



# 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, Pat McQuillan, and Elsa Vega Perez
  - c. **Members Absent:** Ryan Vue, Abdi Ahmed, and Daud Mohamed
  - 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 Weber 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 30<sup>th</sup>: 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 PH 23-46, **Version:** 1

---

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.

WHEREAS, the Department of Parks and Recreation is renovating Wabash Trail; and

WHEREAS, it is the desire of the Department of Parks and Recreation to transfer Parkland Dedication funds in the amount of \$125,000 to the Wabash Trail project; and

WHEREAS, the Department of Parks and Recreation wishes to amend the existing financing and spending budget for the project to reflect said funds; 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 \$125,000 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 \$125,000 is available for appropriation in the 2023 Capital Improvement Budget, and said 2023 budget, as heretofore adopted by the Council, is hereby further amended.

See Attachment

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

**City of Saint Paul Financial Analysis**

1	File ID Number:	RES PH 23-46
2		
3	Budget Affected:	CIB Budget      Parks and Recreation      Capital
4		
5	Total Amount of Transaction:	125,000.00
6		
7	Funding Source:	Transfer of Appropriations
8		
9		Appropriation already included in budget?      No
10		
11	Charter Citation:	10.7.1
12		

**Fiscal Analysis**

To amend the Parks and Recreation 2023 Capital Improvement Budget for a \$125,000.00 transfer of Parkland Dedication Funds for the Wabash Trail 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	-	125,000.00	125,000.00
				TOTAL:	-	125,000.00

**Financing Changes**

*(Action Accomplished)*

GL Annual Budget				CURRENT	CHANGES	AMENDED
Company	Fund-Dept-Cost Center	Account	Description	BUDGET		BUDGET
1	40041900	56225	Transfer From Special Revenue Fund	-	125,000.00	125,000.00
				TOTAL:	-	125,000.00

**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	CHANGES	AMENDED
Activity Group	Activity	Account Category	Description	BUDGET		BUDGET
C-FMSCAP	C213T29801267	76010	Land Improvements	150,000.00	125,000.00	275,000.00
				TOTAL:	150,000.00	275,000.00

**Financing Changes**

*(Action Accomplished)*

Life to Date Activity Budget				CURRENT	CHANGES	AMENDED
Activity Group	Activity	Account Category	Description	BUDGET		BUDGET
C-FMSCAP	C213T29801267	43425	Department of Natural Resources	150,000.00	-	150,000.00
C-FMSCAP	C213T29801267	56225	Transfer From Special Revenue Fund	-	125,000.00	125,000.00
				TOTAL:	150,000.00	275,000.00



# City of Saint Paul

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

## Legislation Text

---

**File #:** RES PH 23-52, **Version:** 1

---

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.

WHEREAS, there is additional funding available of \$611,000 in the Community Development Block Grant Program ("CDBG Program") to support the NECC project; and

WHEREAS, the Department wishes to accept said funds and amend the financing and spending plan; and

WHEREAS, the funds will be used for design services for the NECC building and surrounding site work; 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 \$611,000 in excess of those estimated in the 2023 Capital Improvement Budget; now, therefore, be it

RESOLVED, 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, be it

FURTHER RESOLVED, that the City Council, upon recommendation of the Mayor and the advice of the Long Range Capital Improvement Budget Committee, that \$611,000 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.

See Attachment

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

**City of Saint Paul Financial Analysis**

1	File ID Number:	RES PH 23-52		
2				
3	Budget Affected:	CIB Budget	Parks and Recreation	Capital
4				
5	Total Amount of Transaction:	611,000.00		
6				
7	Funding Source:	Transfer of Appropriations		
8				
9		Appropriation already included in budget?	No	
10				
11	Charter Citation:	10.7.1		
12				
13				

**Fiscal Analysis**

To amend the Parks and Recreation 2023 Capital Improvement Budget in the amount of \$611,000 for additional CDBG funding to be transferred from PED for North End Community Center.

**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	-	611,000.00	611,000.00
				TOTAL:	-	611,000.00

**Financing Changes**

*(Action Accomplished)*

GL Annual Budget				CURRENT		AMENDED
Company	Fund-Dept-Cost Center	Account	Description	BUDGET	CHANGES	BUDGET
1	40041900	56250	Transfer from CDBG	-	611,000.00	611,000.00
				TOTAL:	-	611,000.00

**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	C193F26001153	76205	Building Structures	1,000,000.00	-	1,000,000.00
C-FMSCAP	C193F26001153	76210	Land Improvements	21,600,000.00	611,000.00	22,211,000.00
				TOTAL:	22,600,000.00	611,000.00

**Financing Changes**

*(Action Accomplished)*

Life to Date Activity Budget				CURRENT		AMENDED
Activity Group	Activity	Account Category	Description	BUDGET	CHANGES	BUDGET
C-FMSCAP	C193F26001153	56023	Intrafund Bond Draw	22,100,000.00	-	22,100,000.00
C-FMSCAP	C193F26001153	56250	Transfer from CDBG	500,000.00	611,000.00	1,111,000.00
				TOTAL:	22,600,000.00	611,000.00



# City of Saint Paul

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

## Legislation Text

---

**File #: RES PH 23-41, Version: 1**

---

Amending the financing and spending plans in the Department of Public Works Capital Budget to transfer \$30,000 of CIB funding from Capital Maintenance Contingency to the Public Works South Garage Paint Booth Project.

WHEREAS, the Department of Public Works was awarded \$102,350 from the CIB Capital Maintenance funding for the South Garage Paint Booth Project; and

WHEREAS, the cost of the project has increased by \$30,000; and

WHEREAS, there is CIB funding available in Capital Maintenance Contingency; and

WHEREAS, there is a need to transfer \$30,000 of CIB funding from CIB Capital Maintenance Contingency to the Public Works South Garage Paint Booth Project; 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 of funds of \$30,000; 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 \$30,000 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 Improvements Budgets in the following particulars:

See Attachment.

**City of Saint Paul Financial Analysis**

1 File ID Number: RES PH 23-41  
 2  
 3 Budget Affected: CIB Budget Public Works Capital  
 4  
 5 Total Amount of Transaction: 30,000.00  
 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 \$30,000 of CIB Funding from Capital Maintenance Contingency to the Public Works South Garage Paint Booth Project.  
 17  
 18  
 19  
 20  
 21  
 22

23  
 24 **Detail Accounting Codes:**

25  
 26 **GENERAL LEDGER (GL) - ANNUAL BUDGET**

27  
 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:	-	-

36  
 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:	-	-

45  
 46 **PROJECT LEDGER (AC) - LIFE TO DATE PROJECT BUDGET**

47 Complete this section for Grants, Capital, Capital Bond Proceeds, STAR, TIF, and HRA amendments.  
 48

49 **Spending Changes**

50 (Action Accomplished)

Life to Date Project Budget				CURRENT		AMENDED
Project Group	Project	Account Category	Description	BUDGET	CHANGES	BUDGET
C-FMSCAP	C229T05200000	76505	Equipment	2,100,000	(30,000)	2,070,000
C-FMSCAP	C229T05200000		All Other Spending	(1,425,375)		(1,425,375)
				674,625	(30,000)	644,625

57  
 58  
 59  
 60 **Financing Changes**

61 (Action Accomplished)

Life to Date Project Budget				CURRENT		AMENDED
Project Group	Project	Account Category	Description	BUDGET	CHANGES	BUDGET
C-FMSCAP	C229T05200000	56022	Intra Fund In Bond Draw	(374,625)	30,000	(344,625)
C-FMSCAP	C229T05200000		All Other Financing	(300,000)	-	(300,000)
C-FMSCAP				(674,625)	30,000	(644,625)
C-FMSCAP	C209T05093002	56022	Intra Fund In Bond Draw	-	(30,000)	(30,000)
C-FMSCAP	C209T05093002	56020	All Other Financing	(102,350)	-	(102,350)
				(102,350)	(30,000)	(132,350)