

MINUTES
CAPITAL IMPROVEMENTS PROGRAM COMMITTEE
10:00 A.M., May 20, 2016

A Capital Improvements Program Committee meeting was held at the City/School Administration Center in Rapid City South Dakota, on Friday, May 20, 2016 at 10:00 a.m.

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

Others present included: Deputy Finance Officer Tracy Davis, Acting Public Works Director Dale Tech, Engineer Rod Johnson, Assistant Chief of Police Don Hedrick, Assistant Fire Chief Rod Seals, IT Officer Jim Gilbert, Parks and Recreation Director Jeff Biegler, and Administrative Coordinator Heidi Weaver-Norris.

ADOPTION OF AGENDA

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

CONSENT ITEMS

The following items were removed from the Consent Items:

7. No. CIP052016-05 – Capital Plans for Government Facilities – Fire and Emergency Services
8. No. CIP052016-06 – Capital Plan for Government Facilities - Parks & Recreation

Motion was made by Wright, second by Estes and carried to approve Items 3 – 9 as they appear on the Consent Items with the exception of Items 7 and 8.

3. **Approve Minutes** for April 15, 2016
4. **Next Meeting:** Friday, June 17, 2016 @ 10:00 a.m./3rd Floor WEST Conference Room
5. No. CIP052016-03 – Capital Plans for **Government Facilities**
6. No. CIP052016-04 – Capital Plans for **Government Facilities – CSAC Maintenance**
9. No. CIP052016-07 – Capital Plan for **Information Technology**

END OF CONSENT ITEMS

NON-CONSENT ITEMS

Wright verified with Rod Seals that the Station 5 paving was delayed and the Fire Department will do this project next year. Motion was made Estes, second by Wright to approve (No. CIP052016-05) for Capital Plans for **Government Facilities – Fire and Emergency Services**.

In response to a question from Wright, DeSmidt said the Cemetery roads will be paved in 2018. Wright said if there is money in the budget and it's not being spent, then other projects should be getting done. Motion was made by Estes, second by Wright to approve (No. CIP052016-06) Capital Plan for **Government Facilities - Parks & Recreation**.

Davis presented the (No. CIP052016-01) **Financial Reports** calling attention to the new format. She thinks there is still a little tweaking that could be done but overall has formatted as the committee has asked. Wright thanked Davis for the new formatting. In response to a question from Wright, Davis verified there was \$2.7 in uncommitted budget. The Fire Department is in the process of advertising for the new fire truck but it is not under contract as of right now.

Nordstrom thanked Davis for the new spreadsheet. Motion was made by Estes, second by Wright to approve the Financial Reports.

Tech presented (No. CIP052016-02) **Capital Plan for Streets, Drainage, MIP Projects**. He stated the 5-year plan has been updated through 2021. The total balance out of approximately \$54 million dollars for the budget shows the budget barely in the black. He noted there is a little extra for contingencies that come up. Tech said they added a section to their reporting under Urban Systems, which is a different funding mechanism that is received from the State, the City's portion of the gas tax. He said they receive about \$2 million dollars a year. Wright acknowledged that Sheridan Lake Road is almost complete and he appreciates the timeliness in getting that completed. Motion was made by Wright, second by Estes and carried to approve the Capital Plan for Streets, Drainage, MIP Projects.

Davis confirmed (No. CIP052016-02) **Government Facilities 5-Year Plan** was for items in 2020-2021. Don Hedrick spoke of the future need for body cameras. He stated they are not needed immediately but they would like to budget them into the 5-Year Plan. Wright suggested Jegeris bring this to Council for discussion. Hedrick said their department will be asking for additional chemists and officers for the 2017 Budget. Sean Minkel, from the Library, stated the HVAC system was deferred from 2020 to 2021 because it has a chiller going out. In response to a question from Wright, Minkel said it's costing the Library about \$6500 per year for upkeep. Minkel said they would like it done sooner but not in the budget until 2020. He said it would cost \$100,000.00 to replace the chiller. Motion was made by Wright, second by Estes and carried to approve Government Facilities 5-Year Plan.

Rod Johnson presented (No. CIP052016-09) Additional Funding request for **Street Maintenance Administration Building Improvements**. The current cost estimate is at \$470,000.00. He stated the project was more complex than he anticipated from two years ago. So the cost has increased. There are 44 total employees there now and only one toilet stall. The reconstruction would allow more functionality. He stated they are phasing the project but if they had to cut out space it would be in the restroom/locker room area. They are in the design phase and will open bids in a month or two. Current funding is \$360,000.00 from CIP but they need \$160,000.00 more. Johnson said the rooftop unit is about 25-30 years old. In response to a question from Estes, Davis said there is currently \$295,000.00 in Contingency. Johnson said they could bid the project with the \$360,000.00 already budgeted and leave out the last phase. They would like the additional \$160,000.00 to budget for the entire building. Johnson said a new building would cost about \$10 million dollars. Estes said they should just do the entire building because it will cost twice as much to phase it. In response to a question from Nordstrom, Johnson said the outer perimeter of the building has to be done first, which leaves the bathroom, locker room last because of its location. So if they phased in the building, that portion would be last. Motion was made by Estes, second by Wright to approve \$160,000.00 from CIP Contingency to fund the street maintenance administrative building.

Jeff Biegler said he was asked to bring this request forward from the BID Board. He said bids were opened and came in higher than the established budget. They had asked if Parks and Rec had any CIP money and Biegler said they do not and suggested they come to the CIP committee to seek additional funding. Pat Wyss presented (No. CIP052016-10) **Funding request from Downtown Bid Board for funding of Main Street Tree Grate Improvement Project**. He said they had looked at about 130 tree grates this past winter. They are finding there are many safety issues. Some grates are small and the roots are rising which is raising the tree grate which are causing tripping hazards with cracked concrete. Many of the grates are dated and the openings are wider than what ADA requires at this time. They are concentrating

on Main Street as being phase-one. He stated that Rangel Construction came in as the low bidder. There are about 26 tree grates and 24 raised curbs needed. When they looked at their evaluation they looked at public safety, maintainability, tree health and maintainability. He said they could phase in the project over three years. The BID Board is funding 2/3 of the project and they are asking the CIP Committee for \$74,739.29. In response to a question from Wright, Biegler said the two trees on Main Street would be replaced with this project. Wyss said that the bid process did follow state law and Pauline Sumption would need to be given all of the bid information that was received. Wyss said they have done everything they can to provide for long-term durability. Wright thinks the investment is worth the money. Wyss said they are already maintaining the current trees. In response to a question from Estes, Wyss said the old grates are being taken to the salvage yard. Motion was made by Wright, second by Estes to approve funding for Main Street Grate Improvement Project for \$74,739.29 from the CIP Contingency Fund.

DISCUSSION ITEMS:

Nordstrom some departments are still not getting their reports to the Finance Office. He said the CIP Contingency fund is getting short. He suggested that any emergency projects coming in should use a score card for priority based budgeting. Wright said he will be gone for the June 6, 2016 Council Meeting.

ADJOURN

There being no further business to come before the committee, motion was made by Wright, second by Estes and carried to adjourn the meeting at 10:46 a.m.