

**Neighbors of Belknap Lookout Semi-Annual General Membership Meeting**  
**Tuesday, May 9, 2017**  
**Belknap Commons**  
**6:00 pm**

1. Introductions/Welcome
2. 2016 accomplishments
3. Parking permit program
4. Payment in lieu of taxes funds from GVSU
5. General comments/Wrap up

**Neighbors of Belknap Lookout Board Meeting**  
**Tuesday, May 9, 2017**  
**Belknap Commons**  
**6:30 pm**

1. Call to order
2. Additions to agenda
3. Presentations
  - a. 840 Ottawa rehabilitation – Max Benedict or Mike Corby
  - b. 915 & 1025 Clancy - TBD
4. Approval of minutes/financials
5. Committee updates
  - a. GVSU
  - b. Development
    - i. Vacant lot at 762 North (owned by KCLBA)
  - c. Mobility
6. New Business:
  - a. Discuss Declared Conflicts of Interest
  - b. Complete Other CDBG Forms
  - c. Board member attendance and vacancies
  - d. Old business: Project updates
8. Public Comment
9. Adjournment

Upcoming Events:

- 5/18 – Tour of the Gateway, 5:30 ish
- 5/20 – Monroe North Clean Up, 9 am - noon
- 6/17 – Coit Park Clean Up (Coit Creative Arts Academy PTO)
- 8/1 – National Night Out at 6:00 pm, Coit Park

Neighbors of Belknap Lookout Board Meeting Minutes  
Tuesday, Apr. 11, 2017

Board Members Present:	Jayne Johnson (phone)	Loretta Klimaszewski	Barbara LaBeau
	Todd Leinberger	John Skryski	Loren Sturuss
	Johnathan Swets	Gretchen Warnimont	
Board Members Absent:	Rob Kennedy		
Staff Present:	Elianna Bootzin		
Guests Present:	Seth Bjorlie		

1. Call to order – Barbara called the meeting to order at 6:02 pm.
2. Additions to agenda – The Board added meeting location and 712 North to the agenda.
3. Presentations
  - a. Bryan Earvin from a nonprofit Disc Golf Club presented on a proposed course for Highland Park. They will be fundraising to pay for the equipment and doing much of the work to clear out the fairways themselves. Every other hole will have a trash bin which will be emptied regularly. The holes will be permanent but maneuverable if needed. Disc golf can be played solo or in groups as large as five; users will be encouraged to park in the parking lot by the design of the course. Signage will alert pedestrians, bikers; etiquette of the game means players should courteously share the space. Use should be high initially but settle down to 30-100 users per day well spread out over the daylight hours. This course will be a good beginner to intermediate level course. David Marquardt noted that adding a course was part of the 2013 Master Plan for Highland and that type of activity is generally not disruptive or obstructive. This course is designed to minimize impact on existing fields (in fact can be played as 9 holes instead of 18 while fields are in use), and it crosses where there is a hill to leave a good pedestrian thoroughway. The course should open in March or April of 2018; if they are able to secure baskets sooner, late summer 2017 could be possible.
  - b. Diedre Deering presented on the Monroe North Business Association, which was founded in the late 1990s. Originally a manufacturing area, they have more residential and retail spaces now. The association promotes and connects members and secures services from the City. They have joint marketing efforts, new Happy Hours to drive business and networking, a May clean up, and an ArtPrize-oriented promotion, etc. Their boundaries are Michigan, Leonard, Division and the river, which is now within the DGRI zone. She is not certain how that expansion happened, and recommended asking DGRI directly to explore options for developing Lafayette. Improvements in the area are funded by a tax increment finance authority. We could collaborate in the future on getting improved pedestrian connections down Belknap Hill and across Division.
  - c. Colin Cronin gave an update on the Gateway: they have residents moving into the south buildings A&B. 10 of 19 are using the upper parking deck. 2 more rented there that haven't moved in yet. Meritage is redesigning their restaurant concept and may be in by the end of the year. The coffee shop will be operated by Rowsters and should be ready to begin construction any time; it will be ready in about 60 days of work. There is no middle tenant yet. They've currently landscaped the edges but still need an exterior parking solution. There will be hourly meters (via app) on Coit/Hastings, whereas Clancy should remain permit parking. They will come back to us if they want to curb cut.

Several board members noted for future reference that they would not support adding parking on the south side of the street.

- d. Kevin and Jenna Meyer presented on the Breakaway Music Festival planned for Belknap Park on August 25-26. The event builds on the Mayor's plan to add more public concerts. The site offers good logistics (a natural amphitheatre) and the organizers will restore the park if it is damaged. Set up will begin on August 21<sup>st</sup> including a mobile hydraulic stage at 2<sup>nd</sup> base. The event draws on an existing Columbus OH band (pop, hip-hop, electronic alternative) that appeals to the 18-34 demographic. They will end each evening as required by noise restrictions (ex: 9 pm Friday), and there is an opportunity for groups like ours to provide services and get donations. They expect 5-6,000 visitors per night, will offer a shuttle from the Arena, and push parking to the river. Expect a lot of alternative transit. Visitors will enter off Coldbrook and possibly a drop off spot at Coit and Matilda; the top of the park will be closed off (ticketed entry). More at [www.breakawayfestival.com](http://www.breakawayfestival.com)
4. Approval of minutes/financials – The board approved the minutes and financials.
5. Committee Updates:
  - a. GVSU – The next open house meeting is scheduled for April 26.
  - b. Development – David Marquardt stayed to share his interest in taking care of 712 North. We can walk the area together, get a work order, and have the parks department clean it up. It might be well-suited for a nature-based play space. Loretta mentioned the box elder in the space and recommended bringing a forester.
6. New Business:
  - a. Meeting Location – The Board would prefer to retain its current meeting location, but could explore Coit School or Coit if needed. Barbara will check in with her contact at Cherry Health.
  - b. Comment to City – The Board approved writing a letter in support of the City's draft FY2018 Neighborhood Investment Plan.
  - c. Credit Card – Gretchen recommended trying to update the existing credit card account before opening a new one at MPCU.
  - d. Goals for Semi-Annual Meeting – The Board asked Elianna to send ideas via email.
7. Old Business: Neighborhood Matching Fund – Looking ahead past completion of our first project, the next deadline is at the end of June; Elianna noted that if we want a mural to be our second project, we should probably start planning it soon.
8. Public Comment – No additional comments were offered. The Board asked about road construction on Michigan; Elianna will plan to attend Friday's MNBA meeting to hear the Planning Department's presentation on that topic.
9. Adjournment – The meeting adjourned at 8:19 pm.

5:39 PM

05/04/17

Accrual Basis

# Neighbors of Belknap Lookout

## Statement of Financial Position

As of May 4, 2017

	Mar 31, 17	Mar 31, 16	\$ Change	% Change	May 4, 17	May 4, 16
<b>ASSETS</b>						
Current Assets						
Checking/Savings						
My Personal Credit Union	6,956.28	54,968.58	-48,012.30	-87.3%	5,266.28	37,559.08
My Personal CU Savings	58,404.15	58,799.25	-395.10	-0.7%	88,000.72	58,799.25
Petty Cash	0.00	0.00	0.00	0.0%	17.65	0.00
Total Checking/Savings	65,360.43	113,767.83	-48,407.40	-42.6%	93,284.65	96,358.33
Other Current Assets						
12000 · Undeposited Funds	26,000.00	0.00	26,000.00	100.0%	2,500.00	0.00
Total Other Current Assets	26,000.00	0.00	26,000.00	100.0%	2,500.00	0.00
Total Current Assets	91,360.43	113,767.83	-22,407.40	-19.7%	95,784.65	96,358.33
Fixed Assets						
700 · Clancy NE	58,204.99	9,988.37	48,216.62	482.7%	58,204.99	22,499.37
Total Fixed Assets	58,204.99	9,988.37	48,216.62	482.7%	58,204.99	22,499.37
<b>TOTAL ASSETS</b>	<b>149,565.42</b>	<b>123,756.20</b>	<b>25,809.22</b>	<b>20.9%</b>	<b>153,989.64</b>	<b>118,857.70</b>
<b>LIABILITIES &amp; EQUITY</b>						
Liabilities						
Current Liabilities						
Accounts Payable						
2000 · Accounts Payable	0.00	0.00	0.00	0.0%	27.05	0.00
Total Accounts Payable	0.00	0.00	0.00	0.0%	27.05	0.00
Other Current Liabilities						
Payroll WH & Taxes (USE)	4,330.92	2,467.13	1,863.79	75.5%	3,075.47	3,088.52
2100 · Payroll Liabilities	179.74	124.46	55.28	44.4%	198.16	142.65
Total Other Current Liabilities	4,510.66	2,591.59	1,919.07	74.1%	3,273.63	3,231.17
Total Current Liabilities	4,510.66	2,591.59	1,919.07	74.1%	3,300.68	3,231.17
Total Liabilities	4,510.66	2,591.59	1,919.07	74.1%	3,300.68	3,231.17
Equity						
1110 · Retained Earnings	115,728.82	71,251.23	44,477.59	62.4%	115,728.82	71,251.23
Net Income	29,325.94	49,913.38	-20,587.44	-41.3%	34,960.14	44,375.30
Total Equity	145,054.76	121,164.61	23,890.15	19.7%	150,688.96	115,626.53
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>149,565.42</b>	<b>123,756.20</b>	<b>25,809.22</b>	<b>20.9%</b>	<b>153,989.64</b>	<b>118,857.70</b>

6:02 PM

05/04/17

Accrual Basis

**Neighbors of Belknap Lookout**  
**Statement of Financial Income and Expense**  
January 1 through May 4, 2017

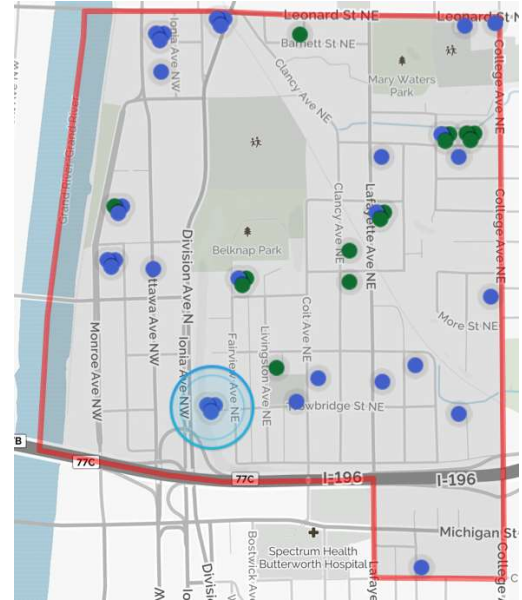
	Jan - Mar 17	Apr 1 - May 4, 17
<b>Income</b>		
Contributions, Gifts & Grants	26,000.00	2,500.00
Gaming & Fundraising Events	9,383.00	4,670.00
Interest Income	14.46	6.65
Unrelated Business Income	550.00	575.00
4000 · CDBG Revenue (Gov't)	8,403.23	3,381.77
<b>Total Income</b>	44,350.69	11,133.42
<b>Expense</b>		
6200 · Service Charge	25.95	0.00
6800 · Special Events Expense	4,618.00	2,101.00
7000 · Salaries and Related Expenses		
7060 · Wages	7,531.10	2,523.65
7150 · Employer FICA	578.20	192.74
7000 · Salaries and Related Expenses - Other	508.44	0.00
<b>Total 7000 · Salaries and Related Expenses</b>	8,617.74	2,716.39
8000 · Operating Expenses		
Occupancy		
Building Maintenance	0.00	33.90
9200 · Utilities	575.72	241.47
9280 · Telephone/Internet	550.42	0.00
<b>Total Occupancy</b>	1,126.14	275.37
Print Communication		
7330 · Postage/Distribution	9.80	0.00
9000 · Printing and Publishing	500.00	0.00
<b>Total Print Communication</b>	509.80	0.00
Professional Fees		
Accounting/Payroll	2.12	4.24
8180 · Contractual Services	125.00	0.00
<b>Total Professional Fees</b>	127.12	4.24
8000 · Operating Expenses - Other	0.00	402.22
<b>Total 8000 · Operating Expenses</b>	1,763.06	681.83
<b>Total Expense</b>	15,024.75	5,499.22
<b>Net Income</b>	<b>29,325.94</b>	<b>5,634.20</b>

## Director's Notes

**Public Safety** – [www.grcity.us](http://www.grcity.us) Online services → (Lookup) Crime Data

Destination is <http://grcity.us/police-department/Pages/Crime-Mapping.aspx>

Selected last 4 weeks with ½ mile circle around 800 Coit unfortunately losing the corners (left, below)



**Development** – [www.grcity.us](http://www.grcity.us) Online Services → (Permits & Applications) Permits & Applications Map  
Selected 4/7-5/4 in the Belknap Lookout neighborhood (right, above). Again, mostly small things.

See Committee minutes for L&L Market and 4 unit condo at 637 Coit proposed by RJM Properties as well as details on and the letter of approval for changes to CopperRock Construction's Fairview condos.

*Going to planning on Thursday - 915 & 1025 Clancy Avenue NE – Update expected tonight*

Special Land Use approval to construct two new buildings and a 36 space parking lot for a new flex space and self-storage facility with 24-hour access, as well as approval for metal paneling as a primary exterior building material, and 30 additional deferred on-site parking spaces.

Greenspace at 712 North – scheduling walkthrough with David Marquardt and Joe Sulak (forestry).

Vacant lot at 762 North – Loretta and Johnathan are bringing a proposal for NOBL to write to KCLBA.

## Updates on Old Business

We were awarded the Neighborhood Matching Fund grant, signed the contract and received the funds.

No further updates on Clancy St. Ministries or Kristi's recognition in the office signage.

Moving the Charles Belknap statue has passed Historic and Parks commissions; Arts Advisory is next.

## Admin

Successful poker event, more GRPD training, setting the stage to meet grant goals, lots of Development. Launched tutoring program on 5/2 and held Dumpster Day on 5/6. Meeting with accountant next week.



## **Neighbors Of Belknap Lookout**

April 25, 2017

Dear CopperRock Construction and City of Grand Rapids Planning Staff,

This letter is written in support of the changes made to the Phase 1 project on Fairview by both the Development Committee and the Board of the Neighbors of Belknap Lookout. As presented to the Development Committee on April 20, 2017, the changes include alterations of the appearance of the building at 713 and the elimination of the garage/building that was behind Bill's place. That area will now be green space and extra parking of 4 or 5 spots. The Development Committee approves the changes to building A and L, which are the two structures at the South Entrance driveway; the Board concurs.

Sincerely,  
Neighbors of Belknap Lookout



Development Committee Meeting Minutes  
Thursday April 20, 2017

Committee Members Present:	Brian Bremer	Kristi DeKraker	Angel Gonzalez
	Don Rietema	Dean Rosendall	Loren Sturuss
	Gretchen Warnimont		

Committee Members Absent:	Steve Faber	Todd Leinberger
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Staff Present:	Elianna Bootzin
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Guests Present:	Paul Roese	Kathleen Orman	Andrew Howard
	Bill Hebert	Angelita Orman	

1. L&L Market – Mark & Jason from RJM, Vic from L&L showed a preliminary design to rebuild a larger store which will look nicer, add more groceries and perhaps a deli, and get the dumpster off the curb. Material is brick lower, hardie panel on the street face (including Fairbanks), and vinyl on the side and back. They are applying for a zoning change for the second lot. The height is 32.5', it would continue to be open 10am to 10pm, 7 days a week. The building does meet the clear vision requirements (easier with a 4 way stop), and they have consulted Chris Zull re: traffic at the City. The loading zone would be on the back and side. Signage is expected to go along the front overhang; neighbors expect to see that added to the design later. Lighting has not been planned yet but will likely exceed City requirements. Dean recommended adding trim at the top for interest. There was also some interest in enlarging the top windows for improved exterior aesthetics. The square footage will increase from 1200 to 2340. The mezzanine will be used for storage (eliminating accessibility concerns for patrons); the upper floor will be apartments. Parking includes 1.5 spaces per apartment (total 2 apts/3 spaces), plus 2 spots for temporary shopping. They did consider a corner door, but it inflates the budget and interferes with sight lines required within the store. Overall the project is promising and will be shared with the board, but we expect to see it again. Construction phase will take 6-8 months demo to rebuild, probably a year for the whole process. Ownership is not expected to change.
2. 4 Unit Condo for 637 Coit – Mark & Jason (RJM) again. The garages face south using a shared driveway, lower level has brick facing the street. Overall, we recommended going back to the drawing board. Some specific concerns included: not adhering to context of block, poor aesthetics, need to shield garage door and extend porch. Options included using back for parking to make density work, taking inspiration from the arch of the school. Even modern could be an option, but it would need to fit in well with the surrounding structures.
3. Changes to Condo Project on Fairview – Dean, Scott and Eric from CopperRock briefly reviewed prior designs. They then showed changes to the front of building A to bring it in line with the street view of phase 2. There are changes to the site plan in back of building A as well, removing a unit and adding a guest parking pad and additional community greenspace. Bill expressed his appreciation for the accommodations that put greenspace behind his backyard again. There is transparency in the front of the building going to actual living space. The garage is blocked by a modesty wall. The height is 35'. The units in the development still range from 1-3 bedrooms, with a starting price of \$197,000 at the low end. The revised density brings phase 1 from 11 to 10 units, and phase 2 from 34 to 26 units, meaning the grand total is now 36. No objections were noted. The development committee approved the changes.



## **Neighbors of Belknap Lookout Conflict of Interest Policy**

### **Article I Purpose**

The purpose of the conflict of interest policy is to protect Neighbors of Belknap Lookout's (the Organization) interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of the organization or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

### **Article II**

#### **1. Interested Person**

Any director, officer, or member of a committee governing board delegated powers, which has a direct or indirect financial interest, as defined below, in an interested person.

#### **2. Financial Interest**

A person has a financial interest if the person has, directly or indirectly, through business, investment or family:

- a. An ownership or investment interest in any entity with which the Organization has a transaction or arrangement;
- b. A compensation arrangement with NOBL or with any entity or individual with which NOBL has a transaction or arrangement; or
- c. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which NOBL is negotiating a transaction or arrangement.

Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.

A financial interest is not necessarily a conflict of interest. Under Article II Section 2, a person who has a financial interest may have a conflict of interest only if the appropriate governing board or committee decides that a conflict of interest exists.

### **Article III Procedures**

#### **1. Duty to Disclose**

In connection with any actual or possible conflict of interest an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the

directors and members of committees with governing board delegated powers considering the proposed transaction or arrangement.

## **2. Determining Whether a Conflict of Interest Exists**

After disclosure of the financial interest and all material facts and after discussion with the interested person, he/she shall leave the governing board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide if a conflict or interest exists.

## **3. Procedures for Addressing the Conflict of Interest**

a. An interested person may make a presentation at the governing board or committee meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflicts of interest.

b. The chairperson of the governing board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.

c. After exercising due diligence, the governing board or committee shall determine whether the Organization can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.

d. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the governing board or committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the Organization's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination it shall make its decision as to whether to enter into the transaction or arrangement.

## **4. Violations of the Conflicts of Interest Policy**

a. If the governing board or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.

b. If after hearing the member's response and after making further investigation as warranted by the circumstances, the governing board or committee determines the member has failed to disclose an actual or possible conflict of interest. It shall take appropriate disciplinary and corrective action.

## **Article IV** **Records of Proceedings**

The minutes of the governing board and all committees with board delegated powers shall contain:

a. The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any

action taken to determine whether a conflict of interest was present, and the governing board's or committee's decision as to whether a conflict of interest in fact existed.

b. The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

## **Article V** **Compensation**

a. A voting member of the governing board who receives compensation, directly or indirectly, from the Organization for services is precluded from voting on matters pertaining to that member's compensation.

b. A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Organization for services is precluded from voting on matters pertaining to that member's compensation.

c. No voting member of the governing board or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Organization, either individually or collectively, is prohibited from providing information to any committee regarding compensation.

## **Article VI** **Annual Statements**

Each director, officer and members of a committee with governing board-delegated powers shall annually sign a statement, which affirms such person.

a. Has received a copy of the conflicts of interest policy.  
b. Has read and understands the policy.

c. Has agreed to comply with the policy and

d. Understands the Organization is charitable and in order to maintain its federal tax exemption it must engage primarily in activities, which accomplish one or more of its tax-exempt purposes.

## **Article VII** **Periodic Reviews**

To ensure the Organization operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

a. Whether compensation arrangements and benefits are reasonable, based on competent survey information, and the result of arm's length bargaining.

b. Whether partnerships, joint ventures, and arrangements with management organizations conform to the Organization's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes and do not result in impermissible private benefit or in an excess benefit transaction.

**Article VIII**  
**Use of Outside Experts**

When conducting the periodic reviews as provided for in Article VII, NOBL may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the governing board of its responsibility for ensuring periodic reviews are conducted.

**This document became effective on January 12, 2010**

**Conflict of Interest Statement**

As a director, officer and/or member of a committee with governing board-delegated powers, I affirm by signing below that I

- a. Have received a copy of the conflicts of interest policy.
- b. Have read and understand the policy.
- c. Have agreed to comply with the policy and
- d. Understand the Organization is charitable and in order to maintain its federal tax exemption it must engage primarily in activities, which accomplish one or more of its tax-exempt purposes.

Please list any financial interests related to NOBL's activities here:

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\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

0 – Board Member

0 – Development Committee Member

0 – Other Committee Member: \_\_\_\_\_