CAPITAL IMPROVEMENTS PROGRAM COMMITTEE MINUTES
City of Rapid City, South Dakota
C/SAC -- 3rd Floor, East Conference Room
10:00 A.M., Friday, November 18, 2011

Finance Officer Pauline Sumption called the meeting to order at 10:00 A.M. with the following committee members present: Aldermen Charity Doyle, Ritchie Nordstrom, Dave Davis, Jordan Mason and Bonny Petersen; Planning Commissioners: John Brewer; and city staff: Public Works Director Terry Wolterstorff, and Parks and Recreation Director Jerry Cole; and the following members arrived during the course of the meeting: None; and the following were absent: Brett Limbaugh and Linda Marchand.

Others present included: Mayor Sam Kooiker, Assistant Finance Officer Mary Floto, Fire Chief Mike Maltaverne, Captain Karl Jegeris, Officer Ryan Phillips, CDBG Manager Barb Garcia, IT Officer Russ Tiensvold, Administrative Coordinator Sharlene Mitchell and guests Ken Kirkeby and Roger Heacock.

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

Motion was made by Brewer, second by Nordstrom and carried to **approve the minutes** for the October 21, 2011 meeting.

Sumption provided a review of the (No. CIP118111-1) **Financial Reports** noting the changes to the Canyon Lake Water Main Reconstruction, Downtown Traffic Signal Modernization, Street Rehabilitation and the Golf Maintenance Facility projects.

Wolterstorff presented the (No. CIP111811-2) **Capital Plan for Street, Drainage, MIP Projects** calling attention to the East Anamosa Street Extension and Jackson Boulevard Utilities projects. In response to a question from Nordstrom, Wolterstorff indicated that a monthly project update could be provided to the committee. Brewer recommended that the “cone zone” page be expanded to include the CIP project status report. Discussion followed regarding the structure of the information to be displayed on the project status page. In response to a question from Davis, Wolterstorff addressed the relationship between liquidated damages and consultant fees noting that contractors have been known to build liquidated damages into their bids. Motion was made by Doyle, second by Nordstrom and carried to approve the Capital Plan for Street, Drainage, MIP Projects.

Cole presented the request to (No. CIP111811-4) endorse the project submitted by Skyline Drive Preservation, Inc. to **acquire the Olson property** adjacent to Skyline Wilderness Area at a cost of $190,000 and approve an allocation not to exceed $95,000 from the Parks and Recreation CIP Fund to pay for half the cost of this land acquisition. Cole addressed the trail construction project that will begin in 2012 and identified the grant and City funding allocated for the project. Cole advised that the Olson property will provide parking, trail head management, access to the Skyline trail system and connection to other City property. Cole advised that Skyline Wilderness Inc. will raise $95,000 for the project with the City providing the balance of the purchase price. Cole indicated that Skyline Wilderness will give the site to the City noting that the Parks Board unanimous accepted the proposal. In response to a question from Sumption, Cole advised that the funding would most likely be expended in 2012 noting that Skyline Wilderness Inc. is requesting commitment by the Council prior to executing the purchase agreement. In response to a question from Sumption, Cole stated that the $95,000 match will be funded from the Land Acquisition Fund noting that the funds have not been designated for a specific site. Davis indicated that the access street to the three acre site is served by a signalized intersection and will support the increased traffic. In response to a question from Petersen, Heacock stated that Skyline Wilderness fully supports the project and is confident they can raise the $95,000. Cole stated that the site will provide a valuable fire access to the west side of the Skyline Drive hill. Cole indicated that the Public Works Department will develop a hilltop parking lot in conjunction with their water main installation project allowing those funds to be directed into trail construction. Motion was made by Petersen, second by Davis and carried to endorse the project submitted by Skyline Drive Preservation, Inc. to acquire the

Olson property adjacent to Skyline Wilderness Area at a cost of $190,000 and approve an allocation not to exceed $95,000 from the Parks and Recreation CIP Fund to pay for half the cost of the land acquisition.

Brewer introduced the (No. CIP091611-4) **Bike Path Lighting Project** funding proposal. Phillips reviewed the updated project costs noting that with the in-house engineering services and in-kind installation services the only cost will be the purchase of the lights. Phillips advised that the lighting contractor has reduced the price per light to $5,500. Sumption advised that due to the total project cost the project must be let for bid. Phillips stated that GenPro has indicated that they will provide the in-kind installation regardless of the outcome of the bid award. Sumption clarified the bid process noting that all project funds, including the donated and grant funds, must be remitted to the City and the City will process the bid, manage the project and pay the bills. In response to a question from Petersen, Phillips indicated that the quoted camera price did include installation. Brewer outlined the direction provided by the subcommittee noting that he and Ken Kirkeby will co-chair the "Light the Night" fund raising campaign, Dawn Claymore will handle the media campaign and Barb Garcia will handle the grant applications. Brewer stated that the public PSA commercials would appeal to the public for donations with the subcommittee approaching specific individuals for larger donations. Brewer recommended using the Streets Crime Unit as the face of the campaign with fund raising to be completed by February 2012 and the project installed by June 2012 to coincide with the Flood Commemoration. In response to a question from Petersen, Garcia indicated that the grants being sought are from private foundations. Sumption outlined the CIP contingency available in 2011 and 2012. Brewer stated that he is confident the committee can raise $100,000 by the February deadline with the City responsibility being approximately $160,000-$180,000. In response to a question from Petersen, Brewer addressed the face to face fund raising and clarified that the City responsibility will increase subject to the success of the grant programs. Cole indicated that he and the Parks Board fully support the project noting the need to identify the annual operating and maintenance costs. Phillips advised that the LED white lights will have a five year warranty. Davis recommended that the practical life of the product also be addressed. Phillips indicated that he would provide information on the annual operation and maintenance costs. In response to a question from Doyle, Sumption advised that she would support committing the balance of the 2011 contingency to the project. Motion was made by Davis, second by Doyle to approve $111,000.00 from FY2011 CIP Contingency for the Bike Path Lighting Project and to request the Mayor to authorize staff to initiate the engineering portion of the project. In response to a request from Nordstrom, Phillips advised that the annual operation and maintenance costs would be included in the council presentation. Sumption advised that prior to letting the project for bid all project funds must be in place noting that the project funding may require review based on the success of the grants and private fund raising campaign. Brewer expressed confidence that the grant funding and private donations would be in place by the February deadline. Wolterstorff addressed the timeline for product delivery and the possible adverse impact to the June deadline. Motion carried.

Sumption provided an (No. CIP111811-3) update on the **Minneluzahan HVAC Project** noting that Minneluzahan has been encouraged to apply for the CDBG funding being set out for RFP. Sumption stated that should Minneluzahan receive funding from CDBG the CIP funding allocated for the HVAC project would revert to the contingency fund and could be reallocated to the Bike Path Lighting Project. In response to a question from Petersen, Sumption addressed the process to allocate contingency funding carry forward to FY2012.

There being no further business, motion was made by Brewer, second by Nordstrom and carried to **adjourn** the meeting at 11:02 a.m., and it was noted that the next scheduled meeting is Friday, December 16, 2011 at 10:00 a.m. in the CSCA, 3rd Floor West Conference Room.