

CAPITAL IMPROVEMENTS COMMITTEE
MINUTES
January 21, 2005

Member Attendance: Alderman Ron Kroeger, Alderman Karen Olson, Alderman Tom Murphy, Alderman Malcom Chapman, Finance Officer Jim Preston, Public Works Director Dirk Jablonski, and Parks & Recreation Director Jerry Cole. Staff Attendance: City Attorney Jason Green, Operations Management Engineer Rod Johnson, Project Manager Dan Coon, and Administrative Assistant Jackie Gerry.

At 10:00 A.M. the meeting was called to order by Finance Officer Preston. Alderman Kroeger moved, second by Olson to **approve the minutes** of December 17, 2004. Motion carried.

Finance Officer Preston reviewed the **Financial Reports** for December 2004 reminding the Committee that some of the expenditures reflected in the Library Air Conditioning Repair project were reallocated to the Library Expansion fund. P&R Director Cole explained the funds appropriated for the skateboard park lighting under the Government Buildings category was not needed. He reported a pal light had been installed at this location, and the cost for the installation and utility cost would be borne by the Parks Department budget. Preston pointed out a remaining balance of \$26,250 in the CIP Contingency and commented this balance would not be carried forward in to the Contingency fund.

Finance Officer Preston handed out the CIP Budget Schedule explaining the Committee would review a spreadsheet and allocate funds to Streets and Drainage, Parks and Recreation, Government Buildings and Contingency funds during their regular February meeting. During the regular scheduled March meeting, the Committee will review the five-year plan and proposed 2006 budget for Streets and Drainage, Parks and Recreation, and Government Buildings. During the April meeting, the Committee will approve the five-year plan and submit it to the Mayor. In July, the five-year plan and 2006 budget will be presented to the Planning Commission for review. In August, the Council will review the plan and budget.

No report was given on the **Capital Plan** for Streets, Drainage, MIP Projects.

The next item discussed was the **5th Street/St. Cloud** intersection traffic signal. It was reported the Council approved a traffic signal for this particular intersection, suggesting an idol traffic signal located at LaCrosse/Philadelphia be relocated; and requested the Public Works Department identify the costs associated with the removal and installation of this signal. Public Works Director Jablonski reported an estimated \$80,000 would be needed to relocate the signal and suggested there may be funds available in the five-year plan and no projects would need to be reprioritized. Preston reiterated concerns expressed about this signal being installed at the crest of a hill and traffic advancing down a hill to the signal. Jablonski explained that advance warning signs would need to be installed advising motorist of the signal. Project Manager Coon reported work on the 2005 plan remains incomplete until confirmation is received from the Finance Department on remaining balances.

Operations Management Engineer Johnson addressed the **roof repair schedule** for City-owned government buildings. Johnson handed out a picture showing the deteriorating roof condition of Dakota Middle School and explained that a single-ply membrane was applied to the roof. He explained that this type of roof material tends to shatter and when the material fails, it fails totally and there is no evidence of what causes these types of roof membranes to fail. Johnson reported this type of membrane was applied to the Library roof, as well as a number of other roofs on City-owned government buildings. He reminded the Committee that funds had been allocated for a roof replacement project for the Library, but later reallocated to address the Library AC repairs. He reported the Library roof was installed in 1986. He suggested \$180,000 - \$190,000 to replace the roof membrane on the Library. Johnson also reported the roof on the Main Fire Station was failing and suggested this roof is in worse condition than the Library roof and estimated \$120,000 was needed to replace the roof on the Main Fire Station.

Johnson reported the total number of City-owned government buildings and square footage of roof space, suggested all will not qualify for CIP funding, and all roofs will not need to be replaced but only repaired. He suggested that from a standpoint of a total dollar amount, \$400,000 would be needed on an annual basis to address repairs and replacement of roofs. He suggested \$140,000 be available from Capital Improvements, annually. He pointed out the large new structures recently built by the City will not need roof replacements for at least ten years.

Johnson indicated he would have a complete report on a roof replacement schedule for the March 2005 CIP Committee meeting.

Preston pointed out the Government Building Report must be finalized in March and the roof replacement schedule could be included at that time. Preston also pointed out that in addition to the Library roof, it was reported Fire Station #1 and Fairmont Blvd Station #4 needed to have the roofs replaced. Johnson responded that an estimate of \$20,000 was needed for the Fairmont Blvd Station #4 and explained the roof material is a single tab shingle that appears to be coming up in some areas. Johnson indicated the roof may only need to be repaired rather than replaced at this time.

Preston also pointed out the Equipment Maintenance Shop at the Parks has been delayed time after time. Parks & Recreation Director Cole suggested the City consider a depreciation schedule on all government buildings and the money put aside each year for these types of capital projects. Responding to a question from Alderman Chapman, Johnson explained a typical warranty on a roof replacement is ten years.

There being no further business, the meeting adjourned at 10:41 A.M; and it was noted the next scheduled meeting was set for February 18, 2005 at 10:00 A.M.