

Meeting Minutes

Lowry Hill East NRP Steering Committee

Wednesday, February 7, 2007

Meeting held at LHENA office, Room 107, Jefferson School, 1200 W. 26th Street

Submitted by Caroline Griepentrog

Committee Present: Judy Schwartau, Mark Greenwald

Additional Attendees: Caroline Griepentrog (Staff), Tina Johnson

Call to Order: The meeting was called to order at 7:07pm as a Committee of the Whole (COW), due to lack of quorum.

Approval of Agenda: Agenda approved by the COW with the addition of Phase II planning budget item added under Phase II discussion.

Secretary's Report: Consideration of December 6th/January 3rd minutes. Approved as a COW. Minutes to be forwarded for approval by the full Steering Committee at the March 7th meeting.

Treasurer's Report:

- Consideration of November and December Financials: Receive and file.
- 2007 Budget Review: Final budget approved by LHENA Board on 01/17/07 included in packet. Receive and file.

Committee Reports:

Personnel Committee:

- Review of Policy Addendum: Policy was amended and approved by the Personnel Committee. Forwarded to the Steering Committee for consideration. Approved as COW.
- Coordinator's Review: Annual review conducted by the Personnel Committee. The Committee was pleased with the staff's performance and recommended a three percent increase in salary, which includes increased health insurance reimbursement. This item was approved the COW to be forwarded to the LHENA Board for approval.

Housing:

- CEE Report: Report reviewed. Receive and file.
- Historic Preservation Phase B Proposal Review:
The independent review panel of historic architecture experts met in late January and evaluated the 14 proposals received for Phase B. (A handout was distributed to the Committee which summarized the proposed projects as well as the review panel's comments.) Because only 14 applications were submitted, and the funds remaining in the program exceed the total if each applicant were to receive the maximum allowable

amount of \$10,000, the review panel decided to designate each application as “approved” or “not approved” versus ranking the projects as originally expected.

Four out of the 14 proposals were not approved because they did not meet the criteria outlined in the program guidelines. The other ten were approved to continue through the process and were notified by mail.

One property on the list needs further review by the Steering Committee: the application for 2416 Aldrich Ave. S. includes replacement of porch columns. The review panel’s comments indicate that repair of the columns would be preferred to replacement. The question is whether this is a negotiation with the property owner, which is not allowable per the program guidelines.

The Steering Committee will allow this application to continue through the process, given that the column repair is a *suggestion* of the review panel, not a requirement. With that, the COW votes to approve forwarding the review panel’s recommendations to the LHENA Board for approval.

Phase II Planning:

○ Planning Budget:

The budget included in our Phase II Participation Agreement of \$30,482 must be reduced. Neighborhoods may only spend up to half the amount on planning for Phase II as was spent on Phase I planning. LHENA spent approximately \$35,500 on Phase I planning and therefore, may budget a maximum of \$17,750 for Phase II planning.

LHENA must also have a separate contract for Phase II planning, aside from our existing Phase I administration contract. All Phase II planning expenses will be billed to this contract, which is withdrawn from the overall Phase II allocation of \$747,000. NRP requires this in order to track expenses associated with planning. LHENA originally planned to use Phase I admin funds to cover these expenses. Instead, expenses will be divided between Phase I and Phase II. The budget items were revised as follows:

Amounts billed to Phase II contract:

- ¼ of Wages
- ¼ of Payroll Taxes
- ¼ of Health Insurance Reimbursement
- ½ of Office Supplies
- ½ of Telephone
- 100% of Postage
- 100% of Printing/Copying
- ¼ of General Services

The following items will be billed to the Phase I admin contract:

- Remaining percentages from items on Phase II budget
- Accounting
- Insurance

This brings the total estimated Phase II planning budget to \$6,352. This will be recalculated based on the percentages listed above as well as the Coordinator’s salary

increase, pending Board approval. Caroline will forward the revised budget to Robert Thompson for inclusion with the Phase II Participation Agreement.

- Phase II Postcard Review:

A draft of the postcard was distributed. The card will be mailed to our list of residents who have participated or expressed interest in the past. Need to add locations and times. Add "save these dates." Remove border. Express that participants may attend either session: will be identical. Encourage to visit website. Neighborhood logo on front side of card. Judy to assist and revise card. Will send draft to Caroline.

- Survey:

Helpful to have available in paper form as well as online before Visioning Sessions. Should look at examples from other neighborhoods. Perhaps a small group from the Committee can go over and write survey before Feb. 28th.

Should try to reuse some of the same questions from the survey taken at the beginning of Phase I – purple booklet. Good for comparison to see where neighborhood is at.

- Visioning Session Agenda/Process:

Will be held from 7-8:30pm. Need to manage attendee's expectation of what types of projects are possible, given funding allotment.

Possible process: Gather. Distribute handout. Option to pick up survey. 15 minutes to explain what happened in Phase I and to get ready to plan the future.

Will have boards set up in corners of the room for each of the five task force areas. People can list problems/suggestions/ideas. Can move around from table to table.

7-7:15pm:	Intro and explanation
7:15-8:15pm:	Walk around, identify ideas at five boards + admin
8:15-8:30pm:	Come back together. Review ideas. Remind of calendar. Invite to participate further.

Will have NRP primers available. Caroline to pick up from Robert Thompson.

Other Business:

City of Minneapolis Community Engagement Report. Discussed Waite Park's response to this: recommendation that each neighborhood group receive \$10,000/year to fund expenses. LHENA Board will weigh in and make recommendation on report at the February 21st meeting.

Adjournment:

Meeting adjourned at 8:57pm.