

City of Sheboygan  
2018-05-29

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CITY OF SHEBOYGAN

CAPITAL IMPROVEMENTS COMMISSION

MAY 29, 2018

Chair Mayor Mike Vandersteen called the meeting to order at 6: 00 p.m. The Pledge of Allegiance followed.

COMMITTEE MEMBERS PRESENT: Chair Mayor Mike Vandersteen, Alderpersons Mary Lynne Donohue, Jim Bohren and Ron Rindfleisch, City Plan Commissioner Gerald Jones, Citizen Members Henry Jung and Nicholas Dussault

STAFF / OFFICIALS PRESENT: City Administrator Darrell Hofland, Chief Police Chris Domalgaski, Fire Chief Mike Romas, Finance Director Nancy Buss, Director of Public Works David Biebel, Director of Planning and Development Chad Pelishek, Director of Information Technology Greg Vertelka, Director of Transit and Parking Derek Muench, Director of Human Resources and Labor Relations Sandy Rohrick, Mead Public Library Director Garrett Erickson, Budget Analyst Carrie Arenz, Management Analyst Dawn Sokolowski

MINUTES

Motion by Alderperson Donohue, seconded by Alderperson Bohren to approve the minutes of March 8, 2018. Motion carried.

2019 - 2023 CAPITAL IMPROVEMENTS PROGRAM FOR DISCUSSION ITEMS FOR DISCUSSION AND POSSIBLE ACTION

3.1 REVIEW OF DRAFT 2019 - 2023 CAPITAL IMPROVEMENTS PROGRAM

Mayor Vandersteen expressed his appreciation to all staff for their contributions to the program presented this evening.

City Administrator Darrell Hofland provided highlights of the 2019 - 2023 Capital Improvements Program to the commission. The rating criteria referenced during the March 8 meeting is reflective of the six Focus Areas of the Strategic Plan. This criteria is included in the Capital Improvements Commission Rating booklets distributed to rank the 2019 projects. The next meeting to discuss the project ratings is scheduled for June 19, 2018 at 4: 00

p.m. in the Loft at the Mead Public Library. Administrator Hofland reviewed the list of 2019 projects funded with GO debt. The mandatory projects were reviewed first, followed by the remaining projects including the cumulative total of GO debt. Administrator Hofland indicated there is no designated amount for GO debt the commission needs to focus on. The past two years' GO debt amounts totalled approximately \$5,000,000 per year. In years prior, the GO debt figure was historically \$3,000,000 annually.

Director of Human Resources and Labor Relations Sandy Rohrick presented a request for an ADA compliance program update per the 2014 Federal mandate to bring the city into compliance with the federal ADA. Mayor Vandersteen mentioned that even the websites need to meet ADA accessibility compliance as a result of this mandate.

Mead Public Library Director Garrett Erickson presented the two requests on behalf of the Mead Public Library including carpeting on the third floor, completing year three of this four year project. The second request is for updated HVAC controls to replace the 40 year old pneumatic controls. The intent is to replace the library's HVAC controls within a four year period.

Director of Transit and Parking Derek Muench presented the transit requests including the continuation of the fixed route bus replacement schedule. Three fixed route bus replacements are requested for 2019, along with an update to the bus wash area at the transit administration and maintenance facility. Director Muench discussed the requests submitted for 2020 for either replacement of the roof or complete reconstruction on an alternate location of the existing administration and maintenance facility. The current facility lacks the ability for transit to utilize alternative fuel sources including compressed natural gas. Director Muench explained several potential grant funding sources for these future projects. There are no Parking Utility project requests for 2019. 2020 contains Parking Utility request for the reconstruction of the Riverfront parking lot. Coin meter replacements are requested for 2022. Jerry Jones inquired on utilizing electronic technology for the parking meters. The 2017 parking study indicated that our current parking rates of \$0.30 per hour are substantially too low to recoup credit card fees. The study indicated an increase of parking rates to \$1.00 per hour would be necessary in order to recover credit card fees charged at parking meters, kiosks or via an app.

Director of Planning and Development Chad Pelishek provided requests on behalf of the City Development Department. City Development submitted requests for 2019 include the following: a detention pond located in the Werner housing development adjacent to TID 18 ; creating a development plan for the west side of the Sheboygan River from Pennsylvania Avenue north to Niagara Avenue; signage, landscaping and lighting of the SouthPointe Enterprise Campus; City of Sheboygan entrance signage located on Highways 23, 28 and 42 to showcase the city in advance of the 2020 Ryder Cup; a study referencing a parking structure located within the Innovation District, the Indiana Avenue Trail project land acquisition for right-of-way from Union Pacific Railroad. 2020 requests include construction of the Indiana Avenue trail and the parking structure within the Innovation District. 2021 project submission include streetscape improvements to Indiana Avenue, street improvements within the South Pier district and a land acquisition expansion for the SouthPointe Enterprise Campus. The final request for 2022 includes improvements to the Pennsylvania Avenue adjacent to

the lakeshore and river.

Director of Information Technology Greg Vertelka presented the 2019 requests for WSCS. The two project requests include enhancement of the fiber to replace the original coaxial cables and the replacement of the Live-U for remote broadcasting. This project is not supported in the Executive portion of the Capital Improvements Program. In addition, the return to City Hall will utilize enhanced audio and video equipment providing better viewing quality via the internet. Regardless if the fiber is updated or not, Spectrum does not broadcast in HD so any improvements realized will not be apparent to Cable TV viewers. The 2019 IT project requests include the second data center acquisition for return to City Hall, the enterprise backup system to accommodate all of the city's data storage needs and the implementation of Munis' asset management system to be piloted on the Public Works equipment. 2020 requests include the Microsoft Office upgrade and server licensing. The remaining request is for 2023 which includes the Data Center recovery refresh resulting from the movements in and out of City Hall. Alderperson Rindfleisch inquired on the maintenance costs related to the Munis asset management system.

Fire Chief Mike Romas provided the 2019 request information on behalf of the Fire Department. These requests included updated extrication equipment, a three-quarter ton pickup truck with a snow plow installed, a vehicle to be utilized by the battalion fire chief and a public education van and final repairs to complete the improvements to Fire Station 1. The projects related to the extrication equipment and repairs to Fire Station 1 were prolonged over several years due to the disbursement of Capital Improvements funds to other more urgent projects.

Police Chief Chris Domagalski presented the 2019 projects requested by the Police Department. Several of the project requests for 2019 and years beyond follow the Police Department vehicle replacement schedule in which marked vehicles are replaced every four years and unmarked vehicles are replaced every 10 years. 2019 requests include the replacement of 10 year old hand guns, and replacement of one of the air conditioning blower motors. A new request for tactical body armor for the emergency response team was submitted. The emergency response team currently utilizes 20 year old, donated equipment or personal items. 2021 requests include the replacement of the squad computers as they approach their sixth year. 2022 requests contain the police facility boiler replacement, and 2023 requests include replacement of the 20 year old patrol wagon.

Director of Public Works David Biebel provided details of the Department of Public Works requests. 2019 requests include City Hall renovation completion, the installation of a women's locker room at the Municipal Services Building. Administrator Hofland noted that the Department of Public Works contains the second largest number of city employees and the upgrades to the facility are necessary in an effort to extend the life of the MSB and in anticipation of changes within the workforce. The additional MSB upgrades include updates to the vehicle wash area, office improvements, a roof replacement and improvements to the floor drainage system. The Senior Activity Center roof will be replaced in 2021. The traffic control system continues its ongoing modernization system, along with the street lighting upgrade program. Both the traffic control and street lighting initiatives utilize grant funding. The street pavement improvements continue to follow the 2017 plan of investing \$4,000,000 annually

into street resurfacing projects. Prior to the 2017 program, less than one mile of roadway was repaired annually. In 2017 nearly six miles of streets were resurfaced. The effort increased our PASER pavement rating. One of the new annual request for the program addresses the application of chip sealant to roadways resurfaced within the last five years at a cost of \$150,000 to extend the life of pavement. The Innovation District located in future TID 17 requires infrastructure repairs. In 2021, a collaborative effort with Sheboygan County to repave Indiana Avenue from South 17 th Street to Taylor Drive including the addition of bike lanes is requested. The Pennsylvania Avenue bridge will be repaired in 2019. This project involves the replacement of the bridge deck installed in 1978 and then resurfaced in the 1990 's. Park and Forestry Division requests for 2019 include the Butzen Sports Complex, creation of a master plan for the redesign of Kiwanis Park, and the reconstruction of Vollrath Park's tennis court to accomodate tennis and pickleball players. Future Park and Forestry division requests include upgrades to the J.C. Quarryview Park, redesign of the Deland Park bath house and a performance shelter, along with updates to the Deland Home park site. It was noted that the emerald ash borer infestation was much more extensive than anticipated. Trees scheduled for treatment are being removed instead and additional replanting is required. Wastewater division improvements have refocused to a systematic improvement schedule to allow the facility to provide the highest quality water treatment services possible. 2021 Wastewater Utility improvements include a lift station upgrade in the Town of Wilson. Currently the city utilizes 55 percent of flow through this lift station. The addition of the SouthPointe Enterprise Campus will force additional capacity through this particular lift station. Vehicle replacement requests were submitted as well. The recent upgrades to the vehicle fleet have improved the service level provided to the city.

Administrator Hofland discussed the funding sources, with focus on the GO debt. He noted that all calculation anticipate no increases to the tax base.

### 3.2 REVIEW OF CAPITAL IMPROVEMENTS PROGRAM PROJECTS RATING PROCESS

Mayor Vandersteen discussed the rating of the 2019 projects. The rating booklets are due to be returned to the City Hall Annex North, the former Sheboygan County Highway Department office, by June 7, 2018.

#### DATE OF NEXT REGULAR MEETING

June 19, 2018 at 4: 00 p.m.

#### ADJOURN

Motion by Jerry Jones, seconded by Alderperson Donohue to adjourn at 7: 59 p.m. Motion carried.