



SAINT PAUL LONG-RANGE CAPITAL IMPROVEMENT BUDGET COMMITTEE MEETING AGENDA

Monday, April 10, 2023, 3:30 – 5:30 pm

Rondo Community Library

- I. **Call to Order**, Chair Tobolt
- II. **Approval of Meeting Agenda and [Meeting Minutes](#)**, Chair Tobolt (5 min)
- III. **Introductions / Icebreaker**
- IV. **Action Items** (40 min)
 - a. **Swearing in of New Members**, Noel Nix
Four new members were appointed to the committee [RES 23-433](#): Lauren Dees-Erickson, Jon Kelly, Alexandra Siclait, and Pang Yang
 - b. **[Citywide Long Term Capital Maintenance Program, Deferred Maintenance](#)**, Bruce Engelbrekt and Kelly Wilcox
 - c. **[Public Works RES PH 23 -16- Multiple Projects](#)**, Anne Webber
Amending the financing and spending plans in the Department of Public Works Capital Budget for multiple projects.
 - d. **[Parks RES PH 23- 76, Como Woodland and Capitol Park Sign](#)**, Alice Messer
Authorizing the Department of Parks and Recreation to accept funds in the amount of \$15,476 from the Saint Paul Conservancy, enter into a Memorandum of Understanding with the Conservancy, and to establish a financing and spending plan in the Department of Parks and Recreation to reflect said funds for two new signs at the Como Woodland Classroom and Capitol View Park.
 - e. **[Parks RES PH 23 – 83, China Friendship Garden Donation](#)**, Alice Messner
Approving acceptance of Minnesota China Friendship Garden Society funds for the St. Paul - Changsha China Friendship Garden project and amending the financing and spending budget for the Department of Parks and Recreation in the amount of \$70,000 for the project.
- V. **Other Business**, Chair Tobolt (30 min)
 - a. **CDBG Program Overview**, Beth Ulrich
- VI. **Announcements**
 - a. **Review CIB Calendar and [CDBG Dates and Deadlines](#)**, Nichelle Bottko Woods
 - i. Project Presentations: April 17 in Multi-Purpose Room and 24 in Rondo Flex Room-
More details on page 2 of agenda
 - ii. **Sunday, April 30th: DEADLINE TO ENTER ALL PROJECT SCORES**
 - iii. Next Regular CIB Meeting May 8th
- VII. **Adjournment**, Chair Tobolt

View CIB Committee agendas, minutes, and more on the [CIB Committee webpage](#).



CIB COMMITTEE UPCOMING MEETING PLAN

Date	Time	Room	Meeting Topics
4/17/23	3:30 - 5:30 pm	Multi-Purpose Room	<p>CDBG Project Presentations</p> <ul style="list-style-type: none"> Rondo Community Land Trust Homebuyer Initiated Program -Rehab Gap Program Rondo Community Land Trust - Strategic Acquisition Cerenity Senior Care- Humbolt Skilled Nursing Facility Rehabilitation Black Arts + Tech Center (DSI): Vacant and Hazardous Building Demolition (PED): 30% AMI Housing Fund (PED): Acquisition Fund for community Investment (PED): Homeowner Rehab Program (PED): Housing Real Estate Multi-Unit Development Fund <p>UNCONFIRMED</p> <ul style="list-style-type: none"> (PED): Citywide Economic Development Program, Business Investment Fund (BIF),
4/24/23	3:30 - 5:30 pm	Rondo Flex Room	<p>CDBG Project Presentations</p> <ul style="list-style-type: none"> North End Revitalization Fund St. Paul Home Repair Loan Fund North End Economic Development East Side Home Improvement Revolving Loan Fund (RLF) East Side Homeownership Initiative (Parks): Carty Park Play Area (Parks): Hancock Play Area Renovation (Parks): Hazel Park Phase II (Parks): Prospect Park Phase II, (Parks): West Minnehaha Site Improvements, (Parks): Western Sculpture Park Phase II,
4/30/23	<p style="text-align: center;">Committee Deadline to enter all project scores in the CIB Scoring Form</p> <ul style="list-style-type: none"> Project Application Materials Full Project List Scoring Help Sheets: Original Format, Updated Format 		
5/8/23	3:30 - 5:30 pm	Multi-Purpose Room	<p>May CIB Meeting</p> <ul style="list-style-type: none"> Annual Projects Presentations: Parks and Public Works CDBG Scoring and Recommendations Discussion 2024 Mayor's Proposed Budget Engagement Determine need for additional tentative meetings: 5/22/23 and 6/26/23
6/12/23	5:00 - 7:00 pm	Multi-Purpose Room	June CIB Meeting and Public Hearing

View CIB Committee agendas, minutes, and more on the [CIB Committee webpage](#).



SAINT PAUL LONG-RANGE CAPITAL IMPROVEMENT BUDGET COMMITTEE MEETING MINUTES

Monday, March 13, 2023, 3:30 – 5:30 pm

Rondo Community Library

- I. **Call to Order:** the meeting was called to order by Chair Tobolt at 3:37.
 - a. **Members in Attendance:** Abshir Ali, Raymond Hess, and Natasha Jones, Barrett Steenrod, Jack Fei, and Darren Tobolt
 - b. **Members Absent and Excused:** Audel Shohkohzadeh, and Pat McQuillan
 - c. **Members Absent:** Ryan Vue, Abdi Ahmed, Daud Mohamed and Elsa Vega Perez
 - d. **City Staff and Guests Present:** Nichelle Bottko Woods, Alice Messer, and Anne Weber
- II. **Approval of Meeting Agenda and Meeting Minutes**
 - a. Steenrod moved and Jones seconded to approve the agenda. Motion passed.
 - b. Fei moved and Ali seconded to approve the meeting minutes from February 13, 2023. Motion passed.
- III. **Introductions / Icebreaker:** Members introduced themselves and shared their prediction for when the snow would finally be gone this spring.
- IV. **Action Items** (30 min)
 - a. **Parks RES PH 23- 46:** Hess moved and Steenrod seconded to recommend approval. Alice Messer presented on Amending the financing and spending plan in the Department of Parks and Recreation in the amount of \$125,000 to utilize Parkland Dedication funds for the Wabash Trail project. They had DNR funding match to cover additional costs since project was originally proposed. Motion passed.
 - b. **Parks RES PH 23-52:** Steenrod moved, and Jones seconded to recommend approval. Alice Messer presented on authorizing the Department of Parks and Recreation to amend the financing and spending plan, in the amount of \$611,000, for the North End Community Center (NECC) project. Messer clarified the funding came from previously approved CDBG funds which would otherwise expire at the end of March were eligible to be used for this process to reimburse previous design elements of the project. Construction on the North End Community Center will begin imminently. Motion passed.
 - c. **Public Works RES PH 23-41:** Hess moved, and Jones seconded to recommend approval. Anne Webber presented on the Budget Amendment for the Public Works South Garage Paint Booth Project this project came in over budget from the maintenance contingency fund. Motion passed.
- V. **Other Business,** Chair Tobolt (5 min)
 - a. **Review CIB Calendar and CDBG Plans, and Deadlines** Nichelle Bottko Woods shared the deadlines and meeting dates for the upcoming CDBG review process
 - i. April 10: CDBG Program Review at meeting, project application packets and scoring materials will be sent to members, along with schedule of presentations
 - ii. Project Presentations April 17: First half of presentations

View CIB Committee agendas, minutes, and more on the [CIB Committee webpage](#).



- iii. Project Presentations April 24: second half of presentations
- iv. Sunday, April 30th: DEADLINE TO ENTER ALL PROJECT SCORES
- v. CIB Meeting May 8th: Committee discussion for CDBG project application, and revisit need for additional tentative meetings.

VI. Announcements

- a. **Next CIB Meeting:** Monday, April 10, 2023, 3:30 – 5:30
 - i. Reminder: Additional April CIB Meetings 4/17 and 4/24
- b. **Pre-Meeting Room / Staff Availability 30 min. Before Meeting,** The room is reserved for 30 minutes prior to each meeting going forward. Nichelle Bottko Woods will be available 3 – 3:30 before each meeting while setting the room up to answer questions and meet with committee members if there are questions.

- VII. Adjournment,** Steenrod moved to adjourn and Jones seconded. Motion passed and the meeting was adjourned at 4:11.

View CIB Committee agendas, minutes, and more on the [CIB Committee webpage](#).



City of Saint Paul

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

Legislation Text

File #: RES 23-433, Version: 1

Approving the Mayor's appointments of Lauren Dees-Erickson, Jon Kelly, Alexandra Siclait, and Pang Yang as members on the Capital Improvement Budget Committee.

WHEREAS, Capital Improvement Budget Committee reviews and ranks project proposals submitted by City departments, district councils, and neighborhood organizations and recommends a bi-annual budget to fund capital improvements such as street reconstruction, park improvements, and the renovation of libraries and recreation centers; and

WHEREAS, Capital Improvement Budget Committee term dates are three years; and

WHEREAS Lauren Dees-Erickson, Jon Kelly, Alexandra Siclait, and Pang Yang have applied and are seeking appointments to the Capital Improvement Budget Committee; and

WHEREAS, Mayor Melvin Carter wishes to appoint Lauren Dees-Erickson, Jon Kelly, Alexandra Siclait, and Pang Yang to a three-year term on the Capital Improvement Budget Committee; now, therefore be it

RESOLVED, that the Saint Paul City Council approves the Mayor's appointment of Lauren Dees-Erickson, Jon Kelly, Alexandra Siclait, and Pang Yang to a three-year term on the Capital Improvement Budget Committee with a term expiration date of March 31, 2026.



Legislation Text

File #: RES PH 23-16, Version: 1

Amending the financing and spending plans in the Department of Public Works Capital Budget for multiple projects.

WHEREAS, the Department of Public Works proposes to add and/or transfer funding to the Capital City Bikeway Kellogg Ph 1, Lexington Extension, Griggs/Scheffer Ph 2, Maxfield Safe Routes to School (SRTS), Suburban & Ruth Signal, 2023 Signal, Bruce Vento SRTS Projects and the 2023 Bicycle Improvement Program; and

WHEREAS, the Department of Public Works is recommending the following changes to the financing and spending on these projects:

- Adding \$500,000 of federal funding and transferring \$275,000 of MSA funding from the 2023 Robert Street Project to the 2023 Capital City Bikeway Kellogg Ph 1 Project.
- Adding \$1,030,753 of federal funding to the 2022 Lexington Extension Project.
- Transferring \$475,000 from 2022 MSA Contingency and adding \$300,000 assessment funding to the 2022 Griggs/Scheffer Ph 2 Project for the Hamline Mill and Overlay.
- Transferring \$150,000 from 2022 MSA Contingency to the 2023 Maxfield SRTS Project.
- Transferring \$120,000 from 2022 MSA Contingency to the Suburban & Ruth Signal Project.
- Transferring \$305,000 from 2022 MSA Contingency, \$179,000 from 2023 MSA Contingency and \$56,000 from the 2023 Marshal Sidewalk Project to the 2023 Signal Project.
- Transferring \$240,000 in MSA funding from 2023 Larpenteur - Hamline to Victoria Sidewalk Project and transferring \$144,000 in MSA funding from the 2023 Marshall Sidewalk Project to the Bruce Vento SRTS Project.
- Removing \$240,000 in County funding from the 2023 Larpenteur - Hamline to Victoria Sidewalk Project and \$200,000 in County funding from the 2023 Marshall Sidewalk Project and closing these projects.
- Transferring \$172,000 from the general fund to the 2023 Bicycle Improvement Program.

WHEREAS, the Mayor, pursuant to Section 10.07.1 of the Charter of the City of Saint Paul, does certify that there is available for appropriation funds of \$1,830,753; and

WHEREAS, the Mayor, pursuant to Section 10.07.4 of the Charter of the City of Saint Paul, does certify that there is available for transfer of appropriation funds of \$2,116,000; and

WHEREAS, the Mayor pursuant to Section 10.9 of the Charter of the City of Saint Paul, does certify that there are lapsed appropriations of \$440,000 in the Capital Improvement Budgets; now, therefore be it

RESOLVED by the Council of the City of Saint Paul, upon recommendation of the Mayor and advice of the Long-Range Capital Improvement Budget Committee, that \$1,830,753 is available for appropriation of funds, \$2,116,000 is available for transfer of appropriation of funds and there is \$440,000 in lapsed appropriations in the Capital Improvement Budgets, as heretofore adopted and amended by this Council, be hereby further amended in the Improvements Budgets in the following particulars:

See Attachment.

City of Saint Paul Financial Analysis

1	File ID Number:	RES PH 23-16
2		
3	Budget Affected:	CIB Budget Public Works Capital
4		
5	Total Amount of Transaction:	2,116,000.00 1,390,753.00
6		
7	Funding Source:	Transfer of Appropriations Multiple
8		
9		Appropriation already included in budget? Yes and No
10		
11	Charter Citation:	City Charter 10.07.4 10.07.1 & 10.9
12		
13		

Fiscal Analysis

- 16 - Adding \$500,000 of federal funding and transferring \$275,000 of MSA funding from the 2023 Robert Street Project to the 2023 Capital City Bikeway Kellogg Ph 1 Project.
- 17 - Adding \$1,030,753 of federal funding to the 2022 Lexington Extension Project.
- 18 - Transferring \$475,000 from 2022 MSA Contingency and adding \$300,000 assessment funding to the 2022 Griggs/Scheffer Ph 2 Project for the Hamline Mill and Overlay.
- 19 - Transferring \$150,000 from 2022 MSA Contingency to the 2023 Maxfield SRTS Project.
- 20 - Transferring \$120,000 from 2022 MSA Contingency to the Suburban & Ruth Signal Project.
- 21 - Transferring \$305,000 from 2022 MSA Contingency, \$179,000 from 2023 MSA Contingency and \$56,000 from the 2023 Marshal Sidewalk Project to the 2023 Signal Project.
- 22 - Transferring \$240,000 in MSA funding from 2023 Larpenteur - Hamline to Victoria Sidewalk Project and transferring \$144,000 in MSA funding from the 2023 Marshall Sidewalk Project to the Bruce Vento SRTS Project.
- 23 - Removing \$240,000 in County funding from the 2023 Larpenteur - Hamline to Victoria Sidewalk Project and \$200,000 in County funding from the 2023 Marshall Sidewalk Project and closing these projects.
- 24 - Transferring \$172,000 from the general fund to the 2023 Bicycle Improvement Program

Detail Accounting Codes:

GENERAL LEDGER (GL) - ANNUAL BUDGET

Spending Changes

(Action Accomplished)

GL Annual Budget				CURRENT	AMENDED
Company	Fund-Dept-Cost Center	Account	Description	BUDGET	BUDGET
1	10031301	69590	Other Services	172,599	599
1	10031301	79220	Transfer to Capital Projects	-	172,000
TOTAL:				172,599	172,599

Financing Changes

(Action Accomplished)

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

PROJECT LEDGER (AC) - LIFE TO DATE PROJECT BUDGET

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

Spending Changes

(Action Accomplished)

Life to Date Project Budget				CURRENT	AMENDED
Project Group	Project	Account Category	Description	BUDGET	BUDGET
C-FMSCAP	C212R33325106	76105	Streets Robert Street	1,345,001	1,345,001
C-FMSCAP	C212R33325106	77205	Cap Ext Serv Engineering	2,323,115	2,048,115
				3,668,116	3,393,116
C-FMSCAP	C212R39320067	76105	Streets CCB Kellogg	7,812,000	8,587,000
C-FMSCAP	C212S32125104	76105	Streets Lexington Ext	3,500,000	4,530,753
C-FMSCAP	C212T31229328	76105	Streets Griggs Scheffer 2	14,509,500	15,284,500
C-FMSCAP	C212T31229328		All Other Spending	3,137,500	3,137,500
				17,647,000	18,422,000
C-FMSCAP	C222A37128107	63160	General Professional Services Ruth Suburban	312,689	432,689
C-FMSCAP	C222E35500000	64305	Street and Sidewalk Repair Bruce Vento SRTS	-	1,776,000

69	C-FMSCAP	C222E3550000	76105	Streets		1,392,000	(1,392,000)	-
70						1,392,000	384,000	1,776,000
71								
72	C-FMSCAP	C222H35520076	64305	Street and Sidewalk Repair	Maxfield SRTS	700,000	150,000	850,000
73	C-FMSCAP	C222H35520076	68190	Engineering Services		100,000	-	100,000
74						800,000	150,000	950,000
75								
76	C-FMSCAP	C222T33300000	76105	Streets	MSA Contingency	1,050,000	(1,050,000)	-
77								
78	C-FMSCAP	C232J39527206	76105	Streets	Larpenteur Sidewalk	480,000	(480,000)	-
79								
80	C-FMSCAP	C232M39027205	76105	Streets	Marshall Sidewalk	400,000	(400,000)	-
81								
82	C-FMSCAP	C232T36900000	76105	Streets	MSA Contingency	300,000	(179,000)	121,000
83								
84	C-FMSCAP	C232T38128109	63160	General Professional Services	Signals Project	-	540,000	540,000
85								
86	C-FMSCAP	C232T39900000	64305	Street and Sidewalk Repair	Bike Improvement	-	172,000	172,000
87								
88	Financing Changes							
89	<i>(Action Accomplished)</i>							
90	Life to Date Project Budget					CURRENT		AMENDED
91	Project Group	Project	Account Category	Description		BUDGET	CHANGES	BUDGET
92								
93	C-FMSCAP	C212R33325106	43445	MN Dept of Transportation	Robert Street	(2,323,115)	-	(2,323,115)
94	C-FMSCAP	C212R33325106	43651	Muni State Aid Construction		(1,200,000)	275,000	(925,000)
95	C-FMSCAP	C212R33325106	47565	SPRWS Construction		(145,001)	-	(145,001)
96						(3,668,116)	275,000	(3,393,116)
97								
98	C-FMSCAP	C212R39320067	43120	DOJ MN Dept of Public Safety	CCB Kellogg	(5,312,000)	5,312,000	-
99	C-FMSCAP	C212R39320067	43150	DOT MN Dept of Transportation		-	(5,812,000)	(5,812,000)
100	C-FMSCAP	C212R39320067	43651	Muni State Aid Construction		(2,500,000)	(275,000)	(2,775,000)
101						(7,812,000)	(775,000)	(8,587,000)
102								
103	C-FMSCAP	C212S32125104	43150	DOT MN Dept of Transportation	Lexington Ext	-	(1,030,753)	(1,030,753)
104	C-FMSCAP	C212S32125104	43651	Muni State Aid Construction		(3,500,000)	-	(3,500,000)
105						(3,500,000)	(1,030,753)	(4,530,753)
106								
107	C-FMSCAP	C212T31229328	43651	Muni State Aid Construction	Griggs Scheffer 2	-	(475,000)	(475,000)
108	C-FMSCAP	C212T31229328	56226	Transfer From Spec Rev Assmt		-	(300,000)	(300,000)
109	C-FMSCAP	C212T31229328		All Other Financing		(17,647,000)	-	(17,647,000)
110						(17,647,000)	(775,000)	(18,422,000)
111								
112	C-FMSCAP	C222A37128107	43651	Muni State Aid Construction	Ruth Suburban	(312,689)	(120,000)	(432,689)
113								
114	C-FMSCAP	C222E35500000	43120	DOJ MN Dept of Public Safety	Bruce Vento SRTS	(843,000)	843,000	-
115	C-FMSCAP	C222E35500000	43150	DOT MN Dept of Transportation		-	(843,000)	(843,000)
116	C-FMSCAP	C222E35500000	43651	Muni State Aid Construction		-	(384,000)	(384,000)
117	C-FMSCAP	C222E35500000	56022	Intra Fund In 2022 Bond Draw		(549,000)	-	(549,000)
118						(1,392,000)	(384,000)	(1,776,000)
119								
120	C-FMSCAP	C222H35520076	43150	DOT MN Dept of Transportation	Maxfield SRTS	(500,000)	-	(500,000)
121	C-FMSCAP	C222H35520076	43651	Muni State Aid Construction		(300,000)	(150,000)	(450,000)
122						(800,000)	(150,000)	(950,000)
123								
124	C-FMSCAP	C222T33300000	43651	Muni State Aid Construction	MSA Contingency	(1,050,000)	1,050,000	-
125								
126	C-FMSCAP	C232J39527206	43651	Muni State Aid Construction	Larpenteur Sidewalk	(240,000)	240,000	-
127	C-FMSCAP	C232J39527206	43810	County Road Aid		(240,000)	240,000	-
128						(480,000)	480,000	-
129								
130	C-FMSCAP	C232M39027205	43651	Muni State Aid Construction	Marshall Sidewalk	(200,000)	200,000	-
131	C-FMSCAP	C232M39027205	43810	County Road Aid		(200,000)	200,000	-
132						(400,000)	400,000	-
133								
134	C-FMSCAP	C232T36900000	43651	Muni State Aid Construction	MSA Contingency	(300,000)	179,000	(121,000)
135								
136	C-FMSCAP	C232T38128109	43651	Muni State Aid Construction	Signals Project	-	(540,000)	(540,000)
137								
138	C-FMSCAP	C232T39900000	56220	Transfer From General Fund	Bike Improvement	-	(172,000)	(172,000)



City of Saint Paul

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

Legislation Text

File #: RES PH 23-76, Version: 1

Authorizing the Department of Parks and Recreation to accept funds in the amount of \$15,476 from the Saint Paul Conservancy, enter into a Memorandum of Understanding with the Conservancy, and to establish a financing and spending plan in the Department of Parks and Recreation to reflect said funds for two new signs at the Como Woodland Classroom and Capitol View Park.

WHEREAS, the Conservancy has authorized \$15,476 be granted to the City of Saint Paul, Department of Parks and Recreation, for the design, bidding, and construction administration for signs at the Como Woodland Classroom and Capitol View Park; and

WHEREAS, said funds would be used for a new welcome sign at the entrance to the Como Woodland Outdoor Classroom, 1170-1198 Hamline Avenue N., and a sign on the history of the Smith Avenue High Bridge and Senator David Durenberger's role in creating the current bridge at Capitol View Park, 386 Cherokee Avenue, in Saint Paul; and

WHEREAS, the Conservancy requires that the Department enter into a Memorandum of Understanding with the Conservancy detailing the conditions of said funds; and

WHEREAS, there are no matching fund requirements of said grant; and

WHEREAS, the Department wishes to accept said funds and establish a financing and spending plan for the Como Woodland Classroom and Capitol View Park sign projects; and

WHEREAS, that the City Council finds that there is a public purpose in providing for the betterment of parks facilities and that acceptance of said funding will enable continued implementation of said betterments; 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 \$15,476 in excess of those estimated in the 2023 Capital Improvement Budget; now, therefore, be it

RESOLVED, that the City Council, upon recommendation of the Mayor and the advice of the Long Range Capital Improvement Budget Committee, that \$15,476 is available for appropriation in the 2023 Capital Improvement Budget, and said 2023 budget, is heretofore adopted by the Council, is hereby amended as attached; and, be it

FURTHER RESOLVED, that the Director of Parks and Recreation and other City officials are hereby authorized to execute said MOU as is necessary to implement the project on behalf of the City.

See Attachment

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

City of Saint Paul Financial Analysis

1	File ID Number:	RES PH 23-76
2		
3	Budget Affected:	CIB Budget Parks and Recreation Capital
4		
5	Total Amount of Transaction:	15,476.00
6		
7	Funding Source:	Donation
8		
9		Appropriation already included in budget? No
10		
11	Charter Citation:	10.7.1
12		

Fiscal Analysis

16 To amend the Parks and Recreation 2023 Capital Improvement Budget for a \$15,476 Contribution from the St Paul Parks Conservancy
 17 for Como Woodland Classroom and Capitol View Park.

Detail Accounting Codes:

GENERAL LEDGER (GL) - ANNUAL BUDGET

Spending Changes
 (Action Accomplished)

GL Annual Budget				CURRENT		AMENDED
Company	Fund-Dept-Cost Center	Account	Description	BUDGET	CHANGES	BUDGET
1	40041900	76805	Capital Expenditure	-	15,476.00	15,476.00
TOTAL:				-	15,476.00	15,476.00

Financing Changes
 (Action Accomplished)

GL Annual Budget				CURRENT		AMENDED
Company	Fund-Dept-Cost Center	Account	Description	BUDGET	CHANGES	BUDGET
1	40041900	55505	Contributions and Donations	-	15,476.00	15,476.00
TOTAL:				-	15,476.00	15,476.00

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		AMENDED
Activity Group	Activity	Account Category	Description	BUDGET	CHANGES	BUDGET
C-FMSCAP	C233J08401263	77220	Architect Services	-	15,476.00	15,476.00
TOTAL:				-	15,476.00	15,476.00

Financing Changes
 (Action Accomplished)

Life to Date Activity Budget				CURRENT		AMENDED
Activity Group	Activity	Account Category	Description	BUDGET	CHANGES	BUDGET
C-FMSCAP	C233J08401263	55505	Contributions and Donations	-	15,476.00	15,476.00
TOTAL:				-	15,476.00	15,476.00



23 March 2023

RE: Signs for Como Woodland Outdoor Classroom and Capitol View Park
TO: Alice Messer, Design and Construction, City of Saint Paul, Department of Parks and Recreation
FROM: C. Michael-jon Pease, Executive Director, Saint Paul Parks Conservancy
C: Andy Rodriguez, Director, Saint Paul Parks and Recreation

MEMORANDUM OF UNDERSTANDING

Acting as the fiscal agent for the Como Woodland Advisory Committee (CWAC) and for Friends of Senator David Durenberger, the Saint Paul Parks Conservancy (hereafter “Conservancy”) authorizes fifteen thousand four hundred seventy-six dollars (\$ 15,476.00) in funds be awarded to the City of Saint Paul Parks and Recreation Capital Improvement Budget for the design, bidding and construction administration for two new signs:

1. A new welcome sign at the entrance to the Como Woodland Outdoor Classroom at 1170-1198 Hamline Ave N, St Paul, MN 55108.
2. A sign on the history of the Smith Ave High Bridge and Sen David Durenberger’s role in creating the current bridge at Capitol View Park at 386 Cherokee Ave, St Paul, MN 55107

This document serves as a memorandum of understanding between the Saint Paul Parks Conservancy (Conservancy) and the City of Saint Paul Parks and Recreation Department (City) for the transfer of funds.

A. Grant Award and Transfer of Funds

The Conservancy shall transfer seven thousand seven hundred thirty-eight dollars (\$ 7,738.00) as fifty percent (50%) of the allocated funds to the City by April 30, 2023 to start the project.

Upon completion of the project, the City will bill the Conservancy for the actual remaining costs, not to exceed seven thousand seven hundred thirty-eight dollars (\$ 7,738.00).

B. Roles and Responsibilities

The City Parks and Recreation Design and Construction team will be responsible for:

Construction of the Signs	\$ 2,476.00
Footings/Foundations	\$ 8,000.00
Design and Project Management	\$ 5,000.00

Final Approval of submitted content and graphic design files for the signs.

The Conservancy shall be responsible for providing the finished graphic design files in the format requested to Design and Construction.

The Conservancy shall communicate with project funders and partners including interim and final reporting; and participate in community engagement and review of the project as needed.

Counterparts. The parties may sign this Agreement in counterparts, each of which constitutes an original, but all of which together constitute one instrument.

Electronic Signatures. The parties agree that the electronic signature of a party to this Agreement be valid as an original signature of such party and shall be effective to bind such party to this Agreement. The parties further agree that any document including this Agreement containing, or to which there is affixed, an electronic signature shall be deemed (i) to be “written” or “in writing,” (ii) to have been signed and (iii) to constitute a record established and maintained in ordinary course of business and an original written when printed from electronic files. For purposes hereof, “electronic signature also means a manually signed original signature that is then transmitted by any electronic means, including without limitation a faxed version of an original signature or an electronically scanned and transmitted version (e.g. via PDF) of an original signature. Any party’s failure to produce the original signature of any electronically transmitted signature shall not affect the enforceability of this Agreement. Signatures below represent acceptance of the terms of this memorandum of understanding.

Saint Paul Parks Conservancy

City of Saint Paul

C. Michael-jon Pease

Andy Rodriguez, Director, St. Paul Parks and Recreation

Judy Hanson, Assistant City Attorney

John McCarthy, Director, Office of Financial Services

Jaime Tincher, Deputy Mayor



City of Saint Paul

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

Legislation Text

File #: RES PH 23-83, Version: 1

Approving acceptance of Minnesota China Friendship Garden Society funds for the St. Paul - Changsha China Friendship Garden project, and amending the financing and spending budget for the Department of Parks and Recreation in the amount of \$70,000 for the project.

WHEREAS, the Minnesota China Friendship Garden Society has been actively working since 2010 to fundraise for construction of a cultural garden in Phalen Regional Park; and

WHEREAS, the City of Saint Paul, Department of Parks and Recreation has received \$70,000 from the Minnesota China Friendship Garden Society for the St. Paul - Changsha China Friendship Garden project; and

WHEREAS, the City of Saint Paul, Department of Parks and Recreation wishes to accept said \$70,000 from the Minnesota China Garden Friendship Society for the project; and

WHEREAS, this project positively impacts Phalen Regional Park and the City of Saint Paul with the installation of the Hmong Cultural Plaza; and

WHEREAS, it is the desire of the Department of Parks and Recreation to accept the funds and to amend the financing and spending budget for the project; 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 \$70,000 in excess of those estimated in the 2023 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 \$70,000 is available for appropriation in the 2023 Capital Improvement Budget, and said 2023 budget, as heretofore adopted by the Council, is hereby amended; and, be it

FURTHER RESOLVED, that the City of Saint Paul accepts the funds from the Minnesota China Friendship Garden Society and thanks the Minnesota China Friendship Garden Society for their generous gift.

[..Financial Analysis](#)

See Attachment

City of Saint Paul Financial Analysis

1	File ID Number:	RES PH 23-xxx		
2				
3	Budget Affected:	CIB Budget	Parks and Recreation	Capital
4				
5	Total Amount of Transaction:	70,000.00		
6				
7	Funding Source:	Grant		
8				
9		Appropriation already included in budget?	No	
10				
11	Charter Citation:	10.7.1		
12				

Fiscal Analysis

Amending the 2023 Capital Improvement Budget financing and spending plan in the Department of Parks and Recreation in the amount of \$70,000 to reflect contributions from the Minnesota China Friendship Garden Society for the St. Paul - China Friendship Garden Project

Detail Accounting Codes:

GENERAL LEDGER (GL) - ANNUAL BUDGET

Spending Changes

(Action Accomplished)

GL Annual Budget					CURRENT		AMENDED
Company	Fund-Dept-Cost Center	Account	Description		BUDGET	CHANGES	BUDGET
1	40041900	76805	Capital Expenditure		-	70,000.00	70,000.00
TOTAL:					-	70,000.00	70,000.00

Financing Changes

(Action Accomplished)

GL Annual Budget					CURRENT		AMENDED
Company	Fund-Dept-Cost Center	Account	Description		BUDGET	CHANGES	BUDGET
1	40041900	55505	Outside Contributions and Donations		-	70,000.00	70,000.00
TOTAL:					-	70,000.00	70,000.00

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		AMENDED
Activity Group	Activity	Account Category	Description		BUDGET	CHANGES	BUDGET
C-FMSCAP	C193E27601180	76010	Land Improvements		888,000.00	70,000.00	958,000.00
TOTAL:					888,000.00	70,000.00	958,000.00

Financing Changes

(Action Accomplished)

Life to Date Activity Budget					CURRENT		AMENDED
Activity Group	Activity	Account Category	Description		BUDGET	CHANGES	BUDGET
C-FMSCAP	C193E27601180	43410	State of MN DEED		500,000.00	-	500,000.00
C-FMSCAP	C193E27601180	55505	Outside Contributions and Donations		388,000.00	70,000.00	458,000.00

71
72

TOTAL: 888,000.00 70,000.00 958,000.00