

**RAMSEY COUNTY  
CAPITAL IMPROVEMENT PROGRAM CITIZENS' ADVISORY COMMITTEE  
MINUTES OF THURSDAY, MARCH 3, 2022**

The Ramsey County Capital Improvement Program Citizens' Advisory Committee met on Thursday, March 3, 2022, via Zoom.

Members Present: Chair James Miller, Gary Bank, Logan Beere, Barbara Garn, Sue Hauwiller, Dennis Larson, Shaun McClary, and Gary Unger.

Staff Present: Rachel Frank, Sara Hollie, Michelle Gin, Pete Miller, Jennifer Nguyen-Moore, John Springman, Jean Krueger, Gary Mrachek, Alex Kotze, and Steve Kuhn.

**1) Call to Order**

Chair Miller called the meeting to order at 7:31 a.m. and welcomed everybody to the CIPAC meeting via Zoom.

**2) Chair Miller statement regarding meeting venue**

Chair Miller read the following statement regarding the meeting venue being held virtually via Zoom:

“Due to the ongoing health pandemic, particularly because of the delta variant, as Chair of the CIPAC I have determined that an in-person meeting is not practical or prudent. In compliance with Minnesota Statutes Section 13D.021, subdivision 1, we state for the record that all members of the CIPAC are able to hear one another and all discussion and testimony, as can members of the public. All votes by CIPAC members will be conducted by roll call.”

**3) Approve minutes of December 2, 2021**

Chair Miller asked for a motion to approve the Minutes of December 2, 2021. A motion was moved to approve the minutes. Motion was seconded. Roll was called as all in favor. Motion carried.

#### **4) Nominations/Elections of CIPAC Chair & Vice-Chair for 2022**

Chair Miller asked for nominations for the Chair position. Mr. Miller was nominated for Chair. Mr. Miller accepted the nomination as Chair. A question was asked if anyone else ran against Mr. Miller who has been Chair for a few years. The recollection was that no one had run against Mr. Miller. A motion was made to approve Jim Miller as Chair. Motion was so moved and seconded. Roll was called as all in favor. Motion carried.

Chair Miller asked for nominations for the Vice-Chair position. Gary Unger was nominated for Vice-Chair. A motion was made to approve Gary Unger as Vice-Chair. Motion was so moved and seconded. Roll was called as all in favor. Motion carried.

#### **5) Environmental Service Center**

Sara Hollie, Public Health Director and Rachel Frank, interim Environmental Health Division Director presented information on the Environmental Service Center (ESC). This included a reviewing and highlighting the Environmental Health Services Redesign and plans for an ESC. They shared progress and plans for a redesigned system. The features include: County-owned/new construction, Private vendor: collection/operation, adding e-waste collection, a Community education space, needing about 5-8 acres, 25,000-30,000 square foot building, centrally located. The cost estimate is between \$18M-\$22M and would be funded from the Solid Waste Fund Balance. There would be no increase to the existing County Environmental Charge. The timeline runs until completion in Quarter 1 of 2026 with the phases such as pre-design, site selection, design, and construction.

Ms. Hollie, Ms. Frank and John Springman, Environmental Health Supervisor, Pete Miller, Environmental Health Specialist, and Michelle Gin, Environmental Health Supervisor responded to questions such as “What’s wrong with the current facility?” and “Is it Residential/consumer based?” The current site is too small to include e-waste collection. The current site is not easily accessible or welcoming. There are also rotating satellite sites currently used which are very costly. The ESC would just be residential. Discussion occurred on recycling and hazardous waste collection and the number of participants. A real estate consultant will be used for site location. Also, pick up services to the new site will be an added service. The question about \$600/square foot being high was discussed. The budget included land purchase, sitework and not just construction of the specialized building.

## **6) Property Management CIP Building Improvement Projects & Selection Process**

Jean Krueger, Property Management Director and Gary Mrachek, Buildings Operations Director presented information about the CIP Building Improvement Projects and Selection Process. Property Management facilities are to provide a welcoming environment where all feel safe. The Property Management department manages 28 county-owned facilities in approximately 3 million square feet. The department also provides oversight on 21 leased facilities as a tenant, 12 leases as a landlord, and manages outsource provide agreements for management of the Landmark Center and the Union Depot. Besides the approved Major and Regular CIP Projects, the department manages approximately \$3.5M from the \$1.50/square foot collected from various Ramsey County departments as tenants for Building Improvements. The determination and amounts for which buildings receive funding is based on criteria from the County Board, facility condition assessments, and Property Management staff input. The County Board criteria include: Reduce Operating/Energy Costs, Replace/Maintain Facility, Protect Property/Life Safety, and Enhance County Image.

## **7) CIP Contingent Account status report**

Steve Kuhn, Principal Financial Management Analyst, noted the CIP Contingent Account balance is currently at about \$430K. Mr. Kuhn noted the CIP Contingent Account is mainly used for emergency-type, or unanticipated or unexpected/unplanned project requests. The CIP Contingent Account is funded from completed projects which have a remaining balance available to transfer into the Account. During the first two months of 2022, there were three projects which closed out balances to the CIP Contingent Account totaling about \$150K, as the beginning 2022 balance increased from about \$280K to about \$430K.

## **8) Other**

Alex Kotze, Chief Financial Officer mentioned that the County Board had a workshop on Tuesday regarding the future of the Ramsey County Care Center. There were four options reviewed/discussed with the option chosen as closing the facility. A Request for Board Action will then be presented to the County Board, on March 8, 2022. The anticipated closure timeframe of the facility is about 4 to 6 months. Discussion also occurred as to meeting in-person for the June meeting and meetings for the public with County staff. The back-to-the-office (return to workspaces) for employees will occur in three phases with the first phase starting on March 21. All of this is from guidance provided by the Centers for Disease Control and Prevention (CDC).

**9) Set Next Meeting Date – June 2, 2022 7:30 a.m.**

The location of the June meeting will be at the Parks & Recreation administration building located at 2015 Van Dyke Street, Maplewood.

**10) Adjourned**

Upon the motion by the Chair, the meeting was adjourned at 8:50 a.m.

Respectfully submitted,  
Steve Kuhn  
CIPAC Coordinator

**RAMSEY COUNTY  
CAPITAL IMPROVEMENT PROGRAM CITIZENS' ADVISORY COMMITTEE  
MINUTES OF THURSDAY, JUNE 2, 2022**

The Ramsey County Capital Improvement Program Citizens' Advisory Committee met on Thursday, June 2, 2022, at the Parks & Recreation administration building, located at 2015 Van Dyke Street, Maplewood.

Members Present: Chair James Miller, Gary Bank, Dennis Larson, Larry Sagstetter, and Gary Unger.

Staff Present: Susan Earle, Bianca Fucini, Jean Krueger, Mark McCabe, and Steve Kuhn.

**1) Call to Order**

Chair Miller called the in-person meeting to order at 7:40 a.m. The meeting was started 10 minutes later than scheduled as the first presenter was running about 10 minutes late. It was noted that the last in-person CIPAC meeting was held in December 2019. CIPAC meetings from then were held virtually via Zoom.

**2) Approve minutes of March 3, 2022**

Chair Miller asked for a motion to approve the Minutes of March 3, 2022. A motion was moved to approve the minutes. Motion was seconded. Roll was called as all in favor. Motion carried.

**3) Re-introduction of CIPAC member and County Staff**

The CIPAC members introduced themselves and provided information such as their current or previous employment, their District they represent, and the number of years on the Committee. County Staff introduced themselves including Department of Finance members Susan Earle, Deputy Finance Director and Bianca Fucini, Accountant.

#### **4) Ramsey County Building 189 Demolition & Site Restoration**

Mark McCabe, Parks & Recreation presented information on the approximately 25,000 square foot building located on the former Twin Cities Army Ammunition Plant (TCAAP) site, now known as Rice Creek Commons. There have been safety concerns and mitigation efforts to control crime and vandalism on this property. Trail users have been threatened and confronted in this area. The building structure is not in good condition to be considered for possible re-sale. An estimated obtained from Loeffler Construction estimates the cost of demolition and site restoration to be about \$1,250,000. A Request for Proposal (RFP) has been issued for a planned approach to this project. The funding for this project will probably come from the Capital Projects Fund Balance which currently is at about \$3.5M. The fund balance amount is the result of annual operations surplus which is allocated for future Capital Projects. This amount has built up over time and has been drawn down, for example, when no bonds were issued for capital projects in 2017. The final project budget and schedule will be presented to the County Board for approval.

#### **5) Bonding Process and Debt Management Overview**

The presentation was canceled at the last minute by DeAndre Lindsey, Deputy Director – Property Tax, Records, and Election Services (formerly Investment & Debt Manager).

#### **6) Other**

Mr. Kuhn mentioned that CIPAC member Devon Pohlman has resigned from the Committee due to a new job and family demands. Mr. Kuhn also noted the Advisory Board Compensation Opt-in Form for members to receive a \$25 gift card for every CIPAC meeting attended. He will follow up on re-sending the detailed information to CIPAC members, which came from the County Manager's Office.

Mr. Kuhn noted that he will be retiring from Ramsey County on June 24, 2022. He started with the County on April 20, 1992 and has been involved with CIPAC since January 2005. The Committee thanked him for the many years of service. Bianca Fucini from the Finance Department will be taking over the CIPAC Coordinator duties from Mr. Kuhn.

Discussion occurred about the County funding about \$21M for housing projects. The funding is from various sources such as the Federal Government-American Rescue Plan Act (ARPA) and a newly imposed Housing & Redevelopment Authority levy. Susan Earle, Deputy Finance Director will provide more information on this topic. Jean Krueger, Property Management Director noted that three shelters for the homeless will or have closed.

Discussion occurred on the relevance and role of CIPAC within the mission and goals of Ramsey County. Further discussion and analysis will occur.

Ms. Krueger noted that the Care Center (formerly Nursing Home) will be closing very soon. The fate of the Care Center building hasn't been determined yet. A Master Plan for the campus which includes Parks & Recreation, the Historic Barn, the County Fairgrounds, and the Care Center will be developed. This may occur in conjunction with a long-range County-wide Facilities Strategic Plan.

Ms. Krueger also gave an update on the changes occurring with the Metro Square building in downtown St. Paul. There has been outside building renovation and inside renovation such as the removal of the escalators and replacing them with a new staircase. The Service Center from the Ramsey County Government Center-East (RCGC-East) building has been moved into Metro Square. This will allow the reduction of the County's footprint in RCGC-East to eventually vacate the approximate 400,000 square foot building. Ms. Krueger also noted that the Human Resources department has moved into the 4<sup>th</sup> floor Finance department area, as the two departments are now sharing space.

**7) Set Next Meeting Date – September 1, 2022 7:30 a.m.**

The location of the September meeting will be at the Parks & Recreation administration building located at 2015 Van Dyke Street, Maplewood.

**8) Adjourned**

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

Respectfully submitted,  
Steve Kuhn  
CIPAC Coordinator

**RAMSEY COUNTY  
CAPITAL IMPROVEMENT PROGRAM CITIZENS' ADVISORY COMMITTEE  
MINUTES OF THURSDAY, SEPTEMBER 1, 2022**

The Ramsey County Capital Improvement Program Citizens' Advisory Committee met on Thursday, September 1, 2022, at the Parks & Recreation administration building, located at 2015 Van Dyke Street, Maplewood.

Members Present: Chair James Miller, Gary Bank, James Bradford III, Sue Hauwiller, Larry Sagstetter, and Gary Unger.

Staff Present: Susan Earle, Bianca Fucini, Brian Isaacson, and Jean Krueger

**1) Call to Order**

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

**2) Approve minutes of March 3, 2022**

Chair Miller asked for a motion to approve the Minutes of June 2, 2022. A motion was moved to approve the minutes. Motion was seconded. All in favor. Motion carried.

**3) Introduction of CIPAC member and County Staff**

Committee and staff members present introduced themselves.

**4) Ramsey County Transportation Improvement Plan**

Brian Isaacson, Public Works Director, presented an overview of Public Works Major Capital Projects.

The Dale Street interchange project was showcased. The project focused heavily on community engagement.

Capital funding amounts for 2021 and 2022 were presented as were estimated Transportation Improvement Plan (TIP) Projects and costs through 2026. Public Works is thoughtful about how programming is structured and scheduled projects impact community's county wide.



The Lexington Avenue and South Shore Blvd projects were highlighted. Both involve extensive pavement reconstruction, water main and stormwater replacement, and trail additions.

Planning needs for 2023 and beyond have been selected. Due to an uptick in crashes, projects emphasizing reduction, such as speed limit studies, will be prioritized. The bid climate may impact how far funds will go regarding improvements to system conditions. Progress on the Gold Line will offer significant transit improvement. A countywide Transportation Plan focusing on risk, crashes, and infrastructure, will include substantial community input.

Lastly, Isaacson gave an update on the heavy-duty hoist and mobile column lift replacement projects and expressed gratitude to CIPAC for funding.

#### **5) Ramsey County Funding for Housing Projects**

As follow up from the June meeting, Susan Earle provided more information on the County's funding for housing projects focusing on the May Resolution which referenced 8.8m general obligation (GO) bond funding. These dollars were approved in the 2021 Capital Improvement Program Budget and Financing plan and represent a reallocation of \$3,677,311 previously awarded to the golf study project and \$5,201,940 in new funding.

Discussion led to questions about the work of the Community and Economic Development (CED). Jean Kruger noted that the department projects include supporting Rice Creek Commons and leading the work on Rivers Edge.

CED staff partner with community and utilize Housing Redevelopment Levy (HRA) funds to expand affordable housing opportunities in Ramsey County. They also collaborate with other departments, such as Public Work on transit-oriented development.

#### **6) Other**

Chair Miller shared his experience with re-applying to serve on the CIPAC committee. His newly appointed term spans two years, previously four. Currently the committee roster sits at 7 and there are 7 openings available. Additional information regarding terms, committee structure and application process was requested. Chair Miller reminded current members about the opportunity to opt in to be compensated for attendance by receiving a \$25 gift card.

Traditionally CIPAC meetings begin at 7:30 am. Discussion centered on if the current meeting time was a deterrent and if an alternative time could be beneficial in attracting new committee members. It was requested that staff poll current committee members. Possible alternatives include 9:00 am, 3:00 or 5:00 pm.

**7) Set Next Meeting Date – December 1, 2022, 7:30 a.m.**

The location to be determined

**8) Adjourned**

Upon the motion by the Chair, the meeting was adjourned at 8:30 a.m.

Respectfully submitted,  
Bianca Fucini  
CIPAC Coordinator

**RAMSEY COUNTY**  
**CAPITAL IMPROVEMENT PROGRAM CITIZENS' ADVISORY COMMITTEE**  
**MINUTES OF THURSDAY, DECEMBER 1, 2022**

The Ramsey County Capital Improvement Program Citizens' Advisory Committee met on Thursday, December 1, 2022, at the Parks & Recreation administration building, located at 2015 Van Dyke Street, Maplewood.

Members Present: Chair James Miller, Gary Bank, Logan Beere, James Bradford III, Robert Harrison, Niko Le Mieux, Mazel Mccoy-Anderson, Nicolle Mechelke, and Gary Unger.

Staff Present: Susan Earle, Bianca Fucini, Jay Willms

**1) Call to Order**

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

**2) Approve minutes of September 1, 2022**

Chair Miller asked for a motion to approve the Minutes of September 1, 2022. A motion was moved to approve the minutes. Motion was seconded. All in favor. Motion carried.

**3) Introduction of CIPAC member and County Staff**

Committee and staff members present introduced themselves.

**4) CIPAC Overview**

Staff presented an overview of the Capital Improvement Program which included CIPAC's purpose, History and Authority, Program Components, Budgets, Process Improvements, 2024/2025 Budget Process and a 2023 Meeting Schedule.

When program components were presented, discussion around Community and Economic Development (CED) projects and funding was discussed. CIPAC would like CED to present at a 2023 meeting.

**5) Other**

Follow up on the September agenda item pertaining to meeting time was initiated. After polling membership, a meeting time of 9:00 am was preferred. After discussion, a motion was moved to change the meeting time of CIPAC from 7:30 to 9:00 am. Motion was seconded. 8 in favor, 1 opposed. Motion carried.

The 2023 CIPAC meeting schedule was presented during the CIPAC overview. Committee members were reminded of the County's gift card compensation program and opt-in process.

**6) Set Next Meeting Date – February 2, 2023**

The location to be determined

**8) Adjourned**

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

Respectfully submitted,

Bianca Fucini

CIPAC Coordinator