

## NEPNA Meeting Minutes

March 14, 2019

- CEE representative (Brenda) attended the meeting to discuss the housing grants
  - Applications can be submitted online at [MNLendingCenter.org](http://MNLendingCenter.org). Paper copies are available upon request. The CEE office information is posted on the NEPNA website.
  - Discussed that the basic application requirements include the application, copy of identification, and bids. Multiple bids are required if the project is over \$2K.
  - If applicants plan to do the work themselves, the bid only needs to include costs for materials. A print-out of materials from a website (like Home Depot) is sufficient.
  - Bids must be current (or refreshed) within 90 days. If applicants have bids that are more than 90 days old, email confirmation from the bid provider that the bid is still valid is sufficient for the application.
  - Once an application is submitted the grants are typically be turned around within a couple days
  - If scope changes are required after submitting the application, contact CEE to inform them of the changes.
  - CEE will provide monthly reports provided to NEPNA so can monitor. To date there have been 13 applications mailed out, 7 in process, and 1 approved/closed.
  - There was a proposal to consider extending grants to residences that are not owner-occupied for future grant programs.
- Discussion was held about roads and traffic:
  - Discussed 14th Ave NE Alley Construction Project (between Pierce St NE and Buchanan St NE south of 14th Ave NE). A public hearing will be held by the city on April 23, 2019 about the project and assessments.
  - Discussed the need for pothole repair within Northeast. Although the repair work cannot be done until the conditions are drier, we can start getting community input on where the worst potholes are located (email, Facebook, Next Door, etc.).
  - Discussed an overview of the Broadway task force (see [FixBroadway.org](http://FixBroadway.org)). There is uncertainty around how the Broadway task force (requested traffic survey) will impact the city's plans to re-pave Broadway in Summary 2019.
- The Community Engagement Plan was unanimously approved by all board members and alternates in attendance
- Community Organizer Position
  - Discussed options for backfilling the duties of the community organizer that previously resigned and the impact on the neighborhood and NRP funding that we are risk of losing if it is not used soon.
  - Discussed the pros and cons of the options outlined in Laurie's email with the attorney (see attached).
  - Hiring the community organizer was a long, time intensive process (~4 months). Our past organizers have not worked out well. Christina Larson-Dickson expressed interest in the position, but we would still need to go through the formal process (public posting, hiring committee, etc.)

**Commented [JC1]:** Nicole thought the meeting was on 4/15 but from what I can see in the city council meeting minutes it is actually 4/23  
<https://lms.minneapolismn.gov/Agenda/Council/775>

- Regarding hiring board members as independent contractors for special projects, there was concern that it could create competition within the board for paid projects. Additionally, there is risk of potential abuse. The arrangement (tasks, time, billing, etc.) would need to be well documented to mitigate the risk (whether perceived or actual).
- Held discussion of logistics around hiring a board member as an IC for special projects. The attorney would approve the statement of work. As treasurer, Laurie would approve invoices prior to payment.
- The board members in attendance (except Katie who recused herself from the vote) passed the motion on a unanimous basis to approve Katie to serve as an independent contractor for special projects on a temporary basis, subject to documented statement of work with approval by the attorney. The Board may request Katie to leave the room when discussing the contract or work governed by the contract, during which time the Vice-Chair will serve as Chair. Additionally, the Vice-Chair and Treasurer have authority to make decisions on matters on behalf of the Board between meetings, as needed, to prevent undue delays.
- Held discussion of the high priority tasks that are outside of the scope of the board member duties. Katie will email the Board with a list of proposed tasks to include in the special project that she proposes to complete as an independent contractor.
- Discussed that we need to increase involvement of board members and neighbors when it comes to neighborhood initiatives – special projects like community gardens, event coordination, routine duties like arranging speakers for meetings, etc. The Board should revisit the topic of increasing participation and accountability at a future meeting.

**Commented [JC2]:** Added since the first version I emailed