

Invoice #: 034

Bill to: Downtown Minneapolis Neighborhood Association

Re: October 2017 - Fee for Contractor Services (Neighborhood Coordinator / Finance Coordinator)

Date	Duration	Task
10/1/2017 and 10/2/2017	0.25	Corresponded with Nate Fowler at FairVote regarding the District 4 MPRB candidates forum.
10/1/2017, 10/9/2017 and 10/12/2017	0.5	Corresponded with Jana Metge regarding the District 4 MPRB candidates forum. Reviewed forum flyers. Posted info to Facebook and will include include in upcoming eblasts.
10/2/2017	0.25	Corresponded with Kevin Frazell regarding building contact at the Zenith. Updated the Residential Building spreadsheet.
10/2/2017	0.25	Corresponded with Joe Tamburino regarding the District 4 MPRB candidates forum.
10/2/2017	0.25	Corresponded with Nicholas Halter regarding the Alatus project proposed for 228 S. 12th Street.
10/2/2017	0.25	Corresponded with Dianne Walsh regarding invoice / staff report font size, President's Report and funding sources.
10/3/2017	1.5	Sent eblast to the DMNA email list.
10/3/2017	0.25	Sent meeting reminder to the Land Use Committee members.
10/3/2017	0.25	Corresponded with Randy Manthey regarding the Depot Minneapolis landscaping problem; missing tree on 2nd Ave.
10/3/2017	0.5	Followed up with Hilary Dvorak at CPED regarding the Depot Minneapolis landscaping problem; missing tree on 2nd Ave.
10/3/2017	0.25	Corresponded with John Ferrier at CSM Corp regarding the Depot Minneapolis landscaping problem; missing tree on 2nd Ave.
10/3/2017	0.25	Corresponded with Chris Osmundson from Alatus regarding the Land Use Committee meeting logistics.
10/3/2017	0.25	Corresponded with Nancy Aleksuk at Swervo regarding the Armory's liquor license application and presentation to the Land Use Committee.
10/3/2017	0.25	Corresponded with Lynn Regnier at EPNI regarding the Land Use Committee meeting agenda.
10/3/2017	0.25	Corresponded with Pam McCrea, Carletta Sweet, Tom Schmid, Denise Holt and Kevin Frazell regarding the Land Use Committee meeting.
10/3/2017, 10/4/2017, 10/9/2017 and 10/11/2017	0.5	Corresponded with Emily Roland from Cresa regarding the YMCA sign applications and presentation at the Land Use Committee meeting.
10/3/2017, 10/5/2017 and 10/6/2017	0.5	Corresponded with Joe Tamburino and Tom Schmid regarding Land Use Committee letters of support and committee procedural guidelines.
10/3/2017 and 10/10/2017	0.25	Corresponded with Tom Schmid regarding Land Use Committee letters of support and committee procedural guidelines.
10/3/2017	3	Attended the DMNA Land Use Committee meeting at the Mill City Museum.
10/4/2017	0.25	Corresponded with Jana Metge regarding Alatus's proposed redevelopment at 228 S. 12th. Street. Shared info from Land Use Committee meeting.
10/4/2017 and 10/12/2017	0.5	Corresponded with Lynn Regnier regarding EPNI's BLUH Committee's procedural guidelines.
10/4/2017	1	Prepared letter of support for the Armory's liquor license application.
10/4/2017	0.5	Corresponded with Judy Duffey at CPED Finance regarding the CPP payment request and payment date.
10/4/2017	0.25	Corresponded with Tim Bildsoe at North Loop NA regarding upcoming Washington Avenue cleanups.
10/4/2017 and 10/5/2017	0.5	Corresponded with Robert Thompson, Jess Birken and NE Park Board regarding NE Park's upcoming CM candidates forum. Provided info on the DMNA's events, including ground rules and process used for developing questions and collecting questions from the audience at the event.
10/5/2017, 10/6/2017, 10/12/2016, 10/16/2017, 10/17/2017 and 10/19/2017	1	Corresponded with Lauren Arndt and Kate Lamers from MPRB regarding upcoming Land Use Committee meeting dates for presentation of the updated Water Works project prior to public open houses. Also discussed dog waste on the Stone Arch Bridge and possible solutions.
10/5/2017 and 10/6/2017	0.25	Corresponded with Delaney Patterson at MN Premier Publications regarding invoice for advertising.
10/5/2017	0.25	Corresponded with Joe Tamburino regarding press conference on CM candidates policing plan.
10/5/2017	0.25	Corresponded with Joe Tamburino regarding DMNA Annual Meeting prep work. He is meeting with Travis Nordgaard on tonight.

10/5/2017	1	Prepared summary of the DMNA's 2017 accomplishments and sent to Joe Tamburino.
10/5/2017	0.25	Corresponded with Joe Tamburino regarding the next Washington Avenue cleanup day on October 28. Will post info on Facebook, Website and eblasts.
10/6/2017 and 10/7/2017	0.25	Reviewed correspondence submitted by Stephanie Hill, Pam McCrea and Dianne Walsh regarding Land Use Committee letters of support and procedural guidelines.
10/8/2017	0.25	Corresponded with Laurie Jones regarding the future of neighborhood funding and proposal prepared by CM candidates John Hayden and Samantha Pree Stinson.
10/9/2017	0.25	Contacted DMNA Board members up for re-election (Joe, Pam, Kevin and Travis) to find out their intent for running and to request a bio for the info sheet.
10/9/2017	0.25	Prepared and sent board meeting reminder to the DMNA Board members.
10/9/2017	0.25	Corresponded with Joe Tamburino about scheduling a conference call.
10/9/2017	0.25	Corresponded with Art Bartels from ESG regarding the Thrivent project.
10/9/2017	0.5	Prepared draft of the October 16, board meeting agenda and sent to Joe Tamburino for review. Corresponded with Joe regarding updates to the agenda.
10/10/2017	0.25	Corresponded with Kevin Frazell regarding his intent to run for re-election.
10/10/2017	1.5	Sent eblast to the DMNA email list.
10/10/2017	0.25	Corresponded with Travis Nordgaard regarding his intent to run for re-election.
10/10/2017	0.25	Corresponded with Zach Farley from CM Frey's office regarding the October 16, board meeting.
10/10/2017 , 10/11/2017 and 10/12/2017	0.5	Corresponded with Bethany Hardy from Ramaker & Associates regarding hotel conversion project at 317 S. 2nd Avenue.
10/10/2017 and 10/11/2017	0.5	Researched previous application for this project submitted in 2015. No letter of support on file.
10/10/2017, 10/11/2017, 10/18/2017, 10/19/2017 and 10/20/2017	0.5	Corresponded with Kyle Chank from the Super Bowl Host Committee regarding the DMNA Annual Meeting.
10/10/2017	0.25	Corresponded with Joe Tamburino regarding the DMNA Annual Meeting agenda.
10/11/2017	0.25	Corresponded with Lynn Regnier regarding Aeon housing project on County land near the stadium.
10/11/2017 and 10/17/2017	0.5	Corresponded with Laura Boyd from Alcohol Compliance Services regarding liquor license application for NFL Live.
10/11/2017	3.5	Prepared draft of the September 18, board meeting minutes and sent to Carletta Sweet for review.
10/11/2017 and 10/12/2017	0.5	Posted September 18, board meeting materials to the DMNA Website.
10/12/2017	0.25	Corresponded with Nancy Aleksuk at Swervo regarding the Armory's HPC applications and presentation to the Land Use Committee.
10/12/2017	0.5	Corresponded with Joan Bennett regarding Ramaker & Associates 2015 hotel conversion project at 317 S. 2nd Avenue. She provided access to Google docs info she had on file.
10/12/2017, 10/13/2017 and 10/15/2017	0.5	Researched Land Use Committee history for Joe Tamburino. Committee approved by the board in April of 2015. The committee proposal includes the purpose of the committee, as well as the process for sharing info and getting approval from the board. Shared info with the board and Land Use Committee members.
10/12/2017	2	Drafted Land Use Committee procedural guidelines for Joe Tamburino based on info received from EPNI, DMNA bylaws and the document approved when the committee was established..
10/12/2017	0.25	Follow up correspondence with Betsy Dobel at the Minneapolis Downtown Council - DID regarding getting downtown residents engaged with the DID.
10/12/2017	0.25	Corresponded with Kelsey Fogt regarding the 4th Street Reconstruction project and board presentation on October 16.
10/13/2017	0.25	Corresponded with Wini Froelich at the MCM regarding meeting room space needs for November and December..
10/15/2017	0.25	Posted the Outreach and Collaboration Chart and the September 18, board meeting minutes to the Website.
10/15/2017	1	Prepared DMNA fund balance spreadsheet for presentation at the October 16, board meeting.
10/15/2017	0.5	Corresponded with Bob Cooper regarding the DMNA fund balance spreadsheet.
10/16/2017	1.5	Sent eblast to the DMNA email list.
10/16/2017	0.25	Corresponded with Dan Collison regarding Super Bowl 52 info for neighborhood distribution. Posted info on Facebook.

10/16/2017	0.25	Corresponded with Joe Tamburino regarding the board meeting tonight.
10/16/2017	4	Attended the DMNA Board meeting at the Mill City Museum.
10/16/2017 and 10/17/2017	0.5	Corresponded with Chris Osmundson from Alatus regarding demo application and HPC applications for 228 S. 12th Street. Shared info with the Land Use Committee.
10/16/2017	0.5	Corresponded with Dianne Walsh regarding questions about expenses listed on the September bank statement.
10/16/2017, 10/23/2017, 10/24/2017, and 10/30/2017	1	Corresponded with Peter Brown on multiple occasions regarding upcoming Land Use Committee meeting dates. He is serving as a consultant to the City on the new City building project. Ultimately decided that he will attend the December 5, Land Use Committee meeting.
10/17/2017	0.5	Follow up correspondence with Bob Cooper regarding the DMNA fund balance spreadsheet. Specifically whether he has accounted for the 2nd year of funding for Youth Link. Revised the spreadsheet and sent to the board.
10/17/2017	1.5	Prepared candidates bios for the annual meeting and shared with Joe, Pam, Kevina and Travis. Made updates to Kevin's bio per his request.
10/17/2017	0.5	Corresponded with Meghan Dybdahl regarding the sign applications for the Sleep Number Headquarters. Sought clarification on the 14 proposed vinyl signs.
10/17/2017	0.25	Monitored the discussion between Jana Metge, Nicholas Cichowicz, David Rubedor and Christina Kendrick regarding lack of input sought from the downtown neighborhood organizations regarding the 2040 Comp Plan Open Houses scheduled for November and December.
10/17/2017	0.25	Continued correspondence with Steve Kotke from SEH regarding upcoming Land Use Committee meetings.
10/17/2017	0.25	Corresponded with Carletta Sweet regarding changes to the October Outreach and Collaboration Chart. Posted updated chart to the DMNA Website.
10/18/2017	0.25	Corresponded with Miranda Walker at Aeon regarding project at 920 3rd Street. Will update the Land Use Committee on December 5.
10/18/2017	0.25	Reviewed correspondence from Randy Manthey regarding the October 24, HPC meeting agenda.
10/19/2017	0.25	Corresponded with Joe Tamburino regarding the annual meeting agenda. Added Emily Stern to the 800 Washington Avenue presentation. Travis Nordgaard will facilitate this part of the meeting.
10/19/2017	0.25	Corresponded with Wini Froelich at the MCM regarding meeting room changes.
10/19/2017	0.25	Corresponded with DMNA Board candidate Thomas Flippen regarding his bio for the annual meeting.
10/20/2017 and 10/21/2017	0.5	Corresponded with Zach Farley from CM Frey's office regarding CM Frey's attendance at the DMNA Annual Meeting.
10/20/2017	0.25	Corresponded with Joe Skifter at Open Book regarding meeting room logistics for the DMNA Annual Meeting.
10/21/2017	0.25	Corresponded with Jana Metge regarding the 2040 Comp Plan open houses.
10/23/2017	0.25	Sent draft copy of the annual meeting ballot to the board for review.
10/23/2017	0.25	Corresponded with Emily Stern at CPED regarding the annual meeting agenda.
10/23/2017	0.5	Corresponded with Sarah Super regarding the contribution to the Memorial to the Survivors of Sexual Violence. Inquired about fiscal sponsor or fiscal agent for the fundraising.
10/23/2017	0.25	Posted Stephanie Hill's bio to the DMNA Website.
10/23/2017	0.25	Corresponded with Laura Boyd from Alcohol Compliance Services regarding the liquor license application for NFL Live.
10/23/2017	0.25	Corresponded with Nick Ray regarding Winter Open Streets event.
10/23/2017 and 10/24/2017	0.25	Corresponded with Joe Tamburino regarding the annual meeting ballots and PowerPoint presentation.
10/24/2017	1.5	Sent eblast to the DMNA email list.
10/24/2017	1	Prepared and printed ballots for the DMNA elections and 800 Washington Avenue for the annual meeting, as well as the agendas.
10/24/2017	4.5	Attended the DMNA Annual Meeting at Open Book.
10/24/2017	0.25	Prepared check for \$100 for annual meeting space rental at Open Book.
10/25/2017	0.25	Sent thank you to Joe Skifter at Open Book.
10/25/2017	0.25	Sent thank you to CM Frey's office for attending the annual meeting.

10/25/2017	0.25	Sent thank you to Kyle Chank for participating in the annual meeting.
10/25/2017	0.5	Sent thank you to Emily Stern and Andrea Brennan at CPED for participating in the annual meeting. Scheduled Emily to attend the December 5. Land Use Committee meeting.
10/25/2017	0.25	Sent thank you to the DMNA Board for attending the annual meeting.
10/25/2017	0.5	Posted outcome of the DMNA elections on the Facebook page.
10/25/2017	0.25	Corresponded with Lynn Regnier regarding the annual meeting outcome.
10/24/2017 and 10/26/2017	1.5	Corresponded with Bob Cooper and Robert Thompson regarding the scope of service and plan mod for the Memorial to the Survivors of Sexual Violence. Prepared the plan mod form and submitted to Robert.
10/27/2017	1.5	Sent eblast to the DMNA email list that highlighted the Washington Avenue Cleanup October 28.
10/27/2017	0.25	Corresponded with Tomek Rajtar regarding the Washington Avenue Cleanup on October 28.
10/27/2017	0.25	Corresponded with Laura Boyd from Alcohol Compliance Services regarding a liquor license application for 609 Hennepin Avenue (former Rosa Mexicano space).
10/27/2017	0.5	Corresponded with Jess Birken and Brenda Hoppe regarding the DMNA Board approving the Green Minneapolis fiscal sponsorship of the fundraising for the Skyway Commons Pocket Park.
10/27/2017	0.25	Corresponded with Doug Verdier regarding the outcome of the board elections.
10/27/2017	1.5	Prepared summary of the DMNA Annual Meeting at posted to Facebook. Will also include in upcoming eblast.
10/27/2017 and 10/30/2017	0.5	Corresponded with board candidate Thomas Flippen regarding the outcome of the board elections. Encouraged him to get involved with the Land Use Committee and to consider running again in the future.
10/30/2017	0.25	Submitted letter of support for the Armory liquor license application to Michele Harvet. Also sent to Nancy Aleksuk.
10/30/2017	0.5	Corresponded with Jana Metge regarding upcoming 2040 Comp Plan open houses. Discussed frustrations regarding lack of representation of downtown location. Planning to connect with the new long-range planning director to schedule a meeting after the holidays.
10/30/2017	0.25	Additional correspondence with Emily Roland from Cresa regarding the YMCA sign applications and the November 8 Land Use Committee meeting. Inquired about providing a follow up presentation.
10/31/2017	1.5	Sent eblast to the DMNA email list.
10/1/2017-10/31/2017	3	Reviewed and or responded to 97 emails to the info@thedmna.org email address. (Responded to 354 plus emails to my christie@thedmna.org email address. Sent 229 emails.)
10/1/2017-10/31/2017	3	Posted numerous pieces of information to the DMNA Facebook page and Website over the month of October, including creating Events for the board meeting and Land Use Committee meeting.
10/1/2017-10/31/2017	1	Responded to voicemail messages.
Total	73.00	
Total		
Payment Details		
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