

**APPROVED  
RAMSEY COUNTY  
CAPITAL IMPROVEMENT PROGRAM CITIZENS' ADVISORY COMMITTEE  
MINUTES OF THURSDAY, FEBRUARY 5, 2009**

The Ramsey County Capital Improvement Program Citizens' Advisory Committee met on Thursday, February 5, 2009, at the Ramsey County Parks and Recreation Administration Office at 7:30 a.m.

Members Present: Greg Lauer, Patricia Lammers, Dennis Larson, James Miller, Mary Ann Palmer, Faith O'Neill, and Gary Unger.

Staff Present: Julie Kleinschmidt, Steve Kuhn, Mary Karcz, Bruce Thompson, and Joyce Hildreth.

Handout: Ramsey County Capital Improvement Program (CIP) Program Overview, dated February 5, 2009

**1) Call to Order**

Chair Larson called the meeting to order at 7:37 a.m.

**2) Approve Minutes of November 6, 2008**

Chair Larson asked for a motion to approve the Minutes of November 6, 2008 meeting. Miller moved, Palmer seconded the motion to approve the Minutes. All in favor. Motion carried.

**3) Introduction of New Member – Steve Bornus**

Bornus introduced himself to the committee members. He lives in Shoreview, worked as a detective in New Brighton, and is now retired. The rest of the Committee members also introduced themselves.

**4) Nominations**

Chair Larson asked for nominations for Chair and Vice-Chair. Unger nominated Dennis Larson, who accepted the nomination. Palmer seconded the motion. All in favor. Chair Larson asked for nominations for Vice-Chair. Palmer nominated Miller, who also accepted the nomination. Unger seconded the motion. All in favor. Motion carried.

**5) Gibbs Farm - Ramsey County Historical Society – Request for CIP Contingent Funds for Sewer Upgrade**

This request was originally on the November 6, 2008 agenda. B & A staff indicated that the request was removed from the agenda because the financial estimates were not finalized. Since that time, Property Management and Gibbs Farm staff have been working closely to find a solution to solve the existing sewage problems. Priscilla Farnham and Ted Lau gave the history of the site explaining the existing

problem and the numerous floods from the holding tank backing up. Essentially, it has been determined that if they install a new sewage line from the Red Barn directly to the city's street connection, it should correct this problem.

Questions were asked whether or not there will be excess capacity for future expansion and if that was taken into consideration. It was said that once you are in the dirt you might as well build as much as possible. Staff stated that they had taken this into consideration.

A question was asked as to how much the staff estimated that was spent on cleanup from this existing problem. Staff stated that they did not have any estimated figures, but have been able to turn it in to their insurance with a \$1,000 deductible. Ted guessed it has happened three or four times last year. It has been an ongoing problem that needs to be fixed before the upcoming season.

**Unger recommended approval of appropriating \$25,000 from CIP Contingency Fund to install a new sewage line, holding tank, and pumping station and landscape repair of site after installation. Lammers seconded the motion. Chair Larson asked if there was any further discussion. Lauer stated that he was really concerned about the urgency of this request. He asked if this request should be a part of the regular request process. Staff stated that they have been working on this request for some time now and finally came up with a solution to remedy it. This was actually earmarked for last fall. At that time, they had not fully identified the problem. Kleinschmidt stated that giving the nature of the situation, this process was the way to go and it is an emergency. They need to get this done before the next bonds are issued.**

Unger asked Thompson if piercing the system would be a better route. Thompson said that would be more expensive. The procedure they are installing will consist of going right down the driveway and fairly easy to repair in the future.

Palmer wondered if the old system would handle the current system. Staff thought it would because most of the visitors use the restrooms in the Red Barn due to where it is located on the site.

Funding availability was briefly discussed. Essentially, it would be available after County Board approval scheduled for March or early April.

**Chair Larson stated that there was a motion on the floor from Unger to recommend approval of appropriating \$25,000 from CIP contingency fund to install a new sewage line, holding tank, pumping station and landscape repair on site. Lammers seconded the motion. All in favor. Motion carried. Kuhn stated that if they didn't use the entire appropriation, it would be allocated back into the Contingency Fund.**

Unger talked about the term emergency and felt that Department Heads have become more responsive to that. He felt this sewage situation was an emergency due to the health issues.

Kleinschmidt gave a brief history on the County's relationship with the Historical Society. She said Ramsey County Historical Society is not a County department or even a County agency. They are independent and mainly come looking for small contributions from the County for operations and occasional small capital improvement projects. She stated that we might want to talk to Thompson about possibly helping them with some master planning dollars. There was a discussion about the Society recently acquiring the house adjacent to the Gibbs Farm. Committee members were in agreement that Property Management should assist the Historical Society with a plan for the future.

Palmer asked if this will be one of the last \$25,000 requests brought before this Committee. Staff said probably not. They would have to be phased in. Because they raised the limits from \$25,000 to \$50,000, some small departments may not be able to make that transition. Budgeting and Accounting will have to allow some flexibility.

## **6) CIP Overview**

Kleinschmidt began the discussion with a brief background on the CIP and stated that when they started this restructuring process, they realized there was no formal training offered to new members or current members. It was suggested that they start with a training session beginning this year for all Committee members. Miller stated that the restructuring of this process is really a landmark for this Committee. Miller recommended the proposed change back in November 2007. Prior to going to the Board with the recommended restructuring, Chair Larson and Vice Chair Miller, along with Kleinschmidt and Kuhn, met with every Commissioner. Miller was extremely impressed with how the Commissioners were aware of this Committee and their work. Miller thanked staff for all their efforts on restructuring this process. The next year will set precedence for the next 20 years.

Chair Larson asked if this Committee would see fewer requests. Kuhn said that he has received fewer requests this year than in the past.

Karcz and Kuhn gave the background of the CIP process and the restructuring process that is now in place using a handout that was distributed at the meeting. Kuhn said this was a good time for new members to join the Committee. Basically, the CIP was established in 1987, with \$2.5 million approved by the Legislature. The Committee consists of 14 members, 2 members appointed from each commissioner district. Other key points that were discussed are outlined in the handout.

Kleinschmidt indicated that on February 24<sup>th</sup>, the Board has scheduled a Budget Workshop. Kleinschmidt said that we have so many unknowns this year, plus we have the one time stimulus package. She will suggest pushing back the entire

budgeting process until more is known, such as how much money is going to be available to Ramsey County. The stimulus package is more about creating jobs than fixing any specific budget problems. There will certainly be highway and transportation funds. She discussed the property tax levy certification. She discussed the transparency of the Board and their process of levying property tax. Miller said that in relationship to our process, it would be appropriate to accelerate or decelerate this process according to what the Board is doing and the Federal Stimulus Plan. If we do get some stimulus funds, we will be ready. Unger asked about the large capital projects versus the small projects and where are we at with that. Kleinschmidt said that the Board would have to decide. The County is in a good position to continue to borrow money. We have bonds that are still competitive. The Board will be managing many of those policy decisions. Miller said that looking at this process, one of the things that they discussed was at the beginning of the two-year cycle was to look at the County's overall finances, dollars available for capital items, looking at B & A for capital investment, and just getting a sense of the dollars available. This would be just something informal. Miller just wanted to know where this process would fit into the schedule. Kuhn said that it was not formally programmed into the schedule. Kleinschmidt said that the whole process and overall financial environment in which we are budgeting, both on capital and operating budget, would be presented. He questioned if the bonding level might change. Kleinschmidt said that they don't know right now, so they would keep it at the \$2.5 million for planning purposes. It is important for this Committee to see an overall budget picture. Miller asked for a perspective on the county capital budget and getting the big picture that will help us make our discussions and process more transparent. It would be helpful to be aware of other funding opportunities and constraints. He felt that would be helpful in rating our projects. Kleinschmidt said that the dilemma is that they will have more information at a later date. It might make sense, but it won't hold up the prioritization; it will be the same priorities.

Questions were asked on the definitions and terminology identified in the handout. Committee members questioned if the Department Heads gave any feedback. Staff stated that they did discuss it a little bit. At the Senior Management Team meeting, it was discussed and questions were raised. Staff addressed the questions. Staff will try to address anything that is critical that pops up and they will be flexible. This process may need to be modified as they go. These recommendations are based on recommended best practices.

Miller discussed the process in transition. We talked about doing a study that would look at rent and internal services funds and really moving towards a funding basis. He would really like, during the third quarter of this year, to take a look at that. He also mentioned Public Works and doing a projection and phasing that in. It would be beneficial to have a plan that this committee could refer to over the next 5 to 10 years. He further suggested having a web site to show the work of this Committee that is more transparent. Kleinschmidt wanted the committee to be realistic about the study. She stated given the current economic climate that is not going to be realistic for 2009. Miller wanted to put that on the calendar to move it ahead.

Unger asked about the technology funding within the county. Kleinschmidt explained that there is an annual appropriation for technology for equipment and applications. It is in the amount of \$5 million. There is a Technology Governance Committee that has been appointed by the County Board. That is why the CIP committee has not seen those projects.

Miller said he is a little concerned about losing the background information regarding CIPAC. He commended the staff for gathering all the information and presenting it to this committee. Miller again stressed that the Historical Society do a master plan. Ramsey County is the first County to have a Home Rule Charter in the State of Minnesota. The history is available now. Kleinschmidt stated that we have a wonderful oral tradition in Ramsey County. Now we have the background compiled in one spot.

Chair Larson questioned the role of the CIPAC slide showing recommend/approval/denial CIP changes. He was a bit concerned about the use of "denial" of CIP projects. That sounds strong for this Committee. He wanted to recommend taking denial out. Staff said that this is actually written in the resolution. Kleinschmidt explained that it is a recommendation. That is why we have a contingency fund. This is an internal document.

Miller said that, in the past, we had just responded to the county staff's requests. We talked about maybe getting other input from the public. He was just wondering if we could get Property Management to come up with a "green package" that would basically insulate energy conservation projects that maybe we haven't gotten to because it is over the threshold of four or five years. If the stimulus package shows up and it is huge, we can possibly fund some of the energy conservation projects with that money. Kleinschmidt said they did put together a benefits package and the Board has acted on it and sent it to Representative Betty McCollum. Staff will provide this information to this Committee. This Committee could serve to bring that information forward. Again, it was mentioned that there is a County Board Workshop scheduled on February 24, 2009 to discuss the major projects that are pending. Committee members are invited to this workshop if their schedule permits. This will help this Committee know what's on the radar for upcoming projects and possible stimulus package.

Community Development Block Grant was discussed. The County has one but only for the suburban areas that don't have their own HRA. So it is pretty limited to two programs – HOME and CDBG. There is money there but has lots of strings attached to it. If there is interest in that, Steve Kuhn is the chief accountant in that area.

The Arts and Conservation tax was discussed. It is undecided as to how that will play out.

**7) Set Next Meeting Date**

The next meeting will be scheduled for March 5, 2009, 7:30 a.m. The March 19<sup>th</sup> meeting will have the departments make their regular project request presentations.

**8) Adjourn**

Unger moved to adjourn, seconded by Miller. Motion carried. Meeting ended at 9:20 a.m.

Respectfully submitted,

Joyce Hildreth  
Recording Secretary

**APPROVED  
RAMSEY COUNTY  
CAPITAL IMPROVEMENT PROGRAM CITIZENS' ADVISORY COMMITTEE  
MINUTES OF THURSDAY, MARCH 5, 2009**

The Ramsey County Capital Improvement Program Citizens' Advisory Committee met on Thursday, March 5, 2009, at the Ramsey County Parks and Recreation Department, 2015 North Van Dyke Street, Maplewood, at 7:30 a.m. for a regular meeting

Members Present: Chair Dennis Larson, Steve Bornus, Triesta Brown, Patricia Lammers, Greg Lauer, James Miller, Faith O'Neill, Mary Ann Palmer, Keith Warner, and Kurt Zilley.

Staff Present: Julie Kleinschmidt, Mary Karcz, Julio Mangine, Bruce Thompson, Steve Kuhn, Terry Speiker, and Joyce Hildreth.

**1) Call to Order**

Chair Larson called the meeting to order at 7:31 a.m.

**2) Approve minutes of February 5, 2009**

Chair Larson asked for approval of the Minutes of February 5, 2009. Ms. Palmer noted a few changes that needed to be addressed on the draft minutes. Changes will be made to the draft and sent out as an approved version. Ms. Palmer moved, seconded by Ms. Lammers that the minutes of February 2, 2009 be approved. Motion arrived.

**3) Introduction of new CIPAC member**

Keith Warner briefly introduced himself. Chair Larson asked the others in attendance to also introduce themselves.

**4) Federal Stimulus Legislation update – Terry Speiker, Director-Intergovernmental Relations**

Terry Speiker was present to discuss the Federal Stimulus Package. Ms. Speiker is the County's Intergovernmental Policy and Analysis Director. Staff discussed several proposals that they are working on and the approach taken to quality for the Federal Stimulus funding. Staff recommended that Committee members follow this process online. A web link will be sent out by B & A to Committee members to follow the Bill.

**5) Distribution of 2010-2015 CIP Budget Requests Workbook – Handout**

Mr. Kuhn walked the members through the Workbooks that were distributed at the meeting. He reminded Committee members that the next meeting, which will be held in two weeks on Thursday, March 19<sup>th</sup>, will be about 4 hours long, with lunch being served at the Ramsey County Care Center. Ranking sheets will also be provided at the next meeting. He also reminded Committee members that the Thursday, April 2<sup>nd</sup> meeting will be about 3 hours long. The Committee will be ranking 25 projects, and, therefore, will need to be ranked in groups of five.

Ms. Kleinschmidt mentioned formal training for the Committee members. There is a significant difference in Committee's and the County Manager's staff guidelines. In May, the combined rankings will be presented to the Committee members for discussion and recommendation.

**6) Other**

Mr. Kuhn stated that the County Board approved the funding of \$25,000 for the Ramsey County Historical Society sewer improvement project. Kleinschmidt added that the County Board takes this Committee's recommendation into consideration.

Ms. Palmer requested that the yearly schedule be sent out again. Staff stated that they will send out a schedule with every agenda.

**7) Set Next Meeting Date – March 19, 2009 (Regular Projects presentations)**

Mr. Kuhn wanted members to be aware that this is a four hour meeting with lunch being served at the Ramsey County Care Center.

**8) Adjourn**

Upon the appropriate motion, the meeting was adjourned at 9:05 a.m.

Respectfully submitted,

Joyce Hildreth  
Recording Secretary

**APPROVED  
RAMSEY COUNTY  
CAPITAL IMPROVEMENT PROGRAM CITIZENS' ADVISORY COMMITTEE  
MINUTES OF THURSDAY, MARCH 19, 2009**

The Ramsey County Capital Improvement Program Citizens' Advisory Committee met on Thursday, March 19, 2009, at the Ramsey County Parks and Recreation Department, 2015 North Van Dyke Street, Maplewood at 7:30 a.m. for the 2010-2015 Capital Improvement Program Regular Project Department Presentations.

Members Present: Chair Dennis Larson, Steve Bornus, Triesta Brown, Patricia Lammers, Greg Lauer, James Miller, Mary Ann Palmer, Gary Unger, Keith Warner, and Kurt Zilley.

Staff Present: Julie Kleinschmidt (just briefly at the beginning), Kathy Kapoun, Mary Karcz, Julio Mangine, Bruce Thompson, and Joyce Hildreth.

County Manager's Rating Staff: Mark Pettit, Kathy Jaschke, Tammy Camitsch, Jeff Stephenson, and Bruce Christofferson

**1. Call the Meeting to Order**

Chair Larson called the meeting to order at 7:35 a.m.

**2. Approve Minutes of March 5, 2009**

Chair Larson asked for a motion to approve the Minutes of March 5, 2009. Ms. Palmer recommended three word changes be made to the minutes prior to approval. Ms. Palmer moved to approve the minutes as corrected, seconded by Mr. Unger. All in favor. Motion carried.

Chair Larson asked staff and committee members to introduce themselves.

Ms. Kleinschmidt stated that Steve Kuhn was recovering from eye surgery and unable to attend this meeting. In his absence and her leaving early to attend another meeting, Kathy Kapoun, Budget Manager, has been assigned to be the staff liaison. Kathy is also a staff rater.

Mr. Miller suggested an explanation of the rating sheet be given to new members prior to the Department Head presentations. Ms. Karcz gave a brief explanation of the rating sheets that were distributed at the meeting. These rating sheets are due on April 13<sup>th</sup>.

Mr. Miller commented that we generally get requests from all the departments and that it didn't look like the case this year. Ms. Kleinschmidt stated that's because we are in the state of transition and more of our projects are being funded through internal service funds, as per a directive of the County Board.

### **3. Department Head Presentations**

There were seven department representatives who presented their CIP requests.

### **4. Wrap-up**

Ms. Karcz gave a recap of the rating process. If committee members had any questions, they could e-mail their questions to Steve Kuhn, and copy them to her and/or Kathy Kapoun via their e-mail.

It was noted by Ms. Lammers that the project titles under the Historical Society were incorrectly listed on the rating sheet. Committee members were reminded that the rating sheets were due back on April 13<sup>th</sup>.

### **5. Set Next Meeting Date – April 2, 2009, 7:30 a.m. – 10:40 a.m. at the Ramsey County Parks and Recreation Department to hear the Major Projects presentation.**

### **6. Adjourn**

Upon the appropriate motion, the meeting was adjourned at 11:30 a.m.

After the meeting, lunch was served to committee members at the Ramsey County Care Center.

Respectfully submitted,

Joyce Hildreth  
Recording Secretary

**APPROVED  
RAMSEY COUNTY  
CAPITAL IMPROVEMENT PROGRAM CITIZENS' ADVISORY COMMITTEE  
MINUTES OF THURSDAY, APRIL 2, 2009**

The Ramsey County Capital Improvement Program Citizens' Advisory Committee met on Thursday, April 2, 2009, at the Ramsey County Parks and Recreation Department, 2015 North Van Dyke Street, Maplewood at 7:30 a.m. to hear the Major Projects Presentations.

Members Present: Chair Dennis Larson, Steve Bornus, Triesta Brown, Patricia Lammers, Greg Lauer, James Miller, Mary Ann Palmer, Keith Warner, and Kurt Zilley.

Staff Present: Mary Karcz, Steve Kuhn, Julio Mangine, Bruce Thompson, Rich Koop, Carol Morpew, and Joyce Hildreth.

Handouts distributed at the meeting:

- ◆ Boys Totem Town Replacement Juvenile Correctional Facility
- ◆ East Metro Behavioral Health Crisis Center
- ◆ Ramsey County Library Facilities Master Plan 2008-2018 summary
- ◆ Informational Services Disaster Recovery Center proposal
- ◆ Keller GC Bldg Replacement & Course Improvement - Detail By Project

**1. Call the Meeting to Order**

Chair Larson called the meeting to order at 7:34 a.m.

**2. Approve Minutes of March 19, 2009**

Chair Larson asked for a motion to approve the Minutes of March 19, 2009. Ms. Palmer recommended a change to the introduction for better clarification prior to approval. Ms. Palmer moved to approve the minutes as corrected, seconded by Ms. Lammers. All in favor. Motion carried.

Mr. Kuhn distributed the Major Projects rating sheets and a copy would also be e-mailed to committee members. They are due on May 7, 2009.

**3. Major Projects Presentations**

Seven departments presented their major projects to the CIPAC: Community Corrections, Community Human Services, Information Services, Library, Parks and Recreation, Public Health and Sheriff's Department.

**4. Other**

Chair Larson reminded committee members to turn in their Regular Project Rating Sheets if they had them finalized. Otherwise, they can be mailed to Budgeting and Accounting by Monday, April 13, 2009.

**5. Set Next Meeting Date**

The next meeting is May 7, 2009 at Parks and Recreation to review regular project rankings.

**6. Adjourn** – Upon the appropriate motion the meeting was adjourned at 11:05 a.m.

Respectfully submitted,

Joyce Hildreth  
Recording Secretary

**APPROVED  
RAMSEY COUNTY  
CAPITAL IMPROVEMENT PROGRAM CITIZENS' ADVISORY COMMITTEE  
MINUTES OF THURSDAY, MAY 7, 2009**

The Ramsey County Capital Improvement Program Citizens' Advisory Committee met on Thursday, May 7, 2009, at the Ramsey County Parks and Recreation Administration Office at 7:30 a.m.

Members Present: Dennis Larson, Steven Bornus, Patricia Lammers, James Miller, Faith O'Neill, Mary Ann Palmer, Gary Unger, and Keith Warner.

Staff Present: Julio Mangine, Steve Kuhn, Kathy Kapoun, Mary Karcz, Greg Mack, Bruce Thompson, and Joyce Hildreth.

**1. Call to Order**

Chair Dennis Larson called the CIPAC Meeting to order at 7:30 a.m. Chair Larson thanked everyone for attending the meeting to discuss the 2010-2015 CIP Combined Ranking results. He also mentioned that the major project rankings were due. Steve Kuhn indicated that if committee members had their major project ratings completed he would collect them after the meeting. He also mentioned that a new Budgeting and Accounting Director will start on Monday, May 11<sup>th</sup>.

**2. Approval of Minutes of April 2, 2009 CIPAC Meeting**

Chair Larson asked for a motion to approve the Minutes of April 2, 2009. Mr. Unger moved, seconded by Ms. Palmer, that the minutes of the CIPAC Meeting of April 2, 2009 be approved as mailed. Motion carried.

**3. 2010-2015 CIP Combined Ranking**

Action Requested: CIPAC recommendations for CIP project funding

Committee members reviewed the results of the 2010-2015 CIP Combined Ranking included in the committee's agenda packet. Mr. Kuhn noted that it is anticipated that \$2.5 million in bond funds will be available in 2010 and 2011. Bond issuance costs (regular projects) of \$40,000 are taken off the top of the \$2.5 million. In 2010 and 2011, first 10 combined ranked projects can be funded. He indicated that in 2010, the amount needed for the combined ranked project #11 would only be funded in the amount of \$128,487. The balance of combined ranking project #11 would be funded in 2011 with bond proceeds and a \$22,459 appropriation from the contingency fund.

In summary, the projects funded in 2010 would be (with the understanding that \$40,000 would come off the top of the bond funding for bond issuance costs):

	<u>2010</u>	<u>2011</u>
Public Works, Major Road Maintenance -	\$1,000,000	
	\$1,000,000	
RC Care Center, New Air Conditioning Chiller	\$ 221,375	
Medical Examiner, Security System Replacement	\$ 59,659	
Landmark Center, Equip. Revamp–Air Handling Units	\$ 192,642	
RC Care Center, Safe Patient/Resident Lift Equipment	\$ 69,883	
RC Historical Society, Roofing at the Gibbs Museum	\$ 90,823	
Parks and Rec., Capital Asset Mgmt-Parks	\$ 93,100	\$ 50,000
Parks and Rec., Manitou Ridge GC – Maint. Facility	\$ 75,000	
Landmark Center, Equipment Revamp for Public Courtrooms	--	\$ 116,946
RC Care Center, Replacement of Patient/Resident Beds	\$ 94,031	
Parks and Rec, Capital Asset Mgmt-Arenas	\$ 435,000	\$ 494,000
Parks and Rec, Turtle Lake County Park Redevelop.	\$ 128,487	\$ 799,054
Parks and Rec., Turtle Lake County Park Redevelop. (from CIP contingent account)		\$ 22,459
(bond issuance fees)	<u>\$ 40,000</u>	<u>\$ 40,000</u>
	\$2,500,000	\$2,522,459

Funding of routine capital asset management projects through other funding sources, such as CCAMPP and Internal Service Funds, were discussed.

Mr. Kuhn provided a status report of the CIP contingent account. There is currently a balance of \$262,479.58.

A thank-you letter from Don Gorrie, from the Medical Examiner’s Office was distributed to the committee.

After further discussion, Mr. Unger moved to recommend funding of the projects with a combined rank of #1-10 for 2010 and 2011. Further, the committee recommends that \$22,459 be appropriated from the contingent account in order to fully fund project #11 in 2011, seconded by Ms. Lammers. Motion carried.

#### 4. Other

There was a brief discussion and update on the Federal stimulus funds.

#### 5. **Set Next Meeting Date – June 4, 2009, 7:30 AM Parks & Recreation Building**

At the June 4<sup>th</sup> meeting, staff indicated that they would like to bring in the technology staff to give an update on the allocation of 2009 Technology Application Systems funding.

## **6. Adjourn**

A motion to adjourn was made by Ms. Lammers, seconded Mr. Unger. Motion carried. Meeting adjourned at 8:25 a.m.

Respectfully submitted,

Joyce Hildreth  
Recording Secretary

**APPROVED  
RAMSEY COUNTY  
CAPITAL IMPROVEMENT PROGRAM CITIZENS' ADVISORY COMMITTEE  
MINUTES OF THURSDAY, JUNE 4, 2009**

The Ramsey County Capital Improvement Program Citizens' Advisory Committee met on Thursday, June 4, 2009, at the Ramsey County Parks and Recreation Administration Office at 7:30 a.m.

Members Present: Dennis Larson, Steven Bornus, Greg Lauer, James Miller, Faith O'Neill, Mary Ann Palmer, Gary Unger, and Keith Warner.

Staff Present: Julio Mangine, Steve Kuhn, Julie Kleinschmidt, Mary Karcz, Greg Mack, Mary Mahoney, and Lee Mehrkens.

**1. Call to Order**

Chair Dennis Larson called the CIPAC Meeting to order at 7:38 a.m. Vice-Chair Miller inquired about new food at this year's Minnesota State Fair. There was jovial discussion on potential new food items at the 2009 Minnesota State Fair.

**2. Approval of Minutes of May 7, 2009 CIPAC Meeting**

Chair Larson asked for a motion to approve the Minutes of May 7, 2009. Ms. Palmer moved, seconded by Mr. Lauer, that the minutes of the CIPAC Meeting of May 7, 2009 be approved as mailed. Motion carried. The agenda order was altered slightly with the Federal Stimulus Funding update occurring before the 2009 Technology Application Systems Appropriation Distribution presentation. This was done to accommodate Julie Kleinschmidt and Lee Mehrkens who needed to leave at 8:30 a.m. for a conference call with Standard & Poor's rating agency on the County's bond issuance at 9:00 a.m.

**3. Introduction of Lee Mehrkens-Finance Director**

County Manager Julie Kleinschmidt introduced the new Finance Director for Ramsey County, Lee Mehrkens. Kleinschmidt briefly stated of his past work experience and expressed the County's pleasure of having Lee Mehrkens join Ramsey County employment.

Lee Mehrkens expressed his pleasure of joining Ramsey County employment and getting to know the process of the Capital Improvement Program and the members of the Capital Improvement Program Citizens' Advisory Committee (CIPAC).

**4. Federal Stimulus Funding update**

Kleinschmidt presented an update on the Federal Stimulus Funding, also known as the American Reinvestment & Recovery Act (ARRA) or the Recovery Act.

Approximately \$787 billion was available nationwide under ARRA. There are 23 separate agencies administering the distribution of the funds, each with their own rules. The non-uniformity of rules makes it difficult on staff.

The goal of ARRA is to create and/or retain jobs. ARRA creates an opportunity for Ramsey County to coordinate efforts and delivery of services by various departments.

Ramsey County representatives have met three times with Congresswoman Betty McCollum since the ARRA bill was signed into law in February 2009. Ramsey County has applied for approximately \$23.9M, with some funds being awarded. Ramsey County is partnering with other governmental entities such as Washington County in establishing the East Metro Recovery blog.

**5. Other**

Jolly Mangine gave an update of the Union Depot purchase. The final closing was occurring today at 1:30 p.m. The operational revenue for the Depot will be greater than the operational costs. The operational revenue includes parking slots and a restaurant lease. The County will own everything at the Union Depot location except the residential portion and one business. The residential portion includes 39 condos of which six have been sold and one is being rented.

**6. 2009 Technology Applications Systems Appropriation Distribution**

Mary Mahoney provided a yellow folder with handouts on the Technology Applications Funds Overview. The Technology Applications funds are used for acquisition and implementation of technology systems.

Mahoney gave an overview of the program including the process, decision criteria, general guidelines and application process. The Decision Criteria was explained in further detail. Also, detail of the 2009 funding amounts for various projects was provided.

**7. Set Next Meeting Date**

The next meeting will be scheduled for August 6, 2009, 7:30 a.m. at the Parks & Recreation Administrative building.

**8. Adjourn**

A motion to adjourn was made by Mr. Unger, seconded by Ms. Palmer. Motion carried. Meeting adjourned at 9:05 a.m.

Respectfully submitted,

Steve Kuhn  
CIPAC Coordinator

**APPROVED  
RAMSEY COUNTY  
CAPITAL IMPROVEMENT PROGRAM CITIZENS' ADVISORY COMMITTEE  
MINUTES OF THURSDAY, AUGUST 6, 2009**

The Ramsey County Capital Improvement Program Citizens' Advisory Committee met on Thursday, August 6, 2009, at the Ramsey County Parks and Recreation Administration Office at 7:30 a.m.

Members Present: Steven Bornus, Triesta Brown, Greg Lauer, James Miller, Mary Ann Palmer, Gary Unger, and Keith Warner.

Staff Present: Julio Mangine, Steve Kuhn, Julie Kleinschmidt, Mary Karcz, Bruce Thompson, Rich Koop, and Joyce Hildreth

**1. Call to Order**

Vice-Chair Miller called the meeting to order at 7:30 a.m.

**2. Approval of Minutes of June 4, 2009**

Vice-Chair Miller asked for a motion to approve the Minutes of June 4, 2009. Ms. Palmer recommended a few modifications to the Minutes prior to approval. Ms. Palmer moved to approve the Minutes as corrected, seconded by Mr. Warner. All in favor. Motion carried.

**3. Ramsey County Care Center – Request to transfer CIP project funds to Parking Lot Project**

Ms. Kleinschmidt indicated that this project just came to their attention a couple of days ago and Budgeting & Accounting staff have not had an opportunity to fully evaluate this request. She also mentioned that this request could go to the County Board on September 8<sup>th</sup> and this committee could review this request again on September 3<sup>rd</sup> to take action on it, after staff have had a chance to fully evaluate the request.

Ms. Reller, Ramsey County Care Administrator and Mr. Kollasch, Ramsey County Care Center Engineer were present to discuss the request to transfer funds to do the Care Center's Parking Lot Project and indicated that the timeframe of this project made this urgent. Essentially, they are short funds to do all that needs to be done to complete the entire project and would like to transfer \$30,694.14 from other 2007 and 2008 open CIP projects. Part of the reason for being short of funds is because they had to change the grading of the lot, which added significantly to the cost of the subsurface, asphalt, and labor. It is also anticipated that they will need to address drainage problems identified by the Watershed by adding a raingarden. They have received \$150,000 in funding to resurface the parking lots and roadways, and the project would be short about \$30,000.

Staff and committee members discussed the project plan and where the funds would come from for the add alternates. After further discussion, it was decided that more clarification was needed on the project costs.

A motion was made by Mr. Lauer to carry this request over to the next meeting so staff can have a chance to fully evaluate the parking lot project. Ungers seconded the motion. All in favor. Motion carried.

**4. 2010/2011 Debt Service**

Rich Koop, Investment Manager, walked the members through the Ramsey County Debt Management Workshop handout that was distributed at the meeting. The handout included definitions and information on debt management. The last page of the handout summarized the list of Major Project requested in the 2010-2015 CIP book.

**5. Ramsey County Buildings/Facilities update**

Mr. Mangine, Property Management Director, distributed three handouts that he discussed with committee members: a Building Project Status Report, Sustainable Design and the 90 West Plato Building Project, and Saint Paul Union Depot Building – Property Condition Assessment Report.

**6. Other**

No other business at this time.

**7. Set Next Meeting Date**

The next meeting will be scheduled for September 3, 2009, 7:30 a.m at the Parks & Recreation Administrative building.

**8. Adjourn**

Upon the appropriate motion, the meeting was adjourned at 9:10 a.m.

Respectfully submitted,  
Joyce Hildreth  
Recording Secretary

**APPROVED  
RAMSEY COUNTY  
CAPITAL IMPROVEMENT PROGRAM CITIZENS' ADVISORY COMMITTEE  
MINUTES OF THURSDAY, SEPTEMBER 3, 2009**

The Ramsey County Capital Improvement Program Citizens' Advisory Committee met on Thursday, September 3, 2009, at the Ramsey County Parks and Recreation Administration Office at 7:30 a.m.

Members Present: Steve Bornus, Triesta Brown, Greg Lauer, James Miller, Faith O'Neill, Mary Ann Palmer, Gary Unger, and Keith Warner

Staff Present: Julie Kleinschmidt, Lee Mehrkens, Julio Mangine, Steve Kuhn, Mary Karcz, Bruce Thompson, Rich Koop, and Joyce Hildreth

**1) Meeting called to Order**

Vice-Chair Miller called the meeting to order at 7:30 a.m.

**2) Approve Minutes of August 6, 2009**

Vice-Chair Miller asked for a motion to approve the Minutes of August 6, 2009. Ms. Palmer moved to approve the Minutes, seconded by Ms. Brown. All in favor. Motion carried.

**3) Ramsey County Care Center – Request to transfer CIP Contingent funds to Parking Lot Project**

This item was discussed at the last meeting and was being brought back to this committee for further discussion. Ms. Reller and Mr. Kollasch gave an update on their request to transfer of funds from the CIP Contingent account to the Care Center's Parking Lot Project. Recently, bids were received and the base bid has been identified as \$119,737, with two add alternates of \$32,710 and \$51,410. Staff consulted with Anderson, Johnson Civil Engineers who recommended that the parking lots be corrected for proper drainage. The City of Maplewood also required the addition of a raingarden to handle the water runoff. Initially, this project was funded with CIP funds in 2007 for \$150,000 with \$129,179 available for construction.

Blueprints of the project were shared with the committee members. Essentially, staff explained the base bid and the add alternates that are included in the project are being requested for this Committee's approval. Ms. Reller indicated that the parking lots services 200-300 visitors per day as well as up to 80 staff members.

Buck Blacktop received the award for the bid. The total amount needed for the project is \$214,050, which includes a 5% contingency amount. Staff is requesting \$84,871 from CIP Contingent account to do the lower front parking lot, back parking lot, and raingarden. This would complete their parking lot project. This project is on

the County Board agenda for September 8, 2009. The plan is to have the project begin late-September.

A question was asked by Ms. Brown regarding the raingarden and the cost of incorporating this into the project. Staff did not have the breakdown of the individual cost of the raingarden. Ms. Brown stated that it would be good to know for future projects.

A clarification was requested regarding the base bid and the add alternates. The initial request was to do all the blacktop and the costs increased when staff looked at doing a portion of the asphalt and the raingarden. The request is to approve the base bid and both add alternates, which will include all the asphalt (upper front, lower front, and back parking lots) and the raingarden. Staff agreed that this is correct.

Mr. Ungers made a motion to adjust the budget out of contingency funds to include the expenditure of an additional \$84,871 to cover the costs of alternate #1 and #2. Ms. Palmer seconded the motion. All in favor. Motion carried.

**4) Ramsey County Buildings/Facilities Update**

Julio Mangine distributed a handout outlining the anticipated purchase of the Metro Square Building. He discussed how the staff arrived at this opportunity, the timeline of the purchase agreement, costs associated, parking situation, and their plan to vacate the Ramsey County Government Center West Building. The approval of this purchase will go before the County Board on October 6th.

**5) Other**

No other business at this time.

**7) Set Next Meeting Date**

November 5th was set as the next meeting date.

**8) Adjourn**

Upon the appropriate motion, the meeting was adjourned at 8:15 a.m.

Respectfully submitted,

Joyce Hildreth  
Recording Secretary

**APPROVED  
RAMSEY COUNTY  
CAPITAL IMPROVEMENT PROGRAM CITIZENS' ADVISORY COMMITTEE  
MINUTES OF THURSDAY, NOVEMBER 5, 2009**

The Ramsey County Capital Improvement Program Citizens' Advisory Committee met on Thursday, November 5, 2009, at the Ramsey County Parks and Recreation Administration Office at 7:30 a.m.

Members Present: Steve Bornus, Sharon Grath, Dennis Larson, James Miller, and Mary Ann Palmer.

Staff Present: Julie Kleinschmidt, Lee Mehrkens, Julio Mangine, Steve Kuhn, Mary Karcz, Rich Koop, and Joyce Hildreth

**1) Meeting Called to Order**

Chair Larson called the meeting to order at 7:32 a.m.

**2) Approve Minutes of September 3, 2009**

Chair Larson asked for a motion to approve the Minutes of September 3, 2009. Ms. Palmer moved to approve the minutes with a minor correction, seconded by Mr. Miller. All in favor. Motion carried.

**3) Introduction of new CIP Member**

Chair Larson introduced new committee member, Ms. Sharon Garth. She shared her background information with the other committee members.

**4) Budget Hearing Update**

Mr. Kuhn distributed a Capital Improvement Program (CIP) Proposed 2010-2011 Budget book to members. He gave a brief update on regular and major projects that were proposed for 2010-2011.

Mr. Miller reported that he attended the budget hearing and was impressed by how the County Board members follow the work of this committee. A County Board Commissioner recommended an update on closing out projects. There was a brief discussion on projects and how some projects take years to close out.

Ms. Kleinschmidt indicated that there would be an Open House/Public Hearing on Budgets at Roseville High School on November 30 at 6:00 p.m. Public invitation was included in resident's Truth and Taxation notice. This event will be an education and feedback opportunity for the public. Everyone on the Advisory Committee was invited to attend.

**5) Ramsey County Buildings/Facilities Update**

Julio Mangine, Director of Property Management, distributed a handout and discussed the following projects:

- Building Condition Report in 2010
- Roseville Library Project
- Metro Square Project
- Union Depot Project
- East Metro Health Behavioral Health Crisis Center with Commitment Court Project
- Disaster Recovery Computer Center Project
- Energy Conservation Block Grant Project
- Correctional Facility HVAC Modifications Project
- 555 Cedar Project

**6) Other**

Chair Larson mentioned that there are two committee vacancies at this time. Ms. Kleinschmidt indicated that they have advertised to fill the vacancies.

**7) Set Next Meeting Date – January 7, 2010**

Staff indicated that the next meeting will include an overview of the CIP program which would give training and information for new members.

A question was asked if the committee could hold a meeting downtown at the Depot with a tour afterwards. Mr. Mangine indicated that he will check into having a tour of the Depot, but reminded committee members that the facility was an unheated building. He recommended a tour only without a meeting. He will report back to the committee with some options.

**8) Adjourn**

Chair Larson asked for a motion to adjourn. Ms. Palmer moved, Ms. Grath seconded the motion. Meeting adjourned at 8:55 a.m.

Respectfully submitted,

Joyce Hildreth  
Recording Secretary