

**DOWNTOWN MINNEAPOLIS NEIGHBORHOOD ASSOCIATION**  
**Board of Directors Meeting Minutes**

**Monday, March 2, at the Mill City Museum – ADM Room**

**1. Call to Order and Introductions**

DMNA Board President Dan Brophy called the meeting to order at 5:00 p.m.

Other board members present included Kristen Hansen, Julia Laden, Craig Simonson, Latonya Reeves, Mark Syputa, and Dawn Selle.

Board Member Cindy Schulz was not in attendance.

Ward 3 Council Member Michael Rainville and Ward 7 Council Member Elizabeth Shaffer, as well as DMNA Executive Director Christie Hantge were also present.

**2. Approval of the Agenda**

*Reeves moved and Laden seconded a motion to approve the agenda. Brophy called for discussion. Hearing none, the motion passed.*

**3. Ward 7 Update**

Council Member Shaffer reported on the following:

- Please subscribe to the Ward 7 e-newsletter at <https://www.minneapolismn.gov/government/city-council/members/ward-7/>
- Monthly Community Conversations – Watch Facebook page for day, time and location - <https://www.facebook.com/MinneapolisWard7>
- Two policy aides: Dave Berge [david.berge@minneapolismn.gov](mailto:david.berge@minneapolismn.gov) and Marty Carlson [martin.carlson@minneapolismn.gov](mailto:martin.carlson@minneapolismn.gov)
- Meeting with downtown corporate leaders. Hoping to improve the relationship between the city and the business community.
- Rental Assistance - <https://www.mprnews.org/story/2026/02/05/minneapolis-increases-funding-for-rental-assistance-by-1m>  
<https://lims.minneapolismn.gov/Download/FileV2/53036/Rental%20Assistance%200Authors%20FAQ%20Sheet.pdf>
- Small Business Assistance - <https://www.minneapolisfoundation.org/stories/community-issues/small-businesses-may-now-apply-for-economic-response-grants/>
- Liquor license renewal applications under review for The Depot and The Canopy by Hilton.

#### **4. Ward 3 Update**

Council Member Rainville reported on the following:

- Encouraged people to eat and shop at downtown restaurants and businesses.
- Major crimes dropping in Ward 3.
- Working to address car thefts at Elsie's Restaurant, Bar and Bowling Alley in Northeast.
- Working to address urban explorers.
- Somali Mothers will start patrolling in the Mill District, riverfront and Stone Arch Bridge in April. They will be out five days a week, Wednesday through Sunday, from 7 p.m. to 11 p.m. Hoping to expand hours in July and August to midnight.
- Gave recognition to the Mill District Safety Walk group.
- Thanked Council Member Shaffer for the good working relationship with Ward 7.
- Continue to work toward making Nicollet Mall a pedestrian mall. Moving bus routes off the mall.
- Having conversations with building owners about converting larger big box retail space into smaller spaces for start-up businesses and/or pop-up shops like the Chameleon Shoppes.
- MPD continues to be understaffed. There are typically only six squads on duty during the day in the downtown community.
- The Voya building was purchased by a private developer who will convert it to a boutique hotel.

#### **5. Approval of the Consent Agenda**

- January 26, Board Meeting Minutes
- January Financial Reports
- Executive Director's Report for January
- 2025 MN Charitable Organization Annual Report
- 2025 IRS Form 990
- Letter of support for Sherman Associates for financing application for the housing conversion project at the Grain Exchange Building.
- Letter of support for the Twin Cities United Way's Subdivision application for 404 and 418 8<sup>th</sup> Street
- Letter of support for Owamniyomni-Okhodayapi Preliminary Plat application

*Hansen moved and Reeves seconded a motion to approve the consent agenda, which included all the above items. Brophy called for discussion. Hearing none, the motion passed.*

## **6. Financial Review**

Executive Director Hantge provided a financial training focused on understanding the finances of the DMNA and the fiduciary responsibilities of board members. The training reviewed DMNA's status as a 501(c)(3) charitable organization and emphasized good governance practices, including the Board's duties of loyalty, care, and obedience.

Board members were reminded of their core financial responsibilities, including approving the annual budget, reviewing monthly financial statements, evaluating financial policies, approving contracts and large expenditures, reviewing contractor wages, and overseeing internal financial controls. The importance of reviewing the IRS Form 990 and the Minnesota Charitable Organization Annual Report was also discussed, along with maintaining required insurance coverage.

The training provided an overview of DMNA's accounting practices, including the use of fund accounting and a cash-basis accounting system, and explained how restricted and unrestricted funds are tracked and reported. The Board reviewed DMNA's fiscal year and annual reporting requirements, as well as audit thresholds under state and federal regulations.

Primary revenue sources were outlined, including Citywide Neighborhood Network funding, the Equitable Engagement Fund, and remaining Neighborhood Revitalization Program (NRP) funds. The status of both contracted and uncontracted NRP Phase I and Phase II funds was reviewed, including their intended purposes, reserve functions, and long-term community impact goals. Additional revenue sources and primary uses of funds were also discussed.

Finally, the training clarified the financial management responsibilities carried out by staff, including financial reporting, bank reconciliations, payment requests, budget preparation, compliance reporting, and coordination with City staff. Overall, the session was intended to strengthen Board understanding of DMNA's financial position and support informed oversight and decision-making.

## **7. Vacant Board Seat Update**

Chair Brophy provided an update on the vacant board seat. The individual that applied for and accepted the position has not responded to emails from him or Executive Director Hantge. The thought is they must not be able to fulfill the commitment at this time. Brophy asked the board if it would be OK to let the person know they are going to

move on to the other candidate who was interested in the seat. The consensus was yes. Brophy will circle back with the individual to confirm the board's decision. Hantge will reach out to the other interested party.

## **8. A Look Back at 2025 Outreach and Engagement**

- Downtown Chill at The Commons - February
- S'mores at Water Works Mark - March
- Earth Day – April
- Safety and Security Forum - April
- Neighborhood Day - May
- Take a Kid Fishing Day – June
- DMNA Day at the Mill City Farmers Market – July
- Pianos on Parade - August
- National Night Out - August
- Annual Meeting – End of October or Early November
- Co-planned Ward 3 and Ward 7 City Council Candidates Forums with the League of Women Voters
- Property Managers Safety Forum – December
- Historic Signage – Created 6 new signage
- Social media – Currently have a Facebook page

## **9. 2026 Priorities**

The board set the following events, activities and programs as priorities for 2026:

- Historic Signage Project - \$5,000
- Mill City Farmers Market sponsorship – \$2,500 - September 26, DMNA Day at the Market
- Gethsemane Community Garden Water Hook-up Project - \$8,000 matching grant
- S'mores at Water Works Park on March 21 - \$200
- Earth Day – Saturday, April 18, from 9:30 a.m. to Noon
- Neighborhood Day on Saturday, May 2, at TBD location
- Take a Kid Fishing Day on June 6, at Boom Island
- National Night Out on August 4, at The Commons
- Annual Meeting – TBD date and location
- Instagram – Julia and Craig will work with Executive Director Hantge

## **10. Adjournment**

With no further business, a motion to adjourn was made, seconded, and passed.

Dan Brophy adjourned the meeting at approximately 7:50 p.m.