

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

APRIL 20, 2007

Finance Officer Jim Preston called the meeting to order at 10:00 A.M. with the following Committee members presented: Aldermen Deb Hadcock, Ron Kroeger, and Malcom Chapman; Planning Commission member Gary Brown, Parks Superintendent Lon Van Deusen (proxy), Engineering Project Manager Dan Coon (proxy), and Development Services Coordinator Bob Dominicak (proxy). Others present included: Fire Chief Gary Shepherd, Library Director Greta Chapman, Rapid Transit System Manager Rich Sagen, Assistant Finance Officer Pauline Sumption, Accounting Coordinator Tracy Davis and Administrative Coordinator Jackie Gerry. Guests: Pennington County Sheriff Don Holloway and Journey Museum Facilities Manager Gary Hargens.

Kroeger moved, second by Hadcock and carried to approve the **minutes of March 16, 2007**.

Preston presented the **Financial Reports for March, 2007** noting the activity for this period.

Coon reviewed the **2007 -- 2012 Capital Plan for Streets, Drainage, MIP Projects** for March, 2007 reporting that the Jolly Lane reconstruction project is removed. Coon noted the status of the projects listed, indicating that some of the projects are either in design or construction. At the direction of City Council, Coon explained that the list includes the traffic signals for the intersection of LaCrosse / Monroe streets at an estimated cost of \$17,000 for design in 2007 with construction in 2008 for an estimated \$148,000. Also included on the list is the Friendship House Paving Project for the alley and parking lot. Hadcock moved, second by Chapman and carried to approve the 2007 -- 2012 Capital Plan for Streets, Drainage, MIP Projects.

Preston indicated that the discussion about the **land sale of the Owen Hibbard site** has been about funding one-time purchases for the City. Dominicak indicated that any development along Hwy 16 is on hold. Preston indicated that an appraisal must be done before the City can sell the land. Coon reminded the members that improvements must be done on the property before the City can sell the property. Chapman moved, second by Hadcock and carried to request staff to begin the appraisal process on the Owen Hibbard site.

Preston reported that the Task Force met to discuss the **land sale for the Wally Byum site** and decided they need to have some comparables. He indicated that the appraisal will not be shared until it is shared with the full Council. Kroeger moved, second by Brown and carried to continue the discussion of the land sale for the Wally Byum site to the May 18, 2007 Capital Improvements Committee meeting.

At the request of the Committee, Coon indicated that staff inspected the **parking lot and alley at the Friendship House** to determine the City's options. He explained that the north portion of the alley is currently paved; and, the City has the majority of the property adjacent to the alley. For a paving project of the unpaved portion of the alley, Coon estimated \$27,000 and \$9,000 to pave the parking lot; explaining that this option would provide one handicap parking spot and twelve regular parking spaces. Coon indicated that no permits or approvals would be required under this option. Under a second option, Coon explained that the alley will be paved at the same estimated cost, but the parking area could be expanded, costing an estimated \$33,200.

He indicated that the second option would provide one handicap parking spot and thirty-one regular parking spaces. Coon explained that under this option, an 11-6-19 review, site plan approval, and a floodplain development permit would be required. Coon also explained that the alley paving portion of the project is eligible for Out-Of-The-Dust funding. In response to a question from the Chair, Coon indicated that this project can be expected to be done in-house. Hadcock moved, second by Chapman to approve Option No. 2 – Alley Paving for \$27,000 and Parking Lot for \$33,200 for a total of \$60,000; and authorize staff to advertise for bids. At the request of the Committee members, staff was instructed to contact the adjacent property owner to determine their interest in participating in the cost of the alley paving project. The Committee was informed that the estimated cost for the adjacent property owner is \$3,500. Upon a vote being taken on the motion, motion carried.

Preston reported that work continues on an agreement between the City and Doyle Development Company relating to the **Tax Increment District financing of the Vickie Powers Park**. It is expected the developer will provide the City \$500,000 to oversee the park development. Preston explained that this change in the Tax Increment District project plan will be taken before the full Council. Kroeger moved, second by Hadcock and carried to continue Tax Increment District financing of the Vickie Powers Park to the May 18, 2007 Capital Improvements Committee meeting.

Van Deusen reported that the design of the **Golf and Parks Maintenance Buildings** was shared with J. Scull Construction Service, Inc. He explained that Scull Construction reviewed the items of probable costs and agreed that if bid in the near future, the probable costs would be in line with today's market place. Van Deusen indicated that Scull Construction suggested that if the design were to be a simpler type of construction, a prefabricated building, the cost would be reduced. Chapman moved, second by Brown and carried to acknowledge the report on the Golf and Parks Maintenance Buildings.

Hargens of the **Journey Museum identified numerous sidewalk pavement areas that need to be repaired or replaced** to address potential safety hazards. He explained that 538 SF of color concrete and 526 SF of sidewalk must be done, with the entrance to the facility being addressed first. He reported soliciting informal bids from four local contractors, but received only one quote from Loren Doyle Concrete for an estimated \$12,977.95. Kroeger moved, second by Chapman to appropriate \$13,000 from CIP Contingency for a sidewalk repair/replacement project for the Journey Museum. Responding to a question from the Committee, Hargens indicated their maintenance budget does not include funds for this project. Alderman Chapman indicated his concern on how this project is weighed against all other projects needing funding from CIP. Upon a vote being taken on the motion, motion carried.

Johnson pointed out that the Government Buildings budget includes \$16,000 to address some remodeling of the **Milo Barber Transportation Center**. He indicated that this money is identified for ADA improvements; and explained that some improvements have been made to the building entrance doors. He outlined other ADA issues with the building, such as restrooms and service counters. Johnson indicated that Geiger Architecture was consulted, and on a walk-through, Geiger identified some items that needed to be addressed. Johnson outlined those as the roof and flashing removal and replacement, ADA/ANSI requirements, and code issues. Johnson indicated that Geiger estimated a budget of One Million Dollars to address the issues of the Milo Barber Transportation building. Sagen reported the availability of a One Million Dollar grant from the Federal Transit Authority to the Rapid Transit System, but that it

requires a twenty percent match. Sagen explained that this grant is available through 2009 and can be used to remodel the 25 year old Milo Barber Transportation building. Johnson explained that currently the roof is leaking and believed the appropriated \$16,000, plus funds from the roof replacement line item and a portion of the grant could fund a roof replacement project for the Milo Barber Transportation Center. Preston suggested that the \$180,000 match for the Milo Barber Transportation Center could be discussed with other projects proposed for the Government Building 5-year plan.

At 10:58 A.M. Alderman Hadcock left the meeting.

Preston submitted five proposals for the **Government Buildings Five-Year Plan**, explaining that a 4.5 percent sales tax increase is used. He outlined the proposals as Status Quo; allocating an additional \$300,000; allocating an additional \$600,000; up fronting costs for a new Fire Station (East Area); and using \$250,000 from the CIP Contingency. Each proposal included the new Fire Station, remodeling of existing Fire Stations, swimming pool improvements, satellite shop for the Parks Department, concession building for Dinosaur Park, parks office, and Vickie Powers Park. Kroeger moved, second by Chapman to increase the Government Buildings Five-Year Plan by \$450,000 per year, beginning 2008. Motion carried.

Library Director Chapman asked the Committee to develop criteria, in writing, to evaluate the placement of projects on the Government Buildings Five-Year Plan. Alderman Chapman moved, second by Coon and carried that Alderman Chapman would draft and e-mail Committee members some principle guidelines for review and editing by members.

Brown moved, second by Kroeger and carried to continue the **Milo Barber Transportation Center** to the May 18, 2007 Capital Improvement Committee meeting.

There being no further business, the meeting adjourned at 11:25 A.M.; and it was noted the next scheduled meeting is set for May 18, 2007 at 10:00 A.M. in the C/SAC, 3rd Floor, West Conference Room.