

Place and Time

Time: 5:30 pm to 7:00 pm
The Ward 1 Council Office, 940 W. Alameda Street, Menlo Park

Attendees

Menlo Park Neighborhood Plan Steering Committee

- Raul Ramirez, Steering Committee Member/MPNA Board Vice President
- Zach Yentzer, Steering Committee Member/MPNA Board President
- Steve Brown, Steering Committee Member/MPNA Board Parliamentarian
- Greg Smith, Steering Committee Member/Historian
- Wendy Sterner, Steering Committee Chair/MPNA Board Vice President
- Matt Perri, Steering Committee Member/MPNA Board Historian

City of Tucson

- Luz “Flor” Espinoza-Burrueal, Director of Constituent Services, the Ward 1 Office
- Koren Manning, Administrator, Planning and Development Services Department (PDSD)
- Rebecca Ruopp, Principal Planner and Neighborhood Engagement Specialist, PSDS

The Planning Center

- Linda Morales, Principal-in-Charge/Owner, The Planning Center
- Maria Masque, Principal/Project Manager, The Planning Center
- Alicia Morales, Planner/Engagement Specialist, The Planning Center

Special Guest

- Saul Ostroff, Nosotros Academy, Ward 1 Office Guest/Menlo Park Community Partner

Minutes

Note: These minutes follow the items in the agenda for the December 13th Steering Committee meeting. For each item there is reference to the entity/person overseeing the item; highlights of discussion; and a list of ACTIONS to be taken and the person responsible for initiating each action.

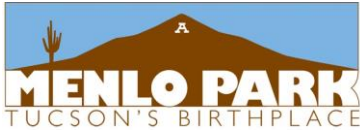
OUTREACH IN EARLY 2022

Clarification: Events, beyond those identified in the Public Engagement Program as the responsibility of the Project Team, are the responsibility of the MPNA and the Neighborhood Plan Steering Committee. For the latter, the Project Team is available to discuss event ideas if useful and to attend events and provide a Neighborhood Plan table. The Project Team is not responsible for coordinating neighborhood events such as resource fairs, picnics, cleanups, block parties, etc.

- **Outreach to be Overseen by Neighborhood Plan Steering Committee**
 - Menlo Park Picnic (Wendy Sterner)

Discussion:

 - Family Event (picnic/potluck)

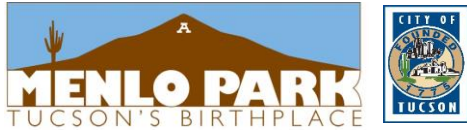


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- Park has overwater/flooding issues, make sure to notify Parks and Recreation
- Avoid conflicting with the Housing and Community Development (HCD) Charrette for the Westmoreland site, January 22, 2022
- Move MPNA Board Elections from Thursday, February 10, to Saturday, February 12, and hold both events concurrently (Election, Celebration – Arizona’s Birthday, Valentine’s Day, MPNA Elections)
- Opportunity to thank Vecinos (Certificate of Appreciation) and recruit more volunteers for the Vecinos Program
- Bring your own chair event
- Need sound system for the event. Parks and Recreation has a podium with built-in microphone
- Advertise event in the Newsletter - Karen spearheading newsletter
- Newsletter deadline to submit to the City for printing and mailing 18 days before event
- Limit event to two hours
- There are 2 ramadas available on February 12

ACTION ITEMS

1. Reserve two adjacent Ramadas in Menlo Park with Parks and Recreation for February 12, 2021, from 9:30 to 2:00 pm (including set up and cleaning up time). **Zach and Wendy**
Note: *Since this is a “public” event a Special Event Application must be completed and sent to Tucson Parks and Recreation 60 days prior to the event preferably, or at least 30 days prior to it. Also, because this event includes MPNA elections, the Special Events Application needs to be submitted by MPNA. Maria sent the information and the link to the application to Zach and Wendy on December 20, 2021.*
2. Reserve Ready, Set, Rec van and sound system (podium and microphone) – **Rebecca and Flor**
3. Include a blurb describing the Menlo Park Election & Fiesta at the Park, including free lunch, elections, and Vecinos certificate program from 11:00 am to 1:00 pm, in the MPNA Newsletter planned to announce the elections and complementary picnic.
 - a. Coordinate with Karen who it is understood has volunteered to prepare the Newsletter – **Wendy and/or Zach**
 - b. Provide general information about Neighborhood Plan, Open House, and other Neighborhood Plan Public Engagement Program Scope of Work events for newsletter – **Maria**
 - c. Submit camera-ready Newsletter to Rebecca for printing by January 14 (This includes the 18 days for preparation requested by City Neighborhood Resources to ensure mailing gets into mailboxes and the 10-day advanced notice required by the Menlo Park Neighborhood Association bylaws (Section IV, b.) - **Wendy**
4. Coordinate with Ward 1 Office to get a good price for lunch and reach out to businesses for donations - **Wendy and Flor**
5. Coordinate raffle prices - **Wendy**
6. Bring some chairs the day of the event, beyond those participants will be asked to bring their own chairs – **Steve**
7. Have a Neighborhood Plan Table at the picnic to distribute information and collect input via surveys and comment cards – **Maria, Alicia, and Rebecca**



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- Vecinos Appreciation Lunch (Wendy Sterner)

Discussion:

- Vecinos appreciation lunch to be revisited in January 2022
- Vecinos to receive Appreciation Certificates during the February 12, 2022, Menlo Park Elections Picnic/Fiesta

ACTION ITEM:

1. Assist with preparation of the Vecinos Certificate for February 12 – **Wendy and Zach** with support from the Project Team if needed.

- **Outreach to be Overseen by Project Team (Scope of Work)**

- Open House for Menlo Park Neighborhood Plan - The Project Team (Maria Masque point person)

Discussion: Open House to be held in April 2022. The Open House will include information, displays, and table discussions related to proposed Neighborhood Plan elements, as well as “limited” resource tables with partners that work directly on topics/needs that relate to Neighborhood Plan elements. Possible groups that could be invited to staff a resource table include:

- Barrio Neighborhood Coalition
- Connectivity, Access, and Mobility (Transportation and Mobility Department)
- Habitat Store House Repair Program
- Housing and Community Development (HCD)
- Living Street Alliance
- Parks and Recreation
- REACH (Active and Healthy Lifestyles)
- YWCA Business Center

Clarification: *The Open House is not a resource fair, but it includes few partners’ tables in a “resource fair” style for those who prefer to come in, fill a survey, complete a comment card, and find out about resources directly related to elements of the Neighborhood Plan. However, the Open House main function is to include workshops or talleres with topics centered on the elements of the Neighborhood Plan.*

ACTION ITEMS:

1. Coordinating the event, program, workshops by topic and materials by topic, including fliers - **The Project Team** (The Planning Center, Poster Mirto McDonalds, and PDSD)
2. Inviting Mayor and Council Member from Ward 1 Office - **Koren**
3. Reserving both wings of the Sentinel Building and Sound System - **Rebecca**
4. Coordinating City Department representatives - **Rebecca and Koren**
5. Coordinating “resource tables” – **Maria and Alicia**
6. Vecinos activation for flier distribution – **Wendy** (Vecinos Coordinator)

- **Outreach Ideas to Help Expand Inclusion in Neighborhood Plan Effort**

- Rebecca Ruopp summarized Project Briefing held with Ward 1 Office on December 8, 2021
- Luz “Flor” Espinoza-Burrueal, Ward 1 Director of Constituent Services, provided a menu of possible options to promote further inclusion of residents and businesses in the Neighborhood Plan. Ideas included:



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- **Resource Fair** – activating the neighborhood by providing resources that match neighbors’ needs – Ward 1 can assist Steering Committee/Neighborhood Association with coordination. The Project Team can bring a table to distribute information and collect input related to the Neighborhood Plan. This type of event introduces the project indirectly while providing a service to the neighborhood
- **Community Cleanups** – Some areas of Menlo Park can benefit from cleanups. A cleanup empowers neighborhood residents, activates the street, and increases community pride and safety. Members of the Neighborhood Association, including Vecinos and Steering Committee members can assist with the actual cleanup.
- **Youth Outreach/Family Outreach** – Getting students involved in projects (e.g., art shows, planning in the classroom, block parties, other) may bring out parents.
 - ✓ Saul Ostroff with Nosotros Academy, the k-12 charter school within Menlo Park, invited by Flor as a guest, has extensive experience with youth programs and outreach. Approximately 50 to 60 percent of the Nosotros student population lives in Menlo Park. Rebecca expressed interest in assisting with a youth activity.
 - ✓ Community Garden workshop and Creative Spirit PE Therapeutic Program as vehicles for youth involvement.
 - ✓ The Mexican American Services program for refugees new to the area runs out of Menlo Park School. There is opportunity to partner with this program.
 - ✓ Menlo Park Block Party – Such a party can activate youth and young families. Might be like a smaller version of the Barrio Hollywood Grande Fiesta. The Ward Office can assist with event coordination and flier copies.
- **Canvassing Training - Ward 1 is available to provide canvassing training** for the Vecinos Program, which could help to increase capacity
- **Business Outreach** – Involving local businesses in event planning and identifying their needs. The Ward 1 Office and the YWCA Business Center may be able to assist with such outreach. Grants are available via Safeway and other community businesses.
- **Partnering with Retirees** – Create a sign-up form

Discussion:

- **Literacy Connects** – Invite them to programs and resource fair.
- **El Rio and Pima County Racial and Ethnic Approaches to Community Health Program (REACH)** – REACH is a current Menlo Park Neighborhood Plan partner promoting healthy and active lifestyles

ACTION ITEMS

- Prepare a list of options and idea(s) to be considered by Steering Committee at upcoming Steering Committee meeting – **Maria**
- Have Steering Committee members select options and idea(s) at the next Steering Committee for pursuit with assistance from Ward 1 and identify Steering Committee member that will lead each option/idea selected – **Steering Committee members**
- **Notifications/Communications**
 - Notification Coverage: West End Station/Sentinel Building Community

ACTION ITEM

1. Contact both facilities and find out if they are allowing meetings inside and what would be the best approach to provide information to and gather information from residents – **Steve**



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- Maria Requested the Neighborhood Association latest Email List.

ACTION ITEM

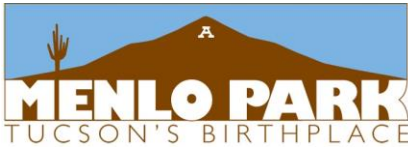
1. Provide the latest MPNA email list to Maria - **Zach**

- **Additional Items**

- Raul Ramirez mentioned upcoming Executive Meeting of Rio Nuevo Board and provided documentation of Barrio Sin Nombre that Maria will copy, scan, and return
- Raul Ramirez inquired about Tucson Origins Heritage Park and Caterpillar investigations. Maria, Rebecca, and Koren provided a summary on these two subjects
- Raul Ramirez suggested that an A Mountain investigation be conducted
- Matt Perri passed around the bound copy of [4,000 Years of Menlo Park's History, Tucson, Arizona](#) compiled by Greg Smith

ACTION ITEMS

1. Share Tucson Origins Heritage Park Resource List with Steering Committee – **Maria**
2. Copy, scan, and make available documentation of Barrio Sin Nombre and return originals to Raul Ramirez - **Maria**
3. Get a better understanding of what Raul is asking regarding A Mountain – **Maria and Rebecca**



Menlo Park Neighborhood Plan
Steering Committee Meeting Attendance Roster – December 13, 2021

Name:	Address:	Email:	Phone:
Raul Ramirez	1931 W. Bricker Dr	raulramirez1@az.com	250-1611
Zach Jentz	214 S. Granite Ave.	Zjentzer@gmail.com	407 4305
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Saúl Ostroff	Nosotros Academy	sostroff@nosotrosacademy.org	520-977-3322
Steve Brown	237 S. Avenida del Palo Firme	cbrown@universitysolutions.com	520-360-1189
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Rebecca Ruopp	5000 COT PSD	Rebecca_Ruopp@comcast.net	520 401 1185
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