

MINUTES
Capital Improvement Program Committee Meeting
November 19, 2004

MEMBERS PRESENT: Ron Kroeger, Karen Gunderson Olson, Jean French, Tom Murphy, Scott Nash, Gary Brown, Jim Preston, Jerry Cole, Marcia Elkins, Ted Vore

OTHERS PRESENT: Jason Green, Dan Coon, Lon VanDeusen, Sharlene Mitchell

Preston called the meeting to order at 10:00 a.m.

Approval of Minutes

Preston requested a correction to the minutes to reflect the date of September 30 under the Financial Report item.

Olson moved, French seconded and carried unanimously to approve the minutes of the October 15, 2004 meeting as corrected.

Financial Reports

Preston reviewed the Financial Reports covering the expenditures through October 31, 2004. Preston addressed the expenditures included on the Street Improvements line item for the Omaha Street Project. Preston addressed the expenditures reflected for the Library Air Conditioning Repair project noting that a portion of these expenditures will be reallocated to the Library Expansion fund. In response to a question, Preston indicated that the Capital Improvement Program expenditures for the Library project will not exceed the budget amount of \$89,250.

2004 Capital Plan for Streets, Drainage, MIP Projects

Coon presented the requested budget adjustments to the Enchantment Road, Drainage, Miscellaneous Improvement Projects, Valley West Storm Sewer and Omaha/Mt View Drainage Improvements.

In response to a question from Olson, Coon addressed the issues that could account for the difference between the initial budgeted amount and the actual expenditures for the Valley West Storm Sewer project.

Coon presented the Capital Plan Summary Project Totals versus budget amounts for November 2004 noting the inclusion of the Canyon Lake Dam improvements scheduled for completion in 2005.

Coon presented the Summary of Projects by Department and Funding Source for November 2004. Coon indicated that the report is provided at the direction of the Committee for the purpose of identifying projects by their responsible department and provide a summary of the funding sources and amounts for each project.

French commented on the City's financial contribution to the Burn Building project. Discussion followed regarding the level of financial partiCapital Improvement Programation required by the City for the Burn Building project.

In response to a question from Coon, Elkins indicated that the Committee had previously requested an alphabetical index of the projects cross referenced by project number.

Preston thanked staff for the Summary Report calling attention to the Fifth Street project and the value of the "by project" financial breakdown.

Discussion followed regarding providing the project information by funding source. Coon indicated that reformatting the report by funding source would be difficult as several projects have multiple funding sources. Coon indicated that the report provides the most current project information noting that staff will continue to update the report on a regular basis.

In response to a question from Coon, discussion followed relative to the Summary Report being provided to the Capital Improvement Program Committee on a monthly basis and to the City Council on a quarterly basis.

French suggested indexing projects alphabetically to allow multiple information for projects such as Elm Avenue to be viewed together.

Kroeger moved to recommend that the Streets, Drainage, Miscellaneous Improvement Projects funding reallocation and the addition of the Canyon Lake Dam maintenance project to the 2005 Drainage Improvement Projects be forwarded to the City Council for approval. French seconded the motion.

In response to a question from Nash, Coon indicated that the Canyon Lake Dam project is a priority project.

The motion to recommend that the Streets, Drainage, Miscellaneous Improvement Projects funding reallocation and the addition of the Canyon Lake Dam maintenance project to the 2005 Drainage Improvement Projects be forwarded to the City Council for approval carried unanimously.

Tower Road

Vore presented the Preliminary Design Report for Tower Road Reconstruction prepared by CETEC Engineering addressing right-of-way alignment proposals. Vore indicated that the Tower Road project has not been placed on the Capital Improvement Program project list noting the extent of the road repair work completed to date.

Elkins addressed the history of the Tower Road project noting that the project had been placed on the Capital Improvement Program Plan but funding was never allocated to the project. Discussion followed regarding the required road improvements. Elkins indicated

that the approved Layout Plat for this area does not propose any alteration of the current road alignment.

Elkins suggested that the Capital Improvement Program Committee was looking to the Public Works Department staff for a recommendation on the priority status of the project. Nash addressed previous discussions regarding the prioritization of the Tower Road reconstruction. Nash indicated that the current interest is development driven and should therefore be a Developer cost noting that the road does not serve any public facility, such as a school. Discussion followed.

Elkins indicated that historically the City has not required a developer to reconstruct an existing paved road. Discussion continued regarding the study completed regarding four possible alignments of Tower Road. Elkins recommended that the Design report be forwarded to the Metropolitan Planning Organization for review and recommendation to the City Council. Nash supported the recommendation noting that the review will assist in determining the best option for the reconstruction of Tower Road.

Elkins moved to recommend that the Preliminary Design Report for Tower Road Reconstruction be referred to the Metropolitan Planning Organization for corridor study review and recommendation to the City Council. Murphy seconded the motion.

In response to a question from French, Elkins indicated that the developer has based his development plans on the existing right-of-way alignment.

French suggested that the City and the Developer work together to complete the reconstruction of Tower Road. Discussion followed regarding the proposed development and the road alignment. In response to a question, Elkins clarified that the approved Tax Increment District includes the road reconstruction costs in the proposed project plan. She noted that there is currently no funding source identified for the District.

The motion to recommend that the Preliminary Design Report for Tower Road Reconstruction be referred to the Metropolitan Planning Organization as a corridor study for review and recommendation to the City Council carried unanimously.

Discussion followed regarding the purpose of the Metropolitan Planning Organization review of the Tower Road Design report. Elkins noted the issues that the Metropolitan Planning Organization would address and provide a recommendation with regard to the road design. Nash recommended that the City needs take precedent in dictating the right-of-way alignment for Tower Road.

Cemetery Fence Report

VanDeusen presented the estimated cost to complete the Mt. View Road section of the cemetery fence project noting the impact of the current steel prices on the overall project cost. VanDeusen addressed the installation issues along Mt. View Road due to the lack of

curb and gutter in the area. He suggested that consideration also be given to the future installation of sidewalks on Mt. View Road.

In response to a question from French, VanDeusen indicated that the City Parks Department staff is handling the fencing installation. Elkins indicated that former Mayor Munson had directed that the fencing project be completed during the Parks Department off-season. Elkins voiced her support for the project noting its positive impact on the neighborhood and encouraged the Committee to find the additional funding for completion of the project.

Discussion followed regarding the funding source for the labor costs. Cole indicated that by directing Parks Department staff to the fencing project during the off-season work on other off-season projects are delayed. Discussion followed regarding the Parks Department off-season work schedule. Nash suggested contracting out the fencing project to allow the Parks Department staff to address their regular off-season projects.

In response to a question from Preston, VanDeusen requested funding authorization for the Mt. View Road cemetery fence project with Parks Department staff performing the installation work. VanDeusen indicated that the project would be schedule for the Fall of 2005.

Elkins moved to recommend that the Mt. View Road Cemetery Fence Project be placed on the February agenda for further discussion and identification of project funding. French seconded the motion.

Nash expressed concern with the inclusion of the labor costs in the funding request noting that there maybe other departments that could assist with the off-season work. Nash indicated that the funding request should address material costs only. Discussion followed. VanDeusen advised that the staff salaries for the fencing project are currently being taken from the Cemetery budget.

The motion to recommend that the Mt. View Road Cemetery Fence Project be placed on the February agenda for further discussion carried unanimously.

Playground Presentation

Cole provided a detailed review of the City wide playground improvements identified by the Playground Safety Audit noting that the recommendations are based on the National Playground Safety Codes. Cole identified the required equipment upgrades noting the equipment requiring repair or removal. Cole addressed the corrections required to bring the playground fall zones into compliance with the audit requirements.

In response to a question, Green addressed the City's liability with regard to the improvements identified by the audit.

Cole presented the funding breakdown required to address all items identified by the audit. Cole indicated that the Parks & Recreation Subcommittee supports funding the playground

improvements from the 2005 Capital Improvement Program budget and are simultaneously submitting the project to the 2012 Committee for funding consideration. He indicated that should 2012 funding be secured for the improvements, the 2005 Parks & Recreation budget would be reallocated to the previously identified projects.

Elkins indicated that there is strong support from the Parks & Recreation Subcommittee for the completion of all the playground improvements in the 2005 calendar year.

In response to a question from French, Cole clarified that the requested funding will address all equipment replacement and correction of fall zones as identified by the audit.

In response to a question from Olson, Cole indicated that the hazardous equipment is being removed immediately noting that new equipment will be installed to those areas first.

In response to a question from French, Cole indicated that all removed equipment will be destroyed noting the City's liability with giving the equipment to other entities.

In response to a question from Nash, Cole indicated that the National Playground Safety Codes have experienced only minor modifications since their adoption. Cole addressed the installation certification requirements noting that City staff will be receiving the certification training.

Brown commented on the playground and pool changes made by businesses noting that the majority of the changes are driven by liability issues.

Other Business

Vore presented the request to replace the landscape metal edging with concrete curb, to repair the fountain liner, to remove the junipers for safety purposes and to re-stripe the parking lot.

French moved to approve the requested expenditures. Olson seconded the motion.

Elkins asked if the requested expenditures meet the criteria for Capital Improvement funding. Discussion followed regarding the criteria for expenditure of Capital Improvement funds.

Elkins moved a substitute motion to recommend that the Finance Office review the funding available through the City-School Administration Center Building Fund for the requested expenditures. Murphy seconded the motion.

Elkins suggested that the City consider utilizing City staff to complete the parking lot restriping project.

The motion to recommend that the Finance Office review the funding available through the City-School Administration Center Building Fund for the requested expenditures carried unanimously.

French addressed the neighborhood concerns with the drainage runoff on Black Fox Street created by the irrigation of the Pennington County Housing property. French expressed concern with the safety issues resulting from the continue drainage and requested that the project be placed on the drainage project list.

Vore reviewed the process required to bring the drainage project forward to the Capital Improvement Program Committee for prioritization noting that there are more sever drainage problems requiring attention. Vore indicated that the drainage problem is a result of runoff from over irrigation. Discussion followed regarding the improvements needed to correct the drainage problem.

Coon suggested that, if directed, staff could prepare a scope of work and cost estimate for the Committee's use in prioritizing the project.

Elkins moved to request that staff prepare a scope of work with cost estimates for the Black Fox Drainage Project for presentation at the February 2005 meeting. French seconded the motion.

Nash recommended that the scope of work identify the cause of the drainage problem. Discussion followed regarding the legal avenues available to require a reduction of irrigation.

The motion to request that staff prepare a scope of work with cost estimates for the Black Fox Drainage Project for presentation at the February 2005 meeting carried with Vore voting No.

French presented the request to provide emergency access to the East Franklin Street by either extending East Franklin Street or building a hammerhead turn around. Coon indicated that the Capital Improvement Program Committee had tabled the request. Discussion followed regarding the direction provided by City Council with regard to the East Franklin Street project.

Elkins moved, French seconded and carried unanimously to continue the East Franklin Street project to the December 2004 meeting to allow staff to review the direction previously provided by City Council with regard to the East Franklin Street project.

French requested clarification regarding the status of the traffic light priority list. Vore recommended that French forward the item to the Public Works Committee for authorization to develop a Request for Proposal for consultant services.

Preston indicated that those projects removed from the Government Building project list for referral to the 2012 program are required to complete an application form to insure they are presented for funding consideration. Preston indicated that he would prepare a list of

the removed projects in order to advise the affected Department Directors of the need to formally present the projects for 2012 funding consideration.

Adjourn

There being no further business the meeting was adjourned at 12:00 p.m.