

Citizens for a Loring Park Community
Board of Directors Meeting Minutes
Monday, September 9th, 2013

(Thanks to World Mission Prayer League for hosting & for the wonderful meal!!)

Those present: Pat Hafvenstein (WMPL), John Van Heel (110 W. Grant), Gary Gliem (Summit House), Neil Reardon (Kenosha), Kelly Muellman (Oak Grove), Joseph Finley (Nicollet), Brad Conley (Oak Grove), and Jana Metge (CLPC Coordinator). Mark Nelson called and was unable to attend due to a work obligation. Christopher Hoffer called and was out of town.

I. The meeting was called to order by CLPC President Gary Gliem. The Agenda was approved by consensus. The August 2013 Board minutes were approved.

The following Announcements were made:

- **Downtown Court Watch** - Fri., Sept. 13th 10 -Noon - Dwntwn Central Library
- **Community Sing-Along** - Tues., Sept. 17th @ 7-8:30 p.m. @ LPark Com. Center
- **Livability Committee** - Mon., Sept. 18th - 6:30-8:00 p.m. @ LPark Com. Center
- **Nicollet/Central Transit Open House** - Sept. 9th, 5:00-7:00; Presentation @ 5:30 p.m. Hosted by the DT Minneapolis Central Library; 300 Nicollet Mall.
- **Transit Open House** - Monday, Sept. 9th from 5:00-7:00; Presentation @ 5:30 p.m.; Minneapolis Central Library, 300 Nicollet Mall
- **Loring Park Neighborhood Master Plan** - Public Hearing; Monday, Sept. 16th @ 4:30 p.m. @ City Hall/350 So. 5th Street, Room #307.

II. Loring Park Neighborhood Master Plan Public Hearing- - *John Van Heel*

John announced that the Loring Park Neighborhood Master Plan would be an agenda item for the Minneapolis Planning Commission meeting. The Public Hearing is scheduled for Monday, Sept. 16th @ 4:30 p.m. @ City Hall. The agenda will be posted the week prior, so we can know what agenda we are. Jana & John are letting all past participants in the process aware of this public hearing. John asked for all Board members to attend. The City sent out a notices to all residents (approx. 6,500) and CLPC placed an Ad in the DT Journal, as well as sent emails, posted on our website, and posted on our facebook site. The public hearing is where changes to our plan could be promoted, or where the plan could be cheered and supported, or where anyone in the neighborhood could come and testify. John encouraged all to attend.

Following the Public Hearing at the Minneapolis Planning Commission, the plan will go to the City Council's Zoning & Planning Committee. If all goes well at Planning Commission and the plan is moved on, we would be looking at a early to mid-Oct. date for the Z & P meeting. From there it will go to a Full City Council vote, once approved.

City Planner Beth Elliott reports that following approval by City Council, we would go to the Met Council. Additionally, a re-zoning study would occur 2nd half of the 2014 year.

III. 7:00-7:15 Neighborhood Safety Issues/Livability & Land Use

Livability -

Joseph reported to the board that safety had improved on Grant & Nicollet and that Minneapolis Police Department was considering removing it as a hotspot and a CODEFOR focus area. Businesses and residents are thankful for the Neighborhood Beat Officers.

Joseph passed around a proposal from the Basilica for In the Heart of the Beast Puppet and Mask Theatre to do a presentation in the Loring Park Neighborhood Dec. 7th at the Basilica. There would be opportunity for resident involvement with the production. This was the second time that the Basilica came to Livability. The 1st time was with the idea and this time with an actual proposal and budget. Joseph proposed the following motion which passed unanimously at the Livability Committee -

Motion: CLPC to sponsor this community engagement event and dedicate \$1,500 of Community Participation Funds to purchase tickets to be given away in the Community.

Joseph/Pat M/S/C Passed Unanimously.

IV. 7:15-7:30 Land Use Report - Neil Reardon

Neil reported that at the last meeting, we had an Xcel Energy presentation and a presentation by HN County Project Coordinator on The Interchange Project. Hard copies of both powerpoints were circulated around the room.

Neil reported on Sidewalk Replacement by Public Works. CLPC office had gotten several calls from residents & Businesses on Loring Hill frustrated with the lack of parking and lack of notification by the City. They lost a total of 36 parking spots due to sidewalk replacement and Summit House Renovation. Businesses were frustrated that they received no notification by Public Works prior to the day the signs went up. Equipment had been parked by World Mission Prayer League and left the weekend of the Loring Park Art Festival, a huge visitor weekend. It was felt that the Equipment could have arrived on Monday, following an event weekend so that parking would not have been lost. Neil reported that Harmon Place had sidewalks replaced even though Harmon is a priority focus area in the Loring Park Master Plan and we had held discussions with Public Works throughout the planning process. Jana had reported to the Land Use Committee that one of the main focus areas for the new Neighborhood Community Relations Department was to enhance communication and coordination between a city department and a neighborhood organization. It was suggested that maybe this could be a test case, focus on communication policies and procedures for the Public Works Department and the Neighborhood. The following motion came up at the Land Use Committee and passed unanimously, now forwarded to the Board -

Motion: That CLPC request the assistance of the NCR Department to set up a meeting with Minneapolis Public Works Director to enhance communication and Coordination with the Neighborhood. *Neil/John VH M/S/C Passed unanimously*
Neil reported that Rich Simons from the Cathedral of St. Mark's presented on a plan to renovate their Parking Lot. It would create five (5) additional handicapped parking places, replace some trees which are dying (their goal is to put in as many trees as they remove). They are creating an underground pool to capture rain water and enhancing the landscape. To add the additional parking, they will be removing some green space around the Oak Grove side entrance to the Cathedral. There were a few unanswered questions which Rich was going to follow up on, so the Committee asked Rich to return to September Land Use Mtg.

The September Land Use Agenda will also feature Presentation & Discussion of Nicollet/Central Transit Study, Options, Next Steps, and Timeline.

V. Administrative Report

Jana reported that September/early October she will be working with the Accountant on finalizing 2012 accounting and then ensuring that 2012 tax filings and the MN Attorney General Charities Division Annual Report are completed and mailed. CLPC received two extensions on this due to the Accountant being in an accident and having surgery this past spring/summer.

We will be doing an Organizational Audit end of October. Jana will be prioritizing staff hours in October to compile the documentation to be requested from the Auditor. The President, Treasurer, and Coordinator will meet with the Auditor for an Informational meeting. Then the financial items requested will be gathered and delivered to the Auditor. The Auditor will conduct his Audit and then a Management letter will be forwarded for response. Then, a close out meeting with the Auditor will be held.

Jana suggested that a Finance meeting be held to discuss the following:

- Audit
- Financial Policies / Check Payments / Reconciliations
- Financial Reports

Jana distributed the **Community Participation Program Grant 2013** as it was being developed and thanks all who contributed to the content and ideas in the Grant. She reported that all comments submitted have been integrated into the grant. She submitted the draft grant for approval to be submitted to the NCR Dept. for review and comment. She reported that we will need to have a contract signed and active by January 1, 2014 to ensure organizational cash flow. Jana reported that the unspent Neighborhood Priority Plan funding will be rolled over into the 2014 contract and that this is requested in the grant.

Motion: That the Draft Community Participation Program Grant be approved.

Kelly/Pat M/S/C Passed unanimously

Jana reported that the draft **2014 CLPC Operations Budget** has been circulated to the Board via email, questions answered, adjustments made. A 2014 budget is required for the CPP Application. Jana reported that the budget can be amended as new funds are raised or any new expenses necessary. It was also suggested that we should review the budget at least once a year, if not annually.

Motion: The CLPC 2014 draft Organizational Budget was approved as presented.

Kel/Neil M/S/C Passed unanimously

VI. CLPC Board President Report - Gary Gliem reported on attending "Lunch with Lisa" and that Jayne Miller, the new Park Superintendent was the speaker. He had spoken with Jayne afterwards and she had offered to come out and speak with our Board at any time.

"**Love Loring**" was discussed. At a previous meeting the board had determined that we would not do an event in February due to the Neighborhoods, USA conference and had thought about having one in the Spring. With the work on the Master Plan, it was determined to not hold this event in 2013. The Board talked about the possibility of now planning the 2013 event. It was discussed that a workgroup should be identified and a Timeline set & 1st Meeting held. Pat volunteered to help on the event.

Gary talked about Board member absences and that the bylaws say that after missing three (3) meetings a board member is off the board (NOTE- Bylaws state: "At the discretion of the Board, any director shall be removed from office by a majority vote of the Board if such director has missed three (3) regularly scheduled Board meetings during any one year term. Pat agreed to talk with Kathleen, Chris, and Jerrod. Jana will talk with Jake. Gary also expressed concerns that with John Novak moving (Vice President) and with Sam resigning (Treasurer) we are without two (2) officers.

Pat volunteered to be the Treasurer. Neil volunteered to be the Vice President.

Motion: CLPC approves that Pat Hafvenstein serve out this year's term as Treasurer and that Neil Reardon serve out the Vice President Term. Unanimous approval.

Pat and Jana will go to the bank this month and have the paperwork completed and signed so that Pat Hafvenstein, our new Board Treasurer will be able to sign checks.

VII. The meeting was adjourned at 8:10 p.m.

Jana submitted the following STAFF REPORT:

Finance/Admin.:

Bookkeeper scheduled for September 15th & 16th
Community Participation Grant - Input meetings held, draft grant written
2014 draft Operations Budget - Developed per CPP 2014-2016 guidelines
Check Request Form Completed/Bills Paid/Checks Cut/Signed by Gary/Mailed
Reimbursed John Van Heel \$1,500 for LEED/ND Registration
Audit prep work - See Audit Materials Checklist
Read and provided written, additional input to Master Plan Staff Report

Outreach / Summer:

Master Plan - Public Hearing Notices distributed via personal contact, email, mtgs.
IDS Exhibit on Master Plan - Worked with John Van Heel on display
Loring Property Owners Meeting - Nicollet Avenue & The Master Plan
Meeting with Jim Ericksen on Nicollet issues
Land Use Meeting - Email, Speaker preparation, Meeting Set Up, Agenda/Materials
Livability Meeting - Email, Speaker preparation, Meeting Set Up, Agenda/Materials
Loring Music Festival - Met with Sponsors & Partners to De-Brief & Evaluate
Aquatennial Event - Met with Joseph, John Outlaw (Park) to De-Brief & Evaluate
Event Reports Completed for Committee Meeting and the Board
Met with Basilica of St. Mary's staff on Livability presentation & proposal
Met with John Van Heel - Review of Outreach Efforts for Master Plan
Distributed Sept. 9th Nicollet/Central Open House flyer electronically & personally.
Attended Sept. 9th Open House on Nicollet/Central
Master Plan Outreach Efforts - Contacted all of Community Engagement participants
and notified them of the upcoming Public Hearing, Reported at the Property Owners
meeting, invited participating City/County/Park staff, distributed Public Hearing Notice
to buildings & businesses.

Met with Owner of new Nicollet Ave. Coffeeshop.
De-briefed with Mad Dads on Aquatennial
Master Plan Steering Committee Meeting with City Planner, Beth Elliott
Continue to Research Board minutes for website update as time allowed
Mail, Email, and Phone messages & Board, Livability, and Land Use Minutes
Met with Gary on Board agenda, updates, Master Plan, & Property Owners meeting.

Worked with NRC to create poster of MPRB Forestry Department tree map for Loring
Park
Followed up on incoming calls regarding an incident at 1350 Nicollet Ave.
September Board Agenda & coordination/Notification of Board Meeting

Sept-October Goals (per August Coordinator Rpt.) - CPP Grant, Audit Prep, Contract
Reimbursements, Outreach for Public Hearing, Master Plan Public Hearing, Property
Owner Mtg., Unpack & Organize Office/File & Sort.

TO REVIEW: Goals & Expectations of Community Participation funding:

Community Participation Efforts: Describe proposed outreach activity in the neighborhood and methods to involve residents and other stakeholders in one or more of 3 key purposes. How will you plan to engage residents in developing a Neighborhood Priority Plan?

Building Organizational Capacity: How will you work to a) provide opportunities for the direct involvement of members, b) build your membership and volunteer base, c) encourage and develop new leadership, and d) expand the organization's capacity through self-assessment and other activities.

Involvement of under-engaged stakeholders: Organizations should discuss which stakeholder groups are typically un-engaged or under-engaged in their work, and how they will work to involve those groups. Organizations should also discuss how the NCR Department could help with this work.

Housing Activities: Neighborhoods should discuss their work on housing and housing related activities. Organizations should estimate the percentage of time to be spent on these issues.

Neighborhood Priority Plans: Identify major initiatives for the neighborhood organization, and to communicate those priorities to government partners to coordinate & implement.