

CIP MEETING
CSAC/Third Floor West Conference Room
February 20, 2004

Finance Officer Jim Preston called the meeting to order at 10:00 a.m. with the following members present: Ron Kroeger, Tom Murphy, Jeff Hoffman, Ethan Schmidt, Ted Vore, Bill Waugh and Alan Hanks.

Also present were City Attorney Jason Green, Engineering Division Manager Dan Coon, Project Manager Randy Nelson, Project Manager Rod Johnson, Street Superintendent Don Brumbaugh, Administrative Assistant Jeri Lynn and Mayor Jim Shaw.

Motion was made by Kroeger, seconded by Hoffman and carried to **approve the minutes** of January 16, 2004.

Preston explained that staff is currently working to prepare the **financial reports** for 2004. They will be presented at the next meeting with footnotes on what funding has been carried forward from FY2003.

Engineering Division Manager Dan Coon presented information to the Committee on the **fund balances for the water and sewer enterprise funds**. The Sewer Enterprise Fund shows a project unencumbered cash reserve in the amount of \$774,613 as of December 31, 2004. This number takes into account known expenses at this time. Similarly, the Water Enterprise Fund shows a projected unencumbered cash reserve as of December 31, 2004 in the amount of \$237,060. As a result, some utility projects will be delayed because of lack of available funding. This will also cause delays in streets projects that include utility work.

Preston presented the following **CIP Budget Schedule**:

February 20, 2004	Review spreadsheet and allocate funds to Streets & Drainage, Parks, Government Buildings and Contingency Fund.
March 19, 2004 *	Review Five-year Plan and proposed FY2005 budget for Streets and Drainage, Parks and Government Buildings
April 16, 2004	Approve Five-year Plan and FY2005 budget; submit to Mayor Shaw
July 22, 2004	Present Five-year Plan and FY2005 budget to Planning Commission for review
July, 2003	Review Five-year Plan and FY2005 Budget with Council

* May conflict with Local Board of Equalization hearings.

Preston added that the CIP Committee is charged with the task of preparing the Five Year plan for the Government Buildings line item. Schmidt asked if the numbers in the five year plans would include an inflationary factor. Preston stated that his understanding is if a project is in the plan for future years, the industry-standard figure would be included in the cost of the project. Hanks suggested that the inflationary cost should be kept separate so that if the project moves forward that portion of the funding

can be removed. It was noted that these figures will be included in the five year plans that are presented for consideration in March of this year.

Preston submitted the **Updated Spreadsheet** for CIP Funds. He noted that there was a considerable increase in the Various Reimbursements Revenue line item because of the revenue the city received for the following projects: LaCrosse/Anamosa intersection (Walmart), SDSM&T (erosion control), Pennington County (44th Street), MJK Subdivision and Pennington Title Company. Preston stated that he feels the CIP Fund is healthy and shows the city is being fiscally conservative. Kroeger stated that the city is growing and costs for infrastructure projects are going up. He stated that something should be changed so that more funding is available for infrastructure projects.

Engineering Division Manger Dan Coon submitted a spreadsheet developed by staff which shows how 2004 projects have been **rescheduled or re-prioritized** due to lack of funding in the utility enterprise funds. He noted that they will continue to work on the schedule for projects in Years 2005-2008. Coon explained that staff is recommending that the West Chicago/44th Street intersection be continued. He explained that the is reluctant to start final design until the questions on land acquisition have been answered. Once the land is available, it will take approximately 3-5 months to prepare final design of the project. If the project is bid in July or August, this intersection would be torn up during the winter months, and because this is a major intersection, it should not be under construction during the winter. Coon explained that staff recommends that this project be bid early in 2005. That would allow construction to begin in the spring and the project would be done before winter.

Regarding the Fairgrounds East Drainage Improvements, Coon explained that Pennington County has indicated they are agreeable to provide funding to pay for their portion of the drainage improvements through the fair grounds. The project will consist of an open channel through the fairgrounds and a box culver under Centre Street. The County will pay for the portion of the channel which will handle historical flows, and the City will pay for the part of the channel required to handle developed follows, as well as the box culvert across Centre Street. Hanks asked if the Centre Street project will move forward now that the drainage project has been identified. Coon indicated he would take this into account when the five year plan is prepared.

Motion was made by Hanks and seconded by Kroeger to approve the changes noted on the spreadsheet entitled Proposed Revisions for 2004 Streets, Drainage, MIP Projects, dated February 19, 2004, with the following amendments: 1) that funding for Project 50261, E. Anamosa Street Extension in the amount of \$524,000 be moved back to 2004; and 2) that funding for Project 50137, West Chicago Reconstruction (44th to Seeaire) in the amount of \$1,154,000 be moved back to 2004. Preston spoke against the motion because the West Chicago project will not be done in 2004 because of right-of-way land acquisition issues. Upon vote being taken, the motion carried with Preston voting no.

The next item discussed by the Committee was a **Salt/Sand Storage Facility** for the Street Department. Project Manager Rod Johnson explained that funding is available for this project in the amount of \$165,000 in 2004 in the Government Buildings Line Item. Brumbaugh explained that the city's supply of salt is mined from a quarry in Kansas and they only mine so much per year. If the weather is bad and we use all our salt, we can't get any more and have to use sand. That presents problems with air quality and the need to pick up whatever sand is put down. Currently, the city does not have storage capacity for a year's supply of salt. Brumbaugh added that current regulations require that a salt/sand storage facility be covered. Johnson explained that the issue before the

Committee at this time is the proposed location for the facility. An analysis was done comparing three sites and the time involved to respond from each location (Street Department, Parks Office on Canyon Lake Road, and a proposed location on Catron Boulevard). Street Superintendent Don Brumbaugh noted that the Parks Office location was used for salt storage at one time and it was very difficult to move about their complex with the Street Department Equipment and still allow the Parks Department staff to get their work done. This location would also require additional equipment to load salt from the stockpile into the sanders. Staff is recommending that the storage facility be built at the Street Department. The proposed facility will be a Quonset type structure with a fabric covering. This is the same type of facility used by the state. No action was taken on this item.

Johnson also presented information on funding for the **Milo Barber Transportation Center Improvements**. In March, 2003, the CIP Committee authorized an expenditure in the amount of \$35,000 for ADA improvements at the Center. Because of time constraints, the project was not done in 2003. Johnson asked if the Council wanted to proceed with this item. Public Works Director Vore reported that he sent an e-mail to the Mayor suggesting that the City look for another location for a hub for the Rapid Transit Program. The program currently has eleven buses and only storage space for part of them. Vore stated that he feels the city should look for a location that would provide storage and a place where staff could wash and maintain the buses. He also noted that the city has an opportunity for the federal government to pay 80% of the costs involved with a storage facility for the Rapid Transit program. The current Milo Barber Center could be renovated and used for another purpose, or torn down and another facility built at this location. The existing structure needs major renovations and Vore stated he doesn't know if that building is worth it. Preston suggested that this item be discussed when the Committee prepares the five year plan for Government Buildings. Hanks added that the city should discuss this issue with the other tenants of the building. Elkins stated that there are issues with federal grants used to construct this building. If the use is changed or the building torn down, the city may be required to repay federal grant dollars. Motion was made by Hoffman, seconded by Elkins and carried to direct staff to proceed with the project as listed on the Memo dated March 14, 2003 from Rod Johnson, with the exception of the concrete repairs (Remove sidewalk and replacement: Main entrance east side and small area west side, \$2,070; New hand rails and repair existing, \$2,000; ADA Items: Automatic door openers, \$9,500; Interior renovations, \$5,000.)

The next meeting of the CIP Committee is scheduled for March 19, 2004 at 10:00 A.M.

As there was no further business to come before the Council at this time, the meeting adjourned at 11:35 A.M.