

CAPITAL IMPROVEMENTS PROGRAM COMMITTEE MINUTES

City of Rapid City, South Dakota
C/SAC – 3rd Floor, West Conference Room
10:00 A.M., Friday, April 15, 2011

Finance Officer Pauline Sumption called the meeting to order at 10:00 A.M. with the following committee members present: Aldermen Deb Hadcock, Aaron Costello, Ron Kroeger, Bill Waugh and Gary Brown; and city staff: Acting Growth Management Director Patsy Horton, Public Works Director Robert Ellis and Parks and Recreation Director Jerry Cole. Others present included: Chief Accountant Tracy Davis, City Engineering Dale Tech, Compliance Specialist Toni Broom, Fire Chief Mike Maltaverne, Library Director Greta Chapman, Landscape Designer Randy Lyons and Administrative Coordinator Sharlene Mitchell.

Motion was made by Costello, second by Brown and carried to **approve the minutes** of the March 18, 2011 meeting.

Davis presented the March 31, 2011 **Financial Reports** and provided a brief review of the funding expended during the first quarter of FY 2011.

Broom presented the **Capital Plan for Streets, Drainage, MIP Projects** and provided a brief review of the funding expended for streets and drainage, the Cambell Street professional services and the E St Francis Street alley storm sewer bid award. Broom reviewed the Five Year Plan noting the adjustments for the E North Street engineering costs, the incorporation of the Staton Place project into the West Chicago Street project and the addition of the Jackson Boulevard utilities construction administration fees to FY 2014. Motion was made by Waugh, second by Costello and carried to acknowledge the Capital Plan for Streets, Drainage, MIP Projects.

Sumption presented the **spreadsheet for review and allocation of funds to Parks, Government Buildings, and IT**. Cole presented the Parks and Recreation Five Year Plan noting that the Board has recommended reallocating funding for specific projects. Cole indicated that the reallocation would have a future impact on the Five Year Plan. Sumption presented the Information Technology (IT) Five Year Plan noting that all unidentified funding has been placed in the Contingency line item. Sumption indicated that the IT plan would be expanded to include \$150,000 Contingency funding for FY 2016. Sumption stated that the Department Heads were requested to provide project recommendations noting the available funding for fiscal years 2012, 2013 and 2016. Sumption presented the project recommendations and corresponding funding requests received for the CSAC facility, the Library, Parks & Recreation and the Fire Department. Tech recommended increasing the CSAC facility allocation from \$100,000 to \$200,000. Chapman addressed the replacement schedule for the Library noting that the carpet replacement has been deferred for four years. Chapman indicated that the main floor windows date from 1972 and are in need of replacement due to the loss of insulating gas and broken/missing ventilation sliders. Chapman requested funding in FY 2012 to replace carpet and FY 2013 to replace windows. Hadcock requested that the committee be provided with a list of the proposed projects and requested funding amounts. In response to a question from Kroeger, Sumption addressed the information provided to the Department Heads with regard to project recommendations and the responses received. Discussion followed regarding the project recommendations and available funding. Hadcock moved, Costello second to continue the item to the May 20, 2011 meeting to allow staff additional time to submit project recommendations including funding amounts and funding year. Costello indicated that it would be beneficial to have a list of projects and funding amounts to review. Motion carried.

Sumption presented the **Five-year Plan and FY2012 budget** for review. Sumption indicated that approval of the Five Year Plan will allow presentation to the mayor for incorporation into the FY 2012 budget process. In response to a question from Hadcock, Sumption reviewed the financial status of the Government Buildings, Parks & Recreation, IT and Streets, Drainage and MIP Projects Five Year Plans. Kroeger moved, Waugh second and carried to approve the Five-Year Plan and FY2012 budget and authorize submission to the Mayor for incorporation into the FY2012 budget process.

Cole presented the request to **Approve reallocation of Parks and Recreation Funds** as follows: a) Allocate \$20,000 from Contingency Fund to Vickie Powers Park Shelter Project; b) Allocate \$64,000 from Contingency Fund to Leonard Swanson Pathway Upgrades; and, c) Allocate \$400,000 from Memorial Park Improvements to Rapid City Greenway Trails project. Cole indicated that the Rapid City Greenway project provides improvements to the bike paths at the School of Mines, Fairgrounds and Founders Park. Cole presented the Federal Highway Administration classification of Founders Park as a multiple use facility and the resulting changes to the match requirements for the Rapid City Greenway grant. Cole indicated that the Board is recommending the reallocation from the Memorial Park project to facilitate completion of the Rapid City Greenway project. Motion was made by Brown, second by Hadcock and carried to approve the reallocation of Parks and Recreation Funds as follows: a) Allocate \$20,000 from Contingency Fund to Vickie Powers Park Shelter Project; b) Allocate \$64,000 from Contingency Fund to Leonard Swanson Pathway Upgrades; and, c) Allocate \$400,000 from Memorial Park Improvements to Rapid City Greenway Trails project.

Ellis presented (No. PW122810-03) the project for that **portion of 38th Street between Beckman Drive and Range Road** referred to the committee from the January 3, 2011 Council. Ellis indicated that staff has reviewed and evaluated the project. Ellis indicated that at present the project does not warrant placement on the Five Year Plan and recommended that it be placed on the Future Consideration List or funded from the .16 funds should it meet project criteria. Motion was made by Hadcock, second by Brown and carried to place the portion of 38th Street between Beckman Drive and Range Road project on the Future Consideration List.

Ellis presented the **South Valley Drive Extension** project noting that the area has recently been annexed into the City. Ellis addressed the life safety issues with the single access and presented the project to provide a secondary access from the south end of South Valley Drive to Elk Vale Road. Ellis indicated that the \$180,000 project would provide a rural ditch section two lane paved roadway. Ellis requested approval of the project to allow a secondary access to address daily traffic flows and life safety issues. Motion was made by Brown, second by Hadcock to approve funding for the South Valley Drive Extension project in the amount of \$180,000 from the Streets, Drainage and MIP Contingency fund. In response to a question from Hadcock, Ellis indicated that the project site was not included in the Minnesota Street Tax Increment District boundaries. Sumption indicated that the Minnesota Street district boundaries would be reviewed to determine if the project site is included. Ellis advised that the City has received a verbal commitment from Zandstra Construction to perform the grading which would reduce the construction costs. In response to a question from Kroeger, Ellis addressed the topographic issues impacting the street design noting that proposed alignment will provide connection to the future Minnesota Avenue and then to Elk Vale Road. Motion carried.

Sumption reviewed the **CIP Budget Schedule** noting that the budget will be presented to the Mayor. Sumption stated that the 2012-2016 Capital Improvement Plan – Five Year Plan will be presented to the Planning Commission at their April 21, 2011 meeting.

Cole presented the **2011 Parks/Recreation Facility Partnership Fund Recommendations** noting that requests for the \$50,000 funding totaled \$153,760. Cole addressed the criteria used to evaluate the requests. Cole presented the funding recommendation of the Parks and Recreation Advisory Board. In response to a question from Hadcock, Cole indicated that all entities must provide 50% match in cash, labor or materials. In response to a question from Hadcock, Cole addressed the YMCA improvements to the LaCroix golf course. In response to a question from Sumption, Cole indicated that the unallocated funds would be held as contingency should any of the approved projects need additional financial assistance. Motion was made by Waugh, second by Hadcock and carried to approve the recommendations for the 2011 Parks/Recreation Facility Partnership Fund as follows:

\$14,999.00	Storybook Island (Sidewalk Improvements)
\$11,144.00	Harney Little League (Backstops)
\$3,864.00	Lions Club (Nature Park Phase II)

\$2,477.00	Kiwanis/Mary Hall Park (Phase II Irrigation)
\$8,676.00	Rapid City Softball Association (Guard Rails)
\$5,000.00	Black Hills Pony League (Fencing)
<u>\$3,840.00</u>	Contingency
\$50,000.00	Total

There being no further business, motion was made by Waugh, second by Costello and carried to adjourn the meeting at 10:33 a.m., and it was noted that the next scheduled meeting is Friday, May 20, 2011 at 10:00 a.m. in the CSCA, 3rd Floor West Conference Room.