

**Central Corridor
Light Rail Transit**

Metropolitan Council

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



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

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- Attachment A Summary of Monthly Complaints / Response / Resolution
- Attachment B1 Summary of Past Monthly Meetings
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1.0 Purpose

This Report summarizes how the Metropolitan Council and other partner agencies worked during the month of November 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 Robin.caufman@metc.state.mn.us 651-602-1457
	Contractor Incentive Program	\$850,000	Metropolitan Council	Robin Caufman Robin.caufman@metc.state.mn.us 651-602-1457
Project Communications (see Section 2.3.6)	Community Outreach Coordinators	\$4,000,000	Metropolitan Council	Robin Caufman Robin.caufman@metc.state.mn.us 651-602-1457
	Construction Communication Plan (Special Signage)	\$200,000	Metropolitan Council	Robin Caufman Robin.caufman@metc.state.mn.us 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 Craig.blakely@ci.stpaul.mn.us 651-266-6697
	Alley Improvements Program	\$350,000	City of St. Paul	Craig Blakely Craig.blakely@ci.stpaul.mn.us 651-266-6697
Business Assistance Programs (see Section 2.3.2)	Business Support Fund	\$4,000,000	City of St. Paul	Nancy Homans Nancy.homans@ci.stpaul.mn.us 651-266-8568
	Business Improvement / Expansion Assistance	\$700,000 ⁽¹⁾	Neighborhood Development Center	Isabel Broyld ibroyld@ndc-mn.org 651-379-3782
	Business Resources Collaborative	\$315,000⁽⁵⁾	N/A	Jonathan Sage-Martinson jonathan@funderscollaborative.org 651-280-2384
	University Avenue Business Preparation Collaborative	\$875,000 ⁽²⁾	N/A	Isabel.broyld ibroyld@ndc-mn.org 651-379-3782
	Great Streets and Business Association Assistance Program	\$210,000	City of Minneapolis	Emily Stern Emily.stern@ci.minneapolis.mn.us 612-673-5191
	Other	\$7,670	N/A	Jonathan Sage-Martinson jonathan@funderscollaborative.org 651-280-2384
	Business Marketing Program ⁽⁴⁾	\$1,200,000	Metropolitan Council	Anne Taylor anne.taylor@metc.state.mn.us 651-602-1449
University Avenue / Cedar Riverside Betterments	Improved Street Lighting / Street Amenities	\$1,000,000 ⁽³⁾	City of St. Paul / Metropolitan Council	Kathryn O'Brien kathryn.obrien@metc.state.mn.us 651-602-1927

Mitigation Measures		Financial Commitment	Responsible Agency	Contact Information
(see Section 2.3.3)	Business Façade Improvements	\$150,000	City of Minneapolis	Emily Stern Emily.stern@ci.minneapolis.mn.us 612-673-5191
Promoting Business Access	Additional Business Signage	\$50,000	Metropolitan Council	Robin Caufman Robin.caufman@metc.state.mn.us 651-602-1457
(see Section 2.3.4)	Cooperative Advertising and Transit Fare Passes	\$250,000	Metro Transit	Robin Caufman Robin.caufman@metc.state.mn.us 651-602-1457
TOTAL		\$16,457,670		

- (1) This amount reflects a decrease of \$150,000 from the amount reported in the Business Impacts SEA. This decrease reflects the actual amount dedicated in Living Cities funds to this effort.
- (2) This amount reflects an increase of \$200,000 from the amount reported in the Business Impacts SEA. This increase reflects an additional commitment of \$200,000 in funding from the Central Corridor Funders Collaborative supporting business marketing and support efforts.
- (3) This amount reflects an increase of \$350,000 from the amount reported in the Business Impacts SEA. This increase reflects the actual amount dedicated to this effort.
- (4) This amount was approved September 28, 2011 by the Metropolitan Council to be used to retain a consultant to provide marketing assistance to Central Corridor businesses.
- (5) This amount reflects an increase of \$75,000 from the amount reported in the Business Impacts SEA. This increase reflects additional funds committed by the Central Corridor Funders Collaborative for marketing efforts from November 2011 to March 2012.

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

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

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

2.0 Activities Reported

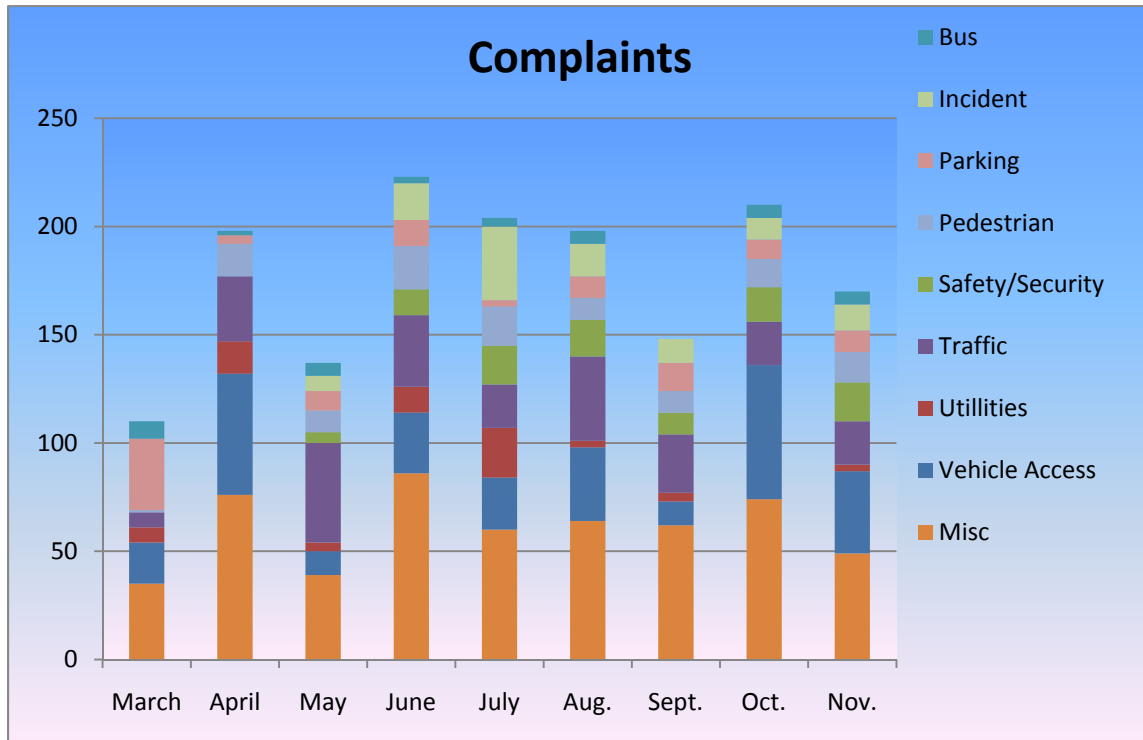
2.1 Construction-related Calls, Complaints and Responses

Attachment A to this Report is a summary of construction and other calls and complaints received during the month of November and their response / resolution. During this month, a total of 170 complaints, comments or questions were received by Central Corridor Project Office staff (see Figure 1). This compares to a total of 210 in the month of October. A majority of calls and e-mails were responded to within 24-hours. Most issues were responded to within 1 week.

- Calls/complaints received in the month of November concerned some of the following:
 - Issues/questions about vehicle traffic and access during the traffic switch;
 - Complaints about noise;
 - Obstruction to downtown St. Paul parking ramps;
 - Complaints about construction vehicles blocking access points.

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

Figure 1: 2011 Construction Hotline Complaints Received



2.2 Public Outreach and Communication Activities

During the month of October, 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. In the last month, approximately 16,480 hits were recorded of users visiting the Web.

News Releases: Two news releases / news advisory were issued in November, covering the following subjects:

- Making Tracks newsletter
- Opening of reconstructed skyway connection in downtown St. Paul

All current news releases can be viewed at 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 5,800 contacts to which 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 November @cclrt had 1,224 followers.



Lunch on the Avenue at Peking Garden

November Public Meetings / Events:

Approximately 65 meetings / events took place in November attended by over 247 people. These meetings included meetings with businesses on Cedar Street in downtown St. Paul discussing access during construction, station art committee meetings (Hamline, Victoria, and Western stations), Lunch on the Avenue at Hoa Bien restaurant and Peking Garden, and meetings to discuss overnight work activities with nearby residents on University Avenue. See Attachment B1 for a list of all meetings held in November.

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

- Obtained night permit to expedite work at Cleveland so the intersection could be reopened for the holiday shopping season.
- Added outreach liaison to Civil East contractor team to provide additional resources.
- Added full-time flagger to direct traffic into and out of the Wells Fargo bank parking ramp in downtown St. Paul.
- Adjusted steel plates at Robert and Fourth to reduce noise impacts at Kellogg Square apartments.
- Added flagger for two days during paving at the Fairview intersection for guests and residents to more easily access Episcopal homes.
- Set up a temporary mid-block crosswalk across Washington between Walnut and Oak while Walnut crossings were closed and west side of Oak crosswalk was closed.

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



Parking lot improvements near completion at the SE corner of St. Albans and University

- As of November, the following parking improvement projects have been completed under this program:
 - 345 University – Metro Social Services
 - 860 University – Victoria Best Steak House
 - 864 University – East and West Beauty Salon
 - 904 University – Thong's Auto Repair
 - 1133 University – Twin Cities Monument
 - 1137 University – Realty Matrix Fourplex
 - 1141 University: Kimble Chiropractic
 - 1159 University – The Vietnam Center
 - 2447 University – Design Press
 - 377 University – May's Market
 - SE corner of St. Albans and University
 - 979 University – Shear Pleasure

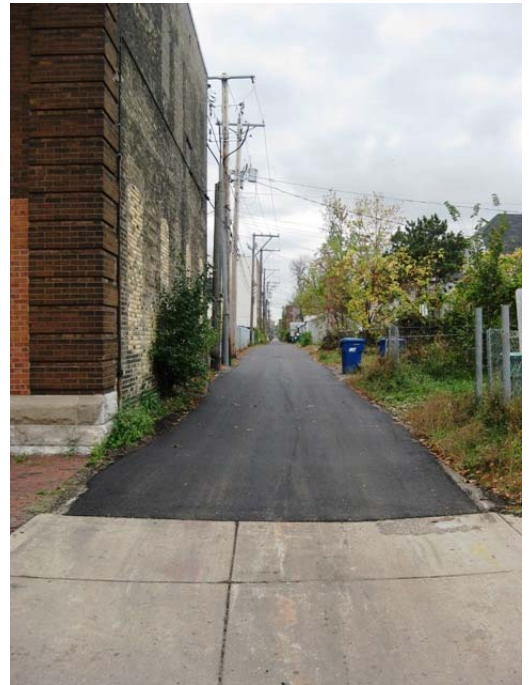
- The following parking improvement projects will be completed in spring 2012:
 - 1685 University – Milbern Clothing
 - 353 University – Ha Tien Market
 - 389-393 University – Anh’s Hair Salon
 - 498 Arundel – a remote lot for 441 University
 - 575 University – Unidale Insurance
 - NW corner of Dale and University – Hickory Hut
 - 850-856 University – Tai Hoa BBQ
 - 1449 University – Hair Salons
 - NE block of Snelling and University – central parking lot on Sherburne
 - NW block of Snelling and University – shared parking between Axman and Turf Club
 - 1657 University – Hammond Awards
 - 2119 University – Subway parking lot

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

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

Significant Activities:

- All of the committed funds (a total of \$350,000) have been obligated in the City of St. Paul’s Capital Improvements Budge (CIB) to complete this program. As of November, the following alley projects have been completed:
 - 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)
 - St. Albans to Dale (added as part of a parking improvement project)
 - Arundel to Western (north side of University)
- The following projects will be completed in 2012
 - Fry to Snelling (north side of University)
 - Snelling to Asbury (north side of University)
 - Pascal to Albert (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) and Civil West (Minneapolis) construction contracts. Enforcement of contractor parking requirements is part of the duties of CCPO construction inspectors. Any complaints received from the public regarding contractor parking are immediately responded to by CCPO outreach staff.

2.3.2 Business Assistance Programs:

Business Support Fund: The Business Support Fund program provides no-interest forgivable loans to small businesses (gross annual sales less than \$2 million) that experience construction-related loss of sales.

Significant Activities:

The Business Support Fund administrators established targeted amounts of funds available to different areas along the corridor. The areas are summarized in the table below, along with the total targeted amount and the amount disbursed to date in the area. See Attachment C for a visual depiction of these areas and the status of funds disbursed to date.

Financial Activities – Business Support Fund	Allocation	Approved	Available	Percent Remaining
City of Minneapolis				
Cedar Riverside North	\$129,496	\$38,892	\$90,604	70%
Cedar Riverside South	\$160,329	\$78,582	\$81,747	51%
Stadium Village	\$221,994	\$76,533	\$145,461	66%
Prospect Park	\$345,324	\$0	\$345,324	100%
Minneapolis Total	\$857,143	\$194,007	\$663,136	77%
City of St. Paul				
Emerald to Hampden (North Side of University Avenue)	\$169,616	\$66,782	\$102,834	61%
Emerald to Hampden (South Side of University Avenue)	\$514,149	\$39,765	\$474,384	92%
Hampden to Aldine (North Side of University Avenue)	\$524,749	\$85,001	\$439,748	84%
Hampden to Aldine (South Side of University Avenue)	\$180,217	\$112,340	\$67,877	38%
Aldine to Syndicate (North Side of University Avenue)	\$222,621	\$156,537	\$66,084	30%
Aldine to Syndicate (South Side of University Avenue)	\$270,326	\$58,476	\$211,850	78%

Financial Activities – Business Support Fund	Allocation	Approved	Available	Percent Remaining
Syndicate to Rice (North Side of University Avenue)	\$593,657	\$0	\$593,657	100%
Syndicate to Rice (South Side of University Avenue)	\$381,636	\$0	\$381,636	100%
Lowertown St. Paul	\$95,409	\$72,954	\$22,455	24%
St. Paul Total	\$2,952,380	\$591,855	\$2,360,525	80%
Grand Total	\$3,809,523	\$785,862	\$3,023,661	79%

A total of \$257,961 was disbursed in the month of November for 14 loans approved and closed in previous months and for two loans approved in November. (The process each loan goes through is (1) approval, (2) closing, and (3) funds disbursed.) Businesses were notified that first-time applicants, or applicants who had not qualified for the full \$20,000, should be submitted by December 31, 2011 for the first year of construction. Once these applications have been processed, the funders and loan administrators will review the experience from the first year and determine whether any changes should be made for the program in 2012.

The total value of loans approved to date through the Business Support Fund is \$785,862.

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

Significant Activities:

U7 has received seven letters of interest from business owners interested in receiving façade improvement grants. A total of two businesses have proceeded with completing the façade improvement application and these applications come from businesses within the priority target area between Lexington Parkway and Rice Street.

There are currently three projects that NDC Loan Officers are developing:

- A vacuum business on the 600 block of University that is interested in a business expansion loan and a major façade improvement project.
- A Cambodian restaurant on the 400 block of University that is interested in a business expansion, building ownership, and façade improvement project.
- A grocery/health store on the 300 block of University that is interested in a business expansion and façade improvement project.

See Attachment D for a report prepared by U7 summarizing activities to date.

Financial Activities:	Amount
Business façade improvement for small businesses	\$30,000
Loan Loss Reserve Fund that supports Program Related Investment loan for building owners and business expansion	\$28,000

NDC's administrative costs	\$33,500
Total	\$91,500

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 \$315,000 in grants in support of its operations. The BRC provides the following services to businesses along the Central Corridor:

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

Financial Activities:	Amount
Creation and facilitation of Central Corridor Business Resources Collaborative. (June 2009)	\$15,000
Creation of the Central Corridor Funders Collaborative Corridor-wide business development strategy, announcement of the strategy, creation of an evaluation framework, and facilitation for 2010. (Feb. 2010)	\$90,000
Grassroots buy local marketing plan. (Nov. 2010)	\$50,000
City of St. Paul funding to Midway Chamber of Commerce to assist in business marketing efforts.	\$25,000
Central Corridor Funders Collaborative funding to Midway Chamber of Commerce to assist in Business Marketing Efforts	\$75,000
Total	\$255,000

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. All funds reported in the Business Impacts SEA for this activity have been disbursed.

Significant Activities:

U7 interns and staff are conducting another round of outreach to businesses in the segment of University Avenue currently under construction. The outreach effort was met with success as many misconceptions of the loan program were clarified and several businesses subsequently submitted loan applications. U7 staff are providing many hours of assistance to forgivable loan applicants. Staff are providing financial templates and one-on-one training to business owners to develop monthly financial statements. (See Attachment E for a list of FY 2010 accomplishments.)

Financial Activities	Amount
Program to help small through training, technical assistance, and financing. (Jan 2009)	\$200,000
Program to help small business through training, technical assistance, and financing. (Feb. 2010)	\$100,000
Program to help small businesses through training, technical assistance, and financing.(Sept. 2010)	\$100,000
Program to help small businesses through training, technical assistance, and financing. (April 2011)	\$200,000
Bigelow Foundation (\$50,000 in 2009 and \$75,000 in 2010) to prepare small businesses for Central Corridor LRT construction.	\$125,000
St. Paul Foundation (\$75,000 in 2009 and \$75,000 in 2010) to prepare small businesses for Central Corridor LRT construction.	\$150,000
Total	\$875,000

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

In November, \$3,500 was disbursed to the West Bank Business Association (WBBA), under their Great Streets contract. In collaboration with the Stadium Village Commercial Association and the Southeast Business Association, WBBA, organized and sponsored a University of Minnesota student scavenger hunt with Central Corridor businesses during homecoming week.

Financial Activities (Minneapolis along University Ave, Cedar Riverside):	Amount
Business Association Assistance Program	\$13,000
Great Streets Business District Support Grants	\$96,300
City Business Finance Assistance to the African Development Center	\$40,000
Total	\$149,300

Other Business Assistance: The "Other" category in Table 1 consists of funding commitments from the Central Corridor Funders Collaborative (CCFC). All funds reported in the Business Impacts SEA for this activity have been disbursed.

Financial Activities	Amount
Central Corridor Partnership to support public presentations from Bill Knowles (business mitigation consultant)	\$3,000
Asian Economic Development Association to support consultation / presentations by Thao Tran (business mitigation consultant).	\$4,670
Total	\$7,670

Business Marketing Program: On September 28, 2011, the Metropolitan Council approved the use of \$1.2 million in Central Corridor LRT project contingency funding for use to market businesses during project construction. The program will focus on increasing awareness of the diversity of businesses in the Central Corridor area of St. Paul and Minneapolis, increase customer traffic, and minimize lost business revenues.

Significant Activities:

In November, the Met Council received three proposals from contractors that were deemed responsive to the bid. The selection committee will meet in December to evaluate proposals and make a recommendation for Council action in January 2012.

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 \$53,530 for the Great Streets Façade Improvement Program in Central Corridor business districts. In November, one business applied for an \$805 matching grant for a planned façade improvement project.

2.3.4 Promoting Business Access:

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

Significant Activities:

All funds (\$50,000) in this category have been expended to purchase the variable message signs.

During the month of November, the signs were used to provide advance warning of intersection closures at Fairview and Cleveland avenues and to inform University Avenue drivers of the impending traffic switch on November 30



VMS used to alert drivers to the traffic switch on University Avenue

when University returned to two-lane traffic on both east- and west-bound directions.

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 \$22,155 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.
- **Go To Passes for U7 Business Support Staff:** Four Go To Passes with two months fare were provided to U7 to support their outreach efforts to Central Corridor businesses by providing transportation to interns going door-to-door to talk about available loan programs and related workshops.

2.3.5 Construction Contract:

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

Significant Activities:

During the month of November, the following activities took place:

- Updated the downtown St. Paul access map to reflect the reopening of 6th Street.

Contractor Incentive Program: A contractor incentive program is being provided for the two major construction contracts (Civil East – St. Paul and Civil West – Minneapolis). This program is intended to encourage effective communication and cooperation between the contractor, businesses and residents. A Construction Communication Committee (“CCC”) comprised of business owners, residents, and other stakeholders will be created for each outreach sector identified in contract documents. The CCC will meet every two weeks to vote on identified evaluation criteria measuring contractor efforts to minimize construction-related impacts and award quarterly incentives to contractors demonstrating compliance with these measures. The construction contracts include an \$850,000 allowance (projectwide total) for the contractor incentive program.

Significant Activities:

To date, four evaluations have taken place by CCC’s for the Civil East and Civil West construction contracts. 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
2010 – Quarter 4	\$50,000	\$46,920 (94 percent of total)	\$10,000	\$9,920 (99 percent of total)
2011 – Quarter 1	\$40,000	\$30,993 (77 percent of total)	\$20,000	\$20,000 (100 percent of total)
2011 – Quarter 2	\$60,000	\$25,085 (42 percent of total)	\$25,000	\$18,891 (75 percent of total)
2011 – Quarter 3	\$70,000	\$23,200 (33 percent of total)	\$25,000	\$20,000 (80 percent of total)
Total (to date)	\$220,000	\$126,198 (57 percent of total)	\$80,000	\$68,811 (86 percent of total)

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.



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.

Business Support Fund: To date, a total of 63 applications have been received by the City of St. Paul and 53 have been approved.

- One of the applicant businesses closed prior to the loan being disbursed.
- Five of the ten were not eligible as they actually demonstrated business revenues that increased from periods prior to construction.
- Two of the ten were not eligible as they were not retail establishments.
- One of the ten was not eligible as they were outside the established geographic area for qualified applicants.
- One of the ten was the subject of an adverse action taken by the City of St. Paul and was evicted by the landlord before the loan application was processed

(See Attachment C for a visual depiction of the status of funds approved.)

Business Improvement / Expansion Assistance: Currently there are 10 potential projects being investigated with three projects moving through to a loan application – all of the projects moving forward to a loan application are for businesses between Lexington Parkway and Rice Street in St. Paul.

Business Façade Improvement Financing (City of Minneapolis): To date, 18 applications have been received to access funds administered through this program with 15 applications approved and/or funded (one additional application was submitted and then later withdrawn).

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 in the following table reflects known business openings, closings and relocations on the Central Corridor for the month of November.

Change in Central Corridor Businesses (November 1, 2011 to November 30, 2011)

Business Openings	7
Business Closings	9
Business Relocations Off Corridor	1
Business Relocations On Corridor	0

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
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
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
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
Telefoonka: 651 602 1404

Requesting a Hmong Summary of Report:

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

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

Sau ntau rau: 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

Phone line: 651-602-1645

Attend a public meeting. See the Central Corridor meetings page at 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 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 and the public will be notified in advance about work, including detours and road closures. Project outreach coordinators began surveying business and property owners in the spring of 2008 for details on their points of access to help engineers design the line and plan construction.

Attachment A

Summary of Monthly Complaints / Response

Category	Description	Response	Responded within 24 Hours	Responded within 1 Week	Date Received	Date Responded
Civil East						
Bus	Bus	Nkongo responded via phone	X		11.05.2011	11.05.2011
Bus	Bus	Robin and Michelle responded to caller.	X		11.05.2011	11.05.2011
Bus	bus route 67 questions	Michelle checked in with metro transit and responded to caller.	X		11.15.2011	11.15.2011
Bus	Construction schedule	Michelle responded to caller with construction schedule.	X		11.17.2011	11.17.2011
Bus	Bus Stop @ Fifth near Wabasha ?	Nkongo responded via email.	X		11.21.2011	11.22.2011
Bus	Bus stop	Michelle responded via email	X		11.29.2011	11.29.2011
Incidents	Noise Concern with Downtown Construction-Kellogg Square	Nkongo responded via email. Adjusted and Resolved.	X		11.07.2011	11.07.2011
Incidents	Damage	Walsh responded to caller.	X		11.09.2011	11.09.2011
Incidents	Damage to vehicle	Robin forwarded to Craig from Walsh to follow up; Michelle responded to caller.	X		11.10.2011	11.10.2011
Incidents	Damage to window	Robin forwarded to Walsh; Neal followed up with caller.	X		11.11.2011	11.11.2011
Incidents	Rough road	Kimberly responded to caller.	X		11.13.2011	11.13.2011
Incidents	Damage to vehicle	Rita responded via email, forwarded issue to contractor	X		11.16.2011	11.16.2011
Incidents	Pedestrian access	Robin talked to construction staff & responded via email to caller	X		11.17.2011	11.17.2011
Incidents	Damaged door	Kimberly responded to caller.	X		11.22.2011	11.22.2011
Incidents	Exterior finish concern	Rita responded to caller and set up meeting.		X	11.23.2011	11.30.2011
Incidents	damage to wall	Kimberly responded to caller.	X		11.25.2011	11.25.2011
Incidents	Damage to Bldg	Craig responded to caller.	X		11.29.2011	11.29.2011
Incidents	Sidewalk replacement	11-30-11 Rita returned call and notified contractor	X		11.03.11	11.03.2011
Misc	Flyer question	Michelle responded to caller with correct dates.	X		11.04.2011	11.04.2011
Misc	Lighting	Michelle responded to caller; Robin forwarded to City Public Works.	X		11.04.2011	11.04.2011

Category	Description	Response	Responded within 24 Hours	Responded within 1 Week	Date Received	Date Responded
Misc	Notes from meeting and copy of appraisal	Shoua responded via email		X	11.04.2011	11.07.2011
Misc	Signage	Robin responded via phone Brian had crews fix	X		11.05.2011	11.05.2011
Misc	14th St Lot Signs				11.07.2011	
Misc	Obstruction	Brian responded to issue	X		11.07.2011	11.07.2011
Misc	Metal Plates on 4th St--Noise Complaint- Kellogg Square	Nkongo called and emailed. Resolved.	X		11.07.2011	11.07.2011
Misc	Noise	Robin responded to caller.	X		11.08.2011	11.08.2011
Misc	Noise	Robin responded to caller; Brian from Walsh resolved.	X		11.08.2011	11.08.2011
Misc	Claim for Loss of Business	Nkongo responded via email.	X		11.08.2011	11.08.2011
Misc	Research questions	Nkongo responded to caller	X		11.08.2011	11.08.2011
Misc	Noise	Rita responded to caller; Walsh had overnight work permit.	X		11.09.2011	11.09.2011
Misc	Noise	Overnight work permit was issued.	X		11.09.2011	11.09.2011
Misc	Noise	Rita responded to caller.	X		11.09.2011	11.09.2011
Misc	Construction Schedule	Forwarded to Shoua to follow up.	X		11.09.2011	11.09.2011
Misc	Construction schedule	Rita responded to caller.	X		11.10.2011	11.10.2011
Misc	Noise	Rita responded to caller; overnight work permit was issued for Vandalia intersection.	X		11.10.2011	11.10.2011
Misc	Media questions	Laura Baenen followed up and responded to question.	X		11.10.2011	11.10.2011
Misc	Signage	Nkongo responded via email.	X		11.10.2011	11.11.2011
Misc	Cattle Guards	Nkongo responded via email. Resolved.		X	11.11.2011	11.14.2011
Misc	Signage	Nkongo called back. Walsh resolved.	X		11.14.2011	11.14.2011
Misc	manhole covers not at grade	Rita responded via email.	X		11.14.2011	11.14.2011
Misc	Storm Drain Covers		X		11.16.2011	
Misc	Tree positioning	Ctiy of St Paul Staff responded	X		11.16.2011	11.16.2011
Misc	Construction schedule	Kimberly responded to caller.	X		11.16.2011	11.16.2011
Misc	Directional and Entrance Signage	11-16-11 Robin responded and notified contractor	X		11.16.2011	11.16.2011

Category	Description	Response	Responded within 24 Hours	Responded within 1 Week	Date Received	Date Responded
Misc	Signage	Michelle responded to caller.	X		11.16.2011	11.17.2011
Misc	Better Signage	Michelle responded to caller; spawned MOT.	X		11.16.2011	11.17.2011
Misc	Signage	11-17-11 Rita returned call	X		11.17.2011	11.17.2011
Misc	Sprinkler and Sidewalk				11.18.2011	
Misc	Pot holes	Issue forwarded to Walsh Michelle followed up via phone	X		11.18.2011	11.18.2011
Misc	Trash and sharp turn of LRT DT St Paul	Spoke to caller. Will look into cart containment line issue.	X		11.18.2011	11.18.2011
Misc	Question concerning LRT route	Nkongo responded via email.		X	11.18.2011	11.22.2011
Misc	Accident	Street Ops handled issue	X		11.19.2011	11.19.2011
Misc	Signage	Kimberly responded to caller; Brian resolved issue.	X		11.23.2011	11.23.2011
Misc	Missing Street Light	Kimberly responded to caller		X	11.23.2011	11.30.2011
Misc	Kudos	Nkongo responded via phone		X	11.24.2011	11.28.2011
Misc	Signage and business loan?	Rita and Kimberly responded to caller.	X		11.28.2011	11.28.2011
Parking	Parking	Robin forwarded to Walsh to remove contractor vehicles.	X		11.07.2011	11.07.2011
Parking	On street parking	Michelle forwarded issue to contractors	X		11.10.2011	11.10.2011
Parking	Parking	Walsh and CCPO outreach responded to caller.	X		11.10.2011	11.10.2011
Parking	Parking and ADA	Rita responded to caller; Michelle and Rita forwarded to Walsh to resolve.	X		11.11.2011	11.11.2011
Parking	Parking issue	Michelle responded to caller; forwarded to Walsh	X		11.11.2011	11.11.2011
Parking	Parking	Superintendent from Walsh checked out situation; Rita responded to caller.	X		11.23.2011	11.23.2011
Pedestrian	Pedestrian Access	11-4-11 Rita talked to Julia and issue is being looked into	X		11.04.2011	11.04.2011
Pedestrian	Pedestrian access	Robin responded via phone, crews installed temporary sidewalk	X		11.05.2011	11.06.2011
Pedestrian	Pedestrian access	Contractor resolved issue	X		11.08.2011	11.08.2011
Pedestrian	Pedestrian access				11.09.2011	

Category	Description	Response	Responded within 24 Hours	Responded within 1 Week	Date Received	Date Responded
Pedestrian	Pedestrian access	Robin forwarded to Walsh to resolve.	X		11.09.2011	11.09.2011
Pedestrian	Pedestrian access	Michelle responded to caller and forwarded to Walsh to resolve.	X		11.09.2011	11.09.2011
Pedestrian	Pedestrian access	Responded to caller. Curb is in correct location.	X		11.10.2011	11.10.2011
Pedestrian	Pedestrian access to 691 N. Robert St.				11.14.2011	
Pedestrian	Snow Removal: Sidewalk on South Side of Fifth between Cedar and Minnesota	Robin called back. Resolved.	X		11.21.2011	11.21.2011
Pedestrian	Pedestrian Access	Kimberly responded to caller.	X		11.22.2011	11.22.2011
Pedestrian	Pedestrian access & safety	Kimberly responded to caller			11.22.2011	11.30.2011
Pedestrian	Obstruction caused by incomplete sidewalk	Rita responded to caller.	X		11.23.2011	11.23.2011
Pedestrian	ADA access	Michelle responded to caller and forwarded to Brian from Walsh to resolve.	X		11.29.2011	11.29.2011
Safety Security	Safety	Robin forwarded to Ray from safety to look into. Michelle responded to caller.	X		11.07.2011	11.07.2011
Safety Security	Safety	Contractor responded to issue	X		11.08.2011	11.08.2011
Safety Security	Safety	Michelle responded to caller; forwarded to Walsh.	X		11.10.2011	11.11.2011
Safety Security	Safety	Kimberly and Rita responded to caller.	X		11.14.2011	11.14.2011
Safety Security	ADA access & safety concern	Michelle forwarded to Walsh and MOT team.	X		11.15.2011	11.15.2011
Safety Security	Safety	Robin responded to caller.	X		11.15.2011	11.15.2011
Safety Security	Safety	Michelle responded to caller; spawned MOT.	X		11.16.2011	11.16.2011
Safety Security	Safety, ADA & Pedestrian access	Rita and Robin responded to caller via email and in person.	X		11.16.2011	11.16.2011
Safety Security	Safety & ADA	Rita, Robin, and Kimberly responded to caller.	X		11.16.2011	11.16.2011
Safety Security	Safety for Pedestrians	Kimberly responded to caller.	X		11.16.2011	11.17.2011

Category	Description	Response	Responded within 24 Hours	Responded within 1 Week	Date Received	Date Responded
Safety Security	Safety	Robin responded via phone, contractor responded to issue	X		11.20.2011	11.20.2011
Safety Security	Safety		X		11.21.2011	
Safety Security	Need crosswalk to get to work	Rita responded to caller.	X		11.22.2011	11.22.2011
Safety Security	Signage & Safety	Kimberly responded to caller.	X		11.23.2011	11.23.2011
Safety Security	Safety	Forwarded to Walsh to look into.		X	11.23.2011	11.30.2011
Safety Security	Safety	Michelle responded to caller		X	11.23.2011	12.30.2011
Safety Security	Safety & Debris	Rita responded to caller to address concerns.	X		11.28.2011	11.28.2011
Safety Security	Safety	Kimberly responded to caller.	X		11.29.2011	11.30.2011
Traffic	Traffic light	Michelle forwarded to MOT team, spawned MOT.	X		11.04.2011	11.04.2011
Traffic	Traffic light timing	Shoua called back. Resolved.	X		11.10.2011	11.10.2011
Traffic	Traffic	Nkongo Cigolo called back. Forwarded to the City of St. Paul.	X		11.10.2011	11.10.2011
Traffic	Traffic signal	Nkongo responded via email.	X		11.11.2011	11.11.2011
Traffic	Traffic	Nkongo called back. Forwarded to contractor.	X		11.14.2011	11.14.2011
Traffic	Traffic Lights	Issue resolved.	X		11.14.2011	11.14.2011
Traffic	Traffic	Michelle responded to caller.	X		11.15.2011	11.15.2011
Traffic	Traffic	No response needed. Walsh instructed to sweep all the time to keep site clean.	X		11.15.2011	11.15.2011
Traffic	Traffic	Robin responded via phone	X		11.15.2011	11.15.2011
Traffic	Traffic and vehicle access	11-15-11 Rita left a message to call her office or cell phone	X		11.15.2011	11.15.2011
Traffic	Traffic	No contact info so no response. Paving is on schedule.	X		11.16.2011	11.16.2011
Traffic	Traffic	No response needed; concern sent to Walsh.	X		11.16.2011	11.16.2011
Traffic	Traffic	Michelle responded to caller via email.	X		11.16.2011	11.17.2011
Traffic	Traffic	Michelle responded via phone	X		11.18.2011	11.18.2011
Traffic	Traffic	Brian responded to issue	X		11.20.2011	11.20.2011
Traffic	Traffic light	Contractor responded	X		11.21.2011	11.21.2011

Category	Description	Response	Responded within 24 Hours	Responded within 1 Week	Date Received	Date Responded
Utilities	Utilites	Nkongo called back and directed to CenturyLink.	X		11.07.2011	11.07.2011
Utilities	Utilities	Nkongo called and provided CenturyLink's information. Resolved.	X		11.07.2011	11.07.2011
Utilities	Utilities	Kimberly responded to issue	X		11.09.2011	11.09.2011
Vehicle Access	Vehicle Access	Rita responded to caller.		X	11.04.2011	11.07.2011
Vehicle Access	Construction obstructions	Michelle responded via email.		X	11.04.2011	11.08.2011
Vehicle Access	Vehicle Access	Rita responded via email	X		11.07.2011	11.07.2011
Vehicle Access	Vehicle Access	Michelle responded via phone	X		11.08.2011	11.08.2011
Vehicle Access	Vehicle Access	Access signage issue resolved.	X		11.08.2011	11.08.2011
Vehicle Access	Vehicle Access	Rita responded to caller.		X	11.09.2011	11.09.2011
Vehicle Access	Vehicle access	Rita and Michelle responded to caller; Minnehaha determined appropriate detour route.	X		11.09.2011	11.09.2011
Vehicle Access	Vehicle access	Nkongo responded	X		11.10.2011	11.10.2011
Vehicle Access	Vehicle access	Rita responded to caller; spawned MOT.	X		11.10.2011	11.11.2011
Vehicle Access	Vehicle Access	Rita responded via phone	X		11.11.2011	11.11.2011
Vehicle Access	Vehicle access	Rita responded to caller.	X		11.11.2011	11.11.2011
Vehicle Access	Wells Fargo Place Egress	Nkongo responded via email.	X		11.11.2011	11.11.2011
Vehicle Access	Vehicle Access	Rita and Kimberly responded to caller.	X		11.14.2011	11.14.2011
Vehicle Access	Vehicle access	Shoua responded via email	X		11.14.2011	11.14.2011
Vehicle Access	Vehicle access	Rita responded to caller.	X		11.14.2011	11.14.2011
Vehicle Access	Vehicle Access	Kimberly and Rita responded to caller.	X		11.14.2011	11.14.2011
Vehicle Access	Vehicle Access	Rita responded to caller to discuss construction schedule.	X		11.14.2011	11.15.2011
Vehicle Access	Media question conerning vehicle access	Laura Baenen responded and provided information,	X		11.15.2011	11.15.2011
Vehicle Access	7th/Cedar ramp blocked				11.15.2011	
Vehicle Access	Vehicle access	Kimberly responded to caller.	X		11.15.2011	11.16.2011
Vehicle Access	Vehicle access	Rita responded to caller with construction schedule.	X		11.16.2011	11.16.2011
Vehicle Access	Second Debut Retail Store	Rita responded to caller.	X		11.16.2011	11.16.2011
Vehicle Access	Vehicle access	Michelle responded to caller via email.		X	11.16.2011	11.18.2011

Category	Description	Response	Responded within 24 Hours	Responded within 1 Week	Date Received	Date Responded
Vehicle Access	Vehicle access	Michelle responded to caller.	X		11.17.2011	11.17.2011
Vehicle Access	Vehicle Access	Robin responded via email	X		11.18.2011	11.18.2011
Vehicle Access	Vehicle Access	1-21-11 Rita returned call	X		11.19.2011	11.19.2011
Vehicle Access	Ecolab Ramp Access Unavailable this Morning	Nkongo responded via email. Resolved.	X		11.21.2011	11.21.2011
Vehicle Access	Tenants Unable to Access Wells Fargo Place	Kimberly with Walsh responded via email.	X		11.23.2011	11.23.2011
Vehicle Access	Vehicle access	Rita responded to caller.	X		11.28.2011	11.28.2011
Vehicle Access	Vehicle access	Rita responded to caller.	X		11.28.2011	11.28.2011
Vehicle Access	Vehicle and pedestrian access	Dana called back and provided information.	X		11.29.2011	11.29.2011

Category	Description	Response	Responded within 24 Hours	Responded within 1 Week	Date Received	Date Responded
Civil West						
Misc	Class Project on CCLRT	Dan responded by email. Information provided.		X	11.04.2011	11.07.2011
Misc	U of M construction timeline	Request forwarded to Metro Transit Service Development for response.			11.04.2011	11.15.2011
Misc	West Bank Station	Dan responded by email. Information provided.		X	11.05.2011	11.08.2011
Misc	Walnut Crossing	Dan responded by email, information provided.	X		11.08.2011	11.09.2011
Misc	Bike Path	Dan responded by email, information provided.	X		11.09.2011	11.09.2011
Misc	Article on vibrations	Jessica Hill called back, caller stated he can feel rumbling when the steam roller is used.	X		11.10.2011	11.10.2011
Misc	Central Corridor Alignment near 29th and University	Dan responded by email, information provided.	X		11.14.2011	11.14.2011
Misc	Research Project	Dan responded by email. Information provided, referred to respective agencies regarding taxation.	X		11.17.2011	11.18.2011
Misc	Roadside assistance	Resolution not needed	X		11.20.2011	11.20.2011
Misc	Fence down	Dan contacted contractor, contractor responded to issue	X		11.27.2011	11.27.2011
Misc	University and 27th Ave Construction for Next Year	Jessica Hill called and left a voicemail.	X		11.30.2011	11.30.2011
Parking	Parking in Loading Zones in Stadium Village	Jessica Hill called back, will inform contractor of issue.	X		11.11.2011	11.11.2011
Parking	Construction Trucks Parking	AMJV notified the owners of the vehicles parked on Walnut St, north of Washington Ave.	X		11.18.2011	11.18.2011
Parking	Construction vehicles parked on Walnut north of Washington	Crew members were informed to immediately move any vehicles that were illegally parked on Walnut St.	X		11.22.2011	11.22.2011

Category	Description	Response	Responded within 24 Hours	Responded within 1 Week	Date Received	Date Responded
Parking	Construction vehicles parked on Walnut south of Washington	"No Parking" signs were posted and crews reminded that parking is not allowed on Walnut St.		X	11.23.2011	11.28.2011
Pedestrian	No ADA Accessible Ramp for Bus at Blegen Hall	Jessica called back. ADA ramp was pulled in preparation for the traffic switch.	X		11.18.2011	11.18.2011
Safety Security	Safety	AMJV switch traffic on the pedestrian deck until the lighting issue can be resolved		X	11.23.2011	11.26.2011
Traffic	Traffic	Dan reponded by email. CCPO does not plan to return traffic control agents to area.	X		11.09.2011	11.09.2011
Traffic	Traffic Light	Entered under wrong area. Should have been entered under civil east	X		11.14.2011	11.14.2011
Traffic	Vehicle access	Jessica Hill emailed back. The bridge will be open.	X		11.30.2011	11.30.2011
Traffic	Traffic	Jessica emailed back. City working on it.	X		11.30.2011	11.30.2011
Vehicle Access	Vehicle Access	Dan responded by phone, information provided.		X	11.04.2011	11.07.2011
Vehicle Access	Vehicle Access	Dan responded by phone, information provided.	X		11.14.2011	11.14.2011
Vehicle Access	Vehicle access	Dan responded by phone. Directions provided.	X		11.14.2011	11.14.2011
Vehicle Access	Vehicle access	Dan responded by phone, information provided.	X		11.14.2011	11.15.2011
Vehicle Access	Vehicle Access	Dan responded by phone, information provided.	X		11.16.2011	11.16.2011
Vehicle Access	Vehicle access	Dan responded by phone, information provided.	X		11.17.2011	11.17.2011
Vehicle Access	Vehicle Access	Dan responded to caller		X	11.28.2011	11.30.2011

Attachment B1

Summary of Past Monthly Meetings
(November 2011)

Central Corridor LRT Meeting Summary

November 2011

Date	Start Time	Meeting location and address	Group/Host	Topic/Purpose of Meeting	Stakeholder Attendees	Attendees Expected	Project Contact & Phone #
11/2/11	3:00 PM	Stassen Building, Room 2000, 600 Robert Street North, Saint Paul, MN 55146	CCPO	Capitol Area LRT Public Construction Information Meeting	general public	10	Lee, Shoua
11/2/11	12:30 PM	Council Chambers, 390 N. Robert Street. St. Paul	Transportation Accessibility Advisory Committee	Construction update	TAAC committee members. ADA community	15	Caufman, Robin
11/4/11	1:00 PM	Wells Fargo Place, 110 Wells Fargo Place, 30 East 7th Street, Management Office, St. Paul, MN 55101	Metropolitan Council	Follow Up Meeting with Wells Fargo Place	Wells Fargo Place	6	Cigolo, Nkongo
11/15/11	10:00 AM	245 Cedar Avenue S, Minneapolis, MN 55414	Met Council	West Bank CCC	West Bank CCC members	15	Pfeiffer, Daniel
11/16/11	3:00 PM	Grace University Lutheran Church, 324 Harvard Street SE, Minneapolis, MN 55414	CCPO	Minneapolis Public Construction Information Meeting (PCIM)	CCPO, AMJV, Community Members	25	Pfeiffer, Daniel
11/17/11	1:00 PM	Grace University Lutheran Church, 324 Harvard Street SE, Minneapolis, MN 55414	Met Council	East Bank/Stadium Village Construction Communication Committee	East Bank CCC members	15	Pfeiffer, Daniel
11/29/11	4:00 PM	Central Corridor Project Office, 540 Fairview Avenue North, Suite 200, Saint Paul, MN 55104	CCPO	Victoria Station Art Committee meeting - Faces of Rondo	Victoria Station Art Committee members	4	Lee, Shoua
11/1/11	6:00 PM	Prospect Park United Methodist Church 22 Orlin Avenue SE (On the corner of Orlin & Malcom)	Central Corridor Funders Collaborative	Housing Roundtable Discussions	Community leaders	40	Richardson, Mary
11/2/11	6:30 AM	Alliance Bank lobby, skyway level	City of St. Paul	Skyway reopening	BOMA, Alliance Bank Center, downtown businesses and employees	50	Caufman, Robin
11/3/11	6:00 PM	Central Corridor Resource Center 1080 University Avenue W, St Paul	Central Corridor Funders Collaborative	Housing Roundtable Discussions	Community leaders	40	Richardson, Mary

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

Laura Callaghan (651) 602-1853 Robin Caufman (651) 602-1457 Nkongo Cigolo (651) 602-1559 Dana Happel (651) 602-1954 Jessica Hill (651) 602-1840
 Shoua Lee (651) 602-1014 Dan Pfeiffer (651) 602- 1952 Rita Rodriguez (651) 602-1805 Michelle Webb (651) 602-1485

Central Corridor LRT Meeting Summary

November 2011

Date	Start Time	Meeting location and address	Group/Host	Topic/Purpose of Meeting	Stakeholder Attendees	Attendees Expected	Project Contact & Phone #
11/7/11	8:00 AM	Midway Chamber conference room, Spruce Tree Center	Commissioner Carter, Chair Haigh	Business concerns and reports	AEDA/UABA/Chamb ers	15	Caufman, Robin
11/9/11	7:30 AM	1080 University Avenue St Paul, MN	Central Corridor Funders Collaborative	Community Development Conversations	Community leaders	40	Richardson, Mary
11/17/11	12:00 PM	Hoa Bien 1129 University Ave W St Paul, MN 55104	Midway Chamber	LUNCH on the AVENUE	Corridor employees, chamber members	20	Richardson, Mary
11/29/11	4:00 PM	Chocolate Celest 652 Transfer Road, Ste 16A, St. Paul, MN 55114	Midway Chamber	Business After Hours featuring Wine & Chocolate at Chocolat Celeste	Corridor employees, chamber members	20	Richardson, Mary
11/1/11	11:30 AM	Art and Archetecture, 3338 University Avenue SE, Minneapolis, MN 55414	CCPO	Access Meeting	Property/Business Owner	3	Hill, Jessica
11/1/11	2:00 PM	Caribou Coffee, 917 Washington Avenue SE, Minneapolis, MN 55414	CCPO	Access Meeting Caribou Coffee	CCPO, AMJV, Business Manager	3	Hill, Jessica
11/1/11	3:00 PM	Tierney Brothers, 3300 University Avenue SE, Minneapolis, MN 55414	CCPO	Access Meeting Tierney Brothers	CCPO, AMJV, Business Manager	3	Hill, Jessica
11/1/11	3:00 PM	Aldine to Snelling on North Side of University Avenue West, St Paul, MN	CCPO	Sidewalk and Fry Closure Outreach	Businesses	25	Webb, Michelle
11/1/11	12:00 PM	Great Brakes, 3326 University Avenue SE, Minneapolis, MN 55414	CCPO	Access Meeting Great Brakes	Business Owner	3	Hill, Jessica
11/2/11	4:00 PM	Wells Fargo Place, 110 Wells Fargo Place, 30 East 7th Street, Management Office, St. Paul, MN 55101	Project Office	Meeting with Wells Fargo Place	Wells Fargo Place Property Management/Univel Management Corp.	5	Cigolo, Nkongo
11/3/11	1:00 PM	General Nanosystems, 3014 University Avenue SE, Minneapolis, MN 55414	CCPO	Access Meeting General Nanosystems	Business Owner, CCPO, AMJV	3	Hill, Jessica
11/3/11	1:00 PM	Midway Books, 1579 University Avenue, St. Paul, MN 55104	ccpo	site visit to discuss sidewalk access	business Owners	5	Rodriguez, Rita

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

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 Shoua Lee (651) 602-1014 Dan Pfeiffer (651) 602- 1952 Rita Rodriguez (651) 602-1805 Michelle Webb (651) 602-1485

Central Corridor LRT Meeting Summary

November 2011

Date	Start Time	Meeting location and address	Group/Host	Topic/Purpose of Meeting	Stakeholder Attendees	Attendees Expected	Project Contact & Phone #
11/3/11	1:30 PM	Twin City Janitor, 2345 University Avenue	ccpo	Site Visit to discuss Construction Trucks on street parking and blocking delivery doors	Business Owner	2	Rodriguez, Rita
11/3/11	2:00 PM	Houses on Sherburne between Snelling and Hamline, St Paul, MN 55104	CCPO	Flyering Houses about Overnight Work	Residents on Sherburne		Webb, Michelle
11/3/11	2:00 PM	Punch Pizza, 802 Washington Avenue SE, Minneapolis, MN 55141	CCPO	Access Meeting Punch Pizza	Business Owner and Manager	5	Hill, Jessica
11/3/11	3:30 PM	Fraser, 3333 University Avenue SE, Minneapolis, MN 55414	Fraser	Fraser- recap of planning	New director of Fraser, CCPO	3	Hill, Jessica
11/3/11	12:15 PM	AxMans	CCPO/AxMan	Sidewalk replacement process	Business owner	2	Caufman, Robin
11/4/11	10:00 AM	WE Morwey, 1435 University Avenue, St. Paul, MN	ccpo	site visit to discuss areaway and water drainage	Business Owner	3	Rodriguez, Rita
11/4/11	11:00 AM	Mercil's, 630 Washington Avenue SE, Minneapolis, MN 55414	CCPO	Mercil's Auto Driveway and Vault	AMJV, CCPO, Property Owner	4	Hill, Jessica
11/7/11	1:00 PM	Spire, 3117 University Avenue SE, Minneapolis, MN 55414	CCPO	Access Meeting Spire Co-op	Property Manager, AMJV, CCPO	3	Hill, Jessica
11/7/11	1:00 PM	506 Cedar Street, Saint Paul, MN 55101	Metropolitan Council	Preconstruction Survey	St. Louis King of France Church	6	Cigolo, Nkongo
11/7/11	11:00 AM	500 Cedar Street, Saint Paul, MN 55101	Metropolitan Council	Preconstruction Survey	Central Presbyterian Church	6	Cigolo, Nkongo
11/8/11	1:00 PM	26 Exchange Street, Saint Paul, MN 55101	Metropolitan Council	Preconstruction Survey	Exchange Building	6	Cigolo, Nkongo
11/8/11	8:30 AM	506 Cedar Street, Saint Paul, MN 55101	Metropolitan Council	St. Louis King of France Church-Preconstruction Survey	St. Louis King of France Church	8	Cigolo, Nkongo
11/9/11	8:30 AM	500 Cedar Street, Saint Paul, MN 55101	Metropolitan Council	Central Presbyterian Church-Preconstruction Survey	Central Presbyterian Church	6	Cigolo, Nkongo
11/9/11	10:00 AM	80 Western Avenue, Saint Paul, MN 55103	Edina Realtors Association	Edina Realtors Association	Edina Realtors Association	40	Lee, Shoua

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

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Central Corridor LRT Meeting Summary

November 2011

Date	Start Time	Meeting location and address	Group/Host	Topic/Purpose of Meeting	Stakeholder Attendees	Attendees Expected	Project Contact & Phone #
11/10/11	10:00 AM	1578 University Avenue, Saint Paul, MN 55104	Beth Mahalla, facilities manager	American Bank - irrigation heads	Beth Mahalla	1	Lee, Shoua
11/10/11	4:00 PM	540 Fairview Ave N, Suite 2/3, St Paul, MN 55104	CCPO	Construction Communication Committee Meeting	CCC Members		Webb, Michelle
11/15/11	11:30 AM	Andersen Human Services Building, 540 Cedar Street, St. Paul, MN 55101	Department of Human Services-Continuity Planning	Department of Human Services-Continuity Planning	Department of Human Services	30	Cigolo, Nkongo
11/16/11	10:00 AM	First National Bank, Rick's Office, 332 Minnesota St., St. Paul, MN 55101	Metropolitan Council	Meeting with Rick Rossie to Discuss Areaway Plans and Construction for the 1st National Bank	First National Bank (332 Minnesota St.)	4	Cigolo, Nkongo
11/16/11	6:00 PM	Dar Al Quba, 1501 S. 6th Street, Minneapolis, MN, 55414	West Bank Community Coalition monthly meeting	West Bank Community Coalition	Community Members	25	Pfeiffer, Daniel
11/17/11	10:00 AM	Saint Paul Area Chamber of Commerce, 401 Robert Street, Executive Room, St. Paul, MN 55101	CCPO	Construction Communication Committee Meeting	Construction Communication Committee members	15	Happel, Dana
11/17/11	10:30 AM	825 Washington Avenue SE, Minneapolis, MN, 55414	CCPO & AMJV	Segment 5 Access Meeting Campus Pizza	Business Owner, CCPO, AMJV	3	Pfeiffer, Daniel
11/17/11	11:30 AM	Tea Garden, 825 Washington Avenue SE, Minneapolis, 55414	CCPO	Segment 5 Access Meeting Tea Garden	CCPO Outreach, AMJV, Business Manager	3	Pfeiffer, Daniel
11/17/11	1:00 PM	see details below	ccpo	Conference call with MPR	MPR	1	Happel, Dana
11/17/11	2:30 PM	University Hotel Minneapolis, 615 Washington Avenue SE, MN, 55454	Monthly Stadium Village Commercial Association Meeting	Stadium Village Commercial Association	Stadium Village Businesses, CCPO Outreach	20	Pfeiffer, Daniel
11/17/11	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
11/17/11	12:30 PM	Burger King, 935 Washington Avenue S, Minneapolis, MN 55414	CCPO	Access Meeting- Burger King	CCPO, AMJV, Burger King Regional Manager	4	Hill, Jessica
11/21/11	9:00 AM	CSL Plasma, 1026 Washington Avenue SE, Minneapolis, MN,	CCPO	Segment 5 Access Meeting	CCPO Outreach, AMJV, Business	3	Pfeiffer, Daniel

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

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Central Corridor LRT Meeting Summary

November 2011

Date	Start Time	Meeting location and address	Group/Host	Topic/Purpose of Meeting	Stakeholder Attendees	Attendees Expected	Project Contact & Phone #
		55454			Management		
11/21/11	1:00 PM	Genesis II, 3036 University Avenue SE, Minneapolis, MN 55414	CCPO	Access Meeting Genesis II	Business Director, CCPO, AMJV	3	Hill, Jessica
11/21/11	12:30 PM	CorePower Yoga, 825 Washington Avenue SE, Minneapolis, MN, 55414	CCPO	Segment 5 Access Meeting- CorePower Yoga	CCPO Outreach, AMJV Outreach, Business Manager	3	Pfeiffer, Daniel
11/22/11	9:00 AM	Quiznos, 929 Washington Avenue SE, Minneapolis, MN, 55454	CCPO	Segment 5 Access	CCPO Outreach, AMJV, Business Manager	3	Pfeiffer, Daniel
11/22/11	10:30 AM	Darque Tan, 919 Washington Avenue SE, Minneapolis, MN, 55454	CCPO	Segment 5 Access	CCPO Outreach, AMJV, Business Manager	3	Pfeiffer, Daniel
11/22/11	11:00 AM	Hong Kong Noodle, 901 Washington Avenue SE, Minneapolis, MN, 55454	CCPO	Segment 5 Access	CCPO Outreach, AMJV, Business Manager	3	Pfeiffer, Daniel
11/22/11	11:30 AM	Sheffield's Floral, 807 Washington Avenue SE, MN, 55454	CCPO	Segment 5 Access Meeting Sheffield's Floral	CCPO Outreach, AMJV, Business Owner	3	Pfeiffer, Daniel
11/22/11	1:00 PM	Alliance Clinic, 3329 University Avenue SE, Minneapolis, MN 55414	CCPO	Access Meeting- Alliance Clinic	Center Manager, AMJV, CCPO	3	Hill, Jessica
11/22/11	2:30 PM	Chipotle, 800 Washington Avenue SE, Minneapolis, MN, 55454	CCPO	Segment 5 Access	CCPO Outreach, AMJV, Business Manager	3	Pfeiffer, Daniel
11/22/11	3:30 PM	Leo's Burritos, 921 Washington Avenue SE, Minneapolis, MN, 55454	CCPO	Segment 5 Access	CCPO Outreach, AMJV, Business Owner	3	Pfeiffer, Daniel
11/22/11	12:00 PM	700 Raymond Ave., Minnesota Literacy Council in suite # 180.	Midway Chamber of Commerce	Project update	Corridor businesses, leaders	15	Caufman, Robin
11/23/11	12:30 PM	Rondo Community Library, 461 North Dale Street, Saint Paul 55103	Alliance for Metropolitan Stability	Central Corridor Small Business Forum	small business advocates, business owners, public	20	Lee, Shoua

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

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Central Corridor LRT Meeting Summary

November 2011

Date	Start Time	Meeting location and address	Group/Host	Topic/Purpose of Meeting	Stakeholder Attendees	Attendees Expected	Project Contact & Phone #
11/28/11	9:00 AM	Textile Center, 3000 University Avenu SE, Minneapolis, MN 55414	CCPO	Access Meeting- Textile Center	Manager, CCPO, AMJV	3	Hill, Jessica
11/29/11	8:00 AM	540 Cedar Street, St. Paul, MN 55101	HeathEast Care System	Fitzgerald Park Block Club Meeting	Downtown Businesses	30	Cigolo, Nkongo
11/29/11	10:30 AM	CCPO-Open-Office	CCPO	Segment 5 Access Meeting- Stadium Village Plaza	CCPO Outreach, AMJV, Property Owner	4	Pfeiffer, Daniel
11/29/11	1:30 PM	Raising Canes, 825 Washington Avenue SE, Minneapolis, MN, 55454	CCPO	Segment 5 Access Meeting	CCPO Outreach, AMJV, Business Manager	3	Pfeiffer, Daniel
11/30/11	10:00 AM	CCPO-Room-4, 540 Fairview Ave N, Suite 200, St Paul, MN 55104	CCPO	Meeting to discuss Midway Shopping Center concerns	Midway Shopping Center Owners/Managers	7	Rodriguez, Rita

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

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Attachment B2

Summary of Upcoming Monthly Meetings

(December 2011)

Central Corridor LRT Meeting Summary

December 2011 Upcoming meetings

Date	Start Time	Meeting location and address	Group/Host	Topic/Purpose of Meeting	Stakeholder Attendees	Attendees Expected	Project Contact & Phone #
12/1/11	2:00 PM	Grace University Lutheran Church, 324 Harvard Street SE, Minneapolis, MN 55414	Met Council – CCC	East Bank/Stadium Village Construction Communication Committee	East Bank CCC members	15	Pfeiffer, Daniel
12/7/11	5:30 PM	289 E 5th St, Suite 202, Saint Paul, MN 55101	Met Council – OMF	OMF Task Force-Brick Selection	Lowertown Stakeholders/OMF Task Force Members	15	Cigolo, Nkongo
12/8/11	4:00 PM	540 Fairview Ave N, Suite 200, Room 2/3, St Paul, MN 55104	Met Council – CCC	Construction Communication Committee Meeting	CCC Members	20	Webb, Michelle
1/4/12	3:30 PM	Stassen Building, Room 2000, 600 Robert Street North, Saint Paul 55146	Met Council – CCC	Capitol Area Construction Communication Committee (Quarterly Contractor Evaluation Meeting)	committee members	4	Lee, Shoua
1/12/12	2:00 PM	Grace University Lutheran Church, 324 Harvard Street SE, Minneapolis, MN 55414	Met Council – CCC	East Bank/Stadium Village Construction Communication Committee	East Bank CCC members	15	Pfeiffer, Daniel
1/17/12	10:00 AM	245 Cedar Avenue S, Minneapolis, MN 55414	Met Council – CCC	West Bank CCC	West Bank CCC members	15	Pfeiffer, Daniel
1/26/12	2:00 PM	Grace University Lutheran Church, 324 Harvard Street SE, Minneapolis, MN 55414	Met Council - CCC	East Bank/Stadium Village Construction Communication Committee	East Bank CCC members	15	Pfeiffer, Daniel
12/1/11	12:00 PM	Peking Garden at 1488 University Ave W ST Paul, MN 55104	Midway Chamber	Lunch on the Avenue	Corridor employees, chamber members	30	Richardson, Mary
12/7/11	9:00 AM		Hamline	How Can Colleges Support Central Corridor Neighborhoods	Business organizations	30	Richardson, Mary
12/1/11	1:00 PM	Wells Fargo Place, 110 Wells Fargo Place, 30 East 7th Street, Suite 175, St. Paul, MN 55101	CCPO	Cedar Street Construction Update meeting	Cedar Street Property managers	15	Happel, Dana
12/1/11	12:45 PM	Stub and Herb's Bar, 227 Oak Street, Minneapolis, MN, 55454	CCPO	Segment 5 Access	CCPO Outreach, AMJV, Business Management	3	Pfeiffer, Daniel
12/2/11	9:00 AM	US Bank, 101 East 5th Street, Suite 240, St. Paul, MN 55101	CapitolRiver Council	Skyway Committee Meeting-Skyway/Bremar Building	Skyway Committee Members	15	Happel, Dana

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

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Central Corridor LRT Meeting Summary

December 2011 Upcoming meetings

Date	Start Time	Meeting location and address	Group/Host	Topic/Purpose of Meeting	Stakeholder Attendees	Attendees Expected	Project Contact & Phone #
				update			
12/5/11	11:00 AM	Hong Kong Noodle, 901 Washington Avenue SE, Minneapolis, MN 55414	CCPO	Access Meeting- Hong Kong Noodle	Business Owner, Manager, CCPO, AMJV	4	Hill, Jessica
12/8/11	12:00 PM	TDB	CCPO	Meeting With Farmers' Market to Discuss Parking Reimbursement	Farmers' Market-Saint Paul Businesses	4	Cigolo, Nkongo
12/12/11	2:00 PM	Central Corridor Project Office, 540 Fairview Avenue, Suite 200, Saint Paul, MN 55104	Asian Economic Development Association	LRT Station Identity	Va-Megn Thoj, AEDA	2	Lee, Shoua
12/15/11	2:00 PM	Leo's Burritos, 921 Washington Avenue SE, Minneapolis, MN 55414	Stadium Village Commercial Association Monthly meeting	Stadium Village Commercial Association	Business Owners	25	Pfeiffer, Daniel
12/15/11	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
12/21/11	6:00 PM	Dar Al Quba, 1501 S. 6th Street, Minneapolis, MN, 55414	West Bank Community Coalition monthly meeting	West Bank Community Coalition	Community Members	25	Pfeiffer, Daniel
12/29/11	1:00 PM	Wells Fargo Place, 110 Wells Fargo Place, 30 East 7th Street, St. Paul, MN 55101	CCPO	Cedar Street Construction Update meeting	Cedar Street Property Management	15	Happel, Dana
1/18/12	6:00 PM	Dar Al Quba, 1501 S. 6th Street, Minneapolis, MN, 55414	West Bank Community Coalition monthly meeting	West Bank Community Coalition	Community Members	25	Pfeiffer, Daniel
1/19/12	2:30 PM	University Hotel Minneapolis, 615 Washington Avenue SE, MN, 55454	Monthly Stadium Village Commercial Association Meeting	Stadium Village Commercial Association	Stadium Village Businesses, CCPO Outreach	20	Pfeiffer, Daniel
1/19/12	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
1/23/12	8:00 AM	Spruce Tree Center, 1600 University Avenue	Commissioner Toni Carter	Business roundtable	business representatives.	10	Caufman, Robin
2/15/12	6:00 PM	Dar Al Quba, 1501 S. 6th Street, Minneapolis, MN, 55414	West Bank Community Coalition monthly meeting	West Bank Community Coalition	Community Members	25	Pfeiffer, Daniel

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

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Central Corridor LRT Meeting Summary

December 2011 Upcoming meetings

Date	Start Time	Meeting location and address	Group/Host	Topic/Purpose of Meeting	Stakeholder Attendees	Attendees Expected	Project Contact & Phone #
2/16/12	2:30 PM	University Hotel Minneapolis, 615 Washington Avenue SE, MN, 55454	Monthly Stadium Village Commercial Association Meeting	Stadium Village Commercial Association	Stadium Village Businesses, CCPO Outreach	20	Pfeiffer, Daniel
2/16/12	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
3/12/12	12:00 PM	The Saint Paul Hotel	St. Paul Building Owners and Managers	Project updates, 2012 construction	St. Paul businesses and property managers	100	Caufman, Robin
3/15/12	2:30 PM	University Hotel Minneapolis, 615 Washington Avenue SE, MN, 55454	Monthly Stadium Village Commercial Association Meeting	Stadium Village Commercial Association	Stadium Village Businesses, CCPO Outreach	20	Pfeiffer, Daniel

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

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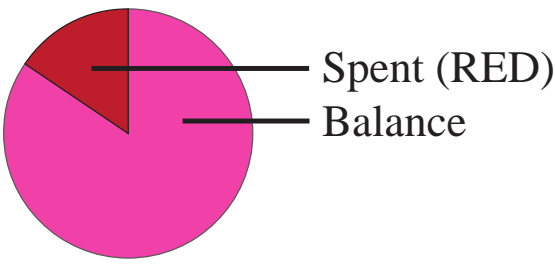
Attachment C
CCLRT Business Mitigation Fund
October 2011 Status Report

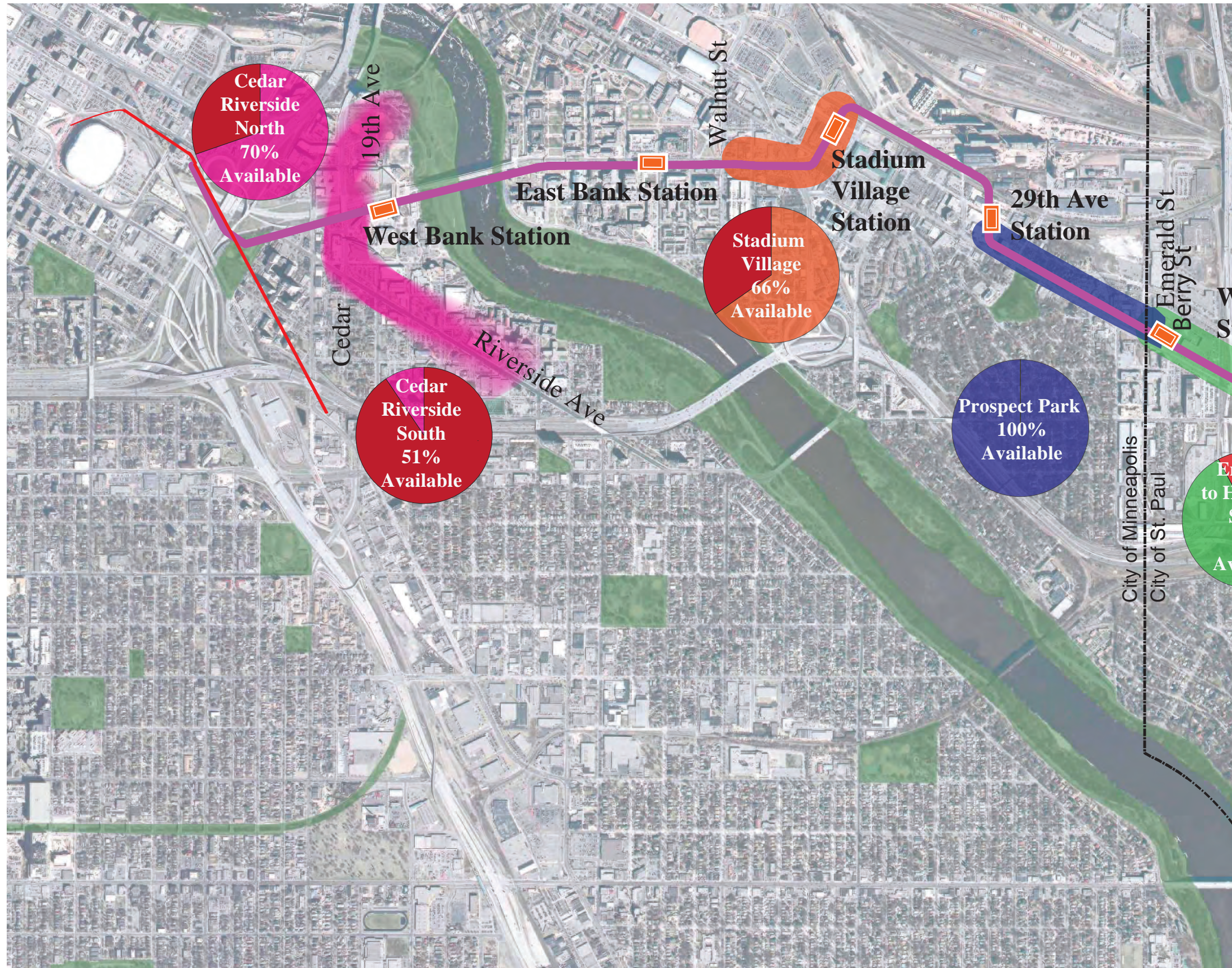
CCLRT Business Support Fund November 2011 Status Report







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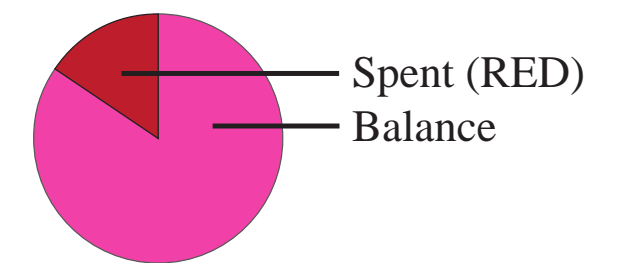
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- Stadium Village
- Prospect Park
- Emerald-Hampden
- Hampden-Aldine
- Aldine-Syndicate
- Syndicate-Rice
- Lowertown

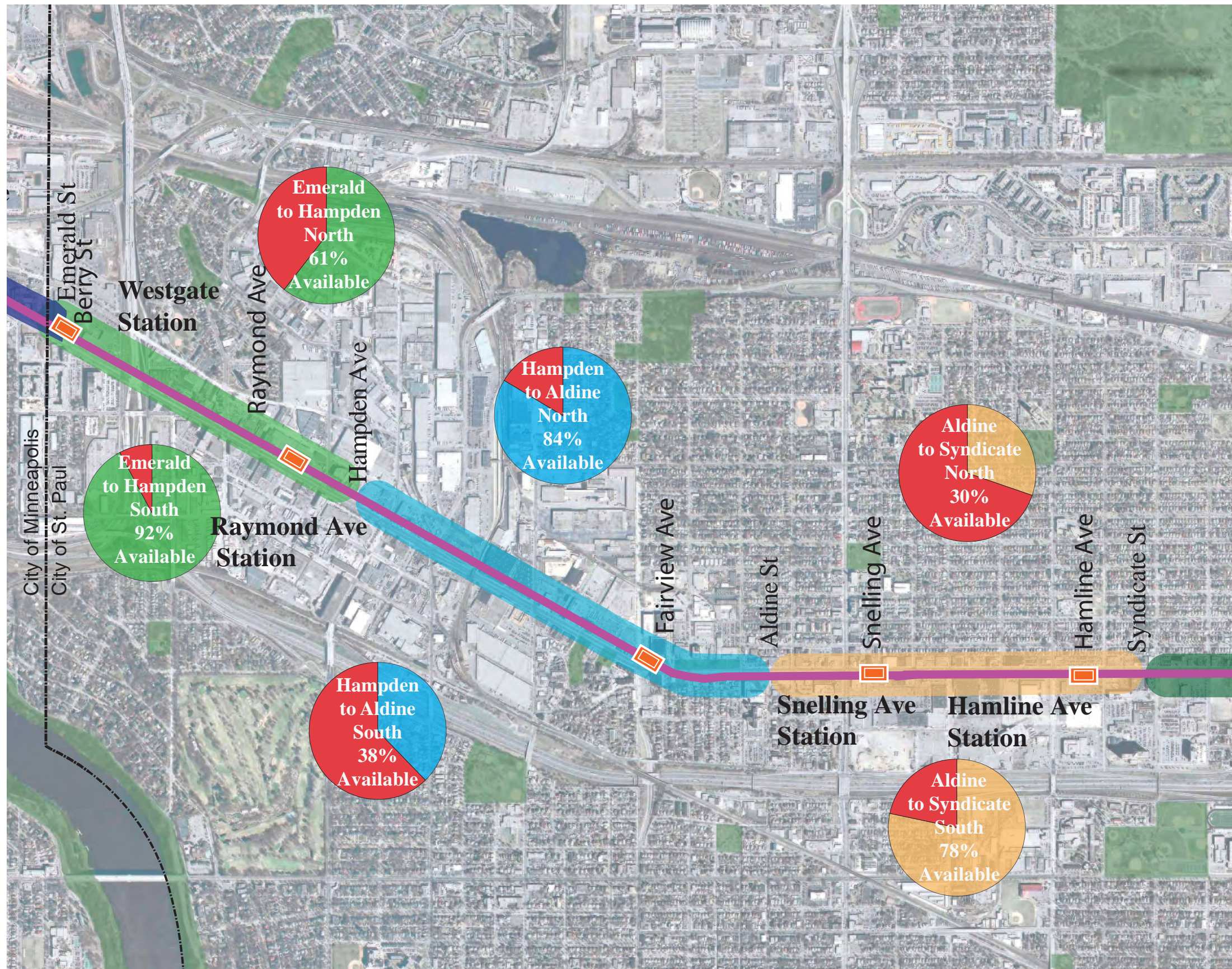




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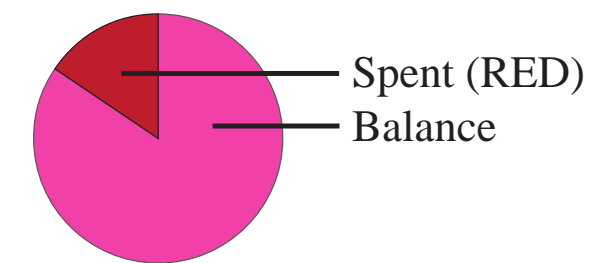
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-  Aldine-Syndicate
-  Syndicate-Rice
-  Lowertown





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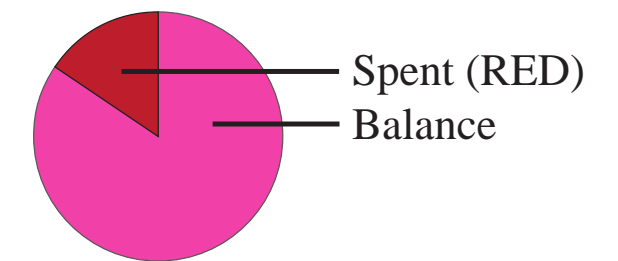
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-  Prospect Park
-  Emerald-Hampden
-  Hampden-Aldine
-  Aldine-Syndicate
-  Syndicate-Rice
-  Lowertown

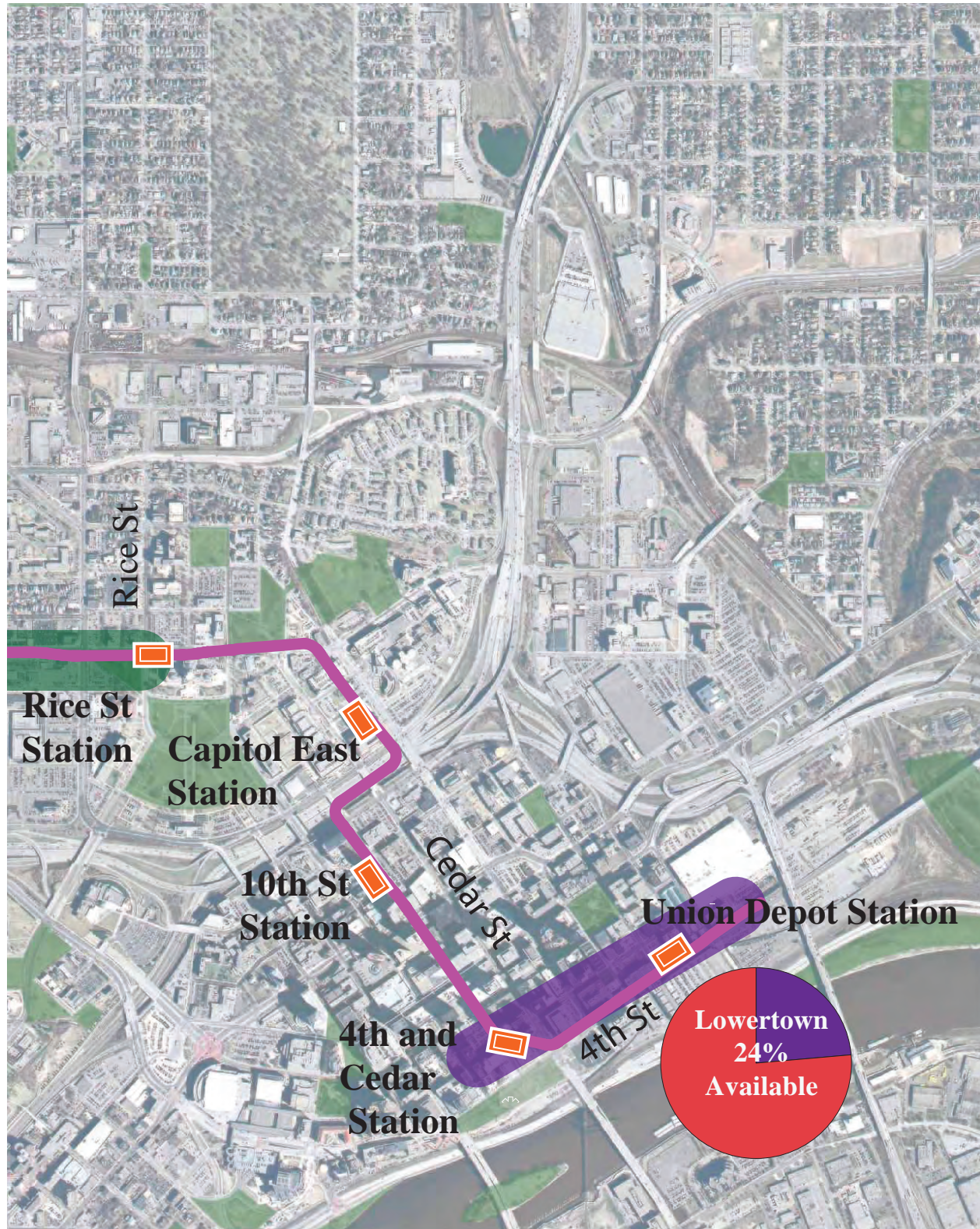




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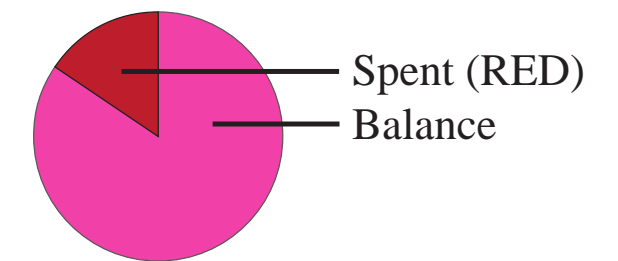
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-  Prospect Park
-  Emerald-Hampden
-  Hampden-Aldine
-  Aldine-Syndicate
-  Syndicate-Rice
-  Lowertown





LEGEND

-  Cedar-Riverside
-  Stadium Village
-  Prospect Park
-  Emerald-Hampden
-  Hampden-Aldine
-  Aldine-Syndicate
-  Syndicate-Rice
-  Lowertown



Attachment D

Business Improvement / Expansion Fund

Quarterly Report

(U7 to Living Cities)

October 2011 Interim Report

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

Isabel Broyld,
U7 Project Manager

This interim progress report contains the following information:

1. Outline of original goals and objectives as stated in original proposal and describe progress toward achieving them.
Progress achieving grant outputs and outcomes; in particular:
 - a. Number of businesses assisted
 - b. Number of façade matching grants issued
 - c. Number of small business loans issued.
2. Describe the actual communities reached during the grant period. Please report on demographics such as race/ethnicity, gender, or geographic location.
3. A. Describe any unanticipated results, either positive or negative, associated with this grant.
- 3 B. Given your results, what changes will you make?
4. What lessons did your organization learn as a result of this grant?
5. If this is an ongoing project/program, describe your plans for sustaining it beyond this grant.
6. The amount of grant funds remaining as of reporting date.

The Living Cities full grant period is from January 1, 2011 to December 31, 2011.

This Interim Report covers January 1, 2011 to September 31, 2011

1. Outline of original goals and objectives as stated in original proposal and describe progress toward achieving them.

Goal: Stabilizes small businesses at risk of disruption from construction

Objective 1: With Living Cities resources (in 2011)- 20 small businesses (not previously engaged with U7 in 2009 or 2010) **have received assistance from the U7 Project**

Overall, (in 2011) the U7 Project will provide TA to 60 small businesses (not previously engaged with U7 in 2009 or 2010)

Objective 2: With Living Cities resources (in 2011) - 4 small businesses have used the U7 4:1 façade matching grants to make large, visible and high impact façade improvements.

Overall, the U7 Project will provide 8 small businesses with 4:1 façade matching grants for project that cost approximately \$10,000 each.

Objective 3: In 2011, approx. \$200,000 of loan resources have been deployed to small businesses to expand their businesses or to establish building ownership.

Progress achieving grant outputs and outcomes; in particular:

- a. **Objective 1:** Number of businesses assisted

In total, NDC and U7 have provided 1767.5 hours of one-on-one services to over 170 Central Corridor businesses since January 1, 2011, to September 30, 2011. Of this number, 62 businesses were not previously working with U7. Please Note: There are many other businesses that have received U7 services through the Ready for Rail Forgivable Loan Program that we have yet to capture completely. The Ready for Rail Forgivable Loan Program is being administered by NDC, but U7 Staff, Interns and Consultants provide deep technical assistance on accounting pieces for several clients. The numbers are forthcoming; however, they were not compiled in time for this report.

- b. **Objective 2:** Number of façade matching grants issued

Façade Improvement Grants: To date, U7 has not expended any of the dollars in the façade improvement program. However, the program has been promoted to all U7 businesses on the façade improvement waiting list (Please see attachment of U7 Façade Improvement Flyer). U7 has received **7** Letters of Interest from business owners to date.

Two businesses have proceeded with completing the façade improvement application, and those completed applications have been received by U7. The two complete application come from businesses located in the priority target area from Rice and Lexington along University Avenue. The next step in the process is to have the U7 staff review the work plan that is being proposed for each of the two projects, make recommendations and then present those projects to the U7 Façade Improvement Committee, which is made up of the U7 Board of Directors. U7 hopes to approve at least 3 façade programs before the end of December 2011.

c. **Objective 3:** Number of small business loans issued.

Funds Expended to Date	Number of Potential Projects being Investigated	Number of Inquires Received to Date	\$ Value of Potential Projects Received to Date	Number of Projects Approved to Date	\$ Value of Approved Projects to Date	Number of Projects Denied to Date	\$ Value of Projects Denied to Date
None	10	3	\$275,000	None	NA	None	NA

The **3** projects the NDC Loan Officers are currently moving through the building owners/business expansion loan and façade improvement application process involve:

- A vacuum business on the 600 block of University that is interested in a business expansion loan and a major façade improvement project.
- A Cambodian restaurant on the 400 block of University that is interested in a business expansion, building ownership and façade improvement project.
- A grocery/health store on the 300 block of University that is interested in a business expansion and façade improvement project.

So far, all the projects moving through to a loan application are concentrated in the priority target area of Rice and Lexington along University Avenue.

Two of the three businesses that we are assisting through the loan and façade improvement application process are Asian owned businesses. In conjunction to working with U7 and NDC on these projects, these two Asian businesses are also working with the Asian Economic Development Association (AEDA) to on their façade improvements. Through AEDA, the business owners will be able to have façade improvements that reflect their Asian background. This is a very exciting and unexpected occurrence. AEDA is able, through their own resources, to cover the cost of architectural drawings – an item that U7/NDC cannot cover through the façade improvement program. In partnership with AEDA, NDC and U7 will be able to assist the Little Mekong marketing district project to move forward.

2. Describe the actual communities reached during the grant period. Please report on demographics such as race/ethnicity, gender, or geographic location.

In total, NDC and U7 have provided **1767.50 hours** of one-on-one services to over **170** Central Corridor businesses since January 1, 2011, to September 30, 2011. Currently, the demographic breakdown of NDC and U7 clients within the Central Corridor is as follows:

African	26
African American	25
Asian	40
White	30
Unknown	43 (survey's have not been complete for this businesses)

The geographic communities NDC and U7 operate within, along the Central Corridor, are very diverse and unique from one another. From Lowertown and Downtown St. Paul on one end, to Frogtown (including historic Rondo), Hamline-Midway, Summit-U, St. Anthony Park and Prospect Park on the other. Each neighborhood has similarities – a mix of homes, apartments and businesses, but these areas are primarily different from one-another demographically and economically.

Briefly, here is the general breakdown some of the various neighborhoods along the Central Corridor according to the last census:

FROGTOWN - race and ethnicity* (2010) – Includes the North side of University from Rice to Lexington

White	21.1%
Black or African American	29.8%
American Indian and Alaska Native	1.1%
Asian or Pacific Islander	34.1%
Other race	0.3%
Two or more races	3.9%
Hispanic or Latino	9.6%

HAMLIN-MIDWAY - race and ethnicity* (2010) – Includes Northside of University from Lexington to Transfer Road

White	68.8%
Black or African American	15.0%
American Indian and Alaska Native	0.9%
Asian or Pacific Islander	5.3%
Other race	0.2%
Two or more races	3.6%
Hispanic or Latino	6.2%

ST. ANTHONY PARK - race and ethnicity* (2010) – Includes North side of University from Transfer Road to Hwy. 280

White	74.0%
Black or African American	8.6%
American Indian and Alaska Native	0.6%
Asian or Pacific Islander	11.0%
Other race	0.2%
Two or more races	2.4%
Hispanic or Latino	3.2%

SUMMIT-UNIVERSITY - race and ethnicity* (2010) – Includes the South side of University from Marion to Lexington

White	46.1%
Black or African American	35.0%
American Indian and Alaska Native	0.7%
Asian or Pacific Islander	9.8%

Other race	0.2%
Two or more races	3.5%
Hispanic or Latino	4.6%

UNION PARK - race and ethnicity* (2010) – Includes South side of University from Lexington to St. Paul Boarder with Mpls.

White	77.8%
Black or African American	11.1%
American Indian and Alaska Native	0.5%
Asian or Pacific Islander	3.2%
Other race	0.1%
Two or more races	2.9%
Hispanic or Latino	4.4%

Note: all the data above on census numbers comes from MN Compass.

NDC and U7 have provided services to the following small business owners, according to race or ethnicity:

3. A. Describe any unanticipated results, either positive or negative, associated with this grant.

We did not anticipate that the façade grant program would take so long to finalize. However, we have been up and running and promoting the program since September 2011.

Also, we did not anticipate that we would not have approved a loan at this point in the year. However, three strong and promising applications are being prepared by the business owners and the NDC Loan Staff. It is rewarding to go out and discuss these types of loan products and opportunities with the small businesses along the Central Corridor.

We did anticipate the increase in U7's one-on-one technical assistance work this year.

3 B. Given your results, what changes will you make?

NDC and U7 feel comfortable with the progress made since September 2011 on both the loan and façade improvement programs. At this point, all seems to be moving along. The exact time to begin each of the programs was not anticipated, but we are catching up quickly. It is too soon to tell if any modification in the implementation of the programs “on the ground” is needed.

4. What lessons did your organization learn as a result of this grant?

NDC and U7 honestly have not had the space to give this question its due. The staff needs to provide this insight prior to the end of this calendar year. By the final report the lessons learned will be shared.

5. If this is an ongoing project/program, describe your plans for sustaining it beyond this grant.

Due to concerns of the potential gentrification of University Avenue along the Central Corridor, NDC is dedicated to finding and securing resources and mechanisms to accomplish the goal of proving affordable financing to small businesses along the Central Corridor to grow and expand their businesses and attain ownership of buildings/space along the corridor. Through the business expansion and building ownership projects accomplished with the resources from Living Cities, we hope to show the philanthropic and banking community the positive outcomes of these types of affordable financing for small business, as well as the positive impacts of the results along the Central Corridor and within the local business community. Also, NDC staff have become increasing educated on how and when to leverage loan dollars with Small Business Administration 504 and other programs for an increased impact and larger projects.

In addition, NDC and its U7 Partners will continue to secure resources to accomplish façade improvement programs for the Central Corridor. Greater Frogtown CDC and Sparc have increased their ability to raise dollars to expand their respective façade programs. U7 Partners value the availability of such resources and are planning ways to establish a longer-term façade improvement strategy with other non-profits like Asian Economic Development Association and The World Cultures Heritage District project.

6. The amount of grant funds remaining as of reporting date.

The amount of grant funds remaining as of reporting date – September 31, 2011.

As of July 15, 2011, Neighborhood Development Center (NDC) and U7 has received a total of \$183,000 of grant dollars. Of those dollars:

- U7 received \$49,000 for façade improvement grants to be issued along the Central Corridor for small business.
- NDC received \$100,000 of grant resources to place in a Loan Loss Reserve Fund that supports the Program Related Investments loan dollars to be utilized between two loan products: building ownership and business expansion.
- The remaining resources of \$33,500 are for the administration cost incurred by NDC.

NDC/U7 spent to date:

- None for Façade Improvement – on hand (not yet spent)
- Loan Loss Reserve Fund – Deposited to a blocked account
- \$33,500 for NDC Operations – A quarter of the funds has been spent. The expenditures are being used to support Loan Officers, Real Estate Officer, and the coordination of the loan funds guidelines and development of a loan committee, with real estate expertise.

Attachments:

- NDC/U7 Financial Statement
- List of Additional Funders
- U7 Façade Improvement Flyer
- NDC Business Expansion and Building Ownership Flyer

Attachment E
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:**

NDC/U7 Rondo Workshops	# of Times Offered
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); 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

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



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

Attachment F

Outreach Coordinators

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, Prospect Park

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, Capitol/Rice St, Robert St

Downtown St. Paul- I94 to Lowertown
Stations: 10th St, Central, Union Depot



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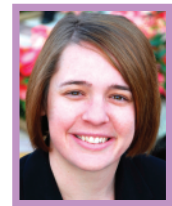
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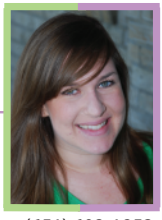
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