

**Capital Improvements Authority
Minutes of Regular Meeting
February 9, 2015**

Present: Carol Baxter, Mike Edwards, Tray Harkins, John Hill, Estella Morrison, Gary Renne, and Mayor Ambrose Buckman.

Absent: Steve Marriott, Director of Administrative Services.

Also Present: Sharon Powell, Councilwoman, David Haugland, City Manager, Chad Birdsong, Public Works Director, Lisa Meyer, Utilities Director, John McGovern, Police Chief, Paul Tribble, Fire Chief, Katie Noyd, Parks and Recreation Director, Larry Murry, Building Official, TR Kennedy, Building Maintenance, Lyndsey Baxter, DEP Executive Director, and Shannon Stroud, Authority Secretary.

2. **Approval of Minutes:** Carol Baxter motioned to approve the minutes of the Regular Capital Improvements Meeting on November 10, 2014 and January 12, 2015; John Hill seconded and Tray Harkins abstained from the November 10, 2014 meeting minutes. The motion to approve the November 10, 2014 and the January 12, 2015 meeting minutes are approved.
3. **Approval: Serpentine Wall and Sign Project:** Chad Birdsong, Director of Public Works briefed the Authority. Public Works put together estimated budget numbers for replacing the landscaping at the site with a total project cost of \$11,000.00. The project went out to bid for the trees, plantings, rock, and weed barrier. After questioning if landscaping is a capital improvement, Chad Birdsong provided the definition and landscaping is included in a capital improvement. Authority members John Hill and Mike Edwards requested a capital improvements plan, a timeline of Committed Funds, and a Cash Flow Statement that was referenced in the November 2014 minutes. David Haugland indicated that Steve Marriott is working on the documents. Mike Edwards will get with Steve Marriott to communicate what he would like to see in the Cash Flow Statement. Gary Renne motioned to approve the \$11,000.00 for the Serpentine Wall and Sign Project; the motion died for lack of a second. This item was tabled.
4. **Approval: Water Reuse System for Golf Course Irrigation:** Lisa Meyer, Utilities Director briefed the Authority. The water refuse system that supplies water to the golf course is in disrepair. The system was installed in 1993 and has been failing for the last several years. Minor repairs have been made but nothing has been done as options for system overhaul were being investigated. Larkin Engineering was contracted to examine the system and provide options for a better, more reliable method of irrigating the golf course. New economical options were developed. The preferred option is to relocate the entire operation to inside the wastewater treatment plant. This will reduce the number of pumps required from 2 to 1 and allows the abandonment of the existing water storage tank and dam (which are also in need of rehab), several hundred linear feet of piping, and the old chlorine room. It will keep the equipment inside, protected from the elements and flooding. Preliminary estimates put this project at approximately \$90,000.00, including engineering. Staff will complete some of the work in-house and is requesting allocation to proceed with the project. John Hill motioned to approve the project at approximately \$90,000.00. Mike Edwards seconded. Motion approved.
5. **Approval: Fire Station Roof Repairs:** Paul Tribble, Fire Chief briefed the Authority. The Fire Department has received proposals from 4 vendors for the repair of the roof. Three of the vendors submitted bids for a "spray-on" coating with 5, 10 & 14 year warranties. One vendor submitted a bid to apply a 3.25" poly styrene between the standing seams, topped with ½ inch gypsum board, and then topping off with a 60 mil TPR PVC continuous membrane, with vents to allow ventilation of the present roof. Fire recommends the bid award be granted to J.R. & Co.,

Roof Contractors to repair the leaks in the roof by applying a 3.25" poly styrene between the standing seams, topped with ½ inch gypsum board, then topping off with a 60 mil TPO PVC continuous membrane, with vents to allow ventilation of the present roof. This bid has a 20 year warranty at total installed price of \$70,063.00. If the Authority approves I will present it to the City Council at the next available meeting. Tray Harkins motioned to approve the Fire Station Roof Repairs. Carol Baxter seconded. Motion approved.

6. **Discussion – Fire Station Tower and Siding Repairs:** Fire Chief, Paul Tribble briefed the Authority. The first need is to repair the roof that has several problem areas; water runs into the kitchen area, several leaks from the tower which are due to improperly installed windows, cracking siding on the front of the station, and the 19 year old garage doors. The Fire Department is seeking to receive bids for window and siding repair/painted and replacement of the garage doors. The Authority advised Chief Tribble to obtain bids for all repairs and bring back to the next meeting.
7. **Approval: Blighted Property Funding:** Chad Birdsong, Public Works Director briefed the Authority. Since June of 2013, several properties have been acquired and demolition of most of those properties is complete. As of December, 2014, the balance for this fund was \$11,805.29. Public Works has one additional property to demo and the final bills are being calculated and processed. At this time, the request is to allocate another \$50,000 to fund the completed work and to fund future demos along with acquisitions of blighted properties located in Excelsior Springs. Mike Edwards motioned to approve funding of \$50,000.00 to the Blighted Property Fund. Estella Morrison seconded. Motion approved.
8. **Comments:** Councilwoman, Sharon Powell made comment that all city departments have to complete a 5 year plan; does Capital Improvements have a 5 year plan. If it is updated but not to you then it should be given to the Authority for review and City Council should have a copy as well. Tray Harkins mentioned the tear off of the Superior Well House Roof. Lindsey Baxter, Director of DEP informed that the Well Committee meets next Wednesday to continue to review future detail for this site.
9. **Adjourn:** The meeting adjourned at 5:00 pm. The next meeting is scheduled for Monday, March 9, 2015 at 4:00 pm.

Shannon Stroud
Authority Secretary

Special Capital Improvements Authority
Minutes of Regular Meeting
April 27, 2015
4:15 pm

Present: Carol Baxter, Tray Harkins, Estella Morrison, Gary Renne, and Mayor Ambrose Buckman.

Absent: Mike Edwards and John Hill.

Also Present: Sonya Morgan, Councilwoman, David Haugland, City Manager, Steve Marriott, Director of Administrative Services, Chad Birdsong, Public Works Director, John McGovern, Police Chief, Clint Reno, Police Captain, Paul Tribble, Fire Chief, Larry Murry, Building Official, TR Kennedy, Building Maintenance, and Shannon Stroud, Authority Secretary.

2. **Approval of Minutes:** Tray Harkins motioned to approve the minutes of the Capital Improvements Meeting on February 9, 2015; Carol Baxter seconded. Minutes approved.
3. **Approval: Budget Spreadsheets – January, February, and March 2015:** Steve Marriott, Director of Administrative Services briefed the Authority. The Beginning Balance, Revenues, Expenditures, Transfers, and Committed Funds for January, February, and March 2015 were reviewed. All questions from Authority Members were answered. The Available Cash Balance for March 2015 is \$307,518.48. Tray Harkins motioned to approve the January, February, and March 2015 budget spreadsheet totals as presented; Estella Morrison seconded. Budget spreadsheets approved.
4. **Approval: Repairs to Fire Station:** Paul Tribble, Fire Chief briefed the Authority. Approval for funds in the amount of \$51,808.00 is being sought for repairs needed to the siding and tower windows, and the replacement of the garage doors for the fire station at 1120 Tracy. The Authority was briefed of the repairs on January 12, 2015, February 9, 2015 the Capital Improvements Authority asked for the department to return with bids for all 3 projects, request for proposals were sent to 3 window, painting, and garage door companies; fire department staff recommend approval of bids from H & H Glass (\$5,300), Royal Brush (\$6,683), & Sharp Overhead Door (\$39,825). Questions of the Authority were answered by Staff. Gary Renne motioned to approve the project cost of \$51,808.00. Estella Morrison seconded. Motion approved.
5. **Approval: Discussion and Consider Approval of Engineering Proposal for the HVAC System in the Hall of Waters Building:** David Haugland, City Manager briefed the Authority. Kelly Cramm of Henderson Engineers, Inc. is also in attendance. The boiler in the Hall of Waters Building was installed in 1953 and no one can believe it is still functioning. Dallas Mercer of North Kansas City Hospital has expertise in this area and was consulted. He is working with T.R. Kennedy, Building Superintendent in the Hall of Waters Building. They discussed the operations of a new system and chose the hot water system. Engineering is required for the Missouri loan programs that the City wants to utilize. Approval is needed and documents must be submitted by June 30, 2015. Loan programs can provide funds for this project from \$10,000 to \$750,000. Kelly Cramm thinks it is a good fit and is likely that Excelsior Springs could receive funding. The cost of the study is \$100,000 to get the main equipment installed for heating and cooling in the entire building; additional costs will be incurred after the install to provide heating and cooling to individualized areas. Tray Harkins has concerns about it taking all the money that Capital Improvements has and then how do we take care of maintenance. Councilwoman Morgan indicates that the decision has already been made to stay in the building and that Heritage Tourism is a million dollar industry right now. Widewaters indicates to David Haugland that they will utilize the building in conjunction with the Elms Hotel for weddings and services if certain

things are accomplished. It's possible that an allocation of \$70,000 can be reverted to this project from the Superior Well Pagoda, pending the Well Committee's report to City Council in the near future. Estella Morrison motioned to approve the engineering proposal for the HVAC System in the Hall of Waters Building. Carol Baxter seconded. Motion approved.

6. **Comments:** Commissioner Gary Renne is optimistic about the purpose of the Hall of Waters Building and when the direction is explained to the public, more people may get involved. Estella Morrison is not as optimistic but hopes for it.
7. **Adjourn:** The meeting adjourned at 5:00 pm. The next meeting is scheduled for Monday, May 11, 2015 at 4:00 pm.

Shannon Stroud
Capital Improvements Authority Secretary

Capital Improvements Authority
Minutes of Regular Meeting
August 10, 2015
4:00 pm

Present: Carol Baxter, Mike Edwards, Tray Harkins, Estella Morrison, and Mayor Pro-Tem Eales.

Absent: John Hill and Gary Renne.

Also Present: Sharon Powell, Councilwoman, Sonya Morgan, Councilwoman, David Haugland, City Manager, Steve Marriott, Director of Administrative Services, Chad Birdsong, Public Works Director, John McGovern, Police Chief, Paul Tribble, Fire Chief, Larry Murry, Building Official, Cory Wartner, Codes Department, TR Kennedy, Building Maintenance, and Shannon Stroud, Authority Secretary.

2. **Approval of Minutes:** Tray Harkins motioned to approve the minutes of the Capital Improvements Meeting July 21, 2015; Mike Edwards seconded. Mayor Pro-Tem Eales abstained. Minutes approved.
3. **Approval: Budget Spreadsheet – July 2015:** Steve Marriott, Director of Administrative Services briefed the Authority. The Beginning Balance, Revenues, Expenditures, Transfers, and Committed Funds for July 2015 were reviewed. All questions from Authority Members of Committed Funds were answered. The Available Cash Balance for July 2015 is \$284,049.71. Tray Harkins motioned to approve the July 2015 budget spreadsheet totals as presented; Mike Edwards seconded. Budget spreadsheet for July 2015 approved.
4. **Approval: Maintenance Fund City Wide:** David Haugland, City Manager briefed the Authority. The current maintenance fund has \$5,632.46 in it, which is committed to replace the garage door in the lower level of the Hall of Waters Building. Because of this, Haugland is requesting \$10,000.00 to be put back into the fund. Questions of the Authority were answered. Mike Edwards motioned to approve the funding as presented. Estella Morrison seconded. Motion approved.
5. **Approval: Blighted Property Fund:** David Haugland, City Manager briefed the Authority of the fund and the properties. The fund currently has \$18,804.42 but will decrease by approximately \$10,350 by the date of the meeting. The attempt to purchase an additional property on Broadway will be made and 4 properties will likely be demolished. The request is made for an allocation of \$50,000. Tray Harkins motioned to approve the Blighted Property Fund allocation as presented. Estella Morrison seconded. Motion approved.
6. **Approval: Funding for Airport Runway Project:** David Haugland, City Manager briefed the Authority of the project. The City has been working with MoDOT Aviation to reconstruct the runway for the past 2 years. Under this program the State Aviation Trust Fund will pay 90% of the project with the City paying 10%. The City applied and was chosen for funding; paying the 10% match for engineering last year. Lockner was chosen by MoDOT to prepare plans and specs for 5 local airports. All of the projects were bid at the end of June 2015. The city received recommendation from Lockner to enter into contract with the low bidder, Ideker, Inc. for the base bid and addition of an alternate scenario. The project includes reconstructing the runway and sealcoating the connecting taxiway and apron. The engineer's estimate for the project is \$638,594.50 for the runway, and \$18,672.00 for the alternate scenario, creating a total of \$438,663.00. Ideker's bid is \$426,215.00 which is less than the engineer's estimate. Airport Board Members are in attendance and in favor of the project. Millicent Parker, State Representative is pleased with the improvements made to the airport. Staff is requesting \$49,781.00 from Capital Improvements to complete this project. Once Authority Members

questions were answered, Tray Harkins motioned to approve the funding for the airport runway project as presented. Carol Baxter seconded. Motion approved.

7. **Comments:** David Haugland, City Manager reminded everyone of the going away reception at the Golf Course tomorrow for Parks and Recreation Director, Katie Noyd.
8. **Adjourn:** The meeting adjourned at 4:38 pm. The next meeting is scheduled for Monday, September 14, 2015 at 4:00 pm.

Shannon Stroud
Capital Improvements Authority Secretary