SUMMIT HILL ASSOCIATION
DISTRICT 16 PLANNING COUNCIL

BOARD OF DIRECTORS MEETING MINUTES
DISTRICT 16 PLANNING COUNCIL/SUMMIT HILL ASSOCIATION
Thurs., November 8, 2018, 7 p.m. – 8:45 p.m. Meeting Minutes

Started at 7 p.m.

Present Attending:
1. Peggy Reichert
2. Kelly Haase
3. Bruceanne Phillips
4. Allison Penner-Hurst
5. James Farnsworth
6. David Kratz
7. Sonja Mason
8. Bridget Alan Ales
9. Anthony Swichtenberg
10. Andy Rorvig
11. Jacob Colling
12. Hayden Howland
13. Andy Gazell
14. Susan Schultz
15. Abhi Andley
16. Peter Stitzel
17. Liz Gibba
18. Monica Haas, Executive Director

1. Additions to the Agenda
   • The St. Paul city presentation was removed from the agenda as the city was unable to be present for the meeting.
   • Pedestrian Safety Committee requested an addition to the agenda regarding the request for STAR grant from the city. The Pedestrian Safety Committee’s request was granted.

2. Public Comment
   • No public comment was given.

3. New Board of Director Introductions
   • Each new board of director stated their name, relationship to the neighborhood, and a little background about themselves.

4. Approval of the Past Minutes (September)
   • Past minutes for September 2018 meeting were approved via voice vote, no discussions were held on the past minutes.
   • The minutes for September 2018 closed session will be drafted with an internal closed memorandum available for current Board of Director members.

5. Action Item(s):
   Grand Old Day Permit – 2019
A Permit was requested for Grand Ole Day, extension on Sundays for Sundays noise and street closures

- Connie Delage and GABA President, James Koenig presented to SHA.
- They reported there were no incidents or arrests directly related to Grand Ole Day in 2018 per the St. Paul police department.
- The 2019 Grand Ole Day barricade and security plan would be the same as 2018.
- Grand Ole Days for 2019 would have the same hours, until 7 p.m.; however, the closing hours for each area would be staggered.
- Grand Ole Days would take place on Sunday, June 2, 2019

**MOTION:** a motion was brought by Bridget to approve the Grand Ole Day request for noise extension and street closures. This motion was seconded, and approved via a voice vote, no abstentions and no nays, second made.

- **Financial Audit & Tax request**
  - **Tax request**
    - Andy Gesell took over in May 2017 as Treasurer
    - In March 2017 QuickBooks crashed and SHA bought new computer
    - It has since been discovered that SHA should perform a forensic audit to ensure all tax filings have been filed with the IRS and all past withholdings have been paid
    - It was recommended that Bethany Gladhill perform this forensic audit
    - SHA would retain Bethany to perform an audit, and she would file the filings and communicate the authorities
      - Hosts the payroll service
    - Ms. Gladhill’s services would be limited to 40 hours at $60/hr. for a total of $2,400
    - **MOTION:** Sonja moved that SHA engage Bethany Gladhill’s services as proposed in the proposal dated October 29, 2018 and capping the cost at $2,400. This motion was seconded, and approved via a voice vote, no abstentions and no nays
  - The last audit done for SHA was in 2014 or 2015
    - It was discussed that SHA may want to perform an audit of its finances for FY 2018 and 2019 and retain John Baxter, CPA, who does most district council’s taxes.
    - John Baxter would prepare audit for $3,250 and then $600 for tax filings to be prepared and filed., Some of the amount paid by SHA could be reimbursed by the city, but at an unknown rate by the city,
    - **MOTION:** Andy Gesell moved to retain John Baxter’s services for a total of $3,850.00. This motion was seconded, and approved via a voice vote, no abstentions and no nays

- **PED Requests**
  - The PED committee discussed that their committee is trying to improve safety in alley ways through the use of parabolic safety mirrors on the corners of alleys.
  - The PED committee discussed that one such way to receive money for the safety mirrors would be to receive a STAR grant.
The process to obtain a STAR grant is that the PED committee would go to Councilmember Rebecca Noecker to discuss the STAR proposal. If Councilmember Rebecca Noecker approved of the PED committee’s idea/proposal, then the proposal would go to the STAR board for approval.

- STAR grant, monthly STAR grant, then go to Councilwoman Rebecca Noecker to approve her efforts, she does not approve funds
  - Requesting for a minimum of $5,000
  - If need matching funds, then maybe move equity funds, for vision

- **MOTION:** Andy Gesell moved that the PED committee meet or talk with Councilmember Rebecca Noecker to pursue an opportunity to receive a STAR grant for pedestrian safety amenities/enhancements. This motion was seconded, and approved via a voice vote, no abstentions and no nays.

6. **House Tour 2019 Recap**
   - SHA Executive Director Monica Haas provided a recap to the 2018 SHA House Tour.
     - SHA sold 400 tickets more than 2016 and added VIP tickets. She noted that SHA had great media coverage of the event from, including, though not limited to: 2 pages in the Star Tribune, The Pioneer Press, The Villager article, a feature in the Summit Hill Living magazine, Facebook, and through SHA’s newsletter.
     - The net proceeds for the 2018 SHA House Tour were over the budgeted and expected proceeds.
     - If any member of SHA or the public has suggestions for the next SHA House Tour, then please provide them to SHA Executive Director Monica Haas director@summithillassociation.org.

7. **Treasurer’s Report**
   - SHA receives $53,000 in grant, collected throughout the year, and as of this meeting, SHA had received to-date of $28,000 and still have to collect $32,000
   - The Treasurer discussed there were an increase in credit card fees over and above what SHA had budgeted, but, ultimately, with income from city grant and annual appeal of members, SHA should be over budget before the end of 2018.
   - **MOTION:** James Farnsworth moved that the financials be accepted. This motion was seconded, and approved via a voice vote, no abstentions and no nays.

9. **Executive Report**
   - SHA Executive Director Monica Haas reminded everyone that cars are broken into and encouraged everyone to keep cars locked, especially during the winter when they may be running to warm up the car. She also discussed that mice poison should not be placed outside as rodents put the mice poison around the neighborhood.
   - Ms. Haas has had several discussions with neighbors regarding St. Paul’s new garbage rules and issues surrounding the changes.
   - SHA received innovation fund money and will be promoting diversity within the neighborhood through 3 different events.
First, a book club will be held and it is hoped that there will be approximately 20 community members who join. The four books are: Evicted, White Fragility, Voice of Rondo, and the Hate You Give.

Secondly, there will be a renters/landlords forum to discuss landlord/tenant rights, responsibilities, and issues.

Finally, there will be public art with students at Linwood Monroe Arts plus.

10. **President’s Report**
    - President Rorvig encouraged all of SHA to donate so that there is a 100% Board participation in donating to the board. President Rorvig gave his final remarks.
    - No SHA meeting will be held in December 2018 due to the Holidays.

10. **Board Officer Elections**
    - The notice of Board Elections was provided at last meeting.
    - The following slate of officers was provided:
      - President: Hayden Howland
      - VP: Peter Rhoades
      - Treasurer: Andy Gesell
      - Secretary: Jacob Colling

        - **MOTION:** David Washington moved that the slate of officers be elected to their corresponding positions. This motion was seconded, and approved via a voice vote, no abstentions and no nays.

11. SHA adjourned at approximately 8:45 p.m.