



SAINT PAUL LONG-RANGE CAPITAL IMPROVEMENT BUDGET COMMITTEE MEETING MINUTES

Monday, November 14, 2022

3:30 – 5:30 pm

Rondo Community Library

- I. **Call to Order**, the meeting was called to order by Chair Tobolt at 3:46 when quorum was met.
 - a. **Present Members:** Darren Tobolt, Barrett Steenrod, Abshir Ali, Ray Hess, Jack Fei, Elsa Vega Perez, and Patrick McQuillan
 - i. **Members Absent:** Daud Mohamed, Audel Shokohzadeh, Jessie Luevano, Ryan Vue, and Abdi Ahmed, **Absent, but excused:** Rudy Burgos, Natasha Jones
 - b. **Visitors and City Staff Present:** Nichelle Bottko Woods- OFS, Neal Younghans- OFS, Alice Messer – Parks, Anne Weber – Public Works
- I. **Approval of Meeting Agenda and Meeting Minutes**, Vega Perez moved to approve the agenda, Hess seconded, there was no discussion, the agenda was approved. Hess moved and Fei seconded to approve the October Meeting Minutes, motion passed.
- II. **Action Items** (30 min)
 - a. **Parks RES PH 22- 348: Swede Hollow Woodland Garden**, Jack Fei moved to approve, Barrett Steenrod seconded. Alice Messer presented on the resolution to amending the financing and spending plan in the Department of Parks and Recreation in the amount of \$35,000 for funds received from the St. Paul Parks Conservancy for the Swede Hollow Woodland Garden Enhancement project. Members asked questions about additional funding and about the location of the project. Motion Passed.
 - b. **Public Works RES PH 22-341: MSA Transfers:** Anne Weber presented on the resolution to transfer MSA from 2022 MSA Contingency to 2021 Annapolis, 2017 Ford Parkway Outfall & Erosion Control and 2022 Suburban & Ruth Signal. She presented on what Municipal State Aid (MSA) and the funding source for these projects. Questions were answered about the frequency of repairs. In addition, questions were asked about state and federal funding sources for projects and Anne outlined the variety of funding sources used. Steenrod moved to approve, Ali seconded, motion passed.

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- c. **Public Works RES PH 22-342: 2017 Project Closeouts**, Hess moved to approve, Vega Perez seconded. Anne Weber presented on the resolution to close out 2017 Projects and transfer CIB balances to CIB Contingency, motion passed.
 - d. **Treasury: RES PH 22-350: Final Sales Details**, Steenrod moved to approve the resolution, Vega Perez seconded. Neal Younghans presented on the resolution to amend the City's Capital Improvement Budget and Operating Budget to reflect the final sale details resulting from the issuance of the G.O. Street Reconstruction Bonds, Series 2022C and pay off G.O. Variable Rate Street Reconstruction Bonds, Series 2020F. Members asked about rates of the bonds 3.68% is the rate for new bonds, and discussed the process of bond sales. Motion passed.
- III. **Other Business**, Chair Tobolt (5 min)
- a. **Chair and Vice Chair Nominations**, Darren Tobolt announced the elections to be held at the December meeting. Members are able to nominate themselves, from the CIB Bylaws and Standing Rules.
 - b. **Committee Member Stipends W9**, Nichelle Bottko Woods asked any new members to complete the W9 form and return them to her.
 - c. **CIB Committee Team**, Nichelle Bottko Woods explained the new Microsoft Team site for the CIB Committee members, reviewed structure, documents and discussed how to use it.
Steenrod made the motion that every meeting would include agenda items for community building and icebreaking not to be more than one minute per person as well as an educational component. Vega Perez seconded. Motion Passed.
 - d. **Discussion of Financial Analysis Forms**, Nichelle Bottko Woods shared information about the financial analysis form committee members discussed suggestions for improving and helping them understand it's use and importance.
- IV. **Announcements**
- e. Next CIB Meeting: Monday, December 12, 3:30 – 5:30
 - i. Elections for Chair and Vice Chair of CIB for 2023
- V. **Adjournment**, There being no further business, the meeting was adjourned by general consent at 5:21.

Minutes Prepared by Committee Staff:

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