
May 2, 2023 - 9 a.m.

Council Chambers - Courthouse Room 300

ROLL CALL

PLEDGE OF ALLEGIANCE

LAND ACKNOWLEDGEMENT

1. Agenda of May 2, 2023 is Presented for Approval [2023-090](#)

Sponsors: County Manager's Office

Approve the agenda of May 2, 2023.

2. Minutes from April 25, 2023 are Presented for Approval [2023-091](#)

Sponsors: County Manager's Office

Approve the April 25, 2023 Minutes.

PROCLAMATION

3. Proclamation: Tech Month [2023-117](#)

Sponsors: Workforce Solutions

ADMINISTRATIVE ITEMS

4. 2023 Special Board of Appeal and Equalization [2023-165](#)

Sponsors: County Assessor's Office

1. Appoint the Special Board of Appeal and Equalization members and designated chairs, to conduct the 2023 Ramsey County Special Board of Appeal and Equalization, as needed, on meeting days June 13, 2023 through June 26, 2023 (excluding Saturday):
 - Jan Rapheal - District 1
 - Mitch Corbin - District 2
 - Jeanette Jones - District 3
 - Artika Tyner - District 3
 - Susan Gilmer- District 4
 - Ron Stevens (Chair) - District 5
 - Cheniqua Johnson - District 6
 - Joy Erickson (Chair) - District 7
 - John Mascari - County Manager appointed
 - Patty Lammers - County Manager appointed

2. Approve the Procedural Rules to be adhered to by the 2023 Ramsey County Special Board of Appeal and Equalization.
3. Approve the Code of Ethics and Conduct Guidelines to be adhered to by the 2023 Ramsey County Special Board of Appeal and Equalization.
4. Authorize the County Manager to approve the payment of expenses for the 2023 Ramsey County Special Board of Appeal and Equalization and expenses for training for 2024 Ramsey County Special Board of Appeal and Equalization members as required by Minnesota Statutes, Section 274.13.

5. Public Works Construction Quarterly Report for January 1, 2023 through March 31, 2023 [2023-163](#)

Sponsors: Public Works

Accept the Public Works Construction Quarterly Report for the period of January 1, 2023 through March 31, 2023.

6. Agreement with City of New Brighton for Voting Equipment and Elections Services [2023-164](#)

Sponsors: Property Tax, Records & Election Services

1. Approve agreement with the city of New Brighton for a contract for election services from June 1, 2023 through December 31, 2026.
2. Authorize the Chair and Chief Clerk to execute the agreement.
3. Authorize the County Manager to approve and execute amendments to the agreement in accordance with the provisions of the agreement and all other terms and conditions remaining the same, in a form approved by the County Attorney's Office.
4. Approve an increase in the personnel complement of the Elections Office by 1.0 Full-Time Equivalent.

7. Appointment to the Workforce Innovation Board of Ramsey County [2023-119](#)

Sponsors: Workforce Solutions

Appoint Lauren Hunter to represent Business on the Workforce Innovation Board of Ramsey County for a term beginning May 2, 2023 and ending July 31, 2023.

POLICY ITEM

8. Presentation: Update on Solicitations for Critical Corridors, Community Development Block Grant, and Housing Development [2023-147](#)

Sponsors: Community & Economic Development

None. For information and discussion only.

LEGISLATIVE UPDATE

COUNTY CONNECTIONS

OUTSIDE BOARD AND COMMITTEE REPORTS

BOARD CHAIR UPDATE**ADJOURNMENT**

Following County Board Meeting:

10:30 a.m. (est.) Board Workshop: Human Resources Presentation - Council Chambers, Courthouse Room 300

1:30 p.m. Board Workshop: Inclusive and Respectful Workplace Policy, Courthouse Room 220 - Large Conference Room

Public Access via Zoom Webinar for PM Workshop

<https://zoom.us/j/95639066822?pwd=eUkzSlImT2FGMnNqZkJKdms0MzZJUT09>

Webinar ID: 956 3906 6822 | Passcode: 924031 | Phone: 651-372-8299

Advance Notice:

May 9, 2023 County board meeting – Council Chambers

May 16, 2023 County board meeting – Council Chambers

May 23, 2023 County board meeting – Council Chambers

May 30, 2023 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: 2023-090

Meeting Date: 5/2/2023

Sponsor: County Manager's Office

Title

Agenda of May 2, 2023 is Presented for Approval

Recommendation

Approve the agenda of May 2, 2023.



Board of Commissioners

Request for Board Action

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

Item Number: 2023-091

Meeting Date: 5/2/2023

Sponsor: County Manager's Office

Title

Minutes from April 25, 2023 are Presented for Approval

Recommendation

Approve the April 25, 2023 Minutes.

Attachments

1. April 25, 2023 Minutes

Board of Commissioners Minutes

April 25, 2023 - 9 a.m.

Council Chambers - Courthouse Room 300

The Ramsey County Board of Commissioners met in regular session at 9:01 a.m. with the following members present: Frethem, McGuire, Moran, Ortega, Reinhardt, Xiong and Chair MatasCastillo. Also present were Ryan O'Connor, County Manager, and Jada Lewis, Civil Division Director, Ramsey County Attorney's Office.

ROLL CALL

Commissioner Ortega was absent during Roll Call. He arrived at 9:02 a.m. and was present for the rest of the meeting.

Present: Frethem, MatasCastillo, McGuire, Moran, Ortega, Reinhardt, and Xiong

PLEDGE OF ALLEGIANCE

LAND ACKNOWLEDGEMENT

Read by Commissioner Reinhardt.

1. Agenda of April 25, 2023 is Presented for Approval [2023-088](#)

Sponsors: County Manager's Office

Approve the agenda of April 25, 2023.

Motion by Moran, seconded by McGuire. Motion passed.

Aye: Frethem, MatasCastillo, McGuire, Moran, Ortega, Reinhardt, and Xiong

2. Minutes from April 18, 2023 are Presented for Approval [2023-089](#)

Sponsors: County Manager's Office

Approve the April 18, 2023 Minutes.

Motion by Moran, seconded by Ortega. Motion passed.

Aye: Frethem, MatasCastillo, McGuire, Moran, Ortega, Reinhardt, and Xiong

PROCLAMATION

3. Proclamation: Administrative Professionals Day [2023-054](#)

Sponsors: Human Resources

Presented by Commissioner Frethem. Discussion can be found on the archived video.

4. Proclamation: County Government Month Proclamation [2023-169](#)

Sponsors: County Manager's Office

Presented by Commissioner McGuire. Discussion can be found on the archived video.

ADMINISTRATIVE ITEMS

5. Appointment to the Ramsey County Library Board [2023-149](#)

Sponsors: Library

Appoint Dawne Brown White to the Ramsey County Library Board for the remainder of the 2023 calendar year ending December 31, 2023.

Motion by Reinhardt, seconded by McGuire. Motion passed.

Aye: Frethem, MatasCastillo, McGuire, Moran, Ortega, Reinhardt, and Xiong

Resolution: [B2023-062](#)

6. Agreement with the Minnesota Pollution Control Agency for Operation of a Household Hazardous Waste Program [2023-162](#)

Sponsors: Public Health

1. Approve the agreement with the Minnesota Pollution Control Agency for operation of a household hazardous waste program for the period upon execution through December 31, 2027.
2. Authorize the Chair and Chief Clerk to execute the agreement.

Motion by Reinhardt, seconded by McGuire. Motion passed.

Aye: Frethem, MatasCastillo, McGuire, Moran, Ortega, Reinhardt, and Xiong

Resolution: [B2023-063](#)

7. 2023 Annual Operating Grant Agreement with Metropolitan Council for METRO Green Line Transitway Service [2023-143](#)

Sponsors: Public Works

1. Approve the 2023 Annual Operating Grant Agreement with the Metropolitan Council for METRO Green Line Transitway Service Operating Assistance of \$6,034,810 from Ramsey County for the period January 1, 2023 through December 31, 2023.
2. Authorize the Chair and Chief Clerk to execute the 2023 Operating Grant Agreement.

Motion by Reinhardt, seconded by McGuire. Motion passed.

Aye: Frethem, MatasCastillo, McGuire, Moran, Ortega, Reinhardt, and Xiong

Resolution: [B2023-064](#)

LEGISLATIVE UPDATE

Presented by Commissioner MatasCastillo. Discussion can be found on archived video.

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 MatasCastillo. Discussion can be found on archived video.

ADJOURNMENT

Chair MatasCastillo declared the meeting adjourned at 10:23 a.m.



Board of Commissioners

Request for Board Action

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

Item Number: 2023-117

Meeting Date: 5/2/2023

Sponsor: Workforce Solutions

Title

Proclamation: Tech Month

Attachments

1. Proclamation

Proclamation

WHEREAS, The Tech industry is critically important to the state, local economy and a key component of an innovative and dynamic ecosystem critical to Ramsey County's current and future economic success; and

WHEREAS, The key role of Tech workers was highlighted during the COVID-19 pandemic, through their work supporting virtual learning, online commerce, and many other essential functions to help society continue to function in a safe and socially distant way; and

WHEREAS, About 12,923 people working in tech occupations in Ramsey County, just over 3.8% of total employment in Ramsey County, while the national average for such occupations is about 3.4%; and

WHEREAS, Employment in tech occupations is projected to grow 0.3% on average annually through 2027 in Ramsey County, while average change in employment overall is likely to remain flat; and

WHEREAS, In addition to just over 200 new tech professionals needed to satisfy job growth, an additional 4,550 tech professionals will be needed in Ramsey County through 2027 to replace retirements and job changes out of the field; and

WHEREAS, The unemployment rate in tech positions sits at 0.9% in Ramsey County (91 people) compared to about 2.4% overall across all occupations; and

WHEREAS, High demand for tech workers mean high wages for many in the field; the average annual wage for tech occupations in Ramsey County is about \$102,600, over \$35,000 more than the average for all occupations in the county; and

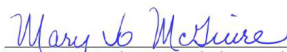
WHEREAS, There is a continued need to raise awareness, overcome barriers, and welcome Ramsey County residents from all backgrounds to explore and succeed in Tech careers; Now, Therefore, Be It

PROCLAIMED, The Ramsey County Board of Commissioners and County Manager hereby proclaim the month of May 2023 as Tech Month in Ramsey County; and Be It Further

PROCLAIMED, The Ramsey County Board of Commissioners encourages all Ramsey County residents to honor and celebrate the contributions of the tech industry and all tech workers in Ramsey County.



Trista MatasCastillo, Board Chair, District 3



Mary Jo McGuire, Commissioner, District 2



Rafael Ortega, Commissioner, District 5



Victoria Reinhardt, Commissioner, District 7



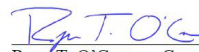
Nicole Frethem, Commissioner, District 1



Rena Moran, Commissioner, District 4



Mai Chong Xiong, Commissioner, District 6



Ryan T. O'Connor, County Manager

Board of Commissioners

Request for Board Action

Item Number: 2023-165

Meeting Date: 5/2/2023

Sponsor: County Assessor's Office

Title

2023 Special Board of Appeal and Equalization

Recommendation

1. Appoint the Special Board of Appeal and Equalization members and designated chairs, to conduct the 2023 Ramsey County Special Board of Appeal and Equalization, as needed, on meeting days June 13, 2023 through June 26, 2023 (excluding Saturday):
 - Jan Rapheal - District 1
 - Mitch Corbin - District 2
 - Jeanette Jones - District 3
 - Artika Tyner - District 3
 - Susan Gilmer- District 4
 - Ron Stevens (Chair) - District 5
 - Cheniqua Johnson - District 6
 - Joy Erickson (Chair) - District 7
 - John Mascari - County Manager appointed
 - Patty Lammers - County Manager appointed
2. Approve the Procedural Rules to be adhered to by the 2023 Ramsey County Special Board of Appeal and Equalization.
3. Approve the Code of Ethics and Conduct Guidelines to be adhered to by the 2023 Ramsey County Special Board of Appeal and Equalization.
4. Authorize the County Manager to approve the payment of expenses for the 2023 Ramsey County Special Board of Appeal and Equalization and expenses for training for 2024 Ramsey County Special Board of Appeal and Equalization members as required by Minnesota Statutes, Section 274.13.

Background and Rationale

The Ramsey County Assessor's Office estimates market value and determines property classification, striving to provide an accurate and equitable property assessment. Standards are established to ensure that Ramsey County property owners are provided easy access to the Ramsey County Special Board of Appeal and Equalization and simplified procedures for presenting appeals and receiving a fair, impartial hearing.

Minnesota Statutes, section 274.13, authorizes the County Board to appoint a Special Board of Appeal and Equalization for 2023. As provided by Minnesota Statutes, section 274.14, the Special Board must meet after the second Friday in June on at least one meeting day and may meet for up to 10 consecutive meeting days. This Special Board would serve beginning June 13, 2023, and must conclude on or before June 26, 2023 (excluding Saturday). The Special Board will hear taxpayers' appeals of their 2023 market value or classification. These 2023 values and classifications will be utilized to calculate the 2024 property taxes.

There are no changes in the Code of Ethics and Conduct Guidelines from 2022. Language around holding the 2023 Special Board of Appeal and Equalization virtually due to COVID-19 concerns was removed this year. If the meeting is held virtually, [Open Meeting Law \(Minnesota Statutes, Chapter 13D\)](#)

<https://www.revisor.mn.gov/statutes/cite/13D> guidelines will be followed.

Under state law, the county must have one voting member who has completed a Minnesota Department of Revenue training course within the last four years. Six of the 10 appointed Special Board members have completed this training.

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

The County Assessor's Office strives to assess all properties fairly and equitably. The Special Board of Appeal and Equalization process reviews values and/or classifications to ensure they are correct and ensures that owners are not paying higher taxes than a property is worth, and as a result, reduces the financial burden. Language, racial or cultural issues can create barriers to access and/or understand the Special Board of Appeal and Equalization process; therefore, more work may be needed to address those issues. We offer a variety of language translation options on our public website to allow for our policies to be interpreted in other languages.

Community Participation Level and Impact

The community is informed about this action through board action, which is published on the County's website at

<https://www.ramseycounty.us/your-government/leadership/board-commissioners/board-meetings-information>.

☒ Inform☐ Consult☐ Involve☐ Collaborate☐ Empower**Fiscal Impact**

The Special Board of Appeal and Equalization process is state mandated. Funds are included in the approved 2023 County Assessor budget. Each member is paid a daily fee for their service. The daily fee paid to members encourages participation by real estate professionals and helps them offset revenue lost while serving on the board. The expense for the 2023 meeting is estimated to be \$4,000.

Last Previous Action

On May 3, 2022, the Ramsey County Board appointed Jan Rapheal (District 1), Mitch Corbin (District 2), Jeanette Jones (District 3), Artika Tyner (District 3), Susan Gilmer (District 4), Ron Stevens (District 5), Paul Ellis (District 6), Joy Erickson (District 7), John Mascari (County Manager appointed), and Patty Lammers (County Manager appointed) to conduct the 2022 Ramsey County Special Board of Appeal and Equalization, as needed, on meeting days June 13, 2022 through June 24, 2022 (excluding Saturday) (Resolution B2022-116).

Attachments

1. 2023 Special Board of Appeal and Equalization Code of Conduct Guidelines

2023 Special Board of Appeal and Equalization Members

DISTRICT 1

Nicole Joy Frethem

◆◆ Jan Rapheal
White Bear Lake, MN 55110

DISTRICT 2

Mary Jo McGuire

** Mitch Corbin
Roseville, MN 55113

DISTRICT 3

Trista MatasCastillo, Chair
2 appointments

◆◆ Jeanette Jones
Saint Paul, MN 55119

** Artika Tyner
Saint Paul, MN 55104

DISTRICT 4

Rena Moran

** Susan Gilmer
Saint Paul, MN 55105

DISTRICT 5

Rafael Ortega

◆◆ Ron Stevens *(Chair)
Saint Paul, MN 55107

DISTRICT 6

Mai Chong Xiong

** Cheniqua Johnson
Saint Paul, MN 55106

DISTRICT 7

Victoria Reinhardt

◆◆ Joy Erickson *(Chair)
White Bear Lake, MN 55110

COUNTY MANAGER

Ryan O'Connor
2 appointments

John Mascari
Saint Paul, MN 55116

** Patty Lammers
Saint Paul, MN 55117

*Designated Chair

**New appointee

◆◆ Required Real Estate Professional

2023 Special Board of Appeal and Equalization Procedural Rules

1. The Ramsey County Special Board of Appeal and Equalization shall consist of at least ten members, with one member being recommended by each Commissioner and two members by the Chair and two members by the County Manager. All members must be residents of Ramsey County. At least one member must be a real estate appraiser, realtor or other real estate professional, familiar with property valuation in the county.
2. Two designated chairpersons shall be appointed by and serve at the pleasure of the Commissioners. A chairperson shall preside at all meetings of the Special Board and shall have duties and responsibilities as are normally attended upon that office. The Special Board shall be convened as panels of five members, including a designated chair each day. If volume of appeals dictates two separate panels, the panels may consist of only three members if required. The Ramsey County Assessor's office shall schedule panel members.
3. Regular meetings of the board shall be held as specified in Minnesota Statutes, section 274.14.
 - a. The Ramsey County Assessor's Office will mail an application form 1679 to interested persons, including a request for basic information concerning the property. If the property is income producing, the owner or owner representative must submit, at time of initial application, two years of income and expense information and a current rent roll.
 - b. Upon timely receipt (*by May 5th*) of a completed form 1679, the applicant will arrange with the Ramsey County Assessor's Office a time for the assessor to perform an interior inspection of the property. The owner or owner's representative must accompany the assessor on this inspection. If an interior inspection cannot be performed due to COVID-19 concerns, a phone review will be completed between the parties to discuss the property characteristics. The owner or owner's representative may need to supply interior photos if requested.
 - c. The Ramsey County Assessor's Office will complete an appraisal of the valuation of the property. The county's appraisal report will be written and will be made available to the applicant at least 48 hours prior to the hearing.
 - d. Applicant must provide copies to the Ramsey County Assessor of all documentation to be presented to the Special Board at least 48 hours prior to the scheduled hearing.
 - e. Upon receipt of the completed application and review of the property the Ramsey County Assessor's office will schedule a hearing at 20-30 minute intervals beginning the first day scheduled for the board.
 - f. If the total number of applicants appearing before the Special Board is below 150 then the following format will be utilized. Each residential applicant will be allowed 10 minutes to present any data or information relevant to the market value or tax classification of the subject property. The Ramsey County Assessor, or designee, will then be allowed up to 5 minutes to present any relevant information to support the market value or tax classification assigned by the assessor. The board shall have 5 minutes to make a decision. The board

chair shall have the authority to cast a tie-breaking vote should any deliberations result in a tie.

- g. Each commercial or apartment applicant will be allowed 15 minutes to present any data or information relevant to the market value or tax classification of the subject property. The Ramsey County Assessor, or designee, will then be allowed up to 10 minutes to present any relevant information to support the market value or tax classification assigned by the assessor. The board shall have 5 minutes to make a decision. The board chair shall have the authority to cast a tie-breaking vote should any deliberations result in a tie.
 - h. If the total number of applicants to the Special Board exceeds 150, then the County Board authorizes the Ramsey County Assessor to adjust the process to ensure all citizens' appeals can be heard in the statutory ten-day window. If modifications are made, they will be made in a fashion that ensures the process remains fair and transparent.
 - i. All deliberations are to be made immediately following the individual hearings and in full view and hearing of the public. The board will make its decisions based solely on information offered at the hearing and will conduct no independent fact-finding of its own relative to the value or classification of any parcel presented to the board for review.
 - j. The decisions of the Special Board should be made by motion, second, discussion and voice vote. The recording secretary will record the vote of each board member for each case heard by the Special Board. The recording secretary shall review said record with the Special Board each day to ensure accuracy.
- 4. All meetings and hearings conducted by the Special Board shall be conducted pursuant to the Minnesota Open Meeting Law, Minnesota Statutes, Chapter 13D. All data presented relative to the valuation or classification of any parcel will be considered public data.
 - 5. Each member will be paid \$315 for the first day of service and an additional \$225 for each additional day of service. Each member will receive a minimum of \$315.
 - 6. All of the Special Board's legal questions, which arise from work performed, should be referred to the Ramsey County Attorney for appropriate response.
 - 7. The Ramsey County Assessor will be responsible for staffing and for the assembling of documentation for the appointees. The assessor shall provide an organizational orientation session for the appointees prior to beginning their work on June 13th. Examples of staffing responsibilities include, but are not limited to, the ten-day staffing and scheduling, the administering of an oath to the members, completing forms for compensation for the members and the training program.
 - 8. The Ramsey County Auditor shall appoint a non-voting member to serve as the recording secretary for the Special Board.

Board Code of Ethics and Conduct Guidelines

The Mission of the Ramsey County Special Board of Appeal and Equalization is the fair and equitable resolution of all valuation and classification appeals on real and taxable personal property located in Ramsey County. As part of this mission, the Special Board will attempt to foster an open and trusted professional relationship with concerned taxpayers and County staff.

1. Special Board members shall strive to treat applicants, fellow Special Board members and staff respectfully at all times
2. All deliberations shall be made on an impartial basis and publicly.
3. Special Board members should refrain from discussing Special Board proceedings with applicants outside of the presence of the other Special Board members.
4. Concerns about the actions, behavior or motivations of any participant in the Special Board process should be directed to the County Manager.
5. Special Board members should attempt to understand all facts presented them in order to arrive at a fair decision. They should ask for clarification when necessary and seek additional information when required.
6. No Special Board member shall participate in any proceeding regarding his/her own property.
7. No member shall sit in judgment of an appeal where the member either has a personal interest in a property under appeal or personal bias toward the parties. Should this situation arise, the Special Board member will inform the Chair and recuse themselves. A recused member shall not participate in the discussions or offer questions or make comments during a hearing or during deliberations.
8. Special Board members should be extremely cautious of participating in deliberations of an appeal where the member has a prior personal relationship with the applicant. Such relationship should be disclosed prior to the beginning of the hearing of the appeal. Fellow Special Board members should then decide whether the issue should be waived or the fellow Special Board member is excused for that proceeding.
9. It is unethical to accept or to agree to accept compensation of any kind from an appellant appearing before the Ramsey County Special Board of Appeal and Equalization. Any such offer must be reported to the County Manager.
10. No Special Board member shall participate or vote in any deliberation relating to issues or proposal in which he or she has a conflict of interest. A conflict of interest exists where the member:
 - 10.1. Has a material, current, or anticipated financial interest in the property, or is affected by the issues or proposed assessment to a greater degree than other members of his/her business classification, profession or occupation; or
 - 10.2. Is a director, trustee, officer, employee, or agent of a company or institution directly involved in the property; or

- 10.3. Is related by blood or marriage to an individual having any current or contemplated ownership interest in the subject property; or
 - 10.4. Is a personal friend of the applicant.
11. There will be no official audio or video recording of any of the meetings. There shall be no unofficial audio or video recordings made unless agreed to by all participants and then they will not be made part of the official record.

Board of Commissioners

Request for Board Action

Item Number: 2023-163

Meeting Date: 5/2/2023

Sponsor: Public Works

Title

Public Works Construction Quarterly Report for January 1, 2023 through March 31, 2023

Recommendation

Accept the Public Works Construction Quarterly Report for the period of January 1, 2023 through March 31, 2023.

Background and Rationale

A quarterly report of Public Works' construction contract modifications, such as quantity changes, change orders, and supplemental agreements authorized by the Administrative Code 3.40.27(i) is required to be provided to the Ramsey County Board by county board resolutions 91-061, 2001-93 and B2023-052.

The attached report summarizes authorized changes for the period January 1, 2023 through March 31, 2023. All are within the limits established by resolutions 2001-93 and B2023-052. Resolution B2023-052 adopted the 2023-2027 Transportation Improvement Program (TIP). The following link provides more detailed information on the TIP and links to current and future construction projects -

<https://www.ramseycounty.us/residents/roads-transit/transportation-improvement-program>

County Goals (Check those advanced by Action)

☐ Well-being ☐ Prosperity ☐ Opportunity ☒ Accountability

Racial Equity Impact

Any racial equity impacts would have been identified during the project delivery phase prior to construction.

Community Participation Level and Impact

Each project had gone through the appropriate level of community engagement prior to and during construction. The quarterly construction report is for information and made available to the public through this board agenda item.

☒ Inform ☐ Consult ☐ Involve ☐ Collaborate ☐ Empower

Fiscal Impact

Funding for these projects comes from various sources as identified and approved in the five-year TIP and are accounted for in the Public Works budget on a project basis at the time of contract award. Change orders and supplemental agreements are approved by participating funding agencies prior to execution.

Last Previous Action

On April 4, 2023, the Ramsey County Board adopted the Public Works 2023 - 2027 Transportation Improvement Program (Resolution B2023-052).

Attachments

1. Public Works Construction Quarterly Report

PUBLIC WORKS CONSTRUCTION QUARTERLY REPORT SUMMARY
For 1/1/2023 - 3/31/2023

NOTE: The changes identified below are those which occurred only during the first quarter of 2023.

| Contract Number | Amendment Number | Contractor's Name | Date Approved | Amount of Contract | Project | Purpose of Contract Changes | Authority |
|-----------------|------------------|------------------------------|---------------|--------------------|--|---|-----------|
| CC003090 | 3 | Shafer Contracting Inc. | 2/13/2023 | \$ 7,230.04 | Lexington Avenue Reconstruction between County Road E and I-694 | Supplemental Agreement 4 - Replacement of casting assembly due to deterioration over the winter. | 4.63.40a |
| CC003105 | 1 | Forest Lake Contracting, Inc | 2/13/2023 | \$ 2,904.00 | Reconstruction of Cleveland Avenue between Como and Larpenteur Avenues | Change Order 2 - Need to televise the lateral sewer at 1381 Cleveland for possible damaged prior to road construction. | 4.63.40a |
| CC003105 | 1 | Forest Lake Contracting, Inc | 2/13/2023 | \$ 30,803.85 | Reconstruction of Cleveland Avenue between Como and Larpenteur Avenues | Change Order 3 - Need to directionally bore in the interconnect under the existing trees. | 4.63.40a |
| CC003105 | 1 | Forest Lake Contracting, Inc | 2/13/2023 | \$ 560.00 | Reconstruction of Cleveland Avenue between Como and Larpenteur Avenues | Change Order 5 - Seed mixture needed to be installed along the sidewalk to prevent erosion of the soils. | 4.63.40a |
| CC003105 | 2 | Forest Lake Contracting, Inc | 2/22/2023 | \$ 5,725.50 | Reconstruction of Cleveland Avenue between Como and Larpenteur Avenues | Change Order 1 - Installation of temporary fencing along sidewalk during the state fair for the safety of the traveling public. | 4.63.40a |
| CC003105 | 2 | Forest Lake Contracting, Inc | 2/22/2023 | \$ 30,589.19 | Reconstruction of Cleveland Avenue between Como and Larpenteur Avenues | Change Order 4 - Installation of a bituminous wedge from the lip of curb to the lower wear course on Cleveland Avenue to protect the lip from possible damage during winter suspension. | 4.63.40a |

PUBLIC WORKS CONSTRUCTION QUARTERLY REPORT SUMMARY

For 1/1/2023 - 3/31/2023

| | | | | | | | | |
|----------|---|----------------------|-----------|----|----------|-------------------------------------|--|----------|
| CC003109 | 1 | Ti-Zack Concrete Inc | 2/13/2023 | \$ | 1,460.42 | 2022 Pedestrian Ramp Project | Change Order 1 - Repair to existing irrigation system at Central Park due to damaged caused during sidewalk removal. | 4.63.40a |
| CC003112 | 1 | Valley Paving Inc | 2/13/2023 | \$ | 820.20 | 2022 Bituminous Resurfacing Project | Change Order 1 - Need to furnish casting and lids due to existing ones broken prior to adjustments. | 4.63.40a |
| CC003117 | 1 | Valley Paving Inc | 3/9/2023 | \$ | 1,931.37 | Hugo Road Improvements Project | Change Order 1 - Need for the repair of existing culvert due to the top being broken prior to grinding of roadway. | 4.63.40a |

Board of Commissioners

Request for Board Action

Item Number: 2023-164

Meeting Date: 5/2/2023

Sponsor: Property Tax, Records & Election Services

Title

Agreement with City of New Brighton for Voting Equipment and Elections Services

Recommendation

1. Approve agreement with the city of New Brighton for a contract for election services from June 1, 2023 through December 31, 2026.
2. Authorize the Chair and Chief Clerk to execute the agreement.
3. Authorize the County Manager to approve and execute amendments to the agreement in accordance with the provisions of the agreement and all other terms and conditions remaining the same, in a form approved by the County Attorney's Office.
4. Approve an increase in the personnel complement of the Elections Office by 1.0 Full-Time Equivalent.

Background and Rationale

Ramsey County has been a statewide leader in developing and implementing contracts with municipalities and school districts in the county for administration of elections. These contracts have had the following benefits:

- Facilitated more uniformity in the administration of elections in the county.
- Reduced administrative costs through standardization of election materials and administrative processes.
- Improved the quality and accuracy of administration through increased specialization and development of expert knowledge by the Ramsey County Elections Office staff.

Ramsey County Election Services currently has contracts with 12 municipalities and 5 school districts. These contracts fund full-time employees within the Elections Office to carry out the terms and conditions of these contracts.

County Goals (Check those advanced by Action)

☐ Well-being ☒ Prosperity ☒ Opportunity ☒ Accountability

Racial Equity Impact

The contracts for election services promote racial equity uniformly throughout the county, ensuring election judges reflect the diverse community which they serve, comprehensive language assistance tools are provided in the polling places, and community engagement work encourages the widest possible participation in the elections process by members of the community, particularly by those individuals who are traditionally under-represented in the voting population. Services provided via the contracts that support racial equity include:

- Promotion and advancement of the strategic priorities and values of Ramsey County.
- Recruit, train, assign, and pay election judges.
- Procure and provide interpreter services to be available at absentee, early voting, and Election Day locations in accordance with Section 203 of the federal Voting Rights Act.
- Conduct civic engagement events regarding voter registration, absentee voting, election judge recruitment, and election related civics.

- Recruit student elections judges and teacher liaisons as part of Ramsey County's Student Election Judge program.

Community Participation Level and Impact

Work with Municipalities to ensure agreeable terms and conditions are met to provide election services that meets the needs of their local communities. Funds from this contract will be used for community engagement within the city of New Brighton.

☒ Inform ☒ Consult ☒ Involve ☒ Collaborate ☐ Empower

Fiscal Impact

The contract covers all associated costs with providing election services. Payment to Ramsey County for 2023-2024 is: New Brighton \$194,094. The cost of the 1.0 Full-Time Equivalent personnel addition to the Elections Office will be fully funded by this amount.

Ramsey County will provide an initial cost estimate for the 2023-2024 calendar years to the municipalities and school districts no later than April 1, 2023, and an initial cost estimate for the 2025-2026 calendar years by April 1, 2024. Costs will be adjusted as necessary by the county to account for the following factors:

1. Estimated voter turnout;
2. Labor contracts and agreements for non-represented employees approved by the Ramsey County Board of Commissioners;
3. Changes in the Consumer Price Index for the Minneapolis-Saint Paul metropolitan area, as determined by the U.S. Bureau of Labor Statistics for the previous two-year period;
4. Changes in state, federal, county, or city legal requirements, as applicable; and
5. Other factors having a significant impact on election costs.

Last Previous Action

On April 20, 2021, the Ramsey County Board authorized agreements with the cities of Falcon Heights, North Saint Paul, Roseville, and Vadnais Heights for elections services through December 31, 2026, and renewable for one additional two-year term (Resolution B2021-087).

On December 1, 2020, the Ramsey County Board authorized agreements with the cities of Arden Hills, Gem Lake, Mounds View, North Oaks, White Bear Lake, White Bear Township and Mounds View Independent School District 621 for the use of voting systems through December 31, 2026 (Resolution B2020-241).

Attachments

1. Agreement with the City of New Brighton

**Agreement Between Ramsey County
And The City of New Brighton for Election Services**

This is an agreement between the County of Ramsey, through the Ramsey County Elections Office, 90 West Plato Boulevard, St. Paul, MN ("County"), and The City of New Brighton, 803 Old Hwy 8 NW, New Brighton, MN ("City"), for the provision of election services by the County ("Agreement").

1. Term

This Agreement will be in effect for the period from June 1, 2023, through December 31, 2026 ("Initial Term"), unless earlier terminated pursuant to the provisions of this Agreement.

2. Renewal and Termination

This Agreement may be renewed for one additional two-year period by written agreement of the parties, in the form of an amendment to this Agreement. An amendment for renewal of this Agreement must be executed by all parties no later than June 1, 2026.

This Agreement may be terminated by any party by written notice to the other parties no later than June 1 of any year, effective on January 1 of the following year. Upon termination of this Agreement, the City-owned voting equipment and materials previously owned by the City related to elections will be returned to the City.

3. General Agreements

- a) This Agreement only applies to precincts located solely within Ramsey County.
- b) This Agreement only applies to regularly scheduled elections.
- c) The County will conduct all special elections required by law during the term of this Agreement on behalf of City. The costs of all special elections that are not held concurrently with a regularly scheduled State, County or City election will be billed to the city for the actual cost realized to conduct a special election. The city will also pay all costs applicable to any state special elections that are not conducted on the date of a regularly scheduled City or state election.
- d) If a city primary is required, the City will pay all costs applicable to the primary. The County shall invoice the City separately for the costs of the primary.
- e) The costs for Recounts for City elections will be billed separately from this Agreement for the actual costs realized.
- f) The costs for Ranked Voting Reallocation for the City will be billed separately from this Agreement for the actual costs realized.

4. County Responsibilities

Except as otherwise provided in this Agreement, the County will provide all services, equipment, and supplies as required to perform on behalf of the city and all election-related duties of the City specified in this Agreement. These duties will include:

- a) Promote and advance the strategic priorities and values of Ramsey County: People, Integrity, Community, Equity and Leadership.
- b) Recruit, train, and supervise staff to carry out the duties specified in this Agreement.
- c) Conduct annual inspection of the polling places established by the City according to Minnesota Statutes section 204B.16 in order to verify compliance with all state and federal accessibility requirements; make suggestions about polling locations to City based on feedback from voters, election judges, the polling location's administration, and annual surveys.
- d) Pay all rental costs for the Election Day, absentee, and early voting polling places.
- e) Recruit, train, assign, and pay election judges. Compensation to election judges will be in an amount as determined by the Ramsey County Board of Commissioners.
- f) Select and administer an election judge management system.
- g) Procure and provide interpreter services to be available at absentee, early voting, and Election Day locations in accordance with Section 203 of the federal Voting Rights Act.
- h) Carry out the duties of the city clerk described in Minnesota Election Law regarding the administration of the voting system and the requirements set-forth in the Joint Powers Agreement between the County and the municipalities in Ramsey County to administer the County's voting systems.
- i) Program, layout, approve, and print the ballots for all City elections.
- j) Prepare and transport all election materials to and from each Election Day, absentee, and early voting polling place. Provide election signs, forms, supplies, voting equipment, and other related materials for each Election Day polling place.
- k) Provide on-street parking and metered parking for early voting, absentee, and Election Day polling places.
- l) Compile, audit, and report election results and election statistics for dissemination to the appropriate canvassing boards, the public, and the media. Provide copy of election abstract to be used by City for their canvass.
- m) Provide election-related information on the County web site relating to City elections.

- n) Conduct recounts for City offices and ballot questions.
- o) Prepare, post, and publish notices of filing and election as required by Minnesota Statutes sections 205.13 and 205.16. Publish, post, and provide the sample ballots as required by Minnesota Statutes section 205.16.
- p) Administer all aspects of absentee voting carried out by the Municipal Clerk in Minnesota Chapter 203B, including all in-person absentee voting activities at absentee voting locations determined by the Ramsey County Auditor.
- q) Administer campaign finance reporting and economic disclosure activities designated to the City clerk in accordance with Minnesota Election Law.
- r) Perform all duties of the candidate filing officer, including the acceptance of affidavits of candidacy and petitions.
- s) Maintain a database and prepare maps of election districts and precinct boundaries. Provide maps in digital and print formats, available to the public.
- t) Retain all election records in accordance with Minnesota Election Law and data retention requirements.
- u) Conduct civic engagement events regarding voter registration, absentee voting, election judge recruitment, and election related civics.
- v) Recruit student elections judges and teacher liaisons as part of Ramsey County's Student Election Judge Program.

5. City Responsibilities

The City will perform the following election-related responsibilities:

- a) Provide the County with an inventory list of voting equipment and election related materials, owned by City, to be returned by the County upon termination of Agreement.
- b) Conduct the canvass of election results following every City election.
- c) Issue Certificates of Election in accordance with Minnesota Statutes sections 205.185 & 211A.05.
- d) Attend annual pre-election meetings held by the County and complete trainings required for state election officials as determined by the Minnesota Secretary of State.
- e) Send required mailed notice of levy referendum in accordance with Minnesota Statutes section 126C.17, subd. 9(b).

- f) Provide recruitment information about serving as an election judge within City and on the City's website.
- g) Provide the title and text of City questions to be placed on the ballot in accordance with Minnesota Statutes section 205.16 subd.4 or section 205A.05, subd.3
- h) As needed, identify new locations the City would prefer to use as precinct polling places on Election Day. Annually approve polling places in accordance with Minnesota Statutes section 204B.16. Provide resolution of approved polling locations to the County by the December 31 deadline set forth in section 204B.16.
- i) Draft, schedule, and approve all resolutions required of the City in Minnesota Election Law to administer elections.
- j) Designate a person who will be the principal contact for the County.

6. Office Space and Equipment Storage

The County will provide suitable office and warehouse space to conduct all election-related activities and for storage of election equipment and supplies.

7. Costs and Payment

Payments to cover the costs incurred by the County in the performance of the provisions of this Agreement for regularly scheduled elections will be made by the City in quarterly amounts. Payments will be due on March 31, June 30, September 30 and December 31 of each year.

The cost of election services for Regular Elections for the 2023-2024 calendar years will be \$194,094.00. The County will provide an initial cost estimate for the 2025-2026 calendar years to the City no later than April 1, 2024. Such initial cost estimates will become final if the County does not provide an updated cost estimate by July 1 of the year the cost estimates are provided. Costs will be adjusted as necessary by the County to account for the following factors: 1) estimated voter turnout; 2) labor contracts and agreements for non-represented employees approved by the Ramsey County Board of Commissioners; 3) changes in the Consumer Price Index for the Minneapolis-Saint Paul metropolitan area, as determined by the U.S. Bureau of Labor Statistics for the previous two-year period; 4) changes in state, federal, County, or City legal requirements, as applicable; and 5) other factors having a significant impact on election costs.

The County will notify the City of additional costs that it will incur as a result of changes to applicable election laws. The County will include and separately identify in any invoice for a regular election or a special election the cost that was incurred as a result of the enactment of new election laws.

8. Voting Systems

The cost of the operation and maintenance of the voting system is not included in this Agreement and is the subject of a separate agreement.

9. Insurance

Each party shall maintain such insurance as will protect such party from claims which may arise out of, or result from, the party's actions under this Agreement. During the term of this Agreement, the County and City will maintain, through commercially available insurance or on a self-insurance basis, property insurance coverage on the voting equipment each owns, for the repair or replacement of the voting equipment if damaged or stolen. Each party shall be responsible for any deductible under its respective policy. Each party hereby waives and releases the other parties, their employees, agents, officials, and officers from all claims, liability, and causes of action for loss, damage to or destruction of the waiving party's property resulting from fire or other perils covered in the standard property insurance coverage maintained by the parties. Furthermore, each party agrees that it will look to its own property insurance for reimbursement for any loss and shall have no rights of subrogation against the other parties.

10. Indemnification

Each party to this Agreement will be responsible for its own acts and omissions, and the acts and omissions of its officials, employees, and agents, and the results thereof, to the extent authorized by law and shall not be responsible for the acts of the other party, its officials, employees, and agents, and the results thereof. Liability shall be governed by applicable law. Without limiting the foregoing, liability of the parties shall be governed by the provisions of Minnesota Statutes Chapter 466 (Tort Liability, Political Subdivisions) or other applicable law. This provision shall not be construed nor operate as a waiver of any applicable limits of or exceptions to liability set by law. This provision will survive the termination of this Agreement.

11. Data Practices

All data created, collected, received, maintained, or disseminated for any purpose in the course of this Agreement is governed by the Minnesota Government Data Practices Act, any other applicable statute, or any rules adopted to implement the Act or statute, as well as federal statutes and regulations on data privacy.

12. Alteration

Any alteration, variation, modification, or waiver of the provisions of this Agreement shall be valid only after it has been reduced to writing and duly signed by all parties. Any amendment must be approved no later than June 1 of any year for implementation on January 1 of the following year.

13. Dispute Resolution

The Agreement shall be interpreted and construed according to the laws of the State of Minnesota. All litigation regarding this Agreement shall be venued in the appropriate State or Federal District Court in Ramsey County, Minnesota.

14. Severability

The provisions of this Agreement are severable. If any part of this Agreement is rendered void, invalid or unenforceable, such rendering shall not affect the validity and enforceability of the remainder of this Agreement.

15. Legal Representation

The Ramsey County Attorney's office will advise and represent the County in all election-related matters.

16. Independent Contractor

It is agreed that nothing in this contract is intended or should be construed as creating the relationship of agents, partners, joint ventures, or associates between the parties hereto or as constituting the County as the employee of the City for any purpose or in any manner whatsoever. The County is an independent contractor and neither it, its employees, agents, nor its representatives are employees of the City.

17. Entire Agreement

This Agreement shall constitute the entire agreement between the parties and shall supersede all prior oral and written negotiations.

IN WITNESS THEREOF, the parties have subscribed their names as of the last date written below.

RAMSEY COUNTY

By: _____
Chair
Ramsey County Board of Commissioners
Date: _____

By: _____
Chief Clerk
Ramsey County Board of Commissioners
Date: _____

Approval recommended:

By: Christina Tvedten
Elections Manager

Approved as to form:

By: Melitta Drechsler 4-7-23
Assistant County Attorney

CITY OF NEW BRIGHTON, MINNESOTA

By: _____
Name: Kari Niedfeldt-Thomas
Its: Mayor
Date: 3/28/23

By: _____
Name: Devin Massogus
Its: City Manager
Date: 3/28/23

Board of Commissioners

Request for Board Action

Item Number: 2023-119

Meeting Date: 5/2/2023

Sponsor: Workforce Solutions

Title

Appointment to the Workforce Innovation Board of Ramsey County

Recommendation

Appoint Lauren Hunter to represent Business on the Workforce Innovation Board of Ramsey County for a term beginning May 2, 2023 and ending July 31, 2023.

Background and Rationale

Local workforce development boards are required entities under the Workforce Innovation and Opportunity Act to provide oversight for the public workforce system. The Workforce Innovation Board (WIB) serves as the local workforce development board for Ramsey County. The 33 WIB members represent business, community-based organizations, one-stop center partners, labor, economic development, education and elected officials. Eighteen of the members are appointed by the Ramsey County Board of Commissioners and 15 are appointed by the Saint Paul City Council for two-year terms.

Currently, there is one Business opening on the WIB. An application was received from Lauren Hunter from UnitedHealth Group to serve the remainder of the open Business term, beginning May 2, 2023 and ending July 31, 2023.

It is the practice of the WIB Executive Committee to review membership applications and make recommendations to the appointing bodies. At its March 22, 2023 meeting, the Executive Committee reviewed Lauren Hunter's application and voted to recommend approval. On March 27, 2023, the application was forwarded to the Ramsey County Board of Commissioners for review and recommendation.

County Goals (Check those advanced by Action)

☒ Well-being

☒ Prosperity

☒ Opportunity

☒ Accountability

Racial Equity Impact

The WIB is committed to advancing racial equity; a commitment that starts from within by intentionality recruiting a diverse board reflective of the racial and ethnic makeup of the community. The WIB Executive Committee routinely assesses vacancies and analyzes a dashboard that tracks members' race/ethnicity and other demographics to identify gaps and inform the WIB's recruitment strategies. Currently, 61% of WIB members identify as White, 26% as African American, 3% as Asian/Pacific Islander, 3% as Native American and 6% as Latinx.

Although there has been improvement, the WIB acknowledges the need for further diversity among its members. Several strategies have been implemented to advance this priority. The WIB created a Membership Committee to focus on strategic recruitment and outreach efforts. Connections have been made with several local ethnic chambers to cultivate relationships and increase awareness of the WIB's work. The WIB Partnership and Outreach Committee developed a culturally inclusive partnership matrix which is being used to broaden the WIB's identity and reach when promoting membership opportunities.

Community Participation Level and Impact

The WIB harnesses the knowledge and expertise of its members, representing a wide variety of roles within the community, to collectively develop strategic solutions that address employer and job seeker needs. Broadening the pool of prospective members by leveraging community relationships is a key component of the WIB's recruitment strategy. Membership opportunities are promoted online through the WIB, county and city of Saint Paul websites and by WIB members through their networks. Although its membership criteria is legislatively mandated, the WIB seeks to bring additional community engagement to its work through participation on its committees and workgroups. The WIB Executive Committee reviews membership applications and makes recommendations to the county board. The WIB Chair appoints committee members.

The WIB is responsible for setting strategic direction and providing oversight for the public workforce system in Ramsey County. As a policy-making board, the WIB helps shape priorities for programs and services that support both job seekers and employers in our community. During the onset of the COVID-19 pandemic, the WIB swiftly established a Workforce Recovery Taskforce to provide support and guidance on Workforce Solutions' community response efforts. The WIB Policy and Oversight Committee advocates for legislation and policies that benefit our community and addresses local business and workforce needs. Additionally, the WIB engages with Ramsey County's Economic Competitiveness & Inclusion Vision Plan as the Workforce Development Working Group with the goal of ensuring an aligned workforce system that meets local industry needs. The WIB's strategic priorities and Ramsey County's goals of well-being, prosperity, opportunity and accountability are aligned. For more information on the WIB, please visit

[ramseycounty.us/wib <https://www.ramseycounty.us/your-government/leadership/advisory-boards-committees/workforce-innovation-board-ramsey-county/guiding-documents>](https://www.ramseycounty.us/your-government/leadership/advisory-boards-committees/workforce-innovation-board-ramsey-county/guiding-documents).

☒ Inform ☒ Consult ☐ Involve ☐ Collaborate ☐ Empower

Fiscal Impact

Representatives on the WIB do not receive county compensation, they contribute their time and expertise to the county to provide guidance and oversight to county workforce policies and programs. Members may request reimbursement for mileage and parking expenses.

Last Previous Action

On June 28, 2022, the Ramsey County Board of Commissioner approved the appointment of John Perlich to the Workforce Innovation Board (Resolution B2022-155).

Attachments

1. County Appointment Checklist
2. WIB Membership Roster

Checklist For County WIB Appointments

| | |
|---------------------------------|--|
| Applicant: | Lauren Hunter |
| Category: | Business |
| Employer: | UnitedHealth Group |
| Title: | Associate Director – DEI National Strategic Partnerships |
| Lives in RC? | Yes |
| Works in RC? | No |
| Provides Services in RC? | Yes |

Workforce Innovation Board of Ramsey County Member Roster

As of March 22, 2023

| Member | Category | Current Term | Member Since |
|-------------------------|------------------------------|------------------------|---------------------|
| Shym Cook | One-Stop | 10/19/2021 - 7/31/2023 | 2021 |
| Becky Degendorfer | Business | 8/1/2021 - 7/31/2023 | 2020 |
| Karen Gerdin | Education | 8/1/2021 - 7/31/2023 | 2021 |
| Jennifer Germain | One-Stop | 8/1/2022 - 7/31/2024 | 2018 |
| Lisa Guetzkow | One-Stop | 8/1/2021 - 7/31/2023 | 2019 |
| Susan Jambor | Business | 8/1/2022 - 7/31/2024 | 2020 |
| Hyon Kim | Business | 8/1/2022 - 7/31/2024 | 2020 |
| Pamela Maldonado | Community-Based Organization | 4/19/2022 - 7/31/2023 | 2022 |
| Camila Mercado Michelli | Community-Based Organization | 8/1/2022 - 7/31/2024 | 2020 |
| Sean Mullan | Business | 8/1/2021 - 7/31/2023 | 2011 |
| Donald Mullin | Labor | 8/1/2021 - 7/31/2023 | 2015 |
| Koami Pedado | Business | 8/1/2021 - 7/31/2023 | 2019 |
| John Perlich | Business | 8/1/2022 - 7/31/2024 | 2022 |
| Elisa Rasmussen | Business | 8/1/2022 - 7/31/2024 | 2020 |
| Julie Thiel | Business | 8/1/2021 - 7/31/2023 | 2020 |
| Tracy Wilson | Education | 8/1/2021 - 7/31/2023 | 2015 |
| <i>Lauren Hunter</i> | Business | - | Appointment pending |

Board of Commissioners

Request for Board Action

Item Number: 2023-147

Meeting Date: 5/2/2023

Sponsor: Community & Economic Development

Title

Presentation: Update on Solicitations for Critical Corridors, Community Development Block Grant, and Housing Development

Recommendation

None. For information and discussion only.

Background and Rationale

Community & Economic Development (CED) hosted solicitations in spring 2023 to implement strategies and actions outlined in the Economic Competitiveness & Inclusion (ECI) Plan. This presentation reviews the processes for all solicitations.

The Critical Corridors programs align with the ECI Plan strategies around fostering inclusive economic development within county corridors, supporting equitable development, and developing pathways to entrepreneurship and business ownership in racially and ethnically diverse communities. They are funded by the Housing and Redevelopment Authority (HRA) levy.

Community Development Block Grant (CDBG) Public Services, Programs and Facilities is an annual federal entitlement grant administered by CED for projects that serve low-to-moderate income suburban residents and/or census block groups.

The 2023 Housing Development Solicitation continues the effort to increase the supply of deeply affordable housing in the county. It consolidates four funding sources into a “one-door” application for public, nonprofit and private developers: American Rescue Plan Act (ARPA), Community Development Block Grant (CDBG), Home Investment Partnerships Act (HOME), and HRA levy

Attachments

1. Presentation

**Policy Presentation:
Update on Solicitations for Critical Corridors,
Community Development Block Grant, and Housing Development**

Agenda

- Background
- Critical Corridors Solicitations
- Community Development Block Grant (CDBG)
Public Services, Programs and Facilities
Solicitation
- Housing Development Solicitation

Background



A Holistic Plan

County Goals

1

Cultivate economic prosperity and invest in neighborhoods with concentrated financial poverty

2

Enhance access to opportunity and mobility for all residents and businesses

Strategies

1

Ensure place-based inclusion, create resilient and equitable communities

- Preserve and increase the supply of rental housing units for lowest-income residents
- Expand affordable homeownership opportunities and improve housing stability for communities that have experienced historic wealth extraction
- Foster inclusive economic development within county transit, economic, and cultural corridors
- Support communities in equitable site development



2

Foster economic competitiveness, innovation, and transformation

- Sustain and accelerate workforce recovery programs
- Develop pathways to entrepreneurship and Black, Latinx, Asian, and Indigenous business ownership
- Attract and grow high-wage industry and innovation: technology, advanced manufacturing, and life sciences
- Strengthen business retention and expansion infrastructure to support communities



Critical Corridors Solicitations

Critical Corridors

- Background
 - Definition: major transportation, economic, and cultural corridors.
 - Funded by the Housing & Redevelopment Authority (HRA) levy.
 - Total funding available for 2023: ~\$1.7M.
- Program Goals
 - Boost connectivity between transportation, housing and jobs.
 - Create more compact, walkable environments.
 - Enhance pedestrian access and safety.
 - Support vibrant business districts.
- Programs
 - Pre-Development Planning
 - Commercial Corridor Initiative
 - Development & Infrastructure

Critical Corridors Solicitation

- Community & Economic Development (CED) hosted the first Critical Corridors solicitations in Fall 2022.
- Two solicitations were hosted in this spring: Pre-Development Planning and Commercial Corridor Initiative.
 - ~\$200,000 available.
 - Timing:
 - Solicitations opened: March 7, 2023.
 - Solicitations closed: April 4, 2023.
 - Policy Presentation to County Board: May 2, 2023.
 - Award Recommendations to HRA Board: June 6, 2023.
- Development & Infrastructure:
 - ~1.5M available.
 - Timing: Fall 2023

Pre-Development Planning



Program Purpose:

- Assist local communities in preparing for equitable redevelopment and public improvements within critical corridors.
- Facilitate pedestrian, bicycle, and transit access to connect residents to housing, jobs and destinations while furthering environmental, public health, racial equity and economic prosperity goals.

Pre-Development Planning

- Received eight eligible applications for a total of \$293,000 in requests:
 - Five applications in the City of Saint Paul, for a total of \$158,000 in requests.
 - Three applications in Suburban Ramsey County, for a total of \$135,000 in requests.
- Applications include activities in four cities:
 - Falcon Heights
 - Maplewood
 - Saint Paul
 - Vadnais Heights

Commercial Corridor Initiative



Program Purpose:

- Strengthen suburban small business districts by investing in pathways to entrepreneurship for racially and ethnically diverse communities and supporting thriving main streets.

Commercial Corridor Initiative

- Received three eligible applications for a total of \$101,900 in requests:
 - Eligibility limited to Suburban Ramsey County.
- Applications include activities in four cities:
 - Gem Lake
 - Mounds View
 - Vadnais Heights
 - White Bear Lake

Evaluation Process

- Evaluation Teams included representatives from:
 - Ramsey County: CED, Public Works & Multi-Modal Planning, Workforce Solutions.
 - Outside partners: Metropolitan Consortium of Community Development (MCCD) (Open to Business), Metropolitan Council.
- Reviewers independently evaluated applications.
- Evaluation Teams discussed and prioritized applications.
- CED Leadership reviewed and made funding recommendations, taking into account:
 - Geographic distribution of projects.
 - Funding needs.

Next Steps

- Award recommendations will be presented to the Housing and Redevelopment Authority on June 6, 2023.
- Next solicitation: Development & Infrastructure, Fall 2023.

2023 Community Development Block Grant (CDBG) Public Services, Programs and Facilities Solicitation

CDBG Public Services, Programs and Facilities

- Background
 - CDBG is an annual entitlement grant from HUD administered by Community & Economic Development
 - The 2023 award is \$1,202,421
 - Serves low-to-moderate income suburban residents and/or suburban low-to-mod suburban census block groups
- Eligible Uses
 - Public Services (up to 15% of grant)
 - Public Facilities (infrastructure improvements, nonprofit facilities)
 - Housing Programs
 - Owner-occupied housing rehabilitation
 - Affordable rental rehabilitation
 - Owner- occupied housing acquisition
 - Administration (up to 20%)

Solicitation Timeline

- 2023 CDBG Public Services, Programs and Facilities Solicitation
 - Solicitation opened: February 14, 2023
 - Solicitations closed: March 21, 2023
 - Review Process: March 21 - April 6, 2023
 - Public Comment Period: April 8 - May 8, 2023
 - Policy Presentation to County Board: May 2, 2023.
 - Public Meeting at Roseville Library: May 8, 2023, 6-7pm
 - Award Recommendations to HRA Board: May 9, 2023

Summary of Applications

- Received 15 eligible applications requesting \$1,831,179
 - 8 applications requested \$597,180 for Public Services
 - 4 applications requested \$682,000 for Housing Programs
 - 3 applications requested for \$552,000 for Facilities

*Three applications from the 2023 Housing Development Solicitation were also eligible for CDBG funds under housing acquisition and rehabilitation

Recommended CDBG Activities

Public Services

- MN One Stop for Communities Program Services- \$40,000
- HOME Line Tenant Hotline - \$39,937
- HousingLink Rental Housing Search - \$19,000
- Open Arms of MN, Nutrition Program - \$20,000
- White Bear Area Food Shelf, Food Support - \$20,000
- Keystone Community Services, Mobile Food Shelf - \$20,000
- Interfaith Action of Greater Saint Paul, Department of Indian Work - \$20,000

Housing Acquisition, Rehabilitation and Facilities

- Slipstream Inc., Manufactured Home Critical Repair- \$225,000
- CAPRW, Single Family Critical Repair and Rehab- \$150,000
- Twin Cities Habitat for Humanity, Acquisition Rehab - \$150,000
- Hammer Residences, Scattered site rehab - \$148,000
- MN One Stop for Communities Acquisition- \$90,000
- Twin Cities Habitat for Humanity, A Brush with Kindness - \$10,000
- Hearts and Hammers- \$10,000

2023 Housing Development Solicitation

2023 Housing Development Solicitation

- The 2023 Housing Development Solicitation consolidates four funding sources into a “one-door” application for public, nonprofit and private developers:
 - American Rescue Plan Act (ARPA)
 - Community Development Block Grant (CDBG)
 - Home Investment Partnerships Act (HOME)
 - Housing Redevelopment Authority (HRA) levy
- General Eligible Uses:
 - New construction of affordable multi-family rental housing, including permanent supportive housing.
 - Rehabilitation of affordable multi-family rental housing, including permanent supportive housing.
 - Acquisition funds for existing owner-occupied units for affordable homeownership projects.

Timeline

- Solicitation opened: February 14, 2023
- Solicitations closed: March 14, 2023
- CDBG/HOME project review: March 15- April 6, 2023
- ARPA/HRA project review: March 15- April 24, 2023
- CDBG/HOME recommendations to HRA Board: May 9, 2023
- ARPA recommendations to County Board: June 6, 2023
- HRA recommendations to HRA: June 6, 2023

Summary of Applications

- Received 27 eligible applications for a total request of \$65,777,465
 - Three applications are for single family acquisition funds with a total request of \$5,560,000
 - 13 applications are for new construction with a total request of \$32,578,659
 - 11 applications are for preservation of existing housing units with a total request of \$27,638,806
- Geographic Split
 - 19 applications are for projects within the City of Saint Paul with a total request of \$50,805,763
 - Eight applications are for projects in Suburban Ramsey County with total a request of \$14,971,702
 - Communities include Little Canada, Maplewood, Roseville, Saint Paul, Shoreview and White Bear Lake

Evaluation Process

- CED staff review applications for initial eligibility
- Each application is reviewed and scored in four categories by internal team that includes CED, Policy & Planning and Finance
 - Financial and Project Feasibility (30 points)
 - Affordability (30 points)
 - Organizational Capacity (10 points)
 - Strategic Alignment and Priorities (30 Points)
 - Economic Competitiveness and Inclusion Plan
 - Deeply Affordable Housing Initiative Engagement Report
 - Equitable Development Framework
- Additional review is done by Housing Stability, City of Saint Paul, State of Minnesota and Baker Tilly, county's third-party financial advisor.

Next Steps

- HOME and CDBG recommended awards will be presented to the Housing and Redevelopment Authority on May 9, 2023.
- HRA recommended awards will be presented to the Housing and Redevelopment Authority on June 6, 2023.
- ARPA recommended awards will be presented to the County Board on June 6, 2023.
- Emerging Developers Solicitation will open in Summer 2023.

Thank you!