



City of Pine Island

250 South Main Street
P.O. Box 1000 * Pine Island, Minnesota 55963
Telephone 507-356-4591
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Dear Pine Island Business Owner/Manager

November 27th, 2006 AD

This is the Main Street project portfolio designed to share with you our Main Street Business owners/managers the latest information the City of Pine Island has on this important project. Project plans and specifications are now available to contractors and the bid opening will take place at 10:00 am on December 12th at City Hall. Details of project scheduling and sequencing will be determined following the award of the contract which will take place in late January 2007.

We ask that you read this information and share it with your employees and customers as the project begins. It is critical that we work together in a spirit of cooperation to provide you with the most accurate information on this project before, during, and after construction is completed.

We have included the name and telephone number of the project supervisor Craig Britton of QED Engineering, and contact information for City Administrator, City Public Works Department, City Mayor, County Public Works Department and County Commissioner.

There will be weekly construction meetings held at City Hall throughout the project. Meeting times will be made available to you as they are announced. These meetings are open to the public and are designed to inform you of project progress and address any last minute items you may have.

During project construction Craig Britton is the main contact person in the field, and if there are issues or on site changes relating to temporary access to your business, and signage leading up to the same, please get in touch with Craig.

We ask that you share with us any information about special events, deliveries, and or special access needs to your business for people with disabilities, so that we can accommodate your business needs to the best of our abilities.

We promise that once this project is completed you will be proud of the results and of your contributions to the success of this important investment in Pine Island's Historic Main Street.

Sincerely,

Project Team

Abraham G. Algadi, City Administrator
Mark Swarthout, Director Public Works
Craig Britton, Project Engineer / Project Supervisor