

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

MARCH 18, 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, Malcom Chapman and Tom Johnson; staff members: Public Works Director Dirk Jablonski, Parks & Recreation Director Jerry Cole, Service Coordinator Patsy Horton. Others present: Assistant Public Works Director Ted Vore, Operations Management Engineer Rod Johnson, Engineering Project Manager Dan Coon, City Attorney Jason Green, and Administrative Assistant Jackie Gerry.

Kroeger moved, second by Chapman and carried to **approve the minutes** of February 18, 2005.

No **Financial Reports** were available for review.

Engineering Project Manager Coon reviewed the **2004 Capital Plan Carryover for Streets, Drainage, MIP Projects proposed for March 2005**. Fund carryover falls into four basic categories: project complete and carryover is unused funds; project bid late 2004 and all construction funding carried forward to 2005; project contracted for design in 2004 for 2005 construction and carryover all design costs if project design was not final; and project did not proceed as planned and all funds were carried over. Coon reported a total of \$4,144,012 in carryover to 2005. Kroeger moved, second by Chapman and carried to approve the report.

Finance Officer Preston reviewed the **Capital Improvements Program** cash flow analysis noting the 2004 interest transfer to the general fund was made to the treasurer's report in 2005.

Finance Officer Preston reviewed the Government Buildings Five Year Plan (2005) noting an adjustment for the Parks Division equipment maintenance shop. The amount allocated for this project is \$138,981. Rod Johnson pointed out the amount for roof replacement project may not be adequate. Dan Coon reviewed the proposed 2005 capital plan for Streets, Drainage and MIP Projects for 2005 – 2009 noting a deficit in 2008, but that there is a positive cash flow balance. He also, reviewed the 2005 Capital Plan proposed for March 2005 pointing out the projects are listed in alphabetical order. Dan reviewed the **Capital Plan, March 2005** explaining all projects within the five-year plan include water and sewer projects and DOT projects. Jablonski moved, second by Kroeger and carried to approve the Capital Plan, March 2005 Projects by Department and Funding Source.

Operations Management Engineer Johnson distributed and reviewed a **Roof Repair Schedule** explaining the report includes construction dates of a building, department that manages a facility, roof area, funding source, CIP eligible projects, date of last roof replacement and type of roof and expected life of the roof. Also included is the year when it is anticipated a roof should be replaced. He pointed out that the total roof area on City-

owned structures is 1.4 million square feet; and a twenty-year annual replacement area of 70,455 square feet. He indicated the annual replacement cost is six dollars per square foot and suggested \$140,000 should be allocated per year for roof replacement projects. He pointed out that because some of the facilities have been recently constructed, this allocation could be adjusted to \$100,000 for 2005 – 2009. He reported the Library roof will need to be addressed this year, along with the Fire Department's Main Station. Rod indicated that facilities that are owned and operated by departments that have enterprise funds may not be eligible for CIP funds. P&R Director Cole addressed the facilities that are leased and wonder whether these facilities should be included in the program. Aldermen Johnson and Chapman asked that this report included a section on REMARKS about the facilities that may not be eligible for CIP funds. Discussion ensued about roof materials and warranties and a depreciation schedule. Johnson moved, second by Murphy and carried to place \$100,000 in the Government Buildings Five Year Plan, 2006 – 2009 for a Roof Replacement Program. In response to a question from staff about the golf course, Alderman Johnson directed that the golf course be included in the roof replacement program because this enterprise fund department does not sustain itself.

Assistant Public Works Director Vore reported on the Black Fox to Wisconsin drainage issue explaining a temporary solution is to install 250 feet of line on Elk Street and 1,100 feet of line on Wisconsin Street plus three (3) manholes and one inlet plus 1,350 feet of sidewalk at an estimated cost of \$87,000. He pointed out there is no funding source identified for this temporary solution, nor is there a reconstruction project for Wisconsin Street included in the five-year plan. Johnson moved, second by Chapman and carried to continue this item to the April 15, 2005 CIP Committee meeting.

Parks & Recreation Director Cole reported he would bring forward at the April 15, 2005 CIP Committee meeting the **Sports Facility Grant Program** recommendation.

There being no further business, meeting adjourned at 11:15 A.M.; and it was noted the next scheduled meeting was set for April 15, 2005 at 10:00 A.M.