

MINUTES OF THE REGULAR MEETING  
OF THE CAPITAL IMPROVEMENT COMMITTEE  
OF THE CITY OF SUNSET HILLS, MISSOURI  
HELD ON NOVEMBER 7, 2016

BE IT REMEMBERED that the Capital Improvement Committee of the City of Sunset Hills, Missouri met in regular session at City Hall Quarters, 3939 S. Lindbergh Blvd., in said City on November 7, 2016. The meeting convened at 5:37 p.m.

**ROLL CALL**

Present:	Rich Gau	-Chairman
	Thomas Musich	-Member
	Dennis Knock	-Member
	Kurt Krueger	-Member
	Mark Colombo	-Member
	Bruce Studer	-Member
	Nathan Lipe	-Member
	Eric Sterman	-City Administrator
	Bill Lehmann	-Finance Director
Absent:	Mike Fitzgerald	-Member

Chairman Rich Gau arrived at 6:00 p.m.

**APPOINTMENT OF COMMITTEE CHAIRMAN**

A motion was made by Alderman Krueger to appoint Rich Gau as Chairman of the Capital Improvement Committee. Alderman Musich seconded the motion and was it unanimously approved.

**CAPTIAL IMPROVEMENT PLAIN FY 2017-2021**

City Administrator Eric Sterman stated that the City developed a five year capital improvement plan in 2012. Unfortunately, the City has not updated this plan and it's a five year rolling plan. The new year of 2017 will coincide with the budget year of 2017. The subsequent years are forecasted and will be updated each year with the fifth year added on and so forth.

Mr. Sterman stated when S&P lowered the city's credit rating their suggestion was to keep the capital improvement plan updated. He stated starting in January of 2017 the city's capital improvement plan will be updated yearly. He stated a draft of the plan has been included in the packet that was sent to each member. Mr. Sterman explained the draft plan and asked for any comments or thoughts.

Alderman Musich inquired about the 2017-2021 projects and their numbers and if the numbers were generated by the department heads. Mr. Sterman answered yes and indicated that the page on 2017 is new and is an accurate reflection proposed for next year. A discussion was held regarding how often this committee should meet. Mr. Sterman stated at least a couple of times a year.

Mr. Knock asked if citizens can have any input. Alderman Musich stated the citizens would contact their alderman and the alderman would bring it to the meeting. Mr. Sterman stated another option would be a public hearing at the board level regarding the budget and capital improvement and the citizens could have input then. Mr. Knock addressed several questions and concerns to the committee regarding the capital improvement plan process.

A brief discussion was held regarding budgeted items from the department heads and which level approves the item for the budget. Alderman Musich stated the multiple levels of process start with the department head, the committee for that department, the finance committee and then capital improvement and all of these involve budgeting. He feels that this process should start at the committee levels instead of waiting until it comes before the finance committee. A suggestion was made to have the department heads attend these meetings to give their input on their department's priority projects.

Alderman Musich made a motion to submit this plan to the finance committee with recommendations and to be published as a five year document. Mr. Sterman stated that this plan would be adopted by the board of alderman at the same time of the annual budget. Mr. Knock seconded the motion and it was unanimously passed.

#### **NEXT MEETING DATE**

Alderman Musich suggested that this committee to meet again in April or May of 2017 to start reviewing the requests from the department heads for the upcoming year. Mr. Sterman stated that the committee should meet again in August/September 2017 with a draft.

#### **ADJOURNMENT**

Alderman Musich made a motion to adjourn the meeting. It was seconded by Mr. Knock and the motion was unanimously passed. Meeting adjourned at 6:37 p.m.

Recording Secretary



Dede Hendricks