

**Minneapolis North Workforce Center**  
**Monthly Outreach and Communication Meeting**  
**11/12/2014**

Meeting Attendees: Erik Hansen, Carlye Peterson, Ibrahim Noor, Shym Cook, Thant Pearson, George Garnet, Reede Webster, Grant Heino, Susan Estes, Maykia Pha, Leona Martin, Francisco Segovia, Will Anderson, Kristine Snyder, Jess Niebuhr, Deb Bahr-Helgen

*Please submit additions and corrections to the attendee list and minutes to [niebuhrjl@gmail.com](mailto:niebuhrjl@gmail.com)*

8:00 Introductions/ Distribution of Minutes from October meeting

- Ibrahim Noor opened the meeting and welcomed all in attendance.
- Meeting purposed was reviewed, including the presence of representatives from the building developer, DEED, and Department of Administration.
- Minutes were distributed from the October meeting
- Note: All future meeting are scheduled for the second Tuesday of each month at 8:00.

8:10 Review/ Develop project timeline

- A draft building timeline was shared. The timeline was described as a means of visually documenting progress and communicating timeline for activities yet to come.
- Erik Hansen updated the timeline with a city approval status report
  - Committee and Council approvals are complete.
  - A development contract is drafted and under review by the contractor
  - Goal is to close on the sale of the building by the end of December, but delays are a reasonable possibility
  - Meetings with each tenant are being set up to finalize lease negotiations. Leases must be in place for the sale of the building to close. Leasing tenants include: DEED, MPS and NorthPoint. Retail/ Storefront leases do not have to be in place for the sale of the building.

8:20 Developer and Architects Review

- Key building components were reviewed:
  - First floor tenants are DEED ad Northpoint. Deed WFC is the lead tenant.
  - Second floor tenant is MPS (with MCTC ). Second floor is 20,000 square feet.

- A Memo of Understanding (MOU) will be written between the four public sector tenants to clarify roles, partnership, space sharing, etc.
  - The parking lot attached to the building will have approximately 40 spaces, primarily for clients and persons with disabilities. Another 200 parking spaces will be reserved at the mall about one block away.
  - A study of DEED building use and a plan for the first floor of the building was included in the developer RFP.
- A document was distributed with the meeting agenda that included a long list of building requests discovered through the community engagement process. This list was reviewed.
- The developers representative gave an initial response to the list, indicating that some requests were highly feasible and others unlikely.
- Discussion clarified some requests, including a shared understanding that preference for some building uses (i.e. food service, childcare, etc.) would take space away from other priorities.
- A suggestion was made for the building tenants to categorize requests into major themes, including Design/ Accessibility/ Technology, etc. and to begin prioritizing space considerations.
- An extensive discussion of building priorities, possibilities and restrictions emphasized the following:
  - There needs to be a means of accommodating children with parents. This could be private offices that allow closed =-door meetings, a play area, a drop in childcare, etc.
  - Moving to a new concept of prioritizing education with job search and career planning will increase the need for childcare solutions for clients.
  - The shared “concierge” desk is an important means of ensuring the “no wrong door” approach to the building.
  - It is not feasible to have restrooms accessible to the outside for community events. This creates a security issue.
  - Light matters. Having lots of access to natural light will ensure a more inviting building.
  - Hotels, businesses and other service providers are “banishing the desk” as a means of decreasing hierarchy and supporting customer service.
  - The look and feel of the Workforce Center needs to be different; this includes colors, furniture, etc. It may even include clothing.
  - Space for guest providers needs to be at the front of the building. Clients get lost or it takes too much time to connect when guest space is in the back.
- The developers representative responded to the general conversation with current “known” plans:
  - There will be a main entrance, rear entrance and commercial entrance. An elevator to the second floor will be near the main entrance.
  - The current design includes preserving natural light in front and adding windows in the rear to increase natural light.

- Transitions between spaces can be accommodated with glass windows and open doors.

#### 8:45 Analysis of Community Input via Nexus Summary

- To be moved to December Meeting
- Leona Martin, Maykia Pha and Jess Niebuhr will meet to discuss how to increase attendance at the December meeting.

Next Meeting – December 9, 2014 at 1200 Plymouth Avenue North, Minneapolis