

Central Corridor  
Light Rail Transit



**Status Report**  
**On the Implementation of Mitigation Measures –**  
**CCLRT Construction-Related Business Impacts**  
**June 2011**



**Prepared by**  
**The Central Corridor Project Office**  
**On behalf of**  
**The Metropolitan Council**

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## Attachments

Attachment A	Summary of Monthly Complaints / Response / Resolution
Attachment B1	Summary of Past Monthly Meetings
Attachment B2	Summary of Upcoming Monthly Meetings
Attachment C	Neighborhood Commercial Parking Projects Funded
Attachment D	FY 2010 U7 Accomplishments Report
Attachment E	Business Improvement / Expansion Fund Quarterly Report (U7 report to Living Cities)
Attachment F	Outreach Staff

## 1.0 Purpose

This Report summarizes how the Metropolitan Council and other partner agencies worked during the month of June to minimize impacts from Central Corridor LRT (CCLRT) construction to local businesses. This monthly report is a requirement of the Federal Transit Administration (FTA). The requirement is described in the Finding of No Significant Impacts (FONSI), which FTA issued following publication of the April 2011 *Supplemental Environmental Assessment of Construction-Related Potential Impacts on Business Revenues* (Business Impacts SEA).

1. Construction-related complaints and responses
2. Public outreach and communication activities
3. Funds spent to assist businesses during construction
4. Requests for business assistance and responses
5. Number of business openings / closings / relocations

### 1.1 Mitigation Activities to Assist Central Corridor Businesses

Mitigation activities to assist businesses during construction were summarized in the Business Impacts SEA and form the basis of reporting for items #3 and #4 above, as required by the FTA's FONSI. These activities focus on: (1) minimizing the impacts of construction activities; (2) communications with corridor businesses and the community regarding construction activities; (3) promotional and marketing activities to encourage customers to shop at businesses during construction; (4) technical assistance to businesses during construction; (5) financial assistance to businesses losing nearby on-street parking, and; (6) general financial assistance to small businesses affected by construction activities.

Business assistance activities are summarized in Tables 1 and 2 below.

**Table 1: Attachment A to the CCLRT Business Impacts SEA FONSI – Summary Table of Mitigation Measures and Financial Commitments**

Mitigation Measures		Financial Commitment	Responsible Agency	Contact Information
Construction Contract  (see Section 2.3.5)	Construction Access Plan	\$200,000	Metropolitan Council	Robin Caufman <a href="mailto:Robin.caufman@metc.state.mn.us">Robin.caufman@metc.state.mn.us</a> 651-602-1457
	Contractor Incentive Program	\$850,000	Metropolitan Council	Robin Caufman <a href="mailto:Robin.caufman@metc.state.mn.us">Robin.caufman@metc.state.mn.us</a> 651-602-1457
Project Communications  (see Section 2.3.6)	Community Outreach Coordinators	\$4,000,000	Metropolitan Council	Robin Caufman <a href="mailto:Robin.caufman@metc.state.mn.us">Robin.caufman@metc.state.mn.us</a> 651-602-1457
	Construction Communication Plan (Special Signage)	\$200,000	Metropolitan Council	Robin Caufman <a href="mailto:Robin.caufman@metc.state.mn.us">Robin.caufman@metc.state.mn.us</a> 651-602-1457

Mitigation Measures		Financial Commitment	Responsible Agency	Contact Information
Parking Assistance  (see Section 2.3.1)	Neighborhood Commercial Parking Program	\$2,100,000	City of St. Paul	Craig Blakely <a href="mailto:Craig.blakely@ci.stpaul.mn.us">Craig.blakely@ci.stpaul.mn.us</a> 651-266-6697
	Alley Improvements Program	\$350,000	City of St. Paul	Craig Blakely <a href="mailto:Craig.blakely@ci.stpaul.mn.us">Craig.blakely@ci.stpaul.mn.us</a> 651-266-6697
Business Assistance Programs  (see Section 2.3.2)	Business Support Fund	\$4,000,000	City of St. Paul	Nancy Homans <a href="mailto:Nancy.homans@ci.stpaul.mn.us">Nancy.homans@ci.stpaul.mn.us</a> 651-266-8568
	Business Improvement / Expansion Assistance	\$700,000 <sup>(1)</sup>	Neighborhood Development Center	Isabel Broyld <a href="mailto:ibroyld@ndc-mn.org">ibroyld@ndc-mn.org</a> 651-379-3782
	Business Resources Collaborative	\$240,000	N/A	Jonathan Sage-Martinson <a href="mailto:jonathan@funderscollaborative.org">jonathan@funderscollaborative.org</a> 651-280-2384
	University Avenue Business Preparation Collaborative	\$875,000 <sup>(2)</sup>	N/A	Isabel.broyld <a href="mailto:ibroyld@ndc-mn.org">ibroyld@ndc-mn.org</a> 651-379-3782
	Great Streets and Business Association Assistance Program	\$210,000	City of Minneapolis	Emily Stern <a href="mailto:Emily.stern@ci.minneapolis.mn.us">Emily.stern@ci.minneapolis.mn.us</a> 612-673-5191
	Other	\$7,670	N/A	Jonathan Sage-Martinson <a href="mailto:jonathan@funderscollaborative.org">jonathan@funderscollaborative.org</a> 651-280-2384
University Avenue / Cedar Riverside Betterments  (see Section 2.3.3)	Improved Street Lighting / Street Amenities	\$1,000,000 <sup>(3)</sup>	City of St. Paul / Metropolitan Council	Kathryn O'Brien <a href="mailto:kathryn.obrien@metc.state.mn.us">kathryn.obrien@metc.state.mn.us</a> 651-602-1927
	Business Façade Improvements	\$150,000	City of Minneapolis	Emily Stern <a href="mailto:Emily.stern@ci.minneapolis.mn.us">Emily.stern@ci.minneapolis.mn.us</a> 612-673-5191

Mitigation Measures		Financial Commitment	Responsible Agency	Contact Information
Promoting Business Access  (see Section 2.3.4)	Additional Business Signage	\$50,000	Metropolitan Council	Robin Caufman <a href="mailto:Robin.caufman@metc.state.mn.us">Robin.caufman@metc.state.mn.us</a> 651-602-1457
	Cooperative Advertising and Transit Fare Passes	\$250,000	Metro Transit	Robin Caufman <a href="mailto:Robin.caufman@metc.state.mn.us">Robin.caufman@metc.state.mn.us</a> 651-602-1457
<b>TOTAL</b>		\$15,182,670		

- (1) This amount reflects a decrease of \$150,000 from the amount reported in the Business Impacts SEA. This decrease reflects the actual amount dedicated in Living Cities funds to this effort.
- (2) This amount reflects an increase of \$200,000 from the amount reported in the Business Impacts SEA. This increase reflects an additional commitment of \$200,000 in funding from the Central Corridor Funders Collaborative supporting business marketing and support efforts.
- (3) This amount reflects an increase of \$350,000 from the amount reported in the Business Impacts SEA. This increase reflects the actual amount dedicated to this effort.

**Table 2: Attachment A to the CCLRT Business Impacts SEA FONSI – Mitigation Measures: Staffing and Contract Commitments (Non-Direct Financial Commitments)**

Mitigation Measures		Responsible Agency
Construction Contract	Special Events Plans	Metropolitan Council/Contractor
	Best Management Practices (BMPs)	Metropolitan Council/Contractor
Project Communications	Contractor Community Relations Leader	Contractor
	Construction Communication Plan	Metropolitan Council
	Construction Information Packet	Metropolitan Council
	Construction Signage	Metropolitan Council/Contractor
Parking Assistance	Construction Employee Parking Plan	Metropolitan Council/Contractor

This Report will be updated by the Metropolitan Council monthly throughout construction. The construction period is currently scheduled to be completed in 2013.

## 2.0 Activities Reported

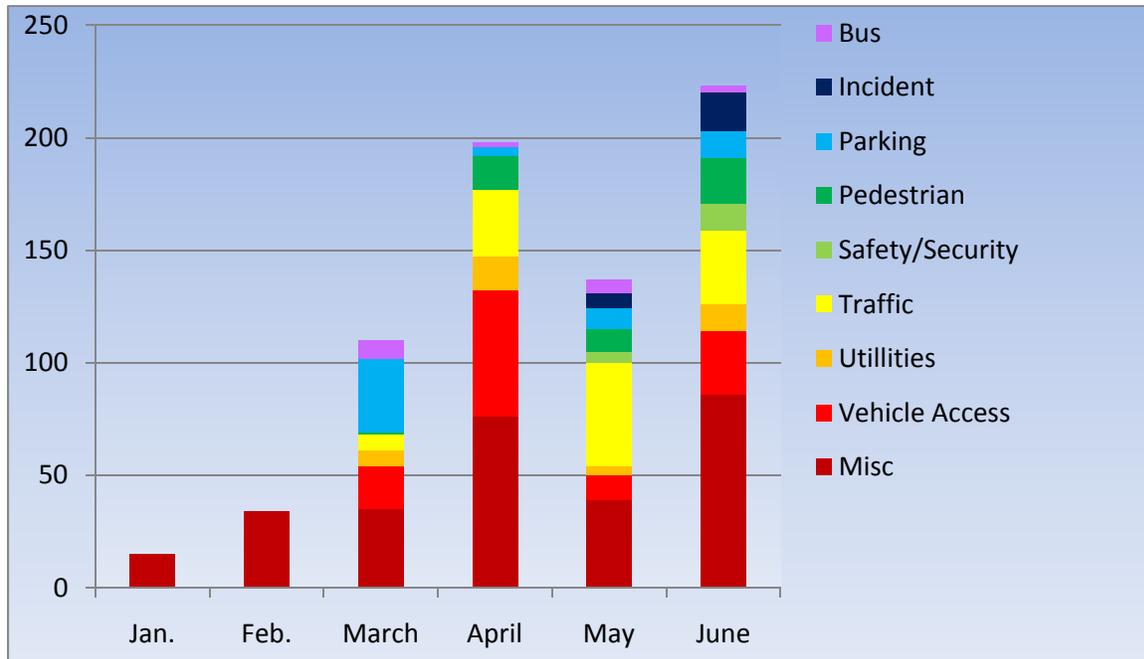
### 2.1 Construction-related Calls, Complaints and Responses

Attachment A to this Report is a summary of construction and other calls and complaints received during the month of June and their response / resolution. During this month, a total of 223 complaints, comments or questions were received by Central Corridor Project Office staff (see Figure 1). This compares to a total of 137 in the month of May. A majority of calls and e-mails were responded to within 24-hours. Most issues were responded to within 1 week.

- The majority of complaints concerned issues with traffic and vehicle access.
- Other issues where several complaints / calls were received included the following:
  - Concerns about trash collecting at temporary bus stops (response was to direct contractor to pick up trash);
  - Concerns about noise (responses was to follow-up and provide information from required contractor noise monitoring), and
  - Utility crews blocking access to business / property drive-ways (response was to direct utility crews to move vehicles).
  - Two calls were received inquiring about the Business Support Fund (response was to provide information on how to apply for loan).

Figure 1 is a summary, sorted by subject, of construction-related calls and e-mails received in 2011.

**Figure 1: 2011 Construction Hotline Complaints Received**



### 2.2 Public Outreach and Communication Activities

During the month of June, the following major outreach activities took place.

**Construction Updates:** Construction updates, including maps of construction activities, were published weekly for the following areas:

- West Bank/East Bank/Stadium Village
- University Avenue – Emerald to Hamline
- Capitol Area
- Downtown St. Paul

All current construction updates can be viewed at [www.centralcorridor.org](http://www.centralcorridor.org). In the last month, approximately 12,617 hits were recorded of users visiting the Web site.

**News Releases:** A total of two news releases / news advisories were issued in June, covering the following subjects:

- Businesses can apply now for construction-related loans
- Monthly “Making Tracks” newsletter

All current news releases can be viewed at [www.centralcorridor.org](http://www.centralcorridor.org)

**Transit Rider Alerts:** A link has been established on the home page of Metro Transit alerting riders of Central Corridor transit services affected by construction to detours and other information. <http://metrotransit.org/rail-construction.aspx>

**Constant Contact:** Constant Contact is a listserv that CCLRT Outreach and Communications staff uses to update people on project news, including construction activities. It currently has over 5,764 contacts to which information project information is sent.



Celebration of the opening of 43 new [Nice Ride Bike stations](#) including stations on the Central Corridor, this summer.

**Social Media:** CCLRT Outreach and Communications Staff uses Twitter to send press releases, newsletters, and weekly construction updates to the public. At the end of May @cclrt had 914 followers.

**June Public Meetings / Events:**

Approximately 72 meetings / events took place in May attended by over 950 people. These meetings included meetings to discuss business reporting, marketing, and support activities, Lunch on the Avenue, and an event welcoming the Nice Rides bicycle rental to the Avenue. See Attachment B1 for a list of all meetings held in June.

As a result of input at meetings and correspondence received by CCPO staff in May, the following changes to the CCLRT project were made:

- Opened access to Bonnie’s café from adjacent Midway Hotel

**Upcoming Public Meetings / Events:** A list of upcoming meetings scheduled for the month of July is included as Attachment B2. Many of the meetings listed are open to the public. More details can be had by contacting the Outreach Coordinator identified in Attachment B2.

## 2.3 Funds Spent to Assist Businesses during Construction

The following is a summary of monthly activities related to the programs summarized in Tables 1 and 2 above.

### 2.3.1 Parking Assistance:

**Neighborhood Commercial Parking Program:** The City of St. Paul is funding and administering a program to address parking loss during and after CCLRT construction. The program provides low-interest loans to individual businesses that can be used to reach agreements with other businesses for shared parking, or for limited construction to improve off-street parking.

#### Significant Activities:

To date, the City of St. Paul HRA has approved \$1,325,000 in funding for 24 parking improvement projects. One project has dropped out (750 University), and 5 projects have been completed or mostly completed (860-866, 904-908, 133-1142, 1159, and 2447 University). Approximately 50 applications were received by the City during the time that applications were being accepted. A complete list of projects funded to date can be found as Attachment C. During the month of July, geotechnical (soil conditions) investigations were completed for the projects being completed at the northeast Snelling Avenue intersection and at the Southeast St. Albans intersection.



Parking Improvement behind three buildings at 1133 to 1141 University Avenue

Almost all of the 24 parking improvement projects funded through this program are anticipated to be completed by the end of this year (2011). This includes a large project located in the northwest block at Snelling and University, which involves the City of St. Paul leasing land and improving it for off-street parking. This project has gotten the support of the property owners and is on schedule for September construction.

At the end of this year, the City of St. Paul will evaluate the progress of the 24 projects funded to date to determine how best to allocate remaining funding that is part of the Neighborhood Parking Program.

**Alley Improvements Program:** The City of St. Paul has dedicated \$350,000 in their Capital Improvement Budget to improve alleys adjacent to the Central Corridor.

**Significant Activities:**

- All of the committed funds, a total of \$350,000, have been obligated in the City of St. Paul's Capital Improvements Budge (CIB) to complete this program. Construction bids were opened on May 25 for the alleys that will be improved this summer and fall. The following alleys will be improved using this funding:
  - Fry to Snelling (north side of University)
  - Snelling to Asbury (north side of University)
  - Pascal to Albert (north side of University)
  - Lexington to Oxford (north side of University)
  - Victoria to Avon (south side of University)
  - Avon to Grotto (north side of University)
  - Grotto to St. Albans (bet. Thomas & Lafond)
  - Grotto to St. Albans (north side of University)
  - St. Albans to Dale (north side of University)
  - MacKubin to Arundel (bet. Edmund & Thomas)
  - Arundel to Western (north side of University)
- Based on the final bids the City received for this work, enough additional funds remained from the \$350,000 budgeted that the City is initiating the process of re-acquiring an alley easement on the partially vacated alley south of University Avenue between Mackubin and Arundel.

**Construction Employee Parking Plan:** Central Corridor LRT construction contracts require contractors to minimize use of available on-street parking by developing an employee parking plan.

**Significant Activities:**

A construction employee parking plan has been developed, submitted, and approved by CCPO staff for the Civil East (St. Paul) and Civil West (Minneapolis) construction contracts. Enforcement of contractor parking requirements is part of the duties of CCPO construction inspectors. Any complaints received from the public regarding contractor parking are immediately responded to by CCPO outreach staff.

**2.3.2 Business Assistance Programs:**

**Business Support Fund:** The Business Support Fund program provides low- or no-interest forgivable loans and grants to small businesses (gross annual sales less than \$2 million) that may experience construction-related disruptions.

**Significant Activities:**

During the month of June, the following activities occurred:

- The Neighborhood Development Center (NDC) and Metropolitan Consortium of Community Developers (MCCD) were selected by the Saint Paul HRA to administer the loan fund in Saint Paul and Minneapolis respectively. Contracts were signed by both on June 17, 2011.
- Three loan workshops were held for Corridor businesses. Owners of 60 businesses attended. Two workshops a week will be held through July 21.
- Two applications were received from eligible applicants in Saint Paul, reviewed by NDC and recommended to the St. Paul HRA. Closings that will allow the loan funds to be disbursed are slated for early July. No funds were disbursed in June.

It should be noted that, prior to the official launch of the Fund, the City of St. Paul did work to advance some funding to businesses affected by 2010 CCLRT construction on 4<sup>th</sup> Street in downtown St. Paul. This was possible using the \$500,000 contribution made by the Central Corridor Funder's Collaborative to the Fund. At that time, businesses were eligible for \$10,000, one-third of which were grant funds and two-thirds were recourse loans. To date, a total of \$30,000 has been awarded to 4<sup>th</sup> Street businesses; with \$20,000 disbursed (one of the approved grantees withdrew its application).

**Business Improvement / Expansion Assistance:** The Business Improvement/ Expansion Assistance program includes \$700,000 available in loan, grant, and Program Related Investment (PRI) funds to assist targeted businesses with significant growth opportunities and/or that are in a position to buy or improve their own buildings with the goal of reinforcing the importance of locally- and minority-owned businesses to the Central Corridor. This program will be administered by the Neighborhood Development Center.

**Significant Activities:**

As of June 30, 2011, a total of \$91,500 of business improvement / expansion assistance funds has been disbursed for the following activities:

- \$30,000 for business façade improvement to be issued along the Central Corridor for small businesses.
- \$28,000 for a Loan Loss Reserve fund that supports the Program Related Investment loan dollars to be used between two loan products: building ownership and business expansion.
- \$33,500 for administrative costs incurred by the Neighborhood Development Corporation.

**Business Resources Collaborative (BRC):** The Business Resources Collaborative (BRC) is an informal coalition that provides support and technical assistance to businesses affected by the Central Corridor LRT Project. The BRC has received \$240,000 in grants in support of its operations. The BRC provides the following services to businesses along the Central Corridor:

- Provide business consulting and technical assistance (e.g., business and real estate development loan assistance; parking; energy efficiency programs; advocacy, information and referrals).
- Provide and maintain a business resource/information clearinghouse (<http://www.readyforrail.net>).
- Provide a grassroots "buy local" marketing campaign to help provide customers to Central Corridor businesses during project construction.

**Significant Activities:**

To date, the following entities / programs have been funded:

- \$15,000 awarded in July 2009 to support the creation and facilitation of the Central Corridor Business Resources Collaborative and a workplan leading to a Central Corridor Business Development Strategy.
- \$90,000 awarded in February 2010 to support the creation of the Central Corridor Funder's Collaborative Corridor-wide business development strategy, announcement of the strategy, creation of an evaluation framework, and facilitation for 2010.
- \$50,000 awarded in November 2010 to support the development of a grassroots buy local marketing plan to customers to patronize Central Corridor businesses during construction.
- \$25,000 has been advanced to the Midway Chamber of Commerce from the City of St. Paul to assist in business marketing efforts.

**University Avenue Business Preparation Collaborative (U7):** The University Avenue Business Preparation Collaborative (U7) was created by community development organizations to provide marketing support, on-site business consulting, resource center and planning center, small business workshops, grants for marketing and façade improvements, microlending and financing support to small businesses along the Central Corridor.

**Significant Activities:**

All (\$675,000) of the committed funds (as summarized in the Business Impacts SEA) have been disbursed. An additional \$200,000 has been disbursed from the Central Corridor Funders Collaborative for 2011 activities. For a complete report of fiscal year 2010 U7 accomplishments, please see Attachment D:

- \$200,000 in January 2009 to support the creation of a program to help small businesses prepare for, and thrive, in the changing Central Corridor marketplace through training, technical assistance, and financing.
- \$100,000 in February 2010 to support, for the first half of 2010, a program to help small business prepare for, and thrive, in the changing Central Corridor marketplace through training, technical assistance, and financing.
- \$100,000 in September 2010 to support, for second half of 2010, a program to help small businesses prepare for, and thrive, in the changing Central Corridor marketplace through training, technical assistance, and financing.
- \$200,000 in April 2011 to support, for 2011, a program to help small business prepare for, and thrive, in the changing Central Corridor marketplace through training, technical assistance, and financing.
- \$125,000 from the Bigelow Foundation (\$50,000 in 2009 and \$75,000 in 2010) to prepare small businesses for Central Corridor LRT construction.
- \$150,000 from the St. Paul Foundation (\$75,000 in 2009 and \$75,000 in 2010) to prepare small businesses for Central Corridor LRT construction.

**Great Streets and Business Association Assistance Program:** The City of Minneapolis will contribute a total of \$210,000 for business technical and marketing support.

**Significant Activities:**

To date, the City of Minneapolis has disbursed/expended \$82,390 for business assistance programs to support businesses along the Central Corridor on University Avenue and in the Cedar Riverside area, as summarized below. For a report on activities through June 30, 2011, please see Attachment E:

- Business Association Assistance Program: In April 2011, the City of Minneapolis/CPED disbursed \$13,000 to three Central Corridor business associations to service and support businesses in those areas (\$4,000 to the Southeast Minneapolis Business Association, \$4,000 to the Stadium Village Commercial Association, and \$5,000 to the West Bank Business Association). A report on business assistance activities completed by each of the associations will be due to the City on December 31, 2011.
- Great Streets Business District Support Grants: As of May 31, 2011, \$29,390 in Great Streets Business District Support funds have been expended by the West Bank Business Association for business district media and advertising campaigns, business outreach and communications, and sponsored events.
- City Business Finance Assistance to the African Development Center: In March 2011, \$40,000 in City/CPED grant funds was disbursed to the African Development Center (ADC) to provide business development workshops and other technical assistance for small, primarily African-owned businesses. The region's largest concentration of these businesses is in the Cedar Riverside area, and this assistance is available to these corridor businesses and provided at the ADC headquarters in Cedar Riverside.

**Other Business Assistance:** The “Other” category in Table 1 consists of funding commitments from the Central Corridor Funders Collaborative (CCFC) for two activities.

- 1) \$3,000 to the Central Corridor Partnership to support public presentations from Bill Knowles (business mitigation consultant).
- 2) \$4,670 to the Asian Economic Development Association to support consultation / presentations by Thao Tran (business mitigation consultant).

**Significant Activities:**

All funds (\$7,670) in this category have been expended.

- A total of \$3,000 in January 2009 as a matching investment to support the Central Corridor Partnership-sponsored consultation and public presentations by Bill Knowles, a business mitigation consultant from Salt Lake City, Utah.
- A total of \$4,670 in March 2009 to support the consultation and public presentations by Thao Tran, a business mitigation consultant from Seattle, Washington.

**2.3.3 University Avenue / Cedar-Riverside Betterments:**

**Improved Street Lighting / Street Amenities:** The City of St. Paul has contributed additional funds to the project in the amount of \$1,000,000 to include street lighting, colored paving, and other amenities within the public right of way, to enhance the pedestrian character of University Avenue and downtown business districts.

**Significant Activities:**

These improvements will be implemented concurrently with CCLRT construction, but will be funded by the City of St. Paul. To date, no funds have been expended.

**Business Façade Improvement Financing:**

The City of Minneapolis has committed \$150,000 for business façade-improvement matching grants to businesses along the project corridor.

**Significant Activities:**

To date, the City of Minneapolis has expended \$42,879 for the Great Streets Façade Improvement Program in Central Corridor business districts. These expenditures have funded eight projects. During the month of June, the following activities took place:

- Two façade improvement projects were completed by Central Corridor businesses along University Avenue.
- \$10,000 in façade matching grants was disbursed during the month of June.



**The Hub Bike Co-op at 301 Cedar Avenue used a grant through the City of Minneapolis Great Streets Façade Improvement Program to install new windows**

### **2.3.4 Promoting Business Access:**

**Additional Business Signage:** The Metropolitan Council will employ movable variable message signs during construction to assist travelers in accessing businesses in response to frequent changes in construction activities. A total of \$50,000 will be allocated by the Metropolitan Council for this additional business signage.

#### **Significant Activities:**

All funds (\$50,000) in this category have been expended to purchase the variable message signs. During the month of June, the signs were used for the following purposes:



Weekend of June 17 – special signage for the “Back to the 50s” car show at the State Fair.

Weekend of June 23 – special signage for the NHL Draft and Jazz Fest in downtown St Paul. Each event was expected to draw 15,000-20,000 people per day.

June 27 - Moved the signs back to University Avenue at Hamline and Emerald with statement to support University Avenue businesses. Emerald sign also featured a statement that welcomed Nice Rides to St. Paul during the Nice Rides press conference/event at Berry and University Avenue.

**Cooperative Advertising and Transit Fare Passes:** Metro Transit will provide \$250,000 in marketing support in the form of cooperative advertising and fare passes to businesses for distribution to customers.

**Significant Activities:**

To date, a total of \$21,475 has been expended on the following activities:

- **Development / Deployment of Metro Transit Bus Side Ads:** A total of six Metro Transit buses are presently being used to promote patronage of Central Corridor businesses during construction. These ads will run from May through November.



**2.3.5 Construction Contract:**

**Construction Access Plans:** Construction contracts (Civil East – St. Paul, and Civil West – Minneapolis) include \$200,000 for construction access plans. Businesses will be notified of any changes to access at least two weeks prior to the start of construction.

**Significant Activities:**

During the month of June, the following activities:

- Access plans were developed for the north side of University Avenue between Emerald and Hamline. Outreach staff will distribute to businesses in the month of July.
- Outreach and Contractor staff met with businesses on the south side of University to prepare them for sidewalk replacement and review pedestrian access plans and schedule.
- Outreach and Contractor staff met with businesses on Washington Avenue to prepare for utility work under the existing sidewalk to develop temporary pedestrian access plans.
- Developed access plan for Cedar Street

**Contractor Incentive Program:** A contractor incentive program is being provided for the two major construction contracts (Civil East – St. Paul and Civil West – Minneapolis). This program is intended to encourage effective communication and cooperation between the contractor, businesses and residents. A

Construction Communication Committee (“CCC”) comprised of business owners, residents, and other stakeholders will be created for each outreach sector identified in contract documents. The CCC will meet every two weeks to vote on identified evaluation criteria measuring contractor efforts to minimize construction-related impacts and award quarterly incentives to contractors demonstrating compliance with these measures. The construction contracts include an \$850,000 allowance (projectwide total) for the contractor incentive program.

**Significant Activities:**

To date, two evaluations have taken place by CCC’s for the Civil East construction contract and two evaluations have taken place by CCC’s for the Civil West construction contract. The following table summarizes, by contract by quarter, the Contractor Incentive funds available and the amount the CCC voted to award, based on Contractor performance.

	Civil East		Civil West	
	Funds Available	Funds Awarded	Funds Available	Funds Awarded
<b>2010 – Quarter 4</b>	\$50,000	\$46,920 (94 percent of total)	\$10,000	\$9,920 (99 percent of total)
<b>2011 – Quarter 1</b>	\$40,000	\$30,993 (77 percent of total)	\$20,000	\$20,000 (100 percent of total)
<b>Total (to date)</b>	<b>\$90,000</b>	<b>\$77,913 (87 percent of total)</b>	<b>\$30,000</b>	<b>\$29,920 (over 99 percent of total)</b>

**2.3.6 Project Communications:**

**Construction Communication Plan (Special Signage):**



Construction signage will include “Open for Business” signage and other information alerting drivers and pedestrians to construction impacts or other relevant information (e.g., available parking, alternative access, etc.). Approximately four signs will be required per block of construction, and signs will be in place until substantial completion of construction of the surface elements of the project.

**Significant Activities:**

Construction signage is in place in areas where Civil East (St. Paul) and Civil West (Minneapolis) construction activities are ongoing. An example of signage in place can be seen in the image above.

**Community Outreach Coordinators:** Community Outreach Coordinators will be provided by the Metropolitan Council throughout project construction. The Community Outreach Coordinators act as a liaison between the public and local businesses, including minority-owned businesses, and project contractors. Community Outreach Coordinators are available to answer questions and direct specific construction related concerns back to project contractors and the Metropolitan Council. The Metropolitan Council has dedicated \$4,000,000 to this effort, which includes salary and benefits for a fully staffed Central Corridor Outreach and Communications Team for the four years of project construction from 2010 through 2013. See Attachment F for a display of current Outreach staff and their contact information.

**2.4 Requests for Business Assistance and Response**

Several of the programs summarized in Section 3 involve direct assistance to businesses in the forms of loans, grants, or other direct assistance. Programs that are managed in this way are listed below, along with information on the number of requests to receive assistance from these programs.

Neighborhood Commercial Parking Program (City of St. Paul): To date, a total of 50 applications have been received by the City of St. Paul and 24 projects have been funded (see Attachment C).

Business Support Fund: To date, a total of five applications have been received and five have been approved (one business withdrew and closed their business prior to receiving the requested loan).

Business Improvement / Expansion Assistance: To date six inquiries have been received – four businesses interested in support to purchase the properties in which their businesses are located and two businesses interested in expanding their space and/or inventory. This program is just beginning and no formal applications have been received to use these funds.

Business Façade Improvement Financing (City of Minneapolis): To date, 16 applications have been received to access funds administered through this program with 15 applications approved for funding.

**2.5 Business Openings / Closings / Relocations**

The following update on number of Central Corridor business openings, closings, and relocations uses data gathered by CCPO Outreach staff. Outreach staff maintains an inventory of Central Corridor businesses, which serves as a comprehensive contact database. This inventory is a list of street-level business establishments that are found along the Central Corridor alignment from the West Bank area of Minneapolis to downtown St. Paul.



The information below reflects known business openings, closings and relocations on the Central Corridor for the month of June.

### **Change in Central Corridor Businesses (May 31, 2011 to June 30, 2011)**

Business Openings	4
Business Closings	5
Business Relocations Off Corridor	0
Business Relocations On Corridor	2

## **3.0 Frequently Asked Questions**

### **3.1 How do I request a translated summary of this report?**

Please contact the Central Corridor Public Outreach and Communications Team for assistance:

Central Corridor email: [centralcorridor@metc.state.mn.us](mailto:centralcorridor@metc.state.mn.us)  
Hotline: 651-602-1404

#### **Requesting a Spanish Summary of Report:**

¿Cómo puedo solicitar un resumen traducido de este informe?

Por favor comuníquese con el *Equipo de Corredor Central Publico de Alcance y Comunicación* (Central Corridor Public Outreach and Communications Team) para asistencia.

Correo electrónico del Equipo de Corredor Central: [centralcorridor@metc.state.mn.us](mailto:centralcorridor@metc.state.mn.us)  
Línea de ayuda: (651) 602-1404

#### **Requesting a Vietnamese Summary of Report:**

Làm thế nào để yêu cầu một bản tóm tắt dịch của báo cáo này?

Xin vui lòng liên hệ với Central Corridor Public Outreach and Communications Team để được hỗ trợ:

Central Corridor email: [centralcorridor@metc.state.mn.us](mailto:centralcorridor@metc.state.mn.us)  
Hotline: 651-602-1404

#### **Requesting a Somali Summary of Report:**

Sideen u dalbadaa warbixintaan kooban oo la fasiray?

Fadlan la soo xiriir Central Corridor caawimada dadweeynaha iyo kooxda fariinta dadweeynaha u qaabilsan.

Central Corridor Eemeylkoodu waa: [centralcorridor@metc.state.mn.us](mailto:centralcorridor@metc.state.mn.us)

Telefoonka: 651 602 1404

### **Requesting a Hmong Summary of Report:**

Yuav ua li cas thiaj li thov tau daim ntawv txhais ua lus Hmoob txog cov xov xwm no?

Yog koj xav tau kev pab, thov hu los yog sau ntawv rau tom cov Koos Haum (Central Corridor Public Outreach and Communications Team).

Sau ntawv rau: [centralcorridor@metc.state.mn.us](mailto:centralcorridor@metc.state.mn.us)

Xov Tooj: 651-602-1404

### **3.2 How can I report a construction-related problem?**

To report problems that arise during construction, call the 24-hour hotline at 651-602-1404.

### **3.3 How can I get information on business assistance during construction?**

“Ready for Rail” is a great source for information on programs to assist Central Corridor businesses during construction and can be found at <http://www.readyforrail.net/> or by calling 651-280-2384.

### **3.4 How can I comment on the project?**

The outreach program provides many avenues for people to submit comments and concerns. The outreach team forwards your comments and concerns to the engineers.

Central Corridor email: [centralcorridor@metc.state.mn.us](mailto:centralcorridor@metc.state.mn.us)

Phone line: 651-602-1645

Attend a public meeting. See the Central Corridor meetings page at [www.centralcorridor.org](http://www.centralcorridor.org)

### **3.5 Where do I get information about job opportunities**

The Met Council and Central Corridor Funders Collaborative created [www.lrtworks.org](http://www.lrtworks.org) for job seekers to register their qualifications.

### **3.6 How can the public get construction information?**

Details about construction will be available at [www.centralcorridor.org](http://www.centralcorridor.org) and the public will be notified in advance about work, including detours and road closures. Project outreach coordinators began surveying business and property owners in the spring of 2008 for details on their points of access to help engineers design the line and plan construction.

# **Attachment A**

## **Summary of Monthly Complaints / Response**

Category	Description	FTA Resolution	Resolved within 24 hours	Resolved within 1 week
<b>Civil East (151 records)</b>				
Bus	Bus drivers not stopping at Hampden bus stop	Contractor directed truck to move	x	
Incidents	At stop sign at Robert and University, bulldozer was breaking up concrete, callers car got hit with chucks.	Nkongo talked to caller; stated no injuries/no property damage. Contractor installed shield.	x	
Incidents	Blocked loading dock	Iain and Rita responded in person and via phone.		x
Incidents	Damaged irrigation line on north side of 12th St. between Robert St. and Minnesota St.			
Incidents	Irrigation system at Lot "N"			
Incidents	Chilled water line break		x	
Incidents	Rearranged cones & parking issue	Brian Panfill responded to issue	x	
Incidents	Parking issue			
Incidents	Water in 2500 University basement		x	
Incidents	Water leak	Walsh fixed the flooding issue at 2500 University Ave W Robin responded via email and phone. Construction crew responded in person	x	
Incidents	Store flooded		x	
Incidents	Damage to vehicle	Michelle responded to caller via phone.	x	
Incidents	Damage to stop light	Construction crews responded and took care of issue Dana contacted caller and provided timeline and expected closures.	x	
Misc	Caller lives between Cedar and Wabasha streets		x	
Misc	Trash	Robin responded via email; Walsh crews picked up trash		
Misc	Corridor biking?	Robin responded to caller via email		
Misc	Did not specify why calling	Rita responded via phone.		x
Misc	Access needed for trash area	Dana called back and advised contractor to maintain access.	x	
Misc	Noise & Vibration	Robin followed up via email; provided reports for dates requested		
Misc	Paving	Robin responded via email, contractor filled potholes	x	
Misc	Pot Hole	Rita and Michelle confirmed the situation had been fixed.		x
Misc	Lighting lowertown	Dana responded by email		
Misc	Business Aid Funding	Michelle followed up via email.	x	
Misc	Pot Holes	Walsh filled potholes as soon as rain stopped and potholes dried out enough to fill.	x	
Misc	Construction Question	Robin responded to caller via email	x	
Misc	Kudos	Robin emailed Elaine and thanked her for her feedback	x	
Misc	Construction questions	Rita responded via phone.	x	

Category	Description	FTA Resolution	Resolved within 24 hours	Resolved within 1 week
Misc	Construction questions	Ebuilder creating duplicate entries	x	
Misc	Union Depot Closing	Robin forwarded to county, Josh Collins responded via email	x	
Misc	Project Effects on Outer Rim of University Businesses	Robin emailed with list of resources, suggested contacting Rita with more detail about concerns	x	
Misc	Concerned about the speed of cars along in front of her business.	Michelle responded via phone on 6/13/2011	x	
Misc	Pat Jordan Realty	Sweeper came in and cleaned the parking lot		
Misc	LIGHT DIM			
Misc	Tree removal	called back and provided information	x	
Misc	Trash at temporary bus stops	Robin responded via email		x
Misc	Loss of business	Rita called back answering question and resolving concern	x	
Misc	Trash and carts issue regarding a shopping carts and garbage in the construction site,	Robin responded via email.	x	
Misc	Loss of customers	Rita responded to caller via phone.	x	
Misc	Water issue	Robin responded	x	
Misc	Payroll Form?	Nkongo responded to caller and forwarded to Diane Peach in Admin.	x	
Misc	Pavers?	Mary responded via phone	x	
Misc	Man hole request	called and answered question about old road materials request from the public		x
Misc	Vibrations and water shut off?	Robin and Rita responded via phone and in-person.	x	
Misc	Construction schedule?	Nkongo called and advised called of 2012 schedule.	x	
Misc	Forgiveable Loan Program?	Rita emailed information to midwest hotel		x
Misc	Paver Stones	Mary left a message answering the question	x	
Misc	Dempolished properties	Robin responded via email	x	
Misc	Construction schedule	Nkongo Called Julia. Advised her of closures. Will send map before traffic control is set up.	x	
Misc	Potholes	Called about issue. Recieved clarification; forwrded concern to walsh.	x	
Misc	Franklin Avenue Closure July 24-27	Michelle responded to caller via phone.	x	
Misc	Franklin Avenue Closure ?	Michelle responded via email.	x	
Misc	Clarification needed Franklin Ave closure	Michelle responded via email.	x	
Misc	Franklin Avenue Closure June 24-27	Michelle responded via email.	x	
Misc	CCLRT porject	Michelle responded via phone.	x	

Category	Description	FTA Resolution	Resolved within 24 hours	Resolved within 1 week
Misc	Directions?	Shoua called and advised of current road closures. Resolved.		x
Misc	General access?	Dana called and advised caller of closures in area. No impact at location of interest.		x
Misc	Pot holes	called and left a message explaining the resolution about pothole concern.	x	
Misc	State shut down?	Laura responded via phone		x
Misc	Noise issue	Nkongo called Steven, explained type of work and duration. Work is within allowed noise threshold.	x	
Misc	Street closure?	Robin responded via email	x	
Misc	Traffic change questions at the border	Robin responded to Julia Wallaces questions.		x
Misc	Bremer Demolition	Nkongo Cigolo called and advised caller as needed.	x	
Misc	Road closures?	Nkongo emailed Daniel. Requested information was provided.	x	
Misc	paver blocks	Michelle responded to caller via phone.	x	
Misc	Trash	Kevin directed Walsh to pick up trash;	x	
Misc	Debris issue	Nkongo Cigolo called complainant; PCL cleaned up. Resolved.	x	
Misc	Cracked window		x	
Misc	CCLRT completion?	6/28/11 Rita called but mailbox was full. Will follow-up	x	
Misc	Incorrect information	Michelle responded via email.	x	
Misc	Noise	Nkong called back. Advised what type of work and expected duration.	x	
Misc	Noise	Responded by email	x	
Misc	Noise	Responded by phone	x	
Misc	Pavers	Mary responded via email	x	
Misc	Light poles at Judicial Parking Lot			
Misc	Travel Time between cities			
Misc	Demo Material	Mary responded via email	x	
Parking	Parking issues	Robin responded to caller via email, forwarded to Christina Morrison, St. Paul to follow up	x	
Parking	Garage entrance blocked by truck	Robin responded via email	x	
Parking	Bolander and Walsh trucks are parked at access to maintenance drive		x	
Parking	Parking lot blocked	Robin responded via phone	x	

Category	Description	FTA Resolution	Resolved within 24 hours	Resolved within 1 week
Parking	Parking issue	Robin responded in person	x	
Parking	Saw horse removal	Rita responded via phone	x	
Parking	Xcel truck parked in front of 14th St. Ramp	Shoua forwarded to Shannon to ask crews to move	x	
Parking	Xcel truck parked in Stassen lot	Shoua forwarded to Shannon to ask crews to move	x	
Pedestrian	Question re: pedestrian/bike crossings along University	Robin responded to caller via email	x	
Pedestrian	Somebody walking on the sidewalk on the SE side walking westbound has to detour one block to get to the sidewalk	Robin responded to caller via email	x	
Pedestrian	Needs a pedestrian crossing sign.	Robin responded via email		x
Pedestrian	ADA	Rita responded via phone.	x	
Pedestrian	Side walk blockage	Rita and Brian responded in person.	x	
Pedestrian	Sidewalk closed	Called Mary Joe and advised her of detour routes. Issue resolved.	x	
Pedestrian	Sidewalk closure issue	Michelle responded to caller via phone.	x	
Pedestrian	Pedestrian crossings across Robert Street.		x	
Pedestrian	No sidewalk access on Robert Street between MLK Blvd. and University Avenue.	Access has been established on the west sidewalk from University to 12th.		
Pedestrian	Large crack in sidewalk on north side of MLK Blvd. between Robert St. and Judicial Parking Lot.	Shoua forwarded to Walsh		
Pedestrian	Sink hole in sidewalk on west side of Robert St. near Old Columbus.	Shoua forwarded to Walsh		
Pedestrian	Fence blocking sidewalk at Cromwell/University SE corner	Michelle responded to caller via phone.	x	
Pedestrian	Pedestrian signal at 11th and Robert is covered	Construction directed Walsh and Premier Electric to resolve.		x
Pedestrian	Side walk closure	Nkongo responded via email. Passed on issue to construction crews.	x	
Pedestrian	West sidewalk closed at Robert and 11th.	Shoua forwarded to construction staff, Walsh to resolve	x	
Pedestrian	Sidewalk closure	Shoua forwarded to construction staff, Walsh to resolve	x	
Pedestrian	The walk/don't walk signal is covered up on the west side of 11th and Robert.	Nkongo forwarded to Walsh, Walsh removed	x	
Safety Security	One of the barriers are getting out in the line of traffic in the East bound lane on University by Simpson.	Brina Panfil and Mike Pretel responded to issue	x	
Safety Security	She has a concern about the large sign that is on 6th street between Jackson and Robert	Nkongo called back; advised construction to relocate sign.	x	
Safety Security	Barrel blocking intersection	Dana called Operator Vang. Xcel Energy moved barrel.	x	
Safety Security	ADA Concern	Robin responded to issue	x	
Safety Security	Fallen street sign	Michelle responded via email.	x	

Category	Description	FTA Resolution	Resolved within 24 hours	Resolved within 1 week
Safety Security	Left turn lane worn off	Michelle responded via email.		x
Safety Security	Blind man wants correct information so he can travel safely.	Michelle responded via phone.		x
Safety Security	Damage to barrels & cones in construction area	Brian Panfill responded to issue	x	
Safety Security	ADA signage	Michelle and Rita responded in person.	x	
Safety Security	Safety Issue	Michelle responded - notified construction staff via email.	x	
Traffic	Spruce and Snelling	Michelle responded via phone.		
Traffic	She wants to know if University Ave going east is open for cars going to the McNamara Alumni Center at 200 Oak St. NE	called to provide clarification thus resolving issue	x	
Traffic	She is concerned about an intersection between Franklin and University.	Michelle responded via phone with follow up email.		x
Traffic	Department of Administration Issues	Shoua forwarded to construction staff		
Traffic	Intersection of Fairview and University	Michelle responded via email.		x
Traffic	He goes West to work on University from around Vandalia to go to Minneapolis and Central Avenue.	Michelle responded to caller via phone		x
Traffic	Detour not well marked	Nkongo emailed back and advised not a designated route. Provided designated route.	x	
Traffic	Traffic Congestion	forwarded to traffic engineers, called to let her know issue has been addressed. Issue resolved.	x	
Traffic	Eastbound University Ave. traffic	Eastbound traffic has been reopened		
Traffic	Minnesota St. between 11th and 12th St.			
Traffic	Northbound Raymond Traffic	Construction directed Premier to look into and resolve.	x	
Traffic	Construction trucks blocking traffic lanes	Michelle responded to caller via email.	x	
Traffic	Traffic issues	Michelle responded to caller via phone.	x	
Traffic	Traffic congestion	Michelle responded to caller via phone.	x	
Traffic	Parking issue	Nkongo called and advised of current closures; contractor to reopen 12th Street in few weeks.	x	
Traffic	traffic blockage on N bound Fairview @ Univ	Michelle responded via email.	x	
Traffic	Pot holes	Walsh filled potholes as soon as rain stopped and potholes dried out enough to fill.	x	
Traffic	Closure of Franklin- Access to Wells Fargo	Michelle responded to caller via phone.	x	
Traffic	Vehicle Access	Acquired ramp opening date, 5AM June 30th, from MnDOT.	x	
Traffic	Barricade issues	Michelle responded to caller via phone.	x	
Utilities	We were never notified about the water being shut off.	Robin responded to caller by email	x	
Utilities	He wants to verify when the water was to be shut off, he was told Sunday June 6, but the 6th is Monday	Karl Abrahamson responded to issue	x	

Category	Description	FTA Resolution	Resolved within 24 hours	Resolved within 1 week
Utilities	Water shut off?	Michelle responded via phone.	x	
Utilities	Water shut off?	Robin responded via phone.	x	
Vehicle Access	His restaurant Bonny's Cafe has one entrance that is blocked off due to construction	Rita responded via in-person access meeting.		x
Vehicle Access	I've been contacted, through the Midway Chamber, by the folks at Bonnie's Cafe who have been struggling with access to their parking lot off of Vandalia	Rita responded via in-person access meeting.		x
Vehicle Access	Question on why fairview and university are still blocked off.	Michelle responded via phone.		x
Vehicle Access	Problems with access to fire exit route and trash container area blocked	Dana followed up. Advised property owner of location of a 24 foot opening in fence.	x	
Vehicle Access	Intersection of Pascal and University	Rita and Michelle responded in person.	x	
Vehicle Access	Right lane that is blocked off.	Robin responded via email.	x	
Vehicle Access	Right lane blocked off	Robin responded via email	x	
Vehicle Access	Missing detour sign	Michelle responded to caller via email. Brian fixed sign.	x	
Vehicle Access	Truck blocking driveway	Dana followed up with caller. Truck was moved; contractor has a flagger in place.	x	
Vehicle Access	Road closures	Michelle responded to caller via phone.	x	
Vehicle Access	Vehicle access	Dana called and advised caller that access will be maintained.	x	
Vehicle Access	Robert/Jackson closure?	Shoua responded via email and provided timeline.		x
Vehicle Access	Vehicle access	called and answered question	x	
Vehicle Access	Barriers	Robin called Diane back; Walsh installed additional wayfind signs to let people know where to park	x	
Vehicle Access	Restrictions on Snelling?	Michelle responded via email and phone.	x	
Vehicle Access	Street access	Michelle responded to caller via phone.	x	
<b>Civil West (72 records)</b>				
Bus	University Ave Ramp Concern Related to LTR Construction	University of Minnesota moved its bus stop 60 feet to the west to accomodate better sightlines.		x
Bus	? RE: Washignton Avenue	Jessica Hill responded by email.	x	
Incidents	Safety issue	Contractor notified, Dan responded to caller with a phone call.	x	
Incidents	Water concern	Jessica Hill followed up with call and informed CAR.	x	
Incidents	Damage Claim from 2625 4th St SE	See resolution above.		x
Incidents	Water leak at 720 Washington Washington	AMJV contacted the property owner.	x	
Incidents	Water coming up through the drains at Sallys	Forwarded to Joy Miciano, AMJV.		x

Category	Description	FTA Resolution	Resolved within 24 hours	Resolved within 1 week
Misc	Prospect Park 2020 requested images of the 29th Avenue station design	Emailed station art images and elevations on 6-2-2011	x	
Misc	What affect would a state government shutdown have on construction?	Jessica hill responded via email.	x	
Misc	Questions about Washington Avenue Construction	Dan called and answered questions	x	
Misc	Trees taken out?	Jessica Hill replied via phone.	x	
Misc	Washington Ave construction?	Dan responded to caller via phone	x	
Misc	Rodent problem	Jessica responded to caller	x	
Misc	Pavers	Robin responded via email. This should have been entered into Civil West.	x	
Misc	Construction started on the West Bank before 7am	Daniel emailed responses to questions	x	
Misc	Noise from construction trucks	Daniel responded to the concern.		x
Misc	Noise, Dust, and Idling Vehicles			
Misc	Timeline of work?	Daniel responded by phone call and email.	x	
Misc	Cedar - Washington Ave Construction	Duplicate entry	x	
Misc	Holding an event in November 2011 and concerned about construction	Daniel responded by phone and email. Duplicate entry of OISS 158	x	
Misc	Washington Ave Bridge Closure?	Dan responded via phone	x	
Misc	Bike trail closure?	Daniel responded by email.	x	
Misc	Smell near 23rd & University in Stadium Village	Daniel responded by email.	x	
Misc	Problems accessing the West Bank Construction Maps	Daniel responded by email. Website functioning properly now.		x
Misc	University of Minnesota Transitway	Daniel responded by email		x
Misc	Intern with question	Daniel & Jessica Hill Responded by email.	x	
Misc	Bibe Patch pavement repair?	Daniel responded by phone & email	x	
Misc	Worried about flooding	See above.		x
Misc	Saw horse removal	Not civil west issue civil east issue	x	
Parking	Construction vehicles parked in loading zone on Walnut	AMJV was notified and removed the vehicles from the loading zone	x	
Parking	Parking in Stadium Village	Duplicate entry of OISS 133		x
Parking	Loading Zone for Harvard and Washington	Discussed with city. City can park in that area.	x	
Parking	Construction Vehicle Parking on Walnut outside of construction zone	Forwarded to AMjV's construction superintendent.	x	
Pedestrian	Pedestrian deck of bridge on u of m	Jessica Hill responded via email.		x

Category	Description	FTA Resolution	Resolved within 24 hours	Resolved within 1 week
Pedestrian	Pedestrian Detour North of Cedar Bridge	AMJV cleaned up the pedestrian area and ensured that proper pedestrian detour signage was in place.		x
Pedestrian	Sidewalk Closure Notice at 7 Corners	Jessica Hill called to ensure sign placement		x
Pedestrian	Pedestrian crossing	Jessica Hill called back and provided directions.	x	
Safety Security	The sidewalk has been ripped up in front of this location	Jessica Hill spoke with woman and referred her to the claims department at CenterPoint Energy.	x	
Safety Security	Orange barrels are either moved or missing.	Jessica went to business to meet with owner. Area tightened up to prevent cars from entering.		x
Traffic	Request for lane restriping at University Avenue and Bedford	Emailed response on 6-3-2011. City of Minneapolis has it on the list to restripe.		x
Traffic	Three east/west roads under construction at the same time	Jessica Hill emailed response 6-3-2011	x	
Traffic	Washington Ave Reopening	Jessica Hill responded via email.	x	
Traffic	Three east/west roads under construction at the same time?	Duplicate Entry of OISS 130	x	
Traffic	Experiencing a lot of detour traffic	See above		x
Traffic	Traffic gridlock on 4th Street SE on 6-14-2011	Daniel Pfeffer responded by email. City of Minneapolis investigating possible signal system failure.	x	
Traffic	Traffic	Daniel responded by email. City of Minneapolis looking into problem and solution.	x	
Traffic	Traffic	Daniel responded by email. City of Minneapolis looking into problem and solution.	x	
Traffic	Traffic	Daniel responded by email. City of Minneapolis looking into problem and solution.	x	
Traffic	Traffic	Daniel responded by email. City of Minneapolis looking into problem and solution.	x	
Traffic	Traffic	Daniel responded by email. City of Minneapolis looking into problem and solution.	x	
Traffic	Traffic		x	
Traffic	6th Street and 25th Avenue SE No outlet			x
Utilities	He was interested in the best way to contact someone for detour information and the best way to get information in the future.	Jessica Hill responded by phone and discussed the construction hotline.	x	
Utilities	Damage to Property from Private Utility Construction	Jessica Hill followed up, damage from Xcel Energy private utility work.		x
Utilities	Water backup issue	Duplicate OISS 185	x	
Utilities	Water backup issue	Duplicate OISS 186	x	
Utilities	Power outage	Jessica Hill responded by email.	x	
Utilities	Power outage	Jessica Hill responded by email	x	

Category	Description	FTA Resolution	Resolved within 24 hours	Resolved within 1 week
Utilities	Power outage	Jessica Hill responded by email.	x	
Utilities	Power outage	Jessica Hill responded by email	x	
Vehicle Access	Oversized Truck unable to get through Utility work zone on University Avenue & 23rd	found another route to use to get oversized vehicle through	x	
Vehicle Access	Time frame for the Cedar Avenue Bridge closure	Jessica emailed response	x	
Vehicle Access	Vehicle access on University Avenue in Minneapolis	Dan Pfeiffer called and answered questions 6-6-2011	x	
Vehicle Access	When Washington	Jessica responded to caller via phone	x	
Vehicle Access	Construction areas	Dan called and email information 6-8-2011	x	
Vehicle Access	Ceder Ave bridge closure	Jessica responded via email	x	
Vehicle Access	Directions to Special Olympics while avoiding construction areas	Daniel responded by phone call on 6-16-2011.	x	
Vehicle Access	Hwy 55 Hiawatha Ext To 4th	Daniel responded by phone call.	x	
Vehicle Access	Hwy 55 Hiawatha Ext To 4th St.	Duplicate of OISS 176. Daniel responded by phone call	x	
Vehicle Access	I-35W ramp closure on June 24th	Daniel responded by email.	x	
Vehicle Access	Street closure concern	Daniel responded by phone. Not CCLRT construction.	x	
Vehicle Access	Radisson driveway access to Walnut Street closed			

**Attachment B1**  
**Summary of Past Monthly Meetings**  
**(June 2011)**

# Central Corridor LRT Meeting Summary

June 2011 Meetings

Date	Start Time	Meeting location and address	Group/Host	Topic/Purpose of Meeting	Stakeholder Attendees	Attendees Expected	Project Contact & Phone #
6/1/11	3:00 PM	Stassen Building, 600 Robert Street North, Room 2000, Saint Paul, MN 55155	CCPO – Public Construction Information Meeting	Capitol Area PCIM	State Capitol complex employees, general public	20	Lee, Shoua
6/7/11	10:00 AM	245 Cedar Avenue S, Minneapolis, MN 55414	CCPO - CCC	West Bank CCC	CCC members	15	Hill, Jessica
6/8/11	1:00 PM	Council Chambers, Met Council, 390 N Robert Street, St. Paul	Met Council - CCMC	Construction update, business support activities	CCMC membes, partner staff, general public	40	Caufman, Robin
6/9/11	10:00 AM	Stassen Building, 600 Robert Street North, Cafeteria, Saint Paul, MN 55155	CCPO - CCC	Capitol Area CCC	CCC members	3	Lee, Shoua
6/9/11	2:00 PM	Grace University Lutheran Church, 324 Harvard Street SE, Minneapolis, MN 55414	CCPO - CCC	East Bank/Stadium Village CCC	CCC members	15	Pfeiffer, Daniel
6/9/11	4:00 PM	CCPO-Room-2and3	CCPO - CCC	University Avenue CCC	CCC members	20	Webb, Michelle
6/16/11	10:00 AM	Saint Paul Area Chamber of Commerce, 401 Robert Street, Executive Room, St. Paul, MN 55101	CCPO - CCC	Downtown CCC	CCC members	15	Happel, Dana
6/21/11	10:00 AM	245 Cedar Avenue S, Minneapolis, MN 55414	CCPO - CCC	West Bank CCC	CCC members	15	Pfeiffer, Daniel
6/21/11	11:00 AM	245 Cedar Avenue S, Minneapolis, MN 55414	CCPO – Public Construction Information Meeting	West Bank PCIM	West Bank community	20	Pfeiffer, Daniel
6/22/11	3:00 PM	Grace Lutheran Church, 324 Harvard Street SE, Minneapolis, MN, 55454	CCPO – Public Construction Information Meeting	East Bank PCIM	CCPO,AMJV, Hennepin County, City of Minneapolis, University of Minnesota, Community Members	35	Pfeiffer, Daniel
6/22/11	3:00 PM	CCPO-Room-2and3	CCPO – Public Construction Information Meeting	University Avenue PCIM	University Avenue West employees and general public	20	Webb, Michelle

Page 1 of 7 or information about a specific meeting, contact the identified outreach coordinator:

Joey Browner (651) 602-1953  
Shoua Lee (651) 602-1014

Robin Caufman (651) 602-1457  
Nkongo Cigolo (651) 602-1559

Dana Happel (651) 602-1954  
Rita Rodriguez (651) 602-1805

Jessica Hill (651) 602-1840

# Central Corridor LRT Meeting Summary

June 2011 Meetings

Date	Start Time	Meeting location and address	Group/Host	Topic/Purpose of Meeting	Stakeholder Attendees	Attendees Expected	Project Contact & Phone #
6/23/11	2:00 PM	Grace University Lutheran Church, 324 Harvard Street SE, Minneapolis, MN 55414	CCPO - CCC	East Bank/Stadium Village CCC	CCC members	15	Pfeiffer, Daniel
6/23/11	4:00 PM	CCPO-Room-2and3	CCPO - CCC	University Avenue CCC	CCC members	12	Webb, Michelle
6/30/11	5:30 PM	Lao Family Community, 1st Floor Large Conf. Room, 320 University Avenue, Saint Paul	CCPO –Public Art	Western Station Art Committee Meeting	Western Station Art Committee members		Lee, Shoua
6/30/11	6:30 PM	Lao Family Community, 1st Floor Large Conf. Room, 320 University Avenue, Saint Paul	CCPO –Public Art	Western Station Art Public Meeting	General public	15	Lee, Shoua
6/16/11	11:30 AM	JJ Fish and Chicken	Midway Chamber of Commerce	Lunch on the Avenue	Local residents, employees supporting businesses	40	Caufman, Robin
6/16/11	4:00 PM	Corner of Dale and University in Saint Paul	Model Cities, Inc.; Neighborhood Development Center; Aurora Saint Anthony Neighborhood Development Corporation;	Frogtown Square Grand Opening	Community leaders, area residents and businesses	50	Caufman, Robin
6/22/11	10:00 AM	McKnight Foundation, Minneapolis	Corridors of Opportunity Policy Board	Business reporting, marketing and business support activities	POLICY Board members, elected officials, community development professionals, staff	40	Caufman, Robin
6/22/11	3:00 PM	Health Partners (South Falk Conference Room – 5th Floor, 2220 Riverside Avenue, Minneapolis, MN 55454	City of Minneapolis	Coordination of Public Works projects in Minneapolis	City of Minneapolis, Mn/DOT, Hennepin County, community leaders, University of Minnesota, Augsburg College	20	Pfeiffer, Daniel
6/27/11	2:30 PM	University Avenue between Emerald and Berry	Nice Riders/St. Paul/St. Paul Area Chamber of Commerce	Celebration welcoming Nice Rides to St. Paul and first new pavement on University Ave, press conference	Mayors, Nice Rides, CCFC, BCBS, TLC, media,	100	Caufman, Robin

Page 2 of 7 or information about a specific meeting, contact the identified outreach coordinator:

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Dana Happel (651) 602-1954  
Rita Rodriguez (651) 602-1805

Jessica Hill (651) 602-1840

# Central Corridor LRT Meeting Summary

June 2011 Meetings

Date	Start Time	Meeting location and address	Group/Host	Topic/Purpose of Meeting	Stakeholder Attendees	Attendees Expected	Project Contact & Phone #
6/28/11	9:00 AM	Cowles Auditorium, Humphrey School of Public Affairs, University of Minnesota, 130 Humphrey Center, 301 - 19th Ave. S., Minneapolis	Cooridors of Opportunity/Met Council/Humphrey Institute	Anchoring Equity to Achieve Sustainable Regional Development Outcomes	regional planners, elected officials	50	Caufman, Robin
6/30/11	9:00 AM	Wilder Foundation, Room 2510.	Business Resources Collaborative	Marketing, loan program	Business organizations, chambers, PED	15	Caufman, Robin
6/30/11	12:00 PM	Fortune Wok, 1812 University Avenue West	Midway Chamber	Lunch on the Avenue	Local residents, employees supporting local businesses, Chair Haigh, Met Council and CCPO executives	40	Caufman, Robin
6/1/11	11:00 AM	Wells Fargo Place, St. Paul, MN 55101	Smart Trips	Commuter Fair	Downtown Community	50	Happel, Dana
6/1/11	11:00 AM	Thoenke & Sons, LLC 1885 University Avenue West St. Paul, MN	CCPO	Segment 1 Access meeting North	Property Owner	4	Browner, Joey
6/1/11	11:30 AM	Profile Center, 2630 University Avenue SE, Minneapolis, MN 55406	President of Business Association	Southeast Business Association Meeting	Businesses of Prospect Park Area	40	Hill, Jessica
6/2/11	7:00 PM	890 Cromwell Avenue, St. Paul, MN 55104	ccpo	St. Anthony Park Land Use Committee	St. Anthony Park Land Use Committee Members	12	Rodriguez, Rita
6/2/11	7:30 PM	St. Anthony Park Recreation Center, 890 Cromwell Avenue	ccpo	CCLRT Construction Update Presentation	St. Anthony Park Land Use Committee	12	Rodriguez, Rita
6/6/11	11:30 AM	30 east 7th Street	ccpo	Loading dock Sensor at Wells Fargo Place	Property management	2	Happel, Dana
6/6/11	7:00 PM	Central Corridor Resource Center, 1080 University Avenue W.	District Councils Collaborative	Community Agreements Coordinating Committee	Community leaders, elected officials	20	Caufman, Robin
6/7/11	9:00 AM	30 East 7th Street, Suite 175, St. Paul, MN 55101	CCPO	Cedar Street Construction Update meeting	Cedar Street Property Managers	15	Happel, Dana

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# Central Corridor LRT Meeting Summary

June 2011 Meetings

Date	Start Time	Meeting location and address	Group/Host	Topic/Purpose of Meeting	Stakeholder Attendees	Attendees Expected	Project Contact & Phone #
6/9/11	10:00 AM	1491, 1469 University Avenue West St. Paul, MN	CCPO	Segment 1 Access meeting North	Property Owner	4	Browner, Joey
6/9/11	1:00 PM	Details TBD	CCPO	Conference Call with MPR	MPR operations	1	Happel, Dana
6/9/11	1:00 PM	Athletic club 340 Cedar Street, St. Paul, MN	CCPO	Skyway	Owner	2	Happel, Dana
6/9/11	2:00 PM	Hubbs Center, 1030 University Ave. W., St. Paul, MN 55103	Tom Cytron-Hysom	St. Paul Community Literacy Consortium - Tom Cytron-Hysom	St. Paul Community Literacy Consortium partners	7	Lee, Shoua
6/13/11	8:30 AM	5th Fl. Diaz Room, 360 Robert Street	HIRE Minnesota	Workforce and DBE	HIRE staff, Chair Haigh, Wanda Kirkpatrick, Pat Born	5	Caufman, Robin
6/13/11	1:00 PM	Aurora/St. Anthony Neighborhood Development Corporation, 774 University Avenue, Saint Paul, MN	CCPO	Outreach for Faces of Rondo Victoria Station Art project	Nieeta Presley, Vaughn Larry, staff	2	Lee, Shoua
6/13/11	1:10 PM	Frogtown Neighborhood Association, 685 Minnehaha Avenue West, Saint Paul,	CCPO	Outreach for Faces of Rondo Victoria Station Art project	Tait Danielson-Castillo	0	Lee, Shoua
6/13/11	1:20 PM	Summit-University Planning Council, 627 Selby Avenue, Saint Paul, MN 55103	CCPO	Outreach for Faces of Rondo Victoria Station Art project	Irna Landrum, Executive Director	1	Lee, Shoua
6/13/11	1:30 PM	Hallie Q. Brown Center, 270 North Kent Street, Saint Paul, MN 55102	CCPO	Outreach for Faces of Rondo Victoria Station Art project	Linda White, Director of Finance and Operations	1	Lee, Shoua
6/13/11	1:40 PM	Penumbra Theatre, 270 North Kent Street, Saint Paul, MN 55102	CCPO	Outreach for Faces of Rondo Victoria Station Art project	ticket office staff	2	Lee, Shoua
6/13/11	12:00 PM	Model Cities, 839 University Avenue, Saint Paul, MN 55104	CCPO	Outreach for Faces of Rondo Victoria Station Art project	Kizzy Downie, staff	1	Lee, Shoua
6/13/11	12:15 PM	The Best Steak House, 860 University Avenue West, Saint Paul, MN 55104	CCPO	Outreach for Faces of Rondo Victoria Station Art project	Pam, staff	1	Lee, Shoua

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# Central Corridor LRT Meeting Summary

June 2011 Meetings

Date	Start Time	Meeting location and address	Group/Host	Topic/Purpose of Meeting	Stakeholder Attendees	Attendees Expected	Project Contact & Phone #
6/13/11	12:30 PM	Tai Hoa BBQ, 854 University Avenue West, Saint Paul, MN 55104	CCPO	Outreach for Faces of Rondo Victoria Station Art project	Tran Le, co-owner	1	Lee, Shoua
6/13/11	12:45 PM	Rondo Community Outreach Library, 461 Dale Street North, Saint Paul,	CCPO	Outreach for Faces of Rondo Victoria Station Art project	Tayo Adefuye, library staff	1	Lee, Shoua
6/14/11	11:00 AM	Alliance Bank Center, 55 East Fifth Street, Skyway, St. Paul, MN 55101	Smart Trips	Smart Trips Commuter Fair	Downtown St. Paul employees and residents	200	Cigolo, Nkongo
6/15/11	10:30 AM	Embodied Health, 2506 University Ave W, St Paul, MN	CCPO and Walsh	Sideway Access Meeting	Businesses on University Ave	4	Webb, Michelle
6/15/11	11:30 AM	340 Cedar Street, St. Paul, MN 55102	CCPO	Athletic Club	Owner	2	Happel, Dana
6/15/11	3:15 PM	MN Geological Survey, 2642 University Ave W, St Paul, MN	CCPO and Walsh	Sideway Access Meetings	Businesses on University Ave	4	Webb, Michelle
6/15/11	3:30 PM	Dunn Brothers and SNAP Fitness, 2650 University Ave W, St Paul, MN	CCPO and WALSH	Sideway and General Access Meeting	Businesses at 2650 University	6	Webb, Michelle
6/15/11	6:00 PM	Dar al Quba, 1501 6th Street, Minneapolis, MN, 55454	Monthly Neighborhood Organization Meeting	West Bank Community Coalition	Community Members, CCPO Outreach	20	Pfeiffer, Daniel
6/15/11	7:00 PM	958 Aurora Avenue, Saint Paul, MN 55104	Aurora/Milton Block Club	Aurora/Milton Block Club	Aurora/Milton Block club members	10	Lee, Shoua
6/16/11	10:00 AM	First National Bank, 332 Minnesota Street, St. Paul, MN 55101	CCPO	First National Bank	Property Management	2	Happel, Dana
6/16/11	1:00 PM	See details below	CCPO	Conference Call with MPR	MPR	1	Happel, Dana
6/16/11	1:00 PM	Fantasy Gifts 1437 University Avenue St. Paul, MN	CCPO	Segment 1 Areaway survey North	Property Manager	6	Browner, Joey
6/16/11	1:00 PM	Fantasy Gifts, 1435/1437 University Ave W, St Paul, MN	CCPO	Fantasy Gifts Area Way Meeting	University Avenue Businesses	5	Webb, Michelle
6/16/11	2:30 PM	Radisson Hotel, 615 Washington Avenue SE, Minneapolis, MN, 55414	Stadium Village Commercial Association	Stadium Village Commercial Association	Stadium Village Commercial Assoc. Members,	15	Pfeiffer, Daniel

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# Central Corridor LRT Meeting Summary

June 2011 Meetings

Date	Start Time	Meeting location and address	Group/Host	Topic/Purpose of Meeting	Stakeholder Attendees	Attendees Expected	Project Contact & Phone #
6/16/11	2:30 PM	Radisson Hotel, 615 Washington Avenue SE, Minneapolis, MN 55414	SCVA monthly meeting	Stadium Village Commercial Association Board Meeting	Business Owners of Stadium Village	20	Pfeiffer, Daniel
6/16/11	4:00 PM	Augsburg Gateway Center, 2211 Riverside Avenue, Minneapolis, MN 55414	Monthly WBBA Board Meeting	West bank Business Association Board Meeting	Business Owners and Community Members of West Bank	30	Pfeiffer, Daniel
6/17/11	9:00 AM	2300 block of University south side	CCPO	Sidewalk access during sidewalk replacement meeting	Brian, Michelle, Peter Hansen - Gremlin theater, Bill Miller - 2388 University, Peter D - Aikido	4	Callaghan, Laura
6/17/11	10:00 AM	Town House Bar, 1415 University Ave W, St Paul, MN	CCPO	Areaway Meeting with Town House Bar	University Ave Businesses with Area ways	6	Webb, Michelle
6/17/11	11:00 AM	W.E. Mowrey, 1435 University Ave, St Paul, MN 55104	CCPO	Areaway Meeting with W.E. Mowrey Company	University Ave businesses with areaways	5	Webb, Michelle
6/17/11	1:15 PM	Allegra Printing and Plaudit Design, 2512 University Ave W and 2470 University Ave W, St Paul, MN	CCPO	Sideway Access Meetings	University Ave Businesses	6	Webb, Michelle
6/20/11	11:00 AM	Christensen Bar, 1567 University Ave W, St Paul, MN	CCPO	Areaway Meeting with Big V's Saloon/Christensen Bar	University Ave Businesses with Areaways	6	Webb, Michelle
6/20/11	3:15 PM	2400 blocking of University (south side)	Outreach	walsh sidewalk access meetings	Business owners	3	Callaghan, Laura
6/20/11	7:00 PM	St. Anthony Park Recreation Center, 890 Cromwell Avenue, St. Paul, MN 55104	St. Anthony Park Community Council	St. Anthony Park Community Meeting regarding the CCLRT project	St. Anthony Park residents	35	Rodriguez, Rita
6/23/11	10:00 AM	CCPO Open Office, 540 Fairview Avenue North, Suite 200	District Councils Collaborative Staff	DCC Outreach discussion	DCC intern and staff	2	Caufman, Robin
6/23/11	1:00 PM	Wells Fargo Place, 110 Wells Fargo Place, 30 East 7th Street,	CCPO	Cedar Street Construction Update meeting	Cedar Street Property Management	15	Happel, Dana

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# Central Corridor LRT Meeting Summary

June 2011 Meetings

Date	Start Time	Meeting location and address	Group/Host	Topic/Purpose of Meeting	Stakeholder Attendees	Attendees Expected	Project Contact & Phone #
		St. Paul, MN					
6/28/11	10:00 AM	Bangkok Market, 315 University Avenue, Saint Paul, MN 55103	CCPO	Areaway testing	Narin Vong, owner	1	Lee, Shoua
6/29/11	2:00 PM	Mai Village Restaurant, 394 University Avenue, Saint Paul, MN 55103	CCPO	Western Station Art Individual Meeting	Ngoan Doan, business and property owner	1	Lee, Shoua
6/30/11	9:00 AM	Old Home Foods, 370 University Avenue, Saint Paul, MN 55103	CCPO	Areaway inspection	Roger Parkhurst, facilities contact	1	Lee, Shoua
6/30/11	10:00 AM	A-1 Vacuum, 666 University Avenue, Saint Paul, MN 55103	CCPO	Areaway inspection	Russ Battisto, owner	1	Lee, Shoua

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**Attachment B2**  
**Summary of Upcoming Monthly Meetings**  
**(July 2011)**

# Central Corridor LRT Meeting Summary

June 2011 – Upcoming Meetings

Date	Start Time	Meeting location and address	Group/Host	Topic/Purpose of Meeting	Stakeholder Attendees	Attendees Expected	Project Contact & Phone #
6/1/11	3:00 PM	Stassen Building, 600 Robert Street North, Room 2000, Saint Paul, MN 55155	CCPO – Public Construction Information Meeting	Capitol Area PCIM	State Capitol complex employees, general public	20	Lee, Shoua
6/7/11	10:00 AM	245 Cedar Avenue S, Minneapolis, MN 55414	CCPO – Construction Communication Cmte	West Bank CCC	CCC members	15	Hill, Jessica
6/8/11	1:00 PM	Council Chambers, Met Council, 390 N Robert Street, St. Paul	Met Council - CCMC	Construction update, business support activities	CCMC membes, partner staff, general public	40	Caufman, Robin
6/9/11	10:00 AM	Stassen Building, 600 Robert Street North, Cafeteria, Saint Paul, MN 55155	CCPO – Construction Communication Cmte	Capitol Area CCC	CCC members	3	Lee, Shoua
6/9/11	2:00 PM	Grace University Lutheran Church, 324 Harvard Street SE, Minneapolis, MN 55414	CCPO – Construction Communication Cmte	East Bank/Stadium Village CCC	CCC members	15	Pfeiffer, Daniel
6/9/11	4:00 PM	CCPO-Room-2and3	CCPO – Construction Communication Cmte	University Avenue CCC	CCC members	20	Webb, Michelle
6/16/11	10:00 AM	Saint Paul Area Chamber of Commerce, 401 Robert Street, Executive Room, St. Paul, MN 55101	CCPO – Construction Communication Cmte	Downtown CCC	CCC members	15	Happel, Dana
6/21/11	10:00 AM	245 Cedar Avenue S, Minneapolis, MN 55414	CCPO – Construction Communication Cmte	West Bank CCC	CCC members	15	Pfeiffer, Daniel
6/21/11	11:00 AM	245 Cedar Avenue S, Minneapolis, MN 55414	CCPO – Public Construction Information Meeting	West Bank PCIM	West Bank community	20	Pfeiffer, Daniel
6/22/11	3:00 PM	Grace Lutheran Church, 324 Harvard Street SE, Minneapolis, MN, 55454	CCPO – Public Construction Information Meeting	East Bank PCIM	CCPO,AMJV, Hennepin County, City of Minneapolis, University of Minnesota, Community Members	35	Pfeiffer, Daniel
6/22/11	3:00 PM	CCPO-Room-2and3	CCPO – Public Construction Information Meeting	University Avenue PCIM	University Avenue West employees and general public	20	Webb, Michelle

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# Central Corridor LRT Meeting Summary

June 2011 – Upcoming Meetings

Date	Start Time	Meeting location and address	Group/Host	Topic/Purpose of Meeting	Stakeholder Attendees	Attendees Expected	Project Contact & Phone #
6/23/11	2:00 PM	Grace University Lutheran Church, 324 Harvard Street SE, Minneapolis, MN 55414	CCPO – Construction Communication Cmte	East Bank/Stadium Village CCC	CCC members	15	Pfeiffer, Daniel
6/23/11	4:00 PM	CCPO-Room-2and3	CCPO – Construction Communication Cmte	University Avenue CCC	CCC members	12	Webb, Michelle
6/30/11	5:30 PM	Lao Family Community, 1st Floor Large Conference Room, 320 University Avenue, Saint Paul, MN 55103	CCPO	Western Station Art Committee Meeting	Western Station Art Committee members		Lee, Shoua
6/30/11	6:30 PM	Lao Family Community, 1st Floor Large Conference Room, 320 University Avenue, Saint Paul, MN 55103	CCPO – Public Construction Information Meeting	Western Station Art Public Meeting	general public	15	Lee, Shoua
7/6/11	3:00 PM	Stassen Building, 600 Robert Street North, Room 2000, Saint Paul, MN 55155	CCPO – Public Construction Information Meeting	Capitol Area PCIM	area employees, general public	10	Lee, Shoua
7/6/11	3:30 PM	Stassen Building, 600 Robert Street North, Room 2020, Saint Paul, MN 55155	CCPO – Construction Communication Cmte	Capitol Area CCC	CCC members	3	Lee, Shoua
7/14/11	9:00 AM	Dowling Studio Guthrie Theatre, Minneapolis	Metropolitan Council	Unleashing the Potential of the Central Corridor	Economic development professionals	40	Caufman, Robin
7/14/11	2:00 PM	Grace University Lutheran Church, 324 Harvard Street SE, Minneapolis, MN 55414	CCPO – Construction Communication Cmte	East Bank/Stadium Village CCC	CCPO, AMJV, Hennepin County, City of Minneapolis, University of Minnesota, Community Members	15	Pfeiffer, Daniel
7/19/11	10:00 AM	245 Cedar Avenue S, Minneapolis, MN 55414	CCPO – Construction Communication Cmte	West Bank CCC	CCC members	15	Pfeiffer, Daniel
7/19/11	11:00 AM	245 Cedar Avenue S, Minneapolis, MN 55414	CCPO – Public Construction Information Meeting	West Bank PCIM	West Bank community	20	Pfeiffer, Daniel

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# Central Corridor LRT Meeting Summary

June 2011 – Upcoming Meetings

Date	Start Time	Meeting location and address	Group/Host	Topic/Purpose of Meeting	Stakeholder Attendees	Attendees Expected	Project Contact & Phone #
7/21/11	10:00 AM	Saint Paul Area Chamber of Commerce, 401 Robert Street, Executive Room, St. Paul, MN 55101	CCPO – Construction Communication Cmte	Downtown CCC	CCC members	15	Happel, Dana
7/27/11	3:00 PM	Grace University Lutheran Church, 324 Harvard Street SE, Minneapolis, MN 55414	CCPO – Public Construction Information Meeting	East Bank PCIM	CCPO, AMJV, Hennepin County, City of Minneapolis, University of Minnesota, Community members	35	Pfeiffer, Daniel
7/27/11	3:00 PM	CCPO-Room-2and3	CCPO – Public Construction Information Meeting	University Avenue PCIM	University Ave W employees and general public	20	Webb, Michelle
7/28/11	2:00 PM	Grace University Lutheran Church, 324 Harvard Street SE, Minneapolis, MN 55414	CCPO – Construction Communication Cmte	East Bank/Stadium Village CCC	CCC members	15	Pfeiffer, Daniel
8/11/11	2:00 PM	Grace University Lutheran Church, 324 Harvard Street SE, Minneapolis, MN 55414	CCPO – Construction Communication Cmte	East Bank/Stadium Village CCC	CCC members	15	Pfeiffer, Daniel
8/16/11	10:00 AM	245 Cedar Avenue S, Minneapolis, MN 55414	CCPO – Construction Communication Cmte	West Bank CCC	CCC members	15	Pfeiffer, Daniel
8/16/11	11:00 AM	245 Cedar Avenue S, Minneapolis, MN 55414	CCPO – Public Construction Information Meeting	West Bank PCIM	West Bank community	20	Pfeiffer, Daniel
8/18/11	10:00 AM	Saint Paul Area Chamber of Commerce, 401 Robert Street, Executive Room, St. Paul, MN 55101	CCPO – Construction Communication Cmte	Downtown CCC	CCC members	15	Happel, Dana
8/24/11	3:00 PM	Grace Lutheran Church, 324 Harvard Street SE, Minneapolis, MN, 55454	CCPO – Public Construction Information Meeting	East Bank/Stadium Village PCIM	CCPO, AMJV, Hennepin County, City of Minneapolis, University of Minnesota, Community members	35	Pfeiffer, Daniel

Page 3 of 6 or information about a specific meeting, contact the identified outreach coordinator:

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# Central Corridor LRT Meeting Summary

June 2011 – Upcoming Meetings

Date	Start Time	Meeting location and address	Group/Host	Topic/Purpose of Meeting	Stakeholder Attendees	Attendees Expected	Project Contact & Phone #
8/25/11	9:00 AM	State Fair Grounds	Metro Transit/CCPO	Staff booth with information about Central Corridor LRT	Fair goers, Minnesota residents	500	Caufman, Robin
8/25/11	2:00 PM	Grace University Lutheran Church, 324 Harvard Street SE, Minneapolis, MN 55414	CCPO – Construction Communication Cmte	East Bank/Stadium Village CCC	CCC members	15	Pfeiffer, Daniel
6/16/11	11:30 AM	JJ Fish and Chicken	Midway Chamber of Commerce	Lunch on the Avenue	Local residents, employees supporting businesses	40	Caufman, Robin
6/16/11	4:00 PM	Corner of Dale and University in Saint Paul	Model Cities, Neighborhood Development Center; Aurora Saint Anthony Neighborhood Development Corporation;	Frogtown Square Grand Opening	Community leaders, area residents and businesses	50	Caufman, Robin
6/22/11	10:00 AM	McKnight Foundation, Minneapolis	Corridors of Opportunity Policy Board	Business reporting, marketing and business support activities	POLICY Board members, elected officials, community development professionals, staff	40	Caufman, Robin
6/22/11	3:00 PM	Health Partners (South Falk Conference Room – 5th Floor, 2220 Riverside Avenue, Minneapolis, MN 55454	City of Minneapolis	Coordination of Public Works projects in Minneapolis	City of Minneapolis, Mn/DOT, Hennepin County, community leaders, University of Minnesota, Augsburg College	20	Pfeiffer, Daniel
6/27/11	2:30 PM	University Avenue between Emerald and Berry	Nice Riders/St. Paul/St. Paul Area Chamber of Commerce	Celebration welcoming Nice Rides to St. Paul and first new pavement on University Ave, press conference	Mayors, Nice Rides, CCFC, BCBS, TLC, media,	100	Caufman, Robin
6/28/11	9:00 AM	Cowles Auditorium, Humphrey School of Public Affairs, University of Minnesota, 130 Humphrey Center, 301 - 19th Ave. S., Minneapolis	Cooridors of Opportunity/Met Council/Humphreyt Institute	Anchoring Equity to Achieve Sustainable Regional Development Outcomes	regional planners, elected officials	50	Caufman, Robin
6/30/11	9:00 AM	Wilder Foundation, Room 2510.	Business Resources Collaborative	Marketing, loan program	Business organizations,	15	Caufman, Robin

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June 2011 – Upcoming Meetings

Date	Start Time	Meeting location and address	Group/Host	Topic/Purpose of Meeting	Stakeholder Attendees	Attendees Expected	Project Contact & Phone #
					chambers, PED		
6/30/11	12:00 PM	Fortune Wok, 1812 University Avenue West	Midway Chamber	Lunch on the Avenue	Local residents, employees supporting local businesses, Chair Haigh, Met Council and CCPO executives	40	Caufman, Robin
7/6/11	10:30 AM	Central Corridor Project Office, 540 Fairview Avenue, Saint Paul, MN 55104	CCPO	Preparation meeting for African and African American Business Ready for Rail Resource Event	Preserve and Benefit Historic Rondo Committee staff	1	Lee, Shoua
7/13/11	7:00 PM	4300 West River Parkway, Minneapolis, MN	Becketwith Home	Presentation to Becketwith Home	CCPO, Community Members	70	Pfeiffer, Daniel
7/20/11	6:00 PM	Dar al Quba, 1501 6th Street, Minneapolis, MN, 55454	Monthly Neighborhood Organization Meeting	West Bank Community Coalition	Community Members, CCPO Outreach	20	Pfeiffer, Daniel
7/21/11	2:30 PM	Radisson Hotel, 615 Washington Avenue SE, Minneapolis, MN 55414	SCVA monthly meeting	Stadium Village Commercial Association Board Meeting	Business Owners of Stadium Village	20	Pfeiffer, Daniel
7/21/11	4:00 PM	Augsburg Gateway Center, 2211 Riverside Avenue, Minneapolis, MN 55414	Monthly WBBA Board Meeting	West bank Business Association Board Meeting	Business Owners and Community Members of West Bank	30	Pfeiffer, Daniel
7/23/11	11:00 AM	TBD	American Council on the Blind of Minnesota	Project update	Blind stakeholders	30	Caufman, Robin
7/25/11	10:00 AM	Central Corridor Resource Center, 1080 University Avenue, Saint Paul, MN 55104	Preserve and Benefit Historic Rondo Committee	African and African American Business Ready for Rail Event	African and African American business owners	30	Lee, Shoua
7/25/11	4:00 PM	Central Corridor Resource Center, 1080 University Avenue, Saint Paul, MN 55104	Preserve and Benefit Historic Rondo Committee	African and African American Business Ready for Rail Event	African and African American business owners	30	Lee, Shoua
7/28/11	1:00 PM	TBD	CCPO	Cedar Street Construction Update meeting	Cedar Street Property Managers	15	Happel, Dana
8/17/11	6:00 PM	Dar al Quba, 1501 6th Street, Minneapolis, MN, 55454	Monthly Neighborhood Organization Meeting	West Bank Community Coalition	Community Members, CCPO Outreach	20	Pfeiffer, Daniel

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# Central Corridor LRT Meeting Summary

June 2011 – Upcoming Meetings

Date	Start Time	Meeting location and address	Group/Host	Topic/Purpose of Meeting	Stakeholder Attendees	Attendees Expected	Project Contact & Phone #
8/18/11	2:30 PM	Radisson Hotel, 615 Washington Avenue SE, Minneapolis, MN 55414	SCVA monthly meeting	Stadium Village Commercial Association Board Meeting	Business Owners of Stadium Village	20	Pfeiffer, Daniel
8/18/11	4:00 PM	Augsburg Gateway Center, 2211 Riverside Avenue, Minneapolis, MN 55414	Monthly WBBA Board Meeting	West bank Business Association Board Meeting	Business Owners and Community Members of West Bank	30	Pfeiffer, Daniel
8/25/11	1:00 PM	Wells Fargo Place, 110 Wells Fargo Place, 30 East 7th Street, St. Paul, MN 55101	CCPO	Cedar Street Construction Update meeting	Cedar Street Property Management	15	Happel, Dana

Page 6 of 6 or information about a specific meeting, contact the identified outreach coordinator:

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Jessica Hill (651) 602-1840

**Attachment C**  
**Neighborhood Commercial Parking Projects**  
**Funded**

Attachment C  
Neighborhood Commercial Parking Projects Funded

<b>Forgivable Loans</b>	<b>Approved</b>	<b>Expended</b>	<b>Remaining</b>
1. 345 University: Metro Social Serv.	\$25,000.00	\$0.00	\$25,000.00
2. 353 University: Ha Tien Market	\$25,000.00	\$0.00	\$25,000.00
3. 377 University: May's Market	\$25,000.00	\$0.00	\$25,000.00
4. 389-393 University: Anh's Hair Salon	\$25,000.00	\$0.00	\$25,000.00
5. 489 Arundel: Remote Parking for 441 U.	\$25,000.00	\$0.00	\$25,000.00
6. 575 University: Unidale Insurance	\$25,000.00	\$0.00	\$25,000.00
7. NW Corner Dale/University	\$150,000.00	\$0.00	\$150,000.00
8. SE Corner St.Albans/University	\$150,000.00	\$0.00	\$150,000.00
9. 739 University: Trung Nam	\$25,000.00	\$0.00	\$25,000.00
10. 750 University: Cambodian Employment	\$25,000.00	\$0.00	Withdrawn
11. 850-856 University: Tai Hoa BBQ/T.C. Nails	\$50,000.00	\$0.00	\$50,000.00
12. 860-866 University: Best Steak/EW Beauty	\$50,000.00	\$47,500.00	\$2,500.00
13. 904-908 University: Thong Auto/Williams	\$75,000.00	\$37,500.00	\$37,500.00
14. 933 University: Safety Care	\$25,000.00	\$0.00	\$25,000.00
15. 979 University: Shear Pleasure	\$25,000.00	\$0.00	\$25,000.00
16. 1133-1141 University: Kimble/Monuments	\$50,000.00	\$38,691.90	\$11,308.10
17. 1159 University: Vietnam Center	\$25,000.00	\$10,116.48	\$14,883.52
18. 1449 University: Hair Salons	\$25,000.00	\$0.00	\$25,000.00
19. NE block Snelling/University	\$150,000.00	\$0.00	\$150,000.00
20. NW block Snelling/University	\$250,000.00	\$0.00	\$250,000.00
21. 1647 University/Hammond Awards	\$25,000.00	\$0.00	\$25,000.00
22. 1685 University: Milbern Clothing	\$25,000.00	\$0.00	\$25,000.00
23. 2121 University: Subway	\$25,000.00	\$0.00	\$25,000.00
24. 2447 University: Design Press	\$25,000.00	\$24,982.00	\$18.00
	\$1,325,000.00	\$158,790.38	\$1,141,209.62

**Attachment D**  
**FY 2010 U7**  
**Accomplishments Report**



## **FY2010: U7 Project Twelve Month Accomplishments**

**From April 1, 2010 to March 31, 2011** the U7 Staff, NDC staff and NDC Consultants **provided one-on-one technical assistance to a total of 119 clients (this number includes Rondo Library Business Resources Center numbers of clients serves)**. Below is the breakdown of results - showing the variety and intensity of business support services and resources being provided to small business owners by the U7 Project staff, NDC staff, and NDC Consultants.

**Rondo Library BRC:** There were a **total of 65 BRC entrepreneur visits in FY2010**. There were **31 total visitors, with 42 returning visits to the BRC** from April 2010 to March 2011. The BRC staff and interns **provided 115.5 hours of basic-level TA** to the entrepreneurs during FY2010. The BRC is staffed by Sia Lo, Small Business Consultant and graphic design interns. The BRC has provided technical assistance services that included: internet and computer access, marketing, industrial analysis/research, business plan assistance, and basic computer training.

**One-on-One Technical Assistance:** **During FY2010 U7 Staff, NDC Staff and NDC Consultants provided 2750.5 hours of one-on-one technical assistance to 88 businesses** on University Avenue and Lowertown, St. Paul (TA hours include the hours provided by the U7 Graphic Designers, interns, NDC Loan Officers and the U7 Project Manager). The no-cost to low-cost services provided to small businesses included:

- a) General Business Management
- b) Marketing and Market Research
- c) Financial Health Consultations; Cash flow projections
- d) Record-Keeping and Accounting
- e) Business Planning and Research
- f) Retail, Grocery and Salon Business Management
- g) Computer Training
- h) Assistance with contractors and bids
- i) Creation of data management systems; point of sale systems, inventory list, customer contact list
- j) Industry Analysis
- k) Training

**Results Driven Marketing:** **Since April 1, 2010**, the U7 design staff, design interns, and design consultants combined have created **48 logos, 33 business cards, 17 websites and 64 other design or interactive marketing pieces** for University Avenue small business owners.

- a) Creation of Website and Web 2.0 presence
- b) Marketing plan assistance
- c) Social media presence
- d) Direct marketing to customers
- e) Creation of brand identity systems, and other print and web based materials



**Financial Health Consultations:** To date, **32 University Avenue businesses have or are currently participating in an intense financial health consultations** performed by U7 Small Business Consultants and interns. The services provided have been mainly assisting owners with cash-flow analysis, inventory, tracking of sales, forecasting and putting savings plans in place.

**U7/NDC Rondo Workshops:** Since April 1, 2010, **51 workshops were offered and attended by over 280 entrepreneurs and businesses. The following is a list of the workshop topics offered throughout FY2010, free of charge to attendees:**

<b>NDC/U7 Rondo Workshops</b>	<b># of Times Offered</b>
Business Training Orientation	8
Computer Basics	1
Creative Marketing Techniques	3
Customer Service	2
Demographics Now	4
Financing Your Business	2
Industry Analysis	5
Internet Marketing	5
Legal Workshop & Intellectual Property Law	4
Low-Cost/No-Cost Marketing Tools	1
Shoebox Record Keeping	2
Social Networking to Increase Sales (New in 2010)	2
Survive and Thrive in Tough Times	2
Survive Light Rail Construction (New in 2010)	1
Understanding Basic Accounting	6
Website Development	3

**U7 and NDC Loan Activity:** In 2010, **12 Loans** have been approved and closed to University Avenue businesses, with **the total amount financed being \$238,830.** The loan applications received have been much greater, however not all applicants move to the approval process. For those applications that are not “ready” for financing the applicants are provided with technical assistance, training and one-on-one consultation to strengthen the applicants request.

**Matching Marketing Grants:** The total dollars required to launch the small business marketing matching grant program is yet to be retained; however, U7 staff have provided **10 matching grants to 10 small businesses.** The grants were used to offset the cost of printing, signage costs, and marketing activities.

**Matching Façade Grants:** The total dollars required to launch the small business façade matching grant program is yet to be retained; however, the U7 staff, Greater Frogtown staff and Sparc staff work to close to façade grants in the last six months. Greater Frogtown approved the Best Steak House application for approximately \$30,000 of improvements and the businesses is awaiting their façade improvement work to begin in the spring. Sparc approved Flamingo Restaurants’ application and



they were awarded approximately \$7,300 in façade improvement. Flamingo's signage work is one quarter of the way completed and the remaining work will be completed in the spring. Greater Frogtown is also starting another façade project with Metro Social Services.

**Entrepreneurship Training:** One avenue of the work that has been a bright spot for NDC and U7 is the work of the U7 staff in getting University Avenue businesses enrolled in the NDC Entrepreneurship Training Class. **Three U7 Clients (Johnny Baby's, East African Injera, Marvin Scroggins – Accounting Consultant), are due to graduate from the winter course** and U7 staff have a few more University Avenue businesses applying of the spring session. U7 staff and NDC staff are very excited about existing business owners becoming NDC graduates and engaging in the process.

**Marketing of the U7 Project:** The U7 Project designed effective marketing web and printed materials, created and have maintained the U7 website ([universityseven.org](http://universityseven.org)); and were mentioned in fourteen press articles in FY2010. The U7 staff also presented information about U7 for several audiences and at many events that include:

- a) University Avenue Business Association Events
- b) Asian Economic Development Association Events
- c) District 7 meetings
- d) Business Resources Collaborative meetings and events
- e) Sustainable Communities Initiative presentations
- f) Living Cities meetings
- g) Presentation to Small Business Administration – Federal level representatives
- h) Testifying to the FTA
- i) Saint Paul Department of Planning and Economic Development
- j) Several presentations to local non-profit groups that serve local businesses and homeowners
- k) A presentation to the Minneapolis Women's Group
- l) Presentations before foundations and foundation conference bus tours

The U7 Team has also, in the last six months, created and distributed a U7 Newsletter. We have two issues that have been delivered to our stakeholders, a September and December issue. The responses to the newsletter have been positive.

### **U7 by the Numbers**

The following two tables quickly provide an update on U7 performance for the fiscal year. The table [Table 1] demonstrates U7's status on the small business services provided along with noting FY2010 intended goals per activity. We believe each table provides the full picture of U7 accomplishments for FY2010.



**Table I**

<b>U7 Year Two FY2010 Small Business Support &amp; Resource Activities</b>	<b>U7 Year-Two Goals per Activity FY2010 April 1 to March 30, 2011 12 Month Goals</b>	<b>U7 Year Two End Of Year Accomplishments FY2010 April 1, to March 31, 2011 12 month Results</b>
<b>Loans to Small Businesses</b>	Goal: 30 loans worked on with 20 loans approved and closed	<b>12 Loans Approved and Closed in 2010</b>  14 Loans Approved and Closed since April 1, 2009  <b>Total amount of Loan dollars provided in 2010 \$238,830</b>  Since April 1, 2009 <b>Total amount of Loan dollars provided \$268,830</b>
<b>Matching Grants to Small Businesses</b>	Goal: 20 marketing matching grants provided   Goal: 5 matching façade grants provided	<b>10 marketing grants provided for a total of \$1,300 (to date)</b>  Complete grant funds not yet available  <b>2 façade grants provided with a total of \$37,326</b>  Complete grant funds not yet available
<b>One-on-One Technical Assistance (TA)</b>	Goal: Provide base-level one-on-one TA to 100 small businesses   Goal: Provide Professional one-one one TA to 100 businesses   <i>The yearly goal for one-on-one technical assistance directly to small business is 1,110 hours.</i>	<b>119 business provided with base-level TA for FY2010; this number includes BRC numbers</b>  <b>88 business provided with Professional-level TA (Results Driven Marketing) for FY2010</b>  Since April 1, 2009 – <b>187 Total Clients Served</b> (includes BRC numbers)  <b>FY2010 Total: 2750.5 of TA hours provided</b>  Since April 1, 2009 – <b>Total of 3,900.4 of TA hours</b>



<b>Small Business Workshops</b>	Goal: 24 workshops conducted	<b>51 Workshops provided with 280 folks in attendance for 2010</b>  Since April 1, 2009 to present <b>90 workshops conducted with 416 attendees</b>
<b>Business Resource Center</b>	Goal: 150 entrepreneurs visit and utilize the BRC	<b>31 new entrepreneurs visits, 42 returning visits for 2010. A Total of 65 BRC visits in 2010.</b>  <b>115.5 hours of TA provided in 2010</b>  Since BRC opened June 2009, it has assisted 47 entrepreneurs– with over <b>85 visits and 135.5 hours of technical assistance</b> provided

**Attachment E**  
**Business Improvement / Expansion Fund**  
**Quarterly Report**  
**(U7 to Living Cities)**

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# June 2011 Interim Report

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To: Living Cities  
From: Neighborhood  
Development Center  
and University  
Avenue Business  
Preparation  
Collaborative (U7)

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Isabel Broyld, U7 Project  
Manager

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This interim progress report contains the following information:

1. The amount of grant funds remaining as of reporting date.
2. Progress achieving grant outputs and outcomes; in particular:
  - a. Number of businesses assisted
  - b. Number of façade matching grants issued
  - c. Number of small business loans issued.
3. Other results to date.
4. Challenges and resolutions to date.
5. Information on any new developments which had or will have a significant impact on our work going forward. How are we responding to these developments, which includes:
  - a. Internal events
  - b. External developments
  - c. The implications of both the internal and external events/developments for your capacity to achieve your intended outcomes

The Living Cities grant period is from January 1, 2011 – June 30, 2011.

1. The amount of grant funds remaining as of reporting date – June 30, 2011.

Neighborhood Development Center (NDC) received \$91,500 on April 21, 2011. Of those dollars:

- U7 received \$30,000 for façade improvement grants to be issued along the Central Corridor for small business.
- NDC received \$30,000 of grant resources to place in a Loan Loss Reserve Fund that supports the Program Related Investments loan dollars to be utilized between two loan products: building ownership and business expansion.
- The remaining resources of \$33,500 are for the administration cost incurred by NDC.

NDC/U7 spent to date:

- \$30,000 for Façade Improvement – on hand(not yet spent)
- \$28,000 for Loan Loss Reserve Fund – Deposited to a blocked account
- \$33,500 for NDC Operations – A quarter of the funds has been spent.

Façade Improvement Grants: To date U7 has not expended any of the dollars in the façade improvement fund due to two major reasons: 1. the full amount of the fund, \$150,000 has not been received. 2. U7 staff has recommended that the program be altered to best accommodate the business owner's needs. U7 has completed façade grant policies and procedures, an application, and coordinated a committee to review the request for approval.

Reason 1. U7 staff has promoted the façade improvement program for over a year and have a very long list of business owners on the waiting list ready to apply. The demand already surpasses the level of funds in the entire program. Especially, if we only do catalytic investments (larger, very visible, impactful projects) as we discussed previously with Living Cities. The demand from business owners, especially those experiencing the heaviest burden of the LRT construction, is for flexible façade dollars. Instead of investing in larger projects that will cost anywhere from 12,000 to 30,000 dollars, the owners would like the ability to request matching grants for smaller projects; more in the range of \$200 to \$6000 dollars. One of the major concerns of the businesses under construction is the loss of visibility from the street due to the construction gear, trucks, and fencing, etc. The requests U7 is receiving from business owners are primarily for signage, not window or door replacements. The owners are asking for signage improvements, for example: repainting of their sign, updating the material on their current sign, lighting for their current sign, new signs, window treatments, and painting of the building's face.

The U7 staff recently recommended for a change in the façade program to address the feedback heard from business owners about the need for flexibility of the program and the acknowledgment to assist more businesses instead of fewer. The U7's Board of Directors has considered the staff recommendation and agreed.

Reason 2. Currently, additional dollars are needed in the pool prior to announcing the availability of the funds to small business owners. The pool of funds is made up of \$100,000 of Living Cities grant dollars and \$50,000 of matching City of St. Paul funds. The City dollars are to be matched 3 to 1 by U7. The City of St. Paul dollars are only available via reimbursement; U7 must expend dollars to get the dollars in our budget. In order to use the City funds U7 is waiting for at least \$60,000 in Living Cities funds to have enough resources to begin the application process with the owners, start projects, and request reimbursement from the City dollars to replenish the fund.

NDC Operations: The expenditures are being used to support Loan Officers, Real Estate Officer, and the coordination of the loan funds guidelines and development of a loan committee, with real estate expertise.

2. Progress achieving grant outputs and outcomes; in particular:
  - a. Number of businesses assisted

U7, with the support of NDC staff, have served 121 of small businesses with marketing and/or financial consultation since April 2009. The average number of technical assistance hours per business served is 32 hours each. This is a substantial amount of time to each business at no cost to the business owners.

- b. Number of façade matching grants issued

No façade matching grants have been issued to date.

- c. Number of small business loans issued.

Building Ownership Loan Fund – no loans issued to date.

Business Expansion Fund – no loans issued to date

3. Other results to date.

None to share at this time.

4. Challenges and resolutions to date.

The timing of the resources needed to begin each program, the façade improvement program and the loan funds are a challenge. As soon as the second disbursement of Living Cities dollars arrives NDC and U7 will be able to more aggressively pursue the programs.

5. Information on any new developments which had or will have a significant impact on our work going forward. How are we responding to these developments, which includes:

a. Internal events

NDC has recently been announced as the administrator of the City of St. Paul Forgivable Loan Program. The fund is a forgivable loan for up to \$20,000 for small retail/service businesses NDC is responsible for advertising the fund, explaining the fund to business owners, taking applications, providing the financial analysis of loss of revenue, making recommendations to the City for funding, closing of the loans and servicing of the loans for the next 8 to 10 years. NDC and U7 staff has been deployed to support the administration of funds. Many of the Senior Staff of NDC are now very involved in the administration of the program. NDC planned 8 workshops to introduce the forgivable loan fund to business owners. Approximately, 55 businesses have attended the workshops to date. NDC dedicated a phone line, a web page, and an email address for the program. Both U7 and NDC staff are performing duties to support the work.

b. External developments

NDC and U7 have been engaged in advocating for additional resources for the Central Corridor businesses. Through discussions with business owners, business organizations, and various chambers of commerce NDC and U7 identified five gaps in the current business resources available.

- Marketing of the entire Central Corridor area
- Parking Replacement
- Increase in Technical Assistance
- Improved Construction Communication
- Increased Resources in the Forgivable Loan pool
- Data Collection

- c. The implications of both the internal and external events/developments for your capacity to achieve your intended outcomes

NDC and U7 are very busy with not only fulfilling the mission and objectives of the organization and the U7 program, but also engaged in advocacy for business supports and administration of the City of St. Paul Forgivable Loan Program. Our

resources are stretch and the demands for our services are high, however we will continue to be innovative and diverse in our approach.

# **Attachment F**

## **Outreach Coordinators**

Dec 2010

# Community Outreach Coordinators Central Corridor LRT

**Mission:** The purpose of the outreach team is to be an intermediary for the Metropolitan Council and the community on the Central Corridor LRT project. We will do this by building relationships with the public by informing, listening, and gathering feedback throughout engineering, construction and operation.

## Minneapolis- Downtown to Emerald

New Stations: West Bank, East Bank, Stadium Village, 29th Ave.

## St. Paul West- Emerald to Griggs

Stations: Westgate, Raymond Ave., Fairview Ave., Snelling Ave., Hamline Ave

## St. Paul East- Griggs to I94

Stations: Lexington Pkwy., Victoria St., Dale St., Western Ave., Rice St., Capitol East

## Downtown St. Paul- I94 to Lowertown

Stations: 10th St., 4th & Cedar St., Union Depot



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