



Kingfield Neighborhood Association Board Meeting
4/12/23, 7-9pm
MLK Park, 4055 Nicollet

Board Packet Link: <https://drive.google.com/drive/folders/1tIFXx6j0xxmUnn0TjHIH7ppQ1HZDPzMu>

Members in attendance: *Katie Blanchard, Alice Johnson, Josh Martin, Scott Mueller, Travis Norvell, Dave Robbins, Dave Searl, Todd Shipman, BJ Titus, and Sarah Tschida*

Members absent: *Regina Burstein and Becky Dankowski*

Others in attendance: *Sarah Linnes-Robinson*

Meeting Chair: *Katie Blanchard*

Meeting Secretary: *Josh Martin*

Confirmed quorum: *Quorum was met at 7:04 PM*

Community Forum

No community members spoke during community forum.

Consent Agenda

Searl moved to approve the consent agenda

Titus seconded the motion

All approved

Staff Updates

Executive Director Sarah Linnes-Robinson provided a staff update regarding an event planning calendar for several major Kingfield events. The calendar will be completed in the near future to provide information for event volunteers to lead their events going forward. This includes Empty Bowls, Get Out the Vote, Sap Tap, and Garden Tour. SLR noted that the board would need to think about the relationship and communication between the board and volunteers. The board discussed assigning “board liaisons” for each event at the June board meeting, which would also be a logical time to set the event calendar.

SLR and Scott Mueller are developing a t-shirt printing service which will be used to print shirts for Porchfest. Profits will be donated to KFNA. The idea is that in the future, the service will be available for other neighborhoods to use and a profit-sharing model will be developed. Other printed items may be available in the future.

Park Engagement Plan

Executive Director Sarah Linnes-Robinson provided an update regarding the [park engagement plan](#). SLR, Dave Searl, and Josh Martin met to narrow down the list of projects. SLR reached out to park staff to determine whether projects were appropriate under the rules for the neighborhood park dedication fees. The three projects that were selected were pickleball courts, the bike pump track, and the amphitheater. SLR discussed some of the potential impacts of the projects. SLR outlined possible options for an engagement process, which involves an online survey,

in-person engagement at several events, and outreach to key stakeholders. The board will review rankings at the July meeting, confirm a ranking, and send the information to the Park Board for planning and further community engagement. Another possibility is a large map of the master plan for the park with a QR code for the survey, to be posted at MLK Park.

Utility Boxes

Executive Director Sarah Linnes-Robinson provided an update regarding the utility boxes. It costs \$500 to remove a wrap and \$1,100 to print and install a wrap. We are contractually obligated to remove the damaged wraps and have the option of how many to wrap. There are seven damaged utility boxes. There are funded NRP strategies that could cover this cost. Dave Searl and Todd Shipman will work on this project.

Robbins moved to remove the wrap for the seven damaged utility boxes, replace them with new wraps, and conduct a further analysis of the other utility boxes.

Blanchard seconded the motion

The motion was approved unanimously.

Staffing Proposal/SLR Transition

Executive Director Sarah Linnes-Robinson provided an update regarding the 2024 budget and SLR's transition out of the Executive Director position. SLR's last day as ED will be some time after Porchfest. SLR will make an announcement regarding her transition in the upcoming newsletter.

The board discussed hiring a Coordinator to backfill SLR. There is a [draft job description](#) for the position. KFNA will post for the job in the upcoming newsletter and the job description will be posted through the end of May.

Shipman moved to hire a part-time contractor coordinator to manage administrative work and events as a contractor at \$35-\$40/hour and create a special committee, to be appointed by the President, to conduct the hiring process.

Searl seconded the motion.

The motion was approved unanimously.

Annual Meeting/Elections

Executive Director Sarah Linnes-Robinson provided an update regarding the annual meeting and elections. The suggestion is for KFNA to purchase desserts from local businesses with a long-standing relationship with the organization. There will be a presentation regarding the work of the organization. The Ward 8 candidates have been invited to speak at the meeting. Soren Stevenson has confirmed that he would speak, but Andrea Jenkins has not yet confirmed. There will be a high-level financial review and year in review of the organization's work.

So far, two candidates have applied for seven open positions for the board elections. The online application deadline is May 7, but candidates can also run from the floor at the annual meeting. The afterparty will be at Lowbrow. The EC will finalize the [agenda](#) for the annual meeting.

NRP Plan Modifications

Treasurer David Searl provided an update regarding NRP Plan modifications. The proposal is to close the Community Initiated Grant program and transfer \$25,000 from Contract 14923 to Contract 25257 to the MLK Park Events program to be used in conjunction with park dedication fees for a project at MLK Park.

Robbins moved to:

1. Close the CIG program

2. Move \$25,000 (of the \$28,048.98) to a park project line “ MLK Park Events/Programs (Phase II, Community Development/Building Connections 1.1.5.).
3. Vote to expand the language to “Strengthen connections by expanding events and programs and improving the site and infrastructure at in-cooperation with MLK Reverend Dr. Martin Luther King, Jr. Park.”
4. Instruct Staff to close the contract 14923 after allocating all expenses accrued to the account, and rolling over any remaining funds.

Shipman seconded the motion

The motion was approved unanimously.

2024 Budget

SLR presented the [2024 KFNA budget](#). There are a few outstanding grants from the city that could bring in a few thousand dollars, however, that would also involve additional work. We are looking at advertising for local businesses in the newsletter. The budget anticipates higher fundraising due to the success of recent events. We might switch back to three print newsletters a year.

The board will conduct an e-vote on the budget prior to the new board taking office at the June board meeting.

The meeting was adjourned at 8:55 PM.