

CAPITAL IMPROVEMENTS PROGRAM COMMITTEE MINUTES
City of Rapid City, South Dakota
C/SAC -- 3rd Floor, West Conference Room
10:00 A.M., Friday, January 20, 2012

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 and Bonny Petersen; Planning Commissioners: John Brewer; and city staff: Public Works Director Terry Wolterstorff, Community Planning and Development Services Director Brett Limbaugh and Parks & Recreation Director Jerry Code; and the following members arrived during the course of the meeting: None; and the following were absent: Jordon Mason and Linda Marchand.

Others present included: Assistant Finance Officer Mary Floto, Chief Accountant Tracy Davis, Compliance Specialist Amber Sitts, Officer Ryan Phillips, Landscape Architect Alex DeSmidt, IT Officer Russ Tiensvold and Administrative Coordinator Sharlene Mitchell and guest Dawn Claymore.

Motion was made by Brewer, second by Doyle and carried to **adopt the agenda**.

Motion was made by Doyle, second by Nordstrom and carried to **approve the minutes** for the December 16, 2011 meeting.

T. Davis reviewed the (No. CIP012012-01) **Financial Reports** calling attention to the expenditures for the Canyon Lake Drive and Frontier Place projects. In response to a question from Brewer, T. Davis advised that the Financial Report reflects the original allocation and actual expenditures. T. Davis clarified that the line item adjustments for the actual expenditures are accounted for by Public Works in the Capital Plan for Street, Drainage, MIP Projects spreadsheet.

Sumption presented the request for additional CIP Contingency Funding for the **Bike Path Lighting Project**. Sumption advised that the additional funding will facilitate bidding the project now noting the June 2012 project deadline. Sumption advised that the Minneluzahan project funds may revert to the Contingency fund subject to the success of the CDBG funding request. In response to a question from Petersen, Sumption addressed the CDBG notification process noting that Minneluzahan has contacted Community Development regarding the project. Motion was made by Brewer, second by Nordstrom to authorize up to \$155,000 from CIP Contingency funding for the Bike Path Lighting Project. Brewer acknowledged Doyle, Phillips and Claymore for their work on the project and thanked the City for their support of the project. Brewer addressed the project PSA and media promotions, the grant received from the Rush Foundation and the positive response received from the community. In response to a question, Sumption advised that the funding expended from the CIP contingency will be adjusted based on the actual donations received. Brewer indicated that the Flood Commemorative Committee has been advised of the intent to have the lighting project completed by their event date. Motion carried

Cole requested \$50,000 from CIP Contingency Funding for the **Dinosaur Park Concession Building** fire insurance deductible. Cole addressed the extent of the damage to the concession building noting that the insurance will cover all costs excluding the deductible. In response to a question from Doyle, Sumption advised that the insurance deductible is a general fund expenditure noting that the Parks Department general fund budget cannot absorb the expense. Discussion followed regarding the assessment of the insurance deductible to the Parks Department general fund budget versus the CIP Parks & Recreation funding. Motion was made by Doyle, second by Petersen to approve \$50,000 from CIP Contingency for the Dinosaur Park Concession Building fire insurance deductible. In response to a question from Brewer, Cole advised that the leasee's insurance coverage is limited to his inventory and equipment. In response to a question from Brewer, Cole addressed the findings of the fire investigation. Discussion followed regarding the funding allocated to the Contingency line item. Sumption advised that funding could be reallocated to the contingency line item subject to the actual donations raised for the lighting project and the award of CDBG funding for the Minneluzahan project. Motion carried.

Cole requested reallocation of \$5,976 from the **Parks & Recreation CIP Contingency to the POS Software Upgrades and VOIP Telephone Conversion** project for Parks and Recreation. Cole advised that the project costs were increased due to the unanticipated cost to pull internet cable to various phone locations. Cole requested reallocation of \$15,000 from the **Vicki Powers Park Shelter Project to the Parks & Recreation Comprehensive Plan Project** to allow the project to move forward. In response to a question from Petersen, Cole addressed the funding saved on the Powers Park project as staff completed elements of the project versus hiring a contractor. Sumption recommended that the reallocation requests be continued to the February meeting to permit finalization of the 2011 year end budgets and confirmation of the carry over balances. Tiensvold suggested utilizing the IT VOIP fund for the Parks Department phone charges. Davis advised that the IT funding would also require finalization of the 2011 year end budgets to confirm the carry over balances. Motion was made by Nordstrom, second by Doyle and carried to continue the Parks & Recreation funding allocation requests to the February 17, 2012 CIP Committee meeting.

There being no further business to come before the committee, motion was made by Nordstrom, second by Doyle and carried to **adjourn** the meeting at 10:19 a.m., and it was noted that the next scheduled meeting is Friday, February 17, 2012 at 10:00 a.m. in the CSCA, 3rd Floor West Conference Room.