Members Present:
1. Sonja Mason
2. Peter Stitzel
3. Hayden Howland
4. Jacob Colling
5. Anthony Swichtenberg
6. Rachael Spiegel
7. Andrew Gesell
8. Abhi Andley
9. Bridget Allan Ales
10. David Kratz
11. Peter Rhoades

AGENDA

1. Additions to the Agenda 7:00pm
   - No additions to agenda

2. Public Comment 7:01pm
   - No public comment

3. Approval of the Past Minutes 7:05pm
   - MOTION: Peter moved to approve the minutes and Rachael seconded, voice vote by majority, no nayes.

4. Board member election 7:07pm
   - Mark Lindley applied to join the SHA board of directors. He provided a narrative on why he wanted to be on the board.
   - MOTION: Andy Gesell made the motion to approve of Mark’s appointment, Peter seconded, voice vote majority, no nayes.

5. Discussion & Vote about Zoning Study 7:11 pm
   - A discussion was held that SHA may want to conduct a Zoning study given the recent variance requests and potential request by the Grand Ave. task force for a zoning study.
   - Council member Noecker and SHA’s Sonja met at the monthly meeting Noecker has with the SHA Executive Director. The City has a back log of work and not enough staff to currently perform a zoning study. Council member Noecker would take it to the fully city council if such a study was requested by SHA’s board of directors. The study would take approximately 9 months to 1 year.
   - Ultimately, no action was taken as the preference was to let the Grand Ave. task force complete its work, which may result in a recommendation for a zoning study.

6. Michelle Berg, Blend Awards 7:32 pm
• Mr. Berg was unable to attend this meeting; however, the Blend Awards are available for older homes that are updated, but pay homage to the home’s old character.

7. Executive Director’s Report 7:34 pm
• The main complaint received from the neighborhood involved the removal of snow and parking. A car has been reported to randomly ram into 3 or 4 homes’ garages and steal supplies in the garages.
• There is a listening session on March 18, 2019, at Mount Zion at 7:00 p.m. for the proposed Lunds and Byerlys grocery store on Grand Ave.

8. Treasurer’s Report 7:47 pm
• Bethany, non-profit
  o Issues in 2015, 2016, and perhaps 2017
  o Do forensic project, no malfeasance, nothing immoral or put at risk
  o Staff members’ errors, rely on outdated QuickBooks model
  o 2015, 2016, quarterly reports didn’t math year end of the W3s, quarterly reported substantially higher than W2
  o W2 needed for Teresa, Jeff Roy been paid for one period in 2015, two W2s submitted, one had all 3 employees, but one had only 1 employee which is the one that was submitted to IRS
  o Another W2 needs to be submitted (1 pay period) for the 1 other employee
  o Sometimes pay periods crossed IRS quarters
  o 2016 - $4k issued, but no taxes taken out, 4th quarter 941s are off
    ▪ Amend the 941s
    ▪ Need to do state of MN 4th quarter and may be a penalty for state and federal for 2016
    ▪ Unemployment forms have all been submitted and no problems
    ▪ Sales and use tax not paid for 2015, kind of 2016, and all payments have been made
  o Plants have sale’s taxes
  o MN AG everything is okay for filing, MN SOS is filed and we are reinstated
  o 990s have been submitted on time
  o Talked to the insurance, and all insurance had been maintained and no lapses
  o One more re-submissions of W2 of 2015s
  o Recommendations: Beth does payroll, maintain a separate payroll for quick book system and then enter information through a separate system, EC review quarterly reports, a calendar for items to use for the payroll/filings, work to make office more efficient
    ▪ Intuit online payroll
    ▪ Financial policies and procedures
    ▪ Best practices form to be provided by Bethany
  o Penalties are unknown, filed 990, no way to know amount of penalties
  o MOTION: Andy made motion to refile the 2016 W2s and W3s amend the 941 for the 2016, the Ws and W3s with the federal and state government sent via certified mail to the appropriate individuals, and issue the additional W2s to the
two other previous employee via certified mail, Sonja seconded, voice vote majority and no nayes.

- Still waiting on 2018 income from the city, check is being processed from the city for $32,231.13 (closed all grant money for 2018)
- 2019 reimbursement
  - City switched to new accounting system
  - 60% of grant request in by July 1
  - Ex. Direct document hours differently and to document them based upon what project being based on
  - Just got the amount being allocated to us and then send back to the city within the next couple of weeks
  - 2 reimbursements for before July 1

9. **Committee Reports:**

**ZLU**
- This Committee is working on more standardized rules and procedures so as to be able to timely handle zoning issues that quickly arise.

**Environment**
- Anthony met with second grade teachers at Linwood school and the watershed field day are to occur on May 22, Wednesday. The Plant sale will be expanded because we know have a commercial account with the plant store, and SHA will be collecting the sale’s taxes through the prices as marked on that day. The Plant sale will be on May 4, 5 – 7 p.m., and Sat., May 5, 8 a.m. – 2p.m. Volunteers are needed.
  - Plant Sale, commercial account at Gertens to expand offerings and get a discount
    - Collecting sales tax thru increasing the prices
  - May 4, 5 – 7 through Sat May 5, 8 – 2 p.m.
    - Master garden there and master steward there, storm water management
    - Need board member volunteers
    - And delivering pre-orders
    - Submitted application for grant to work with Woman Advocates to plant herbs and donate to the organization, considering getting a general gardening plot in community garden, scheduled neighborhood cleaning day on Sat, April 27, 10 – 11:30

**Pedestrian Safety**
- The Summit Ave bridge reconstruction will start after marathon on or about 10/06/19. The construction is hoped to be done by done Summer of 2020 with it reopening by the end of September.

**Neighborhood Comp Plan**
This committee has 4 members now. There are working on striking a balance between the East Grand overlay and the new developments as they are arising. The next meeting is to be held on March 24, 2019, at 5:00 p.m.

**Development**
- The plants for the plant sale can be ordered online. The Progressive supper and garage sale is May 4, 2019.

**Communication**
- The Communication Chair is open, and SHA will need to update the website with the agenda and minutes.

10. **President’s Report** 8:40pm
- There are currently two open SHA Board of Directors’ positions. Additionally, SHA will need a new secretary as Jacob Colling is resigning due to him moving outside the SHA neighborhood. Elections for a new SHA Secretary will occur at the April 2019 meeting.

11. **Adjournment** 8:45pm