

# SAINT PAUL LONG-RANGE CAPITAL IMPROVEMENT BUDGET COMMITTEE MEETING AGENDA

Monday, February 12, 5:00 – 7:00 pm | Rondo Community Library

- |             |   |                              |        |
|-------------|---|------------------------------|--------|
| <b>I.</b>   | <b>Call to Order</b>  | <b>Chair Tobolt</b>          | 5 min  |
| <b>II.</b>  | <b>Roll Call and Establish Quorum / Introduction Icebreaker</b>             | <b>Chair Tobolt</b>          | 5 min  |
|             | If you suddenly had an extra room in your house, what would you do with it? |                              |        |
| <b>III.</b> | <b>Approval of Meeting Agenda</b>   |                              |        |
| <b>IV.</b>  | <b>Approval of Minutes: <a href="#">January 8, 2024</a></b>                 | <b>Chair Tobolt</b>          | 5 min  |
| <b>V.</b>   | <b>New Business</b>   |                              |        |
|             | <b>a. Budget Amendment Resolutions</b>                                      |                              | 20 min |
|             | <b>i. <a href="#">Fire: RES PH 24-30</a></b>                                | <b>Fire Department</b>       | 5 min  |
|             | Fire Dept Capital Maint Budget Adjustment \$26,250                          |                              |        |
|             | <b>ii. <a href="#">Parks: RES PH 24-35</a></b>                              | <b>Alice Messer</b>          | 5 min  |
|             | Wakan Tipi Grant Bud Amd \$2.5M   |                              |        |
|             | <b>b. Update: Social Gathering</b>  | <b>Chair Tobolt</b>          | 10 min |
|             | March 4, 2024, 5 pm at Shamrocks  |                              |        |
|             | <b>c. Community Proposal Process</b>  | <b>Nichelle Bottko Woods</b> | 5 min  |
|             | <b>i. <a href="#">Timeline and Additional Meetings</a></b>                  |                              |        |
|             | <b>ii. <a href="#">Applications and Scoring</a></b>                         |                              |        |
| <b>VI.</b>  | <b>Announcements</b>  |                              |        |
|             | a. Next Meeting: Monday, March 11, 2024                                     |                              |        |
| <b>VII.</b> | <b>Adjournment</b>  |                              |        |

# SAINT PAUL LONG-RANGE CAPITAL IMPROVEMENT BUDGET COMMITTEE MEETING MINUTES

Monday, January 8<sup>th</sup> 5:00 – 7:00 pm | Rondo Community Library

- I. Call to Order at 5:02 by Chair Tobolt
- II. Roll Call and Establish Quorum / Introduction Icebreaker
  - a. Members in attendance: Makayla Cox, Lauren Dees-Erickson, Raymond Hess, Robert (Brian) Jackson, Pat McQuillan, William (Liam) O'Brien, Darren Tobolt, Elsa Vega Perez, Pang Yang,
  - b. Members excused: Carl Johnson, Demetrius Shaw
  - c. Members Absent: Jack Fei
  - d. City Staff and Community Members in Attendance: Dan Malmgren, Police Department; Jill LaCasse, Fire Department; Alice Messer, Tom Hagel, Stephany Aguirre Lopez, Director Rodriguez, Parks Department; Tim Jenson, Libraries; Nichelle Bottko Woods, Sarah Brown, John McCarthy, Office of Financial Services; Noel Nix, Mayor's Office, Jane McClure, Villager / Monitor.
- III. Approval of Meeting Agenda: Hess moved Obrien seconded to approve the agenda, motion passed.
- IV. Approval of Minutes: December 11: Vega Perez moved, and O'Brien seconded to approve the minutes, motion passed.
- V. Unfinished Business
  - a. Capital and Deferred Maintenance: Bruce Engelbrekt presented on the Capital and Deferred Maintenance Process, and shared the recommendations to the committee which were developed by the Capital Maintenance Team. The Phase 2 process had the following steps:
    - i. Full CIB Committee review of all project proposals (new)
    - ii. Capital Maintenance Team Review and Funding Recommendation with members from each department and 3 CIB committee members to review scores and prioritize.
    - iii. CIB Committee review of recommendations from Capital Maintenance Team-Final Committee recommendation to Mayor (current)
    - iv. Mayor Review of CIB Committee Recommendations and final proposal
    - v. Administrative Order sent to City Council and Funds distributed.

The final recommendation as determined by the capital maintenance Team were reviewed in more detail and committee members. Noel Nix shared additional information about the movement of Parks projects from Capital Maintenance to newly created sales tax dollars, freeing up additional funding for all other submitted projects. Committee members were able to ask questions about the proposals and process. Committee members who served on the Capital Maintenance shared that they found the process clear and found that they benefitted from working with the City staff to better understand department priorities, and extenuating circumstances related to how department priorities and committee scores deferred. They also were concerned about the length of time needed to score all capital maintenance tam proposals.

Committee members asked What is maintenance, and specifically how does the SPPD gun range qualify? DC Malmgren shared that the Gun range has been around 1973 and 80s, and has deteriorated to the point of disuse. The City Attorney decision was that it is okay to spend money outside of City limits as long as we have the rights for the term of the bond, even if we don't own the property- this is also true about the k9 facility. Our Police Department uses the facilities for their own use lease until 2079, they do train other departments and use it for licensing requirements. The facility receives \$60,000 in revenue from training other departments.

Hess moved to accept and forward the Capital Maintenance Team recommended funding. Vega-Perez seconded.

Vega Perez moved to amend the motion to amend the police department funding to Challenges with Police department discussion- support 20% of recommendation 295,555. The amendment was seconded by Dees-Erickson. Discussion included that the intention of the amendment was to fund 20% toward existing building. The amendment- passed. Motion passed as amended.

#### VI. New Business

- a. Budget Amendment Resolutions: John McCarthy spoke to the sales tax amendments, the ballot question and process. The following resolutions are the first budget actions related to the sales tax- the ongoing process related to Sales Tax projects is still being determined, but City departments are committed to coming back regularly for each wave of projects with the goal to be able to show progress this year.
  - i. Public Works: RES PH 24- 1 Budget Amendment for 2024 Sales Tax Projects: Dees-Erickson moved to recommend approval, and Elsa Vega Perez seconded. Anne Weber presented on the 5-year plan and the sales tax amendment for public works, and answered committee questions. Motion passed.
  - ii. Parks Res PH 24-3 1% Sales Tax Implementation Bud Amd for Parks: Vega perez moved, Yang seconded to recommend approval. Director Rodriguez and Alice Messer presented on the motion and answered committee questions. The resolution is organized around annual programs. Tom Hagel was able to answer clarifying questions. Additional questions around decisions making related to materials chosen for paving, synthetic fields and irrigation? Motion passed
- b. Update: Social Gathering March 4, 2024 5 pm: Chair Tobolt explained that the event would be held at Shamrocks.
- c. Agenda Distribution Timing- Switch to Fridays Committee members discussed agenda distribution and agendas will be distributed to committee members the Friday before the meeting.
- d. 2024 -2025 Community Proposal Process First Look: Nichelle Bottko Woods shared the Community Process application questions and scoring matrix. Discussion on the process, comparing to previous process. The next meeting should include a review of the last process, and review of eligibility.

#### VII. Adjournment: the meeting was adjourned at 6:55 pm



# City of Saint Paul

City Hall and Court House  
15 West Kellogg Boulevard  
Phone: 651-266-8560

## Legislation Text

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**File #: RES PH 24-30, Version: 1**

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Amending the financing and spending plans in the Fire Department Capital Maintenance Budget to transfer \$26,250 of CIB funding from the 2021 Fire Capital Maintenance Projects to the 2024 Fire Capital Maintenance Projects.

WHEREAS, the Fire Department has a budget of \$89,634.00 in the 2021 Fire Capital Maintenance Projects; and

WHEREAS, in the 2021 Fire Capital Maintenance Projects there is a remaining balance of \$63,992.50; and

WHEREAS, during the Fire Station 51 remodeling project, it was discovered the chimney tower needs to be replaced and the cost is \$26,250; and

WHEREAS, the Fire Department is requesting approval to use some of the remaining funds in the 2021 Fire Capital Maintenance Projects to be used for the chimney tower replacement in 2024; and

WHEREAS, the Mayor, pursuant to Section 10.07.4 of the Charter of the City of Saint Paul, does certify that there are available for transfer of appropriation of funds of \$26,250; now, therefore be it

RESOLVED, by the City Council of Saint Paul, upon recommendation of the Mayor and advice of the Long Range Capital Improvement Budget Committee, that \$26,250 is available for transfer of appropriation in the Capital Improvement Budgets, as heretofore adopted and amended by this Council, be hereby further amended in the Improvement Budget.

See Attachment "Capital Maint Budget Adjustment \$26,250"

[To be filled out by the CIB Executive Secretary.]

**City of Saint Paul Financial Analysis**

1 File ID Number: RES PH 24-30  
 2  
 3 Budget Affected: CIB Budget Fire and Safety Services Capital  
 4  
 5 Total Amount of Transaction: 26,250.00  
 6  
 7 Funding Source: Transfer of Appropriations  
 8  
 9 Appropriation already included in budget? Yes  
 10  
 11 Charter Citation: City Charter 10.07.4  
 12  
 13

14 **Fiscal Analysis**

15  
 16 Transferring \$26,250 of CIB Funding from 2021 Capital Maintenance Projects into 2024 Capital Maintenance Projects for the chimney tower  
 17 replacement at Fire Station 51.  
 18  
 19  
 20  
 21  
 22  
 23

24 **Detail Accounting Codes:**

**GENERAL LEDGER (GL) - ANNUAL BUDGET**

28 **Spending Changes**

29 (Action Accomplished)

GL Annual Budget				CURRENT		AMENDED
Company	Fund-Dept-Cost Center	Account	Description	BUDGET	CHANGES	BUDGET
1	XXXXXXXX	XXXXX	(Item description)	-	-	-
1				-	-	-
				TOTAL:	-	-

37 **Financing Changes**

38 (Action Accomplished)

GL Annual Budget				CURRENT		AMENDED
Company	Fund-Dept-Cost Center	Account	Description	BUDGET	CHANGES	BUDGET
(Choose Company)	XXXXXXXX	XXXXX	(Item description)	-	-	-
				TOTAL:	-	-

**PROJECT LEDGER (AC) - LIFE TO DATE PROJECT BUDGET**

47 Complete this section for Grants, Capital, Capital Bond Proceeds, STAR, TIF, and HRA amendments.

49 **Spending Changes**

50 (Action Accomplished)

Life to Date Project Budget				CURRENT		AMENDED
Project Group	Project	Account Category	Description	BUDGET	CHANGES	BUDGET
C-FMSCAP	C219T05193005	64505	General Repair Maint SVC	89,634	(26,250)	63,384
C-FMSCAP	C249T05493005	64505	General Repair Maint SVC		26,250	26,250
					-	

57 **Financing Changes**

58 (Action Accomplished)

Life to Date Project Budget				CURRENT		AMENDED
Project Group	Project	Account Category	Description	BUDGET	CHANGES	BUDGET
C-FMSCAP	C219T05193005	56021	Intra Fund In Bond Draw	89,634	(26,250)	63,384
C-FMSCAP	C249T05493005	56024	Intra Fund In Bond Draw		26,250	26,250
				TOTAL:	-	89,634













# City of Saint Paul

City Hall and Court House  
15 West Kellogg Boulevard  
Phone: 651-266-8560

## Legislation Text

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**File #: RES PH 24-35, Version: 1**

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Amending the financing and spending plan in the Department of Parks and Recreation in the amount of \$2,500,000 for construction for the Wakan Tipi Center project at the Bruce Vento Nature Sanctuary.

WHEREAS, the State Legislature appropriated \$2,500,000 for the Wakan Tipi Center project in 2023; and

WHEREAS, the Department wishes to amend the financing and spending plan for said project; and

WHEREAS, the Department will provide construction management and implementation services for the project in accordance with an approved development agreement; and

WHEREAS, the Mayor, pursuant to Section 10.07.1 of the Charter of the City of Saint Paul, does certify that there are available for appropriation, funds of \$2,500,000 in excess of those estimated in the 2024 Capital Improvement Budget; now, therefore, be it

RESOLVED, by the City Council of the City of Saint Paul, upon recommendation of the Mayor and the advice of the Long Range Capital Improvement Budget Committee, that \$2,500,000 is available for appropriation in the 2024 Capital Improvement Budget, and said 2024 budget, as heretofore adopted by the Council, is hereby amended as attached.

See Attachment

[To be filled out by the CIB Executive Secretary.]

**City of Saint Paul Financial Analysis**

1	File ID Number:	RES PH 24-35		
2				
3	Budget Affected:	CIB Budget	Parks and Recreation	Capital
4				
5	Total Amount of Transaction:	2,500,000		
6				
7	Funding Source:	Grant		
8				
9		Appropriation already included in budget?	No	
10				
11	Charter Citation:	10.7.4		
12				
13				

**Fiscal Analysis**

16 Amending the 2024 Capital Improvement Budget financing and spending plan in the Department of Parks and Recreation in the amount of  
 17 \$2,500,000 to reflect grant funding from the State of Minnesota for the Wakan Tipi Construction Project.

**Detail Accounting Codes:**

**GENERAL LEDGER (GL) - ANNUAL BUDGET**

**Spending Changes**

(Action Accomplished)

GL Annual Budget				CURRENT	CHANGES	AMENDED
Company	Fund-Dept-Cost Center	Account	Description	BUDGET		BUDGET
1	40041900	76805	Capital Expenditure	-	2,500,000	2,500,000
				TOTAL:	-	2,500,000

**Financing Changes**

(Action Accomplished)

GL Annual Budget				CURRENT	CHANGES	AMENDED
Company	Fund-Dept-Cost Center	Account	Description	BUDGET		BUDGET
1	40041900	43401	State Grant	-	2,500,000	2,500,000
1	40041900	43905	Met Council	-	-	-
1	40041900	55505	Outside Contributions & Donations	-	-	-
1	40041900	56235	Transfer from Capital Project Fund	-	-	-
				TOTAL:	-	2,500,000

**ACTIVITY LEDGER (AC) - LIFE TO DATE ACTIVITY BUDGET**

Complete this section for Grants, Capital, Capital Bond Proceeds, STAR, TIF, and HRA amendments.

**Spending Changes**

(Action Accomplished)

Life to Date Activity Budget				CURRENT	CHANGES	AMENDED
Activity Group	Activity	Account Category	Description	BUDGET		BUDGET
G-Grants	C213D12701144	76205	Buildings and Structures	7,858,719	2,500,000	10,358,719
				TOTAL:	7,858,719	2,500,000

**Financing Changes**

(Action Accomplished)

Life to Date Activity Budget				CURRENT	CHANGES	AMENDED
Activity Group	Activity	Account Category	Description	BUDGET		BUDGET
G-Grants	C213D12701144	43499	State Grant	-	2,500,000	2,500,000
G-Grants	C213D12701144	43905	Met Council	4,000,000	-	4,000,000
G-Grants	C213D12701144	55505	Outside Contributions & Donations	3,702,185	-	3,702,185
G-Grants	C213D12701144	56235	Transfer from Capital Project Fund	156,534	-	156,534

TOTAL: 7,858,719 2,500,000 10,358,719

# SAINT PAUL LONG-RANGE CAPITAL IMPROVEMENT BUDGET COMMITTEE COMMUNITY PROPOSAL APPLICATION QUESTIONS

The way that public places and spaces in our city look, feel, and function can have an impact on the public safety outcomes in our community. This year, we want to hear from you about where our city government can make infrastructure investments that will help create safe community outcomes. While we want to hear all your ideas, **note that for our capital improvement budget we can only fund ideas that are related to infrastructure owned and maintained by the City.** Also, your proposed investment must be something that will last 10 years or more. We will invite eligible ideas to discuss some additional details with city staff.

The City of Saint Paul is accepting project proposals until **XXX at 11:59pm**. Use the link below to answer the following questions regarding your proposed project. We recommend completing the answers in a separate document and then cutting and pasting into the survey form.

1. Project Title
2. Brief (1-2 sentence) Summary of Project
3. Project Location (Please use something specific like intersection, street address, park name, etc.)
4. Affected Ward(s)
5. Affected Neighborhood District Council(s)
6. How does this project advance the principles of Crime Prevention Through Environmental Design (CPTED)? The four principles of CPTED are: Natural Surveillance, Natural Access, Territorial Reinforcement, Physical Maintenance and Activity Support. Remember, connection to the principles of CPTED will be an important component in project scoring.)
7. What data supports the public safety concerns that your proposed project is intended to address?
8. Please describe the project. Be sure to include a physical description.
9. Please provide pertinent information on the purpose and justification for this project. Please consider the following questions in your response: What specific physical characteristics make this space feel unsafe? Why is this space or place important to the community? How would this place look or feel safer as a result of your project? Does this project address an

inequity or otherwise support diversity and inclusion? What does publicly available data like crime reports or crash data tell us about safety in the area where this project is located? Check out the crime and crash data on [information.stpaul.gov](http://information.stpaul.gov) to support your proposal.

10. Have grants or other matching funds for this project been secured?
11. Please elaborate on whether/how this project remediates health or safety issues that pose a danger to others.
12. Describe the current and potential usage of this project, using the following questions as a guide: How is this space currently used? How will this project change the use of this space? How will this project/improvement meet the needs of the surrounding community/those who will use it?
13. Please describe the impact this project will have on the community. As applicable, address issues such as: Potential to enhance neighborhood stability or quality of life, Right fit (supports or enhances the cultural characteristics of the surrounding community), Proximity to Area of Concentrated Poverty where 50% or more of residents are people of color (ACP50 Map), Art/aesthetics, Unmet need, Accessibility, Potential long-term positive/negative effects on community, Historical or cultural significance of asset, Public safety, Equitable and inclusive design.
14. Upload any files that will help us evaluate your proposal
15. What else would you like to tell us about this project that was not addressed in the questions above?

Again, please focus your ideas on investments in public infrastructure that will help enhance safety. **Examples of investments that are NOT eligible for capital funding include: increases or decreases to department staffing, investments or changes to private property such as homes or businesses, trimming or removing trees or plantings (although planting new trees or bushes may be eligible).**

For more information on our capital improvement budget and Crime Prevention Through Environmental Design, follow the links above or below. For ideas related to improving businesses or other private property, check out our [Neighborhood STAR program](#).



2022 CIB Community Proposal Scoring Guide  
 Updated May 2022

Category	Very Poor (0.5 points)	Poor (1 point)	Adequate (2 points)	Good (4 points)	Very Good (6 points)
<b>Condition</b>	Not articulated or asset is totally functional and reliable.	Asset is functional, but could benefit from rehabbing or replacement.	Moderate need relative to similar projects. Functions as a result of numerous ongoing repairs.	Project addresses a critical and urgent need (health/safety risk), significantly extends life of asset, or fills a gap in the system.	Project addresses a critical and urgent need (health/safety risk) and significantly extends life of asset or fills a gap in the system.
<b>Usage</b>	Not articulated.	Low current or potential usage. Does not seem to meet specific needs of community.	Moderate current or potential usage. Meets some needs of community.	Heavy current or potential usage.	Heavy current and potential usage.
<b>Equity and Inclusion</b>	Not articulated.	Proposal demonstrates minimal understanding of community needs and is not explicitly linked to a defined need or community benefit.	Need is described but evidence offered for the need is incomplete or not specific to the community where project will exist.	Proposal describes a need for the proposed project that is specific to the community that, if unmet, will contribute to disparities. Clearly advances equity, inclusion, or accessibility.	Proposal clearly describes a need for the proposed project that is specific to the community that, if unmet, will contribute to disparities. Clearly advances equity, inclusion, and accessibility.
<b>Strategic Investment</b>	Not articulated.	Proposal shows minimal indication of collaboration, innovation, or alignment with City/neighborhood goals and plans.	Proposal shows some indication of collaborative partners, innovative approaches to the problem.	Proposal includes plan identifying collaborative partners or innovative approaches to the identified problem that align with City/neighborhood goals or plans.	Proposal includes plan identifying collaborative partners and innovative approaches to the identified problem that align with City/neighborhood goals or plans.
<b>CPTED: Crime Prevention Through Environmental Design</b>	Not articulated.	Minimal impact on potential crime prevention.	Moderate impact on crime prevention. Project may meet some CPTED principles but may not be in an area experienced as unsafe.	Good alignment with CPTED principles in an area where community members do not feel safe.	Excellent alignment with CPTED principles in an area where community members do not feel safe.