



[Crystal \(Minn.\).](#)
[City Council Minutes and Agenda Packets.](#)

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COUNCIL AGENDA

April 21, 1987

Pursuant to due call and notice thereof, the Regular meeting of the Crystal City Council was held on April 21, 1987, at 7:00 P.M., at 4141 Douglas Drive, Crystal, Minnesota. The Secretary of the Council called the roll and the following were present:

Councilmembers

P Langsdorf
P Rygg
P Moravec
P Smothers
P Aaker
P Leppa
P Herbes

Staff

P Irving
P Kennedy
P Olson
P Monk
P Peterson
P Deno
P George

The Mayor led the Council and the audience in the Pledge of Allegiance to the Flag.

The City Council considered the minutes of the regular City Council meeting of April 7, 1987.

Moved by Councilmember Im. and seconded by Councilmember Lang. to
(approve) (approve, making the following exceptions: _____ to)
the minutes of the regular Council meeting of April 7, 1987.

Motion Carried.

CONSENT AGENDA

1. Set 7:00 P.M., or as soon thereafter as the matter may be heard, May 5, 1987, as the date and time for a public hearing at which time the City Council will sit as a Board of Adjustments and Appeals to consider a request from Craig R. Lewis for a variance of 30' in the required 40 ft. rear yard setback and 10' in the required 30' side street sideyard setback for construction of a 34'x26' detached garage at 4801 Louisiana Avenue North.
2. Set 7:00 P.M., or as soon thereafter as the matter may be heard, May 5, 1987, as the date and time for a public hearing at which time the City Council will sit as a Board of Adjustments and Appeals to consider a request from James & Pamela Williams for a variance of 2 feet in the required 5' side yard setback to build a 10'x25' attached garage to the existing house at 5208 Quail Avenue North.
3. Set 7:00 P.M., or as soon thereafter as the matter may be heard, May 5, 1987, as the date and time for a public hearing at which time the City Council will sit as a Board of Adjustments and Appeals to consider a request from Brutger Companies, Inc. for a variance in minimum density, a variance in the required number of off-street parking spaces, a variance in the rear yard setback and a variance in prohibiting parking in the front and sideyard setbacks for the proposed elderly housing at 6315 - 55th Avenue North.
4. Set 7:00 P.M., or as soon thereafter as the matter may be heard, May ⁵~~19~~, 1987, as the date and time for a public hearing at which time the City Council will sit as a Board of Adjustments and Appeals to consider a request from Chalet Company Limited for a variance to allow the expansion of a non-conforming building to permit a 40'x70' addition to the existing building and to grant a variance of 14 parking spaces in the required 45 parking spaces at 3357 Vera Cruz Avenue North.
5. Set 7:00 P.M., or as soon thereafter as the matter may be heard, May 19, 1987, as the date and time for a public hearing at which time the City Council will consider tentative approval of the proposed plat J.J.J. Estates located at 5401 West Broadway.
6. Consideration of a gambling license for Cystic Fibrosis Foundation at Nicklows, 3516 North Lilac Drive.

Moved by Councilmember Herke and seconded by Councilmember Rygg to remove items _____, _____, _____, _____, and _____ from the Consent Agenda.
Motion Carried.

Moved by Councilmember Herke and seconded by Councilmember Rygg to approve the Consent Agenda.

Motion Carried.

April 21, 1987

REGULAR AGENDA

1. It being 7:00 P.M., or as soon thereafter as the matter may be heard, Mayor Aaker declared this was the date and time as advertised for a public hearing at which time the City Council will consider storm sewer project #87-4. The Mayor asked those present to voice their opinions or to ask questions concerning this storm sewer project #87-4. Those present and heard were: (6 votes needed for approval)

Keith Shannon - Orr - Schelen - Mayerson

1976 - why commercial - 13 homes

Ken Lindberg - ? (didn't give address)

Frank Sprague, 5517-56th Ave. No.

Mr. ~~W.~~ Gjerstad, 5458 Orchard Ave. No.

Richard Edstrand, 5248 Idaho Ave. No.

Ray Mathies, 5756 Nevada Ave. No.

Anthony Guenther, 5568 Xenia Ave. No.

al Marfiz? 53rd 5115-53rd Ave. No.

Ken ~~Hanauka~~ Hanauka, 5248 Hampshire Ave. No.

Steve Wilson, Brueger Companies, St. Cloud

Ernie Klinger, 62nd + Hampshire (6801-62nd Ave. No.)

*Robert Eck, 5219 Maryland **

Dick Jorgensen, 5213 Idaho Ave. No.

Bruce Johnson, 5641 Adair Ave. No. 7.

Moved by Councilmember _____ and seconded by Councilmember _____ to adopt the following resolution, the reading of which was dispensed with by unanimous consent:

RESOLUTION NO. 87-

RESOLUTION ORDERING IN STORM SEWER PROJECT NO. 87-4

By roll call and voting aye: _____, _____, _____, _____, _____, _____: voting no: _____, _____, _____; absent, not voting: _____, _____, _____. Motion carried, resolution declared adopted.

(2) Moved by Councilmember Herkes and seconded by Councilmember _____ to (deny) (continue until _____ the discussion of) storm sewer project no. 87-4.

Motion Carried. *L-1*

(1) Sm. *Herkes* *indefinitely* *of lateral* *Herkes second.*

(3) Sm. *Lang. Rygg, Sm. Herkes* *no! Morave Leppas, Aaker*

(do we mention letters received in minutes?)

** questioning drainage*

Recess

Council Agenda

- 4 -

April 21, 1987

2. The City Council considered a request for a street light between 5716 & 5724 Twin Lake Terrace.

Don writing letter for Jack's signature

Moved by Councilmember Sm. and seconded by Councilmember Herber to (approve) (deny) (continue until _____ the discussion of) a request for a street light between 5716 & 5724 Twin Lake Terrace.

418 Ce
Motion Carried.

3. The City Council considered a request from Paul Bridgeman of Champion Auto for a building permit for remodeling the exterior of the existing building at 6616 - 56th Ave. N.

Moved by Councilmember Herber and seconded by Councilmember Lygg to (approve as recommended by the Planning Commission) (deny) (continue until _____ the discussion of) a request from Paul Bridgeman of Champion Auto for building permit #8146 for remodeling the exterior of existing building at 6616 - 56th Ave. N.

Motion Carried.

April 21, 1987

4. The City Council considered the first reading of an ordinance rezoning property at 5264 West Broadway from B-4 (Community Commercial) to B-3 (Auto Oriented Commercial) and a conditional use permit to allow rental service at the same property.

Medard Kaiserbach, attorney for Mr. Aarestad, appeared and was heard.

*Smethers table motion. Herkes second
App: Herkes, Leppa, Smeth, Rygg, Lange. No. Maurice
Haker.*

- A. Moved by Councilmember _____ and seconded by Councilmember _____ to adopt the following ordinance: (5 votes needed for approval)

ORDINANCE NO. 87-

AN ORDINANCE RELATING TO ZONING: CHANGING THE USE
CLASSIFICATION OF CERTAIN LANDS

and further, that the second and final reading be held on May 5, 1987.

Motion Carried.

Moved by Councilmember _____ and seconded by Councilmember _____ to (deny as based on the finding of facts of the Planning Commission) (continue until _____ the discussion of) first reading of an ordinance rezoning property at 5264 West Broadway.

Motion Carried.

- B. Moved by Councilmember _____ and seconded by Councilmember _____ to (approve) (deny) (continue until _____ the discussion of) a request from John Aarestad for a conditional use permit to allow rental service at Crystal Rental, 5264 West Broadway, as requested in application #87-10.

Motion Carried.

April 21, 1987

5. The City Council considered a discussion by the Council Task Force on recycling.

(Leppa, Moravec, Lange doof)

Pauling, Lange doof was heard.

By consensus ^{use a} ~~staff person~~ ^{Steven Leppa + Mor} hired for HRA

Moved by Lange ^{Rygg} 6 Rygg 1 Coq

1) for curb side ² of yard waste ^{on street} ~~metro Council~~ ^{staff person to prepare something} ~~yard waste~~ ^{2 + 3}

- (1) ~~assign staff person for recycling~~
 (2) ~~assign staff person for yard waste~~
 (3) ~~assign staff person for recycling~~

No: Herkes

Yes: Rest

— 4 Coq

Pam Hanly, Chair of Environ Comm. appeared and was heard.

Leppa & Amathus Coq 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100

initiate idea/designated 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100

6 Sm. 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100

6. The City Council considered change order #5 for the Becker Park Shelter.

Moved by Councilmember Mor and seconded by Councilmember Leppa to (approve) (deny) (continue until the discussion of) change order #5 for the Becker Park Shelter, and further to authorize the Mayor and City Manager to sign change order #5.

Motion Carried.

April 21, 1987

7. The City Council considered a resolution regarding proposed multi-family housing revenue bonds.

Mrs. + Mr. 1 2/3 19, 1987

4 00

Moved by Councilmember Mr. and seconded by Councilmember Mr. to adopt the following resolution, the reading of which was dispensed with by unanimous consent:

RESOLUTION NO. 87-14

A RESOLUTION RELATING TO A PROJECT UNDER
MINNESOTA STATUTES, CHAPTER 462C, AS AMENDED:
CALLING FOR A PUBLIC HEARING THEREON *may 19*

By roll call and voting aye: , , , , , , ; voting
no: , , , ; absent, not voting: , , . Motion
carried, resolution declared adopted.

Moved by Councilmember and seconded by Councilmember to (deny)
(continue until the discussion of) a resolution regarding
proposed multi-family housing revenue bonds.

Motion Carried.

8. The City Council considered final approval of Anderson's Garden Dale Acres located at 3443 Douglas Drive.

Moved by Councilmember Rygg and seconded by Councilmember Sm. to adopt the following resolution, the reading of which was dispensed with by unanimous consent:

RESOLUTION NO. 87-15

A RESOLUTION APPROVING PLAT.

By roll call and voting aye: ALL; voting no: ; absent, not voting: . Motion carried, resolution declared adopted.

Moved by Councilmember and seconded by Councilmember to (deny) (continue until the discussion of) final approval of the plat Anderson's Garden Dale Acres located at 3443 Douglas Drive.

Motion Carried.

9. The City Council considered final approval of St. James Second Addition located at 4615 Hampshire Ave. N.

Moved by Councilmember Nerb. and seconded by Councilmember Leppa to adopt the following resolution, the reading of which was dispensed with by unanimous consent:

RESOLUTION NO. 87-16

A RESOLUTION APPROVING PLAT.

By roll call and voting aye: ALL; voting no: ; absent, not voting: . Motion carried, resolution declared adopted.

Moved by Councilmember and seconded by Councilmember to (deny) (continue until the discussion of) consideration of final approval of the plat St. James Second Addition located at 4615 Hampshire Ave. N.

Motion Carried.

10. The City Council considered bids for maintenance materials.

Bury + Carlson, Inc.

~~3/4 5 90 bid 2nd low bidder =~~

Moved by Councilmember Leppa and seconded by Councilmember Sm. to adopt the following resolution, the reading of which was dispensed with by unanimous consent:

RESOLUTION NO. 87-17

A RESOLUTION AWARDING A CONTRACT.

By roll call and voting aye: ALL; voting no: ; absent, not voting: . Motion carried, resolution declared adopted.

Moved by Councilmember and seconded by Councilmember to (deny) (continue until the discussion of) a resolution awarding a contract.

Motion Carried.

11. The City Council discussed the Civil Service Handbook.

Investigate
Ask - [unclear] Council Out of Operating Procedures (in fact entire document)
Irving = Charter gives City Mgr. Authority - therefore giving Council Authority
General Prov. Page 50 = (according to handbook) Should be appointing Authority and then to City Council
Handbook = questioned - Can she get one?
Herbe = Questioned who Mr. Anderson was? Irving explained his position with the Commission as Civil Services Coordinator.
Herbe = testing standards were questioned - but tests anywhere we can get them.
Change City Manager / Appointing Authority to be one or the other - make consistent three document
Herbe = who gives tests do you give notes for tests and how?
Leppa = 35 - special duty and jury duty Mr. Irving explained Jury Duty & Special Duty
Leppa = 51 - recommendation to By Council, + Herbe
Herbe = 310.27 - Betty - get her a copy
Page 34
immediate family = what does it mean? - specify
a second draft will be made for approval by the Council
Kennedy Clause = Make list of changes that would have to be made in the ordinance book due to changes made in Civil Service Handbook.
Have write memo to Council what these changes would be.
 12. Manager Search = *by*
Mayor special meeting
called on 4/28/87 (7:30p.m.)

APPLICATIONS FOR LICENSE
April 21, 1987

FOOD ESTABLISHMENT - Concession (Exempt)

Babe Ruth Baseball League, 62nd and Regent Avenue North
May 1, 1987 through July 31, 1987

POOL - Outdoor (\$66.00)

Cedarwood Apartments 5450 Douglas Drive
Crystal Ball Apartments, 6910 54th Avenue North
Crystal Village Apartments, 7609 32nd Avenue No.
Crystal Village Apartments, 3130 Sumter Ave. No.
Crystal Village Apartments, 3016 Sumter Ave. No.
Douglas Terrace Apartments, 3330 Douglas Drive
Virginia Court Apartments, 5900 West Bdwy.
3000 Winnetka Apartments, 3000 Winnetka Ave. No.

POOL - Indoor (\$110.00)

Cedarwood Apartments, 5450 Douglas Drive
Cedarwood Apartments, 5500 Douglas Drive
Lamplighter Apartments, 2900 Douglas Drive
Lamplighter Apartments, 2900 Douglas Drive (whirlpool)

FOOD ESTABLISHMENT - Itinerant (Exempt)

Boy Scout Troup 365 one day only, St. James Lutheran Church
April 25, 1987, Trade-O-Ree

Gas License - (\$30.25)

Hopkins Plumbing & Heating, 30 8th Ave N., Hopkins

Plumbing Licenses - (\$30.25)

Galaxy Mechanical Contractor, 3151 101st Ave N.E., Blaine
Bill Londer Plumbing, Inc., 6480 Wayzata Blvd., Golden Valley
Daniel Thomas Motzko dba Tom Motzko Plumbing & Heating Co.,
5720 West 35½ Street, Minneapolis
Bradley Becklin dba Norseman Plumbing, Inc., 2945 165th Lane,
Anoka

Paycheck Plumbing, 5500 James Ave. No., Brooklyn Center, MN

Sign Hanger - (\$66.00)

Suburban Lighting Inc., 6077 Lake Elmo Ave., N., Stillwater

Sign License - (\$22.50)

Payless Shoe Company, #471, 331 Willow Bend, Crystal

Moved by Councilmember Harkins and seconded by Councilmember Mon. to approve the list of license applications.

Motion Carried.

Moved by Councilmember Harkins and seconded by Councilmember Sim. to adjourn the meeting.

Motion Carried.

Sent with Preliminary Agenda 4-16-87

Minutes of the regular Council meeting of 4-7-87.
Planning Commission minutes of 4-13-87.
Gambling License Application for Cystic Fibrosis Foundation at Nicklows.
Memo from City Engr. & feasibility report for Storm Sewer Project #87-4; copy of a letter from Lloyd L. Schreiner dated 4-13-87.
Copy of petition for street light between 5716 & 5724 Twin Lake Terrace.
Memo from City Engr. dated 4-15-87 regarding rezoning property at 5264 W. Broadway (Crystal Rentals).
Memo from City Engr. dated 4-15-87 along with Change Order #5 for Becker Park Shelter.
Letter from Dorsey & Whitney dated 5-15-87 and copies of samples of certification of minutes, resolution, public hearing notice, and Exhibit A "program for multi-family housing development under Chapter 462C".
Memo from City Engr. dated 4-7-87 regarding final approval of Anderson's Garden Dale Acres, 3443 Douglas Drive.
Memo from City Engineer dated 4-6-87 regarding final approval of St. James Second Addition located at 4615 Hampshire Avenue North.
Memo from City Engr. dated 4-16-87 regarding bids for maintenance materials.
Copy of proposed Civil Service Handbook.
Thank you from Ed Ahmann family.
Long-Range Planning Commission minutes of 3-11-87.
Zoning Code pages.

Included in packet on 4-21-87

List of license applications.
Thank you from Minnesota Landscape Arboretum in memory of Luella McElroy.
Mn/DOT News Release dated 4-17-87 re: repair of TH 100/Chicago Northwestern Bridge April 24-27 and May 1-4.
Letter from Mpls. St. Paul Metropolitan Airports Commission dated 4-21-87 re: Storm Sewer Improvement No. 87-4.
Memo from City Manager dated 4-21-87 regarding the City Manager Search, along with memo from John Olson dated 4- -87 regarding same.

Doyle

April 16, 1987

TO: City of Crystal Councilmembers
FROM: John A. Olson, Assistant City Manager
RE: Preliminary Agenda
Council Meeting of April 21, 1987

Mr. Irving is home sick with a head cold today and has asked me to prepare the Preliminary Agenda for Tuesday night's Council meeting.

Since this is a short week with a holiday tomorrow, I will not make comments on the items on the agenda, but instead, will send you the Tentative Agenda. This should have all the information you need and each item has supporting data normally attached to Mr. Irving's comments.

He also indicated to me that he will have information regarding the process for the City Manager search on Tuesday night.

Have a good weekend!

TENTATIVE AGENDA

FOR THE APRIL 21, 1987, COUNCIL MEETING

1. Minutes of the regular meeting of April 7, 1987

CONSENT AGENDA

<u>ITEM</u>	<u>SUPPORTING DATA</u>	<u>COMMENTS</u>
1. Set public hearing to consider a request from Craig R. Lewis for a variance of 30' in the required 40 ft. rear yard setback and 10' in the required 30' side street sideyard setback for construction of a 34'x26' detached garage at 4801 Louisiana Avenue North.	Planning Commission Minutes of 4/13/87, item 9.	Planning Commission recommended approval. Set hearing for May 5.
2. Set public hearing to consider a request from James & Pamela Williams for a variance of 2 feet in the required 5' side yard setback to build a 10'x25' attached garage to the existing house at 5208 Quail Avenue North.	Planning Commission Minutes of 4/13/87, item 8.	Planning Commission recommended approval. Set hearing for May 5.
3. Set public hearing to consider a request from Brutger Companies, Inc. for a variance in minimum density, a variance in the required number of off-street parking spaces, a variance in the rear yard setback and a variance in prohibiting parking in the front and sideyard setbacks for the proposed elderly housing at 6315 - 55th Ave. N.	Planning Commission Minutes of 4/13/87, item 4.	Planning Commission recommended approval. Set hearing for May 5.
4. Set public hearing to consider a request from Chalet Company Limited for a variance to allow the expansion of a non-conforming building to permit a 40'x70' addition to the existing building and to grant a variance of 14 parking spaces in the required 45 parking spaces at 3357 Vera Cruz Ave. N.	Planning Commission Minutes of 4/13/87, item 11.	Planning Commission recommended approval. Set hearing for May 19.

CONSENT AGENDA

<u>ITEM</u>	<u>SUPPORTING DATA</u>	<u>COMMENTS</u>
5. Set public hearing to consider tentative approval of the proposed plat J.J.J. Estates located at 5401 West Broadway.	Planning Commission Minutes of 4/13/87, item 15.	Planning Commission recommended approval. Set hearing for May 19.
6. Consideration of a gambling license for a Cystic Fibrosis Foundation at Nicklows, 3516 North Lilac Drive.	Gambling license application.	None

REGULAR AGENDA

<u>ITEM</u>	<u>SUPPORTING DATA</u>	<u>COMMENTS</u>
1. Public hearing to consider storm sewer project #87-4.	Memo from City Engineer and feasibility report; copy of letter from Lloyd L. Schreiner dated 4/13/87.	None
2. Consideration of a request for a street light between 5716 & 5724 Twin Lake Terrace.	Copy of petition.	The Engineer will be prepared to discuss this Tuesday night.
3. Consideration of a request from Paul Bridgeman of Champion Auto for a building permit for remodeling the exterior of existing building at 6616 - 56th Ave. N.	Planning Commission Minutes of 4/13/87, item 7.	Planning Commission recommended approval.
4. Consideration of a request from John Aarestad of Crystal Rentals for rezoning property at 5264 West Broadway from B-4 "community commercial" to B-3 "auto oriented commercial" and a conditional use permit to allow rental service at the same property.	Planning Commission Minutes of 4/13/87, item 1; Memo from City Engr. dated 4/15/87.	Planning Commission recommended denial. The Council considered and denied this request at the January 20 meeting.
5. Consideration of change order #5 for the Becker Park Shelter.	Memo from City Engineer dated 4/15/87 along with change order.	The City Engineer will explain this Tues. night.

<u>ITEM</u>	<u>SUPPORTING DATA</u>	<u>COMMENTS</u>
6. Consideration of proposed multi-family housing revenue bonds.	Letter from Dorsey & Whitney dated 4/15/87 and copies of samples certification of minutes, resolution, public hearing notice, and Exhibit A "program for multi-family housing development under chapter 462C".	A further explanation of these bonds will be given Tuesday night.
7. Consideration of final approval of Anderson's Garden Dale Acres located at 3443 Douglas Drive.	Planning Commission Minutes of 4/13/87, item 13. Memo from City Engineer dated 4/7/87.	Planning Commission recommended approval.
8. Consideration of final approval of St. James Second Addition located at 4615 Hampshire Ave. N.	Copy of Planning Commission Minutes of 4/13/87, item 16. Memo from City Engineer dated 4/6/87.	Planning Commission recommended approval.
9. Consideration of bids for maintenance materials.	Memo from City Engineer dated 4/16/87.	None
10. Discussion of the Civil Service Handbook.	Copy of proposed handbook.	The Council, by consensus, directed that this item be placed on the April 21 agenda.

INFORMATION ITEMS:

1. Thank you from Ed Ahmann family.
2. Long-Range Planning Commission minutes of 3/11/87.
3. Zoning Code pages.

7 APRIL 1987

Pursuant to due call and notice thereof, the Regular meeting of the Crystal City Council was held on April 7, 1987, at 7:00 P.M., at 4141 Douglas Drive, Crystal, Minnesota. The Secretary of the Council called the roll and the following were present: Langsdorf, Rygg, Moravec, Smothers, Aaker, Leppa, Herbes. Also present were the following staff members: John T. Irving, City Manager; David Kennedy, City Attorney; William Monk, City Engineer; Donald Peterson, Building Inspector; John A. Olson, Assistant City Manager; Nancy Deno, Administrative Assistant; and Darlene George, City Clerk.

The Mayor led the Council and the audience in the Pledge of Allegiance to the Flag.

John T. Irving, City Manager, presented a letter to the Mayor and City Council announcing his retirement effective June 30, 1987, which was read to the Council and audience by Mayor Aaker.

The City Council considered the minutes of the regular City Council meeting of March 17, 1987.

Moved by Councilmember Smothers and seconded by Councilmember Moravec to approve the minutes of the regular Council meeting of March 17, 1987 with the exception of changing "Bill Herman" to "Phil Herman" in the first paragraph on the second page.

Motion Carried.

The City Council considered the following items on the Consent Agenda:

1. Consideration of the recommendation of the Human Relations Commission to appoint Scott Kerner as a Representative to the Long-Range Planning Commission for an unexpired term expiring December 31, 1989.
2. Acceptance of donations received for the Performing Arts Fund.

Moved by Councilmember Rygg and seconded by Councilmember Smothers to approve the Consent Agenda.

Motion Carried.

It being 7:00 P.M., or as soon thereafter as the matter may be heard, Mayor Aaker declared this was the date and time as advertised for a public hearing at which time the City Council will sit as a Board of Adjustments and Appeals to consider variance requests from the C.O. Field Company on behalf of JoAnn Boettner for a variance in lot depth (present lot is 97.58 feet; required 100 feet) and in lot area (lot is 6440.28 sq. ft. instead of the required 7500 sq. ft.) and a variance of 8.42 feet in the required 40' rear yard setback to

7 APRIL 1987

allow the construction of a 12' x 16'6" addition and a 12' x 16' deck at 4843 Yates Avenue North. The Mayor asked those present to voice their opinions or ask questions concerning the variance. No one was heard.

Moved by Councilmember Herbes and seconded by Councilmember Smothers to grant as recommended by and based on the findings of fact of the Planning Commission, the authorization pursuant to Section 515.55 of the Crystal City Code to vary or modify the strict application of Section 515.05, Subd. 2, to allow the expansion of a non-conforming use to permit a 12' x 16'6" addition and a 12' x 16' deck to be constructed at 4843 Yates Avenue North as requested in application #87-12.

Motion Carried.

Moved by Councilmember Smothers and seconded by Councilmember Herbes to grant as recommended by and based on the findings of fact of the Planning Commission, the authorization pursuant to Section 515.55 of the Crystal City Code to vary or modify the strict application of Section 515.13, Subd. 4 a), to grant a variance of 8.42 feet in the required 40' rear yard setback for the construction of a 12' x 16'6" addition and a 12' x 16' deck on the existing house at 4843 Yates Avenue North as requested in application #87-13.

Motion Carried.

It being 7:00 P.M., or as soon thereafter as the matter may be heard, Mayor Aaker declared this was the date and time as advertised for a public hearing at which time the City Council will sit as a Board of Adjustments and Appeals to consider a variance of four off-street parking spaces in the required ten parking spaces at 6308 - 34th Avenue North (Jim Martin & Son Insurance). The Mayor asked those present to voice their opinions or to ask questions concerning the variance. Mr. Martin of Jim Martin & Son Insurance was present.

Moved by Councilmember Rygg and seconded by Councilmember Smothers to grant as recommended by and based on the findings of fact of the Planning Commission, the authorization pursuant to Section 515.55 of the Crystal City Code to vary or modify the strict application of Section 515.09, Subd. 8 q) six parking spaces in lieu of the required ten parking spaces at 6308 - 34th Avenue North (Jim Martin & Son Insurance) as requested in application #87-14.

Motion Carried.

The City Council considered site improvements and building permit for 6308 - 34th Avenue North (Jim Martin & Son Insurance).

Moved by Councilmember Smothers and seconded by Councilmember Rygg to approve Building Permit #8093 subject to receipt of bond and signed agreement within 14 days for 6308 - 34th Avenue North.

Motion Carried.

7 APRIL 1987

The City Council considered a request for a conditional use permit for lodge and restaurant uses in an R-4 District for the VFW Post located at 5222 - 56th Avenue North.

Moved by Councilmember Rygg and seconded by Councilmember Leppa to approve as recommended by and based on the findings of fact of the Planning Commission, Conditional Use Permit #87-2 for lodge and restaurant uses in R-4 District for the VFW Post located at 5222 - 56th Avenue North.

Motion Carried.

John Evans, Representative for District 10 of the Metropolitan Council appeared before the City Council. The Council indicated their interest in areas of transit, recycling, MAC and funding.

Arthur Cunningham, Chairperson of the Civil Service Commission, appeared before the City Council to request the Council remove his request for outside legal assistance made at the March 17, 1987 Council meeting from the table.

Moved by Councilmember Herbes and seconded by Councilmember Smothers to remove the request of the Civil Service Commission for outside legal assistance from the table.

Motion Carried.

Shirlie Lundgren, 6307 - 34th Avenue North appeared and was heard.

After considerable discussion, the Council by common consent, advised the Civil Service Commission to work with the City Attorney after which time they could consult with the Attorney General's Office to interpret the question of the jurisdiction of the Civil Service Commission.

The City Council considered a request from the Crystal Lion's Club to conduct an annual Spring Festival at an off-site location (Crystal K of C Hall) under their current gambling license.

Moved by Councilmember Langsdorf and seconded by Councilmember Leppa to approve a request from the Crystal Lion's Club to conduct an annual Spring Festival at an off-site location (Crystal K of C Hall) under their current gambling license #B-01668-003.

Motion Carried.

The City Council considered the Second Reading of an ordinance rezoning property at 4030 Brunswick Avenue North from R-1 to R-2.

Moved by Councilmember Smothers and seconded by Councilmember Herbes to adopt the following ordinance:

7 APRIL 1987

ORDINANCE NO. 87-3

AN ORDINANCE RELATING TO ZONING:
CHANGING THE USE CLASSIFICATION OF CERTAIN LANDS

and further, that this be the second and final reading.

By roll call and voting aye: Langsdorf, Rygg, Smothers, Herbes, Aaker; voting no: Leppa, Moravec.

Motion Carried.

The City Council considered the Second Reading of an ordinance regarding lawful gambling in the City of Crystal.

Moved by Councilmember Leppa and seconded by Councilmember Moravec to adopt the following ordinance as proposed with the exception of Section 8 to read "Twenty-five cents..." rather than "Five cents ..." and "25%..." rather than "5%...":

ORDINANCE NO. 87-4

AN ORDINANCE RELATING TO LAWFUL GAMBLING IN THE CITY OF CRYSTAL:
AMENDING CRYSTAL CITY CODE, SECTION 1100 BY ADDING A SUBSECTION:
REPEALING CRYSTAL'S CITY CODE,
SUBSECTIONS 1100.135, 1100.137, AND 1100.17

and further, that this be the second and final reading.

By roll call and voting aye: Langsdorf, Rygg, Moravec, Leppa, Herbes, Aaker; voting no: Smothers.

Motion Carried.

The City Council considered bids for a 1-ton dump truck.

Moved by Councilmember Rygg and seconded by Councilmember Smothers to adopt the following resolution, the reading of which was dispensed with by unanimous consent:

RESOLUTION NO. 87-12

RESOLUTION AWARDING BID FOR A 1-TON DUMP TRUCK
IN THE STREET DEPARTMENT

WHEREAS, the City of Crystal did advertise for bids for a 1-ton Dump Truck in the Street Department, and

WHEREAS, such bids were received and publicly opened on April 1, 1987, and tabulated as follows:

Viking GMC Trucks

\$19,072.00

7 APRIL 1987

Boyer Ford

\$20,063.32

AND WHEREAS, Viking GMC Trucks is the apparent low bidder,

NOW, THEREFORE, BE IT RESOLVED that the City of Crystal awards the contract for a 1-ton dump truck in the Street Department to Viking GMC Trucks, in the amount of \$19,072.00, and

BE IT FURTHER RESOLVED that the Mayor and City Manager be authorized to sign such contract.

By roll call and voting aye: Langsdorf, Rygg, Moravec, Smothers, Aaker, Leppa, Herbes. Motion Carried, resolution declared adopted.

Mayor

ATTEST:

City Clerk

The City Council considered an agreement with Home Free Shelter for the year of 1987.

Moved by Councilmember Rygg and seconded by Councilmember Smothers to approve an agreement with Home Free Shelter for the year of 1987, and further to authorize the Mayor and City Manager to sign such agreement.

Motion Carried.

The City Council considered Change Order No. 1 for the Becker Park Project. Kim Waldof of BRW, Incorporated appeared and was heard.

Moved by Councilmember Leppa and seconded by Councilmember Langsdorf to approve Change Order No. 1 for the Becker Park Project, and further, to authorize the Mayor and City Manager to sign Change Order No. 1.

Motion Carried.

The City Council considered Change Order No. 2 for the Streetscape Project. Kim Waldof of BRW, Incorporated appeared and was heard.

Moved by Councilmember Leppa and seconded by Councilmember Smothers to approve Change Order No. 2 for the Streetscape Project with the completion date being changed from June 30, 1987 to June 10, 1987, and further, to authorize the Mayor and City Manager to sign Change Order No. 2.

7 April 1987

The City Manager asked for the Council's authorization to purchase potting soil for the planting project along Bass Lake Road from the \$1720 that was originally allocated for tree planting in the Streetscape Project.

Moved by Councilmember Herbes and seconded by Councilmember Smothers to authorize staff to purchase whatever is needed for potting soil for the planting project.

Motion Carried.

The City Council considered reduction in surety from \$53,000 to \$6,000 for Frank's Furniture located at 5419 Lakeland Avenue North.

Moved by Councilmember Herbes and seconded by Councilmember Moravec to reduce surety from \$53,000 to \$6,000 for Frank's Furniture, 5419 Lakeland Avenue North because a portion of the work required to be performed as a condition of approval of the aforementioned plat has been completed, as recommended by the City Engineer.

Motion Carried.

The City Council considered a feasibility report for the 1987 Seal Coat Project.

Moved by Councilmember Herbes and seconded by Councilmember Langsdorf to accept the feasibility report for 1987 seal coating program, Project No. 87-1.

Motion Carried.

Moved by Councilmember Smothers and seconded by Councilmember Herbes to set 7:00 P.M., or as soon thereafter as the matter may be heard, May 5, 1987, as the date and time for a public hearing to consider 1987 seal coating program, Project No. 87-1.

Motion Carried.

The City Council considered bids for a new copy machine.

Moved by Councilmember Leppa and seconded by Councilmember Herbes to reject all bids for a new copy machine, and direct staff to clarify the specifications.

Motion Carried.

Ms. Hillier, 8600 - 32nd Place appeared and spoke to the Council regarding the possibility of a Group Home coming into the area of her residence.

Mr. Irving advised the Council of informational items that were included in their Tuesday evening packets among which were: Action

7 APRIL 1987

Alert regarding an Election Bill, Packet from the City Engineer regarding Sunnybrook Planned Unit Development (PUD), Memo from the Building Inspector regarding a vacant house at 3541 Lee Avenue North, and a letter from Judge Forsythe regarding candidates for appointment to the Crystal Charter Commission.

Moved by Councilmember Moravec and seconded by Councilmember Leppa to adopt the following resolution, the reading of which was dispensed with by unanimous consent:

RESOLUTION NO. 87-13

RESOLUTION REQUESTING THE ADDITION OF
JOHN T. IRVING
ON THE LIST OF
POTENTIAL CHARTER COMMISSION MEMBERS

WHEREAS, John T. Irving, City Manager of the City of Crystal for almost 24 years, has indicated he will retire on June 30, 1987, and

WHEREAS, the City Council, the City of Crystal believes that Mr. Irving's knowledge of City history and administration of City government would be of value to the Charter Commission as it commences its deliberations, and

WHEREAS, Mr. Irving has indicated he would be willing to serve on the Charter Commission if so chosen,

NOW, THEREFORE, BE IT RESOLVED by the City Council, the City of Crystal, that it request Chief Judge Robert A. Forsythe of Hennepin County District Court to include John T. Irving, 7024 - 45th Place North, Crystal, Minnesota 55428, on the list of potential Charter Commission members for the City of Crystal, and

BE IT FURTHER RESOLVED that this resolution should be sent to Judge Forsythe for his consideration.

By roll call and voting aye: Langsdorf, Rygg, Moravec, Smothers, Leppa, Herbes, Aaker. Motion carried, resolution declared adopted.

Mayor

ATTEST:

City Clerk

Discussion was held regarding the procedure the Council should

7 APRIL 1987

pursue in the replacement of City Manager Irving.

Moved by Councilmember Herbes and seconded by Councilmember Leppa to approve the list of license applications, as submitted by the City Clerk to the City Council in the preliminary agenda, a copy of which is on file in the office of the City Clerk, with the addition of a plumbers license for Hopkins Plumbing and Heating, 30 - 8th Avenue North, Hopkins, Minnesota 55343 and a license for Roland C. Danielson dba United States Bench Corporation, 3300 Snelling Avenue, Minneapolis, Minnesota 55406 to maintain 16 benches in Crystal, and further, that such list be incorporated into and made a part of this motion as though set forth in full herein.

Motion Carried.

Moved by Councilmember Herbes and seconded by Councilmember Langsdorf to adjourn the meeting.

Motion Carried.

Mayor

ATTEST:

City Clerk

CRYSTAL PLANNING COMMISSION MINUTES

April 13, 1987

The meeting of the Crystal Planning Commission convened at 7:30 p.m. with the following present: Anderson, Barden, Christopher, Elsen, Feyereisen, Halpaus, Magnuson and Nystrom; also present were Building Inspector Peterson, City Engineer Monk and Recording Secretary Scofield.

Moved by Commissioner Magnuson and seconded by Commissioner Elsen to approve the minutes of the March 9, 1987, meeting.

Motion carried.

1. Chairperson Feyereisen declared this was a continuation of the public hearing to consider Application #87-9 as submitted by John Aarestad of Crystal Rentals for rezoning property from B-4 District (community commercial) to B-3 District (auto-oriented commercial) and Application #87-10 for a conditional use permit to allow rental service at 5264 West Broadway. The proponents presented the following: Medard Kaisershot, attorney for John Aarestad, stated Mr. Aarestad wishes to continue on a limited basis the rental business of small equipment (has vacated heavy equipment) and the sale of used cars he purchases. Can provide 5 parking spaces for auto sales and 9 spaces for equipment rental which he believes is adequate. Pointed out the numerous surrounding pieces of property that are zoned B-3 and Mr. Aarestad's intention to obtain Mr. Steichen's property at 5256 West Broadway.

No one appeared in opposition.

Chairperson Feyereisen turned over gavel to Vice-Chairperson Magnuson.

- A. Moved by Commissioner Feyereisen and seconded by Commissioner Elsen to recommend to the City Council to deny Application #87-9, as submitted by John Aarestad of Crystal Rentals, to rezone from B-4 District (community commercial) to B-3 District (auto-oriented commercial) at 5264 West Broadway, P.I.D. #09-118-21-22-0034.

The findings of fact are: Not zoned to sell cars under current use. Spot zoning not in best interests of City.

Motion carried.

April '13, 1987 -. Continued

- B. No action was taken by Commission on Application #87-10, as submitted by John Aarestad, for a conditional use to allow rental service at Crystal Rentals, 5264 West Broadway, as described above, since Commission recommended City Council deny Application #87-9 for rezoning.
2. Chairperson Feyereisen declared this was the time and the place as advertised for a public hearing to consider Application #87-4 for rezoning property from R-1 District (single family residential) to PUD District (planned unit development); Application #87-5 for a conditional use permit for the site plan (Section 515.51, Subd. 2); Application #87-6 for a conditional use permit to allow elderly housing (Section 515.27, Subd. 4 c) and Application #87-7 for a conditional use permit to allow apartment density bonus (Section 515.27, Subd. 4 d) as submitted by Norman Nafstad property located between 29th & 32nd Ave. N. and between Douglas Drive and Brunswick Ave. N. The City Engineer went over his report regarding increase of park use, police and school service which could be handled and stated concerns related to traffic volumes and patterns. Assured residents water drainage and water and sewer facilities adequate. Mentioned request for tax increment financing with 10-year bonds. Stated that 250 units would be more compatible with Land Use Plan. The proponents presented the following: Alan Brixius of Northwest Associated Consultants, Inc. stated costly site preparation would make multi-housing necessary. Need for variety of housing as population in Crystal declines would include market rate for elderly and quality residential for multiple-family with amenities. Nafstad owns Lamplighter Estates--20 years good quality and management. Proposal will provide open spaces and green area, facades of brick on buildings and underground parking. Believes 80% of traffic heads south on Douglas during peak work hours. 340 units consistent with established PUD zoning standards. Architect Dick Carlson stated buildings will be 3-story on pre-cast concrete deck, clustered buildings close to better soil, will be constructed on engineered fill. Provision of landscaping materials with arborvitae on north for year-around screening. Setbacks are within PUD. Plan to build an earth berm, so buildings appear to be reduced in height, also will have hip roofs. Engineer Greg Frank stated soil excavation too costly for single-family dwellings.

Petition in opposition with 27 names of people unable to attend the public hearing was presented.

The following were heard:

Mark Schneberger, 3517 Brunswick Ave. N.
Barb Racer, 3232 Xenia Ave. N.

April 13, 1987 - Continued

Warren Waleen, 2747 Brookridge Ave.
 Barb Miles, 3132 Edgewood Ave. N.
 Shirlye Lundgren, 6307 - 34th Ave. N.
 Don McDonald, 3200 Colorado Ave. N.
 Lucian Fitzer, 3309 Yates Ave. N.
 Jack Farber, 3316 Yates Ave. N.
 Bill O'Reilly, 3124 Welcome Ave. N.
 Tom Hawes, 3100 Welcome Ave. N.
 Don Slough, 3301 Brunswick Ave. N.
 Milt Dunham, 5909 - 29th Place N.
 Andy Rusinko, 3418 Brunswick Ave. N.
 Tom Boettcher, 3451 Brunswick Ave. N.

- A. Moved by Commissioner Magnuson and seconded by Commissioner Christopher to recommend to the City Council to deny Application #87-4, as submitted by Norman Nafstad, to rezone from R-1 District (single family residential) to PUD District (planned unit development) property located between 29th & 32nd Ave. N. and between Douglas Drive and Brunswick Ave. N., P.I.D. #21-118-21-32-0001, -0002, -0003, -0006, -0004, -0018, -0007, -0009, -0012, -0013, -0010, 21-118-21-33-0001, -0002, -0003.

The findings of fact are: Do not believe rezoning to PUD meets any of the conditions to the relationship of our Comprehensive Plan, does not add character to the surrounding area and does not meet a demonstrated need.

Motion carried.

- B. No action was taken by Commission on Application #87-5, as submitted by Norman Nafstad, for a conditional use permit for the site plan at the property as described above since Commission recommended City Council deny application #87-4 for rezoning.
- C. No action was taken by Commission on Application #87-6, as submitted by Norman Nafstad, for a conditional use to allow elderly housing at the property as described above since Commission recommended City Council deny application #87-4 for rezoning.
- D. No action was taken by Commission on Application #87-7, as submitted by Norman Nafstad, for a conditional use to allow apartment density bonus at the property as described above since Commission recommended City Council deny application #87-4 for rezoning.

A recess of 5 minutes was taken.

April 13, 1987 -. Continued

3. Chairperson Feyereisen declared this was the time and the place as advertised for a public hearing to consider Application #87-15 as submitted by Brutger Companies Inc. for a conditional use permit to allow elderly housing in an R-O District (residential-office) at 55th & Douglas Drive. The proponents presented the following: Steve Wilson of Brutger Companies presented a letter from their Resident Manager of the Brookwood Estates/Manor, an existing, similar facility in Brooklyn Center, indicating parking was adequate. Green open areas would be provided by proximity to Becker Park. Rent for 1 bedroom \$425, larger 1 bedroom \$475 and \$500, 2 bedroom \$575 and 2 bedroom with den \$600. John Schaaf representing HRA stated a need for subsidized elderly housing.

No one appeared in opposition.

Moved by Commissioner Elsen and seconded by Commissioner Magnuson to recommend to the City Council to approve Application #87-15, as submitted by Brutger Companies Inc., for a conditional use permit for elderly housing at 55th & Douglas Drive, P.I.D. #05-118-21-44-0048.

The findings of fact are: Need seems to outweigh parking and density limitations.

The following voted aye: Anderson, Barden, Elsen, Feyereisen, Halpaus, Magnuson and Nystrom. The following voted no: Christopher.

Motion carried 7-1.

4. Steve Wilson of Brutger Companies Inc. appeared regarding Applications #87-17, #87-18, #87-19 and #87-23 requesting a variance in minimum density; in the required number of off-street parking spaces; in rear yard setback and in prohibiting parking in front and side yard setbacks for the proposed elderly housing at 6315 - 55th Ave. N.

Moved by Commissioner Elsen and seconded by Commissioner Magnuson that pursuant to Section 515.55 of the Crystal City Code to recommend to the City Council to vary or modify the strict application of Section 515.15, Subd. 2 d) to allow a variance of 315 sq. ft. per unit of the required 1,250 sq. ft. per unit minimum density; Section 515.09, Subd. 8 o) to allow a variance of 44 off-street parking spaces of the required 158 parking spaces; Section 515.13, Subd. 4 a), to allow a variance of 20 ft. in the required 40 ft. rear yard setback and Section 515.09, Subd. 6 e), to allow a variance of 20 ft. in the required 30 ft. setback between the property line and parking lot as the Code prohibits parking in the front and side yard (on corner lots) setback area within residential zoning designations at 6315 - 55th Ave. N., P.I.D.

116
April 13, 1987 - Continued

#05-118-21-44-0048, as requested in Application #87-17, #87-18, #87-19 and #87-23 of Brutger Companies, Inc.

The findings of fact are: Same as above.

The following voted aye: Anderson, Barden, Elsen, Feyereisen, Halpaus, Magnuson and Nystrom. The following voted no: Christopher.

Motion carried 7-1.

5. Steve Wilson of Brutger Companies, Inc. to appear regarding building permit for construction of elderly housing at 6315 - 55th Ave. N.

Moved by Commissioner Magnuson and seconded by Commissioner Anderson to recommend to the City Council to approve authorization to issue building permit #8181 to Brutger Companies, Inc. for construction of elderly housing at 6315 - 55th Ave. N., P.I.D. #05-118-21-44-0048, subject to standard procedure.

The following voted aye: Anderson, Barden, Elsen, Feyereisen, Halpaus, Magnuson and Nystrom. The following voted no: Christopher.

Motion carried 7-1.

6. Consideration of Application #87-16 for rezoning property from B-4 District to B-3 District at 5256 West Broadway as requested by Clemons J. W. Steichen.

Moved by Commissioner Magnuson and seconded by Commissioner Christopher to set a public hearing before the Planning Commission at 7:30 p.m., or as soon thereafter as the matter may be heard, Monday, May 11, 1987, to consider the request of Clemons J. W. Steichen to rezone from B-4 District (community commercial) to B-3 District (auto-oriented commercial) at 5256 West Broadway, P.I.D. #09-118-21-22-0033.

Motion carried.

7. Paul Bridgeman of Champion Auto appeared regarding a building permit for remodeling exterior of existing building at 6616 - 56th Ave. N. (Champion Auto).

Moved by Commissioner Christopher and seconded by Commissioner Barden to recommend to the City Council to approve authorization to issue building permit #8146 to Durst & Gans Construction for remodeling exterior of existing building located at 6616 - 56th Ave. N., P.I.D. #05-118-21-41-0006, subject to standard procedure.

Motion carried.

8. James and Pamela Williams appeared regarding Variance Application #87-20 for an attached garage to the existing

111

April 13, 1987 - Continued

house which will encroach in the required 5' side yard setback at 5208 Quail Ave. N.

Moved by Commissioner Christopher and seconded by Commissioner Barden that pursuant to Section 515.55 of the Crystal City Code to recommend to the City Council to vary or modify the strict application of Section 515.13, Subd. 3 a) 1), to grant a variance of 2' in the required 5' side yard setback for a 10'x25' attached garage to the existing house at 5208 Quail Ave. N., P.I.D. #09-118-21-11-0085, as requested in Application #87-20 of James and Pamela Williams.

The findings of fact are: Conforms to neighborhood and needs garage with condition of constructing a 1-hour fire wall without openings nearest neighbor's garage.

Motion carried.

9. Craig and Jean Lewis appeared regarding Variance Application #87-21 and #87-22 for a detached garage which will encroach in the required 40' rear yard setback and encroach in the required 30' side street side yard setback at 4801 Louisiana Ave. N.

Moved by Commissioner Elsen and seconded by Commissioner Christopher that pursuant to Section 515.55 of the Crystal City Code to recommend to the City Council to vary or modify the strict application of Section 515.13, Subd. 4 a) to grant a variance of 30' in the required 40' rear yard setback and Section 515.13, Subd. 3 a) 2) ii) to grant a variance of 10' in the required 30' side street side yard setback for construction of a 34'x26' detached garage at 4801 Louisiana Ave. N., P.I.D. #08-118-21-31-0044, as requested in Application #87-21 and #87-22 of Craig and Jean Lewis.

The findings of fact are: An addition to the home, does conform to the neighborhood and legal right to build a detached garage.

Motion carried.

10. Frank Sherman of Checker Board Pizza appeared regarding Application #87-24 for a conditional use permit for drive-in and convenience food establishment in B-4 District (community commercial) at 6220 - 56th Ave. N.

Commission directed engineering staff to look into the traffic situation and the original plan for an office building.

Moved by Commissioner Anderson and seconded by Commissioner Elsen to set a public hearing before the Planning Commission at 7:30 p.m., or as soon thereafter as the matter may be heard, Monday, May 11, 1987, to consider

April 13, 1987 - Continued

the request of Checker Board Pizza for a conditional use permit for drive-in and convenience food establishment in B-4 District (community commercial) at 6220- 56th Ave. N., P.I.D. #04-118-21-32-0023.

Motion carried.

11. Van Nutt, Manager of Chalet Company, Ltd. store, appeared regarding Variance Applications #87-27 and #87-25 to expand a non-conforming structure, said non-conformity being the existing building encroaches 7' in the required 22' side street side yard setback, at 3359 Vera Cruz Ave. N. and grant a variance in the required number of parking spaces at 3357 Vera Cruz Ave. N.

Moved by Commissioner Magnuson and seconded by Commissioner Christopher that pursuant to Section 515.55 of the Crystal City Code to recommend to the City Council to vary or modify the strict application of Section 515.05, Subd. 2, to allow the expansion of a non-conforming building to permit a 40'x70' addition to the existing building at 3359 Vera Cruz Ave. N., P.I.D. #21-118-21-24-0120 and Section 515.09, Subd. 8 t) and to grant a variance of 14 parking spaces of the required 45 parking spaces at 3357 Vera Cruz Ave. N., P.I.D. #21-118-21-24-0117, as requested in Application #87-27 and #87-25 of Chalet Company, Ltd.

The findings of fact are: Improvement to area and 14 spaces are minimal.

Motion carried.

12. Van Nutt, Manager of Chalet Company, Ltd. store, to appear regarding a building permit for an addition to the existing building at 3359 Vera Cruz Ave. N.

Moved by Commissioner Magnuson and seconded by Commissioner Christopher to recommend to the City Council to approve authorization to issue building permit #8174 to Timber Built Construction for a 40'x70' addition to the existing building at 3359 Vera Cruz Ave. N., P.I.D. #21-118-21-24-0117, subject to standard procedure.

Motion carried

13. Consideration of final approval of Andersons Gardendale Acres located at 3443 Douglas Drive.

Moved by Commissioner Elsen and seconded by Commissioner Anderson to recommend to the City Council to grant final approval of Andersons Gardendale Acres which is a replat of Lot 10, Block 1, Gardendale Acres.

Motion carried.

14. Consideration of Application #87-26 for rezoning property at 3443 Douglas Drive from R-1 District to B-2 and P-2

April 13, 1987 - Continued

District and rezoning property at 3501 Douglas Drive from R-4 to B-2.

Moved by Commissioner Christopher and seconded by Commissioner Barden to set a public hearing before the Planning Commission at 7:30 p.m., or as soon thereafter as the matter may be heard, Monday, May 11, 1987, to consider the request of Douglas Drive Family Physicians to rezone property at 3443 Douglas Drive, P.I.D. #20-118-21-11-0007, from R-1 District (single family residential) to B-2 District (limited commercial) and P-2 District (off-street parking - residential) and rezone property at 3501 Douglas Drive, P.I.D. #20-118-21-11-0003, from R-4 District (high density residential) to B-2 (limited commercial).

Motion carried.

15. Consideration of tentative approval of proposed plat J.J.J. Estates located at 5401 West Broadway.

Moved by Commissioner Barden and seconded by Commissioner Halpaus to recommend to the City Council to grant tentative approval of J.J.J. Estates which is a replat of Tract B and Tract C of Registered Land Survey #794.

Motion carried.

16. Consideration of final approval of St. James 2nd Addition located at 4615 Hampshire Ave. N.

Moved by Commissioner Christopher and seconded by Commissioner Elsen to recommend to the City Council to grant final approval of St. James 2nd Addition which is a replat of Lot 1, Block 1, St. James Addition.

Motion carried.

Moved by Commissioner Magnuson and seconded by Commissioner Barden to adjourn.

Motion carried.

Chairperson Feyereisen

Secretary Christopher



Charitable Gambling Control Board
Room N-475 Griggs-Midway Building
1821 University Avenue
St. Paul, Minnesota 55104-3383
(612) 642-0555

FOR BOARD USE ONLY

License Number

PAID

AMT

CHECK#

DATE

GAMBLING LICENSE APPLICATION

INSTRUCTIONS:

- A. Type or print in ink.
B. Take completed application to local governing body, obtain signature and date on all copies, and leave 1 copy. Applicant keeps 1 copy and sends original to the above address with a check.
C. Incomplete applications will be returned.

Type of Application:

- ☐ Class A — Fee \$100.00 (Bingo, Raffles, Paddlewheels, Tipboards, Pull-tabs)
☒ Class B — Fee \$ 50.00 (Raffles, Paddlewheels, Tipboards, Pull-tabs)
☐ Class C — Fee \$ 50.00 (Bingo only)
☐ Class D — Fee \$ 25.00 (Raffles only)

Make checks payable to:
Minnesota Charitable Gambling Control Board

<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No 1. Is this application for a renewal? If yes, give complete license number <u>B</u> - <u>00397</u> - <u>002</u>	
<input type="checkbox"/> Yes <input type="checkbox"/> No 2. If this is not an application for a renewal, has organization been licensed by the Board before? If yes, give base license number (middle five digits) <u> </u>	
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No 3. Have Internal Controls been submitted previously? If no, please attach copy.	
4. Applicant (Official, legal name of organization) <u>Cystic Fibrosis Foundation</u>	5. Business Address of Organization <u>2344 Nicollet Avenue, #150</u>
6. City, State, Zip <u>Minneapolis, MN 55404</u>	7. County <u>Hennepin</u>
8. Business Phone Number <u>(612) 871-0462</u>	
9. Type of organization: <input type="checkbox"/> Fraternal <input type="checkbox"/> Veterans <input type="checkbox"/> Religious <input checked="" type="checkbox"/> Other nonprofit* *If organization is an "other nonprofit" organization, answer questions 10 through 13. If not, go to question 14. "Other nonprofit" organizations must document its tax-exempt status.	
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No 10. Is organization incorporated as a nonprofit organization? If yes, give number assigned to Articles or page and book number: <u> </u> Attach copy of certificate.	
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No 11. Are articles filed with the Secretary of State?	
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No 12. Are articles filed with the County?	
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No 13. Is organization exempt from Minnesota or Federal income tax? If yes, please attach letter from IRS or Department of Revenue declaring exemption or copy of 990 or 990T.	
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No 14. Has license ever been denied, suspended or revoked? If yes, check all that apply: <input type="checkbox"/> Denied <input type="checkbox"/> Suspended <input type="checkbox"/> Revoked Give date: <u> </u>	
15. Number of active members <u>3600</u>	16. Number of years in existence <u>30</u>
Note: If less than four years, attach evidence of three years existence.	
17. Name of Chief Executive Officer <u>Robyn Sackett</u> Title <u>Executive Director</u> Business Phone Number <u>(612) 871-0462</u>	18. Name of treasurer or person who accounts for other revenues of the organization. <u>Bob Malby</u> Title <u>Treasurer</u> Business Phone Number <u>(612) 871-0462</u>
19. Name of establishment where gambling will be conducted <u>Nicklow's</u>	20. Street address (not P.O. Box Number) <u>2516 North Lilac Drive</u>
21. City, State, Zip <u>Crystal, MN 55422</u>	22. County (where gambling premises is located) <u>Hennepin</u>

Gambling License Application

Type of Application: ☐ Class A ☐ Class B ☐ Class C ☐ Class D

<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	23. Is gambling premises located within city limits?	
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	24. Are all gambling activities conducted at the premises listed in #19 of this application? If not, complete a separate application for each premises (except raffles) as a separate license is required for each premises.	
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	25. Does organization own the gambling premises? If no, attach copy of the lease with terms of at least one year.	
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	26. Does the organization lease the entire premises? If no, attach a sketch of the premises indicating what portion is being leased. A lease and sketch is not required for Class D applications.	27. Amount of Monthly Rent \$
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	28. Do you plan on conducting bingo with this license? If yes, give days and times of bingo occasions: Days _____ Times _____	
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	29. Has the \$10,000 fidelity bond required by Minnesota Statutes 349.20 been obtained? Attach copy of bond.	
30. Insurance Company Name Alexander & Alexander, Inc.		31. Bond Number BP5199976
32. Lessor Name Niclow's	33. Address 3516 North Lilac Drive	34. City, State, Zip Crystal, MN 55422
35. Gambling Manager Name Gail Brokken	36. Address 2344 Nicollet Ave #150	37. City, State, Zip Mpls, MN 55404
38. Gambling Manager Business Phone (612) 871-0462	39. Date gambling manager became member of organization: 6/1/81	

GAMBLING SITE AUTHORIZATION

By my signature below, local law enforcement officers or agents of the Board are hereby authorized to enter upon the site, at any time, gambling is being conducted, to observe the gambling and to enforce the law for any unauthorized game or practice.

BANK RECORDS AUTHORIZATION

By my signature below, the Board is hereby authorized to inspect the bank records of the General Gambling Bank Account whenever necessary to fulfill requirements of current gambling rules and law.

OATH

I hereby declare that:

1. I have read this application and all information submitted to the Board;
2. All information submitted is true, accurate and complete;
3. All other required information has been fully disclosed
4. I am the chief executive officer of the organization;
5. I assume full responsibility for the fair and lawful operation of all activities to be conducted;
6. I will familiarize myself with the laws of the State of Minnesota respecting gambling and rules of the Board and agree, if licensed, to abide by those laws and rules, including amendments thereto.

40. Official, Legal Name of Organization Cystic Fibrosis Foundation	41. Signature (must be signed by Chief Executive Officer) X <i>[Signature]</i>
Title of Signer Executive Director	Date 3/31/87

ACKNOWLEDGEMENT OF NOTICE BY LOCAL GOVERNING BODY

I hereby acknowledge receipt of a copy of this application. By acknowledging receipt, I admit having been served with notice that this application will be reviewed by the Charitable Gambling Control Board and if approved by the board, will become effective 30 days from the date of receipt (noted below), unless a resolution of the local governing body is passed which specifically disallows such activity and a copy of that resolution is received by the Charitable Gambling Control Board within 30 days of the below noted date.

42. Name of City or County (Local Governing Body) <i>City of Crystal</i>	If site is located within a township, item 43 must be completed, in addition to the county signature.	
Signature of person receiving application X <i>Marlene George</i>	43. Name of Township	
Title <i>City Clerk</i>	Date received (30 day period begins from this date) <i>4-6-87</i>	Signature of person receiving application X
44. Name of Person delivering application to Local Governing Body <i>Dawn D. Kelly</i>		Title

Alexander & Alexander Inc.
Two Piedmont Center
3565 Piedmont Road, N.E.
Atlanta, Georgia 30363
Telephone 404-261-3400
TWX 810-751-8433

CERTIFICATE NO. 18

**Alexander
& Alexander**

CERTIFICATE OF INSURANCE

NAME OF INSURED: Cystic Fibrosis Foundation
6931 Arlington Road
Bethesda, Maryland 20814

This is to certify that the policies of Insurance listed below have been issued to the Insured named above and are in force at this time. Notwithstanding any requirement, term or condition of any contract or other document with respect to which this certificate may be issued or may pertain, the insurance afforded by the policies described herein is subject to all the terms, exclusions and conditions of such policies.

<u>TYPE OF COVERAGE:</u>	<u>INSURANCE COMPANY</u>	<u>POLICY NO./ EXPIRATION DATE</u>	<u>LIMITS OF LIABILITY</u>
WORKERS' COMPENSATION EMPLOYERS LIABILITY	Argonaut Ins. Co.	WC70453017628 3/1/87	Statutory \$100,000
GENERAL LIABILITY * COMPREHENSIVE FORM PRODUCTS/COMPLETED OPERATIONS BLANKET CONTRACTUAL PERSONAL INJURY	Great American Ins. Co.	BP5199976 3/1/87	\$1,000,000 Bodily Injury & Property Damage Combined Single Limit
AUTOMOBILE LIABILITY COMPREHENSIVE FORM OWNED, HIRED, NON-OWNED	Great American Ins. Co.	BP5199976 3/1/87	\$1,000,000 Combined Single Limit
EXCESS LIABILITY * UMBRELLA FORM	International Ins. Co.	523425603 3/1/87	\$5,000,000 Combined Bodily Injury & Property Damage
*The insurance does not apply to Bodily Injury to any person while practicing for or participating in any contest or exhibition of an athletic or sports nature sponsored by the Named Insured.			
OTHER: ACCIDENT POLICY	All American Life Ins. Co.	SR 3384-FBQXK-01 3/1/87	\$100,000 Loss of Life, Limbs, Sight, Speech, Hearing & Plegias. \$100,000 Medical/Dental Expense; No Deductible
CRIME	Federal Insurance	8035 12 75-F	\$100,000 Employee Theft \$ 10,000 Premises Coverage \$ 10,000 Transit Coverage \$100,000 Depositors Forgery

RE: Volunteer are covered.

CERTIFICATE HOLDER NAMED AS:

CANCELLATION: Should any of the above described policies be cancelled before the expiration date thereof, the issuing Company will endeavor to mail 30 days written notice (or as extended by applicable statute), except 10 days for non-payment of premium to the below named certificate holder, but failure to mail such notice shall impose no obligation or liability of any kind upon the Company.

NAME AND ADDRESS OF CERTIFICATE HOLDER:

Minnesota Charitable Gaming Control Board
c/o Robin Sachet - CFF
2344 Nicolet Avenue, Suite 150
Minneapolis, MN 55404

DATE ISSUED:


AUTHORIZED SIGNATURE

Internal Revenue Service

EIN: 131930701

> Cystic Fibrosis Foundation
(formerly known as National
Cystic Fibrosis Research
Foundation)
3579 Peachtree Road N.E.
Atlanta, Georgia 30326

Department of the Treasury

Washington, DC 20224

Person to Contact: Sanford Warren

Telephone Number: 202-964-6661

Refer Reply to: E:EO:T:R:2-6

Date:

MAR 31 1976

Group Exemption Number - 1393

Gentlemen:

This is in reply to the letter of Mr. Jeffrey A. Galant, Esquire, dated January 16, 1976, which requested that a section 501(c)(3) ruling letter be issued to you to reflect your change of name.

Our records show that you and your subordinate chapters were recognized on November 27, 1957, as exempt from Federal income tax under the provisions of section 501(c)(3) of the Internal Revenue Code under the name of the National Cystic Fibrosis Research Foundation.

This letter modifies the November 27, 1957, ruling letter to reflect that your name has been changed from the National Cystic Fibrosis Research Foundation to the Cystic Fibrosis Foundation.

Sincerely yours,

Milton Cerny

Milton Cerny
Chief, Rulings Section 2
Exempt Organizations
Technical Branch

State of Minnesota
Department of Taxation - Sales and Use Tax Division
Centennial Office Building - St. Paul, Minnesota 55101

CERTIFICATE OF EXEMPT STATUS - EXEMPT ORGANIZATION

Under the provisions of Section 25, Subdivision 1 (n) of the Minnesota Sales and Use Tax Law, the organization whose name appears below is certified to be exempt from sales and use taxes applicable to purchases, rentals and leases of tangible personal property to be used solely and exclusively by that organization.

Cystic Fibrosis Foundation
2344 Nicollet Avenue, Suite 330
Minneapolis, MN 55404

Certificate No.

E S

22786

Date Issued

December 1, 1969

RUFUS T. LOGAN, Commissioner of Taxation

By

D. S. MundaHL
D. S. MUNDAHL, Director
Sales and Use Tax Division

This certificate is valid until revoked by the
Minnesota Department of Taxation.

ST-17

The exemption does not apply to purchases of meals, lodging or tickets of admission

CHARITABLE GAMBLING LEASE AGREEMENT

This agreement between Nicklow's d/b/a 3516 North Lilac Drive located at Crystal, MN 55422, hereinafter called Lessor, and MINNESOTA CHAPTER, CYSTIC FIBROSIS FOUNDATION, hereinafter called Lessee. If the local governing body having jurisdiction pursuant to Minnesota Charitable Gambling laws and relevant rules exercises the right to prevent the MCGC Board from issuing the Lessee a license to operate charitable gambling on the premises specified by this lease, the Lessor agrees to grant the organization herein known as Lessee, an extension on the effective starting date of this lease until such time as the organization does become licensed to operate charitable gambling under Minnesota Charitable Gambling Control Board licensure on the premises specified by this lease. If an extension under this clause becomes necessary, the lease as written herein shall be granted under the same terms herein stated for a period of twelve months following the new effective date of the lease as determined by this clause.

The specific leased area is depicted on the accompanying diagram.

1. Lessor does hereby rent to the Lessee for the sum of \$825.00 per month, and grant the right to locate on the premises indicated, games of chance legal in the state of Minnesota. Charitable gambling is to be conducted during legal lounge hours only.

Lessor agrees that he will not advertise games of chance without a statement identifying the licensed organization conducting the games of chance. Lessor agrees that on-duty employees shall not purchase pull-tabs.

2. This agreement may be terminated by either party upon giving thirty (30) days written notice, and is nullified if rules enacted by the state of Minnesota prevent the continued operation of charitable gambling. This agreement may be immediately terminated by Lessee if there are violations of the Minnesota statutes governing charitable gambling or if there is theft by negligence.

CHARITABLE GAMBLING LEASE AGREEMENT

Page 2

3. The signing of this agreement nullifies any and all previous agreements made by and between Lessor and Lessee.

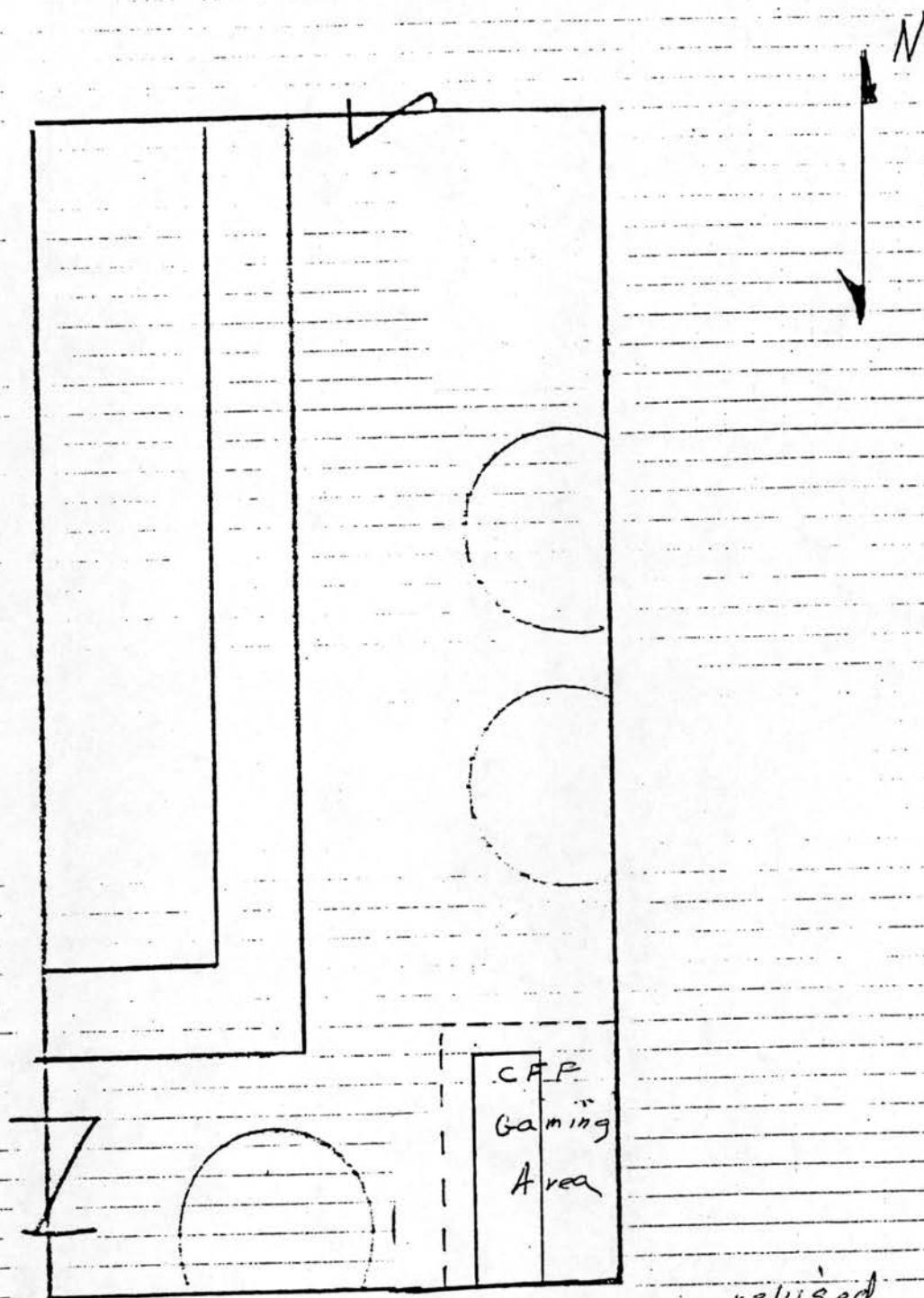
Entered into this 4 day of March, 1987.

Lessor: [Signature]
Owner or Authorized Representative

[Signature]
Position in Business

Lessee: [Signature]

[Signature]
Office in organization



revised

11-25-85

Nicklow's Workingman's Bar

CFF Gaming Counter 4' X 6'

(Not drawn to scale)

To: John T. Irving, City Manager
FROM: Bill Monk, City Engineer
DATE: April 15, 1987
RE: Improvement Hearing for Bass Lake Road
Storm Sewer Relief

On March 17 the City Council accepted a feasibility report as prepared by OSM detailing trunk storm sewer improvements required to relieve capacity problems in the Bass Lake Road drainage system. The report addresses the inadequacies of the existing system and design of the relief line as well as outlining a method for assessment of project costs to properties within the tributary watershed. Issues involved with this project include:

- The need to relieve the Bass Lake Road storm sewer trunk line has been established by recurring back-ups in lines throughout the tributary area even during light to moderate rainfall events. The improvements proposed are consistent with the 1968 storm sewer plan the City has long used as its guide and represent the final trunk system segment needed in the north Crystal watershed.
- While the Becker Park Redevelopment Area contributes to the overloading situation, the need for the project is based on the flow of storm water from the entire watershed tributary to the Bass Lake Road trunk line. Runoff factors for the redevelopment area around the park do not exceed the values originally anticipated in the 1968 storm sewer report.
- A portion of the relief storm sewer system is already in place between Bass Lake Road and Douglas Drive. A 48-inch diameter trunk line follows West Broadway and 55th Avenue and was constructed as a part of the County's upgrade of West Broadway in 1977 and the MSA project on Sherburne Avenue in 1985. Storm sewer trunk benefit was not assessed as a part of either project.
- A sizeable portion of New Hope (approximately 218 acres) drains into the Bass Lake Road storm sewer system as well as the trunk line along the railroad right-of-way in the area of 52nd Avenue. As a part of previous projects within both drainage districts, New Hope has participated and paid a portion of the oversizing costs related to handling flow originating in New Hope. At that time New Hope also initiated efforts to maintain runoff volumes at a certain level by means of pond use and restricted pipe size so that their involvement in future projects within Crystal would not be required. While changes in the flow from New Hope are questionable, further participation in this project by Crystal's neighbor is not proposed.

RE: Improvement Hearing for Bass Lake Road
Storm Sewer Relief

Page 2

- While the design of the relief system using a 5-year frequency factor allows for an acceptable service level, it also produces a reasonable cost breakdown in terms of assessments. The final distribution of costs is based on a longstanding policy of assessing benefit to property within the entire tributary watershed on a sliding scale of development type.
- Although a final determination on the amount, term and interest rate attributable to an improvement project are not legally established until the assessment hearing, past policy would indicate a five-year assessment term at a 7-1/2% interest rate.

At this point the City Council is in a position to authorize installation of Improvement Project 87-4 for Bass Lake Road storm sewer relief. A copy of the public notice and maps along with a breakdown of the total project costs (in the form of a revised page 9) as requested at the last meeting are attached. Approval of the authorizing resolution is recommended.

Extra copies of the feasibility study, as included in the March 17 packet, are available at City Hall if an extra copy(s) are needed.


WM:jrs

Encls

CITY OF CRYSTAL
NOTICE OF PUBLIC HEARING
STORM SEWER IMPROVEMENT NO. 87-4
(J DISTRICT)

APRIL 21, 1987

NOTICE IS HEREBY GIVEN that the Crystal City Council will meet in the Council Chambers at the Crystal City Hall, 4141 Douglas Drive, on Tuesday, April 21, 1987, at 7:00 p.m., or as soon thereafter as the matter can be heard, to hear and consider all oral and written arguments related to Storm Sewer Project No. 87-4. Said improvement includes construction of 3,000 feet of 72-inch diameter storm sewer and appurtenances to provide relief for the over capacity Bass Lake Road storm sewer trunk. Said project shall be handled pursuant to MN Statutes, Sections 429.011 to 429.111. The area proposed to be assessed for such improvement is the watershed tributary to said Bass Lake Road trunk sewer and includes property north of the Minneapolis-St. Paul and Sault Sainte Marie Railroad right-of-way as said line traverses Crystal in an east/west direction. Properties included in the proposed assessment area are more specifically noted on the attached map.

The estimated cost of the storm sewer improvements is \$652,000 and is proposed to be assessed on a square foot basis at the following unit rates for various development types:

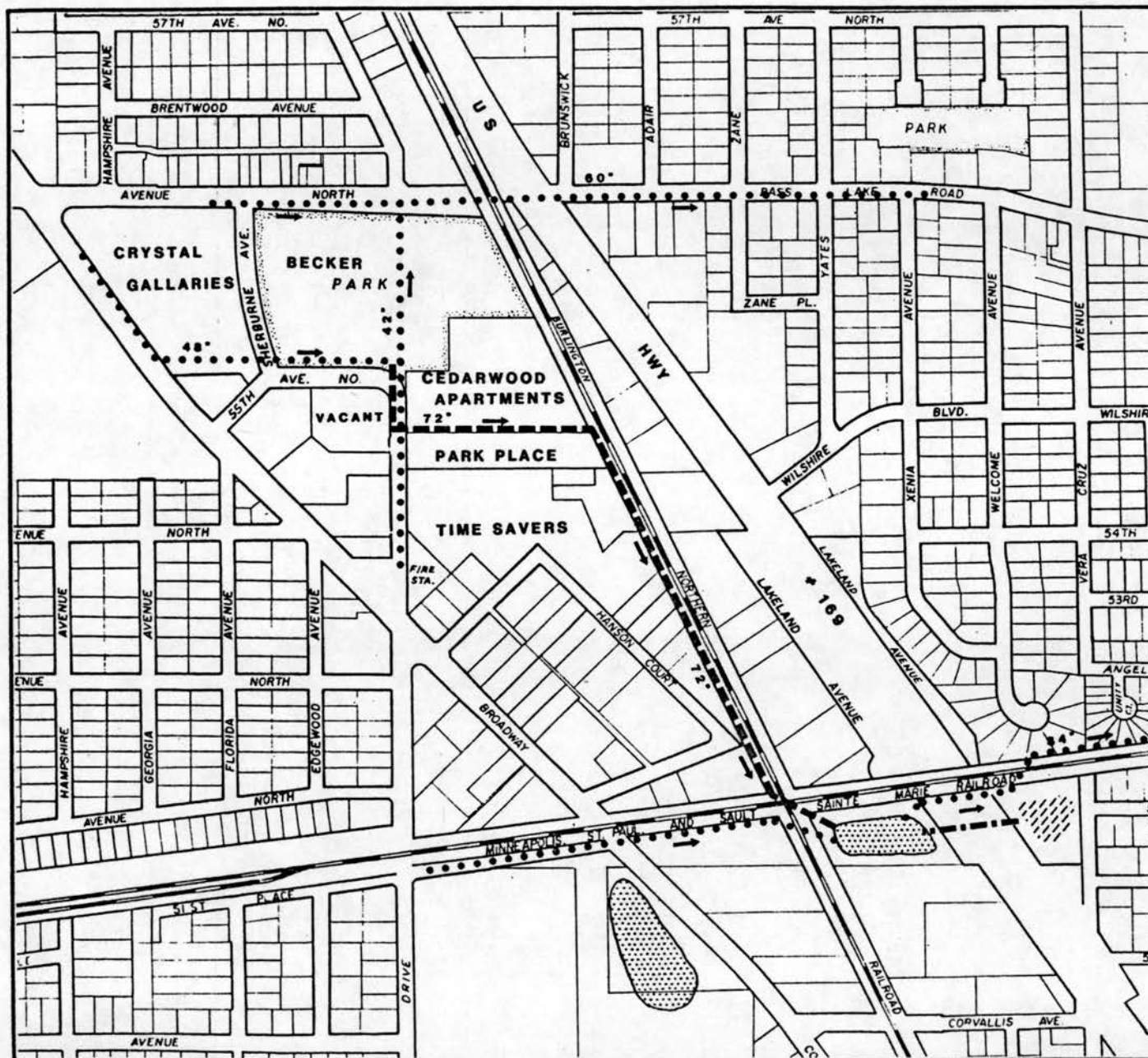
Single and Duplex Residential	\$0.0243
Multiple Family Residential	0.0365
Commercial/Industrial	0.0486

Based on the above, a 70' x 135' lot would be assessed \$230.

Such persons as desire to be heard with reference to the proposed improvement will be heard at this meeting.

BY ORDER OF THE CITY COUNCIL
DARLENE GEORGE, CITY CLERK

(Published in The North Hennepin Post April 9 and 16, 1987)



BASS LAKE ROAD STORM SEWER RELIEF PROPOSED ALIGNMENT

LEGEND

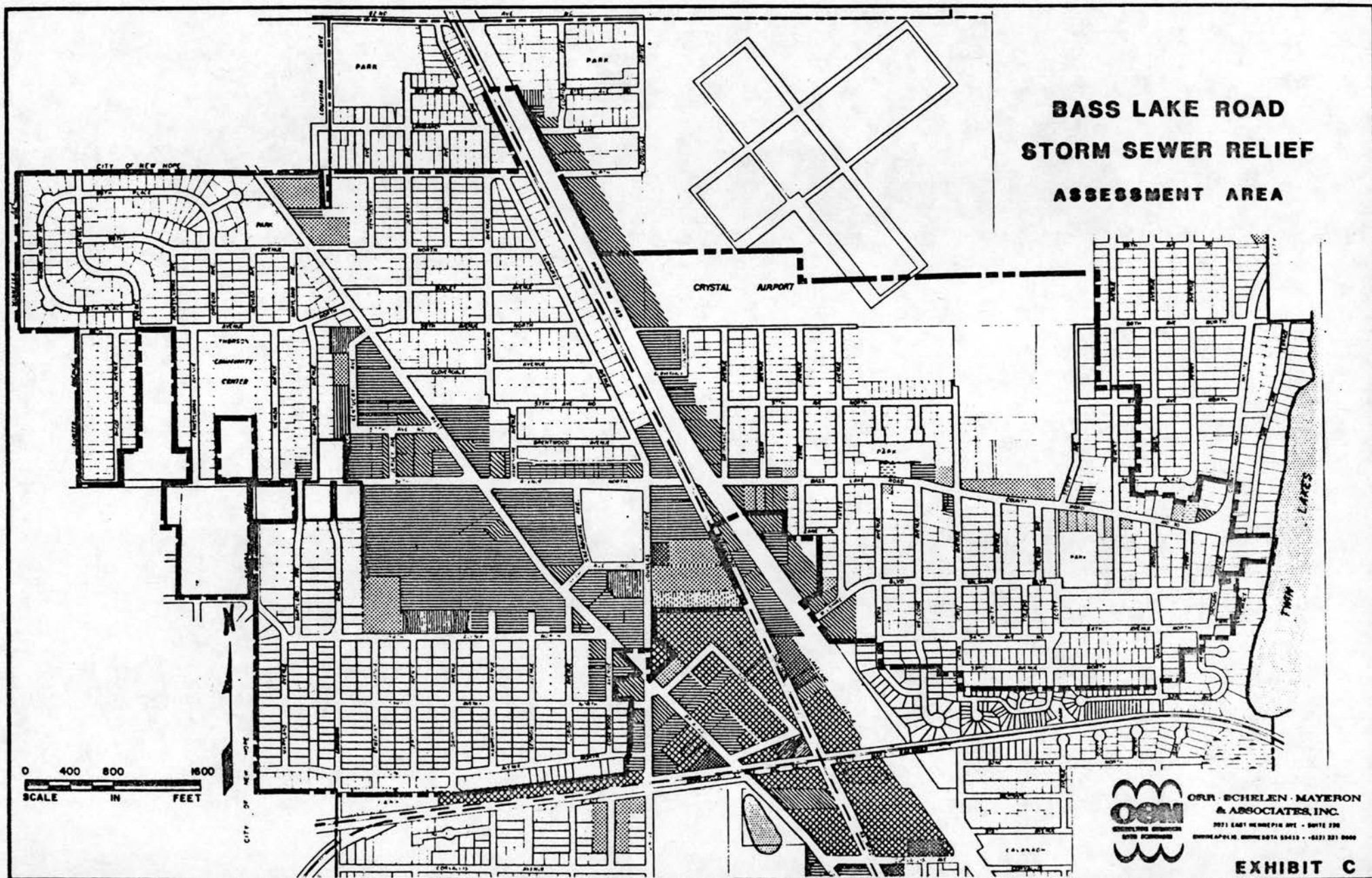
- EXISTING STORM SEWER
- PROPOSED STORM SEWER RELIEF PIPE (72" RCP)
- FUTURE IMPROVEMENTS

0 400 800
SCALE IN FEET



ORR, SCHELEN, MAYERON
& ASSOCIATES, INC.
2021 EAST WERNER AVENUE • SUITE 200
MINNEAPOLIS, MINNESOTA 55412 • (612) 331-0600

EXHIBIT B



**BASS LAKE ROAD
STORM SEWER RELIEF
ASSESSMENT AREA**

CRYSTAL AIRPORT

0 400 800 1600
SCALE IN FEET



**ORR, SCHELEN, MAYERON
& ASSOCIATES, INC.**
2021 EAST WASHINGTON AVE. - SUITE 200
CHICAGO, ILL. 60612 - (312) 321-0000

EXHIBIT C

PRELIMINARY COST ESTIMATE FOR RELIEF PIPE

ITEM	UNIT PRICE	QUANTITY	TOTAL PRICE
72" RCP, Class II (8-12' Deep)	\$ 160.00	2800 L.F.	\$448,000
72" RCP Jacked	490.00	100 L.F.	49,000
108" Diameter Manhole	880.00	10 L.F.	8,800
72" Tee Manhole (11' Average)	1,200.00	4 EACH	4,800
Street Crossings	3,850.00	2 EACH	7,700
72" Apron	1,980.00	1 EACH	1,980
Sod	2.20	3000 YDS.	6,600
Seed, Mulch & Topsoil	3,300.00	1.2 ACS.	3,960
Transplant Trees (6" Diameter)	550.00	6 EACH	<u>3,300</u>
Estimated Construction Cost			\$534,140
Feasibility Study Plans & Specifications (7%)			37,390
Legal (1%)			5,341
City Administration (7%)			37,390
Construction Staking & Inspection (7%)			<u>37,390</u>
Total Estimated Project Cost			\$651,651

PRELIMINARY COST ESTIMATE FOR RELIEF PIPE

ITEM	UNIT PRICE	QUANTITY	TOTAL PRICE
Excavation	\$ 2.20	10000 YDS.	\$ 22,000
72" RCP Jacked	490.00	200 L.F.	98,000
72" RCP Aprons	1,980.00	2 EACH	<u>3,960</u>
Estimated Construction Cost			\$123,960
Feasibility Study Plans & Specifications (7%)			8,677
Legal (1%)			1,230
City Administration (7%)			8,677
Construction Staking & Inspection (7%)			<u>8,677</u>
Total Estimated Project Cost			\$151,231

April 13, 1987

Crystal City Council
4141 Douglas Drive
Crystal, Minn. 55422

Dear Council Members:

RE: Storm Sewer Improvement # 87-4 (J - District)
Benefactors: Crystal Galleries
Cedarwood Apartments

For a period of years, it was called progress, hind-sight,
poor advice or your choice of names.

I believe this improvement may have started:

In the 50's 60's Baselake Road Storm sewer improvement;
Benefactor: Crystal Shopping Center

In the '70's 54th Ave Reliever Storm Sewer Improvement;
Benefactor: Target Stores Area

In the '80's Bass Lake Road Reliever Improvement;
Crystal Galleries & Cedarwood Apartments

More Buildings and parking lots, more WATER to remove in
those wet years..

For us Residential taxpayers of this bedroom community, for
a number of years, we get to buy & pay for more water removal
due to development or progress subsidized by us Taxpayers for
whose actual Benefit??

Must the Residential taxpayer pay for other's errors, Hind-
sight for so called progress.

ALL Developers should cover their own COSTS, where service's
are or may be required for progress, profit, safety or Wel-
fare of the area being used..

If the taxpayer must continue to pay (subsidize) these operat-
ions, when will the developer take their turn and start sub-
sidizing the Taxpayers from the Profits that get hidden by
fancy laws and poor Responsibility to areas used....

If the City; H.R.A.; must provide, due to error or hind-
sight, let everyone in the City SHARE in the COSTS...

DUE to previously made vacation plans, I will not make the
April 21 st Hearing. Would rather be there in person to obtain
more accurate info as to the need and details of this Project..

Thank-you for permitting me to say my peace !

Sincerely,

Lloyd L. Schreiner
Lloyd L. Schreiner
5608-37th Ave No.

CC: Thomas Asker, Mayor ; Council Members: R.L. Smothers & Betty Herbes
City Clerk: Darlene George

STREET LIGHT PETITION

Honorable Mayor & City Council
City of Crystal, MN

The undersigned respectfully requests the installation of a street light located on the existing power pole between 5716 and 5724 Twin Lake Terrace.

I/we acknowledge and accept the location of the street light, and recognize the need to set a street light pole and run overhead wires for power to the street light.

NAME

ADDRESS

58429

Mrs. Mrs. Sep. Sel	5724 Twin Lake Terrace Crystal MN
L. Lorne Christensen	5716 Twin Lake Terrace " "
Virginia Marie Yelver	5709 " " " "
Marge Melby	5700 Twin Lake Tr. Crystal Mn.
Mary Margaret Johnson	5701 Twin Lake Terr. Crystal Mn.
Lorson V. Weimer	5719 Twin Lake Terr. Crystal Mn.
Barbara A. Stevens	5731 Twin Lake Terr. Crystal Mn.
Karen Lieder	5748 Twin Lake Terrace Crystal MN
Mary Bolin	5747 Twin Lk. Terr., Crystal Mn.
Mary E. Zirbes	5732 Twin Lake Terrace Cr.
Jane Werner	5708 Twin Lake Terrace
Dan Melrose	5708 Twin Lake terrace

All persons in the immediate vicinity of the street light have been contacted by me. Those persons not signing are deemed to be opposed to the installation.

Signed L. Lorne Christensen
Person circulating petition

5716 Twin Lake Terrace
Address

537-5371

Phone No.

Date filed April 8, 1987

STREET LIGHT PETITION

Honorable Mayor & City Council
City of Crystal, MN

The undersigned respectfully requests the installation of a street light located on the existing power pole between 5732 and

5740 Twin Lake Terrace

It is expressly understood that the specific location will be selected in accordance with the overall street light plan developed by the City of Crystal.

I/we acknowledge and accept the location of the street light, and recognize the need to set a street light pole and run overhead wires for power to the street light.

NAME _____

ADDRESSThis image shows a single page of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There are approximately 20 lines visible. The paper appears slightly aged or off-white. There is no handwriting or other markings on the page.

All persons in the immediate vicinity of the street light have been contacted by me. Those persons not signing are deemed to be opposed to the installation.

Signed _____
Person circulating petition

Address

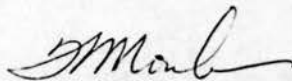
Date filed _____

Phone No.

TO: John T. Irving, City Manager
FROM: Bill Monk, City Engineer
DATE: April 15, 1987
RE: Rezoning and Conditional Use Permit for
5264 West Broadway - Crystal Rentals

The owner of Crystal Rentals located at 5264 has resubmitted his applications for a rezoning of Lot 16, Hanson's Court from B-4, Community Commercial, to B-3, Auto-Oriented Commercial along with a conditional use permit to allow operation of the rental business. This request was previously considered and denied by the City Council in January.

In reconsidering this item, the Planning Commission expressed concerns about the size of the parcel for handling allowable uses in the B-3 District and the dual uses being proposed. Based on these comments the Planning Commission did act to recommend denial of the rezoning request. The planning packet is attached to assist the Council in considering this item.


WM:jrs

Encls

TO: Planning Commission
FROM: Bill Monk, City Engineer
DATE: February 23, 1987
RE: Rezoning and Conditional Use Permit for 5264 West
Broadway - Crystal Rentals

The owner of the property at 5264 West Broadway has resubmitted an application for a rezoning and conditional use permit. As these items were denied by the Planning Commission and City Council in January in essentially the same form, a copy of the previous staff report is included in this packet as an explanation of the request.

With the new applications (attached) a letter was also received stating that the sale of used automobiles had taken place on the site for the past 24 years. While these statements seem inconsistent with comments made by the applicant at the previous meetings on this matter, the sporadic sale of cars neither renders the practice legal nor requires the City to approve an expansion to a present non-conforming use.

The Commission should continue to review this item in terms of whether the rezoning and conditional use permit are consistent with the character and zoning of the surrounding area as well as the proposed long term land use. To assist with review of the zoning issues a copy of the existing zoning map as well as the land use plan from Crystal's approved comprehensive plan are included in the packet.


WM:jrs

Encls

4/9/87 UPDATE

As directed at the last Planning Commission meeting, this office has reviewed the option of rezoning the Crystal Rentals and adjoining properties to I-2, Heavy Industrial District. The review process entailed a detailed comparison of permitted uses in the B-3 (Section 515.35), B-4 (Section 515.37) and I-2 (Section 515.42) zoning designations.

Rezoning and Conditional Use Permit for 5264 West Broadway -
Crystal Rentals
4/9/87 UPDATE
Page 2

Based on this comparison, this office feels that industrial uses should be confined to the area noted on the Land Use Plan (attached). Industrial uses that already exist outside this area should not be expanded given the type and scale of uses this land use designation implies. Property along West Broadway north of the railroad tracks appears more suited to multiple family residential or commercial land uses.

The Commission still needs to address whether the B-3 uses proposed by Mr. Aarestad (and Mr. Steichen in an upcoming hearing) are consistent with the character and zoning of the surrounding area and consistent with long term land use objectives. These questions remain at the heart of the issue. However, if the zoning change is found acceptable, the B-3 District still appears the proper designation to handle this situation.

TO: Planning Commission
FROM: Bill Monk, City Engineer
DATE: December 4, 1986
RE: Rezoning and Conditional Use Permit at Crystal
Rentals, 5264 West Broadway

At present Crystal Rentals at 5264 West Broadway operates as a non-conforming use within a B-4 zoning district. It is the applicant's intent to rezone the property to B-3 to allow for the sale of used cars as a permitted use while acquiring a conditional use permit for the existing rental business within the B-3 zone. The formal applications for each item along with a proposed sketch plan are attached.

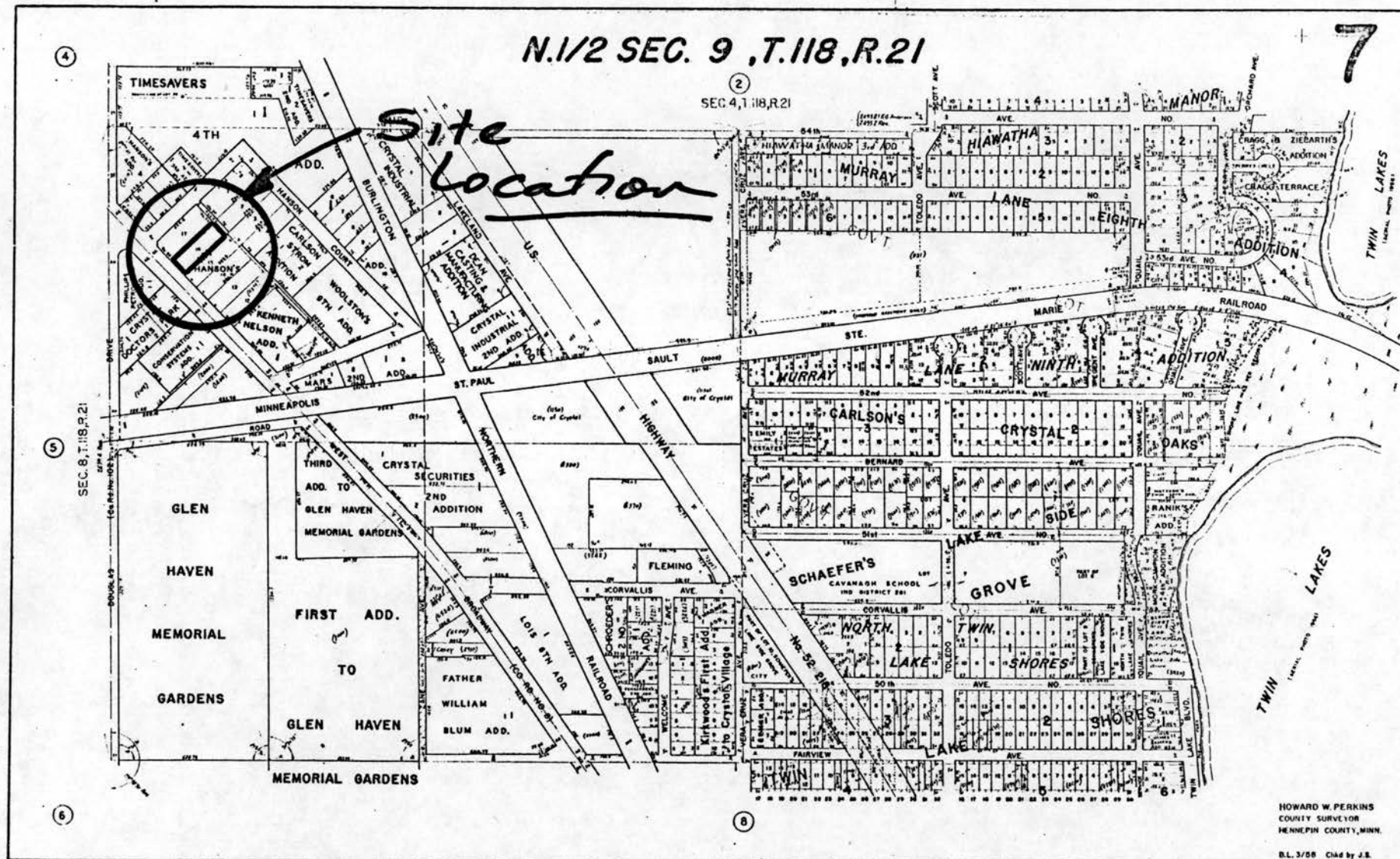
The proposed zoning designation being proposed does not in itself seem to present a problem given the surrounding mix of uses. However, the dual use of the property does present concerns regarding parking and conflicts associated with overlapping usage which could introduce enforcement problems.

According to ordinance requirements, fourteen parking spaces (5 for car sales and 9 for rental sales) would be required to service both uses. Parking becomes increasingly important as both the car sales and outdoor storage of rental equipment could compete for parking designated for customers. An important aspect of this proposal involves reasonable and enforceable separation of uses on the single site.



WM:jrs

Encls



*B-4 Lot Proposed
for Rezoning*

*Map of Existing
Zoning*

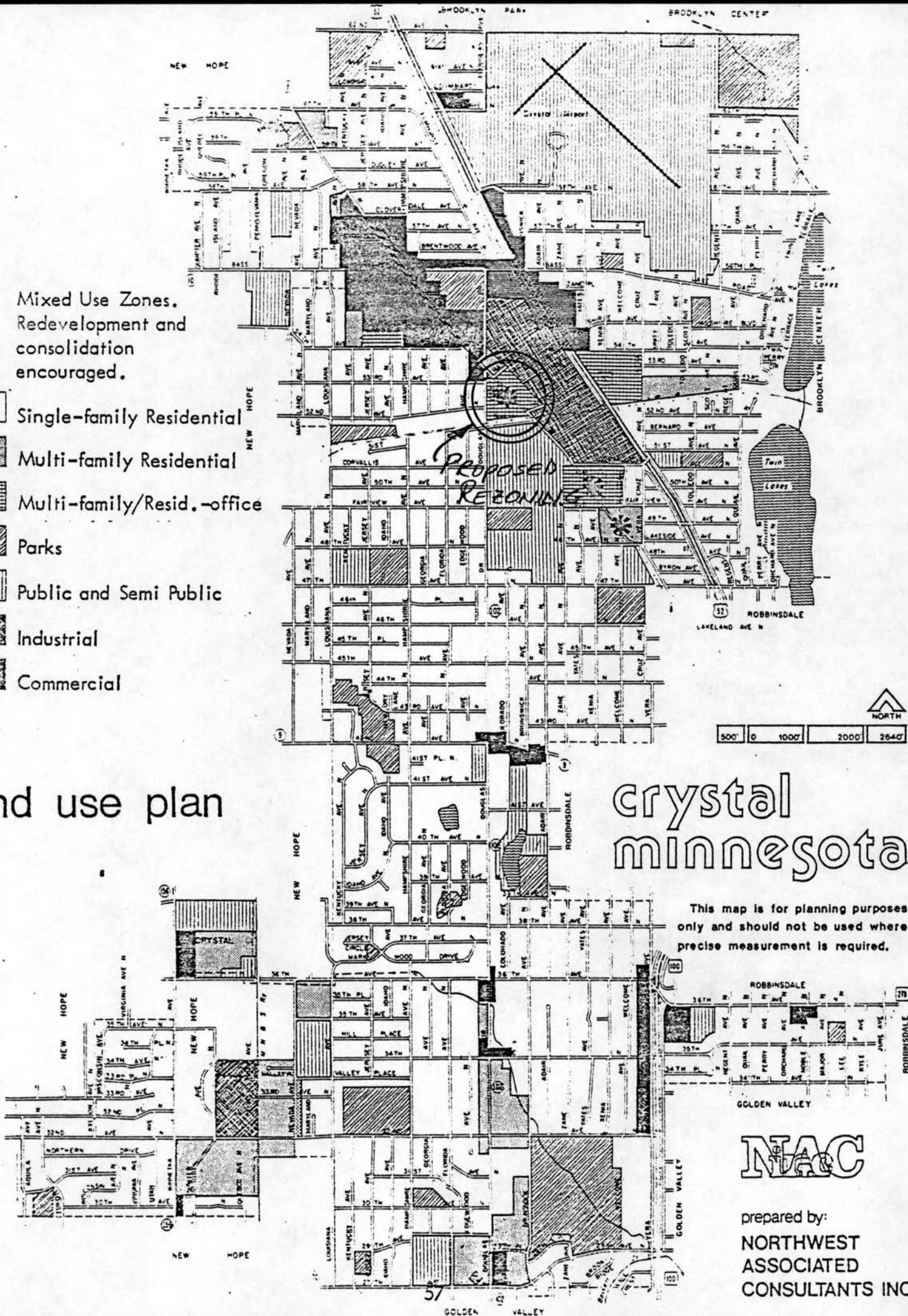


Mixed Use Zones.
Redevelopment and
consolidation
encouraged.



- Single-family Residential
- Multi-family Residential
- Multi-family/Resid.-office
- Parks
- Public and Semi Public
- Industrial
- Commercial

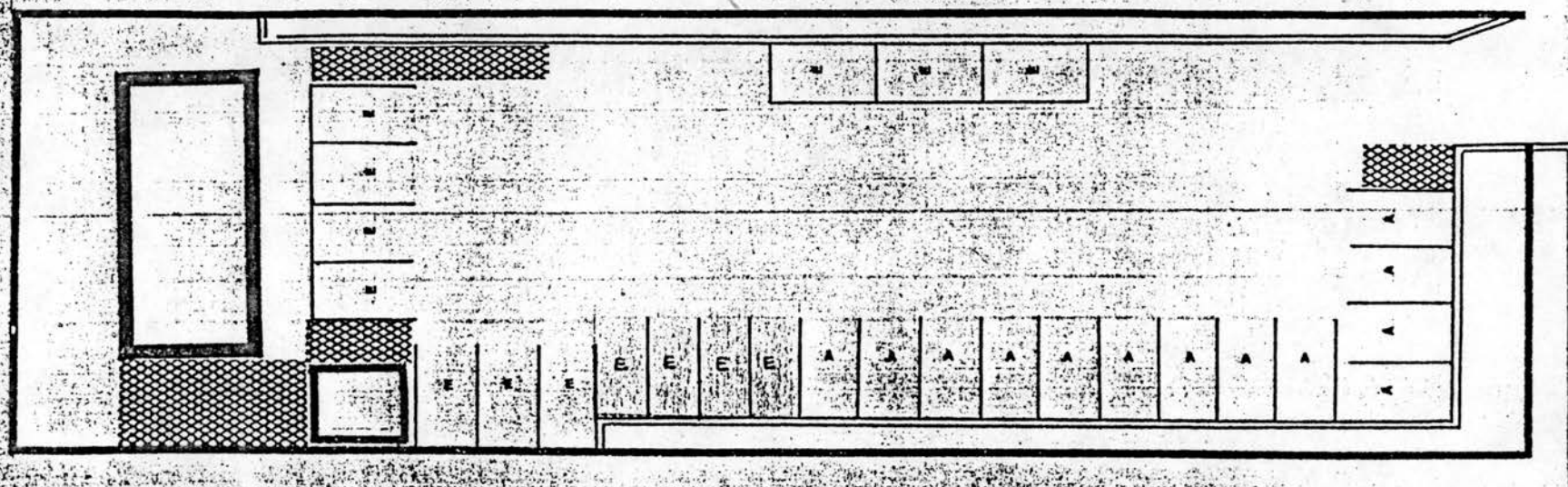
land use plan



This map is for planning purposes
only and should not be used where
precise measurement is required.

NAC

prepared by:
**NORTHWEST
ASSOCIATED
CONSULTANTS INC.**



West Broadway

CAR SALES

CUSTOMER PARKING

MISC STORAGE

CRYSTAL RENTAL

i-70

North

JANUARY 29, 1987

ATTN: MR. WILLIAM MONK, CITY ENGINEER.
AND
TO WHOM IT MAY CONCERN:

AS YOU ALL KNOW, JOHN AARESTAD IS THE OWNER AND OPERATOR OF CRYSTAL RENTAL, OVER HALF OF HIS BUSINESS IS AUTO RELATED. ~~BY THE WAY, JOHN WORKS SEVEN DAYS A WEEK AT HIS RENTAL BUSINESS.~~ JOHN HAS BEEN SELLING CARS AND TRUCKS FOR THE PAST 24 YEARS. THESE CARS AND TRUCKS ARE OFTEN PAYMENT FOR RENTAL EQUIPMENT THAT HAS NOT BEEN PAID FOR IN ANY OTHER WAY. THEREFORE HE SELLS THEM TO GET THE MONEY DUE HIM FOR RENTAL EQUIPMENT. HE ALSO BUYS AND SELLS CARS AND TRUCKS AND ON OCCASION TAKES A CONSIGNMENT.

HOWEVER THE STATE REQUIRES ANY PERSON WHO DEALS IN USED MOTOR VEHICLES FOR PROFIT TO HAVE A USED CAR DEALERS LICENSE. THE STATE WANTS TO KNOW IF JOHN HAS COMMERCIAL PROPERTY, WHICH HE DOES. NOW ZONED B-4 AND MUST BE ZONED B-3.

HE IS IN THE CRYSTAL AUTOMOTIVE PART OF TOWN, ALONG WITH CARL'S GOODYEAR, MARKET TIRE, NEW AUTO PARTS PRO., OCTOPUS CAR WASH, a new muffler shop, JIFFY LUBE, AND ANOTHER CAR WASH LOCATED BESIDE CRYSTAL RENTAL. DUMARKS GARAGE, DUMARKS AUTO SALES, AND DUMARKS AUTO REPAIR (3 business's in one location, which does not have correct zoning). SCOTTS AUTO REPAIR, TIM'S TREE SERVICE, and a Photographic Store, ANOTHER THREE BUSINESS'S IN ONE LOCATION. OTHER AUTO RELATED BUSINESS'S IN THIS AREA ARE KENNEDY TRANSMISSION, CRYSTAL COLLISION BODY SHOP, CRYSTAL AUTO PARTS, AND SARGE'S BODY SHOP. DUKE'S BODY SHOP, SUBURBAN TOWING, AND A-1 AUTO CLEAN, (THESE LAST THREE ARE ALSO IN ONE LOCATION), AND NOT GRANDFATHERED. ALSO THERE IS A U-HAUL RENTAL WHICH SELLS TRUCKS AND TRAILERS.

JOHN AARESTAD IS AUTOMATICALLY GRANDFATHERED FOR SELLING USED CARS FOR THE PAST 24 YEARS AT THIS ADDRESS, 5264 WEST BROADWAY. REZONING IS ALL THAT IS NECESSARY FOR HIM TO CONTINUE HIS BUSINESS UNDER THE STATE LAW. MINNESOTA STATUTES 168.27 Subd. 1 Used Motor Vehicle dealer. THIS WOULD ONLY BE A CONTINUATION OF A BUSINESS THAT HAS EXSISTED FOR 24 YEARS. THE ONLY OTHER USED CAR DEALERSHIPS IN CRYSTAL NOW ARE, NORDLINGS (revised), MELISSA MOTORS AND DUMARKS. TOTALING 4 INCLUDING JOHNS(Crystal Rental), AND THERE USED TO BE 7.

April 20, 1987

MEMO TO: Crystal City Council

FROM: Recycling Subcommittee of the City Council
Pauline Langsdorf, John Moravec, and Steve Leppa

RE: Recommendations for Recycling for the City of Crystal

The members of the Recycling Subcommittee of the Crystal City Council (RSCC) have met several times following our January appointment. Our charge was to study various recycling options and make recommendations to the Crystal City Council as to how the City can best comply with the Hennepin County Recycling Ordinance. Hennepin County Ordinance #13 requires each municipality, in the county, to develop a recycling program by January 1, 1988 that will remove at least 16% of the recyclables, including compostables, from the solid waste stream, during the year 1990. If Hennepin County Cities do not have a plan approved by 1988, Hennepin County can designate what the recycling plan will be for that city.

One of the reasons for appointing the Recycling Subcommittee of the City Council, was that the Environmental Quality Commission was not at full strength and frequently could not meet due to lack of a quorum. Recently, several new members have been appointed, and the Commission had been actively meeting on this topic in order to report to the City Council on this pressing issue. Their comments are also included in this report.

The contents of the makeup of household waste varies with whose figures you use. The figures below are from Hennepin County.

ESTIMATES OF PERCENTAGES HOUSEHOLD WASTE BY TYPE

<u>TYPE</u>	<u>AVERAGE</u>	<u>LOW</u>	<u>HIGH</u>
Newspaper	9.0	7.6	10.4
Corrugates	4.2	2.7	5.7
Waste mixed paper	10.8	9.3	12.3
Ferrous	5.3	3.9	6.8
Aluminum	0.2	0.6(?)	1.2
Other nonferrous	0.1	0.003	0.2
Glass	4.7	3.8	5.6
Yardwaste	16.15	N/A	N/A
Woodwaste	6.3	3.6	9.0
Other organics	35.35	31.6	39.1
Other inorganics	7.0	5.2	8.9

Currently, the Metropolitan Council has grant money available for funding 25% of the costs of approved recycling programs. However, they also have a deadline of May 15, 1987 for application for the funding. Therefore we hope to have at least part of our recommended program approved by the City Council in time to apply for the summer/fall yardwaste program.

Hennepin County also has funding available for recycling, varying from 50 to 80% of the project (including staff) costs.

RECOMMENDATIONS FROM THE RECYCLING SUBCOMMITTEE OF THE CITY COUNCIL

1. Hire a permanent part-time staff person to administer the recycling program. We anticipate that, at least to begin with, there may be more than half-time work to be done. Grant proposals need to be written and contracts negotiated. With the City Manager resigning the end June, we are of the opinion that present staff does not have the time to handle these additional duties.
2. Provide curbside pick up of yard wastes (grass clippings and leaves). We recommend that bi-monthly pickup be started in June 1987, and continue through October 1987. We further recommend that this program be handled by a contract hauler, for the summer of 1987. The yard wastes are to be delivered to the Hennepin County compost site in Maple Grove.
3. Sponsor a contest for Crystal residents who recycle using a designated recycling drop-off center. Crystal residents who deliver a load to the recycling drop-off center would be able to enter their name in a weekly drawing for \$100. The person whose name was drawn would be visited by our recycling staff person to show proof of their continued recycling participation. If they were not currently recycling, the \$100 would roll over into added prize money for the next week winner. We recommend presentation of the checks be made at the Council meetings with appropriate publicity in the local newspaper.
4. We recommend that Crystal provide curbside pickup for source separated recyclable materials. We do not believe that a drop-off recycling center would collect 16% of the residential refuse generated in the City, even with the benefit of the contest as added incentive for utilizing the drop-off center. It is hoped that with addition of a part-time staff person that the details of the curbside program would be ready for implementation in the fall of 1987 or at the latest, spring of 1988.

ADDITIONAL COMMENTS

The Recycling Subcommittee of the City Council (RSCC) recommends the contest for recycling at the drop off center in order to encourage residents to get involved in recycling. This type of a contest may be possible to adapt to curbside also. One of the key factors in recycling is education. Garbage is not a "sexy subject". Most people would rather ignore it so long as it is picked up regularly. A contest with weekly monetary rewards should be a great educational tool, and increase interest in recycling.

The RSCC, or whatever you wish to call us, recommends the initial emphasis on the drop-off center in order to get started with our recycling program more quickly. We need to capture the residents interest while staff is hired and the details of the curb-side program are determined. Plymouth started twice a month curb-side pickup in April (this month). RSCC is very interested in their program and anxious for progress reports on their system.

As recommended under point 4, RSCC believes that curb-side source separated, is the most feasible method of meeting the requirements of the Hennepin County Recycling Ordinance. In addition, removing yardwastes point #2, is a means of moving a long ways towards the required amount. (Yardwaste is estimated at 16.15% of the solid waste stream.) If we contract out collection of the yardwastes, the city is not required to buy or adapt equipment or hire staff (or reassign staff) for this program for this summer and fall.

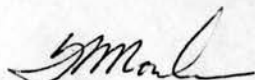
The total recycling program will need to include the business and commercial community of Crystal as well. Currently many of the business/commercial companies are recycling, at least part of their waste stream. We need a study done to determine what is being done, and when they started their recycling. The business/commercial recycling also counts towards the required 16% required by 1991.

The Environmental Quality Commission reported to the Recycling Committee of the City Council the results of their study which recommended proceeding with both a drop-off center and curbside pick-up. (See the minutes of their April 16 meeting for greater detail on their deliberations on the recycling issue.)

The RSCC is unanimous in support of the proposals as presented. We wish to continue working on and monitoring this project, in an advisory capacity. We would like to work with staff, to advise on details of projects, prior to formal presentation for project approval by the City Council.

TO: John T. Irving, City Manager
FROM: Bill Monk, City Engineer
DATE: April 15, 1987
RE: Change Order No. 5 for Becker Park Shelter Building

Substantial completion was recently issued for the shelter building as the contractor had completed all the structural and equipment items included on the punch list. As the remainder of the punch list items are being resolved, Change Order Number 5 as attached was prepared. This change order puts the City in position to finalize the construction process and assume full control of the facility. A letter from Mike Bjornberg of BRW is attached explaining the individual items involved.



WM:jrs

Encls

CHANGE ORDER

AIA DOCUMENT G701

Distribution to:
OWNER ☒
ARCHITECT ☐
CONTRACTOR ☐
FIELD ☐
OTHER ☐

PROJECT: Becker Park Shelter
(name, address) 6225 56th Avenue North
Crystal, MN 55428
TO (Contractor):

Cates Construction Company
300 Highway 55
Hamel, MN 55340

CHANGE ORDER NUMBER: 5

INITIATION DATE: April 1, 1987

ARCHITECT'S PROJECT NO: 87-8606

CONTRACT FOR:
General Construction

CONTRACT DATE: May 13, 1986

You are directed to make the following changes in this Contract:

o Change Fixtures Handles in Concession Sink	\$37.00
o Move Mirrors for Soap Dispenser Installation	125.00
o Add Access Panels in Bathroom	644.00
o Add Base Speaker to Sound System	500.00
o Add Emergency Lights	375.00
o Deduct for Glazed Block	(1,000.00)
o Deduct for Cabinets	(200.00)
o Deduct for Kiosk	(1,100.00)

Not valid until signed by both the Owner and Architect.

Signature of the Contractor indicates his agreement herewith, including any adjustment in the Contract Sum or Contract Time.

The original (Contract Sum) (Guaranteed Maximum Cost) was \$ 396,536.00
Net change by previously authorized Change Orders \$ 11,463.00
The (Contract Sum) (Guaranteed Maximum Cost) prior to this Change Order was \$ 407,999.00
The (Contract Sum) (Guaranteed Maximum Cost) will be (increased) (decreased) (unchanged)
by this Change Order \$ 619.00
The new (Contract Sum) (Guaranteed Maximum Cost) including this Change Order will be ... \$ 407,380.00
The Contract Time will be (increased) (decreased) (unchanged) by () Days.
The Date of Substantial Completion as of the date of this Change Order therefore is March 13, 1987

BRW, Inc
ARCHITECT
700 Third Street South
Address
Minneapolis, MN 55415

Cates Construction
CONTRACTOR
300 Highway 55
Address
Hamel, MN 55340

Authorized:
City of Crystal
OWNER
4141 Douglas Drive North
Address
Crystal, MN 55422

BY Michael Bimberg

BY _____

BY _____

DATE 9.2.87

DATE _____

DATE _____



PLANNING
TRANSPORTATION
ENGINEERING
ARCHITECTURE

BENNETT, RINGROSE, WOLSFELD, JARVIS, GARDNER, INC. • THRESHER SQUARE • 700 THIRD STREET SOUTH • MINNEAPOLIS, MN 55415 • PHONE 612/370-0700

April 2, 1987

Mr. Jack Irving
City Manager
City of Crystal
4141 Douglas Drive North
Crystal, MN 55422

RE: Attachment to Change Order #5

ADDS

- o Fixture Handles - These were changed to satisfy sanitation requirements.
- o Mirrors - The mirrors were moved and remounted to allow for the installation of a wall mounted soap dispenser.
- o Access Panels - Original access panels were deemed inadequate so tamper-resistant locked panels have been installed.
- o Emergency Lights - An emergency light has been added to the multi-purpose room to satisfy code requirements.

CREDITS

- o Glazed Block - Some of the glazed blocks in the multi-purpose area have a finish that is not perfect. Faced with the option of removal of the blocks or a credit, we chose the credit. The blocks are in no way flawed structurally.
- o Cabinets - Two cabinets were reversed in location. The City and I have determined that this will cause no problem, but asked for a credit.
- o Kiosk - The American Legion Post #251 is paying for this kiosk.

Thank you,

BENNETT-RINGROSE-WOLSFELD-JARVIS-GARDNER, INC.

Michael Bjornberg
Michael Bjornberg A.I.A.
Project Architect

DAVID J. BENNETT
DONALD E. HUNT
MINNEAPOLIS

DONALD W. RINGROSE
MARK G. SWENSON

RICHARD P. WOLSFELD
JOHN B. McNAMARA
DENVER

PETER E. JARVIS
DONALD L. CRAIG

LAWRENCE J. GARDNER
RICHARD D. PILGRIM
BRECKENRIDGE

THOMAS F. CARROLL
DALE N. BECKMANN

CRAIG A. AMUNDSEN
DENNIS J. SUTLIFF
PHOENIX

DORSEY & WHITNEY

A Partnership Including Professional Corporations

2200 FIRST BANK PLACE EAST
MINNEAPOLIS, MINNESOTA 55402
(612) 340-2600

TELEX 29-0605

TELECOPIER

(612) 340-2768

(612) 340-2868

510 NORTH CENTRAL LIFE TOWER
445 MINNESOTA STREET
ST. PAUL, MINNESOTA 55101
(612) 227-8017

P. O. BOX 848
340 FIRST NATIONAL BANK BUILDING
ROCHESTER, MINNESOTA 55903
(507) 288-3156

315 FIRST NATIONAL BANK BUILDING
WAYZATA, MINNESOTA 55391
(612) 475-0373

350 PARK AVENUE
NEW YORK, NEW YORK 10022
(212) 415-9200

201 DAVIDSON BUILDING
8 THIRD STREET NORTH
GREAT FALLS, MONTANA 59401
(406) 727-3632

304 TRANSWESTERN PLAZA III
550 NORTH 31st STREET
P. O. BOX 1179
BILLINGS, MONTANA 59103
(406) 252-3800

30 RUE LA BOÉTIE
75008 PARIS, FRANCE
011 331 562 32 50

April 15, 1987

VIA MESSENGER

Ms. Darlene George
City Clerk
City Hall
4141 Douglas Drive N.
Crystal, MN 55422

Re: Proposed \$3,800,000 Multifamily Housing
Revenue Bonds
(Brutger Companies, Inc. Project)
City of Crystal, Minnesota

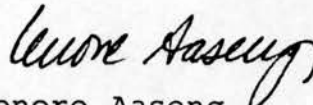
Dear Darlene:

Per our telephone conversation, I enclose 16 copies of a revised resolution calling a public hearing on a proposed housing program which we would like the City Council to consider at its April 21st meeting.

As I indicated in my earlier letter, we will plan to arrange publication of the notice of public hearing in the April 30th edition of North Hennepin Post.

If you have any questions on the above, please contact Suzanne Van Dyk at 340-5631.

Sincerely,



Lenore Aaseng
Legal Assistant
Bond Department

CC: David Kennedy
Steven Wilson
Robert Silverman

CERTIFICATION OF MINUTES RELATING TO
MULTIFAMILY HOUSING
REVENUE BONDS

Issuer: City of Crystal, Minnesota

Governing Body: City Council

Kind, date, time and place of meeting: A regular meeting, held on April 21, 1987, at 7:00 o'clock P.M., at the City Hall.

Members present:

Members absent:

Documents Attached:

Minutes of said meeting (pages):

RESOLUTION NO. _____

RESOLUTION RELATING TO A PROJECT
UNDER MINNESOTA STATUTES, CHAPTER 462C, AS AMENDED;
CALLING FOR A PUBLIC HEARING THEREON

I, the undersigned, being the duly qualified and acting recording officer of the public corporation issuing the obligations referred to in the title of this certificate, certify that the documents attached hereto, as described above, have been carefully compared with the original records of the corporation in my legal custody, from which they have been transcribed; that the documents are a correct and complete transcript of the minutes of a meeting of the governing body of the corporation, and correct and complete copies of all resolutions and other actions taken and of all documents approved by the governing body at the meeting, insofar as they relate to the obligations; and that the meeting was duly held by the governing body at the time and place and was attended throughout by the members indicated above, pursuant to call and notice of such meeting given as required by law.

WITNESS my hand officially as such recording officer and the seal of the City this _____ day of _____, 1987.

(SEAL)

Darlene George, City Clerk

Councilmember _____ introduced the following resolution and moved its adoption:

RESOLUTION NO. _____

RESOLUTION RELATING TO A PROJECT
UNDER MINNESOTA STATUTES, CHAPTER 462C, AS AMENDED;
CALLING FOR A PUBLIC HEARING THEREON

BE IT RESOLVED by the City Council of the City of Crystal, Minnesota (the Municipality), as follows:

SECTION 1

Recitals

1.1. The Municipality is authorized by Minnesota Statutes, Chapter 462C (the Act), to issue its revenue bonds to plan, administer, issue and sell revenue bonds or obligations to make or purchase loans to finance one or more multifamily housing developments within its boundaries, which revenue bonds or obligations shall be payable solely from the revenues of the development.

1.2. The Municipality has prepared pursuant to the Act a housing plan for the Municipality, adopted on February 5, 1985, as amended (the Housing Plan). The Act provides that, prior to issuing revenue bonds or obligations to finance a multifamily housing development described in Section 462C.05 of the Act, the Municipality must adopt a program setting forth the information required by Subdivision 6 of Section 462.05 of the Act.

1.3. Brutger Companies, Inc. or a Minnesota limited partnership to be formed, in which Brutger Companies, Inc. will be the general partner (the Developer), will be the owner of the proposed development. Representatives of the Developer have advised this Council of the desire of the Developer to acquire certain land in the Municipality and construct a three-story building thereon to provide an elderly multifamily rental housing facility, consisting of approximately 80 rental housing units with underground parking facilities (the Project). The Project will be located in the Municipality on an approximately 1.7-acre site occupying the southwest corner of Douglas Drive and 55th Avenue North. At least twenty percent of the units in the Project will be available for

rental only to individuals or families whose income is 50 percent or less of area median gross income within the meaning of Section 142(d)(1)(A) of the Internal Revenue Code of 1986 (the Code).

1.4. Representatives of the Developer have requested that the Municipality issue its revenue bonds or notes in one or more series (the Bonds) pursuant to the authority of the Act in a maximum aggregate principal amount of \$3,800,000 and make the proceeds of the Bonds available to the Developer for the acquisition, construction and improvement of the Project, subject to agreement by the Developer to pay promptly the principal of, premium, if any, and interest on the Bonds.

1.5. The Municipality has caused to be prepared a program for the Project, attached hereto as Exhibit A, pursuant to the requirements of Subdivision 5 of Section 462C.05 of the Act (the Program).

SECTION 2

Public Hearing

2.1. Section 462C.04, Subdivision 2 of the Act requires that prior to submission of a housing program to the Minnesota Housing Finance Agency for review this Council conduct a public hearing on the proposal to adopt the Program. Section 147(f) of the Code requires that prior to this issuance of the Bonds, this Council approve the Bonds and the Project, after conducting a public hearing thereon. A public hearing on the proposal to adopt the Program and undertake and finance the Project through the issuance of the Bonds is hereby called and shall be held on May 19, 1987, at 7:00 o'clock P.M., at the City Hall.

2.2. The City Clerk shall cause notice of the public hearing to be published in the North Hennepin Post, the official newspaper of the Municipality and a newspaper of general circulation in the Municipality, at least once not less than fifteen (15) nor more than thirty (30) days prior to the date fixed for the public hearing. The notice to be published shall be in substantially the following form:

NOTICE OF PUBLIC HEARING

NOTICE IS HEREBY GIVEN that the City Council of the City of Crystal, Minnesota (the City), will meet at Crystal City Hall, 4141 Douglas Drive North, Crystal, Minnesota, on Monday, May 19, 1987, at 7:00 p.m. in the City Council Chambers to hold a public hearing on a proposed program for a low and moderate income multifamily housing development (hereinafter referred to as the "Program") which is consistent with the Crystal Housing Plan. The Program is to be financed by the issuance of revenue bonds of the City pursuant to Minnesota Statutes, Chapter 462C (hereinafter referred to as the "Act"). Under the Program, the City will issue revenue bonds in an amount up to but not in excess of \$3,800,000.

The previously adopted Housing Plan of the City of Crystal sets forth the housing needs of the City, the data demonstrating those needs and a plan to meet identified housing needs. The program describes a project consisting of the acquisition and construction by the developer of an elderly multifamily rental housing project consisting of a single three-story building containing approximately 80 apartment units and underground parking facilities. At least 20% of the housing development will be reserved for persons whose income is 50 percent or less of area median gross income.

The project is located on an approximately 1.7-acre site occupying the southwest corner of the intersection of Douglas Drive and 55th Avenue North within the Bass Lake Road - Becker Park Redevelopment Area.

The developer and owner of the proposed project will be Brutger Companies, Inc. or a Minnesota limited partnership to be formed, in which Brutger Companies, Inc. will be the general partner.

Any bonds or obligations of the City issued to finance the Program will be payable solely from the revenues of the development and shall not constitute a debt of the City. The Program describes the need for the development and the proposed method of financing and states that the Program is to be undertaken pursuant to Section 462C.05, Subdivision 4 of the Act.

A copy of the previously adopted Housing Plan and the proposed Program is on file and available for inspection in the office of the City Clerk in City Hall during regular business hours.

All interested persons may appear at the hearing and present their views on the Program. Interested persons may also submit written comments on the Program by submitting them to the City Clerk prior to the City Council meeting on Tuesday, May 19, 1987.

Darlene George
City Clerk

2.3. A copy of the previously adopted Housing Plan and the proposed Program, are hereby ordered placed on file with the City Clerk and shall be available for public inspection, following publication of the notice of public hearing, between the hours of 8:00 A.M. and 4:30 P.M., on normal business days.

Adopted this ____ day of _____, 1987.

Mayor

Attest: _____
City _____

(SEAL)

The motion for the adoption of the foregoing resolution was duly seconded by Councilmember _____ and upon vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

whereupon the resolution was declared duly passed and adopted.

EXHIBIT A

CITY OF CRYSTAL, MINNESOTA

PROGRAM FOR MULTIFAMILY HOUSING DEVELOPMENT UNDER CHAPTER 462C

1. Brutger Companies, Inc. or a Minnesota limited partnership in which Brutger Companies, Inc. is the general partner (the Developer), intends to acquire certain land in the City of Crystal, Minnesota (the City), and to construct thereon a multifamily residential rental housing project consisting of a single three-story building with underground parking (the Project). The Project will consist of approximately 80 rental housing units, together with related facilities and improvements, for rental primarily to the elderly, and is to be located in the City on an approximately 1.7-acre site occupying the southwest corner of the intersection of Douglas Drive and 55th Avenue North within the Bass Lake Road - Becker Park Redevelopment Area. At least 20 percent of the units in the Project will be available for rental to individuals or families whose income is 50 percent or less of area median gross income within the meaning of subparagraphs (1)(A) and (2)(B) of Section 142(d) of the Internal Revenue Code of 1986 (the Code"). Total development and financing costs are presently estimated to approximate \$4,300,00. In addition, for a specified period as may be required by the United State Department of Housing and Urban Development, at least 51 percent of the units in the Project will be available for rental to low and moderate income individuals or families within the meaning of Section 8 of the United States Housing Act of 1937.

2. The City's Housing Plan (the Housing Plan) serves as a basis for the City's efforts to provide a broad range of housing choices for residents of the community. The Housing Plan considers several housing problems in the City including inadequate supply of residences for low and moderate income families, overcrowding and inadequacy of existing housing stock. The Project to be financed by this Program will assist the City in addressing these housing problems by increasing the housing stock and by providing housing for persons of low or moderate income.

3. The Project will constitute a multifamily housing development within the meaning of Subdivision 5 of Section 462C.02, Minnesota Statutes, and is to be undertaken pursuant to Subdivision 4 of Section 462C.05, Minnesota Statutes. Because the Project is designed for rental primarily to elderly persons, the income limitations and conditions set forth in Subdivision 2 of Section 462C.03 and in Subdivision 2 of Section 462C.05, Minnesota Statutes, do not apply to the Project. Federal law governing the

exemption from federal income taxation of interest on the obligations issued by the City to finance the Project (Section 142(a)(7) of the Code), however, requires that at least 20 percent of the units in the Project be occupied for the term described therein by individuals or families whose income is 50 percent or less of area median gross income, adjusted for family size). Periodic reports will be submitted to the City in order that the City may monitor the Project for consistency with the Housing Plan and this Program. The City will incur no additional costs in connection with such monitoring.

4. In order to finance the Project, the City intends to issue and sell its Multifamily Housing Revenue Bonds in the maximum aggregate principal amount of \$3,800,000 in one or more series pursuant to Minnesota Statutes, Sections 462C.05 and 462C.07 and to lend the proceeds to the developer for the purposes of acquiring, constructing and equipping the Project, funding a debt service reserve fund (in an amount necessary to sell the Bonds), and to pay part of the costs of issuing the Bonds. The City expects to issue the Bonds in 1987, and to obtain an allocation of the 1987 State Ceiling in the amount of the Bonds issued.

TO: Planning Commission
FROM: Bill Monk, City Engineer
DATE: April 7, 1987
RE: Final Plat for Andersons Gardendale Acres

In February of 1986 the Planning Commission recommended tentative approval of the plat of Andersons Gardendale Acres. The Council approved the preliminary plat in March. The final plat for the three-lot subdivision has been submitted and is consistent with preliminary document. A motion recommending approval is in order. A copy of the final plat will be available on Monday night to supplement the attached location map.

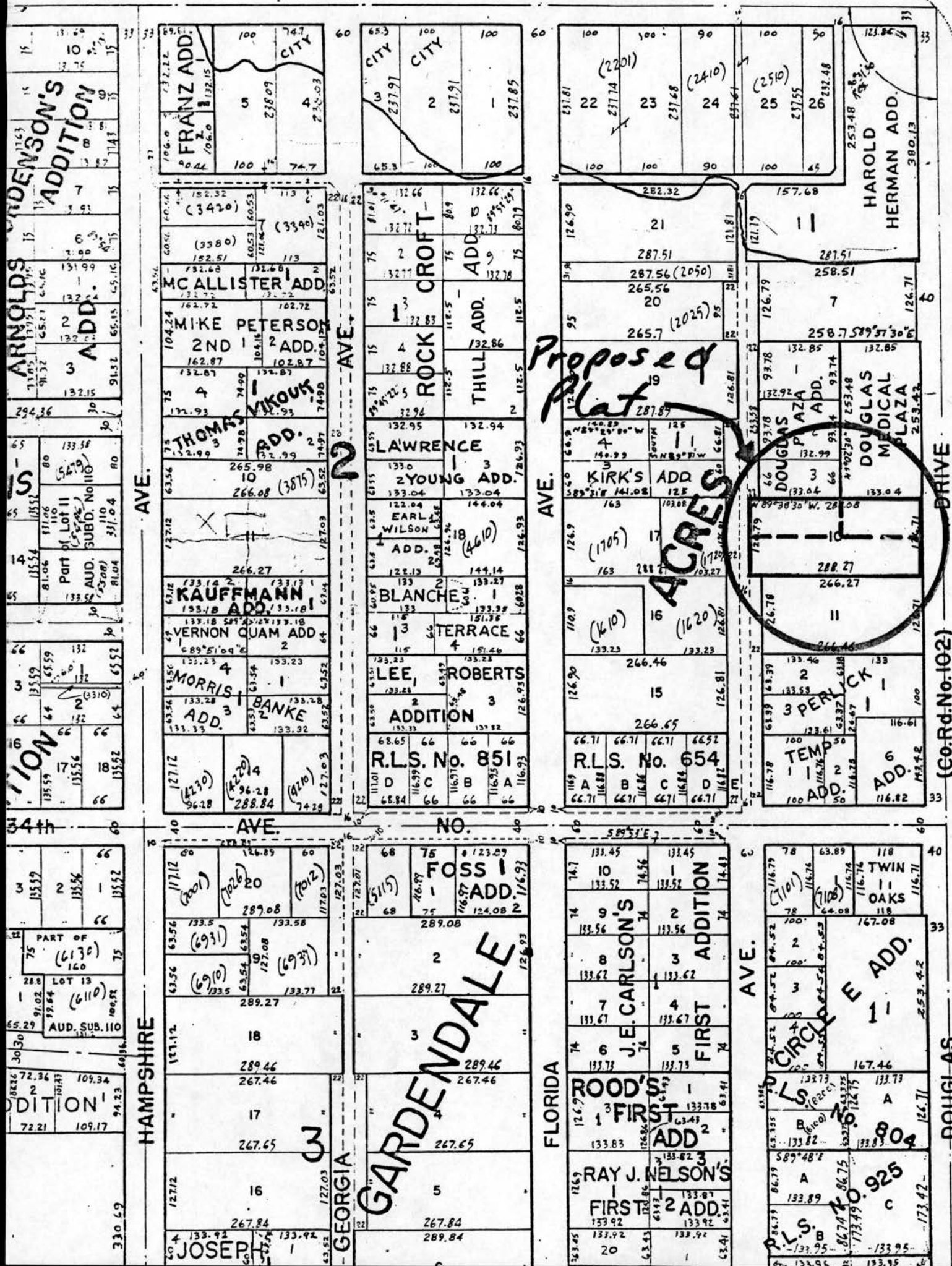


WM:jrs

Encl

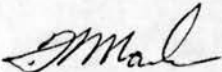
4/15/87 UPDATE

On April 13 the Planning Commission acted to recommend approval of the final plat of Andersons Gardendale Acres.



TO: Planning Commission
FROM: Bill Monk, City Engineer
DATE: April 6, 1987
RE: Final Plat of St. James 2nd Addition

On December 9, 1987, the City Council gave tentative approval to the St. James 2nd Addition. This action was taken without a Planning Commission recommendation as the Commission's review had resulted in a split vote (3-3). The final plat of the two lot subdivision has been submitted for consideration. The document is consistent with the preliminary although perimeter easements are not shown. Approval of the final plat of the St. James 2nd Addition with the addition of perimeter utility easements on both lots is recommended.



WM:jrs

Encls

4/15/87 UPDATE

On April 13 the Planning Commission acted to recommend approval of the final plat for St. James 2nd Addition.

ADDITION

48th AVE. NO.

SCHOOL

DISTRICT 281

N

MANOR
ADD.
CRYSTAL
SECOND

AVE.

CRYSTAL

GEORGIA

FLORIDA

47th AVE. NO.

JERSEY AVE.

UP
DIVISION
(450)

HAMSHIRE

LAITINEN
TERRACE

ST. AMES
ADD.

46th PL.

KLATKE'S
PUGH
KLATKE'S
ADD.
PUGH
ADD.

46th AVE. NO.

Existing Lot

BRADLEY
TERRACE
LYLE CARLSON
HILLCREST
W 5TH ADD.
LYLE CARLSON
HILLCREST
W 5TH ADD.

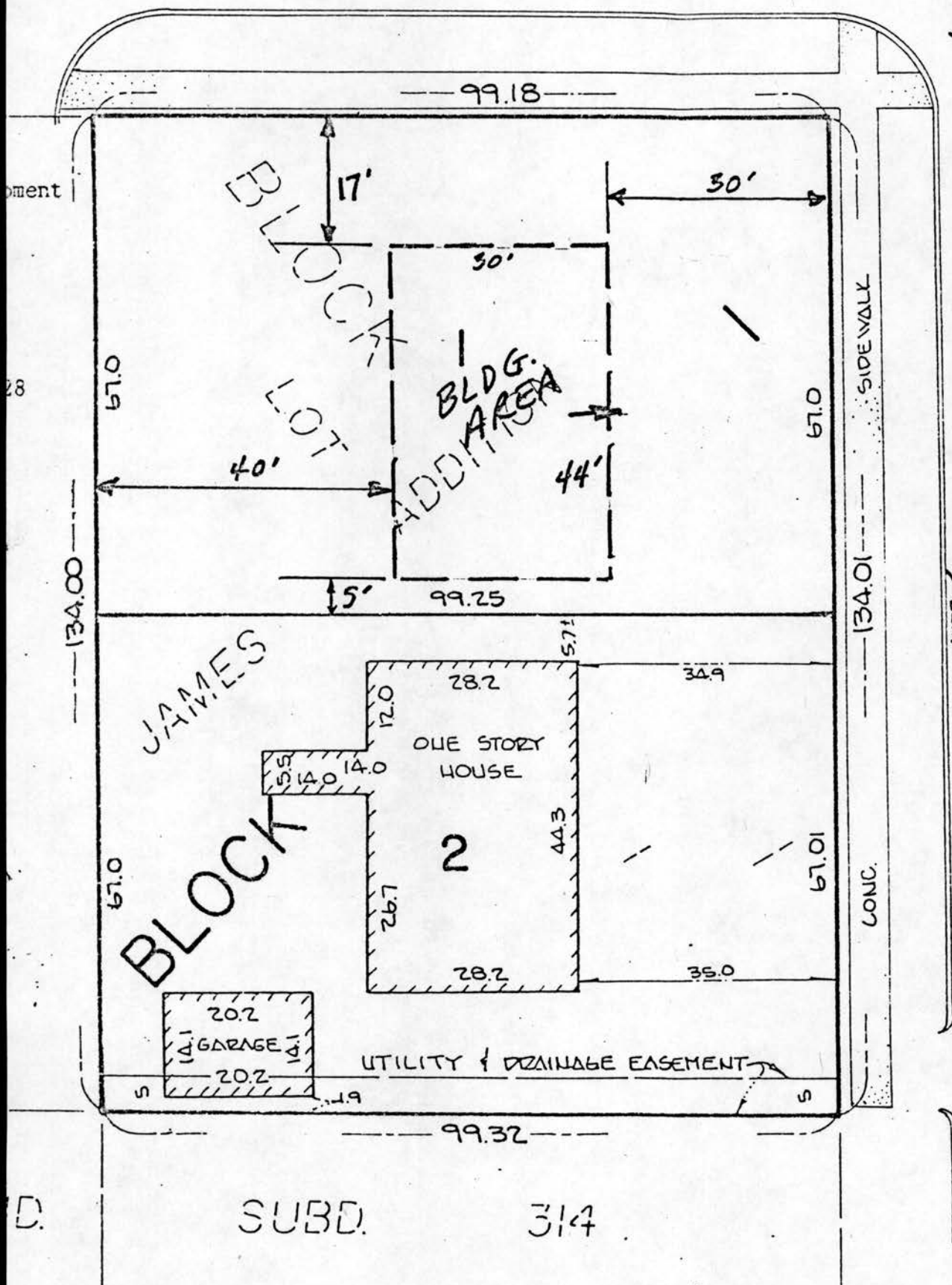
WANHOLZERS
ADD.
LAUB
ADD.
LAUB
ADD.

46TH PLACE NORTH

North

Scale:
1" = 20'

HAMPSHIRE AVENUE NORTH

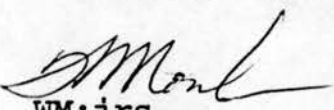


TO: John T. Irving, City Manager
FROM: Bill Monk, City Engineer
DATE: April 16, 1987
RE: Bids for 1987 Street Maintenance Materials

Attached is a tabulation of bids for 1987 street maintenance materials as publicly opened on April 15. The bids are competitive and do reflect substantially reduced oil prices over those received last year. It is recommended the low bids be accepted for all items except "Bituminous Patching Mixture (3/4") 5.0% Oil." Although this action varies from standard practices, it is important that all the City's hot weather blacktop be purchased from one supplier so that trucks do not have to be rerouted as different bituminous products are being hauled to job sites. Overall the bids for these products are lower as submitted by Bury & Carlson.

Based on the above, it is recommended the contracts for 1987 maintenance materials be awarded as follows:

<u>TACK OIL</u> Koch Asphalt Co.	<u>AT PLANT</u>	<u>DELIVERED</u> \$1.25/Gal.
<u>BITUMINOUS PATCHING MIXTURE (Sand) (5.0% Oil)</u> Bury & Carlson, Inc.	\$16.25/ton	
<u>BITUMINOUS PATCHING MIXTURE (Sand) (5.5% Oil)</u> Bury & Carlson, Inc.	\$16.85/ton	
<u>BITUMINOUS PATCHING MIXTURE (3/8") (5.0% Oil)</u> Bury & Carlson, Inc.	\$16.25/ton	
<u>BITUMINOUS PATCHING MIXTURE (3/4") (5.0% Oil)</u> Bury & Carlson, Inc.	\$16.25/ton	
<u>BITUMINOUS PATCHING MIXTURE (Winter Mix)</u> C. S. McCrossan, Inc.	\$35.00/ton	
<u>SAND</u> Barton Sand & Gravel Co.	<u>AT PIT</u> \$2.25/ton	<u>DELIVERED</u> \$4.50/ton
<u>CLASS 5 GRAVEL</u> Barton Sand & Gravel Co.	\$2.75/ton	\$5.00/ton
<u>GRANULAR MATERIALS</u> Barton Sand & Gravel Co.	\$1.50/ton	


WM:jrs

BID TABULATION

1987 Street Maintenance Materials
Bid Opening April 15, 1987

<u>TACK OIL</u>	<u>AT PLANT</u>	<u>DELIVERED</u>
Koch Asphalt Co.		\$1.25/Gal.
<u>BITUMINOUS PATCHING MIXTURE (Sand) (5.0% Oil)</u>		
Bury & Carlson, Inc.	\$16.25/ton	
C. S. McCrossan, Inc.	16.75	
Midwest Asphalt Corp.	19.05	
<u>BITUMINOUS PATCHING MIXTURE (Sand) (5.5% Oil)</u>		
Bury & Carlson, Inc.	\$16.85/ton	
C. S. McCrossan, Inc.	17.35	
Midwest Asphalt Corp.	19.60	
<u>BITUMINOUS PATCHING MIXTURE (3/8") (5.0% Oil)</u>		
Bury & Carlson, Inc.,	\$16.25/ton	
C. S. McCrossan, Inc. (1/4")	16.75	
Commercial Asphalt Co. (1/2")	17.30	
Midwest Asphalt Corp.	19.05	
<u>BITUMINOUS PATCHING MIXTURE (3/4") (5.0% Oil)</u>		
C. S. McCrossan, Inc.	\$15.75/ton	
Bury & Carlson, Inc.	16.25	
Commercial Asphalt Co.	16.80	
Midwest Asphalt Corp.	19.05	
<u>BITUMINOUS PATCHING MIXTURE (Winter Mix)</u>		
C. S. McCrossan, Inc.	\$35.00/ton	
Midwest Asphalt Corp.	39.50	
<u>SAND</u>	<u>AT PIT</u>	<u>DELIVERED</u>
Barton Sand & Gravel Co.	\$2.25/ton	\$4.50/ton
J. L. Shiely Co.	2.50	5.00
<u>CLASS 5 GRAVEL</u>		
Barton Sand & Gravel Co.	\$2.75/ton	\$5.00/ton
J. L. Shiely Co.	2.85	5.35
Bury & Carlson, Inc.	2.90	--
C. S. McCrossan	3.10	--
<u>GRANULAR MATERIALS</u>		
Barton Sand & Gravel Co.	\$1.50/ton	
J. L. Shiely Co.	1.65	
Bury & Carlson, Inc.	1.65	

C I V I L S E R V I C E H A N D B O O K

CITY OF CRYSTAL, MINNESOTA

1986

ACKNOWLEDGEMENTS

Civil Service Commission:

Arthur Cunningham, chair

Cyril Soukup

Karen Baker*

Marty Gates**

Don Andersen, coordinator

Jack Irving, City Manager

City Council:

Tom Aaker, Mayor

John Moravec

Pauline Langsdorf

Adrian Rygg

Rollie Smothers

Steven Leppa

Betty Herbes

Kathleen Seal, intern

* member of the Commission from August 21, 1984 to December 31, 1985.

** appointed to the Commission on May 20, 1986.

City of Crystal
Civil Service Commission Handbook
1986

Table of Contents

<u>CHAPTERS</u>	<u>PAGES</u>
I. Definitions	4-6
II. Administration	7-14
201. Membership	7
202. Meetings of The Commission	8
203. Secretary	8
204. Minutes	9
205. Contracts for Services	9
206. Duties and Powers of the Commission	10
207. Civil Service Rules	11-13
208. Enforcement of Rules	14
III. Classification of Positions	15-16
301. Classification Plan	15
302. Amendment of Plan	16
303. Position Allocation	16
IV. Hiring	17-22
401. Hiring Process	17
402. Competitive Examinations	17
403. Eligible Lists	17
404. Name Certification	18
405. Temporary Employment	19-20
a. Temporary Full-Time Appointment	19
b. Part-Time Appointment	20
406. Probationary Period	21
407. Residence	22
408. Rejection of Candidates	22

V. Examinations and Eligibility Lists	23-31
501. Examinations	23-26
a. Notice	23
b. Requirements	24
c. Rating of Examinations	25
d. Notification of Results	26
e. Tie Scores	26
f. Examiners	26
502. Eligibility Lists	27-28
a. Rank	27
b. Period of Eligibility	27
c. Tested and Passed Lists	27
d. Tie Scores	28
e. Removal of Names From Lists	28
503. Re-employment Lists	29-31
a. Occupational Re-employment List	29
b. General Re-employment List	30
c. Period of Eligibility	30
d. Notification of Vacancies	31
VI. Leaves of Absence	32-36
601. Leaves With Pay	32-35
a. Vacation	32
b. Sick Leave	33
c. Injury on Duty	34
d. Illness in Immediate Family	34
e. Funeral Leave	34
f. Military Reserve	35
g. Jury Duty	35
602. Leaves Without Pay	36
a. Extended Illness	36
b. Education	36
c. Maternity	36
VII. Promotions	37

VIII. Dismissals, Suspensions and Layoffs

38-43

801.	The Dismissal Process	38
802.	Suspension	39
803.	Cause For Dismissal or Suspension	40
804.	Public Hearing on Charges	41
805.	Decision on Hearing	42
806.	Written Findings on Charges	42
807.	Lay-Offs	43

IX. Grievances and Appeals

44-46

901.	Grievance Process	44-45
a.	Oral Report	44
b.	Written Report	44
c.	Hearing	45
902.	Appeals	45-46
a.	Notice	45
b.	Certification of Record	46
c.	Supreme Court	46

X. Prohibitions and Political Activity

47-48

1001.	Political Activity	47
a.	Municipal Elections	47
b.	Other Elections	47
c.	Candidates	47
d.	Penalty	48
1002.	Influence and Its Penalty	48

Appendix A

49-51

Chapter 1.
Definitions¹

1. Appointing Authority:
means the City Manager.
2. Commission:
means the Civil Service Commission of the City of Crystal.
3. Civil Service:
means the method provided for the employment, promotion, discipline and dismissal of employees in the classified service of the City.
4. Class or Classes of Position:
means the categorical division of positions according to education, experience, abilities, knowledge, and tests of fitness.
5. Class Specifications:
means a written statement describing the duties, responsibilities, and entrance qualification standards of a class of positions.
6. Classified Service:
means positions covered by the Civil Service.
7. Eligible:
means a person who by virtue of having taken and passed an examination is entitled to certification to employment in the city service.

¹ Derived from Crystal City Code 310.01.

8. Eligible List:

means a list of names of eligibles for a class, ranked in order of score and veterans preference.

9. Employee:

means an officer, employee, or other persons in the classified service.

10. Immediate Family:

means spouse, child, parents or grandparents, spouse's parents or grandparents, siblings and grandchildren.

11. Permanent Employment:

means an employee in the classified service who has successfully completed the probationary period.

12. Position:

means an office, employment, or job calling for the performance of certain duties and for the exercise of certain responsibilities by one individual; a position may be occupied full-time, part-time, or be vacant.

13. Probationary Period:

means a working test period after permanent or recurrent appointment during which an employee is required to demonstrate fitness for the position to which appointed by actual performance of the duties of the position.

14. Provisional Employment:

includes and refers to those persons employed for not more than 120 calendar days when necessary because of a lack of eligibles on the eligible list.

15. Temporary Employment:

means the temporary employment of an eligible, without regard to rank thereon, for a period not to exceed 120 calendar days in emergencies.

16. Veteran:

means persons defined as Veterans by Minnesota Statutes 197.45.

17. Veteran's Preference:

refers to, and does not exclude or modify the application of Minnesota Statutes, Section 197.45 and 197.46 known as the Veteran's Preference Law.

Chapter II.
Administration
Civil Service Commission

201. Membership²

The commission consists of three members appointed to overlapping three-year terms. Upon expiration of the term of one member each year, the Mayor with the consent of the Council shall appoint a successor for a term of three years. Before assuming³ duties as a member of the Commission, each member shall subscribe and file with the Clerk an oath for the faithful discharge of his duties. No member of the Commission shall hold any other municipal position in the City. A member may be removed for cause by the Mayor with the consent of the Council, after written notice and an opportunity to be heard by the Mayor and the City Council.

² Derived from Crystal City Code 310.05.

³ All references to gender throughout this document have been deleted and replaced with appropriate language.

202. Meetings of the Commission⁴

The Commission shall hold regular and special meetings as provided by its rules. Meetings and hearings shall be open to the public. Two members of the Commission constitute a quorum. Members serve without compensation but shall be paid all actual necessary expenses. The Commission shall select a secretary to serve at its pleasure. The Secretary may be a member of the Commission or an employee of the City, and the Council may authorize the payment of compensation.

203. Secretary⁵

The Secretary shall: (i) maintain a calendar of all business to be transacted at each meeting; (ii) present to the Commission all matters requiring its consideration; (iii) keep the records and files of the Commission, and the minutes of its proceedings; (iv) and perform other duties as the Commission may direct.

⁴ Crystal City Code 310.05.

⁵ New Material.

204. Minutes⁶

The minutes of the Commission's regularly scheduled meetings and any special meetings shall be prepared by the secretary and maintained as part of City records on behalf of and subject to the approval of the Commission.

205. Contracts for Services⁷

With the approval of the City Manager, the Commission may contract with the State of Minnesota or any other political subdivision, or any public or private agency, for the conduct of competitive examinations, or any other technical service in connection with the discharge of its duties under this Section.

⁶ New Material.

⁷ Crystal City Code 310.05.

206. Duties and Powers of the Commission⁸

The powers and duties of the Commission shall be those prescribed by the Crystal City Code, subsection 310.05 and the rules listed herein. (See section 207)

A copy of all rules promulgated and adopted by the Civil Service Commission shall be kept posted in appropriate, conspicuous places within the work environment.

Proposed amendments to the Civil Service Rules shall be similarly posted for ten days before adoption by the Commission.

Bylaws of the Civil Service Commission are contained in appendix A.

⁸ New Material.

207. Civil Service Rules⁹

1. Adoption and Amendment of Rules. The Commission shall adopt rules consistent with this Section on the subjects enumerated in this section.

2. Publication. Copies of the rules and amendments may be published in the official newspaper and shall be available at the office of the City Clerk in printed form for inspection by all interested persons. No rules or amendments of general application with reference to employment, promotion, dismissal, or suspension are effective until so published and¹⁰ made available at the office of the City Clerk.

3. Classification of Positions. The Commission shall provide for the classification of all positions in the classified service on the basis of duties and responsibilities.

4. Public Competitive Examinations. The Commission shall provide for public competitive examination, after public notice, to test the relative fitness of applicants for positions.

⁹ Derived from Crystal City Code 310.07.

¹⁰ The word or has been replaced with and.

5. List of Eligibles. The Commission shall provide for the creation and maintenance of lists of eligibles. No name shall remain on an eligible list for more than 2 years.

6. Rejection of Candidates. The Commission shall provide for the rejection of candidates or eligibles who fail to comply with reasonable requirements of the Commission with respect to residence, physical condition or otherwise, or who have been guilty of criminal, infamous, or disgraceful conduct, or of any wilful misrepresentation, deception, or fraud in connection with their applications.¹¹

7. Certification of Names to Appointing Authority. The Commission shall provide for certification of names to the Appointing Authority from the appropriate eligible list for appointment, promotion, or reemployment.

8. Temporary and Provisional Employment. The Commission may provide for temporary and provisional employment.

¹¹ All references to age requirements have been deleted from this document.

9. Promotion. The Commission shall provide for promotion based on competitive examination, supplemented by records of efficiency, character, conduct and seniority when a passing grade is obtained upon the examination.

10. Suspension. The Commission shall provide for the suspension by the Appointing Authority of any employee in the classified service for a period not to exceed 30 days for disciplinary reasons. The suspension shall be without compensation.

11. Lay-Offs. The Commission shall provide procedures for the lay-off because of curtailment of work or funds, of employees in the classified service and for the conditions under which employees thus laid off shall be reinstated.

12. Leave of Absence. The Commission shall provide for special leave of absence for positions in the classified service.

13. Procedure of the Commission. The Commission may adopt rules governing its own procedure and such other rules, not inconsistent with this section, as are necessary to carry out the purpose of this section. The rules of the Civil Service Commission may be amended from time to time, by a majority vote of the Commission, and posting thereof in the City Hall and two other conspicuous places.

208. Enforcement of Section 207 Rules¹²

The Commission shall receive and consider any protests properly stated in writing and signed by the protesting party or parties, on any matter concerned with the administration of the rules set forth in section 207. On the basis of such protests or on its own initiative, it may make such investigation and hold such hearings as it deems desirable concerning all matters touching the enforcement and effect of these rules. On the basis of its investigations and hearings, the Commission shall take such remedial action as it deems warranted.

¹² New Material.

Chapter III.

Classification of Positions

301. Classification Plan¹³

The Commission shall, after consultation with the City Council and principal supervisory officials of the City, grade and classify all positions in the classified service according to the duties and responsibilities of each position and appropriate lines of promotion, and it shall allocate each position in the classified service to the appropriate class therein. The titles in the classification plan shall be used for original appointments, promotions, payrolls and all other personnel records, and rates of pay shall be fixed according to the grades of positions established in the classification plan. The Commission shall prepare and maintain an employment roster on which shall be entered the employees respective classes of employment, their names, ages, compensation, period of past employment, and such other facts with reference to each employee in the classified service as the Commission deems useful.

¹³ Crystal City Code 310.09.

302. Amendment of Plan¹⁴

Whenever any change in organization, creation of a new position, or change in duties or responsibilities of an individual position makes the revision of the classification plan necessary, the Commission shall proceed to make such revision as is necessary and to present the same for approval by the City Council. In the case of creation of a new class, the Commission shall also present to the City Council a proposed pay range (and beginning step) for said class.

303. Position Allocation¹⁵

If new positions are created or additional classes are established, or existing classes are divided, combined, altered or abolished, the Commission shall make allocations or reallocations of positions to new or existing classes as are necessitated thereby.

¹⁴ New Material.

¹⁵ New Material.

Chapter IV.

Hiring

401. The Hiring Process¹⁶

Upon notification of an employee's resignation, or the creation of a new position, the City Manager shall forward copies of the resignation letter and the job description to the Commission for their information within two (2) weeks.

The Civil Service Commission shall provide for the recruitment process, including publication dates and media, testing dates, interview dates and interviewers, and final selection.

402. Competitive Examinations¹⁷

Every appointment or promotion to a position shall be made after a competitive examination given by the Commission or under its direction (See Chapter 5).

403. Eligible Lists¹⁸

The Commission shall prepare and maintain lists of eligibles for classes of positions in accordance with their standings in examinations, taking into account the credit given Veterans by Minnesota Statutes Section 197.45.

¹⁶ Civil Service Operating Rules.

¹⁷ Crystal City Code 310.13.

¹⁸ Crystal City Code 310.13.

404. Name Certification¹⁹

When a vacancy occurs in a position in the classified service, the Appointing Authority shall notify the Commission of the vacancy. The Commission shall certify to the Appointing Authority the three names standing highest on the appropriate eligible list. If two or more vacancies are to be filled in the same class, the Commission shall certify two more names than the number of vacancies to be filled. The Appointing Authority shall appoint one person for each vacancy²⁰ from the names certified.

¹⁹ Derived from Crystal City Code 310.13.

²⁰ The words for each vacancy have been added for clarification.

405. Temporary Employment²¹

The Appointing Authority may, to the extent authorized by the rules of the Commission, temporarily employ persons on the eligible lists but without regard to rank thereon for a period not to exceed 120 calendar days in emergencies. The Appointing Authority may provisionally employ persons for not more than 120 calendar days when necessary because of lack of eligibles on the eligible list. No person shall serve as a temporary or provisional employee for more than 120 days in any calendar year.

a. Temporary Full-Time Appointment²²

Employment which, due to its nature, is not year around but must necessarily extend beyond the period of temporary appointments, may be filled by the appointment of a qualified person for a period of nine consecutive months or less in any twelve month period. Persons appointed under this section shall not be entitled to fringe benefits.

²¹ Crystal City Code 310.13.

²² New Material.

b. Part-Time Appointment²³

The Appointing Authority may appoint any qualified person to fill, on a part-time basis, any position requiring no more than 30 hours of work each week. Part-time employees shall not work more than 60 hours per two-week period. Part-time employees hired to work not less than 20 hours a week for a period of not less than one year, will receive 50% of the standard holiday, vacation and sick leave benefits provided for permanent full-time employees, on a pro-rata basis.

²³ New Material.

406. Probationary Period²⁴

Every person appointed or promoted to a position in the classified service shall serve a probationary period of six working months, or other period as provided by law,²⁵ from the date of appointment. The probationary period establishes a working test period during which a new appointee is required to demonstrate his fitness for the position to which the new employee has been appointed by actual performance of the duties of the position. The length of the probationary period may be extended by the Appointing authority for the length of any time the appointee is granted authorized absence from the performance of the duties of the position to which the individual has been appointed. Authorized absence is granted for training purposes, illness, injury, vacation and physical or mental incapacity. During the probationary period the appointee may be dismissed summarily, or in the case of promotions, the appointee may be reduced to the previous position by the Appointing Authority, without compliance with subsection 310.17, but this dismissal or reduction in rank shall be in writing and reported to the Commission by the Appointing Authority (See Rule IX).

²⁴ Crystal City Code 310.15.

²⁵ This clause has been added to recognize the one year probationary period for police officers.

407. Residence²⁶

The Commission shall make no rule requiring employees to be residents of the City, except in such cases where it appears to the Commission that the work or job requires residence in close proximity to the place of employment because of the emergency requirements which may arise. Such employees shall be residents of an area which does not require more than twenty minutes travel time from their residence to their place of employment. This requirement shall be a part of the job specification.

408. Rejection of Candidates²⁷

The Commission may reject candidates who fail to comply with reasonable requirements of the Commission with respect to residence, physical condition or otherwise, or who have been guilty of criminal, infamous, or disgraceful conduct, or of any willful misrepresentation, deception, or fraud in connection with their applications.

²⁶ Crystal City Code 310.25.

²⁷ Crystal City Code 310.07.

Examinations and Eligibility Lists

501. Examinations

a. Notice²⁸

Public notice of the existence of a vacancy in the Civil Service System shall be given by one publication in the official newspaper of the City at least ten days in advance of the closing of the applications and by posting notice in the City Hall for a similar period. A written notice shall also be mailed in advance of the examination to each person who has submitted an application meeting the minimum qualifications of the position.

²⁸ Based on Crystal City Code 310.11, the changes have been made to correspond to current practice.

b. Requirements²⁹

Examinations shall be impartial, fair and designated only to test the relative qualifications and fitness of applicants to discharge the duties of the particular position for which an examination is designed. No questions in any examination shall relate to the political or religious convictions or affiliations of the applicant. Applicants for positions of trust and responsibility shall be specially examined as to moral character, sobriety, and integrity. All applicants for positions requiring special experience, skill or faithfulness shall be specially examined in respect to those qualities. Within these limits, the Commission may make use of any appropriate testing technique, including oral examinations and interviews.

²⁹ Crystal City Code 310.11.

c. Rating of Examinations³⁰

Appropriate scientific techniques and procedures shall be used in rating the results of examinations and determining the relative ranking of the competitors. In all written examinations the Commission shall set the minimum rating by which eligibility may be achieved. The final earned rating of each competitor shall be determined by averaging the earned ratings on each part of the written examination in accordance with the weights established for each part prior to the date of the examination. All competitors shall be required to obtain at least a minimum rating in each part of the examination in order to receive the final passing grade or to be rated on the remaining parts of the examination.

³⁰ New Material.

d. Notification of Results³¹

Candidates shall be notified of their status on an examination, either pass or fail. If they have passed, they will be notified if they were among the top ten scorers, and are to be interviewed.

An appeal on matters relating to any part of an examination must be made in writing to the Commission within 15 calendar days after the mailing of status notice and must specify the matter or matters contested and the reasons therefore.

e. Tie Scores³²

All candidates having the top ten scores will be interviewed.

f. Examiners³³

Employees of the City shall act as examiners at the request of the Commission without additional compensation for such service. The Commission may use other qualified persons to act as examiners.

³¹ New Material.

³² New Material.

³³ Crystal City Code 310.11.

502. Eligibility Lists

a. Rank³⁴

Persons placed on the eligibility lists are those who placed in the top ten scores and are certified in order of the rank of their examination score. The names of the top three applicants on the eligibility list are given to the Appointing Authority for selection. The two applicants not selected for the position are placed back on the eligibility list in their original order.

b. Period of Eligibility³⁵

The eligibility list is retained for two years, at which time all names that remain are removed and a new examination is given.

c. Tested and Passed Lists³⁶

The tested and passed lists are comprised of those individuals who received a passing score on the competitive examination, but were not among the top ten scores. These lists also expire in two years.

³⁴ Taken from the Employee's Handbook.

³⁵ Crystal City Code 310.07.

³⁶ New Material.

d. Tie Scores³⁷

If a tie score occurs on an eligibility list, both individuals will be interviewed for the position if it becomes available.

e. Removal of Names from Lists³⁸

Names of persons may be removed from the eligible and the tested and passed lists for any of the following reasons:

1. When an individual on an eligible list has been notified of an available permanent position and has refused to accept that position in two separate instances.

2. Request of the eligible concerned.

3. As determined by the Commission, (after a substantial change in the requirements of a position), the failure of a former eligible to fulfill the new requirements of the position.

4. Permanent separation from the city service on account of resignation or discharge.

5. If an eligible on an entrance list fails to maintain a record of current address with the Commission. For this purpose, the return of a letter by the postal authorities if properly addressed to the last address on record shall be sufficient grounds for removal.

³⁷ New Material.

³⁸ New Material.

6. Failure to comply with reasonable requirements of the Commission with respect to residence, physical condition or otherwise, or who have been guilty of criminal, infamous, or disgraceful conduct, or of any willful misrepresentation, deception, or fraud in connection with their applications for employment.

7. Expiration of two years.

503. Re-employment Lists³⁹

a. Occupational Re-employment List

Employees laid off or bumped, or demoted in lieu of layoff, shall have their names placed on a re-employment list by the classification and related position in which the employee was last employed in the inverse order of layoff. An employee who was placed on the occupational re-employment list will have the opportunity to return to work within the same job classification from which the employee was demoted, bumped or laid off or a related position in a lower salary range for a period of two years from the time of demotion, bumping or lay off.

³⁹ New Material.

b. General Re-employment List⁴⁰

An employee laid off, or demoted in lieu of layoff will, upon written request to the Civil Service Commission, be placed on a general re-employment list. The general re-employment list shall be composed of individuals from all departments of the City with their rank to be in the inverse order of layoff. Former employees considered for placement from the general re-employment list shall successfully complete a re-employment examination for any job classification or related position in which the former employee has not previously served. Former employees applying for a job who have either successfully obtained a passing score on a re-employment examination for the position sought, or who have previously served in the job classification or related position with a higher salary range, shall be placed in the job vacancy in accordance with their inverse order of layoff. All applicants must meet the minimum qualifications for the job classification.

c. Period of Eligibility

The eligibility of all candidates on re-employment lists expire two years from the date of their separation from the service.

⁴⁰ New Material.

d. Notification of Vacancies⁴¹

An employee on layoff whose name has been placed on a re-employment list shall be notified in writing of job vacancies. An employee on layoff who wishes to be considered for a job vacancy must indicate that intent by written request directed to the Civil Service Commission within ten days of the mailing of the notice.

⁴¹ New Material.

Leaves of Absence

601. Leaves With Pay⁴²

a. Vacation

Vacation leave is accrued by all non-union probationary and permanent employees according to existing employee policy.

Vacations for union-represented employees are set by contract and questions on these vacation schedules are dealt with in the specific contracts.

Vacation leave accrued is available for use after completion of the six-month probationary period of employment.

Each employee must use, or lose, a minimum of eighty hours of vacation leave each year. Additional earned vacation leave may be accumulated and carried over to the following year. However, employees may not accumulate more than one and one-half times their present annual vacation, or more than 192 hours at any time, or they will lose it.

Vacation leave must be approved 48 hours in advance by the department head and the City Manager.

If an official holiday occurs during the employee's scheduled vacation period, it will not be counted as a day of vacation.

⁴² Taken from The Employee's Handbook except where otherwise noted.

b. Sick Leave

Sick leave is accrued by all probationary and permanent employees at the rate of one day of sick leave for each month worked for a rate of twelve working days per year.

After 120 days have been accumulated, additional sick leave days earned are kept as banked sick leave, to be used upon deletion of the original 120 days.

Sick leave will be granted for the following reasons:

- incapacitation from performance of duty due to illness or injury;
- exposure to a contagious disease and presence on the job would jeopardize the health of others;
- when dental, optical, or medical treatment is necessary, and prior approval of the supervisor has been obtained;
- legal quarantine, or death, or serious illness in the immediate family (see definitions) (see 'Funeral Leave').

If an employee claims sick leave, they may be required to provide evidence of the adequacies of the reason for their absence during the time for which sick leave was granted.

The City expects employees, or a person designated by them, to notify the supervisor before noon on the first day of absence by reason of illness or accident. Members of the Police and Fire Departments should notify their supervisors prior to the beginning of the regular shift.

c. Injury on Duty

If an injury causes an employee to be out of work beyond the day they were hurt, pay will be affected. Injury to union represented workers are covered by union contract.⁴³ Non-union employees are eligible for Worker's Compensation, but are not eligible for any additional Injury on Duty Pay.

d. Illness in Immediate Family

Sick leave will be granted if an employee is absent from work because of an emergency illness in the immediate family. (See definitions) Also, sick leave will be granted for the birth of an employee's child.

e. Funeral Leave

In the event of a death of a member of the employee's immediate family, they may take a leave of absence with pay. The length of the leave is to be determined by the department head and the City Manager. This leave will be charged to sick leave.

⁴³ This sentence replaces, for the sake of accuracy, the following material: Union represented maintenance workers shall have the first ten days of absence charged to accrued sick leave. There after, they will be paid the difference between the regular rate of pay and Worker's Compensation. No time will be charged to sick leave, vacation, or other accumulated benefits.

f. Military Reserve

1. Summer Training

Permanent full-time employees who are members of an armed forces reserve unit and who have been ordered by proper authority to National Guard or Reserve Military Training⁴⁴ shall receive full pay for a maximum of fifteen days, in addition to any military compensation that may be received.

2. Special Duty⁴⁵

Permanent full-time employees who are members of an armed forces reserve unit and who have been ordered by proper authority to National Guard or Reserve Military Service shall be allowed up to four years leave with no loss in accrued seniority or accrued benefits, and shall be reinstated to a like position with equal pay to the position they left.

g. Jury Duty

Employees are granted leaves of absence with full pay for required jury duty.

⁴⁴ The word Training replaces the word Service because service and training are considered two different cases and the next section covers service.

⁴⁵ New Material.

602. Leaves Without Pay⁴⁶

Leaves of absence without pay may be granted by the City Manager. Upon expiration of leave without pay, the employee may return to work in the position held at the time leave was granted, or a comparable position⁴⁷.

a. Extended Illness

Employees who have exhausted all available sick leave and vacation may be granted leave without pay.

b. Education

Employees desiring leave of absence to continue formal educational study, which is closely related to the employee's duties, may be allowed to do so. Whether or not educational assistance will be granted for this extended period of time will depend on the circumstances of each individual request.

c. Maternity

Maternity leave without pay will be granted for up to six months with no loss in job rights. The female employee may remain in her position prior to delivery and return to her position after delivery at such time as her physician certifies.

⁴⁶ Employee's Handbook.

⁴⁷ This clause was added to include the possibility that the exact position is not open.

Chapter VII
Promotions⁴⁸

The City encourages the filling of vacancies by promotion whenever possible. The Civil Service Commission shall provide for promotion based on competitive examinations; supplemented by records of efficiency, character, and conduct when a passing grade is obtained on the examination. Except as otherwise required by law. After promotion there will be a six month probationary period. Employees who have not completed the six month probationary period are not eligible for promotional examination.

⁴⁸ Employee's Handbook.

Chapter VIII

Dismissals, Suspensions and Layoffs

801. The Dismissal Process⁴⁹

When an employee has violated standards of conduct or ethics, or performed unsatisfactorily, notice of dismissal shall be given in writing by the City Manager, and a copy shall be forwarded to the Civil Service Commission.

If the employee feels the dismissal is unfair or unwarranted, written notice by the employee must be submitted within 15 working days following the dismissal notice.

The City Manager⁵⁰ shall file charges of inefficiency or misconduct upon which the dismissal is based, with the employee, and with the Chair of the Commission.

The Commission shall hold a hearing after giving 10 days' written notice of the time, date, and location to the employee.

If the employee does not exercise this option within 15 days, the option is waived and the dismissal is final.

The dismissal process shall be in accordance with the remaining sections of the chapter or applicable union contract.

⁴⁹ Civil Service Operating Procedures.

⁵⁰ City Council was drawn from city code, but is not procedure.

802. Suspension⁵¹

The Appointing Authority may suspend⁵² any employee in the classified service for a period not to exceed 30 days for disciplinary reasons. The suspension shall be without compensation, except as otherwise provided by law.⁵³

⁵¹ Crystal City Code.

⁵² This clause replaces: The Commission shall provide for the suspension by the Appointing Authority of.

⁵³ This last clause was added to provide for legal action taken since the code was written.

803. Cause for Dismissal or Suspension⁵⁴

No permanent employee in the classified service shall be dismissed or suspended, except for just cause, which shall not be religious, racial, or political. No such action shall be taken except after the employee has been given notice of the action in writing by the Appointing Authority. A copy of the notice shall be transmitted to the Civil Service Commission. Upon written request made by the employee within 15 days after receipt of such notice, the Appointing Authority⁵⁵ shall file the charges of inefficiency or misconduct on which the dismissal is based with the employee concerned, and with the Commission⁵⁶. A hearing shall be held by the Commission thereon after ten days' written notice to the employee of the time and place of the hearing. Action of the Council shall be final if no such written request is made within 15 days after receipt of the notice of dismissal or suspension.

⁵⁴ Crystal City Code 310.17.

⁵⁵ Appointing Authority has replaced Council in this paragraph to reflect procedure.

⁵⁶ All references to the Secretary of the Commission have been deleted because the Commission does not wish to specify a particular person or position, but simply the Commission.

804. Public Hearing on Charges⁵⁷

The hearing on the charges of dismissal or suspension shall be open to the public. Each member of the Commission shall have the power to issue subpoenas, to administer oaths, and to compel the attendance and testimony of witnesses and the production of books and papers relevant to the investigation. The Commission may make complaint to the District Court of disobedience of its subpoenas or orders, and the court shall prescribe notice to the person accused and require the person to obey the Commission's subpoena and order, and punish disobedience as contempt of court. Witnesses shall be entitled to the same fees and mileage as for attendance upon the District court, except that any officer, agent or employee of the City who receives compensation shall not be entitled to fees or mileage.

⁵⁷ Crystal City Code 310.17.

805. Decision on Hearing⁵⁸

If, after the hearing, the Commission finds that the charges are sustained, the dismissal or suspension shall be final unless an appeal is taken. If the Commission finds that the charges are not sustained, the employee, if suspended pending investigation, shall be immediately reinstated and shall be paid all back pay due for the period of suspension. If the person was not suspended, he or she shall continue in the position as though the action had not been brought, subject to the right of the Appointing Authority⁵⁹ to appeal.

806. Written Findings on Charges⁶⁰

Findings and orders sustaining disciplinary actions or compelling reinstatement shall be in writing and filed within ten⁶¹ working days after the completion of the hearing among the records of the Civil Service Commission. The Commission shall give written notice of the decision to any employees concerned and to the Council.

⁵⁸ Crystal City Code 310.17.

⁵⁹ Again Appointing Authority has replaced Council to reflect procedure.

⁶⁰ Crystal City Code 310.17.

⁶¹ Ten days have been allowed instead of five.

807. Lay-offs⁶²

The Commission shall provide for lay-off procedures, subject to union contract, because of curtailment of work or funds, of employees. The Commission shall also provide procedures for the conditions under which employees laid off will be reinstated.

⁶² Based on Crystal City Code 310.07. The wording has been altered for clarity.

Chapter IX
Grievances and Appeals⁶³

901. The Grievance Process⁶⁴

The parties are obligated to proceed according to the guidelines listed below. Once the time periods have elapsed, the employee has the right to proceed to the next step. A complaint or grievance by an employee regarding employment shall be addressed as follows:

a. Oral Report

Discussion with the supervisor should occur within five working days of the incident.

b. Written Report

Any response by the employee shall be submitted in writing within five working days. The response should include a written summary of the grievance and date(s) of discussion with supervisor to the employee's department head. The department head shall respond to the employee in writing within five working days.

⁶³ The dates set herein are target dates designed to shorten the proceedings and should be met except in the case of extenuating circumstances.

⁶⁴ Civil Service Operating Rules.

c. Hearing

If the grievance is not resolved in step a, the employee may submit documentation to the City Manager within five working days, and to the Civil Service Commission at the employee's option. The City Manager shall respond in writing within five working days.

1. If the employee is not satisfied with response of the City Manager, the employee has five working days to request a hearing by the Civil Service Commission.

2. A hearing date will be scheduled to occur within ten calendar days of receipt of the request.

3. Upon completion of the hearing process, a tentative decision date will be announced.

This section does not apply to Employees governed by a union contract's procedure for a grievance.

902. Appeals⁶⁵

a. Notice

The employee or the Manager may appeal to the District Court from an order of the Commission concerning the employee's dismissal by serving written notice of the appeal upon the Commission within ten days after they have received written notice of the Commission's order.

⁶⁵ Crystal City Code 310.19.

b. Certification of Record

Within five days after service of the notice upon the Commission, they shall certify the record of the proceedings, including all documents, testimony and minutes to the clerk of the District Court. The clerk shall then place the case on the calendar for determination at the next general term of the court. The question to be determined by the court shall be: Was the order of the Civil Service Commission reasonably supported by the evidence?

c. Supreme Court

The employee or the Council may appeal from the District Court to the Supreme Court in the manner provided by law.

Prohibitions and Political Activity

1001. Political Activity⁶⁶

a. Municipal Elections

An employee may not solicit funds or contribute to any fund in support of or against any candidate for office in the City. An employee may not distribute literature or in any other manner take any active part in a campaign of and for a candidate for office in the City.

b. Other Elections

Employees may not use their position, place of work, working hours, or influence as a City employee to distribute literature or solicit funds for or support for or against any candidate for any office.

c. Candidates

An employee of the City who becomes a candidate for any elective office shall apply for and be granted a leave of absence from the position. The leave of absence shall continue until candidacy is determined by the canvas of votes by the City Council. The leave of absence shall be without pay.

⁶⁶ Crystal City Code 310.27.

d. Penalty

The law provides that⁶⁷ any person who violates the previous provisions is guilty of a misdemeanor.

1002. Influence and Its Penalty⁶⁸

It is unlawful for an applicant for examination, an employee or officer of the City, or a member of any of its boards or commissions to directly or indirectly seek or give, render or pay, or promise to give, render or pay, any money, service, or other thing to any person, for or on account of, or in connection with the examination, appointment or proposed appointment or promotion of any employee or applicant for employment. Any person who violates the provisions of this subsection is guilty of a misdemeanor.

⁶⁷ This clause is added for clarification.

⁶⁸ Crystal City Code 310.27.

BYLAWS OF THE
CIVIL SERVICE COMMISSION
CITY OF CRYSTAL

Article I. Organization

The Chair of the Commission shall be elected by the membership at the first regular meeting in January for a term of one year.

Article II. Meetings

A. The Commission shall meet a minimum of 10 times per year. Meetings are held on the first Tuesday of each month at 8:00 P.M.

B. The Commission may hold special meetings upon the call of the Chair.

C. All meetings will be held at Crystal City Hall.

D. All meetings are open to the public, and appropriate public notice will be posted no less than 24 hours prior to the meeting.

E. A quorum consists of two of the three members.

Article III. Conduct of Business

A. Only business stated in the call, or directly related thereto, may be conducted at a special meeting.

B. Robert's Rules of Order, revised, shall govern the Commission in all cases to which they are applicable and in which they are not inconsistent with these bylaws.

C. Minutes of each meeting will be taken by the Civil Service secretary, or a staff member.

Minutes shall include all persons present, each item discussed and its resolution. The minutes shall become the official recording of business transacted by the Commission.

Article IV. Attendance

Three absences within a 12 month period by a member may result in a recommendation by the Commission to the Mayor of the City for removal, subject to applicable ordinance provisions.

Article V. General Provisions

A. The Chair, or designate, is the only person authorized to make public statements on the behalf of the Commission. It is encouraged that, when possible, such statements be reviewed by the Commission. The Mayor or the City Manager should be notified in advance, of the nature of any public statement of official policy concerning the Commission.

B. Proxy voting will not be allowed.

C. These bylaws are subject in all respects to the provisions of Crystal City Code, Section 310.

Article VI. Amendments

These bylaws may be amended by majority vote of the Commission at a regular or special meeting. Notice of the proposed amendments shall be distributed to all members of the Commission by the Chair at least five days prior to the meeting at which the amendments are to be voted upon. Any member of the Commission may, in writing, propose amendments to these bylaws.

Adopted January 2, 1985

To Honorable Mayor and
City Council

To thank you for
your kindness and sympathy
at a time when it was
deeply appreciated
The Ed Ahmann
Family

LONG-RANGE PLANNING COMMISSION MEETING MINUTES

March 11, 1987

7:00 p.m.

Crystal City Hall

Mayor Thomas Aaker called the meeting to order at 7:09 p.m. Members present were: Jane Elsen, Paulette Magnuson, Adrian Rygg, David Anderson, Gary Joselyn, Vince Kieffer and Thomas Aaker. Staff members present were John T. Irving, City Manager, and Bill Monk, City Engineer.

Mayor Aaker asked Bill Monk to review the storm sewer section of the Public Utilities CIP along with changes that had been made in the sanitary sewer and water sections since the initial review at the January meeting. Mr. Monk presented the storm sewer section explaining the general make-up of the municipal drainage system as well as proposed improvement projects and related costs. Also noted were the minor changes to the sanitary sewer and water sections of the plan as they related to clarification of the number of system connections versus dwelling units served and the number of private utility systems still in service.

Mayor Aaker suggested a comment be added to the section relating to the storm sewer improvements proposed within the Bassett Creek Watershed. The addition would reflect Crystal's intention to carefully review the justification and preliminary design of the improvements in terms of cost/benefit ratio. Also, the Mayor indicated the need to have the funding source listed on the yearly breakdown of expenditures for better reference.

A general question was raised regarding the status of a recycling program. Mayor Aaker explained the recent creation of a Council subcommittee to work on the issue and supplement the efforts of the Environmental Commission. Also noted was the availability of an excellent film on recycling as prepared by the League of Women Voters.

Mr. Irving mentioned that the vehicle and equipment materials just distributed would be reviewed at the April meeting. The police department documentation will be sent as soon as completed. It was also noted that some of the schedules distributed included building improvements along with vehicles and equipment.

In a brief discussion of the street section of the CIP still to be prepared, Mayor Aaker questioned the prohibition of trucks on 36th Avenue if state aid funds were used for the upgrading. Mr. Irving stated he did not think trucks could be prohibited in such an instance but that staff would research the item.

Having no further business, the meeting was adjourned at 8:20 p.m. The next regular meeting of the Long-Range Planning Commission is April 14, 1987.



4141 Douglas Drive North • Crystal, MN 55422-1696 • 537-8421

ADMINISTRATIVE OFFICE

MEMO TO: ALL HOLDERS OF CRYSTAL ZONING BOOKS

FROM: DARLENE GEORGE, CITY CLERK *D.G.*

Attached you will find a copy of a new ordinance, or ordinances, as the case may be, which were recently passed by the City Council and are in effect.

Please remove the old page or pages from your Crystal Zoning Book and replace them with the new, as this is the only way you will keep your book up-to-date.

Thank you for your cooperation.

enclosure

A-44 (Continued)

New Classification:

B-4 District (community commercial)

A-45 ORDINANCE #86-4 -- Effective May 24, 1986

The zoning district classification of the following described land is hereby changed as follows:

Description of Land:

Lot 1, Block 1, Tschudy Addition located at 5755 West Broadway.

Present Classification:

R-4 District (high density residential)

New Classification:

R-O District (residential office)

A-46 ORDINANCE #86-16 -- Effective October 11, 1986

The zoning district classification of the following described land is hereby changed as follows:

Description of Land:

P.I.D. #09-118-21-24-0017; #09-118-21-24-0016; and #09-118-21-24-0018--said property is located at 5025 West Broadway, 5027-29 West Broadway and 5017 West Broadway.

Present Classification:

R-1 District (single family residential)

New Classification:

B-4 District (community commercial)

A-47 ORDINANCE #87-3 -- Effective May 16, 1987

The zoning district classification of the following described land is hereby changed as follows:

Description of Land:

West 135 feet of the east 270 feet of Lot 4, Glenwood Manor as located at 4030 Brunswick Avenue North.

Present Classification:

R-1, Single Family Residential District

A-47 (Continued)

New Classification:

R-2, Single and Two Family Residential District



City of Crystal
c/o John T. Irving, City Mgr.
4141 Douglas Drive
Crystal, MN, 55422

Thank you for your generous
gift of \$50 to the Minnesota
Landscape Arboretum in
memory of Luella McElroy.

Peter J. Olin, Director

Mn/DOT

News



Date: April 17, 1987

612/593-8400

612/593-8414

To be Released: IMMEDIATELY

TH 100/CHICAGO NORTHWESTERN BRIDGE TO BE REPAIRED APRIL 24-27 AND MAY 1-4

Weekend traffic on TH 100 in Golden Valley will experience traffic delays and detours over the next two weekends while the railroad bridge just north of TH 55 is repaired.

Beginning at 7:00 p.m. on Friday, April 24, and ending before 6:00 a.m. on Monday April 27, traffic on the 4-lane bridge will be restricted to one southbound lane and 2 northbound lanes. The access between the frontage road and the southbound lanes will be closed.

Next weekend, traffic will be restricted to one northbound lane and 2 southbound lanes from 7:00 p.m. Friday, May 1, until 5:00 a.m. Monday, May 4. The frontage road access to northbound TH 100 will be closed, as well as the northeast ramp moving westbound TH 55 traffic to northbound TH 100.

These restrictions will assist the Minnesota Department of Transportation crews to replace the timber deck on the bridge over the Chicago Northwestern Railroad. Crews will work around the clock on both weekends to avoid disrupting the traveling public during the week, when an average of 3,700 cars an hour use the bridge during rush hours. The repair project is estimated at \$75,000.

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For more information contact:

Larry Hoben
Maintenance Support
Engineer
593-8492

Donovan Hoff
Bridge Maintenance
Superintendent
593-8438

Marsha Storck
Media Relations
Coordinator
593-8432

Mn/DOT

News



Date: April 17, 1987

612/593-8400

612/593-8414

To be Released: IMMEDIATELY

FACT SHEET

Bridge 5400 on TH 100, Golden Valley
(Chicago - Northwestern Railroad Bridge Overpass)

Bridge location: North of TH 55 in Golden Valley

Partially closed (Weekend 1) Friday, April 24 (7:00 p.m.) to Monday, April 27 (6:00 a.m.)
for repairs: (Weekend 2) Friday, May 1 (7:00 p.m.) to Monday, May 4 (5:00 a.m.)

Why: Replace timber deck on bridge
to reduce maintenance problems
and improve ride.

(Note: Deck material will be salvaged and reused on other timber structures.)

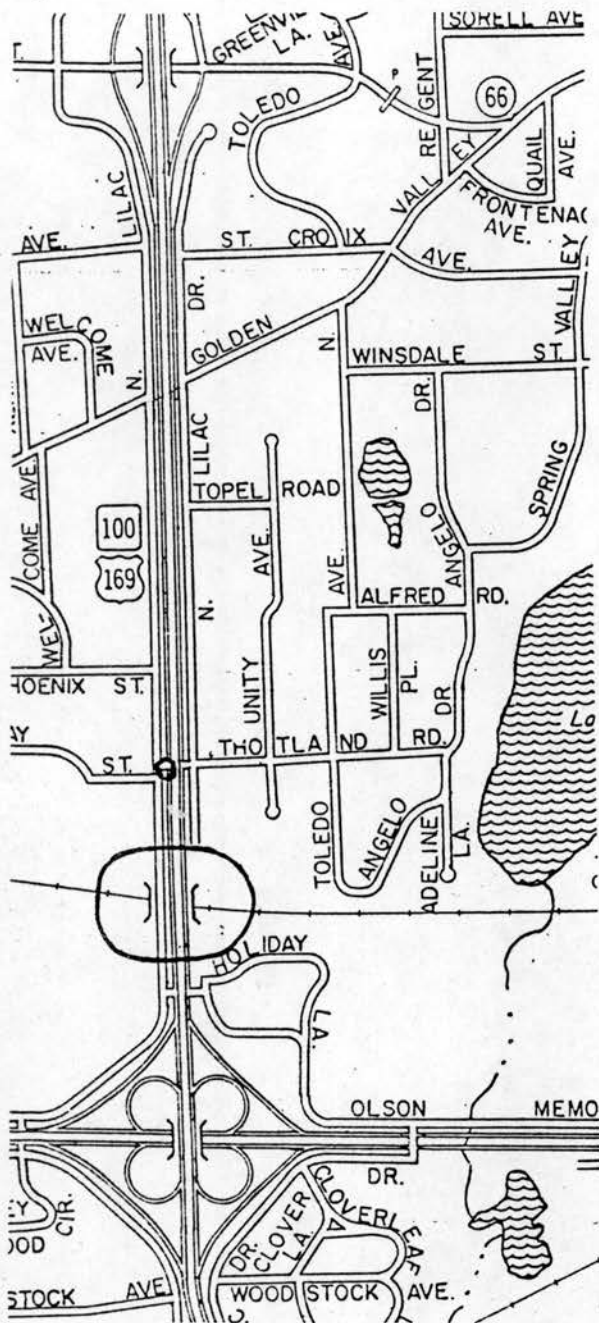
Lane restrictions: (Weekend 1) 1 lane southbound closed
frontage road access to southbound TH 100 closed between
Duluth & TH 55.

(Weekend 2) 1 lane northbound closed
frontage road access to northbound TH 100 closed
(near G.M. training center)
NE ramp for westbound TH 55 to northbound TH 100 closed.
Access for this would be by TH 55 loops.

History: Bridge constructed in 1936 for \$24,400.
It's scheduled for replacement between 1989-1993.
1985 maintenance costs: \$2,800.
1986 maintenance costs: \$23,500.
1987 anticipated maintenance costs without repairs: \$15-25,000.
Current traffic volumes for weekday rush hour: 3,700 vehicles/hour.
Current traffic volumes for weekends: 1,800 vehicles/hour at peak;
less than 100/ hour before dawn on weekends.

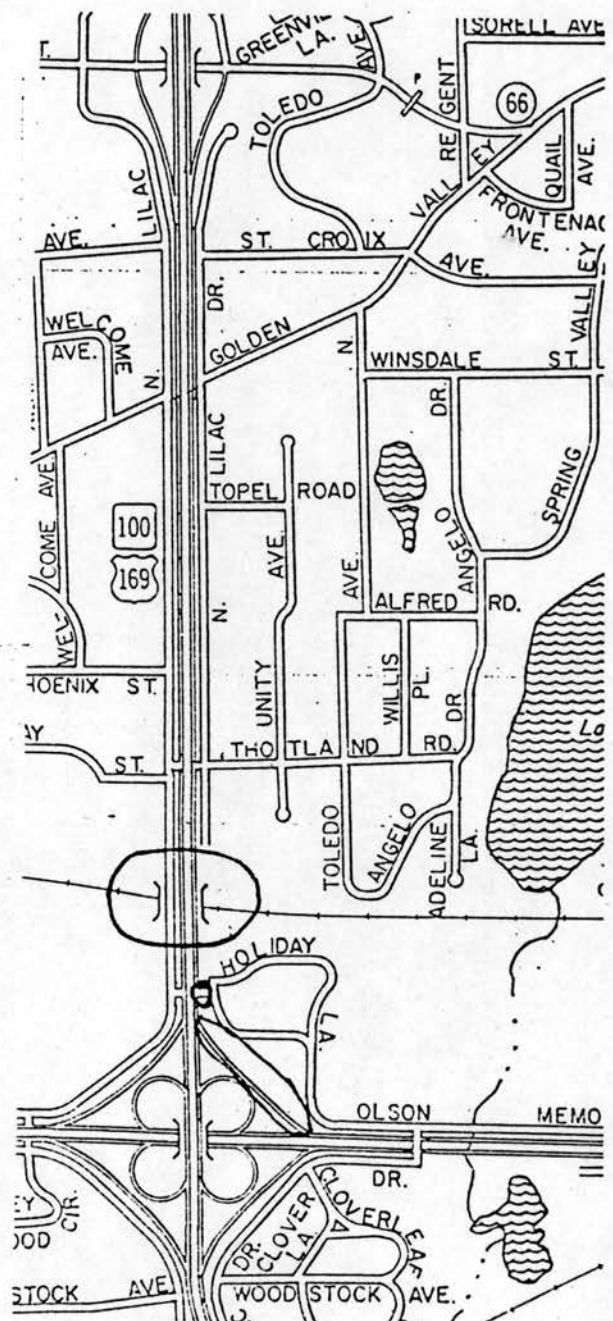
Project repair estimate: \$75,000.

TH 100 Bridge Closures - 4/24/87-4/27/87



WEEKEND ONE

- o only 1 southbound lane open on TH 100 over bridge
- o southbound access to frontage road closed; use a detour



WEEKEND TWO

- o only 1 northbound lane open on TH 100 over bridge
- o northbound access to frontage road closed; use a detour
- o northeast ramp closed at TH 55

TH 100 Bridge Closures - 5/1/87-5/4/87



Minneapolis • Saint Paul

METROPOLITAN AIRPORTS COMMISSION

P. O. BOX 11700 • TWIN CITY AIRPORT • MINNESOTA 55111

OFFICE OF EXECUTIVE DIRECTOR

PHONE (612) 726-1892

April 21, 1987

Ms. Darlene George, City Clerk
City of Crystal
City Hall
4141 Douglas Drive North
Crystal, MN 55422

RE: STORM SEWER IMPROVEMENT NO. 87-4 (J DISTRICT) PUBLIC HEARING

Dear Ms. George:

Our office is in receipt of your Notice of a Public Hearing that is to be held April 21, 1987, relative to Storm Sewer Project No. 87-4.

The Metropolitan Airports Commission owns and operates the Crystal Airport, the southern portion of which is included in the assessment area. Your Notice did not state the amount of the assessment; however, the City Engineer indicated it would be approximately \$89,918.

In accordance with Minn. Stat. §435.19, the Commission has the right to review any special assessment levied against its property and to determine the benefit, if any, derived from the improvements. If in the opinion of the Commission no benefit is received, the assessment need not be paid.

Based on a preliminary review of this matter, we feel there is no drainage from Crystal Airport to the Bass Lake Road storm sewer trunk. Therefore, Commission staff cannot recommend to the Commission that Crystal Airport receives a benefit from these improvements that justifies the proposed assessment.

We are therefore notifying you of our objection to the proposed assessment and request that this objection be made a part of the public record.

The Metropolitan Airports Commission would be happy to supply whatever additional information you require. Please contact Thomas W. Anderson, General Counsel, at 726-1892 if you have any questions.

Thank you for your consideration.

Sincerely,

for Nigel A. J. J.

Jeffrey W. Hamiel
Executive Director

JWH/PJR/sjp

cc: Bill Monk, Crystal City Engineer

OFFICE LOCATION — 6040 28th AVE. SO. — WEST TERMINAL AREA — MINNEAPOLIS-SAINT PAUL INTERNATIONAL AIRPORT

April 21, 1987

TO: Honorable Mayor and City Council
FROM: John T. Irving, City Manager
RE: Alternative Approaches for Replacement
of City Manager

It seems to me that the replacement of City Manager can be a simple one if some preparatory work is done by the Council. I believe the March 1987 Minnesota Cities publication lays out in sufficient detail the decisions the Council should make prior to, or at least during, the advertisement for candidates. If you have that copy I would suggest that you read it. If you have already read it I would further suggest that you read it again. I think there is a lot of merit to what Gary Bastian says.

As I indicated at the last Council meeting, I would prepare some alternatives for you to decide upon and have them ready for you at this evening's meeting and I will list them below, and not necessarily in the order of my recommendation.

Alternative #1: Decide upon and interview in-house candidates which the Council can collectively decide would be viable candidates; for instance, in my opinion, John Olson should and would be a candidate. John has a lot of experience with Crystal and a lot of talents he could lend to the City in this position, but I believe it is important that you all agree that he or any other employee is a viable candidate and that you can unanimously support him or her.

Alternative #2: Hire an executive search firm (head hunter). I had asked John to do a little research into the availability and costs associated with this kind of recommendation and I have enclosed John's memo to me regarding that research. Your next question would be to say, "Do we have money to pay for it?" There are sufficient funds in the PIR Fund but we also have an Emergency Planning Fund that has \$21,000 in it that could be available for this kind of process. If you decide on this I would suggest that as quickly as possible, you interview firms so that you can hire an appropriate firm; one that you would feel comfortable with and one that would agree to interview with your direction in mind.

Alternate #3: Appoint 3 to 5 respected citizens, one of which would be a councilmember and that person not necessarily be the chairman, but that group could advertise, interview, and recommend to the City Council what they believe to be the top 3 candidates.

April 21, 1987

Alternative #4: Find 3 qualified and experienced city managers and form them into a search committee to advertise, interview, and recommend the top 3 candidates to you for your consideration.

Alternative #5: Name 3 councilmembers as a task force to advertise, interview, and recommend 3 leading candidates for your consideration.

Certainly I could expand on all five of these recommendations and you could use a search firm in combination with any of the other groups that I have suggested, but I believe it is important that you do not let that group or whatever group you decide on, recommend less than 3 to 5 candidates for your consideration. In my opinion, it is very important that the City Council themselves, make this decision as they are the people that the residents of Crystal have entrusted to make these policy decisions.

As I indicated earlier, you must spend some time reviewing your needs and the needs of the City, setting some policy on what kind of manager you believe the City needs at this stage of development, and recommend a range of salaries that would attract the best qualified. That does not mean that you have to go out and beat every other community's salary for a city manager but you must have it at a level that is competitive with the good cities that are trying to attract and keep the best qualified. I believe Crystal has a decent reputation and will attract qualified candidates, one that you all can agree upon.

At one time there seemed to be a question at the Council level whether the advertisement (if you decide to go that way) should be made within the State of Minnesota or nationwide. It seems to me that if you decide to advertise, nationwide would be the way to go because it would be very difficult to limit excellent candidates who come from even as close as the surrounding states. You will, in my opinion, be handcuffing the group you appoint as a search committee if you limit it to just the State of Minnesota, although I am certain you will get qualified candidates from the State of Minnesota and maybe end up with all of the candidates that you will be considering coming from the State of Minnesota or the metropolitan area.

At one time I was asked if you could go into Executive Session to make some of these decisions. Dave's immediate answer was that he didn't think the law provided for that but will discuss that with some of his partners who have recently gone through the same kind of interview process and be prepared to give you an answer this evening.

As I started out to say, I think your approaches are simple but the first step is the hardest, and that is, to decide what you want and what is in the best interest of Crystal. As always, I will stand ready to assist in any phase you think I can. If you want my help, just ask.

At one time it was suggested by one of you that maybe I could serve in some fashion as an interim manager. I would be willing to consider that if it were legal and not detrimental to my pension. Short of that, in my opinion, John Olson is very capable of being the interim manager you are seeking and may convince you that he is capable of doing the over-all job in the long run. I would be willing to discuss alternatives with you as a group.

April 14, 1987

TO: John T. Irving, City Manager
FROM: John A. Olson, Assistant City Manager
RE: Executive Search Firms for the City Manager Position

I have contacted three firms to inquire about cost for an executive search for the City Manager position. The first firm, Korn-Ferry International, indicated their fee for City Manager search is from \$12,500 to \$15,000 plus expenses which can be between \$3,500 and \$4,000 plus the cost of candidate travel and lodging for interviews.

Arthur Young & Associates indicates their cost for a City Manager search is a retainer fee of \$20,000.00 to \$25,000.00 plus additional expenses for the particular person who handles the search and for the candidates.

MDA Consulting Group indicated they are not an executive search firm but an industrial psychologist organization with expertise in the selection process. The cost for MDA to do a complete executive search is \$18,000 to \$23,000.

This would include designing on the advertisement and mailing, conducting a job analysis by interviewing people on the staff, screening the candidates and information, narrowing the field to eight or nine individuals who would then come to their office for a half-day psychological interview, and then would present three finalists to the Council for public interview. They would also help in reference checks and negotiation with the final candidate.

The person that I talked to, Sandra Davis, indicated that MDA could also do parts of this process, that is, for example, a one day psychological exam of all candidates presented to them by the Council. This would cost a \$1,000 a candidate; or they could consult the Council on how to start the process, conduct a job analysis, and coach the Council on interviewing in a public meeting.

Ms. Davis indicated that their lowest fee for doing any part of the selection process would be approximately \$3,000.

I have attached information from two of the three firms and will provide you with information from Arthur Young when it arrives.

JO/js

attachments

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