



**CITY OF SAINT PAUL**  
OFFICE OF THE CITY COUNCIL

**RUSS STARK**  
Councilmember

**SAMANTHA HENNINGSON**  
Legislative Aide

June 12, 2015

To whom it may concern:

I am writing to provide an update to all interested parties as to the status of the process to form a stronger collaboration between Hamline University and the Hamline Midway neighborhood. First, I want to thank those who participated in the assessment phase, as well as representatives of the stakeholder groups (Historic Hamline Village, Hamline Church United Methodist, and Hamline Midway Coalition) who have been meeting with facilitators Mariah Levison and Mariann Johnson from the Bureau of Mediation Services' Office for Collaboration and Dispute Resolution (OCDR).

I convened this process in early 2015, after Historic Hamline Village called a community meeting in September 2014 in response to Hamline demolishing several houses on campus, and purchasing 1549 Minnehaha with the intent to demolish. In October 2014, Hamline agreed to a one-year (self-imposed) moratorium on demolitions of properties that it owned to allow some time for a process of engaging with the community to take place.

**Assessment Findings and Recommendations by the Office of Collaboration and Dispute Resolution**

Unfortunately, there ended up being quite a gap between the September 2014 community meeting and the first official meeting of the facilitated process in March 2015 because we took the time to find the best facilitation option available and for the facilitators to do their own stakeholder interviews and assessment. At a March 2015 meeting, the assessment findings were reviewed and recommendations presented. Attached to this letter is the complete document outlining the facilitators' recommendations. Two key recommendations were to:

- 1) Develop a Hamline University Neighborhood Advisory Committee.
- 2) For Hamline to consider the development of a community engagement plan, including a possible new community relations position.

Among the community stakeholders at the March meeting, there was general agreement about most of the recommendations, but overarching concern about the future of 1549 Minnehaha and interest in resolving that issue without waiting for the formation of an advisory committee.

**Hamline University Neighborhood Advisory Committee**

At the most recent stakeholder meeting on May 20, there was consensus about developing a "sustainable structure" that would allow for ongoing engagement between Hamline University and the neighborhood. This is a very high priority for me as it will help all of us avoid getting into a similar situation in the future. This body could be a proactive, community-building force that would help the University take advantage of neighborhood assets and vice versa. This group could also advise the University on how to

engage the community in the campus master planning efforts, and work to identify historic neighborhood assets that should be preserved.

### **Community Engagement Plan**

Hamline is in the process of developing a communication plan for better sharing information about campus events and resources with the neighborhood, and sharing neighborhood resources and information with students, faculty, and staff. In addition, Hamline University is committed to developing a broader community engagement plan, and such a plan is an example of something a future neighborhood advisory committee could provide insight and feedback on.

### **Current status of 1549 Minnehaha**

After much conversation, Hamline University is accepting proposals from potential buyers of 1549 Minnehaha. The property is within the boundaries of Hamline's current Campus Master Plan, and it will require approval by the Board of Trustees for the University to sell the property.

The University is open to considering a "viable proposal" for purchase of 1549 Minnehaha and the Facilities Committee of the Board of Trustees will review proposals at its November meeting. If the committee receives a proposal it considers to be viable, the University may choose to override the Campus Master Plan (which includes the parcel), and sell the property. The University may also choose not to accept any proposal without first undertaking a revision of the Campus Master Plan (which could take up to a year).

1549 Minnehaha is officially a Category 2 vacant building in the City of Saint Paul, which by City ordinance means a clear, solid plan to bring the building up to code would be required before it could be sold. Hamline has stated clearly that the University will not put any additional financial resources into the house due to other pressing facility needs on campus. Historic Hamline Village has pressed Hamline University to consider the possibilities of 1549 Minnehaha as a community engagement opportunity, rather than a parcel to demolish or sell.

Proposals for the purchase and rehab of 1549 Minnehaha are due on October 24. Please see the attached document for more information on the proposal requirements and who to contact with questions.

As of today, it does not appear as though any decisions will be made prior to the expiration of Hamline's moratorium in October 2015. As such, I hope the University will communicate clearly about plans for 1549. I also strongly urge Hamline to include meaningful community engagement in its year-long campus master planning exercise – specifically as it relates to any demolition of houses or proposals to change the campus boundaries.

### **City processes**

Ultimately, any change to Hamline's city-recognized (zoning-based) campus boundary will have to be approved by the St. Paul Planning Commission and City Council. This process will go more smoothly for everyone if Hamline meaningfully engages the neighborhood.

Additionally, staff in our Planning and Economic Development department have initiated a Campus Boundary Zoning Study to review language that governs campus boundaries in our zoning code. This language will go to the Neighborhood Committee of the Planning Commission on June 24 and then to the Planning Commission in July. Planning staff are recommending a change that would make any property

on which the primary structure has been demolished in the last ten years ineligible for addition to a campus. There will be discussion at the Neighborhood Committee and Planning Commission, and a public hearing will also take place during the process.

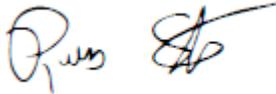
### **Next Steps**

Beyond the future of 1549 Minnehaha and any future campus expansion, the majority of neighbors do not feel that Hamline has done a good job of engaging with them in recent years. I am still hopeful that these past months of tension between Hamline and the neighborhood can be turned into something positive, and that a two-way relationship can be improved and strengthened.

Later this month, a design team with a representative from each stakeholder group will meet to discuss possible arrangements for a “sustainable structure” for ongoing community engagement, including an initial work plan. The design team will also be planning an open community meeting for sometime this summer or early fall. I’m also hopeful that Dr. Fayneese Miller, Hamline University’s new president as of July 1, will be able to join that meeting.

As I stated at the beginning of this process, Hamline is an incredible asset to the Hamline-Midway neighborhood and to St. Paul, and the reverse is also true – our great neighborhood and city are an incredible asset to Hamline. I remain hopeful that these facts will be fully embraced by all moving forward.

Sincerely,

A handwritten signature in blue ink, appearing to read "Russ Stark", with a stylized flourish extending from the end.

Russ Stark

### **Requirements for community proposals to revitalize 1549 Minnehaha**

Community member proposals for the acquisition and rehabilitation of 1549 Minnehaha are due by October 24, 2015, to Margaret Tungseth, Senior Vice President for Business, Finance, and Technology for Hamline University: [mtungseth01@hamline.edu](mailto:mtungseth01@hamline.edu) . The Board of Trustees' Facilities Committee will review proposals in November.

To be considered a viable proposal by Hamline University, proposals will need to address steps 6-8 on the DSI Approval for Sale/Category 2 document (see next page for that document). Community members may include additional items in the proposal that would not require funding from Hamline. Additional items may include ideas for collaboration, partnerships, in-kind or other funding sources, etc. from or with Hamline University.

Over the course of this summer, Hamline University has agreed to work on steps 1-5 on the DSI Approval for Sale/Category 2 documents. Step number five, the Code Compliance Inspection Report, has been ordered by Hamline University from the City and the report's completion is still a few weeks away. Once it's complete, it will be shared publicly. That Inspection Report is valid for a one-year period before it expires.

**IMPORTANT: FIRST STEP**

**An Application for Sale Approval form (available on our website), with the \$275.00 fee, must be SEPARATELY submitted by faxing to 651-266-9124, or by mailing or personal delivery to: The Department of Safety & Inspections, 375 Jackson St., Suite 220, St. Paul, MN 55101.**

**To obtain DSI approval for the sale of a Category 2, Registered Vacant Building:**

1. The Application for Sale Approval form must be submitted. **SEE FIRST STEP ABOVE.**
2. The building usage must be in conformity with the zoning district in which it is located, or it must have current legal nonconforming status (if it has been a registered vacant building for longer than one year, the legal nonconforming status must be reestablished or the building must be converted to a conforming use).
3. Complete and submit the Vacant Building Registration Form. It is available on the Vacant Buildings web site.
4. The annual vacant building fee (\$2,025) must be current. If not, it must be paid in advance of closing the sale, or a HUD settlement statement showing a line item for the \$2,025 fee must be submitted prior to closing.
5. The Code Compliance Inspection Report (or a Fire Team Inspection Report if the building has 3 or more units) must be completed and must not be more than one year old.
6. An estimate from a state-licensed, general building contractor to complete the code compliance repairs must be submitted. The estimate must be on the contractor's letterhead stationery and contain the contractor's state license number. It must include total costs for each of the 4 categories of repairs: Building, Electrical, Plumbing, and Heating. The estimate must contain a statement that the bid addresses all of the code compliance repairs detailed in the report.
7. A signed statement must be provided by the buyer giving a date or a time line for the completion of all the code compliance work.
8. Proof of financial capability to purchase the property and to complete the required work must be furnished. **Provide a copy of the purchase agreement** and one or more of the following:
  - a. Evidence that the repair costs are included in the mortgage.
  - b. A construction loan statement.
  - c. A bank statement or a line of credit, accompanied by a signed, dated, and notarized statement by the buyer affirming that the funds shown will be used to purchase the property and complete the required code repairs.

The required materials, **except the application form**, must be submitted to Reid Soley at the Department of Safety & Inspections, 375 Jackson Street, Suite 220, Saint Paul, MN 55101. They may be personally delivered, mailed, faxed to 651-266-1919 (Attn: Reid Soley), or scanned and emailed to [reid.soley@ci.stpaul.mn.us](mailto:reid.soley@ci.stpaul.mn.us). For further information, please call Reid Soley at 651-266-9120 or call our information line at 651-266-8989.



## Bureau of Mediation Services

STATE OF MINNESOTA

### **MN State Office for Collaboration and Dispute Resolution**

#### **Consultant's Process Recommendations to Address the Hamline University and Hamline Midway Community Assessment Findings**

The following recommendations are based on the assessment findings and include the OCDR consultant's process recommendations for addressing and resolving the key issues identified in the assessment.

#### **1) Develop a Hamline University Neighborhood Advisory Committee (Committee)**

##### **Short-term purpose and role of the Committee**

Provide a structure and a process to address and resolve the current dispute between Hamline University and some of its neighbors/community members regarding the University's campus expansion plan and the demolition of properties owned by Hamline.

##### **Longer-term purpose and role of the Committee**

Provide an ongoing structure and process to enhance and improve communication and relationships between the University and its neighbors. Establish a mechanism for the University and its neighbors to openly address concerns and to work together on community and neighborhood matters.

##### **Committee Membership**

Establish Committee membership representative of Hamline University's neighbors and the Hamline Midway community. Committee not to exceed 15-20 members.

##### **Community Groups/Neighborhood Representation:**

- Hamline Midway Coalition (HMC), Historic Hamline Village (HHV), and Hamline United Methodist Church.
- Other neighborhood group representatives may include, but not be limited to: block club leaders, local business representatives, and a representative from the Hamline Midway Library.

- The majority of members from these groups should live within close proximity of the University.
- Up to two possible at-large neighborhood representatives, not affiliated with any community groups, and nominated and selected by the full Committee.
- Committee members serve as liaisons for the community groups they represent and report to these groups.
- **Hamline University Representation:**
  - President and/or other high-level administrator.
  - Other Hamline University representatives might include a student, faculty, trustee and alumni representative.
  - Hamline representative(s) report directly to the President and his or her leadership team, and possibly periodically to Hamline’s board of trustees.
- **City of St. Paul Representation:**
  - Council President Russ Stark and/or a representative from Council President Stark’s office will serve as an ex-officio, non-voting member.
  - Other City staff may attend meetings, on an as needed basis, to support the efforts of the Committee, including providing required information or resources.
  - City representative to serve as a liaison to the City of St. Paul and reports directly to Council President Russ Stark.

**Selection of Members**

Community member representatives could be appointed by each of the community member organizations. Hamline University would appoint its representatives, as would the City of St. Paul. Members would serve up to two, two or three-year terms.

**Larger Community Outreach and Involvement with the Committee**

Establish opportunities for the committee to regularly update and seek the input of the larger Hamline Midway and University community on important topics under consideration by the Committee. Outreach opportunities might include:

- A public comment portion of committee meetings.
- Periodic larger community meetings to seek community member input and/or report on the Committee’s activities.
- Periodic Committee columns or updates in community newspapers or newsletters.
- Others, as identified by the Committee.

**Committee Leadership and Facilitation**

- Meetings could be co-chaired by a community member representative, selected by the committee’s community members, and a Hamline University

representative, selected by the University. Co-chairs could serve two-year terms.

- Facilitated by an outside facilitator for the first few months to a year. After that, meetings facilitated by the co-chairs.
- Co-chair responsibilities could include overseeing the establishment of committee agendas, chairing Committee meetings, and serving as Committee communication liaisons with the larger community.
- Meets monthly.

#### **Possible Topics for the First Committee Meeting(s)**

- First meeting(s): Agreements/formation of a committee charter and process, a set of Committee “Bylaws.” Agree to training on a collaborative, consensus-seeking, problem solving approach.
- Following the establishment of the Committee’s charter and bylaws, review and discussion Hamline’s campus expansion plan and address issues of concern in the plan, especially homes owned by Hamline and part of the current moratorium.

#### **Possible Topics for Ongoing Committee Meetings**

- Future topics to be identified by the committee, and may include:
  - Community and Hamline University matters of mutual concern.
  - Hamline and community/neighborhood partnerships.

#### **Location of Community Meetings**

- Rotate the location of the Committee meetings.
- Hold meetings in the offices/meetings sites of each of the member organizations/groups.

#### **Funding for the Advisory Committee**

- Funding for the assessment phase of the project was provided by OCDR.
- Funding for the ongoing collaborative process/meeting facilitation will initially be provided by Hamline University, under an agreement with the OCDR.
- Hamline University funds will be administered by the Hamline Midway Coalition.

## **2) Consider Two Moratoriums**

- All parties: a moratorium on divisive communication strategies that promote strong positional stances and reduce trust. An effective committee will require trust building and a commitment to work collaboratively to jointly solve problems. Patience, the ability to compromise, and assuming the best intentions of one another will be required.
- Hamline University: an extension of its moratorium on the demolition of houses for a period of 6 months to a year. The extended moratorium will allow Hamline to discuss and review its current campus expansion plan with the members of the Advisory Committee, and allow the committee to provide input into the plan.

## **3) Hamline University Consider the Development of a Community Engagement Plan, including a Possible New Community Relations Position**

A large number of the interviewees recommended Hamline University consider the development of a University community engagement plan and/or a new community relations/liaison staff position.

### **Create a New Staff Position**

Hamline may wish to consider developing such a position to ensure improved community relations, assist in the execution of a new community engagement plan, and to provide possible University staffing/support for a Hamline University Neighborhood Community Advisory Committee. This position could also provide a singular point of contact for community member concerns, and provide community relations continuity for both the University and the community.

### **Develop and Implement a Hamline University Community Engagement Plan**

Consider the development or updating of a University Neighborhood/Community Engagement Plan. Communicate more frequently and engage more directly with local community members and the University neighbors.

Hamline University (and the larger Hamline Midway community) may wish to consider some of the following community engagement ideas identified by those interviewed for the assessment:

### **Promote Hamline Events and Opportunities to Neighbors/Invite Neighbors to Hamline Events**

- Invited to sit in on an anthropology class event – visual anthropology. Often, informal invitations extended by faculty members to neighbors.
- Co-produce neighborhood documentaries.
- Hamline used to offer its programming to neighbors. We were invited to, and often attended, lectures, concerts, etc.
- In the past, would invite us to community meetings.
- Allow us to use the soccer field for running, invite us to events, etc.
- Community members should invite Hamline administrators to neighborhood and community events.
- Consider increased community visibility of existing community/University efforts, and/or the development of new projects similar to Hamline/Hancock Elementary, LIAN (Community Leadership Program) and others.
- Macalester does a football game, and allows neighbors to use their alumni house for events.
- I had to provide fifty hours of volunteer time when I was a student and then I really came to care about my college town and the larger community. Consider replicating this idea at Hamline University.
- Work with other community organizations to create a Community Table like was done in the Frog Town neighborhood.
- Encourage neighbors to sign up for a monthly neighborhood email “Newsletter.” The email could highlight Hamline events that community members could participate in/attend. The monthly email could also provide other Hamline news and serve to share community updates.

### **Partner with Larger Community Resources for Historic Documentation of Hamline Midway Homes and/or to Help With Historic Preservation Issues**

- Work with the MN Historical Society, or other preservationist groups, to help with figuring out what to do with the old homes. Solicit outside help to fundraise, provide labor, consulting, etc.
- So many neighbors are informal “community/neighborhood archivists.” Neighbors know so many stories about Hamline’s history. Rich and wonderful stories. The community and Hamline should work together to document these stories regarding the history of both Hamline University and the neighborhood.

- HHV should consider helping Hamline University with preservation efforts by assisting with fundraising, providing labor and/or other resources.
- Work with the Center Urban Regional Affairs at the U of MN (CURA).
- Consider working with outside resources/experts to develop a survey method to document the area's historic homes.
- Work with outside resources to help the community and Hamline be more informed about preservation issues and City ordinances, and about national historical preservation and local preservation.
- Provide for a survey of the historic homes in the neighborhood.
- Survey work needs to be done. It will take money and need a project manager. Hire it out. Hamline U Methodist has national historic preservation now, as does Hamline. Current data of historic City homes is out of date.
- Work with City to address zoning needs and ordinances, etc.

**Joint Community Efforts and Community Partnerships**

- Hamline could ask the community what projects they may want to partner on, research (examples: changing demographics of neighborhood, native plants, etc.)
- Community organizations should consider more formal methods for keeping Hamline University's students, faculty and administration aware of community resources and events.
- Work to increase a sense of community ownership of the campus, No fences. Neighbors could help Hamline maintain the "Campus/Community Park Grounds." The campus provides a welcoming place and presence for the community.
- University of Wisconsin says that the boundaries of the University are the boundaries of State. Could Hamline move in this direction with the local community?
- Place more Hamline interns in area businesses and organizations. Allow for more local mentorship of Hamline students.