

## **Minneapolis Neighborhood Revitalization Policy Board**

### **MINUTES OF THE REGULAR MEETING OF**

**June 27, 2005**

**Present and Voting:** Debbie Evans, Sean Wherley, Carol Pass, Jeffrey Strand, Peter McLaughlin, David Fey (Alternate, Mayor's Office), Jon Olson, Lydia Lee, Ken Kelash (Alternate, Central Labor Union), Todd Klingel, Diane Hofstede and Rep. Joe Mullery, chair, presiding

**Alternates Attending:** Nicholas Kakos

**Absent:** Mark Stenglein, Gail Dorfman, R.T. Rybak, Paul Ostrow, Emmett Carson, Byron Laher, Tony Looking Elk

**Staff:** Bob Miller, Stacy Sorenson, Carsten Slostad

**Others Present:** Jack Kryst, Brian Smith, Dottie Titus, Bill Helgeson, Jeff Rau, Rosie Doege, Greg Simbeck, Paul Zerby

#### **I. CALL TO ORDER**

Representative Joe Mullery, chair, called the meeting to order at 4:47 p.m. in Conference Room C-2350 in the Hennepin County Government Center.

#### **II. APPROVAL OF THE AGENDA**

Jon Olson moved to approve the agenda. Jeffrey Strand then moved to add to the agenda consideration of forming a task force on NRP's Future, which was seconded by Ken Kelash and approved. David Fey moved to add a report on 2004-2009 NRP Funding Projections presented by Jack Kryst, which was seconded by Ken Kelash and approved. The agenda as amended and seconded by Jeffrey Strand was then approved.

#### **III. APPROVAL OF THE MINUTES**

Upon a motion by Ken Kelash and seconded by Debbie Evans the minutes of the May 23, 2005 meeting were adopted.

#### **IV. POLICY ITEMS**

##### **1. 2004-2009 NRP Funding Projections**

*This item was added to the agenda at the meeting and a document was distributed.*

Jack Kryst, Director of the Development Finance Division of the City, prepared the document and reported on it. The document shows the revenue projections from last year that were prepared prior to the adoption of Phase II allocations, the actual revenue from 2004 and revised projections for 2005-2009. Following the presentation, a brief period was allowed for clarification questions from the members. A broader discussion on this issue will be scheduled for the July or August meeting of the Policy Board.

**2. Preparation and Processing of Neighborhood Action Plans, Plan Modifications and Early Access Requests Policy** [NRP / PR#2005-10]

Upon a motion by Ken Kelash and seconded by Jeffrey Strand, the following resolution was adopted. A copy of the adopted policy is an attachment to these minutes.

**RESOLVED:** That the Minneapolis Neighborhood Revitalization Program (NRP) Policy Board adopts the process for reviewing neighborhood Early Access Requests, Plan Modifications and Action Plans proposed by the Bylaws Committee (Attached) as the new Policy of the Board and deletes the Management Review Team Policy adopted on April 5, 1995; and,

**RESOLVED FURTHER:** That this Policy shall become effective as of June 28, 2005; and,

**RESOLVED FURTHER:** That the Board authorizes the Director to distribute the new Policy on Preparation and Processing of Neighborhood Action Plans, Plan Modifications, and Early Access Requests to the neighborhoods, jurisdictions involved in the MRT and the other recipients of MRT packets.

**V. ACTION ITEMS**

**1. Northeast Park NRP Phase I Plan Modification #22** [NRP / FR#2005-17]

Upon a motion by Ken Kelash and seconded by Jeffrey Strand the following resolution was adopted.

**RESOLVED:** That, in accordance with its policy on “Changing Approved Neighborhood Action Plans and Early Access Requests” (approved by the NRP Policy Board on June 6, 1994, and amended on September 5, 1995) the Minneapolis Revitalization Program Policy Board (Board) hereby approves and authorizes the Northeast Park Neighborhood Association to modify the Northeast Park Neighborhood Action Plan as follows:

1) Create two new Northeast Park NRP plan strategies:

*Section I – Environment*

Goal I: Enhance the quality of life for all ages in the neighborhood through the development of and improvements to community infrastructure, facilities, parks and open space.

Objective 2: Support the development of a community center/fitness facility in Northeast

Strategy 1: Northeast Community Center/Fitness Facility

Join with other Northeast neighborhoods to study the feasibility of establishing a community center/fitness facility in Northeast.

Objective 3: Support enhancements to commercial streetscapes and gateways in the area

Strategy 1: Northeast Gateway/Streetscapes

Join with other Northeast neighborhoods to improve major community gateways and streetscapes, especially at Broadway and Central.

2) Reallocate \$17,500 of NRP funds

From: Housing, Strategy 2.1.2.1 – Demolish 249 Buildings (\$17,022)  
Environment, Strategy 1.2.5.1 – Traffic Calming Improvements (\$478)

To: Environment, Strategy 2.1.2.1 – Northeast Community Center  
Fitness Facility Study (\$2,500)  
Environment, Strategy 2.1.3.1 – Northeast Gateway/Streetscape (\$15,000)

**RESOLVED FURTHER:** That the Board hereby authorizes the Director to request that the City Council and the Mayor authorize the appropriate City officers to enter into any contracts or agreements needed to implement the activities described in this report.

## **2. Jordan NRP Phase II Neighborhood Action Plan**

[NRP / FR#2005-18]

Dottie Titus, Executive Director of the Jordan Area Community Council, presented the plan on behalf of the neighborhood. She pointed out that almost all the dollars invested in Jordan have been and will be in housing. The other two priority issues that will be addressed in phase II are commercial and economic development and crime and safety. Upon a motion by Jon Olson 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 Jordan neighborhood of \$906,958 based on the Phase II revenues projected for NRP;

**WHEREAS:** The Jordan neighborhood conducted an extensive and inclusive Phase II neighborhood planning process that began in 2001 and has submitted a Jordan NRP Phase II Neighborhood Action Plan that requests a Phase II allocation of \$906,958;

**WHEREAS:** The submitted Jordan NRP Phase II Neighborhood Action Plan dedicates 70% of that allocation to housing programs, projects, services and activities;

**BE IT RESOLVED:** That the Minneapolis Neighborhood Revitalization Policy Board (Board) hereby accepts and adopts the Jordan NRP Phase II Neighborhood Action Plan dated June 23, 2005;

**RESOLVED FURTHER:** That the Board hereby authorizes the Director to request the City Council and Mayor [a] amend the 2005 General Appropriation resolution by increasing the Community Planning and Economic Development Department agency Fund CNR – NRP Program Fund (CNR0-890-3550) by \$789,247 and [b] authorize the appropriate City officers to enter into any contracts or agreements necessary to implement the activities above;

**RESOLVED FURTHER:** That up to 70 percent of the amount approved for this plan (\$634,871) shall be available for obligation in the first three (3) years after approval of the appropriation for this plan.

## **3. Hale, Page, and Diamond Lake NRP Phase II Neighborhood Action Plan**

[NRP / FR#2005-19]

Jeff Rau, chair of the HPDL Community Association, reviewed the accomplishments of the neighborhood’s work and highlighted areas in addition to housing that will be the focus of the neighborhoods phase II plan. Upon a motion by Peter McLaughlin and seconded by Jeffrey Strand, the following resolution was adopted.

**WHEREAS:** On April 19, 2004, the Minneapolis Neighborhood Revitalization Policy Board (Board) established the Phase II allocation available for the Hale, Page, Diamond Lake neighborhoods at \$835,143 based on the Phase II revenues projected for NRP,

**WHEREAS:** The Hale, Page, Diamond Lake neighborhoods have conducted an extensive and inclusive Phase II plan development process,

**WHEREAS:** The submitted Hale, Page, Diamond Lake NRP Phase II Neighborhood Action Plan requests an allocation of \$835,143 and dedicates 70% of that allocation to housing programs, projects, services and activities,

**BE IT RESOLVED:** That the Minneapolis Neighborhood Revitalization Program Policy Board (Board) hereby accepts and adopts the Hale, Page, and Diamond Lake Phase II Neighborhood Action Plan dated June 27, 2005,

**RESOLVED FURTHER:** That the Board hereby authorizes the Director to: 1) request the City Council and Mayor [a] amend the 2005 General Appropriation Resolution by increasing the Community Planning and Economic Development Department agency Fund CNR – NRP Program Fund (CNR0-890-3550) appropriation by \$728,953, and [b] authorize the appropriate City officers to enter into any contract or agreements necessary to implement the activities above, and

**RESOLVED FURTHER:** That up to seventy percent (70 %) of the amount approved for this plan (\$584,600) shall be available for obligation in the first three (3) years after approval of the appropriation for this plan.

**4. Establish Task Force on NRP Future**

[NRP / PR#2005-11]

*This item was added to the agenda at the meeting.*

Upon a motion by Jeffrey Strand and seconded by Jon Olson the following resolution was discussed. Concern was raised about the proposed deadlines. Consensus was reached that this was an issue that needed immediate attention and Debbie Evans moved to call the question with Jon Olson seconding her motion. Her motion was adopted and then the following resolution was adopted.

**WHEREAS:** The Minneapolis Neighborhood Revitalization Program (NRP) Policy Board adopted a Resolution on December 20, 2004 declaring 2005 as a "Year of Celebration of NRP";

**WHEREAS:** The Minneapolis Neighborhood Revitalization Program (NRP) Policy Board believes that empowerment of the neighborhood residents of Minneapolis improves the City's quality of life and has been a major positive outcome of NRP;

**WHEREAS:** True empowerment occurs when residents have the opportunity to develop action plans to address neighborhood priorities and allocate resources to implement those action plans;

**WHEREAS:** NRP and the neighborhood organizations have used the resources that they have been provided to help identify neighborhood priorities, to implement neighborhood action plans, and to make neighborhoods better places to live, work, learn and play;

**WHEREAS:** As outlined in the NRP Five Year Business Plan prepared in 2004, the funding stream dedicated for support of NRP and neighborhood revitalization ends in 2009;

**RESOLVED:** That the NRP Policy Board authorizes the Chair of the Board to establish a Task Force on Continued Support of Neighborhoods and NRP and to appoint the members of that Task Force;

**RESOLVED FURTHER:** That the Task Force shall consist of two Policy Board members or alternates from each of the classes (Elected Officials, Community Interests and Neighborhood Representatives) of membership on the Policy Board;

**RESOLVED FURTHER:** That the charge to the Task Force be to examine options for securing funding for neighborhoods and NRP for the purpose of continuation of the NRP after 2008;

**RESOLVED FURTHER:** That the Task Force develop its findings and recommendations for transmittal to the Policy Board not later than September 15, 2005;

**RESOLVED FURTHER:** That the NRP Director shall provide staff support to the Task Force as it develops its findings and recommendations, and shall facilitate public meetings first to gather input from community residents and to provide an opportunity for public comment on the findings and recommendations transmitted to the Policy Board.

## **VI. PRESENTATIONS AND REPORTS**

### **1. Minneapolis / St. Paul Home Tour Report**

Bob Miller presented a brief report on the 2005 Minneapolis / St. Paul Home Tour.

**VII. ADJOURNMENT**

The meeting was adjourned at 6:05 p.m.

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Carsten Slostad, Secretary Pro Tem

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**ATTEST:** Joe Mullery, Chair

## **Preparation and Processing of Neighborhood Action Plans, Plan Modifications, and Early Access Requests Policy**

### **Background**

Article VII of the By-laws of the NRP Policy Board allows the Board to “establish such standing or special committees as it may deem necessary and appropriate”. Section 2 of this same Article further states that “The purpose, number of members, and selection criteria for officers and members of all committees of the Board shall be determined by the Board”. Pursuant to these authorities, the Policy Board has eliminated the Management Review Team and rescinded the NRP Management Review Team Policy adopted April 3, 1995. This change has been communicated to each of the jurisdictions that are members of the Policy Board for action as needed by that jurisdiction.

### **Process for Neighborhood Action Plans**

#### **Process Goals**

Improved coordination and collaboration between neighborhood and department/agency activities is one of the goals of the NRP. Timely involvement with neighborhood Early Access Requests, Plan Modifications, and Action Plan development can help neighborhoods and jurisdiction staff identify:

- Opportunities for coordination with existing public or private sector plans, programs or activities
- Potential conflicts with existing public or private sector programs, plans and policies
- Opportunities to share or reduce costs, and to identify additional sources of financing or institutional partners to support implementation of Neighborhood Action Plans
- Opportunities to align the capital and operating budgets of the jurisdictions with the priorities and initiatives identified in Neighborhood Action Plans
- Alternative solutions or strategies to help address neighborhood priorities
- Opportunities to coordinate the scheduling of public or private-sector activities with related Neighborhood Action Plan activities

To maximize the potential benefits that can result from the participation of government staff, the NRP Policy Board establishes the following process and expectations for the Preparation and Processing of Neighborhood Action Plans, Plan Modifications and Early Access Requests.

## **As the Neighborhood Begins the Planning Process**

### **Jurisdictional Notification**

After the neighborhood completes and receives approval of its Phase II Participation Agreement the NRP staff will inform the following individuals that the neighborhood is entering the Phase II Neighborhood Action Plan Development process:

- City Council Member for the Ward of the Neighborhood
- Minneapolis City Coordinator
- Superintendent of Parks
- Superintendent of Schools
- Hennepin County Administrator
- Executive Director of the Minneapolis Library Board
- Minneapolis Chief of Police
- Director Minneapolis Public Works Department
- Director Minneapolis Community Planning and Economic Development Department

The notification will include the name of the NRP Neighborhood Specialist serving as a liaison to that neighborhood and a contact person in the neighborhood with their phone/email address.

### **Information, Orientation and Education Meeting**

NRP staff will organize a meeting between neighborhood members and jurisdiction staff to ensure that neighborhoods develop their NAPs based on the best information and expertise available. NRP will schedule this meeting so that it is held in the neighborhood within 90 days of the date the Participation Agreement is approved by the NRP Director. As part of their presentation, jurisdictions will have the opportunity to present their priorities to the neighborhood. NRP staff shall notify the executive director if efforts to organize the necessary meetings are unsuccessful for any reason and the executive director shall report any concerns regarding cooperation from other jurisdictions to the Policy Board.

Individual jurisdictions should consider presenting a profile for the entering neighborhood that can be used to inform, educate and assist them with their Neighborhood Action Plan (NAP) development activities. The items provided to the neighborhood should include:

- Demographic (census and trend) information on the neighborhood
- Organizations willing to provide assistance to the neighborhood and their contact information
- Jurisdiction staff names, areas of expertise/responsibility, and contact information
- Inventories of current jurisdiction programs and initiatives already happening in, or affecting, the neighborhood
- Capital and public infrastructure projects planned for the neighborhood during the next five years
- Existing small area and other plans that affect the neighborhood or that should influence strategies included in the NAP

- Jurisdiction goals and objectives that should inform development of the NAP

NRP staff will continue to be available to assist the neighborhood or the jurisdictions with making contacts or meeting arrangements throughout the Phase II NAP development process.

### **When the Neighborhood has Identified its Priorities.**

After the neighborhood has developed their vision, identified their goals and begun forming the objectives and strategies that will be the heart of their NAP they should try to get the relevant departments or agencies, especially potential partners, involved to share with them the issue being explored or addressed, the options being considered and the possible resources that will be made available. NRP staff will assist with identifying jurisdiction personnel to invite. The purposes will be to:

- **Obtain the reaction of and feedback from jurisdiction professionals to the ideas being considered by the neighborhood.** (e.g. What is currently being done with regards to this issue? How will the proposed options fit with other efforts to address the issue that are already being implemented or tried? Are there potential partners for the neighborhood that the neighborhood may not have considered? What results were achieved by similar past efforts and what lessons can be learned from that prior experience? What other resources could be available to help implement the options being explored by the neighborhood and how can they be accessed?)
- **Inform jurisdiction staff of the issues of priority to the neighborhood and the options they are exploring.**
- **Provide feedback to jurisdiction staff on neighborhood perception of jurisdictional initiatives to address neighborhood priorities.** (e.g. How effective have the present initiatives been? What adjustments to existing programs/projects are needed to make them more responsive to neighborhood concerns and more effective? Will new proposals address the perceived need and, if not, can they be modified?)
- **Develop points of contact and interpersonal relationships that can be used to continue to communicate and inform as the planning process proceeds and strategies are finalized.**

### **When the Draft Plan Has Been Written**

After the neighborhood has drafted the strategies that will be considered for inclusion in the NAP, and before the plan has been presented to the neighborhood for review and approval, the NRP Neighborhood Specialist will assist the neighborhood with organizing a final consultation with the jurisdictions that are affected by or will be involved in implementing its NAP. This consultation can identify areas of conflict or potential conflict, points needing clarification, enhancement or additional information or explanation, and areas that may need to be incorporated into jurisdiction business plans or budgets.

At this point, the NRP Neighborhood Specialist will also transmit the draft to NRP's external counsel for their preliminary review to ensure that the strategies and the way that they are described meet the requirements of the NRP statute.

### **After the Final Plan Is Written**

The neighborhood will submit the NAP approved by the neighborhood to the NRP for its review and the final review by counsel. NRP will give notice of the date of the Policy Board meeting at which the NAP will be considered and distribute the plan, for any final comments, concerns or recommendations, to:

- City Council Member for the Ward of the Neighborhood
- Minneapolis City Coordinator
- Superintendent of Parks
- Superintendent of Schools
- Hennepin County Administrator
- Executive Director of the Minneapolis Library Board
- Minneapolis Chief of Police
- Director Minneapolis Public Works Department
- Director Minneapolis Community Planning and Economic Development Department

All comments must be received within 15 working days of the date the NAP is distributed and **must include a contact person with whom NRP and the neighborhood can work to resolve raised issues**. It is the responsibility of the jurisdiction, department or agency to ensure that its comments are submitted by this deadline.

NRP will discuss any comments received with the commenting jurisdiction to ensure understanding of the concern being raised or the comment being made and discuss the concern or comment with the neighborhood. If a meeting would be helpful, NRP will arrange and facilitate the meeting between the neighborhood and jurisdiction representatives. If these discussions produce a mutually agreeable resolution, any changes needed in the draft NAP will be incorporated before it is presented to the Policy Board. If the issues or concerns are not resolved, the NRP Director will attach, with his letter of transmittal, the unresolved concerns received from the department or agency director and the response of the neighborhood.

**In all cases, revisions or comments to be attached must be submitted to the NRP Director one week prior to the date of the Policy Board meeting at which the NAP will be considered** so that the NRP Director can prepare a transmittal letter to the Policy Board and coordinate the presentation of the NAP for review and approval.

## **Process for Early Access Requests and Plan Modifications**

### **Early Access Requests and Plan Modifications**

All Early Access and Plan Modification Requests will be submitted by the neighborhood to the NRP office for review and processing in accordance with the "Changing Approved Neighborhood Action Plans and Early Access Requests" and "Early Access to NRP Funds for Selected Neighborhoods" policies adopted by the Policy Board.

Adoption of this Policy on Preparation and Processing of Neighborhood Action Plans, Plan Modifications, and Early Access Requests removes the MRT as a reviewer of Plan Modification and Early Access requests.

### **Effective Date**

This Policy shall become effective upon adoption by the NRP Policy Board. Neighborhoods in the process of developing their Phase II Neighborhood Action Plans will be expected to satisfy the requirements of this Policy that apply to any of the steps of their plan development process that have not yet been completed.