

Minneapolis Neighborhood Revitalization Policy Board

MINUTES OF THE REGULAR MEETING OF

May 19, 2003

Present and Voting:

Ron Ravensborg, Cam Gordon, Carol Pass, Nicholas Kakos, Mark Stenglein, Peter McLaughlin, Barret Lane, (Alternate, City Council), John Erwin (Alternate, Park Board), Joanne Walz (Alternate, Minneapolis Foundation), Byron Laher (Alternate, Greater Minneapolis United Way), and Diane Hofstede, chair, presiding

Alternates Attending:

Julia Burman, Zachary Korb, Debbie Evans

Absent:

Gail Dorfman, R.T. Rybak, Paul Ostrow, Rep. Joe Mullery, Bob Fine, Sharon Henry-Blythe, Emmett Carson, James Colville, Bill McCarthy, Angela Sterns

Staff:

Bob Miller, Peg Mountin, Carsten Slostad

Others Present:

Gary Arntsen, Denis Houle, Ruth Olson, Sheila Dingels, Dian Norcutt

I. CALL TO ORDER

Diane Hofstede, chair, called the meeting to order at 4:38 p.m. in Conference Room C-2350 in the Hennepin County Government Center. A quorum not being present, the members present acted as a committee of the whole.

II. APPROVAL OF THE AGENDA

Upon a motion by Peter McLaughlin and seconded by Mark Stenglein the agenda was adopted.

III. APPROVAL OF THE MINUTES

Upon a motion by Nicholas Kakos and seconded by Mark Stenglein the minutes of the April 21, 2003 meeting were adopted.

IV. POLICY ITEMS

1. June Meeting Date

Upon a motion by Nicholas Kakos and seconded by Mark Stenglein the date of the June meeting was moved from June 23 to June 30, 2003. The meeting will be held at the same time (4:30 p.m.) and in the same location (C-2350 Hennepin County Government Center)

2. Audit Policy Amendment

[NRP / PR#2003-09]

The NRP Policy Board adopted an Audit Policy on September 22, 1997. An Addendum to this Policy (*Sub-Recipient Monitoring*) was added on November 19, 2001. The time for comment and review by the neighborhoods has expired and the Director reported on the results from the comment period. No changes were recommended by any neighborhood. Upon a motion by Peter McLaughlin and seconded by Mark Stenglein the following amendment to the Audit Policy was adopted. (*A copy of the amended Audit Policy is an attachment to these minutes*)

RESOLVED: That the Minneapolis Neighborhood Revitalization Policy Board (Board) hereby approves the following changes to the Neighborhood Revitalization Program Audit Policy adopted September 22, 1997 and amended November 17, 2001

1. **Change the threshold for conducting an audit for both recipients and organizations other than Minneapolis neighborhood associations that are receiving NRP funds to \$100,000 of NRP funds during the organization's fiscal year from the current level of \$50,000 (pages 1, 3 and 5 of the original policy).**
2. **Change the Audit Cost section of the Audit Policy to read as follows (Modifications are noted):**

The NRP will contract directly with the Office of the State Auditor and other qualified auditors as needed to perform audits and limited financial reviews of recipients receiving NRP funds. The NRP will pay for these audit services ~~for the Office of the State Auditor centrally. Recipients' NRP contracts and / or plan allocations containing audit line items will be reduced by the amount of that line item and the funds will be transferred to a central fund which will be used to pay for audits and limited reviews. Additional Funds for future audits and limited reviews will be included appropriated from NRP program funds in the NRP's Administrative Budget.~~ Recipients that do not have their fiscal year end records completed within four months following the end of their fiscal year or have not provided auditors with these records within 30 days following the audit entrance meeting, whichever occurs later, will be responsible for paying the costs of their audit

from their NRP administrative funds or other sources. The NRP office will consult with the neighborhood on the account from which these funds will be drawn, make the payment on behalf of the neighborhood to the auditor, and debit the appropriate neighborhood line item. Receive audits or limited financial reviews not performed by the Office of the State Auditor may retain their audit line item to help pay for these costs.

RESOLVED FURTHER: That the Board authorizes the Director to distribute the adopted amendments to the neighborhoods.

At this point in the meeting a quorum of members was achieved and the actions previously taken in the meeting were reviewed. Peter McLaughlin then moved and Byron Laher seconded that the actions taken be adopted. The motion carried.

V. ACTION ITEMS

1. Rollover of 2002 Administrative Funds

[NRP / FR#2003-09]

Upon a motion by Nicholas Kakos and seconded by Cam Gordon the following resolution to rollover 2002 Administrative Funds into the 2003 Administrative Budget was adopted.

RESOLVED: That the Minneapolis Neighborhood Revitalization Policy Board (Board) hereby approves rolling over \$47,657.66 from the approved 2002 NRP Administrative Budget into the 2003 NRP Administrative Budget to satisfy remaining 2002 budget obligations; and,

RESOLVED FURTHER: That the Board hereby authorizes the Director to: 1) request that the City Council and Mayor [a] amend the 2003 Minneapolis Community Development Agency (MCDA) appropriation by increasing the NRP Program Fund (CNR0) by \$47,657.66 and [b] refer this report to the MCDA Board of Commissioners for authorization of the appropriate MCDA officers to transfer these appropriated funds to the NRP Administrative Fund (2300); and 2) further request that the MCDA Board of Commissioners enter into any necessary contracts or agreements to implement the activities above.

2. Armatage Phase II Neighborhood Action Plan

[NRP / FR#2003-10]

Ruth Olson, a member of the Armatage Phase II steering committee, presented the plan. She described the planning process the neighborhood used by highlighting their outreach to the neighborhood and reviewing their survey tools. The Armatage Phase II plan is focused in three areas; housing, community life, and safety. She briefly presented each area of the plan prior to questions and comments from Policy Board members.

Upon a motion by Barret Lane and seconded by Nicholas Kakos the following resolution was adopted.

RESOLVED: That the Minneapolis Neighborhood Revitalization Policy Board (Board) hereby accepts and adopts the Armatage Phase II Neighborhood Revitalization Plan dated April 21, 2003.

RESOLVED FURTHER: That the Board hereby authorizes the Director to: 1) request the City Council and Mayor [a] amend the 2003 Minneapolis Community Development Agency (MCDA) appropriation resolution by increasing the NRP Program Fund CNR0 by \$2,500 and [b] authorize the appropriate MCDA officers to enter into any contracts or agreements necessary to implement the activities above;

RESOLVED FURTHER: That the Board hereby recommends that the City Council and the Mayor direct the MCDA to establish dedicated reserve funds for the Armatage Phase II Neighborhood Revitalization Plan within the NRP Program Fund CNR0 and assign \$605,389 of such reserve funds for future year expenditures on the Armatage neighborhood Phase II Neighborhood Revitalization Plan.

RESOLVED FURTHER: That the Policy Board shall, as approved in the Phase II Neighborhood Allocation Process adopted July 24, 2000, authorize the expenditure of up to \$220,850 of the Armatage Phase II allocation for non-housing related expenditures.

RESOLVED FURTHER: That the final appropriation for this neighborhood, and the amounts in clauses 2, 3 and 4 above, will be adjusted (either upward or downward) based on the final neighborhood allocations adopted by the Policy Board and appropriate adjustments approved by Armatage to this approved plan.

VI. PRESENTATIONS AND REPORTS

1. Minneapolis / St. Paul Home Tour

Bob Miller presented a short summary of the tour. A complete report will be presented at the June meeting.

2. Neighborhood Meetings in June

Diane Hofstede announced that the times and locations have been set for neighborhood meetings in June. The questions and format for the meetings are still being worked on by the Task Force but will focus on funding, governance and staff support.

Minutes of the Policy Board
May 19, 2003
Page 5

VII. ADJOURNMENT

The meeting was adjourned at 5:45 p.m.

Carsten Slostad, Secretary Pro Tem

ATTEST: Diane Hofstede, Chair