

**Invoice #: 033****Bill to: Downtown Minneapolis Neighborhood Association****Re: September 2017 - Fee for Contractor Services (Neighborhood Coordinator / Finance Coordinator)**

Date	Duration	Task
9/1/2017 and 9/6/2017	0.5	Corresponded with Colnese Hendon from the Salvation Army via phone and email regarding a letter of support for application to the City's Emergency Solutions Grant Program.
9/1/2017	1	Sent reminders to the applicants scheduled to present at the 9/5/2017 Land Use Committee meeting.
9/5/2017	0.5	Sent meeting reminder to the Land Use Committee members and the board.
9/5/2017	1.5	Prepared and sent e-blast to the DMNA email list.
9/5/2017	0.25	Corresponded with Wini from the Mill City Museum regarding the September 5, Land Use Committee meeting room.
9/5/2017	0.25	Corresponded with Shane LaFave from Sherman Associates regarding the September 5, Land Use Committee meeting.
9/5/2017	0.5	Corresponded with Art Bartels from ESG regarding the September 5, Land Use Committee meeting.
9/5/2017	1	Corresponded with Emily Roland from Cresa regarding a new sign variance application and CUP for the YMCA. Coordinating presentation at the Land Use Committee.
9/5/2017	1	Reviewed and responded to Ned Abdul's email regarding the Armory liquor license application. Coordinating presentation to Land Use Committee with Nancy Aleksuk.
9/5/2017	0.25	Scheduled t-shirt pick up with Nick Adams at Overtime Ink.
9/5/2017	0.25	Corresponded with Betsey Dobel and Kathryn Reali from the Minneapolis Downtown Council regarding getting downtown residents more involved with the DID.
9/5/2017	3	Attended the DMNA Land Use Committee meeting at the Mill City Museum.
9/6/2017	0.25	Corresponded with Tomek Rajtar regarding the Cleanup event flyer and the Candidates Forum flyer.
9/6/2017	0.25	Corresponded with Denise Holt and Erik Laska regarding the Cleanup event flyer and the Candidates Forum flyer.
9/6/2017	1	Prepared letter of support for the Salvation Army's application to the Emergency Solutions Grant.
9/6/2017	0.25	Corresponded with Joe Tamburino regarding the CM Forum rules and questions. Will send to candidates.
9/6/2017	0.25	Corresponded with Art Bartels from ESG regarding PowerPoint presentation given at the Land Use Committee meeting.
9/6/2017	0.25	Corresponded with Brittany Allen from the City Coordinator's Office regarding the September DMNA Board meeting.
9/6/2017	0.25	Corresponded with Cordelia Pierson. She is no longer running for the Third Ward CM seat.
9/6/2017	1	Sent Forum Rules and Questions to Ward 3 City Council candidates Samantha Pre Stinson, Steve Fletcher, Ginger Jentzen and Tim Bildsoe.
9/6/2017	1	Reached out to CPED Planner Janelle Widmeier regarding the Ironclad project. Followed up with Jason Wittenberg because Janelle is on maternity leave. Discussed the site plan and concern from adjacent property owners that the developer is encroaching on the 9th Ave. S. right of way.
9/7/2017	0.25	Corresponded with Tomek Rajtar regarding the September 18, board meeting.
9/7/2017 and 9/11/2017	0.25	Corresponded with Delaney Patterson at the Downtown Journal regarding advertising invoice.
9/7/2017	0.5	Corresponded with Tim Bildsoe regarding the Ward 3 forum. He is unable to participate. Contacted Joe and asked him to follow up with Tim.
9/7/2017	0.25	Corresponded with Lynn Regnier at EPNI regarding the Armory liquor license application.
9/7/2017	0.5	Printed flyers for Dianne Walsh and dropped off at the Bridgewater.

9/7/2017	0.25	Corresponded with Jeff Washburn from the City of Lakes Land Trust regarding the 7th Ward CM Forum. Will help promote the event via the weekly eblasts.
9/7/2017	0.5	Prepared draft of the September 18, board meeting agenda and sent to Joe Tamburino for review.
9/8/2017	0.5	Prepared and sent e-blast to the DMNA email list promoting the cleanup event on Saturday.
9/8/2017	0.25	Corresponded with Matthew James, a Development Coordinator at CPED regarding the Ironclad project.
9/8/2017	0.25	Corresponded with Hilary Dvorak at CPED regarding the Depot landscaping. Letter sent on 8/21 to the developer with a correction date of 9/11.
9/8/2017	0.25	Corresponded with Jana Metge at CLPC regarding Neighborhoods 2020 Survey results.
9/8/2017	0.5	Corresponded with Joe Tamburino regarding the CM Forum and the Washington Avenue Cleanup event.
9/8/2017	0.25	Corresponded with Bob Cooper about using CPP funds to pay for a videographer at the CM Forum.
9/10/2017	0.25	Corresponded with Joe Tamburino and Beth Shogren regarding tree tagging event. Will follow up with Beth.
9/11/2017, 9/12/2017, and 9/13/2017	0.5	Corresponded with Patrick Orr at the Library regarding the CM Forum and Mayoral Forum. Cancelled the October 12, Mayoral Forum room reservation. Discussed meeting room logistics for CM Forum.
9/11/2017	0.25	Corresponded with Ned Abdul and Nancy Aleksuk regarding the Armory liquor license application presentation to the Land Use Committee.
9/11/2017	0.5	Prepared and sent September 18, board meeting notice to the board and Land Use Committee.
9/11/2017	1	Corresponded with Randy Manthey regarding the 9th Avenue S. Right of Way discussion. Followed up with Jason Wittenberg who suggested Jack Byers as a resource. Jason also has a scheduled meeting with Mike and Ann Roess.
9/11/2017	0.25	Corresponded with Ann Roess regarding meeting with Jason Wittenberg.
9/11/2017	0.5	Corresponded with Rachel Dame, a graduate student at the Humphrey School regarding the DMNA's transportation goals. Shared the DMNA's NRP plans with her.
9/11/2017	0.25	Sent September 18, board meeting notice and draft agenda to the board.
9/11/2017	3	Prepared draft of the July 17, board meeting minutes and sent to Carletta Sweet for reviewing and editing.
9/12/2017	1.5	Prepared and sent eblast to the DMNA email list.
9/12/2017	0.5	Corresponded with Patricia Lopez from the Star Tribune regarding downtown demographics. Shared info that I have and also referred her to the Minneapolis Downtown Council.
9/12/2017	0.25	Corresponded with Abbie Sullivan from Voter Services regarding the CM Forum.
9/12/2017	0.25	Corresponded with Betsy Dobel from the DID regarding getting DMNA residents more engaged with the DID.
9/12/2017	0.25	Corresponded with resident Matthew Johnson regarding whether the CM Forum would be video recorded for viewing on the Website or live streamed on Facebook.
9/12/2017	0.25	Corresponded with Tom Schmid regarding the 9th Avenue S. right of way.
9/12/2017	3	Attended the Ward 3 CM Forum.
9/13/2017	1	Sent thank yous to the Ward 3 CM Forum participants and Patrick Orr at the Library.
9/14/2017	0.25	Corresponded with Wini from the Mill City Museum regarding the September 18, board meeting and other upcoming meetings.
9/14/2017	0.5	Corresponded with Jason Wittenberg from CPED regarding presenting proposed changes to parking garage regulations at the October 3, Land Use Committee meeting.
9/14/2017, 9/15/2017 and 9/18/2017	2	Prepared draft letter of support for the Thrivent Corporate Parking Lot project and shared with Randy and Tom for feedback. Made suggested changes. Shared revised copy with Randy, Tom, Kevin and Joe. Submitted to Aaron Hanauer at the City.
9/15/2017	0.25	Corresponded with Jana Metge at CLPC regarding zoning changes at the 2040 Comp Plan.

9/15/2017	0.5	Sent board meeting reminder to the board and posted board meeting materials to the Website.
9/17/2017	0.25	Posted the July board meeting minutes and the September O&C chart to the Website.
9/18/2017	1	Prepared and sent eblast to the DMNA email list.
9/18/2017	0.25	Responded to inquiry from a resident regarding whether the Land Use Committee meeting are open to the public.
9/18/2017	0.25	Corresponded with Kyle Chank regarding the board meeting.
9/18/2017	0.25	Corresponded with Joe Tamburino regarding the board meeting and start time.
9/18/2017	0.25	Corresponded with Wini at the Mill City Museum regarding the board meeting.
9/18/2017	0.25	Corresponded with Carletta Sweet and Jen Bernhardt regarding the board meeting.
9/18/2017	3	Attended the DMNA Board Meeting.
9/19/2017	1	Contacted Aaron Hanauer at the City, CM Frey and Goodman's offices and the Thrivent Parking Corporate Parking Lot developer to let them know that the DMNA Board is rescinding the Land Use Committee letter of recommendation.
9/19/2017	0.25	Corresponded with Carletta Sweet regarding changes to the September O&C chart.
9/19/2017	0.5	Corresponded with Joe Tamburino regarding the upcoming DMNA elections. Shared info regarding who is up for election and the terms.
9/19/2017	0.25	Contacted board members and Land Use Committee members for residential building contact info.
9/19/2017	0.5	Corresponded with Heidi Ritchie at the City regarding the DMNA Board meeting and upcoming October 24, annual meeting.
9/19/2017	0.25	Corresponded with Lynn Regnier at EPNI regarding the Thrivent Corporate Parking Lot project and new corporate headquarters project.
9/19/2017	0.25	Corresponded with CM Lisa Goodman regarding the Thrivent Corporate Parking Lot project and the DMNA letter.
9/19/2017	0.25	Corresponded with Aaron Hanauer regarding when the next City review of the Thrivent Corporate Parking Lot project will take place.
9/19/2017	0.25	Contacted Kyle Chank from the Super Bowl Host committee for a copy of his PowerPoint presentation.
9/19/2017, 9/20/2017, 9/21/2017 and 9/22/2017	2.5	Revised the Thrivent Corporate Park Lot project letter and sent to Joe for review. Sent to the board for feedback. Submitted to Aaron Hanauer at the City (9/22/2017). Shared with the Land Use Committee, the developer, CM offices and Lynn Regnier at EPNI.
9/20/2017	0.25	Corresponded with Lynn Regnier regarding Hennepin County real estate contact for the Thrivent project.
9/20/2017	0.5	Prepared and submitted the MN Secretary of State Annual Registration. Next renewal is due 12/31/2018.
9/20/2017	0.5	Corresponded with Chris Osmundson from Alatus regarding development project and presentation to the Land Use Committee.
9/21/2017 and 9/22/2017	0.5	Corresponded with Melissa Ungerman Levy at the Downtown Journal regarding Annual Meeting advertising.
9/21/2017 and 9/28/2017	1	Corresponded with Dianne Walsh regarding financial questions. Prepared responses to questions.
9/21/2017 and 9/26/2017	0.5	Corresponded with Emily Roland from Cresa regarding October 3, Land Use Committee meeting.
9/22/2017 and 9/25/2017	0.25	Corresponded with Steve Kotke from SEH regarding upcoming Land Use Committee meeting dates.
9/22/2017 and 9/25/2017	0.25	Corresponded with Delaney Patterson at the Downtown Journal regarding advertising invoice.
9/22/2017	0.5	Corresponded with Bob Cooper regarding the DMNA contribution to the Memorial to Survivors of Sexual Violence. Identified the NRP Arts, Culture and Education strategy as the funding source. Plan mod motion at the October 16, board meeting.
9/22/2017	0.25	Corresponded with Kyle Chank regarding giving a presentation on the Super Bowl at the Annual Meeting.

9/25/2017	0.25	Reviewed updated Annual Meeting ad copy for the Downtown Journal.
9/25/2017	0.25	Responded to voicemail message from resident regarding activity at the Justice Center.
9/25/2017	0.25	Corresponded with Lynn Regnier regarding the Downtown Neighborhood Leaders meeting on 9/27/2017.
9/25/2017	0.25	Prepared initial draft of the October 3, Land Use Committee meeting agenda. Waiting to hear back from a few possible presenters.
9/25/2017 and 9/29/2017	0.5	Corresponded with Kelsey Fogt regarding the 4th Street Reconstruction project and scheduling an update at the October DMNA Board meeting.
9/26/2017	1.5	Prepared and sent eblast to the DMNA email list.
9/26/2017 and 9/29/2017	0.5	Corresponded with Brenda Hoppe and Jess Birken regarding the Skyway Commons Pocket Park and Green Minneapolis' willingness to serve as the fiscal agent.
9/26/2017	0.5	Phone conversation with Beth Shogren and Green Minneapolis regarding the Skyway Commons Pocket Park.
9/26/2017	0.5	Corresponded with Bob Cooper regarding the balance of DMNA NRP Phase II funds.
9/26/2017	0.25	Corresponded with Jason Wittenberg from CPED regarding the October 3, Land Use Committee meeting.
9/26/2017	0.5	Sent October 3, meeting notice and preliminary agenda to the DMNA Land Use Committee.
9/27/2017 and 9/28/2017	0.5	Follow up communication with Chris Osmundson from Alatus regarding the October 3, Land Use Committee meeting.
9/27/2017	0.25	Corresponded with Nic on 5th building manager regarding the DMNA email list and upcoming Annual Meeting. They will help promote our events to their tenants.
9/27/2017	2	Attended the Downtown Neighborhood Leaders (DMNA, EPNI, NLNA, CLPC and ETBP) meeting at First Covenant Church.
9/28/2017	0.25	Corresponded with Randy Manthey and regarding the October 3, Land Use Committee meeting.
9/28/2017	0.5	Reviewed proposal to fund neighborhood organizations after 2020 prepared by CM Candidates Pree Stinson and John Haydon.
9/28/2017	0.25	Sent Land Use Committee meeting notice and updated agenda to the committee members.
9/29/2017	1	Prepared a payment request for the DMNA 2017 CPP contract and sent to Judy Duffey at CPED Finance.
9/29/2017	0.5	Corresponded with Tim Bildsoe regarding the October 28, Cleanup event. Revised the September 9, flyer with October 28 info. Posted date on Facebook.
9/1/2017-9/30/2017	1.5	Worked on updating the DMNA Residential Building contact list. Contacted board members for building contacts and researched the Internet for new building management association contacts.
9/1/2017-9/30/2017	3	Reviewed and or responded to 50 emails to the info@thedmna.org email address. (Responded to 225 plus emails to my christie@thedmna.org email address. Sent 150 emails.)
9/1/2017-9/30/2017	3	Posted numerous pieces of information to the DMNA Facebook page and Website over the month of September, including creating Events for the board meeting and Land Use Committee meeting.
9/1/2017-9/30/2017	1	Responded to voicemail messages.
<b>Total</b>	<b>71.00</b>	
<b>Total</b>		
<b>Payment Details</b> <b>Christie Rock Hantge</b> <b>1210 Lewis Avenue SW</b> <b>Hutchinson, MN 55350</b>		