

CAPITAL IMPROVEMENTS PROGRAM COMMITTEE MEETING
City of Rapid City, South Dakota
April 20, 2012 – 10:00 a.m.

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, Bonny Petersen, Gary Brown (proxy) and Jerry Wright (proxy); Planning Commission: John Brewer and Linda Marchand, and city staff: Public Works Director Terry Wolterstorff, Community Planning & Development Resources Director Brett Limbaugh and Parks & Recreation Director Jerry Cole; and the following members arrived during the course of the meeting: None; and the following were absent: Dave Davis and Jordon Mason

Others present included: Assistant Finance Officer Mary Floto, Chief Accountant Tracy Davis, City Engineer Dale Tech, Compliance Specialist Amber Sitts, Parks Division Manager Lon VanDeusen, Landscape Architect Alex DeSmidt, Library Director Greta Chapman, Library Facility Maintenance Supervisor Carlos Ramirez, Assistant Fire Chief Rod Seals, IT Officer Russ Tiensvold, and Administrative Coordinator Sharlene Mitchell and guests Steve Doshier and Jim Bailey

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

Motion was made by Petersen, second by Nordstrom and carried to **approve the minutes** of the March 16, 2012 meeting.

Sumption advised that the (No. CIP042012-01) **Financial Reports** would be available at the May 2012 meeting.

Sitts provided a review of the (No. CIP040212-02) Capital Plan for Streets, Drainage, MIP Projects noting those projects which have been added, rescheduled and revised. Sitts called attention to the projects added for FY2017. Tech advised that the projects costs are reviewed annually to insure valid estimates for budget purposes. In response to a question from Wright, Tech addressed the funding allocation for the streets, drainage and MIP line items and the allocation of funding between line items based on priorities. In response to a question from Wright, Tech stated that the current funding level is insufficient to fully fund the programmed goals. In response to a question from Brewer, Tech advised that the Street Rehabilitation fund addresses maintenance projects with a program goal of pavement preservation. In response to a question from Brewer, Tech identified the construction and design funding for the Jackson Boulevard project and the timetable for specific project segments. In response to a question from Wright, Tech addressed the pavement assessment process noting the funding impact should all needs be identified. Tech presented the pavement condition index noting the biannual inspection and rating of all streets. Tech stated that the current rating reflects an overall average score. Tech advised that the index is utilized to prioritize projects noting that there is insufficient data at this time to ascertain the impact of the pavement rehabilitation program. In response to a question from Wright, Tech addressed the funding needs for both street maintenance and street reconstruction projects. Tech addressed the relationship between street reconstruction and utility projects and the need to increase utility funding accordingly. Discussion followed regarding the funding shortfall in the street maintenance and street reconstruction line items. In response to a question from Brown, Tech indicated while providing additional revenue, funding from street maintenance fees and assessment projects alone would be insufficient to fully fund the program. Sumption addressed the political nature of the street maintenance fee noting that the fee is established annually by resolution and is referable. In response to a question from Brewer, Tech addressed the items that impact the street rating, including failed utilities. Wright requested that staff to provide recommendations on the required funding level and methods to achieve that funding level. In response to a question from Tech, Wright directed that staff provide recommendations reflecting a street rating no lower than 60-69 (yellow). In response to a question from Doyle, Tech indicated that a Street Miles by Classification report can be provided. Wolterstorff addressed the political impact on the Belle Fourche front footage assessment program. In response to a question from Nordstrom, Tech indicated that the street maintenance program is relatively new noting that additional years are required to determine the

benefit of the program. In response to a question from Petersen, Tech addressed the pavement conditions that impact a street rating. Tech presented the street rehabilitation projects location map and addressed the program's impact on street preservation. Tech addressed the cost savings realized by project clustering. Discussion followed regarding the reconstruction standards for Seger Street and E. St. Charles Street. In response to a question from Wright, Tech recommended that the street maintenance program report be presented to the Public Works Committee. Motion was made by Doyle, second by Brown and carried to approve the Capital Plan for Streets, Drainage, MIP Projects report.

Sumption presented the (No. CIP042012-03) **Review of 5-Year Plans** noting that the *Street and Drainage plan* has been addressed under the previous item. Sumption requested that the FY2017 funding for *Government Buildings* be approved as an "unallocated" line item to allow the department directors additional opportunity to review the projects being considered for funding. Sumption indicated that the Government Buildings recommendation would be presented at the May meeting. In response to a question from Brewer, Sumption advised that discussions are ongoing regarding the benefits and need for a City Facility Manager. Cole advised that the Parks & Recreation Board has approved the *Parks & Recreation* plan as presented. In response to a question from Brewer, Cole clarified the elements of the various Meadowbrook projects. Cole addressed the funding directed to the Meadowbrook Development Fund noting that the funds have historically been utilized to address losses at the Executive and LaCroix courses. Discussion followed regarding the revenues generated by the Meadowbrook course. In response to a question from Doyle, Cole addressed the cost to rehabilitate Robbinsdale Park noting that the project will be presented for the next round of Vision Funding. Tiensvold requested that the *Information Technology* plan be continued to the May meeting. Tiensvold addressed the difficulty in preparing a five year plan given the fast pace of the technology industry. In response to a question from Chapman, Sumption advised that the *Library* plan is included under the Government Buildings plan. Motion was made by Marchand, second by Petersen and carried to approve the Streets & Drainage plan as presented; the Government Buildings plan as an "unallocated" line item, the Parks & Recreation plan as presented and the Information Technology plan as a "contingency" line item.

Sumption advised that the funding requested by the Fire Department is included in the CIP plan noting that the request addresses reallocation of the funds. Seals advised that the reallocation will expand the funding use to include development plans for the new station at 108 E Main Street. Motion was made by Petersen, second by Seals and carried to approve the (No. CIP042012-08) **Request to reallocate \$300,000 in CIP from Asphalt Repairs to Fire Station #1 to fund renovations to existing structures, conceptual design, consultant fees and site preparation for future Fire Station at 108 E. Main Street.**

Motion was made by Petersen, second by Wright and carried to approve (No. CIP042012-07) **Approve allocation of \$25,000 from the Parks and Recreation CIP Contingency line item for repairs to the large dinosaur structure in Dinosaur Park.**

Cole addressed the CIP funding allocated for the partnership projects. Cole advised that applicants are required to provide at 50% match for projects costs with a 25% minimum cash investment. In response to a question Sumption, Cole addressed the issues related to the Pony League application noting that staff will assist the Pony League to correct the application issues for FY2013. In response to a question from Brewer, Cole advised that FY2011 partnership carryover funds are will be expended with the FY2012 program. Motion was made by Doyle, second by Petersen and carried to (No. CIP042012-10) **Approve the following recommendations for the Parks/Recreation Facility Partnership Program:** YMCA (LaCroix Links Golf Course Capital Improvements) \$24,000; Kiwanis/Mary Hall Park (playground) \$3,000; Rapid City Softball Association (retaining walls) \$18,000; and Baseball 320, Inc. (Indoor Training Facility) \$10,000.

Steve Doshier, Beautification Committee, presented (No. CIP042012-11) **Rapid City Enhancement Program.** Doshier addressed the committee membership and history noting that the committee funding

is provided through donations. Doshier addressed the development of the Enhancement Program noting that the committee has been approached by the 2020 Strategic Plan to take the lead in the program's beautification element. Doshier requested permission to present a funding request at the May meeting. In response to a question from Sumption, Doshier advised that the majority of the committee funding held in License & Trust is dedicated to the West Memorial Park project. Doshier indicated that the donation terms restrict the use of the funds to plant materials only; the funding cannot be expended for hardscape improvements. Doshier advised that the committee consists of volunteers noting that Council approval and staff assistance is required to prepare and submit grant applications. Wright addressed the need to establish a corresponding maintenance support for the beautification projects. Doshier addressed the efforts to incorporate enforcement standards to the Landscape Ordinance. Nordstrom recommended that the May report identify maintenance or operational savings that will be incorporated into any project. Discussion followed regarding the beautification aspects of the Mt Rushmore Road reconstruction project. In response to a question from Doyle, Sumption recommended that the funding request include an estimate of cost, a project timeline, the project priority and other funding resources. Doshier advised that projects have been prioritized within the specific program categories. Discussion followed regarding the ability of staff to prepare grant applications for the beautification projects. Motion was made by Petersen, second by Nordstrom and carried to acknowledge the Enhancement report, to approve the May funding presentation and to thank the committee for their work.

Motion was made by Doyle, second by Nordstrom and carried to continue (No. CIP042012-04) **Discussion regarding the establishment of Use Fund base allocation and annual percentage of increase** and (No. CIP042012-05) **Benefit analysis of municipal bonding for street/utility maintenance project funding** to the May meeting.

Tech presented the (No. CIP042012-06) **Benefit analysis of in-house versus outside contractor for street/utility projects**. Tech advised that based on the analysis the City would not realize any savings from handling the street/utility projects in-house. Motion was made by Petersen, second by Nordstrom and carried to acknowledge the report.

Sumption presented the (No. CIP042012-09) **Update on Minneluzahan HVAC project** noting that the project has received funding under the CDBG program. Motion was made by Doyle, second by Brown and carried to reallocate the \$70,000 Minneluzahan HVAC project funding to the CIP Contingency line item.

There being no further business to come before the committee, motion was made by Doyle, second by Nordstrom and carried to **adjourn** the meeting at 11:13 a.m., and it was noted that the next scheduled meeting is Friday, May 18, 2012 at 10:00 a.m. in the CSAC, 3rd Floor West Conference Room.