



GEORGE LATIMER
MAYOR

Al Olson
CITY OF SAINT PAUL
DEPARTMENT OF PLANNING AND ECONOMIC DEVELOPMENT
DIVISION OF COMMUNITY DEVELOPMENT
25 West Fourth Street, Saint Paul, Minnesota 55102
612-292-1577

54-22

December 19, 1983

Council President Victor Tedesco and
City Council Members
7th Floor City Hall
Saint Paul, Minnesota 55102

FILED
DEC 20 12 26 PM '83
CITY CLERK'S OFFICE

Dear President Tedesco and Members:

Members of the District 9 Citizen Participation District (West 7th/Fort Road) have been in the process of consideration and approval of a merger of the West 7th Community Communication Center and the West 7th Federation since March 1983. Now that the neighborhood process is completed, the Community Development Division is submitting this resolution and accompanying documents for City Council action.

The responsibility for citizen participation in District 9 was placed with the Communication Center in City Council Resolution #268598 in March of 1977.

In a series of public meetings over the past ten months, the District 9 community members have determined that citizen participation activities and funding should rest with the West 7th Federation, following the vote to merge with the Communication Center at their annual meeting November 15, 1983.

The Community Development Division recommends that the City Council recognize the West 7th/Fort Road Federation while simultaneously rescinding recognition of the West 7th Community Communication Center for purposes of citizen participation. The West 7th community repeated the steps to recognition determined by City Council Resolution #266179 (10/75) in determining this change of recognition.

Attached for your reference are the bylaws which have been reviewed and amended by the West 7th community members. These bylaws were adopted at their Nov. 15, 1983 annual meeting.

Attached, also, is the West 7th Federation's budget for 1/1/84 - 6/30/84 for \$14,271.99, the funds remaining in the approved line item budget of the West 7th Communication Center.

Thank you for your attention to this matter. If you have any questions, please call me at 292-1577.

Sincerely,
Jerry Jenkins
JERRY JENKINS
Citizen Participation Coordinator

JJ:sh

BY-LAWS OF THE WEST SEVENTH/FORT ROAD FEDERATION

ARTICLE I

Name

Section I Name: The West Seventh/Fort Road Federation.

ARTICLE II

Section I Purpose:

1. To Provide a comprehensive, innovative action base for the entire West Seventh /Fort Road area.
2. To establish a communications network to link all West Seventh/ Fort Road member organizations and concerned citizens in the area.
3. To develop a strong, viable citizens power base to work for social change and common community goals.
4. To encourage and support economic development indigenous to the area.

Section II Boundaries:

The geographic area of the West Seventh/Fort Road Federation shall be the area that falls within the following boundaries (Included within part or all of 1970 census tracts 58, 59, 60, 67, 68 and 69):
commencing at the northern right-of-way line of Pleasant Avenue and the western right-of-way line of Kellogg Boulevard, then southeasterly to the northern right-of-way line of Eagle Street, continuing southeasterly to the northern boundary of Shepard Road, then west on Shepard Road and the Mississippi River Boulevard, to the western right-of-way line of Edgecumbe Road, then north on Edgecumbe Road to the northern right-of-way line of St. Paul Avenue, then east on St. Paul Avenue to the northern right-of-way line of West Seventh Street to the western right-of-way line of South Lexington Parkway, the north on Lexington Parkway to the northern right-of-way line of the Chicago Milwaukee and St. Paul Railway, then east along that right-of-way to the northern right-of-way of Pleasant Avenue, then east on Pleasant Avenue to a point of intersection with Grand Avenue Hill & Ramsey Hill (boundaries include residences on both Grand Avenue Hill and Ramsey Hill), each to be delineated with a northern boundary of the southern right-of-way of Summit Avenue, continuing along the northern right-of-way of Irvine Avenue, then east on Irvine Avenue to the northern right-of-way of Pleasant Avenue, to the western right-of-way of Kellogg Boulevard, which is the point of beginning.

Section III Management of Affairs:

Shall be vested in the Executive Board.
Executive Board.

ARTICLE III
Membership

Section I Membership:

Any organization, resident, or business person within the boundaries determined by the West Seventh Street Federation may be a Federation member.

ARTICLE IV
Meeting of the General Membership

Section I Annual Meeting:

There shall be at least one meeting of the general membership each year. This meeting shall ordinarily occur during the fall quarter at a place and on a date to be set two months in advance by the Federation Executive Board.

Section II Voting:

All persons qualifying as members of the West Seventh Street/Fort Road Federation in attendance at a meeting of the general membership are eligible to vote.

Section III Special Meeting:

A special meeting of the general membership may be called by any 50 members of the Federation petitioning the Executive Board.

ARTICLE V
Executive Board

Section I Members:

The elected officers plus the Chairs of Task Forces shall constitute the Executive Board.

Section II Meetings:

The Executive Board shall meet regularly each month.

Section III Special Meetings:

A special meeting of the Executive Board may be called by any member of the Board with 24 hours notice to all other Executive Board members.

Section IV Dues:

Dues and fees shall be established by the Executive Board and ratified by the Federation General Membership.

Section V Personnel:

All Personnel matters relating to the Federation shall be the responsibility of the Executive Board.

Section IV Quorum:

There must be a five (5) member quorum of the Executive Board attending, before a vote can be taken that involves or affects the West Seventh Federation.

ARTICLE VI
Officers

Section I Elected Officers:

The elected officers of the Federation shall be:

ARTICLE VI, Section I (continued)

President
General Vice-President
Acton Co-ordinators
Secretary
Treasurer

Section II Non-elected Officers:

The Chairs of task forces shall be appointed by the President and ratified by the Federation Executive Board.

Section III Eligibility for Office:

Any residentor businessperson within the boundaries determined by the Federation is eligible to hold office.

Section IV Officers Duties and Responsibilities:

The duties and responsibilities of the officers of the Federation shall include but not be limited to the following:

President

1. The President is the official head of the Federation.
2. S/he shall have responsibility for maintaining communication with city-wide structures and organizations as well as member organizations of the Federation.
3. S/he shall follow up on all official Federation business.
4. S/he shall arrange for the convening and chairing and agenda of all meetings of the general membership and the Executive Board.
5. S/he shall co-sign on all checks and all matters binding the Federation.
6. The President shall only vote in case of ties.

General Vice-President

1. The Vice-President shall help carry out the duties listed in the By-laws for the President.
2. The Vice-President shall have a vote on the board when s/he is not acting as replacement for the President.

Action Co-ordinators

1. There shall be two Co-ordinators for each of the three geographic areas.
2. The Co-ordinators shall develop new issues and keep the people of their area informed.
3. They shall both have a vote on the Board.

Secretary

1. The Secretary shall be responsible for the recording and reporting of minutes for meetings of the general membership and the Executive Board.
2. S/he shall be responsible for all official correspondence of the Federation.
3. S/he shall be responsible for the notification of meetings.
4. S/he shall act as the Federation historian.
5. S/he shall in the absence of either the President or the Treasurer co-sign on checks.

Treasurer

1. The Treasurer shall maintain financial records and provide periodic financial reports to the Federation.
2. S/he shall be responsible for the financial development of the Federation.
3. S/he shall co-sign on checks and other financial matters

ARTICLE VI, Section IV (continued)

- binding the Federation.
- 4. S/he shall pay the Federation bills.
- 5. S/he shall develop a Federation budget.

Task Force Chairpersons

- 1. Task Force Chairpersons are elected by the group of people concerned about an issue.
- 2. Task Force Chairpersons are appointed by the President to the Federation Board.
- 3. Task Force Chairpersons shall have full voting rights.

Section V The Election of Officers:

- 1. The election of officers shall take place during the annual meeting of the general membership by secret ballot.
- 2. The balloting shall proceed one office at a time, allowing persons disqualified from one ballot to be considered for another.
- 3. There will be no absentee ballots.
- 4. Officers will assume their duties upon adjournment of the meeting of the general membership.

Section VI Term of Office:

- 1. The term of office shall be from annual meeting to annual meeting.
- 2. Those serving three consecutive years as an officer of the Federation must wait one year before being eligible for that office again.

Section VII Resignation From Office:

- 1. Any officer may resign at anytime by oral or written notice given to the Federation.
- 2. A resignation shall be effective at the time specified, and unless specifically requested, shall be effective without formal action being taken to accept the resignation.
- 3. A resignation should allow 30 days before it is effective.

Section VIII Removal from Office:

- 1. Any officer may be removed from office for cause by 2/3 of the members present at any meeting of the General Membership.
- 2. The effective date of the removal shall be 30 days from the date of the action.
- 3. Notification of such action must be made to the officer in question and all members of the Federation Executive Board.

Section IX Vacancy of Office:

- 1. If a vacancy occurs in the Presidency, the Vice-President shall assume those duties and appoint someone from the general membership to assume the duties of the Vice-President until an election is held for the President. The appointment of the temporary Vice-President must be ratified by the Federation Board.
- 2. If vacancy occurs in any other office, the President shall appoint someone from the general membership to fill that position until an election is held. This appointment must be ratified by the Federation Board.
- 3. Within 60 days of any vacancy the Executive Board shall notify the general membership of at least two nominees for the position vacated and hold the election for the same at the next Board meeting.

ARTICLE VII
Organizational Procedures

Section I Task Forces:

1. Task Forces may be set by a meeting of the general membership or by the Executive Board to serve a stated purpose and duration of time.
2. Membership on Task Forces shall be voluntary and open to the general membership, but recorded in the Board minutes.

Section II Palimentarian:

A parlimentarian may be designated for any meeting at the discretion of the Chairperson of that meeting.

Section III Amendments:

These By-laws may be amended by 2/3 vote of the annual meeting of the general membership. The proposed By-law change should be reported to the Federation Board and circulated to the general membership.

Section IV Rules of Order:

The Rules contained in Roberts Rules of Order shall govern the Federation in all cases to which they are applicable where they are not inconsistent with the By-laws of the Federation.

DISTRICT 9

West 7th/Fort Road Federation

(Jan. 1, 1984 - June 30, 1984)

Personnel

D.J.'s salary (includes employer pd. benefits)	\$ 3,701.64	
Betty's salary	3,258.00	
Workman's Comp.	80.00	
Accountant (contracted)	<u>500.00</u>	
		\$ 7,539.64

Office & Supplies

Rent	\$ 2,021.22	
Phones	472.32	
Supplies	300.00	
Insurance	<u>250.00</u>	
		\$ 3,043.54

Neighborhood Communications

Community Reporter	\$ 1,800.00	
Delivery	<u>90.00</u>	
		\$ 1,890.00

Equipment Purchases

\$ 1,700.00

Contingency\$ 98.81\$14,271.99

PED DEPARTMENT
JERRY JENKINS CONTACT
7494, EXT. 298 PHONE
DEC. 19, 1983 DATE

Green Sheet

(Routing and Explanation Sheet)

Assign Number for Routing Order (Clip All Locations for Mayoral Signature):

- ~~1~~ Department Director
- ~~2~~ City Attorney
- ~~3~~ Director of Management/Mayor *ok*
- Finance and Management Services Director *g*
- 4 City Clerk
- Budget Director
- 6 *Jim Scheibel*

What Will be Achieved by Taking Action on the Attached Materials? (Purpose/Rationale):

The City Council will recognize the West 7th Federation as the organization responsible for citizen participation activities in District 9. The original recognition of the West 7th Communication Center will be rescinded.

Financial, Budgetary and Personnel Impacts Anticipated:

No financial impact

Funding Source and Fund Activity Number Charged or Credited:

District 9's citizen participation funds were approved in Resolution #280537 along with other C.P. districts.

Attachments (List and Number all Attachments):

1. West 7th Federation Bylaws
2. West 7th Federation Budget (1/1/84-6/30/84) for funds remaining in approved Communication Center Budget
3. Council Resolution

DEPARTMENT REVIEW

Yes No Council Resolution Required?
 Yes No Insurance Required?
 Yes No Insurance Attached?

CITY ATTORNEY REVIEW

Resolution Required? Yes No
 Insurance Sufficient? Yes No N/A

Revision of October, 1982
 (See Reverse Side for Instructions)