

Urbandale Capital Improvements Program (CIP) Committee Minutes  
CIP 2019 – 2024+  
**Meeting #1**  
November 19, 2018

The Urbandale Capital Improvements Program (CIP) Committee met as scheduled at 7:15 a.m. on November 19, 2018. Due to a natural gas leak, the meeting was moved from the Council Chambers at City Hall to the Urbandale Police Department, with CIP Chair Tom Gayman presiding. The following CIP Committee members were present: Pat Boddy, Susan Bonnicksen, John Bouslog, Mike Carver, Tom Gayman, John Hollebrands, Steve Lytle, Cindi McDonald, and Julie Roethler. Also present from City Staff were City Manager A.J. Johnson, Finance Director Nicci Lamb, Assistant Finance Director Kim Keisler, Accountant I Addison Riebkes, Director of Parks & Rec. Jan Herke, Assistant Director of Parks Kevin James, Fire Chief Jerry Holt, Director of Engineering and Public Works Dave McKay, Assistant City Engineer John Larson, GIS Coordinator Ryan Noah, Police Chief Rob Johansen, Economic Development Director/Assistant City Manager Curtis Brown. Also attending was Councilman Russell.

Gayman opened the meeting by thanking the CIP Committee for devoting their time to review and discuss the CIP plan, and thanked city staff for their hard work preparing the document. The amendment process was described in detail to the committee members, if a vote to amend were to arise.

Gayman asked City Manager Johnson to provide a summary of the CIP program. Johnson thanked the committee members for their time and indicated the value the city places on their opinions. He also welcomed the new committee members Julie Roethler and Cindi McDonald. Johnson indicated the CIP precedes the annual budget, and is created off of the current \$2.20/per \$1,000 of valuation, debt service levy. It is used as the operational document for the upcoming five years, with the unprogrammed section presented to raise awareness of future projects. Johnson indicated the CIP is funded by the City borrowing funds through bonded debt currently on a 15 year term. Johnson described the various other funding sources 1) TIF (Tax Increment Financing) 2) Road Use Funds 3) Storm

Water Utility Fund 4) Special Assessments 5) Capital Projects Funds 6) Private Sources. Johnson indicated the CIP includes 12 categories and the Committee would review all except the Water projects, since they are determined by the Water Utility's Board of Trustees. The CIP program has 87 projects, including 18 new projects

Johnson called to the committee's attention the fact that certain projects are pre-authorized by the City Council. Included in the 2019-2024+ program is the pre-authorized Parks and Public Works Maintenance Facility, funded with North West Market Square TIF money. The project was accelerated in order to utilize the TIF funds under the current TIF funding laws.

Gayman introduced Finance Director Lamb. Lamb provided a handout showing the Fiscal Performance Goals, along with the 10 year benchmark of these goals. Lamb indicated that the CIP is balanced from a debt aspect, and as a reminder, if the committee wanted to move or modify a project, it would have to be offset by project with identical funding. Lamb disclosed the \$15,000 general fund cost to hold bond referendums, as well as the passing of the Dallas County LOSST in 2017. Lamb discussed the debt management plan in place to retire old debt with TIF funds on hand, at the same time issuing new debt for the Parks and Public Works Maintenance Facility.

Gayman thanked Johnson and Lamb for their overview.

Gayman reminded the committee that today's meeting was primarily to gain an understanding of each project, and have constructive conversations about them. The committee has the authority to amend projects if they choose to do so. A motion is required, along with a seconding of that motion, then a vote would occur to see if the majority is in favor of the change.

**ART** Section was reviewed by the CIP Committee:

- Herke explained that Art is funded by 1% of the bonded debt issued (GOB and TIF) related to capital projects for parks, city facilities, and main arterial street projects.

- Herke stated that the use of these funds is well thought out by the public art committee. Gayman also pointed out the value to the city in their strategic installation of art pieces throughout the city.

**MAJOR EQUIPMENT** was reviewed by the CIP Committee:

- Fire Rescue Truck Replacement – Chief Holt presented the unprogrammed replacement of the 2004 heavy-rescue truck.
- First Station #42 Pumper Replacement – Chief Holt presented the 2021 scheduled replacement of 2001 Toyne pumper truck. Gayman inquired as to the trade-in values on these pumper trucks. Chief Holt stated that their values are very low but they do their best to get the best value out of the old trucks. Gayman congratulated Chief Holt and his department in their previous acquisitions, and the significant savings they found by utilizing previously bid government contracts.
- Fire Station #43 Pumper Truck: Chief Holt presented the purchase of the new pumper truck for Station #43.
- Fire Tender – Chief Holt presented the unprogrammed need for a fire tender. This piece of equipment is designed to transport large volumes of water, and would be stationed in #43. Chief Holt stated that as the city continues to grow to the north and to the west, and with the current limitations on resources, the water tender would be necessary to provide Class-II ISO Rating. As of December 1, 2018 the City of Urbandale will be upgraded from a Class-III ISO rating to Class-II. This is a very good rating, as it indicates a municipality's over all fire response effectiveness.

**TECHNOLOGY** was reviewed by the CIP Committee:

- Looped Fiber Connection – A.J. Johnson presented the fiber loop project. The city has determined that it would be valuable to have looped systems between city facilities in order to eliminate data outages, as well as accommodate the city's new and growing technology needs. Dave McKay then presented the current scenario if a contractor cuts our data lines,

which could result in 1 to 2 weeks of data outage. With the looped system it could immediately be rerouted and business would carry on as normal.

- Phone System Replacement – A.J. Johnson described the current state of the city’s phone systems. Replacement parts and replacement phones are no longer in production, creating hardships when technical issues arise.

**PARKS** was reviewed by the CIP Committee:

- All Inclusive Playground – Northview Park – Herke presented the new project scheduled for 2019 to construct an all inclusive playground to serve children in the community with disabilities. To date \$176,000 has been raised, including the \$75,000 contribution from the City of Urbandale. This represents 1/3 of the funds needed to complete the project. Herke stated that they are working hard to explore matching opportunities with Polk County, and submit grant requests to secure additional funding. Lytle suggested that funding from the city be increased, up to double of what is currently being presented, to serve this under-represented population. Bouslog agreed that \$75,000 was too low, and that the city should commit itself to this project and pay for up to half of the project. Bouslog stated that it would serve as a feather in the cities cap to support this kind of project. Boddy reinforced the conversation by saying she would like the city to pay for 25% - 50% of the project, and that it would great for the city’s reputation.

**CONTINUED CONVERSATION/POTENTIAL VOTE:** Conversation to continue in regards to the city increasing its contribution towards the construction of the all inclusive playground, and potential funding options.

- Dunlap Arboretum – Herke presented the future phases as determined by the Parks Master Plan. Carver inquired as the Herke’s knowledge of the parks use, as it is not as visually prominent as other parks. Herke indicated that based on her knowledge the Dunlap Park receives fairly high use.

Bouslog asked about plans to install better bathroom facilities, and the needs of families in the community when visiting these parks. Herke responded that bathroom facilities are a highly sought after feature according to the Parks Master Plan, and that efforts are being made to work full bathrooms into the space.

- Pickleball Court Construction – Herke presented the plans to construct 4 pickleball courts in South Karen Acres Park in 2019. This project would also include a 14 stall parking lot. Currently pickleball lines are painted on tennis courts. The court size and net size/heights are not to the technical specifications of serious pickleball players and there are occasional frustrations between users of the tennis courts and pickleball courts. This project would give them dedicated spaces to play. Residents in this neighborhood have been notified of the project, and have been invited to attend the public hearing in order to voice any concerns. To date, no complains or concerns have been raised. Boddy asked about the presence of dedicated pickleball players. Herke stated that there is a very dedicated group within Urbandale, and that tennis courts are currently scheduled for pickleball three days a week. Bouslog inquired as to the possibility of adding additional courts into the unprogrammed years given the visible need within the community. Committee decided to revisit at their next meeting.

**CONTINUED CONVERSATION/POTENTIAL VOTE:** Conversation to continue in regards to the city adding funds in the unprogrammed years, to construct additional pickleball courts.

- Utility Installation to Various Parks – Herke presented the plans for the next four years to add utilities to various park locations throughout the city. Herke stated that there is a very high cost to run utilities. It is even surprising what the costs amount to when running fairly short distances from existing connections. Bouslog inquired as to the adequacy of the current funding amounts given the high cost, and how they are prioritizing

the utilities installations. Herke stated that more funding is always welcome and that parks with the highest needs are being addressed first.

- Regional Park Shelter/Enclosed Shelter/Nature Center – Herke presented the map of the WCRP area and discussed the vision of what is to come in WCRP. Carver then discussed the effects of LOSST funding from Dallas County on the community, providing almost \$1,000,000. He stated that the city should do more to educate the citizens on the positive impact a Polk County LOSST tax would provide, and that many of these LOSST funds could provide funding for projects like the shelter/nature center. Carver stated that having a list of projects like this shelter, to show what a Polk County LOSST tax could support, would help the voters get onboard with the referendum. Bouslog questioned Carver on the methods of educating voters on LOSST, given the previous vote was struck down 2 to 1.

**BUILDINGS** was reviewed by the CIP Committee:

- Aquatic Center/Indoor Pool Demolition – Johnson started the conversation regarding the aquatic center informing the committee of how long the aquatic center has been in the CIP program. He stated that he believes all research options have been completed, all planning options have been exhausted up to this point, and it is his belief that it is time to make a decision on funding the design of the pool Urbandale wants to build. Johnson reiterated that we need to get a plan for voters to vote on. Voters like to know 1) what is being built 2) what will it look like 3) how much will it cost. The next design step would provide those answers. Johnson reminded the committee that the Urbandale School District owns the land the pool sits on, and if they so choose, in 2026 the pool could be demolished. Carver stated that he believes the pool will most likely be demolished, and the city should proceed with that expectation. Herke clarified that the current year funding is to design the pool, and determine exactly what the needs of the community are. Hollebrands stated that he has attended many school board meetings and that there has been no mention of wanting to demolish the pool. He is an avid user of the pool and in his opinion has plenty of life left in it. Hollebrands also stated that a

vote would not pass to build a pool in the western side of Urbandale. Herke clarified that a scientifically valid survey needs to be completed to pin down the exact needs/wants of the community. Gayman suggested that this conversation be continued at the next meeting.

**CONTINUED CONVERSATION/POTENTIAL VOTE:** Conversation to continue in regards to the Urbandale Aquatic Center.

- City Facilities & Trail Lights – LED Retrofit – Johnson presented the LED Retrofit project. Johnson clarified that the currently present phases of the retrofit are building related, and do not include trail lights. Trail lights would be upgraded as part of this as funding becomes available.
- Parks & Public Works Maintenance Facility – McKay presented the project details. The project is designed and construction will begin in 2019 and continue into 2021. McKay reiterated that this project is funded with TIF funding, and would not affect the debt levy.
- Parks & Public Works Satellite Facility – McKay presented plans for the satellite facility. Carver asked McKay to provide a description of what “cold storage” consisted of. McKay stated that cold storage means little to no heat to that portion of the building.
- Police Station Douglas Entrance – Johansen provided details regarding the project. The project consists of an engineering study to determine the changes that could be made to avoid future flooding. During the heavy rain the summer of 2018, significant amounts of water overwhelmed the drain next to the building. The result was approximately 6 inches of water in various parts of the building, resulting in \$100,000 repair costs.

Gayman asked if there were any other Committee items. Hollebrands stated that the city should tap the breaks on spending, as property taxes will be out of control with the combined spending of the City of Urbandale and Urbandale Community School District.

With no further business to come before the CIP Committee, the meeting adjourned at 8:45 a.m.

Tom Gayman, CIP Committee Chair

Attest:

Addison Riebkes

Accountant I

**1st CIP Meeting – Nov 19, 2018 - Follow-Up Items**

<b>Items</b>	<b>Status of Follow-up</b>
<b><u>All Inclusive Playground</u></b> (pg. 23)	Discussions led Lytle, Bouslog, and Boddy to all indicate they would like the City of Urbandale to pay for a greater percentage of the All Inclusive Playground <ul style="list-style-type: none"><li>• Follow-up conversation</li><li>• Potential vote to amend project</li></ul>
<b><u>Pickleball Courts</u></b> (pg. 26)	Discussion led Lytle to suggest adding funding in the unprogrammed years to plan on constructing additional pickleball courts. <ul style="list-style-type: none"><li>• Follow-up conversation</li><li>• Potential vote to amend project</li></ul>
<b><u>Aquatic Facility</u></b> (pg. 3)	Discussions were left open-ended, with a request by Gayman to revisit at the next meeting. <ul style="list-style-type: none"><li>• Follow-up conversation</li></ul>