

PPERRIA Community Meeting

July 28, 2014
PPUMC

6:30 pm

Board of Directors Present:

1. Richard Adams
2. Eric Amel
3. Stu Anderson
4. Dick Brownlee
5. Steve Cross
6. John Cushing
7. Tony Garmers (Greta absent)
8. Dick Gilyard
9. Ted Golbuff
10. Tamara Johnson
11. Sally & Charles Jorgensen
12. Martha Joy
13. Dick Kain
14. Roger Kiemele
15. Tom Kilton
16. Susan Larson-Fleming
17. Florence Littman
18. Andy Mickel
19. Gordon Mosser
20. Karen Murdock
21. John Orrison
22. Dick & Meredith Poppele
23. Joe Ring
24. Evan Roberts
25. Bill & Jane Seeley
26. Paul Zerby

Board of Directors Absent:

1. Phil Anderson
2. David & Sigrid Coats
3. Kate Donahue
4. Susan Gottlieb
5. Del Hampton
6. Ken Hampton
7. John Holmquist
8. Christina Larson
9. Dorothy Marden
10. Ann Munt
11. Dan Peters
12. Serafina Scheel
13. Jerry & Margy Stein
14. John & Wendy Wicks

Members & Community-at-Large Present:

1. Patrick Kelliher, City of Minneapolis
2. Jake Nassif
3. Eric Luenberg, member
4. Leila Deiyecke
5. Jeff Barnhart, Business member
6. Julia Wallace, member
7. Robin Garwood, City Council Ward 2
8. Marybeth Luing
9. Steve Ficker, member
10. Jessica Buchberger, PPERRIA staff

1. **Welcome & sign-in.** *Richard Adams*, PPERRIA Vice President and meeting chair, welcomed everyone to the meeting at 6:30 pm. and asked that all sign in at the back of the room.
2. **September Clean Sweep.** *Tom Kilton* has set Sept 20 for the Fall neighborhood clean-up.
3. **Rain Garden Program.** *Lelia Deinecke* solicited interest for a Hennepin County Rain Garden Program. *Richard Adams* and *Florence Littman* suggested contacting *Del Hampton*. farmerdelmn@aol.com
4. **Community Concert.** *John Cushing* announced a concert at Luxton, August 12, 6:30 pm. There will be two bands: “Tiyumba” and “Breaking Brass”. School packets will be distributed.
5. **Tower 100 Recognition.** *Dick Kain* called *Joe Ring* forward to be recognized for leadership efforts in organizing the Tower 100 celebration. A commemorative photographic poster was presented.
6. **Adopt-A-Precinct.** *Patrick Kelliher*, City of Minneapolis, presented the community-based election judge program. The City of Minneapolis wants polling places to be more representative of its community. *Patrick* gave particulars about the volunteer positions and eligibility requirements including nonpartisanship. October 9 is the deadline for the upcoming general election on 4 November. September 1 is the deadline for coordinator positions. *Jilla Nadimi* is the current coordinator. Jilla.Nadimi@minneapolismn.gov or 612.673.3870. For more details see also the city website vote.minneapolismn.gov, Twitter, Facebook, or call the 311 hotline.
7. **Rail Spur.** *Steve Cross* inquired of the group about the status of the Beamis Packaging plant and the associated rail-spur. *Dick Brownlee* responded that a developer is turning the two buildings into housing and have been in limited contact with the Zoning and Project Review committee. They are currently in demolition and asbestos abatement. There is a metal building on 27th and a brick and concrete building on 26th. They have asked for PPERRIA support on the asbestos and have not returned with plans. As for the rail spur, it was reported that the whole line is for sale and not just by the piece.
8. **Today’s Refreshments.** *Karen Murdock* provided refreshments.
9. **Dedicated Funds Task Force.** *Dick Poppele* made a call for volunteers for a new task force to develop criteria for drawing on PPERRIA dedicated funds that may be underutilized. *Dick* said he would convene but not chair. *Steve Cross*, *Tamara Johnson*, and *Dick Gilyard* stepped forward to serve on the new task force.
10. **Tower 100 T-shirts.** *Tamara Johnson* announced that [2] women’s medium tees are available.
11. **Next Board Meeting.** The next meeting will be 22 September 2014.
12. **Adjourn.** The meeting was adjourned at 7:15 pm.

PPERRIA Board of Directors Meeting

July 28, 2014

7:24 pm

PPUMC

1. **Call to Order.** Meeting was called to order by chair *Richard Adams*. A quorum of the Board was in attendance.
2. **Consent Agenda.** The Consent Agenda consisting of the June Board of Directors meeting minutes and the Administration Committee report including the Treasurer's Report and PPERRIA's 990 Tax Form was reviewed for approval. The 990 Tax Form was moved to the Regular Agenda. Unanimously approved as amended on a voice vote.
3. **Regular Agenda.** The Regular Agenda was reviewed for approval with the addition of 990 Tax Form as Action Item C. Unanimously approved as amended on a voice vote.
4. **Announcements.**
 - A. June Executive committee meeting minutes are not available because of the theft of the PPERRIA laptop from the office. Jessica is OK. Additional security measures are being implemented.
 - B. *Martha Joy* has developed a survey tool for assessing the Board Retreat. If you attended, please be sure to complete the survey and provide us your feedback.
5. **Action Items.**
 - A. **Resolution on PPERRIA Lease and PP2020 MOU for Office at 2950 University.** *Dick Poppele* presented a resolution laying out the situation with the lease with KAAP Enterprises for the PPERRIA office space at 2950 University Avenue SE, and the ability of PP2020 to share in monthly rent. The Resolution in full as well as Necessary Conditions for a Lease Agreement, and a Memorandum of Understanding [MOU] between PPERRIA and PP2020, Inc. is attached to these minutes. The resolution was read:

Therefore be it resolved that: PPERRIA enter into the lease agreement with KAAP Enterprises subject to the conditions listed below, and continue to use the space as office and meeting location while continuing to hold monthly meetings PPUMC; that PPERRIA sign an MOU agreement with PP2020 regarding the payments of the \$3000/month rent.

Further resolved: the Necessary Conditions for a Lease Agreement [attached].

Further resolved: the Memorandum of Understanding between PPERRIA and PP202, Inc. [attached].

Stu Anderson seconded the motion. The floor was opened for discussion. *Bill Sweeny* suggested sliding scale as paragraph four of the MOU is ambiguous. *Paul Zerby* offered an amendment to add the following language after the first sentence of the fourth paragraph of the draft:

PP2020 agrees to repay PPERRIA for any rent paid by PPERRIA in excess of \$1,500 monthly rental. So long as PP2020 has not paid its half of the rent

for the office, PP2020 agrees that it will enter into no contract nor make any expenditure in excess of \$1,000 without the prior consent of PPERRIA.

Eric Amel spoke to make PP2020 rental obligation \$1 per month to be reevaluated on an annual basis as PP2020 was created to carry out the purpose of PPERRIA. *Tamara Johnson* spoke further to the essence of PP2020 and that in light of PPERRIA's ability to pay rent, that PP2020 resources go toward the joint mission and not rent. *Paul* pointed out a need to distinguish between board affiliations as there would be a conflict of interest with PP2020 bylaws with an overlap of the board of director by a reported five members. *Paul* suggests those should recuse themselves from voting. *Karen Murdoch* is opposed to the office space as PPERRIA did not need it before. *Gordon Mosser* proposed that PP2020 language be dropped from the lease resolution altogether so as to leave the issue open to be determined in a later action. *John Cushing* also spoke to the support of the PP2020 mission. *Paul* called the question on the above amendment. The amendment was read and a roll call vote of members present was conducted. Yeas: 3; Nays: 18; Abstained: 1; Recused; 2. The amendment was not approved.

Steve Cross moved to amend the resolution by striking in full paragraph four of the MOU and replacing it with the following:

It is also agreed that the share of the rent to be paid by PP2020 will be one dollar [\$1.00] per year to be reviewed annually by the PPERRIA Board of Directors.

Tamara Johnson seconded. A roll call vote of members present was conducted. Yeas: 11; Nays: 10; Abstained: 3; Recused; 1. The amendment was approved.

Discussion returned to the now amended resolution. There was consensus that 'review' equated to renegotiation of the issue. *Florence Littman* was concerned about limitation. *Stu Anderson* called the question. *John Cushing* seconded. A roll call vote of members present was conducted. Yeas: 21; Nays: 3; Abstained: 0; Recused; 2. The resolution was approved as amended.

- B. **Ratify Susan Larson-Fleming as PPERRIA Representative to the SE Library Steering Committee and Jake Nassif as Alternate.** Moved to approve. Seconded. Unanimously approved on a voice vote.
 - C. **990 Tax Form.** *Dick Poppele* explained that regulations require the tax return to be approved by resolution by the Board of Directors. The item was read by *Richard Adams*. *Stu Anderson* moved to approve. Seconded. Unanimously approved on a voice vote.
6. **Future Business**
- A. **PPERRIA Purpose & Program.** A draft document titled The Purpose and Program of PPERRIA dated July 10, 2014 was attached to the Board packet as a first reading. The document will be discussed at the September PPERRIA Board of Directors meeting.
 - B. **Alcohol Policy Draft.** A draft document titled PPERRIA Alcohol Policy [no date] was attached to the Board packet. PPERRIA is pausing to wait for the City to define its direction in the City Charter that may alter the structure of liquor licenses and how

they are handled. The City Charter modifications will be decided on the November ballot.

7. **Tower 100.** *Joe Ring* was thanked for organizing the Tower 100 celebration and in turn he gave credit to the event committee.
8. **Adjourn.** *Richard Adams* entertained a motion by board members to adjourn the meeting. Seconded. Unanimously approved on a voice vote. The meeting adjourned at 8:43 pm.

Respectfully submitted:

A handwritten signature in black ink, appearing to read 'Eric Amel', with a vertical line extending downwards from the end of the signature.

Eric Amel
PPERRIA Secretary

APPROVED by the Board of Directors, 22 September 2014.

Prospect Park Neighborhood Meeting Program

Next meeting: SEPT 22, 2014

6:30 pm, July 28, 2014, at Prospect Park United Methodist Church

1. Welcome & sign in
2. Announcements
 - Neighborhood fall clean-up coming soon
 - Hennepin County Garden Program Announcement
3. Discussions/presentations
 - [Adopt-a-Precinct program](#)
4. Call for Volunteers
 - Need a task force to develop criteria for drawing on a PPERRIA dedicated fund.

PPERRIA Board Meeting Agenda

Next meeting: SEPT 22, 2014

7:30 pm July 28, 2014, at Prospect Park United Methodist Church

1. Welcome & sign in
2. Review for approval: [Consent Agenda](#)
 - [BOD meeting minutes](#)
 - [Admin](#) (includes [Treasurer's Report](#) and PPERRIA's 990 Tax form)
3. Review for approval: [Regular Agenda](#)
4. Announcements
 - a) Regretfully, Exec minutes from June were lost due to the theft of the PPERRIA laptop. Additional security measures are being implemented.
 - b) A [survey on the Board Retreat](#) was included in your Board packet. If you attended, please be sure to complete the survey and provide us your feedback.
5. Action items
 - a) [Resolution](#) on PPERRIA lease & PP2020 MOU for office at 2950 University
 - b) Ratify Susan Larson-Fleming as PPERRIA representative to the SE Library Steering Committee & Jake Nassif as alternate
6. Future business
 - a) [PPERRIA Purpose & Program-- a draft](#) was included in this month's Board Packet. Scheduled to be discussed at September meeting.
 - b) [Alcohol Policy-- a draft](#) was included in this month's Board Packet. NOTE: The City of Minneapolis is making changes to its City Charter that may alter the structure of liquor licenses and how they are handled. City changes will be decided at the November ballot.
7. Other business (if any)
8. Adjourn

Admin Committee

July 10, 2014

7pm

PPERRIA Office

Attendees: Dick Poppele (Treasurer), Ken Hampton, Gordon Mosser, Jessica Buchberger (staff)

1. Dick presented the Treasurer's Report to the Committee. PPERRIA has received a final reimbursement from the CPP 2012-2013 grant and the first payment from the NPP grant.
2. The committee discussed the terms and definitions of "budget year to date," the various dedicated funds and what happens to the History Committee and Program budget lines once they are no longer negative amounts (advances given for books and t-shirts, respectively). The committee came to no conclusion.
3. The committee approved the Treasurer purchasing Quickbooks, a new program that will make running the budget easier.
4. The committee discussed the budget for rental space. The landlord would like to see a 2 year lease, which PPERRIA's budget has room for. Dick Poppele will be working with various board members and Prospect Park 2020 to create a Memorandum of Understanding between all parties to address payment, leasing, buildouts and anything else relevant to leasing the space in the long term.
5. Safety in the office was discussed. Some ideas that were brought up were the installment of intercoms, doorbells, security cameras and some other ideas to make the hard drive secure. Jessica has purchased a security camera and will install it and will look into hard drive back up and security.

Resolution.

Whereas: PPERRIA is now occupying and using on a nearly daily basis the space designated 2950 University Ave, and has only a 30-day lease, renewable monthly, and is paying together with the co-occupant Prospect Park 2020 a rent of \$1200./month; and

Whereas: Prospect Park 2020 is a separate non-profit community development corporation that has made significant use of 2950 while working to implement the vision of the Prospect Park neighborhood and of PPERRIA for new development north of University Ave that will enhance the entire neighborhood and meet its needs; and

Whereas: The value of rental property has increased significantly since the Green Line was completed, and the current landlord, KAAP Enterprises, has indicated that the space is currently for rent or for sale; and

Whereas: PPERRIA has been allocated \$191,003 by Minneapolis through the Community Participation Program for the period May 1, 2014 through April 30, 2017, in yearly allotments of \$63,668, and PPERRIA has approved budgeting \$36,000 for the 2950 space in the 2014-2015 fiscal year; and

Whereas: The funding sources and amounts available to Prospect Park 2020 remain uncertain, and an MOU agreement about the payment of future rents is under consideration; and

Whereas: KAAP Enterprises has agreed to build out 2950 University to specification, including toilet facilities, lockable offices and meeting and conference space in consideration for a lease agreement of at least two and preferably three years for \$3000./month ;

Therefore be it resolved that:

PPERRIA enter into the lease agreement with KAAP Enterprises subject to the conditions listed below, and continue to use the space as office and meeting location, while continuing to hold monthly meetings at PPUMC.

PPERRIA sign an MOU agreement with Prospect Park 2020 regarding the payments of the \$3000./month rent.

Necessary Conditions for a Lease agreement

- Description of space to be rented, utilities and services paid from the rent.
- Parties to the lease - KAAP Enterprises and PPERRIA - PPERRIA has an MOU with PP2020 regarding the parties share in the cost of the lease.
- Duration of the lease - from signing on or about August 1, 2014 to April 30, 2017.
- The rent will remain at the current level (\$1200/mo) until the build-out is complete and ready for full occupation. At that time the rent will increase to \$3000./mo (prorated at \$100./day) and remain at that level until the termination date.
- The build out will be completed by Sept 15, 2014 according to the plans made by PPERRIA and PP2020. It will include, restrooms, kitchenette, lockable store room and up to 4 lockable offices, together with conference room and meeting space.

- The space will remain occupied with its current use during the build-out.
- The lease may be terminated at any time with the consent of both parties.

Memorandum of Understanding between Prospect Park East River Road Improvement Association and Prospect Park 2020. Inc.

It is agreed that Prospect Park East River Road Improvement Association (PPERRIA) and Prospect Park 2020. Inc. (PP2020) each have a need for office, meeting and conference space at 2950 University Ave SE.

It is further agreed that a lease for at least 2 years should be obtained from KAAP Enterprises, owner of the space, in order to assure that the office is available for the joint use of PPERRIA and PP2020.

It is further agreed that PPERRIA will be the official signer of the lease and that both PPERRIA and PP2020 will be responsible for assuring that the monthly rent payments of \$3000. are made in a timely manner..

It is also agreed that the share of the rent to be paid by PP2020 will be in proportion to its ability to pay up to a maximum of \$1500. per month or one-half of the total rent. At the signing of the lease PP2020 agrees to pay \$500. per month and to evaluate each month its ability to pay a greater share. PP2020 also agrees to aggressively pursue grants and other funding to meet its needs, including the cost of space.

Any sublease to an organization other than PPERRIA or PP2020 will be credited as Program Income to the PPERRIA Citizen Participation Program grant and accounted for accordingly.

This agreement has been approved by the Board of Directors of PPERRIA:

_____ dated _____
President

This agreement has been approved by the Board of Directors of PP2020:

_____ dated _____
President

Approved by the PP2020 Board at its regular meeting on July 15, 2014

Discussion points:

Two Issues are considered here: 1. Can PPERRIA afford to sign a 2 or 2 1/2 year lease for the amount stated? 2. How does the signing affect PPERRIA programs for the next 2 years?

1. For the first 2 fiscal years of the lease, the cost of the lease even in the worse case scenario will be well within PPERRIA's budget. In fact in the current fiscal year the cost for 2950 space will total \$19,650., or \$16,350 LESS than we have currently budgeted. With the carry-over from the current fiscal year, we need only budget \$13,650. from our 2015-2016 allocation to cover the 2950 space costs.

The details are the following:

Assuming a signing of Aug. 1 and build out completion of Sept 15 and under the conditions of the lease and MOU, PPERRIA would have the following expenses in the current fiscal year - which do not include any possible income from subletting space.

rent for May – August – 4 months at \$750,	= \$3000.
Sept 1 - Sept 15 - 750./2 =	= \$375.

Sept 15 – Oct 1 - 15 day @ \$100/day \$1500- \$250 (PP2020)	= \$1250.
Nov 1 – April 30, 2015 6 mo @\$ 2500.	= <u>\$15000.</u>
TOTAL for 2014-15	=\$19650.

PPERRIA 2014-15 budget for 2950	= \$36000.
Carry-over for 2015-2016	= \$16350.

Rent expense for 2015-2016 = \$30,000 less any rentals.
Maximum needed for 2015-2016: \$30,000 - \$16350 = \$13,650
(Current rent for 2950 = \$9000./year)

2. We are currently budgeting \$29000 for staff and \$37000 for space (2950 + PPUMC), which is more than the entire allocation (\$63,668) from the CPP for the current year. Other PPERRIA programs are being funded this year from the \$30,000 carried over from last year and a new allocation of \$33,000 for Neighborhood Priorities (NPP).

Next year we can expect to budget about about \$94,000. (\$63,668 CPP plus about \$30,000 in carry-overs). We also expect to budget about \$30,000 for staff and up to \$30,000 for space. That would leave \$34,000 to cover office, administrative and other expenses.

This estimate assumes that PP2020 pays \$500./mo throughout the lease period. Any addition rents from PP2020 or from anyone else will act to reduce the total expenditures for space.

From this analysis it can be seen that PPERRIA can afford the new rents and it is not likely to significantly limit our programs.

DRAFT 7/10/2014

The Purpose and Program of PPERRIA

The purpose of PPERRIA is to maintain and improve the quality of life in our neighborhood. In order to accomplish this purpose, we pursue this program of activities:

- ***We represent the neighborhood*** as its legally designated representative to the City of Minneapolis, and we speak on behalf of the neighborhood in interacting with other governmental units, commercial developers, the University of Minnesota, and other parties;
- ***We promote cohesion within the neighborhood*** by reaching out to new residents and to segments of the neighborhood who may not be active in neighborhood activities, by organizing social and cultural activities, by facilitating neighbors helping other neighbors, and by bringing together residents with similar objectives so that they can pursue their chosen improvement endeavors more effectively.
- ***We plan proactively for long-term development*** of housing, businesses in the neighborhood, the natural environment, roadways, bicycle paths, parks, and other components of the neighborhood and its activities.
- ***We provide information to neighborhood residents*** on conditions in the neighborhood, activities in the neighborhood, resources available to residents, and events in the city and state that may affect life in the neighborhood;
- ***We foster a healthy, supportive, and resourceful community*** by collaborating to improve our neighborhood's safety, transportation, education, and natural and built environments; by encouraging the development of a variety of means of linking residents with one another and with resources; and by promoting creative expression that enriches our collective identity and sense of place.

PPERRIA ALCOHOL POLICY

DRAFT

PREAMBLE:

The Prospect Park neighborhood is unique, acknowledged in local and national literature. It is the purpose of PPERRIA to maintain and enhance those qualities that make the neighborhood unique. It is the purpose of this document to encourage the establishment of businesses that enhance the neighborhood.

NEIGHBORHOOD CONCERNS:

- ~ Patrons who are loud, disturbing the neighborhood coming and going from the establishment and gathering outside the establishment.
- ~ Music and entertainment noise that escapes or is staged outside the confines of the establishment.
- ~ Loud automobiles and motorcycles.
- ~ Overservice and service to minors.
- ~ Fights, vandalism, damage to property, public lewdness, and other public nuisance issues.
- ~ Personal injury and injury to others.
- ~ Sight pollution, large signage, neon, exterior banners and lighting.
- ~ Parking.

POLICY CONCERNS:

- ~ Policies on outdoor seating, dining, drinking, and entertainment that eliminate late-night noise disturbances to the neighborhood.
- ~ Training for all servers on avoiding overservice, disturbance management, spotting fake IDs, etc.
- ~ Late-night drink deals and happy hours are strongly discouraged. Any exceptions need to eliminate any disturbance to the neighborhood as a result of late-night drinking.

PROCESS:

Applicants for any license to serve alcohol will meet with PPERRIA to negotiate a signed document addressing these neighborhood and policy concerns.

IMPLEMENTATION:

To obtain PPERRIA support for an application for any license to serve alcohol, the application must have a signed document detailing how the neighborhood and policy concerns will be addressed.

If the license and/or property changes hands, the document will remain in force until the new owner renegotiates with PPERRIA.

Failure of the establishment to enforce the document will result in PPERRIA approaching the Liquor Board to change or strengthen the document or to change or revoke the license.