

# Neighbors of Belknap Lookout Board Meeting

Tuesday, December 12, 2017  
NOBL Office, 700 Clancy Ave NE  
6:30 pm

1. Call to order
2. Additions to agenda
3. Approval of October and November minutes, November financials
4. Committee updates
5. New Business:
  - a. Board orientation, introduce consent agenda → Schedule retreat
  - b. Accomplishments → Next year's goals
  - c. Adjustment/approval of budget
  - d. Election of officers → Resolution for bank signatures
6. Public Comment
7. Adjournment

Please also complete (or update last spring's) conflict of interest forms before you leave!

## 2018 Schedule:

Save the date! The City will be offering leadership training on several governance and operations topics Friday mornings in January and February, with childcare available if needed.

Jan 6 – knitting and socializing, 10 am 700 Clancy  
Jan 9 - board meeting, 6:30 pm 700 Clancy  
TBD – board retreat  
Feb 13 - board meeting, 6:30 pm 700 Clancy  
Mar 13 - board meeting, 6:30 pm 700 Clancy  
Mar 15-18 - poker tournament at Russo's 6209 S Division 11 am-5:30 pm  
Apr 10 - board meeting, 6:30 pm 700 Clancy  
May 8 - semi annual meeting re: goals, 6:30 pm East Leonard Elementary  
May 31-Jun 1 - poker tournament at Russo's 6209 S Division 11 am-5:30 pm  
Jun 12 - board meeting, 6:30 pm 700 Clancy  
Jul 10 - board meeting, 6:30 pm 700 Clancy  
Aug 1 - national night out, Mary Waters Park?  
Aug 14 - board meeting, 6:30 pm 700 Clancy  
Sep 11 - board meeting, 6:30 pm 700 Clancy  
Sep 27-30 - poker tournament at Russo's 6209 S Division 11 am-5:30 pm  
Oct 9 - board meeting, 6:30 pm 700 Clancy  
Nov 8-11 - poker tournament at Russo's 6209 S Division 11 am-5:30 pm  
Nov 13 - annual meeting & board election, 6:30 pm Coit Creative Arts Academy  
Dec 11 - board meeting, 6:30 pm 700 Clancy  
TBD - Dumpster Day, Neighborhood Clean Up, Harvest Celebrations

# Neighbors of Belknap Lookout Meeting Minutes

Tuesday, October 10, 2017

Board Members Present: Rob Kennedy Loretta Klimaszewski Barbara LaBeau  
Todd Leinberger Loren Sturrus Jonathan Swets

Board Members Absent: John Skryski Gretchen Warnimont

Staff Present: Elianna Bootzin

Guests Present: Brian Bremer Steve Faas Jill Gonzalez  
Terry M Dean Rosendall 2 students

1. Call to order - The meeting was called to order at 6:30 pm.
2. Additions – There were no official additions to the agenda.
3. Presentations
  - a. Kurt from The Other Way (and coincidentally incoming 1<sup>st</sup> Ward Commissioner) came to share information about a potential partnership in Belknap. Clancy Street Ministries closed last December 31<sup>st</sup> and the RCA will restart a church there via Remembrance. The Other Way has been asked to provide ministry there about a season before the church plant. They've experienced similar challenges on the Westside and know how to apply neighbors' gifts and skills in improving conditions. The particular proposal would be their hiring a part time worker (sample job description available) and provide us with funding to handle direct oversight of that person. They would be a connector representing multiple organizations making it clear what each does in the area. TOW currently has \$7k and keys to the Clancy St building. They would likely also form a collaborative similar to what exists on the Westside. It might make sense to ultimately transition the connector to NOBL. Kurt may draft an MOU and bring it back to the board.
4. The September minutes and financials were approved.
5. Committee updates: It was noted that there is a NEZ (neighborhood enterprise zone) that covers part of the neighborhood. We should advertise it as a vehicle for neighbors to improve property. Elianna will also ask Josh about the status of our 2016 request to extend permit parking.
6. New business:
  - a. Request from Angel to move \$500 from Statue Maintenance to Contingency – the issue was tabled; the board requested a table of the projected long term draw down of funds.
  - b. Nominating Committee - Loren, Todd, Rob and John will serve.
  - c. Annual Meeting - In addition to the topics listed, GVSU will present
7. GVSU – Similar to previous details, GSVU expects 500 Lafayette to open in spring, with a fall dedication. The City will have a 2 month project in the spring to resurface Lafayette from Hastings to the railroad. Michigan is currently under construction from Bostwick to Barclay.
8. Public Comment – Loretta noted the good turn out at our parties. GVSU students inquired about neighbors' opinion of the organization and how they could improve it as students. The parks have apparently been blocking progress on the Frisbee golf. Regarding the homeless encampment under the bridge, there have been fights and drugs; many entities are involved, but it seems the police have not been effective. Barb, Loren and Elianna will send a letter to Ruth and Joe.
9. Adjournment – The meeting was adjourned.

# Neighbors of Belknap Lookout Annual Meeting Notes

Tuesday, November 14, 2017

Board Members Present: Rob Kennedy Loretta Klimaszewski Barbara LaBeau  
Todd Leinberger John Skryski Loren Sturuss  
Jonathan Swets Gretchen Warnimont

Staff Present: Elianna Bootzin

Guests: See sign in sheet

1. Welcome
2. Guest Presentation – GRPS Transformation Plan – Dr. Wendy Falb talked about the IB program at Coit, the improved graduation rate for the district from 50% to 75% and other relevant items.
3. Neighborhood Update – GVSU – Pat Waring reported that the drywall is up inside 500 Lafayette and the building is expected to open in May. It has a retail space would be available to us for meetings. The tentative dedication date is set for September 15. They are also very close to having a different parking ramp solution. The next groundbreaking will be for 333 Michigan which will be completed in October.
4. NOBL board candidates introduced themselves and dues-paying members voted.
5. Impromptu statements: County Commissioner Carol Hennessy talked about county initiatives, a GVSU student sought interviewees for an article she is writing for the Rapidian and Rachel Lee shared information about a proposed Michigan Street road diet.
6. While the votes were tallied, Elianna guided neighbors through an activity of what they like and want to see fixed or added to the neighborhood.
7. New board members – The winners were announced as Steve Faas, Angel Gonzalez, and Jill Gonzalez. The

# Neighbors of Belknap Lookout Special Meeting Notes

Tuesday, November 14, 2017

Board Members Present: Rob Kennedy Loretta Klimaszewski Barbara LaBeau  
Todd Leinberger John Skryski Loren Sturuss  
Jonathan Swets Gretchen Warnimont

Staff Present: Elianna Bootzin

Guests: Brian Bremer Ed Bujdos Angel Gonzalez  
Marshall Grate Bill Hebert Mark Kidd  
Sondra Loucks Wilson Sydney McVoy Alan Otis  
Don Rietema Robert Robbins Bob Wisniewski  
4 more neighbors Eric Finnegan Dean Rosendall

Loren introduced the issue of changes to CopperRock's Fairview project, citing miscommunication by all parties. The project was approved by NOBL and the planning commission in two phases. We will keep a display of the revised phase one (to match phase two) at our office at 700 Clancy. We do have the option of writing a letter discussing the poor process with the city. The discussion with neighbors centered on the current design:

The new single sloped roof at the back of the property allows water management without a gutter as well as a striking LED outline of the roofline from the west. Neighbors were concerned that these changes were not brought to us earlier, and would have preferred no change at all. Another neighbor who works in construction countered that change is an inevitable part of the process. Still, some would like to know why not copy phase one look to phase two instead of the other way around? The developers cited the nice look, that it affects 6 of 10 units, the water management, 4 already having that look, and the roofline. A neighbor inquired how we can keep better watch. We are learning and will continue to work on doing better together. The chair of the committee should be able to communicate more with the City, and we will be keeping better records on file. Someone wondered if it was a done deal. It was noted that phase two was approved for a very similar look. A board member pointed out that in processes like these not everyone is going to be happy, that it always has to be a give and take. We did acknowledge that there was no affordable component in this project. From a business perspective, to have a "cool city" where Amazon could locate, we need to see things get done. Overall, there was disappointment with the process of how we got here, but the design was generally well received especially since the streetscape was protected. We look forward to better efforts in the future to instill a sense of trust and ownership. One neighbor mentioned that this felt like a fast one even though that was not the intent.

Todd made a motion to approve the project while writing a letter about our disappointment with the process. The board felt that enough outreach has been done. We noted the utility of MOUs for Special Land Uses. With a 6-1-1 vote, NOBL supported project changes to phase I. The Board requested a digital copy of what the changes to phase I, including all changes as presented to and approved by the City. NOBL indicated to the developer that NOBL would appreciate notice of substantial changes to future projects in the Belknap area.

## Letter Regarding Homeless Encampment

Dear Commissioner Kelly, Commissioner Jones, and Grand Rapids Police Officer Guerrero,

We (the neighbors of Belknap lookout and Highland Park) wish to inform you of the steps we as a community wish to take to assist in the ending of disturbances including, trespass, theft, and litter involving the encampment under the college street overpass and surrounding the railroad tracks in that area.

This is an ongoing problem and we wish to assist in stopping the escalation of the issue. Some suggested remedies to the situation are to clean that area of garbage and keep the brush trimmed low to allow clear lines of sight and increase the police patrols visibility.

In addition, we believe that the painting over of the current graffiti would slow the accumulation of additional graffiti. The neighbors of Belknap and Highland Park are committed to elimination of the continuous nuisance under the overpass, and we wish to step forward and provide help.

As such, the before mentioned steps are two that we as a community can provide to assist the City in the elimination on the problem area.

We also request that the City puts further resources and focus on monitoring and policing this area to remove these disturbances.

Sincerely,

Neighbors of Belknap Lookout

## Director's Notes

### Preparatory information for New Business items:

**Board orientation** - Detailed background on the organization and key discussion prompts for the year have been previously sent out via email. Today we will ask each board member to determine which of the enhanced responsibilities they are able to commit to for the coming year. Please get your answers back to Elianna to compile so we can hold each other responsible at the end of the year.

Name: \_\_\_\_\_

(required) Prepare for, attend, and contribute to monthly meetings.

(required) Pay annual dues

Make an additional contribution at a level that is meaningful to you.

Choose an area of operations in which you have or want to acquire knowledge/skills and take on regular duties or a more intensive short term project: \_\_\_\_\_

Promote the organization to your neighbors!

Attend most major events: (national night out y/n, harvest celebrations y/n, dumpster day y/n)

Volunteer (or recruit friends to serve in your place) for 1/2/3/4 shifts at the poker events

A **consent agenda** is a board meeting practice that groups routine business and reports into one agenda item. The consent agenda is approved in one action without discussion, rather than commenting on and filing motions on each item separately. We will definitely include minutes and financials in this category for 2018. What else could we consider to be routine business to be included in this timesaving function?

**Accomplishments** – Hopefully you've each seen the major organization accomplishments highlighted in our monthly stakeholder emails and/or mentioned at last month's annual meeting, and you've experienced some of them along the way. Things like moving the Charles Belknap statue (thanks, Angel!), building a swing set to make our vacant lot a community space, gardening at 762 North, etc. Here I'd actually like to focus on more of a 9 month staff evaluation. I laid out some goals in April:

5/9: Annual Report prepared

6/13: Development Committee processes recorded to set developer expectations

6/30: Programming (for City grant) planned for rest of calendar year

9/8: Comprehensive information available on website, launch monthly e-news (sooner better)

11/14: Walked all blocks in Specific Target Area to meet neighbors, put info in internal database

12/12: Rough program plan in place for all of 2018, hopefully including block captains

In reality, the Annual Report was prepared by the date anticipated, the Development Committee processes were drafted as anticipated but finalized in October and posted in November, programming progressed on an ad hoc basis, the draft website was available as planned but publicly launched a couple weeks later than expected, e-news launched early (end of June), I knocked the block around the office in spring, knocked or flyered the other 3 blocks surrounding the office in summer, and was able to knock about ¾ of households in the rest of the STA who actually voted in the (regular public) May election in the last couple of weeks before 11/14. Program planning continues on an ad hoc basis (no captains).

Other notable results include our first mailing going out (thanks to the GVSU pilot funds) and having a very well attended annual meeting with a membership roster of over 50 members (which is being used to create both an internal database and a membership directory – your contact info will be shared with members in the next month or so).

Aside from an intention of continuing to grow membership in 2018 (say 10-20% for feasibility, though ideally more), I would like to focus on **short term goals** here, with an eye to building out 2018 and early 2019 goals with Lee Weber’s help assuming we receive the Nonprofit Technical Assistance Fund grant.

Permit Parking – I would like to recommend that the mobility committee focus on where to expand permit parking (besides Livingston/Newberry) for the March 15 application deadline to Mobility GR.

PILOT project – I would like to recommend that Loren, Loretta, Barbara and any others interested in administering the curb appeal contest reconvene to have project rules/procedures/whatever additional level of detail is needed determined by March 13 so we can advertise and get it going in the spring.

NMF – I would like to recommend our next application be for a series of 4 block parties this summer.

Next PILOT allocation – I would recommend delegating a group to research and present on 1-3 options at the May meeting for selection by membership for use of this year’s allocation.

In addition, of course, we will continue implementing our CDBG grant and other PILOT projects.

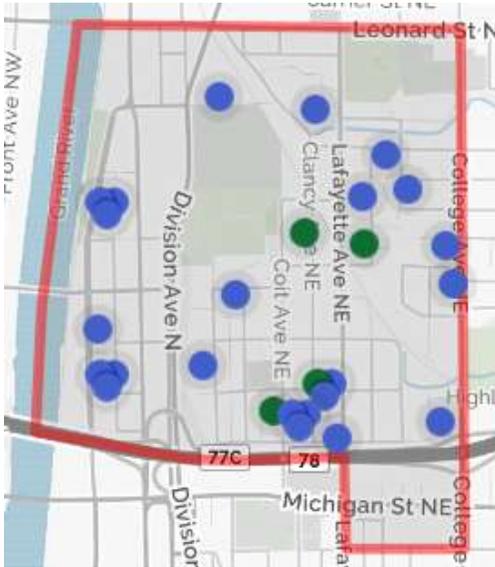
Are there any other goals we need to set at this time? How will we measure our success meeting them?

## Budget

				11C 2017 estimate	2018 budget
<b>Income</b>					
Contributions, Gifts & Grants	\$	\$	\$	51,590.00	\$ 27,000.00
Gaming & Fundraising Events	\$	\$	\$	19,255.00	\$ 20,000.00
Interest Income	\$	\$	\$	65.79	\$ 10.00
Program Service Revenue	\$	\$	\$	6,675.00	\$ 6,600.00
CDBG	\$	\$	\$	31,918.94	\$ 30,000.00
<b>Total</b>	\$	\$	\$	<b>109,504.73</b>	<b>\$ 83,610.00</b>

Expense						
<b>Salaries and Related Expenses</b>						
Unemployment Insurance	\$	\$	\$	\$	47.24	\$ 50.00
Wages	\$	\$	\$	\$	28,383.14	\$ 27,750.00
Employer FICA	\$	\$	\$	\$	2,033.08	\$ 2,200.00
Worker's Comp Insurance	\$	\$	\$	\$	166.88	\$ 175.00
Other	\$	\$	\$	\$	614.20	\$ 600.00
<b>Salaries and Related Expenses Subtotal</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>31,244.54</b>	<b>\$ 30,775.00</b>
<b>Occupancy</b>						
Building Maintenance	\$	\$	\$	\$	673.90	\$ 400.00
Utilities	\$	\$	\$	\$	1,341.84	\$ 1,400.00
Property Taxes	\$	\$	\$	\$	1,010.93	\$ 1,010.93
Telephone Internet	\$	\$	\$	\$	1,528.17	\$ 1,080.00
Other	\$	\$	\$	\$	2,624.99	\$ 2,500.00
<b>Occupancy Subtotal</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>7,179.83</b>	<b>\$ 6,390.93</b>
Supplies					237.50	\$ 250.00
Postage					37.30	\$ 50.00
Printing and Pub					2,819.75	\$ 2,800.00
Accounting/Payroll					14.84	\$ 350.00
Contractual Services					550.00	\$ -
Training					500.00	\$ 500.00
Insurance					395.00	\$ 395.00
Reconciliation Discrepancies					78.19	\$ -
Service Charge					25.95	\$ -
Special Events Expense					9,260.00	\$ 10,000.00
Other					402.22	\$ 400.00
Neighborhood Improvement					35,000.00	\$ 27,500.00
<b>Grand Total</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>87,745.12</b>	<b>\$ 79,410.93</b>

**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 11/11-12/11 in the Belknap Lookout neighborhood (right, above). Again, mostly small things.

New projects: 1136 Plainfield is requesting a Special Land Use to put in a parking lot. We are working with the State on their posting for 719 Prospect with the aim of choosing a developer who will work best with the neighborhood.

Update on previously approved projects: Another expected demolition has been applied for as part of the Fairview project. The Bradford house has started coming down, too.

### **Updates on Old Business**

Vacant lot at 762 North – Need to resend communication to Dave Allen (didn't go through before).

Neighborhood Matching Fund – Sign is installed. Need to deal with last 53 cents and turn in report.

Homeless encampment – Connected with two additional resources, and will send in letter requested at October's meeting prior to December's meeting.

No further updates on 712 North, Kristi's recognition in the office signage.

### **Admin**

Felt like a really routine month! Correspondence, tutoring, networking with a couple of new-to-me organizations – the North End Wellness Coalition is doing some work with walking routes that will connect to Mary Waters Park, so there could be some collaboration there. I've also been learning more about afterschool programs generally and will be talking with United Way and Campfire 4C soon about how to increase capacity at LOOP so our services won't be needed. The Christ Church plant continues to work with more of our neighbors and will be holding some interesting conversations at Newberry.

## **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**

