

CapitolRiver Council Meeting Agenda

Feb. 28, 2023, Board of Directors Meeting, 5:15 p.m.

Board members and the public are invited to attend via Zoom videoconference.

Zoom Meeting Link

<https://us02web.zoom.us/j/87480273918?pwd=K1ppS1RycFpZMlZSZGIxeEQxNHBPZz09>

Meeting ID: 874 8027 3918, Passcode: 122532

CRC MISSION

CapitolRiver Council, an official advisory group to the City Council, represents and works in partnership with all District 17 stakeholders to act on urban planning and community building efforts as part of a shared vision to support sustainable, safe, healthy, and vibrant neighborhoods.

Rules of Procedure

Welcome to our meeting! When we make decisions as a group, we want all board members and guests to have the opportunity to participate in the discussion. Please wait to be recognized by the Board Chair or other person who is facilitating the meeting. Keep comments and questions brief, and relevant to the agenda item that is being discussed. Avoid making personal attacks or using disrespectful language.

Please see the complete Rules of Procedure at the end of this document for more detail.

Call to Order and Introductions, Chair Jess Grams (5:15-5:25 p.m.)

Call to Order and Land Acknowledgement: We acknowledge that this meeting is taking place on Dakota land and the home of the Ojibway people. We also note that we are blessed to use this digital platform, which is not always available to low-income, rural, or indigenous people and communities. We reflect on this to remember our responsibility and privilege to protect these spaces -- both physical and digital -- and to maintain a respectful environment where all people feel welcome, safe, and able to access the process of decision-making in our work.

- I. Introductions and Welcome – attendees are asked to briefly introduce themselves to the group.
- II. Previous Meeting Minutes – the Dec. 20, 2022 board meeting minutes are posted on the website. If there are no changes, they will be adopted.

Election of Officers (5:25-5:30 p.m.)

- III. The current officers are Jess Grams, Chair; Meredith Heneghan, Internal Affairs Officer, and Will Travis, Treasurer. The board may elect the following officers, which are currently vacant: Vice Chair, Secretary, and External Affairs Officer. Nominations may be made, and, if accepted, board members will be elected to serve as officers through the next Annual Meeting in June.

Action Items – 2023 Budget and Strategic Planning Committee (5:30-5:55 p.m.)

- IV. Financial Updates and 2023 Budget -- Executive Director Jon Fure: The final reimbursement request for 2022 was submitted to City staff on January 20, 2023. The request is for \$7,878.78, and when we receive it, the money will be considered income for 2022, and is NOT included in the CRC 2023 budget recommendation. Also, a grant of \$2,500 was received in December, and the money will be spent in 2023 (which makes the financial position look more positive in 2022). The recommended budget shows

that projected expenses are \$4,113 more than projected income. That difference can be addressed by additional fundraising activities and / or reductions in any expense items. The board may choose to form a fundraising committee or work group for that purpose.

Requested motion: To approve the 2023 budget, as recommended.

- V. Recommendation to form a Strategic Planning Committee: Amy Lee has been hired to serve as CRC's Director of Development and Event Coordinator, and she met with a group of board members on Feb. 10 to discuss the process for creating a strategic plan for CRC. A series of strategic planning discussions during the lunch hour was scheduled, starting on Oct. 7, 2022. Several board members have said that they would like to participate in those discussions, but those times are not convenient for them. The group also discussed ground rules and possible timelines for completing a strategic plan. By forming a committee for this purpose, all board members would have the opportunity to participate, and to indicate days / times when it would be convenient for them to meet.

Requested motion: To form a Strategic Planning Committee.

Discussion Item – CRC Work Plan for City Community Engagement Contract (5:55-6:15 p.m.)

- VI. CRC Work Plan for 2023 – Jon Fure: Each year, district councils submit work plans, budgets and supporting documents to City staff as part of the process to execute a contract for Community Engagement services. The 2023 Work Plan is posted on the CRC website. The goals in the document were created through a series of discussions with district council and City staff, and have remained the same for about the past five years. The activities under each goal were created by CRC staff with input from board members and other stakeholders. The work plan may be changed by CRC staff and /or by the board, and it is intended to reflect the board's priorities. As soon as the contract is approved, CRC will then be able to request reimbursement for 2023 expenses. The board may also choose to create other work plans, for example, when seeking funding for activities that would complement or expand on the work that is being done through the City contract. Board members are asked to review the document, but no action is needed.

Committee Updates (6:15-6:25 p.m.)

- VII. Public Realm Committee: Molly Burns-Hansen with Move Minnesota, the local Transportation Management Organization for the City of Saint Paul, will be discussing transportation topics with the committee. Topics and discussion will include resources for local businesses and developments, Metro Transit resources, discussion of opportunities to share transportation resources, and upcoming events such as Bike to Anywhere, Earth Day, and World Car-Free Day. Kari Khalil is the chair of the committee, and she would like to step down, so please let Jon Fure or Jess Grams know if you would like to serve as a chair or co-chair, or if you would like to recommend someone else to serve in that role.
- VIII. Skyway Governance Advisory Committee: Each year, the CRC officers appoint members to the committee, which may include up to 12 members. Newly appointed members for 2023-2024 include Emma Burns, Downtown Alliance, and Helen Wagner, a resident in Kellogg Square. Jess Grams is the chair of the committee.

Board Member Updates (6:25-6:30 p.m.)

- IX. Board member updates and requests for future agenda items.

Adjournment

Rules of Procedure

Welcome to our meeting! When we make decisions as a group, we want all board members to have the opportunity to participate in the discussion. The following rules enable us to move through our agenda efficiently, while giving people with different opinions the opportunity to participate in the discussion. When we invite guests to participate, we ask that you also agree to the following:

- Turn off or silence cell phones.
- Wait to be recognized by the board chair before speaking.
- Only one person speaks at a time.
- Keep comments brief – please stay within the allotted time on the agenda for committee updates and other agenda items, and keep other questions and comments to 1 minute.
- Keep comments to the agenda item that is being discussed.
- When you have given your opinion or asked a question, allow others time to give their opinion or ask a question before speaking again.
- Avoid making personal attacks or using disrespectful or offensive language.
- Unless otherwise specified in CRC Bylaws or policy, board action requires:
 - A motion by a board member, seconded by another board member (except that a motion by a committee does not need to be seconded).
 - Discussion by board members.
 - Discussion by the public at the discretion of the chair.
 - A majority of board members must vote in favor of the motion.
 - If a board member proposes one or more changes to a motion, the board must first vote on the proposed change(s) and then vote on the motion.
 - If a board member makes a motion to end the debate on an agenda item and call the previous question, and if it is seconded by another board member, the board must vote on that motion without debate, and if a majority of board members vote in favor of the motion to call the previous question, the board must vote on the motion that was being debated.