

CapitolRiver Council Meeting Agenda

Dec. 5, 2018, 5:00-6:30 p.m. Board of Directors Meeting

Location: 180 East 5th Street, Skyway Level Conference Room B

Board Members present: Chair Tiffany Brace, Jauston-Charles Campbell, Lupe Castillo, Barry Cipra, Nick Cusick, Sandra Erickson, Tom Erickson, Amanda Feist, John Ganey, Todd Gray, Jeanne Hall, Emily Larson, Channon Lemon, Paul Mandell, Crystal Meriwether, Vicki Plaistow,

- I. Chair Tiffany Brace called the meeting to order and attendees to introduce themselves and answer the question, what is one thing that people say you are good at? Responses included being even-keeled, consensus building, being tenacious, making people feel welcome, cooking, making decisions, keeping out of trouble, being mechanically inclined / fixing things, getting people to do things they don't want to do, keeping people and projects on task, being unique and having outside-the-box ideas, organizing, listening and writing.
- II. Motion by John Ganey, seconded by Paul Mandell to adopt the agenda. Motion passed.
- III. Motion by John Ganey, seconded by Jeanne Hall, to approve the Oct. 17 Board Meeting Minutes. Motion passed.
- IV. Committee Updates
 - Development Review Committee: Co-chair Paul Mandell said there was a presentation by Peter Musty, Planner for the Capitol Area Architecture and Planning Board, about the board's comprehensive planning process; a proposed project at 241 East Kellogg Blvd to demolish the current Kelly's Union Depot bar and grill, and replace with a market rate apartment building; and a presentation about housing initiatives by Diane Nordquist from City of Saint Paul Planning and Economic Development.
 - Public Realm Committee: The committee made the following motion:
 - **Motion to send a letter of appreciation to City Council members Rebecca Noecker and Jane Prince for their support to expand Pedro Park, and to request assistance in finding additional green space downtown.** Board members discussed adding other information and requests in the letter concerning other parks and the proposed River Balcony project, but the motion was not changed. Parks-related issues will continue to be discussed by the Public Realm committee. **Motion passed.**
 - Lower Landing park update: Jeanne Hall said there had been a lot of discussion about this park a year ago. Located adjacent to Warner Road, underneath the Lafayette Bridge. The park was used as a staging area for bridge construction, so money was available to make park improvements. Improvements will include installing plants and other materials to stabilize the bluff, and potentially an off-leash dog park that will be comparable in size to the the High Bridge dog park. The plan is available on the website. The park is difficult to walk to, so residents have asked for better ways to connect the park to Lowertown.
 - Public Works – Jon Fure said he was contacted by City staff seeking feedback on scooters. To respond to the survey, follow the link on the agenda (www.stpaul.gov/scooters).
 - Skyway Governance Advisory Committee: Jon Fure said the CRC officers appoint members to the committee each year, and an application is posted on the website. Todd Gray asked for a status update on the skyway closure in the Degree of Honor building. When will they be able to open the skyway. Fure said the committee was informed that asbestos mitigation was

the reason for the closure, and the permit goes through June of 2019, but the representative of the building owner, Madison Equities, said they will re-open as soon as the mitigation is complete.

- Finance Committee: Treasurer Vicki Plaistow said the committee has met monthly, and is continuing to work on cleaning up the financial statements. She and other members of the committee met with our accountant, Charlotte Cooper, in November, and discussed confusion over the format and content of the reports, including the information for CRC and Fiscal Agent agreements. The committee and Ms. Cooper discussed the Lowertown Vacant Parcel Water amount of \$2,820 on the balance sheet that is listed as an asset. There is no grant agreement on file or any information about this in past CRC meeting minutes. The project was not done, so the committee made a motion to return that money to the Lowertown Future Fund. There is also \$505.52 in a Music in Mears checking account. The money in that account includes money that was raised by Brian Horst through sponsorships and individual donations for the 2017 outdoor concert series. Mr. Horst had agreed to pay the remaining amount owed to CRC in payments of \$568.67, but he stopped making the payments after January of 2018. Jon Fure will be closing the account, and the money will be used to reduce the debt.
- 2018-19 Forecast / Cash Flow. Right now, CRC does have a cash flow issue. We have about \$25,000 in the bank, plus we anticipate paying about \$7,800 in expenses, so basically there are about 3 months of expenses in reserves, which makes me nervous as treasurer. When looking at the balance sheet, it's important to understand that the money for Friends of Wacouta Commons Park, which is in a separate checking account, is restricted, so CRC would not be able to use that money to pay other expenses. CRC currently has one other fiscal agent agreement, Lowertown Landing, which is NOT in a separate checking account, so we need to keep in mind that those are also reserved funds, not to be used for other expenses. (Lowertown Landing is a website that was created and is maintained through grants and donations). We continue to have questions about other amounts on the financial statements, such as the \$137 listed under Grants Receivable. The committee's goal is to show revenue and expense so that it makes sense. The committee is also working on developing policies and procedures to make sure that we are clearly spending money for its intended purpose, and to make it clear what the profit and loss is for each funding source.

Crystal Meriwether said she has served on other boards, and it's common for board members to be expected to help with fundraising. She said a few of the 26 of us have made donations to CRC, and it seems reasonable to set a goal that each board member contributes \$100, which would bring in \$2,600. For some people, that might be difficult, so maybe they can instead spend some volunteer time helping with a project. This would be the board's way of saying they believe in what we are doing. Other board members said they have discussed this in the past but have never required board members to donate.

Motion by Crystal Meriwether, seconded by Todd Gray, to encourage each board member to donate \$100 if they can afford to do so. Motion passed.

- **Motion to return \$2,820 to the Lowertown Future Fund, which was awarded to CRC for the Lowertown Vacant Parcel Water project and remains un-spent. Motion passed.**
- Todd Gray said there seems to be a lot of interest in water conservation, and asked if we could look into potential grants.

- Emily Larson pointed out that we will be starting a new fiscal year without an approved budget, which is a problem.
- Channon Lemon said in addition to a budget, the board should have input on developing the overall strategy and purpose, which would help clarify how Jon Fure should focus his time on delivering the strategy. There should be a deliberate, intentional focus, and short-term and long-term goals for what we can accomplish in the next 3 months, 6 months, etc. Could the January meeting focus on developing that strategy? Todd Gray suggested looking at our current work plan and checklist.

V. Innovation Fund Work Plan Update: Jon Fure said a revised version of the work plan was submitted to City staff and approved, and CRC is now able to seek reimbursement for eligible expenses. \$6,000 is available, and the money is available into 2019. If board members want to make additional changes to the work plan, they can still do so, as long as the changes align with the overall goals that have been approved by City staff. Highlights from the work plan include:

- Racial equity should be at the core of this work. But efforts also should address additional disparities that councils encounter in their neighborhoods. Examples could include disparities based on income, age, gender, immigration status, or among renters and homeowners.
- Each District Council Work Plan should include goals to improve in each of these three levels of equitable engagement:
 - Staff and volunteers will more accurately reflect the communities you serve.
 - We will review and adopt policies and practices that intentionally create space for residents who currently are under-represented.
 - We will pursue systemic work that reflects the needs and priorities of have been historically under-represented.
- Each district council executive director is expected to participate in a peer support/best practices network composed of district councils or similar grassroots, place-based organizations in the region.
- The MN Compass website / Downtown statistics is the source of data that the City uses to evaluate the goal for CRC board composition to reflect the characteristics of District 17: www.mncompass.org/profiles/neighborhoods/st-paul/downtown
- Board members discussed several priorities related to resident engagement, and that the board should have a process for board members to say what their goals are. Generally, direction to staff should come out of the committee structure. Staff should not be applying for grants and deciding how to spend the money without board input. Board member also discussed the fact that all district councils are working together on this, and it's a high priority of the City Council and Mayor Melvin Carter. This is one step in doing more collaborative work throughout the City. Other board members discussed similar activities regarding racial equity at work.
- Chair Tiffany Brace said the emphasis on reaching out to people who are traditionally under-represented is why the rules of procedure are so important. We need to continue to work on creating an environment where all people are respected, so raising hands and waiting to be called on is a good way to demonstrate that respect. She asked everyone to refrain from having side conversations, and making sure that our discussions aren't dominated by a small number of people, so that we are hearing from people with different perspectives. The group also discussed populations that seem to be missing from our work, including immigrant families, people who are or have experienced homelessness, teenagers, millennials people with disabilities (which could be unseen). A suggestion was made that designating time for small group discussions

could also make it possible to explore some of these topics in more detail, and enable more people to participate that way.

- VI. 2018-2019 Knight Foundation and Saint Paul Foundation grants – Jon Fure provided board members with the draft grant agreement and asked board members to review the recommendations for spending the \$15,000. The revised agreement will be signed by Chair Tiffany Brace.
- VII. Other Board Member Updates or Future Agenda Item Requests
- 4th Street Market District – Tiffany Brace said she received a request for CRC to serve as the fiscal sponsor, which would involve creating a formal agreement, similar to the one we currently have with Friends of Wacouta Commons Park. CRC has been involved with the planning for this project, but it had been led by the Saint Paul Riverfront Corporation and is now not affiliated with the Downtown Alliance or any other group. If such an agreement is made, it would require board approval.
- VIII. Staff updates: Jon Fure encouraged board members to nominate someone for the Neighborhood Honor Roll award. The District Council all-board-member happy hour will be at Union Depot Grill on December 19. Also, please fill out the City survey on energy use:
www.surveygizmo.com/s3/4504012/Saint-Paul-Home-Energy-Survey-ENGLISH
- IX. Meeting adjourned.

CRC MISSION

CapitolRiver Council, an official advisory group to the City Council, represents and works in partnership with all District 17 stakeholders to act on urban planning and community building efforts as part of a shared vision to support sustainable, safe, healthy, and vibrant neighborhoods.