

# Central Corridor Light Rail Transit

 Metropolitan Council

## Status Report On the Implementation of Mitigation Measures – CCLRT Construction-Related Business Impacts

May 2011



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

## Contents

**1.0 INTRODUCTION .....1**

    1.1 Purpose..... 1

    1.2 Mitigation Activities ..... 1

**2.0 ACTIVITIES REPORTED (May 1 to May 31, 2011).....3**

    2.1 Construction Activity – Complaints and Resolutions.....3

    2.2 Public Outreach and Communication Activities.....4

    2.3 Funds Spent to Assist Businesses during Construction .....6

    2.4 Requests for Business Assistance..... 14

    2.4 Business Openings, Closings and Relocations..... 14

**3.0 FREQUENTLY ASKED QUESTIONS.....15**

    3.1 How do I request translated copies of this report ..... 15

    3.2 Contact Information ..... 16

    3.3 How can I comment on the project? ..... 16

    3.4 Where do I get information about job opportunities..... 16

    3.5 How will the public get construction information?..... 16

## 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      Example Construction Access Plan (Washington Avenue)

Attachment F      Outreach Staff

## 1.0 Purpose

This Report summarizes how the Metropolitan Council and other partner agencies worked during the month of May 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	\$675,000	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>(2)</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>		\$14,982,670		

(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 \$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 Complaints and Responses

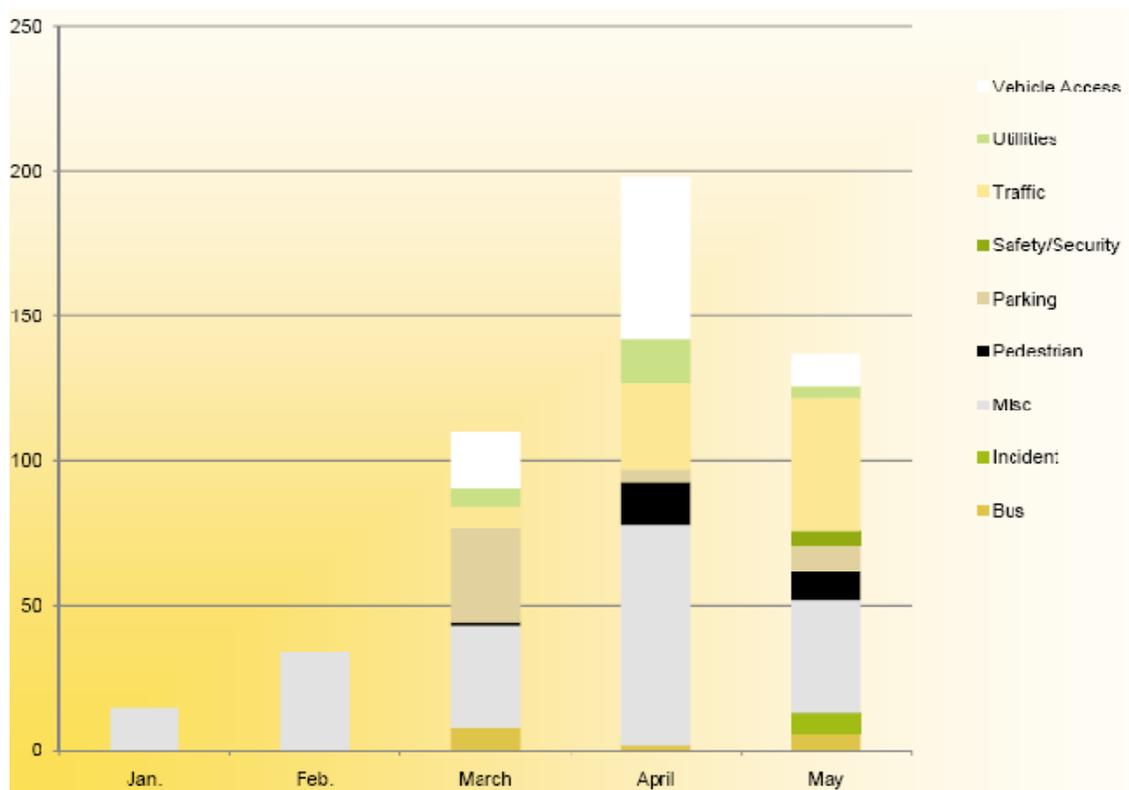
Attachment A to this Report is a summary of construction and other complaints received during the month of May and their response / resolution. During this month, a total of 137 complaints, comments or questions were

received by Central Corridor Project Office staff (see Figure 1). This compares to a total of 198 in the month of April. 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 traffic issues, including complaints about potholes, adequate wayfinding signage, and concerns about traffic delays (responses included directing contractors to fill potholes, providing additional signage, if warranted, and investigating whether changes in signal time, striping, etc were possible to address traffic delays).
- Other issues where several complaints / calls were received included the following:
  - Incidents where rain damage or flooding was noted (responses were to investigate and follow up with caller);
  - Concerns and questions regarding availability of and access to corridor parking (responses were to provide information to callers), and
  - General inquiries about construction schedule (response was to provide information).

Figure 1 is a summary, sorted by subject, of construction-related calls and e-mails received in 2011. The number of complaints dropped quite a bit in May. There may be a connection between this drop in complaints and the increase in web user hits (noted below) as more people become aware of the availability of construction information online.

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



## 2.2 Public Outreach and Communication Activities

During the month of May, 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 49,260 hits were recorded of users visiting the Web site. This is a large jump from the number of hits recorded in April (approximately 12,650). In large part, this increase was due to large increase in people viewing East Bank construction alerts (over 35,000), which coincided with the closure of Washington Avenue to vehicle traffic on May 16.

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

- East Bank construction overview
- DBE News – Spring 2011
- Weekend closure of Highway 280 to accommodate reconstruction of University Avenue bridge
- 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 5,702 contacts to whom information project information is sent.

**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 837 followers.



Participant in “Hats off to the Central Corridor,” an event held May 5, 2011 featuring creative Hard Hat displays

**May Public Meetings / Events:** Approximately 67 meetings / events took place in May attended by over 1,000 people. These meetings included meetings to discuss LRT station art for Victoria Street, and Western Avenue, regular meetings of CCLRT Construction Communications Committees, and events part of the ongoing grassroots marketing campaign including Lunch on the Avenue and Hats off to the Central Corridor. See Attachment B1 for a list of all meetings held in May.

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

- Committed to keeping Berry Street open on north side of University Avenue to maintain access to the Westgate office complex. This action required a change order to the Civil East contract because specifications called for this intersection to be closed.
- Reopened Syndicate Street to right in/right out traffic to alleviate traffic congestion on Hamline and to provide better access to some of the Midtown shopping area businesses.
- Worked with Metro Transit to revise bus route 50 so that it stops at Hampden. This revision better accommodates vision impaired employees and customers going to the State Services for the Blind.
- Purchased and installed three variable message signs at the end of construction zone to let travelers know that businesses open.
- Worked with cities to waive sign permit fees to allow businesses to hang “open for business” signage on the construction fence.
- Added sign that says “Medical Services” below the “Washington Avenue businesses” for wayfinding signage on the East Bank to better direct people to the Fairview and UofM clinics.
- Designated a CCPO construction liaison to work directly with downtown St. Paul properties in the event of an emergency or issue.

**Upcoming Public Meetings / Events:** A list of upcoming meetings scheduled for the month of June 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.



**Parking Improvement Funded by St. Paul Neighborhood Commercial Parking Program**

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 Budget (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)

**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) construction contract. The Civil West (Minneapolis) construction contractor employee parking plan is planned for submittal in June. 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. The Business Support Fund is being administered by the City of St. Paul Housing and Redevelopment Authority ("HRA").

**Significant Activities:**

As of May 31, 2011, the Central Corridor Business Mitigation Loan Fund (Fund) has not been formally launched. In preparation for its launching, the following actions were taken in May 2011:

- The Metropolitan Council and City of Saint Paul amended the Agreement between the two jurisdictions (as referenced in the Business Impacts SEA) to reflect the increase in funding announced in April 2011, the higher maximum loan amounts, and the fact that all loans are forgivable.
- The City of Saint Paul issued an RFP for qualified community-based agencies to administer the program on the City's behalf. Two agencies were selected (one to administer St. Paul and one to administer Minneapolis loans) and contract negotiations are currently underway.
- Program-related materials are being developed so they will be available at the anticipated June launch.
- CCPO Outreach staff compiled a list of 40 businesses who have inquired about the fund. These businesses have been provided information about the records that they should be developing to submit with their applications.

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 \$850,000 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.



**Example of Business Improvements on University Avenue**

**Significant Activities:**

This fund is in the midst of being made available to businesses. To date, the Neighborhood Development Center has received inquiries from six business owners and is actively working with them. Four of the six are interested in receiving assistance to purchase the property in which their business is located. The remaining two businesses are interested in receiving funds allowing them to expand their present business location and/or inventory. There has been no disbursement of funds as of May 31, 2011.

**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's 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.

**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:**

To date, the following disbursements have been made. 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.

**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:

- **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:**

As of May 31, 2011, 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 \$32,879 for the Great Streets Façade Improvement Program in Central Corridor business districts. These expenditures have funded six projects. .

- A total of \$15,432 was used to fund three façade projects in the Cedar Riverside neighborhood
- A total of \$9,947 was used to fund three façade projects on University Avenue in the Prospect Park neighborhood.
- An additional \$40,949 has been allocated (but not yet expended) for nine approved projects that are currently underway.
- One additional application for \$7,500 is in process, but not yet approved.
- As of May 31, 2011 a total of \$7,500 in administrative costs has been disbursed the organizations administering this program. There is a total allowable administration cost of \$22,500,

### **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:**

As of May 31, 2011, all funds (\$50,000) in this category have been expended:

- A total of three variable message signs were purchased in May 2011 and set up along the corridor. As a matter of standard practice, two signs will be used in St. Paul and one sign will be used in Minneapolis. These signs will be used to communicate critical information, including information on special events access (e.g., State Fair) to pedestrians and vehicles on University Avenue and will also be used to promote patronage of University Avenue businesses.



**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:**

As of May 31, 2011, construction access plans have been developed by Civil East (St. Paul) and Civil West (Minneapolis) contractors for the portions of the Corridor that are under construction in 2011. These plans were developed based on input from business owners. An example plan for Washington Avenue (Civil West) is included as Attachment E.

**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</b> <b>(87 percent of total)</b>	<b>\$30,000</b>	<b>\$29,920</b> <b>(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 three applications have been received and three have been approved (one business withdrew and closed their business prior to receiving the requested loan). CCPO Outreach staff compiled a list of 40 businesses who have inquired about the fund. These businesses have been provided information about the records that they should be developing to submit with their applications.

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 changes to the CCPO inventory of businesses last updated by CCPO Outreach staff in February 2011. As such, it represents changes occurring between February 2011 and May 31, 2011. Subsequent reports will provide information based on changes observed on a monthly basis.

### Change in Central Corridor Businesses (February 2011 to May 31, 2011)

Business Openings	22
Business Closings	14
Business Relocations Off Corridor	3
Business Relocations On Corridor	6

### 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)

Teleefoonka: 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	Title	Response	Response within 24 hours	Response within 1 week
<b>General</b>				
Misc	Are there expected schedules posted anywhere and have ticket prices been determined?	Robin responded to caller via email		X
<b>Civil East (100 records)</b>				
Access	The closure of Minnesota Street, between 11th and 12th streets near the Elmer L. Andersen Human Services Building and Parking Ramp.	Nkongo followed up; traffic police placed during PM peak to direct and improve movement		
Access	It has been 2 weeks now and I have heard nothing back on our discussion about Albert Street.	Rita responded to caller via email, Albert needs to remain closed		
Access	He has two complaints. Albert St is still closed and has been closed for two weeks with no work being done	Robin responded to caller via email	X	
Incidents	She said she had a couple of squads call in that there is a pothole in front of the CVS on University Ave	Greg Sorenson corresponded with Walsh to fix, Contractor filled potholes	X	
Incidents	He was driving down the road the wheel of his car went into pothole on University Ave, close to Snelling. It bent the rim on the tire, blew out	Rita responded to caller via phone, Contractor filled potholes	X	
Incidents	Rain drainage	Robin forwarded information to Anne Myrechuck Walsh followed up		X
Incidents	There is major flooding in the lower level.	Michelle Webb responded to caller via phone & email		X
Incidents	There is a toxic smell coming from the skyway.	Nkongo responded to caller via phone	X	
Misc	Looking for a car wash. In regards to the concrete dust that fell and wont come off my car.	Nkongo forwarded to MnDot	X	
Misc	Can you provide me the link to your web site where all project contractors and sub-contractors are listed?	Robin responded to caller via email	X	
Misc	Would like to about some granite pavers.	Robin responded to caller via email, not being made available to the public because in poor condition		X
Misc	If I want to go to the capitol building using the light rail, where could I get on toward MPLS on I94	Robin responded to caller via email		X
Misc	He has questions for an article for his high school paper on the Light Rail.	Laura Baenen followed up		X
Misc	I'm looking for a construction schedule on the website and I'm coming up short.	Robin responded to caller via email		
Misc	Despite his best efforts we are still not seeing much help here in the neighborhood.	Robin responded to caller via email	X	
Misc	Would like Rita to call him Today	Rita responded to caller via phone	X	

Category	Title	Response	Response within 24 hours	Response within 1 week
Misc	Would like to know if you will meet your 2014 completion deadline.	Rita responded to caller via phone	X	
Misc	Did property taxes go up because of rail construction?	Rita responded to caller via phone	X	
Misc	Regarding getting some of the bricks located on University Ave east of Raymond.	Robin responded to caller via email	X	
Misc	Central Corridor stops	Joey & Robin responded to caller via email	X	
Misc	Regarding getting some of the bricks located on University Ave east of Raymond.	Robin responded that bricks are not being made available to public		X
Misc	Fact Sheet on Central Corridor Light Rail Transit, April 2011	Robin responded to caller via email		X
Misc	trees on 12th street	Nkongo confirmed with design team trees marked with a red X will be cut as they conflict with the alignment		X
Misc	Wondering at what time this area becomes a problem. Please call.	Nkongo responded to caller via phone		
Misc	1347 university ave bp	Rita responded to caller via phone	X	
Misc	i left messages regarding 1347 university ave BP i need to see how i can get help the situation is very bad please contact me 651 3434995	Michelle Webb responded to caller via phone & email	X	
Misc	Permission to use photo?	Laura responded to caller via phone		X
Misc	Wonders who the contractor is for University and Asbury location -	Laura Callaghan responded to caller via phone	X	
Misc	Rail	Robin responded to caller via email		
Misc	noticed that they are pulling up the old Streetcar Rail.	Robin responded to caller via email		X
Misc	Where is a map that shows the exact planned route from Union Station to Target Center?	Michelle Webb responded to caller via email		X
Misc	Would like to know how long the construction will take?	Michelle Webb responded to caller via email		X
Misc	Awful, Awful, Awful	Michelle Webb responded to caller via email	X	
Misc	Are there expected schedules posted anywhere and have ticket prices been determined	Robin responded to caller via email		X
Parking	You had said that you would e-mail copy of the parking lot remodel loan agreement to me at this e-mail address.	Rita responded to caller via phone		X
Parking	Question on park & ride locations for Central Corridor project	Nkongo responded to caller via email		
Parking	During construction on Raymond Ave will the access to the US Bank parking lot be closed off	Rita responded to caller via phone	X	
Parking	Would like to know how long the parking meters are going to be bagged in front of his business.	Nkongo responded to caller via phone		X
Parking	Broken Parking meter,	Rita forwarded call to Christine Morrison at City of St Paul		X

Category	Title	Response	Response within 24 hours	Response within 1 week
Parking	She has questions and concerns regarding the parking.	Laura Callaghan responded to caller via phone	X	
Pedestrian	Crossing guard for our event Thursday	Robin responded to caller via phone, decided they didn't need one since Hampden ped signal in place		X
Pedestrian	The Pascal crossing is not pedestrian accessible.	Robin responded to caller via email		X
Pedestrian	Wondering what the construction will be like in June around 4th st, Wall, Broadway area.	Dana responded to caller email		
Pedestrian	:Hi to Robin and Rita. Sowa is calling because of walkway concerns around University and Vandalia.	Robin responded to caller via email	X	
Pedestrian	My name is Mike Bailey and I am the CEO of Handi Medical Supply at 2505 University Ave West in St. Paul.	Rita responded to caller via phone		X
Pedestrian	Corridor biking?	Robin responded to caller via email		
Pedestrian	Wondering when they are going to close the sidewalk in front of the store.	Laura Callahan responded to caller by phone	X	
Pedestrian	She is a disabled senior citizen that uses a walker.	Robin forwarded information to Metro Transit t		X
Safety Security	Caller is concerned about safety of traffic coming out of the Target store on Hamlin due to Albert being closed.	Robin responded to caller via email	X	
Safety Security	One of your signs was tagged with graffiti	Rita responded to caller via phone	X	
Safety Security	There is a temporary stop light there that the wind is blowing apart.	Joey responded to caller	X	
Safety Security	Calling from the Ramsey County Communications Emergency Line. There is an individual off of Snelling and Fairview in the construction site,	Robin sent call to st Paul police. Walsh checked out site but found no damage.		X
Safety Security	There are a couple of bolts sticking up in the drive located south east corner of University and Snelling	Joey responded to caller via phone Rita to follow up	X	
Traffic	If during construction there is only going to be one lane in which to drive a car, can someone please pave that lane?	Robin responded to caller via email		X
Traffic	Said he's concerned about pot holes at University and Fairview	Contractor filled potholes	X	
Traffic	Calling regarding a concern about a pot hole on 1841 University	Unable to respond, caller did not provide contact information, Contractor filled potholes	X	
Traffic	There is pothole at Fairview and University within your construction zone that needs to be repaired.	Rita responded to caller via phone, Contractor filled potholes	X	
Traffic	They took the street signs down and were not put back.	Robin responded to caller via email, temp street signs installed	X	
Traffic	Southbound traffic as it approaches University.	Robin responded to caller via email	X	

Category	Title	Response	Response within 24 hours	Response within 1 week
Traffic	Regarding University and Raymond,	Robin responded to caller via email	X	
Traffic	Danica is calling regarding traffic management.	Robin responded to caller via email	X	
Traffic	Caller would like a call back in regards to closing lanes, she has some questions.	Rita responded to caller via phone		
Traffic	Extremely large pot hole in front of address listed, needs to be fixed, can cause damages.	Robin responded to caller via phone; Contractor filled potholes	X	
Traffic	Pot hole on university, has been there for a long time.	Rita responded to caller via phone; Contractor filled potholes	X	
Traffic	There is a big pot hole on university avenue just west of fairview avenue.	Robin responded to caller via email, Contractor filled potholes	X	
Traffic	Pot Holes on University going West from Snelling to Prior pot holes	Robin responded to caller via email, Contractor filled potholes	X	
Traffic	There is a large pothole at the corner of Hamline and University	Robin responded to caller via email, Contractor filled potholes	X	
Traffic	The lights need to be fixed for traffic monitoring.	Rita unable to respond, caller did not provide contact information	X	
Traffic	She is calling about the piece of Martin Luther King (MLK) Ave that has been closed.	Shoua responded forwarded to Walsh to follow up		
Traffic	Aldine street sign has been missing for 3 weeks	Safety sign installed on 5/31/11		
Traffic	The light at University and Vandalia is way too short.	Rita responded to caller via phone & forwarded issue to Traffic Control	X	
Traffic	The timing is off at the Vandalia and Snelling light.	Laura Callaghan responded to caller via phone		
Traffic	Needs to know how long Jackson Street will be closed.	Dana responded to caller via email		
Traffic	Traffic is so backed up here because of all the left hand turns.	Rita responded to caller via phone	X	
Traffic	Thanks for improved Construction Update info	Robin responded to caller via email		
Traffic	Detour Vandalia to Dale, very difficult to get to through that area	Laura Callaghan responded to caller via phone		X
Traffic	Highway 280 weekend closure - May 13-16	Laura Callaghan responded to caller via email		X
Traffic	Traffic is driving through his parking lot to avoid road blocks and there is not that much room.	Rita worked with contractor to install signs about no through traffic.		
Traffic	The stop lights at Cleveland and University have taken extremely long since the construction	Laura Callaghan responded to caller via phone		X
Traffic	The traffic flow is a nightmare on Hamline and University.	Rita responded to caller via phone		X
Traffic	Regarding heavy traffic/traffic not moving on Snelling and Concordia Saturday afternoon.	Rita responded to caller via phone		X

Category	Title	Response	Response within 24 hours	Response within 1 week
Traffic	Lightrail	Rita responded to caller via email	X	
Traffic	Coming off University if there was a left turn lane marked on the road it would help.	Rita responded to caller via phone	X	
Traffic	She just witnessed one of you traffic flag men waving a semi to go that almost ran straight into another vehicle.	Michelle Webb responded to caller via phone		X
Traffic	Is there any way a street sign can go up on Transfer Road?	Rita responded to caller via email		X
Traffic	At the intersection of University and Fairview the left turn lane is closed and it is marked at a right turn only.	Michelle Webb responded to caller via phone Brian a& Ryan to follow up		X
Traffic	When you are driving from the south, the intersection of Raymond and University, at night the intersection	Michelle Webb responded to caller via phone		X
Traffic	She would like to know why the street cleaners are out in rush hour traffic.	Michelle Webb responded to caller via phone	X	
Traffic	There are people doing rolling stops and not really stopping at the four way stop.	Laura Callaghan responded to caller via phone	X	
Utilities	Qwest work at Raymond and University?	Brian Day (Qwest) responded to caller via phone	X	
Utilities	There is a strong gas smell. They had Xcel Energy come out.	Robin responded to caller via email	X	
Utilities	She is with Alliance Bank Center and has concerns about the Cedar St. between 5th and 6th in front of their building.	Nkongo responded to caller via phone		X
Vehicle Access	Regarding the signage and the closure of streets in the area.	Robin responded to caller via email	X	
Vehicle Access	He has a question on the St Paul farmers market site. Please call.	Dana responded to caller via phone	X	
Vehicle Access	He wants to know if the intersection of University Ave and Hampden will be open from 9/21 to 10/19 for access to the Dow Building.	Rita responded to caller via phone		X
Vehicle Access	He wants to know if the intersection of University Ave and Hampden will be open from 9/21 to 10/19 for access to the Dow Building.	Robin responded to caller via phone		
Vehicle Access	Have barricades he needs removed before 5/14/2011	Nkongo responded to caller via phone	X	
Vehicle Access	Missing sign for Aldine on University has still not been put back up	Safety sign installed on 5/31/11		
Incidents	Heard that they will be shutting off the water tomorrow around Snelling and Fry.	Robin responded to caller via phone forwarded information to Karl as well. SPRW staff followed up.		
<b>Civil West (38 records)</b>				
Bus	He would like to know if there is public transportation between the U of M Hockey area and the Mall of America	Jessica responded to caller via email	X	

Category	Title	Response	Response within 24 hours	Response within 1 week
Bus	Would like to know if you will be having a bus stop close to her when construction starts.	Jessica responded to caller via email		X
Bus	He is calling regarding the U of M transit way.	Jessica responded to caller via email	X	
Bus	Bus routing on 4th st and 17 Ave, was very congested yesterday 5/16.	Jessica responded to caller via email		X
Bus	Bus Routes through U of M East Bank	Jessica responded to caller via email	X	
Bus	Can Metro Transit place a bus stop under the Washington Avenue Bridge on East River Parkway	Jessica responded to caller via phone		X
Incidents	There is water backing up down on Washington Ave.	Joy Miciano responded to issue		X
Misc	Questions about the construction. Washington Ave bridge	Robin responded to caller via email	X	
Misc	720 Washington - Coordination of property owner project- painting corner of building	Jessica working with engineering staff to resolve; keeping property owner informed		
Misc	720 Washington - Coordination of property owner project- waterproofing building	Jessica working with engineering staff to resolve; keeping property owner informed		
Misc	All Garbage Cans Gone from Washington	Jessica worked with city and contractor to restore garbage cans		
Misc	trees on Washington ave	Jessica responded to caller via email	X	
Misc	Looking for construction schedule for downtown Minneapolis for this summer.	Jessica responded to caller via phone	X	
Misc	Property Owner would like the signage on the Right-of-Way post mounted so as to not damage his landscaping	Jessica responded to caller via phone		
Misc	Construction started at 6:30 am.	Jessica responded to caller via email	X	
Misc	Wants to put a sign on a fence in front of the business.	Dan responded to caller via email	X	
Misc	Business Banners on Construction Fence	Dan responded to caller via email	X	
Misc	Would like to know about the Washington Avenue Pavers	Jessica responded to caller via email	X	
Misc	Questions about the University of Minnesota Transitway after the CCLRT project is constructed	Jessica responded to caller via email	X	
Parking	Needs to know how to exit parking ramp off Washington Ave so he can go to East River Road going south	Jessica responded to caller via email		X
Parking	4th Street (Dinkytown) parking	Jessica responded to caller via email		X
Parking	Construction Vehicles taking up metered parking and loading zones on Oak and Ontario	Jessica contacted AMJV contractor to follow up	X	
Pedestrian	Will the Washington Bridge be open to pedestrian to cross?	Jessica responded to caller via email	X	
Pedestrian	U of M transitway	Jessica responded to caller via email	X	
Traffic	Washington Crossing At Church St	Jessica responded to caller via phone	X	
Traffic	Washington Avenue Bridge	Jessica responded to caller via email	X	

Category	Title	Response	Response within 24 hours	Response within 1 week
Traffic	U of MN central corridor detour issue needs fix prior to Washington Ave. closure	Jessica responded to caller via email	X	
Traffic	At the intersection of University and 17th and 4th and 17th they should check the timing of the lights.	Jessica responded & delegated to Dan Soler & Nick Van Gunst		X
Traffic	Traffic not stopping at intersection of Harvard and Washington- signs needed	Jesscia conacted AMJV constructor to follow up	X	
Traffic	Traffic Cones from WB Cedar Ramp to 3rd Street too tight	Joy Miciano responded to issue	X	
Traffic	Unable to make the turn off Washington Ave between 19 and Cedar	Jessica responded to caller via phone	X	
Traffic	He stated that he has been re-routed to the west bank to get onto 35W South	Jessica responded to caller via email		X
Traffic	Need to know how long the ramp at Cedar/Washington ramps will be affected by this project.	Jessica responded to caller via email	X	
Traffic	LRT construction near the University	Jessica responded to caller via email	X	
Traffic	He would like to know if he can use the 35W exit to get to the Baseline Tennis center.	Jessica responded to caller via phone		X
Utilities	720 Washington - Coordination of property owner project- water and sanitary lines	Jessica working with engineering staff to resolve; keeping property owner informed		
Vehicle Access	35W Exit to Washington Ave./Cedar Ave. ??	Jessica responded to caller via email	X	
Vehicle Access	Loading Zone for 700 Washington	Joy Miciano responded to issue	X	

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

# Central Corridor LRT Meeting Summary

May 2011

Attachment B1

Date	Start Time	Meeting location and address	Group/Host	Topic/Purpose of Meeting	Stakeholder Attendees	Attendees Expected	Project Contact & Phone #
5/4/11	3:00 PM	Stassen Building, 600 Robert Street North, Room 2000, Saint Paul, MN 55155	CCPO	Capitol Area LRT Public Construction Information Meeting	Capitol area employees and general public	20	Lee, Shoua
5/4/11	12:30 PM	Council Chambers, Met Council, 390 N Robert Street, St. Paul	TAAC	Met Council - Transportation Accessibility Advisory Committee (TAAC)	Members of the TAAC	20	Hill, Jessica
5/5/11	10:00 AM	Securian Building, 401 Robert Street, Xcel Training Room	CCPO	Downtown St. Paul Construction Communication Committee Meeting	CCC members, technical staff	5	Happel, Dana
5/11/11	1:00 PM	Council Chambers, Met Council, 390 N Robert Street, St. Paul	Met Council - CCMC	Construction Update, bus route changes/outreach, workforce update	CCMC membes, partner staff, general public	40	Caufman, Robin
5/11/11	5:30 PM	849 University Avenue, Brownstone Conference Room, St. Paul, MN 55104	CCPO	Victoria Station Art Committee Meeting	Station Art Committee members	5	Lee, Shoua
5/11/11	6:00 PM	Union Depot, Ramsey County meeting space, 214 East 4th Street, St. Paul, MN 55101	CCPO	Downtown Public Construction Information Meeting	Downtown employees and general public	10	Happel, Dana
5/11/11	6:30 PM	849 University Avenue, Brownstone Conference Room, St. Paul, MN 55104	CCPO	Victoria Station Public Art Meeting	residents, businesses, general public	15	Lee, Shoua
5/12/11	10:00 AM	Stassen Building, 600 Robert Street North, Cafeteria, Saint Paul, MN 55155	CCPO	Capitol Area Construction Communication Committee Meeting	CCC members, technical staff	5	Lee, Shoua
5/12/11	2:00 PM	Grace University Lutheran Church, 324 Harvard Street SE, Minneapolis, MN 55414	CCPO	East Bank/Stadium Village Construction Communication Committee Meeting	CCC members, technical staff	10	Hill, Jessica
5/17/11	10:00 AM	245 Cedar Avenue S, Minneapolis, MN 55414	Met Council	West Bank Construction Communication Committee Meeting	West Bank CCC Members	15	Pfeiffer, Daniel
5/17/11	2:00 PM	245 Cedar Avenue S, Minneapolis, MN 55414	Met Council	West Bank Public Construction Information Meeting (PCIM)	West Bank community	20	Pfeiffer, Daniel

Page 1 of 6 or information about a specific meeting, contact the identified outreach coordinator:

Joey Browner (651) 602-1953    Robin Caufman (651) 602-1457    Dana Happel (651) 602-1954    Jessica Hill (651) 602-1840  
 Shoua Lee (651) 602-1014    Nkongo Cigolo (651) 602-1559    Rita Rodriguez (651) 602-1805    Dan Pfeiffer (651) 602-1952

# Central Corridor LRT Meeting Summary

May 2011

Attachment B1

Date	Start Time	Meeting location and address	Group/Host	Topic/Purpose of Meeting	Stakeholder Attendees	Attendees Expected	Project Contact & Phone #
5/19/11	10:00 AM	Securian Building, 401 Robert Street, Xcel Training Room	CCPO – CCC	Downtown St. Paul Construction Communication Committee Meeting	CCC members, technical staff	5	Happel, Dana
5/25/11	3:00 PM	Central Corridor Project Office Room 2/3, 540 Fairview Ave. N. Suite 200, St. Paul, MN 55104	CCPO – PCIM	University Avenue Public Construction Information Meeting	University Avenue West Employees and General Public	20	Webb, Michelle
5/25/11	3:00 PM	Grace University Lutheran Church, 324 Harvard Street SE, Minneapolis, MN 55414	CCPO – PCIM	East Bank/Stadium Village Public Construction Information Meeting	General public, Stadium Village businesses, UofM Stakeholders	10	Hill, Jessica
5/26/11	10:00 AM	Stassen Building, 600 Robert Street North, Room 2020, Saint Paul, MN 55155	CCPO – CCC	Capitol Area Construction Communication Committee Meeting	CCC members, technical staff	20	Lee, Shoua
5/26/11	2:00 PM	Grace University Lutheran Church, 324 Harvard Street SE, Minneapolis, MN 55414	CCPO – CCC	East Bank/Stadium Village Construction Communication Committee Meeting	CCC members, technical staff	10	Hill, Jessica
5/26/11	4:00 PM	Central Corridor Project Office 2/3, 540 Fairview Ave N, St. Paul, MN 55104	CCPO – CCC	University Avenue Construction Communication Committee Meeting	CCC members, technical staff	20	Webb, Michelle
5/5/11	12:00 PM	El Bravo, 538 Rice Street, St. Paul 55103	Midway Chamber	Lunch on the Avenue	Community, corridor employees	30	Caufman, Robin
5/19/11	12:00 PM	On's Kitchen Thai Cuisine, 1613 University Ave, Saint Paul, MN	Midway Chamber	Lunch on the Avenue	Community, corridor employees	30	Caufman, Robin
5/2/11	10:00 AM	Classic Retro At Pete's 2145 University Avenue West St. Paul, MN	CCPO – Access	Segment 1 Access meeting North	Property Owner	4	Browner, Joey
5/2/11	11:00 AM	Park Midway Bank 2171 University Avenue West St. Paul, MN	CCPO – Access	Segment 1 Access meeting North	Bank Manager	4	Browner, Joey
5/2/11	7:00 PM	Central Corridor Resource Center, 1080 University	District Councils Collaborative	Community Agreements Coordinating Committee	community, residential and business leaders,	30	Caufman, Robin

Page 2 of 6 or information about a specific meeting, contact the identified outreach coordinator:

Joey Browner (651) 602-1953    Robin Caufman (651) 602-1457    Dana Happel (651) 602-1954    Jessica Hill (651) 602-1840  
 Shoua Lee (651) 602-1014    Nkongo Cigolo (651) 602-1559    Rita Rodriguez (651) 602-1805    Dan Pfeiffer (651) 602-1952

# Central Corridor LRT Meeting Summary

May 2011

Attachment B1

Date	Start Time	Meeting location and address	Group/Host	Topic/Purpose of Meeting	Stakeholder Attendees	Attendees Expected	Project Contact & Phone #
		Avenue W., Saint Paul			elected officials		
5/2/11	12:00 PM	Subway 2121 University Avenue West St. Paul, MN	CCPO – Access	Segment 1 Access meeting North	Property owner	4	Browner, Joey
5/3/11	10:00 AM	1647-1669-1671 University Avenue West St. Paul, MN	CCPO – Access	Segment 1 Access meeting North	Property Owner	4	Browner, Joey
5/3/11	1:00 PM	720 Washington Avenue SE, Minneapolis, MN, 55454	AMJV – Access	Business Access meeting: Bruegger's Bagels	AMJV, CCPO, Business Manager	3	Pfeiffer, Daniel
5/3/11	2:00 PM	Borders Books	Midway Shopping area property manager	Midway Shopping center access - confirmed	Heather Nelson, property manager	2	Caufman, Robin
5/3/11	7:00 PM	Profile Event Center, 2630 University Ave SE, Minneapolis, MN, 55454	City of Minneapolis	Stadium Village & University Ave LRT Station Area Plan Public Open House	City of Minneapolis, CCPO, residents	50	Pfeiffer, Daniel
5/3/11	12:00 PM	Holiday Gas Station 2199 University Avenue West St. Paul, MN	CCPO – Access	Segment 1 Access meeting North	Property Manager	4	Browner, Joey
5/4/11	3:00 PM	615 Washington Avenue SE, Minneapolis, MN, 55454	AMJV – Access	Business Access meeting: Great Clips	AMJV, CCPO, Business Manager	3	Pfeiffer, Daniel
5/4/11	4:00 PM	714 Washington Avenue SE, Minneapolis, MN, 55454	AMJV – Access	Business Access meeting: Steady Tattoo/Axis Body Piercing	AMJV, CCPO, Business Owner	3	Pfeiffer, Daniel
5/5/11	2:00 PM	720 Washington Avenue SE, Minneapolis, MN, 55454	AMJV – Access	Business Access meeting: US Bank	AMJV, CCPO, Business Manager	3	Pfeiffer, Daniel
5/5/11	6:00 PM	Central Corridor Resource Center, 1080 University Avenue, St. Paul 55104	Community Agreements Coordinating Committee	Equitable Transit-Oriented Development Models	Community, residents	30	Caufman, Robin
5/6/11	11:00 AM	712 Washington Avenue SE, Minneapolis, MN, 55454	AMJV	Meeting at Sally's Saloon about fence removal	AMJV, CCPO, Business & Property Owner	4	Pfeiffer, Daniel
5/6/11	2:30 PM	200 Oak Street SE, Minneapolis, MN, 55454	AMJV – Access	Business Access meeting: U of M Alumni Center	AMJV, CCPO, CEO McNamara Alumni Center, Sales Managers	5	Pfeiffer, Daniel

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

Joey Browner (651) 602-1953    Robin Caufman (651) 602-1457    Dana Happel (651) 602-1954    Jessica Hill (651) 602-1840  
 Shoua Lee (651) 602-1014    Nkongo Cigolo (651) 602-1559    Rita Rodriguez (651) 602-1805    Dan Pfeiffer (651) 602-1952

# Central Corridor LRT Meeting Summary

May 2011

Attachment B1

Date	Start Time	Meeting location and address	Group/Host	Topic/Purpose of Meeting	Stakeholder Attendees	Attendees Expected	Project Contact & Phone #
5/6/11	12:00 PM	Thai Cafe, 371 University Avenue West, Saint Paul, MN 55103	Thai Café – Access	Construction and access meeting	business owner	2	Lee, Shoua
5/10/11	7:30 AM	Cupcake	Park Midway Bank, Business networking event	Project update	Corridor businesses	10	Caufman, Robin
5/10/11	11:00 AM	245 Cedar Avenue S, Minneapolis, MN, 55414	AMJV – Access	Business access meeting: Theatre in the Round	AMJV, CCPO, Business Manager	3	Pfeiffer, Daniel
5/10/11	6:00 PM	Central Corridor Resource Center, 1080 University Avenue, St. Paul	District Council's Collaborative	CACC Community Forum Panel on Equitable Economic Development and Jobs in the Central Corridor	Residents, community leaders	50	Caufman, Robin
5/11/11	2:00 PM	275 E. 4th Street	CCPO - Preconstruction	Preconstruction Survey	Property manager	1	Cigolo, Nkongo
5/12/11	1:00 PM	SugaRush, 712 University Ave W # B2, Saint Paul,	SugaRush	Construction and access	Keoni Nguyen, business owner	2	Lee, Shoua
5/12/11	5:00 PM	RiverCentre	Great River Gathering	Staff table with information about Central Corridor	St. Paul community leaders	50	Caufman, Robin
5/13/11	10:30 AM	610 Washington Avenue SE, Minneapolis, MN, 55414	CCPO	Meeting at Village Wok about moving electrical service	Central Corridor Project Office, Ames-McCrossan Joint Venture, Egan/Collisys, Xcel Energy	6	Pfeiffer, Daniel
5/17/11	10:00 PM	Big Top Liquor,	CCPO	Meeting to discuss Business Assistance Loan	Business Owner	3	Rodriguez, Rita
5/18/11	7:30 AM	Us bank center 101 e 5th street suite 240	CapitolRiver Council	Variance for Cedar Street, CapitolRiver Council	Board members	10	Happel, Dana
5/18/11	3:00 PM	Western Bank, 663 University Avenue, Saint Paul, MN 55103	Western Bank Vice President	Western Bank - Construction and access update	Mary Jo Simbeck	2	Lee, Shoua
5/18/11	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
5/19/11	8:00 AM	Gordon Parks High School, 1212 University Avenue, Saint Paul, MN 55104	Gordon Parks High School	Hiawatha LRT Tour with Gordon Parks High School students and faculty	students and faculty, transit riders	50	Lee, Shoua

Page 4 of 6 or information about a specific meeting, contact the identified outreach coordinator:

Joey Browner (651) 602-1953   Robin Caufman (651) 602-1457   Dana Happel (651) 602-1954   Jessica Hill (651) 602-1840  
 Shoua Lee (651) 602-1014   Nkongo Cigolo (651) 602-1559   Rita Rodriguez (651) 602-1805   Dan Pfeiffer (651) 602-1952

# Central Corridor LRT Meeting Summary

May 2011

Attachment B1

Date	Start Time	Meeting location and address	Group/Host	Topic/Purpose of Meeting	Stakeholder Attendees	Attendees Expected	Project Contact & Phone #
5/19/11	8:30 AM	MN Transportation Museum - 193 Pennsylvania Avenue East, Saint Paul, MN 55117 and the State Capitol	CCPO, Diversity/Workforce	Youth Outreach Event	Henry High School Students	45	Caufman, Robin
5/19/11	1:00 PM	Wells Fargo Place, 30 East 7th Street, St. Paul, MN 55101	Wells Fargo Place management	Construction schedule update	Employees	50	Happel, Dana
5/19/11	2:30 PM	4th and Jackson	Federal Courthouse	Meeting with Cha/Courthouse	Property manager	1	Cigolo, Nkongo
5/19/11	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
5/19/11	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
5/20/11	8:30 AM	MN Transportation Museum - 193 Pennsylvania Avenue East, Saint Paul, MN 55117 and the State Capitol	CCPO, Diversity/Workforce	Youth Outreach Event	Washburn High School Students	45	Caufman, Robin
5/23/11	10:00 AM	SPI Printing & Graphics 2111 University Avenue West St. Paul, MN	CCPO – Acces	Segment 1 Access meeting North	Property Owner	4	Browner, Joey
5/23/11	11:00 AM	610 Washington Avenue SE, Minneapolis, MN, 55454	AMJV	Meeting with Bill Chan, Owner of Village Wok about moving electrical service	CCPO, AMJV, Egan/Collysis, Business Owner	6	Pfeiffer, Daniel
5/23/11	12:00 PM	Major Tire Company 1831 University Avenue West St. Paul, MN	CCPO – Access	Segment 1 Access meeting North	Property Owner	4	Browner, Joey
5/23/11	12:00 PM	Major Tire Company 1831 University Avenue West St. Paul, MN	CCPO – Access	Segment 1 Access meeting North	Property Owner	4	Browner, Joey
5/24/11	8:00 AM	St. Joe's hospital, 45 West Tenth Street, St. Joseph's Board Room, St. Paul, MN 55101	Fitzgerald Block Club	Fitzgerald Block Club	Neighborhood group	20	Happel, Dana

Page 5 of 6 or information about a specific meeting, contact the identified outreach coordinator:

Joey Browner (651) 602-1953    Robin Caufman (651) 602-1457    Dana Happel (651) 602-1954    Jessica Hill (651) 602-1840  
 Shoua Lee (651) 602-1014    Nkongo Cigolo (651) 602-1559    Rita Rodriguez (651) 602-1805    Dan Pfeiffer (651) 602-1952

# Central Corridor LRT Meeting Summary

May 2011

Attachment B1

Date	Start Time	Meeting location and address	Group/Host	Topic/Purpose of Meeting	Stakeholder Attendees	Attendees Expected	Project Contact & Phone #
5/24/11	9:00 AM	606 Washington Avenue SE, Minneapolis, MN, 55454	AMJV	Meeting with Todd Dupont, Owner Big 10 about moving electrical service	CCPO, AMJV, Egan/Collysis, Business Owner	6	Pfeiffer, Daniel
5/24/11	10:00 AM	1825,1841,1845 University Avenue West St. Paul, MN	CCPO – Access	Segment 1 Access meeting North	GoodWill- Easter Seals property owner	4	Browner, Joey
5/24/11	1:30 PM	1919 University Avenue West St. Paul, MN	CCPO – Access	Segment 1 Access meeting North	Property Manager	4	Browner, Joey
5/24/11	12:00 PM	Open Cities Health Center on 409 North Dunlap Street	Midway Chamber	Project update	Midway businesses, leaders	15	Caufman, Robin
5/24/11	12:00 PM	1949,1951,1955 University Avenue West St. Paul, MN	CCPO – Access	Segment 1 Access meeting North	Property Owner	4	Browner, Joey
5/25/11	8:30 AM	Crowne Plaza St. Paul Riverfront Hotel, 11 East Kellogg Boulevard, St. Paul, Minnesota	CTS Annual Research Conference (May 24-25, 2010)	Conference: Outreach During Major Construction Projects	Transportation professionals	25	Caufman, Robin
5/26/11	1:00 PM	Alliance Bank Center, 55 East Fifth Street, Suite 200 , St. Paul, MN 55101	CCPO	Construction Update meeting with Cedar Street properties	Cedar Street property managers/owners	15	Happel, Dana
5/26/11	1:30 PM	1900 West County Road I, Shoreview, MN 55126	MNDOT	Business Outreach and How to Evaluate Your Efforts	MNDOT and other agency staff, transportation planners	30	Caufman, Robin

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

Joey Browner (651) 602-1953    Robin Caufman (651) 602-1457    Dana Happel (651) 602-1954    Jessica Hill (651) 602-1840  
 Shoua Lee (651) 602-1014    Nkongo Cigolo (651) 602-1559    Rita Rodriguez (651) 602-1805    Dan Pfeiffer (651) 602-1952

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

# Central Corridor LRT Meeting Summary

May 2011 – Upcoming meetings

Attachment B2

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 – PCIM	Capitol Area LRT Public Construction Information Meeting	State Capitol complex employees, general public	20	Lee, Shoua
6/2/11	10:00 AM	Securian Building, 401 Robert Street, Xcel Training Room	CCPO – CCC	Downtown St. Paul Construction Communication Committee Meeting	CCC members, technical staff	5	Happel, Dana
6/8/11	1:00 PM	Council Chambers, Met Council, 390 N Robert Street, St. Paul	Met Council - CCMC	Construction update, Discover Central Corridor, construction update on other construction projects	CCMC membes, partner staff, general public	40	Caufman, Robin
6/8/11	3:00 PM		CCPO – PCIM	Downtown St. Paul Public Construction Information Meeting	Downtown employees and general public	40	Happel, Dana
6/9/11	2:00 PM	Grace University Lutheran Church, 324 Harvard Street SE, Minneapolis, MN 55414	CCPO – CCC	East Bank/Stadium Village Construction Communication Committee	CCC members, technical staff	15	Pfeiffer, Daniel
6/9/11	4:00 PM	Central Corridor Project Office 2/3, 540 Fairview Ave N, St Paul, MN 55104	CCPO – CCC	University Avenue Construction Communication Committee Meeting	CCC members, technical staff	20	Webb, Michelle
6/16/11	10:00 AM	First national Bank, 332 Minnesota Street, Capital Room, st. paul, MN 55101	CCPO – CCC	Construction Communication Committee meeting	CCC members, technical staff	15	Happel, Dana
6/21/11	10:00 AM	245 Cedar Avenue S, Minneapolis, MN 55414	CCPO – CCC	West Bank Construction Communication Committee Meeting	CCC members, technical staff	15	Pfeiffer, Daniel
6/21/11	2:00 PM	245 Cedar Avenue S, Minneapolis, MN 55414	CCPO – PCIM	West Bank Public Construction Information Meeting (PCIM)	West Bank community	20	Pfeiffer, Daniel
6/22/11	2:00 PM	Grace University Lutheran Church, 324 Harvard Street SE, Minneapolis, MN 55414	CCPO – CCC	East Bank/Stadium Village Construction Communication Committee Meeting	CCC members, technical staff	10	Hill, Jessica
6/22/11	3:00 PM	Central Corridor Project Office 2/3, 540 Fairview Ave N, St.	CCPO – PCIM	University Avenue Public Construction Information	University Avenue West employees and	20	Webb, Michelle

Page 1 of 3 or information about a specific meeting, contact the identified outreach coordinator:

Joey Browner (651) 602-1953   Robin Caufman (651) 602-1457   Dana Happel (651) 602-1954   Jessica Hill (651) 602-1840  
 Shoua Lee (651) 602-1014   Nkongo Cigolo (651) 602-1559   Rita Rodriguez (651) 602-1805   Dan Pfeiffer (651) 602-1952

# Central Corridor LRT Meeting Summary

Attachment B2

May 2011 – Upcoming meetings

Date	Start Time	Meeting location and address	Group/Host	Topic/Purpose of Meeting	Stakeholder Attendees	Attendees Expected	Project Contact & Phone #
		Paul, MN 55104		Meeting	general public		
6/22/11	3:00 PM	Grace Lutheran Church, 324 Harvard Street SE, Minneapolis, MN, 55454	CCPO – PCIM	East Bank Public Construction Information Meeting (PCIM)	Hennepin County, Minneapolis, UofM, Community members	35	Pfeiffer, Daniel
6/23/11	2:00 PM	Grace University Lutheran Church, 324 Harvard Street SE, Minneapolis, MN 55414	CCPO – CCC	East Bank/Stadium Village Construction Communication Committee	CCC members, technical staff	15	Pfeiffer, Daniel
7/13/11	1:00 PM	Council Chambers, Met Council, 390 N Robert Street, St. Paul	Met Council - CCMC	TBD	CCMC membes, partner staff, general public	40	Caufman, Robin
7/19/11	10:00 AM	245 Cedar Avenue S, Minneapolis, MN 55414	CCPO- CCC	West Bank CCC	CCC members, technical staff	15	Pfeiffer, Daniel
7/19/11	2:00 PM	245 Cedar Avenue S, Minneapolis, MN 55414	CCPO – PCIM	West Bank Public Construction Information Meeting (PCIM)	West Bank community	20	Pfeiffer, Daniel
7/27/11	3:00 PM	Central Corridor Project Office 2/3, 540 Fairview Ave N, St. Paul, MN 55104	CCPO – PCIM	University Avenue Public Construction Information Meeting	University Ave W employees and general public	20	Webb, Michelle
7/27/11	3:00 PM	Grace University Lutheran Church, 324 Harvard Street SE, Minneapolis, MN 55414	CCPO – PCIM	East Bank Public Construction Information Meeting (PCIM)	Hennepin County, Minneapolis, UofM, Community members	35	Pfeiffer, Daniel
7/28/11	2:00 PM	Grace University Lutheran Church, 324 Harvard Street SE, Minneapolis, MN 55414	CCPO - CCC	East Bank/Stadium Village Construction Communication Committee	CCC members, technical staff	15	Pfeiffer, Daniel
6/16/11	12:00 PM	J.J.'s Fish and Chicken ,	Midway Chamber	Lunch on the Avenue	Community, cooridor employees	30	Caufman, Robin
6/30/11	12:00 PM	Fortune Wok, S125 Fairview Avenue North, Saint Paul, Minnesota	Midway Chamber	Lunch on the Avenue	Community, cooridor employees	30	Caufman, Robin

Page 2 of 3 or information about a specific meeting, contact the identified outreach coordinator:

Joey Browner (651) 602-1953    Robin Caufman (651) 602-1457    Dana Happel (651) 602-1954    Jessica Hill (651) 602-1840  
 Shoua Lee (651) 602-1014    Nkongo Cigolo (651) 602-1559    Rita Rodriguez (651) 602-1805    Dan Pfeiffer (651) 602-1952

# Central Corridor LRT Meeting Summary

Attachment B2

May 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	11:00 AM	Thoemke & Sons,LLC 1885 University Avenue West St. Paul, MN	CCPO – Access	Segment 1 Access meeting North	Property Owner	4	Browner, Joey
6/2/11	7:30 PM	St. Anthony Park Recreation Center, 890 Cromwell Avenue	St. Anthony Park	CCLRT Construction Update Presentation	St. Anthony Park Land Use Committee	12	Rodriguez, Rita
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
6/15/11	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
6/23/11	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
6/23/11	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
7/13/11	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

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

Joey Browner (651) 602-1953   Robin Caufman (651) 602-1457   Dana Happel (651) 602-1954   Jessica Hill (651) 602-1840  
 Shoua Lee (651) 602-1014   Nkongo Cigolo (651) 602-1559   Rita Rodriguez (651) 602-1805   Dan Pfeiffer (651) 602-1952

**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>

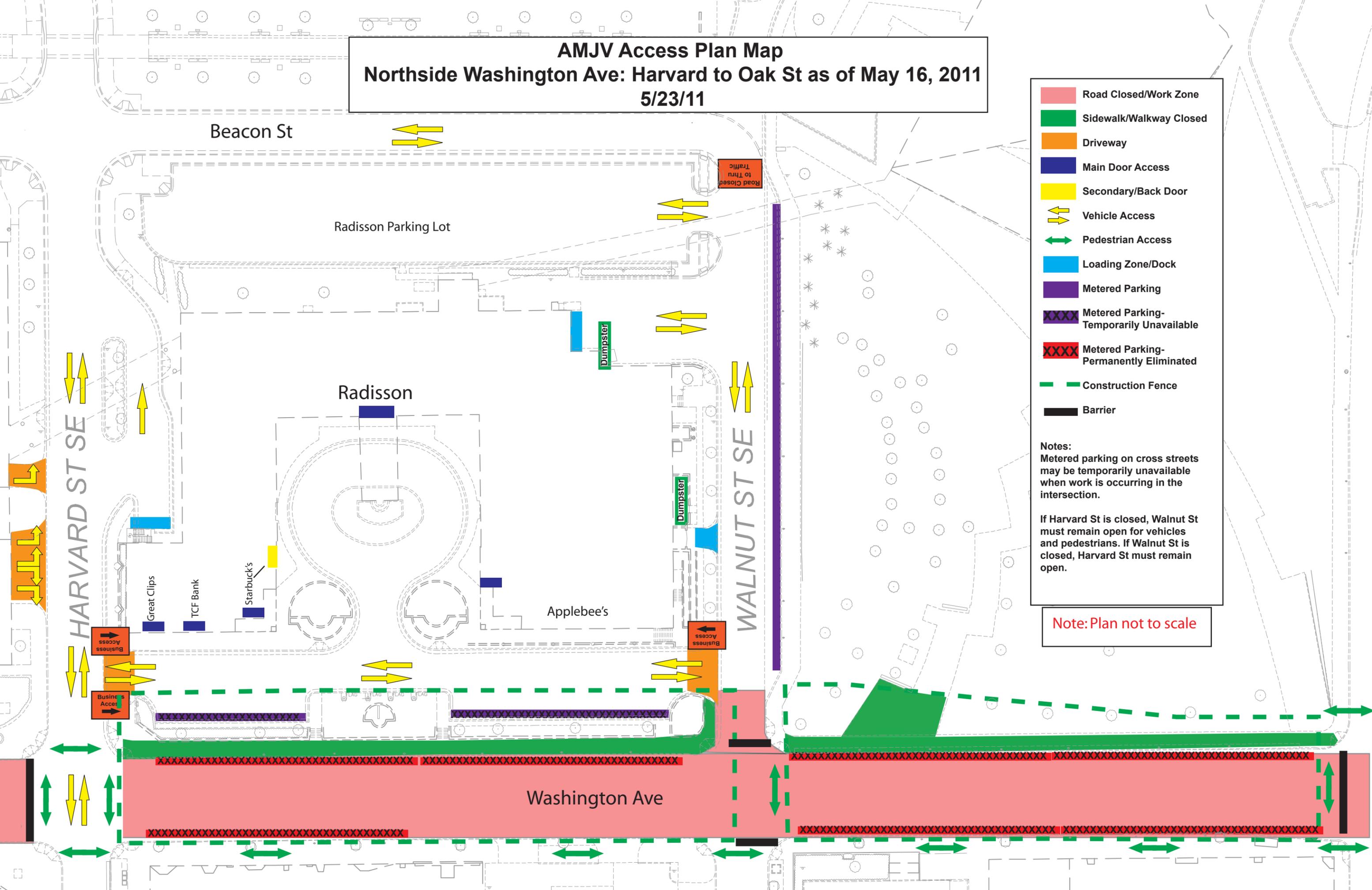


<b>Small Business Workshops</b>	Goal: 24 workshops conducted	<b>51 Workshops provided with 280 folks in attendance for 2010</b>  Since April 1, 2009 to present <b>90 workshops conducted with 416 attendees</b>
<b>Business Resource Center</b>	Goal: 150 entrepreneurs visit and utilize the BRC	<b>31 new 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**

**Example Construction Access Plan  
(Washington Avenue – Minneapolis)**

**AMJV Access Plan Map**  
**Northside Washington Ave: Harvard to Oak St as of May 16, 2011**  
**5/23/11**

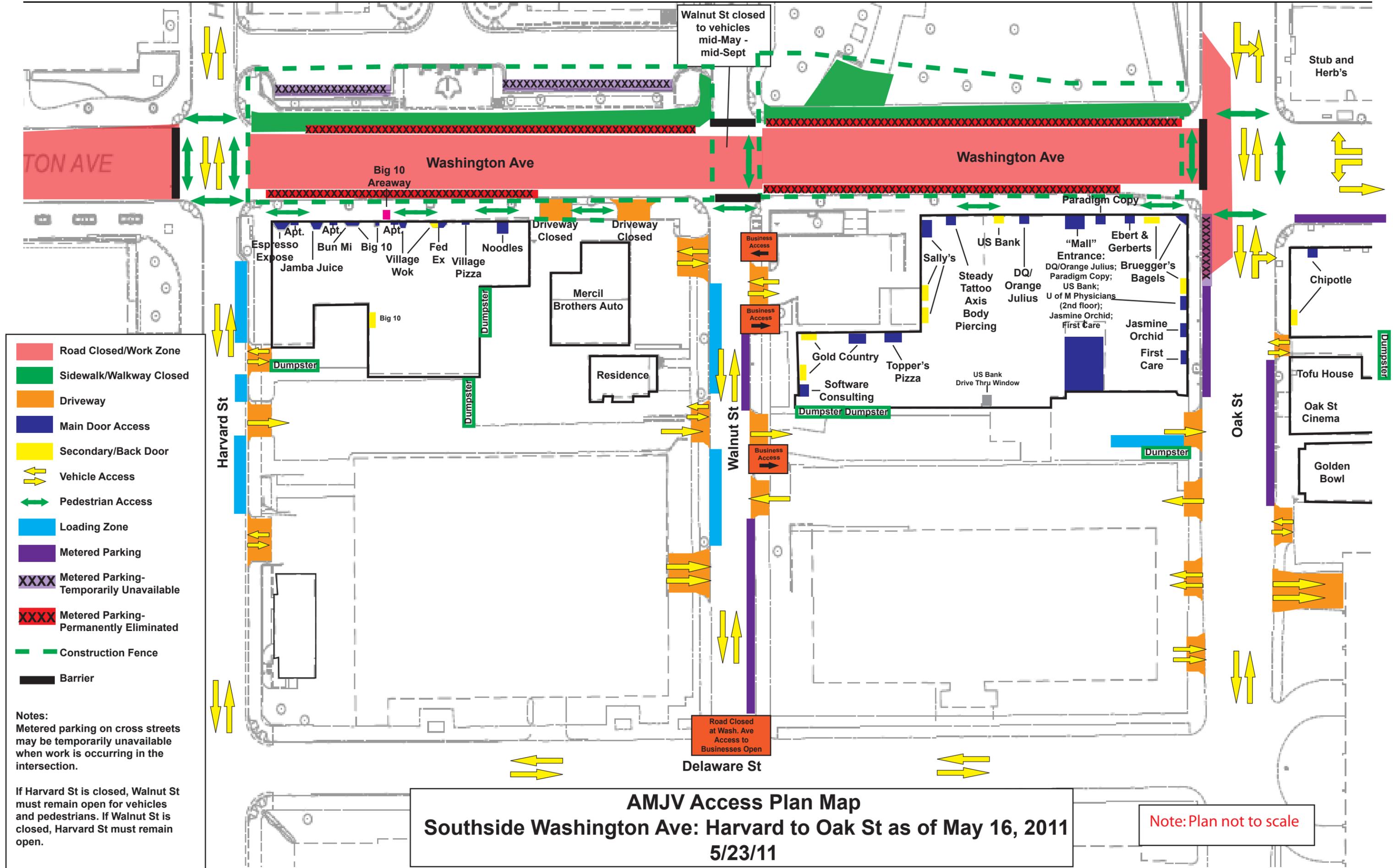


- Road Closed/Work Zone
- Sidewalk/Walkway Closed
- Driveway
- Main Door Access
- Secondary/Back Door
- Vehicle Access
- Pedestrian Access
- Loading Zone/Dock
- Metered Parking
- XXXX Metered Parking-Temporarily Unavailable
- XXXX Metered Parking-Permanently Eliminated
- Construction Fence
- Barrier

**Notes:**  
 Metered parking on cross streets may be temporarily unavailable when work is occurring in the intersection.

If Harvard St is closed, Walnut St must remain open for vehicles and pedestrians. If Walnut St is closed, Harvard St must remain open.

**Note: Plan not to scale**



- Road Closed/Work Zone
- Sidewalk/Walkway Closed
- Driveway
- Main Door Access
- Secondary/Back Door
- Vehicle Access
- Pedestrian Access
- Loading Zone
- Metered Parking
- Metered Parking-Temporarily Unavailable
- Metered Parking-Permanently Eliminated
- Construction Fence
- Barrier

**Notes:**  
 Metered parking on cross streets may be temporarily unavailable when work is occurring in the intersection.

If Harvard St is closed, Walnut St must remain open for vehicles and pedestrians. If Walnut St is closed, Harvard St must remain open.

**AMJV Access Plan Map**  
**Southside Washington Ave: Harvard to Oak St as of May 16, 2011**  
**5/23/11**

Note: Plan not to scale

# **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



**Jessica Hill**  
Minneapolis - Lead

(651) 602-1840  
jessica.hill@metc.state.mn.us



**Rita Rodriguez**  
St. Paul West - Lead

(651) 602-1805  
rita.rodriguez@metc.state.mn.us



**Shoua Lee**  
St. Paul East - Lead

(651) 602-1014  
shoua.lee@metc.state.mn.us



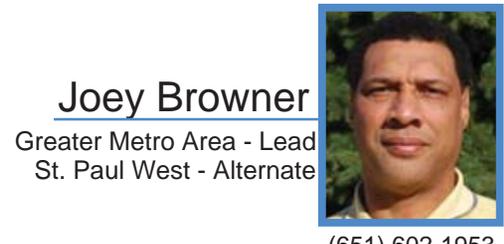
**Dana Happel**  
Downtown St. Paul- Lead

(651) 602-1954  
dana.happel@metc.state.mn.us



**Dan Pfeiffer**  
Minneapolis - Intern

(651) 602-1952  
daniel.pfeiffer@metc.state.mn.us



**Joey Browner**  
Greater Metro Area - Lead  
St. Paul West - Alternate

(651) 602-1953  
joey.browner@metc.state.mn.us



**Nkongo Cigolo**  
Downtown St. Paul - Alternate  
St. Paul East - Alternate

(651) 602-1559  
nkongo.cigolo@metc.state.mn.us