



Board of Commissioners

Agenda

15 West Kellogg Blvd.
Saint Paul, MN 55102
651-266-9200

November 2, 2021 - 9 a.m.

Virtual meeting / Council Chambers - Courthouse
Room 300

Pursuant to Minnesota Statutes Section 13D.021, the Chair of the Ramsey County Board of Commissioners has determined that an in-person meeting is not practical or prudent because of the COVID-19 pandemic and the prevalence of the Delta variant. Commissioners will participate by telephone or other electronic means. In addition, it may not be feasible for commissioners, staff, or members of the public to be present at the regular meeting location due to the COVID-19 pandemic and the prevalence of the Delta variant. The meeting broadcast will be available online and linked via ramseycounty.us/boardmeetings. Members of the public and the media will be able to watch the public meeting live online.

ROLL CALL

PLEDGE OF ALLEGIANCE

1. **Agenda of November 2, 2021 is Presented for Approval.** [2021-565](#)

Sponsors: County Manager's Office

Approve the agenda of November 2, 2021.

2. **Minutes from October 26, 2021 are Presented for Approval** [2021-577](#)

Sponsors: County Manager's Office

Approve the October 26, 2021 Minutes.

COVID UPDATE

ADMINISTRATIVE ITEMS

3. **Third Amendment to the Lease Agreement with the State of Minnesota for space at Metro Square** [2021-605](#)

Sponsors: Property Management

1. Approve the third amendment to the lease agreement with the State of Minnesota, 50 Sherburne Ave., #309, St. Paul, MN, for space at Metro Square, 121 7th Place East, St. Paul, MN for the period from January 1, 2022 through June 31, 2022 at the current lease rental rate of \$20.08 per square foot, with all other terms remaining in effect and unchanged.
2. Authorize the Chair and Chief Clerk to execute the lease amendment.

4. **Certification of Property Assessed Clean Energy Charges for Energy Improvements** [2021-606](#)
-

Sponsors: Community & Economic Development

1. Ratify the removal of the special assessment on the following property:
Owner: St. Paul Wabasha Partners, LLC
Property Address: 386 Wabasha Street N, Saint Paul
PIN: 062822120033
Assessment Request: \$12,000,000
Interest Rate: 6.44%
Interest Starts Accruing: 01/01/2022
Term: 20 years
2. Request the County Auditor to extend the proposed special assessment plus interest on the following property:
Owner: Drake Building, LLC
Property Address: 60 Plato Blvd, Saint Paul
PIN: 05-28-22-33-0059
Project Type: Energy efficient HVAC
Assessment Request: \$440,000
Interest Rate: 4.25 %
Interest Starts Accruing: 01/01/2022
Finance Period: 10 years
3. Request the County Auditor to extend the proposed special assessment plus interest on the following property:
Owner: Hmong Village, LLC
Property Address: 1001 Johnson Parkway, Saint Paul
PIN: 27-29-22-23-0082
Project Type: Lighting upgrade to LED
Assessment Request: \$315,000
Interest Rate: 5.00 %
Interest Starts Accruing: 07/01/2021
Finance Period: 10 years
Such assessments shall be payable in equal annual principal and interest installments extending over the term of the special assessment. The first of the installments shall be payable with general property taxes in 2022, and shall bear interest at the rates per annum and interest start date stated above, and to the first installment shall be added interest on the entire assessment from the interest start date until December 31 of the tax payable year to which the first installment will be extended, and to each subsequent installment, when due, shall be added interest for one year on all unpaid installments and to each installment shall also be added the special assessment administration fee required by Minnesota Statutes section 429.061, subd. 5.
4. Direct the Chief Clerk to send a certified copy of this Resolution to the County Auditor to ratify the removal of the previously approved assessment for St. Paul Wabasha Partners, LLC and to extend the assessments for Drake Building, LLC and Hmong Village, LLC on the property tax lists of the county.

ORDINANCE PROCEDURES

5. **Proposed Enterprise and Administrative Services Department Ordinance** [2021-621](#)

Sponsors: Information and Public Records

Approve the Proposed Enterprise and Administrative Services Department Ordinance.

COUNTY CONNECTIONS

OUTSIDE BOARD AND COMMITTEE REPORTS

BOARD CHAIR UPDATE

ADJOURNMENT

Following County Board Meeting:

10 a.m. (estimated): County board workshop - Ramsey County Park Ordinance Revision

Join via Zoom Webinar:

<https://zoom.us/j/97054659570?pwd=S0pjbhCWjRtMIA1V1BDMnNUenBsdz09>

Webinar ID: 970 5465 9570 | Passcode: 534748 | Phone: 1-651-372-8299

1:30 p.m.: County board workshop -

2021 Minnesota State Fair After Action– Law Enforcement and Security Services

Join via Zoom Webinar:

<https://zoom.us/j/91686699374?pwd=a01keDFIVUqVzZXWEQ4MGdZN1hkdz09>

Webinar ID: 916 8669 9374 | Passcode: 925411 | Phone: 651-372-8299

Advance Notice:

November 9, 2021 County board meeting – Council Chambers

November 16, 2021 County board meeting – Council Chambers

November 23, 2021 County board meeting – Council Chambers

November 30, 2021 No county board meeting - 5th Tuesday



Board of Commissioners

Request for Board Action

15 West Kellogg Blvd.
Saint Paul, MN 55102
651-266-9200

Item Number: 2021-565

Meeting Date: 11/2/2021

Sponsor: County Manager's Office

Title

Agenda of November 2, 2021 is Presented for Approval.

Recommendation

Approve the agenda of November 2, 2021.



Board of Commissioners

Request for Board Action

15 West Kellogg Blvd.
Saint Paul, MN 55102
651-266-9200

Item Number: 2021-577

Meeting Date: 11/2/2021

Sponsor: County Manager's Office

Title

Minutes from October 26, 2021 are Presented for Approval

Recommendation

Approve the October 26, 2021 Minutes.

Attachments

1. October 26, 2021 Minutes



Board of Commissioners

Minutes

15 West Kellogg Blvd.
Saint Paul, MN 55102
651-266-9200

October 26, 2021 - 9 a.m.

Virtual meeting / Council Chambers - Courthouse
Room 300

The Ramsey County Board of Commissioners met in regular session at 9:00 a.m. with the following members present: Frethem, MatasCastillo, McDonough, McGuire, Ortega, Reinhardt, and Chair Carter. Also present were Ryan O'Connor, County Manager, and Sam Clark, Civil Division Director, Ramsey County Attorney's Office.

ROLL CALL

Present: Carter, Frethem, MatasCastillo, McDonough, McGuire, Ortega, and Reinhardt

PLEDGE OF ALLEGIANCE

1. Agenda of October 26, 2021 is Presented for Approval. [2021-611](#)

Sponsors: County Manager's Office

Approve the agenda of October 26, 2021.

Motion by Frethem, seconded by Ortega. Motion passed.

Aye: Carter, Frethem, MatasCastillo, McDonough, McGuire, Ortega, and Reinhardt

2. Minutes from October 19, 2021 are Presented for Approval [2021-576](#)

Sponsors: County Manager's Office

Approve the October 19, 2021 Minutes.

Motion by McDonough, seconded by McGuire. Motion passed.

Aye: Carter, Frethem, MatasCastillo, McDonough, McGuire, Ortega, and Reinhardt

PROCLAMATION

3. Proclamation: Domestic Violence Awareness Month [2021-613](#)

Sponsors: County Manager's Office

Presented by Commissioner Ortega. To accept the proclamation and provide comments were Shelley Cline, Executive Director - The Saint Paul and Ramsey County Domestic Abuse Intervention Project, and Sara Hollie, Director - Public Health. Discussion can be found on archived video.

COVID UPDATE

Presented by County Manager Ryan O'Connor, Sara Hollie, Director - Public Health, Dr. Ogawa, Medical Director - Public Health, and Laura Andersen, Deputy Incident Commander - Public Health. Discussion can be found on archived video.

ADMINISTRATIVE ITEMS**4. Master Contracts for Building Automation Systems [2021-546](#)**

Sponsors: Property Management

1. Approve the master contracts for Building Automation Systems with the following vendors for the period from November 1, 2021 through October 31, 2026, in accordance with the rates established in the agreements:
 - Automated Logic Contracting Services, 953 Westgate Drive, Saint Paul, MN 55114
 - UHL Company, 9065 Zachary Lane N., Maple Grove, MN 55101
 - Harris St. Paul, 909 Montreal Circle, Saint Paul, MN 55102
 - Northern Air Corporation, 1001 Labore Industrial Court, Suite B, Vadnais Heights, MN 55110
 - Prairie Technologies Inc. of Minnesota, 14295 James Road, #200, Rogers, MN 55374
2. Authorize the Chair and Chief Clerk to execute the agreement.
3. Authorize the County Manager to execute change orders and amendments to the agreements in accordance with the County's procurement policies and procedures, provided the amounts are within the limits of available funding.

Motion by Frethem, seconded by McDonough. Motion passed.

Aye: Carter, Frethem, MatasCastillo, McDonough, McGuire, Ortega, and Reinhardt

Resolution: [B2021-230](#)

5. Appointments to the Capital Improvement Program Citizens' Advisory Committee [2021-600](#)

Sponsors: Finance

Appoint the following individuals to the Capital Improvement Program Citizens' Advisory Committee for two-year terms ending August 30, 2023:

- Lawrence Sagstetter (District 1)
- Gary Bank (District 2)
- James Bradford III (District 5)
- Logan Beere (District 6)
- Gary Unger (District 7)

Motion by Frethem, seconded by McDonough. Motion passed.

Aye: Carter, Frethem, MatasCastillo, McDonough, McGuire, Ortega, and Reinhardt

Resolution: [B2021-231](#)

6. Appointments to the Community Health Services Advisory Committee [2021-599](#)

Sponsors: Public Health

Appoint the following individuals for at-large positions on the Community Health Services Advisory Committee: Brady Johnson and Hongyi Lan for terms ending June 26, 2022, and Erica Morris and Rajaram Swaminathan for terms ending June 26, 2023.

Motion by Frethem, seconded by McDonough. Motion passed.

Aye: Carter, Frethem, MatasCastillo, McDonough, McGuire, Ortega, and Reinhardt

Resolution: [B2021-232](#)

7. Appointments to the Personnel Review Board [2021-598](#)

Sponsors: Human Resources

Appoint Jill Alverson (incumbent) and Sara Beckstrand to the Personnel Review Board for a four-year term ending August 1, 2025.

Motion by Frethem, seconded by McDonough. Motion passed.

Aye: Carter, Frethem, MatasCastillo, McDonough, McGuire, Ortega, and Reinhardt

Resolution: B2021-233

9. Closed Meeting for Labor Negotiations Strategy [2021-610](#)

Sponsors: Human Resources

Hold a closed meeting under Minnesota Statutes Section 13D.03 to consider a strategy for labor negotiations - pursuant to Minnesota Statutes Section 13D.021, the meeting will take place via Zoom at 1:00 p.m.

Motion by Frethem, seconded by McDonough. Motion passed.

Aye: Carter, Frethem, MatasCastillo, McDonough, McGuire, Ortega, and Reinhardt

Resolution: B2021-234

8. Reimbursement of Personnel Costs for Civil Unrest Response [2021-501](#)

Sponsors: Sheriff's Office

Authorize the County Manager to transfer \$868,530 from the 2021 General Contingent Account to the Sheriff's Office 2021 budget for reimbursement of unanticipated civil unrest personnel costs from January 1, 2021 through July 9, 2021.

This item was pulled for discussion. Commissioner McGuire then made a motion to table the item until the end of the year. Due to a lack of a second, the motion failed. Discussion can be found on archived video.

Motion by Reinhardt, seconded by Ortega. Motion passed.

Aye: Carter, Frethem, Ortega, and Reinhardt

Nay: MatasCastillo, McDonough, and McGuire

Resolution: B2021-235

ORDINANCE PROCEDURES

10. Proposed 2022 Capital Improvement Program Bond Ordinance - Waive First Reading [2021-607](#)

Sponsors: Finance

Waive the first reading of the proposed 2022 Capital Improvement Program Bond Ordinance.

This Administrative Item was approved.

Aye: Carter, Frethem, MatasCastillo, McDonough, McGuire, Ortega, and Reinhardt

Resolution: B2021-236

11. Proposed 2022 Capital Improvement Program Bond Ordinance - Set Public Hearing Date [2021-608](#)

Sponsors: Finance

Set the Public Hearing date of November 16, 2021 at 9:00 a.m., or as soon thereafter as

possible, in the Council Chambers, third floor of the Ramsey County Courthouse, 15 West Kellogg Boulevard, Saint Paul, MN, or in a virtual format as determined by the Chair of the Ramsey County Board on the proposed 2022 Capital Improvement Program Bond Ordinance.

Motion by MatasCastillo, seconded by McDonough. Motion passed.

Aye: Carter, Frethem, MatasCastillo, McDonough, McGuire, Ortega, and Reinhardt

Resolution: B2021-237

12. Proposed Enterprise and Administrative Services Department Ordinance [2021-621](#)

Sponsors: Information and Public Records

Approve the Proposed Enterprise and Administrative Services Department Ordinance.

Chair Carter asked for a motion to table the item until November 2 to allow the department to make corrections on the item before it is brought back to the board. Motioned by Commissioner Frethem, seconded by Commissioner MatasCastillo. Motion passed.

Motion by McGuire, seconded by Ortega. Motion passed.

Aye: Carter, Frethem, MatasCastillo, McDonough, McGuire, Ortega, and Reinhardt

COUNTY CONNECTIONS

Presented by County Manager, Ryan O'Connor. Discussion can be found on archived video.

OUTSIDE BOARD AND COMMITTEE REPORTS

Discussion can be found on archived video.

BOARD CHAIR UPDATE

Presented by Chair Carter. Discussion can be found on archived video.

ADJOURNMENT

Chair Carter declared the meeting adjourned at 10:38 a.m.

CLOSED MEETINGS

Pursuant to Minnesota Statute § 13D.03, (Labor Negotiations Strategy) the County Board will meet in a closed meeting, which is not open to the public.

Re: Labor Negotiations Strategy

The Closed Meeting was called to order at 1:02 p.m. with the following members present: Commissioners Frethem, MatasCastillo, McDonough, McGuire, Ortega, Reinhardt and Chair Carter. Also present: Ryan O'Connor, County Manager; Sandi Blaeser, Deputy Director, Human Resources; Allison Kelly, Labor Relations Manager, Human Resources; Alex Kotze, Chief Financial Officer, Finance; Susan Earle, Deputy Director, Finance; Renee Vought, Principal Financial Management Analyst, Finance; Sam Clark, Civil Division Director, Office of the Ramsey County Attorney; Elisabeth Brady, Assistant County Attorney, Office of the Ramsey County Attorney and Claire Heitman, Civil Division, Office of the Ramsey County Attorney.

Motion by Commissioner Ortega, seconded by Commissioner McDonough. Unanimously approved.

Now, Therefore, Be It resolved, the Ramsey County Board of Commissioners authorized Human Services to proceed as discussed in this closed meeting. (Resolution B2021-238).

The Closed Meeting was adjourned at 1:46 p.m.

Pursuant to Minnesota Statutes § 13D.05, subd. 3(c)(3) (to develop or consider offers or counteroffers for the sale of real property) the County Board met in a closed meeting, which was not open to the public, to develop or consider offers or counteroffers for the purchase of or sale of the real property located at 601 South Century Avenue, and for an undeveloped parcel located on the north of the Ramsey County Correctional Facility. Both properties are located in the City of Maplewood, County of Ramsey, Minnesota.

Re: Maplewood Properties

The Closed Meeting was called to order by Chair Carter at 2:01 p.m. with the following members present: Commissioners Frethem, MatasCastillo, McGuire, Ortega, McDonough, Reinhardt and Chair Carter. Also present: Ryan O'Connor, County Manager, Johanna Berg, Deputy County Manager; Alex Kotze, Chief Financial Officer, Finance; Kari Collins, Director, Community and Economic Development; Martha Faust, Redevelopment Manager, Community and Economic Development; John Siqveland, Director, Public Communications; Jean Kruger, Director; Property Management; Amy Schmidt, Civil Division, Office of the Ramsey County Attorney; and Claire Heitman, Civil Division, Office of the Ramsey County Attorney. (Commissioner McDonough left the meeting at 3:30 p.m.)

Motion by Commissioner Reinhardt, seconded by Commissioner Matascastillo. Unanimously approved (6-0). Now, Therefore, Be It resolved, the Ramsey County Board of Commissioners authorized county staff to proceed as discussed in this closed meeting. (Resolution B2021-239).

The closed meeting was adjourned at 3:54 p.m.

Board of Commissioners

Request for Board Action

Item Number: 2021-605

Meeting Date: 11/2/2021

Sponsor: Property Management

Title

Third Amendment to the Lease Agreement with the State of Minnesota for space at Metro Square

Recommendation

1. Approve the third amendment to the lease agreement with the State of Minnesota, 50 Sherburne Ave., #309, St. Paul, MN, for space at Metro Square, 121 7th Place East, St. Paul, MN for the period from January 1, 2022 through June 31, 2022 at the current lease rental rate of \$20.08 per square foot, with all other terms remaining in effect and unchanged.
2. Authorize the Chair and Chief Clerk to execute the lease amendment.

Background and Rationale

Ramsey County purchased the Metro Square building in 2009 and entered into a lease with the State of Minnesota for the Office of the Ombudsman for Mental Health and Developmental Disabilities. The lease has been extended twice and the current five-year lease agreement for 3,152 square feet of space ends December 31, 2021. Early in 2021, Property Management advised the State of Minnesota Department of Administration of its desire to end this lease arrangement at Metro Square and utilize this space for county staff.

The State of Minnesota Department of Administration, acting on behalf of the Office of the Ombudsman for Mental Health and Developmental Disabilities, requested a six-month extension to the lease to complete their search for alternate space and ultimately relocate.

County Goals (Check those advanced by Action)

Well-being Prosperity Opportunity Accountability

Racial Equity Impact

The racial equity impact of the work of this tenant is unknown.

Community Participation Level and Impact

There is no community engagement for this lease amendment.

Inform Consult Involve Collaborate Empower

Fiscal Impact

The terms of the lease amendment include: 3,152 square feet of space for six months. Total revenue for the six months of \$31,646 is included in the proposed 2022 operating budget of Property Management.

County Manager Comments

No additional comments.

Last Previous Action

On December 20, 2016 the Ramsey County Board approved the second lease amendment (Resolution B2016

-331).

Attachments

1. Third Amendment to the Lease with State of Minnesota

STATE OF MINNESOTA**AMENDMENT OF LEASE**Amendment No. 3Lease No. 11780

THIS AMENDMENT No. 3 to Lease No. 11780 is made by and between Ramsey County, a political subdivision of the State of Minnesota, hereinafter referred to as Landlord (previously known as Lessor), and the State of Minnesota, Department of Administration, hereinafter referred to as Tenant (previously known as Lessee), acting for the benefit of the Office of the Ombudsman for Mental Health and Developmental Disabilities.

WHEREAS, Landlord and Tenant entered into Lease No. 11780, dated December 29, 2010, for the lease of approximately three thousand one hundred fifty two (3,152) usable square feet of office space known as Suite 420 ("Leased Premises") on the fourth floor in the building known as Metro Square, located at 121 East Seventh Place, St. Paul, Minnesota 55101 ("Building").

WHEREAS, Landlord and Tenant deem certain amendments, additional terms and conditions mutually beneficial for the effective continuation of the Lease;

NOW THEREFORE, Landlord and Tenant agree to the substitution and/or addition of the following terms and conditions which shall become a part of Lease No. 11780 on the date set forth herein.

1. **RENEWAL TERM** This Lease shall be renewed for a period of six (6) months, commencing January 1, 2022 and continuing through June 30, 2022 ("Renewal Term"), at the same terms and conditions as set forth in the Lease, except as otherwise provided herein.
2. **RENT**
 - 2.1 **Rent Payment** Tenant shall pay Landlord rent for the Renewal Term in the sum of thirty one thousand six hundred forty six and 10/100 dollars (\$31,646.10), payable in equal monthly installments of five thousand two hundred seventy four and 35/100 dollars (\$5,274.35), representing an annual gross rent rate of \$20.08 per usable square foot.
 - 2.2 **Rent Billing Address** Landlord shall mail or personally deliver all original bills and statements to Tenant at the following address:

Office of the Ombudsman for Mental Health and Developmental Disabilities
121 7th Place E # 420
St Paul MN 55101

- 2.3 **Rent Payment Address** Tenant shall mail or deliver each monthly rent payment at the end of the applicable calendar month to Landlord at the following address:

Ramsey County Property Management
121 7th Place E # 2200
St Paul MN 55101

3. **EMPLOYEE PARKING FEE** Landlord shall provide two (2) designated, reserved parking stalls in the Building's adjacent parking lot at one hundred and no/100 dollars (\$100.00) per stall per month. Tenant, on behalf of Tenant's employees, shall pay Landlord for the Renewal Term the sum of one thousand two hundred and no/100 dollars (\$1,200.00), which includes applicable sales tax, payable in equal monthly payments of two hundred and no/100 dollars (\$200.00) for said parking stalls.
4. **SMOKING** Pursuant to Minn. Stat. §16B.24, subd. 9, Landlord and Tenant shall not permit smoking, in the Leased Premises. In addition, Landlord and Tenant shall not permit the use of chewing tobacco, e-cigarettes and vaping in the Leased Premises.

5. **NOTICES**

- 5.1 **Deletion** Section 5 of Amendment 1 of the Lease is deleted and of no further force and effect and is replaced with the following Sections 5.2 and 5.3.

- 5.2 All notices or communications between Landlord and Tenant shall be in writing and deemed to have been given upon the occurrence of one of the following methods of delivery to the address provided below.

- a. When personally delivered to the addressee;
- b. When delivered by email to jean.krueger@co.ramsey.mn.us (provided such delivery is confirmed);
- c. On the second business day after sender has deposited the registered or certified mailing with the US Postal Service, or
- d. One (1) business day after deposited with an overnight courier service.

5.3 **Mailing Addresses:**

LANDLORD:
Ramsey County Property Management
121 7th Place E # 2200
St Paul MN 55101

TENANT:
Real Estate and Construction Services
Department of Administration
50 Sherburne Ave # 309
St Paul MN 55155

Email: jean.krueger@co.ramsey.mn.us

6. **EXECUTION IN COUNTERPARTS** The Lease may be executed in any number of counterparts, each of which when so executed and delivered shall be deemed to be an original and all of which counterparts of this Lease taken together shall constitute but one and the same Lease. Delivery of an executed counterpart of this Lease by facsimile or email or a PDF file shall be equally as effective as delivery of an original executed counterpart of this Lease.
7. Except as modified by the provisions of this Amendment, the existing terms and conditions of the Lease are ratified and confirmed as written.

NO ATTACHMENTS

IN WITNESS WHEREOF, the parties hereto set their hands on the date(s) indicated below intending to be bound thereby.

LANDLORD:
RAMSEY COUNTY, a political subdivision of the State of Minnesota

Landlord certifies that the appropriate person(s) execute this Amendment to the Lease on behalf of Landlord as required by applicable articles, bylaws, resolutions or ordinances.

By _____
Title _____
Date _____

APPROVAL RECOMMENDED:

By Jean R. Kueger
Title Director, Property Mgmt
Date 10/5/2021

COUNTY ATTORNEY:

By Amy K. Schmitt
Title Assistant County Attorney
Date 10/1/2021

TENANT:
STATE OF MINNESOTA
DEPARTMENT OF ADMINISTRATION
COMMISSIONER

By _____
Real Estate and Construction Services
Date _____

APPROVED:
STATE OF MINNESOTA
OFFICE OF THE OMBUDSMAN FOR
MENTAL HEALTH AND DEVELOPMENTAL
DISABILITIES

By _____
Lisa Harrison-Hadler
Title Deputy Ombudsman
Date _____

STATE ENCUMBRANCE VERIFICATION
Individual signing certifies that funds are encumbered as required by Minn. Stat. §16A.15 and §16C.05.

By _____
Date _____

SWIFT PO _____
Contract No. _____

Item Number: 2021-606

Meeting Date: 11/2/2021

Sponsor: Community & Economic Development

Title

Certification of Property Assessed Clean Energy Charges for Energy Improvements

Recommendation

1. Ratify the removal of the special assessment on the following property:
Owner: St. Paul Wabasha Partners, LLC
Property Address: 386 Wabasha Street N, Saint Paul
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Assessment Request: \$12,000,000
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Interest Starts Accruing: 07/01/2021
Finance Period: 10 years
Such assessments shall be payable in equal annual principal and interest installments extending over the term of the special assessment. The first of the installments shall be payable with general property taxes in 2022, and shall bear interest at the rates per annum and interest start date stated above, and to the first installment shall be added interest on the entire assessment from the interest start date until December 31 of the tax payable year to which the first installment will be extended, and to each subsequent installment, when due, shall be added interest for one year on all unpaid installments and to each installment shall also be added the special assessment administration fee required by Minnesota Statutes section 429.061, subd. 5.
4. Direct the Chief Clerk to send a certified copy of this Resolution to the County Auditor to ratify the

removal of the previously approved assessment for St. Paul Wabasha Partners, LLC and to extend the assessments for Drake Building, LLC and Hmong Village, LLC on the property tax lists of the county.

Background and Rationale

On November 24, 2015, the Ramsey County Board of Commissioners approved an agreement with the Saint Paul Port Authority (SPPA) for the administration and implementation of Property Assessed Clean Energy Program of Minnesota (PACE OF MN) on behalf of the county for energy improvements to eligible properties and providing for the imposition of special assessments as needed in connection with the program (Resolution B2015-355).

Per Minnesota Statutes, Section 429.061, the Ramsey County Board is required to adopt by resolution each assessment. This action is the nineteenth certification of PACE OF MN special assessments; the first was completed December 22, 2015. With these special assessments, property owners have invested over \$42.4 million in energy improvements.

SPPA has reviewed the applications of Drake Building, LLC and Hmong Village, LLC and determined the interested property owners meet all eligibility requirements. SPPA, on behalf of the property owners, requests the county apply special assessments and collect repayment on property tax bills on behalf of the SPPA.

The owner of any property so assessed may, at any time prior to certification of the assessment to the county auditor, pay the whole of the assessment on such property. An owner may at any time thereafter, pay to the county auditor the entire amount of the assessment remaining unpaid, with interest accrued to December 31 of the year in which such payment is made. Such payment must be made before November 15 or interest will be charged through December 31 of the succeeding year.

PACE OF MN Process/Eligibility/Requirements

Commercial and industrial businesses, non-profits (including religious institutions), and owners of multi-family housing are eligible for PACE OF MN. Approved projects are eligible for 100% financing from SPPA and other non-county sources and the repayment schedule is structured to have an immediate positive cash flow. Interest rates vary depending on the length of the financing term and include SPPA processing charges.

Interested applicants for the PACE OF MN program connect with the SPPA. Applicants are required to be the legal owner of the property and all of the legal owners of the property must agree to participate. The interested property owner must be current on any existing mortgage and the property owner must not have defaulted on the deeds of trust. Property must not be subject to any involuntary liens or judgments, not be delinquent on property taxes and the property owner must not be in bankruptcy. SPPA performs a thorough credit analysis and applications are approved by the SPPA's Credit Committee prior to the SPPA submitting an assessment request to the county.

Following review by SPPA, SPPA requests the county apply a special assessment and collect repayment on property tax bills on behalf of the SPPA. Loan payments for PACE OF MN projects cannot exceed the greater of 20% of the property's assessed value as determined by the county assessor or 20% of an appraised value that has been accepted or approved by the mortgage lender. The second clause allows PACE assessments to be applied to new construction where the value increase has not yet been realized from a property tax perspective. The assessment stays with the property in the event of a sale. The special assessment becomes a lien against the property at the point that it is extended to the tax rolls. If not timely paid, the special assessment would accrue penalties and interest as with other delinquent taxes and is subject to tax forfeiture. Unpaid assessments become a lien on the property like any other special assessment or unpaid property taxes.

County Goals (Check those advanced by Action)

Well-being

Prosperity

Opportunity

Accountability

Racial Equity Impact

The Community and Economic Development department is exploring ways to understand the racial equity impact of this program. To date, the utilization of this program has varied from larger, well capitalized property owners and developers to religious institutions and non-profit organizations.

Community and Economic Development is currently completing an economic analysis and will be analyzing current and possible future business and redevelopment programming as part of the Economic Competitiveness and Inclusion Vision Plan. Ramsey County strives to ensure the program availability is fair and equitable. PACE special assessments are self-imposed by a property owner and can provide property owners with a way to finance energy efficiency improvements.

Community Participation Level and Impact

There is no community engagement for this request. However, SPPA, PACE administrator for Ramsey County, engages businesses directly or through other economic development partners in increasing awareness of this program.

- Inform Consult Involve Collaborate Empower

Fiscal Impact

The processing of loan applications to participate in the PACE OF MN program is the responsibility of the SPPA, with loan repayments being the responsibility of the property owner. Support services are provided by existing staff from Community and Economic Development and Property Tax, Records and Election Services and included in the biennial operating budget.

County Manager Comments

No additional comments.

Last Previous Action

On September 21, 2021, the Ramsey County Board approved a Certification of Property Assessed Clean Energy (PACE) Charges for Energy Improvements for one property in the amount of \$9,661,690 (Resolution B2021-202).

Attachments

1. Request Letter from Saint Paul Port Authority
2. PACE OF MN Project and Assessment Tracking Sheet

September 23, 2021

Rick Howden
Ramsey County
15 W Kellogg Boulevard, Suite 250
Saint Paul, MN 55102

Dear Rick:

The Saint Paul Port Authority is requesting the Ramsey County board place Property Assessed Clean Energy (PACE) special assessments on the following parcels as requested by the property owners:

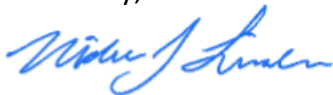
<u>Property Owner</u>	<u>Parcel Number</u>	<u>Assessment Amount</u>	<u>Interest Accrual Date</u>	<u>Interest Rate</u>
Hmong Village, LLC	27-29-22-23-0082	\$315,000	07/01/2021	5.00%
Drake Building, LLC	05-28-22-33-0059	\$440,000	01/01/2022	4.25%

As the administrator of PACE for Ramsey County, the Port Authority has reviewed these assessments and it has determined that the projects conform with the Minnesota PACE statutes. Accrued interest at the rates shown above should be added to the assessment amounts on January 1, 2022. The total should be amortized evenly over the term of the assessment. The assessments will have a 10-year term. Any fees incurred should be added to the assessment amount.

Please confirm that the assessments have been placed and provide amortization schedules for our records.

Thank you for all of the assistance and effort the County has expended to make PACE available for energy efficiency and renewable energy projects in your county.

Sincerely,



Michael Linder
Loan Officer

MJL:INT





Property Assessed Clean Energy - PACE OF MN
Project/Assessment Tracking Sheet

\$ 42,486,541.00

PIN	Owner	Address	Assessment		Amount	Term	Interest Rate	Accrual Date	Improvements	Commissioner District
			Date	Resolution #						
14-29-22-44-0007	Carol M Acosta DBA Playschool Childcare, Inc.	1709 McKnight Road Maplewood, MN 55109	12/22/15	B2015-410	\$ 75,000.00	10 years	4.50%	1/1/2016	20KW Photovoltaic Solar System	7
29-29-22-14-0182	Richard J F Kramer & Rosemary A Kramer DBA RJFK Media Associates, Inc.	965 Arcade Street Saint Paul, MN 55106	12/22/15	B2015-410	\$ 30,000.00	10 years	4.50%	1/1/2016	12KW Photovoltaic Solar System	6
36-29-23-11-0003	Jade Holdings LLC				\$ 11,000.00			1/1/2016	HVAC, lighting and controls	3
36-29-23-11-0008	DBA J&J Distributing				\$ 467,000.00	10 years	4.50%			
36-29-23-11-0010		653 Rice St. Saint Paul, MN 55103	12/22/15	B2015-410	\$ 54,000.00					
36-29-23-11-0011					\$ 88,000.00					
06-28-22-11-0017	First Bank Building LLC	332 Minnesota Street, Saint Paul, MN 55101	5/24/16	B2016-144	\$ 5,000,000.00	20 years	5.52%	5/24/2016	HVAC; energy upgrades	5
13-29-22-44-0004	Tubman	2675 Larpenteur Ave. E., Saint Paul, MN 55109	5/24/16	B2016-144 <i>Modified B2017-098</i>	\$ 46,000.00 <i>\$ 30,000.00</i>	10 years	4.00%	6/1/2016	40 kw solar installations; energy upgrades	7
06-28-22-11-0005	375 Jackson Courtly LLC & 375 Jackson Willow, LLC	375 Jackson ST, STE 700W, Saint Paul, MN 55101	6/21/16	B2016-167	\$ 672,000.00	20 years	5.47%	6/21/2016	HVAC; energy upgrades	5
06-28-22-11-0007					\$ 728,000.00					
06-28-22-12-0119	US Bank Centre LLC	101 5th Street East, Saint Paul, MN 55101	6/21/16	B2016-167	\$ 3,820,000.00	20 years	5.47%	6/21/2016	HVAC; energy upgrades	5
29-29-22-13-0183	990 Payne Ave, LLC	990 Payne Avenue, Saint Paul, MN 55130	7/1/17	B2017-159	\$ 70,000.00	10 years	4.50%	7/1/2017	Energy efficiency	6
20-30-23-33-0030	United Church of Christ	1000 Long Lake Road, New Brighton, MN 55112	7/1/17	B2017-159	\$ 85,100.00	10 years	4.50%	7/1/2017	23.04 kw solar installation	2
18-30-23-34-0077	Atonement Lutheran Church	1980 Silver Lake Road NW, New Brighton, MN 55112	7/1/17	B2017-159	\$ 115,000.00	10 years	4.50%	7/1/2017	40 kw solar installation	2
27-29-23-13-0051	Atrium, LLC	1295 Bandana Boulevard, Saint Paul, MN 55108	11/7/17	B2017-278	\$ 120,000.00	10 years	4.50%	11/7/2018	Direct digital control system installation	3
31-29-22-14-0048	Positively 2nd St., LLC	628 Pine Street, Saint Paul, MN 55130	11/7/17	B2017-278	\$ 52,000.00	10 years	4.50%	11/7/2018	Building retrofitting	5
29-29-23-13-0058	Endicott, LLC	2325 Endicott Street, Saint Paul, MN 55114	11/7/17	B2017-278	\$ 390,000.00	10 years	4.50%	1/1/2018	152 kW rooftop solar installation	4
29-29-23-34-0027	Midway Commerical Building	2512 University Ave West Saint Paul, MN 55114	12/18/2018	B2018-351	\$ 74,000.00	10 years	4.50%	4/1/2018	Boiler	4
27-29-23-24-0250	Energy Park, LLC	1360 Energy Park Drive Saint Paul, MN 55114	12/18/2018	B2018-351	\$ 275,000.00	10 years	4.50%	4/1/2018	HVAC; energy upgrades	3
28-29-23-13-0008	MVP Real Estate, LLC	1771 Energy Park Drive Saint Paul, MN 55114	12/18/2018	B2018-351	\$ 145,928.00	10 years	4.50%	4/1/2018	40 kW rooftop solar installation	4
04-28-22-12-0037	Cerenity Marian of St. Paul, LLC	200 Earl Street Saint Paul, MN 55114	12/18/2018	B2018-351	\$ 1,385,000.00	10 years	4.50%	4/1/2018	HVAC, Boiler and Chiller	5
29.30.23.21.0121	Hossein A. Jalali	991 9th Ave NW New Brighton, MN 55112	12/18/2018	B2018-351	\$ 55,000.00	10 years	4.50%	4/1/2018	20-kw Solar Installation	2
09.29.23.43.0002	Rosewood Office Plaza, LLC	1711 County Road B West Roseville, MN 55113	12/18/2018	B2018-351	\$ 130,000.00	10 years	4.50%	4/1/2018	HVAC; energy upgrades	2
01.28.23.12.0287	YWCA of St. Paul	375 Selby Ave Saint Paul, MN 55102	12/18/2018	B2018-351	\$ 245,000.00	10 years	4.50%	9/1/2018	HVAC; energy upgrades	4
29.29.23.42.0086	Precision Coatings, Inc.	2309 Wycliff Street Saint Paul, MN 55114	12/18/2018	B2018-351	\$ 250,000.00	10 years	4.50%	4/1/2018	HVAC; energy upgrades	4
31.29.22.34.0203	Rebound Exchange, LLC	26 Exchange St East Saint Paul, MN 55101	12/18/2018	B2018-351	\$ 393,880.00	10 years	5.00%	1/1/2019	Energy efficiency	5



Property Assessed Clean Energy - PACE OF MN
Project/Assessment Tracking Sheet

\$ 42,486,541.00

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			Date	Resolution #						
09.29.23.22.0015	Roseville Office Plaza, LLC	1970 Oakcrest Ave Roseville, MN 55113	12/18/2018	B2018-351	\$ 221,000.00	10 years	5.00%	1/1/2019	HVAC; energy upgrades	2
27.29.22.23.0077	Prosperity Properties, LLC	958 Prosperity Ave Saint Paul, MN 55106	12/18/2018	B2018-351	\$ 233,000.00	10 years	5.00%	1/1/2019	93 kW Solar Array	6
09.29.22.14.0010	Koobmoo Funeral Chapel, Inc.	1259 Gervais Ave East Maplewood, MN 55109	12/18/2018	B2018-351	\$ 109,000.00	10 years	5.00%	1/1/2019	40-kW solar array	7
20.29.22.44.0168	Koobmoo Funeral Chapel, Inc.	1235 Arcade St Saint Paul, MN 55106	12/18/2018	B2018-351	\$ 84,000.00	10 years	5.00%	1/1/2019	30-kW solar array	6
05.28.22.42.0013	RBP Realty, LLC	276 Chester Street Saint Paul, MN 55107	12/18/2018	B2018-351	\$ 39,204.55	10 years	5.00%	1/1/2019	HVAC; energy upgrades	5
05.28.22.43.0029	RBP Realty, LLC	296 Chester Street Saint Paul, MN 55107	12/18/2018	B2018-351	\$ 36,922.07	10 years	5.00%	1/1/2019	HVAC; energy upgrades	5
05.28.22.43.0030	RBP Realty, LLC	314 Chester Street Saint Paul, MN 55107	12/18/2018	B2018-351	\$ 17,922.08	10 years	5.00%	1/1/2019	HVAC; energy upgrades	5
05.28.22.43.0031	RBP Realty, LLC	334 Chester Street Saint Paul, MN 55107	12/18/2018	B2018-351	\$ 114,253.25	10 years	5.00%	1/1/2019	HVAC; energy upgrades	5
05.28.22.43.0016	RBP Realty, LLC	264 Lafayette Frontage Road E Saint Paul, MN 55107	12/18/2018	B2018-351	\$ 155,698.05	10 years	5.00%	1/1/2019	HVAC; energy upgrades	5
01.30.22.22.0019	PRC-WBMS, LLC	2310 Leibel St. White Bear Township, MN 55110	5/14/2019	B2019-117	\$ 87,000.00	10 years	6.00%	1/1/2020	Solar Installation	1
06.28.22.12.0060	St Paul Building LLC	359 Wabasha Street	10/1/2019	B2019-226	\$ 315,000.00	20 years	6.95%	1/1/2020	New cooling tower, building automation, and lighting upgrades	5
12-29-23-22-0006	Roseville Senior Living LLC	2600 Dale Street North, Roseville, MN 55113	11/5/2019	B2019-248	\$ 3,850,000.00	20 years	6.65%	1/1/2021	HE roof and wall insulation, Energy Star windows, HE magic paks, HE air units, Energy Star water heaters, LED lights, HE appliances, etc.	2
82822220064	CJK Holding LLC	429 Wabasha Street S, Saint Paul, MN 55107	12/17/2019	B2019-314	\$ 58,500.00	10	5.00%	6/1/2019	Solar array	5
62822430042	DPN Properties LLC	120 W Plato Blvd, Saint Paul, MN	12/17/2019	B2019-314	\$ 187,300.00	10		9/1/2019	LED lighting, boiler, wastewater heat exchange	5
163022440025	Dulayne Properties LLC	4760 White Bear Parkway, White Bear Lake, MN	12/17/2019	B2019-314	\$ 42,600.00	10	5.00%	7/1/2019	Solar array	7
163022440026		4750 White Bear Parkway, White Bear Lake, MN			\$ 34,700.00					
163022440027		4740 White Bear Parkway, White Bear Lake, MN			\$ 34,700.00					
202922120089	Akamai LLC	613 Hoyt Avenue, Saint Paul, MN	12/17/2019	B2019-314	\$ 60,000.00	10	5.00%	10/1/2019	Rooftop solar	6
122922140078	NSP Post 39 American Legion	2678 East 7 th Avenue, North St. Paul, MN	12/17/2019	B2019-314	\$ 80,000.00	10	5.00%	6/1/2019	HVAC improvements	7
282923110031	3PL Holdings, LLC	1700 Wynne Avenue, Saint Paul, MN	4/28/2020	B2020-090	\$2,435,777.00	10	4.15%	1/1/2021	Solar array	4
282923120006					22,220.00					
282923120005					79,280.00					
322923140005	Workshop Vandalia Owner, LLC	550 Vandalia, Saint Paul, MN	6/16/2020	B2020-125	\$4,540,643	20	5.75%	10/15/2021	Roof replacement and insulation, HVAC equipment, LED lighting, building envelope, window replacement and glazing, and building insulation	4



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353023230043	Belle Enterprises, LLC	3434 Lexington Avenue N, Shoreview	11/24/2020	B2020-235	\$193,000.00	10	5.00%	3/1/2020	Solar array, HVAC upgrades	1
352923320165	1000 University Ave Properties, LP	1000 University Avenue, Saint Paul	11/24/2020	B2020-235	\$260,000.00	10	5.00%	6/1/2020	Solar array	4
062822120068	Port Arthur Development, LLC	24 East 4th Street, Saint Paul	11/24/2020	B2020-235	\$361,000.00	10	4.25%	10/1/2020	LED lighting and automation controls	5
322923110043	Zone 5 Group, LLC	2161 University Avenue West, Saint Paul	12/22/2020	B2020-276	\$220,500.00	10	5.00%	1/1/2021	Solar array	4
362923120224	293 Como, LLC	293 Como Ave, Saint Paul	2/16/2021	B2021-039	\$188,000.00	20	6.34%	1/1/2022	Roofing upgrades	3
342923340041	1457 Marshall LLC	1457 Marshall Ave, Saint Paul	2/16/2021	B2021-039	\$380,000.00	20	6.34%	1/1/2022	Roofing upgrades and solar installation	4
122923220006	Roseville Senior Living, LLC	2600 Dale Street N, Roseville	5/18/21	B2021-110	\$ 5,500,000.00	20	6.13%	1/1/2022	Energy conservation measures in new construction	2
72822140154	Michael Jurayj	631 Stryker Avenue, Saint Paul	8/24/21	B2021-182	\$ 17,000.00	10	4.25%	1/1/2022	Purchase and installation of solar panels and related equipment for producing electricity for the building	5
343023120010	Arden Hills RE, LLC	3565 Pine Tree Drive, Arden Hills	9/21/21	B2021-202	\$ 9,661,690.00	20	5.95%	1/1/2024	Energy efficiency on new construction	1
PROPOSED										
52822330059	Drake Building, LLC	60 Plato Blvd, Saint Paul	11/2/21		\$ 440,000.00	10	4.25%	1/1/2022	Energy efficient HVAC	5
272922230082	Hmong Village, LLC	1001 Johnson Parkway, Saint Paul	11/2/21		\$ 315,000.00	10	5.00%	1/1/2022	Lighting upgrade to LED	6
REMOVED										
62822120033	St. Paul Wabasha Partners, LLC	386 Wabasha Street N, Saint Paul	2/16/2021	B2021-039	\$12,000,000.00	20	6.44%	1/1/2022	Energy efficiency improvements	5
27-29-23-13-0040	MINCAM – Minnesota Cameroon Community – C/O Dr. Robert Tamukong	1020 Bandana Blvd. W, MN 55108	5/24/16	B2016-144 <i>Removal B2017-040</i>	\$ 194,000.00	10 years	4.50%		Connection to Energy Park Utility Company's District Energy System	3
27.29.23.13.0040	Minnesota Cameroon Community	1020 Bandana Blvd. W, MN 55108	12/18/2018	B2018-351	\$ 250,000.00	10 years	5.00%	1/1/2019	Connection to Energy Park Utility Company's District Energy System	3

Board of Commissioners

Request for Board Action

Item Number: 2021-621

Meeting Date: 11/2/2021

Sponsor: Information and Public Records

Title

Proposed Enterprise and Administrative Services Department Ordinance

Recommendation

Approve the Proposed Enterprise and Administrative Services Department Ordinance.

Background and Rationale

The current Information and Public Records (“IPR”) Administration division includes administrative, contract, enterprise services and the Enterprise Project Management Office (“EPMO”).

- Administrative Services responsibilities include hiring and onboarding, payroll processing, human resources/benefits administration, planning, office space/facilities coordination and administration of various service team and cross-county initiatives.
- Contract Services supports departments within across the Service Team in acquiring goods and services in compliance with laws and county policies and, via membership on the Contracting and Procurement Center of Excellence (COE), provides oversight on all technology-related and high-risk contracts across the county.
- Enterprise Services was initially formed in 2020 by the Incident Management Team (“IMT”) to support residents during the pandemic, has grown and will continue to grow in pursuit of its objective to dramatically transform how the county delivers services by engaging residents and employees to provide the best possible resident experiences.
- EPMO became part of the IPR Administration division in July 2021, to align with the transition of the EPMO from a project management office primarily supporting technology projects to encompass management and consultation on projects and strategic priorities throughout the county.

The establishment of the Enterprise and Administrative Services Department, to include all functions listed above, will align service team and countywide functions that support the county’s goals and strategic priorities including to provide effective and efficient operations; strong Residents First service models; and transparency and accountability in all business operations and practices.

Development and evolution of the IPR Administration division, in particular over the past two years and including the addition of department-level duties such as resident-facing and enterprise-level support services, support the establishment of the Enterprise and Administrative Services Department.

The Enterprise and Administrative Services Department will have its own budget authority and will not be a division of another department.

The established budgets and Full Time Equivalents (FTE) for the IPR Administration division, Enterprise Services, and the EPMO will support the Enterprise and Administrative Services Department in 2021. Future budgets and FTEs will be combined into a single departmental budget.

County Goals (Check those advanced by Action) Well-being Prosperity Opportunity Accountability**Racial Equity Impact**

The work of the Enterprise and Administrative Service Department is centered on residents and transforming services, processes, and outcomes to advance racial and health equity, including addressing historical and long-standing race-based disproportional outcomes. This includes Enterprise Services connecting residents with services, the EPMO transforming and improving the way the county works, hiring teams that reflect the diversity of the community and the residents we serve, and partnering with vendors who reflect our community.

Community Participation Level and Impact

On October 19, 2021, a public hearing was held for the community to provide public comments on the proposed Enterprise and Administrative Services Department Ordinance.

 Inform Consult Involve Collaborate Empower**Fiscal Impact**

No fiscal impact. The established budgets and FTEs from the existing IPR Administration division, Enterprise Services and the EPMO portion of the Information Services will support the Enterprise and Administrative Services Department in 2021. Future budgets and FTEs will be combined into a single departmental budget.

County Manager Comments

No additional comment.

Last Previous Action

On October 19, 2021, the Ramsey County Board waived the Second Reading of the proposed Enterprise and Administrative Services Department Ordinance (Resolution B2021-222) and held the public hearing on the proposed Enterprise and Administrative Services Department Ordinance.

On September 28, 2021, the Ramsey County Board waived the First Reading of the proposed Enterprise and Administrative Services Department Ordinance (Resolution B2021-210) and set the public hearing for October 19, 2021 to take public comments on the proposed Enterprise and Administrative Services Department Ordinance (Resolution B2021-211).

Attachments

1. Proposed Enterprise and Administrative Services Department Ordinance
2. Schedule of Events



PROPOSED ORDINANCE

An ordinance requiring the establishment of the Enterprise and Administrative Services Department

WHEREAS, The current Information and Public Records (“IPR”) Administration division includes administrative, contract, enterprise services and the Enterprise Project Management Office (“EPMO”); and

WHEREAS, Administrative Services responsibilities include hiring and onboarding, payroll processing, human resources/benefits administration, planning, office space/facilities coordination and administration of various Service Team and cross-County initiatives; and

WHEREAS, Contract Services supports departments within the Service Team in acquiring goods and services in compliance with laws and county policies and, via membership on the Contracting and Procurement Center of Excellence (COE), provides oversight on all technology-related and high-risk contracts across the County; and

WHEREAS, Enterprise Services was initially formed in 2020 by the Incident Management Team (“IMT”) to support residents during the pandemic, has grown and will continue to grow in pursuit of its objective to dramatically transform how the County delivers services by engaging residents and employees to provide the best possible resident experiences; and

WHEREAS, EPMO became part of the IPR Administrative division in July 2021, to align with the transition of the EPMO from a project management office primarily supporting technology projects to encompass management and consultation on projects and strategic priorities throughout the county; and

WHEREAS, The establishment of the Enterprise and Administrative Services Department, to include all functions listed above, will align service team and countywide functions that support the county’s goals and strategic priorities including to provide effective and efficient operations; strong Residents First service models; and transparency and accountability in all business operations and practices; and

WHEREAS, Development and evolution of the IPR Administration division, in particular over the past two years and including the addition of department-level duties such as resident-facing and enterprise-level support services, support the establishment of the Enterprise and Administrative Services Department; and

WHEREAS, The Enterprise and Administrative Services Department will have its own budget authority and will not be a division of another department; and

WHEREAS, Existing budgets and Full Time Equivalents (FTE) for the IPR Administration division and Enterprise Services as well as the EPMO portion of the Information Services budget will support the Enterprise and Administrative Services Department through 2023; starting in 2024, budgets and FTEs will be combined into a single departmental budget; and

WHEREAS, The Ramsey County Home Rule Charter section 5.01A.1 states that acts of the County Board which shall be by ordinance include the following: Establish, structure, merge, or abolish any county department, office, agency, board or commission, except as provided for in this charter; Now, Therefore, Be It

ORDAINED, The Ramsey County Board of Commissioners approves the establishment of the Enterprise and Administrative Services Department.

PROPOSED SCHEDULE OF EVENTS
Establish Enterprise and Administrative Services Department

September 28, 2021	First Reading of Ordinance Set Date for Public Hearing
October 6, 2021	Publication of Ordinance
October 19, 2021	Second Reading of Ordinance Hold Public Hearing
November 2, 2021	Action on Adoption of Ordinance
December 17, 2021	Effective date of Ordinance (45-day referendum periods ends)