

**APPROVED
RAMSEY COUNTY
CAPITAL IMPROVEMENT PROGRAM CITIZENS' ADVISORY COMMITTEE
MINUTES OF THURSDAY, MARCH 1, 2018**

The Ramsey County Capital Improvement Program Citizens' Advisory Committee met on Thursday, March 1, 2018, at the Ramsey County Parks & Recreation administration building, 2015 Van Dyke Street, Maplewood at 7:30 a.m.

Members Present: Chair James Miller, Gary Bank, Sue Hauwiller, Dennis Larson, Greg Lauer, Shaun McClary, Lawrence Sagstetter, Gary Under, and Lue Vang.

Staff Present: Jean Krueger, Steve Kuhn, Lee Mehrkens, and Carol Morpew.

1) Call to Order

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

2) Approve minutes of December 7, 2017

Chair Miller asked for a motion to approve the Minutes of December 7, 2017. A motion was moved to approve the minutes. Motion was seconded. All in favor. Motion carried.

3) Nomination/Elections of CIPAC Chair & Vice-Chair for 2018

Chair Miller asks for nominations for the Chair and Vice-Chair positions. Mr. Miller was nominated for Chair. Mr. Miller accepted the nomination as Chair. A motion was made to approve Jim Miller as Chair. Motion was so moved and seconded. All in favor. Motion carried.

Gary Unger was nominated for 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) Courthouse/City Hall Remodel Project

Carol Morpew, Property Management Project Manager, handed out the Fit Plan for Suite 250/270 of the Courthouse/City Hall (CH/CH), the floor plan for the 2nd floor of the CH/CH, and an article from Knoll Roundtable Insights titled "Workplace Planning for Today and Beyond". Ms. Morpew informed the Committee that Wold Architects is the firm working on the CH/CH project. Suite 250 contains Ramsey County's County Manager department and has grown from 24 Full-time equivalent (FTE) in 1992 to 42 FTE in 2018. Some of the increase resulted from the implementation of

the "Service Team" concept. Suite 270 which is next door to Suite 250 is vacated with the move of the Finance Department to Metro Square in mid-November 2017. The renovation of Suites 250/270 is to start in early fall and should be completed by the end of 2018. The project is a design-build format. A Request for Board Action is planned in the spring to finance the project for approximately \$1.9M. This includes \$1.1M for construction, and the remaining amount for furniture/fixtures/equipment, design services, technology, and LED lighting. The space renovated is approximately 11,600 square feet.

5) Rice Creek Commons (formerly TCAAP) update

Lee Mehrkens, Chief Financial Officer presented an update on the Rice Creek Commons project. A master developer agreement between Alatus, LLC and Ramsey County/City of Arden Hills is in process. The land purchase/transfer from the Federal Government has already occurred. The 427 acre site has been remediated to residential standards and is planned for mixed use development including affordable housing. The site is to include 1,460 housing units, commercial space, a town center, green space and trails. Over \$70M to develop the site, will be spent on roads, grading, drainage, and water/sewer lines. These costs will be offset through land sale proceeds.

6) Other

Jean Krueger, Property Management Director, gave a brief update on the Riverfront Development project, as the work on the wall is complete. The sidewalk work is in process, as it includes a buildout over steel beams.

Mr. Miller suggested a future CIPAC meeting at the Rice Creek Commons site. Mr. Kuhn noted other CIPAC meeting sites may include Gibbs Farm-Historical Society, and Finance in Metro Square.

**7) Set Next Meeting Date – June 7, 2018 7:30 a.m.
possibly at Keller Golf Course clubhouse – 2166 Maplewood Drive, Maplewood**

8) Adjourned

Upon the appropriate motion, the meeting was adjourned at 8:55 a.m.

Respectfully submitted,

Steve Kuhn
CIPAC Coordinator/Principal Budget Analyst

**APPROVED
RAMSEY COUNTY
CAPITAL IMPROVEMENT PROGRAM CITIZENS' ADVISORY COMMITTEE
MINUTES OF THURSDAY, JUNE 7, 2018**

The Ramsey County Capital Improvement Program Citizens' Advisory Committee met on Thursday, June 7, 2018, at the Ramsey County Metro Square building, 121 7th Place East, St. Paul at 7:30 a.m.

Members Present: Chair James Miller, Gary Bank, Logan Beere, Sunny Comstock, Sue Hauwiller, Dennis Larson, Greg Lauer, Dan Parker, Lawrence Sagstetter, and Nick Tamble.

Staff Present: James Homolka, Jean Krueger, Steve Kuhn, Dr. Michael McGee, Lee Mehrkens, and Mark Thompson.

1) Call to Order

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

2) Approve minutes of March 1, 2018

Chair Miller noted a couple of corrections to the minutes for spelling of a CIPAC member name and date listed for next meeting. Chair Miller asked for a motion to approve the Minutes of March 1, 2018 with the corrections noted. A motion was moved to approve the minutes. Motion was seconded. All in favor. Motion carried.

3) Introduction of new CIPAC member for District 4

Sunny Comstock was introduced as a new CIPAC member from District 4. Ms. Comstock briefly described her work and civic background. Ms. Comstock was welcomed to the Committee by the CIPAC members and staff.

4) Introduction of new CIPAC member for District 6

Logan Beere was introduced as a new CIPAC member from District 6. Mr. Beere briefly described his work and civic background. Mr. Beere was welcomed to the Committee by the CIPAC members and staff.

5) Capital Improvement Program Contingent Account status report

Mr. Kuhn noted the CIP Contingent Account balance is now at \$496,185.56. He noted that a couple of Landmark elevator projects closed out over \$190,000 to the CIP Contingent Account since the beginning of 2018. A few other projects were closed out contributing almost \$40,000. A project from the Medical Examiner presented at today's meeting is requesting \$151,876.00 from this balance. If approved, the balance would then be \$344,309.56.

Mr. Kuhn stated the CIP Contingent Account receives funding from projects which are completed and have a remaining balance. The CIP Contingent Account is used for unanticipated or emergency-type project requests.

6) Medical Examiner Building Remodel and Expansion project

Dr. Michael McGee, Ramsey County Medical Examiner presented a history of the Medical Examiner's Office building location. The location is a central location related to the operations of fire & rescue, police, and hospital. Dr. McGee noted that that the option to renovate and expand the Medical Examiner building was chosen instead of a new building at a different location. The request of \$151,876 from the CIP Contingent Account is for furniture, fixtures, and equipment (FF&E). The remodel and expansion project budget approved by the County Board did not include a budget for FF&E. Due to architectural changes to the facility, the existing office furniture and equipment could not be incorporated into the new design. James Homolka, Property Management Project Manager, stated that some of the furniture will be re-used or recycled. Mr. Homolka also noted the soil is not stable enough for the building to expand upwards.

Dr. McGee is requesting the transfer of \$151,876 from the CIP Contingent Account and any funds remaining from the existing project would be returned to the CIP Contingent Account. A motion was moved to approve the transfer of \$151,876 from the CIP Contingent Account. Motion was seconded. All in favor. Motion carried.

7) Bonding and Debt Management

Mark Thompson, Investment & Debt Manager, presented information on what is bonding and various bond features. He also explained CIPAC's role in the County bonding process.

CIPAC reviews, rates, and recommends Regular Projects requests and reviews and comments on Major Projects requests. Mr. Thompson explained the five general steps in detail, when issuing a bond. These are the County Ordinance Process, Preparation of Official Statement, County Board Authorizes Bond Sale, Presentation to Rating Agencies, and Competitive Sale of Bonds. He noted that it may take five to six months to complete a bond issuance. Ramsey County's Bond Rating is the highest from the two major rating agencies: Standards & Poor's Corporation of AAA and Moody's Investment Service of Aaa. Ramsey County is one of only 65 counties in the U.S. and 4 in Minnesota to have the highest rating from both agencies. Mr. Thompson presented a Rating Action by Moody's Investment Service in which they assigned a Aaa rating to Ramsey County's \$11.2M General Obligation issue for 2018 and to refunding bonds issues of \$9.2M and \$12.2M. Mr. Thompson also showed an example of a Debt Service repayment Schedule which shows the amount of principal and interest paid back on February 1 and August 1. The principal amount may vary depending upon how the repayment schedule is structured. Chair Miller asked how the total County debt and its annual debt issuances compared to other surrounding counties and jurisdictions. Mr. Thompson said he would provide some of this information when making the Bond and Debt Management presentation at a future CIPAC meeting.

8) Other

Nothing was noted.

9) Set Next Meeting Date – September 6, 2018 7:30 a.m. possibly at Gibbs Farm – 2097 Larpenteur Avenue West, Falcon Heights

10) Adjourned

Upon the appropriate motion, the meeting was adjourned at 8:55 a.m.

After the meeting, a tour of the Ramsey County Finance office space was led by Lee Mehrkens, Chief Financial Officer.

Respectfully submitted,

Steve Kuhn
CIPAC Coordinator/Principal Budget Analyst

**APPROVED
RAMSEY COUNTY
CAPITAL IMPROVEMENT PROGRAM CITIZENS' ADVISORY COMMITTEE
MINUTES OF THURSDAY, SEPTEMBER 6, 2018**

The Ramsey County Capital Improvement Program Citizens' Advisory Committee met on Thursday, September 6, 2018, at the Ramsey County Historical Society-Gibbs Farm, 2097 Larpenteur Avenue West, Falcon Heights at 7:30 a.m.

Members Present: Chair James Miller, Gary Bank, Logan Beere, Sunny Comstock, Sue Hauwiller, Greg Lauer, Gary Unger, and Lue Vang.

Staff/Others Present: Steve Kuhn, Lee Mehrkens, Bridget Blomer, Tammy Camitsch, Karen Saltis, and Chad Roberts.

1) Call to Order

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

2) Approve minutes of June 7, 2018

Chair Miller asked for a motion to approve the Minutes of June 7, 2018. A motion was moved to approve the minutes. Motion was seconded. All in favor. Motion carried.

3) Replacement of Playground Equipment & Turf at Family Service Center

Karen Saltis and Tammy Camitsch from Human Services handed out a PowerPoint presentation titled "Family Service Center Playground Renovation". Also present from Human Services was Bridget Blomer.

The playground play area was installed in May 2000 and closed on May 22, 2018 due to the structure being unsafe. The structure/area is deteriorating with loose boards, frayed cables, sharp exposed wires, and warped rubber turfs. The project cost is \$75,598.76 obtained from three Master Contract quotes and will be funded from remaining prior year operating funds. The installation would occur in October. Chair Miller asked for a motion to recommend approval of the project. A motion was moved and seconded. All in favor. Motion carried.

4) Rice Creek Commons project update

Lee Merhkens, Chief Financial Officer, gave a background on the project former known as the Twin Cities Army Ammunition Plan (TCAAP) site in Arden Hills. The County purchased 427 acres in 2013 and remediated the largest superfund site to residential standards. The County has expended over \$41M on this project. On Tuesday, September 4, the Joint Development Authority (JDA) of County and City of Arden Hills members voted 3-2 in favor of a summary term sheet. This includes five phases of development in the next 15 years, with mixed use density producing 3,000 livable wage jobs and 1,460 housing units. The full master development agreement with terms and conditions will be voted on in October by the City of Arden Hills, Ramsey County, the JDA, and Alatus, the developer. Approximately \$70.2M is to be spent on the next phase of development with \$52M coming from the County, \$10M from the Developer, and \$8.2M from the City of Arden Hills. This would involve design work, grading, roads, and utilities on the site. A revenue forecast is \$40M in land sales, \$4.5M in County property taxes, and \$2.4M in City property taxes. The City of Arden Hills wants \$5.8M in sewer access charges from the developer, which have already been paid to the Metropolitan Council from the Federal Government-Army. The City wants to use the \$5.8M for constructing a community center on the site. The Army is still responsible for the treatment of any polluted groundwater. A question was asked the potential influx of school children. The Mounds View School District has stated they have the capacity to accommodate this increase.

5) Ramsey County Historical Society-Gibbs Farm projects

Chad Roberts, Ramsey County Historical Society President, gave a brief background/history of the Gibbs Farm site. The site now hosts approximately 20,000 visitors per year. The County Board approved 2018 funding of \$111,279 for the three buildings projects. The projects include new roofs on the Red Barn, White Barn, and Annex (house), new windows in the White Barn and HVAC replacement in the Annex. The projects are managed by the County's Property Management department.

The County Board also approved 2018 funding of \$132,000 for planning costs on a Major Project of constructing a new year-round facility at Gibbs Farm. The facility would be used for programs, collection space, administrative space, and the site would be renovated for drop-off space/access. The new building would improve youth safety with increased demand and in conjunction with the opening of the Bell Museum across the street. The Ramsey County Historical Board will be reviewing the master plan for the building/site in October.

6) Other

Nothing was noted.

7) Set Next Meeting Date – December 6, 2018 7:30 a.m.

at Park & Recreation administrative building – 2015 Van Dyke Street, Maplewood

8) Adjourned

Upon the appropriate motion, the meeting was adjourned at 8:46 a.m.

After the meeting, a tour of the Gibbs Farm site was led by Chad Roberts.

Respectfully submitted,

Steve Kuhn

CIPAC Coordinator/Principal Budget Analyst

**APPROVED
RAMSEY COUNTY
CAPITAL IMPROVEMENT PROGRAM CITIZENS' ADVISORY COMMITTEE
MINUTES OF THURSDAY, DECMEBER 6, 2018**

The Ramsey County Capital Improvement Program Citizens' Advisory Committee met on Thursday, December 6, 2018, at the Ramsey County Parks & Recreation administrative building, 2015 Van Dyke Street, Maplewood at 7:30 a.m.

Members Present: Chair James Miller, Gary Bank, Logan Beere, Sunny Comstock, Sue Hauwiller, Shaun McClary, and Gary Unger.

Staff/Others Present: Jean Krueger, Steve Kuhn, and Josh Olson.

1) Call to Order

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

2) Approve minutes of September 6, 2018

Chair Miller asked for a motion to approve the Minutes of September 6, 2018. A motion was moved to approve the minutes. Motion was seconded. All in favor. Motion carried.

3) Introduction of newly re-appointed CIPAC member for District 4

Quinn Doheny, the newly re-appointed CIPAC member was absent from the meeting. It was noted that Mr. Doheny had been a member of CIPAC for about 1 ½ years and didn't reapply in August 2017.

4) Capital Improvement Program Contingent Account status report

Mr. Kuhn noted the CIP Contingent Account balance is now at \$398,502.78. He said the Correctional Facility Security Glass project remaining balance of \$14,574.08 was the only project to close to the CIP Contingent Account since the last time CIPAC saw the report in mid-2018.

Mr. Kuhn stated the CIP Contingent Account could be used to partially fund a 2020-2021 CIP Project request, if the project falls partially above and partially below the funding cutoff. Mr. Kuhn noted the CIP Contingent Account is mainly used for unanticipated or emergency-type project requests

5) 2019 CIPAC Meeting Dates

Mr. Kuhn discussed the CIPAC meeting dates and agenda planned for 2019 (schedule was included in the agenda packet). Mr. Kuhn noted that meetings in February through May would be held at the Parks & Recreation administration building site. The September meeting location could be held at the Family Service Center. He also noted that the December meeting could be held at the Landmark Center. The Regular Projects presentation would occur the third Thursday in March (as in the past) and could last most of the morning, depending upon the number of projects requested. The Major Projects presentation would occur at the April meeting. The rankings from CIPAC along with County staff rankings would then be combined to determine which projects could be funded. The combined rankings would be discussed at the May meeting.

Chair Miller suggested that Finance present information on the County's bonding capacity and bonding amount allocated for Regular Projects at the February 7, 2019 meeting. Mr. Miller also inquired about decision on the Ice Arenas, based on the Ice Arenas study. Mr. Kuhn noted that Parks & Recreation may be coming in with Regular and/or Major Project requests for 2020-2021 funding. A discussion on the Ice Arenas could occur during the Project presentations.

6) Riverfront Property update

Josh Olson, Ramsey County Redevelopment Manager, handed out the "Ramsey County Riverfront Recommendation of Project Vision and Master Developer" PowerPoint document as presented to the Ramsey County Board of Commissioners on November 20, 2018. Mr. Olson noted the County has hired a new Director of Community and Economic Development, Kari Collins, who comes from the City of Roseville. For the Riverfront Vision, one of the County's emphasis on development of the site to connect people to the river. The height from Kellogg Boulevard down to the railroad tracks is about 90 feet. The County would like the site to be developed for mixed use such as commercial, housing, and office instead of only one type of use. The County wants jobs creation and housing. The amount of affordable housing is yet to-be-determined. AECOM is the developer selected by the County from a list of 10 interested groups. The list was narrowed to four teams, and then to three teams as two groups merged. AECOM wants to create activity at the site and to be a destinations site. Some of the activity would include arts, theater, and food festivals/ restaurants. Discussion occurred about the use of the railroad tracks. The railroad tracks are used by Canadian Pacific, Union Pacific, and Amtrak. The site

development could occur in four phases being: Parking Stall structure, Hotel/Residential/Retail/"The Lid", 12-20 Story Class A Office Tower, and 24-36 Story Class A Office Tower. A question was asked about project/labor agreements. The County Board will be reviewing targeted hiring policies on the project. A due diligence period of six months is being conducted by County staff.

7) Other

Nothing was noted.

**8) Set Next Meeting Date – February 7, 2019 7:30 a.m.
at Park & Recreation administrative building – 2015 Van Dyke Street, Maplewood**

9) Adjourned

Upon the appropriate motion, the meeting was adjourned at 9:00 a.m.

Respectfully submitted,

Steve Kuhn
CIPAC Coordinator/Principal Budget Analyst