

Ramsey County
Capital Improvement Program Citizens' Advisory Committee
Minutes of Thursday, January 11, 2024

The Ramsey County Capital Improvement Program Citizens' Advisory Committee met on Thursday, January 11, 2024, at Parks and Recreation – 2015 No Van Dyke, Maplewood at 9:00 a.m.

Members Present: Michael Austin, Gary Bank, Mazel (May) Mccoy-Anderson, Olletha (Ollie) Muhammad

1) Call to Order

Gary Bank, Vice Chair, called the meeting to order at 9:00 am.

2) Approve minutes of December 7, 2023

Vice Chair Bank asked for a motion to approve the Minutes of December 7, 2023. A motion was made and seconded to approve the minutes as amended. With all in favor, motion carried.

3) CIPAC Overview

Finance staff presented an overview of the Capital Improvement Program Advisory Committee. The presentation included CIPAC's purpose, history, and authority. The various components of the County's Capital Improvement Program were discussed, along with the 2024 and 2025 CIP budgets and budget process.

4) Capital Projects Report

Finance staff presented a brief expenditure update on all Capital Improvement Plan Projects occurring throughout Ramsey County.

5) Committee Expectations, Input & 2024 Program of Work

Committee feedback was sought pertaining to program of work, meetings and committee work and connection outside of meeting times. Space was also given for committee members to share their opinions and suggestions regarding their participation on CIPAC. Discussion included:

Follow-up on Funded Projects

Committee members would like to know more about the projects that received support from CIPAC for funding. Were they completed or are they stalled? They would also like to see the finished work. Staff will make an effort to schedule meetings at county locations where CIPAC can see completed projects in real time.

Collaborative Space

Committee members asked if there was a way that we could have a CIPAC teams channel or other collaborative space for committee work and interaction outside of meetings. They asked to know more about what other advisory groups are doing or utilizing. Of if there are any options for Advisory Boards.

Ramsey County
Capital Improvement Program Citizens' Advisory Committee
Minutes of Thursday, March 7, 2024

The Ramsey County Capital Improvement Program Citizens' Advisory Committee met on Thursday, March 7, 2024, at Public Works – 1425 Paul Kirkwold Drive, Arden Hill at 9:00 a.m.

Members Present: Gary Bank, Niko LeMieux, Mazel (May) Mccoy-Anderson, Olletha (Ollie) Muhammad. Lawrence Sagstetter

1) Call to Order

Gary Bank, Vice Chair, called the meeting to order at 9:00 am.

2) Approve minutes of December 7, 2023

Vice Chair Bank asked for a motion to approve the Minutes of January 11, 2024. A motion was made and seconded to approve the minutes as amended. With all in favor, motion carried.

3) Public Works Presentation

John Mazzitello, Deputy Director of Public Works presented the 2024-2028 Transportation Improvement Program. The talk included an overview of the transportation system, 2023 recap of projects, 2024 upcoming projects as well as information pertaining to 2024-2028 projects in development and ongoing and future initiatives.

2023 was a busy and complicated year. The all abilities transportation plan kicked off in 2023 and looks ahead to 2050. To account for variances, the plan will be updated every 5 years. In addition to larger pavement preservation projects and infrastructure work, priorities included safety enhancements for pedestrian and bicycle movement and stormwater maintenance work. 2024 is shaping up to be the biggest project year in the department's history with construction and other projects happening across the county. Ongoing and future initiatives include infrastructure around Rice Creek Commons, asset management implementation and best value contracting.

4) Adjourned

Chair LeMieux entertained a motion to adjourn. A motion was made and seconded to adjourn. With all in favor, motion carried. A tour of the Fleet and Stockroom areas at Public Works followed. The tour included viewing and learning about how the department is using the CIP funded heavy duty lift to service equipment such as dump trucks and snowplows. The group was also shown the current Fleet fueling island and learned more about the CIP funded Fleet fuel island maintenance project.

Respectfully submitted,
Bianca Fucini, CIPAC Coordinator

Interaction with the Commissioners and County Leadership

CIPAC would like more interaction with the County Board. Members feel like their participation is one sided and would like to foster a relationship with County Leadership.

Compensation

Some mentioned that the County's committee compensation of a \$25 gift card is much lower than what other local organizations provide. Residents have limited time to volunteer and many options for involvement. Some may be choosing where to volunteer based on amount received. Overlooking lower compensating opportunities in favor of higher ones.

Finance staff will reach out to the Chief Clerks office regarding discussion points and appreciates the open communication and the welcoming feel of the current committee. Committee members are encouraged to share their opinions and suggestions throughout the year.

6) Adjourned

Vice Chair Bank entertained a motion to adjourn. A motion was made and seconded to adjourn. With all in favor, motion carried.

Respectfully submitted,
Bianca Fucini, CIPAC Coordinator

**Ramsey County
Capital Improvement Program Citizens' Advisory Committee
Minutes of Thursday, June 6, 2024**

The Ramsey County Capital Improvement Program Citizens' Advisory Committee met on Thursday, June 6, 2024, at the Parks and Recreation Administrative Offices - 2015 North Van Dyke, Maplewood.

Members Present: Michael Austin, Gary Bank, Melissa Favila, Niko LeMieux, Mazel (May) Mccoy-Anderson, Patrick O'Halloran, Lawrence Sagstetter

1) Call to Order

Gary Bank, Vice Chair, called the meeting to order at 9:02 am.

2) Approve minutes of March 7, 2024,

Vice Chair Bank asked for a motion to approve the Minutes of March 7, 2024. A motion was made and seconded to approve the minutes as amended. With all in favor, motion carried.

3) Welcome New Members and Committee Introduction

CIPAC welcomed two new committee members – Melissa Favila and Patrick O'Halloran. Melissa and Patrick were appointed to a two-year term, expiring in August 2026. The 2024 round 2 recruitment window is open and accepting applications.

4) Communication Channel for CIPAC

Previously, committee members inquired about access to a platform for interaction between meetings. The topic was tabled, and members were asked to consider how they would use the platform for future discussions.

5) New CIP Off-Cycle Funding Request Process & Application

Staff identified a need to align the information provided to CIPAC regarding off-cycle requests with information presented during the biennial CIP budgeting process. Documents outlining the new process and application were shared and feedback requested. Many felt the new process was beneficial and they appreciated seeing the requests in a similar manner.

6) Off-Cycle Request Review Process

To assist CIPAC in the review of off-cycle funding requests, Staff compiled a document which walked through each question and requested feedback. The intent is

that CIPAC members perform an initial review of the written requests prior to presentations.

Some felt that it is impossible to review off-cycle requests against others, specifically those requested and unfunded during the biennial process. And questioned if CIPAC had the framework to determine what is a capital request vs what should be handled at the department level? Members would like to have information around previous requests available so that they can follow along. And requested that staff share information around reviewing of capital project requests, rules, and definitions. CIPAC would also like more information around how off-cycle requests fit in with the on-cycle process.

Specifically, around how projects compare with unfunded requests presented during the biennial process. CIPAC would like to know what went unfunded that could have been if the dollars were available. And assumptions as to what department will request next, as is it common that departments will most likely draw upon previously submitted request for the next cycle. They would also like to know more about where the budget has been. Much of this information is currently available on the Ramsey County website.

The committees' responsibilities and steps pertaining to project request review are listed below. CIPAC's opinion and recommendations are valuable and shared with leadership.

CIPAC Project Request Steps

- CIPAC Reviews Requests as submitted on form.
- CIPAC Listens to Presentations.
- CIPAC Discusses the Request.
- CIPAC Discusses Funding Recommendation – Yes/No/Partial.
- CIPAC Solidifies Funding Recommendation with a Motion and Approval.

If CIPAC recommends funding, the next steps are:

- County Manager Reviews and Recommends
- Department submits RBA to County Board

7) Sources of funds for Off-Cycle Requests

There are two sources of funds to support off-cycle requests. New Requests use Fund Balance in 17301 of which roughly \$1.5m is available. Current Projects needing additional funds are eligible for Contingent dollars of which roughly \$2.7m is available.

8) Introduction of Safety & Justice Service Team Leadership & Presenters

Gloria Reyes, Deputy County Manager of the Safety and Justice (S&J) shared how the forthcoming requests from the Sheriff's office were reviewed at the Service Team level and noted that prior applications and timeline were reviewed. S&J leadership felt that two proposals had merit and are being recommended for funding: Public Health Medical and Sanitation Updates, Adult Detention Center (ADC) and Training Center Updates at the Little Canada Campus (Water Patrol Station). S&J leadership does not recommend funding for the Emergency Rescue Response Vehicle Replacement for a BearCat. The equipment was previously requested, other funding may be an option. S&J leadership would like the Sheriff's office to pursue that option first, coming to CIPAC as a last resort.

9) Off-Cycle Funding Requests

Kyle Mestad, Undersheriff from the Ramsey County Sheriff's Office facilitated the presentations.

Emergency Rescue Response Vehicle Replacement (BearCat) \$200,000

Requesting partial funding for Emergency Rescue Response Vehicle Replacement (Bear Cat) in the amount of \$200,000. Approximately 12 calls are received annually within the twin Cities that require a response of this nature, and the departments current BearCat is aging. The total cost for a BearCat is \$450,000. Cost sharing between the county and contract communities is reducing the ask to \$200,000. This ask amount does not include possible grant funding from the Urban Area Security Initiative (UASI) Competitive Process grants.

Adult Detention Center (ADC): Public Health Medical and Sanitation Updates \$261,404

Requesting funds to support Public Health Updates at the Jail totaling \$261,404. Some large-scale renovations, including one for the sanitation system to prevent sewage back-ups are needed to improve the facility and the lives of those living and working at the ADC. Remodeling of the medical area will provide safety, security, and privacy for all.

Property Management questioned if the request covered all the sanitation system needs, as back-ups can happen in many areas. And if not, if the rest would be funded within the Sheriff budget. If the Sheriff Budget does not have adequate funding, Property Management recommended an additional \$90,000 be added to the request to fully address and remedy the issue.

Training Center Updates at the Little Canada Campus (Water Patrol Station) \$264,647

Requesting funds to make improvement to the Water Patrol Training Center Updates in the amount of \$264,647. As previously requested, improvements include adding a public service window, replacing failing audio/video equipment, and adding lactation, storage and report writing rooms.

Upon hearing the request, Property Management proposed a partnership to explore if the training room could become more of a county wide resource and if funds already budgeted in support of lactation rooms could be used.

Once presentations were completed, the floor was open to committee conversation. The committee was mixed on the urgency of the requests. But felt that all three requests had merit and were worthy of funding at some point in time. Following a lengthy discussion, the committee made the following recommendations per motion:

Chair LeMieux entertained a motion to recommend funding of the Public Health Updates at the Jail and amended the request it to add further resources of \$90,000 to fund the sanitary/sewage system needs. A motion was made and seconded. With all in favor, motion carried.

Chair LeMieux entertained a motion to recommend funding of Water Patrol Training Center Updates. A motion was made and seconded. With three in favor and three opposed, the motion failed.

Chair LeMieux entertained a second motion to recommend that Property Management and the Sheriff Office work together on an updated proposal and represent at the next available opportunity. A motion was made and seconded. With all in favor, motion carried.

Chair LeMieux entertained a motion to allocated up to \$200,000 For the purchase of the Emergency Rescue Response Vehicle Replacement (Bear Cat) with timing and allocation up to the County Manager. CIPAC also requested that the Sheriff Office include better accounting for current armored vehicle use in the County. A motion was made and seconded. With five in favor, and one opposed, motion carried.

10)Adjourned

Chair LeMieux entertained a motion to adjourn. A motion was made and seconded. With all in favor, motion carried.

Respectfully submitted,
Bianca Fucini, CIPAC Coordinator