

Invoice #: 041**Bill to: Downtown Minneapolis Neighborhood Association****Re: May 2018 - Fee for Contractor Services (Neighborhood Coordinator / Finance Coordinator)**

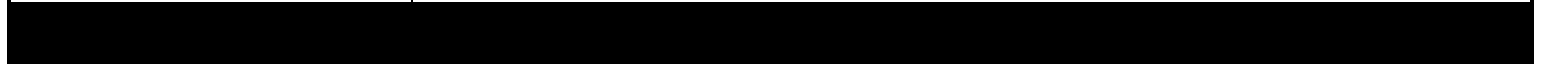
Date	Duration	Task
5/1/2018	1.5	Prepared and sent the weekly DMNA e-blast to the email list.
5/1/2018	0.25	Prepared and sent email reminder to the DMNA Land Use Committee.
5/1/2018	0.5	Prepared and sent an email reminder to Bill Katter at United Properties regarding the DMNA Land Use Committee meeting tonight. Also corresponded with Bill regarding meeting logistics.
5/1/2018	0.25	Corresponded with Peter Brown regarding the DMNA Land Use Committee meeting.
5/1/2018	0.25	Corresponded with Greg Simbeck from NCR regarding the Comp Plan public open houses.
5/1/2018	0.25	Corresponded with Tomek Rajtar regarding the 2018 Community Engagement Survey.
5/1/2018	0.25	Corresponded with Chris from Gray Fox Coffee and Wine regarding the DMNA Land Use Committee meeting.
5/2/2018	0.75	Corresponded with Kevin Frazell regarding the outcome of the May 1, LUC meeting. Asked for clarification on when letters of support are needed due to the timing of the next Planning Commission meeting and DMNA Board meeting.
5/2/2018	0.25	Corresponded with Peter Brown regarding the letter of support for the new consolidated City office building.
5/2/2018	0.5	Corresponded with Wini Froelich at the Mill City Museum regarding the LUC meeting and problem with the front doors being locked at 8 p.m.
5/2/2018	0.25	Corresponded with Kevin Frazell regarding the 2018 Community Engagement Survey.
5/2/2018	1	Corresponded with Leah Wong from the Minneapolis Downtown Council regarding the DMNA's contribution to Pianos on Parade. Provided copy of the scope of service. Explained the next steps the City will follow to prepare the contract and encumber the funds.
5/2/2018	0.25	Corresponded with Tomek Rajtar regarding the June 12, outreach and engagement meeting at the Atrium.
5/2/2018	0.5	Corresponded with Kate Lamers regarding the Water Works project. Shared info with the LUC.
5/2/2018	0.5	Corresponded with Daniel DeBaun at the Business Journal regarding Gray Fox Coffee and Wine.
5/3/2018, 5/4/2018	0.5	Corresponded with Gretchen Camp regarding the letter of support for the 12th Street Apartments and timing for the Planning Commission meeting on May 21.
5/3/2018	1	Corresponded with Jana Metge from CLPC and other neighborhood leaders regarding Roadmap 2020 and the deadline for submitting comments.
5/4/2018	0.5	Corresponded with Tom Schmid regarding the Water Works project. Followed up with Kate Lamers regarding Park Dedication Fees.
5/4/2018 and 5/8/2018	0.5	Follow up correspondence with Kate Lamers regarding the Gateway project.
5/4/2018	0.5	Posted information regarding the 2020 Comp Plan open houses on the Website, Facebook and included in weekly e-blast.
5/4/2018	1	Prepared letter of support for Gray Fox Coffee and Wine's liquor license application. Shared with Kevin Frazell for review and editing.
5/4/2018	0.25	Submitted the DMNA letter of support for Gray Fox Coffee and Wine to Michele Harvet in the licensing department.
5/7/2018	0.25	Corresponded with Mike Wilson regarding the DMNA 990. He reported that the IRS accepted the electronic form.
5/7/2018	1.5	Prepared and sent the weekly DMNA e-blast to the email list.

5/7/2018	0.25	Corresponded with Joe Tamburino regarding the homeless encampment under the I-94 overpass adjacent to the Hiawatha bike path.
5/7/2018	0.5	Corresponded with David Zaffrann in CM Fletcher's office regarding the outcome of the Mill District traffic meeting.
5/7/2018 and 5/8/2018	0.5	Corresponded with Dianne Walsh regarding the 11th Avenue bike lanes. Shared information with her that I prepared for Pam McCrea regarding the previous letter of support that the DMNA submitted back in 2016.
5/8/2018 and 5/18/2018	0.5	Corresponded with KaMia Watson at YouthLink regarding the May 21, board meeting.
5/8/2018	1	Corresponded with Jenny Broman, a board member with Mile in My Shoes, regarding providing an update on her organization's work at an upcoming board meeting, as well as possibly submitting a request for financial support. Provided some background on the DMNA's previous contribution.
5/8/2018	0.5	Posted information regarding the vacant board seat on the Website, Facebook and included in weekly e-blast.
5/9/2018	1	Prepared the letter of support for the new consolidated City office building and sent to Kevin Frazell for review and editing.
5/9/2018	0.5	Follow up correspondence with Kevin Frazell regarding the Water Works project and the use of Park Dedication fees.
5/9/2018	1	Prepared the letter of support for the 12th Street Apartments and sent to Kevin Frazell for review and editing.
5/9/2018	0.25	Corresponded with Frances Roen at YouthLink regarding the May 21, board meeting.
5/9/2018	0.25	Corresponded with Pam McCrea regarding the Water Works project.
5/9/2018	1	Prepared the letter of support for the Thrivent Corporate Headquarters project and sent to Kevin Frazell for review and editing.
5/9/2018	0.5	Corresponded with Brittany Allen from the City Coordinator's office regarding the X-Games and the public outreach meeting.
5/10/2018	0.5	Corresponded with Kevin Frazell regarding the DMNA's next steps related to the Water Works project and request from Kate Lamers to provide a letter of support for using Park Dedication fees to fund the project. Kevin sent follow up email to the LUC.
5/10/2018	0.5	Corresponded with JoNette Kuhnau from Kimley-Horn regarding the Hennepin Avenue Reconstruction project and giving presentation to the DMNA LUC. Scheduled presentation for June 5.
5/10/2018	0.25	Corresponded with Kevin Frazell regarding the Hennepin Avenue Reconstruction project and DMNA LUC presentation.
5/10/2018	0.25	Corresponded with Randy Manthey regarding the Water Works project.
5/10/2018	0.25	Corresponded with LB Guthrie regarding the Water Works project.
5/10/2018	0.25	Corresponded with Pam McCrea regarding the Water Works project.
5/10/2018 and 5/11/2018	0.5	Corresponded with Nick Cichowicz regarding NCEC and update on Roadmap 2020. Tentatively scheduled him to attend the May 21, board meeting at YouthLink.
5/10/2018	0.25	Corresponded with Joe Tamburino regarding the Water Works project.
5/10/2018	0.5	Sent letters of support for Thrivent Corporate Headquarters project, 228 S. 12th Street and the consolidated City Office Building to the DMNA Board and LUC for review and approval prior to the May 21, board meeting, due to the Planning Commission meeting taking place on May 21, at 4:30 p.m.
5/11/2018	1	Prepared letter of support for the Water Works project and the use of Park Dedication fees to support it and sent to Kevin Frazell for review and editing.
5/11/2018	1	Corresponded with Beth Shogren at The Commons / Green Minneapolis regarding the public outreach meeting for the X-Games. Determined that the meeting should continue to be a stand alone meeting at the Edition.
5/11/2018	0.25	Corresponded with Carletta Sweet regarding the Water Works project.
5/11/2018	0.5	Corresponded with Tomek Rajtar regarding the Water Works project, 205 Park Avenue and the May 21, Planning Commission meeting.
5/11/2018	0.25	Corresponded with CM Fletcher regarding the Mill District traffic meeting. Shared summary with the DMNA Board, via the Facebook page and Website.
5/11/2018	0.25	Corresponded with David Zaffrann regarding a meet and greet with CM Fletcher on May 24 at the Park Avenue Lofts.

5/12/2018	0.25	Corresponded with Denise Holt regarding the Water Works project.
5/12/2018	0.25	Corresponded with Beth Shogren regarding the X-Games public outreach meeting.
5/14/2018	0.25	Submitted the DMNA letter of support for the new consolidated City office building to Peter Crandall at the City of Minneapolis. Also sent to CM Fletcher and CM Goodman.
5/14/2018	0.25	Submitted the DMNA letter of support for 228 S. 12th Street to Mei-Ling Smith at the City of Minneapolis. Also sent to CM Fletcher and CM Goodman.
5/14/2018	0.5	Continued correspondence with Brittany Allen in the City Coordinator's office regarding the X-Games meeting at the Edition on May 24.
5/14/2018	1	Prepared and sent draft of the May 21, board meeting agenda to Joe Tamburino.
5/14/2018	0.5	Prepared and sent calendar invite to the DMNA Board for the May 21, meeting at YouthLink.
5/14/2018	3.5	Prepared sent draft of the April 16, board meeting minutes to Carletta Sweet for review and editing.
5/14/2018	0.25	Corresponded with Leah Wong regarding who attended the DMNA April 16, board meeting with her to support her presentation on Pianos on Parade (for the board meeting minutes).
5/14/2018	0.25	Made updates to the letter of support for the Water Works project and resent to Kevin Frazell.
5/14/2018	0.5	Corresponded with Bill Tucker and Doug Cravens regarding the Mill District Traffic meeting and the summary prepared by CM Fletcher's office.
5/14/2018	0.25	Corresponded with Tomek Rajtar regarding the May 21, Planning Commission meeting.
5/14/2018	1	Prepared and sent the April financials and April bank statement to Dianne Walsh for review.
5/14/2018 and 5/15/2018	0.5	Corresponded with Colnese Hendon from the Salvation Army regarding providing a letter of support for their application to the City's Emergency Solutions Program.
5/15/2018	1	Prepared letter of support for the Salvation Army's application to the Emergency Solutions Program for review and approval by the board on May 21.
5/14/2018	1.5	Prepared and sent the weekly DMNA e-blast to the email list.
5/14/2018	0.25	Submitted the letter of support for the Thrivent Corporate Headquarters project to Aaron Hanauer at the City of Minneapolis. Also sent to CM Fletcher and CM Goodman.
5/14/2018	1	Posted May 21, board meeting notice on the Website under Events, News and the Board Members Only page.
5/14/2018	1	Posted April income and expenses. Prepared the April financials and sent to Dianne Walsh along with the April bank statement.
5/14/2018	1	Prepared the April bank reconciliation.
5/15/2018 and 5/17/2018	2.5	Prepared and submitted the DMNA's 2017 CPP Annual Report to the NCR Department. Corresponded with Greg Simbeck about getting a PDF copy for the board meeting on May 21.
5/15/2018	0.5	Corresponded with Sarah Peters from the Northern Spark Festival regarding the May 21, board meeting at YouthLink.
5/16/2018	0.25	Follow up correspondence with Nick Cichowicz regarding the May 21, board meeting.
5/16/2018	0.5	Corresponded with David Zaffran from CM Fletcher's office regarding the May 21, board meeting.
5/16/2018	0.5	Corresponded with Gretchen Camp regarding the 228 S. 12th Street project. The Planning Commission will review the item on June 11th instead of May 21. Shared info with the LUC.
5/17/2018 and 5/18/2018	0.5	Corresponded with Stacy Sorenson at NCR regarding the DMNA's 2017 CPP Annual Report.
5/17/2018	1	Prepared and sent e-blast regarding the Save the Stone Arch Bridge press conference.
5/20/2018 and 5/21/2018	0.5	Corresponded with Joe Tamburino regarding board candidate Joey Senkyr. Invited Joey to be at the May 21, board meeting. Updated the meeting agenda to place the board appointment item near the top.
5/20/2018 and 5/21/2018	0.5	Corresponded with Joey Senkyr about attending the May 21, board meeting.

5/20/2018	0.5	Corresponded with Carletta Sweet regarding the May 21, board meeting materials. Posted the minutes and Outreach and Collaboration Chart on the Website.
5/20/2018	2.5	Prepared and sent staff report / invoice to Dianne Walsh for review. Received approval to prepare checks for the contributions to the Mill City Farmers Market, Pianos on Parade and Tree Watering project. Also requested that Carletta sign my check at the June 7, ETBP board meeting.
5/21/2018	0.5	Corresponded with Amanda Wigen from Green Minneapolis about presenting info on summer programming at The Commons at the June 18, board meeting.
5/21/2018	1.5	Prepared and sent the weekly DMNA e-blast to the email list.
5/21/2018	0.5	Corresponded with Joe Tamburino regarding summer board meeting and LUC meeting dates.
5/21/2018	1	Corresponded with Bob Cooper regarding Pianos on Parade.
5/21/2018	0.25	Corresponded with Nick Cichowicz regarding tonight's board meeting. He is unable to attend due to a sick child. He will follow up with me in June regarding the June 18, meeting.
5/21/2018 and 5/22/2018	1	Corresponded with Shane LaFave and Bob Loken regarding the Sherman Associates project on the south half of the Thrivent Corporate Headquarters project block and receiving a letter of support for the concept plan based on discussion at the May 1, LUC meeting.
5/21/2018	0.5	Corresponded with Kevin Frazell regarding the Sherman project for the concept plan for the south half of the Thrivent Corporate Headquarters block and whether the LUC approved a letter of support.
5/21/2018 and 5/22/2018	1	Corresponded with Dianne Walsh regarding the 2018 Community Engagement Survey and when the board would like to kick off the distribution of it. Discussed methods of distributing it, including the Website, Facebook, weekly e-blasts and personal emails to property owners and building managers.
5/22/2018	0.5	Corresponded with Kevin Frazell regarding having Beth Shogren from Green Minneapolis attend the next LUC meeting to discuss pet relief in The Commons.
5/22/2018	0.5	Contacted Beth Shogren from Green Minneapolis about attending the June 5, LUC meeting to discuss pet relief issues in The Commons park.
5/22/2018 and 5/23/2018	1	Corresponded with Vanessa Haight from EPNI regarding how the DMNA reviews and processes land use applications and pre-construction meetings.
5/22/2018	1	Prepared letter of support for the Sherman Associates concept plan for the south half of the Thrivent Corporate Headquarters block. Shared with Kevin Frazell for review and editing. Forwarded to the rest of the LUC for review and approval.
5/23/2018	0.5	Submitted letter of support for the Sherman Associates project to Stephanie Rouse at the City of Minneapolis. Also sent to CM Fletcher and CM Goodman.
5/23/2018	0.5	Corresponded with Carl Runck from Ryan Companies regarding whether he plans to attend the June 5, LUC meeting to provide an update on the Eleven project.
5/23/2018 and 5/24/2018	0.5	Corresponded with Peter Brown about the June 5, LUC meeting at the update on the Hennepin Avenue Reconstruction project.
5/23/2018	0.25	Corresponded with resident Steven Lindenberg regarding the June 5, LUC meeting agenda and whether Ryan would be presenting an update on the Eleven project. I told him I would keep him posted.
5/23/2018	0.25	Corresponded with Sarah Super from the Memorial to the Survivors of Sexual Violence. She was seeking info regarding another neighborhood organization's funding mechanisms.
5/24/2018	0.5	Corresponded with Jana Metge from CLPC and other neighborhood leaders regarding the 2040 Comp Plan.
5/24/2018	1	Prepared and sent a draft of the June 5, LUC meeting agenda to Kevin Frazell. Also discussed the 2040 Comp Plan and movement among other neighborhood orgs to ask the City to request an extension from the Met Council in order to obtain additional public input. Agreed that the DMNA should remain neutral and follow the current engagement process.
5/24/2018 and 5/29/2018	0.25	Sent letter of support for the Salvation Army's Emergency Solutions Grant application to Colnese Hendon. Also submitted to Tiffany Glasper at the City of Minneapolis.
5/26/2018	1	Prepared and sent a payment request for the NRP Phase II Program Contract #2 to Bob Cooper.
5/28/2018 and 5/29/2018	0.75	Corresponded with Carletta Sweet regarding the May 21, board meeting minutes, as well as the April 16, board meeting minutes. Made updates and posted revised minutes to the Website.
5/29/2018	1.5	Prepared and sent the weekly DMNA e-blast to the email list.

5/29/2018	0.5	Corresponded with Beth Shogren regarding the June 5, LUC meeting agenda, as well as the upcoming Mill City Farmers Market night market.
5/29/2018	0.5	Corresponded with Bob Cooper regarding the payment request for the NRP Phase II Program Contract #2. Made edits and resent.
5/29/2018	0.5	Corresponded with Kate Lamers regarding the Water Works project. Sent her the DMNA's letter of support for using Park Dedication fees.
5/29/2018 and 5/30/2018	1	Corresponded with Pam McCrea about helping to promote a political event with Richard Painter at the Bridgewater. Shared email with Joe Tamburino for his thoughts.
5/30/2018	0.5	Corresponded with Bob Cooper and Greg Simbeck about the Richard Painter event and whether the DMNA can help promote it. The DMNA is unable to help distribute info for political events that promote only one candidate due to nonprofit and public funding rules. The event must include all candidates from both parties.
5/30/2018	0.5	Additional correspondence with Carletta Sweet regarding the May 21, board meeting minutes. Made edits and posted the revised copy on the Website.
5/1/2018-5/31/2018	4	Reviewed and or responded to 89 emails to the info@thedmna.org email address. (Responded to 248 plus emails to my christie@thedmna.org email address. Sent 160 emails.)
5/1/2018-5/31/2018	3	Posted numerous pieces of information to the DMNA Facebook page and Website over the month of May, including creating Events for the board meeting and Land Use Committee meeting.
5/1/2018-5/31/2018	1	Responded to voicemail messages.
Total	80.00	
Total		



Payment Details
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