



**City of Saint Paul**  
Mayor Melvin Carter

700 City Hall  
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Saint Paul, Minnesota 55102-1658

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

**Monday, December 10, 2018 at 3:30 p.m.**

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

**MEETING MINUTES**

Members Present:	Amy Huerta (chair), Rebecca Airmet, Larvel Bunker, Joel Clemmer, Raymond Hess, Samakab Hussein, Chai Lee, Patrick McQuillan, Paul Raymond, Elsa Vega Perez
Members Excused:	Corina Serrano
Members Absent:	Kellie Charles Connor, Mary Morse Marti, Elizabeth Matakis, Darren Tobolt, Kurt Zilley
Visitors and City Staff Present:	John McCarthy – OFS Budget Manager Madeline Mitchell – OFS Budget Analyst Sarah Brown – OFS Michael Solomon – OFS Alice Messer – Parks Mary Norton – Parks Richard Mullings– guest of Elsa Vega Perez



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1. Call to order – The meeting was called to order by Chair Huerta at 3:42 p.m.
2. Approval of Agenda  
Ms. Airmet moved to approve the agenda for the December 10, 2018 meeting, Ms. Vega Perez seconded. The agenda was approved.
3. Approval of November 19, 2018 Meeting Minutes  
Ms. Airmet moved to approve the minutes of the November 19, 2018 meeting. Mr. Raymond seconded. The minutes were approved.
4. Action Items

Review of November 19, 2018 meeting

- In the absence of a quorum at the November 19, 2018, all action items were tentatively approved, pending review and confirmation at a future meeting.
- After reviewing the minutes from the October 8, 2018 meeting, Ms. Airmet moved to accept the minutes as amended below. Mr. Raymond seconded. The minutes were approved.
  - Correct miscellaneous name errors (Mr. Hestness to Mr. Hess, Mr. Bunker to Ms. Bunker, and Ms. Mary to Ms. Morse Marti)
  - Correct “Mr. Hestness stated that the city has appraised neighborhood properties” to “Mr. Hestness stated that the city has informed neighborhood properties.”
- In discussion of the resolutions from the October meeting, Mr. Hess and Ms. Airmet provided a summary of the Pedro Park project.
- Mr. Clemmer asked for an update on whether the roof replacement for the Merriam Park Rec Center (RES PH 18-337) was a 2018 or 2019 project. Mr. McCarthy explained that there were two Merriam Park resolutions – one for HVAC improvements, one for the roof. The department is bidding these two projects together. HVAC will be the first year. The roof will be the second. Mr. McCarthy also explained that the bid on the roof came back higher than expected, requiring additional resources from the contingency fund.
- Mr. Lee moved to confirm approval of all resolutions as reviewed and tentatively approved by the CIB Committee at the November 19, 2018 meeting. Ms. Bunker seconded. Resolutions 18-337, 18-345, and 18-348 were approved.

OFS

RES PH 18-199: Amending the City's Capital Improvement Budget to reflect the final sale details resulting from the issuance of the G.O. Capital Improvement Bonds, Series 2016A; G.O. Capital Improvement Bonds, Series 2017A; G.O. Capital Improvement Bonds, Series 2018A.

- Mr. Solomon introduced and Ms. Brown explained the resolution.

- Ms. Brown explained how the total budgeted CIB projects need to match the amount of bonds sold. The premium and cost of issuance also need to be accounted for. The unused portion will be moved into contingency for potential allocation for future projects.
  - o Mr. Clemmer asked why the City received a premium on these bonds. Mr. Solomon explained that given the current market, investors want a higher interest rate and will pay more money upfront to ensure greater income later. This generates larger premiums. The City uses a competitive bid process. On the day of bond sale, the City has the option to restructure based on where the bids are coming in. The City works with a municipal advisor to determine spending levels.
- Mr. Clemmer moved to approve the resolution; Mr. Hussein seconded. The resolution was approved.

## PARKS

RES PH 18-372: Approval to accept funds from the Minnesota China Friendship Garden Society for the Changsha China Friendship Garden project and to amend the financing and spending budget in the Department of Parks and Recreation in the amount of \$100,000 for the project.

- Ms. Messer presented the resolution to the CIB committee.
- Ms. Messer explained the \$100,000 is a combination of three donations: \$25,000 from the Katherine B. Anderson Fund, \$25,000 from the John and Ruth Hess Fund, and \$50,000 from the Saint Paul Foundation.
- Mr. Airmet moved to approve the resolution; Mr. Hess seconded. The resolution was approved.

RES PH 18-373: Amending the financing and spending plan in the Department of Parks and Recreation in the amount of \$511,226.51 to reflect funds received from Ramsey County for construction of the Robert Piram Regional Trail project.

- Ms. Messer presented the resolution to the CIB committee.
- Mr. Hess moved to approve the resolution; Mr. Raymond seconded. The resolution was approved.

RES PH 18-379: Amending the financing and spending plan in the Department of Parks and Recreation in the amount of \$100,000 for Cultural STAR Grant funds received for the Changsha China Friendship Garden in Phalen Regional Park.

- Ms. Messer presented the resolution.
- Mr. Clemmer inquired about the overall budget for the China Friendship Garden project. Ms. Messer explained that the entire project has been privately funded with over \$1,000,000. Additional funds are still needed to erect the stone gateway from China. The overall vision for this project is around \$7,000,000. The first – construction of a pavilion, landscaping, and the stone gateway has been estimated at more than \$1,000,000.
- Mr. Clemmer noted that he is looking forward to seeing the project completed but cautioned the committee to keep an eye on the overall budget to maintain fundraising ability and reputation with funders.
- Ms. Airmet moved to approve the resolution; Mr. Hussein seconded. The resolution was approved.

RES PH 19-5: Amending the financing and spending plan in the Department of Parks and Recreation in the amount of \$10,000 for funds received from the Saint Paul Parks Conservancy for the Rice Park Revitalization project.

- Note: at the time of this meeting, this resolution had not been entered into Legistar. It was entered shortly after.
- Ms. Messer presented the resolution to the CIB committee.

- Ms. Airmet moved to approve the resolution, pending resolution entrance into the record; Mr. Lee seconded. The resolution was approved.

### 2019 Capital Maintenance Recommendations

- Mr. McCarthy reported again on the tentative 2019 capital maintenance recommendations. Recommendations for 2018 and 2019 were made by the Capital Maintenance Committee in 2017. In December 2017, 2018 recommendations were approved. 2019 recommendations were tentatively approved, pending necessary changes.
  - Mr. Clemmer asked whether there are things that have come up since the committee passed this two-year budget that would've been dealt with in this budget.
    - Mr. McCarthy noted that City departments come to the committee when emergency items come up. He also noted that some water damage at Wilder might come up if property insurance doesn't cover it.
  - Ms. Airmet noted that the contingency fund is important and asked whether the committee could offset the \$20,000 reduction in contingency with the premiums from the bond sale.
    - Mr. Raymond said it seems like we're using other contingency for emergency maintenance as it is.
    - Ms. Airmet stressed the importance of designated maintenance funds, particularly to ensure the stability of the maintenance process.
    - Mr. Hess asked whether the committee had power to move this. Mr. McCarthy explained that the committee could make a recommendation to amend this resolution to include the premium.
    - Mr. Raymond asked when this is usually approved. Mr. McCarthy answered that the actual resolution is usually completed in January.
  - Ms. Airmet moved to accept all project funding as recommended in this budget; Ms. Vega Perez second. The motion passed.
  - Ms. Airmet further moved to recommend that capital maintenance budget be amended to return to previously budgeted amounts to account for the reduction in contingency; Mr. Hess seconded. The motion passed.

### 5. New Business –

- Update on staffing and committees
  - Abdiwahab Ali is no longer working at the City of Saint Paul – we congratulate him on his new position. In the short term, Madeline Mitchell and John McCarthy will be assisting the committee.
  - Ms. Airmet provided an overview of the CIB redesign committee work. She explained that the committee has met three times, with another meeting scheduled. The committee is working on redesigning the scoring and prioritization system for funding projects. The group includes representatives from the major City departments that spend capital dollars: Parks, Public Works, Fire, Police, PED, Library. Ms. Airmet stated that work is still in progress but is going well so far. The committee is coming towards a short list of exclusionary questions (ex. ADA, capital investment, etc.) and a narrative description of project to include equity and diversity.
    1. Ms. Huerta suggested looking at the People's Institute Assessment on Racial Equity for guidance.
    2. Ms. Vega Perez inquired about the timeline. Ms. Airmet explained the scoring system should be done in January or February. Then City departments will be developing their 5 year plans.
  - Mr. Raymond and Mr. Tobolt are signed up as CIB representatives on the 5 Year CIP committee. Mr. Hussein and Ms. Airmet are alternates.

- Ms. Huerta, Mr. Lee, Ms. Bunker, and Mr. Hussein are signed up to serve on the Community Engagement committee.
- Ms. Huerta suggested adding an agenda item to next month's meeting to confirm that these commitments still work for all who volunteered.
- CIB Committee Bylaws
  - Ms. Huerta asked whether Mr. McCarthy has heard back from the city attorney's office. Mr. McCarthy explained this is still in progress and he hopes to have it by next meeting.
- January Social Event
  - Ms. Huerta suggested holding the January CIB meeting at a local restaurant/bar/community room.
  - Committee members suggested Black Dog Café, Bad Weather Brewing Company, Urban Growler Brewing Company, Lake Monster Brewing, and Afro Deli.
  - Mr. Hussein volunteered to check with Afro Deli. Mr. Lee volunteered to check with Lake Monster.
  - Mr. Clemmer suggested leaving the decision to the discretion of the chair.

## 6. Adjournment

There being no further business, the meeting was adjourned by general consent.

### Staff:

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