

**Greenway Technical Committee Staff  
Meeting Notes  
Tuesday, June 8, 2010 - 10:30 am- Noon  
Grand Forks Park District Office - 1210 7<sup>th</sup> Ave. S. Grand Forks, ND**

Lonny Winrich, Chair  
Dave Aker, EGF Parks & Rec  
Melanie Parvey, City of GF  
Gladwin Lynne, RRSRA

Rick Ziegelmann, GF Park District  
Steve Mullaly, GF Park District  
Kim Greendahl, City of GF

**I. Old Business**

**a. Project request update**

- i. Solar lighting at 7<sup>th</sup> Avenue north:** Kim has received materials from a company selling solar lights but it doesn't address the concerns about battery life in the winter. To ensure that all products being considered can be compared on the same criteria Kim and Melanie are putting together a set of specifications and will solicit requests for proposals. Melanie will contact EAPC to review the specifications to clarify that we are asking for the right information.
  - ii. Disc golf tee pads and expansion:** No word has been received from ND Office of Emergency Management.
  - iii. Community gardens:** A pilot plot has been approved by the GF City Council and will be located on the 400 block of south 3<sup>rd</sup> & 4<sup>th</sup> street.
- b. Informational presentation to councils:** The group would like to schedule a presentation for the two councils and the GF Park District Board of Commissioners. The presentation would be scheduled after the swearing in of the new EGF council members in February 2011. Presentations would be about 8 – 10 minutes in length and possibly include a video and materials on the mission of the Greenway Technical Committee, membership and past and present projects. Kim will work with Lonny to determine the final content of the presentation.
- c. Pursuit of 501 (c) 3 status & meeting with the Community Foundation of GF & EGF:** Dave and Kim met with Kristi Mishler, Executive Director, and Sheila Bruhn, Chief Operating Officer, of the Community Foundation to discuss how the foundation might be able to assist the Greenway Technical Committee (GTC) in the pursuit of funding that requires a 501 (c) 3 status. Kim will invite Kristi and Sheila to the next GTC meeting. The committee agreed to recommend to both City Councils that the GTC utilize the services of the Community Foundation for applying for and administering grant funds when necessary. This would take place after Lonny has done the informational presentations to the governing boards of the managing agencies.

**II. New Business**

**a. Project request**

- i. Covered shelter at Sunbeam trail head:** A special project request has been received by the City of Grand Forks to consider adding a covered shelter area somewhere on the wet side of the levee near the Sunbeam trail head facility. After review by the committee it was decided that funding was not available at this time to do a project like this but the request should be placed on a wish list for future consideration. If funding became available the communities could look at the possibility for a small bench with a cover instead of a structure as large as a picnic shelter. This might be something that would expand to the larger bike trail system.
- b. Greenway & Trail Users Advisory Group update:** The group will be discussing the 2010 bike trail improvement projects in GF and the bike rack project.

**III. Greenway Agency Updates**

- i. **City of EGF:** Dave will be meeting with Sarah Reese from the Minnesota Statewide Health Initiative Program (SHIP) about the funding for the trail sign project. He has submitted the application for funding. The campground open house is scheduled for June 12. Activities include a car show, music, food and more. Construction has started on the new campsites. This will saturate the capacity of the campground.
- ii. **City of Grand Forks:** Melanie is working on getting cost estimates for a small dog park just west of the current dog park. The cost of the estimates and the funds available will determine whether the project can be done in 2010 or later.
- iii. **GF Park District:** Riverside pool is scheduled to open tomorrow.
- iv. **MN DNR:** No report.

#### IV. Other

- a. **Small dog park update:** Melanie is working on getting an estimate for a small dog park near the current park. This estimate will help determine whether or not it is too expensive to pursue this project in 2010.

**Submitted by: Kim Greendahl, Greenway specialist, city of Grand Forks**

#### Reference documents:

- o Community Foundation of Grand Forks, East Grand Forks and Region
  - Mission statement and vision
  - Administrative Fee Schedule
  - Organizational Endowment Funds
  - Choose the Gift Option that Matches Your Goals
  - Community Foundation Family of Funds
- o Greenway Special Project Request form: covered shelter @ Sunbeam trail head



# Community Foundation™

OF GRAND FORKS, EAST GRAND FORKS AND REGION

## Mission Statement

*To manage and develop diverse endowments that generate funding to address the quality of life in our region.*

## Vision

- ▶ *Being a trusted steward with financial credibility*
- ▶ *Being responsive to our donors and endowment fund holders*
- ▶ *Soliciting additions to existing funds, and the creation of new funds*
- ▶ *Increasing awareness of the needs and missions of regional non-profit organizations*
- ▶ *Being a catalyst for solutions to regional needs*
- ▶ *Providing ethical service to our constituents (donors, fund holders, and others)*
- ▶ *Providing grants to regional non-profits from foundation funds*
- ▶ *Communicating to our constituents and the general public on the work of the Foundation*

*Audit and tax information are available for review by contacting the Foundation office.*

## Staff

Kristi Mishler, Executive Director  
Sheila Bruhn, COO, Women's Fund

## Board of Directors

Derrick Johnson, President  
Mary Loyald, Vice President  
Bill Lee, Secretary/Treasurer  
Leland Lipp  
Russ Erickson

James Hansen  
Kristin Shea  
Gerard Neil  
Marijo Shide  
Connie Mondry

Marilynn Ogden  
Jeanine Peabody  
Dave Homstad  
Margaret Tweten  
Barry Wilfahrt

*For questions or more information, please contact the Community Foundation at 701-746-0668 or [communityfoundation@gofoundation.org](mailto:communityfoundation@gofoundation.org).*



## ADMINISTRATIVE FEE SCHEDULE

When a client establishes a Fund at the Community Foundation of Grand Forks, East Grand Forks, & Region, they immediately simplify their charitable giving. We do the work. They get the Credit.

**Our fees support staff time for:**

- ❖ Managing funds
- ❖ Reviewing grant applications
- ❖ Processing grant payments
- ❖ Serving as a catalyst in researching and addressing new and emerging community issues.

**Fees also cover:**

- ❖ Publication of an annual report
- ❖ Preparation of an annual independent audit
- ❖ Oversight of investment performance

Board members serve without compensation.

Occasional expenses directly attributable to a particular fund (legal fees, awards, special publicity, etc.) are charged directly to a fund. Investment managers also charge a fee, which averages .08% of market value. Fees are calculated quarterly based on current market values.

**Permanent Funds**

Annual Fees

Designated Funds:	1%
Donor Advised Funds:	1%
Community Trust Funds:	1% of market value
Field of Interest Funds:	1.5% of market value
Scholarship Funds:	1.5% of market value

**Pass Through Funds**

Fees

Donor Advised:	1.25%
Organizational:	50% of Interest, minimum \$10 a month Development staff support charged at 2-5%
Fiscal Agent:	6%

**Supporting Organizations**

Annual Fees

1% on the first \$1 million in market value
.5% on market values of \$2-5 million
.25% on market values of \$5-\$10 million
.125% on market values of more than \$10 million

**Gifts of Real Estate**

Fees --TBD

## Organizational Endowment Funds

An Organizational Endowment Fund is a permanent fund managed by the Community Foundation of Grand Forks, East Grand Forks & Region that generates annual income for a non-profit organization. In addition to providing strong financial management, the Community Foundation also works to help the organizations build these endowments.

### Primary Benefits for Establishing an Endowment Fund with the CF:

- ❖ CFGF/EGF accepts many types of assets as additions to your fund such as cash, stocks, bonds, real estate, and other unusual assets.
- ❖ CFGF/EGF will serve as your organization's partner to help build its endowment fund. CFGF/EGF's staff has the experience and training to expedite planned and other complex gifts.
- ❖ CFGF/EGF's staff will handle all administrative and financial management duties associated with the fund, including quarterly written reports, so your staff and volunteers do not have to.
- ❖ The investment committee of CFGF/EGF's board monitors the work of the investment managers, freeing time for your board to focus on planning and development.
- ❖ Separating your endowment from other assets ensures resources will be available to meet future needs of the organization.
- ❖ Pooled funds allow for cost-effective access to high-quality investment management.

### What Services are Available to Assist the Organization in Building Its Endowment?

- ❖ Support in developing a planned giving program, including a print collateral and planned giving resources (books, periodicals, websites).
- ❖ Roundtable Meetings held to offer important discussions and educational opportunities in key areas.
- ❖ An individual page on CFGF/EGF's website for your organization's endowment fund with on-line contribution capability ([www.gofoundation.org](http://www.gofoundation.org)), and a listing in an annual mailing to CFGF/EGF donors.
- ❖ If requested, an annual visit by CFGF/EGF's Executive Director to your organization's Board meeting, to further explain the mission of CFGF/EGF and answer any questions the Board may have.

### What Fees are Associated with an Endowment Fund?

- ❖ An annual administrative fee of 1%, plus actual investment management fees, charged to the fund quarterly.

### Who is Eligible to Establish an Endowment Fund?

- ❖ Any 501(c)(3) non-profit organization.
- ❖ An Organizational Endowment Fund requires a \$10,000.00 opening balance, excluding pledges.
- ❖ Following the establishment of the fund, contributions can be made at any time.

**CHOOSE THE GIFT OPTION THAT  
MATCHES YOUR GOALS**

Your gift	Bequest	Revocable living trust	Outright gift of cash	Outright gift of securities	Outright gift of personal property	Gift of life insurance	Gift of retirement assets	Gift of real estate	Retained life estate	Charitable remainder unitrust	Charitable remainder annuity trust	Charitable gift annuity	Charitable lead trust
<b>Your goal</b>	Defer a gift until after your lifetime	Make a revocable gift during your lifetime	Make a quick and easy gift	Avoid tax on capital gains	Share your enjoyment of a collection or other personal item	Make a large gift with little cost to yourself	Avoid the twofold taxation on IRAs or other employee benefit plans	Avoid capital gains tax on the sale of a home or other real estate	Give your personal residence or farm now but continue to live there	Create a hedge against inflation over the long term	Secure a fixed and often increased income	Supplement income with a guaranteed, fixed amount that is partially tax free	Reduce gift and estate taxes on assets you pass to children or grand-children
<b>How to make the gift</b>	Name us in your will (designate a specific amount, a percentage or a share of the residue)	Name us the beneficiary of assets in a living trust	Simply write a check or make a cash donation now	Contribute long-term appreciated stock or other securities	Donate tangible personal property related to our exempt function	Contribute a life insurance policy you no longer need and/or name us as beneficiary	Name us as the beneficiary of the remainder of the assets after your lifetime	Donate the property to us, or sell it to us at a bargain price	Designate ownership of your home to us, but retain occupancy	Create a trust that pays a fixed percentage of trust's assets as revalued annually	Create a charitable trust or a charitable gift annuity* that pays a set income annually	Enter a charitable gift annuity* contract with us that pays a guaranteed income annually	Create a charitable trust that pays fixed or variable income to use for a specific term of years; principal is retained for heirs
<b>Your benefits</b>	• donation is exempt from federal estate tax	• you maintain control of the trust for your lifetime	• immediate income tax deduction	• immediate charitable deduction	• charitable deduction based on the full fair market value	• current income tax deduction	• allows less costly assets for your heirs	• immediate income tax deduction	• valuable charitable income tax deduction	• receive a variable income for life	• immediate income tax deduction	• current and future savings on income taxes	• reduces your taxable estate
			• possible estate tax savings	• avoidance of capital gains tax		• possible future deductions through gifts to pay policy premiums	• reduction or elimination of capital gains tax	• lifetime use of residence		• immediate income tax deduction	• fixed income for life, often at higher rate of return	• stable income for life	• your family keeps the property, often with reduced gift taxes

\*Not available in some states nor from some institutions



# Community Foundation Family of Funds

## **Organizational or Field of Interest Funds:**

Aneta Parkview Health Center Fund  
ArtWise Fund  
Campbell Library Literacy Fund  
Circle of Friends Humane Society Fund  
Community Violence Intervention Center Fund  
Development Homes, Inc. Fund  
Empire Arts Center Fund  
Families First Fund  
First Night Greater Grand Forks Fund  
Forks Handicapped Club Fund  
Friends of Downtown Fund  
Friends of the Greenway Fund  
Grand Forks County Historical Society Fund  
Greater Grand Forks Community Theatre Fund  
Greater Grand Forks Senior Citizens Association Fund  
Greater Grand Forks Symphony Fund  
Human Rights Endowment Fund  
Koinonia Ecumenical Spirituality Center Fund  
North Dakota Association for the Disabled Fund  
Project Advancing Literacy Fund –  
Grand Forks Library  
Summer Performing Arts (SPA) Program Fund  
Valley Memorial Foundation Fund  
Women's Fund  
Y Family Center Community Fund  
Youth Orchestra Fund  
Zion United Methodist Endowment

## **Scholarship Funds:**

Alerus Financial Scholarship Fund  
East Grand Forks Rotary Club Scholarship Fund

## **Designated Funds:**

Keith & Maxine Driscoll Sacred Heart Fund  
The Blanche Evenson Gift Fund (Benefits  
Christus Rex Campus Ministry,  
Northlands Rescue Mission,  
The Salvation Army and  
University Lutheran Church)  
Chamber of Commerce Leadership Fund  
Home of Economy Fund  
Charles Hurley Memorial Fund  
Lommen Fund of the United Way of  
Grand Forks, East Grand Forks and Area  
Mike Maidenberg Leadership Fund  
Operation Good Samaritan Fund  
Oral Health Fund (Benefits Valley Community  
Health Center Dental Clinic)  
Harry Romberg Memorial Fund (Benefits  
the GF County Historical Society)  
Redmann Family Fund (Benefits Aneta Park  
view Health Center's staff training)  
The Wellness Center Fund (Benefits the YMCA  
and the GF Park District)

## **Donor Advised Funds:**

Dave, Mary Gail, Eric & Alison Homstad  
Family Fund  
Derrick and Tara Johnson Fund  
Hansen Family Fund  
Loyland-Asbury Grandson Fund  
John S. and James L. Knight Foundation  
Donor Advised Fund  
Mark Loeslie Memorial Fund  
Mary Loyland Fund  
Mike and Kitty Maidenberg Fund  
Steve and Melissa Kuhlman Family Fund  
Peabody Family Fund  
Wells Fargo Donor Advised Fund

## **Community Funds:**

Community Foundation Fund  
Community Foundation Operation Endowment  
Founders and Directors Fund  
Community Opportunity Fund

**For questions or more information,  
please contact the  
Community Foundation at  
701-746-0668 or  
[communityfoundation@gofoundation.org](mailto:communityfoundation@gofoundation.org)**

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KG

### Greenway Project Request Form

Contact name	Richard T O'CONNOR	
Address	1395 A. South Columbia Rd Box 189	
City	Grand Forks	State & zip ND 58201
Phone	701-746-6673	
Email address	ROCOR84@infionline.net	
Is this request:	<input type="checkbox"/> One time event <input checked="" type="checkbox"/> New installation <input type="checkbox"/> Improvement to existing facility	
Brief summary of request:	A shelter with overhead cover on a slab And picnic table be constructed along the Bike Path on The East side of the dike from the Sunbeam Trail Head. Structure should be like existing structures in Lincoln and Riverside Parks. Structure could be small enough to fit one table.	
Support for the activity or facility. How many people typically participate in this activity, is there a user group established in the area, etc.:	The user group would be current walkers and bikers. Location would be close to Sunbeam Parking Lot and Restrooms	
What is needed to facilitate this project? Space, structures, etc? Please attach a diagram of the proposed layout of the activity or facility, if appropriate.	Leveling of a small flat space to pour a cement slab and build a small overhead covered structure similar to other GF PARK structures	
What, if any, costs are associated with this project?	Initial construction cost Limited maintenance costs	
How will these expenses be paid? Fundraisers, sponsor, etc.	This project would be a Greenway Budget cost	

[www.grandforksgov.com/greenway](http://www.grandforksgov.com/greenway)



Does this project require ongoing maintenance? If so, who will maintain the facility?
I would guess this project would require the same limited maintenance as other shelters; IT would be close to the Sunbeam Title Lot.
Will this event or facility be open to the public? This facility would be open to All Greenway users
Does this activity or facility involve the use of harmful chemicals, excavation or fire? If so, please describe.
I would estimate this project would require minor excavation to level a small slab under the structure.

Please submit this completed form and other supporting documents to be considered to:

Greenway Manager  
City of Grand Forks  
P.O. Box 5200  
Grand Forks, ND 58208-5200  
701-738-8746

For office use	Date received
Received by:	
Attachments:	