

Citizens for a Loring Park Community (CLPC)  
**BOARD OF DIRECTORS MEETING Minutes – draft 8.11.2010**  
Monday, August 9<sup>th</sup>, 2010

Present: Gary Gliem, John Van Heel, Christopher Hoffer, Mike Marn, Janine Jelks-Seale, John Novak, Neil Reardon, and Jana Metge (Coordinator)

Absent: Pat Hafvenstein, Neil Carlson, Bob Hansen

Guests: Robert Cook (Master Plan Steering Committee co-chair), Paul Hinderager (SC member)

**I. Welcome/Introductions, Announcements, & Approvals**

Gary welcomed all and Jana reported on the Park Board meeting held Wed., Aug. 4<sup>th</sup>. John Novak, John Van Heel, Dr. Lee. Frelich, and Jana testified at the Park Board meeting. Pam Lehan from The Woman's Club, Pat Hafvenstein (CLPC Board), and Edie from Friends of Loring Park were all present. The CLPC Board resolution was passed around the table and made available prior to the Park Board meeting. John Novak reviewed how the community and Laurie were notified on Aquatennial Event Day, that we've had three (3) directors in 9 months, and that this occurred mid-summer vs. waiting until the last 2 weeks of August when the Park would be closed anyway. Jana reviewed complications with program and NRP contract implementation with the frequent transition and staff/volunteer costs to continue to re-orient Park staff and build relationships/projects. The next step is a follow up meeting with David Fisher, Interim Park Superintendent between the Park, CLPC, and Friends for Loring Park.

**The August 2010 agenda was approved by consensus.**

**June 2010 Board minutes approved by consensus.**

II. **General Liability Insurance Coverage Presentation – Postponed for this meeting, so we could devote time to the Master Plan Agreement, Timeline, Community Workshops.**

III. **Land Use Committee – John Van Heel**

*CURA Research Project* – John reported that a complete presentation on the CURA research will be at the CLPC Land Use meeting on Sept. 27<sup>th</sup>. He encouraged all Boardmembers to attend this meeting and listen to the research project first hand.

*Community Design Workshops* – Jana/John presented the draft overview for the Thursday panel on Loring Park history and the Oct. 2<sup>nd</sup> Community Workshop on "Discovery". Jana encouraged boardmembers to forward thoughts for musicians and/or panel members. She reported that she connected with Sydney Beane, a Dakota elder and professor at MCTC. He is confirmed as a panel member, as is Katie Hatt who grew up in Loring Park. Others queried about participating are Bob Glancy, Bob Copeland, and Kim Havey. Additional discussion during Scope of Services dialogue.

*Master Plan Consultant Scope of Service* – Jana/John reviewed the Consultant agreement development, discussion, process, and draft document distributed to the Board for review.

Jana reviewed *points under negotiation were:*

- Intellectual property – resolved through language from Joe at NRP.
- Publicity – who will do, be responsible for, and pay – on the road to resolution.
- Reimbursable Expenses – CLPC Board and Steering Committee members felt that clear expectations were listed in the RFP and to be included in the \$49,000.

Following lengthy discussion, the following motion was passed, conditional on Peter being at the Planning Commission and City Council Community Development meeting, for plan discussion and official city approval .

**Motion: That CLPC authorize up to \$1,000 in addition to the \$49,000 Master Plan amount for Master Plan reimbursable expenses.**

Peter will need to provide to CLPC an itemized list, in advance, for Coordinator approval. Committee volunteers will assist in cost reductions by working to secure in-kind contributions to cover potential expense items. Deliverables, as identified in the Master Plan RFP, are not included in this "additional" reimbursable budget line item. Consultant should come to the Steering Committee meeting with any meeting material needs to see if we can 1<sup>st</sup> assist through in-kind donations. CLPC Goal is to not expend the \$1,000, if possible.

Roles and Responsibilities document out of Agreement - **not a part of any contract, rather an understanding of working relationships** - not a debate; not for inclusion in contract. Christopher volunteered to assist in synthesizing the list.

Beth and Joe have recommended attaching the RFP Proposal response from Musty LLC. Peter does not want the proposal attached, rather the more completed workplan. We will then leave in the city language which includes the RFP and proposal submitted in the Agreement.

Further discussion with Beth Elliott, City planner, will be the language in the Agreement pertaining to Form-Based development and Form-Based zoning. She is concerned that the Consultant team understand and know the Minneapolis Zoning code and display in a completed Master Plan how the existing zoning tools will be utilized and presented.

Jana reported that the Steering Committee wants to be involved with identifying and prioritizing who the Key Stakeholder interviews will be with and identifying who needs to be involved with a focus group discussion. Christopher asked for an itemized billing of work done to date and requested board review and approval should the bill include any work not known, discussed, or approval by the SC/Board/Coordinator. Jana will request this from Peter.

Community panels/Thursday evenings – These are set at a cost of \$750/each and is outside of the existing consultant time in the draft Agreement. Board members felt that 1:1 time should not be prioritized further and that this staff time be utilized instead for the staff time needed to facilitate/plan the Thursday sessions. Any additional staff time needed should come from the prior approved Board action authorizing "up to \$1,000 for additional expenses". Jana was directed to negotiate the per night cost down to \$500 and work with Peter to incorporate volunteer/in-kind donations/staff support on the coordination of these events vs. Consultant-driven and CLPC charged. Thursday evenings will be evaluated prior to setting and/or resource-generating the 2011 sessions.

**Motion: The CLPC Board of Directors approve the dates, times, and location for the first two (2) sets of Community Workshops. *Motion passed unanimously.***

- *Thursday, Sept. 30th* from 6:30-9:00 p.m. - Loring Park Community Center
- *Saturday, Oct. 2nd* from 9:00-noon/or 1:00 - The Woman's Club of Minneapolis
- *Thursday, Nov. 4th* from 6:30-9:00 p.m. - Music Box Theatre
- *Saturday, Nov. 6th* from 9:00-noon/or 1:00 - Wesley Church

It was agreed following extensive discussion, that the 1st Thursday-Saturday session will be evaluated upon conclusion. There was also concern that the Oct. sessions and Nov. sessions were too close together, giving the Steering Committee no time to develop an agenda for the Nov. meeting and review materials gathered from the Oct. sessions. It may mean moving the date of our Oct. Steering Committee meeting. Asking members to come on the last Wed. to a SC meeting is not only too short

of notice to develop Community Workshop plans for Nov. sessions, but also would have those members attending 3 sessions in one week, the Master Plan SC meeting, the Thursday panel discussion, and the Saturday kick off. Spring Workshop needs to be planned with the monthly date of the SC meeting in mind. There was also a question/suggestion that LEED/ND focus should be earlier in the Workshop schedule. We will ask Peter to address/discuss this question at the next SC meeting.

*Optional Services* – The board directed Jana to complete the Agreement and ensure good planning/outreach and organizing for the Sept. 30<sup>th</sup>/Oct. 2<sup>nd</sup> and Nov. 4<sup>th</sup>/Nov. 6<sup>th</sup> sessions. Discussion and development of Optional Services is taking staff, volunteer, and consultant time away from the actual project implementation. Set these discussions, if deemed valuable by the SC committee, for late Fall and utilize other Task Forces/Committees for the discussion. John talked about the possible need for LEED/ND registration funding and support for further website development with regards to the Master Plan. These items will be discussed in October, brought to the board for inclusion in the 2011 CLPC Budget if approved at the Oct. Board meeting.

Jana brought to the Board their action to approve the Master Plan Steering Committee membership. This group had developed the Request for Proposal, held the pre-proposal meeting, interviewed/selected the Consultant team, mapped out the timeline, and the Community Engagement process. With the Consultant team hired, the Master Plan process will begin. CLPC needs to ensure that the participation by stakeholders is represented well on the Steering Committee. She distributed a Steering Committee listing and asked that two (2) members be added. We continue to look for representation from Laurel Village area and Village Green apartments.

**CLPC Board agreed to add to the list Reede Webster from MCTC and Allison Brueggeman-Wright from the Bellevue.** *Motion passed unanimously by consensus.*

Jana will contact folks recruited at the Loring Art Festival and meet with them to ascertain interest in the Steering Committee and Master Plan Workshops/activities. Neil asked Jana to follow up with James Andrew to see if interested in the Steering Committee. Paul suggested a renter from the Buckingham / Commodore and a rental property owner on the Steering Committee. John and Jana will bring this up at the August Property Owners' meeting which they will attend.

**Master Plan Agreement** – John/Jana asked the Board for authorization to sign the Agreement when final negotiations are completed.

**Motion: That the CLPC Board authorize Jana Metge, Coordinator and John Van Heel to continue negotiations with Peter Musty, LLC and give the authority to the Executive Committee, with board review and notification of Executive Committee meeting, authority to approve the final scope document.** *Motion passed unanimously. Mike/Christopher M/S/Consensus.*

#### **V. Finance Report** – Jana & Neil

Neil presented the financial report - year to date - and distributed the 2011 proposed budget. Chairs should look at Program amounts and NRP Phase II plan and if there are items from Phase II funding that the committee wishes to implement, they should contact Jana and get those items in the draft 2011 budget for Sept./Oct. board discussions. We would like to approve the 2011 budget at the November Board meeting. The board felt that the health insurance budget line item should be doubled.

Neil/Gary asked to increase the marketing line item, we may wish to purchase additional promotional items. Jana reported that the Master Plan line item May be increased with future Board action .

Neil/Jana presented the PT staff position. Board members were encouraged to think about it and ways to fundraise for it. It will be on the Oct. agenda. Jana suggested that any action on this position needs to be conditional on securing funding prior to posting the job availability.

Gary brought up the **Love Loring Event**. We need to evaluate and discuss potential 2011 locations

and choose a date. He is proposing a Friday or Sunday evening prior to Valentine's Day rather than a Thursday. This will be on the Sept. Board agenda.

**NRP Phase II Funding:**

Jana/John VH explained that this \$16,000 equals **14 hr/week** on MPlan, Traffic Calming, Historic Resource Task Force and **Land Use** Committee. **10 hrs/week** on email, walkin, phone, public policy documents from City/County/State. 5 hours on bills/contract reimbursements. **5-6 hrs/week** on **Board follow up & Outreach** – businesses, condos, City/Co. meetings, business meetings, prop. Owner meetings. **5-6 hrs/week** on **Livability** Committee/Events.

2011 NCEC funding will pay for the 26 hrs. (@ \$40,000 per neighborhood) and office phone/internet and insurance & Fundraising will pay for remainder of 2011 Operating Budget. NRP Phase II also has \$4,000 for rent in 2011 that we can use. Leaves us \$10-\$15,000 to raise to have 1 FTE, office and \$70-\$75,000 annual budget.

**Motion: That CLPC utilize \$16,000 of NRP Phase II Housing dollars (Nicollet Ave.) for 2011 CLPC staff support to Master Plan/Land Use efforts and add these funds the Phase II Administrative contract - \$8,000 in budget line #1 and \$8,000 in budget line #4.**

*John/Neil R. M/S/Consensus - Motion Passed Unanimously.*

**New Business:**

Gary proposed that John Novak be appointed to the CLPC Board to fill Dick Sandberg's term. A work history on his CLPC experience was passed around for review by Board members.

**Motion: That John Novak be appointed to complete Dick Sandberg's CLPC Board term through 3/31/2010. Neil R./Mike M. M/S/Consensus – Motion passed unanimously.**

**IV. Livability Committee** – (This topic was moved to the end of agenda to ensure adequate Board time for the Master Plan SC action items and discussion).

Bob Hansen was unavailable for the Board meeting tonight, John Novak, co-chair overviewed the following:

- *Summer Event Review* – NNO, Aquatennial, PRIDE, Loring Art Festival – went well, great volunteers, lots of new names and good for the PR of CLPC.
- *Plymouth Church Foundation Event* – John/Jana encouraged the board to attend this new event set for August 21<sup>st</sup> at the corner of Franklin/Nicollet. We still have some open spots at the CLPC Info. Booth.

**VI. Coordinator Report** – Items were included in Finance discussion above.

**VII. *The meeting was adjourned at***