

CIP MEETING  
CSAC/Third Floor West Conference Room  
October 17, 2003

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

Also present were Asst. City Attorney Jason Green, Engineering Division Manager Dan Coon and Administrative Assistant Jeri Lynn.

Motion was made by Kroeger, seconded by Murphy and carried to **approve the minutes** of September 19, 2003.

The Committee went through the financial reports and no changes were made.

Preston noted that the a **Parks and Rec Board** is being established to review issues relating to parks and recreation issues in the community. He asked the committee to suggest names of individuals to serve on this board. It was noted that a representative from the Golf Committee should be on the committee. Preston distributed an Interest Form to the committee members for people interested in being on the Parks and Rec Board. The form should be filled out and submitted to the Mayor's Office. The Mayor will make a recommendation on membership for the Committee and submit it to the City Council for approval.

There was discussion about committees duplicating efforts in this area. Hanks explained that they anticipate having a Recreation Board with other groups forming subcommittees of that Board (ice, golf, hockey, etc.). He suggested that the current Parks & Rec Committee members might be interested in serving on the new board. Mayor Shaw noted that the newly formed Parks & Rec Board will probably take the place of the existing Parks and Rec Committee. Hanks suggested that with more recreation activities coming on board, the city may want to have more sub-committees to deal with the various activities (for instance the indoor pool). Shaw concurred noting that the sub-committees can act as a liaison between the Parks & Rec Board and the employees working at the various facilities. He also felt that the sub-committees will get more of the public involved with the decision-making for the various facilities. No action was taken on this item.

Preston noted that Alderman Kooiker asked that a report be made on the **Meade Street Sewer Infiltration**. Dan Coon explained that there is some concern about the inflow and infiltration into the city's sewer system. If the City is going to spend the money to study this issue, Coon suggested that the scope of the project be reviewed. Perhaps it would be cost-effective to also review the water and storm water systems as well. Coon stated that staff will continue to look at this issue and develop a scope for this project. Hanks added that the City should coordinate any projects for underground utilities with street repairs that are needed. It was noted that part of the problem will be with the service lines which are privately owned. Schmidt asked what the city would do to take care of this problem. Coon stated that it would be a combination of things, depending on the condition of the lines and what they are made of. Solutions would also include tighter manhole covers.

Regarding changes to the **CIP Operating Procedures**, Preston explained that the City Council will consider changing the ordinance to do away with the ten-day notice and

adopt the operating procedures. The change will also require that the Chairman of the CIP Committee make a monthly report to the Legal & Finance Committee.

Preston asked for the committee's input on the issue of canceling a CIP Committee meeting. For example, there was nothing on the October 17th agenda until Thursday afternoon. Schmidt noted that the minutes and financial reports can be distributed to the Committee members by e-mail and perhaps staff time would be better spent on other issues if there were no items for the CIP Committee to consider. Hanks stated that if there are no items on the agenda, he doesn't feel the committee should have a meeting.

Preston noted that the Operating Procedures state "The Capital Improvements Committee shall meet on the third Friday of each month or an alternate date as may be established by the Chairperson. Additional meetings may be called at the request of any member of the committee." Asst. City Attorney Green stated that he feels it could be up the discretion of the Chairman to cancel the meeting if there are no items for the agenda.

As there was no further business to come before the Committee at this time, the meeting adjourned at 10:30 A.M.