

MINUTES
CAPITAL IMPROVEMENTS PROGRAM COMMITTEE
10:00 A.M., April 15, 2016

A Capital Improvements Program Committee meeting was held at the City/School Administration Center in Rapid City South Dakota, on Friday, April 15, 2016 at 10:00 a.m.

The following members were present: Charity Doyle, Ritchie Nordstrom, Jerry Wright, Amanda Scott and Brad Estes; the following members arrived during the course of the meeting: None; and the following were absent: None.

Others present included: Finance Officer Pauline Sumption, Acting Public Works Director Dale Tech, Compliance Specialist Cassie Furchner, Engineer Rod Johnson, Fire Chief Mike Maltaverne, Police Chief Karl Jegeris, Pennington County Sherriff's Chief Deputy Willie Whelchel, Pennington County Emergency Manager Dustin Willett, IT Officer Jim Gilbert, Parks and Recreation Director Jeff Biegler, Assistant Chief of Police Don Hedrick and Administrative Coordinator Heidi Weaver-Norris.

ADOPTION OF AGENDA

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

CONSENT ITEMS

Motion was made by Wright, second by Estes and carried to approve Items 3-4 as they appear on the Consent Items.

3. Approve **Minutes** for March 18, 2016
4. **Next Meeting:** Friday, May 20, 2016 @ 10:00 a.m./3rd Floor WEST Conference Room

NON-CONSENT ITEMS – Items 5 – 8

Sumption presented (No. CIP041516-01) approve the carry forward from FY 2015. There is about \$15.8 million carry forward dollars. In response to a question from Wright, Sumption said a lot of this money is under contract, programmed out or in process. In response to a question from Doyle, Sumption said there is approximately \$1.9 million in undesignated cash through the 2021, 5-year plan. Sumption explained those funds should go through priority based budgeting if the funds need to be used. Motion was made by Wright, second by Estes to approve carry over. Motion carried.

Jegeris presented (No. CIP041516-02) Request to cost-share remodel expenses for County Detox expansion. Willie Whelchel, Chief Deputy of the Pennington County Sheriff's Office, was present on behalf of the County. Jegeris said their request was the same as the last CIP meeting. They are asking to cost share expenses regarding remodel county detox expansion. The City's share would be approximately \$950,000. The remodel cost includes acquisition cost as well. He said PD and the Sherriff's Office met with the Mayor and he expressed support for improved services for chronic intoxicated people. Jegeris also stated they met with council leadership in July 2015 and they were also in support of this. He said if ownership is of concern to Council, the City and County could enter into an ownership agreement. He said the county owns the space not the Police Department. He stated that Pennington County Buildings and Grounds takes care of the building not the City. He recommends the City cost share as at the price of \$950,000.00. In response to a question from Doyle, Jegeris said they would like approval very soon in order to pay this off in the next three years. In response to a question from Wright, Sumption said the \$950,000 could come from the \$1.9 million carryover from undesignated cash. She also said that other departments want a chance at the \$1.9 million.

She suggested everyone fill out new priority based budgeting. In response to a question from Wright, Sumption said the attached spreadsheet is an example, not a true dollar amount. Amanda said she is looking at the totality of the project and is excluding the contingency which brings the total down to \$862,000. Motion was made by Scott, second by Estes to approve \$900,000 from undesignated cash. Scott stated that the County has contingency money as well and asked if they could pick up the \$50,000 difference. In response to a question regarding the MacArthur Grant, Jegeris said they did not receive it. They were granted \$150,000 that is being used for two additional staff members at the State's Attorney's Office. One will collect data and one will help do triaging of cases. They set aside \$18,000 for the cultural advisory committee training. He said there is a good chance they will get it next year after some mentoring on what else they need to improve when they apply again. He said they were invited to Chicago to help them do better with applying next time for the grant. He believes the difference in getting the grant was in lack of data collection. In response to a question from Sumption regarding operation costs, Jegeris said they would see a change in 2018. Whelchel thanked the committee for their help in funding \$900,000.00. In his opinion, this is a defining moment between the City and the County. This project is a high priority for the Sheriff and his administration because there's a strong need. The County has been working on this for a long time. He feels not getting the MacArthur grant is an initial set back, but hopefully they will have better data for next year. The money is a small part. Everyone needs to assist all the partners in the day to day working solutions and interactions with the people that need a hand up. The reviewed 28 chronic reoffenders and they have cost the different entities, close to \$1 million in resources that keep getting passed on. There is a huge opportunity with this facility and providing needed help to the folks using it. We need to keep the community involved in the entire process. Doyle said that state and federal legislatures need to be brought into this discussion to realize what a problem it is. It is critical to involve these other agencies. Sumption clarified that the committee wants three equal payments of \$300,000 to be made during 2016, 2017 and 2018. They all said yes. Motion carried.

Willett presented (No. CIP041516-03) A Request by Fire / Emergency Management for funds to replace siren boxes. He said he took over four years ago and at that time six sirens were working. There are 37 total between the City and the County. He takes direction from the City/County Emergency Management User's Board. Within a year had 36 out of 37 sirens working which cost tens of thousands of dollars. In the last few years, he is averaging 250 man hours per year in parts and repair to keep the old sirens running. He is spending about \$20,000 per year in maintenance. He said some sirens were built in the 1950's, and the City/County should not have them that old. He is coordinating between a federal grant, two fire districts, and six municipalities. The User's Board advised that these sirens be kept a separate special project and run it through CIP. He said there are 21 sirens within city limits. He is using \$24K in grant money and the balance is \$66,192.00. Motion was made by Wright, second by Estes. Sumption said if each siren is \$4300, it doesn't meet the criteria for CIP funding. Each unit has a \$5000 minimum, so these can't be funded through CIP. In response to a question from Scott, Sumption stated that Emergency Management is funded through the general fund. The agreement with the County is that they will use their grant money and then the City and County will split the fees 50/50. Sumption stated she emailed Chief Maltaverne to tell him the County isn't reconciling emergency management like it does for dispatch and detox. Sumption said they could go to Council and ask to pay through Council contingency funds. Willett stated he has until July 31, 2016 or he will lose grant. In response to a question from Scott, Willett said the cost to repair the 21 sirens inside City limits is \$90,300.00. He has \$24,000 in grant money to use toward the total cost. The remaining cost is approximately \$66,192. Sumption said the way the emergency management contract reads between the City and County, they should split the cost of \$66,192. Willett said there is another \$50,000 worth of upgrades needing to be done

through the County. The County is taking the grant as their share. In response to a question from Scott, Willett said there are no records of who owns what. Welchel said the County should pick up their share if that's what the contract says. Willett said the split is \$33,096. Estes said this item should be placed on the April 18, 2016 Council agenda. He said they should approve up to \$66,192 because the citizens deserve to be safe. He said Emergency Management needs to reconcile their budget. Motion was made by Scott, second by Doyle to acknowledge discussion. In response to a question from Wright, Willett said as of six months ago, when the sirens go off there is a corresponding EAS message on broadcast, a corresponding message on your cell phone and there are wireless emergency alerts. All of the systems work together.

Rod Johnson, Engineer, presented (No. CIP041516-04) Minneluzahan Senior Center Roof Repair/Replacement. He said he inspected the roof. If the roof is going to be replaced, then the City would have to go out for bids. Sumption said she would have to review the budget and see if there is anything in government facilities for roof repair. Johnson asked Jerry Eisenbraun from Upper Deck to come to the inspection with him. Johnson said they felt like the roof was a maintenance issue. He stated the roof was built in 1998, it should hold up for 25-30 years. The roof has 7-12 years left before it needs replacing. Johnson explained the issues with the roof. In response to a question from Estes, Johnson said he recommends repairing the roof and not replacing it. According to Sumption, the agreement with the Minneluzahan states the maintenance repairs will be paid for by the Senior Center. If the roof needed to be replaced, the City would pay for the replacement. Johnson said he did not see hail damage. Scott said if the repairs were over \$15,000 then CIP could look at funding. In response to a question from Scott, Johnson said this isn't an emergency but can tell the roof has some leaks. Sumption said even if the repairs are over \$15,000, the agreement says the repairs can't be maintenance repairs. Sumption said the Center does not have the finances to fix these repairs. Scott said there is not just one funding source; they can look at other options once the Center gets quotes. Estes said CDBG might be a great funding source. Motion was made by Scott, second by Estes to acknowledge the discussion. Scott said Minneluzahan should get three quotes on the repairs. The committee wanted this item added to the April 18, 2016 Council agenda.

DISCUSSION ITEMS

Nordstrom presented (No. CIP041516-05) Consideration of Summary Report Category Title Changes and Definitions. Scott said it was a good start and Estes agreed. Wright said when it comes to looking at left over funds; he is going to look at the last column. He said that's the purpose of this summary report. Biegler said he was concerned over the word "uncommitted" because the funds are committed in the 5-year plan. Sumption said the reason the numbers are not completely accurate is because the Department Directors aren't getting the necessary information to Finance. She said that Public Works is the only department that provides the correct information. Tech stated when he does his 5-year plan, it is balanced through 6 years. He said their reports are very detailed whether the funds are committed, under contract, or in the design stage. Biegler said he will do that in the future. Doyle said "committed" could have a different definition depending on each department. She said that Wright is looking for is "what's left" and what has no plans or money being set aside. Sumption said the left over could be called "programmed" because nothing left over will really be left over, it will be carried over. Scott said the only undesignated funds are under the contingency line item. She thinks the contingency fund should be around \$1 million dollars, just so they have actual funds that are uncommitted. Wright said the available money needs to be clearer in the report. Estes said the purpose of the report is to truly tell where they are at financially. He would like to see a narrative on each one where the money is earmarked. Scott said in the next 5-year plan, 2016 stays but suggests they make the contingency fund bigger in 2017. Sumption clarified that the committee

wants to ear-mark a column for future year instead of programmed. There needs to be another column to grab money from for short-term use. Scott said if money is borrowed from a fund, then money needs to go back to that same fund. Sumption asked if the committee wanted the contingency money spread so it's all designated for the 5-year plan. Doyle said she wasn't in favor of doing that in case of emergencies. Scott said the report would be better if they could retitle the "programmed" column, to "earmark for future years". Wright said it's important for Department Directors to supply accurate information to Finance for accurate reports.

Nordstrom presented (No. CIP041516-06) Chairperson Comments. Nordstrom said the CIP meetings are going past the allotted time limit. Doyle pointed out that there have been more unexpected items recently and those take longer to discuss. Estes suggested pushing more toward a vote to cut time. Sumption said 1.5 hours used to be allotted for CIP meetings. Sumption said plan for a longer meeting in May because of the 5-year plan. The committee needs to allocate the million in undesignated cash and government building money. Scott said she wants to leave money in undesignated cash. Sumption got the committee consensus to leave the money in undesignated cash. She said she would email the departments regarding allocating the funds in government facilities.

ADJOURN

There being no further business to come before the committee, motion was made by Estes, second by Scott and carried to adjourn the meeting at 11:30 a.m.