CAPITAL IMPROVEMENT PROGRAM ADMINISTRATIVE COMMITTEE
minutes of February 19, 2013 Meeting

Members Present: Chris Meyer, Tom Buttke, Gary Cummings, Ken Wood, Ed Wagner (left at 8:30 a.m.), Gordie Earll, Karl Zimmermann, and Chris Meyer

Other's Present: Amy Krogman, Keith Strey, Steve Barg, Lori Belongia, Tom Waalkens, Tom Turchi, Michele Boernke, Sam Warp, Brian Panzer, Mike Baltus, Darren Larson, Rick Gramza, Jeff Gaier, Dan Knoeck, Liz Welter, Ed Englehart, Jason Angell.

Meeting called to order by Mayor Chris Meyer at 8:00 a.m.

Steve Barg gave an overview of the Capital Improvement Plan. The purpose of the CIP is as follows:

- to provide for the orderly replacement of physical plant for a 5-year period
- coordinate debt flow in relation to the city's financial capacity
- link to the city's Comprehensive Plan
- ensure coordinated capital development

He 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 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

Strey went over the report from Public Financial Management (PFM) which was given to the Common Council on Tuesday, February 12, 2013. The City of Marshfield continues to maintain a strong credit rating. PFM's presentation projected $2.5 million in annually borrowing for CIP projects would provide no increase in tax rate.

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

Operating Funds:

> Option #1 uses a frozen amount of $760,822 which is equal to the 2012 Common Council adopted budget. This will result in a variance of +$1,159,100 over the five year period.
>
> Option #2 uses a frozen amount equal to the Adopted 2013 – 2017 CIP. This will result in a variance of -$1,520,000 over the five year period.

Borrowed Funds – Recurring Projects:

Option #1 used amounts equal to the Adopted 2013 – 2017 adopted CIP which is $2,500,000 for 2014 – 2018. This would result in a variance of -$2,256,000 over the five year period.

Option #2 uses $2,250,000 for 2014 and $2,000,000 for years 2015 - 2018 which reflects the impact of the State budget and significant amount of other debt funded projects. This would result in a variance of -$3,506,000 over the five year period.

The schedule of meeting dates is as follows:

Thursday	February 19, 2013 – 8:00 a.m.
Tuesday	February 21, 2013 – 8:00 a.m.
Tuesday	February 26, 2013 – 8:00 a.m.
Tuesday	March 5, 2013 – 8:00 a.m.
Thursday	March 7, 2013 – 8:00 a.m.
Monday	April 1, 2013 Presentation to Special Joint meeting of the Board of Public Works and Plan Commission
Tuesday	April 9, 2013 Presentation to Common Council
Tuesday	April 23, 2013 Adoption by Common Council

Jeff Gaier presented the following projects:

AI-N-3806, Snow removal equipment building; **AI-N-3812**, Precision Approach Path Indicator Lights 34/16; **AI-N-3816**, Reconstruction of Pavement; **AI-N-3820**, Crack Filling & Sealcoating.

Mike Baltus presented the following project:

CM-N-4401, Cemetery Mausoleum Project.

Darren Larson presented the following projects:

EM-N-5708, S. Central/Airpark Rd., Emergency Warning Siren Replacement; **EM-N-5709**, Hwy 13/Spencer Emergency warning Siren Replacement; **PD-F-5710**, GPS Emergency Vehicle Preemption System; **PD-K-5705**, Garage Expansion; **PD-K-5706**, Roof Replacement; **PD-K-5707**, Automation Controls.

Michelle Boernke and Tom Waalkens presented the following projects:

UW-K-7300, Overhead Entrance Canopy/Doors; **UW-K-7306**, Outdoor science laboratory area; **UW-K-7308**, Replacement of gymnasium floor, **UW-K-7314**, Repair of Campus Sidewalks; **UW-K-7320**, Replace/Remodel Laird theater and Art Space; **UW-K-7321**, Replace/Refurbishment of Campus Greenhouse; **UW-K-7324**, Remodel Office in Student Services and Admin. Bldg; **UW-K-7325**, Remodel/Renovate Science Areas (STEM Cap. Project); **UW-K-7326**, Repair Outdoor Tennis Courts; **UW-K-7327**, Refurbish the 200 ton chiller in Laird; **UW-K-7328**, Repave 7th Street Entrance; **UW-K-7329**, Replace/Repair Roof over Music Room; **UW-K-7330**, Repair Library roof and repair stucco soffits; **UW-K-7331**, Replace Roof Top Condensers; **UW-K-7332**, Replace AHU Chilled Water Coils.

Ed Englehart presented the following projects:

FG-K-5600, Fairgrounds – Round Barn Improvements**; FG-K-5602**, Fairgrounds – Expo Building Improvements. **PR-K-2863**, Oak Avenue CC Gym Floor Replacement; **PR-L-2800**, Wildwood Park Pond Improvements; **PR-L-2804**, Playground Development/Renovation; **PR-L-2805**, Wildwood Zoo – new bear exhibit building; **PR-L-2808**, Fairgrounds softball field improvements; **PR-L-2811**, Hefko Pool**, PR-L-2824**, Wildwood Zoo Storage/Maintenance Buildings; **PR-L-2827**, Braem Park parking lot maintenance; **PR-L-2845**, Adler Road/WWS Trail Extension, **PR-L-2847**, Zoo Welcome Center, Restrooms and Store, **PR-L-2854**, Parks and Recreation Asphalt Surface Maintenance; **PR-L-2855**, Park Forestry Improvement Program; **PR-L-2857**, Bream Park Tennis Court Renovation Project; **PR-L-2860**, ADA Park Facility Access Improvements; **PR-L-2861**, Hewitt Connector Trail; **PR-L-2862**, Ludwig Building Maintenance

Brian Panzer presented the following projects:

ST-N-6107, Urban Forestry.

Sam Warp presented the following projects:

WW-M-7402, 8th Street Lift Station Replacement, **WW-M-7404**, WWTP – Replacement of Dissolved Oxygen Sensors

Motion by Buttke, second by Zimmermann to adjourn at 9:53 a.m.
Motion Carried

Respectfully submitted,

Amy Krogman