



## PPA Community Meeting

Regular Meeting: December 10, 2018, 6:30pm

Prospect Park United Methodist Church, 22 Orlin Avenue SE

### Board of Directors Present:

1. *Eric Amel*
2. *Jeffrey Barnhart*
3. *Devan Blanchard*
4. *Joleen Emery*
5. *Noël Gordon, Jr.*
6. *Claire Haskell*
7. *Susan Larson-Fleming*
8. *Lydia McAnerney*
9. *Laura Preus*
10. *Joe Ring*
11. *Robert Roscoe*
12. *Lynn Von Korff*
13. *John Wicks*

### Board of Directors Absent:

1. *Dick Kain*
2. *Vince Netz*
3. *Student Representative (TBD)*

### Community Members Present:

1. *Tiffany Bui, MN Daily*
2. *Steve Zimmer, Director, Luxton Park*
3. *David Frank, PPA member*
4. *Julia Turnbow (sp?)*
5. *John Orrison, PPA member*
6. *Susan Gottlieb, PPA member*
7. *Julie Wallace, PPA member*
8. *Del Hampton, Chair, PPA Environmental Committee*
9. *Preston Mosser*
10. *Dick Poppele, PPA member*
11. *Meredith Poppele, PPA member*
12. *Brendan LaFranchi, Chair, NROC*
13. *Cam Gordon, Councilmember, Ward 2*

1. **Welcome, Review Agenda.** *Eric Amel*, Chair and PPA Secretary, convened the meeting at 6:30 pm. and reviewed the agenda with the attendees.
2. **East of the River Park Master Plan Update and Public Comment Period.** *Del Hampton*, PPA Environment Committee chair, introduced *Carrie Ann Christensen*, Senior Planner and Project Manager, Minneapolis Park & Recreation Board, presented that the MPRB East of the River Park Master Plan is open for public comment until December 28, 2018, and includes a chapter on the Grand Rounds Missing Link and associated route options. Regarding the Towerside park area, a three-way memorandum of understanding (MOU) has been made between the property owner Wall Companies, the Mississippi Watershed Management Organization (MWMO), and MPRB. Regarding completion of the Grand Round, several obstacles intervene: the LRT Green Line corridor, The University of Minnesota Transitway, and the expansive railyards. Multiple routes for the Grand Round link were shown. Ultimately, the finalized master plan will identify a preferred route with alternates.

Ms. Christensen is enthusiastic for a letter to the MPRB from the Association that elucidated the pros and cons for each Grand Round route option from the vantage point of Prospect Park Association. The work of forming the opinion will go to the PPA Environmental Committee; then to be presented to the PPA Board of Directors on January 28, 2019, ahead of a February 6, 2019 MPRB meeting.

For further questions, *Ms. Christensen* can be reached at: [cchristensen@minneapolisparcs.org](mailto:cchristensen@minneapolisparcs.org)

Master plan website:

[https://www.minneapolisparcs.org/park\\_care\\_improvements/park\\_projects/current\\_projects/east\\_of\\_the\\_river\\_park\\_master\\_plan/](https://www.minneapolisparcs.org/park_care_improvements/park_projects/current_projects/east_of_the_river_park_master_plan/)

3. **Mississippi Gorge Regional Park Master Plan.** *Carrie Ann Christensen*, Senior Planner and Project Manager, Minneapolis Park & Recreation Board, stood in for *Tom Kilton*, PPA member and University/Prospect Park neighborhood appointee to the Minneapolis Park & Recreation Board Mississippi Gorge Regional Park Master Community Advisory Committee (CAC), and *Ellen Kennedy*, Project Manager, Minneapolis Park & Recreation Board; both of whom were not able to attend the meeting. Mississippi Gorge Regional Park is approximately 132 acres of land area flanking both the east and west banks of the Mississippi River, from just south of Bridge No. 9 to the north edge of Minnehaha Regional Park. A Master Plan effort is underway to map management strategies befitting a river-adjacent, ecologically rich regional park with the potential to see two very different river futures based on the future of the lock and dam structures nearby on the Mississippi River. A CAC meeting concurrent with this present meeting is finalizing the master plan. Then a public comment period opens for the following 45 days. An online survey is available.

For further questions, *Ms. Kennedy* can be reached at: [ekennedy@minneapolisparcs.org](mailto:ekennedy@minneapolisparcs.org)

Master plan website:

[https://www.minneapolisparcs.org/park\\_care\\_improvements/park\\_projects/current\\_projects/mississippi\\_gorge\\_regional\\_park\\_master\\_plan/](https://www.minneapolisparcs.org/park_care_improvements/park_projects/current_projects/mississippi_gorge_regional_park_master_plan/)

4. **Prospect Park: Where I Live and Play Event Report.** *Lydia McAnerney*, Livability Committee, reported.
5. **Community Announcements.** Brief announcements to the community.
  - A. **PPA Board and Staff Transitions.** *Lynn Von Korff*, a PPA Director and acting PPA Treasurer, made a brief statement that the board members who have stepped forward as officer candidates have met as an acting transitional Management Council to plan tonight's meetings and assure continuity of Association business. Officer elections will take place momentarily at tonight's board meeting.
  - B. **The Snack Baton.** *Noël Gordon, Jr.*, a PPA Director and presumed PPA Vice President, expressed his belief in food as hospitality and kicked-off the drive to have snack contributed at each Association meeting. Thanks to *Mr. Gordon* for providing refreshments at this meeting.

- C. **Motley / Visus Development Community Engagement.** *Laura Preus*, a PPA Director and presumed PPA Secretary, announced an open invitation for Motley mixed-use development community engagement. A subsidiary of the University of Minnesota Foundation recently purchased multiple parcels of land in Stadium Village to build on their vision of a “gateway” from the University to the broader community. The Motley vision aims to support the University of Minnesota and the Twin Cities region with a new community-oriented economic development plan for the Stadium Village area. The subsidiary aspires to bring University of Minnesota research into the community, curate an active mixed-use ground floor, and public realm experience and provide new resources to support Twin Cities innovation. The plan will build on authentic community assets and better connect regional ones. Check out the website for more information: <https://motleympls.com/>.

There will be two feedback sessions hosted on Monday, December 17, 2018 at the Motley office: Visus Group, Second Floor, Stadium Village Mall, 825 Washington Avenue SE. Food procured from Afro Deli, a neighborhood business at 720 Washington Avenue SE, will bridge the first session from 4-6:15 pm with the second session from 5:45-7:30 pm. All neighbors are welcome.

6. **Adjourn.** The community meeting adjourned at 7:30pm.



## PPA Board of Directors

Regular Meeting: December 10, 2018, 7:40pm

Prospect Park United Methodist Church, 22 Orlin Avenue SE

1. **Call to Order.** *Eric Amel*, PPA Secretary, called the meeting to order at approximately 7:40 pm. A quorum of the Board of Directors attended.

☒ **Consent Agenda.** *Eric Amel* presented the Consent Agenda for approval consisting of:

☒ Committee Reports/Minutes

☒ PPA Management Council, December 3, 2018.

☒ PPA Livability Committee, November 14, 2018

☒ PPA Neighborhood Relations & Outreach Committee, October 18, 2018

☒ PPA Staffing Task Force Minutes, November 8, 2018; November 14, 2018

Several items from the published consent agenda were pulled as they were not available for review of the board. The Consent Agenda was approved as amended from the published agenda without objection.

3. **Regular Agenda.** *Eric Amel* presented the Regular Agenda for approval as published. The agenda was approved without objection.

4. **Organizational Business.**

A. **Election of Officers.** *Eric Amel*, PPA Secretary, introduced a proposed slate of PPA Officers for the 2018-2019 annual cycle:

☒ *Eric Amel*, PPA President

☒ *Noël Gordon, Jr.*, PPA Vice President

☒ *Laura Preus*, PPA Secretary

☒ *Lynn Von Korff*, PPA Treasurer

A call for officer nominations from the floor was made. No additional nominations were heard. Motion by *John Wicks*:

**Resolved**, the Prospect Park Association Board of Directors elects *Eric Amel* as PPA President; *Noël Gordon, Jr.* as PPA Vice President; *Laura Preus* as PPA Secretary; and *Lynn Von Korff* as PPA Treasurer for the one-year 2018-2019 term.

Seconded by *Joe Ring*. Discussion: *Susan Larson-Fleming* thanked the candidates for volunteering to step forward. Discussion closed, and a vote taken. The resolution passed by acclamation.

- B. PPA Livability Committee & PPA Neighborhood Relations & Outreach Committee Merger.** *Brendan LaFranchi*, PPA Neighborhood Relations & Outreach Committee (NROC) Chair, introduced the business of merging the PPA Livability Committee and the PPA NROC. Motion by *Lydia McAnerney*:

***Resolved**, the Prospect Park Association Board of Directors approves the merger of the PPA Livability Committee and the PPA Neighborhood Relations & Outreach Committee to better serve the mission of the Association, and to more efficiently align Association time and resources.*

Seconded. Discussion: *Mr. LaFranchi* said the primary agenda of the combined committee is communication. Other charges are community engagement, issues and problem resolution, safety and walkability point of contact, and Ice Cream Social. *Noël Gordon, Jr.* expressed concerned with equity and the make-up of Association membership, citing that many constituencies are underrepresented. This is a challenge to the committees as they reform their joint charter. Discussion closed, and a vote taken. The resolution passed by acclamation.

- C. Bylaws Amendments.** *Eric Amel*, newly-elected PPA President, introduced the business of Bylaws Amendments. Due notice per the Bylaws has been provided to all Association members via copy of the proposed amendments sent in the PPA September newsletter published more than 30 calendar days prior to this meeting. Motion by *Susan Larson-Fleming*:

***Moved**, the Prospect Park Association approves the following amendments to its Bylaws:*  
Article V: Board of Directors. Section 2: Eligibility for Board Service amended in full to read “Elected members of the Board must be eligible for Membership within the Association.” in lieu of “Members of the Association must have attended at least 3 meetings of the Association, the Board, or any of its committees within the past year in order to be qualified to hold an election position.”  
Article V: Board of Directors. Section 3: Quorum, Sentence #2 amended to read “A quorum for any Board meeting shall be one half plus one of seated Directors.” in lieu of “A quorum for any Board meeting shall be two-thirds of seated Directors.”

Seconded by *Lynn Von Korff*. Discussion: *Lydia McAnerney* requested background and intent of the motion in more detail. *Noël Gordon, Jr.* expressed concern that we do not make an arbitrary decision about item 1. There were questions about familiarity with the neighborhood and the Association business for candidates that not attended any proceedings. *Laura Preus* advocated for looking at participation through the lens of inclusivity. After further debate, *Ms. Von Korff* indicated that the Bylaws require periodic review due in 2019 where this question can be further considered. *Ms. Larson-Fleming* moved to postpone indefinitely the previous question so that it could be considered as part of the 2019 review of the Bylaws. Seconded by *Von Korff*. No debate noted, the motion to postpone indefinitely was approved without objection.

Motion by *Jeffrey Barnhart* to split the previous motion to take up only the second item. Seconded. Discussion: several board members debated the precision and concision of “one half plus one” and opted instead for the verbiage “a simple majority.” Discussion closed, *Claire Haskell* made the motion, seconded by *Noel Gordon Jr.* a vote taken, and passed by acclamation:

***Resolved**, the Prospect Park Association approves the following amendment to its Bylaws:*

*Article V: Board of Directors. Section 3: Quorum, Sentence #2 amended to read “A quorum for any Board meeting shall be a **simple majority** of seated Directors.” in lieu of “A quorum for any Board meeting shall be two-thirds of seated Directors.”*

**D. Treasurer’s Report / Annual CPP Grant Item.** *Lynn Von Korff*, newly-elected PPA Treasurer, gave the board financial report and asked the board to approve a motion. The following items are critical to ensure the board meets its fiduciary responsibilities:

1. The Treasurer will monitor cash flow closely. We currently have about \$20,000 cash on hand. This is less than typically desired, but it’s not a short-term concern. The board has not established a minimum required cash balance. It is necessary to raise cash in the next month or so. We do this by requesting a grant reimbursement from the city. Past PPA staff *Jessica Buchberger* started the request. Motion by *Ms. Von Korff*:

**Moved**, *the Prospect Park Association authorizes the Treasurer to recruit and pay someone capable up to \$500 in total compensation to complete PPA’s grant reimbursement requests.*

Seconded by *Susan Larson-Fleming*. Discussion. *Noël Gordon, Jr.* cautioned the use of term compensation. Discussion closed, a vote taken, and passed by acclamation:

**Resolved**, *the Prospect Park Association authorizes the Treasurer to recruit and hire a grant-writer to complete PPA’s annual CPP report which supports grant reimbursement requests.*

2. On Tuesday, December 11, 2019, *Serafina Scheel*, immediate past PPA Treasurer, and *Lynn Von Korff* will change those authorized to access PPA financial accounts (bank account, credit card, etc.), replacing the names of outgoing officers and staff with *Eric Amel*, PPA President, and *Lynn Von Korff*, PPA Treasurer.

*Lynn Von Korff’s* name will be on the credit card. To ensure sound internal controls, she will prepare, but not sign checks or authorize credit card purchases— because she is overseeing day-to-day finances in absence of PPA staff. (Update: on December 14, 2018, *Von Korff* learned that *Tamara Johnson*, a past PPA Treasurer, is the only person authorized to change signers on PPA’s credit card. *Von Korff* and *Johnson* are in contact to take care of this issue. Meanwhile, PPA is not using the credit card.)










3. *Lynn Von Korff* will work with the proposed Search and Selection Committee to revise finance/human resource procedures typically used in small nonprofit organizations. These changes should be in place before new staff come on board and so is delegated to the Search and Select Committee, of which *Von Korff* is a member.
4. PPA needs up-to-date financial statements. *Von Korff* is meeting with a certified QuickBooks Online expert this week—thanks to a *Lydia McAnerney* contact. Our accounting software interacts automatically with our checking and credit card accounts, which adds to its complexity. PPA’s monthly checking account bank statements need to be correctly reconciled before we can rely on current financial statements.

5. In January 2019, the board will review December 2018's year-end financial statement and the proposed 2019 budget. *Serafina Scheel* has provided a draft of the 2019 budget.
6. PPA will switch from Wells Fargo to Spire after the Treasurer is confident PPA has accurate financial statements.

E. **PPA Staffing Plan.** *Noël Gordon, Jr.* newly-elected PPA Vice President, introduced the business of proposals for new PPA staff positions to appropriately assist and conduct the business of the organization. A motion in two parts is sought to first adopt the work of the PPA Staffing Committee and adjourn their duties, and secondly to bifurcate next work into two ad-hoc committees as follows:



1. **Search and Selection Committee.** The committee will carry out all aspects of selection process for a temporary staff position for up to three months using the Office and Volunteer Coordinator position draft summary and announcement distributed at the meeting. Duties are to include: advertise the position, collect and review applications, select applicants to interview, establish the interview process, carry out interviews, check references, and selection a final candidate to recommend to the Board. The Committee will also recommend administrative and human resource procedures or policies that need to be in place for a new hire including: supervision, training plan, vacation and sick time, and financial such as payroll.

The proposed timeline:

-  12/10 (today)—job description approved by the Board;
-  12/11—job advertised in Minnesota Council of Non-profits, PPE-list, PPA Newsletter, other neighborhood organizations, other social media search; committee formed of Board and community members, each Bard member will name a person or place to advertise
-  12/14—Search and Selection Committee formed
-  1/8—resumes due
-  1/11—interviews set
-  1/18—interviews completed, and candidate selected
-  1/21—suggest candidate to Management Council and add to Board agenda.
-  1/28—Board approves candidate
-  2/5 – 2/15—candidate starts

2. **New Staffing Proposal Committee.** This committee is to review potential staffing models, develop the appropriate one for PPA, and prepare job descriptions for the positions. The main factor driving this timeline is the planning of the Ice Cream Social first Friday of June—which must begin in the January/February. Therefore, we must have staff person no later than March 2019.

The proposed timeline:

-  12/10 (today)—recruit committee members for the Board and community
-  1/21—Task force reviews staffing models from other neighborhoods and community organizations. Recommends a staffing model for PPA for approval at the January Board meeting. Present to Management Council for agenda setting.

- 1/28—Board approves plan and job descriptions and creates Search and Selection Committee.

Motion by *Susan Larson-Fleming*:

**Resolved**, the Prospect Park Association adopts the findings of the ad hoc Staffing Committee including a PPA Office and Volunteer Coordinator position draft summary and announcement, and dissolves the committee's mandate as complete. It is further moved, that PPA staff planning will continue as two newly-constituted ad hoc committees—the Search and Selection Committee, and the New Staffing Proposal Committee—with duties and timeline as outlined to the Board of Directors.

Seconded by *Claire Haskell*. Discussion: *John Wicks* suggested that for a short three-month timeline, hiring from a temp agency would fill the interim need. *Joleen Emery* expressed concern that it will be difficult to fill the position as described. Several asked why the search should be for a temporary position instead of a permanent position. *Noël Gordon, Jr.* recommends the temporary approach and would like Directors to network for candidates. *Lydia McAnerney* is confident good candidates can be found based on participating in a recent Southeast Seniors staff search. Discussion closed, and a vote taken. The resolution passed by acclamation.

## 5. Other Business.

- A. **Minneapolis 2040 Amendments Letter.** *Laura Preus*, newly-elected PPA Secretary, introduced the business of a letter regarding the Minneapolis 2040 Comprehensive Plan that comes forward to the Board as endorsed from the Land Use Committee. Motion by *Laura Preus*:

**Resolved**, the Prospect Park Association approves and supports the following:

1. Councilmember *Cam Gordon*'s resolution to have the Minneapolis Historic Preservation Commission explore the need and possible remedies to protect the viewsheds of city-designated historic properties, such as the Witch's Hat Water Tower, and,
2. That we recommend that Minneapolis 2040 more explicitly references a proactive approach to identifying and conserving important views associated with Historic Landmarks. We suggest an action step be added under Policy 94, which could complement action c. and state:  
**"Explore and develop proactive strategies (such as a Scenic Resources Protection Plan) to conserve viewsheds associated with major historic landmarks."**

Seconded by *Susan Larson-Fleming*. Discussion: *John Wicks* asked if there is a list of such viewsheds now. *Larson-Fleming* suggested that the HPC's list of historic landmarks is the basis of such a list. Discussion closed, and a vote taken. The resolution passed by acclamation.

- B. **Grievance Facilitation Update.** *Eric Amel*, PPA President, presented a brief update on the on-going facilitation process regarding the grievance filed against the PPA Vermilion Task Force and found to have merit by the PPA Board of Director's at the September 10, 2018 regular meeting. A facilitation session conducted by Community Mediation and Restorative Services took place November 13, 2018. Minutes taken by *John Wicks*, PPA Land Use Committee Chair, and notes taken by Community Mediation and Restorative Services (received December 4, 2018) will be advanced to the Board after review by the Land Use Committee.



Additionally, a PPA MOU Task Force has been commissioned. A first meeting was held December 4, 2018.

- C. **PPA MOU Task Force Update.** *Laura Preus*, newly-elected PPA Secretary, reported on the initial MOU Task Force meeting held on December 4, 2018. Work focuses on how to ensure an effective task force and memorandum of understanding (MOU) process. Guiding principles for best practices for public involvement are being discussed as modeled by the International Association of Public Participation. Initial considerations for MOU process betterment include:
- Involving diverse participants in each new task force.
  - Identifying key stakeholders, ways to reach them, and following through.
  - Striving for early public engagement, before advancing significant plans that effect the neighborhood.
  - Being consistent with existing or proposed neighborhood plans/zoning; engaging neighbors if changes are proposed.
  - Encouraging open and accurate communication with the City of Minneapolis.
  - Bringing the neighborhood along and keeping them informed of details.
  - Allowing enough time for a neighborhood to consider a draft MOU and time to work through any concerns, and,
  - Having clear expectations for following up on MOU agreements.

Work is on-going and will be brought back to the Land Use Committee and the Board when complete.

- D. **PPA Representatives to University District Alliance.** *Eric Amel* introduced the request of the University District Alliance (UDA) for all member organizations to re-appoint representation to the UDA for the purpose to keep PPA at the table with the University through a reorganization process intended to take place in early 2019. Identifying a representative keeps PPA at the table in this process. One representative is needed, two is typical. Charter UDA board member and PPA member *Dick Gilyard* will continue his involvement. *Jeffrey Barnhart* volunteered to cover the other available seat. *Amel* moved,

***Resolved,** the Prospect Park Association appoints PPA Land Use Committee member and charter UDA member Dick Gilyard, and PPA Land Use Committee member and Business Representative PPA Director Jeffrey Barnhart as representatives to the University District Alliance.*

Seconded by many. Unanimously approved on a voice vote.

- E. **Board Vision Setting.** *Noël Gordon, Jr.* introduced the proposition that if we could redesign the focus of the Association's mission, what would it look like—especially if new initiatives could be visionary business beyond organization business. Both *Mr. Gordon* and *Lynn Von Korff* expressed excitement at the prospect of good community work that could be sparked by the Association. The February 2019 Community Meeting will be devoted to vision ideation with and by our neighbors.

**6. Announcements and Updates.**

A. **Board Training Update.** *Eric Amel* briefly announced that Board training had been scheduled to take place at the December 10, 2018 meeting. *Lydia McAnerney* indicated that City of Minneapolis Neighborhood and Community Relations staff such as *Ariah Fine* are swamped with the Neighborhoods 2020 planning. The training will be rescheduled as the focus of the January 2019 Community Meeting, thereby opening the training to the broader community.

7. **Adjourn.** Moved by *Devan Blanchard* and seconded by many to adjourn the meeting. Unanimously approved on a voice vote. The meeting adjourned at 9:12 pm. (Three minutes ahead of schedule.)

Respectfully submitted:



*Laura Preus*, Prospect Park Association Secretary

**APPROVED** by the Board of Directors, January 28, 2019 Regular Meeting.