

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

MAY 20, 2005

City Finance Officer Jim Preston called the meeting to order at 10:00 A.M. with the following members present: Mayor Jim Shaw, Aldermen Tom Murphy, Karen Olson and Malcom Chapman; Planning Commission Members Scott Nash and Gary Brown; Committee Members Growth Management Director Marcia Elkins and Parks & Recreation Director Jerry Cole. Others present included Operations Management Engineer Rod Johnson, Fire Chief Gary Shepherd, Police Chief Craig Tieszen, Accounting Coordinator Tracy Davis, Library Director Greta Chapman, Facility Maintenance Carlos Ramirez, Ray Summer, Executive Director for the Journey Museum and Administrative Assistant Jackie Gerry.

Elkins moved, second by Olson and carried to approve the **Capital Improvements Committee minutes** of April 15, 2005.

City Finance Officer Preston reviewed the **Financial Reports** covering the expenditures through April 30, 2005; noting 2004 monies not spent is carried forward because projects may have been bid late and all construction funding is carried forward; projects were designed in 2004 for construction in 2005; projects did not proceed as planned; and projects completed under-budget, the unused funds were carried forward. Preston noted the carryover for the Omaha Beautification; and responding to a question from Mayor Shaw, Operations Management Engineer Johnson explained the carryover is for project design. Mayor Shaw expressed concern about the Omaha project perceived to be completed, but areas of the park remain unsightly. Johnson reminded members that the City presented a stormwater project before the 2012 Committees; this project extends through the park. Johnson also mentioned a water project slated for this area that must go through the 11619 process. In reviewing the Park and Recreation report, Alderman Olson questioned the amount appropriated for parkland acquisition. Parks and Recreation Director Cole indicated this is for no specific location. In reviewing the Government Buildings, Mayor Shaw questioned the Cold Storage and was told it is an unheated storage structure for the Street Division.

City Finance Officer Preston reviewed the **Capital Plan for Streets, Drainage, MIP Projects** pointing out funds were transferred from 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>, 6<sup>th</sup> and 7<sup>th</sup> Streets reconstruction, Kansas City to Omaha to Kansas City Street, 5<sup>th</sup> to 8<sup>th</sup> Streets for an increase of \$62,000 to reflect actual Professional Services Contract; and explained the notation of Professional Services is to reflect project or construction management costs. Preston explained that at Council direction, Enchantment Road drainage repair project was added for an estimated \$33,250. Responding to a question from Planning Commission member Nash, Johnson explained the consultant selection process and negotiated fees. Preston reviewed the Capital Plan Summary of project totals versus budgets for May, 2005 and the 2005 Capital Plan; and responding to a question from Mayor Shaw explained the summary sheet depicts drainage in CIP dollars and indicated that drainage fees are not reflected in this report. Chapman moved, second the Murphy and carried to approve the Capital Plan for Streets, Drainage, MIP Projects for May, 2005.

Parks and Recreation Director Cole presented the Advisory Board's recommendation to fund the **ISTEA Fairgrounds Bike Path Improvements project**, explaining the money must be allocated from the current year's budget. Cole explained that the Board recognized the Grandview Tennis Courts are not used for the intended purpose and recommends the \$25,000

allocated for the neighborhood tennis court reconstruction project be appropriated to the ISTEA project, with the remaining \$5,000 being allocated from the Parks and Recreation contingency fund. Responding to a question from Alderman Olson, Cole explained there are two tennis courts on school property that are maintained by the City. Olson moved, second by Murphy and carried to approve the Parks and Recreation Advisory Board recommendation to reallocate \$25,000 from the 2005 Grandview Tennis Court project and \$5,000 from the Parks & Recreation 2005 Contingency fund to be used as matching funds for the Fairgrounds Bike Path Improvements ISTEA Project.

Ray Summer, Executive Director for the **Journey Museum presented a request for \$30,000 for a facility caulking project.** Summers explained the scope of the project as removing, disposing and replacing exterior caulking material around exterior walls, doors, windows, and building base; and removing, disposing and replacing backer rods as needed. Summers reported this is a caulking project that should be done every seven to eight years; and a mitigation caulking project was completed last year. He also reported structural leaks at the present time. Summers indicated the Journey sought bids for a project, but they exceed the available funds. Summers provided a copy of the bid submitted by Jones Caulking & Tuck Pointing, Inc. Preston suggested, because this is a City-owned building, the City should consider the request for funding. Alderman Murphy suggested a budget be setup, and each year funds be set aside to address the caulking project every eight years. Operations Management Engineer Johnson suggested this facility also be included in the City's roof maintenance plan. Growth Management Director Elkins questioned whether is facility caulking project could not be considered routine maintenance; and indicated this project may not comply with City's ordinance on capital expenditures. Elkins asked for a clarification from the City Attorney's Office. Murphy moved, second by Chapman to approve the expenditure of up to \$30,000 from CIP contingency for Tuck Pointing of the Journey Museum, contingent upon whether it is eligible for funding under the Ordinance. Motion carried with Elkins voting NO.

Operations Management Engineer Johnson reminded the Committee that \$70,000 was allocated for the **Sheridan Lake Road irrigation project**; and explained that staff's current work load will not permit the time needed to design this project. At the last meeting he asked for permission to solicit proposals to design the irrigation project and include a landscape design of the area. Johnson indicated the proposal is \$10,000 and includes the \$2,500 for the landscape. Johnson suggested looking for other funding sources, such as grants, to address a landscaping project in this area. Johnson explained the scope of the irrigation projects and pointed out the three to four existing systems that will tie into the new irrigation system. The installation of the irrigation system is slated for a fall construction timeframe. Johnson reported the sidewalk construction is nearing completion. Elkins, responding to a question from Planning Commission member Nash, explained that it is permissible to design an irrigation system without a landscape design, but suggested an irrigation system design depends on the landscape. Elkins moved, second by Olson and carried to allocate \$2,500 from CIP Contingency to add to the \$70,000 Sheridan Lake Road irrigation project.

Upon a request from Fire Chief Shepherd, Elkins moved, second by Nash and carried to continue the **Fire Department facilities discussion** to the June 17, 2005 CIP meeting.

Parks and Recreation Director Cole brought forward for discussion the **Parks equipment/maintenance building and the Golf Course equipment/maintenance building**, explaining that currently equipment is being stored outside in the elements. Cole noted the

Parks facility is included in the CIP 2005 Government Buildings budget at \$138,981 and the golf course facility is to be included in 2006. Cole indicated these facilities were presented before the 2012 Committees, but were turned down for consideration. Johnson explained these facilities are 7,000 to 8,000 SF and to be insulated, include bathrooms, locker rooms, workbenches, hoists, etc., and will store materials and equipment; and estimated to cost \$750,000 each. Elkins moved, second by Olson to include the golf course equipment/maintenance building in YR 2006 of the Five Year Plan under the buildings line items. JP pointed out the 2006 plan includes a building for the golf courts at \$375,000. Substitute motion was made by Chapman, second by Olson and carried to review the Government Buildings Five Year Plan at the June 17, 2005 CIP meeting.

Police Chief Tieszen requested \$27,000 from CIP Contingency for a **Public Safety Building waterproofing project**. Tieszen reported problems with surface water runoff leaks in the plaza area between the PSB, courthouse and jail complexes. He explained the intent is to extend the water proofing from the construction area to energy plant on the west-side of the PSB. Elkins moved, second by Olson and carried to allocate \$27,000 from CIP Contingency for a Public Safety Building waterproofing project.

Planning Commission member Gary Brown reported **problems at the Visitor Information Center** with settling sidewalks, concrete areas and building structural deterioration. Brown explained existing soil conditions are creating these incidents. He also reported minor accidents that have occurred with visiting tourists. Brown reported meeting with City staff, Scull Construction and FMG Engineering over these problems. Murphy suggested short-term remedies were in order to avoid any further accidents. Elkins moved, second by Murphy and carried that the CIP Committee request the Public Works Department to inspect the VIC site and report to the Public Works Committee on recommendations for improvements at the VIC.

Library Director Greta Chapman gave a brief **update on the damage to the library roof** during the recent snow storm, reporting \$2,000 to \$2,500 in damage to library materials; and expressed concern about another storm and potential loss of more library material and office equipment.

Operations Management Engineer Johnson reported the City is preparing to replace roofs on the library, transportation center, main fire station and water treatment plant; and explained three of the roof replacement projects are eligible for CIP funding and the library is budgeted for this year. Johnson asked to interview and get consultants to put together these projects, beginning with the library. Johnson indicated these projects are in excess of \$50,000 each and will require bidding. He reported the earliest date possible to replace the library roof is later in the year. Responding to a question from Preston, Johnson explained the cost for a consultant must be included when putting a project on the list. In response to a question from Elkins, Johnson explained the design cost is \$20,000 to \$30,000. Preston and Elkins indicated the library is a priority and suggested moving forward with the library roof project. Elkins moved, second by Murphy and carried to continue the Milo Barber Transportation Center, Fire Station #1 – Main, and Water Treatment Plant so as to obtain a better cost estimate.

There being no further business meeting adjourned at 11:43 A.M; and it was noted the next scheduled meeting was set for June 17, 2005 at 10:00 A.M.