**SECIA Board & Community Meeting – Minutes: Tuesday, October 12th, 2021, 6:30 – 8:30pm**

Zoom Meeting: <https://zoom.us/j/93923944154>

*(Agenda finalized by the Exec Committee 10/6/21)*

**Board Members**:

Present - Laura Schlotterback, Ben Brummel, Jim Nyberg, Steve Peterson, Greg Thomson, Kathy Knudson, Drew Schwartz, Bill Rogen, Karl Smith; Phil Roban

Absent - none

Excused – Tom Weist, Holly Day

**Other Participants**: [Jessica Focht-Perlberg](mailto:jessica@secomo.org)(ED), Lila Smith, Greta Gauthier (MPCA), Tom Higgins, Kari Dziedzic (SD60), Tim Grape (MPCA), Tom Reppe (MPCA); participant by phone (612-227-2687), Peggy Booth (Environmental Committee); Matthias Wolf, MPCA; Salat Tuke, Dar Omar Al Farooq; DeWayne Townsend; Grace Sweeny, Mohamud Noor (60B representative)

Motions:

1. **Approve** [**September 14, 2021 SECIA board meeting minutes**](https://docs.google.com/document/d/1GzbuzSzAZi-YSF0BERHnnC1UuI_H7ON6/edit?usp=sharing&ouid=110413999678233604556&rtpof=true&sd=true)
   1. **Unanimous**
2. **Approve updated SECIA Bylaws as** [**proposed**](https://secomo.us6.list-manage.com/track/click?u=131f99e14283ccc538423f3d8&id=8ddb953b2b&e=c6e41a641b)
   1. **Unanimous**
3. **Approve Policy/Procedure Documents Required for Neighborhoods 2020: ADA, Conflict of Interest, Equal Opportunity, Grievance, Language Access, Whistleblower, Gift Acceptance, Expense Reimbursement**
   1. **Unanimous**
4. **Approve Equitable Engagement Fund application for Neighborhoods 2020**
   1. **Unanimous**

1. Introductions (3 min)
2. Review [SECIA Meeting Norms & Agreements](https://docs.google.com/document/d/1He9Lly75Fag0Zpe4P8XKOfTl1qgTHghK22pZyO85PRA/edit?usp=sharing) (2 min)
3. Community Updates & Guest Presentations (up to 30 min; 3 minutes each for routine updates/Q&A, depending on number present + 15 min. For MPCA presentation, Q & A)
   1. SD60 Senator Kari Dziedzic, 60A Representative Sydney Jordan, 60B Representative Mohamud Noor (if available)
      1. State is looking for some money to help heal from racial justice uprising in summer 2020
      2. TCE comment period is open, ending November 8 or 9.
      3. Ongoing rent assistance is available--anyone can apply if needed. See <https://www.renthelpmn.org/>.
   2. MPD Second Precinct Representative and/or UMPD Community Engagement Team (CET) Representative (if available)
      1. Absent
   3. Van Cleve Park – Mike Fox (if available)
      1. Absent
   4. Park Commissioner – Chris Meyer (if available)
      1. Absent
   5. City Council Members – Kevin Reich, Ward 1; Cam Gordon, *Ward 2 Report*
      1. Absent
   6. MN Pollution Control Agency - Updates, Q & A on SE Hennepin proposed Superfund National Priorities Listing (TCE contamination) (15 min.)
      1. [9/8/21 EPA Notice](https://drive.google.com/file/d/1lsdFmMoK62d3MUHUNee0PWUx078dn1bR/view?usp=sharing)
      2. [MPCA Powerpoint presentation](https://docs.google.com/presentation/d/1TqbMgN0WI9kDKjFYICblsp-wyI-tNyzq/edit?usp=sharing&ouid=110413999678233604556&rtpof=true&sd=true)
         1. Listing a lite on the NPL provides (a) federal funding and technical resources to assist with site investigation and clean up efforts if necessary and (b) coordination of release sites in the area under a single regulatory authority
         2. How to comment: EPA receives comments through their website on Regulations.gov (specific info provided on powerpoint linked above)
         3. Specifically, EPA is looking for agreement/disagreement with the listening, files/documentation to support your opinion, and factual information on the site. All other comments are a part of a later stage of commenting.
         4. November 8 is the cut off date for comments
         5. The number of commenters is factored into the decision making process, but numbers themselves are not the end-all be-all of the decision
         6. Anyone can comment, whether inside or outside the SE Como Community
         7. By and large, houses within or near superfund sites typically don’t experience a drastic drop in property values
         8. Consensus documents do count toward this process
4. Announcements (up to 7 min)
   1. Meeting/Event Reports:
      1. Fall SE Como Virtual Housing Forum Series #1: Tenant’s Rights & Resources with Bill Dane, Thurs. Sept. 16th, 7:00-8:00pm
         1. Lower turn out, good first event
      2. Como Kids Meetup & Kids Arts Program, Sat. Sep 18th, 2:30pm, Van Cleve Park
         1. Low turnout, but good continuation of this effort
      3. 3rd & final Harvest Season Produce Distribution & Drop-in Day event,Weds, Sep 22nd, 4:00-6:00pm, Van Cleve Park (SECIA-ESNS-Accompanying Unsheltered Neighbors collaborative)
         1. Great turn out, good continuation of partnership
      4. Mushroom Pizza Party (Good Neighbor Fund), Sat. Sep. 25th, FairShare Farm (Kathy)
         1. Lower turnout, but lots of fun
      5. 2021 Como Cookout (in collaboration with MPRB-Van Cleve, UMN-OCL and contributing sponsors), moved to Rain date: Sun. Oct 3rd, 1-4pm, Van Cleve Park
         1. About 600 attendees; some glitches with staffing/volunteer help and entertainment participants who couldn’t make it; but overall a success with the rain date
      6. Ward 2 City Council Virtual Forum, Thursday, October 7th, 7:00-8:30pm, live streamed on the League of Women Voters Facebook page & broadcast on Cable Channel 6, in collaboration with LWV & Ward 2 neighborhood partners
         1. 4 candidates, great debate, link to debate: <https://www.facebook.com/lwvmpls/videos/555483782186691>.
   2. Upcoming Meetings/Events:
      1. **Land Use & Development Committee,** Wednesday, Oct. 13th, 7:00-8:30pm, [Zoom meeting registration](https://zoom.us/meeting/register/tJMpdu6uqjIjHtFTlaA1j7agrl7JcIxQI0VC)
      2. **Talmage Crossing Prairie Garden** (21st & Talmage Avenue SE), Wednesday, October 13th ✿ 5:00pm-7:00pm
      3. **Fall SE Como Neighborhood Cleanup**, Sunday, October 17th, 2:00-4:00pm, Van Cleve Park, [Register to join or DIY cleanup HERE](https://forms.gle/jiVWWKTNCF7NLSaV8)
      4. **Accompanying Unsheltered Neighbors Collaborative**, Tuesday, Oct. 19th, 9:00am, [via Zoom](https://zoom.us/j/92216232428)
      5. **Community Project Night,** Tuesday, Oct. 19th, 6:30-8:00pm, [Zoom meeting registration](https://us06web.zoom.us/meeting/register/tZMtde6grDgsGtYSfQwVv0XuAQZ2vRyDCun3)
      6. **Fall SE Como Virtual Housing Forum Series #2: Rent Stabilization & the 3 Charter Amendment Nov. Ballot Initiatives, Casey Joe Carl, City Clerk’s Office,** Weds. Oct. 20th, 7:00pm, [Zoom meeting registration](https://us06web.zoom.us/meeting/register/tZ0kduGvpjMiEtH6hFamx-zsqC9MMQBKsTCz)
      7. **Talmage Crossing Prairie Garden** (21st & Talmage Avenue SE), Saturday, October 25th ✿ 10:00am-12:00pm
      8. **SECIA Environment Committee,** Tues., Oct. 27th, 6:00-7:30pm, Van Cleve Park (inclement weather, via [Zoom meeting link](https://zoom.us/j/99059196675?pwd=dU0zRW4vTTFxWDBiR3RjYW1vWFYvQT09))
      9. **Reimagining SECIA & Racial Equity Work Group**, Monday, Nov 1st, 6:30-8:00pm, [Zoom meeting registration](https://zoom.us/meeting/register/tJctd-upqDIvGtG8CNWqoGqdg7HYE-vaKRfc)  (\*Please note date change, due to Election Day)
      10. **SAVE THE DATE: SECIA Annual Meeting & Board Elections**, Tuesday, November 9th, 6:30-8:30pm, [Zoom meeting registration](https://us06web.zoom.us/meeting/register/tZMpduqprjMuGNT8p9ViilGN1WLwELL8DdA7) 
          1. Recruit new members for the board of directors!
   3. Other Developments
5. Board Business (up to 50 min)
   1. **Motion: Approve** [**September 14, 2021 board meeting minutes**](https://docs.google.com/document/d/1GzbuzSzAZi-YSF0BERHnnC1UuI_H7ON6/edit?usp=sharing&ouid=110413999678233604556&rtpof=true&sd=true) **(Holly) (2 min)** 
      1. Ben moved to approve board meeting minutes
      2. Jim Nyberg Seconded
      3. No discussion
      4. Minutes approved with majority approval
   2. Financial reports: (4 min)
      1. Review periodic accounting reports: [CPP Draw #39 budge](https://drive.google.com/file/d/1yMPICUZahYmTpRqK6LR92dexu_VUgMxZ/view?usp=sharing)t; [SECIA August 2021 YTD Financial Report](https://docs.google.com/spreadsheets/d/1jHCHOa8HlQFXAnWdqr9DU64ueoqO_p7B/edit?usp=sharing&ouid=110413999678233604556&rtpof=true&sd=true) (Jessica) (2 min)
      2. Review *September 2021 CEE Housing Program report* (Jessica) (1 min)
         1. No new updates
      3. Review Q3 2021 Payroll report (Jim) (1 min)
         1. $16,000 spent in salaries this quarter
         2. Last quarter was $19,000
         3. Last year average was $12,000 per quarter, a reflection of increased number of interns and greater activity
   3. Update: Talmage Triangle proposal (Karl and Lila Smith; Jessica) (up to 10 min)
      1. [10.8.21 summary from Jess Birken email - Summary of guidance on recommended legal representation for SECIA, next steps for real estate transaction preparations](https://drive.google.com/file/d/12h01bbBhqQQz6tftY7feAmZ42zBWwc8Q/view?usp=sharing)
         1. Proposal: SECIA will buy the land, using the donation from Lila/Karl
         2. Fair market price of property is $5.11 per ft^2; So, 1,100 ft^2 is $5,621 (plus any closing fees)
         3. Current owner is taxed for the value of the house, but not for the value of the land, so the land probably won’t be taxed
         4. Negotiations will be both with the owner, as well as his son, Chris--likely will want to see the plan before moving forward
         5. Possibility that the city can remove the asphalt and stabilize it, and then work with Metro Blooms for revitalization.
         6. Funds should be able to cover these things with some money left over to help with planting; the more we can do to reduce legal fees, the more can be used for long-term sustainability of the triangle.
         7. Potential legal fees might include appraisal for a fair price, calling city to determine expected tax bill (and application process for tax deduction); independent council would be key to avoid conflict of interest
      2. Discussion: Should the board hire Karl/Lila’s attorney (Jess), or seek independent council?
         1. Considerations: ensuring IRS regulations and contingencies are followed; cost is another consideration on the flip side
         2. Decision: Board will circle back via e-mail after getting more information on these considerations.
   4. Review and motion to approve updated [Proposed SECIA Bylaws](https://secomo.us6.list-manage.com/track/click?u=131f99e14283ccc538423f3d8&id=8ddb953b2b&e=c6e41a641b) (based on Birken Law Bylaws template, as required component of Neighborhoods 2020 Citywide Neighborhood Network Fund application(up to 15 min)
      1. Highlights:
         1. Alteration to the format
         2. Businesses get one vote
         3. Membership meeting (like annual meeting) has a quorum is 25
         4. Special appointed seats are greater than special designated seats; all appointed seats must be voted on using the spelled out process (board president cannot appoint without a vote)
         5. The duties of the executive committee must be assigned by the full board to avoid a shadow board
      2. **Motion: Approve updated SECIA Bylaws as** [**proposed**](https://secomo.us6.list-manage.com/track/click?u=131f99e14283ccc538423f3d8&id=8ddb953b2b&e=c6e41a641b)
         1. Motion: Ben Brummel
         2. Second: Karl Smith
         3. Further Discussion: n/a
         4. Motion passed unanimously
   5. Review and motion to approve: (up to 15 min)
      1. [Neighborhoods 2020 Citywide Neighborhood Network Fund application for 2022](https://drive.google.com/file/d/1tNSj5w7VFHaej4iN81gu5Tw2aarDugEO/view?usp=sharing)
         1. Attached slate of required updated policies and procedure documents (based on Birken templates):
            1. [Americans with Disabilities Act policy plan and policy](https://docs.google.com/document/d/1SvtCaj23OWunPLV3UpiUX7tXqX0KNQoN/edit?usp=sharing&ouid=110413999678233604556&rtpof=true&sd=true)
            2. [Conflict of Interest policy](https://docs.google.com/document/d/1iCkAFKKtFHOYSWUwg_y468OsIkFqih0v/edit?usp=sharing&ouid=110413999678233604556&rtpof=true&sd=true)
            3. [Equal opportunity or affirmative action plan](https://docs.google.com/document/d/1LHzZ95tY_TvSoIL_kxpsXih1IGxZTUrF/edit?usp=sharing&ouid=110413999678233604556&rtpof=true&sd=true)
            4. [Grievance procedure](https://docs.google.com/document/d/1J7Yi91le3zLl0E-B_KrggmgF08YEYvqH/edit?usp=sharing&ouid=110413999678233604556&rtpof=true&sd=true)
            5. [Language access policy](https://docs.google.com/document/d/1v2yuEI9cfy1Lo_1FporISvF1N_fcrVkZ/edit?usp=sharing&ouid=110413999678233604556&rtpof=true&sd=true)
            6. [Whistleblower policy](https://docs.google.com/document/d/1b3kvw_KtYLIQ8fLa0vFaHexFbMsRunrC/edit?usp=sharing&ouid=110413999678233604556&rtpof=true&sd=true)
            7. [Gift Acceptance policy](https://docs.google.com/document/d/1EoTB22f2VVIPif7xS_FXqG_LxRL90Z8R/edit?usp=sharing&ouid=110413999678233604556&rtpof=true&sd=true)
            8. [Expense reimbursement policy](https://docs.google.com/document/d/1gaX3PYkwbgyW0lqp3MwjWSeQ5Smj1ed-/edit?usp=sharing&ouid=110413999678233604556&rtpof=true&sd=true)

**NOTE:** The following additionally required updated policy and procedure documents will be finalized and submitted for Board review and approval prior to final 12/31/21 deadline for submission to the City:

Board member manual (including descriptions and training).

Budget including all income sources and expenses.

Personnel policy (employee handbook); including job descriptions.

Financial practices policy.

Operations manual.

* + - * 1. [DRAFT Neighborhoods 2020 Equitable Engagement Fund application for 2022](https://drive.google.com/file/d/1pspcbCWs0dc9vKNCcKShpJZYz6bQi0_D/view?usp=sharing)

[Equitable Engagement Plan 2022 - Table](https://docs.google.com/spreadsheets/d/1IOjfCfc56_XuO3i_aaLUezZY_kv_D3NC1bvJZpPv2DY/edit?usp=sharing) (approved by the Board 9/14/21; approved by NCR 9/24/21)

[Equitable Engagement Plan 2022 - Narrative](https://docs.google.com/document/d/1uCNjMpDsOoamEcZd5byG42NAFkGXoSlX_x_OSM6fcGM/edit?usp=sharing) (approved by the Board 9/14/21; approved by NCR 9/24/21)

* + 1. **Motion: Approve Policy/Procedure Documents Required for Neighborhoods 2020: ADA, Conflict of Interest, Equal Opportunity, Grievance, Language Access, Whistleblower, Gift Acceptance, Expense Reimbursement**
       1. Motion: Ben Brummel
       2. Second: Steve Peterson
       3. Other Discussion: n/a
       4. Approved Unanimously
    2. **Motion: Approve Equitable Engagement Fund application for Neighborhoods 2020**
       1. Motion: Ben Brummel
       2. Second: Steve Peterson
       3. Other Discussion: n/a
       4. Approved Unanimously
    3. Next items will come up for approval in december
    4. Current funding plan is not sustainable--new finance sources will be needed in the future

1. Committee Updates (15 min) – Up to three (3) minutes per update
   1. Reimagining SECIA & Racial Equity Work Group (Jessica, Work Group members)
      1. Equitable Engagement & Racial Equity work group update
      2. Governance & Finance work group update
   2. Como Cares Work Group (Jessica)
      1. Update: Call for volunteers: for Como Cares leadership & next Drop-in Day Resource Event in collaboration with Accompanying Unsheltered Neighbors Collaborative, Sat. Nov. 13th, 2-4pm, University Baptist Church, Dinkytown
   3. Land Use & Development (DeWayne T. / Pat E.)
      1. Meeting tomorrow to develop plans to increase home ownership
      2. October 20th 7:00 on zoom--2nd part of housing forum
   4. Environment: (Kathy K. / Peggy B.)
      1. Update: EPA proposal addition of Southeast Hennepin area groundwater and vapor site to National Priorities List; public comment period through Nov. 9th
         1. *Tentative: Draft SECIA Letter of Support for Proposed EPA Listing of SE Hennepin groundwater site* (Environment; Land Use & Development Committees)
         2. Committee will work on a letter to submit to board for approval before November 8.
      2. Update: Gardens (Lila, Kathy; garden interns, if present)
   5. Tuttle Ad Hoc Committee (Kathy K., Katie F.)
      1. 10/1/21 Tuttle Building Tour report & next steps
         1. [Tuttle survey idea results](https://docs.google.com/document/d/1-er5XQ06Ci2jvkiHwCN7dBj6N2BO-tjW/edit?usp=sharing&ouid=110413999678233604556&rtpof=true&sd=true); [Tuttle survey ideas tabulation (simple format)](https://docs.google.com/document/d/1KSL5HI3QziW0fKOmOCTFqbg8tbNZER0i/edit?usp=sharing&ouid=110413999678233604556&rtpof=true&sd=true)
      2. Meeting next week
   6. University District Alliance (UDA) (Jessica, Katie F.)
   7. Projects - Gardens, Utility Box Wraps, etc. (up to 2 min. Per project update; up to 10 min)
      * 1. Updates: Arts program, Como Kids! Meetups (Holly, Jessica)
           1. No new scheduled
        2. Updates: Fall 2021 Housing Forum Series (Ben B., DeWayne T.)
        3. Updates: Fall Neighborhood Cleanup, Sun. Oct 17, 2:00-4:00pm, Van Cleve
2. New Business (up to 5 min)
3. Adjourn

SECIA Minutes October 12th, 2021:

Note taker: Laura Schlotterback; Exec reviewed: 12/8/2021; Board approved: \_\_\_\_\_\_\_\_\_\_\_\_\_\_