

BRYN MAWR NRP PHASE II PLANNING PARTICIPATION AGREEMENT

Draft November 6, 2004

Revised November 22, 2004

Approved by Bryn Mawr Neighborhood Association December 8, 2004

Purpose

This Participation Agreement describes how the Bryn Mawr Neighborhood Association (BMNA) Executive Board will organize, develop, review and approve BMNA's NRP Phase II Neighborhood Action Plan. It outlines how information will be distributed to and input received from Bryn Mawr residents and Bryn Mawr commercial business/property owners in a manner that ensures the plan development and review process is open and that the priorities in the NRP Phase II Neighborhood Action Plan address the needs, concerns and opportunities of the neighborhood. BMNA and BMNA Executive Board structure is defined in the BMNA Bylaws.

Neighborhood Description

Bryn Mawr is a thriving south side Minneapolis neighborhood located directly west of Downtown. A part of the Calhoun-Isles Planning district, it is in the northwestern corner of the 7th Ward. Bryn Mawr was developed from farmland beginning in the mid-1800's when it was promoted as a "garden suburb" or "amenity zone," because of its proximity to the lakes and an abundance of green space. Pocketed roughly between Cedar Lake Trail, Cedar Lake, the western edge of Minneapolis, Wirth Park, Bassett Creek, and Bryn Mawr Meadows; the neighborhood is characterized by its long-time stability and its quietude. It remains surrounded by over 650 acres of parks, lakes, and trails, and retains much of its original small town charm, while having very good access to some of the best urban and natural features of Minneapolis and the nearby suburbs. Bryn Mawr is the northwestern anchor to the Minneapolis' beautiful chain of lakes, yet it is just minutes from shopping and business centers; a number of important historic sites; a wide variety of cultural and entertainment venues; two major sports facilities; and several colleges and universities. A diversity of building styles reflects Bryn Mawr's history, from Victorians to tudors, colonials, bungalows, ramblers, and comtemporaries. Bryn Mawr is a stable and desirable neighborhood, with a low crime rate and a percentage of active voters that exceeds that of both Minneapolis and Ward 7 by several points. Its residents have moderately high levels of education and income.

Owner-occupied housing comprises most of the residences in Bryn Mawr. According to the 2000 US Census data, renters occupy 13% of all housing in the neighborhood. The 2000 U.S. Census data shows a total of 1,253 occupied housing units. Only 20 residential structures or 1.7%, according to the Minneapolis City Assessor's Office, are in fair or poor condition, compared with a citywide rate of 3.4% (2003 data). (Source for residential parcel information: Scott A. Lindquist, Manager, Assessment Services, Assessor's Department, City of Minneapolis).

Population: age, income and poverty

In the last ten years (comparing data from the 1990 and 2000 U.S. Census), the population of the Bryn Mawr has gone down 6.4%. By comparison, since 1990, the population of Minneapolis increased from 368,383 to 382,619. Changes in Bryn Mawr's population of specific age groups is interesting to consider. The population of Bryn Mawr decreased in all age categories except for ages 15-19, ages 45 to 54, and ages 55 to 59. The aging of Bryn Mawr mirrors the aging of the "baby boomers" nationwide. Households with a spouse or a family identified on the census have decreased. Based on anecdotal evidence, we conclude that this is due to an increase of households comprised of a single person, of a same-sex couple, and of family households with decreasing numbers of children.

Bryn Mawr household median income is \$68,103 (as of 1999). Bryn Mawr has low poverty rates.

Bryn Mawr is predominantly white (93% according to 2000 U.S. Census data), with 2.6% of the population identifying themselves as Black or African American, less than 1% as American Indian or Alaska Native, 2.4% as Asian, Native Hawaiian or other Pacific Islander, and 1.6% as Hispanic or Latino.

Organization of NRP Action Plan Development Effort

NRP Phase I Review

Since September 2004, BMNA board members and other volunteers have, with the help of NRP Staff, been conducting a thorough review of the NRP Phase I effort which includes three primary components:

1) An extensive opinion survey

An extensive opinion survey is being distributed to a random sample of 315 households. It is hoped that at least 40% of the surveys will be returned, representing about 10% of our total number of households.

2) A series of neighborhood focus groups

Neighborhood focus groups are planned to provide a review of NRP Phase I projects and to generate ideas for Phase II projects.

3) NRP project summaries

Presently, volunteers are compiling an inventory of descriptions, costs, and outcomes for each action plan item of NRP Phase I. These inventories will be entered into the PlanNET NRP website.

All three of these components will be brought together into a single comprehensive NRP Phase I Review report by January 2005 (draft) and March 2005 (final report).

CPED and City of Minneapolis Overview: We plan to ask the following members of the various NRP Jurisdictions for their input into our NPR Phase II Plan development: City Council (7th Ward), Community Planning and Development (CPED), Minneapolis Park and Recreation Board Planning and Forestry Departments, Minneapolis Public Schools, Minneapolis Public Works, and possibly representatives from Hennepin County, MN DOT and Minneapolis Police Department CCP/SAFE.

Phase II Planning Committee Recruitment and Description

The BMNA Board will appoint as its sub-committee, 7-10 members, to form the Phase II Planning Committee, to facilitate community input, to write the Phase I Review Report, and to develop the Phase II Neighborhood Action Plan. A call for volunteers to assist with planning will be published in the December 2004 Bryn Mawr Bugle. It is the goal of the BMNA to include on the Phase II Planning Committee the following: at least three BMNA Board Members, at least one representative from the business (or commercial business) community, at least one senior, and at least one renter, and one youth, if possible. The BMNA Board will review applications and select the committee membership. In the event of resignations or a lack of applications, the BMNA Board shall have the authority to appoint replacement members. Planning Committee members who are BMNA Board Members will provide monthly updates to the BMNA Board.

Funding and Disbursements for Phase II Planning

The existing BMNA NRP-related bookkeeping policies and systems will apply to this Phase II Planning Committee. The Office of the State Auditor has audited and reviewed these procedures annually. The BMNA NRP Planning Committee proposes a NRP Phase I Review and NRP Phase II Planning budget of up to \$10,715.50. This budget will cover survey printing and postage, development and printing of report drafts and the final printed Phase I Review Report and Phase II Neighborhood Action Plan (including pictures), website posting, postcard printing and mailing, meeting space rental (if necessary),

child care for general community meetings, transportation for senior focus group members, and meeting facilitators (if necessary).

Phase II Planning Budget

Following is our proposed NRP Planning budget, if an itemized list is necessary. These dollar amounts are conservative, and we plan to be as efficient as possible in our spending so that there are more funds available for Phase II Plan implementation.

\$ 800	Initial survey and followup surveys
\$ 500	Transportation/shuttle bus for senior focus group(s)
\$4,500	Printing and supplies for Phase I review report and Phase II Neighborhood Action Plan, Bugle Inserts, reply postcards, meeting supplies, display boards, handouts, dot stickers for "dot-mocracy" voting
\$ 600	Post card reply postage (returned to Bryn Mawr or to Mpls NRP Central?)
\$ 400	Meeting room rental for one Saturday meeting
\$ 400	Child care for up to 5 meetings
\$3,515.50	Staff Time (by Bryn Mawr's Independent Contractor, estimated at 15 hrs per month for \$16.50 per hour over 14 months) -- Organizing, scheduling, promoting and facilitating for planning and focus group meetings
\$10,715.50	Total (This is the maximum allowable amount, representing 50% of what Bryn Mawr received for Phase I planning.)

Meetings

Meetings of the Bryn Mawr NRP Phase II Planning Committee will be open to the public; but only Planning Committee members may vote. Meeting dates will publicized in the Bryn Mawr Bugle. Typically these meetings will be convened on the fourth Monday of each month.

Support from our Neighborhood Organizer

It will be a major responsibility of both the Bryn Mawr Organizer, Vida Ditter, and our Minneapolis NRP Neighborhood Specialist, Stacy Sorenson, to assist the Bryn Mawr NRP Planning Committee in gathering information from partner organizations, organizing community meetings, reviewing plan drafts, etc.

Input from Community Members

In January 2005, the Bryn Mawr NRP Planning Committee will kickoff the Phase II Planning Process at its usual meeting, held on the fourth Monday of the month, to which all are invited. At this community meeting, three things will happen:

1. BMNA Board Members and NRP Planning Committee Members will present a rough draft of the NRP Phase I Review Report.
2. Residents and business owners will be asked to contribute their views and ideas about the broad areas of concern and the general goals that should be used as starting points for planning Phase II.
3. Residents and business owners will be asked to apply to serve on the Phase II Planning Committee and to participate in smaller focus groups to plan Phase II objectives and strategies.

From January through April 2005, using input from this meeting and information collected in the surveys and focus groups, the Phase II Planning Committee will develop goals and then objectives and strategies to meet each goal. Planning Committee members and focus group leaders will work together to create agendas and to guide the discussion of various focus groups targeting the seven geographic areas of Bryn Mawr, each of the various goals, and various under-represented portions of the population such as seniors, renters, and youth.

At the conclusion of each series of focus group meetings, and for each action plan strategy, the following questions will be addressed in a written description submitted by the focus group leaders to the Phase II Planning Committee:

1. What is the proposed purpose, description and outcome for this strategy? And if this strategy proves unworkable, what are other ways we can achieve the same goals?
2. How would the strategy be implemented?
3. How long would it take to implement?
4. Are there other funds available for this strategy?
5. Why is NRP funding needed for this strategy?
6. What volunteers can be identified prior to implementation?
7. With what other neighborhoods, organizations, or government agencies or departments could we partner?

Neighborhood Action Plan Development and Approval

From March through May 2005, after the final written summaries of each strategy are submitted, the NRP Planning Committee will discuss the feasibility of the strategies and compile the project ideas into a preliminary plan that will allow a tentative prioritization of projects and suggested funding allocations. From this proposed Neighborhood Action Plan, broad neighborhood input will be sought, using the “dot-mocracy” procedure employed during our NRP Phase I planning and at other neighborhood discussions held since then.

Considering the results of this “dot-mocracy” voting, the Bryn Mawr Planning Committee will make decisions about how to allocate funding considering the following criteria:

1. How much community support exists for a strategy?
2. What is the estimated dollar amount requested?
3. How realistic is implementation of the strategy?
4. How well does the strategy meet the community input collected from the 2004 Survey and the 2005 Focus Groups?
5. How well does the strategy mesh with existing City of Minneapolis priorities?
6. Other criteria as deemed relevant by the Bryn Mawr NRP Planning Committee.

Proposed Plan Distribution and Community Input

In June 2005, the NRP Planning Committee will assign funding allocations to each strategy. A summary of NRP Phase II strategies and funding allocations will be distributed to all residents of the neighborhood through the July 2005 Bryn Mawr Bugle, along with a return card soliciting feedback. The community will also be invited to give feedback on the proposed strategies at any of the NRP Planning Committee meetings. Outreach to less active community members will be implemented during neighborhood events such as Saturnalia and the Ice Cream Social.

By August 2005, the Bryn Mawr NRP Planning Committee will incorporate the community feedback and revise the proposed plan into the Bryn Mawr NRP Phase II Neighborhood Action Plan. The plan will be posted on the www.BMNA.org website and available for checkout at local businesses (such as at Cuppa Java coffee shop, in a way similar to that which the Land Use plan was available for review?). A summary or overview of the plan will be published in the September 2005 Bryn Mawr Bugle.

The BMNA board will be asked to consider and approve the NRP Phase II Neighborhood Action Plan at its October 2005 board meeting.

Grievance Procedure

BMNA will consider complaints about the Phase II planning process itself, but not about an undesired outcome (for example: strategy, funding decision, etc) of that process. The grievance procedure for complaints about the Phase II planning process will be the same as the procedure adopted by BMNA and that of the Minneapolis NRP Policy Board, summarized below:

The intent of the Grievance Policy is to encourage and protect the integrity and openness of the Neighborhood Action Plan development and implementation process. A person or group may file a grievance with the BMNA concerning the NRP process if all the following criteria are met: 1) the grievance concerns the process that BMNA used as it develops its Neighborhood Action Plan; 2) the person or group filing the grievance is eligible for participation in the development of the Neighborhood Action Plan and eligible for membership in the BMNA; and 3) the person or group filing the grievance agrees to follow these grievance procedures and accept the decision of the BMNA grievance committee.

Steps for Grievance Procedure

- 1) A person or organization with a grievance shall submit the grievance in writing, with supporting documentation, to the NRP Chair or the BMNA President.
- 2) Upon receipt of the grievance, the person(s) filing the grievance will be given a copy of the Grievance Procedure by the NRP Chair or BMNA President, who shall notify the BMNA Board that a grievance has been filed.
- 3) The grievance shall be referred to the next regular meeting of the BMNA Board, which shall appoint at least three of its members to serve as the Grievance Task Force from a pool of those who are willing and able to serve. This Task Force shall include as least the NRP Chair and the board member representing the area where the grieving person(s) live or work. Each grievance shall be considered by a newly established Task Force. The Grievance Task Force shall meet as often as necessary to investigate and assess the facts of the complaint, provide recommendations for corrective action if needed, and report to the BMNA Board within 60 days of their formation.
- 4) The BMNA Board shall adopt, modify, or reject the recommendations of the Grievance Task Force.
- 5) A person or group filing a grievance with the BMNA has the opportunity to submit a written appeal to the NRP Policy Board after neighborhood steps have been tried to no avail.
- 6) Meeting ground rules to encourage respectful behaviors, even in disagreement, include but are not limited to: allowing all who wish to speak to be given a equitable time to speak, not speaking when another is talking, and limiting criticism to the concept being discussed not to the people supporting or opposing it.

For grievances that fit within the jurisdiction of CPED Citizen Participation contract with the neighborhood group: The person filing the grievance first brings the issue to the attention of BMNA and gives BMNA a chance to respond. If the person filing the grievance is still unsatisfied, a grievance shall be submitted in writing to the manager of the CPED Citizen Participation Department. Upon receipt, the Department will undertake an investigation. A formal response will be issued within 45 days of the initial receipt of the grievance. Appeals shall be submitted, within 30 days of the official response, to the CPED's Executive Director. A Dispute Resolution Meeting will be held within 14 days of the appeal. If any party is still unsatisfied, a mutually agreed upon third party will be selected to hear the complaint.

Participation Agreement Modification

Based on recommendations from the NRP Planning Committee, the BMNA Board will consider and approve any modifications to this NRP Phase II Participation Agreement. The Minneapolis NRP office will be notified of any changes in writing.

Phase II Planning Timeline/Summary of Planning Steps

The anticipated timeline for completing development of the NRP Phase II Action Plan is proposed as follows:

Up through September 2004	Initial community meetings (NRP Planning Committee and various NRP committees) to review Phase I Action Plan Accomplishments and to consider uses for remaining Phase I funds.
October 2004	Review of survey draft to assess efficacy of Bryn Mawr revitalization and NRP.
mid-November 2004	Surveys mailed out to a random sample of 315 households and businesses.
mid-to-late December 2004	Receipt of completed surveys expected; followup surveys sent to those households who have not yet returned surveys. Assemble a rough draft of the NRP Phase I Review report.
January 2005	Return of surveys expected; analysis of survey information. Introduce the results of the NRP Phase I Review.
January-March 2005	BMNA NRP Planning committee publishes the NRP Phase I Review report to the BMNA.org website and a summary of this report in the Bryn Mawr Bugle. A series of focus groups convened; a list of Phase II goals, strategies, and objectives formed based on input collected at these focus groups.
March-May 2005	NRP Planning Committee compiles reports of objectives and strategies into a draft NRP Phase II Neighborhood Action Plan.
May 2005	BMNA general membership considers the draft of the NRP Phase II Neighborhood Action Plan and votes on funding priorities.
June – September 2005	BMNA NRP Planning Committee finalizes NRP Phase II Neighborhood Action Plan based on input from May 2005 voting by BMNA general membership. Funding allocations are assigned based on priority rankings from the May 2005 “dot-mocracy” voting. Final Neighborhood Action Plan is presented to BMNA board and to BMNA members via the neighborhood website (with copies available for check out at local businesses). Summaries of the Neighborhood Action Plan will be included in the Bryn Mawr Bugle.
October 2005	BMNA votes on the NRP Phase II Action Plan. BMNA submits NRP Phase II Neighborhood Action Plan to Minneapolis NRP, NRP Policy Board and Minneapolis City Council for their review and approval.
Nov.-Dec. 2005	Approval of Bryn Mawr NRP Phase II Neighborhood Action Plan expected by the appropriate City agencies. Expenditures of most if not all of remaining Phase I NRP funds.
January 2006	Implementation of Bryn Mawr NRP Phase II Neighborhood Action Plan begins.

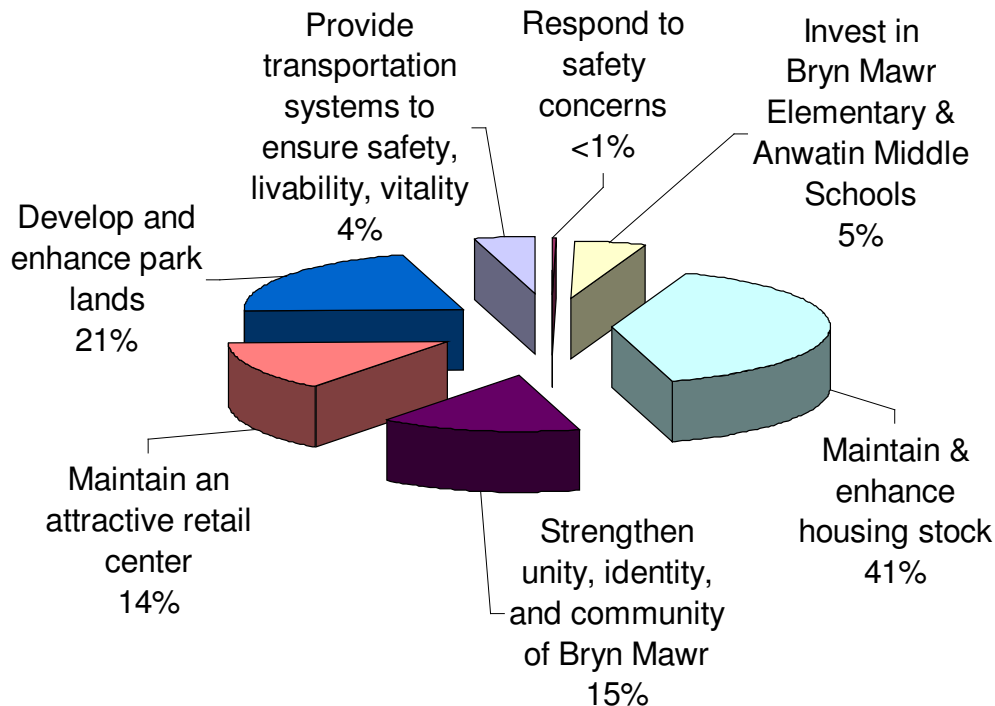
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BRYN MAWR NEIGHBORHOOD REVITALIZATION PROGRAM (NRP) DISTRIBUTION OF EXPENDITURES OF OUR \$713,000 PHASE I ALLOTMENT:



HOW SHOULD OUR PHASE II ALLOTMENT, \$270,080, BE DISTRIBUTED?

Over the next 12 months, Bryn Mawr neighborhood will complete two important planning steps:

- 1) Review of neighborhood improvements from the past nine years (1995 through 2004)*
- 2) Planning of neighborhood improvements for the next five years (2005 through 2009)*

Please take an active role in helping us!