

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

MAY 19, 2006

Assistant Finance Officer Coleen Schmidt called the meeting to order at 10:00 A.M. with the following Committee members present: Aldermen Ron Kroeger, Bill Okrepkie, and Deb Hadcock; Planning Commission member Doug Andrews; and City staff members Engineering Project Manager Dan Coon (proxy); Development Services Planner Vicki Fisher (proxy), and Parks and Recreation Director Jerry Cole. Others present included: Accounting Coordinator Tracy Davis and Administrative Assistant Jackie Gerry.

Coon moved, second by Andrews and carried to approve the **minutes** for April 21, 2006.

Accounting Coordinator Davis reviewed the **Financial Reports** for April, 2006 noting an adjustment between the golf maintenance facility and the equipment maintenance shop. Kroeger moved, second by Andrews and carried to acknowledge the report.

Engineering Project Manager Coon reviewed the **Capital Plan for Streets, Drainage, MIP Projects** for May, 2006 noting a cost increase to the 2006 Bridge Inspections to reflect the proposed contract; a cost decrease to the 6<sup>th</sup> Street / Hillcrest Drive project to reflect the bid award; a cost increase to the Creek Drive Bridge Replacement to reflect the latest estimate; and the addition of Harmony Heights Lane Guardrail based on the award of an informal quote by City Council. Coon indicated that the design of the Lime Creek drainage project is moved forward from 2007 to coincide with the Camp Rapid watermain design. He noted a cost increase to the Soo San Drive box culvert project to reflect the latest estimate. Coon pointed out that the Capital Plan is adjusted to reflect FY 2011 and the Capital Plan Summary includes FY 2006 to FY 2011. Coon provided a current report of the proposed 2012 Project List noting no funds have yet been spent. Discussion ensued about a TID along Silver Street and proposed projects being identified for a proposed overlay. Andrews moved, second by Hadcock and carried to approve the Capital Plan for Streets, Drainage, MIP Projects for May, 2006, as reported.

Engineering Project Manager Coon brought forward for discussion, a list of **future multiple-phased projects**. He indicated that the largest multiple-phased project is the Downtown Area Improvement project slated to begin construction in 2007; and following phases scheduled for 2009, 2011 and 2012. Coon suggested that the scheduled phasing of the Downtown Area Improvement project drags the project out and offered two alternatives to the scheduling. Alternative #1 constructs the west-end of the project in 2007 and 2008, and the east-end of the project in 2010 and 2011. Alternative #2 begins the construction in 2007 and ends in 2010. Coon pointed out that in Alternative #2, the phased project of the Robbinsdale Reconstruction will be delayed until 2011. He explained that in the consecutive years of scheduling the Downtown Area Improvements, 2012 funds should be moved forward from FY 2009 to FY 2008. Hadcock moved, second by Andrews to request the City Finance Office to bring forward for review the 2012 Cash Flow Analysis showing the outcome of reallocating funds from 2009 to 2008. Discussion ensued relative

to alley improvements in the downtown area. Upon a vote being taken on the motion, motion carried.

Members received the updated 2006 **Government Buildings Five Year Plan** depicting FY 2011. Kroeger moved, second by Hadcock and carried to approve.

Parks & Recreation Director Cole explained there is no staff available to develop **conceptual designs and probable costs for the Golf Course maintenance facility and Parks equipment maintenance shop**; and that it is difficult to determine the importance of either facility without the information. He indicated that either existing facility can be condemned in the next few years. Cole noted the uses of each facility, indicating there must be cold storage in the Golf Course maintenance building for fertilizer and equipment bays with hydraulics in the Parks equipment maintenance shop. Alderman Kroeger noted his concern about the cost of either building. Coon pointed out that the 2006 Government Buildings includes an appropriation for the Parks equipment maintenance shop, and suggested these funds could be used to obtain the designs and costs. Cole asked that he be allowed to use \$8,000 to obtain a site utilization, layout, and probable costs for the facilities under discussion. Alderman Kroeger suggested that staff contact a builder, provide the builder with a list of their needs, allow the builder to develop a design and provide staff with a cost for construction. Hadcock moved, second by Andrews to direct staff to obtain a preliminary design of the Golf Course maintenance facility. Substitute motion was made Kroeger, second by Andrews to direct staff to obtain a site utilization, layout, and probable costs for each facility -- Golf Course maintenance building and Parks equipment maintenance shop for an amount not to exceed \$8,000. Substitute motion carried.

Assistant Finance Officer Schmidt distributed a draft **Bleacher Use Policy** prepared by the City Attorney's Office, suggesting this policy should be discussed before the Council's Legal & Finance Committee. In response to a question from Alderman Hadcock, Parks & Recreation Director Cole explained that it may be appropriate for the City Council to waive the fees required to rent the bleachers. Alderman Kroeger suggested that it would be appropriate to discuss the policy with the School District. Andrews moved to forward the Bleacher Use Policy to the Legal & Finance Committee. The Chair declared the motion died for lack of a second. Okrepkie moved, second by Hadcock to direct staff to work with the School District staff to develop a Bleacher Use Policy; and bring the policy forward at a Legal & Finance Committee meeting. Motion carried.

There being no further business, the meeting adjourned at 11:10 A.M.; and it was noted the next scheduled meeting is set for June 16, 2006 at 10:00 A.M.