

## **DOWNTOWN MINNEAPOLIS NEIGHBORHOOD ASSOCIATION**

Minutes from the Board Meeting on Monday, March 27, 2017

*Open Book, Target Performance Hall*

1011 Washington Avenue South, 2nd Floor

Minneapolis, MN 55415

### **I. Call to Order and Introductions**

Chair Joe Tamburino called the Board meeting to order at 5:45 p.m.

Other Board members in attendance were:

Jennifer Bernhardt  
Kevin Frazell  
Stephanie Hill  
Pamela McCrea, Vice Chair  
Travis Nordgaard  
Tomek Rajtar  
Carletta Sweet, Secretary  
Dianne Walsh, Treasurer

DMNA Vice Chair Pamela McCrea was absent.

Staff member Christie Rock Hantge was also present.

Guests in attendance included:

Elizabeth Harris, Latitude 45 Apartments  
Breanna Jaijairam, St. Stephen's Human Services  
David Jeffries, St. Stephen's Human Services  
Tom Novak, American Trio Lofts  
Margaret Richardson, Metropolitan Lofts  
Thomas Schmid, Washburn Lofts  
Amy Sweasy, Metropolitan Lofts  
Dale White, RiverWest Condominiums  
Michael Wilson, Contractor to Neighborhood and Community Relations

### **II. Consideration of the Agenda**

*Sweet moved and Bernhardt seconded a motion to approve the agenda. Tamburino called for discussion. The motion passed.*

### **III. Consideration of the Consent Agenda**

*Sweet moved and Bernhardt seconded a motion to approve the consent agenda which included the Board meeting minutes dated February 27, 2017; the Neighborhood Coordinator/Finance Coordinator*

*staff report for February (Invoice #026); and the F2017 Budget vs. Actual for the period ending February 28, 2017. Tamburino called for discussion. The motion passed.*

#### **IV. St. Stephen's Human Services Program Funding Report: Street Outreach Worker and Rapid Re-housing Program**

David Jeffries, Director of Single Adult Programs, advised their Human Services is divided into two programs: serving single adults between the ages of 23 and 80; and serving families. He began at St. Stephen's in 2008 as a Street Outreach Worker serving single adults and worked his way up to Director.

Breanna Jaijairam advised she's been with SS since 2015 as a Street Outreach Worker and is now the Street Outreach Program Manager.

Jeffries reported the DMNA began funding the SOW (<https://ststephensmpls.org/programs/emergency-shelter/street-outreach>) in 2014 for 1 year, with potential funding to be provided in 2017 contingent upon SS securing funding for 2015 and 2016, which was obtained through a grant from the Oracle Corporation.

The DMNA's funding for the Rapid Re-housing Program (<https://ststephensmpls.org/programs/housing/rapid-re-housing>) was for 1 year between September 2015 and December 2016.

Using a slide presentation, Jaijairam advised they used ClientTrack software to track services provided to clients from 2014 through the end of 2016 and reported the following, i.e., who they served:

- By gender
- By race
- By age
- By mental or physical disability
- By income
- By housing

A new system they began using in May 2016 was Hennepin County's Coordinated Entry program (<http://hmismn.org/coordinated-entry/>) which prioritizes individuals for housing based on a series of vulnerability questions and began tracking that as well.

Thereafter, Jeffries and Jaijairam entertained questions from the Board and concluded by thanking the DMNA for its financial support of these two important programs; they have secured funding to continue both. Rock Hantge reminded the DMNA that a previous Board committed another year of funding for the Street Outreach Worker program in the amount of \$60,000 if St. Stephen's was able to secure 2 years of additional funding. Rock Hantge will work with the City's Development Finance Department to get the funds contracted by July 1, 2017.

For more information, visit <https://ststephensmpls.org/>.

## V. Financial Update

- A. Consideration of the 2016 Community Participation Program Annual Report.** Rock Hantge advised the City requires neighborhood organization's to submit an annual report regarding how it spent its previous year's Community Participation Program (<http://www.ci.minneapolis.mn.us/ncr/programs/cpp/index.htm>) funding in order to receive access to the subsequent year's (2017) monies. The DMNA has to report on how it spent its allocation, describe its community engagement strategies, and provide at least two accomplishments or success stories. The City strongly encourages door-knocking as a form of outreach, however, due to the fact that the majority of the condo and apartment buildings have secured entrances, this is challenging in the downtown neighborhoods.

She noted the biggest success of 2016 was the Land Use Committee and the work it has done to gain community input regarding 205 Park Avenue and 800 Washington Avenue South. And in response to Frazell's inquiry, noted and the Outreach & Collaboration spreadsheet Sweet provides and the collaboration/funding of Emanuel Housing, People Serving People and St. Stephen's demonstrates how the DMNA has expanded outreach into under-represented populations. This narrative report has already been submitted to Bob Cooper, NRP/Citizen Participation Specialist, and Robert Thompson, Neighborhood Support Manager.

*Hill moved and Frazell seconded a motion to approve the 2016 CPP Annual Report. Tamburino called for discussion. The motion passed.*

- B. NCR Financial Review Process.** Rock Hantge introduced Michael Wilson, Accounting Consultant and Contractor to the City's Neighborhood and Community Relations Department (<http://www.minneapolis.mn.gov/ncr/>), and noted Wilson prepares the DMNA's annual tax filings, including the IRS Form 990 and the Minnesota Charitable Organization Annual Report. Rock Hantge provides the financial information and a rough draft of the filings and Wilson reviews and prepares the final reports. Rock Hantge also explained that the City periodically requires neighborhood organizations to go through a financial review process, and 2017 is the year for the DMNA. Wilson is also working with her on this project.

Wilson explained he has been a contractor with the City for approximately 20 years and provides auditing and tax filing services. The City has always recognized that public money flowing through neighborhoods requires a high level of scrutiny and wanted to bring success of accountability into the picture, especially with neighborhood boards that frequently turn over. Then he provided details regarding the financial review process, as well as responded to questions regarding the 2016 tax filings which he considers at low risk. What is growing increasingly common is for foundations and other funding sources to look at the 990 as a primary source for reviewing an organization and thus he has highlighted the idea of putting a good foot forward in terms of program accomplishments.

Wilson advised that since David Rubedor has become the Assistant City Coordinator, he would like every neighborhood reviewed every 3 years (there have been some high profile shenanigans going on) and it is important for board members to understand their fiduciary responsibilities. That financial review process is an agreed upon procedure and reflects that

the DMNA is relatively at low risk based on staffing in place, types of activities engaged, and whether people at the City are hearing things about the organization. It's a checkup that includes 12-15 questions he asks Rock Hantge (e.g., about program accomplishments and corporate governance) and ultimately asks the Board. Typically, there may be a finding that may include a recommendation. He and Rock Hantge have met and started the process. Thereafter, they answered questions during which she advised there's a \$25 filing fee required.

### C. Consideration of the 2016 Tax Filings

*Sweet moved and Walsh seconded a motion to approve the 2016 IRS Form 990 and the 2016 MN Charitable Organization Annual Report and pay the \$25 filing fee. Tamburino called for discussion. The motion passed.*

## VI. Land Use Committee Report

Kevin Frazell reported on the following projects from the March 7th meeting:

- A. **8th Street Reconstruction Project.** Steven Hay, Transportation Planner and Project Manager, presented the preliminary concept (<http://www.minneapolismn.gov/www/groups/public/@clerk/documents/webcontent/wcmssp-196486.pdf>) which will go before the Transportation and Public Works Committee and City Council for layout approval and then come back before the DMNA in the fall with greater details. No letter of support or other action was taken.
- B. **The Downtown East Commons Sign Variance Application.** Peter Hendee Brown (<http://www.peterhendeebrown.com/>), consultant to the City, and Amanda Wiggins from Green Minneapolis (<http://www.greenminneapolis.org/about/staff/>) presented their request to increase the number of freestanding signs that requires a variance due to practical difficulties in complying with the ordinance (<http://www.ci.minneapolis.mn.us/www/groups/public/@cped/documents/webcontent/wcmssp-194863.pdf>). Although the LUC wasn't excited about sign clutter, it is fine with the request because of the high quality of the signs that will help direct people to different parts of the park, particularly to the dog relief area. Rock Hantge prepared a letter of support that was sent to the City's Planning Commission.

Due to precinct caucuses on Tuesday, April 4th, the next meeting will be on Wednesday, April 5th at the Mill City Museum. The agenda includes Certificate of Appropriateness applications for (1) signage for Mill Place on 3rd Avenue South at South 1st Street, and; rehabilitation of Thresher Square; (2) multiple land use applications for 205 Park Avenue South; and (3) an update of 800 Washington Avenue South.

## VII. Old, New or Other Business

- A. **Crime and Safety Public Forum Debrief.** Tamburino believes this event on March 20th at New Century Theatre went well; there were 60-65 people who attended, including several Board members. He lauded Rock Hantge for arranging the logistics, his Caplan & Tamburino secretary for putting the PowerPoint presentation together (<http://www.thedmna.org/wp-content/uploads/2017/03/DT-West-Crime-PPT.pdf>), and NCT for hosting. He also extended gratitude to all of the panelists; he's having lunch with Jose Acuna from YouthLink regarding the

9-1/2 Block Program in Seattle to learn more about how they reduced street crime (<http://q13fox.com/2015/04/22/seattle-unveils-9-12-block-strategy-to-curb-downtown-crime/>).

KMSP Fox 9 News covered the event and did a story on their 9 p.m. news <http://www.fox9.com/news/242902320-story>

Discussion ensued during which favorable comments were expressed for having conducted this forum and anecdotal recollections of perilous experiences downtown were expressed. Amy Sweasy requested the Board to figure out what to do next, keep the pressure on, reach out to bar owners, and not wait for political action.

- B. Candidate Forums Discussion.** Tamburino expressed the desire to have two forums for the city council candidates who represent the DMNA's boundary (Wards 3 and 7), and one for the mayoral candidates that would be open to all party and nonparty affiliations. Then he reviewed his proposal (<http://www.thedmna.org/wp-content/uploads/2017/03/CM-Candidate-Forums.pdf>) based on information received from David Rubedor (<http://www.ci.minneapolis.mn.us/www/groups/public/@ncr/documents/webcontent/wcms1p-128284.pdf>), and sought Board feedback and participation to help work out the process. Rock Hantge has already begun the process of securing a location, most likely at Pohlad Hall at the Central Public Library in anticipation of the size of attendees. She will also reach out to the adjacent downtown neighborhood organizations to determine whether they would like to partner with the DMNA.

After a brief discussion during which other upcoming candidate forums were mentioned (e.g., <https://www.facebook.com/events/1261735373913073/>), it was decided to have only one candidate forum for city council after the September filing date, and one mayoral candidate forum in October. Tamburino will convene a committee to start planning the forums; Hill and Walsh expressed an interest in serving.

- C. 2017 Open Streets.** As a follow up to last month's discussion, Rock Hantge advised she has been in communication with the North Loop Neighborhood Association regarding the 2017 Open Streets event on June 11th (<http://www.openstreetsmpls.org/downtown>). At this point, the NLNA does not have any formal plans, but anticipates contributing up to \$1,000 to the event and would be interested in partnering with the DMNA on a joint planning committee. After a brief discussion,

*Frazell moved and Bernhardt seconded a motion to partner with the North Loop Neighborhood Association on the 2017 Open Streets event and contribute \$1,000 to support it. Tamburino called for discussion. The motion passed.*

## **VIII. Exploratory Committee to Hire FTE Executive Director Update**

Bernhardt advised she and Nordgaard had meetings this week with Loring Park and North Loop, and last week she met with Elliot Park, however, she's not ready yet to give an update.

Frazell advised a couple weeks ago he and McCrea met with Randy Manthey and Thomas Schmid to receive input on staffing needs for the Land Use Committee. Next week they will meet with Robert Thompson and David Rubedor at the Neighborhood and Community Relations Department to receive their perspective on how neighborhood associations interact with the City and what works well.

**IX. Downtown Partnerships Update**

For a complete listing of the organizations and committees in which the DMNA is engaged, please reference the Outreach and Collaboration Chart prepared by Sweet included in the March 2017 Board materials on the DMNA’s Website under Board Members Only.

**X. Adjournment**

After Tamburino indicated his unavailability on certain dates in April and May, Rock Hantge will send out Doodle polls to establish dates for the April and May Board meetings.

There being no further business,

*Hill moved and Sweet seconded a motion to adjourn the meeting. Tamburino called for discussion. The meeting adjourned at 7:10 p.m.*

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Secretary