

Synopsis of SENA Board Actions

Approved motions only

1999

January

- **RE: Approval of December Minutes** - Motion was made and seconded to approve the December minutes as corrected. Motion was approved.
- **RE: NRP Implementation committee** - Motion was made and seconded that we form an implementation committee with the Roles & Responsibilities task force to decide the make up of the committee and its relationship to board, action groups and staff. Motion was made and seconded to table the previous motion until next month. Motion to table was approved.
- **RE: Roles and Responsibilities Task Force bringing a recommendation about NRP Implementation committee** - Motion was made and seconded to ask the Roles and Responsibilities task force to bring a recommendation regarding the implementation committee at the February meeting. Motion approved.

February

- **RE: Approval of January minutes** - Motion was made and seconded to approve the minutes of the January 11, 1999 meeting as corrected. Motion approved.
- **RE: Development of Lots G & H in Hiawatha Corridor** - Motion was made and seconded that SENA give preliminary approval on site layout and design for the project. Friendly amendment that we ask to be included throughout the process and that the motion specify that this is for lots G & H in the Hiawatha Corridor. Motion approved.
- **RE: Elections** - Deanna presented Janet Van Benthuyzen as a candidate for treasurer - the nomination was seconded. Janet was elected. Janet nominated Margaret Metzdorff to fill the Board seat vacated by Kristina Lemon. The nomination was seconded. Margaret was elected.
- **RE: Housing RFP** - Motion was made and seconded to approve the Housing RFP. A friendly amendment was made to the motion - with typo corrections that don't change content. Motion approved.
- **RE: Capitalization Policy** - Motion was made and seconded to adopt the following capitalization policy: "All capital purchases or donations greater than \$500 shall be capitalized and one-half year of depreciation shall be recorded in the year the asset is placed in service." Motion approved.
- **RE: MN Charitable Organization Annual Report** - Motion was made and seconded that: The SENA Board of Directors approves the contents of the Charitable Organization Annual Report for the fiscal year ending 5-31-98. Motion approved.
- **RE: Conditional Use Permit Request by Daniel's Cleaners** - Motion was made and seconded that SENA supports the conditional use permit requested by Daniel's Cleaners for bona fide office use and assuming that they use they property in a business like manner and that it is maintained in an orderly fashion. Motion was approved as amended.
- **RE: Neighborhood Director job description** - Motion was made and seconded to approve job description so we can start advertising. Motion approved.

March

- **RE: Approval of February minutes** - Motion was made and seconded to approve the minutes of the February 8, 1999 meeting as presented. Motion approved.

- **RE: Volunteer appreciation** - Motion was made and seconded that we plan another annual volunteer appreciation event for early May of this year - would like to see a group coordinate that. Friendly amendment was made and accepted that staff is directed to pull together a volunteer appreciation event. Motion approved.
- **RE: Approval of Audit** - Motion was made and seconded that:
Whereas Federal Form 990 and the MN Charitable Organization Annual Report, accompanied by audited financial statements of the organization, were due prior to the Board being able to approve the audited financial statements; and
Whereas the audited financial statements were made available for review the week of 3-1-99,
Be it resolved that the SENA Board of Directors hereby approves the audited financial statements for the year ending 5-31-98 submitted by the MN Office of the State Auditor.
Motion approved.
- **RE: Creation of NRP/Coordinating Committee** - Motion presented in writing - moved by Joyce and seconded by Janet:
Whereas the NRP Full Action Plan for the Standish and Ericsson neighborhoods has been approved by the appropriate parties; and
Whereas the SENA Board has the responsibility of providing direction as to implementation of the plan,
Be it resolved that the Roles and Responsibilities developed in accordance with the organization's by-laws titled as same and drafted 2-25-99 be adopted.
Be it further resolved that staff is directed to take steps necessary to implement the spirit of the Roles and Responsibilities, with a priority on establishing the Oversight Committee.
Also be it resolved that, in order to establish priorities for Plan implementation, the Oversight Committee present to the Board on April 12, 1999 a recommended timeline for implementation of each Action Group's Plan strategies.
Friendly amendment made and accepted - change title of oversight committee to NRP Coordinating Committee.
Kris presented an amendment to the motion that:
be it resolved that the implementation of the Roles & Responsibilities will be reviewed by the Board in October. Amendment was seconded. Amendment was approved.
A second friendly amendment was made and accepted that the title be "NRP/Coordinating Committee"
Motion approved.
- **RE: CPXXV Grant** - Motion was made and seconded that we form a task force to put together a grant for CPXXV - staff charged with role of getting task force together. Motion approved. [It was noted that staff has already begun the work on this - it's fine for staff to go ahead and do it.]

April

- **RE: Approval of March minutes** - Motion was made and seconded to approve the minutes of the March 8, 1999 meeting as corrected. Motion approved.
- **RE: Hiring Neighborhood Director** - Motion was made and seconded that SENA hire Jeff Langaard as Neighborhood Director. Motion approved.
- **RE: Moving forward on NRP Strategies** - Motion was made and seconded that the Board agrees to move forward with those strategies where there is a third party administrator to do the work. Motion approved.
- **RE: Contract with GMMHC to administer housing programs:**
Motion was made and seconded that: the Board of Directors authorize the SENA

President to sign or endorse the MCDA contract with Greater Minneapolis Metropolitan Housing Corp. (GMMHC) when available, for GMMHC to provide administrative services for SENA's NRP housing programs:

- a) Matching Deferred Loan Program
- b) Revolving Loan Program, including Interest Subsidy Loan Program
- c) Home Improvement Rebate Grant Program
- d) First Time Homebuyers Assistance Grant Program

Motion approved.

■ **RE: Approval of Housing NRP Program guidelines:**

Motion was made and seconded that: the Board of Directors approve the final program guidelines (exhibits A-D), scope of services (exhibits F&G), and budgets (exhibits I-L) for the following NRP housing programs:

- a) Matching Deferred Loan Program
- b) Revolving Loan Program, including Interest Subsidy Loan Program
- c) Home Improvement Rebate Grant Program
- d) First Time Homebuyers Assistance Grant Program

plus the budget for Housing Related Services and Information (exhibit M).

Motion approved.

■ **RE: Parks & Environment Scope of Service with Minneapolis Park Board:**

Motion was made and seconded that:

The Standish-Ericsson Neighborhood Association enters into the attached scope of service with the Minneapolis Park and Recreation Board, to create a master plan for the Lake Hiawatha Park; as per the Parks and Environment Action Group second goal, objective A, strategy 1: "Assist with the development of the Master Plan for Lake Hiawatha Regional Park", in SENA's NRP Full Plan. (See attachments motion for more information.) Motion approved.

■ **RE: Tabling motion to approve Commercial scope of service.**

Motion was made and seconded to table the motion. Motion to table approved.

■ **RE: Tabling motion to approve People & Community scope of service with Nokomis Healthy Seniors.** Motion was made and seconded to table the motion and ask that we get more details - get questions to Carla. Motion to table approved.

May

■ **RE: Approval of April minutes** - Motion was made and seconded to approve the minutes of the April 12, 1999 meeting as corrected. Motion approved.

■ **RE: LRT neighborhood forums** - Motion was made and seconded that TAG is charged with role of facilitating additional forums re: LRT issue and are authorized to spend up to an additional \$300 through the end of calendar 99. Motion approved.

■ **RE: Random Selection Procedure** - Motion was made and seconded that: For any strategies, projects, programs administered by SENA which require a random selection or "lottery" of applicants to determine who will be able to participate or be a recipient, the Random Selection Procedure will be the approved process to follow. Friendly amendments: - administered by SENA or an outside administrator -& - Publish it in some public medium at next available opportunity. Motion approved.

■ **RE: Request for variance at 32nd Ave & 42nd Street-** Motion was made and seconded to agree with the Housing recommendation that SENA board does not support this request for variance at _____(address). Motion approved.

June

- **RE: Approval of May minutes** - Motion was made and seconded to approve the minutes of the May 10, 1999 meeting as corrected. Motion approved.
- **RE: LRT Position Statement** - Motion was made and seconded that the Board approve the enclosed statement to be adopted as the SENA Board's public position on the Hiawatha Light Rail Transit project. Motion made and seconded to table the previous motion. Motion to table approved.
- **RE: Nokomis Healthy Seniors Scope of Services** - Motion made and seconded that the SENA Board approve the Nokomis Healthy Seniors Scope of Services. Friendly amendment offered and accepted to add Exhibit C - sliding fee scale with statement that it is subject to change. Motion approved.
- **RE: Nokomis Senior Helpline Scope of Services** Motion was made and seconded that the SENA Board approve the Nokomis Senior Helpline Scope of Services. Motion approved.
- **RE: Commercial Scope of Services** - Motion was made and seconded that the SENA Board approve the Commercial Matching Grant Program Scope of Services as attached in June Board Packet with the following corrections :
 - p.1, No. 7 - add evaluation of GMMHC report
 - p. 2 8d counseling services should read GMMHC
 - p. 4 8a - remove "the owner" and add at the end "or contractor"; wherever it says "owner" add "or contractor".
 - p. 1 deadline for application
 - under Business Eligibility - 3rd paragraph - after random selection process - "add grantees will be notified of initial - etc."
 - under bids, second sentence should read: "If both bids are available at the time of application they should be submitted with the attached application." Then move last sentence to directly after second sentence. Then add at end of paragraph: "Please note, that if chosen two bids must be submitted for all projects."
 - Change "SENA neighborhoods" - to "Standish & Ericsson neighborhoods".A friendly amendment was offered and accepted that budget should be for one year only - friendly amendment accepted. Motion approved.
- **RE: Discussion next month of community service component to scopes** - Motion made and seconded that at next meeting we discuss an NRP-wide community service component for future scopes of services. Motion approved. Tom will put some wording together.
- **RE: NRP Grievance Policy** Motion was made and seconded to adopt the NRP grievance policy presented. Motion approved.
- **RE: Check Signing Policy** - Motion was made and seconded to accept new check signing policy presented. Motion approved.
- **RE: SMAAC Membership** - Motion was made and seconded that twenty-five dollars be spent in order for SENA to join the South Metro Airport Action Council. SMAAC is a non-affiliated group of volunteers which uses its membership dues to study aircraft flight patterns in the South Metro area and using their findings to put pressure on the Metropolitan Airports Commission to lessen the impact of aircraft noise on the community. Motion approved.

July

- **RE: Approval of June minutes** - Motion was made and seconded to approve the minutes as corrected. Motion approved. (Under Announcements - AI's Market - add "Jeff will follow up.")
- **RE: Hiawatha YMCA Camp Scholarship Scope of Services** - Motion was made

and seconded that the SENA Board approve the attached Hiawatha YMCA Camp Scholarship Scope of Services. Motion approved.

■ **RE: Folwell Technology Education Laboratory Scope of Services** - Motion was made and seconded that the SENA Board approve the attached Folwell Technology Education Laboratory Scope of Services. Motion approved.

■ **RE: Folwell Middle School Survival Arts Program Scope of Services** - Motion was made and seconded that the SENA Board approve the attached Folwell Middle School's Survival Arts Program Scope of Services. Motion approved.

■ **RE: ADM building modifications** - Motion was made and seconded that SENA supports the ADM proposal to make building modifications that are nonconformance to current zoning and that SENA will sign off on a joint letter with LCC. Motion approved.

■ **RE: SENA LRT Statement** - Motion made and seconded: That the SENA board adopt the following statement as its position on the Light Rail Transit (LRT) project, as a part of the redevelopment of Hiawatha Corridor. Motion approved with friendly amendments. Last paragraph should say -"actively involve during planning process". after neighbor-hoods - during the planning process, addressing problems that occur and to and change paragraph #4 to #2 (order only).

■ **RE: Community Service to NRP Grants/Loans** - As a condition of receiving NRP-funded grants or loans for improvements to private property in amounts equal too or greater than \$500, individuals and/or businesses receiving the funds are expected to donate at least ten hours of community service to the Standish and Ericsson neighborhoods within one year of the receipt of the funds. Grant and loan applicants must commit to ten hours of community service at the time of application for the grant or loan, to be completed if funds are received. Applicants must indicate on the application what the community service will be. The service does not have to be with the Standish-Ericsson Neighborhood Association but should take place within the neighborhoods. Motion approved.

■ **RE: Habitat for Humanity's request to build two homes** - Motion was made and seconded that SENA recommend Habitat for Humanity's request to acquire and build two single family, handicap-accessible homes in the Standish neighborhood with the agreed conditions. The property addresses are 4000-31st Avenue South and 4100-32nd Avenue South. The agreed conditions are as follows:

- Requested, not required, that 4000-31st Avenue South be built as presented including window boxes and cupola as drawn;
- Agreed Conditions for both buildings: double hung windows on all elevations, 1 x 3 window trim on all elevations, exterior siding as presented in plans, all exposed exterior wood shall be finished (i.e., paint or stain), including railings/posts.

Motion approved.

■ **RE: Habitat for Humanity's request for a variance at 4000-31st Avenue South** - Motion was made and seconded that SENA support a less-than-minimum-frontage variance for Habitat for Humanity to build a one-story single family handicap accessible house on the vacant residential land located at 4000-31st Avenue South. Motion approved.

■ **RE: Habitat for Humanity's request for a variance at 4000-32nd Avenue South** - Motion was made and seconded that SENA support a less-than-minimum-frontage variance for Habitat for Humanity to build a one-story single family handicap accessible house on the vacant residential land located at 4100-32nd Avenue South. Motion approved.

■ **RE: Use of NRP funds to demolish residential properties** - Motion was made and

seconded to recommend using SENA-NRP funds to partner with the Minneapolis Community Development Agency and the Greater Minneapolis Metropolitan Housing Corporation for the purpose of acquiring, demolishing and redeveloping two single family market rate residential properties located at 4321 Nokomis Avenue South and 4107-30th Avenue South. Motion approved

- **RE: Variance at 1858 E 41st Street** - Motion was made and seconded to recommend a 10 ft front yard set back variance for the property at 1858 E 41st St. with the agreed conditions:

Conditions - that owner work with HRC and redesigned porch be approved by housing action group. Motion approved as amended. (a that owner redesign the porch - instead of that owner work with HRC)

- **RE: Moving funds from 1st Step to Full Plan strategies** - Motion was made and seconded that we approve strategy funds being moved from 1st Step to Full Plan strategies. Motion approved.
- **RE: Landscaping at Nile parking lot** - Motion made and seconded that staff follow-up on issue of landscaping at Nile - work with garden club for input. Motion approved.

August

- **RE: Approval of July minutes** - Motion made and seconded to approve July minutes. Corrections: Darrel Waidelich not present. Pg. 7, remove "he will talk with Marge" add "Tom will talk with Kathy Thurber about question for housing". Approved with corrections.
- **RE: Asian Women United Shelter**- Motion made and seconded to reaffirm the Boards original motion made on March 11, 1996 with the conditions listed then. Motion approved.
- **RE: Scope of Service for HYTP** - Motion was made and seconded to approve Scope of Service for HYTP proposed by P&C Action Group. ◀ Discussion ▶ Friendly amendment: The Scope of Service will incorporate items from discussion regarding tangible benefits to the neighborhoods. Motion approved
- **RE: Traffic concerns resulting from Highway 55 detour** - Motion was made and seconded that the Board adopt the following statement:

The Standish-Ericsson Neighborhood Association is very concerned about the long term, negative impact the construction, detours and permanent increase in and rerouting of traffic caused by the construction of the land bridge at Hiawatha Avenue. We are specifically concerned about East 46th Street west of Hiawatha Avenue and Nokomis Avenue between East 46th Street and Minnehaha Parkway.

In an effort to preserve the quality of life our neighborhoods enjoy, maintain the pristine beauty of Minnehaha Creek and insure the economic vitality of the locally owned shops and business centered around 34th Avenue South and East 46th Street the Standish-Ericsson Neighborhood Association strongly encourages MnDOT, Hennepin County and the City of Minneapolis to work with the residents to develop the best traffic calming strategies for our community. Possible solutions could include the installation of speed bumps, street throating, changing the detour to lessen its impact, and strict enforcement of all traffic ordinances, with particular attention being paid to motorist who disregard stop signs and who speed.

The Standish-Ericsson Neighborhood Association will work to facilitate the discussion between residents MnDOT, Hennepin County and the City of Minneapolis to develop the traffic calming strategies. The Standish-Ericsson Neighborhood Association strongly encourages that these discussion begin quickly, as the construction which will make the detour necessary is scheduled to begin in late August or early September.

Motion approved.

- **RE: Bike Racks Scope of Service** - Motion made and seconded to approve scope of services with the friendly amendment. Motion approved.
- **RE: By-laws task force** - Motion made and seconded that we form a task force to

review and revise by-laws to be approved and in force by beginning of fiscal year June 1, 2000. Motion approved.

- **RE: NRP Retro-active Program Expenses in Scope of Services Policy** - Motion made and seconded to adopt the following statement:

SENA will not fund any program expenses incurred prior to the Board of Directors' approval of the Scope of Services. In order to comply with this policy, all organizations requesting funds shall write the project timeline to comply with this policy.

If programs have already begun, SENA will only fund program expenses incurred after the SENA Board of Directors' approval of the program's Scope of Services.

Friendly amendments made and accepted: change "fund" to "pay or approve for payment" in both paragraphs; Delete "In order to comply with this policy" - 2nd sentence. Motion approved.

- **RE: Change of Job Title for Director** - Motion made and seconded to change the job title from Neighborhood Director to Executive Director effective immediately. . Motion approved.

September – Annual Meeting

- **Board members elected:**

- Carol L. Austermann – first year of second term
- Kathy Goddard – first year of second term
- John Betcher – first year of second term
- Tom Daniel – first year of second term
- Doug Lone – first year of first term
- Doris Overby – first year of first term
- Denise Dieffenbach. – first year of first term

- **Officers elected:**

- President – Joyce Boettcher
- Vice President - open
- Secretary - Deanna Croes
- Treasurer – Janet Van Benthuisen

October

- **RE: Change of Agenda** - Motion was made (by Margaret) and seconded to delete item IV, 7 - Med/Benefits - from tonight's agenda. Motion approved with the friendly amendment that personnel committee needs to have revised personnel policies presented to Board by December to take affect in January, 2000.

- **RE: Approval of August Minutes** - Motion was made and seconded to approve the September minutes as corrected. Motion approved.

- **RE: Approval of September Annual Meeting Minutes** - Motion was made and seconded to approve the Annual meeting minutes as presented. Motion approved.

- **RE: Financial Report** - Motion was made and seconded to accept the financial report. Motion approved

- **RE: Variance Recommendation - garage - 4708 29th Ave S.-** Motion made and seconded to approve the variance with the plans as drawn. Motion approved

- **RE: Use of Hennepin County NRP funds** - Motion was made and seconded that a decision on this request be delayed so the Board can look at all the funding requests for this money, and set guidelines for its use, rather than spending it piece meal - decide how to spend the money as a package. Motion approved.

- **RE: Replacing doors damaged by vandalism** - Motion was made and seconded to authorize staff to review the best alternatives for replacing the doors and

increasing security. Friendly amendment to set a spending cap of \$750. Motion approved

- **RE: Approval of Hiring Procedures** - Motion made and seconded to table this item to be brought back with personnel packet that Personnel Committee will review this month. Motion approved.
- **RE: Establishing Bank Line of Credit** - Motion made and seconded to approve establishing a line of credit on our checking account contingent on NRP covering interest costs - as recommended with a \$5,000 limit. Motion approved.
- **RE: Medical Benefits Reimbursement policy** - Motion made and seconded to table and bring back as part of Personnel Policies. Motion approved.
- **RE: Approval of Action Group/Committee Structure Policy** - Motion made and seconded to approve the policy with stated changes. Motion approved. Changes: Item 5-change to – “co-chairs of each action group shall be responsible for ensuring that records are kept,...” Item 7 – change “shall” to “should”.

November

- **RE: Approval of Agenda** - Motion was made and seconded to approve the agenda. Motion approved.
- **RE: Approval of October Minutes** - Motion was made and seconded to approve the minutes for the October 11 minutes as corrected. Motion approved. Correction - Doris Overby was in attendance.
- **RE: Approval of Housing Grant Program Changes** – Housing proposes the following changes to the existing First-Time Homebuyer Grant Program Guidelines:
 - “First-Time Homebuyer Grant Program provides \$1500 (was \$1000) grant to pay for closing costs and/or down payment assistance for all homes located north of 43rd Street and all homes valued under \$80,000 in the remaining areas (was north of 40th Street or any vacant & boarded properties or vacant lots) in the Standish and Ericsson neighborhoods. Funds are only available for homes that are purchased by owner-occupied first-time homebuyers. Applications and guidelines are funded on a first come, first serve basis.
 - A first-time homebuyer is defined by HUD. All recipients are required to participate in a first-time homebuyer class as provided by GMMHC, PRG, HRC-SS or an approved equivalent program.”Motion was made and seconded to approve the changes presented. Motion approved.
- **RE: Approval of Instructional Computer Lab at Roosevelt High School Scope of Service** - Motion was made and seconded to approve the Scope of Service for the Instructional Computer Lab at Roosevelt High School as presented. Motion approved.
- **RE: Approval of 40th Street Greenway Resolution** - Motion was made and seconded to accept the Transportation Action Group resolution regarding the 40th Street Greenway as presented. Motion approved.
- **RE: Participation in Southside Housing Fair** - Motion was made and seconded that we participate in the Southside Housing Fair and ensure that we have volunteers to meet our commitment and avoid \$200 fee. Motion approved.
- **RE: Approval Additional Holiday for Staff** - Motion was made and seconded to give staff two days off for Thanksgiving with pay for this year only. Personnel committee will review for long term. Motion approved.

December

- **RE: Approval of November Minutes** - Motion was made and seconded to approve the minutes for the November 8 minutes as corrected. Motion approved. Correction – Tom Daniel’s absence was excused.
- **RE: Deck variance at 4009 22nd Ave S.** - Motion was made and seconded to recommend approval of deck variance at 4009 22nd Ave S. Motion approved.
- **RE: Staff time for Beacon project** - Motion was made and seconded that we support the Beacon program and in that support offer staff time up to 10 hours to help with presentation to Beacon Board. Motion approved.
- **RE: Revised policy for community service requirement** - Motion was made and seconded to approve the recommended revised policy for community service requirement as outlined in Don Snyder’s memo. Motion approved.
- **RE: COAM Scope of Services** - Motion was made and seconded to approve the COAM Scope of Services. Motion approved.
- **RE: Matching Deferred Loan Scope of Services** - Motion made and seconded that the Board approve the Matching Deferred Loan Scope of Services. Motion approved.
- **RE: First time Homebuyer Grant Program Scope of Services** - Motion was made and seconded to approved First time Homebuyer Grant Program Scope of Services. Motion approved.
- **RE: Home Improvement Rebate Program Scope of Services** -Motion made and seconded to approve the Home Improvement Rebate Program Scope of Services. Motion approved.
- **RE: Revolving Loan Program Scope of Services** -Motion made and seconded to approve the Revolving Loan Program Scope of Services. Motion approved.
- **RE: Transportation Task Force Scope of Services** -Motion made and seconded to approve the revised Transportation Task Force Scope of Services. Motion approved.
- **RE: Hennepin County NRP Funds** -Motion was made and seconded to approve the plan for use of Hennepin County NRP funds as presented. Motion approved.
- **RE: Approval of Charitable Organization Annual Report** -Motion was made and seconded to accept the Charitable Organization Annual Report as presented. Motion approved.