

**APPROVED
RAMSEY COUNTY
CAPITAL IMPROVEMENT PROGRAM CITIZENS' ADVISORY COMMITTEE
MINUTES OF THURSDAY, FEBRUARY 7, 2019**

The Ramsey County Capital Improvement Program Citizens' Advisory Committee met on Thursday, February 7, 2019, 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, Sue Hauwiller, Dennis Larson, Greg Lauer, Nick Tamble, Gary Unger, and Lue Vang.

Staff/Others Present: Jean Krueger, Steve Kuhn, Lee Mehrkens, Amado Guevara, Zack Hansen, Diane Holmgren, James Homolka, and Dan Winek.

1) Call to Order

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

2) Approve minutes of December 6, 2018

Chair Miller asked for a motion to approve the Minutes of December 6, 2018. 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 2019

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) Public Health-Environmental Health Division Office Renovation project

Zack Hansen, Environmental Health Director, discussed the office renovation project for the leased space at 2785 White Bear Avenue in Maplewood. The total project budget is \$967,722 and would be financed with \$350,000 from the Environmental Health division operating budget and \$617,722 from the Environmental Health Solid Waste fund. No issuance of County bonds is being requested for this project. There is about 13,000 square feet of leased space. The leased space has not been updated since 2006 and is needed to accommodate the increase in staff from 33 to 58. The project is consistent with Property Management's "Facility Design Principles and Guidelines". A request for Board Action will be presented to the Commissioners for their approval. A motion was made to recommend approval of the project. Motion as so moved and seconded. All in favor. Motion carried.

5) Public Health 555 Cedar Avenue Auditorium Renovation project

Diane Holmgren, Public Health Manager, discussed the 555 Cedar Avenue auditorium renovation project. The total project budget is \$600,000 and would be financed with prior year's Public Health division operating budget savings. No issuance of County bonds is being requested for this project. Discussion occurred as to whether this building should be renovated or not. The project has an immediate need and needed more in the short-term, especially with the TB outbreak and the addition of more epidemiologists. Jean Krueger, Property Management Director, added that the Strategic Facilities Plan is being developed and will aid in determining the long-term vision for the building and site. It was mentioned there is always a possibility of a larger building placed on the site. Also, it was noted that the location is a big asset, as it is accessible by light rail, bus, and freeway.

6) Distribution of 2020-2025 CIP Working Document (Project Requests)

Mr. Kuhn explained the various sections of the CIP Working Document such as the Regular Projects, the Major Projects, 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 20 of the 39 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 with the CIP Working Document and explained how to fill out the form. The 39 Regular Projects will be presented at the March 21 CIPAC meeting and the 18 Major Projects will be presented at the April 4 CIPAC meeting.

7) Parks & Recreation 2020-2025 CIP Project Requests changes

Mr. Kuhn noted that the Parks & Recreation 2020-2025 CIP Project Requests changes have already been included in the CIP Working Document.

Mark McCabe, Parks & Recreation Director, explained that some projects previously funded in prior years' CIP budget cycles are now being re-requested in this CIP budget cycle. The reason is that the County Manager required the Parks & Recreation department to fund the building of the new truss-structured Vadnais Sports Center building from existing CIP funded projects. The new truss-structure building is result of the Vadnais Sports Center dome collapse which occurred from the snowstorm in April 2018. Mr. McCabe will provide more detail when the CIP project requests are presented in March and April 2019. A suggestion was mentioned about having the Ice Arenas study re-visited at a future CIPAC meeting.

8) Golf Study Executive Report

Mark McCabe highlighted some information from the Golf Study Executive Report. Some major issues noted were the philosophical direction of golf courses such as open/accessible versus money-making, improvement in operator contracts, pricing philosophy, marketing the golf courses, improving customer service, and capital improvements such as bunker replacements and upgrading irrigation systems. The Parks & Recreation department reviewed the report, incorporated some of the recommendations, and has submitted a Major Project request for the CIPAC members to review at the April 2019 meeting.

9) Ramsey County bonding capacity

Mark Thompson, Investment & Debt Manager, handed out a PowerPoint presentation titled "Bonding Capacity". Mr. Thompson explained that Minnesota State Statute establishes a debt limit for governmental entities at 3% of Estimated Market Value. In Ramsey County, the Debt Limit as of 12/31/2018 is \$1,506,115,047 or 3% of about \$50B. The debt outstanding as of 12/31/2018 is \$182,657,000 or about .36% of the Estimated Market Value.

Mr. Thompson explained the illustration that the Outstanding Debt amount of \$182.7M is below the maximum amount set by Ramsey County Board of Commissioners policy and below the Ratings maximum from Ratings agencies such as Moody's and Standard & Poor's. The Debt Service to pay back bonds issued by the County has been set by the Board at \$20.7M since 2012.

Mr. Thompson explained the "Debt Capacity Analysis" of where the County estimates the amounts to be issued for Regular and Majors Projects from 2019

through 2025. Lee Mehrkens, Chief Financial Officer, added that there will be some large Major Projects to be potentially funded with bonds in the near future, such as Riverfront Development, Rice Creek Commons, and for Facilities based on Strategic Facilities planning. The bonded amounts may exceed the targeted Debt Service Levy of \$20.7M, limiting the amount to be issued for Regular Projects.

The CIPAC authority history of ranking Regular Projects increased from \$1.5M/year to \$2.0M/year starting in 2016. The total amount issued for Regular Projects is \$4.0M which includes \$2.0M allocated to road preservation. For the 2020-2021 budget cycle, CIPAC will be ranking \$5.1M in requests for \$4M in available funding (excluding the \$4M of Regular Projects funding allocated to road preservation).

10) Other

Mr. Kuhn reminded the CIPAC members to bring their CIP Working Document and scoring sheet to the March 21 meeting.

**11) Set Next Meeting Date – March 21, 2019 7:30 a.m.
at Park & Recreation administrative building – 2015 Van Dyke Street, Maplewood**

12) Adjourned

Upon the appropriate motion, the meeting was adjourned at 9:03 a.m.

Respectfully submitted,

Steve Kuhn
CIPAC Coordinator/Principal Budget Analyst

**APPROVED
RAMSEY COUNTY
CAPITAL IMPROVEMENT PROGRAM CITIZENS' ADVISORY COMMITTEE
MINUTES OF THURSDAY, MARCH 21, 2019**

The Ramsey County Capital Improvement Program Citizens' Advisory Committee met on Thursday, March 21, 2019, at the Ramsey County Parks and Recreation Department, 2015 North Van Dyke Street, Maplewood at 7:30 a.m.

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

Staff Raters Present: Tammy Camitsch, Mary Lou Egan, Max Holdhusen, Kathy Jaschke, Tom Och, Francis Odhiambo, Todd Toupal and Dan Winek.

Staff (non-raters) Present: Jean Krueger and 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 February 7, 2019

Chair Miller asked for a motion to approve the Minutes of February 7, 2019. A motion was moved to approve the minutes. Motion was seconded. All in favor. Motion carried.

3) 2020-2025 CIP Regular Projects Department Presentations

The Department representatives gave their 2020-2025 CIP Regular Projects presentations based on the CIP Workbook which was distributed at the February 7 meeting. There were 39 projects presented, of which 20 are rated by CIPAC members and County staff. The 20 projects are requesting County bonding in either 2020 or 2021.

4) Wrap up

Mr. Kuhn indicated that the deadline for submitting the rating sheets is Friday, April 5. The rating sheets could be turned in today, at the April 4 CIPAC meeting or anytime by April 5. The next CIPAC meeting will be April 4 to hear the presentations on major project requests for committee member's review and comment. The April 4 meeting is scheduled to end around 11:30 a.m.

5) Adjourned

Upon the appropriate motion, the meeting was adjourned at 11:40 a.m.

Respectfully submitted,

Steve Kuhn
CIPAC Coordinator

**APPROVED
RAMSEY COUNTY
CAPITAL IMPROVEMENT PROGRAM CITIZENS' ADVISORY COMMITTEE
MINUTES OF THURSDAY, APRIL 4, 2019**

The Ramsey County Capital Improvement Program Citizens' Advisory Committee met on Thursday, April 4, 2019, at the Ramsey County Parks and Recreation Department, 2015 North Van Dyke Street, Maplewood at 7:30 a.m.

Members Present: Chair James Miller, Logan Beere, Sue Hauwiller, Dennis Larson, Greg Lauer, Larry Sagstetter, Nick Tamble, and Gary Unger.

Staff Present: Jean Krueger, Steve Kuhn, Lee Mehrkens, Ryan O'Connor, Francis Odhiambo and Dan Winek.

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 21, 2019

Chair Miller asked for a motion to approve the Minutes of March 21, 2019. A motion was moved to approve the minutes. Motion was seconded. All in favor. Motion carried.

3) 2020-2026 CIP Major Projects Department Presentations

The Department representatives gave their 2020-2025 CIP Major Projects presentations based on the documents in the CIP Workbook. They included the following:

- Community Corrections – Juvenile Institutions
- Sheriff – Radios Replacement
- Historical Society – Program & Preservation Expansion at Gibbs Farm
- Property Tax, Records, & Election Services – Voting System Replacement
- Property Management – County Building Improvements, Economic Development Initiative, Extension Barn Remodel, Metro Square Escalator/Staircase-Removal/Installation, Metro Square Exterior Envelope, Welcoming Facilities

- Library – Maplewood Library Remodel
- Public Works– Public Works Facility Improvements
- Parks & Recreation – Golf Study Projects, Highland Parking Lot, Bituminous Pavement Maintenance, Administrative Building Renovation, Vadnais Lakes Trail, and Arena Regulatory Compliance

4) Wrap up

Mr. Kuhn reminded committee members that the Regular Project rating sheets are due to the Finance Office by Friday, April 5. The Major Projects comments sheet is due by Thursday, May 2. The next meeting will be May 2 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 2, 2019 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 11:28 a.m.

Respectfully submitted,

Steve Kuhn
CIPAC Coordinator

**APPROVED
RAMSEY COUNTY
CAPITAL IMPROVEMENT PROGRAM CITIZENS' ADVISORY COMMITTEE
MINUTES OF THURSDAY, MAY 2, 2019**

The Ramsey County Capital Improvement Program Citizens' Advisory Committee met on Thursday, May 2, 2019, at the Ramsey County Parks and Recreation Department, 2015 North Van Dyke Street, Maplewood at 7:30 a.m.

Members Present: Chair James Miller, Gary Bank, Logan Beere, Sue Hauwiller, Dennis Larson, Greg Lauer, Shaun McClary, Larry Sagstetter, Nick Tamble, Gary Unger, and Lue Vang.

Staff Present: Jean Krueger, Steve Kuhn, Karen Shea, and Tracy West.

1) Call to Order

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

2) Approve minutes of April 4, 2019

Chair Miller asked for a motion to approve the Minutes of April 4, 2019. A motion was moved to approve the minutes. Motion was seconded. All in favor. Motion carried.

3) CIP Contingent Account Status Report

Mr. Kuhn stated the CIP Contingent Account currently has a balance of \$682,051.92, resulting from the closeout of two projects. He stated this report shows a transfer of \$299,645.00 for the 90 West Plato Remodel Project, which was presented next on the agenda. A revision to the report is that the \$299,645.00 is now to come from the Capital Projects Fund balance, instead of the CIP Contingent Account.

4) 90 West Plato Building Renovation

Karen Shea, Information and Public Records (IPR) Supervisor, presented information on the 90 West Plato Building Renovation project for \$594,553.00. The project is to be funded with \$294,908 from operational budget savings and \$299,645 from the Capital Projects Fund balance, as mentioned previously above. The project is to provide improved access by and services to customers, provide enhanced cross-training opportunities for staff, and provide greater collaboration and efficiency for strategic planning, programming, and project activities. A question

arose as to why this project wasn't included in the two-year CIP project request cycle. The project was probably developed after the deadline for CIP project requests. The County has been reorganizing into Service Teams with new Deputy County Managers coming onboard and new staff roles occurring may also have contributed to the project not being submitted in the CIP project request cycle. It was noted to remind staff of the CIP project budgeting process.

5) 2020 – 2025 CIP Combined Rank Order with Potential Funding

The CIP Combined Rank Order with Potential Funding spreadsheet was presented by Mr. Kuhn. The projects were ranked by CIPAC members and County staff and then combined to give an overall ranking. There were 20 projects ranked in the process. Ten projects and the non-ranked Pavement Preservation project would be funded with \$4M of bonds in 2020.

The Finance Department recommended to fund the Library-Digital Services Program & Staff Spaces project of \$59,000 in 2020, from the remaining Library Capital Contingent balance of \$47,867.25 and \$11,132.75 from the Shoreview Library Construction project.

For 2021, five new projects along with five projects from 2020 and the Pavement Preservation would be funded with \$4M of bonds in 2021. Of the five new projects to receive funding in 2021, three of these projects had requested but received no funding in 2020. These were: Electronic Pollbooks, ADA Implementation-County Facilities, and Sheriff-Furniture Replacement.

Discussion occurred as to the difference in rankings between CIPAC members and County staff. County staff are directed to rank the CIP projects based on nine criteria as set forth by the County Board when the Capital Improvement Program was established in 1987. Some of the criteria include: protect life/safety, maintain public health, replace/maintain facility, and reduce operating/energy costs.

The Committee discussed to fund the Electronic Pollbooks in 2020 (instead of 2021 as presented), due to elections occurring in the fall of 2020 and with timing of receiving State Funding. One funding option is to take \$242,550 from the CIP Contingent Account. The other option considered is to take \$242,550 funding from the \$2M Pavement Preservation in 2020 and then add \$242,550 to the \$2M Pavement Preservation in 2021. The Pavement Preservation project would still receive \$4M for 2020/2021, with less in 2020 and more in 2021.

A motion was made to have the Electronic Pollbooks project request of \$242,550 funded in 2020 (instead of moved to 2021) from the CIP Contingent Account. This would bring the CIP Contingent Account balance from \$682,051.92 to \$439,501.92.

Then the \$242,550 which would have been funded in 2021 with bond proceeds would be added to the Sheriff-Furniture Replacement project. The Sheriff-Furniture Replacement project will now receive \$378,550 = \$136,000 requested in 2021 plus the \$242,550. Motion was seconded. All in favor. Motion carried.

A discussion occurred as to the relevance of the Committee since about 80% of the projects will be funded. It was suggested to have Finance analyze this and to review the service team/departmental knowledge of the CIP project budgeting process.

6) Other

Mr. Kuhn mentioned to turn in Major Projects Comments to him.

7) Set Next Meeting Date – September 5, 2019 7:30 a.m.

The agenda listed the location as to-be-determined. It was suggested to have the September meeting at the Courthouse and to have a tour of the renovated County Manager area. Jean Krueger, Property Management Director stated that a newly renovated County Manager conference room should be ready for this meeting.

8) Adjourned

Upon the appropriate motion, the meeting was adjourned at 8:40 a.m.

After the meeting, a tour of the Ramsey County Barn was conducted by Property Management staff.

Respectfully submitted,

Steve Kuhn
CIPAC Coordinator

**APPROVED
RAMSEY COUNTY
CAPITAL IMPROVEMENT PROGRAM CITIZENS' ADVISORY COMMITTEE
MINUTES OF THURSDAY, SEPTEMBER 5, 2019**

The Ramsey County Capital Improvement Program Citizens' Advisory Committee met on Thursday, September 5, 2019, at the Ramsey County Courthouse, 15 West Kellogg Boulevard, St. Paul at 7:30 a.m.

Members Present: Chair James Miller, Logan Beere, Sue Hauwiler, Greg Lauer, and Shaun McClary.

Staff Present: Johanna Berg, Jean Krueger, Steve Kuhn, Lee Mehrkens, Deb Trudeau, and Jolie Wood.

1) Call to Order

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

2) Approve minutes of May 2, 2019

Chair Miller asked for a motion to approve the Minutes of May 2, 2019. A motion was moved to approve the minutes. Motion was seconded. All in favor. Motion carried.

3) Redesign of Human Services – Scan Center & Records Center work spaces

Deb Trudeau from Human Services presented information on the Scan Center & Records Management Redesign project at 160 East Kellogg Blvd. The project cost is approximately \$150,000, funded from prior year operating budget savings. The project includes the redesign of the Scan Center area and the redesign of the Records Management/Data Analysis area. Currently some Data Analysis employees have their cubicles in the Scan Center area. The Scan Center area should only allow authorized Scan Center Personnel, based on HIPAA and Data Privacy reasons. The project also involves upgrading the furniture to a more modern "sit-stand type of furniture" compared to using older chairs and tables. A motion was made to recommend approval of the project. Motion was seconded. All in favor. Motion carried.

4) Draft of new policy – Countywide Naming Policy

Johanna Berg, Deputy County for Economic Growth & Community Investment (EGCI), presented information on the Background, Policy Development Process, and Next Steps in the Countywide Naming Policy. The updating of this policy came about after the collapse of the Vadnais Sports Complex (Dome) and the need to secure funding for a new facility. This raised the issue of principles guiding naming in general and corporate naming rights in particular.

Jolie Wood, Policy Analyst, discussed the five page Countywide Naming Policy draft. Right now, the only corporate naming in discussion is the Vadnais Sports Complex. The policy is not to inspire financial means as a budgeting tool. However, with prudent fiscal management, this resource for sports arenas naming is a possible option. A question was asked as to the sense of scale (naming right fee) related to the financial proportion of the building (asset). Ms. Berg stated that the County has a consultant expert in this area guiding staff.

Ms. Wood added that buildings, open spaces, and infrastructure would be named according to locational, geographical or natural features of the site. The name should include a reference to the kind of public service(s) being provided to help residents easily identify the location of County site. These sites may not be named in honor or memory of individuals and neither corporate nor individual naming rights will be granted, except for sports complexes, arenas and its components. Some CIPAC members are concerned about this exception of naming rights.

A question was asked about Ramsey County's current naming of buildings/rooms. Ms. Berg stated the Library has some rooms named for individuals based on donors. This naming may be grandfathered in, but would be subject to removal if certain existing policies were violated. Chair Miller asked if there was an inventory of named building components. Ms. Krueger stated there was no inventory. Chair Miller suggested that a memo be sent to Department Directors to get an inventory of named internal use and public use conference rooms. He suggested that any named area should have a plaque nearby explaining the reason for the naming, which may be financial or for recognition in nature.

The Committee was informed by Ms. Berg that they were the first of three community advisory groups presented with this information and to gather input on the draft policy. Mr. Miller suggested to have Mr. Kuhn send an e-mail to all CIPAC members, where the members could have the opportunity to provide input on the Countywide naming policy. The members would send their input to Mr. Kuhn who would forward them on to Ms. Wood.

5) Other

Mr. Kuhn handed out the 10 page listing of 2020-2021 Proposed Capital Improvement Projects as presented to the County Board on Thursday, August 29, 2019. These 10 pages are pages 41-50 in the Proposed 2020-2021 CIP Budget Book. Mr. Kuhn pointed that \$19.9M of bonds is proposed for 2020 which is comprised of \$4M for Regular Projects and \$15.9M for Major Projects. The proposed amount of bonds for 2021 is \$19.7M which is comprised of \$4M for Regular Projects and \$15.7M for Major Projects. He also pointed out the various components of the CIP which includes the Capital Levy of \$1.1M allocated to the Extension Barn, Landmark Center, and Parks & Recreation and the Building Improvements-Property Management for the four Building Funds as funded by rent collected by Property Management and the use of Fund Balance.

A comment was made about the closing of Boys Totem Town (BTT). Jean Krueger, Property Management Director, stated they are meeting with the City of St. Paul officials to discuss zoning of the area. The closing of BTT will heavily involve community engagement to decide the future of the site.

Discussion occurred on the Major Project of Golf Study Projects. This project involves funding of projects at Manitou Ridge and Goodrich Golf Courses. Chair Miller commented that the CIPAC reviews spending on capital projects but not on the revenue side of capital projects. This related to the proposed budget of closing the Ponds at Battle Creek Golf Course in 2021. Chair Miller also stated that the golf study and ice arenas study gave various options to the County but no specific strategic direction. Lee Mehrkens, Chief Financial Officer, commented that the County Manager was frustrated by this, but now made some decisions in the 2020-2021 Proposed Budget towards the 21st Century Parks & Recreation System.

A suggestion was made to have the Parks & Recreation Director present the vision for the 21st Century Parks & Recreation System, based on the Golf and Ice Arena studies at the December 5, 2019 CIPAC meeting.

6) Set Next Meeting Date – December 5, 2019 7:30 a.m.

The December meeting may be held at the Landmark Center in downtown St. Paul.

7) Adjourned

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

After the meeting, a tour of Suite #250 (County Manager Office area) was conducted by Carol Morpew, Property Management staff.

Respectfully submitted,
Steve Kuhn
CIPAC Coordinator

**APPROVED
RAMSEY COUNTY
CAPITAL IMPROVEMENT PROGRAM CITIZENS' ADVISORY COMMITTEE
MINUTES OF THURSDAY, DECEMBER 5, 2019**

The Ramsey County Capital Improvement Program Citizens' Advisory Committee met on Thursday, December 5, 2019, at the Ramsey County Parks & Recreation administrative building, 2015 Van Dyke Street, Maplewood at 7:30 a.m.

Members Present: Chair James Miller, Logan Beere, Sue Hauwiler, Shaun McClary, Devon Pohlman, Thomas Rupp, and Gary Unger.

Staff Present: Jean Krueger, Steve Kuhn, Lee Mehrkens, Steve Lydon, Kyle Mestad, 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 September 5, 2019

Chair Miller asked for a motion to approve the Minutes of September 5, 2019. A motion was moved to approve the minutes. Motion was seconded. All in favor. Motion carried.

3) Introduction of new CIPAC members

Devon Pohlman was introduced as a new CIPAC member from District 1. Ms. Pohlman briefly described her work and civic background. Thomas (Tom) Rupp was introduced as a new CIPAC member from District 4. Mr. Rupp briefly described his work and civic background. Ms. Pohlman and Mr. Rupp were welcomed to the Committee by the CIPAC members and staff.

4) 2020 CIPAC Meeting Dates

Mr. Kuhn discussed the CIPAC meeting dates and agenda planned for 2020 (schedule was included in the agenda packet). The 2020 schedule is based on being an "off" year in the budget cycle, as the projects for budget years 2020 and 2021 will be approved by the County Board on December 17, 2019. The next budget cycle for project requests will occur in early 2021, for funding in budget years 2022 and 2023.

Mr. Kuhn noted that the next meeting will be held in April, instead of March due to individuals unable to attend the meeting during the first half of March. The April meeting will be held at the Landmark Center.

Discussion occurred as to where to possibly hold the June and September meetings. Suggestions included the Ponds at Battle Creek golf course and Boys Totem Town. Steve Lydon from the Sheriff's Office also extended an invitation to host a meeting at the Law Enforcement Center.

5) CIP Contingent Account Status Report

Mr. Kuhn noted the CIP Contingent Account balance is currently at \$682,051.92. Mr. Kuhn noted the CIP Contingent Account is mainly used for unanticipated or emergency-type project requests. The CIP Contingent Account is funded from completed projects which have a remaining balance available to transfer into the Account. He said the transfer of \$242,550 to the Electronic Pollbooks project in 2020, as recommended by the Committee and proposed by the County Manager, will reduce this balance. Then the request to transfer \$150,000 for the Adult Detention Center Body Scanner purchase, to be presented at today's meeting, will reduce the balance to \$289,501.92.

6) Sheriff – Body Scanner for the Adult Detention Center

Kyle Mestad and Steve Lydon from the Sheriff's Office handed out a two-page memo and four-page equipment description regarding a request to purchase a Body Scanner for the Adult Detention Center (ADC). A recent legislative change now allows for local jails to use body scanner technology. The Body Scanner would eliminate the need for routine strip searches of people/arrestees booked at the ADC. The goals are to ensure the safety and security of staff and inmates, reduce the number of strip searches, and provide inmates with more dignity and respect. Some benefits include the reduction of workers' compensation costs, overtime, retraining, and attorney costs resulting from incidents of strip searches. The estimated payback is two years. The first two years of maintenance costs are covered in the equipment purchase and would be approximately \$10,000 per year thereafter. The estimated equipment life is 10 years for the brand new model. The product is designed to be resilient to potential damage. A suggestion is to present metrics or statistics to the Committee on how the change in the search policy is doing after 1-2 years.

The Sheriff's Office is requesting the transfer of \$150,000 from the CIP Contingent Account. A motion was moved to approve the transfer of \$150,000 from the CIP Contingent Account. Motion was seconded. All in favor. Motion carried.

7) Riverfront Property (Riversedge) update

Mr. Kuhn handed out a one page “Fast Facts” sheet and a 15-page Powerpoint slide presentation on the project, as provided from Josh Olson, Redevelopment Manager who was unable to attend the meeting. Mr. Kuhn highlighted some of the Fast Facts such as the development cost of \$788M, anticipated annual property tax revenue of \$15M+ and more than 5,000 jobs created.

The Riverfront Vision includes expanding the tax base, creating jobs, development of the site to connect people to the river, and design buildings to maximize views of the river valley. The four towers project will include a hotel, condos, apartments, retail space, office space, and parking spaces. The full project cost is estimated at \$788M with \$708M from private participation and \$80M from public participation. The next steps include: rail air rights acquisition, office offer packet and marketing/end user prospect engagement, financial partnerships, design development, and public engagement. The rail easement timeline completion is anticipated in August 2021. A \$5M set aside contribution from the developer AECOM, to create an Affordable Housing Trust Fund is being considered. The County Board will need provide direction and concurrence on the project.

8) Other

Chair Miller noted that this meeting will be Lee Mehrkens, Chief Financial Officer last CIPAC meeting. Mr. Mehrkens is retiring at the end of March 2020.

Mr. Mehrkens thanked the members for the dedication of their time and talent to the CIPAC Committee.

9) Set Next Meeting Date – April 2, 2020 7:30 a.m.

The April meeting is scheduled to be held at the Landmark Center in downtown St. Paul.

10) Adjourned

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

Respectfully submitted,
Steve Kuhn
CIPAC Coordinator