

CAPITAL IMPROVEMENTS PROGRAM MINUTES  
C/SAC -- 3<sup>RD</sup> FLOOR, WEST CONFERENCE ROOM

NOVEMBER 18, 2005

Finance Officer Jim Preston called the meeting to order at 10:00 A.M. with the following Committee members present: Aldermen Ron Kroeger, Malcom Chapman, Deb Hadcock, and Karen Olson. City staff: Engineering Project Manager Dan Coon, Parks & Recreation Director Jerry Cole. Others present included: Fire Chief Gary Shepherd, Operations Management Engineer Rod Johnson, Engineering Project Manager Ted Vore, Accounting Coordinator Tracy Davis and Administrative Assistant Jackie Gerry.

Kroeger moved, second by Hadcock and carried to approve the **Capital Improvements Committee minutes** of October 21, 2005.

Finance Officer Preston presented the **Financial Reports** covering the expenditures through October 31, 2005, reviewed them noting he anticipates changes to the Streets & Drainage Miscellaneous Improvement Projects line item. He explained that the Downtown Alley Resurfacing, Block 13 Alley Paving, and Sheridan Lake Road Sidewalk Repair are all MIP Projects and should be included in the Miscellaneous Improvement Projects category. West Chicago and Tallent Street projects are expected to be moved on the spreadsheet. In response to a question about the Fifth Street panel repair project, Coon explained that the project is complete. Preston reviewed the Omaha Street report; and in response to a question about the project, Coon explained the costs are associated with the design phase of the project. Preston noted the Journey Museum caulking project is complete, and in response to a question from Engineering Project Manager Vore about the remaining balance, Preston explained the remaining balance of the allocation will carryover to 2006. Preston noted that the Dakota Heartland-Big Sky IDPF incurred an expenditure of \$67,000. He also pointed out the depletion of the contingency fund.

Engineering Project Manager Coon reviewed the **2005 Capital Plan for Streets, Drainage and MIP Projects** for November, 2005 noting there is very little activity as the majority of the projects are nearly complete, with the exception of the final paperwork. Coon noted the 38<sup>th</sup> Street Walk Bridge Replacement project is reduced \$331 to reflect the final project cost; and the Miscellaneous Improvement Project (MIP) is increased \$332 for a yellow composite panel at 2542 Harvard Avenue. Coon briefly reviewed the Capital Plan Summary of project totals versus budgets for November, 2005 and the 2005 Capital Plan. Coon explained that the department is in the process of scoping the 2006 projects for budget and scheduling. He also explained that some projects are being delayed for bid letting in 2006 because of the uncertainty of resin prices and pipe availability. Responding to a question about 2012 projects, Coon explained only the projects that have a combination of funding will appear on the report. Olson moved, second by Hadcock and carried to approve the 2005 Capital Plan for Streets, Drainage and MIP Projects for November, 2005.

Finance Officer Preston reminded the members that projects for a new **Fire Station, and Park Maintenance and Golf Maintenance buildings** replacement were presented to the

2012 Committee for consideration. He noted the projects were not recommended for 2012 funding. He suggested the City has some marketable land that could be used as a potential funding source for these projects; but that there are a few competing purchases for this money. Preston indicated the Committee could look at 2006 funds and the annual contingency of \$350,000. Engineering Project Manager Vore pointed out that before City-owned land along Hwy 16 is considered for sale the City must post surety for infrastructure improvements, and complete those improvements. He indicated the infrastructure improvements are approximately \$500,000. It was suggested that constructing the infrastructure improvements or selling the property is not feasible until more development occurs in the area. At the request of Alderman Chapman, Finance Officer Preston agreed to compile a list of City-owned property that could be considered for sale. Chapman reminded the members that the Wally Byrum site is targeted as a site for a soccer complex.

Fire Chief Shepherd indicated that there are two fire stations for consideration, and explained that North Haines should be replaced and a new station constructed in the area of Elk Vale Road. The construction of a new station in this area would add twelve FTE's. Because the station at Maple / Anamosa is considered to be inadequate, Shepherd suggested this station be replaced and a new facility located further north. He explained that there are three acres that could be donated to the City, near A & A Auto Salvage on Seger Drive. When asked about the cost of this station, Shepherd indicated the cost is an estimated \$1.3 Million, and excludes land costs. He suggested that if funds were available, this station would be the priority. Shepherd explained the existing Maple Avenue facility would remain to house the ambulance service.

Parks and Recreation Director Cole indicated the priority is the replacement of the golf maintenance building, and briefed the members on the deteriorating conditions. In response to a question from Alderman Chapman about combining the buildings, Cole explained they could not consider expansion of either the golf or parks facility because of land size limitations, and the floodway boundaries. Combining the two maintenance buildings at a new location would be a logistical problem and will increase staff time, and equipment time and maintenance issues.

In response to a question from Alderman Chapman, Preston suggested the need to prioritize the fire stations and the maintenance buildings; and indicated a building could be funded from CIP by adjusting projects and their costs, using any carryover, using the contingency, and splitting the building cost over several years.

Kroeger moved, second by Olson to request the Finance Office review possible options to fund the fire station, and bring forth recommendations to the February 17, 2006 CIP Committee meeting. Motion carried.

Operations Management Engineer Johnson listed the following **Roof Replacement Projects** anticipated for 2006: Wilderness Park Restroom, Storybook Maintenance Shop, Meadowbrook Golf Course Starter Building, Southwest Fire Station #5, Concessions (outside entrance), Fitzgerald Concessions & RR, and Main Fire Station #1; and explained these projects were considered because they have flat roof surfaces. He explained that in 2005, \$200,000 was appropriated for the public library roof replacement and this project

bid at \$100,000 leaving a \$100,000 balance in 2005. Johnson asked to carryover the \$100,000 to the 2006 Roof Replacement to increase the appropriation to \$200,000. He suggested that with this balance, the eight projects listed could be undertaken. Johnson asked for a decision on the \$100,000 carryover to the 2006 Roof Replacement, to permit him the opportunity of soliciting consultant services to design the projects.

Motion was made by Cole, second by Olson to direct staff to move forward with the consultant selection process to design the roof replacement projects. Motion carried.

Parks and Recreation Director Cole reported that the Board is reviewing the **5-Year Parks and Recreation Plan** and expects to bring forward a new plan and funding with a recommendation for approval at the December CIP meeting.

Fire Chief Shepherd explained that they are **remodeling the Main Fire Station vestibule area** for the purpose of creating added office space. He explained that in order to comply with ADA requirements, he anticipates this project to cost an estimated \$5,500. He asked if CIP funds were available for this project. Finance Officer Preston indicated funds might be available in the Fire Department budget, and asked that the department look for the funds within their budget.

There being no further business, the meeting adjourned at 11:20 A.M.; and it was noted the next scheduled meeting is set for December 16, 2005 at 10:00 A.M.