL

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The City Engineer is hereby appointed to administer and implement this ordinance by granting or denying development permit applications in accordance with its provisions.

5.0209: DUTIES AND RESPONSIBILITIES OF THE ADMINISTRATIVE OFFICIAL

Duties of the Administrative Official shall include, but not be limited to:

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1. Permit Review

- a. Review all development permits to determine that the permit requirements of this ordinance have been satisfied.
- b. Review all development permits to determine that all necessary permits have been obtained from federal, state or local governmental agencies from which prior approval is required.
- c. Review all development permits to determine if the proposed development is located in the floodway. If located in the floodway, assure that the encroachment provisions of [Section 5.0222](#) are met.

2. Use of other Base Flood Data

When base flood elevation data has not been provided in accordance with ~~[Section 5.0206\(2\)–BASIS FOR ESTABLISHING THE AREAS OF SPECIAL FLOOD HAZARD](#)~~, the Administrative Official shall obtain, review and reasonably utilize any base flood elevation and floodway data available from any federal, state, county, municipal or other source approved by the City Engineer and require that all new construction, substantial improvements or other development in are administered in accordance with [Section 5.0209\(3\)](#) ~~“Information to be Obtained and Maintained”~~ and [Sections 5.0211](#) through [5.0224](#).

3. Information to be Obtained and Maintained

- a. Obtain and record the actual elevation (in relation to mean sea level) of the lowest floor (including basement ~~or crawlspace~~) of all new or substantially improved structures, and whether or not the structure contains a basement.
- b. For all new or substantially improved flood-proofed structures:
 - (1) Verify and record the actual elevation (in relation to mean sea level) to which the structure has been flood-proofed.
 - (2) Maintain the flood-proofing certifications required in [Sections 5.0207\(2\)](#).
- c. Maintain for public inspection all records pertaining to the provisions of this ordinance.

4. Alteration of Watercourses

- a. Ensure that the applicant for a floodplain development permit:
 - (1) Obtains a Conditional Letter of Map Revision from the Federal Emergency Management Agency;
 - (2) Notifies adjacent landowners and communities, the Codington County Drainage Board, United States Army Corps of Engineers regulatory office, South Dakota Division of Emergency Management, and South Dakota Department of Environment and Natural Resources prior to any alteration or relocation of a watercourse; and
 - (3) Submits evidence of such notification to the Federal Emergency Management Agency.
- b. Ensure that the provisions of [Section 5.0224](#) of this ordinance are met.

- c. As a condition of the floodplain development permit, require the applicant to provide written assurance of the applicant's responsibility for costs associated with updating the Flood Insurance Rate Map and Flood Insurance Study report to reflect the applicant's alteration or relocation of said watercourse.

5. Interpretation of FIRM Boundaries

Make interpretations, where needed, as to the exact location of the boundaries of the areas of special flood hazards (for example, where there appears to be a conflict between a mapped boundary and actual field conditions). The person contesting the location of the boundary shall be given a reasonable opportunity to appeal the interpretation as provided in [Section 5.0225](#). (E-582-I)

5.0210: DEVELOPMENT ADVERSELY AFFECTING BIG SIOUX RIVER, ROBY CREEK OR WILLOW CREEK PROHIBITED [\(back to Chapter contents\)](#)

No development or obstruction shall be constructed which will adversely affect the conveyance capacity and stability of the Big Sioux River, Roby Creek or Willow Creek channel, floodway, or base flood conveyance corridor, or that is dangerous to health, safety, and property due to water or erosion hazards.

5.0211: STORAGE OF MATERIALS AND EQUIPMENT [\(back to Chapter contents\)](#)

Storage of materials and equipment that are flammable, explosive, or otherwise injurious to life is prohibited unless the storage facility is elevated to one foot above the base flood elevation.

5.0212: ANCHORING [\(back to Chapter contents\)](#)

1. All new construction and substantial improvements shall be anchored to prevent flotation, collapse or lateral movement of the structure and capable of resisting the hydrostatic and hydrodynamic loads.
2. All manufactured homes must be elevated and anchored to resist flotation, collapse or lateral movement and capable of resisting the hydrostatic and hydrodynamic loads. Methods of anchoring may include but are not limited to use of over-the-top or frame ties to ground anchors. This requirement is in addition to applicable state and local anchoring requirements for resisting wind forces. Specific requirements may be:
 - a. Over-the-top ties shall be provided at each of the four corners of the manufactured home, with two additional ties per side at intermediate locations, with manufactured homes less than fifty (50) feet long requiring one (1) additional tie per side;
 - b. Frame ties shall be provided at each corner of the home with five additional ties per side at intermediate points, with manufactured homes less than fifty (50) feet long requiring four (4) additional ties per side;
 - c. All components of the anchoring system shall be capable of carrying a force of forty-eight hundred (4,800) pounds; and
 - d. Any additions to the manufactured home are similarly anchored.

5.0213: CONSTRUCTION MATERIALS AND METHODS [\(back to Chapter contents\)](#)

1. All new construction and substantial improvements shall be constructed with materials and utility equipment resistant to flood damage.
2. All new construction and substantial improvements shall be constructed using methods and practices that minimize flood damage.
3. All new construction and substantial improvements shall be constructed with electrical, heating, ventilation, plumbing and air conditioning equipment and other service facilities that are ~~designated and/or~~ located a minimum of 1 foot above base flood elevation so as to prevent water from entering or accumulating within the components during conditions of flooding.

5.0214: UTILITIES [\(back to Chapter contents\)](#)

1. All new and replacement water supply systems shall be designed to minimize or eliminate infiltration of flood waters into the system;
2. New and replacement sanitary sewage systems shall be designed to minimize or eliminate infiltration of flood waters into the systems and discharge from the systems into flood waters; and
3. On-site waste disposal systems shall be located to avoid impairment to them or contamination from them during flooding.

5.0215: SUBDIVISION PROPOSALS IN AREAS OF SPECIAL FLOOD HAZARD ([back to Chapter contents](#))

1. All subdivision proposals shall be consistent with the need to minimize flood damage;
2. All subdivision proposals shall have public utilities and facilities such as sewer, gas, electrical and water systems located and constructed to minimize flood damage;
3. All subdivision proposals shall have adequate drainage provided to reduce exposure to flood damage; and
4. Base flood elevation data shall be provided for all subdivision proposals and other proposed developments.

5.0216: RESIDENTIAL CONSTRUCTION

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New construction and substantial improvement of any residential structure shall have the lowest floor, including basement, machinery, or equipment, elevated to a minimum of one (1) foot above the base flood elevation. This requirement includes machinery and equipment placed within attached garages and/or within enclosures below elevated buildings, with the exception of utility meters and equipment specifically designated to withstand inundation according to the standards of the International Residential Codes and NFIP [Technical Bulletins 1, 2, and 7](#). Properties that have received a LOMR based on fill must still have the lowest floor, including machinery and equipment, elevated to or above one (1) foot above the base flood elevation.

Source: (Ord 18-23; Rev 12-14-2018) (Ord 21-47; Rev 2-11-2022)

5.0217: NON-RESIDENTIAL CONSTRUCTION

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New construction and substantial improvement of any commercial, industrial or other non-residential structure shall either have the lowest floor, including basement, machinery, or equipment, elevated to a minimum of one (1) foot above the base flood elevation or ~~together with attendant utility and sanitary facilities shall~~ be floodproofed:

1. Dry Floodproofing. No permit or variance shall be issued for a nonresidential structure designed to be watertight below the base flood elevation until the applicant submits a plan certified by a professional engineer or architect that the floodproofing measures will protect the structure or development to the flood protection elevation and submit a FEMA floodproofing certificate. These measures shall be designed, as appropriate to:
 - a. Together with attendant utility and sanitary facilities, be designed so that below one (1) foot above the base flood elevation the structure is watertight with walls substantially impermeable to the passage of water. Be flood-proofed so that below one (1) foot above the base flood elevation the structure is watertight with walls substantially impermeable to the passage of water;
 - b. Have structural components capable of resisting hydrostatic and hydrodynamic loads and effects of buoyancy; and,
 - c. Be certified by a registered professional engineer or architect that the design and methods of construction are in accordance with accepted standards of practice for meeting the provisions of this paragraph. Such certifications shall be provided to the official as set forth in of this section, NFIP Technical Bulletin 3 Requirements for the Design and Certification of Dry Floodproofing Non-Residential and Mixed-Use Buildings, and Sections 5.0209(3)(b) and 5.0207(2) of this ordinance;
 - d. ~~Flood-proofing safeguards shall be designed consistent with the flood protection elevation, flood velocities, event duration, rate of water surface rise, hydrostatic and hydrodynamic forces, and other factors associated with the base flood. The following are examples of flood-proofing safeguards that may be required as a condition of granting a variance to this ordinance:~~
 - e. ~~anchorage to resist flotation and lateral movement;~~
 - f. ~~reinforcement of walls and other building components to resist rupture or collapse due to water pressures or floating debris;~~
 - g. ~~addition of mass or weight to resist flotation;~~
 - h. ~~pumping facilities or comparable practices for subsurface drainage systems to relieve external foundation wall and basement flood pressures;~~
 - i. ~~installation of isolation and backflow prevention valves or controls on sanitary sewer and storm drains;~~
 - j. ~~storage of hazardous materials in facilities flood-proofed or elevated to one foot or more above the base flood elevation;~~
 - k. ~~requirements set forth in Section 5.0213 “Construction Materials and Methods” and Section 5.0214~~

“Utilities”

2. Wet floodproofing. New construction and substantial improvements of any commercial, industrial, or other non-residential structure including but not limited to detached garages, agricultural buildings, and storage buildings may be allowed to be wet floodproofed provided that:
 - a. The structure is strictly a nonresidential structure used for building access, parking or storage only.
 - b. The structure is one-story and less than or equal to 600 square feet.
 - c. The structure shall have low damage potential in regards to physical damage, contents damage and loss of function.
 - d. Designed to allow for the automatic entry and exit of flood waters through the use of openings.
 - e. Be constructed of flood resistant materials.
 - f. Be properly anchored to resist flotation, collapse, and lateral movement;
 - g. Mechanical and utility equipment must be elevated or floodproofed one (1) foot above BFE.
 - h. Must comply with the floodway encroachment provisions of the NFIP and this ordinance.
 - i. Designed and built to adhere to FEMA Technical Bulletins 1, 2, and 7.
3. A registered professional engineer or architect shall develop and/or review structural design, specifications, and plans for the construction, and shall certify that the design and methods of construction are in accordance with accepted standards of practice as outlined in this subsection. A record of such certification that includes the specific elevation (in relation to mean sea level) to which such structures are floodproofed shall be maintained by the Floodplain Administrator. If the use or occupancy of the building changes in the future to residential, then the dry or wet floodproofing of the structure cannot be used when determining compliance of the structure to the residential construction of this ordinance; the building will not be grandfathered into compliance and will be required to be brought into compliance with the residential construction of this ordinance.
4. Wet floodproofing Nonconversion Agreement. Permit applications that utilize wet floodproofing as a method for non-residential construction shall sign a Nonconversion Agreement prior to permit issuance.
 - a. Acknowledges the risk associated with this building practice.
 - b. Acknowledges the use of the area that was wet floodproofed will be used solely on nonresidential accessory or appurtenant structure with low damage potential whose usage is only for building access, parking or storage.
 - c. Allows for community, state and/or federal officials to conduct periodic inspections to ensure compliance.

2.5. Properties that have received a Letter of Map Revision ~~B~~ased ~~O~~en Fill must still have the lowest floor elevated, or be flood-proofed, to or above one (1) foot above the base flood elevation.

Source: (99-7) (Ord 18-23; Rev 12-14-2018) (Ord 21-47; Rev 2-11-2022)

5.0218: OPENING IN ENCLOSURES BELOW THE LOWEST FLOOR

[\(back to Chapter contents\)](#)

For all new construction and substantial improvements, fully enclosed areas below the lowest floor that are subject to flooding shall be designed to automatically equalize hydrostatic flood forces on exterior walls by allowing for the entry and exit of floodwaters. Designs for meeting this requirement must either be certified by a registered professional engineer or architect, or must meet or exceed the following minimum criteria:

1. A minimum of two openings having a total net area of not less than one (1) square inch for every square foot of enclosed area subject to flooding shall be provided;
2. The bottom of all openings shall be no higher than one (1) foot above grade;
3. Openings may be equipped with screens, louvers, or other coverings or devices provided that they permit the automatic entry and exit of floodwaters.

5.0219: BELOW GRADE RESIDENTIAL CRAWL-SPACE CONSTRUCTION

[\(back to Chapter contents\)](#)

New construction and substantial improvement of any below grade crawlspace shall:

1. Have the interior grade elevation, that is below base flood elevation, no lower than two (2) feet below the lowest adjacent grade;
2. Have the height of the below grade crawlspace measured from the interior grade of the crawlspace to the top of the foundation wall, not exceed four (4) feet at any point;
3. Have an adequate drainage system that allows floodwaters to drain from the interior area of the crawlspace following a flood;
4. Meet the provisions of [Section 5.0212, "Anchoring"](#); [Section 5.0213, "Construction Materials and Methods"](#); and [Section 5.0218, "Openings in Enclosures Below the Lowest Floor"](#).

5.0220: MANUFACTURED HOMES

[\(back to Chapter contents\)](#)

~~Manufactured homes shall be a~~[Anchored](#) in accordance with [Section 5.0212\(2\)](#) ~~shall be implemented on:-~~

1. All manufactured homes that are placed or substantially improved within Zones AL-30, AH and AE on sites:
 - a. Outside of a manufactured home park or subdivision;
 - b. In a new manufactured home park or subdivision;
 - c. In an expansion to an existing manufactured home park or subdivision; or
 - d. In an existing manufactured home park or subdivision on which a manufactured home has incurred "substantial damage" as the result of a flood, shall be elevated on a permanent foundation such that the lowest floor, including basement, machinery, or equipment, of the manufactured home is elevated to or above one (1) foot above the base flood elevation and be securely anchored to an adequately anchored foundation system to resist floatation, collapse and lateral movement.
2. All manufactured homes to be placed or substantially improved on sites in existing manufactured home parks or subdivisions within zones AL-30, AH and AE that are not subject to the provisions of the previous paragraph shall be elevated so that either:
 - a. The lowest floor, including basement, machinery, or equipment, of the manufactured home is at or above one (1) foot above the base flood elevation; or
 - b. The manufactured home chassis is supported by reinforced piers or other foundation elements that are no less than thirty six (36) inches in height above grade and is securely anchored to an adequately anchored foundation system to resist floatation, collapse and lateral movement.

Source: (E-592-2) (99-7) (Ord 21-47; Rev 2-11-2022)

5.0221: RECREATIONAL VEHICLES

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Recreational vehicles must satisfy the same floodplain development requirements as those applied to manufactured homes unless the vehicle is placed on the same site within a special flood hazard area for less than one hundred eighty (180) consecutive days and is fully licensed and ready for highway use.

5.0222: FLOODWAYS

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Located within areas of special flood hazard established in [Section 5.0206\(2\)](#) is an area designated as the floodway. The floodway is an extremely hazardous area due to the velocity of floodwaters that carry debris, potential projectiles, and erosion potential. The placement of buildings, structures and other flood barriers, as well as the accumulation of flood debris, in the floodway will increase water and erosion hazards due to increased flood heights and flow velocities. Therefore, the following provisions apply to the floodway:

1. Appropriate land uses include those compatible with open space, recreation, wildlife habitat, or wetlands management practices, all without structures or other obstructions that may tend to impede the flow of water. In general, such uses may include, but not necessarily be limited to, parks for outdoor recreational activities such as golf courses, tennis courts without fences, driving ranges, archery ranges, picnic grounds, wildlife and nature preserves, fishing areas, pedestrian and horseback riding trails, plant nurseries, gardens, lawn areas, and other uses of similar nature.
2. Encroachments, including fill, new construction, substantial improvements, and other development are prohibited unless:
 - a. The applicant of the floodplain development permit provides written certification and documentation,

prepared by a professional engineer licensed in South Dakota and qualified in the fields of hydrology and hydraulics, demonstrating that the proposed encroachment and development in the floodway:

- (1) Will not result in any increase in flood levels during the occurrence of the base flood at any location within any of the watercourse reaches included and covered by the Flood Insurance Rate Map and Flood Insurance Study report; and
 - (2) Will not result in the relocation of the floodway boundary as indicated in the Flood Insurance Rate Map. Proposed development in the floodway that requires or results in relocation of the floodway boundary shall be considered as an alteration or relocation of the watercourse subject also to the provisions of Sections [5.0209\(4\)](#) and [5.0224](#). (Clerical Edit per § 22.0106, 11-7-16)
- b. The applicant of the floodplain development permit provides written certification and documentation, prepared by a professional engineer licensed in South Dakota and knowledgeable of the natural geometric tendencies and stability requirements of rivers and streams, demonstrating that the proposed encroachment and development in the floodway will not result in increased erosion and sedimentation potential at any location within any of the watercourse reaches included and covered by the Flood Insurance Rate Map and Flood Insurance Study report; and
- c. The applicant of the floodplain development permit enters into a maintenance agreement with the City providing for the applicant's responsibility to perform maintenance activities in the floodway located on the applicant's property as may be necessary to ensure conveyance capability and channel stability throughout any of the watercourse reaches included and covered by the Flood Insurance Rate Map and Flood Insurance Study report. The applicant shall file the maintenance agreement with the parcel or parcels of land in question at the office of the Codington County Register of Deeds as a covenant that runs with the land pursuant to state statute.
3. In addition to satisfying the requirements of [Sections 5.0222\(1\)](#) and [5.0222\(2\)](#), all new construction and substantial improvements shall comply with all applicable flood hazard reduction provisions of [Sections 5.0211](#) through [5.0221](#).
 4. New construction and substantial improvements in the floodway shall not be for permanent residential use.
 5. Pipeline watercourse crossings shall be buried in the streambed and banks, or otherwise sufficiently protected, to prevent damage due to flood flows, associated floating debris, and channel degradation and meandering.
 6. Owners of property located in the floodway are responsible for the perpetual maintenance of the channel and adjacent floodplain areas of the floodway to ensure that the flood carrying capacity of the subject watercourse is not diminished over time. The floodway shall be maintained in its natural condition and in accordance with a floodplain development permit issued by the Administrative Official.
 7. In lieu of the maintenance responsibilities set forth in [Sections 5.0222\(2\)\(c\)](#) and [5.0222\(6\)](#) above, the owner(s) of floodway property may, at the time of annexation or master planning, but prior to any development, dedicate those areas designated as floodway to the City, under the jurisdiction of the Parks, Recreation and Forestry Board, for use as public parks. Floodway property dedicated under this ordinance provision may be used to partially fulfill the park dedication requirements of [Section 14.0120](#) at the discretion and direction of the Parks, Recreation and Forestry Board.

5.0223: STANDARDS FOR AREAS OF SHALLOW FLOODING (AO/AH ZONES)

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Located within the areas of special flood hazard established in [Section 5.0206\(2\)](#) are areas designated as shallow flooding. These areas have special flood hazards associated with base flood depths of one (1) to three (3) feet where a clearly defined channel does not exist and where the path of flooding is unpredictable and where velocity flow may be evident. Such flooding is characterized by ponding or sheet flow; therefore, the following provisions apply:

1. All new construction and substantial improvements of **residential** structures have the lowest floor (including basement, machinery, or equipment) elevated above the highest adjacent grade at least as high as the depth number specified in feet on the community's FIRM (at least two (2) feet if no depth number is specified).
2. All new construction and substantial improvements of **non-residential** structures;
 - a. Have the lowest floor (including basement, machinery, or equipment) elevated above the highest adjacent grade at least as high as the depth number specified in feet on the community's FIRM (at least two (2) feet if no depth number is specified); or
 - b. Together with attendant utility and sanitary facilities be designed so that below the base flood level the

structure is watertight with walls substantially impermeable to the passage of water and with structural components having the capability of resisting hydrostatic and hydrodynamic loads of effects of buoyancy.

3. A registered professional engineer or architect shall submit a certification to the Floodplain Administrator that the standards of this section, as proposed in [Section 5.0207](#), are satisfied.
4. Require within Zones AH or AO adequate drainage paths around structures on slopes, to guide flood waters around and away from proposed structures.

Source: (Ord 21-47; Rev 2-11-2022)

5.0224: ALTERATION OR RELOCATION OF WATERCOURSE

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Every effort shall be made to avoid alteration or relocation of any watercourse included and covered by the Flood Insurance Rate Map and Flood Insurance Study report. In the case in which alteration or relocation is unavoidable:

1. Structural modifications and channel alterations shall be kept to a minimum.
2. The watercourse alteration or relocation shall not decrease the conveyance capability or increase the base flood elevation at any location in the watercourse reaches included in and covered by the Flood Insurance Rate Map and Flood Insurance Study report.
3. The watercourse alteration or relocation shall not result in flow velocities that are hazardous to the public's health, safety, and property, or that cause an increase in erosion and sedimentation potential at any location in the watercourse reaches included in and covered by the Flood Insurance Rate Map and Flood Insurance Study report for flows of varying return frequency.
4. Based on a geomorphic and stable channel analysis performed by the applicant's professional engineer, the watercourse alteration or relocation shall be designed and constructed such that the channel remains stable either through manmade stabilization techniques and materials or the use of artificial, correctly-sized meander and riffle-pool geometry.
5. The applicant of the floodplain development permit shall obtain a CLOMR from the FEMA Region 8 Mitigation Division Director prior to the issuance of the permit by the [Community Development Manager Building Official](#).
 - a. The Administrative Official shall submit the request for the CLOMR to FEMA.
 - b. The applicant of the floodplain development permit shall be financially responsible for fees associated with the CLOMR request.
 - c. The applicant of the floodplain development permit shall provide to the Administrative Official the technical data in support of the CLOMR request including without limitation detailed hydrologic and hydraulic analyses and other pertinent project information as may be indicated in [Section 5.0207](#).
6. The applicant of the floodplain development permit involving the alteration or relocation of a watercourse shall provide written assurance:
 - a. That perpetual maintenance will be provided within the altered or relocated portion of the watercourse so that the flood carrying capacity is not diminished over time. The applicant shall file the written assurance with the parcel or parcels of land in question at the office of the Codington County Register of Deeds as a covenant that runs with the land pursuant to state statute.
 - b. That the applicant is financially responsible for costs associated with updating the FIRM and Flood Insurance Study report to reflect the applicant's alteration or relocation of the subject watercourse.
7. The applicant's professional engineer, licensed in South Dakota, qualified in the fields of hydrology and hydraulics, and knowledgeable of the natural geometric tendencies and stability requirements of rivers and streams, shall provide written certification that the provisions of [Section 5.0223](#) have been satisfied. (Ord 07-21; Rev 09-14-07)

5.0225: VARIANCE PROCEDURE

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1. The Board of Adjustment, as established by the City, shall hear and decide appeals and request for variances from the requirements of this ordinance.
2. The Board of Adjustment shall hear and decide appeals when it is alleged there is an error in any requirement, decision or determination made by the Administrative Official in the enforcement or administration of this ordinance.

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3. Those aggrieved by the decision of the Board of Adjustment, or any taxpayer, may appeal such decisions to the Third Judicial Circuit Court, as provided in South Dakota State Statute.
4. When necessary, the Administrative Official may procure the services of a registered professional engineer for assistance in evaluating the scientific and engineering data, other technical data, and other relevant information.
5. In passing upon such applications, the Board of Adjustment shall consider all technical evaluations, all relevant factors, standards specified in other sections of this ordinance;
 - a. The danger that materials may be swept onto other lands to the injury of others;
 - b. The danger to life and property due to flooding or erosion damage;
 - c. The susceptibility of the proposed facility and its contents to flood damage and the effect of such damage on the individual owners;
 - d. The importance of the services provided by the facility to the community;
 - e. The necessity to the facility of a waterfront location, where applicable;
 - f. The availability of alternative locations for the proposed use which are not subject to flooding or erosion damage;
 - g. The compatibility of the proposed use with the existing and anticipated development;
 - h. The relationship of the proposed use to the comprehensive plan and floodplain management for that area;
 - i. The safety of access to the property in times of flood for ordinary and emergency vehicles;
 - j. The expected heights, velocity, duration, rate of rise and sediment transport of the flood waters and the effects of wave action, if applicable, expected at the site; and
 - k. The costs of providing governmental services during and after flood conditions, including maintenance and repair of public utilities and facilities such as sewer, gas, electrical and water systems, streets and bridges.
6. Upon consideration of the factors of [Section 5.0225\(5\)](#) and the purpose of this ordinance, the Board of Adjustment may attach such conditions to the granting of variances as it deems necessary to further the purposes of this ordinance.
7. The Administrative Official shall maintain the records of all appeal actions, including technical information, and report any variances to the Federal Emergency Management Agency.
8. Conditions for variances:
 - a. Generally, variances may be issued for new construction and substantial improvements to be erected on a lot of one-half (1/2) acre or less in size contiguous to and surrounded by lots with existing structures constructed below the base level providing items (a-k) in [Section 5.0225\(5\)](#) have been fully considered. As the lot size increases beyond one-half (1/2) acre, the technical justifications required for issuing the variance increases.
 - b. Variances may be issued for the reconstruction, rehabilitation or restoration of structures listed on the National Register of Historic Places or the State Inventory of Historic Places without regard to the procedures set forth in the remainder of this section.
 - c. Variances shall not be issued within any designated floodway if any increase in flood levels during the base flood discharge would result.
 - d. Variances shall only be issued upon a determination that the variance is the minimum necessary, considering the flood hazard, to afford relief.
 - e. Variances shall only be issued upon:
 - (1) A showing of good and sufficient cause;
 - (2) A determination that failure to grant the variance would result in unnecessary hardship to the applicant; and
 - (3) A determination that the granting of a variance will not result in increased flood heights, additional threats to public safety, extraordinary public expense, create nuisances, cause fraud on or victimization of the public as identified in [Section 5.0225\(5\)](#) or conflict with existing local laws or ordinances.
 - f. Any applicant to whom a variance is granted shall be given written notice that the structure will be permitted to be built with a lowest floor below the base flood elevation and that the cost of flood insurance will be commensurate with the increased risk from the reduced lowest floor elevation. (E-582-1) (Clerical

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Edit per § 22.0106, 10-13-16)

Chapter 5.03
GENERAL REGULATIONS

Section

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5.0301: BUILDING CODES ADOPTED WITH MODIFICATIONS

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1. Building Permits and Application Required. See Title 21, Chapter 2, and [Sections 21.0205](#) and [21.0206](#).
2. There is hereby adopted by the City Council for the purpose of establishing rules and regulations governing building, that certain building code known as the **International Residential Code 2018 Edition**, Chapters 1-23 and 43, and Appendices H and J, subject to the following modifications (Ord 18-27; Rev 12-28-18):
 - a. **Section R101.1 Title.** Change [NAME OF JURISDICTION] to City Of Watertown.
 - b. **Section R103 DEPARTMENT OF BUILDING SAFETY** is hereby deleted in its entirety.
 - c. **Section R105.2 Work exempt from permit.** Delete items 1, 2, 7, and 10 under “**Building:**” and replace with the following (Ord 18-27; Rev 12-28-18):
 1. Replacement of siding, gutters, downspouts, storm windows, storm doors, or similar type roofing materials.
 2. (Reserved)
 7. Seasonal above ground prefabricated swimming pools. (Ord 18-27; Rev 12-28-18)
 10. (Reserved)
 - d. **Section R105.5 Expiration.** Modify the maximum incremental time period the Building Official may grant written extensions of permit expiration date from one hundred eighty (180) days to one (1) year.”
 - e. **Section R106.3.1 Approval of construction documents** is hereby amended to read as follows: Upon the Building Official’s completed review of construction documents, a permit shall be issued. One set of construction documents so reviewed shall be retained by the Building Official. **Section R106.3.2 Previous approvals** is hereby amended by revising the section title to **Section R106.3.2 Previous reviews**.
 - f. **Section R106.3.3 Phased approval** is hereby amended by revising the section title to **Section R106.3.3 Phased review**.
 - g. **Section R106.3 Examination of documents** is hereby amended by adding the following: **R106.3.4 Applicant’s responsibility for compliance.** Neither examination nor review of construction and/or construction documents by the Building Official, nor the issuance of a building permit by the Building Official, shall relieve the permit applicant of the responsibility and duty to comply with this code and any other applicable local, state and federal rules, regulations, and ordinances.
 - h. **Section R106.4 Amended construction documents** is hereby amended to read as follows: Work shall be installed in accordance with the reviewed construction documents, and any changes made during construction that are not in compliance with the reviewed construction documents shall be resubmitted for review as an amended set of construction documents.

- i. **Section R106.5 Retention of construction documents** is hereby amended to read as follows: One set of reviewed construction documents shall be retained by the Building Official for a period of not less than one hundred eighty (180) days from the date of completions of the permitted work, or as required by state or local laws.
- j. **Section R107 Temporary Structures and Uses** is hereby deleted in its entirety.
- k. **Section R108.3 Building Permit Valuations** is hereby amended to read as follows: The determination of value or valuation under any of the provisions of this code shall be made by the Building Official in accordance with valuation schedules established by the applicable governing body. Building permit valuation shall represent the total value of the work for which a permit is being issued including material costs and labor for electrical, gas, mechanical, plumbing and other permanent systems, as well as interior and exterior finish work, painting, roofing, elevators, and fire extinguishing equipment.
- l. **Section R108.6 Investigation fees for work without a permit** is hereby amended by adding the following: Whenever any work for which a permit is required by this code has been commenced prior to the issuance of said permit, the Building Official shall conduct an investigation before a permit may be issued for such work. An investigation fee, in addition to the permit fee, shall be collected whether or not a permit is then or subsequently issued. The investigation fee shall be equal to the greater of a minimum fee amount established by resolution of the governing body or the amount of the permit fee required by this code. The payment of such investigation fee shall not exempt any person from compliance with all other provisions of this code nor from any penalty prescribed by law.
- m. **Section R109.0 General** is hereby amended by adding the following: All construction or work for which a permit is required shall be subject to inspection by the Building Official. It shall be the duty of the permit applicant to cause the work to remain accessible and exposed for inspection purposes until approved by the Building Official. Neither the Building Official nor the jurisdiction shall be liable for expense entailed in the removal or replacement of any material required to allow inspection.

Approval of the construction or work as a result of an inspection shall not be construed to be an approval of a violation of any local, state, or federal rules, regulations, ordinances, or codes.

Buildings or structures built without one or more of the inspections required by Section R109 of this Code, or others as deemed necessary by the Building Official, may be classed as an unsafe building or structure and action taken as specified by *Section 108 Unsafe Structures and Equipment* of the currently adopted *International Property Maintenance Code*. (Ord 18-27; Rev 12-28-18)

Buildings or structures wired, plumbed, provided with mechanical equipment, vents, connectors, chimneys, or other similar appurtenances without required inspections, as specified by the currently adopted Electrical Code, as amended; the currently adopted Plumbing Code, as amended; and the currently adopted Mechanical Code, as amended; may be classed as an unsafe building or structure and action taken as specified by Section 108 *Unsafe Structures and Equipment* of the currently adopted *International Property Maintenance Code*. (Ord 18-27; Rev 12-28-18)

A person shall not occupy as owner-occupant, or permit another person to occupy, any structure or premise which does not comply with the requirements of this code.
- n. **Section R110 CERTIFICATE OF OCCUPANCY** is hereby deleted in its entirety.
- o. **Section R112 BOARD OF APPEALS** is hereby amended such that all references to Board of Appeals shall mean Board of Adjustment.
- p. **Section R112.1 General** is hereby amended to read as follows: The Board of Adjustment shall hear and decide appeals of orders, decisions and determinations made by the Building Official relative to the application and interpretation of this code.
- q. **Section R112.3 Qualifications** is hereby deleted in its entirety.
- r. **Table R301.2(1) Climatic and geographic design criteria** is hereby amended by inserting applicable information into the table as follows: Ground Snow Load – 50 psf; Wind speed – 90 mph; Seismic Design Category – A; Weathering – Severe; Frost line depth – 48” to bottom of footing; Termite – Slight to moderate; Decay – None to slight; Winter Design Temp – 17; Ice Shield Underlayment Required – Yes; Flood Hazards – 7-4-89; Air Freezing Index -3033; Mean Annual Temperature – 42.1. (Ord 18-27; Rev 12-28-18)
- s. **Section R302.5.1 Opening protection.** Delete “equipped with a self-closing or automatic-closing device.”
- t. **Section R302.13 Fire protection of floors.** Not adopted by City. (Ord 18-27; Add 12-28-18)
- u. **Section R303.4 Mechanical ventilation.** Not adopted by City.

Agenda Item 10.(a) First Reading of Ordinance No. 25-04, a Revised Ordin...

REVISED ORDINANCES – CITY OF WATERTOWN, SOUTH DAKOTA

- v. **Section R303.5.1 Intake openings.** Add “**Exception:** For equipment replacement on existing structures, gravity outdoor intake openings for combustion air shall be located a minimum of 3 feet from any hazardous or noxious contaminant.” (Ord 18-27; Rev 12-28-18)
- w. **Section R304 MINIMUM ROOM AREAS.** Change “**Exception**” to “**Exceptions**” Change “Kitchen” to “1. Kitchen” Add “2. Studio apartments/single family dwelling shall have a floor area of not less than 160 square feet.” (Ord 18-27; Add 12-28-18)
- x. **Section R309.5 Fire sprinkler.** Delete private garages.
- y. **Section R310.2.1 Minimum opening area.** Change “5.7 square feet” to “4.6 square feet” (Ord 18-27; Rev 12-28-18)
- z. **Section R310.2.1 Exception.** Change “5.0 square feet” to “4.6 square feet”
- aa. **Section R310.2.2 Window sill height.** Change “44 inches” to “48 inches” (Ord 18-27; Rev 12-28-18)
- bb. **Section R310.2.3.1 Ladder and steps.** Change “44 inches” to “48 inches” (Ord 18-27; Rev 12-28-18)
- cc. **Section R311 MEANS OF EGRESS.** Change all “7 ¾ inches” riser height to “8 inches”
- dd. **Section R311.7.5.1 Risers. Exceptions: 1.** Add “and exterior decks” (Ord 18-27; Rev 12-28-18)
- ee. **Section R311.7.8.5 Grip size.** Add “**Exception:** Exterior stairs are allowed to have a horizontal 2x member to form a 1 ½ inch graspable dimension in lieu of the above-referenced perimeter dimensions.”
- ff. **Section R312.1.3 Opening limitations.** Change “4 inches” to “5 inches”
- gg. **Section R312.1.3 Exceptions: 2.** Change “4 3/8 inches” to “5 inches”
- hh. **Section R313 Automatic fire sprinkler systems.** Not required by state, follow code when installed.
- ii. **Section R315.2.2 Alterations, repairs and additions.** Not adopted by City. (Ord 18-27; Rev 12-28-18)
- jj. **Section R326 SWIMMING POOLS, SPAS AND HOT TUBS.** Not adopted by City. (Ord 18-27; Rev 12-28-18)
- kk. **Section R403.1.4.1 Frost protection. 1.** Add “or 48 inches whichever is greater.”
- ll. **Section R403.1.4.1 Exceptions: 1.** Change “600 square feet” to “1300 square feet.” **Exceptions: 2.** Change “400 square feet” to “1300 square feet” and “an eave height of 10 feet to 12 feet. **Exceptions: 3.** Amend to read “Decks not supported by a dwelling or are 30 inches or less above grade need not be provided with footings that extend below the frost line.” (Ord 18-27; Rev 12-28-18)
- mm. **Section R404.4 Retaining walls.** Change “24 inches” to “48 inches”
- nn. **Section R602.12 Simplified wall bracing. 3.** Change “10 feet” to “12 feet” **4.** Change “15 feet to 20 feet”
- oo. **Section R905.1.2 Ice Barrier.** Amend “24 inches (610 mm) inside the exterior wall line of the building” to “36 inches” (Ord 18-27; Rev 12-28-18)
- pp. **Section 1102.2.9 Basement walls.** Add “**Exception:** Exterior basement walls of enclosed mechanical rooms.” (Ord 18-27; Rev 12-28-18)
- qq. **Section N1102.4.1.2 (R402.4.1.2) Testing.** Not adopted by City
- rr. **Section N1103.3.2 (R403.2.2) Sealing (Mandatory).** Not adopted by City. Duct tightness shall be verified by either of the following: 1. Post-construction test, 2. Rough-in test. (Ord 18-27; Rev 12-28-18)
- ss. **Section N1103.3.2.1 (R403.2.2.1) Sealed air handler.** Not adopted by City (Ord 18-27; Rev 12-28-18)
- tt. **Section N1103.2.3 (R403.2.3) Building cavities (Mandatory).** Add “**Exception:** Stud spaces for floor joist cavities may be used for return air plenums.”
- uu. **Section N1103.3.3 Duct Testing.** Not adopted by City (Ord 18-27; Add 12-28-18)
- vv. **Section N1103.3.4 Duct Leakage.** Not adopted by City (Ord 18-27; Add 12-28-18)
- ww. **Section N1103.5 (R403.4) Service hot water systems.** Energy conservation measures for service hot water systems shall be in accordance with the *Plumbing Code*. (Ord 18-27; Rev 12-28-18)
- xx. **Section N1104 (R404) ELECTRICAL POWER AND LIGHTING SYSTEMS (MANDATORY).** Not adopted by City

- yy. **Section M1301.1 Scope** is hereby amended to read as follows: The provisions of this chapter shall govern the installation of mechanical systems not specifically covered in other chapters of this code or by other provisions of the City's Revised Ordinances applicable to mechanical systems. Installations of mechanical appliances, equipment and systems not addressed by this code shall comply with the applicable provisions of the *International Mechanical Code* and the current *National Fuel Gas Code* adopted by the City. ([back to Chapter contents](#))
3. There is hereby adopted by the City Council, for the purpose of establishing rules and regulations governing building, that certain building code known as the **International Building Code 2018 Edition**, Chapters 1-26, 30-35, and Appendices C and I, is subject to the following modifications (Ord 18-27; Rev 12-28-18):
- a. **Section [A]101.1 Title.** Change [NAME OF JURISDICTION] to CityOf Watertown.
 - b. **Section [A]101.4.1 Gas** is hereby amended by replacing "*the International Fuel Gas Code*" with "*the most current edition of codes adopted by the City governing the installation and approval of gas burning equipment as set forth in Title 20 of the City's Revised Ordinances.*"
 - c. **Section [A]101.4.3 Plumbing** is hereby amended by replacing "*the International Plumbing Code*" with "*the current plumbing code adopted by the South Dakota State Plumbing Commission along with local revisions set forth in Title 15 of the City's Revised Ordinances.*" It is further amended by deleting the sentence: "*The provisions of the International Private Sewage Disposal Code shall apply to private sewage disposal systems.*"
 - d. **Section [A]101.4.5 Fire Prevention** is hereby amended by replacing "*the International Fire Code*" with "*the provisions of the current fire prevention code adopted by the City in Title 10 of the City's Revised Ordinances.*"
 - e. **Section [A]101.4.6 Energy** is hereby deleted in its entirety.
 - f. **Section 103 Department of Building Safety** is hereby deleted in its entirety.
 - g. **Section [A]105.2 Work exempt from permit.** Delete items 1, 2, 3, and 4 under "Building:" and replace with the following: 1. Replacement of siding, gutters, downspouts, storm windows, or similar type roofing materials. 2. (Reserved)
 - h. **Section [A] 105.5 Expiration.** Modify the maximum incremental time period the Building Official may grant written extensions of permit expiration date from "*one hundred eighty (180) days*" to "*one (1) year.*" (Ord 09-17; Add 09-11-09)
 - i. **Section 107 SUBMITTAL DOCUMENTS** is hereby amended to read as follows:

[A] 107.2.2 Fire protection system shop drawings. Shop drawings for the fire protection system(s) shall be submitted to indicate conformance to this code and the construction documents and shall be *reviewed* prior to the start of system installation. Shop drawings shall contain all information as required by the referenced installation standards in Chapter 9.
 - j. **Section [A] 107.3.1 Review of construction documents.** *The Building Official's review of construction documents shall be indicated by issuance of a permit.* One set of construction documents so reviewed shall be retained by the Building Official.
 - k. **Section [A] 107.3.2 Previous approvals** is hereby amended by revising the section title to **Section [A] 107.3.2 Previous reviews.**
 - l. **Section [A] 107.3.3 Phased approval** is hereby amended by revising the section title to **Section [A] 107.3.3 Phased review.**
 - m. **Section [A] 107.3.4.1 Deferred submittals.** For the purposes of this section, deferred submittals are defined as those portions of the design that are not submitted at the time of the application and that are to be submitted to the Building Official within a specified period.

Deferral of any submittal items shall have the prior *review* of the Building Official. The registered design professional in responsible charge shall list the deferred submittals on the construction documents for review by the Building Official.

Documents for deferred submittal items shall be submitted to the registered design professional in responsible charge who shall review them and forward them to the Building Official with a notation indicating that the deferred submittal documents have been reviewed and found to be in general conformance to the design of the building. The deferred submittal items shall not be installed until the deferred submittal document have been *reviewed* by the Building Official.
 - n. **Section [A]107.4 Amended construction documents.** Work shall be installed in accordance with the *reviewed* construction documents, and any changes made during construction that are not in compliance with the *reviewed* construction documents shall be resubmitted for *review* as an amended set of construction documents.

- o. **Section [A]107.5 Retention of construction documents.** One set of *reviewed* construction documents shall be retained by the Building Official for a period of not less than 180 days from date of completion of the permitted work, or as required by state or local laws.
- p. **Section 107 SUBMITTAL DOCUMENTS** is hereby *further* amended by adding the following:
[A] 107.6 Applicant's responsibility for compliance. Neither examination nor review of construction and/or construction documents by the Building Official, nor the issuance of a building permit by the Building Official, shall relieve the permit applicant of the responsibility and duty to comply with this code and any other applicable local, state and federal rules, regulations, and ordinances.
- q. **Section [A] 108 TEMPORARY STRUCTURES AND USES** is hereby deleted in its entirety.
- r. **Section [A] 109.4 Work commencing before permit issuance** is hereby amended to read as follows:
Section [A] 109.4 Work commencing before permit issuance. Any person who commences any work on a building, structure, electrical, gas, mechanical or plumbing system before obtaining the necessary permits shall be subject to an investigation fee in addition to the required permit fees. *The investigation fee shall be collected whether or not a permit is then or subsequently issued. The investigation fee shall be equal to the greater of a minimum fee amount established by resolution of the governing body or the amount of the permit fee required by this code. The payment of such investigation fee shall not exempt any person from compliance with all other provisions of this code nor from any penalty prescribed by law.*
- s. **Section [A] 113.1 General** is hereby amended to read as follows: *The Board of Adjustment shall hear and decide appeals of orders, decisions and determinations made by the Building Official relative to the application and interpretation of this code.*
- t. **Section [A] 113.3 Qualifications** is hereby deleted in its entirety.
- u. **Section [F] 903.2.8 Group R.** Add "**Exception:** Apartments or multifamily occupancies that are four dwelling units or less and two levels or less in height." (Ord 18-27; Rev 12-28-18)
- v. **Section 1010.1.7 Thresholds.** Change all "7 ¾ inches" to "8 inches" (Ord 18-27; Rev 12-28-18)
- x. **Section 1011.5.2 Riser height and tread depth. Exceptions: 5.** Change "7.75 inches" to "8 inches" (Ord 18-27; Rev 12-28-18)
- y. **Section 1015.4 Opening limitations.** Change "4 inches in diameter" to "5 inches in diameter" (Ord 18-27; Rev 12-28-18)
- z. **Section 1015.4 Opening limitations. Exceptions: 5.** Change "4 3/8 inches in diameter" to "5 inches in diameter" (Ord 18-27; Rev 12-28-18)
- aa. **Section 1030.2 Minimum size.** Change "5.7 square feet." to "4.6 square feet" (Ord 18-27; Rev 12-28-18)
- bb. **Section 1030.2 Exception.** Change "5.0 square feet" to "4.6 square feet" (Ord 18-27; Rev 12-28-18)
- cc. **Section 1030.3 Maximum height from floor.** Change "44 inches" to "48 inches" (Ord 18-27; Rev 12-28-18)
- dd. **Section 1030.4.2 Ladder or steps.** Change "44 inches" to "48 inches" (Ord 18-27; Rev 12-28-18)
- ee. **Section 1601.1 Scope** is hereby amended as follows: It shall not be the responsibility of the Building Official to determine engineering requirements of this code. Exclusive of conventional light-frame wood construction provisions referenced in Section 2308, the method to resist loads as referenced in this chapter is the responsibility of a structural engineer or other qualified design professional.
- ff. **Section 1612.3 Establishment of flood hazard areas** is hereby amended as follows: To establish flood hazard areas, the applicable governing authority shall adopt a flood hazard map and supporting data. The flood hazard map shall include, at a minimum, areas of special flood hazard as identified by the Federal Emergency Management Agency in an engineering report entitled "*The Flood Insurance Study for the City of Watertown,*" dated *January 16, 2009*, as amended or revised with the accompanying Flood Insurance Rate Map (FIRM) and Flood Boundary and Floodway Map (FBFM) and related supporting data along with any revisions thereto. The adopted flood hazard map and supporting data are hereby adopted by reference and declared to be part of this section. *If there is a conflict between the provisions of this code and the city's floodplain management ordinance, the provisions of the floodplain management ordinance shall prevail.*
- gg. **Section 1703.1 Approved agency** is hereby amended as follows: An approved agency *or the design professional of record* shall provide all information as necessary for the *Building Official* to determine that the agency meets the applicable requirements.
- hh. **Section 1809.5 Frost protection. 1.** Add "48 inches" after "locality."
- ii. **Section 1809.5 Exceptions: 2.** Change "600 square feet and 400 square feet" to "1300 square feet"
Exceptions: 3. Change "10 feet" to "10 feet 2 inches" (Ord 18-27; Rev 12-28-18)

- jj. **Section [P] 2901.1 Scope.** Amend as follows: The provisions of this chapter and the *Plumbing Code* shall govern the erection, installation, alteration, repairs, relocation, replacement, addition to, use or maintenance of plumbing equipment and systems. Toilet and bathing rooms shall be constructed in accordance with Section 1210. Plumbing systems and equipment shall be constructed, installed and maintained in accordance with the *Plumbing Code*. Private sewage disposal systems shall conform to the *Plumbing Code*.
- kk. **[P] Table 2902.1 MINIMUM NUMBER OF REQUIRED PLUMBING FIXTURES.** Change “75 to 120” under “CLASSIFICATION” column and “ASSEMBLY” row under “WATER CLOSETS” column under “Male” column. Change “40” to “60” under “CLASSIFICATION” column and “ASSEMBLY” row under “WATER CLOSETS” column under “Female” (Ord 18-27; Rev 12-28-18)
- 4. There is hereby adopted by City Council for the purpose of establishing rules and regulations governing building, that certain building code known as the “**International Property Maintenance Code 2018 Edition**” subject to the following modifications (Ord 14-10; Rev 02-21-14) (Ord 18-27; Rev 12-28-18):
 - a. **Section [A] 101.1 Title.** Change [NAME OF JURISDICTION] to CityOf Watertown.
 - b. **Section 103 DEPARTMENT OF PROPERTY MAINTENANCE INSPECTION** is hereby deleted in its entirety.
 - c. **Section [A] 111.2 Membership of board.** Amend to read “The board of appeals shall be the Board of Adjustment.”
 - d. **Section [A] 111.2.1 Alternate members** is hereby deleted in its entirety.
 - e. **Section [A] 111.2.2 Chairman** is hereby deleted in its entirety.
 - f. **Section [A] 111.2.3 Disqualification of member** is hereby deleted in its entirety.
 - g. **Section [A] 111.2.4 Secretary** is hereby deleted in its entirety.
 - h. **Section [A] 111.2.5 Compensation of members** is hereby deleted in its entirety.
 - i. **Section [A] 111.3 Notice of meeting.** Delete “, within twenty (20) days of the filing of an appeal, or”
 - j. **Section [A] 111.4.1 Procedure.** Amend to read “Administrative procedures of the Board of Adjustment per City Ordinance.”
 - k. **Section [A] 111.6 Board decision** is hereby deleted in its entirety.
 - l. **Section [A] 111.6.1 Records and copies** is hereby deleted in its entirety.
 - m. **Section [A] 111.6.2 Administration** is hereby deleted in its entirety.
 - n. **Section 303 Swimming pools, spas, and hot tubs** is hereby deleted in its entirety.
- 5. There is hereby adopted by City Council for the purpose of establishing rules and regulations governing building, that certain building code known as the “**International Mechanical Code 2018 Edition**”. (Ord 14-01; Rev 02-21-14) (Ord 18-27; Rev 12-28-18)
- 6. There is hereby adopted by City Council for the purpose of establishing rules and regulations governing existing building, that certain building code known as the “**International Existing Building Code 2018 Edition**” subject to the following modifications (Ord 18-27; Add 12-28-18):
 - a. **Section [A] 101.1 Title.** Change [NAME OF JURISDICTION] to CityOf Watertown.
 - b. **Section 103 DEPARTMENT OF BUILDING SAFETY** is hereby deleted in its entirety.
 - c. **Section 106 CONSTRUCTION DOCUMENTS [A] 106** replace all references to “*approved or approval*” with “*review or reviewed*”
 - d. **Section [A] 112.1 General** is hereby amended to read as follows: “*The Board of Adjustment shall hear and decide appeals of orders, decisions and determinations made by the Building Official relative to the application and interpretation of this code.*”
 - e. **Section [A] 112.3 Qualifications** is hereby deleted in its entirety.

5.0302: GRADE ESTABLISHED BEFORE CONSTRUCTION/MOVING OF BUILDINGS TO NEW SITES

No person shall commence the construction of any building within this City nor shall any building be moved to a new location within this City unless and until the grade of said lot shall have been designated or approved by the City Engineer, nor shall any building be constructed on or moved to a lot within this City unless and until curbing shall have been constructed thereupon of a type and on a grade to be approved by the City Engineer; unless a Waiver of Right to Protest is approved and allowed by the City Engineer. (E-42-1) (Ord 02-04; Rev 06-14-02)

5.0303: ~~FILLING OR RAISING GRADING~~ LOTS

[\(back to Chapter contents\)](#)

No lot or part of a lot shall be filled or raised graded in such manner as to interfere with ~~natural~~ drainage from or onto any adjoining lot. Driveways shall be sloped to the roadway, alley, or ditch with cross-slopes onto property. Swales between lots shall be provided to transmit water to the roadway or nearest surface water system. Sediment protections shall be installed prior to start of grading. (Ord 02-04; Rev 06-14-02)

5.0304: OBSTRUCTING STREET

[\(back to Chapter contents\)](#)

No person shall erect, build, set up, maintain or remove any house, store, shop or other building or shall leave, place or deposit any boxes, merchandise, timber, planks, boards, shingles, casks, barrels, hogsheads, lumber, bricks, stone, trucks, carts, wagons, sleds, carriages or any other obstruction upon, over or across any street, alley, sidewalk or public grounds within the limits of this City. Materials, including merchandise, on sidewalks shall be as allowed by [Ordinance 18.0308](#). (262) (E-644)

5.0306: OBSTRUCTING GUTTERS, ETC

[\(back to Chapter contents\)](#)

It shall be unlawful for any person to place, permit to be placed, deposit or keep any lumber, stone, brick, goods, leaves, grass, ashes, dirt, tree limbs or other materials or obstructions of any kind in any public street or alley or the gutter thereof in this City without first obtaining permission of the City Engineer. This section shall not affect the lawful parking of motor vehicles. (C-240)

5.0307: PERMIT TO PLACE BUILDING MATERIAL ON STREET

[\(back to Chapter contents\)](#)

The City Engineer is authorized to grant permission in writing to any person to deposit and keep lumber, stone, brick or other materials for building in any public street, road or alley, adjacent to a building to be erected or repaired, for a space of time not exceeding six (6) consecutive months; but such permission shall not excuse the obstruction or occupancy with such material of more than one half the width of any sidewalk or more than one-half the width of carriage way or any street or road or the placing of such material in such a way as to impede the free flow of water in side gutters; and the City Engineer may require such conditions of the builders in consideration for the use of the street as he may deem advisable and necessary before granting such permit. (266)

5.0308: PLANKING REQUIRED ON PAVEMENT

[\(back to Chapter contents\)](#)

~~On each and every street that is paved such~~A permit to use ~~any paved such~~ street for building materials shall only be granted on the specific condition that before said street is used for the depositing of any such building materials the portion of the street so used shall be planked with planking at least two (2) inches thick, held together with side strips nailed across not less than six (6) feet apart. (267)

5.0309: PILING MATERIAL AGAINST TREES

[\(back to Chapter contents\)](#)

No building material or other material of any description shall be piled up against any ~~street~~tree ~~within the City right-of-way~~, unless said tree is first sufficiently protected by a proper guard to prevent possible injury, and all instructions issued for that purpose by the secretary of the Park Board must be promptly complied with by the owner. (296)

5.0310: ~~BASEMENT~~ STAIRWAY ON STREET

[\(back to Chapter contents\)](#)

No person shall construct any ~~cellar or basement~~step or stairway, ~~or any step, area or other appurtenance~~be it to a ~~higher or lower building level~~, extending into any public street, alley or sidewalk, ~~nor shall any person erect in any public street or road, any flight of stairs leading to a second or any higher story of any building~~. (272)

5.0311: ~~EAVES PIPES~~ WATER NUISANCE ON SIDEWALKS

[\(back to Chapter contents\)](#)

No person shall place or maintain ~~conduit of on any street~~, any ~~pipe~~kind leading from the eaves ~~or sump pumps~~ of any building ~~such that the conduit crosses a public sidewalk or in such a position~~ that the water discharged thereby may flow upon or over any public sidewalk. (274)

5.0313: EXCAVATING NEAR STREETS

[\(back to Chapter contents\)](#)

It shall be unlawful for any person, owner or occupant of any lot or parcel of land in this City to make or cause to be made, any excavation on said lot or parcel of land, adjacent to any street, alley, public or traveled path or roadway, except the same be securely guarded so as to prevent the injury to any person or persons or animals passing upon or along said streets, alleys, public grounds or traveled path or roadway. (276)

5.0314: PERMIT TO EXCAVATE

[\(back to Chapter contents\)](#)

No person, firm or corporation shall do any excavation work by machinery on private property where there exist utility service connections running from the main in the street or alley to said private property, and no person, firm or corporation shall hereafter excavate either by machinery or by hand within the boundaries of any public street, alley, sidewalk, bike trail, public grounds, or on ground upon which there exists public utility easements in favor of the City of Watertown or Watertown Municipal Utilities without first obtaining a written signed permit to excavate from the City Engineer or their duly authorized representatives. Excavation shall mean to dig or in any way remove, ~~or~~ physically disturb or penetrate any part of a right-of-way, except potholing by utility companies locating existing utilities within the right-of-way.

1. The City Engineer shall prepare definite directions as to the proper procedures to be followed in doing any excavation work. These written directions shall be followed by any firm, person or corporation doing any excavation work within the area set forth in this ordinance. Said directions shall be printed on the back of each written permit. Failure by any person, firm or corporation to follow said written directions shall constitute a violation of this ordinance.
2. No hard surface which is less than five (5) years old shall be disturbed unless pursuant to a permit to be obtained under the requirements identified in [Section 5.0315](#).
3. All excavation permit fees are due at the time the permit is issued. These fees represent the value of staff time in processing a permit application and are non-refundable.
 - a. All past due fees, fines, and penalties owed by the applicant must be paid before a permit will be issued.
 - b. If a permit violation occurs, no other application will be processed until the fines and penalties have been paid and all permit conditions are met.
4. If work is done without obtaining a permit from the City, the City reserves the right to quadruple the permit fee.
5. In the event of an emergency, the excavator shall notify the City and apply for an excavation-street cut permit for “emergency work” within four (4) hours after the City office opens. Emergency work shall mean an occurrence which demands immediate action to prevent significant environmental damage or loss of life, health, property, or essential public services.
6. Permit duration shall be indicated on the permit:
 - a. All permits shall include estimated start and completion dates. A permit is valid from the construction start date specified on the approved permit until expiration as determined under subsection seven (7)~~8~~.
 - b. Excavation permits are not valid if other required permits are not obtained or required notifications are not given.
7. Permits expire and become void, unless otherwise amended:
 - a. Sixty (60) days after the start date, if no work has begun.
 - b. If the work is not diligently proceeding and there are delays of more than four (4) working days after the work has started, unless the delays are caused by weather or other circumstances beyond the permittee’s control.
 - c. When the excavation, including the trench restoration, is completed.
 - d. On the date specified on the permit as the expiration date.
8. A valid permit may be extended by requesting an extension prior to the expiration date by specifying the dates that need to be changed and explaining the reason for the extension. The City Engineer reserves the right to deny a request for extension.
9. Backfill shall be compacted to 95% of maximum dry density including the top foot which shall be base course. Density test results must be verified by the Contractor prior to paving and submitted to the City Engineering Division. Existing pavement shall be saw cut in straight lines perpendicular and parallel to the line of travel prior to paving. Within 15 days of cutting a trench, density tests must be submitted, and paving must be completed.

Agenda Item 10.(a) First Reading of Ordinance No. 25-04, a Revised Ordin...

REVISED ORDINANCES – CITY OF WATERTOWN, SOUTH DAKOTA

10. There shall be a one (1) year warranty on all work completed within the City of Watertown right-of-way.
 - a. Includes any damage adjacent to the excavation boundaries where the cause is determined to be from undermining.
11. The permittee is responsible for immediately making all necessary repairs in accordance with the City of Watertown Engineering Design Standards. If the permittee refuses to immediately perform, or fails to sufficiently perform, the required repairs, the City of Watertown will make the repairs and:
 - a. The permittee will be charged all the actual costs including administration, construction, consultant fees, equipment, inspection, notification, and remediation made necessary by the action or inaction of the permittee.
 - b. The repair or restoration by the City of Watertown does not relieve the permittee from liability for future pavement failures.
 - c. If the permittee fails or refuses to pay the restoration cost, the City may exercise any available legal remedy at law or equity to recover the costs.

Source: (E-150-1) (E-229-1) (E-240-1) (Ord 21-13; Rev 10-1-21)

5.0315 : STREET CUT PROHIBITION; EXCEPTIONS AND WAIVERS

[\(back to Chapter contents\)](#)

1. Unless a waiver is granted under this Section, no permit shall be issued under [Section 5.0314](#) for work which requires cutting or excavating the paved surface of any street, alley, [sidewalk, bike trail](#) or other public place for a period of five (5) years from the completion of construction, resurfacing, or reconstruction of that surface, or for a period of three (3) years from completion of chip sealing, slurry seal coating, or micro paving. Utilities shall plan well enough in advance to determine alternate methods of making necessary repairs to avoid excavating in newly resurfaced streets. This prohibition shall not apply to:
 - a. Emergency repairs that could not have been anticipated or are necessary for the protection of the public's health and safety;
 - b. Work necessary to ensure continued service delivery to an agency's or utility's existing customer;
 - c. Work for new utility services where no other reasonable means of providing service to a building exists; or
 - d. Work that is mandated by City, State, or Federal legislation.
2. Any work that requires cutting or excavating of the paved surface of any street, alley, or other public place within the above five-year or three-year periods requires a waiver from the City Engineer, [and the excavation permit fees double](#).
3. To apply for a waiver, a written application must be submitted to the City Engineer. The application must include, but is not limited to:
 - a. The location of the excavation.
 - b. Description of work to be performed.
 - c. The reason(s) the work was not performed before the street was paved.
 - d. The reason(s) the work cannot be deferred until after the prohibition period.
 - e. The reason(s) the work cannot be performed at another location.
4. Within ten (10) business days of determining an application as technically complete, the City Engineer shall:
 - a. Transmit a copy of the application, or appropriate parts of the application, to each affected government agency and city department for review and comment, including those responsible for determining compliance with state and federal requirements. The affected agencies and city departments shall have 15 business days to comment on the application. The agency or city department is presumed to have no comment if comments are not received within this 15-business-day period. The City Engineer shall grant an extension of time only if the application involves unusual circumstances.
 - b. The City Engineer shall provide for public notice of application, if applicable.

5. Project review by the City Engineer and appropriate city staff shall identify specific project design and conditions relating to the character of the development and work with other agencies or utilities to ensure project cooperation.
6. The public notice and inter-agency communication set forth in this Chapter shall include a statement regarding whether the project involves the construction, reconstruction, or resurfacing of any street, alley or other public place and whether a five-year street cut prohibition period, will be in effect.
7. If a waiver is issued to the applicant, the pavement must be restored according to the currently adopted City of Watertown Engineering Design Standards for pavement restoration including, but not limited to, the following:
 - a. A minimum of one (1) foot on both sides of the trench plus one (1) foot on both ends shall be resurfaced.
 - b. If the excavation affects the wheel path within the roadway, the repair shall be full lane width. The entire lane shall be ground down two (2) inches and resurfaced to match existing conditions. For streets that are slurry sealed, chip sealed, or micro surfaced, all lanes that are affected shall be required to match adjacent conditions.
8. If the applicant refuses to immediately perform, or fails to sufficiently perform, the required restoration, the City of Watertown will make the repairs and:
 - a. The applicant will be charged all the actual costs including administration, construction, consultant fees, equipment, inspection, notification, and remediation made necessary by the action or inaction of the permittee.
 - b. The repair or restoration by the City of Watertown does not relieve the applicant from liability for future pavement failures.
 - c. If the applicant fails or refuses to pay the restoration cost, the City may exercise any available legal remedy at law or equity to recover the costs.

Source: (Ord 21-13; Eff 10-1-21)

5.0318: BARRICADES, LIGHTS, ETC.

[\(back to Chapter contents\)](#)

Any person receiving a permit to make excavation in or upon or adjoining any street, alley, [bike trail](#), sidewalk, thoroughfare or public ground shall, during the progress and continuance of the work, erect, keep and maintain about and around the same by day and night, suitable guards and fences, lanterns and signals so as to prevent injury to any person, animals or vehicles on account of any such excavation. (281)

5.0319: EXCAVATION MUST BE REFILLED

[\(back to Chapter contents\)](#)

Every person making such excavation shall, when the same shall be completed, promptly and without delay refill the same in the manner hereinafter provided. In all cases where excavations are made in paved streets or alleys the earth shall be replaced in the manner as hereinbefore provided, and the pavement shall forthwith and without delay be replaced in good workmanlike manner so as to conform to the paved surface of the street, leaving the surface in as good condition in every respect as before the excavation was made. (282)

5.0320: SETTLING AND TAMPING REFILL

[\(back to Chapter contents\)](#)

1. In refilling an excavation that has been authorized as hereinbefore provided, the earth shall be thoroughly and compactly settled, by use of water or by mechanical or pneumatic tamping methods as the refill is placed, provided however, that all refill material shall have sufficient moisture content for solid compaction. If settled by water, the job shall be done to the satisfaction of the City Engineer or his designee, and the top shall be hydratamped and the ditch allowed to settle for a period of one year prior to any street construction.
2. In the event that an excavation is made in frozen ground and the earth is removed in chunks, excavation shall be refilled with compacted sand or gravel, and the frozen excavated material shall be disposed of by the holder of the excavation permit.

3. Regulations covering the methods of compacting refill shall be on file at the City Engineer's Office and such regulations shall be followed on all refilling procedures. Any person who makes an excavation in a city street or alley shall notify the office of the City Engineer, in writing, on forms provided by said office, when refilling and compaction of such excavation has been completed and thereafter the City shall repair any bituminous surfacing required, with the charge for such bituminous surfacing to be paid to the City by the holder of such excavation permit. In the event that any person disturbs, damages, cuts or removes any concrete street, concrete base course, curbs or sidewalk, the same shall be replaced with concrete by such person in accordance with the requirements of the City Engineer and regulations on file in the City Engineer's office. The settling of any refilled excavation, within one (1) year from the date of said notification to the City Engineer, shall be repaired immediately by the holder of said excavation permit upon notification by the City Engineer and in accordance with such repairs as are deemed necessary by the City Engineer. In the event that the holder of such excavation permit fails to make such repairs as directed, within ten (10) days from such notification the City Engineer may then have the City make such repairs and the cost thereof shall immediately be paid to the City by the holder of such excavation permit.
4. The failure of any person to comply with any part of this ordinance shall be deemed sufficient grounds for the City Engineer to deny any subsequent application for excavation permits by such person. (D-483) (E- 506)

5.0321: SEDIMENT RUN-OFF

[\(back to Chapter contents\)](#)

No person shall construct any building, service trenches or other type construction in such a manner as to cause sediment run-off into a lake, natural drain or street. Sodding, seeding, rip-rapping or other means shall be used to prevent sediment run-off during construction and after completion. Sediment controls must be implemented in accordance with the “Erosion and Sediment Control Best Management Practices” manual per the City of Watertown Engineering Design Standards. (E-190-1)

Chapter 5.04
PETROLEUM PRODUCTS

Section

[\(back to Title contents\)](#)

[5.0401 Permit Required](#)

[5.0402 Storage for Personal Use](#)

[5.0403 Storage for Sale or Commercial Use](#)

5.0401: PERMIT REQUIRED

No person shall keep for sale or in storage for sale or for use within this City, any benzene, camphene, turpentine, coal, rock or earth oils, gasoline, kerosene, naphtha, fuel oil, crude oil or other petroleum products in any part of the incorporated limits of this City where the same is now prohibited by the provisions of Title 21 or in any place where the approval of the Board of Adjustment is required, without first having obtained such approval.

5.0402: STORAGE FOR PERSONAL USE

A quantity of fifty (50) gallons or less of benzene, camphene, turpentine, coal, rock or earth oils, gasoline, kerosene, naphtha, fuel oil, crude oil, lubricating oil or other petroleum products may be kept in any place in this City if the same is kept in a container specifically designed for storage of such material. (C-107)

5.0403: STORAGE FOR SALE OR COMMERCIAL USE

A quantity of benzene, camphene, turpentine, coal, rock or earth oils, gasoline, kerosene, fuel oil, crude oil or other petroleum products may be kept in storage for use or sale in said City if kept in storage containers specifically designed for commercial uses in accordance with adopted ordinances; rules adopted by the South Dakota Department of Environment and Natural Resources; SDCL §34A-2-100; 34A-2-101, as well as all acts amendatory thereto. (Ord 06-23; Rev 12-15-06)

Chapter 5.05
DEFINITIONS

[\(back to Title contents\)](#)

For the purpose of this title and in order to carry out the provisions and intentions as set forth herein, certain words, terms, and phrases are to be used and interpreted as defined hereinafter. ~~Words used in the present tense shall include the future tense; words in the singular number include the plural and words in the plural number include the singular; the word "person" includes a firm, partnership or corporation as well as an individual; the word "lot" includes the word "plot" or "parcel"; the word "building" includes the word "structure"; the term "shall" is always mandatory and not discretionary; and the word "may" is permissive. The word "used" or "occupied" as applied to any land or building shall be construed to include the words "intended, arranged or designed to be used or occupied."~~

Administrative Official: the [Community Development Manager](#) or such other officials as are authorized by the City of Watertown.

Appeal: a request for a review of the Administrative Official's interpretation of any provisions of this ordinance or a request for a variance.

Area of shallow flooding: a designated AO, AH, AR/AO, AR/AH, or VO zone on a community's Flood Insurance Rate Map (FIRM) with a one percent (1%) or greater annual chance of flooding to an average depth of one (1) to three (3) feet where a clearly defined channel does not exist, where the path of flooding is unpredictable, and where velocity flow may be evident. Such flooding is characterized by ponding or sheet flow.

Area of special flood hazard: the land in the floodplain within a community subject to a one percent (1%) or greater chance of flooding in any given year.

Base flood: the flood having a one percent (1%) chance of being equaled or exceeded in any given year.

Base Flood Elevation (BFE): the height of the base flood in feet in relation to the North American Vertical Datum of 1988.

Basement: any area of the building having its floor subgrade (below ground level) on all sides.

City Engineer: the duly appointed Administrative Official of the City of Watertown or designated representative.

Conditional Letter of Map Revision (CLOMR): (See Letter of Map Revision).

Development: any man-made change to improved or unimproved real estate including but not limited to buildings or other structures, mining, dredging, filling, grading, paving, excavation, drilling operations, or any other activity that results in the alteration of natural floodplains, stream channels, and natural protective barriers which help to accommodate the conveyance and temporary storage of flood waters and minimize damages due to erosion.

Existing manufactured home park or subdivision: a manufactured home park or subdivision for which the construction of facilities for servicing the lots on which the manufactured homes are to be affixed (including, at a minimum, the installation of utilities, the construction of streets, and either final site grading or the pouring of concrete pads) is completed before the effective date of the floodplain management regulations adopted by Watertown, South Dakota. (E-592-1)

Expansion to existing manufactured home park or subdivision: preparation of additional sites by the construction of facilities for servicing the lots on which the manufactured homes are to be affixed (including the installation of utilities, the construction of streets, and either final site grading or pouring of concrete pads). (E-592-1)

Federal Emergency Management Agency (FEMA): the federal agency in charge of floodplain management.

Flood or flooding: A general and temporary condition of partial or complete inundation of normally dry land areas from:

1. The overflow of inland or tidal waters and/or
2. The unusual and rapid accumulation or runoff of surface waters from any source.

Flood Insurance Rate Map (FIRM): the official map on which the Federal Emergency Management Agency has delineated both the areas of special flood hazards and the risk premium zones applicable to the community.

Flood Insurance Study: the official report provided by the Federal Emergency Management Agency that includes flood profiles, the Flood Boundary Floodway Map and the water surface elevation of the base flood.

Flood-proofing: any combination of structural and nonstructural additions, changes, or adjustments to structures which reduce or eliminate flood damage to real estate or improved real property, water and sanitary facilities, structures and their contents.

Floodway: the channel of a river or other watercourse and the adjacent land areas that must be reserved in order to discharge the base flood without cumulatively increasing the water surface elevation more than one foot.

Highest adjacent grade: the highest natural elevation of the ground surface prior to construction next to the proposed walls of a structure.

Historic Structure: any structure that is:

1. Listed individually in the National Register of Historic Places (a listing maintained by the Department of Interior) or preliminarily determined by the Secretary of the Interior as meeting the requirements for individual listing on the National Register;
2. Certified or preliminarily determined by the Secretary of the Interior as contributing to the historical significance of a registered historic district or a district preliminarily determined by the Secretary to qualify as a registered historic district;
3. Individually listed on a state inventory of historic places in states with historic reservation programs which have been approved by the Secretary of the Interior; or
4. Individually listed on a local inventory of historic places in communities with historic preservation programs that have been certified either:
 - a. By an approved state program as determined by the Secretary of the Interior; or
 - b. Directly by the Secretary of the Interior in states without approved programs.

Letter of Map Amendment (LOMA) or (CLOMA): an official amendment by letter from FEMA to an effective National Flood Insurance Program map. A LOMA established a property's location in relation to the Special Flood Hazard Area (SFHA) and removes the structure from the Special Flood Hazard Area based on the lowest adjacent grade being at or above the BFE. LOMAs are usually issued because a property has been inadvertently mapped as being in the floodplain; but is actually on natural high ground above the BFE. If conditions are included they are often referred to as a Conditional Letter of Map Amendment (CLOMA).

Letter of Map Revision (LOMR-F) or (CLOMR-F): an official amendment by letter from FEMA to an effective National Flood Insurance Program map. A LOMR established a property's location in relation to the Special Flood Hazard Area (SFHA) and removes the structure from the Special Flood Hazard Area based on the lowest adjacent grade being filled at or above the BFE. LOMR-Fs are usually issued because a property has been filled above the BFE. If conditions are included they are often referred to as a Conditional Letter of Map Revision (CLOMR-F).

Lowest floor: the lowest floor of the lowest enclosed area (including basement). An unfinished or flood resistant enclosure, usable solely for parking of vehicles, building access or storage, in an area other than a basement area, is not considered a building's lowest floor, provided that such enclosure is not built so as to render the structure in violation of the applicable nonelevation design requirements of this ordinance.

Manufactured home: a structure, transportable in one or more sections, which is built on a permanent chassis and is designed for use with or without a permanent foundation when attached to the required utilities. The term "manufactured home" does not include a "recreational vehicle." (E-592-1)

Manufactured home park or subdivision: a parcel (or contiguous parcels) of land divided into two or more manufactured home lots for rent or sale.

New construction: structures for which the "start of construction" commenced on or after the effective date of the community's original flood damage prevention ordinance.

New manufactured home park or subdivision: a manufactured home park or subdivision for which the construction of facilities for servicing the lots on which the manufactured homes are to be affixed (including at a minimum, the installation of utilities, the construction of streets, and either final site grading or the pouring of concrete pads) is completed on or after the effective date of floodplain management regulations adopted by Watertown, South Dakota. (E-592-1)

Obstruction: any object or matter in, along, across, or projecting into any channel, watercourse, or regulatory flood hazard area which may impede, retard, increase or change the direction of the flow of water, either in itself or by catching or collecting debris carried by such water, or any object or matter that is placed where the flow of water might carry the same downstream to the damage of life or property.

Permanent foundation: as found in the mobile home and manufactured housing definitions elsewhere in these Revised Ordinances, means any structural system for transporting loads from a structure to the earth below the established frost line without exceeding the safe bearing capacity of the supporting soil. For the purpose of this ordinance, permanent foundations shall also meet the requirements of being designed to resist the hydrostatic and hydrodynamic forces and other factors associated with the base flood, and shall be constructed of standard materials resistant to flood damage.

Recreational vehicle: a vehicle which is (1) built on a single chassis; (2) four hundred (400) square feet or less when measured at the largest horizontal projections; (3) designed to be self-propelled or permanently towable by a light duty truck; and (4) designed primarily not for use as a permanent dwelling but as temporary living quarters for recreational, camping, travel or seasonal use. (E-592-1)

Special Flood Hazard Area: the area subject to flooding by the one percent (1%) annual chance flood.

Start of construction: includes substantial improvement, and means the date the building permit was issued, provided the actual start of construction, repair, reconstruction, placement or other improvement was within one hundred eighty (180) days of the permit date. The actual start means the first placement of permanent construction of a structure on a site, such as the pouring of slab or footings, the installation of piles, the construction of columns, or any work beyond the stage of excavation or the placement of a manufactured home on a foundation. Permanent construction does not include land preparation, such as clearing, grading and filling; nor does it include the installation of streets and /or walkways; nor does it include excavation for a basement, footings, piers or foundations or the erection of temporary forms; nor does it include the installation on the property of accessory buildings, such as garages or sheds not occupied as dwelling units or not part of the main structure. For a substantial improvement, the actual start of construction means the first alteration of any wall, ceiling, floor, or any other structural part of a building, whether or not that alteration affects the external dimensions of the building.

Structure: a walled and roofed building or manufactured home that is principally above ground.

Subdivision: the division of any tract or parcel of land into two or more lots, sites, or other division for the purpose, whether immediate or future, of sale or building development and includes resubdivision. This definition does not apply to the conveyance of a portion of any previously platted tract, parcel, lot, or site if the conveyance does not cause the tract, parcel, lot, or site from which the portion is severed to be in violation of any existing zoning ordinance or subdivision regulation applying to such tract, parcel, lot, or site

Substantial damage: damage of any origin sustained by a structure whereby the cost of restoring the structure to its before-damaged condition would equal or exceed fifty percent (50%) of the market value of the structure before the damage occurred. (E-592-1)

Substantial improvement: any reconstruction, rehabilitation, addition or other improvement of a structure, the cost of which equals or exceeds fifty percent (50%) of the market value of the structure before the "start of construction" of the improvement. This term includes structures which have incurred "substantial damage," regardless of the actual repair work performed. The term does not, however, include either:

1. Any project for improvement of a structure to correct existing violations of state or local health, sanitary or safety code specifications which have been identified by the local Code Enforcement Official and which are the minimum necessary to assure safe living conditions; or
2. Any alteration of a "historic structure" (E-592-1) provided that the alteration will not preclude the structure's designation as a "historic structure."

Unnecessary Hardship: a hardship that is "substantial and of compelling force, not merely for reasons of convenience or profit". Unnecessary hardship is demonstrated when:

1. the land in question cannot yield a reasonable return if used only for a purpose allowed in that zone;
2. the plight of the owner is due to unique circumstances and not to the general conditions in the neighborhood which may reflect the unreasonableness of the zoning ordinance itself; and
3. the use to be authorized by the variance will not alter the essential character of the locality.

Variance: a grant of relief from the requirements of this ordinance which permits construction in a manner that would otherwise be prohibited by this ordinance. (E-582-1)(E-59-1)

Violation: the failure of a structure or other development to be fully compliant with the community's floodplain management regulations. A structure or other development without the elevation certificate, other certifications, or other evidence of compliance required in Sec. 60.3(b)(5), (c)(4), (c)(10), (d)(3), (e)(2), (e)(4), or (e)(5) is presumed to be in violation until such time as that documentation is provided.

Agenda Item 10.(a) First Reading of Ordinance No. 25-04, a Revised Ordin...

REVISED ORDINANCES – CITY OF WATERTOWN, SOUTH DAKOTA

Willow Creek Floodplain Study: the scientific and engineering report prepared by the City of Watertown that includes flood profiles, the Flood Boundary Floodway Map, the water surface elevation of the base flood, the base flood conveyance corridor boundary map, and supporting input and output data.

Willow Creek Regulatory Flood Hazard Area: the special flood hazard area of Willow Creek along with adjacent areas that are hydraulically connected and have elevations of one (1) foot or less above the base flood elevation.

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Chapter 5.97
INTERPRETATION, ABROGATION AND SEVERABILITY

5.9701: INTERPRETATION, ABROGATION AND SEVERABILITY [\(back to Title contents\)](#)

In interpreting and applying the provisions of this ordinance, they shall be held to be the minimum requirements for the promotion of public safety, health and general welfare. It is not the intent of this ordinance to repeal, abrogate or impair any existing easement, covenant or deed restriction. Where these provisions conflict or overlap, whichever imposes the more stringent restrictions shall prevail. ~~All other ordinances inconsistent with this ordinance are hereby repealed to the extent of the inconsistency only. If any section, clause, provision or portion of this ordinance is adjudged unconstitutional or invalid by a court of competent jurisdiction, the remainder of the ordinance shall not be affected thereby.~~

Chapter 5.98
CROSS-REFERENCES

5.9801: CROSS-REFERENCES [\(back to Title contents\)](#)

Building Inspector, Bonds.....	7.0903
Business Buildings Must Be Rat-Proof and Rat-Free	11.0502
Electrical Regulations	Title 9
Plumbing Regulations.....	Title 15
Gas Regulations	Title 20
Utilities	Title 20
Zoning.....	Title 21
Subdivision of Land.....	Title 24

Chapter 5.99
PUNISHMENT

5.9901: PUNISHMENT [\(back to Title contents\)](#)

~~Unless stated otherwise under another chapter of this title, Any person violating any violation~~ of the provisions of this title shall, upon conviction thereof, be ~~punished a misdemeanor and punishable~~ by a fine of not more than five hundred dollars (\$500) or by imprisonment for not more than thirty (30) days, or by both such fine and imprisonment; and if such violation is of any provision involving a licensee, the City Council may revoke the license of any licensee so convicted.

~~Any violation of this title shall be a misdemeanor and punishable by a fine of not more than two hundred dollars (\$200).~~

In addition, when any work is done without a permit, the violator shall be required to return the premises to the natural condition and upon failure to do so within thirty (30) days after notice in writing; the City may return the premises to the natural condition and assess the cost thereof to the landowner. (E-299-2) (E-679)



City Council

Agenda Item

Subject: Approval of Resolution No. 25-02, the Plat of Harmony Hill PUD First Addition to the Municipality of Watertown, in the County of Codington, South Dakota and Authorize the Interim City Manager to enter into a Private Road Agreement

Meeting: City Council - Mar 17 2025

From: Kristen Bobzien, Interim City Manager/Chief Financial Officer

BACKGROUND INFORMATION:

On behalf of the owners, the Benedictine Sisters of Watertown/ Mother of God Monastery, Colin DeJong, Aason Engineering Company, Inc., has submitted the Plat of Harmony Hill PUD First Addition. This replat includes Lot 1 (110,442 SF), which was previously a portion Outlot "Y" Block 9 of Harmony Hill Second Addition.

On July 18, 2024, the Planning Commission approved a revision to the Concept Plan of Harmony Hill incorporating the area being platted into the designated PUD area. Following this, a rezone from A-1 Agricultural District to PUD Planned Unit Development was recommended by the Planning Commission on July 18, 2024, and approved by City Council on August 19, 2024. In conformance with the concept plan, the existing building within the area being platted is being remodeled from an assisted living center to a day care facility. To accommodate parking for the remodel and future development, a 45' wide easement for shared parking between Lot 1 and Outlot "Y" Block 9 of Harmony Hill Second Addition will be granted with the approval of this plat.

The plat also includes an agreement for the construction and maintenance of a private road. The road will be designated on the plat as a 28' wide private road easement for the ingress and egress to the public, providing access to Lot 1 of Harmony Hill PUD First Addition and Cemetery Lot 7 Benedictine Sisters Subdivision.

The Planning Commission recommended approval to City Council (7-0) at the March 6, 2025, meeting.

FINANCIAL CONSIDERATIONS:

N/A

OVERSIGHT / PROJECT RESPONSIBILITY:

Brandi Hanten, Community Development Manager
Carla Heuer, Planner

STAFF RECOMMENDATION / SUGGESTED MOTION:

Staff recommends approval through the following motion:

I move to approve Resolution No. 25-02, the Plat of Harmony Hill PUD First Addition to the Municipality of Watertown, in the County of Codington, South Dakota and authorize the Interim City Manager to enter into a Private Road Agreement.

ATTACHMENT(S):

[Plat of Harmony Hill PUD First Addition](#)

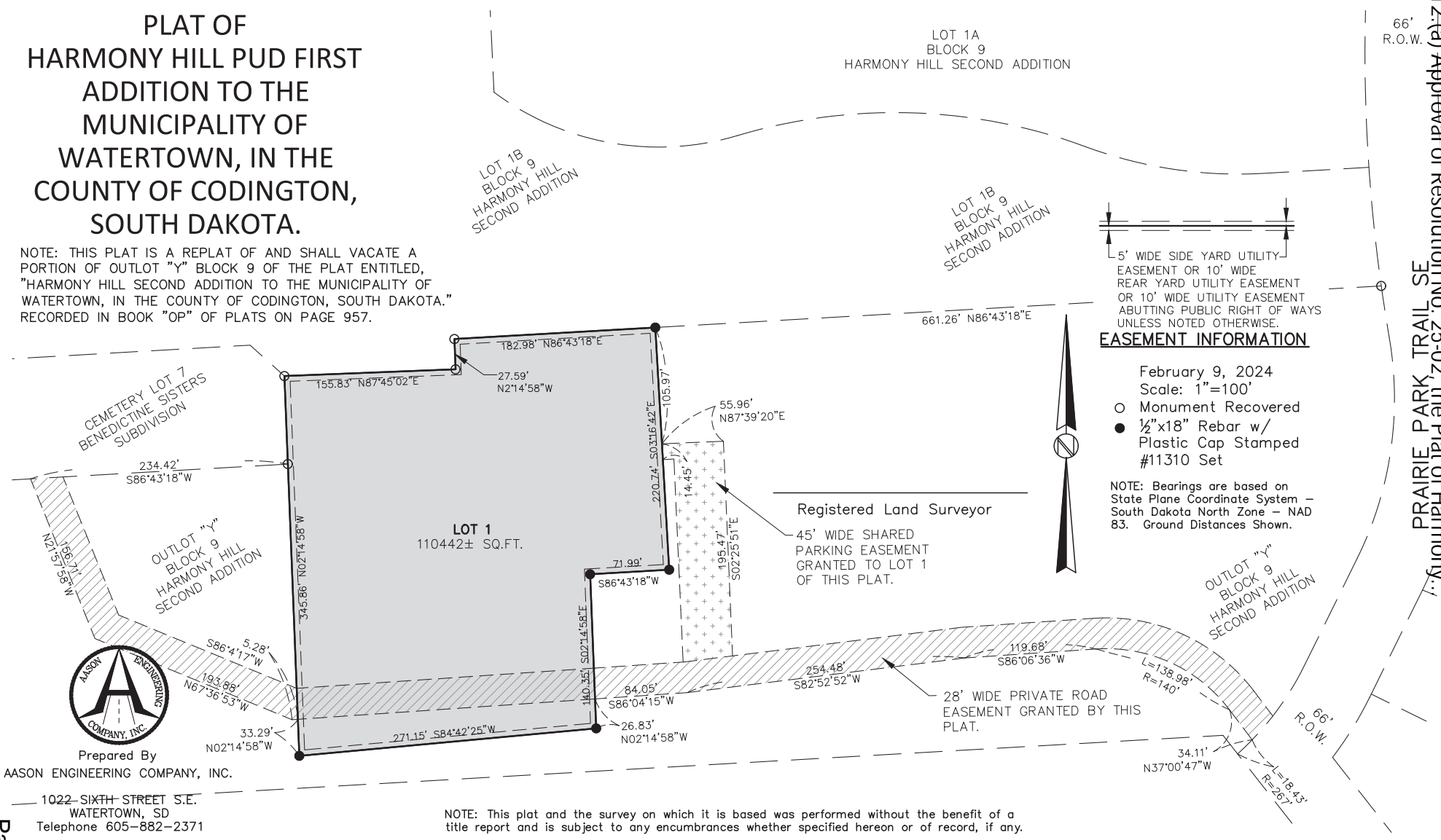
[Private Road and Other Miscellaneous Plat Conditions Agreement](#)

[Approved PUD Rezone Exhibit](#)

[Resolution No. 25-02](#)

NOTE: THIS PLAT IS A REPLAT OF AND SHALL VACATE A PORTION OF OUTLOT "Y" BLOCK 9 OF THE PLAT ENTITLED, "HARMONY HILL SECOND ADDITION TO THE MUNICIPALITY OF WATERTOWN, IN THE COUNTY OF CODINGTON, SOUTH DAKOTA." RECORDED IN BOOK "OP" OF PLATS ON PAGE 957.

NOTE: THIS PLAT IS A REPLAT OF AND SHALL VACATE A PORTION OF OUTLOT "Y" BLOCK 9 OF THE PLAT ENTITLED, "HARMONY HILL SECOND ADDITION TO THE MUNICIPALITY OF WATERTOWN, IN THE COUNTY OF CODINGTON, SOUTH DAKOTA." RECORDED IN BOOK "OP" OF PLATS ON PAGE 957.



PLAT OF

**HARMONY HILL PUD FIRST ADDITION TO THE MUNICIPALITY OF
WATERTOWN, IN THE COUNTY OF CODINGTON, SOUTH DAKOTA.**

PROPRIETOR'S CERTIFICATE

I, Sister Theresa Hoffman, Prioress, acting agent for **Benedictine Sisters of Mother of God Monastery** (formerly known as Mother of God Monastery, Benedictine Sisters of Mother of God Priory, and Mother of God Priory), the owner of the following described property: "*Outlot 'Y' Block 9 of the plat entitled, 'Harmony Hill Second Addition to the Municipality of Watertown, in the County of Codington, South Dakota,'*" hereby certify that I have caused a portion of the foregoing described property to be surveyed and replatted into a parcel of land hereafter to be known as:

"Harmony Hill PUD First Addition to the Municipality of Watertown, in the County of Codington, South Dakota."

And have caused the same to be platted by Colin B. DeJong, a Registered Land Surveyor in the State of South Dakota, and that said plat was made at my request and under my direction and for the purpose indicated thereon and herein. I further certify that the development of this land shall conform to all existing applicable zoning, subdivision and erosion and sediment control regulations.

And further hereby dedicate to the public for public use all rights of ways and easements as shown on the accompanying plat, if any, for the purposes thereon and herein specified.

In witness whereof I have caused these presents to be executed this 4th day of December, 2024.

Theresa Hoffman, O.S.B.
Acting Agent
Benedictine Sisters of Mother of
God Monastery,

State of South Dakota)
County of Codington) ss

On this the 4th day of December, 2024, before me, personally appeared **Sister Theresa Hoffman, Prioress**, acting agent for **Benedictine Sisters of Mother of God Monastery** (formerly known as Mother of God Monastery, Benedictine Sisters of Mother of God Priory, and Mother of God Priory), known to me or satisfactorily proven to be the person whose name is subscribed to the within instrument and who acknowledged that he executed the foregoing instrument for the purposes therein contained.

In witness whereof, I hereunto set my hand and official seal.

Michelle Burleson
Notary Public

My Commission Expires: 9-28-2030



Prepared By:
Aason Engineering Company Inc.
1022 6th Street S.E.
Watertown, SD 57201
Office #: (605) 882-2371

PLAT OF

**HARMONY HILL PUD FIRST ADDITION TO THE MUNICIPALITY OF
WATERTOWN, IN THE COUNTY OF CODINGTON, SOUTH DAKOTA.**

SURVEYOR'S CERTIFICATE

I, **Colin B. DeJong**, a Registered Land Surveyor in the State of South Dakota, do hereby certify that at the instance and request of the owner(s) of the aforementioned property, did on or before the date listed below, survey the parcel of land as shown on the accompanying plat.

I further certify that the said plat is a true and correct representation of the said parcel as surveyed and platted by me.

I hereby set my hand and seal this 18TH day of NOVEMBER 2024



Registered Land Surveyor

CITY STREET AUTHORITY'S CERTIFICATE

Having the authority to do so; I hereby approve access for the lots included in this plat onto the adjoining Right of Ways. All access locations to be determined at building permit issuance.

Dated this ____ day of _____, 20__

Justin Petersen, PE
City Engineer, Watertown, SD

CITY PLAN COMMISSION RECOMMENDATION

Resolution No. _____

The aforementioned plat has been duly examined and it appears that said plat is in all respects lawful and proper and entitled to approval. It is hereby recommended for approval by the Watertown City Plan Commission on this ____ day of _____, 20__

Chairman
Watertown City Plan Commission



Prepared By:
Aason Engineering Company Inc.
1022 6th Street S.E.
Watertown, SD 57201
Office #: (605) 882-2371

PLAT OF
HARMONY HILL PUD FIRST ADDITION TO THE MUNICIPALITY OF
WATERTOWN, IN THE COUNTY OF CODINGTON, SOUTH DAKOTA.

RESOLUTION OF WATERTOWN CITY COUNCIL

Resolution No. _____

Be it resolved by the City Council of Watertown, South Dakota, having viewed this plat and having received a recommendation from the Watertown City Plan Commission, does hereby approve this plat of "Harmony Hill PUD First Addition to the Municipality of Watertown, in the County of Codington, South Dakota," and the City Finance Officer is hereby directed to endorse on such plat a copy of this resolution and certify the same thereon.

The above and foregoing resolution was duly passed and adopted.

Dated at Watertown, South Dakota, this ____ day of _____, 20__

Attest:

Chief Financial Officer
City of Watertown, SD

Mayor
City of Watertown, SD

CITY FINANCE OFFICER'S CERTIFICATE

I, the duly appointed, qualified and acting Finance Officer of the City of Watertown, South Dakota, hereby certify that all special assessments, which are liens upon any of the land depicted and described in this plat, as shown by the records in my office on this _____ day of _____, 20__ have been paid in full.

Finance Officer
City of Watertown, SD

TREASURER'S CERTIFICATE

I hereby certify that I am the duly elected, qualified, and acting Treasurer of Codington County, South Dakota, and I hereby certify that all taxes which would, if not paid, be liens upon any of the land depicted and described in this plat, as shown by the records in my office on this _____ day of _____, 20__ have been paid in full.

Treasurer
Codington County, SD



Prepared By:
Aason Engineering Company Inc.
1022 6th Street S.E.
Watertown, SD 57201
Office #: (605) 882-2371

PLAT OF

HARMONY HILL PUD FIRST ADDITION TO THE MUNICIPALITY OF
WATERTOWN, IN THE COUNTY OF CODINGTON, SOUTH DAKOTA.

DIRECTOR OF EQUALIZATION CERTIFICATE

I, the Director of Equalization of Codington County, South Dakota, do hereby certify that a copy of this plat has been filed in my office on this _____ day of _____, 20__

Director of Equalization
Codington County, SD

REGISTER OF DEEDS CERTIFICATE

I hereby certify that I have received and filed for record this _____ day of _____, 20__ at _____ O'clock ____M. and duly recorded in Book _____ of Plats on Page _____.

Register of Deeds,
Codington County, SD



Prepared By:
Aason Engineering Company Inc.
1022 6th Street S.E.
Watertown, SD 57201
Office #: (605) 882-2371

Document prepared by:
Community Development Division
23 2nd St NE
Watertown, SD 57201
605-882-6201

**AGREEMENT FOR THE REPAIR AND MAINTENANCE
OF PRIVATE ROAD AND OTHER MISCELLANEOUS PLAT CONDITIONS FOR
HARMONY HILL PUD FIRST ADDITION**

THIS AGREEMENT is made and entered into this ____ day of _____, 2025, by and between Sister Theresa Hoffman, Prioress, acting agent for Benedictine Sisters of Mother of God Monastery, owner of the following described property, hereinafter “Developer,” and the City of Watertown, a municipal corporation of the State of South Dakota, hereinafter “City” and is subject to the following terms and conditions:

A. RECITALS

1. Developer certifies that it is the absolute and unqualified owner of:

“Harmony Hill PUD First Addition to the Municipality of Watertown, in the County of Codington, South Dakota”

and has the legal authority to enter into this agreement. A copy of the plat drawing is attached hereto and incorporated into this AGREEMENT by reference.

2. The City Council of the City of Watertown, upon the recommendation of the Watertown Planning Commission, approved the plat known and described as Harmony Hill PUD First Addition to the Municipality of Watertown at its meeting held on January 9, 2024, with certain conditions including the provision of a 28-foot-wide private street easement for ingress and egress to Lot 1 of Harmony Hill PUD First Addition and Cemetery Lot 7 of Benedictine Sisters Subdivision, as shown on the plat, and Developer’s responsibility to construct and maintain a paved access road within the private street easement.
3. Developer acknowledges City ordinance requirements for all platted lots to abut a public right-of-way or an approved private road, and the ordinance requirements associated with private roads.
4. Developer and City hereby knowingly and voluntarily enter into this AGREEMENT in accordance with the conditions of said plat approval.

B. DEVELOPER’S OBLIGATIONS AS TO ACCESS EASEMENT, PRIVATE ROADWAY AND ASSOCIATED REPAIR AND MAINTENANCE

1. Developer agrees, on its behalf and that of its heirs and successors in title interest of said platted lots and the 28’ private roadway easement is a permanent ingress and egress easement to provide unobstructed public access to Lot 1 of Harmony Hill PUD First Addition and Cemetery Lot 7 of Benedictine Sisters Subdivision.
2. Developer agrees, on its behalf and that of its heirs and successors in title interest of said platted lots that the private street be constructed and maintained in accordance with the approved construction plans on file with the City Engineer.

3. Developer agrees, on its behalf and that of its successors in title interest of said platted lots, that it is responsible for all maintenance, including but not limited to snow removal, pavement repair and replacement, grass mowing and weed control. Developer expressly understands that the City has no responsibility for said maintenance.
4. Developer agrees, on its behalf and that of its successors in title interest of said platted lots, to maintain the access easement area including the paved roadway in a state comparable to that of dedicated city streets, and to keep the roadway free of snow. In the event Developer or its successors in title interest of Lot 1 of Harmony Hill PUD First Addition fails to perform said maintenance activities in a reasonable manner, the City may, but is not required to, perform the maintenance activities, and if the City does so, Developer or its successors in title interest of said platted lots shall reimburse the City its reasonable cost thereof as determined by the City through the private road.

C. GENERAL PROVISIONS

1. All of the terms and conditions herein shall extend to and be binding upon the heirs, assigns, or successors in interest of the Developer, and are to be deemed a covenant running with the above-described property. Furthermore, it is agreed that, in accepting title to the above-described property any grantee, heir, assign, or successor in interest to the undersigned expressly agrees to be bound by the terms of this agreement which shall, upon its execution, be recorded with the Codington County Register of Deeds Office pursuant to the provisions of South Dakota law.
2. City may undertake any legal or equitable action available to enforce the provisions of this agreement in addition to any other remedy provided herein. In the event the City is required to undertake any action to enforce the terms of this agreement or its subdivision regulations in connection with this agreement, the Developer, its heirs, assigns or successors in interest agree the City may recover its reasonable expenses, including attorney's fees incurred with respect to such action.
3. Should any section or provision of this agreement be declared invalid for any reason whatsoever by any court of competent jurisdiction, such invalidity shall not affect any other section or provision of this agreement in the event such remaining provisions can be given effect without those sections having been declared invalid.
4. This agreement shall be construed according to the laws of the State of South Dakota. No modification or amendment to this agreement shall be valid, unless evidenced by a writing signed by the parties hereto.
5. If Developer is a corporation, it hereby warrants that it has the authority to enter into this agreement for and on behalf of its officers and/or directors.



City Council

Agenda Item

Subject: Second Reading of Ordinance No. 24-13, an Amendment to the Zoning Designation for Phases 2 and 3 of Harmony Hill Second Addition from A-1 Agricultural District to PUD Planned Unit Development.

Meeting: City Council - Aug 19 2024

From: Amanda Mack, City Manager

BACKGROUND INFORMATION:

Owners, the Benedictine Sisters of Watertown/Mother of God Monastery, have submitted a petition to rezone a portion of Harmony Hill Second Addition. The property of Outlot "X" was annexed and zoned as A-1 Agricultural District in 2002. At that time, it remained A-1 because it did not meet the zoning district boundaries of the approved Concept Plan. The property of Outlot "Y" was annexed in 2006 and zoned A-1 as there was no approved Concept Plan of the area prior to 2021. This area had not yet been encompassed in a phase of the approved Concept Plan. Both areas are now included within the PUD Planned Unit Development with the proposed Concept Plan that was acted on prior to this item being reviewed to ensure the Plan Commission approves of the Concept Plan before acting on amending district boundaries to conform to the Concept Plan.

The PUD Narrative and Plan are an extension of the existing PUD approved in 2021 for Phase 1 and now includes the development for Phases 2 and 3. Phases 2 and 3 have been included in this PUD proposal as previously it was left undeveloped as final design plans had not been developed or decided on in 2021. Together, the PUD Narratives and Plans for Phase 1, 2, and 3 will be the administering documents for this PUD zoning designation at Harmony Hill Second Addition.

The Plan Commission recommended approval at the July 18, 2024, Plan Commission meeting (4-1). The one vote against was based on the concern about the state property to the south of the area proposed to be rezoned where the Harmony Hills Girls School was buried and if proper asbestos abatement was documented. Following the Plan Commission meeting, staff reached out to the SD DANR office and received documentation that the burial pit where the school was disposed of is considered nonhazardous waste. Primary materials that were disposed and buried at this site were concrete, lumber, and steel from the building demolition. A permit was granted by the State Department of Environmental and Natural Resources and Codington County in 2001.

FINANCIAL CONSIDERATIONS:

N/A

OVERSIGHT / PROJECT RESPONSIBILITY:

Heath VonEye, Assistant City Manager/Public Works Director

Brandi Hanten, Community Development Manager

STAFF RECOMMENDATION / SUGGESTED MOTION:

Second Reading of Ordinance No. 24-13, an Amendment to the Zoning Designation for Phases 2 and 3 of Harmony Hill Second Addition from A-1 Agricultural District to PUD Planned Unit Development.

ATTACHMENT(S):

[Petition](#)

[Vicinity Map](#)

[PUD Narrative 2024](#)

[PUD Plans 2024](#)

[PUD Narrative Approved 2021](#)

[PUD Plans Approved 2021](#)

[Ordinance No. 24-13](#)

Prepared by:
Colin B. DeJong
Aason Engineering Company, Inc.
1022 6th St SE
Watertown, SD 57201
Phone #: 605-882-2371

STATE OF SOUTH DAKOTA)
:
COUNTY OF CODINGTON) **PETITION TO CHANGE ZONING**

**TO THE HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL OF THE CITY
OF WATERTOWN, SOUTH DAKOTA:**

1. Your Petitioner(s), Sister Theresa Hoffman, Prioress, acting agent for Benedictine Sisters of Mother of God Monastery (formerly known as Mother of God Monastery, Benedictine Sisters of Mother of God Priory, and Mother of God Priory), respectfully request that the following described real property in the City of Watertown, Codington County, South Dakota, be re-zoned from its current designation as "A1 – Agricultural District" to "PUD – Planned Unit Development".

A portion of Outlot "Y" Block 9 and all that portion of Outlot "X" lying south of the Right of Way of Challenger Way all of the plat entitled, "Harmony Hill Second Addition to the Municipality of Watertown, in the County of Codington, South Dakota". Tract contains 10.53+/- Acres.

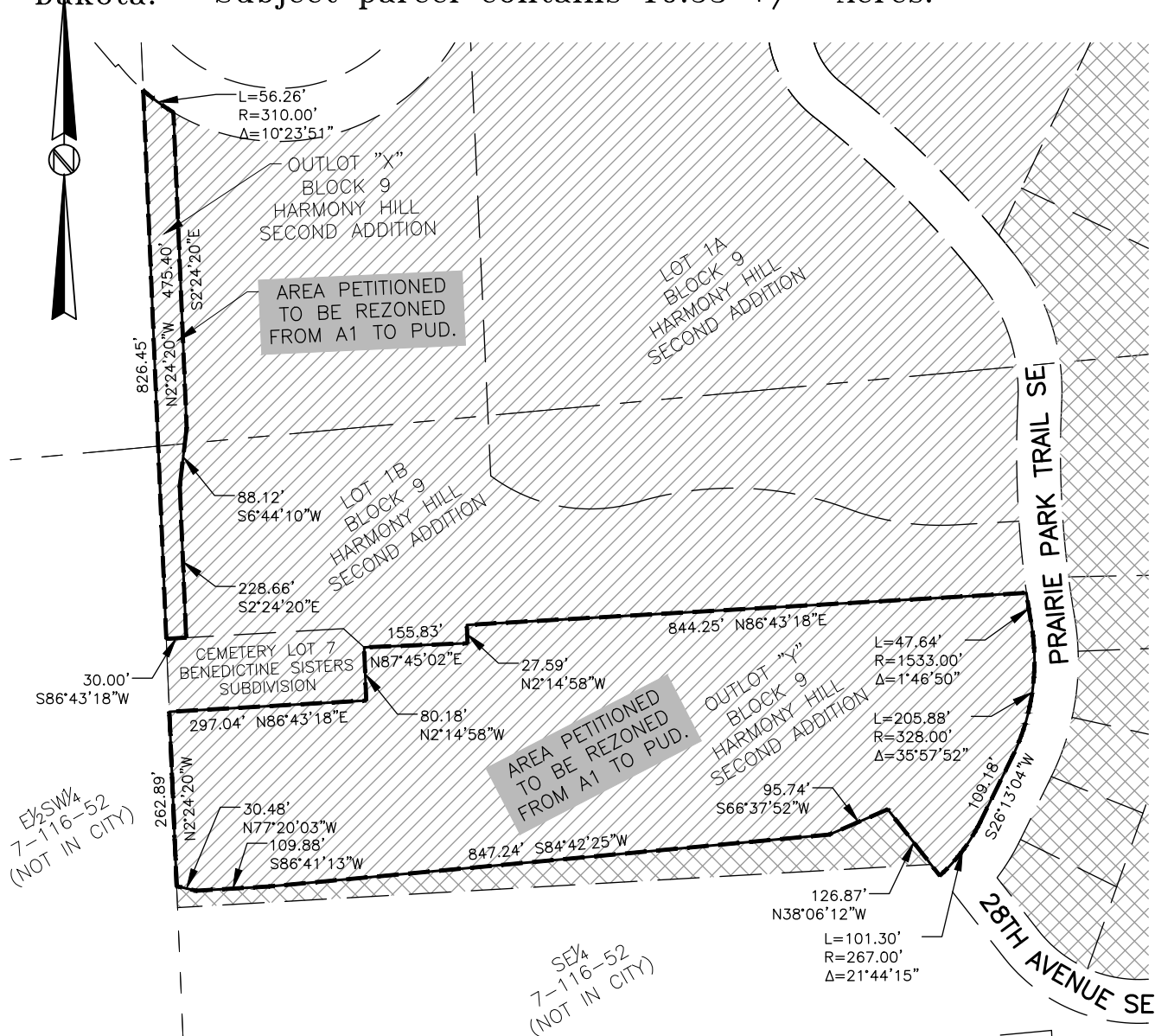
2. Petitioner is the owner of record of the above-described real property.
3. The petitioner intends to develop the second phase of The Village at Harmony Hill PUD Development.
4. The following Exhibit is attached hereto and are by reference incorporated as part of this Petition:

Exhibit A – A portion of Outlot "Y" Block 9 and all that portion of Outlot "X" lying south of the Right of Way for Challenger Way all of the plat entitled, "Harmony Hill Second Addition to the Municipality of Watertown, in the County of Codington, South Dakota."

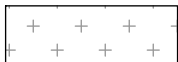
WHEREFORE, PETITIONER(S) REQUEST that the City Council of Watertown, South Dakota adopt an ordinance re-zoning the above-referenced real property from its current designation as "A1 – Agricultural District" to "PUD – Planned Unit Development"

Exhibit A

A Portion of Outlot "Y" Block 9 and all that portion of Outlot "X" lying south of the Right of Way of Challerger Way all of the plat entitled, "Harmony Hill Second Addition to the Municipality of Watertown, in the County of Codington, South Dakota." Subject parcel contains 10.53 +/- Acres.



ZONING DESIGNATIONS



A1 ZONING DESIGNATION



PUD ZONING DESIGNATION



R3 ZONING DESIGNATION

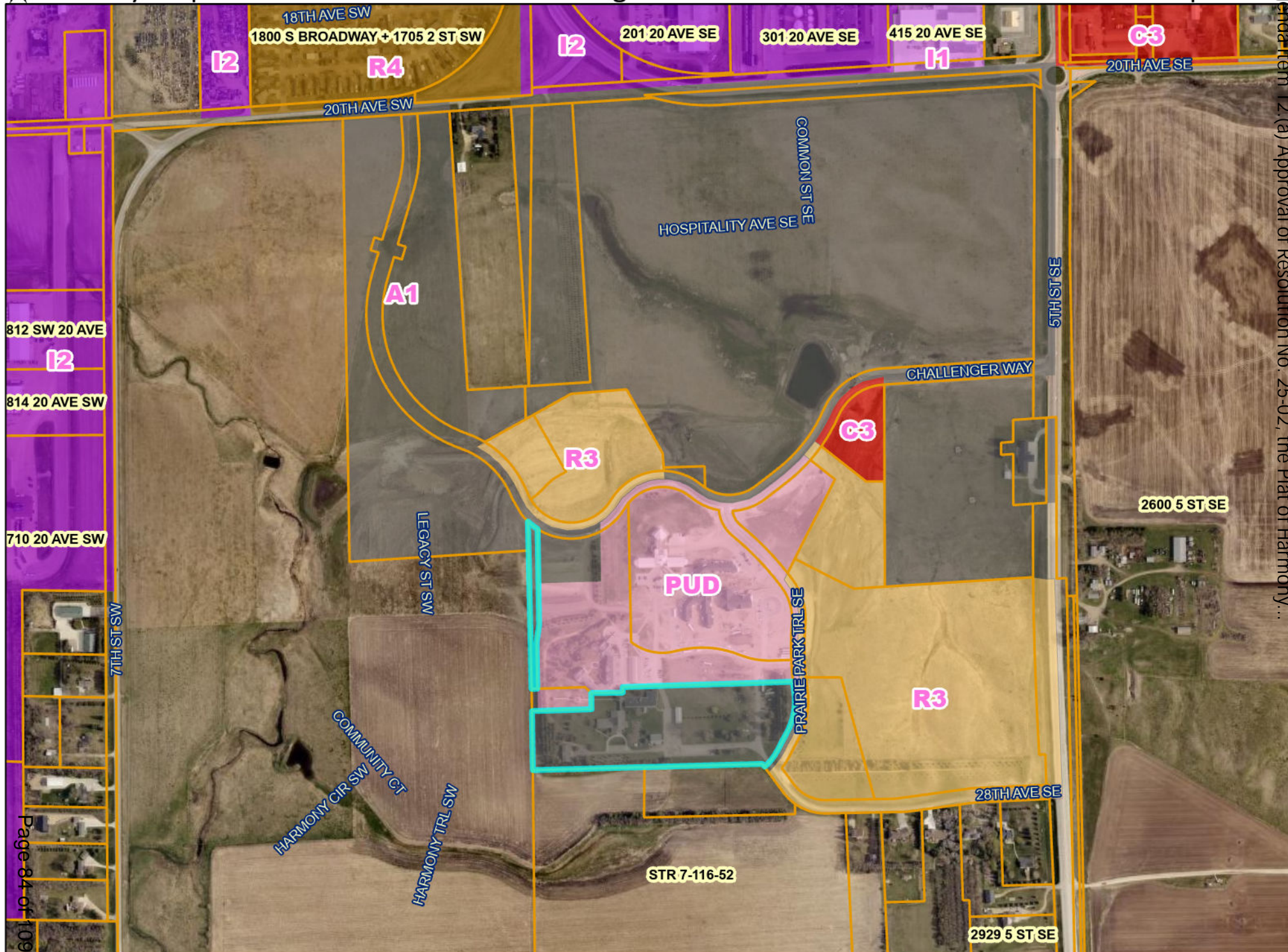


Prepared By
AASON ENGINEERING COMPANY, INC.

1022 SIXTH STREET S.E.
WATERTOWN, SD
Telephone 605-882-2371



Vicinity Map- Areas to be rezoned from A-1 Agricultural District to PUD Planned Unit Development



Agenda Item 12. (a) Approval of Resolution No. 25-02, the Plat of Harmony...

HARMONY HILL, WATERTOWN, SD

The Village at Harmony Hill PUD

SUMMARY OF THE PLANNED UNIT DEVELOPMENT OBJECTIVES

Harmony Hill is being developed by the Benedictine Sisters of Watertown (BSOW) as a way of creating a meaningful and long-lasting legacy for the people of Watertown and the surrounding region. The Sisters' 485-acre property is located on the southern side of the City of Watertown and is being shaped into an intergenerational and synergistic campus which will include something for folks of all ages. The Harmony Hill project is staged in four phases. The vision for Phase 1 of the Harmony Hill project contains a Planned Unit Development to be named "The Village at Harmony Hill" as well as several elements aligned with but not connected to the PUD. These elements are the Challenger Learning Center of South Dakota, Challenger Park, streets, utilities, and associated stormwater management.

The primary purpose of Phase 1 of the PUD development, was to create a state of the art, cutting-edge "continuum of elder healthcare services." This village-like, setting will offer living options with the best "post-Covid informed" health services for persons in the sunset years of their lives that promotes the dignity, freedom, and wellness of those who may need rehabilitation, senior independent living, assisted living, memory care and hospice care. This vision was realized in August of 2023 with the Grand Opening to the public.

The primary purpose of Phase 2 of the PUD development is to provide a service to the public for childcare. With Watertown, SD in desperate need of additional childcare the Benedictine Sisters of Watertown wanted to step in to provide a space suitable for approximately 200 children. Plans are underway to renovate the existing St. Ann's Assisted living building and the connected Harmony Hill Hall into the new St. Ann's Daycare Facility. Separate rooms shall be provided for age groups ranging from 0-6 months up to 5 years old. Indoor as well as outdoor play areas are also planned as a part of the renovation.

Phase 3 of the PUD development is to provide a twin home community for seniors who desire independent living with snow removal and lawn care provided by the PUD. Residents will also enjoy the use of the amenities within the Village Commons which include opportunities for exercise, dining, creativity, education, celebration, and entertainment. The community will have large open spaces and walking trails to connect to the other uses within the PUD.

Phase 4 of the PUD development is to construct a new independent living facility as an addition to the existing Village Commons. The new facility shall take the place of the existing Benet Place located on the west side of the Harmony Hill Campus.

The final Phase 5 will be the creation of a Veteran's Village within the campus. The idea is to renovate the existing Benet Place building into individual apartments for Veterans. The vision is to provide guidance, stability, timely medical and psychological support to those who need it. It will be an independent living model that not only provides a safe place to live but also a community for fellow veterans.

Below is a summary of the proposed setbacks, parking and landscaping requirements and restrictive covenants for the Harmony Hill Planned Unit Development:

- **SETBACKS AND PERMITTED USES**
 - Setback distances shall match the requirements set forth in the City of Watertown, SD ordinances for R3, Multi-family Residential District over 12 dwelling units.
 - The intended uses with the PUD are as follows:
 - Apartments for independent living for seniors.
 - Apartments for independent living for veterans.
 - Apartments for seniors in need of assisted living or memory care.
 - Twin Home community for independent living for seniors.
 - Child-care facilities for the Watertown Community.
- **PROPOSED PARKING AREA AND UTILITIES**
 - The existing buildings are already served with private sanitary sewer and water mains installed within the PUD.
 - Parking areas shall match the requirements set forth in the City of Watertown, SD ordinances.
 - Apartments = 1 space per bedroom
 - Twin Homes = 2 spaces per unit
 - Day Care = 1 space per employee and 1 space per 10 children
 - Assisted Living = 0.25 space per bed and 1 space per employee on maximum shift.
 - Easements shall be provided upon platting for any shared access and utilities.
- **RESTRICTIVE COVENANTS**
 - All trash cans or dumpsters serving the premises shall be in a screened enclosure as required by the City of Watertown, SD ordinances. Existing refuse areas may be utilized.

- The owner of the parcels within each phase of the PUD shall be responsible for snow removal, lawn care and maintenance of all parking and green space areas.
- TYPE AND CHARACTER OF BUILDINGS / LOTS
 - The exterior facade of the buildings shall have a uniform appearance within the development either through new construction or renovation of existing structures.
 - Trees and native plant landscaping shall be planted within and around the proposed improvements and meet the requirements of Chapter 21.73 of the Watertown, SD City Ordinances.

PUD PLANS FOR
THE VILLAGE AT HARMONY HILL
PUD PHASE 2
WATERTOWN, CODINGTON COUNTY, SOUTH DAKOTA



Benedictine Sisters of Watertown

OWNER:

BENEDICTINE SISTERS OF WATERTOWN /
MOTHER OF GOD MONASTERY
110 28TH STREET SE #306
WATERTOWN, SD 57201
CONTACT: BARBARA YOUNGER, OSB
PHONE: (605)882-6646
EMAIL: B.YOUNGER77@GMAIL.COM

CIVIL ENGINEER / SURVEYOR:

AASON ENGINEERING COMPANY, INC.
1022 6TH STREET SE
WATERTOWN, SD 57201
CONTACT: COLIN DEJONG, LS
PHONE: (605)882-2371
EMAIL: COLINDEJONG@IW.NET

SHEET INDEX

- | | |
|-----|--------------------------------------|
| 1 | TITLE SHEET / VICINITY MAP |
| 2 | EXISTING CONDITIONS |
| 3-4 | PROPOSED LAND USE AND STANDARD NOTES |

LEGAL DESCRIPTION

ALL OF CEMETERY LOT 7, LOT 1A, LOT 1B,
OUTLOT "X" AND OUTLOT "Y" BLOCK 9 OF
THE PLAT ENTITLED, "HARMONY HILL SECOND
ADDITION TO THE MUNICIPALITY OF
WATERTOWN, IN THE COUNTY OF CODINGTON,
SOUTH DAKOTA."

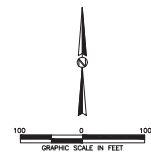
SENIOR LIVING TWIN HOMES

ASSISTED LIVING AND MEMORY CARE

INDEPENDENT LIVING

VETERANS VILLAGE

ST. ANN'S DAYCARE



EXISTING CONDITIONS
THE VILLAGE AT HARMONY HILL
PUD PHASE 2
WATERTOWN, CODINGTON COUNTY, SOUTH DAKOTA



- EXISTING CONDITIONS**
1. THERE ARE NO SIGNIFICANT NATURAL FEATURES LOCATED WITHIN THE PROPOSED DEVELOPMENT AREA.
 2. THERE ARE NO SIGNIFICANT BODIES OF WATER LOCATED WITHIN THE PROPOSED DEVELOPMENT AREA.
 3. THE EXISTING SOILS CONSIST OF 12"-24" OF TOPSOIL OVER CLAY, SANDY CLAY SUB-BASE. ACCORDING TO SOIL BORINGS RECENTLY PERFORMED ON THE SITE.
 4. THE EXISTING GROUND COVER CONSISTS OF WELL MAINTAINED GRASSES WITHIN THE CURRENT DEVELOPED AREA OF THE PROPOSED PUD, ROW CROPS TO THE WEST AND SOUTH AND NATURAL PRAIRIE TO THE NORTH AND EAST.

REVISIONS:
DATE:
BY:

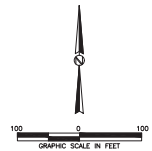
This Work Conducted By:



EXISTING CONDITIONS

SD NEIGHBORHOOD
ADDITION
SHEET 2 OF 4

DATE: FEBRUARY 9, 2024
SCALE:
DRAWN BY: CBD
JOB NO.: 2024-013
SHEET 2 OF 4



REVISIONS:
DATE:
BY:

This Work Controlled By:



PROPOSED LAND USE PLAN

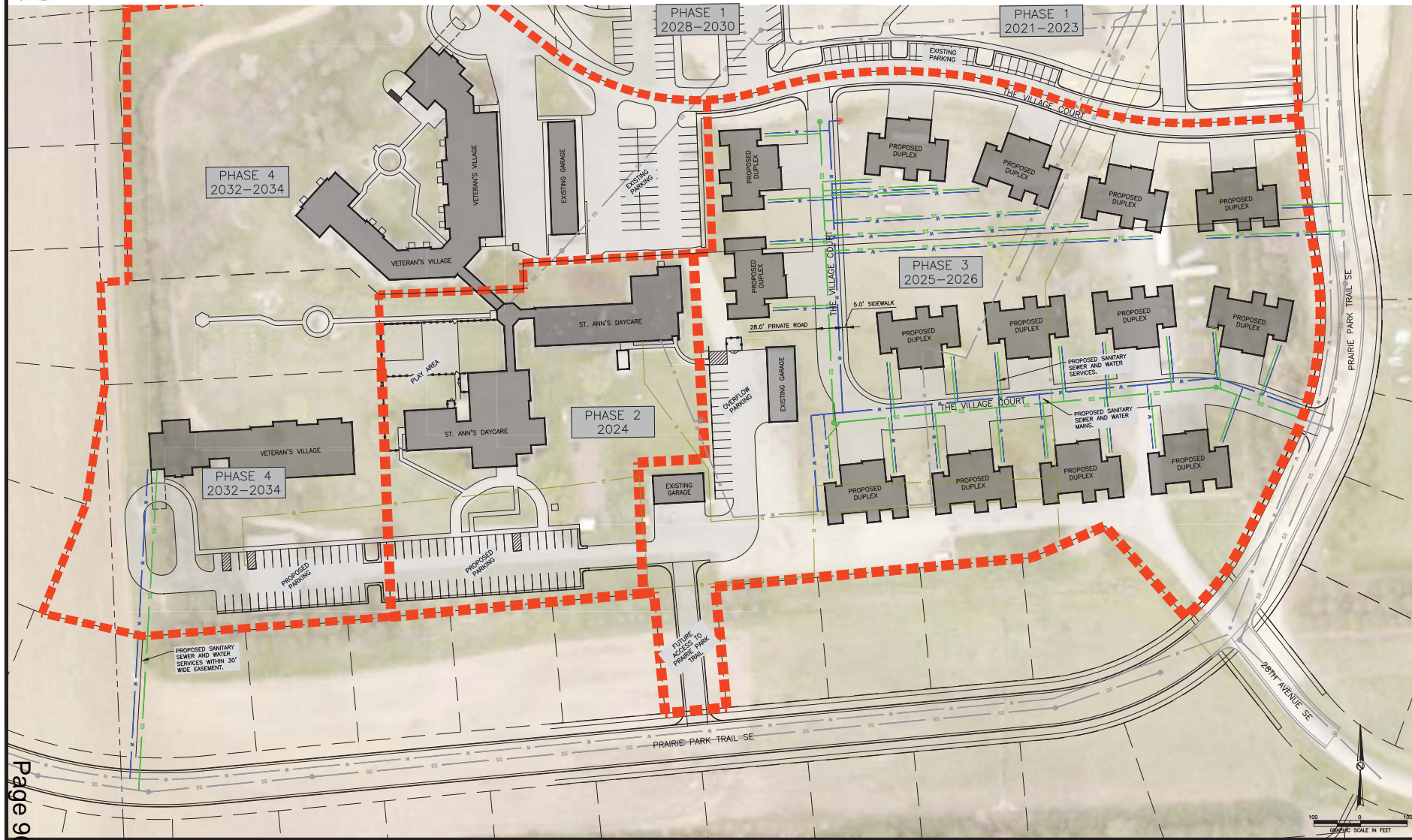
ADDITION
TO THE
HARMONY HILL
PUD

DATE: FEBRUARY 9, 2024
SCALE:
DRAWN BY: CRD
JOB NO.: 2024-013
SHEET 3 OF 4

PROPOSED LAND USE
THE VILLAGE AT HARMONY HILL
PUD PHASE 2
WATERTOWN, CODINGTON COUNTY, SOUTH DAKOTA

PROPOSED UTILITY NOTES:
SANITARY SEWER MAINS SHALL BE INSTALLED IN ACCORDANCE TO THE SPECIFICATIONS OF THE CITY OF WATERTOWN, SD. EACH STRUCTURE SHALL BE PROVIDED A SERVICE LINE TO THE MAIN.
WATER MAINS SHALL BE INSTALLED IN ACCORDANCE TO THE SPECIFICATIONS OF THE WATERTOWN MUNICIPAL UTILITIES DEPARTMENT.
MAIN LINES AND SERVICES WITHIN THIS PHASE OF THE PUD SHALL BE PRIVATELY OWNED AND MAINTAINED BY THE PARCEL OWNER.

PROPOSED SETBACKS
SETBACKS SHALL BE GOVERNED BY THE R3 ZONING DISTRICT REGULATIONS FOR THE CITY OF WATERTOWN, SD:
FRONT YARD: 30 FEET
SIDE YARD: *10 FEET
REAR YARD: 25 FEET
ZONING AUTHORITY: CITY OF WATERTOWN, SD
PHONE NUMBER: (605) 882-6202 EXT. 3528 CONTACT PERSON: BRANDI HANTEN
*INCREASES TO 15' AT 9 UNITS AND ABOVE.



REVISIONS:
DATE:
BY:

This Work Controlled By:
COMPANY
ADDRESS
CITY
STATE
ZIP



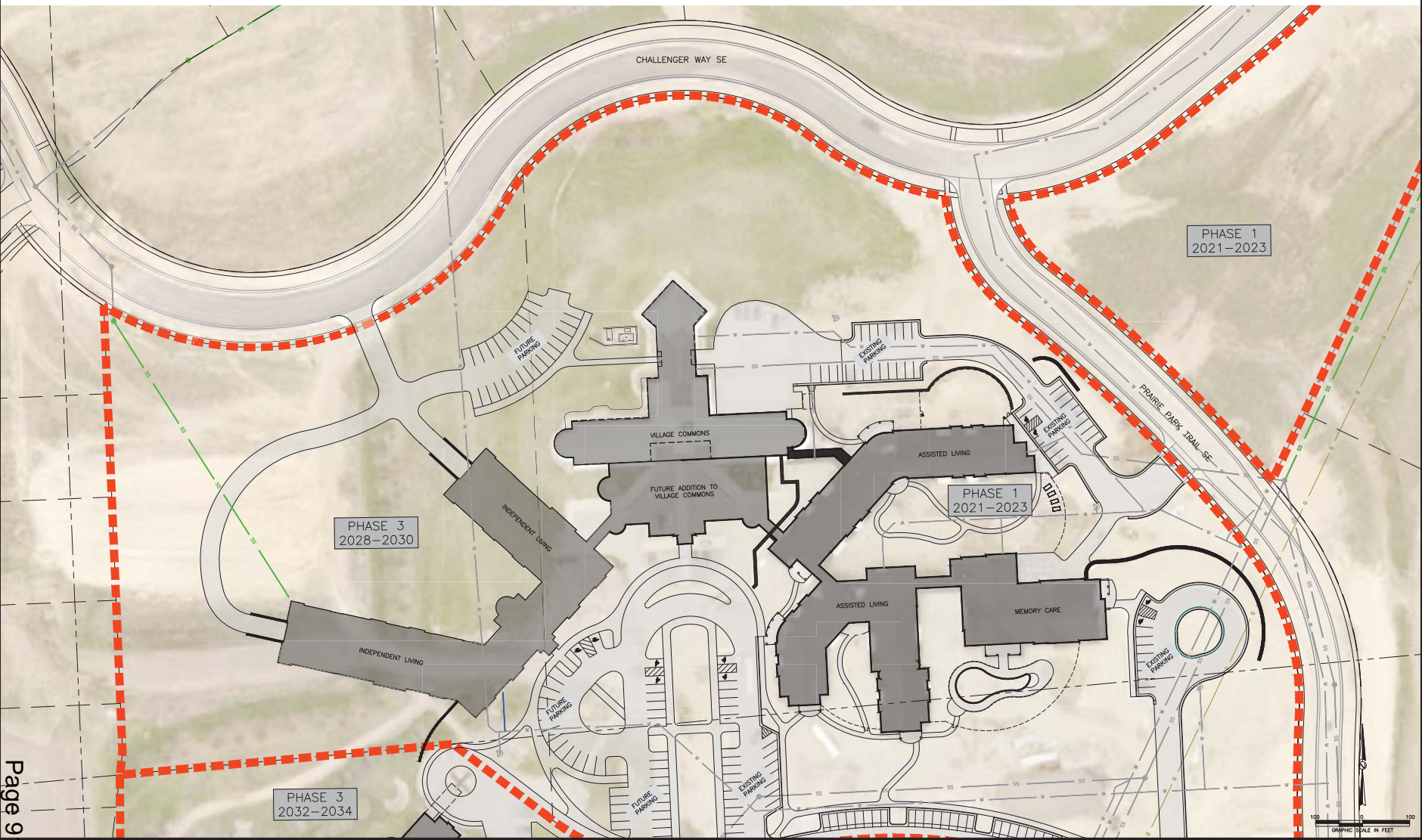
PROPOSED LAND USE PLAN
SD
WATERTOWN
HARMONY HILL

DATE: FEBRUARY 9, 2024
SCALE:
DRAWN BY: CBD
JOB NO.: 2024-013
SHEET 4 OF 4

PROPOSED LAND USE
THE VILLAGE AT HARMONY HILL
PUD PHASE 2
WATERTOWN, CODINGTON COUNTY, SOUTH DAKOTA

PROPOSED UTILITY NOTES:
SANITARY SEWER MAINS SHALL BE INSTALLED IN ACCORDANCE TO THE SPECIFICATIONS OF THE CITY OF WATERTOWN, SD. EACH STRUCTURE SHALL BE PROVIDED A SERVICE LINE TO THE MAIN.
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ZONING AUTHORITY: CITY OF WATERTOWN, SD
PHONE NUMBER: (605) 882-6202 EXT. 3528 CONTACT PERSON: BRANDI HANTEN
*INCREASES TO 15' AT 9 UNITS AND ABOVE.



HARMONY HILL WATERTOWN

The Village at Harmony Hill PUD Phase 1 – City Submittal

May 11, 2021

Project Summary

Harmony Hill is being developed by the Benedictine Sisters of Watertown (BSOW) as a way of creating a meaningful and long-lasting legacy for the people of Watertown and the surrounding region. The Sisters' 485-acre property is located on the southern side of the City of Watertown and is being shaped into an intergenerational and synergistic campus which will include something for folks of all ages. The Harmony Hill project is staged in four phases. The vision for Phase 1 of the Harmony Hill project contains a Planned Unit Development to be named "The Village at Harmony Hill" as well as several elements aligned with but not connected to the PUD. These elements are the Challenger Learning Center of South Dakota, Challenger Park, streets, utilities, and associated stormwater management.

The primary purpose of Phase 1 of the PUD development, is to create a state of the art, cutting-edge "continuum of elder healthcare services." This village-like, setting will offer living options with the best "post-Covid informed" health services for persons in the sunset years of their lives that promotes the dignity, freedom, and wellness of those who may need rehabilitation, senior independent living, assisted living, memory care and hospice care.

Existing buildings, spaces, and features of the campus, consist of the monastery building, Benet Place Independent Living Senior Apartments, groomed walking trails, parking, private streets with public access, green space, gardens, and the Sisters' cemetery on the west side of the PUD.

Two components of the intentionally planned campus, one indoors and one outdoors, will allow residents, staff, and visitors to interact regardless of weather conditions. First, an extensive indoor element, a large Village Commons, will be created with renovations and additions to the existing monastery building. The Village Commons will become the locus of community life with an emphasis on the holistic care of the person by providing opportunities for exercise, dining, creativity, education, celebration, and entertainment, as well as space for quiet reflective moments. Secondly, extensive open space, including the village greens, numerous courtyards and other greenspace and landscape areas, will become the locus of outdoor activity and interaction with the natural beauty of the coteau region by preserving vistas, providing groomed walking trails, benches and group seating, extensive sustainable landscaping, memory and healing gardens, raised vegetable and flower gardens, water features and bird habitats.

PUD Submittal Requirements per Chapter 21.3803, Item 2(a)

1) *Property description and acreage, identification of owner and developer*

See attached Plan Sheets 1 - 3

2) *Existing conditions, area relationships, relationship to comprehensive land use plan, existing land use, transportation, zoning, etc.*

See attached Plan Sheets 1 – 3

3) *Natural features, water, topography, soils, vegetation, etc., and their implications, if any, for development*

See attached Plan Sheets 1 - 3

4) *Proposed land use areas, acreages, maximum number of units, maximum building height and densities, building setbacks, circulation, parking, streets, open space, recreational areas, and development staging.*

See attached Plan Sheet 3

Phase 1 of the PUD is comprised of two proposed parcels totaling 26 acres, as shown on the attached PUD plans/exhibits. Automobile access and parking will mainly occur on the outer edges (Northerly and Easterly) of the households and buildings. Construction of the PUD Phase 1 drives, parking, utilities, and stormwater management will begin late summer or early fall, with footings, foundations, and building construction to follow as soon as possible this fall, to allow for substantial completion in 2022.

The public streets (Challenger Way and Prairie Park Street SE) adjacent to the PUD will be designed, submitted, and approved as a separate project.

Construction of these public streets will begin this summer and be completed prior to occupancy of the PUD Phase 1 project.

Primary PUD Phase 1 Program Elements:

a) Housing:

- Independent Living Senior Apartments – 60 units with underground parking – connected to the Village Commons
- Assisted Living, High Acuity Assisted Living and Memory Care Assisted Living – mix of 128 units, or 8 households, each a home for 16 persons.
- Each household will be connected to the Village Commons (and each other) by an enclosed, common spine or walkway

- b) Commons: Renovation and additions to the current monastery building will create a Village Commons of approximately 80,000 square feet and will be comprised of but not limited to:
- Central kitchen, Administrative Offices, Staff Lounge and Services
 - Rehabilitation and Exercise Services, Therapy and Wellness Pool
 - Dining Experiences for Residents, Visitors and Staff
 - Multi-purpose Space for Family Gatherings, Educational and Entertainment Events, Guest Quarters
 - Studios for Creative Arts, Hobbies, and Crafts
 - Ecumenical Chapel, Space for Meditation and Spiritual Wellbeing
- c) Drives and parking to accommodate resident, visitor, staff, and service needs
- d) Exterior pedestrian connectivity including sidewalks, trails, pathways, patios, etc.
- e) Substantial open and green space, including village greens, numerous courtyards, native/sustainable landscaping, gardens, and other outdoor spaces for resident, visitor and staff use and enjoyment.

5) *Information, describing proposed land use and land use objectives, the type of character of buildings, methods of providing utilities etc.*

Phase 1 of the PUD will encompass the foundational elements of a senior living continuum of healthcare. The households and buildings will create a village like setting through creative use of a variety of finishes, green space with sustainable landscapes and themes. Existing sanitary sewer and water utilities located on the property will provide service to Phase 1 of the PUD. The existing Monastery building is served by a booster pump and any additional booster pumps or other facilities required to provide adequate water service and fire protection will be installed as determined during the building design and approval process. Future phases of development will be accommodated with new utility services installed as part of the new public street construction.

6) Covenants and restrictions, if any, applying to each tract and to open space and including the responsibility for the maintenance and operation of common areas.

- a) The owner of the PUD will be responsible for the operation and maintenance of all green space, private roads, walking trails, landscaping, gardens, and storm water management features.
- b) Each Parcel Owner must comply with applicable City stormwater and drainage retention and maintenance requirements on its respective parcel.
- c) Each parcel will be subject to R3 Over 12 Dwelling Unit front yard (30 feet), side yard (15 feet) and rear yard (25 feet) setbacks.
- d) Each parcel will be subject to R3 Over 12 Dwelling Unit Maximum Overall Height requirement of 55 feet.
- e) The existing cemetery shall remain in place and be maintained by the Parcel Owner of the parcel on which the cemetery is located.
- f) Each parcel will be subject to a 5-foot parking lot setback.
- g) The Benedictine Sisters of Watertown will remain responsible for maintaining their cemetery.



Benedictine Sisters of Watertown

OWNER:

BENEDICTINE SISTERS OF WATERTOWN /
MOTHER OF GOD MONASTERY
110 28TH STREET SE #306
WATERTOWN, SD 57201
CONTACT: BARBARA YOUNGER, OSB
PHONE: (605)882-6646
EMAIL: B.YOUNGER77@GMAIL.COM

SHEET INDEX

- | | |
|---|--------------------------------------|
| 1 | TITLE SHEET / VICINITY MAP |
| 2 | EXISTING CONDITIONS |
| 3 | PROPOSED LAND USE AND STANDARD NOTES |

LEGAL DESCRIPTION

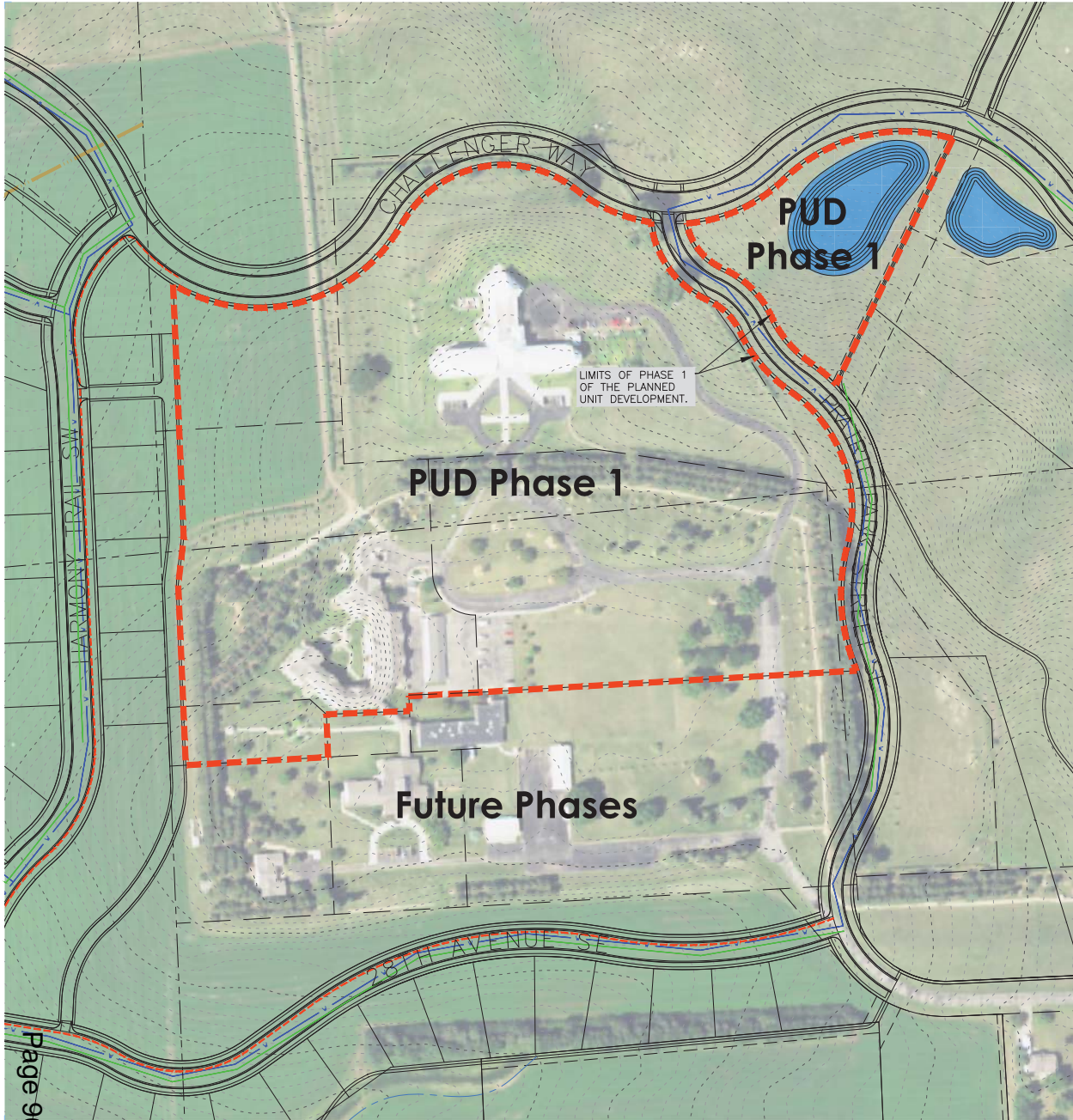
ALL OF CEMETERY LOT 7, LOT 2, LOT 3, AND 28TH AVENUE SOUTH; AND A PORTION OF HARMONY HILL LOT 4, MONASTERY LOT 5, BENET PLACE LOT 6 ALL OF THE PLAT ENTITLED, "BENEDICTINE SISTERS SUBDIVISION THE MUNICIPALITY OF WATERTOWN, IN SECTION 7, T116N, R52 W OF THE 5TH P.M., CODINGTON COUNTY, SOUTH DAKOTA; AND A PORTION OF THE NE1/4 OF THE SE1/4 OF SECTION 7, TOWNSHIP 116 NORTH, RANGE 5 WEST OF THE 5TH P.M., CODINGTON COUNTY, SOUTH DAKOTA. TRACT CONTAINS 26.0+/- ACRES.

LAND PLANNER:

HOFFMAN PLANNING, DESIGN AND
CONSTRUCTION, INC.
122 E. COLLEGE STREET SUITE 1G
APPLETON, WI 54911
CONTACT: MARK BOEHLKE, ASLA
PHONE: (920)380-2120
EMAIL: MBOEHLKE@HOFFMAN.NET

CIVIL ENGINEER / SURVEYOR:

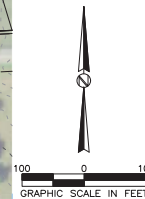
AASON ENGINEERING COMPANY, INC.
1022 6TH STREET SE
WATERTOWN, SD 57201
CONTACT: COLIN DEJONG, LS
PHONE: (605)882-2371
EMAIL: COLINDEJONG@IW.NET



Title Sheet / Vicinity Map
The Village at Harmony Hill
PUD Phase 1

5/11/21

SHEET 1



Hoffman
Planning, Design & Construction, Inc.
800.236.2370 | hoffman.net



Benedictine Sisters of Watertown

SHEET INDEX

- 1 TITLE SHEET / VICINITY MAP
- 2 EXISTING CONDITIONS
- 3 PROPOSED LAND USE AND STANDARD NOTES

EXISTING CONDITIONS

1. THERE ARE NO SIGNIFICANT NATURAL FEATURES LOCATED WITHIN THE PROPOSED DEVELOPMENT AREA.
2. THERE ARE NO SIGNIFICANT BODIES OF WATER LOCATED WITHIN THE PROPOSED DEVELOPMENT AREA.
3. THE EXISTING SOILS CONSIST OF 12"-24" OF TOPSOIL OVER CLAY, SANDY CLAY SUB-BASE. ACCORDING TO SOIL BORINGS RECENTLY PERFORMED ON THE SITE.
4. THE EXISTING GROUND COVER CONSISTS OF WELL MAINTAINED GRASSES WITHIN THE CURRENT DEVELOPED AREA OF THE PROPOSED PUD, ROW CROPS TO THE WEST AND SOUTH AND NATURAL PRAIRIE TO THE NORTH AND EAST.

Existing Conditions

The Village at Harmony Hill

PUD Phase 1

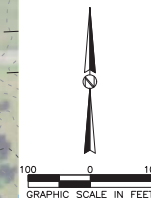
5/11/21

SHEET 2



Hoffman

Planning, Design & Construction, Inc.
800.236.2370 | hoffman.net





Benedictine Sisters of Watertown

SHEET INDEX

- 1 TITLE SHEET / VICINITY MAP
- 2 EXISTING CONDITIONS
- 3 PROPOSED LAND USE AND STANDARD NOTES

PROPOSED UTILITY NOTES:

SANITARY SEWER MAINS SHALL BE INSTALLED IN ACCORDANCE TO THE SPECIFICATIONS OF THE CITY OF WATERTOWN, SD. EACH STRUCTURE SHALL BE PROVIDED A SERVICE LINE TO THE MAIN.

WATER MAINS SHALL BE INSTALLED IN ACCORDANCE TO THE SPECIFICATIONS OF THE WATERTOWN MUNICIPAL UTILITIES DEPARTMENT.

MAIN LINES AND SERVICES WITHIN THIS PHASE OF THE PUD SHALL BE PRIVATELY OWNED AND MAINTAINED BY THE PARCEL OWNER.

PROPOSED SETBACKS

SETBACKS SHALL BE GOVERNED BY THE R3 ZONING DISTRICT REGULATIONS FOR THE CITY OF WATERTOWN, SD:

FRONT YARD: 30 FEET
SIDE YARD: *10 FEET
REAR YARD: 25 FEET

ZONING AUTHORITY: CITY OF WATERTOWN, SD
PHONE NUMBER: (605) 882-6202 EXT. 3528 CONTACT PERSON: BRANDI HANTEN

*INCREASES TO 15' AT 9 UNITS AND ABOVE.



Proposed Land Use The Village at Harmony Hill PUD Phase 1

5/11/21

SHEET 3



Planning, Design & Construction, Inc.
800.236.2370 | hoffman.net

Prepared by:
Community Development Division
City of Watertown
23 Second Street NE
P.O. Box 910
Watertown, SD 57201
(605) 882-6202

RESOLUTION NO. 25-02

RECOMMENDED BY THE CITY PLAN COMMISSION

PLAT OF HARMONY HILL PUD FIRST ADDITION

BE IT RESOLVED by the City Council of the City of Watertown, South Dakota, having viewed this plat, and having received a recommendation from the Watertown Plan Commission, does hereby approve this plat of:

“Harmony Hill PUD First Addition to the Municipality of Watertown, in the County of Codington, South Dakota”

Dated at Watertown, South Dakota, this 17th day of March 2025.

The above and foregoing Resolution was moved for adoption by Alderperson _____, seconded by Alderperson _____, and upon roll call vote all voted aye, whereupon the Mayor declared the same to be duly passed and adopted.

I hereby certify that Resolution No. 25-02 was published in the Watertown Public Opinion, the official newspaper of said City (as part of the minutes of the City Council meeting of _____, 2025), on the ____ day of _____, 2025, and a copy of the publication is on file in the City Finance Department.

Kristen Bobzien, Chief Financial Officer

City of Watertown

Attest:

Kristen Bobzien
Chief Financial Officer

Ried Holien
Mayor



City Council

Agenda Item

Subject: Approval of a 28' Public Access Easement through City property to allow secondary access for a proposed project on the NW corner of Willow Creek Drive and 28th Street SE

Meeting: City Council - Mar 17 2025

From: Kristen Bobzien, Interim City Manager/Chief Financial Officer

BACKGROUND INFORMATION:

Area Federal Credit Union is looking to locate in Watertown, SD within the area of Willow Creek Drive. The location near the corner of Willow Creek Drive and 28th Street SE is the ideal location. The request for the City Council to allow a 28' public access easement onto 28th Street SE is to allow for secondary access for better traffic flow and accessibility for the drive-thru location through the city property that does not have a buildable right. The property where the project is proposed to be placed will need to be platted in which the 28' public access easement will be recorded in the location shown on the attached exhibit.

Staff strategically placed the easement to meet Engineering Design Standards which requires a minimum of 140' from the street corner, to avoid existing, mature trees being impacted, and to avoid the existing light pole on 28th Street SE. The public access easement where a driveway will be placed will cross the existing recreational trail in which it will be at the expense and responsibility of the developer to reconstruct the trail to ensure required standards are met. There is also a bench along the recreational trail located in the area where the public access easement is shown which will need to be relocated by the developer. The City will not be responsible for any financial contribution for the improvements that need to be made to city infrastructure (recreational trail, utilities, etc.) to install the driveway to the 28' private property through the public access easement.

Staff recommends allowing the 28' public access easement or driveway to cross the city property to benefit the property to the west is beneficial for economic development and traffic flow.

FINANCIAL CONSIDERATIONS:

NA

OVERSIGHT / PROJECT RESPONSIBILITY:

Brandi Hanten, Community Development Manager
Justin Petersen, City Engineer
Dusty Rodiek, Director of Parks, Recreation & Forestry

STAFF RECOMMENDATION / SUGGESTED MOTION:

Staff recommends approval of the easement with the following motion:

I move to approve the Public Access Easement through City property to allow secondary access for a proposed project on the NW corner of Willow Creek Drive and 28th Street SE.

ATTACHMENT(S):

[Easement Request](#)

[Public Access Easement](#)

[Exhibit A](#)

[Preliminary Site Plan](#)



PO Box 1495
Aberdeen, SD 57402-1495
605-225-2488
Fax: 605-225-5737

March 3, 2025

Justin Petersen
City Engineer
Public Works Department
23 Second St NE
Watertown, SD 57201

Mr. Petersen,

Per our conversation earlier today I am writing to request an easement for the proposed construction on the following property:

Lot 5, Block 1, Willow Creek Plaza Third Addition

We are looking to construct a new credit union at this location. We are asking to have an easement for an entrance onto 28th Street SE. The location of the entrance would be at least 140 feet north of the intersection with Willow Creek Drive.

We are requesting the easement to allow better traffic flow and easier access in and out of the lot. There will be a drive thru located on the property and the second entrance would help with congestion upon exiting the drive thru.

Area Federal Credit Union would pay for any work to be done to install the entrance.

Thank you for your consideration in this matter and please let me know if you need any further information.

Thank you,

Steve Streier
CEO
Area Federal Credit Union

Document prepared by:
Community Development Division
City of Watertown
23 2nd Street NE
Watertown, SD 57201
(605) 882-6202

STATE OF SOUTH DAKOTA)
COUNTY OF CODINGTON)

SS. PERMANENT PUBLIC ACCESS
EASEMENT

FOR AND IN CONSIDERATION of the sum of One Dollar (\$1.00), and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, CITY OF WATERTOWN, Grantor, of Watertown, Codington County, South Dakota, hereby grants to, AREA FEDERAL CREDIT UNION Grantee, of Aberdeen, SD 57402, its agents, employees, heirs, assigns and contractors, a permanent public access easement for the installation, construction, maintenance, alteration, repair, inspection and replacement of a 28’ driveway to intersect City property as shown in the location shown on Exhibit A.

“That Part of Willow Creek Plaza 4th Addition Lying Westerly of 28th Street NE” to allow a public access easement to the private property from 28th Street SE to the west property which upon platting shall be known as “Lot 5 Block 1 of Willow Creek Plaza Third Addition to the Municipality of Watertown, in the County of Codington, South Dakota”

Which easement area is more fully depicted on Exhibit A, attached hereto and incorporated by reference.

This easement shall include the perpetual and irrevocable right to occupy that portion of the easement area described herein, and confers upon Grantee, throughout the term of this easement, the right to enter upon the easement property for the purpose of constructing, maintaining, replacing, or upgrading any portion of infrastructure within the easement. Grantee is responsible for all costs associated with constructing access to 28th Street SE through the easement to include modifications necessary to the existing recreational trail, drainage, utilities, benches, light poles, etc.

Grantee hereby expressly agrees that, upon completion of any activity described hereunder, it shall exercise its best efforts to restore the Grantors’ property, including any fixtures or accessions thereon, to the condition existing prior to the commencement of that particular activity. Grantor expressly agrees not to erect, nor allow to be erected, any impediment to the free and natural flow of water within the easement area described herein, and hereby authorizes Grantee to immediately remove any impediment so constructed without any liability therefore. It is an express condition of this easement that it run with the land, and shall be binding on all successors and assigns.

Dated this ____ day of _____, 2025.

GRANTOR:

GRANTEE:

Kristen Bobzien, Interim City Manager
City of Watertown

Steve Streier, CEO
Area Federal Credit Union

ATTEST:

Jennifer Collins
Records/Licensing Manager

(SEAL)

State of South Dakota)
County of Codington) SS.

On this the ____ day of _____, 2025, before me, the undersigned officer, personally appeared Steve Streier, CEO of Area Federal Credit Union, known to me or satisfactorily proven to be the person whose name is subscribed to the within instrument and acknowledged that he executed the same for the purposes therein contained.

IN WITNESS WHEREOF I hereunto set my hand and official seal.

Notary Public

(SEAL)

My commission expires:

State of South Dakota)
)SS:
County of Codington)

On this the ____ day of _____, 2025, before me, the undersigned officer, personally appeared Kristen Bobzien and Jennifer Collins, who acknowledged themselves to be the Interim City Manager and Records/Licensing Manager, respectively, of the City of Watertown, a municipal corporation, and that they as such Interim City Manager and Records/Licensing Manager, being authorized so to do, executed the foregoing instrument for the purposes therein contained by signing the name of the City of Watertown by themselves as Interim City Manager and Records/Licensing Manager.

IN WITNESS WHEREOF I hereunto set my hand and official seal.

Notary Public

(SEAL)

My Commission Expires:

EXHIBIT A



AFCU WATERTOWN CONCEPT | LOT 5 BLK 1

2/28/2025_designArc Group

GENERAL NOTES - ARCH. SITE PLAN

- A. IMPORTANT: ARCHITECTURAL SITE PLAN SHOWN FOR REFERENCE AND DESIGN INTENT ONLY, AND NOT TO BE USED FOR CONSTRUCTION. REFER TO CIVIL FOR ALL DIMENSIONING, SLOPING & GRADING, SPOT ELEVATIONS & ADDITIONAL REQUIREMENTS.
- B. CONTRACTOR TO VERIFY ALL EXISTING SITE CONDITIONS PRIOR TO SITE PREP. REPORT ANY DISCREPANCIES TO ARCHITECT AND CIVIL ENGINEER IMMEDIATELY.
- C. CONTRACTOR TO VERIFY ANY CRITICAL DIMENSIONS WITH REGARDS TO EXISTING CONSTRUCTION, IF ANY.

KEYNOTE - SITE PLAN

- 01 PROVIDE FIRE DEPT. ACCESS TO GATE CONTROLS
- 02 ACCESSIBLE CURB CUT, SEE CIVIL FOR REQUIREMENTS.
- 03 BOLLARD, SEE TYPICAL DETAIL THIS SHEET.
- 04 DESIGNATED 14'x36' LOADING AREA
- 05 DESIGNATED ADA PARKING STALL LOCATION, SEE CIVIL FOR STRIPING AND SIGNAGE REQUIREMENTS.
- 06 40 YARD DUMPSTER (BY OWNER).
- 07 DESIGNATED TRANSFORMER LOCATION (SEE ELEC.).
- 08 DUMPSTER ENCLOSURE W/ MIN. 6'H SCREENING FENCE.
- 09 ELEC. METER (SEE ELEC.).
- 10 GAS METER (SEE MECH.).
- 11 FIRE DEPT. CONNECTION
- 12 SITE_12_LIGHT POLE (SEE ELEC.).

01 02 03 04 05 06
07 08 09 10 11 12



ARCHITECTURE & ENGINEERING

Located in Sioux Falls, Brookings & Mitchell South Dakota

designarcgroup.com 605.692.4008

STAMP:

PRELIMINARY PLANS

NOT FOR CONSTRUCTION

DATE:

REVISIONS:
NO. DESCRIPTION:

SHEET NAME:
ARCHITECTURAL SITE
PLAN, Lot 5 Block 1

FULL-SCALE: 24x36
HALF-SCALE: 12x18
DRAWING MAY NOT BE PRINTED TO SCALE

PROJECT NO.
DA25-XXX

AREA FEDERAL
CREDIT UNION

WATERTOWN, SD

PROJECT MANAGER:
MATTHEW WEISS

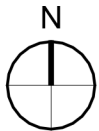
DATE:
01.29.2025

SHEET:

AC1.2

PRELIMINARY PLANS - NOT
FOR CONSTRUCTION

1 ARCHITECTURAL SITE PLAN - LOT 5 BLOCK 1 WILLOW CREEK PLAZA THIRD ADDN.
1" = 40'-0"



20 40 80 160

REMAINDER OF LOT
IS UNNECESSARY

SMALL DASHES
REPRESENT LOT'S
BUILDING SETBACKS

LOT 5 BLK 1
2.95 acres

ABERDEEN
BUILDING

ABERDEEN
BUILDING SHOWN
FOR CONTEXT.

FUTURE EXPANSION
AREA

FEMA FLOOD PLAIN
CLIPS CORNER OF
SITE.

NEED TO CONFIRM W/
CITY IF OKAY TO ADD
DRIVEWAY ONTO
STREET HERE.

ZONING ISSUES:

- Need to maintain a min. 150' from street intersections and other driveways when on WCD.
- Keep in mind the flood plain on NE corner.

WILLOW CREEK DR

19769
GLACIAL LAKES CAPITAL LLC

18696
CITY OF WATERTOWN

21707
GLACIAL LAKES CAPITAL LLC

21708
GLACIAL LAKES CAPITAL LLC

21709
GLACIAL LAKES CAPITAL LLC

20736
CITY OF WATERTOWN

20462
CITY OF WATERTOWN

722
CITY OF WATERTOWN

18253
CITY OF WATERTOWN
STR 33-117-52



City Council

Agenda Item

Subject: Authorization for the Forestry division to purchase a 2025 Forestry Chipper Truck in the amount of \$108,197.50

Meeting: City Council - Mar 17 2025

From: Dusty Rodiek, Director of Parks, Recreations & Forestry

BACKGROUND INFORMATION:

The Forestry division will use this piece of equipment to help aid in the removal of trees and debris from tree removals and trimming practices.

FINANCIAL CONSIDERATIONS:

This item is a budgeted item within the Forestry division capital budget for 2025.

212-451.10-43600

The budgeted amount for this item was \$110,000. The cost of this purchase pursuant to Sourcewell pricing is \$108,197.50; \$1802.50 below budget.

OVERSIGHT / PROJECT RESPONSIBILITY:

Matt Brandsrud - Parks & Forestry Superintendent

STAFF RECOMMENDATION / SUGGESTED MOTION:

I move to approve the equipment sales agreement pursuant to Sourcewell pricing for a 2025 Ford Model F-750 Chipper Truck from Rush Truck Center in the amount of \$108,197.50 (Sourcewell Contract #032824-RTG)

ATTACHMENT(S):

[Chipper Truck](#)



Ford Model F-750



PRICED AT \$101,973.00

2025 Ford F-750
Ford 7.3L
335HP / OTQ
Ford Torqshift 6 Speed
Stock # 1743236

CONTACT INFO:

Stan Sharma
Call: 626-393-4826
Main Phone: 562-551-5000

LOCATION:

Rush Truck Centers - Whittier
2450 Kella Avenue
Whittier, CA 90601

SALES HOURS:

Monday-Friday: 8 am - 6 pm
Saturday: 8 am - 2 pm

General

Unit Type New Medium Duty
Make Ford
Model F-750
Year 2025
Body Type Chipper
Body Size 16.0
Body MFG SoCal Truck Bodies
GVWR 25999
Stock Number 1743236

Day Cab

Type Regular Cab
Trim Standard
Interior Color Steel Gray
Interior Fabric Vinyl

Exterior

Exterior Color OXFORD
WHITE

Engine

Engine MFG Ford
Engine Model 7.3L
Horse Power 335

Chassis

Wheel Base 194

Tires and Wheels

Front Wheel Steel
Front Tire MFG Goodyear
Front Tire Size 22.5
Rear Wheel Steel
Rear Tire MFG Goodyear
Rear Tire Size 22.5

Axle

Front Axle Suspension Weight 12,000
Front Axle Weight 12,000
Rear Axle Ratio 6.17
Rear Axle Suspension Multileaf
Rear Axle Suspension Weight 23,000
Rear Axle Weight 21,000

Transmission

Manufacturer Ford
Model Torqshift
Speed 6 Speed

Fuel Tanks

Tank #1 Type Steel
Tank #1 Capacity 50

Sourcwell Contract Number: 032824-RTG

Remit P.O.s To: munisales@rushenterprises.com

Date Prepared: 3/4/2025

Vendor:	Rush Truck Center		
Contact for Vendor:	Michael Taylor	Vendor Phone:	(806) 570-6866
Participating Agency #:	43097	Participating Agency:	City of Watertown, South Dakota
Agency Contact:	Matt Brandsrud	Agency Phone:	(605) 882-6260
Product Description:	Ford F-750 Chipper Dump Truck		

OEM Chassis MSRP:		\$	77,925.00
Sourcwell Discount:	7.00%	\$	(5,454.75)
Unit Price before Upfit		\$	72,470.25
Expected Floorplan Expense:		\$	-
Storage/Service Pack		\$	1,252.75
Upfit:		\$	33,000.00

16' Long by 96" wide Chipper Dump Truck Body

Freight to End User:	\$	4,600.00
Extended Warranty:	\$	-
Rush Care Service Subscription:	\$	-
Additional Incentives/Credits:	\$	(3,500.00)
Government Grant/Assistance:	\$	-
State Applicable Sales Tax:	\$	-
Doc Fee	\$	330.00
State Applicable Fees:	\$	44.50
Sales Price Per Unit:	\$	108,197.50

Quantity Ordered:	1
Total Participating Agency CAPEX:	\$ 108,197.50