

CAPITAL IMPROVEMENTS PROGRAM COMMITTEE MINUTES
City of Rapid City, South Dakota

C/SAC -- 3rd Floor, West Conference Room
10:00 A.M., Friday, October 15, 2010

Finance Officer Pauline Sumption called the meeting to order at 10:00 A.M. with the following Committee members present: Aldermen Aaron Costello, Ron Kroeger, Dave Davis and Gary Brown; and City staff: Growth Management Director Marcia Elkins, Parks and Recreation Director Jerry Cole and Public Works Director Robert Ellis. Others present included: Fire Chief Mike Maltaverne, City Engineer Dale Tech, Compliance Specialist Toni Broom, Assistant Finance Officer Jeff Barbier, Chief Accountant Tracy Davis, Community Development Specialist Barbara Garcia, Community Resource Director Kevin Thom, IT Officer Russ Tiensvold, Landscape Architect Randy Lyons and Administrative Coordinator Sharlene Mitchell. The following arrived after the meeting was called to order: Aaron Costello, Dave Davis and Dale Tech.

Motion was made by Brown, second by Elkins and carried to **approve the minutes for August 20, 2010 and September 17, 2010.**

T. Davis addressed the **Financial Reports** and pointed out the changes to the 2010 Streets, Drainage and MIP Projects. T. Davis addressed the debt service for the month of September.

Broom reported on the changes to the **Capital Plan for Streets, Drainage and MIP Projects** noting the addition of the South Valley Drive Signal project approved by City Council. Broom indicated that the fund balance is now in the positive as a result of the reallocations processed during the last month. Broom addressed the reassignment of the East Saint Joseph Street Overlay project to FY 2012 and the FY 2011 reduction to the Drainage Contingency line item. Motion was made by Cole, second by Ellis to acknowledge the Capital Plan for Streets, Drainage and MIP Projects.

Ellis presented the **Funding consideration for E. Quincy Streets east of East Boulevard** project referred from October 4, 2010 City Council meeting. Ellis addressed the street condition and recommended the addition of curb and gutter for traffic safety. Ellis stated that based on costs, the project cannot be addressed until FY 2014 or later.

Costello entered the meeting at 10:05 a.m.

Cole requested that consideration be given to the elevated road design noting the maintenance difficulty resulting from the elevated landscaped median. Discussion followed regarding design alterations to the elevated landscaped median to improve site maintenance. Motion was made by Kroeger, second by Brown and carried to continue the Funding consideration for E. Quincy Streets east of East Boulevard to the December 17, 2010 CIP meeting and request that the Public Works Department provide project recommendations at that time.

Tech entered the meeting at 10:08 a.m. D. Davis entered the meeting at 10:10 a.m.

Sumption addressed the history of the **5 Year Plan for IT Funding** project. Tiensvold presented the IT Technology Infrastructure Five Year Plan noting the high priority of the Permitting System and its impact on the funding status for the remaining projects. Tiensvold addressed the addition of the Contingency line item. Thom advised that the ordinance amendment has been

approved classifying IT projects as allowable CIP expenditures. In response to a question from Elkins, Sumption recommended that the annual allocation be a set dollar amount and not increased annually by any set percentage. Thom supported the annual set dollar allocation and recommended that the amount be increased to \$150,000 annually as of FY 2013. In response to question from Tech, Sumption indicated that the IT Funding would be a separate report and line item. In response to a question from Elkins, Tiensvold stated that the proposal to move to the Voice over IP System (VOIP) is to upgrade the current outdated phone system. Tiensvold addressed the maintenance issues with the current phone system noting the technological advantages available with the VOIP system. Tiensvold addressed the City facilities utilizing VOIP noting that the upgrade would pull control of the entire City system into a central location. Motion was made by Elkins, second by Costello and carried to approve the IT Funding allocation for FY 2010, FY 2011 and FY 2012 as reflected by the Five Year Plan with the annual allocation to be \$150,000.00 beginning in FY 2013 and each year thereafter.

Motion was made by Ellis, second by Costello and carried to table the **South Valley Drive and East Saint Patrick Street Traffic Signal** item.

Ellis presented the **Sidewalk to Star Village** project noting the financial hardship to the adjacent property owners should this be facilitated as an assessed project. Ellis indicated that the project does meet the criteria to allow the Affordable Housing funding to be utilized for the project. Garcia addressed the qualifying criteria of the sidewalk project. In response to a question from Brown, Garcia addressed the types of projects that meet the Affordable Housing funding criteria. In response to a question from Sumption, Ellis indicated that there would not be property owner contributions to the project. In response to a question from Kroeger, Sumption indicated that the Affordable Housing fund is not replenished annually noting that the Committee can elect to amend that status. Discussion followed regarding narrow criteria of the Affordable Housing program. In response to a question from Davis, Ellis clarified the location of the sidewalk. Ellis indicated that the adjacent property owner would be responsible for sidewalk maintenance, noting that issues such as snow removal would be addressed by code enforcement. Kroeger expressed concern with the maintenance of the downhill sections of the sidewalk portions. Kroeger recommended that the adjacent property owners be contacted regarding the sidewalk installation and their maintenance responsibilities. Discussion followed regarding sidewalk maintenance and user safety. In response to a question from Sumption, Ellis indicated that the major property owners have been advised of the project noting that maintenance responsibilities were not addressed. Motion was made by Kroeger, second by Brown and carried to continue the Sidewalk to Star Village project to the November 18, 2010 CIP meeting and to request that staff contact the affected landowners regarding the project and their maintenance responsibilities.

Cole advised the Committee that he has contacted Sam Bice regarding the property purchase from the **Fay Ellen Bice Trust** noting that he has not received a response from Bice at this time.

There being no further business, the meeting adjourned at 10:29 A.M., and it was noted that the next meeting will be held on November 19, 2010 at 10:00 A.M. in the C/SAC, 3rd Floor West Conference Room.