CAPITAL IMPROVEMENT PROGRAM COMMITTEE
(CIPC)

Minutes for May 13, 2009

Present: CIP Members: Chairman David Weaver, Mary Ellen Fitzgerald, Dawn Hayes, Todd Mitchell, Dennis Steinhauer, Larry Beck, Cynde Hertzog and Commission Liaison Joe Skinner. Staff: Grants and Projects Administrator Larry Watson, County Administrator Earl Mathers, Finance Director Ed Blackman and Commission Assistant Glenda Howze.

The meeting was called to order at 7:32 AM in the Courthouse Community Room.

Public Comment: There was no public comment on matters not on the agenda.

Approval of Minutes of April 8, 2009: Ms. Fitzgerald made a motion to approve the minutes as written. Mr. Mitchell seconded the motion. All voted aye. Motion carried unanimously.

Other: Chairman Weaver stated that at the last meeting the plan was that the City would be asked to participate financially in the master planning of the L&J site. The City declined to participate. Mr. Watson explained that the City pulled back from any participation. The CIP Committee requested money in the FY 2010 to further the work on the master plan for the site; $250,000. Once the Commission adopts the budget then the County can move forward will RFP's for the next step in master planning. Chairman Weaver asked if any answer was ever given to the City of Bozeman on the request for the southwest corner of the Law &Justice Center. Mr. Watson explained that no answer has gone from the County to the City but there needs to be one. Mr. Watson also stated that it is important to know that even though $250,000 was requested, the entire amount isn't going to be needed in the first year, but will be carried over for several years through the design development process. The RFP Scope of Work will be based on the approved amount of funding. Sandholm quoted $15,000 to master plan the proposal as proposed by the City; this project is not proceeding at this point. Mr. Watson stated that the City may be in-line for stimulus money for construction and if they get that they won't need to go to the voters. Mr. Mathers stated that an appraisal was done on both the southwest and northwest corners and the results were not significantly different.

Review if Ranking Criteria: Ms. Fitzgerald suggested that there should be a statement of how to use the criteria for future committee member's usage. The instructions should also indicate that the criteria is also created in accordance with the County goals which are annually established in February. The minimum number is as low as the ranking can go, and should be noted as such.

Review of CIP Application: There are some problems with applicants following the $50,000 rule and with the cost estimating. The Committee agrees that another training session is in order for all staff in October. Discussion took place regarding who is attending the training sessions and what applications are being submitted. Mr. Mathers stated that right now we're in the position of not having any money for the priorities that we do have. The Road & Bridge priorities are highly technical as are the water and sewer priorities. Commissioner Skinner stated that he'd like to see the

Road and Bridge priorities and planning in the 5-year plan but not have the CIPC prioritize the projects. The goal should be to have all capital and infrastructure projects and planning in one location. Commissioner Skinner stated that Lee is doing a great job and has a plan, but it is in his head and it would be helpful to have it written down as well. It was suggested that the CIPC could modify the definition of the plan to include Road and Bridge but defer the ranking to them. Mr. Watson expressed concern about grant applications and water and sewer projects and having them go through an adequate public hearing process if they are not part of CIP review. There was a lengthy discussion regarding the inclusion of grants in the process and how to incorporate them and/or rank them. The Road & Bridge Department does prepare a priority list at budget time and this could be included in the binder. It was decided that a tab can be included for "other" projects such as Road & Bridge; making it clear that these projects have not been prioritized by the CIPC. For grants – if there is a competition for a grant within the County, then those applications can be referred to the CIPC for ranking as they come up, but this won't become standard practice (to review all grant applications) at this time. It was agreed that "and special projects assigned by the Commission" would be added to the definition of a project.

Commissioner Skinner suggested that the CIPC have a discussion with Lee Provance about how his programming can fit into the 5-year plan and make sure that he understands it is an opportunity for him to let the public know what he's doing and how future projects are planned. The CIPC agreed that this would be an agenda item in the future as a discussion with Lee. Larry was asked to look into a way that the water and sewer projects could fit into the process with CIP. Commissioner Skinner asked that an FCI update be placed on a future agenda also.

Review of County Review Team Responsibilities: All blanks need to be filled in. Ms. Fitzgerald stated that the review team needs to make sure that the holes are filled or send the application back to be completed. Mr. Blackman stated that in some cases there is so much "guess" in the estimate that the application should be rejected completely with a request to start over. He also noted that doing this rejection is not within the authority of the review team.

Chairman Weaver stated that a sentence should be added to the cover memo that accompanies the applications stating that incomplete applications will not be reviewed by CIPC. Emphasis will also be made that applicants should take this process seriously and that they need to spend time doing research for their project. Attendance at the training session will also be emphasized. Mr. Blackman suggested that the cover memo should not make a meeting with the Review Team optional but mandatory. This suggestion was agreed to. The application and cover memo will be reviewed to require a meeting with the Review Team and Glenda will schedule meeting slots for the applicants and Review Team.

Review of 5-year Plan Document: This item will be discussed on a future agenda. Brief discussion took place regarding the 5-year schedule as created by Ed Blackman. The application numbers will be renumbered with their original number (for those that have been submitted more than once) and this will be the process from here out. Also, a column will be added to indicate the year the project was presented the first time.

CIPC Summer Meeting Schedule

May 27 – Cancelled
June 10 – Tour of Detention Center (new…hopefully dry…)

June 24	–	FCI Update from Facilities; 5-year plan revision discussion
July 8	–	Tour of Road and Bridge Dept. and Discussion w/Mr. Provance on incorporation of his priority list into the CIP 5-year document
July 22	–	Cancelled OR regular board meeting if necessary?
Aug 12	–	Tour of 911 Facility and Tour of Fairgrounds
Aug 26	-	Back to regular schedule of meeting – begin planning for FY 2011 Applications and training session for County staff.

The meeting was adjourned at 9:00 AM.