

CAPITAL IMPROVEMENT PROGRAM ADMINISTRATIVE COMMITTEE  
Minutes of March 1, 2016

Members Present: Andy Keogh, Tom Buttke, Gordy Earll, Mike Feirer, Ken Wood

Member Absent: Ed Wagner

Others present: Jeff Gaier, Steve Barg, Keith Strey, Rick Gramza, Tom Turchi, Dan Knoeck, Amy Krogman, Mike Winch, Jason Angell, Bob Trussoni, Brian Panzer, Dick Pokorny, Rick Gramza, Roxie Wetterau, Michelle Boernke, Justin Casperson; Bob Haight; Keith Montgomery

Meeting called to order by Steve Barg at 8:00 a.m.

Steve Barg reviewed the goals and objectives of the CIP process as stated in policy #4.330. Historically the goals and objectives for the program have been to keep the tax levy and related tax rate stable. He also went over the committee's priority rating which is outlined in Section VII of the CIP policy.

Keith Strey gave an overview of the state budget and the City of Marshfield's debt levels and financial status. The city finances the CIP using the following funding sources:

- Tax Levy
- Fund Balance Applied (our savings account)
- Long Term Borrowing
- User Fees
- Room Tax

Keith presented options for goals for the committee to consider at a future meeting.

Operating Funds:

Option #1

Budget Year	Oper. Fund (OF) Commitment	Request	Request Variance Over/ <u>Under</u>
2017	\$120,000	\$450,000	\$330,000
2018	140,000	532,000	392,000
2019	160,000	297,000	137,000
2020	180,000	311,000	131,000
2021	200,000	559,000	<u>359,000</u>
			\$1,349,000

Option #2

Budget Year	Oper. Fund (OF) Commitment	Request	Request Variance Over/ <u>Under</u>
2017	\$120,000	\$450,000	\$330,000
2018	120,000	532,000	412,000
2019	120,000	297,000	177,000
2020	120,000	311,000	191,000
2021	120,000	559,000	<u>439,000</u>
			\$1,549,000

Borrowed Funds – Recurring Projects:

Option #1

Budget Year	Recurring Project Debt Commitment	Request	Request Variance Over/ <u>Under</u>
2017	\$2,700,000	\$3,172,000	\$472,000
2018	2,800,000	3,003,000	203,000
2019	2,900,000	3,057,000	157,000
2020	3,000,000	4,136,000	1,136,000
2021	3,000,000	6,110,000	<u>3,110,000</u>
			\$5,078,000

Option #2

Budget Year	Recurring Project Debt Commitment	Request	Request Variance Over/ <u>Under</u>
2017	\$2,600,000	\$3,172,000	\$572,000
2018	2,600,000	3,003,000	403,000
2019	2,800,000	3,057,000	257,000
2020	2,800,000	4,136,000	1,336,000
20201	3,000,000	6,110,000	<u>3,110,000</u>
			\$5,678,000

Brain Panzer presented the following projects:

UW-K-7336, 2017 Projects; UW-K-7337, 2018 Projects; UW-K-7338, 2019 Project; UW-K-7339, 2020 Projects; UW-K-7340, 2021 Projects

Keith Montgomery presented the following project:

UW-K-7325, Remodel/Renovate Science Areas (STEM)

Jeff Gaier presented the following projects:

AI-N-3812, Replace MALSRs; AI-N-3816, Reconstruction of Pavement; AI-N-3821, Construct Hangar Area Including Taxiway; AI-N-3823, Construct Parallel Taxiway to RWY 26/34; AI-N-3825, Runway 16/34 Extend and Partial Parallel Taxiway; AI-N-3826, Construct South Hangar Area including Taxiways

Rick Gramza presented the following projects:

EM-N-5509, Hwy 13/Spencer EM warning Siren Replacement; PD-K-5705, Garage Expansion; PD-K-5706, Roof Replacement; PD-K-5707, Automation Controls; FD-K-5711, Emergency Generator Replacement

Justin Casperson presented the following projects:

FG-K-5600, Fairgrounds - Round Barn Improvements; PR-K-2867, Oak Avenue Community Center Gym Floor; PR-L-1647, Wildwood-McMillan Connector Trail; PR-L-2804, Playground Improvement Program; PR-L-2808, Softball Facilities; PR-L-2811, Hefko Pool; PR-L-2818, Zoo Pond & Stream, PR-L-2821, Columbia Park Bandshell; PR-L-2827, Braem Park Parking Lot; PR-L-2843, Parks Maintenance Building; PR-L-2845, Adler Road Trail; PR-L-2847, Zoo Welcome Center and Cougar Exhibit; PR-L-2849, UW Arboretum Trail; PR-L-2852, East 4<sup>th</sup> Street Trail; PR-L-2853, Galvin Avenue Trail; PR-L-2854 Parks Asphalt Maintenance Program; PR-L-2855, Park Forestry Improvement Program; PR-L-2857, Braem Park Tennis Courts; PR-L-2860, Parks ADA Improvement Program, PR-L-2863, Park Master Plans

Jason Angell presented the following projects:

DS-N-2866, Downtown Community Square

Dan Knoeck presented the following projects:

FM-K-3968, Forward Financial Building - Purchase and Remodel; FM-K-3969, Community Center Remodel

Dick Pokorny presented the following projects:

FM-K-3913, City Hall Plaza - Carpet Replacement; FM-K-3924, City Hall Plaza - Electrical Upgrade; FM-K-3927, City Hall Plaza Access Control System; FM-K-3942, City Hall Asbestos Removal; FM-K-3950, City Hall Plaza Penthouse Electrical Upgrade; FM-K-3955, City Hall Plaza 1<sup>st</sup> Floor East Roof Project; FM-K-3958, City Hall Plaza Basement Air Handler Replacement; FM-K-3962, City Hall Plaza Brick Waterproofing; FM-K-3963, City Hall Plaza Parking Lot Slurry Seal; FM-K-3964, City Hall Plaza Boiler Replacement

Dan Knoeck presented the following projects:

SW-G-6772, STH 13/Popp Avenue Area Storm Sewer; SW-G-6773, North Hills Storm Sewer; SW-G-6775, McMillan Street at Galvin Ave - Culvert Extension; SW-G-6776, Laemie Ave - 21<sup>st</sup> to 1,200 ft North - Storm Sewer

The schedule of meeting dates is as follows:

Tuesday March 1<sup>st</sup> - 8:00 a.m.  
Wednesday March 2<sup>nd</sup> - 8:00 a.m.  
Thursday March 17<sup>th</sup> - 7:00 a.m.  
Tuesday March 29<sup>th</sup> - 7:00 a.m.  
Thursday March 31<sup>st</sup> - 7:00 a.m.

Committee/Council review

- Board of Public Works - Monday, April 18<sup>th</sup>
- Plan Commission - Tuesday, April 19<sup>th</sup>
- Common Council - Tuesday, April 26<sup>th</sup>
- Common Council - Tuesday, May 10<sup>th</sup> (adoption)

Motion by Earll, second by Wood to adjourn the meeting at 9:55 a.m.

**Motion carried**

Respectfully submitted,

Amy Krogman  
Administrative Assistant III