



**City of Saint Paul**  
*Mayor Melvin Carter*

700 City Hall  
15 West Kellogg Boulevard  
Saint Paul, Minnesota 55102-1658

Telephone: (651) 266-8800  
Facsimile: (651) 266-8541

**SAINT PAUL LONG-RANGE CAPITAL IMPROVEMENT BUDGET  
COMMITTEE MEETING**

**Monday, February 11, 2019 at 3:30 p.m.**

**George Latimer Central Library – 4<sup>th</sup> Floor Conference Room**

**MEETING MINUTES**

|                                  |   |
|----------------------------------|---|
| Members Present:                 | Amy Huerta (chair), Mary Morse Marti, Paul Raymond, Corina Serrano, Elsa Vega Perez   |
| Members Excused:                 | Rebecca Airmet, Larvel Bunker, Joel Clemmer, Chai Lee   |
| Members Absent:                  | Kellie Charles Connor, Raymond Hess, Samakab Hussein, Elizabeth Matakis, Patrick McQuillan, Darren Tobolt                                 |
| Visitors and City Staff Present: | Madeline Mitchell – OFS Budget Analyst<br>Bruce Engelbrekt – OFS<br>Jim Giebel – OFS<br>Alice Messer – Parks<br>Anne Weber – Public Works |

Office of the Mayor  
Office of Financial Services

*Todd Hurley, Director*



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Note: In the absence of a quorum, the members present heard all agenda items but committee actions were provisional, pending approval at the next meeting

1. Call to order – The meeting was called to order by Chair Huerta at 3:45 p.m.
2. Approval of Agenda  
Chair Huerta moved to approve the agenda for the February 11, 2019 meeting, amended to move approval of the January minutes to the end of the meeting. Paul Raymond seconded. The agenda was approved as amended.
3. Action Items

OFS

RES PH 19-22: Establishing the 2019 budget for energy projects financed by the new \$5 million Green Energy Loan Program.

- Jim Giebel and Bruce Engelbrekt presented the resolution to the CIB committee.
- Giebel explained that this is a program passed by the City Council and included in the 2019 budget designed to further the City's goal of becoming carbon neutral by 2030. This project will help build a climate resilient community in St. Paul and reduce greenhouse gases and energy consumption. This program involves all city-owned buildings and will start by replacing all incandescent and fluorescent light with LED bulbs. The next part of the program will start with fire stations, as energy audit has already been completed for these buildings. Once this resolution passes, requests for bids will be sent out for this work. After fire stations, the Mayor's Office has requested that the program prioritize public-facing buildings (e.g. libraries and recreation centers). Additionally, the largest 30 buildings in the City will undergo complete audits, including HVAC equipment and controls.
- Engelbrekt noted that this is an internal loan program approved by the City Council and established in the capital budget. The projects funded through this loan would normally be paid for out of the CIB budget so this should free up some CIB money. Engelbrekt explained that there is already an administrative order ready that would move money from the loan fund to use on fire stations, three recreation centers, and Rondo library.

- Engelbrekt explained that once projects are approved, the \$5 million loan would be reduced by that amount and authority provided to OFS to do the bidding and ultimately fund the work. Along the way, each project will involve a variety of people: treasury staff for the loan details and paperwork, Jim Giebel as energy coordinator, real estate staff to manage the projects (Mike Michaud), and departments to ensure that the project fits their needs. As lights are replaced, there will be energy savings. The City has recently seen large savings from replacing lights in the City Hall Annex building with LEDs. The same is expected in other buildings. These would be used to repay the loan.
- Engelbrekt described how City staff will identify the project cost with the understanding that most of the funding will be in the form of a loan. Some funding will be received as an energy rebate from Xcel. y project cost, know that most of the money will be in the form of loan funds. Loan schedules will be drafted to align with anticipated savings. There will be no additional costs for departments.
- Corina Serrano asked whether 100% of rebates will be returned to the loan fund. Giebel answered that the rebates be used to reduce the loan amount on the project that produced the savings. All projects will start with the assumption that they are completely loan-funded. Engelbrekt explained that there will be clean-up amendments towards the end of the loan that will reflect rebates and new loan amounts.
- Mary Morse Marti asked who conducts the energy audits. Giebel answered that CEE does some of the audits, Xcel's Turnkey project (via Franklin Energy) completes others, and for the largest buildings an outside consultant or engineer will be used. Costs of CEE audits are covered by Xcel. Costs of Xcel audits are \$600 per location. Larger projects would likely be bid out.
- Morse Marti asked if the program is mainly lighting replacement. Giebel explained that lighting is the initial focus as it is easy to do, not costly, and has a quicker payback (usually under 5 years), allowing money to be returned to the loan program.
- Raymond asked how the next round of projects would be chosen. Giebel explained that the next projects would be chosen based on energy usage, starting with the biggest users, with a focus on public-facing buildings.
- Elsa Vega Perez moved to tentatively approve the resolution, pending approval by the CIB Committee once quorum is established; Morse Marti seconded. The resolution was approved pending approval by the CIB Committee once quorum is established.
- Note: due to the time sensitive and technical nature of this project (as this program is already included in the 2019 budget), the committee voted via email to formally approve this resolution.

## Parks

RES PH 19-33: Accepting additional grant funds in the amount of \$7,515 from the Capitol Region Watershed District and amending the financing and spending plan in the Department of Parks and Recreation for the Swede Hollow Stream project.

- Ellen Stewart presented the resolution to the CIB Committee.
- Stewart explained that this resolution is amending a 2016 project to recognize additional grant funds from the Capitol Region Watershed District to fill a funding gap. This funding will be spread between project management and construction costs. Contingency funds for this project have been used already. This project will help daylight and pull more water into the stream in Swede Hollow.
- Raymond asked when this project will be complete. Stewart answered that the project will be finished in the spring of 2019. Raymond asked if this is the last anticipated spending for this project. Stewart responded that it is.
- Raymond moved to tentatively approve the resolution, pending approval by the CIB Committee once quorum is established; Vega Perez seconded. The resolution was approved pending approval by the CIB Committee once quorum is established.

### Public Works

RES PH 19-51: Amending the financing and spending plans in the Department of Public Works Capital Budget by transferring \$215,000 in revenues into the Grand Avenue Pedestrian Safety Improvement Project.

- Anne Weber presented the resolution to the CIB Committee.
- Weber explained that this project is nearly complete with the exception of some added roadway, sidewalk, truncated domes, and concrete work done to accommodate ADA requirements. This resolution provides funding for these final components, including construction, from the 2019 MSA contingency fund.
- Huerta asked was originally included in the 2019 MSA contingency fund. Weber answered that the fund had \$300,000.
- Vega Perez asked Weber to you explain what the money is for and how it has been otherwise funded. Weber explained that funding came from MSA and some other sources. Upon nearing the end of this project it became clear additional funds were needed. Each year, the City is allocated a certain amount from the state, typically \$250,000-\$300,000 per year. This is separate from CIB contingency funds – it is specific MSA funding for street projects. Money is reserved for contingency each year.
- Raymond noted that this proposal seems to be using up large chunk of contingency funds, given how early in the year it is. Raymond also noted the separate request to use the rest of 2018 CIB contingency funds. Raymond asked
- Weber how concerned the department is about draining the contingency budget on one project. Weber explained that this project required bump-outs and sidewalk work which traditionally eat up more funds. It is a smaller project but ends up requiring more engineering time than some of the larger projects. With a initial project budget of \$1 million, there is not as much wiggle room as projects with bigger budgets. Weber assured the committee that the department is aware of how much funding remains and understands that the potential risk of using it all.

- Raymond noted that the project is over budget by about 20% and explained that he understood that bump-out projects tend to go over but that they are popular now. Raymond inquired about how many other bump-out projects are planned. Weber answered that most of the other projects are more traditional (Summit Bridge, Lafayette Bridge, design projects, some match money on county projects, Fairview project, minor work on some signals with MnDOT, etc). \$1 million of MSA is going to the downtown mill and overlay program for 2019. The Public Works department will be finalizing the 5-year plan soon and will come back to the committee to explain what is on it.
- Raymond moved to tentatively approve the resolution, pending approval by the CIB Committee once quorum is established; Morse Marti seconded. Vega Perez abstained. The resolution was approved pending approval by the CIB Committee once quorum is established.

RES PH 19-52: Amending the financing and spending plans in the Department of Public Works Capital Budget by transferring \$118,000 in revenues into the Snelling at Summit Intersection Improvement Project.

- Weber presented the resolution to the CIB Committee.
- Weber explained that the department was asked to examine the intersection of Snelling and Summit Avenue following a fatal bike accident. This resolution would use \$118,000 of 2018 contingency funding for a variety of safety improvements including signal upgrades (overhead mast arms, leading green arrow, flashing yellow arrow) and a green bike path through the intersection. This would eliminate remaining funds in the 2018 contingency budget. \$118,000 is the full budget for this project.
- Morse Marti asked whether the bike advisory community has been involved w/ this. Weber said she did not know the history of public involvement on this project but will report back. Morse Marti
- Huerta asked how long the bike path will be. Weber explained that it just connects existing bike paths through the intersection.
- Huerta inquired how these specific improvements came to be and who was involved. Weber noted she will follow up. Raymond added that the Bicycle Coalition is involved with improving Summit Ave bike lanes overall. Weber added that Reuben Collins and Luke Hanson are also involved.
- Serrano noted that she would like to hear the response from bike community before approving.
- Raymond moved to tentatively approve the resolution, pending approval by the CIB Committee once quorum is established; Morse Marti seconded. The resolution was approved pending approval by the CIB Committee once quorum is established, with the request that more information is provided at the next meeting.

RES PH 19-53: Amending the financing and spending plans in the Department of Public Works Capital Budget by transferring \$135,000 in revenues into the 2018 Sidewalk Program.

- Weber presented the resolution to the CIB Committee.

- Weber explained that originally the budget for this project was set up to be 100% assessed. An appraiser performed a benefits test and these properties did not pass, meaning it could not be proved that the property was improved by the same amount as the sidewalk. Therefore, the decision was made to not assess. Going forward, sidewalk funding will come through CIB committee.
- Raymond asked whether these were brand new sidewalks. Weber answered that they were and that they department is working a procedure for addressing petitions on new sidewalks in the future.
- Raymond noted that there has been discussion about how much of the city doesn't have sidewalks, causing accessibility issues. This could be a big potential cost. Weber answered that it will not change if it is part of an existing street project – just for stand-alone infill sidewalks. The department is still doing Safe Routes to School and federally funded programs.
- Madeline Mitchell noted that a minor technical change will be needed to match the resolution text to the financial analysis.
- Vega Perez moved to tentatively approve the resolution, pending approval by the CIB Committee once quorum is established; Morse Marti seconded. The resolution was approved pending approval by the CIB Committee once quorum is established.

#### CIB Committee Bylaws

- Mitchell will revise and send for discussion at the next meeting.
4. Approval of January 14, 2019 Meeting Minutes  
Huerta moved to approve the minutes of the January 14, 2019 meeting. Morse Marti seconded. The minutes were tentatively approved.
  5. New Business
    - Mitchell noted that John McCarthy will be serving as interim Finance Director.
    - Mitchell also asked for committee input on gender neutral pronouns for meeting minutes. The committee suggested eliminating titles and using just last names.
  6. Adjournment  
There being no further business, the meeting was adjourned by general consent. 4:47pm.

Staff:

Madeline Mitchell (651-266-8803)  
[madeline.mitchell@ci.stpaul.mn.us](mailto:madeline.mitchell@ci.stpaul.mn.us)

<http://www.stpaul.gov/cib>