

Minneapolis Neighborhood Revitalization Policy Board

MINUTES OF THE REGULAR MEETING OF

November 19, 2007

Present and Voting: Debbie Evans, Beverly Conerton, Carol Pass, Jeffrey Strand, Mark Stenglein, Peter McLaughlin, Gail Dorfman, Cara Letofsky (Alternate, Mayor's Office), Barbara Johnson, Rep. Joe Mullery, David Ellis (Alternate for United Way), and Jon Olson, chair, presiding.

Alternates Attending: Nicholas Kakos, Mark Hinds, Carletta Sweet, Robert Lilligren

Absent: R.T.Rybak, Chris Stewart, Sandra Vargas, Bill McCarthy, Todd Klingel, Anita Duckor

Staff: Bob Miller, Carsten Slostad, Robert Thompson, Beverly Banks, Margaret Mountin

Others Present: Cam Gordon, David Markle, Abebe Lemlem, Todd Smith, Jeffrey Hyde, Jennifer Blemis, Hassan Ali, Diri Nlur, Brock Hanson, Briged Shea, Lynn Moriarty, Debbie Nelson, Rosemary Knutson, John Bueche, Jim White, Mary Davidson, Tom Balcom and other interested citizens.

I. CALL TO ORDER

Jon Olson, chair of the NRP Policy Board, called the meeting to order at 4:38 p.m.

II. APPROVAL OF THE AGENDA

Upon a motion by Mark Stenglein and seconded by Jeffrey Strand the agenda was adopted.

III. APPROVAL OF THE MINUTES

Upon a motion by Rep. Joe Mullery and seconded by Debbie Evans the minutes of the October 22, 2007 meeting were adopted.

IV. POLICY ITEMS

1. Dates for the 2008 Policy Board Meetings

[NRP / PR#2007-21]

Upon a motion by Mark Stenglein and seconded by Jeffrey Strand the following dates were adopted for the 2008 Policy Board meetings with the following resolution.

RESOLVED: That the Minneapolis Neighborhood Revitalization Program Policy Board here adopts the following dates for monthly meetings in 2008.

January 28, February 25, March 24, April 28, May 19, June 23, July 28, August 25, September 22, October 27, November 24, December 15

2. Plan Modification Policy Revisions

[NRP / PR#2007-22]

Bob Miller reported on the revisions made to the proposed policy during the review period and then recommended adoption of the document as revised. Upon a motion by Jeffrey Strand and seconded by Rep. Joe Mullery the following resolution was adopted. A copy of the adopted "Changing Approved Neighborhood Action Plans and Early Access Requests" is attached to these minutes for reference.

RESOLVED: That the Neighborhood Revitalization Program (NRP) Policy Board adopts the attached proposed revisions to the "Changing Approved Neighborhood Action Plans and Early Access Requests" Policy, the proposed changes to the Plan Modification Request Form, and the changes in approval thresholds.

V. ACTION ITEMS

1. Cedar Riverside NRP Phase I Neighborhood Action Plan

[NRP / FR#2007-22]

Bob Miller congratulated the neighborhood on their hard work in overcoming the difficult issues that they faced in their planning process and in completing their Phase I Neighborhood Action Plan. He pointed out that with this plan all of the Phase I plans have been completed. John Bueche, from the neighborhood NRP steering committee, then presented the plan on behalf of the neighborhood. Cedar Riverside is the most densely populated neighborhood in the state and is home to a very diverse population. John explained how a very deliberate effort was made to include and empower the residents in the creation of this plan. Following congratulatory comments from Policy Board members, Peter McLaughlin moved and Beverly Conerton seconded the following resolution, which was unanimously adopted.

RESOLVED: That the Minneapolis Neighborhood Revitalization Program Policy Board (Board) hereby accepts and adopts the Cedar Riverside Phase I Neighborhood Action Plan dated November 5, 2007; and

RESOLVED FURTHER: That the Board hereby authorizes the Director to request that the City Council and Mayor [a] amend the 2008 General Appropriation resolution by increasing the Community Planning and Economic Development Department agency Fund CNR- NRP Program Fund (CNR0-890-3550) by \$725,026 [b] authorize the appropriate City officers to reserve the remaining \$483,351 for Plan implementation in a reserve account within Fund CNR0 for future years expenditures on the approved Plan and [c] authorize the appropriate City officers to enter into any contracts or agreements necessary to implement the activities above.

2. Tangletown NRP Phase II Neighborhood Action Plan [NRP / FR#2007-23]

Tom Balcom presented the plan on behalf of the neighborhood. The plan strategies are based upon successes of their Phase I plan and the results of a successfully conducted survey. The plan invests in a housing loan and emergency repairs program, supports Fuller Park, has crime and safety strategies and other community building support. Upon a motion by Gail Dorfman and seconded by Jeffrey Strand the following resolution was adopted.

WHEREAS: On April 19, 2004, the Minneapolis Neighborhood Revitalization Program (NRP) Policy Board ("Board") approved a Phase II allocation for the Tangletown neighborhood of \$336,708 based on the Phase II revenues projected for NRP; and

WHEREAS: The Tangletown neighborhood conducted an extensive and inclusive Phase II neighborhood action plan development process; and

WHEREAS: The Tangletown NRP Phase II Neighborhood Action Plan requests a Phase II allocation at their guideline of \$336,708 and dedicates more than 70% of that allocation to housing programs, projects, services and activities.

BE IT RESOLVED: That the Minneapolis Neighborhood Revitalization Program (NRP) Policy Board ("Board") hereby accepts and adopts the Tangletown NRP Phase II Neighborhood Action Plan dated October 15, 2007; and

RESOLVED FURTHER: That the Board hereby authorizes the Director to request that the City Council and Mayor [a] approve the Tangletown NRP Phase II Neighborhood Action Plan, and specifically those parts of the Plan that fall under City jurisdiction, for their Phase II allocation of up to \$336,708; [b] amend the 2008 General Appropriation Resolution to increase the Fund CNR0 (NRP Fund) by \$168,398 from existing fund balance for implementation of the approved Plan;

[c] and authorize the appropriate City officers to reserve the remaining \$168,310 for Plan implementation in a reserve account within Fund CNR0 for future years expenditures on the approved Plan provided that no more than 70% of the amount approved for the Plan (\$235,696) shall be obligated in the first three (3) years after approval of the Plan; and [d] authorize the appropriate City officers to enter into any contracts or agreements necessary to implement the activities above.

3. Cleveland NRP Phase II Neighborhood Action Plan [NRP / FR#2007-24]

Lynn Moriarty and Brigid Shea presented the plan on behalf of the neighborhood. Upon a motion by Mark Stenglein and seconded by Rep. Joe Mullery the following resolution was adopted.

WHEREAS: On April 19, 2004, the Minneapolis Neighborhood Revitalization Program (NRP) Policy Board ("Board") approved a Phase II allocation for the Cleveland neighborhood of \$448,446 based on the Phase II revenues projected for NRP; and

WHEREAS: The Cleveland neighborhood conducted an extensive and inclusive Phase II neighborhood action plan development process; and

WHEREAS: The Cleveland NRP Phase II Neighborhood Action Plan requests a Phase II allocation at their guideline of \$448,446 and dedicates at least 70% of that allocation to housing programs, projects, services and activities.

BE IT RESOLVED: That the Minneapolis Neighborhood Revitalization Program (NRP) Policy Board ("Board") hereby accepts and adopts the Cleveland NRP Phase II Neighborhood Action Plan dated October 22, 2007; and

RESOLVED FURTHER: That the Board hereby authorizes the Director to request that the City Council and Mayor [a] approve the Cleveland NRP Phase II Neighborhood Action Plan, and specifically those parts of the Plan that fall under City jurisdiction, for their Phase II allocation of up to \$448,446 [b] amend the 2008 General Appropriation Resolution to increase the Fund CNR0 (NRP Fund) by \$217,600 from existing fund balance for implementation of the approved Plan; [c] and authorize the appropriate City officers to reserve the remaining \$222,446 for Plan implementation in a reserve account within Fund CNR0 for future years expenditures on the approved Plan provided that no more than 70% of the amount approved for the Plan (\$313,896) shall be obligated in the first three (3) years after approval of the Plan; and [d] authorize the appropriate City officers to enter into any contracts or agreements necessary to implement the activities above.

4. 2008 NRP Administrative Budget

[NRP / FR#2007-25]

The budget proposal was presented at a previous meeting. After a brief review and update on proposed changes, Mark Stenglein moved and Jeffrey Strand seconded the following resolution which was adopted.

RESOLVED: That the Minneapolis Neighborhood Revitalization Program (NRP) Policy Board (Board) approves and adopts the Neighborhood Revitalization Program Administrative Budget for Fiscal Year 2008, in the amount of \$1,670,501 as detailed in "Attachment A" to the Directors Administrative Budget Proposal memorandum of November 13, 2007 which is incorporated herein by reference;

RESOLVED FURTHER: That the Board authorizes the Director to spend up to \$1,670,501 in FY 2008 on administrative expenses generally in accordance with Attachment A, with total expenditures in the "Compensation" (4000-4900 and 7800-7860 account codes) and "Non-Compensation" categories to be limited to the amounts indicated in that budget, but with discretion to adjust amounts among the specific "Non-Compensation" line items as needed and between "Compensation" and the "Non-Compensation" category for "Professional Services" without further approval from this Board; and appropriates \$1,670,501 of NRP Program Moneys for administrative expenditures in 2008;

RESOLVED FURTHER, That the Director is hereby authorized and directed to request that the City Council, City of Minneapolis, appropriate \$ 1,670,501 to Fund CNR0-890-3550 for the purposes herein authorized, and to request that CPED immediately transfer \$1,670,501 to the NRP's City of Minneapolis Fund 230; and,

RESOLVED FURTHER, That the Director is hereby authorized to negotiate and sign any Professional Services Agreements or Memorandums of Understanding needed to secure the services in "Attachment B" to the November 13, 2007 Administrative Budget Proposal memorandum.

VI. PRESENTATIONS & REPORTS

1. Results of the Neighborhood Representative Election

The results of the Neighborhood Representative Election, held on November 15th were announced and distributed to the Policy Board members. The neighborhood representatives on the 2008 Policy Board are as follows.

At- Large Category: Debbie Evans, Representative and Brock Hanson, Alternate
Redirection Category: Kari Anderson, Representative and Carol Pass, Alternate
Revitalization Category: Beverly Conerton, Representative and Mark Hinds, Alternate
Protection Category: Jeffrey Strand, Representative and Nicholas Kakos, Alternate

Following the presentation of this report, Jeffrey Strand requested that staff provide a summary of Policy Board members attendance / participation records for review at the next meeting. He expressed his concern that some official members have not attended and participated on the Policy Board.

2. Funding for Phase II and Funding for the Future beyond 2009

A continued discussion from the October meeting was held. A questionnaire on the future was distributed to members prior to the meeting and responses to this questionnaire were used to inform the discussion as they were charted.

At 5:45 pm Jon Olson left the meeting and Debbie Evans, vice chair, took over the responsibility of chairing the meeting.

The discussion continued until the meeting was adjourned. A summary of this discussion along with additional written input from members will be presented at the next meeting of the Policy Board.

VII. ADJOURNMENT

The meeting was adjourned at 6:45 pm

Carsten Slostad, Secretary Pro Tem

ATTEST: Jon Olson, Chair

*Minneapolis Neighborhood Revitalization Program
Policy Board, Adopted on June 6, 1994
Amended on September 5, 1995
Amended on November 19, 2007*

Changing Approved Neighborhood Action Plans

Neighborhood Action Plans identify investments that residents believe will generate the greatest improvement and meet the most critical needs in their neighborhood. For a number of very appropriate reasons, some of the strategies initially defined in the Plan that are approved by the Policy Board may no longer have the same level of importance or warrant the approved investment when implementation is occurring. Other uses of the funds approved for the neighborhood may better meet its identified needs.

Different types of changes should be subjected to different approval processes. It is important to distinguish between changes that reallocate funds between different objectives and strategies that have been approved and changes that establish new objectives or delete approved objectives. Significantly changing the approved Plan should require a thoughtful process that involves wide resident participation. This policy provides guidelines for modifying approved Phase I and Phase II Neighborhood Action Plans.

Requesting the Change

1. Requests for Action Plan Modification can be initiated by an individual, an organization, or any group in the neighborhood but all requests must be made to the neighborhood organization contractually responsible for implementation related activities. All Requests for Action Plan Modification must be submitted to NRP by the neighborhood organization board.
2. All Action Plan Modification requests must be transmitted to the staff member of the Minneapolis Neighborhood Revitalization Program assigned to that neighborhood by the neighborhood organization **before** the proposed modification is scheduled for review by the neighborhood organization board or neighborhood residents.
3. An Action Plan Modification request must include the following elements:
 - A. The plan to be modified: Phase I or Phase II Neighborhood Action Plan.
 - B. The section(s), goal(s), objective(s) and/or strategies of the approved plan that are affected.
 - C. The change requested.
 - D. A rationale for the requested change.
 - E. The method(s) in number 7 below that will be used to demonstrate broad based neighborhood support, if required

4. Residents, businesses and property owners directly affected by any proposed change in an Action Plan must be informed about the change and its impact at least 21 days before the date of any scheduled neighborhood wide meeting on the change.
5. Action Plan Modifications that would reallocate \$25,000 or less of the funds approved for the neighborhood, minimally change the particular strategy to be implemented or reallocate the funds among strategies originally included in the approved Neighborhood Action Plan may be submitted to the NRP Program Office after formal approval by the neighborhood organization Board of Directors.
6. Requests for Action Plan Modifications that meet one or more of the following criteria may be submitted to the NRP Program Office only after broad based resident support for the request is demonstrated and after the neighborhood organization Board of Directors formally approves submission of the request.
 - A. Revise or delete an existing Goal, Objective or Strategy in the approved Neighborhood Action Plan;
 - B. Add a new Goal, Objective or Strategy to the approved Neighborhood Action Plan;
 - C. Reallocate more than \$25,000 of the funds approved for the neighborhood;
or
 - D. Request an increase in the commitment of NRP resources to the neighborhood.
7. Broad based neighborhood support can be demonstrated if the change is approved by the residents as needed and appropriate through:
 - A. At least one neighborhood wide general attendance meeting, promoted through broad means (such as flyers, newspaper ads/articles, church bulletins, broadcast emails, etc.) for which adequate notice (i.e. 21 days or more) has been given and at which a recorded vote is taken or a consensus decision is reached on the proposed change, and/or;
 - B. At least three focus groups (with populations representative of the neighborhood), and/or;
 - C. A survey or questionnaire of the neighborhood's households that has a minimum response rate of 20%, and/or;
 - D. An interview or survey covering a minimum of 350 randomly selected neighborhood households in which the response rate is at least 75%.

Combinations of these approaches can be used to meet the "broad based support" criteria.

8. All Requests for Action Plan Modifications must be submitted in writing to the Director of the NRP by the Chair of the neighborhood organization. The Request

must include: all of the information proscribed in 3 above, a description of the method used to demonstrate broad based support, and a copy of the resolution or meeting minutes approving the requested change.

The Process for Approval

1. After receiving the Request for Action Plan Modification, NRP staff will review the Request and ensure that the Request shows the appropriate support for the proposed change. NRP staff and the NRP Policy Board will approve, reject or suggest modification of the Request.
2. If the proposed Request covers 25% or less of the total NRP funds originally approved for the Neighborhood Action Plan being modified and moves funds among specific strategies that were included in the specified plan, the Director will review the Request and the proposed changes with NRP staff and the neighborhood organization and may administratively approve part or all of the requested reallocation. The Director may refer any Request or part of a request to the Policy Board for final decision. (Note: If the aggregated total of all Action Plan Modification requests for the 12 months immediately preceding and including the current Request exceeds 25% of the total NRP funds approved for the neighborhood then the current request, regardless of the amount or percent of the total that would be reallocated, will be submitted to the Policy Board for review and action.)
3. Requests that meet any of the criteria that follow will be reviewed by the NRP staff and then submitted, with a recommendation for action, to the Policy Board:
 - A. Reallocation involves using NRP Funds to fund strategies that were not included in the originally approved Neighborhood Action Plan, and/or;
 - B. The total amount of the Request is for more than 25% of the originally approved NRP commitment to the neighborhood, and/or;
 - C. The Request is for an increase in the NRP resource commitment to the neighborhood.
4. If the proposed Request meets criteria 3A or 3C above, City Council approval will also be required.
5. If the request requires a change in a fully executed NRP /City contract, then the contract must be amended in a timely manner. The NRP staff assigned to the neighborhood shall be responsible for notifying the affected contract manager and working with the contract manager to make any necessary amendments.
6. If the proposed Request meets criteria 3B, is less than 40% of the originally approved NRP commitment, and moves funds among strategies that were included

in the original plan, Policy Board approval will be required and sufficient to authorize the change in the plan and reallocation of the appropriated funds. If the proposed Request reallocates 40% or more of the originally approved NRP commitment, Policy Board and City Council approval will be required.

7. A legal review will be conducted of any Request meeting criteria 3A, if no prior opinions exist that address the content of the proposed modification, and any approval will be contingent on verification that the Request is a legal expenditure of NRP funds.
8. Approved Phase I Early Access Request or Neighborhood Action Plan funds and/or strategies may be rolled over to an approved Phase II Neighborhood Action Plan in accordance with the above approval requirements. Phase II Neighborhood Action Plan funds may not be rolled back to fund strategies in a Phase I Neighborhood Action Plan.
9. After the request for plan modification is approved, the appropriate changes will be made in the Neighborhood Action Plan and the resource commitments will be adjusted.
10. Approval of a requested plan modification will be communicated to the neighborhood using the NRP Plan Modification form, after all required signatures have been affixed.
11. The NRP Plan Modification form shall be consistent with the NRP Policy Board policy for “Changing Approved Neighborhood Action Plans and Early Access Requests.”