

## Resolution

### DOWNTOWN MINNEAPOLIS NEIGHBORHOOD ASSOCIATION

Adopted by the Board of Directors on \_\_\_\_\_

In accordance with the adopted Citizen Participation Program guidelines of the Community Planning & Economic Development Department of the City of Minneapolis (CPED), the following roles are defined.

A. ROLE OF THE CONTRACTOR. The CONTRACTOR shall be responsible for the following within the boundaries of the Neighborhood as defined by the City of Minneapolis:

1. The CONTRACTOR shall follow the guidelines set forth in the Citizen Participation Program guidelines (Exhibit C to this contract). Specifically, the CONTRACTOR shall have and follow its Articles of Incorporation and By-laws, shall have no barriers to participation and shall be a democratically elected and representative group of a fair cross-section of the residents, property owners, businesses and agencies of the Neighborhood. The CONTRACTOR shall make every effort to ensure that participation in all phases of its activities is inclusive of all members of the neighborhood and represents the diversity of that membership.

2. The CONTRACTOR shall ensure that those residents most affected by a proposed development will be informed of and provided the opportunity to comment on the proposed activity. The CONTRACTOR shall provide information on neighborhood activities to area residents and property and business owners through regular open public meetings, notices, and mailings. The CONTRACTOR shall provide opportunities on a regular basis for residents and property and business owners to participate in the decision-making process by attending meetings and by serving on committees or task forces.

B. ROLE OF CPED. This scope of services shall apply solely to the work of the Housing Policy and Development Division and Economic Policy and Development Divisions of CPED (“the DIVISIONS”). However, the Empowerment Zone and Minneapolis Employment and Training Program Sections of the Economic Policy and Development Division shall be exempt from the requirements of this contract and the Citizen Participation Program guidelines.

In general, the DIVISIONS shall be responsible for providing for an advisory role for citizens, including project area residents and other affected persons, if any, in the activities of the DIVISIONS which directly impact on, or are carried out in, the neighborhood.

Specifically, the activities for which the DIVISIONS will provide for an advisory role for the CONTRACTOR shall include, but not be limited to, the following:

- a. Real Property Acquisition and Disposition/Land Sales, excepting real property acquisitions for the purposes of blight removal when the purchase/acquisition price of the property is less than \$150,000 for HUD and Hennepin County properties only.

- b. Development proposals
- c. Policies (non-administrative)
- d. Program Guidelines and related programmatic allocations
- e. Development Objectives/Development Criteria
- f. Redevelopment Plans and Modifications
- g. Tax Increment Financing Plans and Amendments
- h. Requests for Proposals (RFPs) for development, and proposals submitted in response to those RFPs
- i. CPED Business Plan

The DIVISIONS will submit all necessary information to the CONTRACTOR in a timely manner (at least forty-five (45) days, unless a shorter period is necessary) prior to any consideration by the City Council in order to give the CONTRACTOR adequate time to consider the information and to make comments.

The DIVISIONS will make staff available to provide the CONTRACTOR with reasonable technical assistance, as the CONTRACTOR and the DIVISIONS deem necessary, to allow the CONTRACTOR to fully understand and comment on those items before it for review.