

Citizens for a Loring Park Community (CLPC)  
**BOARD OF DIRECTORS MEETING MINUTES**  
**Monday, April 11<sup>th</sup>, 2011**

Hosted by the Loring Park Office Building / 430 Oak Grove, Room #207

Boardmembers present: Gary Gliem, John Van Heel, Diane Moe, Brad Conley, Janine Jelks-Seale, Greg Renstrom, Mike Marn, Christopher Hoffer, John Novak, Neil Reardon

Boardmembers absent: Pat Hafvenstein

Staff present: Jana L. Metge

Thanks to Gary for providing refreshments! Gary suggested that the Board rotate refreshment duty. He also stated that Barbara Flanagan noted the Loring Theater in her column this past week.

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

The meeting was called to order at 6:38 p.m. by President Gary Gliem.

Introductions were conducted, Pat H. going to India, will return in May.

The following announcements were made:

- Community Sing-Along – Tuesday, April 12<sup>th</sup> @ 7:00 p.m. @ Loring Park Com. Center
  - Land Use Committee – Mon., April 25<sup>th</sup> - 7:00-8:30 p.m. @ Loring Park Office Bldg/Rm 207
  - Master Plan Steering Committee – Wed., April 27<sup>th</sup>; 7-9 p.m. @ Loring Park Community Ctr
- TOPICS: Synthesis of Discovery Phase-Plan Development
- Historic Resource Action Team – TBD – Loring Park Community Center
  - Downtown Court Watch – Fri., May 6<sup>th</sup> - 10 a.m.-Noon – Downtwn Central Library – 2<sup>nd</sup> Flr.
  - **Transportation Panel #2** – Hosted by Plymouth Congregational Church @ 1900 Nicollet Ave. So. **Thursday, April 14<sup>th</sup>, 2011** – 6:30-8:00 p.m. Speakers – Councilmember Robert Lilligren, Rep. Frank Hornstein, Anna Flintoft/City of Minneapolis-Streetcar Project, HN County Commissioners Jan Callison & Peter McLaughlin. Sponsored by SSCO & CLPC.
  - **Saturday, May 14<sup>th</sup>** – Master Plan Community Design Workshop #4 – 9:00 a.m.-1:00 p.m. Hosted by the Wesley Church/1<sup>st</sup> Ave. – next to the Convention Center
  - KBEM Jazz Concert at Loring Theater in late- May – Free to Loring Park
  - Loring Park Acoustic Music Festival – Sat., June 11<sup>th</sup> – Noon to 8 p.m. @ Loring Park!

**March Board minutes were deferred to the May Board meeting. The board agenda was approved by consensus.**

## **II. 2013 Neighborhood USA Conference**

Jana overviewed that CLPC will be the “Host Neighborhood” for the NUSA 2013 Conference. This conference occurs in May, the week prior to Memorial Day Weekend. Planning should begin now to enable us to host events at our local venues, they are already booking 2012 activities. Jana introduced David Rubedor, Director of the City’s new Neighborhood Community Relations Department.

David introduced James Trice, who also works with the Neighborhood Community Relations Department and presented that they had gone to the City of Minneapolis presentation with the NUSA Board. Rochester, MN was also one of the contenders for the 2013 Conference, but Mpls. was selected. It is anticipated that Rochester will work with us on this conference somehow. It is an expectation for Mpls. to send folks to the NUSA conference 2 years in a row, with the year prior having a booth to promote the Minneapolis conference. David discussed a potential role for CLPC in 2012, which would involve the organization programming some staff support in the planning of the NUSA conference.

David reported that an Oversight Committee would be established which would include the Mayor, a member of City Council, different Foundation representation. Then there would be a local planning committee established to plan the event city-wide. Then, there would be workgroups to 1) publicize, review and select workshop presenters, 2) solicit, publicize, review, and select areas for neighborhood tours – there are usually 10-15 neighborhood tours which occur, and 3) plan NUSA events. Nicollet Island Inn is reserved for the 2013 Conference Kick-off Event. A preliminary NUSA budget was put together by David Rubedor and Robert Lilligren when they were presenting to be a NUSA location.

Fundraising would need to occur. State Legislative mandate was set that funds from a municipality could not be utilized for a Convention. This occurred following an ordeal which arose from a State DNR Convention some years back. David also reported that city staff may not use their staff time to plan this event, they may volunteer their time, but cannot be on the city's clock. David also reported that the Hyatt Hotel was selected as the Conference site. The Hyatt is in the Loring Neighborhood, thus creating the potential for the neighborhood to be a "host" site for the event.

David, Jana, and possibly James will attend the NUSA conference this year and gather information to present back to the CLPC board in June. Additionally, Jana will gather input from Loring Stakeholders on potential Loring Park "host" activities. Jana reported that art organizations are already completing their 2012 programming and that 2013 programming may begin as early as Fall of 2013. This could be an implementation step for our Arts agenda in the Loring Park Neighborhood Master Plan.

David reported that NUSA attendance has dropped off in the last few years, bringing in only an attendance of 600 nation-wide. He believes that Minneapolis has the ability to really generate new interest and participation in NUSA through this 2013 conference. Suggested by a CLPC Boardmember that we should invite our International Sister Cities and add an International flavor to the 2013 Conference. Another Boardmember suggested meeting with Phil Davis and getting MCTC on board with "host" activities.

Board members discussed the fit of the conference with CLPC's goals for the future. It was felt that this is a neighborhood which is great to host this type of an event. It was felt that this is an opportunity for organizations and institutions to work together on a project, as stated as an outcome in the Creative Arts Master Plan Focus Group report. We would need to think strategically about ways to pull in the work of the organization in 2012 so that the NUSA items could be a part of committee/board work.

***Consensus of the CLPC Board is to move forward on a partnership concept with the Neighborhood Community Relations Department and CURA in the planning and execution of the 2013 NUSA Conference.***

We will have further Board conversations as this concept develops. David and Jana will continue to work up a timeline for NUSA, as well as a fundraising approach. In 2012, NUSA is in Indianapolis, we should begin to fundraise to send a group of folks to this Conference. David talked about when he was at PPNA and Jana was at CNIA and they would raise funds to send 6-10 neighborhood residents to this conference. Attendees are a mix of staff and neighborhood residents, but NUSA was formed by residents wanting to connect with others doing this neighborhood work in other States. There may be NUSA technical support for registration and announcing/soliciting workshop presenters. We will find this out and report back following the 2011 NUSA conference.

Jana also suggested that the City may want to look at needed Capital improvements to the Public Realm in and around Loring Park. For example, banners and brackets are broken on Grant Street and the 14<sup>th</sup> St. sidewalk from the Convention Center to Loring Park is crumbling away. Sprucing up the area for this conference would be very important and needed.

**The dates for the 2013 NUSA Conference are May 21<sup>st</sup> – 25<sup>th</sup>, 2013.**

**I.b. CLPC Officer Elections** (*agenda amended to have NUSA presentation 1<sup>st</sup> since City staff were present*)

Gary announced that there are four (4) Officer positions open for nomination and election tonight. John Van Heel, Vice Chair took over the election and asked for nominations for Board President. Mike Marn nominated Gary Gliem as President of CLPC Board and Christopher seconded nomination. Gary accepted nomination.

**Motion: Gary Gliem as President of the 2011 CLPC Board of Directors.** *Mike/Christopher M/S/Consensus – Passed Unanimously.*

John Van Heel turned the meeting back over to Gary and stated upon being asked that he would run again for Vice President, unless anyone else would like to or is interested in the position.

**Motion: John Van Heel as Vice President of the 2011 CLPC Board of Directors.** *Mike/John Novak M/S/Consensus – Passed Unanimously.*

Gary asked Christopher if he was willing to continue as Secretary.

**Motion: Christopher Hoffer as Secretary of the 2011 CLPC Board of Directors.** *M/S/C Mike/Brad & Janine – Passed Unanimously.*

Neil Reardon stated that if anyone else would like to learn the Treasurer's role, he would step down, but that he would accept a nomination.

**Motion: Neil Reardon as Treasurer of the 2011 CLPC Board of Directors.** *M/S/C Mike/John N. & Brad - Passed Unanimously.*

**Request from Membership/2011 Annual Meeting:** *To appoint Diane Moe to the CLPC Board of Directors for a 1-year term.*

**Motion: To appoint Diane Moe to the CLPC Board of Directors for a 1-year term.**  
*Brad C/John Van Heel M/S/C Passed Unanimously.*

Gary thanked the CLPC returning Board members for a great year in 2010!

He stated as President, his 2011-2012 goals are:

- Increase fundraising
- Create a CLPC Brochure
- Create a couple of CLPC promotional items that can be given away at events such as magnets, flashlights, pens
- Create the ability for CLPC to charge online, especially at events. Jana reported that Becky Gullickson had volunteered to research this for "Love Loring" 2012. CLPC contributors can donate online through GIVEMN.org. John has noted this on the web site.
- Shorten the length of Board meetings.
- Work with other neighborhood groups on common issues (ex. Upcoming Transportation Panel).

John suggested that Gary may like to attend the monthly Downtown Neighborhood Group meetings.

**Motion: That CLPC send two (2) representatives to NUSA, Jana to be one of the two and to register by April 14<sup>th</sup>, 2011, and pending receipt of NCEC grant, allocate up to \$2,400 for training, lodging, conference fee, and air fare.**  
*Christopher/Neil R. M/S/C - Passed unanimously*

**Conflict of Interest Policy** - Jana distributed copies of the Conflict of Interest Policy as reviewed at the Board Orientation and available in the Board manual. She also distributed an example of declaring a Conflict of Interest. Explained was that legally a conflict is when there is financial gain from a Board decision or discussion involving a board member. That Board member needs to declare a conflict and abstain from the voting. At CLPC, we ask the Board member to abstain from the conversation as well, so as to not direct it or intimidate discussion about it. There could be times when a Board member could be asked to leave the room where the discussion is occurring. Additionally, many times CLPC Board members have removed themselves from voting or discussing an issue where a "perceived" Conflict of Interest occurs. Cited as an example was John Van Heel, working for BKV Group. Though he may receive no direct compensation from a project which BKV works on in the neighborhood, John has always removed himself from any discussions to avoid any perception of conflict, in the best interest of CLPC.

Board members were asked to sign the Conflict of Interest Policy and turn them in for the file. All were received. John declared a written Conflict of Interest with BKV Group and the 401 Oak Grove development site.

### III. "Love Loring" – Evaluation & Set 2012 Date

Gary reported on several examples of other fundraisers he had attended or researched. He and Neil attended the Red Eye fundraiser. Great event, all donated food, but they ran out of food brought in by the

food distributors/liquor industry. They did a performance vs. background music like we had. Gary described the Art Institute of Chicago, they posted 15 items you could buy chances for, like a raffle.

Board members reported that incoming comments were that folks loved the “Love Loring” event and that a goal should be to bring in more revenue, but that socialization among neighbors was a big part of the event. Suggested was that we look at ways to bring in more revenue, either by reducing the amount per plate cost and/or adding a raffle to the event. Folks questioned whether folks would put money into a raffle vs. a silent auction. John N. suggested that we look into raffling money. A 50:50 split. Christopher agreed to look into MN State Raffle Requirements and he and John N. volunteered to meet with The Woman’s Club on the 2012 event and costs associated with it.

Jana stressed that by planning ahead, the event is much easier to do. It gets time consuming when materials arrive to the CLPC office in the last week. It was suggested by John Novak, that we start getting Silent Auction Items in Sept., leaving only a few for January. That way bid sheets and program draft can have three months to develop vs. one week. She also suggested that a date be set so that we can make “Love Loring 2012 – Save this Date” – cards for all upcoming summer events and begin already to promote ticket sales. Jana pointed to a handout in the Board packet developed on the 2011 Love Loring event – 2011 Income was \$9,178.15 compared to the 2010 income of \$8,324.64. Expenses in 2011 totaled \$4,964.94 compared to 2010 expenses at \$4,939.00. Food costs in 2010 were \$35.44 per person and in 2011 food costs were \$34.52 per person. Net gain in 2010 was \$3,385.58 compared to net gain in 2011 at \$4,213.21. We sold 96 tickets in 2010 and only 73 tickets in 2011 and still had a greater net gain. The goal of 2011 has to be to sell more tickets. More advance notice, the better. This year, having it on a Friday, some community members had Orchestra Hall and/or Guthrie season tickets which conflicted with our “Love Loring” event.

Gary reported on how he sold tickets by personally contacting people. He also reported on acquiring Silent Auction items, either purchasing them himself and donating them to CLPC or getting them donated from businesses. He also passed around to the Board a theme concept of “Love Loring in Bloom” for the 2012 “Love Loring” event and suggested that donations could be around gardening, planting, golf, flowers, etc. Gary also described an Eagan fundraiser he attended put on by the .....to raise money for.....where a featured artist was present and suggested that we could do this next year as well and put it in our promotional material. Last, we may want to consider a “live” auction as a part of our event. Brad suggested that we could get donated bike parts and he could “build a bike” at the Auction, for sale at the Auction! Greg reported that he was impressed that The Woman’s Club provided a menu for the event which was all “gluten-free”. He said that he participates with the Jeremiah Program “Bullfrog Bash” and would look into broadening our base of donations for the Silent Auction, so that they are not dependent upon a couple of people to gather all of the items.

Gary suggested moving the Event from February and to the Spring.

**Motion: That CLPC sponsor a “Love Loring” event in 2012.** *Neil/Janine M/S/C – Unanimous*

**The Board asked that a workgroup meet and propose a 2012 “Love Loring” date to the May Board of Directors meeting.** It also needs to be determined who will chair the 2012 event. Brad, Greg, Gary, Diane, and John Novak agreed to be a part of the planning team. Pat H. and Becky have already volunteered to do decorations based upon the theme and Becky will look into CLPC’s ability to charge at the event.

#### **IV. Land Use Committee Report**

John presented this motion for approval by the Board and reported that it had unanimous support from the Land Use Committee.

**Motion: That CLPC Support the Lunds Re-development concept as presented at the 3.28.2011 Land Use Committee.**  
*John/Neil M/S/C - Passed Unanimously*

Lunds is in the process of meeting with impacted stakeholders around the site – Kenosha Condo, Bellevue Condo, and Eli’s. Condo groups forwarded their bulleted concerns to CLPC and Jana distributed to the

Board. This item will come back to Land Use, probably in May with further information, elevations. Jana will inform the Board and Land Use Committee members of date/time when they present to the Heritage Preservation Commission.

John reported that he covered LEED/ND goals at Board Orientation and that the workgroup (John, Neil, Pete, Lauren) continue to meet and are in discussions with MN GBC (Green Building Council).

Neil reported on Downtown 2025 presentation at the Land Use meeting. The focus of the presentation was to solicit feedback on “what can be done to improve downtown.” You can comment online.

**425 Oak Grove** – Jana attended the HPC meeting with Bob Glancy. St. Mark’s had an attorney present. Their statement was to ensure that only the exterior was to be designated. The CLPC Board expressed concerns as to interior features and how to safeguard these from either theft/being stripped from the property. There was a feeling that there were significant interior features. They should be photographed and photographs archived. The Board asked Jana to talk to Bob Glancy about what could be done, since he and Dee Montgomery safeguarded several interior features for 131 Oak Grove. Christopher stated that if we are able to create a list and send it to HPC staff it should read “including, but not limited to...”

**Motion: CLPC requests that the historic designation of 425 Oak Grove be Extended to preserve significant interior features.** *Christopher/Janine*  
*M/S/C – Passed Unanimously*

**401 Oak Grove proposed Development** – Land Use committee was a preliminary footprint for a proposed developed on the 401 Oak Grove site, presently a parking lot utilized by tenants of the 430 Oak Grove building (owned by the same owner as 401 Oak Grove). Proposal is for 118-120 market rate rental apartments of which 70% are 1-bedroom and 30% are 2-bedroom. Concerns raised were: Garage entrance opening up to the sidewalk and facing the Woman’s Club, impact on Oak Grove traffic which is challenging especially in the winter, pocket park on the south side of the development vs. on the front, gateway edge. Reported was that the building would be approximately 70 feet in height. Public Realm elements were presented to include a pocket park and stepped up greening along the Clifton side of the footprint, a park/patio for tenants inside of the “U” building design on the south side, and the concept of a Dog Park as a part of the Public Realm. Brad proposed a garage entrance along the east side of the site, entering from an alley, comparable to the 333 Oak Grove apartments, so that no visible garage is present. An entrance facing the Woman’s Club is not preferred, concerns were raised about the Club having to view a garage door from their main entrance. It was also suggested at the meeting to round of the corner since it is the Gateway for Loring Hill. The Development team stated at the meeting that elevations and a shadowing study will be brought to the April Land Use meeting. Jana is organizing an “Impacted Stakeholders” meeting to be hosted by Architectural Alliance thanks to Tom DeAngelo. There will also be further discussion on parking, this is a huge issue for the development of this site. Several of the Institutions share parking, of which 401 Oak Grove is a part of the mix. It was expressed at the Land Use meeting, that losing access to this lot could severely impact the viability of The Woman’s Club and Church events. Further discussion needs to occur creating a parking solution for Institutions/Organizations with a regional draw.

## **V. Livability Committee Report**

John Novak reported that the MCTC Health Fair/Wellfest was held on Wed., April 6<sup>th</sup>. Jana and Bob Hansen displayed a CLPC Information Booth. Brad was also a part of the Information Fair. It went very well. Jana reported that surveys were done asking students to “identify the one thing you LOVE in Loring Park”. Surveys have been tallied and results emailed around to the Board. Only four (4) students expressed unfamiliarity with Loring Park/Loring Park Neighborhood vs. the majority that had expressed fear in going into Loring Park 3 years ago. Jana felt that this suggested that our mutual intentional outreach with MCTC students and staff and classroom curriculum was indeed paying off!

John reported that Aquatennial Planning will be starting. He overviewed the successes of the 1<sup>st</sup> event this past summer, July 2010. Over 1,000 in attendance, children games, food vendors, activities for children, and live music all in partnership with the Park and supported through the advertising of the Aquatennial, since it was an Associated Aquatennial event. Registration for the Aquatennial event through the Downtown Council was completed by CLPC.

John reported that Minneapolis Police Department did a personal safety meeting at 1350 Nicollet. There were 29 residents in attendance.

John reported that at the past Livability Committee, issues of noise – back up beepers and sirens were the top issue. Also, concerns regarding snow removal, especially at the Bus Shelters were expressed. There is continued conversation about getting a Loring Park Beat Officer, especially at night during the hours of 2:30-6:00 a.m. John reported that Livability has asked the Taxi Cab Inspector to attend an upcoming meeting. Double parking, horn honking, standing in the middle of the street, blocking MTC busses, in and around Grant Street continue to be a big concern. He reported that the City of Minneapolis has removed the cap on the number of taxi licenses issued. The Livability Committee continues to be a forum for neighborhood concerns, to give voice to the people in our community.

## **VI. CLPC Coordinator/Finance Report**

Jana reported on positive comments on the CLPC Annual Meeting & Information/Resource Fair. Set up went very well, room had tables set up mid-afternoon. Refreshments were great. Many comments about the Organizational Presentation – the 1 minute WHIPS with slides in the background were a hit! Especially with folks popping up from all around the room – very interactive! Steve Barberio has a hit running from one end of the room to the other to get the audience to move and engage! We should do the WHIPS again!

*Neil and Jana provided the Finance Update & Cash Flow Report:*

**February 2011 Bank Statement:** Savings @ **\$1,305.31** and Checking @ **\$10,827.24**

**March 2011 Bank Statement:** Savings @ **\$1,305.41** and Checking @ **\$8,900.01**

NRP reimbursement #11 submitted on Friday, March 11<sup>th</sup> for **\$20,881.91**. It was electronically deposited by the City into our account in 1<sup>st</sup> week of April. The NCEC grant application completed and submitted for an April review by NCR staff and NCEC for **\$43,661.33**. *Note – there is no Citizens Participation funding in 2011 – the \$2,000 we used to get is now part of the NCEC/Community Participation Program Funds*). The Close Out report on NCEC “Bridge Funds” and Citizen Participation Funds for the \$12,000.00 funding grant completed and filed with CPED contract manager.

### **Legal Report:**

CLPC 2011 Registration completed and mailed in – (copy to circulate around meeting).

General Liability Insurance Premium paid

3 – 1099’s completed (Independent Contractors) – Peter Musty, LLC for \$30,000,

A & E Support Services and 430 Oak Grove, LLC (rent for 1 year).

IRS – 990 and Attorney General’s Annual Report – Extension filed by Lotts Financial.

IRS Audit – is underway; it is a random audit. Jana passed around the request letter for review from the board. Materials were 1) hand delivered to St. Paul office and 2) follow up information sent via certified mail.

**“Love Loring”:** (Gary will cover narrative Evaluation in his report). There are still two (2) outstanding Silent Auction checks to get in totaling \$270.00. We sold 73 Tickets. Total donations tallied **\$7,982.00** (Silent Auction Items, Decorations, all donations that were cash or sponsorship).

**Bookkeeping and Tax Filing** – Jeanne coming in April and May to close out 2010 fiscal year and do tax filings. All 2010 data entry input, completed by Jana following the computer re-build.

**Motion:** **That the 2011 Operating Budget be amended as presented and with the earlier NUSA training action.** *John VH/John N. M/S/C- Unanimous*

**Motion:** **That the CLPC Financial Policies be amended as presented.**  
*Mike/Christopher M/S/C – Unanimous*

**Motion:** **Request \$15,000 of \$68,000 remaining NRP Phase II funding to be programmed into CLPC Administration budget line item.**  
*Neil/Brad M/S/C – Passed unanimously.*

Neil stated that we should start now to think about 2012 budget. NCEC funding will only provide \$43,000. We have an Operational budget of \$75,000 with minimal program. He also suggested to form a workgroup to program the remaining NRP Phase II funding should the City Council freeze prevail and the 2011 NRP Legislation not pass in this session.

Mike Marn asked about a memorial for Robert Cook. Reviewed with sadness was Robert Cook's passing this month. Robert has served on the CLPC Board, has been Vice President, was co-chair of the Nicollet Avenue Housing Corridor Initiative, and presently was co-chair of our Loring Park Neighborhood Master Planning project. Jana will inform the Board when plans are set. Presently, they are not.

**Motion: The Board unanimously requested that a brick be installed in Loring Park in memory and tribute to Robert at the \$75.00 level.** *Mike/John M/S/C – Passed Unanimously.* John and Jana will create draft language for the brick and email it around for review.

**VII. Meeting was adjourned at 9:16 p.m.** *Diane/Neil R. – Passed Unanimously*