

Capital Improvements Authority
Minutes of Regular Meeting
March 14, 2016
4:00 pm

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

Absent: John Hill, resigned March 9, 2016.

Also Present: Sharon Powell, Councilwoman, David Haugland, City Manager, Steve Marriott, Director of Administrative Services, Chad Birdsong, Public Works Director, John McGovern, Police Chief, Clint Reno, Police Lieutenant, Paul Tribble, Fire Chief, Nate Williams, Parks and Recreation Director, Chad Clevenger, Parks Superintendent, and Shannon Stroud, Authority Secretary.

2. **Approval of Minutes:** Tray Harkins motioned to approve the minutes of the Capital Improvements Meeting August 10, 2015; Carol Baxter seconded. Minutes approved.
3. **Approval: Budget Spreadsheet – September 2015 – February 2016:** Steve Marriott, Director of Administrative Services briefed the Authority. The Beginning Balance, Revenues, Expenditures, Transfers, and Committed Funds for all months were reviewed. All questions from Authority Members of Committed Funds were answered. The Available Cash Balance as of February 2016 is \$728,955.59. Mike Edwards motioned to approve budget spreadsheets totals of September 2015 – February 2016 as presented; Tray Harkins seconded. Budget spreadsheets approved. Steve Marriott noted and asked for the Authority's guidance; as he is starting this year's budget process and preparing the 5 year plan, it seems that a plan is put together but not followed. Marriott would like guidance on working the plan. Authority members requested to see the plan, make sure that each request is a capital improvement, and maybe create a new percentage chart since staff members and board members have changed.
4. **Discussion: Rainbow Trail Improvement Plan:** Nate Williams, Parks and Recreation Director introduced himself to the Authority and briefed them of department updates and the Rainbow Trail Improvement Plan. Piburn Bleacher Project is almost complete; items left are fencing around back of bleachers, rock or mulch behind bleachers and in space between handicap ramp, and portable bleachers. The project is still under the approved \$65,000 at the moment. The Rainbow Trail formerly the Hwy 69 Trail, runs from the hospital to Century Park and is asphalt that has been patched several times in the last 20 years. After setup of a trail camera, it is the most visited trail in the parks system, utilized by a wide variety of people, and connects to a lot of areas. Cost to resurface the entire trail is \$47,763 for 55,539 sq. ft. with a 2" cap from the low bidder, Advanced Asphalt Paving. A price was also obtained for the Sunnyside Park cap of \$14,380 from the same bidder. The overall plan and goals from the Parks and Recreation Department is to resurface the entire path, resurface Sunnyside Park drive and add 4 additional parking spaces, connect through neighborhoods to the trail system (similar to Joy Street Boardwalk). Total to resurface all listed high frequency areas, \$62,143.00. The Parks and Recreation Department will contribute by doing maintenance to Sunnyside to prepare for the asphalt cap, improve the trail by adding solar lights to help with visibility at night, and look at grants for larger scale lighting for a plausible option. Parks and Recreation will maintain all trails. Authority members are in favor of the improvements but asked if the department has funds in their budget to cover the plans. They would like to see their budget numbers and any future plans before approval of upgrades.
5. **Discussion: Coating of Detention Area Holding Cells:** Clint Reno, Police Lieutenant briefed the Authority of the discussion item. The Police Department is exploring the possibility of coating the detention area holding cells with a specialized high-performance polymer coating designed

for correction facilities. The durability and safety of decontamination is a high priority. The detention area has never been coated with any product. It is constructed of bare concrete and is a breeding ground for disease and makes contamination impossible to eliminate. Coating the cells, corridors, and prisoner visitation room with this product will reduce the City's liability in exposing prisoners to substantial health risks. Cost for the project is in the range of \$25,000 - \$50,000 based upon several variables (moisture content and concrete condition). Authority members asked the Police Department to proceed in getting bids.

6. **Comments:** Questions from Authority Members; Chad Birdsong reported that cart paths are 81.8% complete, there are 2 holes left, and \$316,000 is the balance on the project. Updates to the club house were briefly discussed. The Farris Street Project has \$120,000 remaining, a change order will be taken before City Council for the wall, and the historic benches and landscaping features will be included in this project. Sewer Extensions for Elms and Seybold are started; 92 Hwy and Dawn Street cannot be taken on by Public Works at this time and all easements are not obtained yet. A Pancake Breakfast and Ribbon Cutting for the Airport Runway will be April 16, 2016; striping will be complete for the Ribbon Cutting. The wall at the S-Curve at Golf Hill was hit and upgrades are being reviewed for that wall and area. The Hall of Waters Building HVAC plans have been reviewed by Staff and Councilwoman Morgan and are being finalized.
7. **Adjourn:** The meeting adjourned at 5:00 pm. The next meeting is scheduled for Monday, April 11, 2016 at 4:00 pm.

Shannon Stroud
Capital Improvements Authority Secretary

Capital Improvements Authority
Minutes of Regular Meeting
April 11, 2016
4:25 pm

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

Absent: Carol Baxter.

Also Present: Sharon Powell, Councilwoman, Sonya Morgan, Councilwoman, David Haugland, City Manager, John McGovern, Police Chief, Nate Williams, Parks and Recreation Director, Chad Clevenger, Parks Superintendent, and Shannon Stroud, Authority Secretary.

2. **Approval of Minutes:** Tray Harkins motioned to approve the minutes of the Capital Improvements Meeting March 14, 2016; Mike Edwards seconded. Mayor Pro-Tem Eales abstained. Minutes approved.
3. **Approval: Budget Spreadsheet – March 2016:** David Haugland, City Manager briefed the Authority. The Beginning Balance, Revenues, Expenditures, Transfers, and Committed Funds for March were reviewed. All questions from Authority Members of Committed Funds were answered. The Available Cash Balance as of March 2016 is \$807,602.07. Mike Edwards motioned to approve the budget spreadsheet total of March 2016; Tray Harkins seconded. Budget spreadsheet approved.
4. **Approval: Coating of Detention Area Holding Cells:** John McGovern, Police Chief briefed the Authority of the approval. Last month, Clint Reno, Police Captain presented the project. After receiving the proposal from Prime Coat to coat all walls, floors and ceiling in the six (6) detention cells, the juvenile cell, the prisoner visitation room and the walls and floors of the attached corridors at a price of \$47,875.42. An added option is for Prime Coat to sand and urethane-coat our existing metal cell doors and frames for an additional \$6,110.37. The urethane coating would further increase the ability to clean and safely decontaminate the area, and is much needed to fully complete the project. Estella Morrison motioned to approve at a cost not to exceed \$55,000.00. Tray Harkins seconded. Motion approved.
5. **Approval: Rainbow Trail & Sunnyside Park Resurface:** Nate Williams, Parks and Recreation Director briefed the Authority. The asphalt trail, known as Rainbow Trail or 69 Highway Trail is in need of repair due to the breakdown of the current surface. The department plans to resurface with a 2" cap. Advanced Asphalt is the low bid and will provide all labor, materials, and equipment to perform the milling, clean existing asphalt free of dirt, dust and debris; tack coat for bonding, any necessary repair prior to overlay, and install and roll for compaction. A second portion requested for bids, is to do the same process for the parking lot area at Sunnyside Park while adding 4 additional parking spaces. Advanced Asphalt was also the low bid on this resurface. Rainbow Trail Resurface: 55,539 sq. ft. is \$47,763.00; Sunnyside Park Resurface: 6,369 sq. ft. is \$11,580.00 for a total cost of \$62,143.00. Tentative timeline is May 2016. The Parks and Recreation Department is looking at lighting options for this trail and treating it every 2-4 years depending on the condition at time of evaluation each year. Tray Harkins motioned to approve the project; Estella Morrison seconded. Motion approved.
6. **Comments:** David Haugland briefed Authority Members regarding the HVAC issue in the Hall of Waters and the repurpose of the building. An RFP will be in the newspaper tomorrow, on the city website, and out to other various groups, including historic groups, to bring attention and opportunity to everyone to repurpose the building.

7. **Adjourn:** The meeting adjourned at 4:45 pm. The next meeting is scheduled for Monday, May 9, 2016 at 4:00 pm.

Shannon Stroud
Capital Improvements Authority Secretary

Capital Improvements Authority
Minutes of Regular Meeting
May 9, 2016
4:00 pm

Present: Carol Baxter, Mike Edwards, Tray Harkins, Estella Morrison, Reggie St. John, and Brad Eales, Mayor.

Absent: Gary Renne.

Also Present: Sharon Powell, Mayor Pro-Tem, Sonya Morgan, Councilwoman, David Haugland, City Manager, John McGovern, Police Chief, Clint Reno, Police Captain, Nate Williams, Parks and Recreation Director, Chad Birdsong, Public Works Director, Steve Marriott, Director of Administrative Services, Paul Tribble, Fire Chief, Larry Murry, Director of Codes Administration, and Shannon Stroud, Authority Secretary.

2. **Approval of Minutes:** Tray Harkins motioned to approve the minutes of the Capital Improvements Meeting April 11, 2016; Mike Edwards seconded. Reggie St. John abstained. Minutes approved.
3. **Approval: Budget Spreadsheet – April 2016:** Steve Marriott, Director of Administrative Services briefed the Authority. The Beginning Balance, Revenues, Expenditures, Transfers, and Committed Funds for April were reviewed. All questions from Authority Members of Committed Funds were answered. The Available Cash Balance as of April 2016 is \$760,094.58. Mike Edwards motioned to approve the budget spreadsheet total of April 2016; Estella Morrison seconded. Budget spreadsheet approved.
4. **Approval: Coating of Detention Area Holding Cells:** Clint Reno, Police Captain briefed the Authority of the approval. On April 11, 2016, the Police Department received funding approval from the Capital Improvements Authority to undertake the project to coat the detention area cells with a specialized polymer coating, Prime Coat. Total initial project cost of \$55,000.00 was approved by the Authority on that date. Prior to presentation of the project to City Council, the city attorney determined that Prime Coat would have to statutorily comply with prevailing wage and performance bond requirements. We were provided a revised quote to include the required prevailing wage and bond costs. The new proposal that meets requirements is \$57,032.87 for the walls, ceilings and floors. The additional cost to recoat the existing metal cell door frames is \$7,670.97. The total project cost is now \$64,703.84. We are asking for approval of an additional \$11,000.00 for the project, with a new cost not-to-exceed \$66,000.00. This would cover the total cost of the project and allow for a small contingency to cover incidental electrical work needed and is required by the contractor. After discussion and after authority members questions were answered by staff, Tray Harkins motioned to approve at a cost not to exceed \$66,000.00. Carol Baxter seconded. Motion approved.
5. **Approval: Additional Funds for Sidewalk Improvement Program:** Chad Birdsong, Public Works Director briefed the Authority. The current sidewalk fund program is to assist homeowners in cost sharing for sidewalk improvements on the ROW that fronts their property. The program is only used a few times per year and does not rebuild the sidewalks for the entire street or neighborhood. Under the direction of City Council, the program would expand to begin replacing sidewalks throughout town. It is not affordable to replace sidewalks all at once; therefore, it is the goal to structure the program as we do for the overlay program. Each year, an area will be identified to replace and upgrade sidewalks, including sidewalk ramps for ADA accessibility. The request is to increase the fund to \$100,000.00 annually and start on the program this summer. The plan for the sidewalks has not been defined but high walking areas will be the starting point of the new program. Construction Services is over extended, a change

order with VF Anderson will start the work. Once questions from authority members were answered by staff, Carol Baxter motioned to approve the increase in funding to \$100,000.00 for the revised Sidewalk Program; Estella Morrison seconded. Motion approved.

6. **Comments:** Mayor Brad Eales and Councilwoman Sonya Morgan see the beginning of a good program but wishes it had started 4 years ago, when it was originally to be put in place. If \$20,000.00 had been invested in the last 4 years, we would be at \$80,000.00 and Construction Services would be doing the work saving us money. Mayor Eales is not in favor of going out to bid on this project. Tray Harkins and Chad Birdsong discussed the bid process handled by the school district; the district sets a date and time, does a walk through on that date and time, anyone wanting to bid must be there at the walk through to bid. No engineering needed.
7. **Adjourn:** The meeting adjourned at 4:52 pm. The next meeting is scheduled for Monday, June 13, 2016 at 4:00 pm.

Shannon Stroud
Capital Improvements Authority Secretary

Capital Improvements Authority
Minutes of Regular Meeting
June 13, 2016
4:00 pm

Present: Carol Baxter, Mike Edwards, Tray Harkins (arrived at 4:25 pm), Estella Morrison, Gary Renne, Reggie St. John, and Brad Eales, Mayor.

Absent: None.

Also Present: Steve Marriott, Interim City Manager, John McGovern, Police Chief, Tim Jarman, Golf Director, Frank Conrick, Golf Superintendent, Nate Williams, Parks and Recreation Director, Chad Birdsong, Public Works Director, Paul Tribble, Fire Chief, Larry Murry, Director of Codes Administration, and Shannon Stroud, Authority Secretary.

2. **Approval of Minutes:** Mike Edwards motioned to approve the minutes of the Capital Improvements Meeting May 9, 2016; Carol Baxter seconded. Minutes approved.
3. **Approval: Budget Spreadsheet – May 2016:** Steve Marriott, Interim City Manager briefed the Authority. The Beginning Balance, Revenues, Expenditures, Transfers, and Committed Funds for May were reviewed. All questions from Authority Members of Committed Funds were answered. The Available Cash Balance as of May 2016 is \$691,048.82. Carol Baxter motioned to approve the budget spreadsheet total for May 2016; Gary Renne seconded. Budget spreadsheet approved.
4. **Discussion: Kitchen Remodel at Fire Station #1:** Paul Tribble, Fire Chief briefed the Authority of the discussion. In a five year Capital Improvements plan for 2015 - 2020, Fire Department Staff identified the most important health and safety needs; to install a Source Capture Exhaust System to control toxic, vehicle fumes from the apparatus in the bay of the Fire Station. The fumes have been identified to cause cancer in firefighters. Fire Department Staff was able to apply for "Assistance to Firefighters Grant" for the exhaust system in December 2015 in the amount of \$90,000.00. The grant status determination may conclude that this request may not be needed from the Capital Improvements Authority. The second need of the fire department's Capital Improvement request is to remodel the kitchen at Station #1. This kitchen is the busiest used in the City of Excelsior Springs; utilized 365 days a year since being built in 1996, now 20 years old. At that time, the station only had 3 personnel per shift and it was designed as in a residential house. Since the closing of Station #2; personnel per shift has increased to 6, and the equipment is not designed to accommodate that many firefighters. The request is to remodel the space to accommodate larger pans, additional firefighters, and use the space more efficiently. After discussion and questions answered; Authority Members are in support of Fire Chief Tribble pursuing the request.
5. **Approval: Golf Course Fan Purchase and Installation:** Tim Jarman, Golf Director and Frank Conrick, Golf Superintendent briefed the Authority. To stay competitive with our greens maintenance, the Excelsior Springs Golf Course makes the request before the Capital Improvements Board to purchase (6) Commercial Grade Oscillating Fans as recommended by our USGA Agronomist, John Daniels. During his visit and course assessment in October 2015, John made a huge push for the fan purchase to help the greens maintenance on problem holes 5, 6, 11, 12, 14, and 15. The fan purchase and tree trimming were the recommendation. A majority of the tree trimming has been completed in house. The goal is to produce better air flow to help the cooling and drying of the grass canopy, which in turn produces a better putting surface and playability for the patrons. The low bid for 6 fans submitted by SubAir at a cost of \$43,300.00 and 6,000 feet for wire, boxes, breakers, concrete pads, and stabilizers at an estimated cost of \$3.00/foot (\$18,000) creates a total project cost of \$61,300.00. Immediate

approval is requested, to go before the City Council, and to begin working on the diseased problem areas. Once questions from authority members were answered by Staff, Tray Harkins motioned to approve the increase in funding to \$100,000.00 for the revised Sidewalk Program; Estella Morrison seconded. Motion approved.

6. **Comments:** None.

7. **Adjourn:** The meeting adjourned at 4:44 pm. The next meeting is scheduled for Monday, July 11, 2016 at 4:00 pm.

Shannon Stroud
Capital Improvements Authority Secretary