

CAPITAL IMPROVEMENTS COMMITTEE  
MINUTES  
February 18, 2005

Finance Officer Jim Preston called the meeting to order at 10:00 a.m. with the following members present: Alderman Ron Kroeger, Alderman Karen Olson, Alderman Jean French, Parks and Recreation Director Jerry Cole, Community Planning Coordinator Patsy Horton, and Public Works Director Dirk Jablonski.

Also present were City Attorney Jason Green, Assistant Public Works Director Ted Vore, Parks Division Manager Lon Van Deusen, Operations Management Engineer Rod Johnson, Terri Davis and Carlos Ramirez from the Library, and Administrative Secretary Donna Winter.

Jablonski moved, second by Olson to **approve the minutes** of January 21, 2005. Motion carried.

City Finance Officer Preston explained that he was unable to present **financial reports** for 2005 as the Finance Department is still wrapping up FY2004.

Ted Vore handed out the 2004 **Capital Plan** Carryover for Streets, Drainage and MIP Projects. Vore stated that Dan Coon has proposed this is a planning document and they are asking for an extension to the March meeting because they need the decisions that will be coming from the 2012 Committee before finalizing the budget amounts. In March they will bring forth the CIP Plan and will have maps of the projects they plan designated by precinct. Vore reviewed some of the projects listed under the 2004 Capital Plan carryover. Preston stated these are the carryovers that Coon has proposed. Kroeger made motion to continue, second by French. Motion carried.

Van Deusen reported the **cemetery fence** on Sheridan Lake Road and along Flormann Street has been completed. The last section they would like to consider doing is the sidewalk and fence along the eastside of Mt. View. The estimate for completing 1800 feet of sidewalk along Mt. View is \$50,000. Estimate for the fence and sidewalk work is about \$81,300. Van Deusen stated that the labor portion is in 2005 budget using Parks Department employees in the fall. Cost of the fence is approximately \$31,000. Preston proposed moving to Item 5 to see how we stand financially, and then look at the government buildings five-year plan--to see how this project would fit into everything else that we've got outlined. Kroeger agreed.

Preston went over the CIP Cash Flow Analysis **spreadsheet** dated as of 12/31/2004. According to figures prepared by Coleen Schmidt, 2004 actual cash figures we had \$5,402,740. The five-year plan did not include DCA charges for government buildings so we have to remove the \$133,000. Typically, we put

\$350,000 in there for contingency. We are currently projecting that we had \$1,469,344 at the end of 2004. Carryover is not attached because it will not be completed until Coon, Schmidt and Preston have a chance to reconcile the differences in what has been carried over, and what was actually spent.

Preston passed out the **Government Buildings Five-Year Plan** and explained the CIP Budget Schedule. Today we will review spreadsheet and allocate funds. At the next CIP meeting on March 18<sup>th</sup>, we will review the five-year plan and the proposed FY2006 budget for Streets and Drainage, Parks and Government Buildings. The five-year plan will be approved by the CIP Committee in April and submitted to the Mayor in May. The Planning Commission and Council will review the plan in July.

**Motion** made by French to take the Equipment Maintenance Shop Project in the amount of \$400,000 to the 2012 Committee. Motion was second by Jablonski. Cole wondered since we have already started planning that facility, are we going to put it back into the budget if not accepted as a 2012 project. Discussion continued. Kroeger explained there has already been brought forth about 20 projects and pointed out the public does not want that type of project coming out of 2012--that's why we have a CIP plan and funding. Green said the next round of information meetings for 2012 is February 22 and 24<sup>th</sup> and those meetings will be the last times to consider new projects for 2012. Preston reminded the committee they had \$350,000 for contingency in the CIP and this would be something to fall back on and we wouldn't want to be tapping the contingency for other projects until we find out about the 2012 funding option.

The **Library** handed out an information sheet on three projects to be reviewed by the CIP Committee. Terri Davis submitted a handout explaining the requests. Number one item would be replacement of the roof on the main building at a cost of about \$200,000; number 2, to reconfigure the library's remaining 20-year-old HVAC controllers to a digital system, estimated to be \$17,000 and #3 Acoustics, estimated at \$30,000-\$50,000. Johnson pointed out that the Library could apply for a 50/50 grant for energy savings through the Library Board. Jablonski explained there is legislation that allows municipalities to pay for improvements (HVAC) with the savings from the improvements. The committee felt they are unable to fund these items at this time and thanked Davis and Ramirez for their request and encouraged them to get input from Rod Johnson for cost savings, applying for the grant and also check on any legislation that may be helpful.

**Substitute motion** made by Cole to ask staff to take Golf Maintenance Facility and Maintenance Shop to 2012 Committee next Tuesday as separate projects. Second by French, motion carried.

Preston requested to change the FY2005 government building total to \$1,377,426 to reflect carryover and DCA charges. Preston proposed that the

following changes be made to Government Building Five-Year Plan for FY2005 to reflect DCA charges and carryover:

Public Safety Building: Increase the amount from \$450,000 to \$702,820  
Cemetery Road Paving and Irrigation: Change from \$35,000 to \$70,000  
Equipment Maintenance Building: Change from \$400,000 to a figure which will balance the total at \$1,377,426  
Cemetery Fencing: Increase amount to \$36,879  
Canyon Lake Drive and Sheridan Lake Road: Change to \$70,000  
Library A/C Repairs: Change to \$7,915  
Milo Barber ADA Upgrades: Change to \$15,831

All proposed changes will be brought back to the CIP Committee on March 18<sup>th</sup>.

Jablonski made a **motion** to make the adjustments from the \$400,000 under Parks for the Equipment Maintenance Shop Building, second by Olson. Jablonski explained that if the 2012 request for funding is not approved then the request can be brought back before the CIP Committee. Motion carried.

**Motion** made by French, seconded by Olson and carried to replace \$72,000 with \$200,000 for the roof. Motion carried.

Other Items:

French had a question about a **drainage** issue--**Black Fox to Wisconsin**. Vore said this was reported at a previous CIP meeting. Vore will check his file and get back to French. (Place on next CIP meeting agenda).

There being no further business, the meeting adjourned at 11:30 a.m. and it was noted the next scheduled meeting was set for March 18, 2005 at 10:00 a.m.