

## **EIRA Board of Directors Meeting**

Tuesday, February 9, 2021, 7 pm

Online via Zoom

### **MINUTES**

#### **Board Members Present:**

Emma Erdahl (President), Andrew Degerstrom (Treasurer), Erik Anderson (Vice President), Laney Barhaugh, John Erlandson, Rod Lauture

#### **Staff Present:**

Jenna Egan, Coordinator

#### **Guests Present:**

Lisa Goodman, Minneapolis City Council, Ward 7  
Jack Whitehurst, Neighborhood Support Specialist, NCR

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#### **1) Welcome**

President Emma Erdahl called the meeting to order at 7:05 p.m.

#### **2) Council Member Goodman**

Council Member Goodman gave the following announcements:

- Officers from the Minneapolis Police Department and deputies with the Hennepin County Sheriff's Office Violent Offender Task Force teamed up recently with air support from the Minnesota State Patrol to target groups of individuals responsible for the on-going number of violent robberies and carjackings in parts of South Minneapolis. The three-day joint operation, which took place Jan. 26-28, resulted in 46 arrests, including 69 felony level charges. Law enforcement recovered 15 firearms and 12 stolen vehicles. Six of the vehicles were occupied at the time officers and deputies seized the vehicles.
- Gov. Tim Walz has issued an executive order authorizing the Minnesota National Guard to provide public safety assistance to Minneapolis and Saint Paul during the upcoming trials of the former officers involved in the death of George Floyd. Members of the Guard will be visible and available as needed as public interest increases surrounding the trials. The Government Center and CourtHouse will have the National Guard present.

- Beds and shelters are available for singles and families. All are COVID compliant. To learn more visit <https://www.simpsonhousing.org/our-programs/adult-shelter-connect-simpson-shelter/>
- The Avivo Village is providing tiny homes to 25 people. There will be 100 units available. To learn more - [Avivo Village - Avivo \(avivomn.org\)](http://Avivo Village - Avivo (avivomn.org))
- Minnesota Housing is in the process of setting up the new COVID-19 Emergency Rental Assistance program (<https://www.mnhousing.gov/sites/np/covid19emergencyrentalassistance>) that will provide direct rental assistance to help individuals and families pay their rent, as well as assistance to landlords and property owners to pay their bills. To receive updates on this pending new program, please sign up for our COVID-19 Emergency Rental Assistance eNews list at <https://signup.e2ma.net/signup/1935816/25709/t>.
- Rental Assistance - as result of a new effort from the federal government from an appropriation 10 million dollars will be available to, 90% must be used for rental and utilities. Tenants will be able to seek assistance themselves.
- Discussion - two conflicting Charter Amendments on the ballot this fall. 1. To form a public safety department. 2. Separate power between City Council and the Mayor's Office. If both amendments pass, the courts will decide.
- Discussion of repayment of Mutual Aid - no one has been reimbursed for mutual aid. Public civil unrest and first responders from other cities for Minneapolis generally will not be reimbursed, but funds are available.
- Sign-up for Ward 7 Newsletter - <https://www.minneapolismn.gov/government/city-council/ward-7/newsletters/>

### 3) Jack Whitehurst, Neighborhood Support Specialist, NCR

Jack Whitehurst gave the following presentation on Neighborhoods 2020:

- Neighborhood Network Fund (base level of funding for all neighborhoods)
- 2) Equitable Engagement Fund (varies for each neighborhood)
- 3) Partnership Engagement Fund (neighborhood based, working with various community agencies)
- 4) Collaboration Shared Resources Fund (neighborhoods that want to achieve more economies of scale)
- New funding types and amounts to make neighborhoods more equitable due to changing demographics and income.
- Requirements for Neighborhood Recognition - there are new policies and procedures. There will be templates to assist neighborhoods in meeting new requirements.
- Membership requirements will need to include business owners. EIRA's current bylaws do not allow for.

#### 4) Approval of Minutes

**Motion to approve** the minutes for the Board of Directors Meeting on January 12, 2021. *Motion by Degerstrom, seconded by Barhaugh. Motion carried with 5 ayes and 0 nays.*

#### 5) President's Report: Emma Erdahl, President

Present Emma Erdahl gave the following report:

- EIRA Annual Meeting scheduled for April 13, 2021 at 7pm via Zoom, currently do not have the date for Neighborhood Day, therefore we will keep our EIRA Annual Meeting date. Have reached out to public officials to attend.
- Position vacancies - secretary and chair of Outreach & Nominations committee.
- Board nominations are being accepted. Please consider running again and encourage your friends and neighbors to nominate themselves.

#### 6) Neighborhood Coordinator Report

##### a. Actions via Unanimous Consent

Jenna Egan read into the minutes the following actions taken by the EIRA Board via unanimous consent since its last meeting:

**Resolution 2021R-05 (adopted on January 22, 2021):**

Resolved that EIRA approves a Request for Proposals form Strategic Planning Consultants, attached as Exhibit A, and authorizes its release.

**Resolution 2021R-06 (adopted on January 22, 2021):**

Resolved that EIRA approves a Request for Proposals from Design Consultants, attached as Exhibit B, and authorizes its release.

**Resolution 2021R-07 (adopted on January 27, 2021):**

Resolved that EIRA approves Independent Contractor Agreement no. 2021C-01 with Jenny Breen, attached as Exhibit C, for her appointment as Farmers Market Manager.

**Resolution 2021R-08 (adopted on January 27, 2021):**

Resolved that EIRA recommends to the City of Minneapolis that it approve an Application for Demolition of Historic Resource for the single-family dwelling located at 1647 W 26<sup>th</sup> Street based on the following findings:

- 1) The property is not eligible for Landmark Designation under §599.200 of the Minneapolis Code of Ordinances.
- 2) The property does not retain its historic integrity.

Further resolved that the Chair of the Built Environment & Transportation Committee is authorized to write a letter to that effect.

**b. Staff report**

Neighborhood Coordinator Jenna Egan gave the following report:

- East Isles Trivia Night is Monday, March 29th at 7 PM via Zoom.
- Strategic and Design RFPs sent out to potential companies, some of the companies would like to meet with board members to learn more about what the board is looking for.
- Annual Meeting ad will be in the February edition in the Hill and Lake Press.

**7) Treasurer's Report**

Treasurer Andrew Degerstrom gave the following report:

**a. February 2021 Finance Report**

Highlights of the February 2021 Finance Report include:

- \$1,474.95 in expenses and \$1,707.43 in revenue for the month of January 2021.
- Total assets of \$52,080.05, total liabilities of \$9,150.00, and net assets of \$42,930.05 as of December 31, 2020.
- \$24,502.15 of funds remaining in NRP Funding Agreement no. 28340 (Phase II Implementation) as of January 31, 2021.
- \$4,382.25 of funds remaining in NRP Funding Agreement no. 35039 (Home Security Grants) as of January 31, 2021.
- \$18,496.06 of funds remaining in NRP Funding Agreement no. 35167 (Sustainable Practices) as of January 31, 2021.
- \$58,692.35 of funds remaining in NRP Funding Agreement no. 42485 (Community Participation Program) as of January 31, 2021.

The following action was taken regarding item 7a:

**Motion to approve** the February 2021 Finance Report, attached as Exhibit D.  
*Motion by Degerstrom, seconded by Barhaugh. Motion carried with 6 ayes and 0 nays.*

**b. Fiscal Year 2020 Annual Finance Report**

Treasurer Andrew Degerstrom will send out via docusign for unanimous written consent. Two of three reports are duplicates from last month.

**8) Built Environment and Transportation (BET) Committee Report: Andrew Degerstrom, Chair**

BET Committee Chair Andrew Degerstrom gave the following report:

- Heritage Preservation Committee approved the application for Demolition of Historic Resource for the single-family dwelling located at 1647 W 26<sup>th</sup> Street (see Resolution 2021R-08). There is no decision on whether the house will be demolished, the application was submitted as interested buyers were inquiring whether the home could be demolished.
- February BET Meeting includes:
  - 1) Bde Maka Ska Refectory Rebuild project: Daniel Elias, Minneapolis Park & Recreation
  - 2) 2021 Improvements at The Mall: Colleen O'Dell, Minneapolis Park & Recreation Board
  - 3) Application for a variance from front yard setback requirements for the construction of a porch and stairs for the two-family dwelling located at 2833 E Lake of the Isles Parkway: Ellen & Jim van Iwaarden.

## 9) Discussion Items

### a. 2021 Wine Tasting

South Uptown has saved the date and asked if EIRA would be interested in participating. It's a big fundraiser for South Uptown, ECCO, LHENA, and EIRA.

### b. EIRA Board Secretary

Eric Barstad has resigned his position as EIRA Secretary, leaving that position vacant. Laney Barhaugh expressed interest in assuming the role of Secretary.

The following action was taken regarding item 9b:

**Motion to adopt Resolution 2021R-09:** Resolved that Laney Barhaugh is appointed to the position of Secretary for the remainder of the term. *Motion by Degerstrom, seconded by Erlandson. Motion carried with 6 ayes and 0 nays.*

### c. Housing Committee

Laney Barhaugh recommended adding an ad hoc housing committee. Laney will reach out to EIRA board members to see who is interested in joining. If the committee wants to become a permanent committee, there will have to be a vote. Also, all committees will be reviewed in May.

## 10) Adjournment

The meeting was adjourned at 8:35 pm.

# Request For Proposals From Strategic Planning Consultants

## Purpose

The East Isles Residents Association (EIRA) has initiated a Request for Proposal (RFP) process to identify qualified consultants to guide and execute a strategic planning process with our neighbors to facilitate the establishment of an organizational mission, vision, values, and objectives as well as provide recommendations on the organizational structure.

## Who Is Eligible To Respond?

EIRA seeks consultants who demonstrate a strong overall understanding of the structure and purpose of nonprofit organizations, have strong facilitation skills, and have proven experience with nonprofit strategic planning. Knowledge of and experience with Minneapolis and its neighborhood organizations is highly preferred.

Qualifications that will be considered will include:

- Experience in successfully developing strategic plans
- Knowledge of collective impact or collaborative strategic initiatives
- Proposal cost
- Facilitation skills
- Experience in creating a neutral environment for obtaining input
- Experience in gathering and utilizing data to drive the strategic process
- Education
- Ability to constructively challenge key stakeholders
- Experience in inspiring others to thinking innovatively
- Project management experience
- Knowledge of Minneapolis and its neighborhood organizations

## About The Organization

East Isles Residents Association (EIRA) is one of 70 neighborhood organizations recognized by the City of Minneapolis. The East Isles Neighborhood is located in southwest Minneapolis bounded by south side of W 22nd St to the north side of W Lake St, and E Lake of the Isles Pkwy to the west side of Hennepin Ave S. The organizational current mission statement, which we expect to revise during this process with your guidance, is to improve neighborhood livability, develop a greater sense of community, and promote the well-being of all of its residents.

## Scope Of Work & Deliverables

We expect the project to include:

- 1.
2. Design & execution of a strategic planning process that meets the criteria outlined in this RFP
3. Development of a process timeline that is agreed to with the organization's leadership
4. Management of the project in accordance with the established process and timeline, in collaboration with organizational leadership
5. Development of an organizational mission, vision, values, and objectives and written recommendations on the organizational structure

The proposal should include:

1. A project plan that demonstrates a clear understanding of the work to be performed, estimated hours, and other information relevant to the project
2. Qualifications of all consulting staff who will be assisting with the project such as; education, position within consulting firm, years and type of experience
3. Time and cost projections

## Potential Project Stages

Below, we have outlined stages that describe our current ideas about the scale of the project. However, we understand that strategic planning requires innovative, out-of-the-box thinking and are not committed to this exact formula. Please consider it a rough sketch of our expectations.

### **Stage 1:- Planning**

This stage requires the consultant to research and report the following in preparation for the strategic planning session. Items to be considered:

- Research the neighborhood's history, recent initiatives, and structures. Assess current organizational effectiveness and identify issues.
- 
- Benchmarking against the structures and similar mission statements or documents of other neighborhood organizations
- Gather input from neighborhood residents and leadership on EIRA's structures, and organizational mission, vision, values, and objectives

### **Stage 2: Develop Strategy**

Collaborate with EIRA to identify and establish a new mission, vision, values, and objectives. Provide written recommendations on changes to the organizational structure and any other aspects of the organization as needed. =

### **Stage 3: Implementation**

At the consultant's recommendation, proposals may include follow-up sessions with EIRA leadership to gauge the progress of the implementation at 3 and 6-month points after plan delivery. Proposals may also include metrics to assess progress on goals or initiatives.

## Proposal Format

Please include the following information in your proposal:

- Your approach to strategic planning
- A summary of your strategic planning experience
- Identify specific nonprofit sectors in which you have conducted strategic planning
- Sample project timeline with major tasks and milestones
- Detailed project budget not to exceed \$15,000
- The proposal should include a work plan with a description of the activities to be conducted by the consultant to complete the work.
- Identification of any additional members of your team who will be involved with the project which should include their role and experience
- Relevant previous work product and client references

## Process For Proposal Submission And Evaluation

### Instructions for submission

#### **Closing Submission Date**

Proposals will be accepted until 5:00 pm (CST) February 13.

#### **Inquiries**

Inquiries concerning this RFP should be directed to EIRA Coordinator Jenna Egan at [jenna@eastisles.org](mailto:jenna@eastisles.org).

#### **Conditions of Proposal**

All costs incurred in the preparation of a response to this RFP are the responsibility of the bidder and will not be reimbursed by EIRA.

#### **Submission Instructions**

- Submissions should be sent by email to EIRA Coordinator Jenna Egan at [jenna@eastisles.org](mailto:jenna@eastisles.org), PDF file format is preferred.
- An email acknowledgement of each submission received will be sent to the applicant.
- All proposals received by the deadline will undergo a preliminary screening.
- Late or incomplete submissions may not be considered.

## Timeline

January 13	RFP release date
February 13	Deadline for the receipt of proposals

February 13-20	Evaluation of proposals
February 20 - 27	Possible interviews with finalists
March 9	Board approval of final selection
March 10	Notice of selection emailed to applicants

# Request For Proposals From Design Consultants

## Purpose

The East Isles Residents Association (EIRA) has initiated a Request for Proposal (RFP) process to identify qualified consultants to refresh and define a visual identity for the organization. EIRA intends to keep the core elements of its logo but seeks a limited scope redesign and formal establishment of other brand elements including color palette and fonts.

## Who Is Eligible To Respond?

EIRA seeks consultants who demonstrate the capacity to guide the organization in refreshing and defining its visual identity. Knowledge of and experience with Minneapolis and its neighborhood organizations is highly preferred.

Qualifications that will be considered will include:

- Experience in leading successful organizational rebranding efforts
- Experience with graphic design and the intentional selection of colors, fonts, and logo elements
- Experience in creating a neutral environment for obtaining and synthesizing input
- Education
- Project management experience
- Knowledge of Minneapolis and its neighborhood organizations

## About The Organization

The East Isles Residents Association (EIRA) is one of 70 neighborhood organizations recognized by the City of Minneapolis. The East Isles Neighborhood is located in southwest Minneapolis bounded by south side of W 22nd St to the north side of W Lake St, and E Lake of the Isles Pkwy to the west side of Hennepin Ave S. Our primary goal is to improve neighborhood livability, develop a greater sense of community, and promote the well-being of all of our residents.

## Scope Of Work & Deliverables

We expect the project to include:

1. Collection of input from organizational stakeholders
2. Developing an organizational brand and style guide, including:
  - a. Defined organizational brand and accent colors
  - b. Defined fonts for headings and body text in written materials
  - c. A visual identity statement
3. Production of several specific files which utilize the new branding:

- a. A logo, including horizontal, vertical, and icon lockups
- b. Alternate black and white or gray scale logos
- c. PowerPoint presentation template
- d. 8.5 x 11 flyer template
- e. Letterhead, 8.5 x 11
- f. 4 x 6 postcard template
- g. Email newsletter template
- h. Banners for Facebook, Twitter, and LinkedIn, size optimized for their current standard resolutions

The proposal should include:

1. A project plan that demonstrates a clear understanding of the work to be performed, estimated hours, and other information relevant to the project
2. Qualifications of all consulting staff who will be assisting with the project such as; education, position within consulting firm, years & type of experience
3. Time and cost projections

## Project Stages

### 1. Input Gathering

This stage requires the consultant to gather and synthesize input in limited meetings or interviews with organizational stakeholders.

### 2. Content Creation

This stage requires the consultant to synthesize the input and create options for the new EIRA brand and style guide. See previous “Scope of Work and Deliverables” section for specific elements.

### 3. Review and Selection

This stage requires the consultant to work with the EIRA leadership to select among any options and finalize the new visual identity.

## Ownership

All intellectual property will become the property of the nonprofit organization receiving services. All data remains the sole property of the nonprofit organization.

## Proposal Format

Please include the following information in your proposal:

- Your approach to graphic design and visual identity creation
- A summary of your relevant experience
- Sample project timeline with major tasks and milestones

- Detailed project budget
- Identification of any additional members of your team who will be involved with the project which should include their role and experience
- Relevant previous work product or client references

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**INDEPENDENT CONTRACTOR AGREEMENT no. 2021C-01**

between The East Isles Residents' Association, Inc. D.B.A. East Isles Farmers Market and Jenny Breen, Independent Contractor

This agreement is made and entered into with an effective date January 15, 2021.

The principal, The East Isles Residents' Association, Inc. (EIRA) D.B.A. East Isles Farmers Market is a Minnesota non-profit corporation with its mailing address at 2751 Hennepin Ave S, Box 294, Minneapolis, MN 55408.

Jenny Breen, (Contractor) is an Independent Contractor, with their principal place of business at 3610 Pleasant Ave So Minneapolis, MN 55409.

Principal and Contractor agree as follows:

**I. General**

This Agreement supersedes all previous Agreements between the parties.

**II. Agreement**

Principal hereby appoints Contractor as the Market Manager as the position is described below and as the Contractor accepts this Agreement.

**III. Compensation**

Principal agrees to pay \$28 per hour for a maximum of 12 hours per week for the Contractor's performance of duties under this contract.

The weekly maximum of hours may be temporarily decreased or increased as agreed by the Principal or its designated agent and the Contractor. Authorization for said increase in hours, and the circumstances necessitating the increase, will be documented on the contractor timesheet. It is understood by the Principal and the Contractor that the Contractor's hours worked in any given week may vary based on the level of work needed and the seasonal variation in activity. The duration of the Contract will run for ten months from the Effective Date.

**IV. Reporting**

The Market Manager will report to the Co-Chairs of the East Isles Farmers Market Committee. The Market Manager will work with the Market Co-Chairs in scheduling, reporting, and receiving assignments. In addition to or in furtherance of the Scope of Work described in this contract, the Contractor may be assigned specific work on a project-by-project basis. The parties agree that the Principal has designated the Market Co-Chairs as the agent(s) authorized to assign work or projects to the Market Manager.

## **V. Billing & Payment**

The Market Manager will work with the Market Co-Chairs in billing hours and expenses weekly or as agreed. Contractor will provide billing that clearly specifies contracted work. Billing shall include uniform tracking of all work performed which is to be submitted by the Contractor to the Market Co-Chairs by the end of each week.

The Contractor may also submit bills for substantial or extraordinary expenses with prior approval of the Market Co-Chairs. Bills are to be paid to contractor within 10 days of submission.

## **VI. Scope of Work**

The Market Manager will report to the Market Co-Chairs. The position will begin on 01/15/ 2021 and continue through November 2021 with the potential for an extension. The position will average eight hours per week, not to exceed 12 hours per week. The position is initially being offered for one season and will be reviewed for renewal annually.

## **VII. Responsibilities**

There are three main components of the role: on-site, project management, and community liaison. The on-season, on-site component is expected to account for approximately 8 hours/week to set up, tear down and clean up, before and after market hours. The remaining time will be spent on the project management and community liaison components. On-site, the Market Manager acts as the primary contact point for both vendors and customers during market hours. The Market Manager will ensure the smooth running of the market from open to close and be responsible for quality assurance and accountability, materials, records, attendance, and documentation. During off-market hours, the Market Manager will be involved in planning, scheduling, communications, and marketing activities for the East Isles Farmers Market. The Market Manager will be the liaison between market patrons, vendors, and partnering organizations including the East Isles Farmers Market Committee and East Isles Residents Association.

### Vendor Support

- Serve as the first point of contact for vendors.
- Organize and lead the pre-season vendor meeting.
- Collect vendor fees and ensure payments are timely and accurate.
- Liaise with and source vendors for future markets.
- Ensure vendor satisfaction.
- Assist vendors with set up and tear down of booths, as needed.

- Oversee quality control of vendors and their products, and ensure vendors have appropriate City of Minneapolis licenses to operate at the market.
- Manage and assist with vendor application, selection, and curation.

#### Market Operations

- Attend all markets during the market season without fail.
- Coordinate and schedule special events.
- Coordinate and schedule musicians.
- Coordinate and schedule all community and educational tabling.
- Coordinate and schedule all cooking demonstrations.
- Coordinate and schedule neighborhood volunteers to staff the EIRA booth.
- Greet customers and assist with questions.
- Problem-solve and trouble-shoot as necessary during market hours, including parking and road barricades.
- Keep accurate records and documentation of the market as necessary including photographs, vendor attendance, and guest attendance, and day of market booth swag sales.
- Generate and distribute marketing material for future markets.
- Attend EIFM Committee meetings and EIRA Board meetings as required.
- Manage and schedule market hands.
- Secure and manage all permits and licensing for special events.

#### **VIII. Hours**

Except for the requirement of attending the Farmers Market and related meetings as may be required, Contractor shall set their own hours of work.

#### **IX. Equipment**

The Contractor shall provide general office equipment in a home office, including a personal computer and letter-quality printer. The Contractor shall have e-mail capability, internet access and a cell phone. The Contractor shall provide use of a vehicle.

#### **X. Expenses**

Contractor will bill for expenses that are approved in advance by Principal. Contractor agrees to be solely responsible for the cost of any insurance or benefits deemed necessary.

## **XI. Independent Contractor Status**

The Principal and Contractor agree that the Contractor is performing work under this Agreement as an Independent Contractor and nothing in this Agreement shall be considered to create the relationship of employer and employee between the parties. The parties further agree that they have made every effort to structure the Agreement to comply with IRS guidelines. Contractor's relationship with the Principal is determined solely by the terms and conditions of this contract.

Contractor agrees to not have, and will not hold oneself out as having, any rights, power, or authority to create any contract or obligation, either express or implied, on behalf of or in the name of, or binding on the Principal, unless the Principal consents thereto in writing. The parties agree that because the Contractor is an independent contractor, the Principal has no obligation to provide liability, workers' compensation, unemployment insurance coverage, or any other statutory employment benefits for the Contractor. It shall be the Contractor's responsibility to make required payment for FICA, FUTA, State and Federal income tax withholding and other legally required payments.

## **XII. Conflict of Interest**

At no time shall the Contractor enter a situation where a Conflict of Interest occurs that results in divided loyalties. For definition purposes, this applies to any situation where a person has an "interest" in a decision that they have the power to make. If potential for such a situation arises, the Contractor will immediately raise the issue to the Market Co-Chairs so that appropriate arrangements can be made. Contractor shall sign the EIRA Conflict of Interest Statement.

## **XIII. Confidentiality**

At no time shall the contractor disclose or improperly use confidential information for financial or personal gain.

## **XIV. Term**

This Agreement's term shall be from January 15, 2021 through November 15, 2021. At the expiration of the term this Agreement will terminate. Principal and Contractor agree that the Agreement term may be extended for an additional term if it is done in writing and executed by both parties.

## **XV. Early Termination of Contract**

Principal or Contractor may terminate the Agreement at any time with written notice to the other party.

**XVI. Entire Agreement**

Principal and Contractor agree that this written Agreement constitutes the entire Agreement between them and that there are no other oral or collateral Agreements or understandings of any kind between the parties except those stated herein.

**XVII. Controlling Law**

The parties further agree that this Agreement shall be governed by the laws of the State of Minnesota.

IN WITNESS WHEREOF, the Principal and Contractor have duly executed this AGREEMENT on, or as of, the date first written above.

PRINCIPAL: THE EAST ISLES RESIDENTS' ASSOCIATION, INC.

Emma Erdahl, President

Debbie Gold, Farmers Market Committee Co-Chair

Steve Havig, Farmers Market Committee Co-Chair

CONTRACTOR:

Jenny Breen

## January 2021 Transactions Report

Date	Payee/Remitter	Detail	Expense	Deposit	Budget Line Item	Billable (Y/N)
1/1/2021	Google	EIRA Annual Google Workspace subscription	\$ 288.00	\$ -	115: Google Workspace	Y
1/1/2021	Google	FM Annual Google Workspace subscription	\$ 144.00	\$ -	632: Google Workspace	Y
1/1/2021	Minnesota Department of Agriculture	MN Grown Annual Membership	\$ 61.35	\$ -	619: Association Membership Fees	N
1/1/2021	Minnesota Farmers Market Association	MFMA Annual Membership	\$ 105.00	\$ -	619: Association Membership Fees	N
1/1/2021	Minnesota Farmers Market Association	FM Liability Insurance	\$ 165.00	\$ -	618: Annual Liability Insurance	Y
1/3/2021	Zoom	Zoom monthly subscription	\$ 16.17	\$ -	117: Zoom	Y
1/9/2021	Intuit	1099 e-filing fee	\$ 15.98	\$ -	106: Form 1099 Filing Fee	Y
1/13/2021	HP, Inc.	Printer toner	\$ 448.27	\$ -	137: Office Supplies	Y
1/17/2021	Wells Fargo	Late payment fee	\$ 50.00	\$ -	126: Bank Fees (Penalties & Interest Charges)	N
1/17/2021	Wells Fargo	Periodic finance charge	\$ 3.17	\$ -	126: Bank Fees (Penalties & Interest Charges)	N
1/21/2021	n/a	Non-itemized cash/check donations from winter fundraiser	\$ -	\$1,455.00	n/a	n/a
1/21/2021	Amy Sanborn	Reimbursement for accidental credit card charge	\$ -	\$ 252.43	n/a	n/a
1/24/2021	Intuit	Quickbooks Online monthly subscription	\$ 70.00	\$ -	116: Quickbooks Online	Y
1/25/2021	Microsoft	Microsoft 365 Annual Subscription	\$ 108.01	\$ -	119: Microsoft 365	Y
Total			\$1,474.95	\$1,707.43		

## Funds Remaining by Contract as of January 31, 2021

Contract	Total Funds Contracted	Total Funds Spent through 1/1/2021	Funds Remaining
<b>C-28340 - NRP Phase II Implementation</b>			
Staff and Administrative Costs	\$ 25,000.00	\$ 18,250.30	\$ 6,749.70
Chess Tables on the Mall	\$ 8,000.00	\$ -	\$ 8,000.00
Plantings on the Mall	\$ 5,000.00	\$ -	\$ 5,000.00
Osman Cleaners	\$ 5,000.00	\$ 5,000.00	\$ -
Warming House Refresh	\$ 28,500.00	\$ 24,576.00	\$ 3,924.00
Good Chair Project	\$ 10,000.00	\$ 10,000.00	\$ -
Invasive Tree Removal	\$ 22,282.10	\$ 22,282.10	\$ -
Bridge for Youth Lighting	\$ 15,000.00	\$ 15,000.00	\$ -
Seven Pools Fountain	\$ 500.00	\$ 500.00	\$ -
MPD Security Cameras	\$ 40,000.00	\$ 40,000.00	\$ -
Greenway Garden	\$ 2,736.50	\$ 1,908.05	\$ 828.45
Total	\$ 162,018.60	\$ 137,516.45	\$ 24,502.15
C-35039 - NRP Home Security Grants	\$ 15,000.00	\$ 10,617.75	\$ 4,382.25
C-35167 - NRP Sustainable Practices	\$ 34,600.00	\$ 16,103.94	\$ 18,496.06
<b>C-42485 - Community Participation Program</b>			
Staff Expenses	\$ 41,962.00	\$ 28,679.50	\$ 13,282.50
Employee Benefits	\$ -	\$ -	\$ -
Professional Services	\$ 30,475.00	\$ 5,597.11	\$ 24,877.89
Occupancy	\$ 14,671.00	\$ 11,294.52	\$ 3,376.48
General Liability Insurance	\$ 1,411.00	\$ 1,386.00	\$ 25.00
Directors and Officers Insurance	\$ 1,500.00	\$ 1,500.00	\$ -
Communications/Outreach	\$ 32,276.00	\$ 21,917.63	\$ 10,358.37
Translation, interpretation, and ADA Support	\$ -	\$ -	\$ -
Supplies and Materials	\$ 4,025.00	\$ 2,833.25	\$ 1,191.75
Meetings/Community Building Events	\$ 4,850.00	\$ 2,283.66	\$ 2,566.34
Development	\$ 1,275.00	\$ 75.00	\$ 1,200.00
Fundraising	\$ 3,200.00	\$ 1,385.98	\$ 1,814.02
Other Services	\$ -	\$ -	\$ -
Total	\$ 135,645.00	\$ 76,952.65	\$ 58,692.35

## Cash, Saving, and Investments

Wells Fargo Checking	
City Restricted Funds	\$ 8,756.82
Unrestricted Funds	\$ 23,273.15
Farmers Market Funds	\$ 16,372.52
Farmers Market Essential Support & Safety Resources Grant	\$ 1,000.00
Wells Fargo Checking Total	\$ 49,402.49
Wells Fargo Savings	\$ 10,067.73
Petty Cash	\$ -
Stripe Balance	\$ -
PayPal Balance	\$ -
Undeposited Funds	\$ -
<b>Total Cash, Savings, and Investments</b>	<b>\$ 59,470.22</b>

## Other Assets

Credit Card Deposit Holding	\$ -
<b>Total Other Assets</b>	<b>\$ -</b>

**Total Assets** **\$ 59,470.22**

## Liabilities

EIRA Visa Balance	\$ 642.26
EIRA MasterCard Balance	\$ -
C-42485 Advance	\$ 7,500.00
C-35167 Advance	\$ 1,650.00
<b>Total Liabilities</b>	<b>\$ 9,792.26</b>

**Net Assets** **\$ 49,677.96**