

**APPROVED
RAMSEY COUNTY
CAPITAL IMPROVEMENT PROGRAM CITIZENS' ADVISORY COMMITTEE
MINUTES OF THURSDAY, FEBRUARY 4, 2021**

The Ramsey County Capital Improvement Program Citizens' Advisory Committee met on Thursday, February 4, 2021, via Zoom.

Members Present: Chair James Miller, Barbara Garn, Sue Hauwiller, Dennis Larson, Devon Pohlman, Thomas Rupp, Gary Unger and Lue Vang.

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

1) Call to Order

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

2) Approve minutes of November 5, 2020

Chair Miller asked for a motion to approve the Minutes of November 5, 2020. A motion was moved to approve the minutes. Motion was seconded. Roll was called as all in favor. Motion carried.

3) Nominations/Elections of CIPAC Chair & Vice-Chair for 2021

Chair Miller asked for nominations for the Chair position. 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. 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.

4) Capital Improvement Program (CIP) overview

Steve Kuhn, Principal Financial Management Analyst presented information on the purpose Capital Improvement Program (CIP) and the Capital Improvement Program Citizens' Advisory Committee (CIPAC) in conjunction with the CIP. He also gave

information on the history of the Program which started in 1987 and some additions/changes occurring throughout the years. The County Board established nine criteria used by staff in evaluating projects. Mr. Kuhn explained the two components, Non-Routine Capital Projects and Routine Capital Projects within the CIP.

In the Non-Routine Capital Projects component are Major Projects and Regular Projects. In the Routine Capital Project component are Capital Equipment Replacement, Building Improvements/Repairs (CCAMPP), and Building Improvements-Property Management. Mr. Kuhn gave some examples of each of the components. He explained CIPAC's role relating to each component of the CIP. Mr. Kuhn explained how the staff rating and the CIPAC ranking of Regular Projects are combined to determine the order of which Regular Projects to fund.

The amounts to bond for Regular Projects and Major Projects has yet to be determined for Budget Years 2022 and 2023. It will be dependent upon where the Regular Projects are ranked. The amount requested for Regular Projects in the two-year budget cycle is about \$15.2M. This includes \$4M for pavement preservation and \$11.2M for non-Public Works projects.

The CIP Budget steps (budget cycle every two years) and the topics covered in the 2020-2021 CIPAC schedule were also presented. The schedule repeats every two year.

5) 2022-2027 CIP Working Document (Project Requests)

Mr. Kuhn referred to the 587 page CIP Working document sent to CIPAC members. Schedule 1 showed how much was being requested in each component of the CIP Program and where the funding was being requested from. The components included Regular Projects, Major Projects, Building Improvements/Repairs (CCAMPP), and Building Improvements-Property Management. Each year of 2022 and 2023 is broken out separately. He then referred to the first Regular CIP Project on page 17, from Community & Economic Development. This is the "request" page with information about the project. Each project will have the "request" page. Also noted were the Summary-Funding Source and Summary-Projects pages for each department, which is before the first department project. Mr. Kuhn explained that the projects are by departments within a service team such as Economic Growth & Community Investment (EGCI). He also noted the starting pages for the other components such as the Major Projects and Building Improvements.

6) Other

Nothing was noted.

7) Set Next Meeting Date – March 4, 2021 7:30 a.m.

The location of the March meeting will be Zoom.

8) Adjourned

Upon the motion by the Chair, the meeting was adjourned at 8:43 a.m.

Respectfully submitted,
Steve Kuhn
CIPAC Coordinator

**APPROVED
RAMSEY COUNTY
CAPITAL IMPROVEMENT PROGRAM CITIZENS' ADVISORY COMMITTEE
MINUTES OF THURSDAY, MARCH 4, 2021**

The Ramsey County Capital Improvement Program Citizens' Advisory Committee met on Thursday, March 4, 2021, via Zoom.

Members Present: Chair James Miller, Gary Bank, Logan Beere, Barbara Garn, Dennis Larson, Devon Pohlman, Thomas Rupp, Larry Sagstetter, Gary Unger and Lue Vang.

Staff Raters Present: Oscar Arzamendia, Bianca Fucini, Rick Howden, Jon Logan, Tony Lutgen, Eric Olberding, Melody Santana-Marty, Rich Stevens and Deb Trudeau.

Staff Present: Various department presenters, Finance: Alex Kotze, Susan Earle, and Steve Kuhn.

1) Call to Order

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

2) Approve minutes of February 4, 2021

Chair Miller asked for a motion to approve the Minutes of February 4, 2021. A motion to amend the minutes by CIPAC member Thomas Rupp, to include the question of the County's evaluation process and to include diversity and inclusion. Motion was seconded. Roll was called as all in favor. Motion carried to amend the minutes.

3) 2020-2025 CIP Regular Projects Department Presentations

The Department representatives gave their 2022-2027 CIP Regular Projects presentations based on the CIP Workbook which was distributed at the February 4 meeting. There were 32 projects requesting County funding during the 2022 or 2023 Budget Years. During the presentations, the following projects were pulled from requesting Budget Years 2022-2023 funding: #3 Sheriff-Civil Unrest Personal Protective Equipment, #1 Care Center-Chiller Rooftop Replacement and #2 Care Center-Washer & Dryer & Kitchen Steamer. Project #1 Lake Owasso Residence-Fire Alarm System amount requested changed to \$80,000 from \$215,062. This now results in ranking 29 projects.

The Sheriff's project will receive funding in 2021 and it was discovered that the two Care Center projects are being funded from 2020 year-end budget savings. During

the presentation of the Care Center-Chiller Rooftop Replacement project, the request was to have the project funded in 2021. A motion was made to recommend that options be pursued to fund this project in 2021. An amendment to this motion was made to delay the project until funding had been determined and presented back to CIPAC. A vote taken on the amendment did not pass. A motion to vote on the original motion was seconded. Roll was called as all in favor. With the Care Center projects being funded from 2020 year-end budget savings, the motion to pursue funding options is not needed.

Suggestions were made to have future meetings include presentations and discussions on Public Works road projects, the County's Economic Development, the bonding amounts determined by the County, and additional Capital Improvement Program orientation/overview. An overview of the Capital Improvement Program was presented at the February 4, 2021 CIPAC meeting.

4) Wrap up

Mr. Kuhn indicated that the deadline for submitting the rating sheets is April 5 (Monday). The rating sheets can be completed on the Excel version or the PDF version and be sent electronically or by U.S. mail anytime before April 5. The next CIPAC meeting will be April 1 to hear the presentations on major project requests for committee member's review and comment. The April 1 meeting is scheduled to end around 11:00 a.m.

5) Set Next Meeting Date – April 1, 2021 7:30 a.m.

The location of the April meeting will be Zoom.

6) Adjourned

Chair Miller asked for a motion to adjourn the meeting. Motion was seconded. Roll was called as all in favor, as the meeting was adjourned at 11:20 a.m.

Respectfully submitted,
Steve Kuhn
CIPAC Coordinator

**APPROVED
RAMSEY COUNTY
CAPITAL IMPROVEMENT PROGRAM CITIZENS' ADVISORY COMMITTEE
MINUTES OF THURSDAY, APRIL 1, 2021**

The Ramsey County Capital Improvement Program Citizens' Advisory Committee met on Thursday, May 6, 2021, at 7:30 a.m via Zoom.

Members Present: Chair James Miller, Gary Bank, Logan Beere, Barbara Garn, Sue Hauwiller, Devon Pohlman, Thomas Rupp, and Larry Sagstetter.

Staff Present: Various department presenters; Finance - Alex Kotze, Susan Earle, and Steve Kuhn.

1) Call to Order

Chair Miller called the meeting to order at 7:33 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 April 1, 2021

Chair Miller asked for a motion to approve the Minutes of April 1, 2021. A motion was moved to approve the minutes. Motion was seconded. All in favor. Motion carried.

3) 2022-2027 CIP Major Projects Department Presentations

The Department representatives gave their 2022-2027 CIP Major Projects presentations based on the documents in the CIP Workbook. They included the following:

- Sheriff – Safety & Security Enhancements at ADC, and Campus Security
- Historical Society – Program & Preservation Expansion at Gibbs Farm
- Care Center – HVAC Renovation
- Community & Economic Development – RiversEdge Public Realm
- Parks & Recreation – Goodrich & Manitou Ridge Golf Course Improvements
- Property Management – Metro Square Exterior Envelope, Building Automation Systems, City Hall/Courthouse Roof & Rooftop Ductwork, Five Buildings Envelope & Storefront Restoration, 90 West Plato Exterior Envelope Restoration, Paving & Landscaping at 11 County Facilities, Welcoming Facilities, Furnishings Upgrades, Maplewood Library Remodel & Service Center, Roseville Library & Service Center, Residence First Facilities, Historic Barn Service Center Remodel

4) Wrap up

Chair Miller commented with observations and future discussion topics such as:

- changes of building use for office space
- specific project requests versus lump sum allocation requests
- maintenance projects under Property Management
- County financing of capital projects

Thomas Rupp suggested the County review the County Board 30+ year old criteria on CIP projects to include diversity and inclusion.

Mr. Kuhn reminded committee members that the Regular Project rating sheets are due by Monday, April 5. The Major Projects comments sheet is due by Thursday, May 6. The next meeting will be May 6 to discuss the results of the rating of the Regular Projects.

5) Set Next Meeting Date – May 6, 2021 7:30 a.m.

The location of the May meeting will be Zoom.

6) Adjourned

Chair Miller asked for a motion to adjourn the meeting. Motion was seconded. Roll was called as all in favor, as the meeting was adjourned at 10:25 a.m.

Respectfully submitted,

Steve Kuhn
CIPAC Coordinator

**APPROVED
RAMSEY COUNTY
CAPITAL IMPROVEMENT PROGRAM CITIZENS' ADVISORY COMMITTEE
MINUTES OF THURSDAY, MAY 6, 2021**

The Ramsey County Capital Improvement Program Citizens' Advisory Committee met on Thursday, May 6, 2021, at 7:30 a.m. via Zoom.

Members Present: Chair James Miller, Gary Bank, Barbara Garn, Sue Hauwiler, Dennis Larson, Shaun McClary, Devon Pohlman, Thomas Rupp, Gary Under and Lue Vang.

Staff Present: Alex Kotze, Susan Earle, DeAndre Lindsey, Steve Kuhn, Ling Becker, Jennifer McMaster, James Homolka, Dan Winek, Jean Krueger, and Mark McCabe.

1) Call to Order

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

2) Approve minutes of April 1, 2021

Chair Miller asked for a motion to approve the Minutes of April 1, 2021. A motion was moved to approve the minutes. Motion was seconded. Roll was called. All in favor. Motion carried.

3) CIP Contingent Account Status report

Mr. Kuhn noted the CIP Contingent Account balance is currently at about \$455K. 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 2021, there were two projects which closed out balances to the CIP Contingent Account totaling about \$32K. The current balance is about \$487K. Then the request to transfer about \$207K for the Workforce Solutions move to the Ramsey County Government Center-East building, to be presented at today's meeting, will reduce the balance to about \$280K.

4) Workforce Solutions move to the RCGC-East building project

Ling Becker, Workforce Solutions Director presented information about the services offered by the Workforce Solutions department and the reasons of moving to the Ramsey County Government Center-East building. The department already has staff occupying the RCGC-East building. Questions were asked about the furniture costs and rental savings. The move would basically double up on employees in the building occupying the same space. The move will save the County rental cost from

the leased space in North St. Paul. The furniture purchased will bring the County more up to date on standards. Parking vouchers are issued for the clientele and there are multiple service centers to meet out in the community. The project requires funding in 2021 compared to needing funding during the 2022-2023 bonding budgeting cycle. Also, this project came about from re-evaluating service delivery and is a stepping stone to the strategic plan for County space and operations. A motion was moved to approve the transfer of \$206,682 from the CIP Contingent Account. Motion was seconded. Roll was called. All in favor. Motion carried.

Addition to agenda-

Introduction of new Investment/Debt Manager

Alex Kotze, Chief Financial Officer, introduced the new Investment/Debt Manager DeAndre (Dre) Lindsey as the new Investment/Debt Manager in the Ramsey County Finance Department. Mr. Lindsey replaces Mark Thompson who moved to Metropolitan Council. Mr. Lindsey briefly described his work background, most recently coming from Wells Fargo. Mr. Lindsey was welcomed by the CIPAC members.

5) Closeout of Shoreview Library CIP project to partially fund Maplewood Library CIP project

Jean Krueger, Property Management Director presented information about the closeout of the Shoreview Library CIP project of about \$757K from a budget of \$18.6M. The \$757K is to be transferred to the Maplewood Library CIP project and then the Maplewood Library CIP project would pay back the Library operations fund for an initial transfer to the Maplewood Library CIP project of about \$885K. Mr. Kuhn added that in 2020, the Maplewood Library CIP project was approved for \$1M. The \$1M wasn't bonded but funded by about \$115K in previous Library CIP bond premiums and \$885K from the Library operations fund. It wasn't known at the beginning of 2020 how much would be remaining from the Shoreview Library CIP project, so in the interim, the entire \$885K would come from the Library operations fund. Since the Library levy is a suburban only levy, the Library CIP project balances can't be commingled with other CIP projects by closing it to the CIP Contingent Account. Normally, the Shoreview Library CIP project balance would close to the Library CIP Contingent Account.

However, this request is to transfer the remaining balance from the Shoreview Library CIP project to the Maplewood Library CIP project and then to transfer these funds back to the Library operating fund. A motion was moved to approve the transfer of the \$757,019.44 from the Shoreview Library CIP project to the Maplewood Library CIP project and then to the Library operations fund. Motion was seconded. Roll was called. All in favor. Motion carried.

6) 2022-2027 CIP Combined Rank Order with Potential Funding for Regular CIP projects

The CIP Combined Rank Order with Potential Funding spreadsheet for Regular CIP projects 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 29 projects ranked in the process. Twenty-three projects and the non-ranked Pavement Preservation project would be funded with \$6M of bonds in 2022 and \$6M of bonds in 2023. About \$82K would be needed to cover bond issuance costs each year. Of the total request of \$14.4M in regular projects, about 81% would be funded. Taking out the \$4M for Pavement Preservation, about \$7.8M of \$10.4M requested would fund approximately 75% of the non-pavement projects. About 80% (23/29) of the number of projects would be funded. The unfunded projects were ranked about the same in both the CIPAC ranking and the County staff ranking. Discussion occurred about possibly reforming the CIP program to have an asset allocation method and to discuss the bonding amounts determined by the County. The Major projects to be proposed by the County Manager haven't been determined yet.

7) Other

There was nothing discussed under Other.

8) Set Next Meeting Date – September 2, 2021 7:30 a.m.

The location of the September meeting could be at the Parks & Recreation building in Maplewood or by Zoom.

9) Adjourned

Chair Miller asked for a motion to adjourn the meeting. Motion was seconded. Roll was called as all in favor, as the meeting was adjourned at 8:27 a.m.

Respectfully submitted,

Steve Kuhn
CIPAC Coordinator

**APPROVED
RAMSEY COUNTY
CAPITAL IMPROVEMENT PROGRAM CITIZENS' ADVISORY COMMITTEE
MINUTES OF THURSDAY, SEPTEMBER 2, 2021**

The Ramsey County Capital Improvement Program Citizens' Advisory Committee met on Thursday, September 2, 2021, at 7:30 a.m. via Zoom.

Members Present: Chair James Miller, Gary Bank, Barbara Garn, Sue Hauwiller, and Devon Pohlman.

Staff Present: Ted Schoenecker, Nancie Pass, Dan Palmer, Alex Kotze, Steve Kuhn, and Jean Krueger.

1) Call to Order & Roll Call

Chair Miller called the meeting to order at 7:30 a.m. and welcomed everybody. Roll was called for all CIPAC members in attendance 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 May 6, 2021

Chair Miller asked for a motion to approve the Minutes of May 6, 2021. A motion was moved to approve the minutes. Motion was seconded. Roll was called. All in favor. Motion carried.

4) Public Works Proposed 2022-2023 CIP Projects and 2021-2015 Transportation Improvement Program (TIP)

Ted Schoenecker, Public Works Director presented information on Public Works projects currently in progress or to be started in 2022 or 2023. A CIPAC Committee member asked about the pavement ranking condition of the county roads. The pavement condition index (PCI) for Ramsey County is at about a 61 (of 100). This is an average score and is comparable to Hennepin County's score. Other metro counties have a score of about 70. There might be additional Federal funding

available, however, this is awarded on a competitive basis against other projects throughout the country. The Department of Public Works will have discussions with the County Board on State of Minnesota allocation funding and other funding sources for future Public Works projects.

5) Emergency Communications Proposed 2022-2023 CIP Projects

Nancie Pass, Emergency Communications Director and Dan Palmer, Emergency Communications Technology Manager presented information about the Emergency Communications Capital Improvement Program projects proposed for Budget Years 2022 and 2023. The funding for the three projects is coming from the Emergency Communications fund balance. One of the larger projects is the renovation and updating of the Emergency Communications Dispatch Center.

The department receives funding of 60% from the County and 40% from member cities. A Joint Powers Agreement was signed in 2007 between the County and member cities. Fund collected may be saved in the fund balance, to be used for capital projects. A dispatch policy committee has their own process on selecting capital projects. Emergency Communications has two data centers, with one being the primary and the other the backup. The department has various networks/systems including the full radio network with seven tower sites, the 911 phone system and the Computer-aided Dispatch (CAD) network system. The dispatch center has 31 dispatch consoles and 2 consoles for training. Not all dispatch consoles are used at once, as this number of consoles allows for the transition of when a shift ends and another starts. Mr. Palmer mentioned that Emergency Communications has a 10-15 year CIP plan. Chair Miller suggested that the Emergency Communications CIP plan could be presented to CIPAC in the future.

6) Proposed 2022-2023 CIP Budget Book

Mr. Kuhn explained that the Public Works and Emergency Communications were presented to the Committee for informational purposes, as their CIP projects are not ranked since they do not receive bond funds, other than the annual \$2M bonding allocation for pavement preservation. He explained the CIP has two main components. The Non-Routine projects are the Regular CIP projects ranked by CIPAC members and County staff for a combined overall ranking and the Major CIP bonded projects which are greater than \$1M. The Routine projects are the smaller daily-type maintenance projects. These projects are either funded by the \$1.50/square foot collected and managed by the Property Management or the \$1.1M of Capital Improvement Program tax levy for departments/buildings not under direct management of Property Management. The \$1.1M is allocated based on the total pool square footage and is allocated to the Landmark Center, County Barn, and Parks & Recreation department.

7) Other

Mr. Kuhn noted that the 2022-2023 CIP budget will be presented to the County Board on Monday, September 13, 2021 in the third floor Council Chambers of the Courthouse/City Hall. The estimated presentation time is 4:00 p.m.

The Committee members have received the PDF version of the Proposed Capital Improvement Program 2022-2023 Budget/2022-2027 Plan. For any members desiring a hard copy, they can send their mailing address to Mr. Kuhn.

Mr. Kuhn will also send the PDF version of the County's Proposed operating budget for 2022-2023 and the County's Department of Finance internet link to Committee members.

8) Set Next Meeting Date – December 2, 2021 7:30 a.m.

The location of the September meeting could be at the Parks & Recreation building in Maplewood or by Zoom, depending upon the ongoing health pandemic.

9) Adjourned

Chair Miller asked for a motion to adjourn the meeting. Motion was seconded. Roll was called as all in favor, as the meeting was adjourned at 8:40 a.m.

Respectfully submitted,

Steve Kuhn
CIPAC Coordinator

**APPROVED
RAMSEY COUNTY
CAPITAL IMPROVEMENT PROGRAM CITIZENS' ADVISORY COMMITTEE
MINUTES OF THURSDAY, DECEMBER 2, 2021**

The Ramsey County Capital Improvement Program Citizens' Advisory Committee met on Thursday, December 2, 2021, at 7:32 a.m. via Zoom.

Members Present: Chair James Miller, Gary Bank, James Bradford III, Logan Beere, Barbara Garn, and Sue Hauwiller.

Staff Present: Mark McCabe, Ryan Ries, Dan Palmer, Alex Kotze, Steve Kuhn, Jean Krueger, Dre Lindsey, Tom Och, Bianca Fucini, and Renee Vought.

1) Call to Order & Roll Call

Chair Miller called the meeting to order at 7:32 a.m. and welcomed everybody. Roll was called for all CIPAC members in attendance 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 September 2, 2021

Chair Miller noted that in the minutes was information on the 2022-2023 CIP budget being presented to the County Board. Chair Miller and Mr. Kuhn presented the CIP budget on September 13, 2021 to the County Board.

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

4) Introduction of new CIPAC member – James Bradford, III

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

5) Parks & Recreation CIP Building Improvements/Repairs Projects and Selection Process

Mark McCabe, Parks & Recreation Director and Ryan Ries, Parks & Recreation Facilities & Sustainability Director presented information on the Parks Building Improvements/Repairs Program. This program was previously called Comprehensive Capital Asset Management & Preservation Plan (CCAMPP). The Program consists of 9 county parks, 11 ice arenas, 3 golf courses, and the administration building. One of the projects include LED lighting upgrades at Goodrich and Keller golf course clubhouses and the TCO Sports Garden (formerly the Vadnais Sports Center). Other projects include parks restrooms/shelter re-roofing and solatubes. The solatubes use less energy as they incorporate natural sun light into their lighting.

The Project Prioritization Process includes reviewing asset life cycle schedules, operations staff identifying priorities, and implementation of an Enterprise Asset Management System to better track detail of the asset inventory.

Chair Miller and Mr. Bradford asked about the analysis of who uses the parks system (demographics) versus just the physical assets itself. In the metro area, there has been under investment of the parks system in lower income versus higher income areas. Mr. McCabe stated that while most of the parks in Ramsey County are not in St. Paul, the staff have been doing a better job at reviewing the equity serving the entire community. He noted they still can improve in this area. Mr. McCabe noted that Safety issues are the first priority among the projects.

After the presentation, Mr. Kuhn noted that the funding the Parks & Recreation department receives for the program is between \$800,000 & \$900,000 of the \$1.1M Capital Improvement Program tax levy. The remainder of the \$1.1M goes to the Landmark Center and the Historic Barn which houses the Extension Services. These three areas are no under direct management of the Property Management department. Mr. Kuhn also noted that at the March 2022 CIPAC meeting, Property Management would present their Building Improvements/Repairs process, as funded by the \$1.50/square foot rent paid by tenants for routine capital maintenance.

6) Emergency Communications Center (ECC) 10-15 year CIP Plan

Dan Palmer, Emergency Communications Technology Manager presented information about the Emergency Communications Financing & Technology Plan. The department is responsible for four main network infrastructures. These include the 911 phone network, the armor radio network, the Computer Aided Dispatch (CAD) network, and the severe weather notification system backbone. Mr. Palmer also presented information on the ECC Equipment Replacement Plan which includes the non-CAD projects and the Radio Equipment Replacement Plan. Mr. Bradford asked about the County donating or selling equipment. Mr. Palmer stated that some equipment is donated to other County departments. Mr. Palmer stated they will look into selling equipment, although the hard drives of the computers would need to be wiped clean or actually taken out of the computers. After the presentation, Mr. Kuhn noted that the department receives funding of 60% from the County and 40% from member cities. The projects aren't funded by bonds, but from savings using their ECC fund balance.

7) 2022 CIPAC Meeting Dates

Mr. Kuhn discussed the CIPAC meeting dates and agenda planned for 2022. The 2022 schedule is based on being an "off" year in the budget cycle, as the CIP budget and projects for budget years 2022 and 2023 will be approved by the County Board on December 21, 2021. The next budget cycle for project requests will occur in early 2023, for funding in budget years 2024 and 2025.

8) Other

Nothing was noted.

9) Set Next Meeting Date – March 3, 2022 7:30 a.m.

The location of the March meeting could be at the Parks & Recreation building in Maplewood or by Zoom, depending upon the ongoing health pandemic. Chair Miller suggested other locations around the County for future CIPAC meetings, after CIPAC starts meeting in-person again.

10) Adjourned

Chair Miller asked for a motion to adjourn the meeting. Motion was seconded. Roll was called as all in favor, as the meeting was adjourned at 8:39 a.m.

Respectfully submitted,

Steve Kuhn
CIPAC Coordinator