

August 10, 2009

Date

ROLL CALL TO RECOGNIZE THE PROSPECT PARK NEIGHBORHOOD ASSOCIATION IN ACCORDANCE WITH THE NEIGHBORHOOD RECOGNITION POLICY

WHEREAS, the Des Moines City Council approved the City of Des Moines Neighborhood Recognition Policy on May 24, 1993 by Roll Call No. 93-2026; and

WHEREAS, the Community Development Department with the guidance of the Neighborhood Revitalization Board implemented this policy by sending a written notice of the policy to neighborhood groups and announcing the Policy on Citicable; and

WHEREAS, a list of the neighborhood groups who requested recognition was compiled, approved by the Neighborhood Revitalization Board, and these neighborhood groups received official recognition by the City Council on November 8, 1993; and

WHEREAS, the Prospect Park Neighborhood Association has completed an application for recognition stating that their boundaries include Euclid Ave./30th St. between Douglas Ave. and Holcomb Ave. on the west, the Des Moines River from Euclid Ave. to Hickman Rd. on the east, Euclid Ave./Douglas Ave. between Lawnwoods Dr. and the Des Moines River on the north, and Bennett Ave. between 30th St. and 27th Pl., 27th Pl., between Holcomb Ave. and Sheridan Ave., Sheridan Ave. between 27th Pl. and Martin Luther King, Jr. Pkwy., Martin Luther King, Jr. Pkwy. between Sheridan Ave. and Hickman Rd., Hickman Rd. between Martin Luther King, Jr. Pkwy. and the Des Moines River comprises the southern boundary, as more specifically shown on the accompanying map; and

WHEREAS, the Neighborhood Revitalization Board recommended approval of this application at their meeting on August 5, 2009; NOW, THEREFORE,

BE IT RESOLVED, by the City Council of the City of Des Moines, Iowa, that the Prospect Park Neighborhood Association is hereby designated as a recognized neighborhood association for the City of Des Moines.

(Council Communication Number 09 -)557

FORM APPROVED:

MOVED by _____ to adopt.

[Handwritten signature]

Michael F. Kelley, Assistant City Attorney

COUNCIL ACTION	YEAS	NAYS	PASS	ABSENT
COWNIE				
COLEMAN				
HENSLEY				
KIERNAN				
MAHAFFEY				
MEYER				
VLASSIS				
TOTAL				

MOTION CARRIED

APPROVED

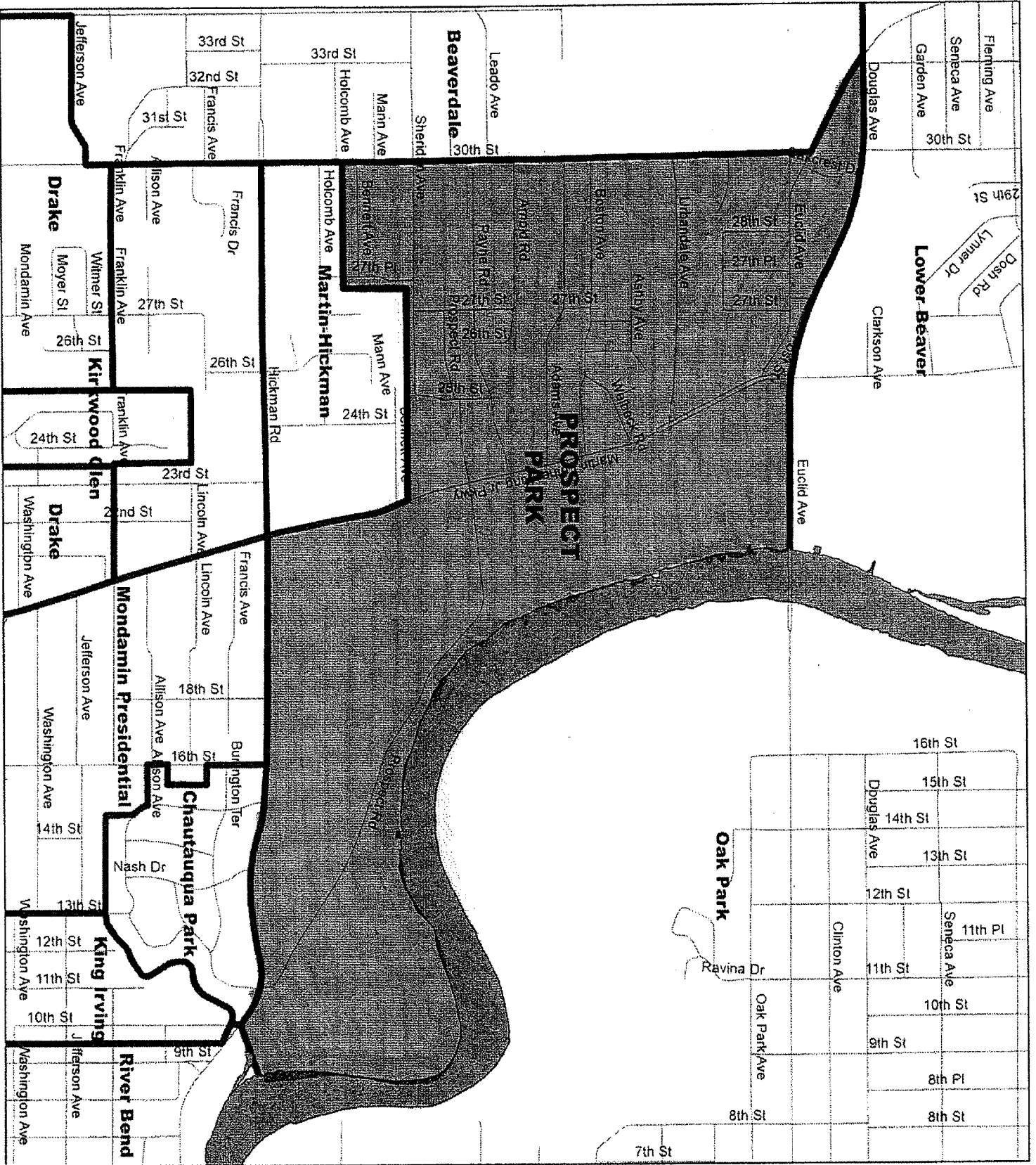
Mayor

CERTIFICATE


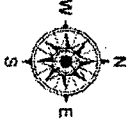
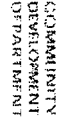
I, DIANE RAUH, City Clerk of said City hereby certify that at a meeting of the City Council of said City of Des Moines, held on the above date, among other proceedings the above was adopted.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my seal the day and year first above written.

City Clerk



Prospect Park Neighborhood Map

RECEIVED

JUL 20 2009

COMMUNITY DEVELOPMENT DEPARTMENT

CITY OF DES MOINES COMMUNITY DEVELOPMENT DEPARTMENT
NEIGHBORHOOD DEVELOPMENT DIVISION • NEIGHBORHOOD PLANNING SECTION

NEIGHBORHOOD RECOGNITION APPLICATION

Complete the following checklist to become an officially recognized neighborhood by the City of Des Moines:

Name of your neighborhood organization

PROSPECT PARK NEIGHBORHOOD ASSOCIATION

List your organization's contacts. To improve communication, please identify your primary and alternate contact persons.

Name	Title	Address (include Zip Code)	home Day Phone	cell Evening Phone
Barbara Kreinberg		2736 25th St. 50310	274-4472	556-6552
Sam Miller		2507 Payne RD 50310	281-0646	
Tiffany Cox		3105 26th St. 50310	279-2809	314-6636
Chas Jones	interim president	2704 Boston Ave 50310	490-4439	

} alternates
primary

Location of your public meetings and how often you meet.

Location	Time	How often you meet
Broadlaw's Hospital	6:30p	monthly
- Ingersoll Conf. Room	- 1st Sunday	

Your Boundaries (include which side of the street):

North:
East: see back →
South:
West:

DETAILED map of your neighborhood's boundaries (call the Neighborhood Planning Section at 283-4007 and ask for a print out of your area to a) verify our maps are correct and b) use it to highlight your boundaries and return with your application

Copy of your organizations proposed or approved by-laws (see samples attached) by the association 7/12/09.

Mail to:
City of Des Moines
Neighborhood Development Division
602 East First Street • Des Moines IA 50309 • 283-4182

Once your completed application is received, your organization will be contacted by City staff to let you know when your neighborhood will receive a Certificate of Recognition

Boundaries:

On the West: the east side of Euclid Avenue/30th Street between Douglas Avenue and Holcomb Avenue

On the South: Bennett Avenue between 30th Street and 27th Place, 27th Place between Holcomb and Sheridan Avenue, Sheridan between 27th Place and Martin Luther King, Jr. Parkway, the west side of MLKing between Sheridan and Bennett, the east side of MLKing between Sheridan and Hickman Avenue, the north side of Hickman from MLKing to the Des Moines River

On the East: the Des Moines River from Hickman to Euclid

On the North: the south side of Euclid between the Des Moines River and MLKing, then the south side of Douglas between MLKing and Lawnwoods Drive

BYLAWS OF THE PROSPECT PARK NEIGHBORHOOD ASSOCIATION

ARTICLE 1. Name

The name of the association shall be the Prospect Park Neighborhood Association.

ARTICLE 2. Purpose

Prospect Park is committed to respecting diversity and maintaining quality of life and pride in our neighborhood by coming together to create positive change.

ARTICLE 3. Boundaries

On the West: the east side of Euclid Avenue/30th Street between Douglas Avenue and Holcomb Avenue

On the South: Bennett Avenue between 30th Street and 27th Place, 27th Place between Holcomb and Sheridan Avenue, Sheridan between 27th Place and Martin Luther King, Jr. Parkway, the west side of MLKing between Sheridan and Bennett, the east side of MLKing between Sheridan and Hickman Avenue, the north side of Hickman from MLKing to the Des Moines River

On the East: the Des Moines River from Hickman to Euclid

On the North: the south side of Euclid between the Des Moines River and MLKing, then the south side of Douglas between MLKing and Lawnwoods Drive

These boundaries are indicated on a map attached to these bylaws.

ARTICLE 4. Membership and Voting

Section 1 -- Membership in the association is open to all persons who have reached the age of 18 and are Des Moines residents.

Section 2 -- Any person who is eligible for membership in the association may become a member upon completing a form indicating the person's desire to become a member of the association and payment of annual dues. Each member of the association shall be entitled to one vote on each matter submitted to a vote of members; provided, however, that business and other eligible organizations may have only one voting membership.

Section 3 -- Voting Requirements. Votes shall be carried by a majority of members present and voting unless otherwise required by law. Members must be present to vote. A quorum shall be 7 members.

Section 4 -- Voting Eligibility. The secretary of the association shall maintain a list of eligible voters. To be eligible to vote in an Association election, all criteria for full membership must be met and dues, if owed, must be paid in full before the beginning of the meeting.

ARTICLE 5. Association Meetings

Section 1 -- Annual Meeting. The place, time and date for the first Annual Meeting shall be determined by the Steering Committee, then by the Board of Directors for the following years. No more than 15 months shall elapse between Annual Meetings. The primary purpose of the Annual Meeting is to elect officers for the coming year, collect dues, announce general meeting dates for the next year, review activities of the past year, make plans for the coming year, and celebrate as an organization.

Section 2 -- Regular Meetings. Regular meetings shall be held on the first Sunday of each month at 6:30pm at Broadlawn's Hospital in the Ingersoll Conference Room. Should this fall on a holiday weekend, the meeting shall move to the 2nd Sunday of the month, same time and place. The Board has the right to change the date, time, and/or place of these meetings at their discretion.

Section 3 -- Special Meetings. Special meetings of the membership may be called for any purpose or purposes by the President, by action of the directors, or by a written request of not less than 10% of the voting members of the neighborhood association.

Section 4 -- Place of Meetings. The Board of Directors may designate any place within Polk County, Iowa, as the place of meeting for any annual, quarterly, or special meeting.

Section 5 -- Notice of Meetings. Notice of each meeting shall be provided at least 10 days before the meeting. Notification will consist of the following methods: monthly meeting notices will be emailed or delivered by phone while annual and quarterly meeting notices will go out as mass mailings.

Section 6 -- Minutes. Minutes of Board meetings shall be available to members upon request and, also upon request, can be provided to City and/or County staff. Copies of the minutes of the most recent meeting shall be available at the next meeting. In requesting copies of minutes over one year old, please allow up to sixty days to receive them.

Section 7 -- Open Meetings. All of the aforementioned meetings shall be open to the public.

Section 8 -- Financial Reports. A financial report shall be presented at all meetings -- regular, special, or annual.

Section 9 -- Conduct. Any individual(s) causing a disruption or acting in an inappropriate manner may be removed from general membership meetings, Board meetings, or neighborhood events, by any officer or officers, agent or agents, authorized to do so by the Board of Directors.

Section 10 -- The usual parliamentary rules laid down in Robert's Rules of Order shall govern all deliberations, when not in conflict with these bylaws.

ARTICLE 6. Board of Directors

Section 1 -- There will be a Board of Directors which shall exercise all powers vested in it by the general membership and shall be responsible for the business of the association. The Board of Directors should be representative of the Prospect Park geographic area. An attempt should be made to insure that all areas of the neighborhood are represented, and each board member should represent the neighborhood as a whole.

Section 2 -- The Board of Directors shall consist of 7 members, including the officers of the association, elected by the members. All members of the Board shall reside in or operate a business within the boundaries of Prospect Park and shall be voting members of the association in good standing prior to election to the Board. At least 4 of those members shall be owner-occupants of residential property within the association.

Section 3 -- The officers of the Board of Directors shall be President, Vice President, Secretary, and Treasurer. Officers shall serve 1 year terms, except for the Secretary and Treasurer, who shall each serve 2 years. All may be re-elected by the membership.

Section 4 -- The Board of Directors shall meet no less than four times a year and meetings shall be scheduled at the Annual Meeting for the forthcoming year. These meetings will be held preferably three weeks in advance of the regularly scheduled quarterly association meetings. In addition, special meetings of the Board may be called by the President and must be called by the President at the request of at least three Board members or by a written request of not less than 10% of the voting members of the neighborhood association. The purpose of each meeting shall be stated in the notice to Board members in advance of the meeting.

Section 5 -- Quorum. A quorum shall consist of not less than 5 members of the Board of Directors and an affirmative vote of the majority of all Directors present and voting shall be required for approval of any action.

Section 6 -- Members of the Board of Directors are expected to attend all Board and association meetings. Missing three consecutive Board meetings shall be construed as resignation from the Board. Board membership may be reinstated only by a majority of the remaining Board members.

Section 7 -- In case of emergency or if the President determines a meeting of the Board of Directors is not feasible, a proposal may be voted upon by the Board of Directors by telephone. Affirmative votes by a majority are needed for any action, and the secretary shall provide a written record of any action taken.

Section 8 -- Conflict of Interest. If a Board member finds they may have a conflict of interest in an issue, they will voluntarily bring this before the Board of Directors and must refrain from voting on the issue. The Board also has the right to call to attention a possible conflict with a Board member, at which point the Board may ask the member to refrain from any decision-making on this issue. Only factual information will be taken into account by the Board to determine whether the Board member should refrain from voting.

ARTICLE 7. Duties of the Officers

Section 1 – President. The President shall preside at all Association and Board of Directors meetings. The President shall present a progress report to the membership during the annual meeting. The President or the President's designee shall be the Association's representative on issues before the Des Moines City Council, any city board or commission, the media or a public forum.

Section 2 – Vice President. In the absence of the President, the Vice President shall perform the duties of the President and other duties as assigned by the President or as determined by the Board.

Section 3 – Secretary. The Secretary shall keep the minutes of the meetings of the Board of Directors and the Association. The Secretary shall be the custodian of all records of the Association, shall maintain an accurate list of members and shall provide notice of meetings to members and Directors, and shall maintain an accurate list of members and shall provide notice of meetings to members and Directors. The Secretary shall be responsible for making copies of the minutes available to the members.

Section 4 – Treasurer. The Treasurer shall oversee and keep an itemized report of all funds received and spent on behalf of the Association. As funds accumulate, the Treasurer shall pay all obligations as authorized by the Board and shall make a regular report to the Board and the association. The Treasurer shall prepare and distribute a financial report for all meetings as well as an annual financial report and budget to be received at the annual meeting.

Section 5 -- Board Members at Large. The Board Members at Large shall attend general membership quarterly and Board meetings, be a member in good standing, participate in association events, take an active role in planning and implementation of association events, and contribute information to a newsletter.

ARTICLE 8. Committees

Section 1 – The President with the approval of the Board may establish committees as necessary for the purposes of the Association. The President with the approval of the Board shall appoint members to the committees.

Section 2 – All committees shall report to the President and the Board of Directors.

ARTICLE 9. Elections

Section 1 -- Those members interested in being elected to office should let a Board member know at least two months in advance of the election. If a member is nominated to an office by someone else, a member of the Board [or membership committee] will contact that member to ask if they would serve in that office should they be elected.

Section 2 – Regular elections shall take place at the Annual Meeting. The Board shall fill vacancies that may occur between regular elections, and additional nominations may be submitted from those in attendance at the next membership meeting.

Section 3 – Officers and other members of the Board of Directors shall assume their duties immediately following their election and shall serve until their successors are elected and take office.

ARTICLE 10. Finances

Section 1 – Dues. Annual dues shall be established by the Board of Directors with the approval of the membership. Currently, dues are \$20 per household, business, or organization. This entitles each household to a maximum of two votes. Businesses and organizations are limited to one vote per business or organization.

Section 2 – Treasurer’s Report and Budget. The Treasurer shall prepare an annual report and budget to be received at the annual meeting. The Treasurer shall also provide a report to be presented at all association and Board meeting.

Section 3 – Records. The Treasurer shall provide any and all Association financial records to the Board, as well as City and/or County staff upon request.

Section 4 -- The financial records of the Association shall be audited on an annual basis. Audit will be performed by two members of the Association with no conflict of interest. At the completion of the audit, an Annual Report will be provided to the Board and the membership.

ARTICLE 11. Approval and Amendment of Bylaws

Section 1 – These bylaws, upon being presented to the membership shall become effective upon approval of a majority vote of the members voting.

Section 2 – Proposed amendments to the bylaws shall be provided to the membership at least ten days prior to the meeting at which the proposed amendment is to be considered. Any amendment of the bylaws shall require a two-thirds (2/3) majority vote of those present and voting at association meetings.

Section 3 – Amended By-laws will be dated and copies will be made available to the membership. A copy of the amended by-laws will be sent to the City of Des Moines Community Development Department to have on file.

**Prospect Park
Neighborhood
Map**

