

**Capital Improvements Authority
Minutes of Regular Meeting
June 13, 2011 - 4:00 p.m.**

Present: Jim Alderson, Mike Edwards, Estella Morrison, John Hill, Bob Ingle, and Ambrose Buckman.

Absent: Jack Halferty.

Also Present: Lisa Malay and Kim McElwee, Christmas Committee Representatives, Steve Marriott, Director of Administrative Services, Chad Birdsong, Public Works Director, John McGovern, Police Chief, Kent Cantrell, Fire Chief, Katie Noyd, Assistant Parks and Recreation Director, Steve Sellers, Parks and Recreation Director, and Shannon Stroud, Authority Secretary.

Approval of Minutes: Jim Alderson motioned to approve the May 9, 2011 meeting minutes with the amendment of John Hills comment; Mike Edwards seconded. Motion approved.

Approval: Budget Spreadsheet: Authority members reviewed the Budget Spreadsheet for May 2011, presented by Steve Marriott, Director of Administrative Services. The Beginning Balance for May is \$2,201,117.40. Total Revenues are \$47,860.79. Total Expenditures of \$15,944.03 leave a Total Ending Balance of \$2,233,034.16. Committed Funds were reviewed individually. The Total Available Cash Balance is \$1,340,408.56. The Gross Sales Tax Collections, Net Capital Improvement Sales Tax Collections, Gross Sales Tax Receipts, and Gross Sales Tax by Month are included and were reviewed. Mike Edwards motioned to approve the spreadsheet totals for May 2011; Estella Morrison seconded. Motion approved.

- 3. Approval: Finance Department Remodel Project:** Steve Marriott, Director of Administrative Services began the discussion. The project is a \$60,000 project that is included in the five year Capital Improvements plan for Finance Department office upgrades. Some of the things to accomplish are improved security at the cashier's window and in the remainder of the finance office, and improved functionality and appearance in that office. Steve Marriott has worked with the Susan Richards Johnson Architectural Firm to design a more-functional layout while preserving some of the historic nature of the building. A copy of the selected layout was provided. The goal is to make sure that the building is functional for all personnel working here and that the building remains useful for many years to come. The City's Insurance Representative suggests additional security in the Finance area. The approval is to bid out all aspects of this project and if approved, Steve Marriott will return to the Capital Improvements

Authority at a later meeting to present bids and seek approval to start work on the project. Authority members questioned if the intent was to remain in the Hall of Waters Building. Mike Edwards motioned to proceed with the bid process; John Hill seconded. Aye votes 4, Naye votes 2; motion approved.

4. **Approval: Light Fixture Replacement at Fire Station:** Kent Cantrell, Fire Chief gave began the discussion. All fluorescent light fixtures at the Fire Station utilize T12 bulbs and the manufacturer of these bulbs will discontinue production in January 2012; therefore the need to upgrade or replace the fixtures to the smaller T8 florescent tubes is necessary. The request is for \$9,000 to be allocated from the Capital Improvements Building Improvements funds to support the project. The quote is estimated and is taking into consideration a grant obtainable from Ameren Missouri, which will offset \$1,455.00 of the cost. The project must be completed before September 30, 2011 to be eligible for the grant. A motion was made by Bob Ingle to approve the request; Jim Alderson seconded. Motion approved.
5. **Discussion: Update on Retaining Wall Project:** Kent Cantrell, Fire Chief gave the update. The survey was completed which gained an extra foot of property. The adjoining property owner will be contacted. Landscaping blocks would be best and a few trees will need removed at the back of the property. An estimate will be obtained.
6. **Approval: Lane of Lights:** Katie Noyd, Assistant Director of Parks and Recreation addressed the Authority. The revised paperwork includes new totals which adds funds and revises locations in the park. Estella Morrison motioned to approve the revised proposal; Mike Edwards seconded. Motion approved.
7. **Comments:** Authority members inquired of City owned properties and the Drug Rehab Center on or near Excelsior Street project.
8. **Adjourn:** Meeting adjourned at 5:00 pm.

Shannon Stroud
Secretary to the Capital Improvements Authority