

## CAPITAL IMPROVEMENTS PROGRAM COMMITTEE MINUTES

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

Assistant Finance Officer Mary Floto (proxy) called the meeting to order at 10:00 A.M. with the following committee members present: Aldermen Gary Brown, Jordan Mason, Bonny Petersen and Ritchie Nordstrom; and city staff: Acting Public Works Director Dale Tech, Growth Management Director Brett Limbaugh and Parks and Recreation Director Jerry Cole; and the following members arrived during the course of the meeting: None; and the following were absent: Dave Davis, John Brewer and Eric Christianson.

Others present included: Chief Accountant Tracy Davis, Compliance Specialist Amber Sitts, IT Officer Russ Tiensvold, Community Planning Coordinator Patsy Horton, Administrative Coordinator Sharlene Mitchell and Alan Platt.

Motion was made by Mason, second by Petersen and carried to adopt the agenda.

Motion was made by Brown, second by Tech and carried to **approve the minutes** of the June 17, 2011 meeting.

Davis presented (CIP071511-01) the **Financial Reports** and reviewed the funding changes to the Street, Drainage and MIP spreadsheet.

Tech presented (CIP070511-02) the **Capital Plan for Streets, Drainage, MIP Projects** and addressed the changes in project funding due to changes orders. Tech called attention to the reallocation of funding to the bridge maintenance line item for the Hoefer Street bridge project. Tech identified the projects move to FY 2013 to avoid conflict with the Department of Transportation Jackson Boulevard project. In response to a question from Brown, Tech indicated that only city funded projects are reflected in the CIP program noting that State projects are addressed under the urban system funding source. Tech addressed the relationship between the fiscal status of the Five Year Plan, the current revenues and the conservative nature of the plan. In response to a question from Brown, Tech addressed the plan prioritization process and the manner in which “future consideration projects” are reviewed and incorporated into the plan. In response to a question from Petersen, Tech addressed the manner in which “future consideration projects” would be incorporated should additional funding be allocated to the plan. In response to a question from Mason, Tech indicated that the funding programs of Sioux Falls and Rapid City are equitable noting the fiscal constraints of plan. Tech indicated that a study has not been conducted on how other cities/communities fund their street maintenance programs. In response to a question, Limbaugh indicated that the prioritization process he has experienced with other communities is similar to Rapid City process. In response to a question from Brown, Tech indicated that he would be willing to provide a presentation to the Council on how project priorities are established. In response to a question from Nordstrom, Tech reviewed the project coordination conducted by the City and State to minimize conflicts and grid lock. Tech encouraged maintenance of the street network as it represents the City’s single largest investment. In response to a question from Nordstrom, Tech reviewed the maintenance program noting that crack sealing is done under contract. Tech indicated that the goal is to provide maintenance on every street every ten years. Discussion followed regarding the adequacy of the annual funding allocation for street rehabilitation/repair and reconstruction. In response to a question from Mason, Tech addressed the manner in which maintenance costs are calculated. Motion was made by Brown, second by Nordstrom and carried to approve the Capital Plan for Street, Drainage, MIP Projects report.

Alan Platt, executive director, presented the request for (CIP070511-03) **Installation of Automatic Door at Minneluzahan Senior Citizen’s Center**. Platt addressed the double door entrance to the building noting that the automatic door system is required to meet the needs of the patrons that utilize the center.

Platt stated that the project will utilize the existing doors in combination with wireless switches. Platt indicated that the bids are totally inclusive noting that this would be a safety improvement to a public building. In response to a question, Davis addressed the status of the Government Buildings fund noting that the project could be funded from CIP Contingency. In response to a question from Mason, Cole stated that the lessee is usually responsible for daily maintenance with the lessor responsible for structural improvements. Cole stated that this would be a City responsibility as it is a structural upgrade that will remain with the building. Motion was made by Petersen, second by Mason to approve an amount not to exceed \$5,414.89 from CIP Contingency for the Installation of Automatic Door at Minneluzahan Senior Citizen Center project for the lowest bid that includes the wireless entry switch. Discussion followed regarding the use of wireless switches and the balance of the Contingency fund. Motion carried.

Cole presented the request for (CIP070511-04) **Reallocation of CIP Parks and Recreation Funding** for the guard rails at the Star of the West Sports Complex. Cole requested that an additional \$1,800.00 be allocated to the guard rail project. Cole addressed the purpose of the Parks/Recreation Facility Partnership Program noting that funding is allocated to the program from the Parks CIP fund. Cole indicated that the \$1,800.00 would be funded from the Partnership program allocation. Motion was made by Tech, second by Brown and carried to approve an additional \$1,800.00 allocation to the Parks/Recreation Facility Partnership Program Star of the West Sports Complex guard rail project for a total project allocation of \$10,476.00.

#### Other

Petersen asked if there are other City owned buildings that require the automatic door system upgrades. Cole indicated that the City maintains an ADA Building report noting that inspections are conducted on an annual basis. Cole indicated that deficiencies are addressed annually. Cole addressed the ADA upgrades being completed to the Dinosaur Park concessions building. Cole indicated that the report is retained by the Mayor's Office.

Nordstrom requested that a draining discussion item be added to the August agenda. Tech indicated that he would visit with Nordstrom prior to the August meeting.

Horton questioned the status of the IFAS upgrade noting that purchase of the permitting module is contingent upon purchase of the financial module. Tiensvold indicated that the IT funding in the CIP program is identified for the permitting system. Tiensvold stated that the funding source for the IFAS upgrade has not been identified at this time noting his work with the vendor to provide an on-site demonstration.

#### Adjourn

There being no further business, motion was made by Brown, second by Mason and carried to adjourn the meeting at 10:41 a.m., and it was noted that the next scheduled meeting is Friday, August 19, 2011 at 10:00 a.m. in the CSCA, 3<sup>rd</sup> Floor West Conference Room.