

MINUTES  
CAPITAL IMPROVEMENTS PROGRAM COMMITTEE  
City of Rapid City, South Dakota  
Second Floor – Council Chambers  
8:00 A.M., July 19, 2019

A Capital Improvements Program Committee meeting was held at the City/School Administration Center in Rapid City South Dakota, on Friday, July 19, 2019 at 8:00 a.m.

The following members were present: Ritchie Nordstrom, John Roberts, Darla Drew, Becky Drury and Greg Strommen; the following members arrived during the course of the meeting: NONE; and the following were absent: NONE.

Others present included: Finance Officer Pauline Sumption, IT Director Jim Gilbert, Community Development Director Ken Young, Compliance Specialist Cassie Furchner, Division Fire Chief-Operations Nick Carlson, Parks and Recreation Director Jeff Biegler, City Engineer Ted Johnson and Administrative Secretary Angie Boeve.

**ADOPTION OF THE AGENDA**

Motion was made by Drury, second by Roberts and carried to adopt the agenda.

**CONSENT ITEMS** -- Items 3 – 7

The following items were removed from the Consent Items:

4. No. CIP071919-03 – Approve Capital Plans for Government Facilities – (Fire & Emergency Services, Parks & Recreation, CSAC, Summary)
6. No. CIP071919-05 – Approve Capital Plan for Parks & Recreation

Motion was made by Drury, second by Drew and carried to approve consent Items 3–7 as they appear on the Consent Items with the exception of Items 4 and 6.

3. Approve Minutes for May 17, 2019
5. No. CIP071919-04 – Approve Capital Plan for Fire Vehicles
7. No. CIP071919-06 – Approve Capital Plan for Information Technology

**END OF CONSENT ITEMS**

Nordstrom read in item (No. CIP071919-03) Approve Capital Plans for Government Facilities – (Fire & Emergency Services, Parks & Recreation, CSAC, Summary) In response to a question from Strommen, Sumption said this is specifically for the government facilities line item in the master budget. They pull each category that is substantial, basically parks and rec, fire vehicles and public works; each of these categories has a line on the master budget so the committee can look at the budget to actual individually. The government facilities one is unique because it encompasses multiple departments that can get funding for whatever facility they would like to request funding for. Drew asked Sumption to define and give examples of government facilities; Sumption responded that government facilities include any government buildings or parking lots, the cemetery gets funds for roads and irrigation, roof repairs/replacements. This also funds major repairs or replacement to buildings that we lease out and are required to cover, such as the Journey Museum, Dahl Fine Arts and Minneluzahan Senior Center.

Motion to approve was made by Drew, second by Drury and carried.

Nordstrom read in item (No. CIP071919-05) Approve Capital Plan for Parks & Recreation. Strommen inquired of Biegler about the golf course improvements line item showing zero; Biegler responded that there are some cart path improvements this year, but are listed under Parks and Recreation Asphalt Paving and the Bridge Improvement Program includes some golf course bridges at Meadowbrook Golf Course. Motion to approve was made by Drew, second by Drury and carried.

Nordstrom read in item (No. CIP071919-01) Acknowledge Financial Report (Summary, DCA Charges and Debt Service). Sumption reported that here is where each of the individual line items fall, Public Works, Parks and Rec, Government Facilities, Fire, IT, and DCA which is interdepartmental charges and Debt Service. Sumption reported

there is quite a bit under contract for Public Works. The last column reflects the uncommitted funds; this comes from the departments and typically is spoken for and can be seen on the previous page. Roughly \$5.5 million has been spent to date through June and expect that more money will get expended now that it is warmer and the rain has slowed. Motion to approve was made by Drury, second by Roberts and carried.

Nordstrom read in item (No. CIP071919-02) Approve Capital Plan for PW Infrastructure. Furchner reported this is two months of updates. Green is contracts or changes in funding, CA Agreements and bidding updates. Out of the Dust is now called Roadway Surfacing. The third page shows additions in blue and the last page is a summary sheet of the five plus one year budget. Johnson responded to Roberts question about the gravel portion of Bunker Drive; the project is too large for the Out of the Dust Fund as it will require curb and gutter and the sewer needs to be expanded south. It is on the unpaved roads list and it is readily maintained. Roberts requested to be notified when this project is added to the budget. Sumption requested to explain the negative balances in 2022, 2023 and 2024; these numbers fluctuate monthly based on project completion, bid results. This is a rolling five-year plan. When it comes to 2022, 2023, and 2024 they will not really be in the red. Furchner responded to Drew's questions about bridge repair funding. Some bridge repair projects are funded by the BIG (Bridge Improvement Grant) program. Johnson added that typically there is a City match with these grants. The 12<sup>th</sup> Street and East Main Street bridge are both BIG projects. The East Main Street project is about a half million dollar project that will mostly be covered by the grant, the City will pay the majority of the Engineering costs and maybe 10% of the construction costs. BIG funds are federal funds received through the State. Public Works received another grant of approximately \$123,000.00 that they somewhat intend to use toward the San Marco bridge project. They are in the process of applying for additional funds for the upcoming year. Motion to approve was made by Roberts, second by Drew and carried.

#### DISCUSSION ITEMS

Next Meeting: Friday, August 16, 2019 @ 8:00 a.m./2<sup>nd</sup> Floor Council Chambers. Nordstrom would like to know what the members would like to see on the next agenda and if the August meeting is cancelled, he would like to schedule a work session that would be encouraged, but not required to attend. Sumption requested discussion on future dates and times of the CIP meetings as an 8 a.m. start requires her to pay her staff overtime. She also mentioned that Friday's may not be the best day to have the meetings as Committee members and staff plan their vacations to include long weekends. Any permanent change to the day of the meeting must be changed by amending the ordinance, temporary date and/or time can be changed at the direction of the Chair. Sumption suggested Thursday meetings over the lunch hour like Legal and Finance and Public Works Committees. Nordstrom will take this under advisement for future discussion. Upcoming topics from Nordstrom, what is the mother sheet and how does it work. Nordstrom asked that more information about Debt Service and DCA, including its definition be presented at the work session. Sumption responded DCA is Design and Construction Administration and is for interdepartmental charges. CIP pays the General Fund for Public Works because they oversee a large portion of the projects, Parks and Rec for their landscape architect and the Finance and Attorney's offices get a portion too as they administer the contracts. The Debt Service includes funds paid to the school district for the CSAC building, the County for the Evidence Building and improvements to the Public Safety building and Energy Plant. There was also a sales tax revenue bond that was paid out of the utilities support fund that was for some water, sewer and street projects, but when it was brought over to CIP it was added to that. Drury suggested instead of a separate work session, have a short explanation similar to the one provided by Sumption about DCA and Debt Service at the CIP meetings, she also suggested moving the August meeting to 8:30 a.m.; Sumption agreed that this would be a better time as it would eliminate the overtime concern. Drury would rather add one item per meeting then schedule additional meetings and if there are questions in between meetings, members can contact staff or other Council members. Sumption explained if there were no discussion items or there is not a lot of substance to the agenda, she may contact Nordstrom to see if a meeting is required. Per the ordinance, meetings are to be held monthly, but can be cancelled, as long as they meet at least quarterly. Drew requested that Nordstrom communicate with Sumption in regards to the discussion item so all can be prepared for the topic at the next meeting. She is also in favor of the 8:30 start time, members all agree to an 8:30 a.m. start time for the August 16<sup>th</sup> meeting. Nordstrom would like to introduce the different directors and staff that make up the reports for the CIP meetings.

#### **ADJOURN**

There being no further business to come before the committee, motion was made by Drury, second by Roberts and carried to adjourn the meeting at 8:27 a.m.