

**APPROVED  
RAMSEY COUNTY  
CAPITAL IMPROVEMENT PROGRAM CITIZENS' ADVISORY COMMITTEE  
MINUTES OF THURSDAY, FEBRUARY 5, 2015**

The Ramsey County Capital Improvement Program Citizens' Advisory Committee met on Thursday, February 5, 2015, at the Parks & Recreation administrative building, 2015 Van Dyke Street, Maplewood at 7:30 a.m.

Members Present: Chair James Miller, Sue Hauwiller, Dennis Larson, Greg Lauer, Shaun McClary, Faith O'Neill, Dan Parker, Lawrence Sagstetter, Shashi Suri and Gary Unger.

Staff Present: Johanna Berg, Rich Koop, Steve Kuhn, Lee Mehrkens, Jon Oyanagi, Bruce Thompson and Jim Tolaas.

**1) Call to Order**

Chair Miller called the meeting to order at 7:30 a.m.

**2) Approve minutes of December 4, 2014**

Chair Miller asked for a motion to approve the Minutes of December 4, 2014. A motion was made to approve the minutes. Motion was seconded. All in favor. Motion carried.

**3) Nominations/Elections of CIPAC Chair & Vice-Chair for 2015**

Chair Miller asked about the Boys Totem Town security cameras project which was postponed from the December 4, 2014 meeting. Mr. Kuhn explained that this project is currently on hold, as discussions are on-going with Hennepin County to possibly develop a joint Juvenile Institution.

Chair Miller asks for nominations for the Chair position. Mr. Miller was nominated for Chair. Mr. Miller accepted the nomination as Chair as no other nominations came forward. A motion was made to approve Jim Miller as Chair. Motion was so moved and seconded. All in favor. Motion carried.

Vice-Chair nominations were solicited. Gary Unger was nominated for Vice-Chair. Mr. Unger accepted the nomination as Vice-Chair. A motion was made to approve Gary Unger as Vice-Chair. Motion was so moved and seconded. All in favor. Motion carried.

**4) Highland Arena Sewer Line Repair project**

Jon Oyanagi, Parks & Recreation Director presented a request of \$80,000 to transfer CIP Contingent funds for a Highland Arena Sewer Line Repair project. Mr. Oyanagi explained that this project need came up unexpectedly during the Highland Arena elevator project. Mr. Kuhn explained that the 800 MHz Radio Communication System project closed about \$59,000 to the CIP Contingent Account resulting in a current balance of \$380,167.88. After discussion, a motion to approve the transfer of \$80,000 from the CIP Contingent Account was made. All in favor, as motion carried. The transfer request was presented to the County Board at their February 17, 2015.

**5) Ramsey County Buildings/Facilities update**

Bruce Thompson, Property Management Director, presented information on two projects: Metro Square renovation and Riverfront Deconstruction. The information presented on Riverfront Deconstruction was the same as presented at the Downtown Saint Paul 2015 Development Summit.

**6) Other**

Mr. Kuhn mentioned that the CIP project requests workbook will be handed out at the next meeting. The presentations for Regular Projects requests will occur on March 19, 2015 and for the Major Projects requests on April 2, 2015.

**7) Set Next Meeting Date – March 5, 2015 at 7:30 a.m.  
(at the Parks & Recreation administration building)**

**8) Adjourn**

Upon the appropriate motion, the meeting was adjourned at 8:52 a.m.

Respectfully submitted,

Steve Kuhn  
CIPAC Coordinator/Budget Analyst

**APPROVED  
RAMSEY COUNTY  
CAPITAL IMPROVEMENT PROGRAM CITIZENS' ADVISORY COMMITTEE  
MINUTES OF THURSDAY, MARCH 5, 2015**

The Ramsey County Capital Improvement Program Citizens' Advisory Committee met on Thursday, March 5, 2015, at the Parks & Recreation administrative building, 2015 Van Dyke Street, Maplewood at 7:30 a.m.

Members Present: Chair James Miller, Triesta Brown, Sue Hauwiler, Greg Lauer, Shaun McClary, Faith O'Neill, Shashi Suri and Gary Unger.

Staff Present: Mary Karcz, Rich Koop, Steve Kuhn, Bruce Thompson, Joe Mansky and Mark Oswald.

**1) Call to Order**

Chair Miller called the meeting to order at 7:30 a.m.

**2) Approve minutes of February 5, 2015**

Chair Miller asked for a motion to approve the Minutes of February 5, 2015. A motion was made to approve the minutes. Motion was seconded. All in favor. Motion carried. Chair Miller informed the Committee that CIPAC member Phillip Rimmer resigned due to his job now requiring more travel.

**3) 90 West Plato Blvd. Building Renovation project**

Mark Oswald, Director of Property Records & Revenue and Joe Mansky, Manager of Elections handed out a document "Capital Planning and Project Management Services Request Form" which included the floor plans of the 90 West Plato Blvd. building. Mr. Oswald and Mr. Mansky explained the project in detail as to the business need for the Elections space configuration at the Plato building. They noted that the configuration will decrease excessive voter wait time. They also noted that many efficiencies and service improvements will result from the renovation project. In the present space, the Elections Office is not in compliance with the requirements of state law of having a clear space of six feet surrounding the voting booths and ballot counter. The amount of \$300,000 has been set aside from the department's operating budget for this project. An estimate for the project costs are currently being developed.

#### **4) Distribution of 2016-2021 Capital Improvement Program Working Document**

#### **5) Review of Capital Funding Sources and CIP Working Document**

After handing out the 2016-2021 CIP Working Document, Mr. Kuhn noted the two pages included in the Agenda packet "Ramsey County Capital Funding Sources" and "Ramsey County Buildings & Grounds and Mobile Equipment Funding Sources".

Mr. Kuhn explained the various sections of the CIP Working Document such as the Regular Projects, the Major Projects, Mobile Equipment replacement, Building Improvements/Repairs (formerly CCAMPP), and Building Improvements for buildings managed by Property Management. He noted how each of the CIP sections are funded such as by Bonds, Levy, or Rent paid by departments to Property Management. Mr. Kuhn noted that 29 of the 40 Regular Projects requested by Departments will be rated by CIPAC members and County Staff. He noted to CIPAC members the rating sheet as a handout in the CIPAC members CIP Working Document and explained how to fill out the form.

#### **6) Other**

Mr. Miller confirmed that the presentations for Regular Projects requests will occur on March 19, 2015 and for the Major Projects requests on April 2, 2015. Mr. Kuhn noted the presentation for Regular Projects is scheduled from 7:30 a.m. to about 11:30 a.m.

#### **7) Set Next Meeting Date – March 19, 2015 at 7:30 a.m. (at the Parks & Recreation administration building)**

#### **8) Adjourn**

Upon the appropriate motion, the meeting was adjourned at 8:45 a.m.

Respectfully submitted,

Steve Kuhn  
CIPAC Coordinator/Budget Analyst

**APPROVED  
RAMSEY COUNTY  
CAPITAL IMPROVEMENT PROGRAM CITIZENS' ADVISORY COMMITTEE  
MINUTES OF THURSDAY, MARCH 19, 2015**

The Ramsey County Capital Improvement Program Citizens' Advisory Committee met on Thursday, March 21, 2013, at the Ramsey County Parks and Recreation Department, 2015 North Van Dyke Street, Maplewood at 7:30 a.m.

Members Present: Chair James Miller, Sue Hauwiler, Greg Lauer, Shaun McClary Faith O'Neill, Larry Sagstetter, and Shashi Suri.

Staff Raters Present: Denise Beigbeder, Tammy Camitsch, Kathy Kapoun, Mary Karcz, Rich Koop, Tony Lutgen, Marshall Tschida and Dan Winek.

Staff (non-raters) Present: Steve Kuhn.

**1) Call to Order**

Chair Miller called the meeting to order at 7:30 a.m. and welcomed everybody.

**2) Approve minutes of March 5, 2015**

Chair Miller asked for a motion to approve the Minutes of March 5, 2015. A motion was moved to approve the minutes. Motion was seconded. All in favor. Motion carried.

**3) Meeting Date change from April 2 to April 9**

Chair Miller was introduced the idea of moving the CIPAC meeting from April 2 to April 9, as April 2 is just before the Easter weekend and some members were to absent. Upon no objections from CIPAC members present, the CIPAC meeting for April 2 will be moved to April 9. The agenda for the April 9 meeting is the 2016-2021 CIP Major Projects Department Presentations.

**4) 2016-2021 CIP Regular Projects Department Presentations**

Mr. Kuhn briefly reviewed the rating sheets for the CIPAC members and for the staff raters. The Department representatives gave their 2016-2021 CIP Regular Projects presentations based on the CIP Workbook which was distributed at the March 5th meeting.

**5) Wrap up**

Mr. Kuhn indicated that the deadline for submitting the rating sheets is Friday, April 10. The rating sheets could be turned in today or at the April 9<sup>th</sup> CIPAC meeting. The next meeting will be April 9<sup>th</sup> to hear the presentations on major project requests for committee member's review and comment. The April 4<sup>th</sup> meeting is scheduled to end around 9:00 a.m.

**6) Adjourned**

Upon the appropriate motion, the meeting was adjourned at 10:50 a.m.

Respectfully submitted,

Steve Kuhn  
CIPAC Coordinator

**APPROVED  
RAMSEY COUNTY  
CAPITAL IMPROVEMENT PROGRAM CITIZENS' ADVISORY COMMITTEE  
MINUTES OF THURSDAY, APRIL 2, 2015**

The Ramsey County Capital Improvement Program Citizens' Advisory Committee met on Thursday, April 2, 2015, at the Ramsey County Parks and Recreation Department, 2015 North Van Dyke Street, Maplewood at 7:30 a.m.

Members Present: Chair James Miller, Sue Hauwiler, Dennis Larson, Greg Lauer, Dan Parker, Larry Sagstetter, Shashi Suri and Gary Unger.

Staff Present: Steve Kuhn, Lee Mehrkens and Bruce Thompson.

**1) Call to Order**

Chair Miller called the meeting to order at 7:30 a.m. and welcomed everybody. Chair Miller stated that the purpose of this meeting is to review and comment on the major projects.

**2) Approve minutes of March 19, 2015**

Chair Miller asked for a motion to approve the Minutes of March 19, 2015. A motion was moved to approve the minutes. Motion was seconded. All in favor. Motion carried.

**3) 2016-2021 CIP Major Projects Department Presentations**

The Department representatives gave their 2016-2021 CIP Major Projects presentations based on the documents in the CIP Workbook that was distributed at the March 5 meeting. They included the following:

- Emergency Communications – 800 MHz Radio base Station Replacement
- Historical Society – Education Pavillion
- Medical Examiner – Medical Examiner Building Remodel & Expansion
- Parks & Recreation – Lake Owasso County Park Redevelopment
- Parks & Recreation – Battle Creek Winter Recreation Area
- Sheriff – Emergency Operations Center
- Library – Shoreview Library Expansion and Renovation
- County Manager – Twin Cities Army Ammunition Plant (TCAAP) now known as Rice Creek Commons

A motion was made after the Shoreview Library Expansion and Renovation presentation to recommend building a new Shoreview Library and repurposing the old building. Motion was seconded. All in favor. Motion carried.

Susan Nemitz, Library Director will update the Committee on the Shoreview Library Expansion and Renovation project at a future 2015 CIPAC meeting. In addition, Heather Worthington, Deputy County Manager will present future updates on the Rice Creek Corridor (Twin Cities Army Ammunition Plant area) redevelopment project.

**4) Wrap up**

Mr. Kuhn reminded committee members that the Regular Project rating sheets are due to the Finance Office by Friday, April 10. The Major Projects comments sheet is due by Monday, May 4. The next meeting will be May 7 at the Parks and Recreation Department, second floor training room to discuss the results of the rating of the Regular Projects.

**5) Set Next Meeting Date – May 7, 2015 7:30 a.m. (Parks & Recreation Administration Building – 2015 North Van Dyke Street in Maplewood)**

**6) Adjourned**

Upon the appropriate motion, the meeting was adjourned at 9:07 a.m.

Respectfully submitted,

Steve Kuhn  
CIPAC Coordinator



**APPROVED  
RAMSEY COUNTY  
CAPITAL IMPROVEMENT PROGRAM CITIZENS' ADVISORY COMMITTEE  
MINUTES OF THURSDAY, MAY 7, 2015**

The Ramsey County Capital Improvement Program Citizens' Advisory Committee met on Thursday, May 7, 2015, at the Ramsey County Parks and Recreation Department, 2015 North Van Dyke Street, Maplewood at 7:30 a.m.

Members Present: Chair James Miller, Triesta Brown, Sue Hauwiler, Peter Larsen, Dennis Larson, Greg Lauer, Shaun McClary, Dan Parker, Larry Sagstetter, and Shashi Suri.

Staff Present: Mary Karcz, Steve Kuhn, Lee Mehrkens and Heather Worthington.

**1) Call to Order**

Chair Miller called the meeting to order at 7:30 a.m.

**2) Approve minutes of April 2, 2015**

Chair Miller asked for a motion to approve the Minutes of April 2, 2015. A motion was moved to approve the minutes. Motion was seconded. All in favor. Motion carried.

**3) Introduction of new CIPAC member**

Peter Larsen was introduced as a new CIPAC member from District 4. Mr. Larsen briefly described his work and educational background. Mr. Larsen was welcomed to the Committee by the CIPAC members and staff.

**4) CIP Contingent Account Status Report**

The CIP Contingent Account Status Report, as of April 30, 2015 was reviewed by Mr. Kuhn. The current balance is \$320,122.72. Mr. Kuhn explained that the CIP Contingent Account is funded with remaining funds from completed projects. Mr. Miller asked about status of projects. Mr. Kuhn stated that there are no pending projects to close out funds to the CIP Contingent Account, but will check on the status of the County Barn Repairs project.

## **5) 2016-2021 CIP Combined Rank Order with Potential Funding**

The CIP Combined Rank Order with Potential Funding spreadsheet was presented by Mr. Kuhn. Mr. Kuhn explained that \$2.0M is allocated to Public Works Pavement Preservation project leaving \$1.5M available for bond issuance costs and for the other regular projects. The projects were ranked by CIPAC members and County staff and then combined to give an overall ranking. Mr. Kuhn explained that in 2016 to fund the Highland Parking Lot and Drainage Improvements project completely, \$195,300 would be needed from the CIP Contingent Account.

Some projects requesting funding in 2016 would be funded with their 2016 and 2017 request in 2017. Discussion occurred in that Highland Parking Lot and Drainage Improvements project would use more than half of the \$1.5M allotted for 2016. Discussion occurred in the possibility of having the County Manager request an additional \$500,000 or \$1,000,000 each year in the bonding amount. The bonding amount would then increase from \$3.5M to either \$4.0M or \$4.5M per year. Mr. Kuhn explained that an additional \$500,000 per year would basically fund the next project on the list which is the Capital Asset Management-Ice Arenas. Mr. Kuhn explained that an additional \$1.0M per year would provide funding for a few more projects such as the Sheriff's Building Security/Access Improvement and Parks & Recreation-Parks Maintenance Operation Facility project.

Discussion occurred on the funding of Ice Arenas in general and the possibility of allocating any additional funding to specific projects. It was determined that any additional funding would be provided to projects next in the ranking order.

A motion was made to request the County Manager to increase the bonding amount by \$500,000 to \$4.0M per year and that any funding allocated to the Ice Arenas project would be put on hold until after a feasibility study on ice arenas was completed and presented to the Committee. Motion was seconded. All in favor. Motion carried.

## **6) Rice Creek Commons (Twin Cities Army Ammunition Plant-TCAAP) Project**

Heather Worthington, Deputy County Manager, presented information on the Rice Creek Commons project. Topics of the presentation included the land cleanup, increasing the tax base for the County, providing jobs within the County and the Joint Development Authority (JDA) with the City of Arden Hills. The presentation also focused on transportation improvements in that area.

**7) Other**

Mr. Kuhn noted that CIPAC members may submit comments on the Major Projects by May 11, 2015.

**8) Set Next Meeting Date – June 4, 2015 7:30 a.m.**

**Vadnais Sports Center – 1490 County Road E East in Vadnais Heights**

**9) Adjourned**

Upon the appropriate motion, the meeting was adjourned at 8:52 a.m.

Respectfully submitted,

Steve Kuhn  
CIPAC Coordinator

**APPROVED  
RAMSEY COUNTY  
CAPITAL IMPROVEMENT PROGRAM CITIZENS' ADVISORY COMMITTEE  
MINUTES OF THURSDAY, JUNE 4, 2015**

The Ramsey County Capital Improvement Program Citizens' Advisory Committee met on Thursday, June 4, 2015, at the Ramsey County Parks and Recreation Department, 2015 North Van Dyke Street, Maplewood at 7:30 a.m.

Members Present: Chair James Miller, Peter Larsen, Dennis Larson, Greg Lauer, Shaun McClary, Faith O'Neill, Dan Parker, Larry Sagstetter, and Gary Unger.

Staff Present: Mary Karcz, Steve Kuhn, and Bruce Thompson.

**1) Call to Order**

Chair Miller called the meeting to order at 7:30 a.m.

**2) Approve minutes of May 7, 2015**

Chair Miller asked for a motion to approve the Minutes of May 7, 2015. A motion was moved to approve the minutes. Motion was seconded. All in favor. Motion carried.

**3) Equipment Replacement Department Presentations**

The Department representatives gave their 2016-2021 CIP Equipment Replacement presentations, based on the documents in the CIP Workbook that was distributed at the March 5, 2015 meeting. They included the following:

- Community Corrections
- Parks & Recreation
- Public Works
- Sheriff

The presentations included information on type of equipment being replaced and how it is determined which equipment to replace.

**4) Other**

Topics for future meetings may include updates on the Rice Creek Commons (TCAAP) project, the Riverfront Deconstruction project, and the Strategic Facility Plan.

**5) Set Next Meeting Date – August 6, 2015 7:30 a.m.**

**Public Works facility – 1425 Paul Kirkwold Drive in Arden Hills**

**6) Adjourned**

Upon the appropriate motion, the meeting was adjourned at 8:35 a.m.  
A tour of the Vadnais Sports Center followed the meeting.

Respectfully submitted,

Steve Kuhn  
CIPAC Coordinator

**APPROVED  
RAMSEY COUNTY  
CAPITAL IMPROVEMENT PROGRAM CITIZENS' ADVISORY COMMITTEE  
MINUTES OF THURSDAY, AUGUST 6, 2015**

The Ramsey County Capital Improvement Program Citizens' Advisory Committee met on Thursday, August 6, 2015, at the Ramsey County Public Works facility, 1425 Paul Kirkwold Drive, Arden Hills at 7:30 a.m.

Members Present: Chair James Miller, Sue Hauwiler, Greg Lauer, Faith O'Neill, Dan Parker, and Shashi Suri.

Staff Present: Lee Mehrkens, Steve Kuhn, Jon Oyanagi, Jim Tolaas, and Bruce Thompson.

**1) Call to Order**

Chair Miller called the meeting to order at 7:30 a.m.

**2) Approve minutes of June 4, 2015**

Chair Miller asked for a motion to approve the Minutes of June 4, 2015. A motion was moved to approve the minutes. Motion was seconded. All in favor. Motion carried.

**3) Strategic Facility Plan update**

Bruce Thompson, Property Management Director, gave an update on the Riverfront Deconstruction project. The Adult Detention Center (ADC) and the Government Center-West buildings are having hazardous materials removed from them. The demolition of the ADC will start to occur in the spring of 2016. After the buildings are demolished, a Request for Proposals (RFP) will be issued for development of the site.

Mr. Thompson also mentioned issues occurring with the Public Health-555 Cedar building. The cooling tower was leaking on the roof and had to be shut down. A temporary cooling tower is now being used. The building will need roof repair due to the leakage. An engineering analysis will be done to determine if District Cooling and District Heating may be used for the building. A contingent account request for the Public Health-555 Cedar building roof may be presented at the October CIPAC meeting.

**4) 2015-2019 Transportation Improvement Program (TIP)**

Jim Tolaas, Public Works Director, presented a PowerPoint on the 2015-2019 Transportation Improvement Program (TIP). Mr. Tolaas had pictures of various roadway segments and explained about some roadway projects included in the TIP.

**5) Handout & Discussion of Proposed CIP Budget 2016-2017/CIP Plan 2016-2021**

Steve Kuhn, CIPAC Coordinator, handed out the Proposed CIP Budget 2016-2017/CIP Plan 2016-2021 book to Committee members and staff. Mr. Kuhn mentioned that the County Manager will propose funding the Regular Projects at \$4M/year, as based on the Committee's recommendation to increase the funding by \$500,000 (from \$3.5M to \$4M/year). Mr. Kuhn also mentioned which Major Projects are being proposed by the County Manager in the 2016-2017 Capital Improvement Program (CIP) budget.

**6) Other**

Mr. Kuhn stated that the CIP Budget hearing with the County Board will occur on September 15 at 8:30 a.m. in the Council Chambers-3<sup>rd</sup> floor of the Courthouse/City Hall. All CIPAC members are invited to attend.

**7) Set Next Meeting Date – October 1, 2015 7:30 a.m.**

**Union Depot – 214 4<sup>th</sup> Street East in St. Paul**

**8) Adjourned**

Upon the appropriate motion, the meeting was adjourned at 8:50 a.m.  
A tour of the Public Work facility initially planned after the meeting was canceled.

Respectfully submitted,

Steve Kuhn  
CIPAC Coordinator

**APPROVED  
RAMSEY COUNTY  
CAPITAL IMPROVEMENT PROGRAM CITIZENS' ADVISORY COMMITTEE  
MINUTES OF THURSDAY, OCTOBER 1, 2015**

The Ramsey County Capital Improvement Program Citizens' Advisory Committee met on Thursday, October 1, 2015, at the Union Depot, 214 4<sup>th</sup> Street East, Suite #300, St. Paul at 7:30 a.m.

Members Present: Chair James Miller, Triesta Brown, Sue Hauwiler, Joe Kolar, Greg Lauer, Shaun McClary, Dan Parker, Shashi Suri and Gary Unger.

Staff Present: Johanna Berg, Lee Mehrkens, James Homolka, Mary Karcz, Steve Kuhn, Mark Thompson, Jim Tolaas, and Bruce Thompson.

**1) Call to Order**

Chair Miller called the meeting to order at 7:30 a.m.

Chair Miller mentioned the CIP Budget hearing with the County Board was presented by the County Manager, as recommended by the Committee, on September 15<sup>th</sup> at the Courthouse. The County Board made no changes to the CIPAC recommendation. The County Board expressed their appreciation to the CIPAC Committee for the Committee's work on the Capital Improvement Program.

**2) Approve minutes of August 6, 2015**

Chair Miller asked for a motion to approve the Minutes of August 6, 2015. A motion was moved to approve the minutes. Motion was seconded. All in favor. Motion carried.

**3) Introduction of new CIPAC member**

Joe Kolar was introduced as a new CIPAC member from District 5. Mr. Kolar briefly described his work background. Mr. Kolar was welcomed to the Committee by the CIPAC members and staff.

**4) Introduction of new Investment/Debt Manager**

Mark Thompson was introduced as the new Investment/Debt Manager in the Ramsey County Finance Department. Mr. Thompson replaces Rich Koop who moved to Metropolitan Council. Mr. Thompson briefly described his work background. Mr. Thompson was welcomed by the CIPAC members.



### **5) 2015 Technology Application Systems funding allocation**

Joanna Berg, Ramsey County's CIO, presented information on the Technology Applications Fund. The fund was established in 2005 and the current year appropriation is \$2,800,000. According to Ms. Berg, the bulk of the projects proposed were funded. The fund is managed by the Technology Governance Committee.

Ms Berg continued to describe the annual process for the fund. Some projects Ms. Berg highlighted in this year's funding process were:

- Ramsey County Online Communications
- Enterprise Resource Planning (ERP) Program

### **6) 555 Cedar Street-Public Health building projects Contingent Account request**

Bruce Thompson, Property Management Director, presented background information on the 555 Cedar Street-Public Health building. Included in the presentation was information on issues identified and studies conducted to determine a course of action to rectify the issues. The two issues identified as requesting Capital Improvement Program (CIP) contingent account funding are: Structural Steel Joists and Negative Pressure Tuberculosis (TB) rooms. Mr. Thompson explained each issue and the request to fund a project of \$100,000 each to rectify the two issues.

A motion was made to approve the transfer of CIP contingent funding of \$100,000 for the Structural Steel Joists project and \$100,000 for the Negative TB Rooms project. Discussion concerning funding both of these projects and drawing down the CIP Contingent Account very early in the 2016-2017 budget cycle. An amendment was made to the original motion to have the \$100,000 for the Structural Steel Joists project to be funded from the Property Management General Building Fund. Motion was seconded. Majority in favor. Motion carried. The motion was moved to vote on approving the \$100,000 CIP Contingent Account transfer for the Negative TB Rooms project and approving the \$100,000 for the Structural Steel Joists project to be funded by the Property Management General Building Fund. Motion was seconded. Majority in favor. Motion carried.

### **7) Riverfront Property update**

Mr. Thompson introduced James Homolka, Property Management Project Manager. Mr. Homolka handed out pages with pictures of the Riverfront Property which includes the Ramsey County Government Center-West building and the former Adult Detention

Center (ADC). Mr. Homolka explained the process of tearing down the two buildings and the process to stabilize the bluff. The buildings will not be demolished by dynamite or a wrecking ball but rather by a “clawing” method. This is where a huge front loader-type crane will “claw” away at floors of each building.

**8) Other**

Mr. Thompson handed out a presentation made to the Ramsey County Regional Rail Authority titled “Saint Paul River Balcony Master Plan”. Chair Miller asked that this be presented at the next CIPAC meeting. Mr. Thompson will check with a St. Paul City Planner to have this presented at the December 3 CIPAC meeting.

**9) Set Next Meeting Date – December 3, 2015 7:30 a.m.**

**Union Depot – 214 4<sup>th</sup> Street East in St. Paul**

The December 3, 2015 meeting will be held in the Gateway Conference Room, Suite #300. This is the same room as where the October 1, 2015 meeting was held.

**10) Adjourned**

Upon the appropriate motion, the meeting was adjourned at 9:06 a.m.

Respectfully submitted,

Steve Kuhn  
CIPAC Coordinator

**APPROVED  
RAMSEY COUNTY  
CAPITAL IMPROVEMENT PROGRAM CITIZENS' ADVISORY COMMITTEE  
MINUTES OF THURSDAY, DECEMBER 3, 2015**

The Ramsey County Capital Improvement Program Citizens' Advisory Committee met on Thursday, December 3, 2015, at the Union Depot, 214 4<sup>th</sup> Street East, Suite #300, St. Paul at 7:30 a.m.

Members Present: Chair James Miller, Sue Hauwiler, Bonnie Jackelen, Joe Kolar, Shaun McClary, and Shashi Suri.

Staff Present: Lee Mehrkens, Mary Karcz, Steve Kuhn, Mark Thompson, Bruce Thompson, Gale Burke, and Keith Lattimore.

City of St. Paul Staff: Lucy Thompson

**1) Call to Order**

Chair Miller called the meeting to order at 7:32 a.m.

**2) Approve minutes of October 1, 2015**

Chair Miller asked for a motion to approve the Minutes of October 1, 2015. A motion was moved to approve the minutes. Motion was seconded. All in favor. Motion carried.

**3) Introduction of new CIPAC member**

Bonnie Jackelen was introduced as a new CIPAC member from District 1. Ms. Jackelen briefly described her work background. Ms. Jackelen was welcomed to the Committee by the CIPAC members and staff.

**4) CIPAC Meeting Dates & Agenda Planned for 2016**

Mr. Kuhn discussed the CIPAC meeting dates & agenda planned for 2016 (schedule was included in the agenda packet). Mr. Kuhn noted that some meetings would tentatively meet at locations such as White Bear Lake Library and the Public Works Facility, besides the Parks & Recreation Administration building. Suggestions were made to hold CIPAC meetings at the Shoreview Library, an Ice Arena, and a Golf Course. Mr. Kuhn will be working with the Library and Parks & Recreation departments on the CIPAC meeting locations.

#### **5) Security Cameras at Boys Totem Town (BTT) project**

Keith Lattimore, Assistance Superintendent at Boys Totem Town presented background information on the Boys Totem Town facility. The facility's capacity is 36 and current occupancy rate is about 34. The request presented to the Committee is to recommend approval of transferring \$218,000 from the Capital Improvement Program (CIP) contingent account to the Security Cameras project. Mr. Lattimore explained that while a joint Hennepin and Ramsey County effort is being done on a joint juvenile facility project, the security cameras are needed at BTT. Recent incidents at BTT have escalated the need to increase safety and security at the facility. A question was asked about the cameras if a new joint facility was built. Mr. Lattimore stated that the cameras could be relocated. He noted the installation and configuration for the cameras project would take about 2-3 weeks. There is about a 5% contingency amount figured into the project.

A motion was made to approve the transfer of CIP contingent funding of \$218,000 for the Security Cameras at BTT project. Motion was seconded. All in favor. Motion carried.

#### **6) St. Paul River Balcony Master Plan**

Lucy Thompson, St. Paul Principal City Planner, presented information on the St. Paul River Balcony Master Plan. A Power Point presentation was handed out. Included in the presentation was information on the project review team and elements/objectives of the master plan. The elements include areas such as Learn, River City, and Live. The master plan also noted three segments of the study area as West Segment, Middle Segment, and East Segment. A question was asked about cost and Ms. Thompson stated that a dollar amount has yet to be determined as this master plan is conceptual and in the beginning phase of determining the construction components.

#### **7) 2014 Results of Operations and 2014 Popular Annual Financial Report**

Mike Webster, Financial Reporting Manager handed out an information packet and the Popular Annual Finance Report (PAFR) for 2014. Topics covered in the presentation included Changes in Fund Balances of Governmental Funds, % of Expenses for Governmental Activities, 2014 Revenues by Source and County Employment by Function/Program. Mr. Webster pointed out that the Ramsey County annual unemployment rate has decreased since 2009 and that Ramsey County employment has stayed around 3,800 since 2007. Mr. Miller commented that the Regular Projects bonding amount was \$2.5M per year for many years, was increased to \$3.5M in 2013 (with the additional \$1M going to Public Works) and now to \$4.0M in 2016-2017. \$2M is allocated for Regular Projects and \$2M for Public Works road maintenance/pavement preservation.

Mr. Miller suggested the idea of transitioning the Public Works funding from bonds to levy. Mr. Miller is interested in an analysis of CIPAC spending. Mr. Webster mentioned that funding of capital projects or asset replacement could be based on a percentage of capital assets. The funding of capital projects is ultimately determined by the amount of debt incurred, in which the County would levy to pay off the debt.

**8) Other**

Nothing was noted.

**9) Set Next Meeting Date – February 4, 2016 7:30 a.m.**

**Parks & Recreation Admin. building – 2015 North Van Dyke Street, Maplewood**

The February 4, 2016 meeting will be held in the second floor Conference Room at the Parks & Recreation Administration building.

**10) Adjourned**

Upon the appropriate motion, the meeting was adjourned at 9:05 a.m.

Respectfully submitted,

Steve Kuhn  
CIPAC Coordinator