

Homegrown Minneapolis Implementation Task Force Meeting

Thursday, July 2, 2009
Mayor's Office, Conference Rm. C
2:00pm - 3:00pm

Attendance:

Invited	Name	Attended
X	Patty Bowler	X
X	Robin Garwood	X
X	Cam Gordon	X
X	Kristen Klingler	X
X	Cara Letofsky	X
X	Gretchen Musicant	-
X	Megan O'Hara	X
X	Julie Ristau	X
X	Stella Whitney-West	-

Meeting Summary:

1. Discussion of Task Force Goals, Expectations

Goals of the Task Force include:

- moving along internal City work and changes (hold City departments and staff accountable for implementing key recommendations, provide guidance)
- helping to align the goals and values of the project with the realities of City government and existing policies
- helping to figure out and implement communications strategies to increase transparency between City and community and provide clarity on various issues (like community gardens on City property, etc)
- facilitating discussions on how to build on existing resources and ideas and get things done (funding, communications, community engagement)
- determining strategies for effectively engaging communities, especially those that weren't at the table for Phase 1

2. How to accomplish the work:

Models:

- Greenprint model – assign specific recommendations to City departments who will lead the work and report back to the Task Force
- PCR Council – Color code projects to indicate status or priority (i.e. red = high priority, yellow = medium priority, green = lower priority, etc.)
- Combination of models – assign recommendations to City departments, suggest priority ratings and timeframe, have lead staff give feedback, revise as needed

Group reaction:

- Those present agreed that a combination of the above models would work well.
- Coding the recommendations will allow for the Task Force to give feedback to stakeholders on the progress of specific recommendations.
- The recommendations listed in the Council resolution should be included in the workplan as high priority items.

- Coded document of recommendations will be posted on the Homegrown Minneapolis website.
- Those present agreed that a collaborative approach is needed when dealing with Task Force participants – they should be allowed to give feedback to a draft workplan and make revisions where necessary.
- Kristen (and Robin) will work to draft a workplan and conduct an initial sort of the recommendations, assigning them a priority ranking, timeframe, and lead department. This draft document will be shared with the Task Force planning folks (those present at the meeting on 7/2/09) and revised before being presented for discussion at the 1st full Task Force meeting. We will also create a list of projects by Department to use when meeting with Directors and lead staff prior to the 1st full Task Force meeting.

3. Selection of Task Force members:

- Vice Chair of HEE Committee, acting as Task Force co-chair (Cam Gordon)
- Representative appointed by the Mayor, acting as co-chair (Cara Letofsky)
- Department of Health & Family Support (Patty Bowler)
- Regulatory Services (Tim Jenkins)
- CPED (Karin Berkholtz)
- Public Works (to be determined)
- City Coordinator – Sustainability (June Mathiowetz)
- Community, School, and Home Gardens subcommittee co-chair (Kirsten Saylor)
- Small Enterprise Urban Ag subcommittee co-chair (JoAnne Berkenkamp)
- Commercial Use of Local Food subcommittee co-chair (Maggi Adamek)
- Farmers’ Market representative (David Nicholson)
- Representative appointed by the Mayor (Jim Cook)
- 2 City Council representatives (Hofstede, Glidden)
- Two at-large representatives (to be determined at 1st Task Force meeting)
 - Cara and Kristen will develop a list of potential representatives

4. Role of Tri-Chairs:

Homegrown Minneapolis tri-chairs, Julie Ristau, Megan O’Hara, and Stella Whitney-West will continue to serve as strategic community leaders for the ongoing work of Homegrown Minneapolis, especially on community engagement projects and the formation of a City advisory entity on food policy. Tri-chairs will act as a bridge between the community and the City, connecting with the Task Force on a regular basis.

5. 1st Task Force meeting:

- Kristen will schedule the 1st full meeting for early September
- Agenda items:
 - Present a draft workplan and receive feedback from participants
 - Select 2 at-large members (from a list of options to be developed by Cara and Kristen)

To Do Items:

Kristen:

- Work with Robin to create a draft workplan with the initial sort/prioritization of recommendations (week of July 13th)
- Distribute draft to planning team by July 24th for review and feedback
- Schedule next planning meeting for early August

- Schedule 1st Task Force meeting for early Sept. 2009

Cam:

- Contact Department Directors to request participation of specific City staff (or suggestions for appropriate representatives) on the Task Force
- Contact 3 Homegrown Minneapolis subcommittee co-chairs and 1 Farmers' Market representative to request participation on Task Force
- Contact City Council President to request approval for participation of CMs Hofstede and Glidden on Task Force
- In late July/early August, meet with appropriate City staff to gather feedback about draft workplan and priorities

Cara:

- Invite Jim Cook to serve on Task Force as the community representative appointed by the Mayor
- Talk to Greg Goeke about Property Services or Public Works representative
- Work with Kristen to create a list of potential at-large representatives
- In late July/early August, meet with appropriate City staff to gather feedback about draft workplan and priorities

**Homegrown Minneapolis
Implementation Task Force Meeting**

**Thursday, August 13, 2009
City Hall, Rm. 315
12:30pm – 2:00pm**

Attendance:

Invited	Name	Attended
X	Patty Bowler	X
X	Robin Garwood	X
X	Cam Gordon	X
X	Kristen Klingler	X
X	Cara Letofsky	X
X	June Mathiowetz	X
X	Gretchen Musicant	X
X	Megan O’Hara	X
X	Julie Ristau	-

Meeting Summary:

1. Update on Task Force membership and meetings with Department Directors

- The following Task Force members have been confirmed:
 - Cam Gordon (Co-chair)
 - Cara Letofsky (Co-chair)
 - Kristen Klingler (Staff coordinator)
 - Patty Bowler (Health)
 - Karin Berkholtz (CPED)
 - Greg Goeke (Public Works)
 - June Mathiowetz (Sustainability)
 - Kirsten Saylor (Phase 1 Subcommittee co-chair)
 - JoAnne Berkenkamp (Phase 1 Subcommittee co-chair)
 - Maggi Adamek (Phase 1 Subcommittee co-chair)
 - David Nicholson (Farmers’ Markets representative)
 - Elizabeth Glidden (City Council)
 - Diane Hofstede (City Council)

- Cam, Cara, and Robin will meet with Regulatory Services to identify an appropriate representative. They will also meet with Convention Center representatives, the City Coordinator’s Office and with CMs Hofstede and Glidden to discuss the draft workplan.

- During the meeting with CPED, the idea was mentioned to convene an internal team to discuss recommendations related specifically to CPED. Other departments might want to think about this approach as well, although the Task Force will need to facilitate cross-agency communication. CPED also suggested using the Task Force as a Steering Committee for the Urban Agriculture Topical Plan.

- 2 at-large members still need to be selected to serve on the Task Force. The group decided that we will draft criteria to help guide our selection and send these criteria to Task Force members asking for nominations prior to the 1st Task Force meeting in September. At the first meeting, we will have a discussion of the nominees and vote on the two representatives so that they can be included in subsequent meetings.

2. Draft workplan discussion

- Current format includes columns for:
 - Recommendations (as they appear in the final report)
 - Lead Department (identifying the City Department who will be responsible for leading action on each recommendation)
 - Timeline (with any known deadlines)
 - Status (not yet started, in progress, completed)
 - City Resources (any City funding, staff, or other resources dedicated toward specific recommendations or related areas)
 - Community Resources (any external funding or resources dedicated toward specific recommendations or related areas)

- Suggested changes to format include:
 - Staff Action Steps (specific steps that City staff should take in order to make progress or complete a specific recommendation)
 - Change “Lead Department” to “Department; bold the lead agency and add in the supporting agencies so that all partners are shown for a specific recommendation
 - Add back in the Priority column with the following clarifications:
 - Short-term (completed by end of Q1 2010)
 - Mid-term (completed by July 2011 when Task Force ends)
 - Long-term (completed sometime after July 2011)

- Other discussion topics:
 - Are these priority rankings sufficient and clear? What will the Task Force be held accountable for and expected to accomplish? The answer was that we will be held responsible for and expected to make progress on the Short- and Mid-term recommendations
 - The workplan needs to make it clear that not all recommendations are given equal weight
 - Are these priorities realistic? (the goal of the first two Task Force meetings should be to clarify and revise priorities with participants and ensure that the workplan is reasonable)
 - The wording of some recommendations may not make sense (e.x. “Design City buildings to include space for food production” may not be applicable since the City might not design anything in the next two years. Action steps should indicate what we Can do in that time period though – like pass a policy that will guide future design and construction)

3. 1st Task Force meeting

- Tuesday, September 15th from 12:30 – 2:00pm in City Hall – Room 315

- Potential agenda items:

- Overview of Phase 1 and 2/context setting
- Draft workplan discussion (get everyone on the same page about the recommendations, refine priorities and timelines – or at least give a high level summary so that participants can understand the basics and comment on specifics at a later time)
- At-large representatives discussion and vote

To Do Items:

Kristen:

- Draft criteria for selecting at-large members and send out to Task Force participants asking for nominations prior to 1st meeting
- Meet with Robin and Cara to revise the workplan (to include action steps and supporting agencies for each recommendation)
- Draft agenda for 1st Task Force meeting – send it out along with the revised workplan prior to the meeting

Cam and Robin:

- Meet with Regulatory Services, City Coordinator's Office, Convention Center, and CMs Hofstede and Glidden in order to gather feedback on the draft workplan and identify appropriate Task Force participants

Cara:

- Contact Jim Cook and ask him to serve on the Task Force
- Meet with Regulatory Services, City Coordinator's Office, Convention Center, and CMs Hofstede and Glidden in order to gather feedback on the draft workplan and identify appropriate Task Force participants

Megan:

- Set up a meeting with City Communications folks to talk about the redesign of the Homegrown Minneapolis website

Homegrown Minneapolis Implementation Task Force Meeting

Tuesday, September 15, 2009

City Hall, Rm. 333

12:00pm – 2:00pm

Attendance:

Invited	Name	Attended
X	Maggi Adamek (University of MN)	--
X	JoAnne Berkenkamp (Institute for Agriculture & Trade Policy)	Out of town
X	Karin Berkholtz (CPED)	X
X	Patty Bowler (HFS)	X
X	Jim Cook (Mayoral Appointee)	X
X	Diane Hofstede (City Council)	X
X	Robin Garwood (CM Gordon's Office)	X
X	Elizabeth Glidden (City Council)	X
X	Greg Goeke (Public Works)	X
X	Cam Gordon (City Council)	X
X	Tim Jenkins (Regulatory Services)	X
X	Kristen Klingler (HFS)	X
X	Cara Letofsky (Mayor's Office)	X
X	June Mathiowetz (Sustainability)	X
X	David Nicholson (Famers' Markets)	X
X	Megan O'Hara (Phase 1 Tri-chair)	X
X	Julie Ristau (Phase 1 Tri-chair)	X
X	Stella Whitney-West (Phase 1 Tri-chair)	--
X	Kirsten Saylor (Gardening Matters)	X

Meeting Summary:

1. Welcome and Introductions

- Participants were welcomed to the meeting. Everyone briefly introduced themselves and explained their previous involvement in the Homegrown Minneapolis initiative.

2. Overview of Homegrown Minneapolis Phase 1 and Phase 2

- An overview of Phase 1 of the initiative (development of recommendations for the City, community involvement), explanation of the purpose of Phase 2 (to implement key recommendations). A resolution passed by City Council in June 2009 authorizes an Implementation Task Force to work on the coordination of implementation activities.

3. Task Force Purpose, Responsibilities, and Structure

- An explanation of how the group will function can be found in the handout entitled *Task Force: Purpose, Responsibilities, and Structure* for details.

Q & A from Task Force members related to structure/function:

Q: Can you explain the workgroups more – how will they fit in to the Task Force?

A: Work groups will be formally identified by the Task Force and will have to report back to the Task Force before taking any major action (e.g. proposing a new policy or program to City Council). Work groups can be loosely interpreted as a group of people meeting together once or on an ongoing basis to discuss and plan around specific recommendations.

Q: Won't there be more work groups than "leads"?

A: Task Force participants will be given a chance to say what recommendations they can work on so that we know what work groups to form and what staff will be needed to coordinate each group. At a minimum, immediate workgroups should be formed around the 7 short-term priorities mentioned in resolution since City Council expects a progress report on these priorities by the end of April 2010.

Q: What is/are the process/expectations for communicating among Task Force members? Also, how will we communicate our work externally?

A: We need to think about this more, but for now the process will be to:

- CC: Kristen (Kristen.Klingler@ci.minneapolis.mn.us) on all communications related to the Task Force or workgroups.
- For broader issues related to the entire Task Force or the Homegrown initiative in general, please include all Task Force members in the email.
- For more specific issues or questions related to individual workgroups or recommendations, please only include those Task Force members involved in the project or those who have requested to be included on emails.
- When in doubt, at least include Kristen and the co-chairs on your email communications!

Comment: We can look into creating other communication tools to help with internal and external communications such as a listserv that is linked to the Homegrown website or Google documents to do online collaboration.

Q: Will future meetings include a report back from workgroups to catch everyone up?

A: Yes there will be time for general reporting at each meeting. If Task Force members have specific questions they would like to see answered or topics discussed, please forward them to Kristen in advance so that they can be included in the agenda.

Comment: A suggestion was made to set aside time at meetings for educational sessions where Task Force members can learn about a topic area or hear from a speaker to become better informed about a specific subject (ex. anaerobic digesters – what are they? what are the current policies around them in the City? what do residents want to do with them? etc). We'll work on compiling a list of topics like this to discuss.

4. Workplan and Workgroup discussion

- The draft workplan includes all of the recommendations from Phase 1, specific action steps needed to make progress on each recommendation, the "lead" department assigned to coordinate implementation for each recommendation, timeline for progress/completion, status, internal resources dedicated to a recommendation, and external resources/partners associated with each recommendation, when known.
- Implementation activities will take place via workgroups focused on a specific recommendation or group of related recommendations. Workgroups will be led and coordinated by a member of the Task Force and will be open to anyone who is interested in contributing (such as community residents, City staff, or other Homegrown Minneapolis stakeholders). Workgroup leads will report back to the Task Force as appropriate to provide updates on progress, present deliverables for approval, and to obtain further guidance before elevating actions to a higher level (ex. bringing a proposal before City Council).
- Prior to the next meeting on October 14th, each member of the Task Force should review the draft workplan and check to see if assigned recommendations make sense, what are the action sets/timeline/deliverable corrections that need to be made, etc (see end of notes for specific assignment). Community Partners should review the draft workplan and

determine which recommendation or recommendations they are most interested in working on (see end of notes for specific assignment). **A list of comments on the draft workplan must be sent to Kristen (Kristen.Klingler@ci.minneapolis.mn.us) by Oct. 7th.**

- The following workgroups were proposed and will be confirmed at the next meeting after Task Force members have had an opportunity to review the workplan in more detail:
 - Farmers' Market coordination
 - Community Garden Program
 - State Leg agenda (more a meeting than a workgroup)
 - Communications (HGM website, email distribution list, messaging, etc)
 - Topical Plan on UA (workgroup will likely function as the technical advisory committee) – Task Force formally agreed to act as the Steering Committee for this project
 - Homegrown Mpls business models

*All workgroups should have at least 1 specific recommendation that they are taking on (or multiple recs)

Q & A from Task Force members related to the workplan or the workgroups:

Q: Can we add to the workplan?

A: Yes, it's a working document and we will continue to tweak it over time, but we would like to have a "final" version by the end of the October meeting so that we have clear expectations about the work to be done.

Q: How are we going to measure our progress?

A: We can work on adding in an evaluation measure on the workplan (probably along with the "Status" column, which will help us track our progress on recommendations). Some evaluation related to Homegrown Minneapolis will be done through the Health Department's State Health Improvement Program (SHIP) grant.

Q: Karin – Topical Plan. Option to have TF function as "workgroup" for this particular recommendation

Q: How do we deal with recommendations that departments want to be removed or amended?

A: Task Force members will need to submit a list of comments on the workplan to Kristen by Oct. 7th. The Task Force will discuss each proposed change and make a decision at the next meeting.

Comment: A suggestion was made to number each recommendation on the workplan for easier reference, and to include page numbers.

Q: What is the study on local foods value chain?

A: It is a proposed study (likely will be carried out by researchers at the U of MN) that will look at a chain of food production, processing, and distribution that is separate from, but parallel to, the regular food value chain but preserves certain principles (sustainability, fair trade, organic, etc).

Q: Can we get a list of proposed practices, activities, ideas that community residents or entrepreneurs have to help inform our implementation efforts? What do they want to do or want to know?

A: Yes, we can work on making a list and use it to prioritize our actions.

Q: How do community residents navigate city systems?

A: Community residents can bring things to the Task Force to consider during the next 2 years. Many of the recommendations focus on simplifying processes, communicating out information,

etc, so many of the improvements we hope to make should help residents navigate these processes.

5. At-large representatives - discussion

- The Council resolution from June 2009 states the Task Force will select 2 at-large representatives. Criteria were developed to aid in the selection process and a call for nominations was sent out to all Task Force members. 12 people were nominated and an informal application was sent out to each person to confirm their interest and gather additional information about their qualifications. Out of those 12, two declined due to other obligations, five submitted a completed application, and the remaining five did not respond. The co-chairs and their advisors reviewed the 5 applications, and based on their qualifications related to the established criteria, recommended that **Rose Brewer** (Environmental Justice Advocates of MN) and **Valerie Martinez** (Indigenous Peoples Green Jobs Coalition) be selected for the open positions.
- Council Member Glidden moved to approve Rose and Valerie as the 2 at-large representatives to the Task Force. The Task Force voted all in favor of appointing these individuals. Kristen will extend a formal invitation to Rose and Valerie and get them on board for the October meeting. Kristen will also notify the other applicants who were not selected.

6. Wrap Up and Next Steps

- Next Task Force meeting: **Wed. Oct. 14th from 3:00 – 4:30pm, probably in City Hall Room 333**

To Do:

City Staff: Review the draft workplan with other staff in your department, specifically those recommendations where your department is the assigned “lead” or listed as a supporting partner. Provide feedback on the specific action steps needed to make progress on each recommendation as well as your comments on the feasibility of the timeline and deliverables suggested. If you are aware of internal or external resources dedicated to a specific recommendation, please include this information in your feedback as well. **A list of your comments on the draft workplan must be sent to Kristen (Kristen.Klingler@ci.minneapolis.mn.us) by Oct. 7th.**

Community Partners: Review the draft workplan and determine which recommendation or recommendations you are most interested in working on. As a member of the Task Force, we ask that you engage in at least one recommendation during this implementation process. If you have feedback on specific action steps that are needed to make progress on a given recommendation, please include that in your comments. Also, if you are aware of any community resources dedicated to working on a specific recommendation, please let us know. **Please send your preferences and any comments to Kristen (Kristen.Klingler@ci.minneapolis.mn.us) by Oct. 7th.**

**Homegrown Minneapolis
Implementation Task Force Meeting**

Wednesday, October 14, 2009

City Hall, Rm. 333

3:00 – 4:30pm

Attendance:

Invited	Name	Attended
X	Maggi Adamek (University of MN)	X
X	JoAnne Berkenkamp (Institute for Agriculture & Trade Policy)	X
X	Karin Berkholtz (CPED)	X
X	Patty Bowler (HFS)	X
X	Rose Brewer (At-large representative)	X
X	Jim Cook (Mayoral Appointee)	--
X	Diane Hofstede (City Council)	--
X	Robin Garwood (CM Gordon's Office)	X
X	Elizabeth Glidden (City Council)	X
X	Greg Goeke (Public Works)	X
X	Cam Gordon (City Council)	X
X	Tim Jenkins (Regulatory Services)	X
X	Kristen Klingler (HFS)	X
X	Cara Letofsky (Mayor's Office)	X
X	Valerie Martinez (At-large representative)	X
X	June Mathiowetz (Sustainability)	X
X	David Nicholson (Famers' Markets)	X
X	Megan O'Hara (Phase 1 Tri-chair)	X
X	Julie Ristau (Phase 1 Tri-chair)	X
X	Stella Whitney-West (Phase 1 Tri-chair)	--
X	Kirsten Saylor (Gardening Matters)	X

Also in attendance: Lori Olson (Regulatory Services), Jenny Breen (community partner)

Meeting Summary:

1. Welcome and Introductions:

- The two new at-large representatives were welcomed to the meeting and brief introductions were done.

2. Review feedback on workplan:

- The group walked through the comments received from Task Force members on the draft workplan. Suggestions for changes to action steps, departments, timeline, and resources were incorporated into the draft plan. Changes to the wording of original recommendations from Phase 1 were not incorporated (do not want to change recommendations given to us by the community; however, we can note some of the challenges with the wording of specific recommendations and discuss them further in

workgroups). The group did not get through all of the comments but agreed that we would adopt the workplan with the understanding that changes will continue to be made to it as we progress. Kristen will send out a new version showing the agreed upon changes.

3. Establish Workgroups:

It was decided that, in order to foster collaboration, workgroups should be co-led by a City staff person and a community person when possible. In addition, workgroups are expected to include community members as co-collaborators throughout the process. The following workgroups were formed:

- **Business Models/Regulatory review** – led by Tim Jenkins (Regulatory Services), Robin Garwood (CM Cam Gordon’s office), Jenny Breen (community stakeholder). Conveners will ask Tracy Singleton (community stakeholder) to help lead as well.
- **Community Garden Program** – led by Elizabeth Glidden (City Council), Kirsten Saylor (Gardening Matters), and Karin Berkholtz (CPED). This workgroup should try to work closely with the work being done on the Topical Plan by CPED.
- **Farmers’ Markets** – led by Greg Goeke (Public Works), Cara Letofsky (Mayor’s Office), David Nicholson (Farmers’ Markets).
- **Models for Food Advisory Entity** - led by Julie Ristau (Phase 1 Tri-Chair), June Mathiowetz (Sustainability Office), and Cam Gordon (City Council). This group would like to work on Recommendations #3, #4, #48, #58.
**Recommendation #3 (Sustainability Indicator) may need to be a separate workgroup – this needs to be discussed.*

Other potential workgroups to discuss:

- Small enterprise urban agriculture (SEUA)
- Economic analysis
 - There is probably a need for a research agenda, including this question. (Maggi Adamek offered to help develop some research questions)
- Sustainability Indicator (see note on Workgroup above)

Other informal workgroups/implementation efforts:

Community Kitchen inventory:

- Need to meet with Reg Services staff to talk about new license category

Small business training/financing inventory:

- Cara will convene a meeting with interested people to talk about the next steps for this inventory

Communications:

- This is a multi-faceted recommendation. For now, Kristen will work with Megan and others to revamp the Homegrown Minneapolis website and connect it to the new Sustainability Indicator website for Local Foods.

4. Topical Plan overview:

- Karin (CPED) distributed 3 handouts to the group – an overview of the Topical Plan scope/process; a draft definition for urban agriculture; and a draft chapter of the Topical Plan covering background research and best practices from across the country. Task Force members should review these materials and be prepared to discuss the Topical Plan as the first agenda item at the November meeting. Any questions on the Topical Plan should be directed to Karin Berkholtz (Karin.Berkholtz@ci.minneapolis.mn.us) or Amanda Arnold (Amanda.Arnold@ci.minneapolis.mn.us).

5. Wrap Up/Next Steps:

- Workgroup leaders will determine which recommendations are relevant to their group and communicate this back to Kristen. Once this is done, Kristen will send out a general invitation to the public/Homegrown stakeholders to invite them to participate. Kristen will also send out a reminder about expectations around the workgroups, communications, etc.
- Robin will identify any short-term recommendations in the workplan that still need to be addressed through a workgroup or an informal process.
- In reference to Recommendation #8: “Complete an inventory of community kitchens/facilities...”, the Task Force would like to give input on Regulatory Services new license category (Institutional Food) before the Nov 18th Council meeting or the next council cycle.

6. Miscellaneous Items:

- Stimulus Dollars from CDC – Communities Putting Prevention to Work. This is an opportunity to do more policy, systems, and environmental change work related to Homegrown Minneapolis recommendations.
- The suggestion was made to add time on each month’s agenda for standing issues and general updates (i.e other funding opportunities, like the USDA grant; opportunities for collaboration/matching with community orgs, like the grant to start community gardens in food deserts).
- A spot on each monthly agenda will be reserved for workgroup and implementation updates.

Next Task Force Meeting: Friday, Nov. 13th from 2:00 – 3:30pm, City Hall, Rm. 333

Homegrown Minneapolis Implementation Task Force Meeting

Friday, November 13, 2009
City Hall, Rm. 333
2:00 – 3:30pm

Invited	Name	Attended
X	Maggi Adamek (University of MN)	--
X	JoAnne Berkenkamp (Institute for Agriculture & Trade Policy)	X
X	Karin Berkholtz (CPED)	X
X	Patty Bowler (HFS)	X
X	Rose Brewer (At-large representative)	X
X	Jim Cook (Mayoral Appointee)	--
X	Diane Hofstede (City Council)	--
X	Robin Garwood (CM Gordon's Office)	X
X	Elizabeth Glidden (City Council)	X
X	Greg Goeke (Public Works)	X
X	Cam Gordon (City Council)	X
X	Tim Jenkins (Regulatory Services)	X
X	Kristen Klingler (HFS)	X
X	Cara Letofsky (Mayor's Office)	X
X	Valerie Martinez (At-large representative)	--
X	June Mathiowetz (Sustainability)	X
X	David Nicholson (Famers' Markets)	X
X	Megan O'Hara (Phase 1 Tri-chair)	X
X	Julie Ristau (Phase 1 Tri-chair)	X
X	Stella Whitney-West (Phase 1 Tri-chair)	--
X	Kirsten Saylor (Gardening Matters)	X

Guests in attendance: Jenny Breen, Greg Schweser, Amanda Arnold, Alison Moore

Meeting Summary:

2:00 – 2:05pm: Welcome, agenda overview

Cam Gordon welcomed the group, did introductions, and reviewed the major decisions that the Task Force has made since September. These decisions include:

September Meeting

- The group reviewed and agreed upon the roles, responsibilities and structure of the Task Force as well as expectations of the Task Force members (see document entitled Task Force Purpose, Responsibilities, and Structure).
- A draft workplan was presented to the group and members were asked to share feedback on the plan by the October 7th (including ideas for action steps, timeline, partners, etc).
- The group decided that workgroups should be formed to carry out specific implementation efforts – at a minimum, workgroups should form around the 7 short-term priorities listed in the City Council resolution.
 - Workgroups should report back to the Task Force at each meeting.
 - Workgroups should be open to anyone who is interested in participating.
- Task Force members selected two at-large members to represent the community – Rose Brewer and Valerie Martinez.
- The group decided on a few basic communications rules:
 - On all email correspondence, cc: the Task Force co-chairs and Kristen
 - For broader issues, the whole Task Force should be addressed

October Meeting

- The group reviewed proposed changes to the draft workplan. A “final” version of the workplan was adopted by the group, with the understanding that the workplan is a living document – changes will be made as needed.
- The following workgroups were adopted:
 - Community Garden Program
 - Farmers’ Markets
 - Business Models/Regulatory Review
 - Food Policy Council models
 - Urban Agriculture Topical Plan (the Task Force agreed to serve as the Steering Committee for this project)
- The group decided that each workgroup should be co-led by at least one City staff member and one community representative.
- Workgroup leaders agreed to look at the workplan to decide which recommendations were most relevant to their group and report back to Kristen.

2:05 – 2:30pm: Task Force Structure discussion

Task Force members broke up into small groups to discuss the issues and ask questions related to structure, workgroups, and expectations. Major questions were addressed in a group Q and A setting. Questions (and answers) included:

Q: What are the expectations of workgroups?

A: Workgroups are being formed to address implementation efforts related to priority recommendations. Specifically, workgroups have been formed (or proposed) to tackle the 7 specific recommendations mentioned in the City Council resolution. The Task Force is responsible for reporting back on these priority issues to City Council by March 2010. Workgroups are tasked with figuring out action steps needed to make progress on these Phase 1 recommendations.

Q: Where do recommendations from the workgroup go? What is done with them?

A: Recommendations developed by the workgroups should be presented to the Task Force for group discussion and decision-making. From there, recommendations, policy revisions, etc. will be forwarded to the appropriate City Council committee or will be flagged for work in a Homegrown Minneapolis “Phase 3” component.

Q: How does the work of Phase 2 differ from that of Phase 1?

A: Essentially, Phase 1 was about the “what” and Phase 2 is about the “how” – planning and development of specific recommendations versus figuring out how to implement those recommendations and soliciting the participating of City departments.

Q: What is the timeline of Phase 2 activities?

A: According to the City Council resolution passed in June 2009, the Implementation Task Force is authorized to meet until July 2011, after which a long-term food policy advisory entity will take over remaining work. Workgroups formed through the Task Force will last as long as they need to while the Task Force is in operation.

Q: How will we keep community residents involved?

A: Suggestions for how to keep community residents involved are welcome. Current ideas include 1) opening up workgroups to residents (this needs to be figured out more); 2) the Task Force can decide to get community feedback on actions before going to Council, and 3) the tri-chairs will help with this in conversations about Food Policy Councils and while conducting listening sessions with various community groups.

2:30 – 2:50pm: Urban Agriculture Plan overview and update (Amanda Arnold, CPED)

CPED would like to propose a Steering Committee to help guide the development of the Urban Agriculture Policy Plan (formerly called the Topical Plan). The Task Force will no longer act as the informal Steering Committee. The Steering Committee, consisting of 10-12 members with knowledge and expertise in urban agriculture and related areas, will offer suggestions throughout the planning process, act as a sounding board for CPED ideas, etc. CPED will identify potential Steering Committee participants, run the list by the Task Force co-chairs for approval, and send out letters of invitation (week of Nov 23rd). CPED expressed interest in having JoAnne Berkenkamp chair the committee.

CPED’s goal is to have City community garden guidelines in place for the 2010 growing season by January. As part of the Urban Ag Policy Plan, they are currently identifying and mapping up to 35 parcels city-wide that could be made available for the 2010 growing season (some on a short-term, some on a long-term basis). CPED has also made improvements to the community garden lease to correct inconsistencies and to be consistent with zoning code. The point was made that this work should happen within the Community Garden workgroup – not separate from it.

Amanda Arnold talked about the scope of work for the Urban Agriculture Policy Plan (electronic and hard copies were distributed prior to the meeting).

- The Plan looks at whole city but will have to coordinate with county, parks, public works to analyze non-CPED land.
- The City policy can't force other partners to give land to urban ag or gardens, although they can recommend it.
- The Plan will help guide City policy decisions related to land use in the future.

2:50 – 3:20pm: Workgroup Updates

Cam Gordon reviewed criteria for workgroup formation (multi-departmental in scope; short-term priority as identified in the City Council Resolution; willing conveners; clear actions steps).

3 new workgroups were proposed:

- Sustainability Indicator workgroup (formalized)
 - Co-conveners: June Mathiowetz, Sustainability Office and Valerie Martinez, Indigenous Peoples' Green Jobs Coalition
- Food Access workgroup (tabled for further discussion)
- Small Enterprise Urban Agriculture workgroup (tabled for further discussion)

Existing workgroup updates:

- Regulatory Review/Business Models (co-conveners: Robin Garwood, Tim Jenkins, Jenny Breen)
- The workgroup has met three times and has come up with list of people to invite to focus groups. The first work product that the group will produce will be a fact sheet on some "gray areas" related to local food that exist in the regulatory code. These will be used as a foundation for the focus groups. Robin and Jenny are currently going through the existing food code to determine potential barriers.

Community Gardens (co-conveners: Kirsten Saylor, Elizabeth Glidden, Karin Berkholtz)

- The workgroup has met once and is focused on short-term needs and issues (what needs to happen for 2010 growing season). They need to pull together a workgroup with more City staff. They haven't yet figured out to handle long-term issues.

Farmers' Market group (co-conveners: Cara Letofsky, David Nicholson, Greg Goeke)

- The conveners have held several conversations to focus its work. They reviewed the recommendations that mention farmers' markets and determined that many land in other work areas: regulatory, land use (topical plan), and food access. The workgroup will tackle the mission "to make the Minneapolis (municipal) Farmers' Market Minneapolis's Big Food Thing" and track the work to support better coordination among neighborhood farmers' markets.

Food Policy Council group (co-conveners: Julie Ristau, June Mathiowetz, Cam Gordon)

- The conveners are having preliminary discussions to help focus this work prior to setting any workgroup meetings. They will be networking with various community members and groups as they move forward.

3:20 – 3:30pm: Wrap up/ Next steps

Cam Gordon invited Task Force members to participate in future agenda setting meetings (prior to each monthly Task Force meeting). Invitations will be sent out to those who are interested.

A regular "Happy Hour" gathering was proposed as a way for Task Force members to interact, network, and talk about ideas in a more informal atmosphere between Task Force meetings. Details will be sent out to the group once a day/time/location are determined.

A rotating tri-chair position was suggested as a way for community representatives to be more involved as leaders in the Task Force.

Next Agenda Setting meeting:

Monday, December 14th, 11:00am – 12:00pm, City Hall Rm. 315

Next Task Force meeting:

Wednesday, December 16th, 1:00 – 2:30pm, City Hall Rm. 333

**Homegrown Minneapolis
Implementation Task Force Meeting**

**Wednesday, December 16, 2009
City Hall, Rm. 333
1:00 – 2:30pm**

Invited	Name	Attended
X	Maggi Adamek	--
X	JoAnne Berkenkamp (Institute for Agriculture & Trade Policy)	X
X	Karin Berkholtz (CPED)	--
X	Patty Bowler (HFS)	X
X	Rose Brewer (At-large representative)	--
X	Jim Cook (Mayoral Appointee)	--
X	Diane Hofstede (City Council)	X
X	Robin Garwood (CM Gordon's Office)	X
X	Elizabeth Glidden (City Council)	X
X	Greg Goeke (Public Works)	--
X	Cam Gordon (City Council)	X
X	Tim Jenkins (Regulatory Services)	X
X	Kristen Klingler (HFS)	X
X	Cara Letofsky (Mayor's Office)	X
X	Valerie Martinez (At-large representative)	--
X	June Mathiowetz (Sustainability)	X
X	David Nicholson (Famers' Markets)	X
X	Megan O'Hara (Phase 1 Tri-chair)	X
X	Julie Ristau (Phase 1 Tri-chair)	--
X	Stella Whitney-West (Phase 1 Tri-chair)	--
X	Kirsten Saylor (Gardening Matters)	X

Guests in attendance: Alison Moore (Health Dept), Jenny Breen (Community Member)

Meeting Summary:

1:00 – 1:10pm: Welcome, agenda overview, recap of major decisions from Nov. meeting

Cam Gordon welcomed the group, reviewed the agenda, and recapped the major decisions that the Task Force made at the November meeting. These decisions included:

- Clarified criteria for workgroup formation and the differences between Phase 1 and 2.
- Agreed that Task Force would no longer serve as the advisory group for the Urban Ag Policy Plan. CPED will form a separate Steering Committee to serve this purpose.
- Agreed to form a Local Food Sustainability Indicator workgroup – conveners are June Mathiowetz and Valerie Martinez.
- Held off on forming workgroups for Food Access and Small Enterprise Urban Agriculture – more discussion is needed.
- Agreed that agenda-setting meetings prior to each Task Force meeting will be open to all Task Force members who wish to participate.
- Agreed to institute Task Force Happy Hour each month.

1:10 – 2:10pm: Workgroup/Project Discussions

Food Access Workgroup proposal (presented by Kristen Klingler and Alison Moore)

- The idea for this group was proposed at the last Task Force meeting, however, more discussion was needed before the group could make a final decision. At today's meeting, it was proposed again.

- The group would tackle a limited number of recommendations relating to food access issues (#8, 9, 10, 29), with the EBT recommendation being the group’s first priority.
- David Nicholson and Alison Moore will spearhead the EBT conversations, working along with IATP, the farmers’ market managers, and other key partners to develop and implement the city-wide system.
- Alison expressed willingness to be the staff convener of the larger Food Access workgroup, but a community representative and possibly a policy-maker still need to be identified as co-conveners. Follow up calls will be made to Rose and Diane specifically, although if others are interested in participating please let Alison (and Kristen) know.
- Jenny Breen expressed interest in participating in the conversations around the community kitchen inventory. Also, the Community Kitchen Inventory project should connect with the Regulatory Review group about licensing issues.

DECISION: The Task Force agreed to establish a Food Access workgroup with the scope described above. We will work on finding additional conveners to help Alison.

Farmers’ Market Workgroup discussion (presented by David Nicholson and Cara Letofsky)

- This group has been struggling to understand how it can best tackle two main issues – 1) the need for the City to leverage it’s relationship with the Main farmers’ market in order to build it into a local food/Homegrown showcase and 2) addressing the issues/recommendations pertaining to farmers’ markets in general.
- David Nicholson gave an overview of what was discussed in Monday’s meeting with market managers (external to Homegrown). They looked through the recommendations and propose the following:
 - Rename the existing “Farmers’ Market” workgroup to “Municipal Market” workgroup to reflect its focus on issue #1 described above.
 - Most other recommendations could be addressed via existing pathways such as the Regulatory Review workgroup or the Urban Ag Policy Plan Steering Committee. The market managers want to be included on the Steering Committee for the Policy Plan since so many relevant recommendations will be addressed through this process. A conversation with CPED is needed to formalize their involvement.
 - The market managers are moving forward to explore ideas for an external coordinating body. This work relates to Homegrown Minneapolis Recommendation #32. Questions raised included:
 - Q: What are the benefits of forming an external coordinating group? What would be the role of the City in this external group?
 - A: The group would serve multiple functions including acting as a “1-stop shop” for City Departments that need to engage with farmers’ markets and managers; facilitating direct city-community communications; tackling marketing effort to make markets the big thing in Minneapolis; working with regional groups that deal with market issues; creating synergy between all markets (including mini markets).
- Cara proposed moving Recommendation #32 to the “Community” section of the workplan so that we could track it, but it would be an external process. Reg Services and Cara expressed interest in helping out if the group desires.

DECISION: Given the information that we know (realizing that a CPED representative was not present at today’s meeting), the Task Force requests that CPED strongly consider including a farmers’ market representative on the Urban Ag Policy Plan Steering Committee. David and Cam will follow up with Karin Berkholtz and Amanda Arnold in CPED to discuss this in further detail. Market representation is also needed on the Regulatory Review group for some recommendations – Robin and David will discuss this to determine the best way to gather input.

DECISION: The market managers should proceed with tackling aspects of Recommendation #32 (as an external workgroup, not a Task Force workgroup) and connect back to the Task Force in regular and meaningful ways for advice and support.

DECISION: The current “Farmers’ Market” workgroup will be renamed the “Municipal Market” workgroup with the same conveners (Cara, David, Greg) and will focus on the relationship and issues between the main market and the City.

FOLLOW UP: The Task Force would like a list of people who were invited to be on the CPED Urban Ag Policy Plan Steering Committee. Kristen will ask Karin Berkholtz to provide this before the next meeting.

Institutional Food License proposal (presented by Tim Jenkins and Robin Garwood)

- This new licensing category would apply to facilities that provide community food services (non-profit, community service type organizations). The new licensing requirements, process, and fee would have the effect of reducing the burden caused by having to get a restaurant license for facilities that serve vulnerable populations. This proposal would likely benefit local food activities. Please refer to the handout distributed in the meeting for specific details. Questions about the proposal included:
 - Q: Clarify the definition of “congregate dining” facilities.
 - A: Example - a senior high rise, but not a nursing home; would also include a company’s dining facility.
 - Q: Clarify the definition of a community kitchen – how does this proposal impact such places?
 - A: Community kitchens are an evolving concept. This proposal could be a cheaper, more appropriate license type for kitchen facilities that are focused on community food services (like canning in a park rec facility).
 - Q: Will this apply to Park kitchens?
 - A: Reg Services has looked at what Parks are using their kitchens for and they would take things on a case by case basis.
 - Q: Will this proposed change require any facilities who don’t currently have to have a license to now have to apply for one?
 - A: Just commercial day care centers although new community kitchen facilities (depending on what they want to do) may have to get a license as well.

DECISION: The Task Force suggested that Regulatory Services create an FAQ/Fact sheet for community members who are interested in learning more about this new licensing category. The Task Force decided that more conversation is needed on this topic before we can make a formal recommendation. It was also suggested that when it’s ready, the corresponding staff report should be forwarded to Task Force.

Indoor Farmers’ Markets proposal/update

Regulatory Services has been discussing the idea of indoor farmers’ markets in various locations, like grocery stores, co-ops, and other non-licensed facilities. The decision has been made that, where food is already sold/licensed (i.e. grocery store), no ordinance revisions are needed because the City would not technically classify this as a farmers’ market. More discussion is needed on the other issue of having indoor markets at unlicensed venues (i.e. a warehouse, Midtown Global) – they would still need to get a license. Pickle bill vendors probably wouldn’t be able to sell in grocery stores and would have to follow current standards.

Other workgroup decisions/updates:

None

Community Involvement in Workgroups proposal

Kristen proposed 3 options for inviting community residents/stakeholders to participate in workgroup efforts:

1. Issue a general announcement to stakeholders letting them know what workgroups/independent projects have been established, point of contact information, major outcomes to be expected, etc. The announcement will direct people to contact the individual workgroup conveners for more information and to find out specific opportunities for involvement.
2. Workgroup conveners will be responsible for sending out an announcement telling stakeholders how they can be involved in the work of their group (focus group participation, email distribution

list, attendance at meetings, etc). Conveners will field contact and questions from interested community members.

3. Post workgroup summary and point of contact information on the Homegrown Minneapolis website. Interested residents will be instructed to contact the workgroup/project conveners directly for more information and opportunities to get involved.

DECISION: The Task Force decided to go with a combination of option 1 and 3 (it's ok to make Task Force member contact information public). Conveners of workgroups and projects will be responsible for acting as gatekeepers and communicating with residents/stakeholders on how they can be involved.

2:10 – 2:25pm: Communications Strategies

- Kristen reviewed some of the existing and proposed communications strategies. Please see the handout distributed in the meeting for specific internal and external communications activities (including website, monthly newsletter, happy hours, stakeholder meeting, etc).
- The suggestion was made to utilize the COM-GAR (community garden) listserv as an additional electronic community outreach tool.
- There was also some interest in Homegrown Minneapolis helping to revive the Local Food Happy Hour as another way to regularly interact with stakeholders.
- A final suggestion was made to present Homegrown Minneapolis at the City's all-staff meeting.
- Task Force members were invited to leave feedback/potential agenda items/unanswered questions etc on the yellow "Feedback Forms" that will be available at each meeting.

DECISION: The Task Force supports instituting a regular monthly email update to Stakeholders to keep them informed on what is happening with Homegrown Phase 2.

DECISION: The Task Force supports the idea of holding a stakeholder meeting sometime before the progress report to City Council (late February/early March) in order to share implementation efforts with the community and tell them about opportunities to get involved.

FOLLOW UP: The Task Force needs to understand the timeline for presenting progress reports to City Council next March. We will work on determining dates and times of any potential meetings (likely a presentation to a Council Committee like the Health, Energy, and Environment Committee as opposed to the full Council).

2:25 – 2:30pm: Wrap up/ Next steps

- Regulatory Services announced that the "soil fact sheet" that the Environmental Health staff is working on will be ready for distribution next month. It was suggested that they connect with the Community Garden workgroup since this is related to one of their recommendations.
- Cara will be sitting down with new Park Board members to talk about Homegrown.

Next Task Force meeting:

Wednesday, January 13th, 9:30 – 11:00am, Sabathani Community Center (Room J)
310 E. 38th Street, Minneapolis.

Next Agenda Setting meeting:

January - tbd

Next Task Force Happy Hour:

Friday, January 8th, 4:30 – 6:30pm, Common Roots Café