

Invoice #: 036

Bill to: Downtown Minneapolis Neighborhood Association

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

Date	Duration	Task
12/1/2017	0.5	Corresponded with Robert Thompson regarding the plan mod to correct the PlanNet error.
12/1/2017	0.5	Corresponded with Emily Stern from CPED regarding the Dec. 5, Land Use Committee meeting and Dianne Walsh's question about the interim use of 800 Washington Avenue.
12/4/2017	1	Sent meeting reminder to presenters for the Dec. 5, DMNA Land Use Committee meeting. Presenters include Emily Stern, the team working on the new City office building project and the team working on the Thrivent Corporate headquarters project.
12/4/2017	0.5	Corresponded with Peter Brown regarding the presenters for the City's new office building.
12/4/2017	0.5	Corresponded with Tim Bildsoe regarding the Downtown Neighborhood Leaders group meeting.
12/4/2017	0.5	Corresponded with Steven Lindenberg regarding the Stonebridge Lofts Mill Yard Art Gala. Will help promote the opening and gallery via the DMNA Website, Facebook and eblasts.
12/4/2017	0.5	Corresponded with Jana Metge at CLPC regarding the NRP contract language resolution that the DMNA Board approved in November.
12/4/2017	3.5	Corresponded with Joe Tamburino regarding the City's proposal to revise the regulation of off-premises signs and billboards. Immediately started researching the history of the proposal. Shared info with Joe and other downtown neighborhood group leaders. Started seeking information from public and elected officials and devising a strategy to get the word out to neighborhood residents.
12/4/2017	0.5	Corresponded with Joe Tamburino regarding contact info for the YMCA.
12/5/2017	0.5	Sent meeting reminder to the DMNA Land Use Committee members regarding meeting on Dec. 5.
12/5/2017	1.5	Prepared and sent MailChimp email to DMNA email list.
12/5/2017	2.5	Additional correspondence with Joe Tamburino regarding the billboard proposal. Reviewed Joan Bennett's Land Use Committee materials to see if the issue had been presented to the Land Use Committee in 2016. Found nothing. Continued to pursue information from public and elected officials.
12/5/2017	1	Corresponded with Kevin Frazell regarding the Land Use Committee meeting agenda. Sent info regarding the original committee structure and responsibilities that was approved in April of 2015.
12/5/2017	1	Corresponded with CPED Planner Lindsey Wallace regarding the Planning Commission's decision on the YMCA signage applications. Shared info with the Land Use Committee.
12/5/2017	0.5	Corresponded with Wini Froelich at the Mill City Museum regarding meeting room logistics for the Land Use Committee meeting.
12/5/2017	0.5	Corresponded with Heidi Ritchie and Zach Farley in CM Frey's office regarding the billboard proposal.
12/5/2017	0.5	Corresponded with Lynn Regnier at EPNI regarding Vanessa Haight, the new executive director. Will set up meeting time after she starts in January.
12/5/2017	0.5	Corresponded with attorney Denny Johnson regarding liquor license application for an adult entertainment business.
12/5/2017, 12/7/2017, 12/12/2017 and 12/13/2017	0.5	Corresponded with Heidi Ritchie regarding the billboard ordinance. Followed up with Leda Schuster in CM Warsame's office.
12/5/2017	0.5	Prepared and sent email to Development Services Director Steve Poor regarding the billboard proposal.
12/5/2017	0.25	Corresponded with Peter Brown regarding entry into the Mill City Museum and info regarding the December 11, public meeting for the new City office building.
12/5/2017	3	Attended the DMNA Land Use Committee meeting at the Mill City Museum.
12/6/2017	1	Prepared and sent email to newly elected Third Ward Council Member Steve Fletcher regarding the billboard proposal. Provided background info and sought his help getting info from public and elected officials.

12/6/2017	0.25	Received response from Steve Poor. He will try and attend the January 2, Land Use Committee meeting.
12/6/2017	0.5	Follow up correspondence with CM Steve Fletcher. He was not aware of the proposal but will start researching it.
12/6/2017	0.25	Shared info regarding the December 11 public meeting on the new City office building with the DMNA Board and Land Use Committee members and via Facebook.
12/6/2017	0.5	Corresponded with Finance and Commerce reporter Claire Kennedy regarding the Thrivent corporate headquarters project.
12/6/2017	0.25	Corresponded with Jana Metge regarding the January 23, 2040 Comp Plan meeting. Shared flyer on Website, Facebook and will share via weekly eblasts leading up to the meeting.
12/6/2017, 12/8/2017 and 12/11/2017	0.5	Corresponded with Bob Cooper regarding the contract for the contribution for the Memorial to the Survivors of Sexual Violence.
12/6/2017	1	Prepared draft of the December 14, Work Session agenda and shared with Joe Tamburino for comment and editing.
12/8/2017	0.25	Corresponded with Bert Winkel regarding making financial request at the January 16, 2018, board meeting.
12/8/2017	0.5	Sent December 14, work session meeting notice and calendar invite to the board.
12/11/2017	0.5	Printed and signed four copies of the Memorial to the Survivors of Sexual Violence contract and sent back to Bob Cooper.
12/12/2017	1.5	Prepared and sent MailChimp email to DMNA email list.
12/12/2017	0.5	Corresponded with Laura Boyd from Alcohol Compliance Services regarding liquor license upgrade application for Randle's.
12/12/2017, 12/18/2017, 12/19/2017 and 12/21/2017	0.5	Corresponded with Nancy Lindenberg from Stonebridge Lofts regarding the Mill Yard Art Gala. Posted info on the event on the DMNA Website and Facebook page and am including in the upcoming eblast.
12/12/2017	0.25	Shared article regarding the billboard proposal posted on the Wedge Live with Joe Tamburino.
12/13/2017	3	Prepared October staff report.
12/13/2017	1	Posted November income and expenses to the DMNA general ledger.
12/13/2017	0.5	Prepared the November bank reconciliation.
12/13/2017	0.5	Prepared the November financial statements.
12/13/2017	0.5	Updated the DMNA Balance Sheet for presentation at the Work Session on December 14.
12/13/2017	1	Prepared and submitted payment request for the DMNA 2017 CPP contract.
12/12/2017 and 12/13/2017	0.5	Posted information for the board Work Session on the Board Members Only page of the Website.
12/13/2017 and 12/14/2017	0.5	Corresponded with Jason Wittenberg at CPED regarding billboard ordinance and September Planning Commission presentation.
12/13/2017	0.5	Corresponded with Mary Altman at the City of Minneapolis regarding appointing a DMNA representative to the Public Art Advisory Committee (CAC) for the new City office building.
12/13/2017	0.5	Corresponded with Joe's assistant Natalie regarding his availability to have a phone call with CM Frey.
12/13/2017	0.5	Corresponded with Dianne Walsh regarding the November financials. Updated the numbers and resent to Dianne.
12/13/2017	1	Prepared timeline of the billboard proposal for presentation at the DMNA Work Session.
12/14/2017	0.5	Made copies of meeting materials for the Work Session.
12/14/2017	0.25	Corresponded with Joe Skifter at Open Book regarding meeting room for the Work Session.

12/14/2017	0.5	Corresponded with Kirstin Wiegmann regarding the DMNA appointment for the Public Art Advisory Committee (CAC) for Samatar Crossing. Board will make appointments at Work Session. I will follow up with her.
12/14/2017	0.25	Reviewed Tom Schmid's email to the board regarding discussion items for the Work Session.
12/14/2017	4	Attended DMNA Board Work Session at Open Book.
12/15/2017	0.25	Follow up thank you to Joe Skifter at Open Book for use of the meeting room.
12/15/2017	0.25	Contacted Tom Schmidt about serving on the Samatar Crossing Public Art Advisory Committee.
12/15/2017	1	Prepared draft of the January 2, Land Use Committee meeting agenda and shared with with Kevin Frazell and Joe Tamburino.
12/15/2017	0.25	Follow up communication with Frazell regarding January 2, Land Use Committee meeting agenda.
12/15/2017	0.5	Follow up communication with Mary Altmann regarding Public Art Advisory Committees for the new City office building and Samatar Crossing. DMNA is appointing Dianne Walsh. Discussed correspondence with Tom Schmid regarding Samatar Crossing CAC.
12/15/2017	0.5	Follow up correspondence with Kevin Frazell regarding DMNA appointment of Tom Schmid to the Samatar Crossing Public Art Advisory Committee.
12/15/2017	1	Email correspondence and phone conversation with Matt Brown, Chair of the Minneapolis Planning Commission regarding the billboard proposal.
12/15/2017	1	Corresponded with Jana Metge and other downtown leaders regarding a challenge that has arisen with the 2040 Comp Plan meeting. Serving food requires a permit from the Health Department. City did not article this requirement during initial planning stage.
12/15/2017	0.5	Corresponded with Lynn Regnier at EPNI regarding the billboard proposal. She was not aware of the proposal. No one from the City has done any outreach with EPNI. She would put a call into CM Warsame's office for more info.
12/17/2017	0.5	Follow up correspondence with Kirstin Wiegmann regarding the DMNA rep for the Samatar Crossing Public Art Advisory Committee.
12/17/2017, 12/18/2017, 12/19/2017, and 12/20/2017	0.5	Corresponded with Wini Froelich at the Mill City Museum regarding meeting room needs for January and February meeting dates. There was some confusion with Wini regarding the date of precinct caucuses, whether January 2, or February 6. Did some research and discovered it is February 6. Will consider rescheduling Land Use Committee meeting.
12/18/2017	1	Prepared and sent email to Joe Tamburino, Kevin Frazell and Lynn Regnier summarizing current status of communications regarding the billboard proposal.
12/18/2017	0.5	Follow up correspondence with Lynn Regnier at EPNI regarding the billboard proposal.
12/18/2017	0.5	Phone conversation with Kevin Frazell regarding First Covenant's connection to the billboard proposal. Dan Collison is aware of the billboard proposal.
12/19/2017	0.5	Follow up correspondence with Joe Tamburino regarding the billboard proposal.
12/19/2017	0.5	Corresponded with Kevin Frazell and Joe Tamburino about moving the date of the February Land Use Committee meeting due to precinct caucuses. Will discuss at January 2, meeting.
12/20/2017	0.5	Follow up correspondence with Steve Poor regarding the billboard proposal and photos displayed at the September Planning Commission meeting. He says no photos available.
12/20/2017	0.5	Corresponded with Johanna Harris from HGA regarding the Thrivent corporate headquarters project and next presentation to the DMNA Land Use Committee. Likely February meeting.
12/21/2017	1.5	Prepared and sent MailChimp email to DMNA email list.
12/21/2017	0.5	Corresponded with Jana Metge and Lynn Regnier regarding Robert Thompson leaving NCR. Will reach out to him to find out who will be the interim DMNA contact at NCR.
12/21/2017	0.25	Reached out to Robert Thompson regarding him leaving and NCR.
12/21/2017	0.5	Posted information about the EPNI Entrepreneurial Training Class on Facebook and will include in eblasts.
12/23/2017 and 12/24/2017	0.5	Corresponded with Joe Tamburino regarding TV coverage of the billboard proposal. Shared story on Facebook.

12/25/2017	0.25	Corresponded with Dianne Walsh about asking Dave Tinjum to promote the DMNA Land Use Committee on January 2, to help spread the word about the billboard proposal.
12/26/2017	1.5	Prepared and sent MailChimp email to DMNA email list.
12/26/2017	0.25	Corresponded with Chris Osmundsen from Alatus regarding 228 12th Street S. and inquired about when they would like to come back to the Land Use Committee. Shooting for February.
12/26/2017	0.25	Corresponded with Laura Boyd from Alcohol Compliance Services regarding January 2, Land Use Committee meeting and Randle's presentation.
12/26/2017	0.5	Communicated with Kevin Frazell regarding revised draft of the January 2, Land Use Committee meeting agenda.
12/26/2017	0.25	Corresponded with Randy Manthey regarding the possible Ryan Companies presentation on January 2, Land Use Committee meeting agenda.
12/26/2017	0.5	Corresponded with Joe Tamburino regarding Star Tribune coverage of the billboard proposal. Shared story with the board and on Facebook.
12/27/2017	0.5	Corresponded with Joe Tamburino regarding the January 2, Land Use Committee meeting agenda. Revised the agenda per his request to include his PowerPoint presentation on the billboard proposal.
12/27/2017	0.5	Corresponded with Heidi Ritchie and Zach Farley in CM Frey's office regarding the January 2, Land Use Committee meeting. Followed up with Leda Schuster in CM Warsame's office.
12/27/2017	0.25	Corresponded with Steve Kotke at SEH regarding hotel project in Downtown West. Hoping to make presentation at February Land Use Committee meeting.
12/27/2017	1	Prepared and sent email to the DMNA Land Use Committee regarding January 2, meeting. Provided background information on the committee formation, as well as the billboard proposal.
12/27/2017	0.5	Prepared and sent email to Dave Tinjum informing him of the City's billboard proposal and asking him to help promote the January 2, Land Use Committee meeting. Sent revised version to him after edits were made.
12/27/2017	0.5	Corresponded with Joe Tamburino and KSTP News about the billboard proposal.
12/27/2017	0.5	Corresponded with Kevin Frazell regarding Ryan Companies presentation at the January 2, Land Use Committee meeting. They are not ready to present. Revised agenda and resent to committee and board. Posted updated agenda to Website and Facebook.
12/29/2017	0.25	Follow up correspondence with Zach Farley in CM Frey's office. CM Frey is not available to attend the January 2, Land Use Committee meeting.
12/29/2017	1	Corresponded with Joe Tamburino and incoming CM Steve Fletcher regarding the billboard proposal.
12/29/2017	0.5	Corresponded with Joe Tamburino regarding January 2, meeting room logistics.
12/29/2017	0.5	Corresponded with a reporter at the Star Tribune regarding the billboard proposal. Shared contact info with Joe Tamburino.
12/30/2017	0.5	Follow up correspondence with CM Steve Fletcher per Joe Tamburino's request. He's having technical difficulties getting communications to go through to Fletcher.
12/1/2017-12/31/2017	3	Reviewed and or responded to 65 emails to the info@thedmna.org email address. (Responded to 214 plus emails to my christie@thedmna.org email address. Sent 136 emails.)
12/1/2017-12/31/2017	3	Posted numerous pieces of information to the DMNA Facebook page and Website over the month of November, including creating Events for the board meeting and Land Use Committee meeting.
12/1/2017-12/31/2017	1	Responded to voicemail messages.
Total	75.00	
Total		

Payment Details
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