



**Welcomes You**

**Shingle Creek Neighborhood Association  
Creekview Park  
December 9<sup>th</sup>, 2008 6:30pm**

**6:30 1. Welcome and Introductions**

**6:30-6:35pm 2. Agenda**

**6:35-7:00pm 3. Officers Reports:**

**A. Treasurer's Report: Ms. Hanson**

**i. Finance Committee:**

**a. Housing Contracts**

**b. LOS Contract**

**B. Secretary's Report: Mr. Strand**

**7:00-7:15pm 4. Neighborhoods and Community Engagement Commission Feb 21<sup>st</sup>**

**7:15-7:30pm 5. Committee Reports**

**A. SC Reuse**

**7:15-7:30pm 6. Old/New Business**

**7:30-8:30pm 7. SCNA Planning for 2009**

**8:30pm 8. Adjourn**



Shingle Creek Neighborhood Association  
Board Meeting

Shingle Creek Commons, November 11, 2008

Attendees: Brock Hanson, Jeff Johnson, Jeff Strand, Brian Hitchcock, Virginia Bratton, Pam Owens, Lori Hanson, Troy Parker: Guest: Haden Bowie UofM researcher

**1. Welcome and Introductions at 6:40pm**

**2. Agenda:** Motion to approve by with additions of Holiday on 44<sup>th</sup>, Camden News, NNA, 45 day notification, Ms. Hanson, Ms. Owens, m-c

**3. Volunteer recognition deferred to another meeting**

**4. University of MN Partnership: Haden Bowie**

- A. Doing a study on foreclosure gathering input
- B. 3 partner project to see how the resources and community are connecting
- C. Making a map, see if orgs talking to one another
- D. Jewish Area Community Council, Hennepin County Online foreclosure workshops, Classes for home owners, telephone interview, Federal/City dollars, Acorn, TC Habitat all mentioned as resources.
- E. Board members comment that racial and economic profiling has led to today's foreclosure problems

**5. Officers Reports:**

- A. Treasurer's Report: Distributed by Ms. Hanson
  - i. Treasurer asks board what reports they would like to see. Board would only like to see monthly expenditure report
  - ii. Finance Committee: Ms. Hanson reports the finance committee needs to reflect on their financial policies and make updates. The Committee also discussed moving to one check book for bookkeeping. In the past SCNA had two accounts to help with bookkeeping. Currently with Quickbooks and CCU account the need for two accounts has diminished. Motion to go to one checkbook Ms Hanson, Ms. Owens, m-c
- B. Secretary's Report: Mr. Strand
  - i. Motion to approve with the addition of Mr. Parker to the attendees by Mr. J. Johnson, Ms. Owens, m-c.

**6. Committee Reports**

- A. SC Reuse: Mr. Johnson:
  - i. Had Library Board person, Pam Costain attend last meeting
  - ii. She seemed confused. Not informed.
  - iii. Got the feeling SC Elementary wasn't vital
- B. Finance Committee:
  - i. Staff reviews prepared document of the Housing Contracts and proposed plan modifications
  - ii. Move to postpone to December meeting subject to Finance and Hoinsg Committee review in the interm by Mr. Strand, Mr. J. Johnson, m-c
- C. 45-day waiver letter: Signed and mailed tomorrow reports Ms. Hanson
- D. Holiday on 44<sup>th</sup>: Budgeted \$250 for 2008. Move to expend \$250 or whatever amount greater from earlier budget to support Holiday on 44<sup>th</sup> for 2008, Mr. Strand, Ms. Hanson, m-c
- E. Camden News: Staff reports Camden News is experiencing financial difficulties. SCNA considers increasing the size of their ad and larger ad could replace newsletter to save SCNA costs.
- F. NNA: Housing: Response to Foreclosures December 2<sup>nd</sup>, Also on the discussion is Ward Bell Proposal of a commercial data product for economic development. Proposal is to pay Mr. Bell \$2500 for the system and then have NA's pay \$1,000.
- G. Sliding Hill Chili Dinner possibly this winter? Could SCNA host such an event? With Teeki torches?? More discussion needed.
- H. Mr. Strand reads Mr. Miller's announcement for his candidacy for Mpls Mayor

**7. Meeting adjourned 8:16pm**

Respectfully submitted  
Amy Luesebrink staff



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Amy Luesebrink staff



**Welcomes You**

SCNA Finance Committee

December 1, 2008, 6pm

Shingle Creek Commons

Attendees: Lori Hanson, Brock Hanson, Jeff Strand

1. Welcome by Lori Hanson Treasurer at 6:03 pm
2. Housing Contracts reviewed:
  - a. Committee discussed keeping as much in Home Buyers Assistance as possible
  - b. Currently have 345 vacant but not condemned 600 that are vacant and condemned in North Minneapolis
  - c. Discussed \$50,000 for Home Improvement Loans
  - d. Recommend the following motion at the December SCNA Board meeting: Move to recind the previous action on the date August 12, 2008 by Mr. Parker, Mr Strand, and consider contracting \$60,000 of Phase II A. 1.1.1.; \$2500 for A.1.1.2.; \$27,500 for A.1.1.3. for a total of \$90,000, by Mr. Strand, second by Mr. Hanson, \$40,000 Program Income should be studied" m-c
  - e. With this move we will be operating with two housing plans. We should research if this is possible.
  - f. We want Phase I program income rotating.
  - g. Staff Contract reviewed and revised.
  - h. Budget for 2009 reviewed and propose keeping it at \$25,000 for 2009. A draft proposal for moving funds for next year will be drafted prior to next meeting.
3. Adjourn at 7:31pm

**From Peg Mountin:**

Phase I did not have requirements imposed. Even though we did not mandate the housing in Phase I, there was still an overall investment of +48-49%. In Phase II, we do not have the amount of money that was originally expected and we have to make up for the transition funds that were released in the early days of NRP. There was no housing requirement on transition funds. With all of the reductions that Phase II has experienced, more housing must be done to meet the State mandate of 52.5%.

When we were reduced to 70% access to Phase II, there was no way to meet the 52.2%. Now, we have access to 80% of the funds and we are attempting to come as close as possible to the State requirement.

----- Original Message -----

**From:** [Joeandjeannabor@aol.com](mailto:Joeandjeannabor@aol.com)

**To:** [Pmountin@NRP.org](mailto:Pmountin@NRP.org)

**Sent:** Tuesday, December 02, 2008 4:14 PM

**Subject:** Re: SCNA Housing Contracts

Quick follow-up. Why does SCNA have to meet the 70% dedicated housing number when they did well and above the 52.5% in Phase I and the Mayor is no longer requiring the 52.5% for housing? Is the answer that other neighborhoods did not do as well and all the funds that the City took from the NRP funding pool still needs to meet the 52.5% housing requirement? Or is there a different answer.

In a message dated 12/2/08 3:17:47 P.M. Central Standard Time, [Pmountin@NRP.org](mailto:Pmountin@NRP.org) writes:

CEE tracks the programs by contract number. SCNA can close the old program for new applications when the new program is available. The old program income can be accrued or redirected. The contract cannot be closed until all of the old loans have been serviced, but you do not have to leave all of the program income at CEE. Those funds can be rolled over into housing or any other activity that SCNA decides to do.

----- Original Message -----

**From:** [Joeandjeannabor@aol.com](mailto:Joeandjeannabor@aol.com)

**To:** [Pmountin@NRP.org](mailto:Pmountin@NRP.org)

**Sent:** Tuesday, December 02, 2008 2:04 PM

**Subject:** Re: SCNA Housing Contracts

Hi Peg,

What about Program Income from Phase I.

If SCNA contracts their housing dollars and generates program income from Phase II dollars and Phase I Program Income is still out there rotating through, how is CEE keeping the two pools separate or where are we on that today?

Amy

In a message dated 12/2/08 11:31:36 A.M. Central Standard Time, [Pmountin@NRP.org](mailto:Pmountin@NRP.org) writes:

Hi Amy,

There are two ways to look at the new 80% accessibility of Plan: 1) you can access up to 80% of each strategy in the Phase II Plan, or 2) you can access up to \$259,124 from anywhere in the Plan.

There are still two rules to apply -- keep overall administrative costs (personnel, non-personnel, newsletters/website, events) under 20% and keep overall housing (neighborhood housing coordinator and all housing programs) at 70%.

I think that it is easier to figure out the overall admin. and the overall housing first and then decide how much to spent on each of the other strategies. I guess you could call it a hybrid of 1) and 2).

Peg----- Original Message -----

**From:** [Joeandjeannabor@aol.com](mailto:Joeandjeannabor@aol.com)

**To:** [jhoran@nrp.org](mailto:jhoran@nrp.org)

**Cc:** [brock-scna@hotmail.com](mailto:brock-scna@hotmail.com)

**Sent:** Monday, December 01, 2008 1:02 PM

**Subject:** SCNA Housing Contracts

Hello Mr. Horan,

Thank you for your patience as SCNA works on getting a few things cleared up from the budget work that was sent to us from you and Dave from 2007. At the last SCNA Board meeting the question arose regarding the total amount of Phase II Housing Allocations and others that could be contracted.

According to the SU-10, "\*\*\* On October 27, 2008, the NRP Policy Board adopted a policy that makes up to 80% of the neighborhood's Phase II plan allocation available for expenditure during the first 3 years after approval of the Phase II Neighborhood Action Plan."

Since SCNA's plan was approved in 2005, does that mean that SCNA may look to contract the full housing dollar and other amounts from their Phase II plan and for a total of \$186,000 for their Phase II Housing Allocations that have yet to be contracted?

Thank you for your help today. We look forward to resolving some of these questions so we may move forward on these contracts in the near future.

Respectfully,

## December Treasurer's Report

Starting the month with 2312.02 in the NRP account  
 Starting the month with 43.77 in the CPED/CDBG account

### Investment Summary:

Investment Title	Investment Type	Investment Balance	Available Balance	Last Interest Amount	Investment Rate	Maturity Date
<a href="#">12 MO. ADD ON</a>	Certificate of Deposit	2,700.51	2,200.51	25.59	3.795%	Jan. 25, 2009
<a href="#">6MO SHARE CERT</a>	Certificate of Deposit	2,259.77	1,759.77	12.58	2.221%	Jan. 23, 2009

### Upcoming Bills:

Camden Community News	100.00
Insty Prints	185.80
USPS	135.73
Framatix	360.00
American Family	212.00
USPS (presorted permit)	180.00
Luesebrink Office Services	1174.50
Luesebrink Office Services: Reimbursement	55.82

Totals: \$2403.85

### Optional Items:

North Housing and Home Improvement Fair 150-200.00

## Professional Services Contract

Contract No. A2009-01

**This Agreement A2009-01**, entered into this \_\_\_\_ of December, 2008, is by and between the **Shingle Creek Neighborhood Association**, a Minnesota non-profit corporation, P.O. Box 15656, Minneapolis, Minnesota 55415 (hereinafter "Organization") and **Luesebrink Office Services**, 5557 James Avenue North, Brooklyn Center, Minnesota 55430, telephone (763) 561-1616 (hereinafter "Contractor").

### **1. Scope of Services**

Contractor will provide the Organization with the following Services, as well as any additional services as mutually agreed upon by the Contractor and the Organization.

The general Scope of Services (description of NRP Implementation Coordinator) is attached to this Agreement as **Exhibit A**.

### **2. Time of Performance**

The term of this Agreement shall commence on January 1st, 2009, and shall terminate on December 31st, 2010, or until this Agreement is terminated pursuant to the terms expressed herein. Review of compensation shall be held in annually December to negotiate any compensation adjustments and necessary amendments at that time.

### **3. Compensation and Related Terms**

Contractor will be paid under this Agreement at an hourly rate of Thirty dollars (\$30.00) an hour, plus expenses, if any.

The Organization will reimburse Contractor for all pre-approved expenses reasonably incurred in the performance of this Agreement. All requests by the Contractor for reimbursements of expenditures must include a copy of the invoice, receipt, or payment check, date on which the expense was incurred and the purpose for the expenditure.

The Organization will establish a petty cash fund with an initial allocation of not-to-exceed \$100.00. Contractor will maintain an accounting of petty cash disbursements and receipts. Expenses of \$100.00 or more require Organization approval before the expense is incurred. Expenses less than \$100.00 do not require Organization approval before the expense is incurred.

#### **4. Billing and Method of Payment**

Contractor will provide Organization each month with a billing statement or invoice for services provided under this Agreement during the previous calendar month. Organization will pay amounts owed to Contractor within fifteen days (15-days) of receipt of the billing statement or invoice. Organization will not be required to reimburse Contractor for any work that in its view is incomplete, inaccurate, or otherwise unsatisfactory. Contractor will keep records of all time spent and expenses incurred in a form prescribed by the Organization.

#### **5. Independent Contractor Status**

Nothing contained in this Agreement may be construed as creating or establishing an employer-employee relationship between the parties. Contractor will at all times remain an independent contractor.

Contractor will provide and maintain Contractor's own office space, equipment, tools, supplies and clerical services and will not be eligible to receive any benefits offered to employees of Organization. The Organization will not withhold income taxes or pay Worker's Compensation, FICA, or other employment-related taxes on Contractor's behalf. A Federal reporting Form 1099 will be provided to Contractor and sent to the IRS by the Treasurer of the Organization.

#### **6. Termination**

Either party may terminate this Agreement with or without cause at any time by giving the other party at least forty-five (45) days written notice of such termination.

#### **7. Indemnification**

Contractor will save and protect, hold harmless, indemnify, and defend Organization and its officers and employees against any and all claims, causes of actions, suits, losses, charges, damages, or costs and expenses arising or allegedly arising from, or resulting directly or indirectly from any professional errors or omissions, or negligent or willful acts or omissions of Contractor in performance of this Agreement.

Organization will save and protect, hold harmless, indemnify, and defend Contractor against any and all claims, causes of actions, suits, losses, charges, damages, or costs and expenses arising or allegedly arising from, or resulting directly or indirectly from any professional errors or omissions, or negligent or willful acts or omissions of the Organization in performance of this Agreement.

#### **8. Assignment and Subcontracting**

Neither party may assign or subcontract this Agreement.

#### **9. Amendment**

The entire Agreement between the parties is contained in this document. This Agreement supersedes all oral agreements and negotiations between parties relating to its subject matter. All exhibits to this Agreement are incorporated herein and are deemed to be part of this Agreement.

All amendments or modifications to this Agreement must be made in writing and must be approved by both parties.

#### **10. Governing Law**

This Agreement shall be governed by and construed in accordance with Minnesota law.

**11. Administration of Agreement**

On behalf of the Organization, the Association President-Board Chair and the Treasurer shall coordinate administration of this Agreement:

Name: Brock Hanson  
Title: Association President-Board Chair  
Address: 4923 Vincent Avenue North, Minneapolis, Minnesota 55430  
Telephone: (612) 588-9794

Name: Lori Hanson  
Title: Treasurer  
Address: 4923 Vincent Avenue North, Minneapolis, Minnesota 55430  
Telephone: (612) 588-9794

**12. Notices**

A notice, demand, or other communication under this Agreement by either party to the other shall be sufficiently given if it dispatched or delivered to the Organization and to the Contractor at the address of each party stated in the opening paragraph of this Agreement, except that Contractor shall provide Notice of Termination in writing to the Organization as stated above and to the Association President-Board Chair and Treasurer of the Organization at their respective addresses provided in this Agreement.

**13. Affirmative Action and Nondiscrimination; Governing Policies of the Minneapolis Neighborhood Revitalization Program (“NRP”), the Minneapolis Community Development Agency (“MCDA”), and the City of Minneapolis**

The Contractor agrees to comply with all applicable affirmative action and equal opportunity laws, directives and regulations of the federal, state and local governments, specifically including, without limitation, Chapter 139 of the Minneapolis Code of Ordinances, the NRP Conflict of Interest Policy, the NRP Audit Policy, and the City of Minneapolis Audit Policy.

**14. Conflict of Interest**

The Contractor agrees to comply with the Minneapolis NRP Conflict of Interest Policy and agrees as a participant that Contractor shall not have any personal gain or pecuniary interest, direct or indirect, from NRP Funds administered by the Organization as a neighborhood association, except for compensation for professional services rendered or approved costs incurred as provided in Section 3 of this Agreement.

**Accepted and Agreed**

**IN WITNESS WHEREOF, this AGREEMENT having been approved by the Board of Directors of the Shingle Creek Neighborhood Organization (ORGANIZATION) on the \_\_\_\_\_th day of December, 2008, the ORGANIZATION and the CONTRACTOR have caused this AGREEMENT to be executed as of the day and year first written above.**

**Shingle Creek Neighborhood Association (ORGANIZATION)**

By: \_\_\_\_\_

Brock Hanson  
Title: Association President-Board Chair

By: \_\_\_\_\_

Lori Hanson  
Title: Treasurer

**Luesebrink Office Services (CONTRACTOR)**

By: \_\_\_\_\_

Amy Luesebrink

Contractor's Social Security Number

### **NRP Implementation Coordinator**

The Shingle Creek Neighborhood Association is seeking a part-time independent contractor (approximately 40 hours per month) to serve as the NRP Implementation Coordinator. The Coordinator will support the board in implementing the NRP Plan over the next year, maintaining communication with the membership and acting as liaison with NRP and MCDA staff.

SCNA does not have an association office and does not provide benefits such as health insurance or sick leave. The independent contractor will be responsible for payment of all income taxes and Social Security obligations.

Duties will include, but are not limited to:

1. Assist in administrative tasks associated with board, membership and committee meetings.
2. Assist with outreach and communication, including preparing and mailing the association newsletter and monthly newspaper ads, preparing reports and correspondence.
3. Assist in coordinating NRP plan projects and act as liaison to city staff.
4. Disseminate information to the board and membership on CPED projects and policies and on zoning and planning issues; provide timely responses when required.
5. Coordinate special neighborhood activities such as Clean Sweep, Citizens Inspections.

Qualifications:

1. Some knowledge of the Minneapolis Neighborhood Revitalization Program preferred
2. Administrative experience
3. Computer skills
4. Ability to work independently and to meet deadlines
5. Excellent communications skills, both written and verbal
6. Ability to work on several tasks at a time
7. Available on evenings and weekends
8. Must have access to own equipment, including telephone, computer, modem/e-mail, fax machine
9. Must have own transportation

Plan Mod

Apr-06

Phase I  
Program  
Income

	2005 Phase II Budget	80%of Phase II Funds	Proposed 12/9/2008	Remaining	Current Loan Max/Min	Phase I Program Income
A.1.1.1.	Existing SCNA Home Imp.Pro	\$80,000	\$64,000	\$60,000	\$ 4,000	\$1,000/\$15,000
	(Interest Subsidy)		\$ ???	Need an amount	\$ -	
A.1.1.2.	Emergency Loan Program	\$25,000	\$20,000	\$2,500	\$17,500	\$2,000/\$5,000
A.1.1.3.	Home Buyer Assistances	\$50,000	\$40,000	\$27,500	\$12,500	\$2,000/\$5,000
A.1.1.4.	Property Acquisition and Redevelopment	\$25,000	\$20,000		\$20,000	\$40,000
A.2.1.1.	Supportive Housing for Homeless and Abused Youth	n/a			\$ -	
A.3.1.1.	Affordable Rental/Owner Housing Partnerships	\$6,000	\$4,800		\$4,800	
A.4.1.1.	Housing Coordinator	\$18,060	\$14,448	\$10,000	\$4,448	
					\$ -	
	<b>Total</b>	<b>\$ 204,060</b>	<b>\$163,248</b>	<b>\$100,000</b>	<b>\$63,248</b>	<b>\$40,000</b>

Need 70%

181386.8

Currently at 63%                      Still Need    \$ 18,139

Total Phase II allotment for SCNA Phase II Plan was  
323,xxx

		Housing
	<b>181,386.8</b>	70%
		Admin/News
<b>Phase II 80%</b>	<b>51,824.8</b>	20%
		Other Activities
<b>259,124</b>	<b>25,912</b>	10%
	<hr/>	
	<b>259, 124</b>	

**Phase II**

Admin    \$259,124 x 20% =\$51,824.8    Dollars already contracted \$36,981 < \$14,843.8  
Housing \$259,124 x 70% =\$181,386.8   Dollars already contracted \$10,000 < \$171,386.8  
Programs \$259,124 x 10% =\$25,912.4   Dollars already contracted \$25,952.52 > \$40.12

**Phase I**

Remaining dollars \$47,129.16 + PI PI Housing A.1.1.4.\$40,000, +\$25,000 earmarked Library

**PI**    129,000.00  
**NWCT** 4,959.77  
\$246,088.77