



Highland District Council
1978 Ford Parkway Saint Paul, Minnesota 55116
Phone: 651-695-4005
Email: info@highlanddistrictcouncil.org

Highland District Council Board Meeting March 1, 2018

Call to Order - 7:01pm

Roll Call

Directors present: Miller, Gallatin, Jossi, Fischbach, Willis, Kolar, Tinnes, Salmela, Lindsay, Whitehead, Dobier, Thompson, Armstrong, Hood, Long, Bauer, Langford, Soderberg

Alternates Seated: None

Executive Director : Kathy Carruth

Approval of Agenda

Motion made, seconded, and passed to approve March agenda as presented.

Approval of Minutes of Prior Meeting

Motion made, seconded, and passed to approve February meeting minutes as presented. An At-Large alternate was appointed by the board: Tom Romens. Tom was seated at the meeting.

Executive Committee Report: Kevin Gallatin, President updated the board on the upcoming annual meeting. There is a proposed bylaw change, and election of even number grid reps. Discussion was held regarding holding an April meeting. Armstrong moved not to hold an April meeting, seconded, passed.

Executive committee endorsed supporting the Highland Business Association in their bid for a Star Grant for Highland Fest.

The 2017 Financial Review was submitted. See attachment. Dobier moved approval, seconded and passed.

D15 Update: Frank Jossi reported on his and Howard Miller's work on editing the Plan. Next step is posting to the website. Kathy Carruth praised their heroic efforts.

Public Comment: None.

The Highland District Council's mission is to foster opportunities for the people that live, learn, work, and play in Highland Park to engage and connect with neighbors, businesses and local government and to help build a more vibrant, welcoming, and safe neighborhood.

The HDC is a registered 501(c)3 non-profit.



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Standing Committee Reports

Transportation Committee – Nate Hood, Chair, presented information on the sidewalk infill project at RamHam. This is a pedestrian safety issue. A community meeting with Council member Chris Tolbert was held. PDF of the proposed sidewalks additions is attached. City estimates the project will be completed between May and August.

Community Engagement Committee – Sally Bauer, chair, reported on an update from Parks Department on future events. No Parklette will be pursued for Highland Fest this year. Strategy for HF is TBD. New resident event is planned for March 23rd, at the Highland Cafe and Bakery at 6:30. Bauer reported on subcommittees and their respective intentions.

Community Development Committee – Joe Kolar, Vice Chair, a liquor license was endorsed for The Tropicana restaurant, (see attached resolution) and a resolution waiving the 45 day waiting period for a Pull Tab License the Tiffany Lounge (see attached resolution).

Executive Director's Report See attached. A motion was made, Josse, to support the Expo School parent effort to attain a Star Grant, seconded. Discussion was held. Motion passed.

Treasurer's Report Bob Whitehead, Treasurer, submitted a report. See attached. Motion made, Kolar, seconded, and passed to approve the treasurer's report as presented.

City Council Report given by Kevin Gallatin. See attached.

Business Representatives Reports

Highland Business Association: Anne Langford, HBA Rep. reported that the route for the 5K race is attempting to be rerouted from Mississippi River Boulevard to through Highland Fest.

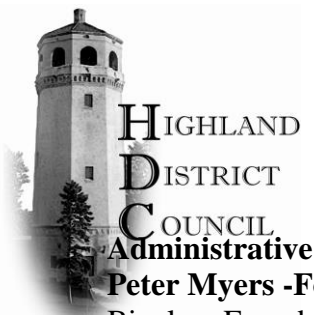
New Business Tom Romens suggested working with Mac-Groveland about striping turn lanes on Cretin at Randolph. Discussion was held.

Gallatin thanked the outgoing board members.

Adjourn

Motion made, seconded, and passed to adjourn. Meeting adjourned at 8:28 pm.

Peter Armstrong, HDC Secretary



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Peter Myers -Ford Documentary –Fiscal Agency – grants to St Paul Foundation, F.R. Bigelow Foundation were denied. We still have hope for the STAR Grant, and Peter is working Ford and some bigger players.

2016 COPP Grant for Public Art – modifications to the Public Art bench at Ford and Cleveland have been made, it is being moved through Public Works, and we may actually have a bench by the end of Summer

2017 COPP Grant for Ped Safety Demonstration Projects –a matrix has been developed, and a meeting with MGCC and HDC is scheduled for March 13

Lease –We are still operating under the 2015 lease

D 15 Steering Committee Update – Frank Jossi, Howard Miller, Patty and I met for almost 3 hours, and updated the draft Plan, Amanda Willis is going over with a trained eye, Howard wrote an Executive Summary, Frank is working on Q & A, and we have a draft of a Survey. The survey will be both on-line and paper. A few members of the Steering Committee have volunteered to staff events, and help take input.

CRWD – MGCC did not receive the grant to continue their work on outreach with Cap Water projects for business and homeowners.

2017 Review –Anderson and Baxter has completed review, a draft was sent to the Board.

2018 City Contract –I have completed the City contract and it is being routed for signatures.

2017 990 –draft is completed, **Board vote by April 18th** –need to file by 5/15/18

Upcoming Speakers

Annual meeting –Mayor Carter

May – Whitney Clark, Friends of the Mississippi –will talk about Ford property by River, Hidden Falls Park expansion, potential to remove the Ford Dam

June – Lucy Thompson, PED City Comprehensive Plan

Travelers Audit –completed

STAR Grant – EXPO is applying to help rebuild their play area, and would like a letter of support

Innovation Fund –was approved by City Council and the Mayor's office to be split evenly by DC's for 2018

HDC Programming

Winter Party – Friday February 9th as part of the Community Recreation nights –we were able to get Lunds to donate water and hot cocoa.

HIF –HIF has about 70 vendors, senior focus, the whole registration process has been very crazy this year. Lots and lots of communication with vendors.

Annual Meeting – the Annual meeting will be at Summit Brewing again on Wednesday, April 18th from 6:30 -8:30 PM. I have invited, Mayor Carter –he will be speaking from 7:05 to 7:30 ish, CM Tolbert, Western District Commanders, Rep Pinto, and Chief of Police, Todd Axtell –can you think of anyone else? **Do we want to keep the April Board meeting date?******

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.



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New Resident Welcome – Bob Whitehead is working with local businesses to find some sponsors to help make sure that this event continues in 2018. We gave him a Donation letter to use while soliciting, posters the date is confirmed for Friday, March 23rd at Highland Café and Bakery.

Other Projects

St Paul Ave/ Cleveland “Pork Chop” – we found the planters from Ford and Cleveland(they are at the Ford site) Highland Nursery has agreed to plant them, HBA has agreed to water and the County has agreed to placement of 4 planters!! Trying to find someone to move them.

Snelling Ave Median Update- medians are still scheduled for this spring of 2018, Maczko is retiring, so Dave Kuebler will be the City person picking up the project.

HPCC Play Area –construction this spring (we hope), it has been put out for bid

Sibley Plaza –connected them with Visible City, Jon Commers new business. I found out that they are putting everything that we have asked for into their new project on the Eastside; Aldi, public space and play area, along with housing, etc... they received funding from the City

South Highland Reservoir – Will know more on 2/13 at their next board meeting, have not heard anything.

Riverview Corridor Update –Public Hearing at City Council on 3/7, our resolutions were submitted to Anton Jerve.

Albion School –J Wedam Foundation –they met with the City Planners and site plan, are in need of one more signature, someone who signed died, and the property transferred.

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.

JCC –CUP was granted by the Planning Commission. Frank, Mike, Colleen, Anne and I all toured the new JCC –will be very nice.

Tropicana Café/ Agelgil Ethiopian Restaurant –there hearing has been scheduled for March 8th. There are 3 neighbors against, along with the petition, one letter of support from a neighbor, and HDC resolution of support.

St Kate’s Parking Lot Project –Letter to the President-was sent, with no response. The woods have been cut, and the lot will be installed

Highland Senior Apt –Parking lot project – rezoning passed the Planning Commission.

Highland Disc Golf Proposed Expansion – Parks has proposed adding/upgrading the existing disc golf course, they have funds from CM Tolbert’s office to do it. A few neighbors don’t like the idea, too many disc’s flying when you try to walk. CM Tolbert is meeting with neighbors tonight, on March CDC agenda.

Sidewalks for EXPO/ CDH/Holy Spirit –at Transportation in February, moving forward, I asked the Engineer, Elizabeth Stiffler to keep us updated.

HDC Meetings

March 7 – 5:30 PM, Council Chambers, City Hall -Public Hearing at City Council for Riverview

March 8 - 10:00 a.m. in Room 330 of City Hall, License Hearing for Agelgil Ethiopian Restaurant



**HIGHLAND
DISTRICT
COUNCIL**

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- March 9 – HIF Set up 4:30 -5:30 PM at CDH**
- March 10 – HIF 8:30 AM -1:00 PM at CDH, Take down at 1:00 PM**
- March 13 – Transportation Meeting, HPCC 7:00 PM – MGCC to discuss 2017 COPP Ped Safety demo project**
- March 20th – CDC meeting, HPCC 6:30 PM – Disc Golf, PED Campus Parking requirements study, Albion (tentative)**
- March 27 – CEC meeting, HPCC 6:45 PM – Innovation Fund, Neighborhood House**

12:51 PM
02/27/18
Accrual Basis

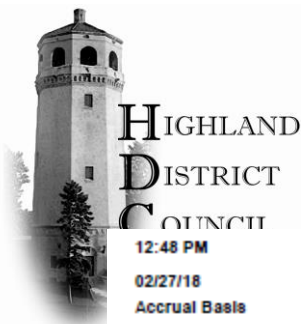
Highland District Council
Balance Sheet
As of February 27, 2018

| | <u>Feb 27, 18</u> |
|---------------------------------------|-------------------------|
| ASSETS | |
| Current Assets | |
| Checking/Savings | |
| Highland Bank Checking | 34,718.21 |
| Restricted-Myers Communication | 100.00 |
| Total Checking/Savings | <u>34,818.21</u> |
| Accounts Receivable | |
| Accounts Receivable | 1,630.55 |
| Total Accounts Receivable | <u>1,630.55</u> |
| Total Current Assets | 36,448.76 |
| Fixed Assets | |
| Accumulated Depreciation | -2,265.91 |
| Office Computer | 1,765.92 |
| Projector | 499.99 |
| Total Fixed Assets | <u>0.00</u> |
| TOTAL ASSETS | <u><u>36,448.76</u></u> |
| LIABILITIES & EQUITY | |
| Equity | |
| Opening Bal Equity | -4,236.79 |
| Unrestricted Net Assets | 38,023.83 |
| Net Income | 2,661.72 |
| Total Equity | <u>36,448.76</u> |
| TOTAL LIABILITIES & EQUITY | <u><u>36,448.76</u></u> |



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Deposit Detail
 January 1 through February 27, 2018

| Type | Num | Date | Name | Account | Amount |
|---------|-----|-----------|-----------------------|------------------------|-----------|
| Deposit | | 2/5/2018 | | Highland Bank Checking | 1,252.43 |
| | | | Home Improvement Fair | HIF | -1,252.43 |
| TOTAL | | | | | -1,252.43 |
| Deposit | | 2/20/2018 | | Highland Bank Checking | 925.81 |
| | | | | HIF | -925.81 |
| TOTAL | | | | | -925.81 |
| Deposit | | 2/21/2018 | | Highland Bank Checking | 7,425.00 |
| | | | | HIF | -2,650.00 |
| | | | | HIF | -1,800.00 |
| | | | | HIF | -2,975.00 |
| TOTAL | | | | | -7,425.00 |



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Profit & Loss Budget vs. Actual
 January 1 through February 27, 2018

| | Jan 1 - Feb 27, 18 | Budget |
|-----------------------------------|--------------------|-------------------|
| Ordinary Income/Expense | | |
| Income | | |
| Credit Card Rewards | 0.00 | 50.00 |
| Grant Income | | |
| COPP | 0.00 | 3,750.00 |
| Grant Income - Other | 0.00 | 75,691.00 |
| Total Grant Income | 0.00 | 79,441.00 |
| Individ, Business Contributions | 0.00 | 250.00 |
| Myers Communication Group | 0.00 | 1,500.00 |
| Program Income | | |
| Barricade Rental | 0.00 | 120.00 |
| Clean Up | 0.00 | 7,200.00 |
| Garage Fest | 0.00 | 500.00 |
| HIF | 9,603.24 | 17,000.00 |
| Jazzfest | 0.00 | 800.00 |
| Pool House Rock | 0.00 | 300.00 |
| Tour de Highland | 0.00 | 1,500.00 |
| Total Program Income | 9,603.24 | 27,420.00 |
| Total Income | 9,603.24 | 108,661.00 |
| Expense | | |
| Advertising and Promotion | 0.00 | 400.00 |
| Bank Service Charges | 3.00 | 40.00 |
| City Clean Up | 0.00 | 2,500.00 |
| Computer and Internet | 542.98 | 1,200.00 |
| COPP Fund Expenses | 0.00 | 1,750.00 |
| Dues, Memberships, Events | 20.00 | 500.00 |
| Equip Rental and Maintenance | 0.00 | 500.00 |
| Insurance | | |
| Liability | 0.00 | 675.00 |
| Workman's Comp | 328.00 | 310.00 |
| Total Insurance | 328.00 | 985.00 |
| Mileage | 0.00 | 400.00 |
| Miscellaneous | 0.00 | 100.00 |
| Office Supplies | 0.00 | 500.00 |
| Parking | 0.00 | 25.00 |
| Payroll Expenses | | |
| Employer FICA | 271.49 | 3,640.00 |
| Employer Medicare | 63.49 | 851.00 |
| Salaries & Wages | | |
| Benefit Allowance | 276.92 | 3,600.00 |
| Salaries & Wages - Other | 4,402.08 | 58,708.00 |
| Total Salaries & Wages | 4,679.00 | 62,308.00 |
| Total Payroll Expenses | 5,013.98 | 66,799.00 |
| Postage and Delivery | 0.00 | 3,200.00 |
| Printing and Reproduction | 0.00 | 3,400.00 |
| Professional Fees | | |
| Consulting | 91.50 | 1,500.00 |
| Total Professional Fees | 91.50 | 1,500.00 |
| Program Expenses | | |
| Annual Meeting | 0.00 | 500.00 |
| Garage Fest | 0.00 | 100.00 |
| H Fest | 0.00 | 100.00 |
| Home Improvement Fair | 0.00 | 12,150.00 |
| Honor Roll | 0.00 | 200.00 |
| Movies | 0.00 | 350.00 |
| Music -Pool House | 0.00 | 1,000.00 |
| New Resident Welcom | 0.00 | 300.00 |
| Tour de Highland | 0.00 | 500.00 |
| Winter Event | 0.00 | 100.00 |
| Program Expenses - Other | 315.00 | 1,500.00 |
| Total Program Expenses | 315.00 | 16,800.00 |
| Rent and Utilities | 323.40 | 1,969.00 |
| Telephone | 74.44 | 800.00 |
| Travel, Training and Meetings | 194.22 | 700.00 |
| Website | 35.00 | 500.00 |



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Profit & Loss Budget vs. Actual
 January 1 through February 27, 2018

| | Jan 1 - Feb 27, 18 | Budget |
|---------------------|--------------------|------------|
| Total Expense | 6,941.52 | 104,568.00 |
| Net Ordinary Income | 2,661.72 | 4,093.00 |
| Net Income | 2,661.72 | 4,093.00 |

City Council Report

- The City Council appointed Samantha Henningson as the Ward 4 Councilmember. She will hold the seat until a special election is held in August to determine the replacement for the Ward 4 seat. There was an opening because Councilmember Russ Stark resigned to take a position in the Mayor’s Office as the Chief Resilience Officer for Mayor Carter.
- Councilmember Tolbert sponsored a resolution proclaiming February 15th as ‘Not for Sale Day’ to raise awareness about sexual exploitation. Not for Sale Day was proclaimed in several metro cites and was initiated by a student after her friend became a victim of sex trafficking.
- Councilmember Tolbert was a featured speaker at the National League of Cities Silicon Valley Roundtable in February, which gave him the opportunity to promote Full Stack St. Paul, a private/public partnership to implement strategies to attract, retain, and expand tech and innovative jobs in St. Paul.
- Parks & Rec worked with O’Reilly Custom 3 to become the vender at the Como Lakeside Pavilion. This is the same two individuals who brought Bar Brigade to Highland/Mac-Groveland. The contract still maintains a \$100,000 minimum annual payback for the City, but allows the Pavilion to be closed during the week in the winter months.
- The Reimagine the Railway study is nearing completion. This study was funded through a federal TIGER grant and is studying the potential reuse of the five mile CP spur. The study is evaluating the railway for use as either pedestrian and bicycles only, or pedestrian and bicycles with space for co-located transit. There’s a lot more information online: <https://www.stpaul.gov/departments/planning-economic-development/planning/current-activities/reimagine-railway-studying-new>
- Riverview Corridor public hearing will be at the City Council next week, on Wednesday, March 7th during the 5:30 p.m. public hearing portion of the agenda. Just to note, public hearings are always the 1st and 3rd Wednesday evenings of the month, and the City Council meets every Wednesday of the month (but not the 5th Wednesday of the month, if there is a 5th Wednesday).