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COMMUNITY PARTICIPATION PROGRAM  
**Windom Community Council**  
2011 Application



CONTACT INFORMATION:

Organization Name:	Windom Community Council
Address:	5821 Wentworth Ave. S. Minneapolis, MN. 55419
Website url:	<a href="http://www.windomcommunity.org">www.windomcommunity.org</a>
Organization email:	council@windomcommunity.org
Federal EIN:	41-1791271
Board Contact:	Name: Breanne Rothstein
Staff Contact:	Name: Amanda Vallone

Windom's Vision Statement

Windom seeks to be recognized, locally and beyond, as an attractive, active, supportive and involved neighborhood that takes pride in its cultural diversity and rich history. We are a community of people who strive to provide a safe, clean, educational and prosperous haven for all our residents and businesses.

FUNDING ACTIVITIES.

1. **After this first funding year, neighborhood organizations will submit proposals for three years of funding from the Community Participation Program. How will your organization engage residents and other stakeholders in 2011 to develop your three-year proposal?**

The Windom Community Council will communicate with residents and other stakeholders about the three-year plan by creating outreach efforts including soliciting feedback through our website, facebook page, monthly board meetings, Windom newsletter, and our annual community meeting and social hour. The WCC also values community gatherings and events as a way to share information on a face-to-face basis. At each of our annual events a Windom Community Council table will be represented by a board member to answer any questions or listen to any concerns, ideas and feedback residents have to what the goals and priorities are of the Windom neighborhood.

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The WCC will continue to work closely with neighborhood businesses by keeping them well informed and engaged in any planning activities in the coming years. One of the ways to do this is to keep an updated business email list with all current information to send out personal invitations to monthly meetings.

**2. What regular outreach and engagement activities will your organization carry out in 2011?**

The Windom Community Council will provide outreach and engage residents, local businesses and community groups in 2011 by utilizing the resources we currently have available:

- **Communications** – Windom Community News will provide timely articles with information on the Community Participation Program that will include how residents may engage, volunteer and gain important information. The website will also be updated with all timely information on the goals and priorities of Windom's neighborhood planning. The Windom Neighborhood facebook page will act as a forum for discussions while encouraging feedback from residents.
- **WCC & NEHBA** – The Windom Community Council has a goal to increase the Windom businesses to joining the Nicollet East Harriet Business Association and work together to acquire Business District Leaders to help with the communications of strategic planning within the city's programs.
- **Annual Events** – These events celebrate our community by bringing together residents, businesses and community organizations together to help meet our vision statement.
- **Annual Windom Community Council Meeting** – This social hour and informative meeting held at the Museum of Russian Art is advertised through a postcard mailing, listed in our newsletter, on our website and in the Southwest Journal. These meetings provide an open forum for local community and businesses to bring ideas forward and to speak about concerns in the community.
- **Windom South Community Center & Windom Spanish Dual Immersion School** – The Windom Community Council will continue to partner with these two community groups in planning, promoting and implementing community classes, workshops and events that are open to all residents and provide recreation, civic activities and topics of interest for all ages.

**3. How will your organization reach out to under-represented groups in your community? Who are these groups?**

Our organization reaches out to our entire community for our events by mailing a copy of our Windom News (3x per year) directly to each resident. In addition, we also mail postcard reminders to all our residents for our key annual events.

Windom houses four large apartment complexes with many renters. In the year 2011 we will work towards having better communications with property management of these rental complexes to inform residents of upcoming community events in their common places such as community bulletin boards.

The Windom neighborhood is home to many Hispanic families and to one of the city's Spanish Immersion Elementary Schools. WCC collaborates with the Windom Spanish Dual Immersion School to translate event fliers that are bilingual and can go home with Spanish speaking families. The WCC will continue to engage these families by providing events that encompass their culture through the arts. The Windom Community Council will also seek to recruit bilingual community members to host and lead bi monthly book, craft and cooking clubs to meet at the Windom South Community Center. The Windom South Community Center currently offers a Spanish speaking Nutritional/Cooking class that is offered every Wednesday for up to 6 families at a time.

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The Windom neighborhood also takes pride in having seniors that are active and involved. The WCC engages seniors by inviting them to volunteer at our annual festival and volunteer appreciation dinner. We plan to survey the senior community of Windom to find out what other interest activities they would like to see offered. In collaboration with Minneapolis Park Board and the Senior Nutrition Program through Volunteers of America a very successful senior dining program has been established at the Windom Community Center in which seniors enjoy social time together to share meals, play card games, and discuss relevant health and well-being information. This senior program takes place Monday-Thursday starting at noon.

Like other neighborhood organizations we will use census data to be released mid-year 2011 to assess changes in neighborhood demographics.

**4. What planning activities would your organization like to carry out in 2011? (This could include strategic planning, land use planning, NRP planning, etc).**

Planning activities for WCC will include continuing to complete the goals of both our NRP Phase 11 plan and our 2-year strategic plan.

This will include:

- Improve community gateways by establishing a gateway from Richfield into the City of Minneapolis and the Windom neighborhood. The objective will be to improve the look and feel of the city on Nicollet Avenue. We will work with local businesses to designate the gateway into the City and Windom neighborhood/design and install business node banner signs.
- Continue to work with Community Planning and Economic Development on the Commercial Exterior Improvement Grant and Revolving Loan programs. The objective is to increase the vibrancy of the commercial nodes by providing matching grants for exterior property improvements.
- Continue to work with The Center for Energy and Environment on the Community Energy Services program that provides homeowners information and services on how to save energy and money throughout the year.
- The WCC will continue to connect Windom Business owners, property owners and NEHBA by keeping updated communications and resources available at monthly meetings and neighborhood events as well as through the website and newsletter.

The Windom Community Council has been very successful in the last few years in our outreach to engage neighborhood businesses in community events and by building good relationships we can continue to communicate concerns and ways to address issues as they arise. The WCC is also pleased that the Nicollet East Harriet Business Association has extended their boundaries to include the Windom neighborhood as part of their organization.

**5. How does your organization provide information to the community? How do you gather information from the community?**

The Windom Community Council (WCC) provides information to the community in a variety of ways to reach as many of our residents as possible.

- Our primary printed communication is our Windom Community Newsletter which provides information on upcoming community events, updated construction announcements, neighborhood school news, safety updates and reports, new business profiles, Community

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Center programs, and seasonal articles contributed by residents. Advertising in the Windom Newsletter helps support and sustain this valued neighborhood resource. This newsletter is mailed to all residents and hand delivered to Windom businesses and community organizations which increases its viewings.

- Information is also provided to the community through our WCC website at: [www.windomcommunity.org](http://www.windomcommunity.org)
- The Windom Community Council also administrates a facebook page, *Windom Neighborhood*. Community events and important neighborhood information is posted on this page. Residents and businesses also use this as a tool to promote their services, communicate with each other and continue to keep connected through this social network site.
- Residents are invited to our monthly board meetings the third Thursday of each month at the Windom School in the Community Shared room. These meetings provide monthly updated information on upcoming events, school & community center news, businesses, community planning, safety and treasurer's report.
- Postcards are mailed to residents to inform them about the Bi Annual social hour and meeting as well as the Fall Festival. An event flier for the Holiday Stop & Shop is inserted in the Southwest Journal to the surrounding neighborhoods including Kenny, Tangletown, and Lynnhurst.

The Windom Community Council gathers information from the community by inviting them to monthly meetings and offering a way to provide feedback, ideas and personal input through the website and social network media.

**6. What festivals and events will your organization host or support in 2011?**

Windom's Annual events that will continue in 2011 include:

- **Tots Rock**, a dance party for children, ages 6 months to 7 years of age held the last Saturday of March. This event provides families with a safe, all-inclusive opportunity to socialize with neighbors while spending time together. The variety of activities is intended to keep children engaged and entertained while giving parents the opportunity to enjoy their children in a new environment as well as meet other parents in the community. Activities include live DJ, bubbles dance floor, a "chill" room with storytelling, craft and snack stations. Family oriented businesses are encouraged to sponsor this event and provide literature on their services and products. The main intention of this annual event is to build a sense of community for families in our neighborhoods with young children and to introduce more community members to local resources and businesses.
- **Bi Annual Meeting at the Museum of Russian Art**, is held in the month of May and is very well attended. This meeting is used as a social gathering, to hear from elected officials and board members, introduce new businesses, recruit committee volunteers, elect new board members, and review community planning efforts.
- **Windom Fall Festival**, has traditionally been held in the months of August or September. The last two years the theme has been ***Around the World in Windom*** to celebrate the diverse population of residents and unique cultural businesses in the neighborhood. This event celebrates neighbors, businesses and community while embracing all cultures through music, and a "Creation Station" area in which families can travel from continent to continent participating in art projects and activities representing different countries. In the future we would like to engage

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neighborhood cultural restaurants to provide a "Taste of Windom" at future festivals. This annual festival takes place at the Windom Dual Spanish Immersion School and Windom Community Center. This year we will combine our Windom Fall Festival with the Movies in the Park on Friday, August 19<sup>th</sup> partnering with the Minneapolis Parks and Recreation.

- **Windom's Holiday Stop & Shop**, kicks off the holiday spirit in Windom by inviting residents to "Stop & Shop" Windom businesses while participating in great specials, fun activities, free giveaways and a chance to win gift certificates to one of the participating businesses. Santa usually makes an appearance at this event to take photos with children and the neighborhood schools musical talents provide entertainment while many businesses offer workshops and free gifts throughout the day. This event traditionally takes place on the first Saturday of December.

In the year 2011 the Windom neighborhood plans to add a Sizzling Summer Sidewalk Stop & Shop event to take place in the month of June. These "Stop & Shop" events are intended to encourage residents to shop locally and in their own Windom neighborhood while building a sense of community. The Windom Community Council feels strongly about engaging the residents, businesses and schools in all community planning and events.

**7. What else would you like the Neighborhood and Community Engagement Commission know about your organization?**

The Windom Neighborhood is located in the Southwest Community of the City of Minneapolis, bounded on the north by Diamond Lake Road and 54<sup>th</sup> Street, on the south by Crosstown Highway 62, on the west by Lyndale Avenue South and on the east by the 35W Interstate Highway. Windom's location is ideal for both inner and outer city travel, due to the proximity to high speed freeways and its central location in the greater Minneapolis area. There is also excellent bus transportation along Nicollet and Lyndale Avenues, which are both filled with thriving and unique businesses.

The Windom Community is rich with a variety of businesses, serving as corporate headquarters and an incubator for start-ups, and representing a diverse mix of industrial, retail, and service companies. The large industrial park serves as the hub for jobs in southwest Minneapolis, and the small mom and pop shops serve the daily needs of residents. Our neighborhood offers every service we need to fully sustain us. This is becoming increasingly rare, and is an incredible asset to surrounding neighborhoods and to the city at large.

Our diverse mix of housing provides opportunities for all income levels to live in our neighborhood. Unlike many southwest neighborhoods, we have housing to accommodate a perfect cross section of Minneapolis, ranging from high end single family housing to subsidized and market rate affordable housing opportunities. Our neighborhood is split 50/50 with renters and homeowners, and provides a good mix of different styles and types of housing, including both mansions and single rooms. Windom stands out as being a place that any person or family can live safely and with great access, which truly makes us unique.

**8. Besides funding, what are some other ways that the NCR and NCEC can help your neighborhood organization?**

- Provide staffed neighborhood community organizers a group insurance policy as part of their yearly contract.
- Provide assistance for annual IRS filings.
- Enable the sharing of resources among neighborhoods for grant seeking and grant writing, as well as other research and development opportunities.

- Establish a forum in which optional sharing of best practices for event planning, marketing, and strategic planning among neighborhood groups on the NCEC website.

PLEASE SEE FOLLOWING PAGE FOR ESTIMATED BUDGET PROPOSAL & MEMO REQUEST

**ESTIMATED BUDGET**

<b>Staff Expenses</b>	<b>\$14,500.00</b>
<b>Employee Benefits</b>	<b>\$ 0</b>
<b>Insurance</b>	<b>\$ 300.00</b>
<b>Occupancy</b>	<b>\$ 0</b>
<b>Communications/Outreach</b>	<b>\$ 4,000.00</b>
<b>Supplies and Materials</b>	<b>\$ 200.00</b>
<b>Festivals and events</b>	<b>\$ 4,500.00</b>
<b>Food and refreshments</b>	<b>\$ 200.00</b>
<b>Youth/Senior Development</b>	<b>\$ 6,000.00</b>
<ul style="list-style-type: none"> <li>• Partner with Windom School and Community Center to coordinate NRP youth initiatives (see NRP plan)</li> <li>• Partner with Community Center to coordinate NRP senior initiatives (see NRP plan)</li> </ul>	
<b>Fundraising</b>	<b>\$ 0</b>
<b>Other Services</b>	<b>\$ 200.00</b>
<b>TOTAL:</b>	<b>*\$ 29,700.00</b>

\***Budget Request :**

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Due to the City Council's December decision to freeze NRP funding at 50 percent, the WCC is requesting 2011 as a year of transition. During this year, we will be analyzing what portions of the NRP Phase II Plan we would like to complete with the new funding source, and which are being eliminated. At this time, we don't anticipate being able to do more than what we have promised the neighborhood through the Phase II planning. Once we've spent the year analyzing our service levels, we will hopefully be able to present a program of community engagement that fully utilizes our 2011 allocation and future allocations. Therefore we are not requesting our full allocation for 2011, and request that the balance of this allocation be reserved for the 2012-2015 funding and planning cycle.

**Bylaws of the Windom Community Council**  
(proposed 2/10/05)  
Enacted and voted on Nov. 10, 2005

**PREAMBLE:**

The intent of these bylaws is to clarify how the Windom Community Council will conduct business to ensure the equal opportunity of eligible Windom residents and businesses to a voice in the affairs of the Minnesota Corporation known as the Windom Community Council. The purpose of the Windom Community Council shall be to promote the common good and general welfare of the Windom community.

**WINDOM COMMUNITY COUNCIL VISION STATEMENT**

Windom seeks to be recognized, locally and beyond, as an attractive, active, supportive and involved neighborhood that takes pride in its cultural diversity and rich history.

We are a community of people who strive to provide a safe, clean, educational and prosperous haven for all of our residents and businesses.

**ARTICLE I. Identity**

- a. **Name:** The name of this organization shall be the Windom Community Council.
- b. **Jurisdiction:** The Windom Community Council shall have the following boundaries: Hwy. 62 on the South, Hwy 121 and Lyndale on the West, Diamond Lake Road on the North and Hwy. 35 on the East.

**ARTICLE II. Windom Community Council General Membership**

- a. **Membership:** Membership shall be open to any person 18 years of age or older whose primary residence is within the jurisdiction of Windom as defined in Article I b. or any one representative of a property or business owned or operated within the same jurisdiction. Membership entitles the right to voice opinions to the board and to make petitions to the board on any and all matters related to the Windom community. Members also have the right to nominate and vote for eligible candidates at the Annual Membership Meeting. Members may attend any regular meeting of the Board of Directors and vote on particular issues before the board which may require a full membership vote.

**ARTICLE III. Board of Directors**

- a. **Eligibility:** A Director must be a member of the Windom Community Council as defined in 11a.
- b. **Duties.** The Board of Directors shall conduct the business of the Association, attend all duly called meetings and shall establish standing committees and ad hoc committees as needed. The Directors shall also elect from themselves at least four officers, or as many as the board may determine is necessary and sufficient to further carry out the business of the board. Each director shall actively serve on at least one standing committee each year in office. Directors are expected to be responsive to the needs and issues affecting Windom and provide the necessary leadership, time and fund raising commitment to carry out the actions that will best address these needs and issues.

c. **Size and Tenure.** The Board of Directors shall consist of no less than seven (7) board members and no more than thirteen (13) board members including officers. Each Director shall serve a term of two (2) years until a successor is elected. A member may serve on the Board as many times as s/he may be elected; no term limit being herein specified. At least seventy-five percent (75%) of the board shall have their primary residence within the jurisdiction defined in lb.

d. **Election.** The Board of Directors will be elected by all the general community members present at the annual meeting Six (6) Directors shall stand for election in one year, and the other seven (7) shall stand for election the succeeding year. Nominations may be submitted by a committee formed for such purpose and may also come from the floor.

e. **Action by Consent.** Any action may be taken by the Board of Directors without a formal meeting if authorized in writing and signed by all Directors.

f. **Vacancies.** Any vacancy on the Board of Directors, apart from the elections at the Annual Meeting, may be filled by an election at the next board meeting, by a majority vote of the eligible members present. No special notice of this meeting need be given. Any Director so elected shall fill-out the remaining term of the Director position vacated. If the vacated Board Member was an officer, the Board of Directors shall elect a new officer from the available candidates on the Board.

g. **Removal of a Director.** Three (3) unexcused absences by a director from duly called board meetings within one calendar year shall give cause for immediate removal from the board unless rescinded by majority vote of the other members of the board. Any Director may be removed from office, with or without cause, by a two thirds (2/3) vote of the entire Board of Directors at a regular or special meeting called for that purpose, but with due notification of such action and the right be heard therein.

#### **ARTICLE IV. General Membership Meetings.**

a. **Annual Meeting.** There shall be an Annual Meeting of the general Windom Community Council membership held each calendar year at a time and place within the Windom neighborhood as set by the Board of Directors. At the Annual Meeting, year-end reports of the general business and activities of the corporation shall be presented by the officers to the general membership. Nominated candidates to the Board of Directors shall be voted on and elected at the Annual Meeting. The Annual Meeting of the general membership shall be advertised at least one month in advance. Minutes of all board meetings during the year shall be made available for review by the general membership at the Annual Meeting.

b. **Quarterly Meetings.** The Board of Directors may call quarterly meetings of the general membership as needed to communicate important actions by the Board or to gain added input and direction from the general membership as needed.

c. **Special Meetings.** Special meetings of the general membership may be called by any two officers, or by twenty-five percent (25%) of the Board of Directors, or by any fifteen (15) eligible members of the Windom Community Council. At such meetings, any action may be taken including the removal of one or more Directors and/or the election of replacements.

d. **Notice.** Notice of the Annual Meeting of the general membership shall be given by an announcement in the Windom Neighborhood Newsletter or special mailing. Notice of the Annual Meeting shall include an agenda and notice of the nominated candidates for election to

the Board of Directors. Notice of special meetings shall be given at least five (5) working days in advance, by mail or other such means as the Board of Directors shall deem appropriate.

e. **Voting.** Passage of a motion or resolution shall require the vote of a majority of the general community members present for the meeting. No general community member may vote by proxy or cumulatively.

f. **Quorum.** A Quorum for the transaction of business shall consist of, at a minimum, a majority of the board of directors and any general member present.

#### **ARTICLE V. Meetings of the Board of Directors**

**Any member of the Windom Community Council may be heard at a meeting of the Board of Directors. All meetings will be open to the public.**

a. **Regular Meetings.** The regular meeting of the Board of Directors shall be held at a time and place determined by the Board.

b. **Special Meetings.** Special meetings of the Board of Directors may be called by any two officers, or any four (4) Directors acting jointly.

c. **Notice.** Notice of the meeting including the agenda shall be given by the Secretary by mail, email or by such other means as may be agreed upon by the Board.

d. **Quorum.** A majority of Directors in attendance at any board meeting shall constitute a quorum.

e. **Voting.** No item may be voted on by the board unless it has passed the appropriate committee. Emergency items may be voted on without committee approval. A majority vote is required to declare an item to be an emergency.

#### **ARTICLE VI. Officers and Their Duties**

**The Officers of the corporation shall consist of a President, a Vice-President, Secretary, and Treasurer, and such other officers as may be elected by the Board. No person may hold two (2) offices at one time. Except as provided in these by-laws, the Board shall affix the powers and duties of all officers.**

a. **Election and terms of office.** The officers shall be elected by the Board of Directors at its first meeting after the annual meeting. The officers shall be elected for a term of one (1) year and shall serve until their successors shall have been elected or until their earlier resignation, removal from office or death. No officer shall serve more than two (2) consecutive one-year terms in the same capacity.

b. **Duties held in common.** All financial instruments must be signed by two (2) officers, usually but not necessarily, the Treasurer and the President. Any two (2) officers may call a meeting of the membership or the Board.

c. **Duties of the President.** The duties of the President are to set the agenda and lead the board meetings at which s/he attends, nominate Committee chairs, act as official spokesperson for the organization, address grievances of the membership, and perform other such duties as the Board may decide.

- d. **Duties of the Vice-President.** The duties of the Vice-President are to perform the duties of the President if the President is unable to do so, and other duties as the Board may decide.
- e. **Duties of the Treasurer.** The duties of the Treasurer are to record and maintain all financial transactions with respect to the Windom Community Council's money, budget, tax reporting, fiscal affairs, and any other duties as the Board may decide.
- f. **Duties of the Secretary.** The duties of the Secretary are to prepare the agenda for board meetings, record the minutes of each board meeting, to send notices of each board meeting, and to assist in the preparation of all letters and reports of the Windom Community Council.

#### **ARTICLE VII. Contracts, Loans, Checks and Deposits**

- a. **Contracts.** The Board of Directors may authorize any officer (s) or agent(s) to enter into any contract or execute and deliver any instruments in the name of and on behalf of the Windom Community Council, and such authority may be general or confined to specific instances.
- b. **Loans.** No loans shall be contracted on behalf of the Windom Community Council and no evidence of indebtedness shall be issued in its name unless authorized by a resolution proposed by a two-thirds (2/3) majority of the Board of Directors.
- c. **Checks and Drafts.** All checks, drafts or orders for the payment of money, notes or other evidence of indebtedness issued in the name of the Windom Community Council shall be signed by such officer or officers, agent or agents of the organization, and in such manner as shall from time to time be determined by the Board of Directors.
- d. **Deposits.** All funds of the organization not otherwise employed shall be deposited from time to time to the credit of the Windom Community Council in such banks, trust companies, other depositories of investments as the Board of Directors may select.

#### **ARTICLE VIII. Indemnification**

The organization, acting through its Board of Directors, or as otherwise provided in the Bylaws, shall as fully as may be permitted from time to time by the statutes and decisional law of the State of Minnesota or by any other applicable rules or principles of law, indemnify each officer of the organization against the expense of any action to which he/she is or was an officer of the organization. Any provision in these Bylaws which would prevent such indemnification to the full extent permitted by law as it may from time to time be expanded by statute, decision of court or otherwise, shall be deemed amended to conform to such expanded right of indemnification without formal action by the Board of Directors.

#### **ARTICLE IX. Affirmative Action**

No person shall be discriminated against by this organization in its hiring policies, delivery of services, or other business on the basis of race, color, creed, religion, ancestry national origin, sex, affectional preference, disability, age, marital status, source of income, or criminal record where this offense is not validly related to the job, services or corporation business.

Affirmative action is not mere passive non-discrimination. It is action, including procedures, methods and practices that will equalize opportunities relating to all means of participating in this organization's activities for members, staff and other community residents. This organization encourages people and other organizations to make recommendations about how this organization can act affirmatively to increase participation in the activities of the organization.

#### **ARTICLE X. Conflict of Interest**

A member who receives any direct or indirect financial benefit from, or serves on the Board of Directors of any organization, project or development that is being considered by the Windom Community Council, or by any of the organization's task forces or committees, its Board of Directors, or membership, must declare that affiliation and shall abstain from voting on any related issues. A conflict of interest shall be deemed to exist if that person is a member of the same immediate family (spouse, son, daughter, father, mother, brother, or sister) of the beneficiary of any action of the Windom Community Council.

#### **ARTICLE XI. Complaints**

Any complaint against the Windom Community Council, or any of its activities, shall be made in writing and directed to a meeting of the Board of Directors which shall, in turn, respond to the complaint in writing within thirty (30) days.

#### **ARTICLE XII. Bylaws**

The Windom Community Council may amend its bylaws from time to time as needed to incorporate the most contemporary, legal standards in established neighborhood association policies and decisions, code of ethics, and other issues it deems necessary for official inclusion in its bylaws. Revisions to the bylaws may only be recommended by an officer of the Windom Community Council at a regular meeting. Enactment of any changes or revisions to the bylaws must be agreed on by a majority vote of the Board of Directors present at any regular meeting. All changes or revisions to the bylaws must meet all state and federal requirements for non-profit organizations.