

CAPITAL IMPROVEMENTS PROGRAM MINUTES
C/SAC -- 3RD FLOOR, WEST CONFERENCE ROOM

APRIL 15, 2005

City Finance Officer Jim Preston called the meeting to order at 10:00 A.M. with the following members present: Aldermen Ron Kroeger, Tom Murphy, Karen Olson and Malcom Chapman; Planning Commission member Scott Nash; staff members: Public Works Director Dirk Jablonski and Growth Management Director Marcia Elkins. Others present included Assistant Public Works Director Ted Vore, Operations Management Engineer Rod Johnson, Engineering Project Manager Dan Coon, Fire Chief Gary Shepherd, Aquatic Division Manager Duncan Olney and Administrative Assistant Jackie Gerry.

Murphy moved, second by Jablonski and carried to approve the **Capital Improvements Committee minutes** of March 18, 2005.

No Financial Reports were available for review. The reports will be distributed by May 1, 2005. If anyone has questions, they were asked to contact Finance Officer Preston.

Project Manager Coon reviewed the **2005 Capital Plan for Streets, Drainage and MIP Projects** for April, 2005. He noted a change in the Mall Drive Watermain Loop project explaining \$160,000 was added for the reconstruction of North Maple Avenue and East Disk Drive. He explained the deteriorating conditions of the road and that water and sewer will be installed. He pointed out that \$10,000 will be transferred from the Stanley Court project, and the Stanley Court project will be combined with the West Chicago Reconstruction Project. The Texas Street reconstruction from Arizona to Parkview is reduced \$24,084 to reflect the bid award. The Tower Road reconstruction from Cathedral Drive to the bridge is reduced \$29,873 to reflect the bid award. West Chicago reconstruction from 44th Street to Seeaire is reduced \$50,782 to reflect the latest Engineer's Estimate. He explained this project has a bid letting of April 27, and it is expected the project will begin two to three weeks after the bid award. The Stanley Court street and drainage improvements project is reduced \$15,000 and will be combined with the West Chicago project. The West Chicago reconstruction drainage segment is increased \$41,820 to reflect the latest Engineer's Estimate. The Miscellaneous Improvements Block 8 Alley paving (West Boulevard Addition) is a combined project with sewer and funded in part with Out of Dust Funds in the amount of \$10,000 transferred from the Out-of-the-Dust Program. The changes as proposed adjusted the budget by \$128,009.

Kroeger moved, second by Murphy and carried to approve the 2005 Capital Plan for Streets, Drainage and MIP Projects for April, 2005.

City Finance Officer Preston reviewed the **Capital Improvements Program Cash Flow Analysis, 2005-2009** noting the changes to reflect the increase for roof repairs, and an adjustment to match the Parks and Recreation Five Year Plan. Responding to a question

from Growth Management Director Elkins, Preston indicated he would like to maintain a balance of One Million Dollars.

Elkins moved, second by Nash and carried to approve the Capital Improvements Program Cash Flow Analysis, 2005-2009.

City Finance Officer Preston reviewed the **Government Buildings Five Year Plan, 2005-2009** pointing out the adjustments, and reminded members the Committee held off on several projects awaiting the recommendations of the 2012 Committee. Fire Chief Shepherd reported no 2012 funds were recommended for new projects for the Fire Department. He explained the existing station at Anamosa and Maple needs to be replaced as the Department has outgrown the facility and it is too small to house all the equipment needed in this area of town. Consequently, the equipment is being stored outside. He pointed out, that a facility is needed in the Elk Vale vicinity. Responding to an inquiry from Preston, Alderman Olson suggested there might be support for an adjustment to the 2012. Shepherd explained Station 7 (Anamosa/Maple Avenue) is considered to be a priority because of the equipment being housed outside. When asked whether the station would be built in its current location, Shepherd indicated an ideal location is north of the interstate. Discussion ensued relative to the development of the area in Rapid Valley. Shepherd reported the Fire Department has been criticized about their response time to the Elk Vale region. Responding to a question from Alderman Kroeger, Preston indicated the proceeds from the sale of the Elk Vale property would go to the General Fund unless directed otherwise by the Council. The one-time proceeds are being considered for other purchases such as aerial photography and migration to UNIX. Planning Commission member Nash believed that 2012 is a more appropriate funding source for the fire station facilities. The consensus of the committee is to place the Fire Department facilities on the May 20, 2005 Capital Improvements Program Agenda for further discussion.

Olson moved, second by Nash and carried to approve Government Buildings Five Year Plan, 2005-2009.

Project Manager Coon reviewed the **Streets, Drainage and MIP Projects Five Year Plan, 2005-2009** explaining the summary reflects the changes discussed in 2005. He indicated there are no proposed changes for 2006, 2007, 2008 and 2009.

Kroeger moved, second by Chapman and carried to approve the Streets, Drainage and MIP Projects Five Year Plan, 2005-2009.

Kroeger moved, second by Nash and carried to approve the **Parks & Recreation Projects Five Year Plan, 2005-2009**.

Aquatics Division Manager Olney presented the grant awards for the **Sports Facility Partnership Funds** as recommended by the Parks and Recreation Advisory Board. Projects recommended were Black Hills Pony League for the Hammerquist Field Renovation; Timberline Little League for the Concession Stand Renovations; and Church Softball League for a Maintenance Shed. Olney noted not all funds have been expended in

the grant program and the remaining amount will be rolled over to the following year, in hopes of funding larger projects.

Elkins moved, second by Olson and carried to approve the Sports Facility Partnership Funds grant awards to Black Hills Pony League, Timberline Little League and the Church Softball League.

Operations Management Engineer Johnson outlined the scope of the **Whitehead Field Improvements Project** explaining the project began in 2004 and is nearing completion. He explained there are pending change orders that put the final cost of the project at \$252,152.69, which is over the budget. He reported the electrical service was upgraded from a 100 AMP service to a 200 AMP service.

Jablonski moved, second by Chapman and carried to approve budget increase of \$2,152.69 for Whitehead Field Improvements Project, funding to come from CIP/Parks & Recreation Contingency Fund.

Aquatics Division Manager Olney explained Growth Management Department prepared a grant proposal for bikepath improvements through the Fairgrounds and indicated the proposal can not be submitted until matching funds have been identified. He explained the City will need to identify \$30,000 to match the ISTEAs grant proposal. He explained the Board recommended \$30,000 be reallocated from the **2006 New York Street park improvement project**. Alderman Chapman reminded the committee that Council has not yet discussed the 2012 recommendations. Elkins reminded the committee that the ISTEAs grant application can not be submitted until funding is identified, and the Council must approve the funding match. Elkins indicated the match should be the current year funding. She pointed out the uncertainty of federal funds. Finance Officer Preston suggested there may be a need for a supplemental appropriation if the match is to be budgeted in 2005.

Elkins moved, second by Olson and carried to continue the request to re-allocate \$30,000 from the 2006 New York Street Park Improvements / Restrooms / Lighting project to provide matching funds for the ISTEAs Grant for bikepath improvements through the Fairgrounds to the May 20, 2005 Capital Improvements Program meeting.

Kroeger moved, second by Olson and carried to recommend the Capital Improvements Program Committee include the **Black Fox to Wisconsin drainage issues** for future consideration.

Assistant Public Works Director Vore, with the aid of a map, pointed out a **drainage issue on Enchantment Road** explaining an existing drainage pan is catching only a portion of the runoff but the rest is flooding private property. He suggested modifications to be made to improve the drainage and indicated the modifications will be at the City's expense and is estimated to be approximately \$33,000. He recommended using \$25,000 of the Miscellaneous Improvements for Drainage and a supplement for the remaining balance. He indicated that until designed, the \$33,000 is only an estimate. Vore noted the sidewalk is not complete and the property owner will not put in the walk until the drainage is addressed. Elkins moved, second by Olson and carried to recommend the Council

approve the removal and reconstruction of the drain pan on Enchantment Road; and require the landowner to construct the remaining sidewalk.

Operations Management Engineer Johnson reminded the members of the CIP's commitment of \$75,000 for **irrigation along Sheridan Lake Road** south to the bridge. Johnson indicated the design of the irrigation system can not be done in a timely manner, if this project is to be done in-house. He reported staff solicited a proposal from Design Works, the same consultant who had designed the project for Sioux Park. He explained that staff also asked the consultant to include a landscape design. Johnson reported staff received a proposal under \$10,000, suggested this was a reasonable proposal and questioned whether staff should proceed with the proposal. Public Works Director Jablonski asked for an opportunity to review the proposal with staff. Nash moved, second by Elkins and carried to continue the Sheridan Lake Road irrigation project to the May 20, 2005 Capital Improvements Program meeting.

There being no further business, the meeting adjourned at 11:23 A.M.; and it was noted the next scheduled meeting was set for May 20, 2005 at 10:00 a.m.