

CITY OF SAINT PAUL LONG-RANGE CAPITAL IMPROVEMENT BUDGET COMMITTEE

AGENDA

Monday, August 11, 2025, 5:00 – 7:00 pm | Rondo Community Library

- I. Call to Order and Roll Call Vice Chair Shaw 2 min
 - a. What fun things are you looking forward to for the end of summer / before the start of the school year?
- II. Approval of Meeting Agenda Vice Chair Shaw 2 min
- III. Approval of Meeting Minutes Vice Chair Shaw 5 min
 - a. [June 9, 2025](#)
 - b. [June 23, 2025](#)
 - c. [July 14, 2025](#)
- IV. Budget Amendments
 - a. [Parks: RES PH 25-163](#) Alice Messer 5 min
Linwood Park Parkland Dedication Funding Bud Amd: *Amending the financing and spending plan in the Department of Parks and Recreation in the amount of \$105,242.36 to utilize Parkland Dedication funds for the Linwood Park Improvements project.*
- V. New Business
 - a. Capital Maintenance Process Update Shannon Forney 5 min
 - b. Capital Maintenance Member Appointment Vice Chair Shaw 15 min
 - i. Appoint 2 members to Capital Maintenance Team
 - c. CIB Meeting Plan- 2025 Meetings
 - i. **September and October Meetings** (timing TBD):
 - 1. Community Process planning and kick off,
 - 2. 2020 -2025 Capital Maintenance Project Status Update
 - 3. Project Status Update- Capital Budget Generally
 - ii. **November-** Capital Planning Team presentation of Recommendations
 - iii. **December-** Annual Chair and Vice Chair Elections, Target date for new member appointments, if needed: Final vote on Capital Maintenance Funding Recommendations
- VI. Announcements a. Upcoming Meetings at Rondo Community Library
 - a. Monday, September 8: Regular CIB Meeting
- VII. Adjournment

CITY OF SAINT PAUL LONG-RANGE CAPITAL IMPROVEMENT BUDGET COMMITTEE MINUTES

Monday June 9, 2025 - 5:00-7:00 PM Rondo Community Library

- I. Call to order at 5:08 pm by Chair Dees Erickson
- II. Roll Call
 - a. Members in attendance: April Eh, Carl Johnson, Darren Tobolt, Lauren Dees-Erickson, Nardos Ashenafi, Pang Yang, Tim Marino, Liam O'Brien
 - b. Members excused: Demetrius Shaw, Jes Braun, Raymond Hess
 - c. Members absent: Makayla Cox, Pat McQuillan
 - d. City Staff in attendance: Nichelle Bottko Woods, Shannon Forney – Office of Financial Services , Alice Messer – Parks and Recreation, Jules Atangana – Planning and Economic Development, Josh Schaffer –Public Libraries, Anne Weber, Sean Kershaw, Nick Peterson –Public Works, Melanie Johnson – City Council
 - e. Community Members in attendance: Bob Muschewske, Mary Cahill, Leslie Johnson, John Zwier, Beth Hyser, Jason Peterson, Tom Smith, Grace Goode, John Mannillo, Michael-jon Pease, James Gorman, Suzy Johnson, Ray Eby, Loren Danielson, Gregory Blees, Linda Valerie, Georgia Ziegler, Susan Larson, Kelly Hansen, Ky'Mari Love, Donna Swanson, Maria Steffel, Bob Cattnach, Meg Duhr, Andy Dawkins, Tom Smith
- III. Approval of 6/9 Meeting Agenda- O'Brien moved to approve the agenda, Yang seconded, motion passed.
- IV. Approval of April 21, May 12, May 19 meeting minutes – Marino moved to approve the April 21, May 12, May 19 meeting minutes, Tobolt seconded, motion passed.
- V. Public Hearing: 2026-2027 Budget

Speakers are limited to two minutes each, larger groups are encouraged to nominate one or two representatives to speak on behalf of their community or organization to minimize repetition. Speakers provided their names and projects they were speaking in favor of or in opposition to.

Public Hearing Speakers:

Name	Organization	Project	Favor/Oppose
a. Bob Muschewske	SARPA/SOS	Summit-MRB-Fairview	Oppose
b. Leslie Johnson	Friends of SPPL	Library funding	Favor
c. Deepa Nirmal	Friends of SPPL	Library funding	Favor
d. Jason Peterson	NeighborWorks	NW- Home Projects	Favor
e. Michael-jon Peace	Friends of Mears Park	Mears/Parks	Favor
f. James Gorman		Summit MRB	Oppose
g. Darlene LaBelle, Ky'mari Love	ESNDC	Business Investment Fund	Favor
h. Meg Duhr	Fort Rd Federation	Dousman Park	Favor
i. Susan Larson	Friends of Mears	Park Mears/Parks	Favor
j. Bob Cattnach	SART	Summit-MRB-Fairview	Oppose

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- k. Greg Blees
- l. Andy Dawkins
- m. Tom Smith

Public Hearing concluded at 5:43

- VI. Bottko Woods reviewed the 2026-2027 Tentative Funding recommendations and called attention to the submitted written testimony materials as part of the public hearing, as distributed in the June 9th meeting packet. Members were encouraged to review all materials including proposal submissions, public hearing comments, community poll results and come prepared to finalize funding recommendations at the June 16th meeting. Members were advised they could amend their CDBG scores for final funding recommendations.
- VII. Community Poll - Bottko Woods presented the Community Poll Results, both weighted and unweighted scores. There were roughly the same amount of submissions as last year. Transforming Libraries – Riverview and Hayden Heights Library Renovations ranked as the top two projects, with Como Lakeside Pavillion upgrades and Sidewalk grinding as third and fourth ranked projects, respectively.
- VIII. Announcements - Upcoming Meetings at Rondo Community Library: June 16: Additional Process Meetings, June 23: Tentative Additional Process Meeting, July 14: Regular CIB Meeting, Monday, August 11: Regular CIB Meeting
- IX. Adjourned at 6:27pm

CITY OF SAINT PAUL LONG-RANGE CAPITAL IMPROVEMENT BUDGET COMMITTEE MINUTES

Monday June 23,2025 - 5:00-7:00 PM Rondo Community Library

- I. Call to order at 5:05 pm by Chair Dees Erickson
Roll Call
 - a. Members in attendance: Carl Johnson, Demetrius Shaw, Jes Braun, Lauren Dees-Erickson, Makayla Cox, Pat McQuillan Pang Yang, Raymond Hess, Liam O'Brien
 - b. Members absent: April Eh, Darren Tobolt, Nardos Ashenafi, Tim Marino
 - c. City Staff in attendance: Nichelle Bottko Woods, Shannon Forney, Caroline Swinford – Office of Financial Services , Anne Weber –Public Works
 - d. Community Members in attendance: Bob Cattanach
- II. Approval of 6/23 Meeting Agenda- O'Brien moved to approve the agenda, Braun seconded, motion passed.
- III. 2026-2027 CIB Budget Process – Bottko Woods confirmed the submission of additional written testimony, distributed in the 6/23 meeting packet from CDBG applicant group, Neighborhood Development Alliance. Some discussion followed regarding the low score for this group. Committee members noted that the request was equivalent to half of their funding for a year, which seemed large in scope.

Bottko Woods summarized the Community Poll results, confirming roughly the same amount of submissions as last year. Transforming Libraries – Riverview and Hayden Heights Library Renovations ranked as the top two projects, with Como Lakeside Pavillion upgrades and Sidewalk grinding as third and fourth ranked projects, respectively.

- IV. Capital Improvement Bonds Recommendation – Chair Dees Erickson led the discussion on tentative funding recommendations for 2026-2027 Capital Improvement Bonds.

Transforming Libraries – Hayden Heights Library renovation ranked number one for funding recommendation. Followed by Riverview Library renovation, and Randolph Avenue Bridge Reconstruction, respectively.

O' Brien noted that the Randolph Avenue Bridge rating was structurally deficit and that this project ranked high on the Community Poll as a needed investment. Johnson asked if there would be an alternative route to the Randolph Bridge business/industrial area during construction as there would be a significant impact to businesses and residents.

Weber confirmed there is not an alternative route, as there is singular point of access near this bridge point. Dees-Erickson offered that the project is even more important if it's a singular access point to an area. Johnson inquired if there had

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been community engagement activities around this project. Weber explained that the design is just starting, community engagement has not occurred but is a regular planned activity. Construction would begin in 2029. Dees Erickson asked if there was a motion to vote or change recommendation. McQuillan offered that a recommendation for funding should include clear communication to residents and businesses in advance of bridge reconstruction, and that robust community engagement occur for this project.

Yang stated a desire to see more investment in the community engagement for most projects. Example included: hiring consultants to work with District Councils, better dialogue with residents, patrons, the wider community, dog park users, visible use of QR codes for ease of information sharing.

O'Brien noted that the Community Poll itself is a starting point of Community Engagement for this project, and the project ranked high as a needed investment. Johnson countered that community engagement is lacking in effectiveness. Communication is spare and emailed - but what about phone calls, door-knocking, addressing language barriers?

Johnson referenced frustrations with the street reconstruction on Arcade Street. He stated that there is often a lack of sensitivity to public impact, by prioritizing "intent over impact" and causing distress to small businesses and major corridors. Dees-Erickson offered this language could be added to the final 2026-2027 funding recommendation letter to the Mayor. A motion to approve the 2026-2027 Capital Improvement Bond Recommendations was made by Shaw, seconded by O'Brien. Motion passes.

V. CDBG Funding Recommendation

Chair Dees-Erickson presented tentative CDBG funding recommendations and opened the discussion on rankings. She reviewed the timeline the committee had in place, to hold a meeting the previous Monday, June 16th but had failed to meet quorum to discuss the rankings. Therefore, the June 23rd meeting must end in final decisions on CDBG funding recommendations to submit to the Mayor by the June 30th deadline. She reminded the committee of the need to submit scores in a timely manner and attend the subsequent meetings to discuss those scores, to maintain a strong process for all CIB deadlines.

Dees-Erickson requested comments on any proposals and desires to change scores or funding amounts. Yang offered that reconfiguring funding levels for projects would allow more projects to be funded. For example, the committee's recommendation to fully fund the Hmong Community Center project could be amended to partially fund this proposal. She noted that the project had other significant funding in their overall project plan, and that a reduction to the CDBG

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funding would still be helpful and supportive of their vision. She recommended that funding could be offered at \$100k rather than \$175k.

O'Brien requested an amendment to the CDBG funding recommendations, that the Department of Safety and Inspections (DSI) proposal for Vacant and Hazardous Building Demolition be fully funded at \$175K each year, as this department has shown significant need and responsiveness to available CIB funding. The need to address vacant buildings also affects other aspects of life in the city including neighborhood vitality and crime rates, and therefore rises to a higher priority than new investments. He suggested that DSI's Vacant Building proposal is recommended, and that funding is reduced for other projects to allow for this change. Project funding levels that could be amended are NeighborWorks and Hmong Community Center, based on scores and committee discussion.

Dees-Erickson summarized the proposed changes to funding levels as:

- a. NeighborWorks funding recommendation would be reduced to \$85K in year 1 and \$185K in year 2
- b. Hmong Community Center funding recommendation would be reduced to \$100k
- c. Vacant & Hazardous Building Demolition funding recommendation would be changed to fully funded
- d. East Side NDC's Business Investment Fund would be fully funded both years

A motion to amend CDBG funding recommendations with these proposed changes was made by Braun, seconded by Cox. Motion passes.

- VI. 2028-2031 Capital Improvement Plans – a motion was made to move this item to the end of the agenda, as it does not require a decision-making vote. Motion to move the agenda item was made by Braun, seconded by O' Brien. Motion passes.
- VII. 2026-2027 CIB Budget Recommendations – Bottko Woods reviewed the 2026-2027 CIB Budget Recommendation project list. Dees-Erickson questioned whether all projects being recommended for funding had been fully reviewed by the full CIB Committee. Bottko-Woods clarified that CIB projects come before the committee for review, but the level of review is different for different funding sources. For example, City 1% sales tax funded projects appear in Public Work's 5-year plan that the committee reviews each year, but CDBG proposal review occurs by reviewing specific project proposals. The process is different for different Capital Improvement funding sources, but all projects are reviewed in some capacity by CIB committee members.

Braun offered that process improvement would include accountability measures for specific projects. Dees-Erickson reminded the committee that the Wilder Foundation Research group was coming to the July CIB meeting to present their findings on Community Proposal process improvements. Some of the learnings from that work could help clarify all CIB review processes. Johnson noted that for CIB to be more

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effective requires a greater amount of work and project review. Dees-Erickson mentioned that process improvement and clarification is one of the named themes in the committee's annual funding recommendation letter to the Mayor.

O'Brien offered that he was willing to approve the tentative funding recommendations as presented, but wanted to go on record naming the need for Summit-MRB to Fairview project to conduct environmental assessment. Weber confirmed that there was \$1.9M in the project plan for environmental design. O'Brien presented a motion to approve only \$1.9M specifically for environmental design of the Summit-MRB Fairview project. The motion is repeated and moved by Johnson, seconded by Braun. Vote does not pass. Discussion continues.

Yang motions to approve the presented 2026-2027 funding recommendations without further changes, O'Brien seconded the motion. McQuillan abstained from the vote due to a conflict of interest. Motion passes.

- VIII. CIB Chair Recommendation Letter – Dees-Erickson presented the CIB recommendation letter draft to the Mayor. She mentioned specific themes to include in the letter were about improving community engagement efforts and role clarification, and process improvement for all CIB processes. She reiterated that the Wilder Foundation Research group would attend the July CIB meeting to present their findings in auditing the Community Proposal process.
- IX. Announcements - Upcoming Meetings at Rondo Community Library
 - a. June 23: Tentative Additional Process Meeting
 - b. July 14: Regular CIB Meeting
 - c. Monday, August 11: Regular CIB Meeting
- X. Adjourned at 7:32 pm

CITY OF SAINT PAUL LONG-RANGE CAPITAL IMPROVEMENT BUDGET COMMITTEE MINUTES

Monday July 14,2025 - 5:00-7:00 PM Rondo Community Library

- I. Call to order at 5:13 pm by Chair Dees Erickson Roll Call :
 - a. Members in attendance: Demetrius Shaw, Jes Braun, Lauren Dees-Erickson, Nardos Ashenafi, Pang Yang, Raymond Hess, Liam O'Brien, Tim Marino
 - b. Members absent: Carl Johnson, April Eh, Darren Tobolt, Makayla Cox, Pat McQuillan
 - c. City Staff in attendance: Nichelle Bottko Woods, Shannon Forney, Caroline Swinford, Neal Younghans – Office of Financial Services , Anne Weber –Public Works, Alice Messer –Parks and Recreation, Council President Noecker, Ronde Berry on behalf of Council Member Bowie – City Council
 - d. Community Members in attendance: Guest: Dr. Heather Britt – Wilder Foundation Research, Michael-jon Pease – Saint Paul Parks Conservancy, Jane McClure – Village Voice Newspaper, Noah McVay – Audit Committee member
- II. Approval of 7/14 Meeting Agenda- Yang moved to approve the agenda, Braun seconded, motion passed.
- III. Budget Amendments
 - a. Parks – RES PH 25-142 Hillcrest Heights presented by Alice Messer. This budget amendment accepts \$2M in funding from the Port Authority for the Hillcrest Heights project.

O'Brien asks if the funding is restricted. Messer explains the funding is not restricted but is in addition to \$500k funding already given by the Port Authority for project pre-planning. Motion to approve the budget amendment is made by O'Brien, seconded by Hess. Motion passes.
 - b. Public Works – RES PH 25-136 is presented by Anne Weber. This budget amendment amends financing and spending plans in the Capital Budget for multiple capital projects totaling \$4.3M.

Dees-Erickson inquires how this list of amendments was developed. Weber explains that projects are submitted with estimates Sewer and Water expenses, that are updated once the project is closer to start date, as service and material costs can and do change over the project timelines for these larger capital projects. She went on to explain that all actual work is billed for, but that budget setting sometimes 1-3 years in advance of a project of this nature requires financial amendments and recalculations at some point. A motion to approve the budget amendment is made by O'Brien, seconded by Braun. Motion passes.
 - c. Treasury – RES PH 25-151 Issuance Bonds presented by Neal Younghans. This budget amendment reflects the final sale details resulting from the issuance of G.O. bonds which were finalized on June 26, 2025. He explained that there were 13 bidders for the 3rd bond series. O'Brien asks what classifies as a "green bond". Younghans explained that sewer or water bonds

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are frequently offered as 'green bonds' because their activity has a positive environmental or social impact. O'Brien asked how Saint Paul's debt portfolio compares to other cities. Younghans responded that Saint Paul has higher than median debt when compared to other cities.

A motion to approve the budget amendment is made by Hess, seconded by Marino. Motion passes.

IV. New Business

- a. Wilder and Audit Committee Presentation of Community Proposals – presented by Dr. Britt of Wilder Foundation Research, Council President Noecker and members of the Audit Committee. Dr. Heather Britt presented the research and findings her group conducted from February through May of 2025.

Their work included a comprehensive review of all years of Community Proposals, creating a visual aid Story Map of what projects were funded in which locations across the City. Dr Britt referenced process critique that the CIB process was complicated and confusing to applicants. She shared grounding questions for the review like, "Who applies, who gets funded" and referenced a lack of shared understanding and goals between the CIB committee process, and the community at large. One of the questions that arose time and time again, was "Who is responsible for community engagement?"

Wilder Research offered the following recommendations for process improvement:

- i. Clarify roles and responsibilities at all stages of the process.
- ii. Document all processes comprehensively (OFS staff)
- iii. Consider offering a pre-application to community members so that they don't struggle so much with the application process, project costing, presenting objective data, etc.
- iv. Robust outreach and communications plan, naming a lead connector to the CIB committee. This person is recommended to be City Staff.

Hess noted that the CIB Committee/ District Council relationships have been fluid depending on the people and roles of the moment, rather than a consistent effort that everyone understands. Marino mentioned that he is on a District Council, and that building the contact lists for stronger communication with District Councils could happen throughout the year. He also reminded the committee that District Councils are also often limited in their capacity and resources to 'do more with less'. Dr. Britt confirmed that District Councils are also yearning for deepening engagement with the CIB committee.

Dr. Britt encouraged the CIB and Mayor's office to have dialogue about roles and accountabilities, so that a dynamic relationship with the District Councils can be fostered. Council President Noecker mentioned her appreciation of

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the work and the conversation to audit this process. She said that the City Council stands ready to support the improvement work of the CIB committee.

- b. Community Proposal Process Discussion – led by Chair Dees-Erickson. O'Brien reflected that it's a big task to renovate CIB processes. There is needed change, but a daunting task to reenvision a more shared process. Dr. Britt reminded the committee that perhaps it's not a full overhaul that's needed but may be more about testing out smaller recommendations for improvements. O'Brien asks about the scope of a revised Community Proposal process, "what are the levers we are allowed to pull?" Braun concurs wanting to understand what is within the committee's power to change. Marino noted that creating a sub-committee to begin to work on these recommendations would be helpful. Braun introduces a motion to create a subcommittee to work on CIB Community Proposal process, Yang seconded. Motion passes. Dees-Erickson asks for members who have interest in this work. Braun, Dees-Erickson, O'Brien and Ashenafi registered interest in this subcommittee work.
- c. New Committee Member Drive – led by Bottko Woods, who noted a need to recruit new committee members, especially from Senate District 65, and Ward 2. Braun and Ashenafi registered interest in helping to conduct new member interviews.
- d. Capital Maintenance Team and Process – led by Bottko Woods. Bottko Woods explained that the Capital Maintenance application was in development and would be released to departments. She summarized that \$3M is available every 2 years for deferred maintenance projects like HVAC repair or parking lot resurfacing. Typically, 2 members of the CIB are recruited to sit on the Capital Maintenance Planning Team. This commitment consists of weekly meetings during the workday throughout September and October. Bottko Woods asked members to consider whether they would like to be on the subcommittee and make commitments in August.

V. Announcements - Upcoming Meetings at Rondo Community Library



City of Saint Paul

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

Legislation Text

File #: RES PH 25-163, **Version:** 1

Amending the financing and spending plan in the Department of Parks and Recreation in the amount of \$105,242.36 to utilize Parkland Dedication funds for the Linwood Park Improvements project.

WHEREAS, the Department of Parks and Recreation is making improvements to Prospect Park to include play area, basketball court, pickleball courts, irrigated field and other site amenities; and

WHEREAS, it is the desire of the Department of Parks and Recreation to utilize Parkland Dedication funds in the amount of \$105,242.36 to the Linwood Park Improvements project; and

WHEREAS, the Department of Parks and Recreation wishes to amend the existing financing and spending budget for the Linwood Park Improvements 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 \$105,242.36 in excess of those estimated in the 2025 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 \$105,242.36 is available for appropriation in the 2025 Capital Improvement Budget, and said 2025 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

<u>File ID Number:</u>	RES PH 25-163		
<u>Budget Affected:</u>	CIB Budget	Parks and Recreation	Capital
<u>Total Amount of Transaction:</u>	105,242.00		
<u>Funding Source:</u>	Transfer of Appropriations		
	Appropriation already included in budget?		No
<u>Charter Citation:</u>	10.7.1		

Fiscal Analysis

To amend the Parks and Recreation 2025 Capital Improvement Budget in the amount of \$105,242 for a transfer from Parkland Dedication Funds to be used for Linwood project construction.

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	-	105,242.00	105,242.00
TOTAL:				-	105,242.00	105,242.00

Financing Changes

(Action Accomplished)

GL Annual Budget				CURRENT		AMENDED
Company	Fund-Dept-Cost Center	Account	Description	BUDGET	CHANGES	BUDGET
1	40041900	56225	Transfer From Special Revenue Fund	-	105,242.00	105,242.00
TOTAL:				-	105,242.00	105,242.00

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	C253Q30901269	76010	Land Improvements	-	105,242.00	105,242.00
TOTAL:				-	105,242.00	105,242.00

Financing Changes

(Action Accomplished)

Life to Date Activity Budget				CURRENT		AMENDED
Activity Group	Activity	Account Category	Description	BUDGET	CHANGES	BUDGET
C-FMSCAP	C253Q30901269	56225	Transfer From Special Revenue Fund	-	105,242.00	105,242.00
TOTAL:				-	105,242.00	105,242.00