

Meeting Minutes of Highland District Council
June 7th, 2018 7:00 p.m.
St. Paul MN 55116
Highland Park Community Center
1978 Ford Parkway, St Paul, MN 55116

Board of Directors Board Training 6:30 PM

Directors Present: Jossi, Mattson, Hood, Teggatz, Lindsay, Whitehead, Dobier, Duffy, Schwarz, Willis, Miller, Bauer.

1. **District Council Overview** – Mike Lindsay, VP discussed mission and vision of the HDC and how the HDC woks.
2. **Board Oversight** – Amy Schwarz gave a brief overview of the MN Council of Nonprofits’ roles and responsibilities as outlined in the Building an Effective Nonprofit Board of Directors presentation, including the following: (see attached PPT).
 - 1) Shape mission and strategic direction.
 - 2) Monitor and improve performance.
 - 3) Ensure leadership and resources.
3. **Functions of A District Council**
 - Interview with Mike Lindsay re: HDC functions
 - True & False questions (see attached).
4. **Finances**
 - HDC Operating Budget Overview (draft operating budget sent to the board October, approved in November and passed in January upon receipt of approval from the City of St. Paul.
 - Fiscal policy is available on the HDC board’s website.
 - Fiscal year of HDC is calendar year.
 - Most of HDC’s funds are reimbursable.
5. **HDC Committee Overview**
 - a. Amanda Willis presented on the Community Engagement Committee.
 - b. Nathan Hood presented on the Transportation Committee.
 - c. Frank Jossi presented on Development Committee.
6. **Tracking -database and record-keeping:**
 - Kathy gave a quick overview of the database staff use to keep track of

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HDC Board Meeting June 7, 2018, 7:00 p.m.

1. **Board Training, 6:30—7:15 pm** (see notes above).
2. **Call to Order** – Mike Lindsay, Vice President, called the meeting to order at 7:15.
3. **Roll Call** – Amy Schwarz, Secretary took roll call.

Directors Present: Jossi, Mattson, Hood, Teggatz, Lindsay, Whitehead, Dobier, Duffy, Schwarz, Willis, Miller, Bauer, Long. (Hurse at 8:22)

4. **Approval of Agenda:** Motion made, seconded and passed to approve the June agenda as presented.
5. **Approval of Prior Meeting Minutes:** Motion made, seconded and passed to approve the May meeting minutes as presented.
6. **St. Paul Comprehensive Plan Overview:** Kady Dadlez and Anton Jarvis. The City started outreach a few years ago. This helped inform the core values, community priorities and focus areas. Planning horizon is 20 years. Higher level goals and policy direction for the city. The chapters of the handout provided (attached) lists six chapters of the Comprehensive Plan. Additional handouts on each chapter were also provided.
 - 1) **Land Use:** focus on equitable-distributed community amenities, access to employment and housing choice and neighborhood nodes, destinations/activity centers, within a 20-minute walk from each residence.
 - 2) **Transportation:** focus on safety and accessibility. Looking at pedestrians, cyclists and then other types of transit.
 - 3) **Parks, Recreation and Open Space:** focused on equitable access and leveraging partnerships to create better access to jobs.
 - 4) **Housing:** focus on the need for more housing and more energy efficient housing and middle density housing.
 - 5) **Water resource management:** focus on safe, reliable and sustainable water supply and right-sized and well-maintained gray storm water and sustainable wastewater conveyance and treatment infrastructure.
 - 6) **Heritage and cultural preservation:** looking at new prioritization of preservation of environments that express St. Paul's identity and sense of place in an equitable way.

There are upcoming open houses: Saturday, June 9, Rondo Community Library, 10:30 a.m.—12:30 p.m. and Tuesday, June 12 at Arlington Hills Community Center from 5—7 p.m.

Board members and Executive Director asked clarifying questions.

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7. **Public Comment:** Jim Ginther, member of the public, asked about a meeting with the MPCA and the Ford Company. Kathy is in touch with the MPCA and the MPCA will likely present at a fall 2018 HDC meeting.

8. Standing Committee Reports:

Transportation: Nate Hood, Chair presented on the following:

- *Route 54 improvements:* increasing frequency, enhancing stops and extended route into the east side.
- *Stop for me events:* one was held today at Fairview and Bohland and West 7th and Rankin. Board members Teggatz and Dobier attended and reported on the events. More stop for me events are planned for the summer, including Monday, June 11th.
- *Snelling Avenue:* The City is looking at parking requirements on Snelling and conducting a study to review this.
- *Senior Circulator:* County has worked with JFC and other groups to run a senior circulator (small scale transportation effort) in Highland and part of Mac-Groveland. Further information will be provided at the transportation meeting next week.
- *CP Rail Spur:* update will be provided by Michael Richardson at Tuesday transportation meeting.

Community Engagement: Amanda Willis, Chair presented on the following:

- *Neighborhood House:* committee is looking at doing a volunteer event in August with Sibley Manor produce/farmer's market. She also suggested a food drive for Neighborhood House.
- *Highland Fest:* Willis passed out a sign-up sheet for Highland Fest and looking at social media and interactive exhibits. Committee will be finalizing all Highland Fest details next week.

Community Development: Frank Jossi, Chair presented on the following:

- Carbone's Pizza has a new bar and requested an outdoor sidewalk food and wine license waiver of the 45-day waiting period. It passed unanimously by the Community Development Committee of the HDC.
- "Resolution in Support of the CUP and Variance for the Property at 900 Albion" is available on the HDC website. Lexington Road Realignment will be discussed at upcoming public meeting.
- Accessory dwelling units were discussed at previous committee meeting. Proposal before city council would allow accessory dwelling units city-wide. Separate sewer connection to the main line is required. Ward 3 has specific design standards that may

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prevent this. Upcoming public hearing in August. Additional information can be found here: <https://www.stpaul.gov/departments/safety-inspections/accessory-dwelling-units>

9. **Executive Director Report:** see attached.

- *COPP Funds* were awarded.
- *Public Art:* Kathy Carruth has been working on getting public art installed in St. Paul. A bench was approved on SW corner of Ford and Cleveland. Electrical issues still need to be resolved.
- *Right Track Worker* will be working with HDC this summer. HDC is sharing with Mac-Groveland.
- *Tour de Highland:* 130-140 attendees and many directors volunteered at the event. HDC did not make (or lose) any funds as a result of this event.
- *Garagefest:* 45 homes participated. HDC made a very small profit on this event.
- *Poolhouse Rock:* will be held on June 14, 2018.
- *Jazzed about Highland:* will be held on June 21, 2018.
- *Lexington Alignment:* June 19th meeting at Summit Brewery.
- *Sponsor a planter:* this will be offered for the new planters at Cleveland Avenue and St. Paul.
- *Highland Park play area:* will be remodeled soon, likely later this summer.
- Ford Parkway Medians: public works will cleaned up soon. Kathy Carruth is trying to get volunteers to take care of the medians.

10. **Treasurer's Report:** Bob Whitehead, Treasurer. Kathy Carruth discussed finances, including May deposit detail, May balance sheet, profit and loss budget vs. actual. Financials were sent by email to the board and discussed. Substance and method of financial reports to be reviewed prior to board retreat. Motion was made and seconded to approve the Treasurer's Report as presented.

11. **Business Representatives' Reports:** None.

12. **City Council Report:** None.

13. **Executive Committee Report:** Mike Lindsay, Vice President presented on the following:

- *Public Art:* Executive Committee is supportive of the public art and encouraged Kathy Carruth to move forward.
- *Tour de Highland:* a small profit was made and executive council encouraged Kathy Carruth to explore other options to increase profit.
- *Innovation Fund:* need to make an action plan for community involvement using innovation fund.

14. **New Business:**

-Approval of Committee Community Members

- **Community Development:** Andrew Jensen, Casey Anderson, Patty Brandi, Alt. 1, Jim Schoettler, Alt. 2.

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- **Transportation:** Heidi Schallberg, Bridget Dinter, David Stein, At. 1, Matthews Hollinshead, Alt. 2
- **Community Engagement:** Tim Morehead and Catie Gardner (no alternates).

A motion was made, seconded to approve this slate of candidates forward.

15. **Adjourn:** 8:34 p.m.

Notes by Amy Schwarz, HDC Secretary

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Executive Director Report June 7, 2018

Administrative

Peter Myers -Ford Documentary –Fiscal Agency – I interviewed with Peter in early April for the Cultural STAR grant. Peter had a good lead with Brookfield, may start to look for Local Business Support **2017 COPP Grant for Ped Safety Demonstration Projects** –a matrix has been developed, met with MGCC and HDC Transportation Committees, MGCC and myself met with PW. Mac Grove is doing evaluation of their intersection tomorrow morning. HDC will be doing Cretin and Highland Pkwy on Monday, June 11 5-6 PM

2018 COPP –applied for \$1200 for a Right Track worker to share with Mac Grove, and the \$4300 for the Public Art contract. CM Tolbert has granted both requests. I need to fill out the contracts. I attended a RT training yesterday, very interesting. Our RT worker has not responded to us yet.

Lease –We are still operating under the 2015 lease

D 15 Steering Committee Update – The Steering Committee met last Wednesday and update the draft, caught them up on outreach. Kady Dadlez, PED gave us a very detailed edit –most changes were made, some needed to be reviewed by the committee. Next steps will be to schedule outreach events.

Upcoming Speakers (?) both in July

Boy Scouts...

Ramsey County and early elections

Innovation Fund –We need to set goals for innovation funding –will work with CEC in June to set goals submit our contract

Environmental Contract with Public Works –has been submitted and signed, we will be the lead on the Fall Drop Off event, plus extra money for the Organized Collection outreach that we will be doing.

HDC Programming

Tour de Highland –lots of work, recap meeting May 29th with HBA and Blake at Tiffs, not much money was made. We have many ideas to improve sponsorship and outreach, and would like to give it one more year.

Stop For Me Events – SPPD has agreed to 5 events in Highland

Garage Fest -45 homes participated, Friday was good, rained Saturday morning

Citywide Drop off event –we are scheduled to take the lead again in 2018, had a debrief to make some improvements, I filed a permit for Saturday, September 29th –we are confirmed.

Pool House Rock –June 14th Working with HFA to secure bands, food truck –no beer sales, Parks would not agree

Jazzed About Highland- working with HBA, Parks is giving us the stage for free, need volunteers to set it up –it's a beast, but it's free!

Highland Fest –CEC is working on booth, I have a lead on Hondo the Magician☺ need to share with the committee

Other Projects

Lexington Realignment Meeting –June 19th we were able to get in the Villager

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Public Art –we believe that PW has signed off on the bench portion of the project as of a June 7th meeting (this morning). We need to work with CM Tolbert and PW to figure out lighting, but we are almost there.

St Paul Ave/ Cleveland “Pork Chop” – we found the planters from Ford and Cleveland (they are at the Ford site) Gertens has agreed to sell us plants at cost. Patty and I are going to get 4 gift cards donated and see if anyone in the community would adopt a planter. We will give them requirements; ie perennials, only a certain height, etc... if the Board is okay with that.

Snelling Ave Median Update- medians are in the process of being constructed.

HPCC Play Area –construction this spring, it has been put out for bid. A few issues with sewer, but we believe they have been resolved.

Sibley Plaza –should have a grocer this fall, will invite them to a meeting if they have a signed contract – should be really soon

South Highland Reservoir – was given to the County and City to work cooperatively on a design.....

Albion School –J Wedam Foundation –Planning voted to approve the Rezone, Variance and CUP, the rezone is going to City Council for approval

Ford Pkwy Work –we are still working with the County to move the lane merge on west bound Ford past Kenneth, and to remove the arrows by Walgreens and Chipotle,

Shepard Development (Johnson Brothers) –no update.

Highland Disc Golf Proposed Expansion – Parks did a walk and talk last Wednesday evening with the neighbors, it went well

Sidewalks for EXPO/ CDH/Holy Spirit –at Transportation in February, moving forward, I asked the Engineer, Elizabeth Stiffler to keep us updated. WE had a severe communication breakdown but I think we are back on track. CDH will get sidewalk and hopefully keep most of the trees.

HDC Meetings

June 1 & 2nd – **Garage Fest** –Highland Park Neighborhood Garage Sale 9 am – 3 pm

June 7th - **Stop For Me Event** -Fairview & Bohland 4:45 -5:30 PM

June 7th – **Stop For Me Evnet** - West 7th & Rankin 6:00 -7:00 PM

June 11th – **Stop For Me Event** - Lexington Pkwy & Vista 6:00 – 7:00 PM

June 11th – Cretin & Highland Pkwy Ped Demo Project Pre-Evaluation 5:00 -6:00 PM

June 12th – Transportation Meeting – 7:00 PM HPCC

June 14th – Pool House Rock 6:00 PM – music at 7:00 PM, movie at 9:00 PM

June 19th – CDC meeting 6:30 PM HPCC

June 19th – County meeting for Lexington Realignment 6:00 -8:00 PM Summit Brewing

June 21st – Jazzed About Highland 6:00 Start, Band at 7:00 PM

June 26 – CEC meeting 6:45 PM HPCC