

WHITE - CITY CLERK  
PINK - FINANCE  
CANARY - DEPARTMENT  
BLUE - MAYOR

CITY OF SAINT PAUL

Council File NO.

269291

Council Resolution

Presented By Rosalie Butler

Referred To \_\_\_\_\_ Committee: \_\_\_\_\_ Date \_\_\_\_\_

Out of Committee By \_\_\_\_\_ Date \_\_\_\_\_

WHEREAS, the City Council, by Resolution, Council File No. 266179, approved October 9, 1975, approved guidelines and steps for the establishment of the citizen participation process to aid the City in the development of programs for the City and its neighborhoods; and

WHEREAS, the Como Community Council-District 10 has applied for recognition as the General District Council for District 10; and

WHEREAS, the Mayor's Office has advised the Council that the Como Community Council-District 10 has complied with the City Council's guidelines and steps and recommends that the City Council recognize this organization and appropriate \$7,500.00 to assist the organization in implementing its work program; and

WHEREAS, the City Council held a public hearing on Wednesday, June 15, 1977, for the purpose of considering the request of the organization, the Mayor's recommendation, and to hear from all interested persons; now, therefore, be it

RESOLVED, that the Council of the City of Saint Paul does hereby approve and recognize the Como Community Council-District 10 as the General District Council for District 10 and does hereby approve and appropriate the following funds and budget for the organization for the period July 1, 1977 through June 30, 1978, and the Mayor's Office is authorized and directed to administer the budget on behalf of the organization in accordance with such procedures as may be established by the Mayor's Office:

Staff . . . . .	\$2,820.00
Office Supplies . . . . .	690.00
Communications . . . . .	2,990.00
Continuing Education . . . . .	400.00
Equipment . . . . .	600.00
	<u>\$7,500.00</u>

COUNCILMEN

Yeas	Nays	
Butler		<u>5</u>
Hozza		
<del>Hunt</del>		<u>0</u>
Levine		
Roedler		
Sylvester		
<del>Tedesco</del>		

In Favor

Against

Adopted by Council: \_\_\_\_\_ Date JUN 23 1977

Certified Passed by Council Secretary  
By Rosalie Butler

Approved by Mayor: \_\_\_\_\_ Date JUN 27 1977

By George S. Johnson

Requested by Department of:

Community Development

By William A. Patton

Form Approved by City Attorney

By J. J. [Signature]

Approved by Mayor for Submission to Council

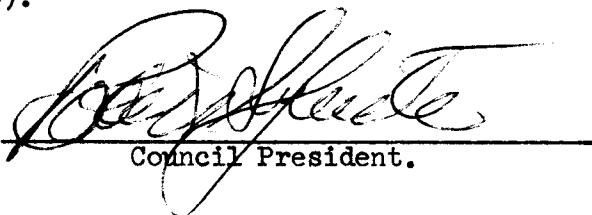
By [Signature]

June 3, 1977

Rose Mix, City Clerk  
386 City Hall  
St. Paul, Minnesota 55102

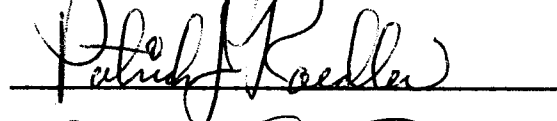
Dear Rose;

Please be notified that I have called a special meeting of the City Council for Wednesday, June 15, 1977 at 7:30 P.M. at Chelsea Heights School, 1557 Huron, to consider recognition of an official group to represent Citizen Participation District 10 (Como).

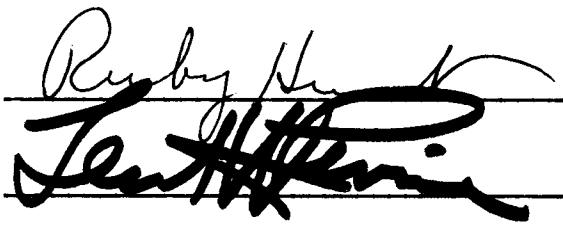
  
\_\_\_\_\_  
Council President.


We, the undersigned Councilmen, do hereby waive written notice requirements for a special meeting of the City Council on Wednesday, June 3, 1977, at 7:30 P.M., at Chelsea Heights School, 1557 Huron, for reasons stated above.

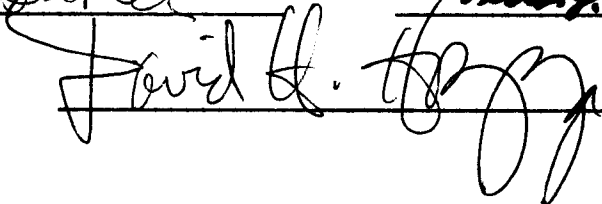
  
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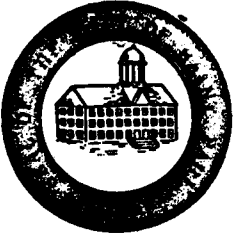
  
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CITY OF SAINT PAUL  
OFFICE OF THE MAYOR

260294

317 CITY HALL  
SAINT PAUL, MINNESOTA 55102  
(612) 298-4323

GEORGE LATIMER  
MAYOR

MEMORANDUM

To: Council President Robert Sylvester  
Members of the City Council

From: Mayor George Latimer *gl*

Date: June 7, 1977

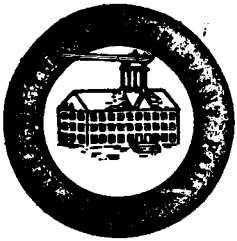
Re: Recognition of the Como Community Council-District 10  
as the General District Council for District 10  
(Public hearing is June 15, 1977, 7:30 p.m., Chelsea  
School, Hamline and Hoyt)

Attached is a report and recommendation of the Community Development Office regarding recognition of the residents and organizations in the Como community as the District 10 Planning Council.

This report should prove useful in the Council hearing on Wednesday, June 15, 1977. If you have any questions, please contact Mr. William Patton at 298-5586.

GL/kk  
Attachment

cc: Mr. Richard Broeker  
Mr. Al Olson



# CITY OF SAINT PAUL

OFFICE OF THE MAYOR

317 CITY HALL

SAINT PAUL, MINNESOTA 55102

(612) 298-4323

GEORGE LATIMER  
MAYOR

## MEMORANDUM

To: Mayor George Latimer

From: Mr. William Q. Patton, Community Development Coordinator *W. Q. P.*

Date: June 7, 1977

Re: Recognition of the Como Community Council-District 10 as the  
General District Planning Council for District 10

### Background

The Como Community Council is representative of area residents and interested organizations in the Como neighborhood. The Association began working toward implementation of the 10-step Council recognition process in the late winter of 1977.

A public meeting was held on May 25, 1977 at Chelsea School where by-laws were adopted, as amended, by area residents. Membership is open to all District 10 residents.

### Work Program

The Como Community Council, as indicated on the attached Work Program, will pursue long-term planning activities (i.e., General District Planning), coordinating these efforts with all appropriate planning agencies. Issues currently identified by the community as areas of concern include recreation and open space, Como Park, public safety, public works (streets and sewers), land-use and environment, housing and education.

### By-Laws

A steering committee of about 20 people worked throughout the spring of 1977 to formulate by-laws and to develop a basic structure for organization that would meet the needs of the Como neighborhood. By-laws were approved, as amended, at a public meeting on May 25, 1977. This meeting was advertised by a house-

to-house flyer distributed to 5,000 Como residents and places of business. Membership is open to all residents and businesses in the Como community.

Budget

The attached budget request is in the amount of \$7,500.00 for purposes of carrying out citizen participation activities in District 10 from July 1, 1977 to June 30, 1978.

The Office of Community Development recommends that this budget be approved.

Recommendation

The Office of Community Development is satisfied that the Como Community Council-District 10, as proposed in the attached documents, meets the intent and purposes of Council File No. 266179, establishing a process for citizen participation by designated districts in the City of Saint Paul.

Therefore, we recommend that the Como Community Council-District 10, as proposed, be recognized as the District Council for the Como neighborhood.

WQP/klk  
Attachment

## DISTRICT 10 NARRATION

In January and February (1977) a series of meetings were held in the District 10 area, primarily to assess whether the community saw a need to form a district council.

It was agreed that the district suffered from two handicaps: other than booster clubs, there were no representative community organizations in the area; and, residents seemed to be generally unaware of the citizen participation process.

By March, a group of about 15 interested residents agreed that the area could benefit from involvement in the district organization process. With the assistance of the citizen participation coordinator, the group of interested residents began meeting in Chelsea Heights School to plan involvement in the 10-step recognition process. As an initial step, the group prepared a lengthy pamphlet explaining the citizen participation process and the possible benefits which could be realized from organization. The pamphlet, distributed by hand to all 5,000 dwellings and businesses in the area, generated a great deal of interest among area residents.

In April, what was now a steering committee of about 20 persons formed committees to prepare by-laws, articles of incorporation, a budget and work program for the area. A lengthy meeting was then held at which each of the documents was debated and amended by the steering committee.

With the help of the citizen participation coordinator and the Community Development Office, a second pamphlet was prepared indicating that a public meeting would be held on May 25 for all residents. The pamphlet was again distributed to 5,000 dwellings and businesses.

At that meeting, held in Chelsea Heights School, some 170 area residents discussed and amended the by-laws, articles of incorporation, budget and work program. In addition, several issues which would soon be facing the community were discussed. Several dates were chosen for a public hearing with the City Council.

As stated in the by-laws, the Como Community Council will be guided by the steering committee until general elections are held in September.

The steering committee has attempted to involve as many interested persons as possible in the process leading up to recognition. In addition, discussions throughout the process of forming a district council have focused on organization and the need for representation, rather than any possible Community Development funding.

COMO COMMUNITY COUNCIL / DISTRICT 10

WORK PROGRAM

GOALS

Community Organization

Establish contact with all area groups and organizations, utilize  
such contact to obtain input. BY 9/77

Planning

1. Establish committees and task forces to pursue issues and objectives  
identified by the community. Continuous

**Continuous Task Forces:**

- a. Recreation and Open Space (except Como Park)
- b. Como Park
- c. Public Safety
- d. Public Works--Streets and Sewers
- e. Land Use and Environment
- f. Housing
- g. Education
- h. etc; etc;

2. General data collection by task forces for general district plan.  
6/77-1/78

3. Tabulation and formulation of general district plan.  
1/78-3/78

4. Work with city planning groups to develop components of general  
district plan and conduct all required community meetings and actions.  
6/78

5. Together with all planning groups and other staff conduct any specific  
studies and plans which may be necessary as a condition of general district  
planning or the proposing of any activity to be funded as a result of the  
planning process.

Continuous

Program Development

Pursue sources of funding and program development as determined by the  
community. Continuous

Implementation of Como Community General District Plan  
6/78

COMO COMMUNITY COUNCIL/DISTRICT 10

PROPOSED BUDGET

July 1, 1977-June 30, 1978

SALARIES

ANNUAL

Clerical approx. 15 hrs./month \$ 720.00

Community organizer 1/4-time (hours and wages on a monthly basis, to be negotiated between the Association and staff person) 2,100.00

TOTAL SALARIES 2,820.00

OFFICE SUPPLIES

Letterhead, envelopes, second sheets, binders, ledgers, and other miscellaneous 450.00

Petty cash 240.00

TOTAL SUPPLIES 690.00

COMMUNICATIONS

Printing 6 notices 600.00

Delivery of 6 notices 540.00

Postage 100.00

Special projects 350.00

Printing, Distribution of district plan 1,400.00

TOTAL COMMUNICATIONS 2,990.00

CONTINUING EDUCATION

Conferences, workshons, city-wide participation 400.00

EQUIPMENT

Typewriter and stand & other miscellaneous office equipment 600.00

TOTAL BUDGET \$7,500.00



Adopted May 25, 1977

ARTICLE I

NAME

The name of the organization shall be: Como Community Council - District 10.

ARTICLE II

PURPOSE

The purposes of this organization are purely charitable, literary, and educational. Within these purposes it is intended that this corporation shall attempt to educate the community as to the necessity for maintaining community pride in matters of common interest for the preservation of a desirable and liveable neighborhood. By way of examples of carrying out these purposes, the corporation shall initiate and participate in such actions as may be determined to be desirable to enable residents to preserve and maintain good residential housing, live in a healthful environment, provide recreational facilities, and protect the neighborhood from crime. Such initiation and participation shall be implemented by:

1. Identifying the problems and needs of the Como Community - District 10;
2. Establishing goals and objectives for the Como Community - District 10;
3. Developing proposals and implementing steps for the accomplishment of the established goals and objectives;
4. Promoting plans for the improvement of the Como Community - District 10;
5. Providing a regular means of communication for the Como Community - District 10;
6. Recognizing, assisting and cooperating with the activities of organizations within its boundaries and with purposes complimentary to the purposes of this organization;
7. Seeking, receiving, distributing and optimizing the use of funds for the accomplishment of the goals and objectives of the Como Community Council.

ARTICLE III

BOUNDARIES

The boundaries of this organization shall be as follows:

On the North, Hoyt from Snelling to Hamline; Hamline from Hoyt to Larpenteur; Larpenteur from Hamline to Dale. On the East, Dale from Larpenteur to Maryland; Lexington from Como Lake Drive to Burlington Northern RR tracks. On the South, Maryland from Dale to Como Lake Drive; Como Lake Drive to Lexington; Burlington Northern RR tracks from Lexington to Snelling. On the West, Snelling from Burlington Northern RR tracks to Wynne; Wynne from Snelling to Aldine; Aldine from Wynne to Como; Como from Aldine to Snelling; Snelling from Como to Hoyt.

ARTICLE IV

MEMBERSHIP

- Section 1 - Membership is open to residents and business owners, or their authorized representatives who live within and/or own a business within the boundaries of the organization, who are sixteen (16) years of age or older, regardless of race, religion, sex or national origin.
- Section 2 - There shall be an annual meeting at which the members of the Executive Board will be elected by the members of the Como Community Council present at the meeting.

ARTICLE V

OFFICERS AND EXECUTIVE BOARD

- Section 1 - The Executive Board shall consist of chairperson, vice-chairperson, secretary, treasurer, and eleven at large members who will be elected at the annual meeting. The Como Community - District 10, shall be divided into subdistricts. Of the eleven at large members, at least two (2) members shall be elected from each of the three subdistricts. The remaining five (5) at large members may be elected from the Como Community as a whole. The two (2) members required from each subdistrict shall be in addition to any officers which may have already been drawn from the particular subdistrict.
- The boundaries of three (3) subdistricts are as follows:
- Subdistrict One - From the Como Community Council's West boundary to Hamline Avenue, inclusive, north to south.
- Subdistrict Two - From Hamelin Avenue to Victoria Avenue, inclusive, north to south.
- Subdistrict Three - From Victoria Avenue to Dale and East boundary, inclusive north and south
- Section 2 - The initial Executive Board shall have terms of office as follows:
- chairperson - one year  
secretary - one year  
one at large member from each subdistrict - one year  
two other at-large members - one year  
treasurer - two years  
vice-chairperson - two years  
one at-large member from each subdistrict - two years  
three other at-large members - two years
- Thereafter, terms of office for the Executive Board shall be two years in all cases. The purpose of the initial variance is to create a staggered election system so that all members are not elected each two years. Terms of office will begin one month after the annual meeting.
- Section 3 - No officer (chairperson, vice-chairperson, secretary, treasurer) shall be nominated nor elected for more than two (2) consecutive terms of office.

Section 4 - Mid-term vacancy of the chairperson position will be filled by the vice chairperson. 269294

Section 5 - Executive Board members shall be present at all meetings. If unable to attend, notification of non-attendance shall be given. After three consecutive unexcused absences, action may be brought before the Como Community Council for dismissal and a written notice of termination sent to the affected member. The membership of the Como Community Council may fill any vacancies occurring on the Executive Board by means of a special election.

Section 6 - Duties of the officers and the conduct of meetings shall be as delineated in Roberts Rules of Order and/or as designated by the membership of the Como Community Council. However, such duties shall include the following:

A. Chairperson

1. Preside at all meetings of the Como Community Council.
2. Have general responsibility for conducting the affairs of the Como Community Council.
3. Have general responsibility for the implementation of all resolutions passed by the membership.
4. Shall designate committees and appoint chairpersons, with the approval of the members of the Executive Board.
5. Shall have the privilege of attending all committee meetings.

B. Vice Chairperson

1. Shall perform the duties of the chairperson in his or her absence, inability or refusal to act and such other duties as the Chairperson shall so direct.
2. Shall assist the chairperson in conducting the business of the Como Community Council as requested.

C. Secretary

1. Shall take and keep accurate records of all proceedings of meeting of the Como Community Council.
2. Shall keep a file of reports submitted by all committees and subcommittees.
3. Shall be responsible for proper records of all organization correspondence, letters and other communications with various persons, businesses and other entities.

D. Treasurer

1. Shall receive and secure monies obtained for conducting the organizations business.
2. Shall disburse monies as needed at the direction of the Executive Board.
3. Shall keep accurate records of the fiscal matters of the Como Community Council.
4. Shall prepare an annual statement which will be submitted to the organization along with the report of the Finance Committee.
5. Shall present a full Treasurer's report at each Executive Board meeting.

Section 7 - Any officer may be removed from office by a 2/3 vote of the Como Community Council present at a regular meeting.

Section 8 - Upon termination of office all records will be transmitted to the Como Community Council.

Section 9 - All actions of the Executive Board must be ratified by a majority vote at the next Como Community Council meeting.

Section 10 - Election of Officers and Executive Board

A. Qualifications of voters and candidates.

1. Voters shall be at least 16 years of age.
2. Voters and candidates shall live and/or own or represent a business within the boundaries of the organization and be members of the Como Community Council.

B. Elections shall be held during the month of September of each year respectively.

1. The date, time and place of the elections shall be announced to the entire community at least two weeks before the elections.
2. A general meeting formal shall be used for conducting business in the election meeting.
3. Nominations for the members of the Executive Board shall be from the floor of the election meeting.
4. No candidate for election may serve on any nominating committee.
5. All regular elections shall be by secret written ballot.

## ARTICLE VI

### MEETINGS

Section 1 - Regular meetings of the organization to be held not less than once each two months will be established by the Executive Board. All regular meetings and Executive Board meetings will be open to all.

Section 2 - There shall be a seven day public notification for all meetings.

Section 3 - The chairperson, in consultation with the Executive Board shall prepare an agenda for each meeting, the approval of which shall be the first order of business.

Section 4 - Only those eligible for membership shall be allowed to vote.

Section 5 - Executive Board meetings shall be called by the chairperson on the fourth (4th) Wednesday of each month and as needed additional emergency meetings may be called by the chairperson.

Section 6 - Minutes of all Executive Board meetings shall be kept and presented at the next regular meeting of the Como Community Council.

## ARTICLE VII

### POWER AND AUTHORITY

Section 1 - The quorum for all regular meetings of the Como Community Council shall consist of thirty-three (33) members of which eight (8) shall be Executive Board members and twenty-five (25) general members.

Section 2 - The quorum for an Executive Board meeting shall consist of eight (8) Executive Board members.

Section 3 - A majority vote is necessary for the passage of any issue, except for the removal of an officer, or the addition to or change in the Articles of Incorporation, or By-Laws, which shall require a 2/3 majority of the members present.

ARTICLE VIII

COMMITTEES

Section 1 - The Executive Board, with membership approval, shall appoint "ad hoc" committees and task forces as deemed necessary for its purposes.

Section 2 - Participation on these committees is not limited to Executive Board members. Any person, a member of the Como Community Council and interested in the concerns of the organization may serve as a member of any committee. No more than two (2) members of the Executive Board shall be members of any committee. No officer of the Executive Board may be a chairperson of a standing or permanent committee.

Section 3 - Committees shall have the power only to issue reports to the Executive Board and the membership. They shall not take any action without prior approval of the Executive Board.

Section 4 - There shall be established a Finance Committee whose existence shall be permanent in nature.

Section 5 - Committees shall be advisory to the Como Community Council unless otherwise directed by the organization. Committees shall provide written reports of their progress to the organization upon request of the chairperson and upon discharge of the committee.

Section 6 - Meetings: All committee meetings shall be open to the public. Whenever possible, committee meetings shall be announced to the community in advance of the meetings.

ARTICLE IX

FINANCING

Section 1 - The Como Community Council shall be empowered to receive and expend community development funds.

Section 2 - The Treasurer may authorize the City of St. Paul to pay bills incurred in the process or communication of business with the approval of the Executive Board and a report back to the membership.

Section 3 - In the event that the Como Community Council shall require funds for special purposes and projects, it shall have the authority to solicit funds in its name, establish a bank account and disburse funds as the organization directs. All funds disbursed by check, shall require the signature of the Treasurer and the Chairperson or vice-chairperson on the check.

Section 4 - The Como Community Council shall file for and obtain in its name standing as a nonprofit corporation under the laws of the State of Minnesota and in compliance with I.R.C. Section 501(c)(3).

Section 5 - The Finance Committee, at a time designated by the Executive Board but no less than once each year, shall conduct an examination of the books, financial records, accounts and affairs of the organization. A report shall be prepared and submitted at a regular Como Community Council meeting.

ARTICLE X

STAFF

- Section 1 - The organization may use staff furnished to the Como Community Council by the City and its agencies.
- Section 2 - The staff working for the Como Community Council shall be accountable to the Executive Board in establishing a work program and the performance thereof.
- Section 3 - The Como Community Council shall utilize any other volunteer staff when available and necessary.
- Section 4 - Providing funds are available, expenses incurred by volunteers in the performance of Como Community Council assignments may be reimbursed upon approval of the Executive Board.
- Section 5 - In the event that funds are available and the Executive Board finds it necessary to employ any other staff or consultants, it may, with the approval of the Como Community Council membership, at a regular meeting, establish procedures for hiring, performance and termination.

ARTICLE XI

AMENDMENTS AND CHANGES

These bylaws or any that may be hereafter adopted by the Como Community Council may be changed or amended by introduction of the amendment(s) at a regular Como Community Council meeting and voting on such amendment(s) at the subsequent regular meeting. Notification of all impending bylaw changes shall be given seven days in advance of the next regular scheduled meeting. A two-thirds (2/3) majority vote of the members present shall be sufficient for passage.