

CAPITAL IMPROVEMENTS PROGRAM COMMITTEE MINUTES

City of Rapid City, South Dakota
C/SAC – 3rd Floor, West Conference Room
10:00 A.M., Friday, May 20, 2011

Finance Officer Pauline Sumption called the meeting to order at 10:00 A.M. with the following committee members present: Aldermen Bill Waugh and Gary Brown; Planning Commissioner Doug Kinniburgh, and city staff: Public Works Director Robert Ellis and Parks and Recreation Director Jerry Cole. Others present included: Mayor Alan Hanks, Chief Accountant Tracy Davis, City Engineer Dale Tech, Compliance Specialist Toni Broom, Fire Chief Mike Maltaverne, Battalion Chief Rod Seals, Library Director Greta Chapman, Journey Museum Director Ray Summers, Journey Museum Facilities Manager Gary Hargens, IT Officer Russ Tiensvold and Administrative Coordinator Sharlene Mitchell; Others present: Charity Doyle.

Motion was made by Waugh, second by Brown and carried to **approve the minutes** of the April 15, 2011 meeting.

Davis presented the April 2011 **financial reports** and reviewed the expenditures for debt service and the downtown improvement project.

Broom presented the **Capital Plan for Streets, Drainage, MIP Projects** as of May 20, 2011. Broom addressed the increased construction activity including contracts signs, bid awards and project finalizations. Broom presented the Five Year Plan noting the realignment of the Mt Rushmore Road project funding to coordinate with the Department of Transportation project scheduling. Motion was made by Waugh, second by Brown and carried to acknowledge the Capital Plan for Streets, Drainage, MIP Projects report.

Sumption presented the **Review of the spreadsheet and allocation of funds to Parks, Government Buildings, and IT** noting that the funding allocation for the Parks funding and the non-programmed IT funding placed in contingency. Sumption presented the staff funding requests for Government Buildings and the additional funding request from the Library. Sumption stated that the spreadsheet reflects the funding amount and year requested by the submitting staff. Sumption addressed the availability of contingency funds.

Cole addressed the safety issues associated with changing light bulbs at the swimming pool and requested \$20,000 to upgrade the light bulbs and ballast in the swim center. Cole stated that during the winter months the loss of lighting becomes a safety issue during the evening hours. Cole indicated that upgrade of the lighting bulbs and ballast would also be an efficiency upgrade.

Cole presented the request to convert the ice arena lighting from halogen bulbs to LED bulbs. Cole indicated that the conversion would cost \$20,000 with a three year projected payback in energy savings. Cole indicated that this project would be classified as an efficiency item.

Summers presented the request to repair a 1,000 square foot section of the museum front parking lot noting that the damage is a result of the high water table in the area. Hargens indicated that the bid proposal will remove and repair the failing 1,000 square feet of parking lot and fill other cracks in the asphalt with hot tar. Hargens indicated that the bid has not been received at this time but is anticipated to be approximately \$21,000. Summers indicated that the parking lot repairs are scheduled for FY 2012.

Summers presented the reoccurring maintenance of the polished concrete slabs which lay against the building façade. Summers addressed the manner in which the slabs adhere to the building and the need to replace the caulking on a 7-8 year timeframe. Summers indicated that the anticipated cost of the maintenance will be approximately \$25,000 noting the inspection of the support bars that is performed in conjunction with the maintenance work.

Tech addressed the funding that has been requested for CSAC building upgrades as identified by Buildings & Grounds. Tech indicated that additional funding will be required within the next 2-3 years to facilitate additional upgrades such as the lighting system.

Cole presented the funding request for the upgrade and repair of the Parks & Recreation facilities parking lots noting the annual budget allocation for parking facilities and the city bike trail. Cole indicated that the funding scheduled for FY2012 and FY2013 will not fully address the problems noting that 2012 funding is also being considered. Cole provided photos documenting the current condition of various parking lots noting that the original construction placed asphalt directly on ground material versus a compacted base. Cole addressed the cost to patch, crack seal, mill overlay and reconstruct the parking lots.

Chapman presented the request to replace carpeting and windows at the library noting that the windows are not addressed in the Public Works energy review. Chapman called attention to the additional request for carpeting replacement in FY 2014 and FY2016.

Maltaverne addressed the demolition and removal of the existing asphalt driveways for Fire Stations #1 and #5 including new base course and new asphalt. Maltaverne indicated that the present failure is due to the concentrated use by the large fire apparatus. Maltaverne presented the estimated costs at \$300,000 for Fire Station 1 and \$117,000 for Fire Station 5 noting the priority of Station 5. Maltaverne requested \$50,000 to fund an assessment and conceptual design for interior upgrades of Fire Station 1 noting the current space and privacy issues of the facility.

Ellis addressed the Capital cost and annual savings for the energy efficiency recommendations noting that the project meet the criteria of a five year or less payback. Ellis addressed the upgrades that will be funded by the associated enterprise fund noting that the remaining upgrades would require funding through the CIP program.

In response to a question from Kinniburgh, Cole indicated that the parking lot estimates include demolition and replacement to the base course. Maltaverne indicated that he was unaware of any life cycle costs studies for concrete and asphalt noting that both materials have been utilized.

Cole advised that the ice arena lighting upgrade is included in the Public Works energy upgrades and is not an immediate need.

Sumption reviewed the impact of the requested funding on the 5 Year Plan. Sumption indicated that contingency funds could be utilized to address the overages noting that this would eliminate funding for other projects. Discussion followed regarding the structuring of the energy efficiency projects within the 5 Year Plan. In response to a question, Ellis indicated that there would be little economy of sale realized by combining the parking lot projects. Cole addressed the estimated cost to replace the Robbinsdale parking lots. Summers addressed the manner in which carpet replacement has been facilitated at the museum. Discussion continued regarding the project placement and funding allocation in the 5 Year Plan.

Motion was made by Waugh, second by Ellis and carried to recommend the addition of the following projects to the 5 Year Plan for the funding sources available:

Project	2012	2013	2016
Public Safety			
Fire Station 5 – Parking Lot	\$117,000		
Fire Station 1 – Parking Lot		\$300,000	
Fire Station 1 – Assessment/ Concept Design	\$8,000	\$42,000	
Parks			

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Parking Lot Maintenance/Repair	\$150,000	\$150,000	\$100,000
Swim Center Lighting	\$20,000		
Public Works			
Energy Efficiency Updates			\$356,000
CSAC-Building Upgrades/Remodel	\$50,000	\$50,000	\$75,000
Journey Museum-Exterior Caulking		\$25,000	
Journey Museum-Parking Lot Repairs/Maint	\$21,000		
Library – carpet replacement	\$24,000		\$49,000
Library – window replacement		\$35,000	

Summers presented the request for **HVAC hardware/software upgrades** noting the estimated cost of \$20,085. Summers addressed the upgrades that have been performed on an on-going basis to the building infrastructure. Hargens addressed the facility air handlers and heat/cooling units noting that the software to control these units is outdated and can no longer be replaced. Hargens indicated that two air handlers are being controlled manually as the computer controls are inoperable. Hargens indicated that the low bidder can replace the electronics without upgrading the wiring and equipment. Summers addressed the need to facilitate the upgrade to insure the maintenance of proper temperature and humidity levels for the care and protection of the numerous museum artifacts. In response to a question from Waugh, Summers addressed the annual funding to the museum and the increased maintenance issues. Summers indicated that the project estimate exceeds the ability to fund from the operating budget noting the impact the project would have on cash reserves needed to carry the facility during the winter months. Discussion followed regarding museum projects which have been funded through the CIP program. Motion was made by Waugh, second by Brown and carried to recommend funding of the HVAC hardware/software upgrades from contingency funding.

Broom indicated that the Five Year Capital Plan was available should anyone need a copy.

There being no further business, motion was made by Cole, second by Ellis and carried to adjourn the meeting at 10:50 a.m., and it was noted that the next scheduled meeting is Friday, June 17, 2011 at 10:00 a.m. in the CSCA, 3rd Floor West Conference Room.