

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

Monday, September 8, 2025, 5:00 – 7:00 pm | Rondo Community Library

- I. Call to order at 5:24 pm by Vice Chair Shaw
Roll Call
 - a. Members in attendance: Demetrius Shaw, Jes Braun, Makayla Cox, Raymond Hess, Tim Marino, Nardos Ashenafi, Lauren Dees-Erickson
 - b. Members absent: April Eh, Pang Yang, Liam O'Brien, Carl Johnson, Darren Tobolt
 - c. City Staff in attendance: Nichelle Bottko Woods, Shannon Forney -Office of Financial Services , Anne Weber–Public Works
 - d. Community Members in attendance: no community members in attendance
- II. Approval of 9/8 Meeting Agenda- Hess moved to approve the agenda, Cox seconded, motion passed.
- III. Approval of 8/11 Meeting Minutes – Braun moved to approve the agenda, Cox seconded, motion passed.
- IV. Budget Amendments

Public Works– RES PH 25-160: Budget amendment for the Jackson Street Project presented by Anne Weber. Amending the Department of Public Works Capital Improvement Budget to add Minnesota Pollution Control Agency Community Resilience grant funding to the Jackson Street Project for \$500,000.

Marino asks for examples of work covered by this grant, Weber affirms the funding is for storm water drains, multi-use trails, multi-modal pedestrian spaces, green space, etc. Motion to approve the budget amendment is made by Hess, seconded by Marino. No further discussion. Motion passes.
- V. New Business
 - a. Capital Maintenance Member Appointments-Vice Chair Shaw announced that the appointed members to the Capital Maintenance Sub-Committee would be: Tim Marino, Liam O'Brien and Nardos Ashenafi.
While there had initially been 2 appointments, there was precedent in appointing 3 members so that if one is absent, the others help convey the information and process back to the full CIB committee, at the November meeting. Most meetings planned for October.
Bottko-Woods responded to a question that the average cost of Capital Maintenance Projects is \$250k.
 - b. Community Proposal Sub Committee - Chair Dees-Erickson announced that information would be forth coming about the Community Proposal Sub Committee, to advance the Wilder Foundation's report findings / suggestions. This group has met and organized preliminarily.

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- VI. Upcoming Meetings: Monday, October 13: Regular CIB Meeting at North End Community Center
- VII. Adjournment at 5:45pm

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MINUTES

MONDAY, AUGUST 11, 2025 - 5:00-7:00 PM RONDO COMMUNITY LIBRARY

- I. Call to order at 5:06 pm by Vice Chair Shaw
- II. Roll Call
 - a. Members in attendance: Demetrius Shaw, Carl Johnson, Darren Tobolt, Jes Braun, Makayla Cox, Raymond Hess, Tim Marino
 - b. Members absent: April Eh, Lauren Dees-Erickson, Nardos Ashenafi, Pang Yang, Liam O'Brien
 - c. City Staff in attendance: Nichelle Bottko Woods, Shannon Forney -Office of Financial Services , Alice Messer –Parks and Recreation
 - d. Community Members in attendance: no community members in attendance
- III. Approval of 8/11 Meeting Agenda- Tobolt moved to approve the agenda, Cox seconded, motion passed.
- IV. Approval of 6/9,6/23, 7/14 Meeting Minutes- Braun moved to approve the agenda, Hess seconded, motion passed.
- V. Budget Amendments
 - a. Parks – RES PH 25-163 Linwood Park Parkland Dedication Funding presented by Alice Messer. This budget amendment increases funding and spending budgets, with Parkland Dedication Funds to make park improvements to the play area, basketball court, pickleball courts, irrigated field and other site amenities for \$105,242.36.
 - b. Tobolt clarifies the location of Linwood Park, and Messer affirms Linwood Park is at the cross streets of St. Clair and Victoria. Motion to approve the budget amendment is made by Tobolt, seconded by Braun. No further discussion. Motion passes.
- VI. New Business
 - a. Capital Maintenance Process Update – presented by Shannon Forney. Forney provided a high-level overview of the upcoming Capital Maintenance Sub-Committee Process and timeline. The purpose of the Citywide Capital Maintenance Program is to provide capital funding for City facilities to correct structural deficiencies that cannot be addressed through normal or preventive maintenance. The program is not intended to replace the normal preventive maintenance that departments fund from their operating budgets. The capital maintenance program does not allow for the building of play areas, libraries and street improvements that are required to go through the normal CIB budget process.
 - b. The Capital Maintenance Budget process is managed through the CIB Project Selection Subcommittee (also called the Capital Maintenance Team), which consists of representatives from each department requesting funding, the

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Real Estate division, an OFS Budget Analyst, and two members of the CIB Committee. The selection subcommittee will review applications in October and November, allocate funding levels for proposed projects in mid-December and send the recommendations to the Mayor's Office for final approval or amendment.

- i. 7/25 – Proposal instructions provided to departments
- ii. 8/11 – CIB Committee appoints proposal reviewers and Capital Maintenance Team representatives
- iii. 9/12 – Departments proposals due on September 12, 2025.
- iv. Departments must identify a Capital Maintenance Team member from their department.
- v. 9/29 – OFS staff provide CIB Committee proposal reviewers all completed department proposals, including scores to pass/fail questions
- vi. 10/07 – Capital Maintenance Team: deadline to complete project review and ranking
- vii. 11/10 – Capital Maintenance Team Presentation of Recommendations to CIB Committee
- viii. 12/8 – CIB Committee approves final project list and submits to Mayor's Office

- VII. Capital Maintenance Member Appointment – led by Vice Chair Shaw. Shaw called for self-nominations to the Capital Maintenance Sub-Committee. He asked Forney to describe the duties of sub-committee members. Forney affirmed that it would entail attending 4-5 virtual meetings (not yet scheduled) throughout the end of September and October. Forney affirmed that most meetings would occur during M-F workdays between 9 and 5pm.
- a. Marino nominated himself for one of the membership appointments. Shaw called for other nominations and there were none additional. Shaw nominated himself as an alternate, in the event no other CIB members were available. Forney added that the CIB committee could make an appointment vote now, and amend the vote the September meeting if others expressed interest by Sept. 8th. Braun motioned the Capital Maintenance Sub-Committee appointments to be Marino and Shaw. Johnson seconded the motion. No further discussion. The motion passed.
- VIII. CIB Meeting Plan – 2025 Meetings was presented by Nichelle Bottko-Woods as follows:
- a. September and October Meetings (timing TBD):
 - i. Community Process planning and kick off,
 - ii. 2020 -2025 Capital Maintenance Project Status Update
 - iii. Project Status Update- Capital Budget Generally
 - b. November- Capital Planning Team presentation of Recommendations

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- c. December- Annual Chair and Vice Chair Elections, Target date for new member appointments, if needed: Final vote on Capital Maintenance Funding Recommendations Members discussed that it would be wise to create a save the date for the Community Process deadline, as a way of being proactive in starting community engagement. They discussed that coordinating an open house to announce community proposal deadline would be of benefit.
- IX. Meeting location was discussed, and North End Community Center was identified as a site of interest for future meetings and or community engagement around the Community Proposal deadline.
- X. Announcements - Upcoming Meetings at Rondo Community Library
 - a. Monday, September 8: Regular CIB Meeting
- XI. Adjourned at 6:33 pm