



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

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Jack

COUNCIL AGENDA

April 28, 1987

Pursuant to due call and notice given in the manner prescribed by Section 3.01 of the City Charter, the Special meeting of the Crystal City Council was held on April 28, 1987, at 7:30 P.M., at 4141 Douglas Drive, Crystal, Minnesota. The roll was called and the following were present:

Councilmembers

✓ Langsdorf
✓ Rygg
✓ Moravec
abs. O Smothers
✓ Aaker
✓ Leppa
✓ Herbes

Staff

✓ Irving
✓ Kennedy
✓ Olson
✓ Monk
✓ Peterson
✓ Deno
✓ George

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

Moved by Councilmember Leppa and seconded by Councilmember Rygg to delete the programming of this meeting on live television and to record it on tape only.

By roll call and voting aye: _____; voting no: _____; absent, not voting: _____.

1. The City Council discussed procedures to be enacted in the search for a City Manager to replace the present City Manager who is retiring, effective June 30, 1987.

① Leppa - Betty Herbes

Approx a Cn

To submit 5 candidates

(22)

Mr - PL.
Recomm N.S. Feller

Aye
PL Mr Lepp. A.

Ny,
Pygg B.H.

(23)

By Fetter
Smolter - Pygg.

(24)

job disc
Salaries Range
ad.

(25)

Lesson - B.H.
1st - West Jones

Recomm Interim

(26)

Buy - P
again.

Mar - Mayor 1
 Manager ~~Council~~ 2
 Citizen 2

Py 99
 3 Council
 2 Manager
 2 Citizen
 1 Judge

Leppa

5 people with me -
 2 Manager
 2 Citizen
 1 Mayor

Beety

3 Council
 2 Citizen
 1 Judge

Leppa - non

② 2 C. Mgr
 2 Citizen
 1 Mayor
 1 non

Py 99 - ~~Beety~~ Beety H.

3 - Council
 2 - Citizen Mayor
 2 - Citizen
 1 Judge

Repop
 Mayor & and other to be taken
 failed
 Carries

Ag - RE. Mar SL A - Noye Py 29 B H PL
 failed

Moved by Councilmember _____ and seconded by Councilmember _____
 to adjourn the meeting.

Motion Carried.

Rygg - PL
city-

Pete Mientem

(4) Gary Jaggly

Pauline with drew her second.

no further second -

(5) mor - Billy H.
city man recommend 4 manager.

(6) Hippie - Billy + Herbes.

50⁰⁰ - 100⁰⁰ - 150⁰⁰
Hoy - w. am - wake by - Weekend,

Carnival,

Billy H. -

(7)

Frank F.
Marty M.

Failed for looking
second -

(8)

PL. - from
John Schopf

BH Mary

all age - 5-1

cityman.

(9)

mor - Rygg -
Pete Mientem
Carnival

(10)

~~BH~~ - Rygg

Marty Gates. as with drew

~~Mr. I. Plangsdorf~~
~~Mr. I. Plangsdorf~~

Tom asked one - Council.

(11)

again

(12)

Leppa - Mor.

Kolter

Southern then - Northern Three -

(13)

By the Huber

ask Rygg

PA, Rygg, Mon BH, - Leppa A.

(14)

Leppa - Mor.

Mayor appoint one member from
North - one from South.

Aye Mor.

Nayc BH, SL Rygg, PL
A.

(15)

Leppa - Mor

To recommend Leppa motion

Aye - Mor SL A.

Nay Rygg BH PL.

(16)

Rygg -

motion at Rygg last of second,

P.L. - Mayor appoint. mm.
Council

~~10~~ 17

Ag. mm. PL

Na BH L A. Rygg

Leppan

B.H.

~~11~~ 18

Latter Leppan - amend. PL.
all city North Sank.

Ag. PL mm. A -

Na BH Rygg

~~12~~ 19

Ag. L PL A. -

Na BH Rygg mm.

20

B.H. - Leppa

All city latter

mm - PL

am. N-S latter

Ag. PL mm. A.

Na BH. Rygg L

21

Ag. BH.
SL.

Na/2

PL Rygg
mm. A.

TAPE RECORDER INSTRUCTIONS

Turn the key on the side of the machine to turn it on.

Make sure the Record Select light in the middle of the machine is lit on the left side.

Push the record button and it should start to go.

When the machine is going to change cassettes the "change" lights will come on. In a few minutes the first cassette (on the left side) will stop. That's when you can put in a new cassette, push the reset button, and close the top. It will then be ready for another 45 minutes.

I'll be home after 8:30 if the machine goofs up. (561-7592)

Marty Gatica
Heinrich Elson

Pete M

Gary J.

John Shan

Paul R

Frank Feynman

John
Be

Jack:

4-28-87

I called everyone to remind them that the mtg. is at 7:30 p.m. rather than 7:00 p.m. I didn't reach John Marston but left a message with the sitter. Also left a message at Adie's home.

Darlene

White Bear Lake ~~3/15/84~~
3/16/84

JOB DESCRIPTION

POSITION TITLE:

City Manager

DEPARTMENT:

City Manager

POSITION OBJECTIVE:

To effectively control and direct the administrative affairs of the City.

DUTIES AND RESPONSIBILITIES:

1. To organize, manage and control all necessary departments and divisions of the City administration as created by the City Charter or the City Council.
2. To appoint and remove, upon the basis of merit and fitness and subject to applicable Civil Service provisions, if any, all City employees.
3. To attend all meetings of the City Council and participate in discussions but not to vote.
4. To recommend to the Mayor and Council for adoption, such measures as deemed necessary for the welfare of the people and the effective administration of the City's affairs.
5. To keep the Mayor and Council fully advised as to the financial condition and needs of the City.
6. To prepare and submit to the Council the annual budget.
7. To perform such other duties as may be prescribed by the Charter or by law or required of him by Ordinance or Resolution of the City Council.
8. Represents the City Council and/or maintains liaison, as delegated, in County, Regional, Metropolitan and State government related activities of interest to the City of White Bear Lake.
9. To act as team leader and coordinator of the staff and to provide an atmosphere for employees which is conducive to good working relationships.

KNOWLEDGE AND SKILL REQUIREMENTS:

1. Ability to effectively communicate, both orally and in writing, directives and policies to all City employees and the City Council.
2. Knowledge of municipal administrative business methods.
3. Ability to analyze situations with a high degree of reasonableness.
4. Ability to administer the preparation of intelligent and meaningful reports.

5. Knowledge of State Regulations, governing policies, and general accounting for all units of municipal government.

TRAINING AND EXPERIENCE REQUIREMENTS:

1. Master's Degree in Public Administration.
2. Three years experience in a municipal administrative office.
3. Or, four or more years experience in an administrative or managerial position, preferably in government.

PROVIDED SUPERVISION:

Works in supervision with the resolutions and ordinances of the Mayor and City Council.

MINIMUM REQUIREMENTS:

1. Master's degree in Public Administration or related area.
2. Work history which indicates progressive responsibilities in administrative functions.

SPECIAL REQUIREMENTS:

The City Manager should be an individual who is comfortable and competent working in a team management setting. Department Heads are used to and expect a wide degree of latitude in running their own operations.

The Manager should have well developed abilities to coordinate activities and to synthesize information into an understandable form for presentation to the City Council.

SUPERVISION OF OTHERS:

1. Advises and supervises Department Heads in administrative implementation of pertinent policies.
2. Provides direction to departments and employees in all matters under his control.

CITY MANAGER

New Hope
Adopted 10/13/81

Class Title City Manager

Characteristics

Under policy direction of the City Council, is responsible for professional, administrative and fiscal work of unusual difficulty in directing and coordinating all city operations, performs both general overview and detail administration of specific programs and such related work as may be required or assigned by the City Council.

Examples of Duties

Responsible for coordination and direction of city operations in accord with Council policy, local state and federal law and regulations. Maintain the reporting and monitoring systems to assure coordination among departments and attainment of program objectives. Appoints and discharges all city personnel and acts as City Personnel Officer. Serves as City Budget Officer, preparing annual budget request and obtains its approval by the Council and administers the budget following adoption. Prepares agendas, background information and attends all meetings of the Council and such other city meetings as directed. Acts as a liaison of the city for cooperative programs involving other public and private agencies as they relate to city needs. Prepares special studies and reports relating to any phase of city operation. Serves as City Planning Director, Purchasing Agent, Civil Defense Director and carries out administrative functions as needed for those areas of responsibility.

Desirable Qualifications

Training and Experience

Graduation from recognized college or university with a Masters Degree in Public Administration and five years of applicable public administration experience or equivalent combination of training and experience.

Knowledge, Abilities and Skills

Comprehensive knowledge of the principles and practices of public administration including budgeting, project scheduling and programming, office management and administrative methods and procedures; public relations techniques and their application to varied public relations problems.

Ability to design, develop and implement reporting and monitoring system for city functions. Ability to perform line and staff functions for city departments. Ability to evaluate organization and management procedures and make recommendations for improvements; ability to establish and maintain effective working relationships with officials, department heads, employees and the public. Ability to prepare clear and concise reports; ability to express oneself effectively both orally and in writing.



CITY OF
MAPLEWOOD

KENNETH G. HAIDER, P.E.
DIRECTOR OF PUBLIC WORKS
CITY ENGINEER

(612) 770-4550

1830 E. COUNTY ROAD B MAPLEWOOD, MN 55109

Position Title City Manager

Maplewood

Date September, 1976

Department Administration

Accountable To City Council

Primary Objective of Position

- To encourage and guide a team approach to problem solving, so as to provide the citizens and Council with the most effective City Management.
- To provide for the administration of the City government within general guidelines established by the City Council
- To advise the Council regarding the impact of policy decisions and to represent the interests of the City of Maplewood in metropolitan and state activities as delegated by the City Council

Major Areas of Accountability

Plans and directs the general administration of City services

- Directs and coordinates through the City department managers the administration of all departments in City government to assure that the desired level of service is being provided on a basis which commands the respect of the community and its employees
 - Encourages a team approach to administration.

- Provides advice and/or recommendations, with supportive data, to the City Council as a guide to its policy-making role

Follows through to assure that all ordinances, laws and directives are correctly interpreted and communicated with implementation as planned

- Relieves the Council members of as much administrative detail, inquiry, etc. as possible so they may devote more of their time to the policy-making responsibilities of their position
 - Prepares agendas for Council meetings and provides supporting data

- Represents the Council and/or maintains liaison, as delegated, in metropolitan and state government related activities of interest to the Maplewood community
 - Represents the Council, as delegated, at public meetings outside the community

- Oversees implementation of financial and physical planning in the City
 - Initiates action to develop the annual budget for presentation in appropriate form for review and consideration by the Council

Plans, and, with Council approval, develops and directs personnel programs, policies, and procedures which will result in development of the work potential and work interest of each employee in City government

- Represents Council in negotiations governing wages, hours and conditions of employment
 - Also represents Council in negotiation of grievances which may result from interpretation of negotiated contracts

services being rendered by the various departments of City government to determine whether results are being achieved as planned

- Makes or recommends organizational changes in staffing as well as other changes in administration as may be justified to assure a high standard of performance is maintained

- Appoints, dismisses or otherwise disciplines City employees

Keeps informed on all aspects of municipal government and researches improved methods of administration for possible implementation in Maplewood

Keeps the Council informed on all important developments which may affect the administration of City government and which they will need to know to perform effectively as council members

- Also advises Council members on concerns of citizens

- Answers citizen calls and complaints

Sets an example of personal integrity and ethical work practices which will provide a standard of conduct for all City personnel

Performs other duties and assumes other responsibilities as apparent or as delegated by the Council

Personnel

Plans and defines the organization for City administration which will assure a coordinated effort to obtain the goals set by the Council

Staffs City government with competent personnel and delegates the necessary authority to assure a well-managed and viable organization

- Plans and directs training opportunities to develop the work potential and ability of City personnel to function effectively in the various areas of management assigned

Maintains a favorable working climate in all departments

- Recognizes problem areas and consults with department heads as may be necessary to cause corrective actions to be taken as needed

- Oversees coordination of all phases of personnel administration, including administration of the salary program as approved by the Council

Involves department managers in the identification of achievement goals that will provide standards against which to measure their performance

- Reviews periodically and confers with department managers to assure that progress in each area is being achieved as planned

Responsibility for Work of Others

Direct supervision over--

Director of Finance

Director, Public Safety

Director, Public Works

Director, Community Development

Director, Community Services

City Clerk

City Attorney

Personnel Officer

Secretary

Has indirect supervision over all employees of City government through the supervisory department Managers identified above

Position Title: City Manager

Hopkins

Introduction:

Under the general direction of the City Council, the City Manager manages the operations of all City departments. The City Manager is responsible for the implementation of City Council policy, and the research and development of new policies, as needed.

Duties & Responsibilities:

Manages operations of all City departments. To accomplish this, the City Manager performs the following duties:

- Develops administrative policies and procedures for all departments
- Sets goals, strategies and objectives for the organization
- Develops, with assistance from Department Directors, operational plans for each department.
- Establishes guidelines for evaluating effectiveness of operations
- Coordinates operational needs with other jurisdictions, when necessary
- Coordinates development of legislative (City Council) policy
- Directs and coordinates City Council meeting preparation, including research, reports, and correspondence

Prepares/proposes financial documents and systems for City; supervises financial activities. Duties performed to fulfill this responsibility include:

- Preparation and presentation of annual operating budget
- Preparation of financial goals and objectives
- Monitoring financial position and analyzing trends in order to take/recommend action
- Authorize purchases/expenditures
- Recommend financial system improvements to City Council

Supervision of Employees. Duties performed to fulfill this responsibility include:

- Establishment of goals and objectives for Department Heads and City Manager department personnel
- Preparation of work plans, assignment of work, delegation of authority/responsibility.
- Screening/interviewing/hiring of candidates for Department Head or Manager department positions.
- Performance of disciplinary actions as necessary

Manage/Administer personnel policies and programs. Duties performed to fulfill this responsibility include:

- Preparation and administration of a compensation program for the organization
- Supervision and performance of labor relations activities for the City
- Coordination/direction of organization-wide training activities
- Preparation, monitoring and administration of employee appraisal programs

Perform Communication activities-Duties performed to fulfill this responsibility include:

- Resolution of citizen complaints/problems regarding City services
- Respond to media inquiries, preparation of press releases
- Delivery of presentations on behalf of the City at various official functions
- Testify at legal proceedings, or before legislative bodies.
- Supervise release of public information

Advise City Council regarding internal and external activities relevant to City operation or legislative policy. Duties performed to fulfill this responsibility include:

- Provide timely verbal and written communication to City Council regarding activities and developments which may affect operations
- Confer with experts to determine consequences of activities, developments, or regulations which affect City operations.
- Attend relevant seminars, meetings, and activities necessary to stay current on issues affecting the City.

Manage operations of the Hopkins Housing and Redevelopment Authority, as Executive Director. Duties performed to fulfill this responsibility include:

- Oversee and coordinate strategies for redevelopment projects.
- Coordinate negotiations of developers' agreements.
- Coordinate HRA programs with City plans to insure effective utilization of resources.
- Oversee and coordinate public housing programs provided by the HRA
- Oversee and coordinate management of property and facilities owned by the HRA.

Coordinate/Direct Intergovernmental Relations activities. Duties performed to fulfill this responsibility include:

Establishment and maintenance of liaison with other governmental jurisdictions in order to improve or maintain city programs/interests.

Maintains awareness of plans and developments in other jurisdictions or other levels of government in order to take or recommend action.

MINIMUM QUALIFICATIONS:

Bachelor's degree in public administration or related field.

Five year's experience in local government administration

DESIRABLE QUALIFICATIONS:

Master's degree in public administration or related field.

Five year's experience as a City Manager in a comparable organization.

JOB DESCRIPTION

Position Title

CITY MANAGER
CITY OF BROOKLYN CENTER

Duties and Responsibilities

Manage Operations of Jurisdiction

- Develop administrative policies and procedures for the jurisdiction
- Develop operational plans for all jurisdiction departments/divisions
- Monitor all jurisdiction departments
- Coordinate Governing Board policy development
- Coordinate activities with Governing Board
- Develop Jurisdiction Commissions, Boards, and Committees
- Coordinate Public Relations for the Jurisdiction
- Compile, prepare, and recommend Capital Improvement Program
- Supervise and direct activities of a Multi-Divisional Department

Perform Financial Activities

- Develop Financial Plans, Controls, and Systems
- Establish and Maintain Internal Controls
- Develop and provide accounting guidelines and information for budget preparation
- Compile, prepare, and recommend overall budgets for approval from individual units (e.g., departments/divisions/programs)
- Monitor and control overall Jurisdiction budgets and expenses
- Conduct Internal Audits of Municipal/Business Records
- Provide for Independent Audits of Municipal/Jurisdiction Audits
- Identify and obtain funding (grants, donations)
- Identify and obtain financing
- Authorize expenditures
- Prepare division/department/program budget

Perform Investment Management Activities

Perform Risk and Insurance Activities

Perform Security and Safety Activities

Manage and Perform Legal Activities

Monitor and Draft Legislation

Manage Elections

Perform City, Airport, and Park Planning

- Develop and Administer City, Airport, and Park Comprehensive/Master Plan
- Conduct research for City, Airport, and Park Planning
- Administer zoning ordinances
- Perform park design (e.g., golf facilities, ice rinks, trailways, bike paths)
- Develop airport plans (e.g., parking, runways, buildings)
- Review development plans/requests
- Provide and obtain planning advice

Duties and Responsibilities (cont.)

Plan, Direct, and Administer Community Development Functions

- Direct Community Development Department
- Plan economic development functions
- Coordinate redevelopment projects
- Develop and direct Public Housing Programs

Perform Parks and Recreation/Education/Nature Program Development/Administration

Manage Jurisdiction Retail Operations (e.g., Liquor Stores, Golf Shops)

- Provide personnel policies, procedures, and practices
- Provide and maintain compensation/wage and salary, and benefit programs
- Perform labor/employee relations
- Perform recruitment, staffing, or placement activities
- Perform affirmative action/equal employment opportunity or human rights activities
- Provide training and development for employees
- Perform employee records activities
- Provide for employee assessment

Supervise Employees

- Assist/initiate selection activities
- Delegate work and schedule employees
- Assess employee performance
- Administer compensation to employees
- Perform labor/employee relations (Management only)
- Coordinate volunteer services program

Conduct Training Activities for Department/Operating Unit

Define and Administer Proposals, Agreements, and Contracts/Leases

- Define purchasing requirements and prepare specifications
- Select consultants to provide professional services
- Negotiate proposals, agreements, and contracts/leases

Perform Communication Activities

- Respond to routine inquiries (internal and external)
- Receive and resolve complaints from public
- Authorize/release information
- Attend meetings, classes, and seminars
- Deliver presentations (formal and informal) including television, radio, and newspaper interviews

Design, Compose, and Edit Material

Process and Document Information

Computer Procedures

JOB DESCRIPTION

Position Title

CITY MANAGER
CITY OF GOLDEN VALLEY

Duties and Responsibilities

Manage Operations of Jurisdiction

- Develop Administrative policies and procedures for the jurisdiction
- Develop operational plans for all jurisdiction departments/divisions
- Monitor all jurisdiction departments
- Coordinate governing board policy development
- Coordinate activities with governing board
- Develop jurisdiction commissions, boards, and committees
- Coordinate public relations for the jurisdiction
- Compile, prepare, and recommend capital improvement program

Perform Financial Activities

- Develop financial plans, controls, and systems
- Develop and provide accounting guidelines and information for budget preparation
- Compile, prepare, and recommend overall budgets for approval from individual units (e.g., departments/divisions/programs)
- Monitor and control overall jurisdiction budgets and expenses
- Provide financial recording and reporting
- Identify and obtain financing
- Authorize expenditures
- Prepare division/department/program budget
- Monitor and control unit (e.g., department/division/project) budgets, expenses

Perform Risk and Insurance Activities

Manage and Perform Legal Activities

- Plan for and supervise legal activities for the jurisdiction
- Conduct legal research regarding issues
- Conduct judicial/administrative proceedings

Monitor and Draft Legislation

- Monitor, research, and lobby legislation
- Draft ordinances and legal documents

Perform City, Airport, and Park Planning

- Develop and administer City, Airport, and Park comprehensive/master plan
- Conduct research for City, airport, and park planning
- Review development plans/requests
- Provide and obtain planning advice

Plan, Direct, and Administer Community Development Functions

- Plan economic development functions
- Conduct economic growth and development program
- Coordinate redevelopment projects
- Develop and direct public housing programs
- Administer block grant program
- Direct and administer funding requests for housing programs

Duties and Responsibilities (cont.)

Plan, Direct, or Administer Human Services (includes programming for older adults and persons with disabilities)

Perform Cable Television/Media Programming Activities

Manage Facilities and Property (e.g., Leased Property, Rental Property, Library, Nature/Recreation Facilities, Cemetery, Swimming Pools, Ice Arenas, Community Centers)

Manage/Administer Personnel Policies/Procedures and Programs

- Provide Personnel Policies, procedures, and practices
- Provide and maintain compensation/wage and salary, and benefit programs
- Perform labor/employee relations
- Perform recruitment, staffing, or placement activities
- Provide training and development for employees
- Provide for employee assessment

Supervise Employees

- Assist/initiate selection activities
- Delegate work and schedule employees
- Assess employee performance
- Administer compensation to employees
- Perform labor/employee relations (Management only)

Define and Administer Proposals, Agreements, and Contracts/Leases

- Select a vendor/contractor
- Select consultants to provide professional services
- Review and draft proposals, agreements, and contracts/leases
- Determine and review pricing for proposals, agreements, and contracts/leases
- Negotiate proposals, agreements, and contracts/leases
- Monitor proposals, agreements, and contracts

Perform Communication Activities

- Provide routine information and assistance
- Receive and resolve complaints from public
- Authorize/release information
- Attend meetings, classes, and seminars
- Deliver presentations (formal and informal) including television, radio, and newspaper interviews

Design, Compose, and Edit Material

- Design and produce graphic material
- Design and produce communication material
- Compose written material
- Edit material

Provide Jurisdiction Support Services

- Issue licenses, permits, memberships
- Assist in legal proceedings or activities

Duties and Responsibilities (cont.)

Process and Document Information

Perform records management activities

Verify information

Complete forms, surveys, and applications

Computer Procedures

File

April 23, 1987

Dear Councilmembers:

Under normal circumstances I would have sent you a reminder of Tuesday night's meeting tomorrow with the information requested by Rollie Smothers. As always, when one councilmember asks for information I try, if at all possible, to give it to all of you. I hope it is useful for Tuesday night's deliberations.

Because I received the Action Alert today I thought we should send it out immediately so you would have an opportunity early to contact our legislators and give them your opinion on the proposals that are addressed in Don Slater's memo.

Have a nice weekend! See you Tuesday.

J A C K



A MEMBER OF ARTHUR YOUNG INTERNATIONAL

Arthur Young

EXECUTIVE RESOURCE CONSULTANTS
PERSONAL AND CONFIDENTIAL

One IBM Plaza
Chicago, Illinois 60611
Telephone: (312) 645-3000

April 13, 1987

Mr. John Olson
Assistant City Manager
City of Crystal
4141 Douglas Drive
Crystal, Minnesota 55422

Dear John:

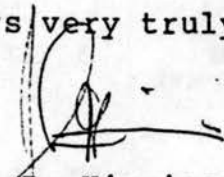
Thank you for your inquiry as to whether Arthur Young Executive Resource Consultants would be interested in doing the search for the City Manager of Crystal.

We would be interested in pursuing this with you, and to better acquaint you with our firm, we have enclosed a descriptive brochure. Additionally, I have enclosed an outline of our approach to the search process which we would use to construct a search strategy to fit your specific needs.

As I had answered in response to your question on fees, our professional fee would be in the range of \$20,000 - \$25,000, regardless of the compensation for the position. We are also reimbursed for such expenses as travel, interview expenses, and long distance telephone charges.

Please call us if you wish to further discuss this project. I shall look forward to the prospect of such a meeting.

Yours very truly,



John B. Higgins
Managing Director Midwest Region
Arthur Young Executive Resource Consultants

JBH:sc
Enclosures

EXECUTIVE SEARCH PROCESS

The following is an outline of the general approach we follow in conducting AY/ERC client search assignments.

1. Position Analysis

We meet with you and other key executives to discuss the position and related organizational and interpersonal factors. We also interview certain staff personnel, if appropriate, to gain a first-hand knowledge of the positions. This should provide us with an appreciation of the responsibilities, necessary experience and personal characteristics required of a successful candidate. We will then prepare a position specification. This will be a primary reference document and will serve as a point of departure for our conversations with potential candidates and sources of candidates during the search process. It also will serve as the standard which we will use to qualify candidates. The position specifications should be approved by key personnel involved in the recruitment and hiring process.

2. Source Research

This step identifies potential candidates and referral sources through whom we learn of persons potentially qualified for the position. Research usually takes the form of a list of target organizations and individuals holding positions in those organizations which would make them potential candidates or sources of information.

During this research process, we make direct calls to knowledgeable contacts and friends of the Firm to identify additional prospects. Still other individuals may come directly to you and your colleagues' attention while we are conducting the search. We recommend that they be referred to us so that all prospective candidates may be considered on a consistent basis.

3. Candidate Evaluation

Prospective candidates are screened to provide a preliminary assessment of personal qualities, professional capacity, and potential fit with the organization. Screening is a continuous process during all but the final phases of the search.

If a candidate appears qualified for the position and has sufficient interest in it, we proceed with the evaluation process. Through a series of intensive interviews with our executive search consultants, the candidate's experience, technical ability, accomplishments, career progress, personal characteristics, strengths and weaknesses are analyzed in detail.

4. Confidential Report

We usually submit a confidential written report on each candidate who we bring forward for consideration. It includes information obtained during the search process, plus our professional opinion concerning the candidate's experience and personal characteristics as they relate to the role and functions described in the specification.

5. Final Selection

Our goal will be to present three to five qualified finalist candidates each of whom we find to be fully capable of filling the open position. We do not rank these candidates since the ultimate selection must be made by the client.

We also are prepared to assist in structuring an offer to the selected candidate. While it is not appropriate for us to become a principal in the negotiation process, we provide a valuable service in preparing a candidate to receive an offer and in identifying in advance compensation and other elements which are sensitive from the prospective employee's point of view.

6. Reference Investigation

We attempt to verify material representations made by a candidate as well as our tentative conclusions about strengths and weaknesses. Once mutual interest has been determined, we interview previous employers and business references concentrating, as appropriate, on past supervisors, peers, and subordinates. We are thus able to obtain a practical understanding of the candidate's actual performance and managerial competence.

7. Costs

Our professional fee is 33 1/3 percent of the first year cash compensation including bonus. Additionally, we bill for reimbursable expenses such as consultant and candidate travel, long distance telephone, and interview expenses incurred in direct support of the assignment. These fees are not contingent upon successfully filling the position for which the search is being conducted.



Consulting Group, Inc.

International Centre

920 Second Avenue South, Suite 1300

Minneapolis, Minnesota 55402

(612) 332-8182

April 13, 1987

Mr. John Olson
City of Crystal
4141 Douglas Drive
Crystal, MN 55422

Dear John:

Thank you for your inquiry about MDA's services. As I explained to you on the phone, we are a firm of industrial psychologists and one of our areas of expertise is selection processes. We have assisted a number of school systems, city governments, and other public sector organizations in the choice of a person to fill a key managerial role.

The materials enclosed describe more about MDA, our background, our services, and our expertise. As I mentioned to you on the phone, we can do either a "full blown" selection process or we can do pieces of that process in helping the City Council members with their important decision. It is crucial that the selection process be carried out in a manner that is valid, reliable, nondiscriminatory, and yields the best possible individual for the position. We believe we are in a unique position to make that happen.

I would be happy to meet with you further about MDA and our services and ways in which we could be helpful to you. In any case, we will need to meet with the Council members to see whether their needs and our services mesh.

Thanks again for your call about our services. If you need any other information from me, please do not hesitate to call.

Sincerely,

A handwritten signature in cursive script that reads "Sandra L. Davis".

Sandra L. Davis, Ph.D.

SLD:jem

Enclosures



Consulting Group, Inc.

PUBLIC SECTOR EXECUTIVE SELECTION

PURPOSE

This service is designed to assist public or private, nonprofit organizations in the selection of chief executives or other senior level staff members. The system can help selection committee members to:

- create a process individualized to client needs, that leads to the best choice among the most outstanding candidates for the position.
- actively involve all constituents, board and staff.
- cultivate community support during and after the selection process.
- meet all standards for fairness and equal opportunity.

PROCESS

Our approach begins with a job analysis leading to the preparation of a behaviorally-based job description. Such a job description focuses clear attention on the behaviors which are required for effective performance.

The next step is to advertise the position on a local, regional, or national basis to ensure that the position is widely publicized with the appropriate audience. Following the receipt of resumes, MDA provides training and assistance to the board or search committee so they can evaluate applications and identify a list of candidates for final consideration.

Candidate interviews are a key to the success of the selection effort. MDA prepares a set of questions and an interviewing strategy; we also train the interviewers to use the system. Frequently MDA provides assistance for reference checks or for gathering additional information needed to make decisions about which applicants continue in the process.

Once the top candidate(s) has been identified, we conduct a full-day comprehensive evaluation of management strengths and weaknesses. This involves the evaluation of leadership style, judgment and decision making, administrative skills, and other dimensions related to successful executive performance. An extensive written report is prepared for each candidate who is assessed by MDA.

BENEFITS

MDA Consulting Group is experienced and particularly helpful in selection processes that have sensitive community and political implications. Specifically, our approach produces:

- a greater number of qualified candidates who choose to participate in the process because their confidentiality is protected until they become finalists
- an unbiased and objective behavior-based assessment that ensures identification of the most qualified individual for the position
- maximum involvement by the client organization or search committee in a standardized, fair, and efficient selection process



Consulting Group, Inc.

COMPREHENSIVE EVALUATION

PURPOSE

The comprehensive evaluation is a one-day assessment of an individual's strengths, weaknesses, career potential, and development needs. Executives and managers use information from MDA's assessment process to:

- assess an employee's working style, strengths, and abilities
- identify an individual's management development needs
- evaluate the candidate's intellectual abilities, working style, and personality compared to the requirements of the job

PROCESS

Pre-assessment. An MDA psychologist meets with personnel from the organization to gain information about the organization, the specific job under consideration, and the skills and qualifications required for effective performance.

Assessment. Individuals spend one day in the MDA offices in the evaluation process. MDA's assessment process integrates results from intellectual ability tests, personality inventories, interactive work simulations, and an in-depth workstyle interview to form a comprehensive view of an individual's abilities, potential, and interests.

Post-assessment. Organizations are provided with a 3-4 page written evaluative report for each individual in the assessment process. Results can be reported verbally within 24 hours of completion of the assessment process. Prior to the finalization of the written report, individuals return to MDA offices to review all test data and to discuss the evaluative summary with a staff psychologist. As an option, MDA will prepare a plan to assist the individual in effectively addressing development needs.

BENEFITS

To the organization:

- obtains critical information needed for making selection, placement, and training decisions
- generates a unique data base from which information can be drawn and analyzed on an on-going basis
- develops a relationship with MDA staff that provides for continuing informed and incisive exchanges of information between professionals regarding human resource issues

To the individual:

- receives objective information about professional strengths and weaknesses
- is assisted in defining specific goals for professional development that relate to interests and needs
- has access to a professional resource from which to draw feedback, advice, and support



Consulting Group, Inc.

BACKGROUND OF MDA CONSULTING GROUP, INC.

MDA Consulting Group, Inc. was founded in November, 1981, by its principals, Pierre Meyer, Ph.D. and Sandra Davis, Ph.D. It is an industrial/organizational psychology consulting firm, committed to effective service for clients. The staff for the firm bring a wide range of academic, education, industrial, and nonprofit experience to their roles in consulting with other organizations. MDA Consulting Group, Inc.'s mission is to:

- ° provide the highest quality, broad-based human resource, organizational and psychological consulting services and products;
- ° work in a partnership with our clients, both as organizations and individuals, building upon their unique characteristics and strengths;
- ° foster within our own organization a climate which embodies the principles and dynamics of the psychologically healthy organization we strive to develop with clients;
- ° deliver services in a timely and cost-effective manner through the efforts of a staff which is professional and committed to meeting client needs;
- ° preserve a reputation for excellence; and
- ° contribute to the community of which we are a part.

Among the objectives of MDA Consulting Group are to create and/or tailor systems or programs to meet the unique needs of the organizations and individuals. We wish to enhance the effectiveness and productivity of organizations and employees. We strive to assist organizations and individuals in coping with issues of growth, development, and change, while protecting the integrity of the organization.

We focus on such services as evaluation and selection of managers and executives, team building, organizational climate analysis, development of assessment center systems, selection system design and validation, performance evaluation systems, management development programs, executive consultation, and other services which enhance individual growth or organizational impact.

The staff of MDA Consulting Group, Inc. includes psychologists, project coordinators, and support staff. We also involve, as necessary, other psychologists on an adjunct basis when we need expertise for specific projects. In all cases we believe that client service projects should be undertaken with clients only after they have an opportunity to meet with key people from our staff who will be involved with the project.



Consulting Group, Inc.

SERVICE AREA SUMMARIES

Assessment Center System. A key to the ongoing success of many companies lies in the development of managerial and executive potential. Strong leaders and solid decision makers direct the frequently changing courses for organizations. A key to productivity and excellence at all levels rests in the skills of individual managers. Promoting individual effectiveness and career development requires a solid evaluation of an individual's current skill level and a plan for building on strengths and shoring up weaknesses. The power of assessment centers to predict future managerial potential and success is well documented. MDA assists organizations in utilizing assessment center methodology as an aid in development planning and career decision making.

Career Counseling. Individuals faced with decisions or questions about their career goals and interests often need a guide or a process to help chart a course. MDA psychologists work in partnership with career counseling clients to determine the career counseling activities best suited to most individual needs. During one-on-one sessions, MDA staff members use a variety of self-evaluation techniques to help explore career interests, values, and needs. The process can also include learning about the job market, resume writing, or job interviewing skills.

Career Development Systems. This process is designed to assist organizations in the definition and development of a career pathing system that is reality based and viable. Through analysis of specific job competency requirements, MDA consultants determine logical linkages between various positions within the organization. From these linkages it is possible to extrapolate career advancement opportunities, individual development needs, organizational training needs, and performance appraisal issues.

Comprehensive Evaluation. Organizations consistently express a need for reliable and accurate information on which to base middle management or executive selection, promotion, or development decisions. MDA's comprehensive evaluation provides companies with an objective picture of an individual's work and management style, and skills to assist in the decision-making or development process. Equally important, the individual receives feedback highlighting strengths, weaknesses, and development needs. The process is individualized to the executive or middle management level positions and can include an action-oriented development plan.

Employee Profile. The employee profile is a short assessment tool, designed for use in selection and promotion situations. This profile provides the organization with objective information from a standardized process to assist in decision making about prospective employees. The individual receives feedback about strengths and weaknesses and how to be most successful on the job. The employee profile is most suited to entry level and middle management positions.

Executive Consultation. Executive consultation is available to meet the unique needs of organizations. MDA psychologists meet with an executive of a private sector company or a public agency, focusing on the application of sound, psychological principles. The problem is diagnosed thoroughly, solutions identified, and effective implementation results in an improved work environment. The problems which can be resolved through this specialized consultation cross a wide spectrum. MDA's commitment is to assist the organization in their diverse requirements.

Executive Development Program. MDA has designed an in-depth, personalized program of assessment and development planning. It provides an opportunity to reward outstanding performers while enhancing their value to the organization. It is an exciting opportunity for an executive to become even more prepared for promotion to the highest levels of a corporation or agency.

Nuclear Industry Consultation. MDA psychologists provide direction to individuals responsible for the psychological screening of nuclear plant employees. Through consultation, a process consistent with nuclear industry standards and amenable to internal implementation is developed. Training and ongoing assistance is given to those who administer the screening process.

Organization Analysis. Organizations and managers realize the effects of the work environment on performance, teamwork, and attitudes. MDA offers systems uniquely designed to identify work environment variables and to accurately assess organizational effectiveness, climate, and employee attitudes. Based upon the results of the information collected, MDA develops recommendations designed to address those areas of greatest concern and targets interventions to achieve significant organizational development.

Public Sector Senior Executive Selection. Public agencies are charged with the responsibility of hiring the most qualified individual to head their organization. MDA Consulting Group offers a professional program of selection which expands the traditional search process into industrial/organizational psychological approaches. Our approach protects the confidentiality of the candidates and meets all standards of fairness and equal opportunity.

Selection System Design and Validation. A fundamental issue faced by every organization is the selection of qualified and productive employees. MDA can provide the expertise to design, implement, and evaluate job-related, legally defensible, and effective selection systems at any level in an organization. Our approach begins with job analysis, extends through selection of appropriate measurement techniques, and ends with the installation of the system.

Succession Planning. The success of any organization depends upon the skills and abilities of its leaders. Through succession planning, MDA can assist organizations in the identification and preparation of their future leaders. Our services range from defining succession competencies, to assisting with broad scope human resource planning, to building a base for executive development, to developing a process for succession planning decisions.

Team Building. High levels of individual and team productivity are linked to a healthy communication system, a spirit of common mission, and interdependence. MDA develops a specific structured group process following personal interviews with team participants. Team building helps to reduce sources of organizational stress, increase a sense of common goals and clarify priorities, and define roles.

Training Programs. Effective leadership and management comprise a broad range of skills. Leaders need opportunities to enhance and increase their management capabilities. MDA training programs are geared to hone people management and interaction skills. MDA customizes and designs in-house training programs to meet specific training needs of the client organization. MDA programs address such areas as performance appraisal, performance management, communications, employee coaching and counseling, leadership effectiveness, and change management.



Consulting Group, Inc.

PARTIAL LIST OF MDA CONSULTING GROUP, INC. CLIENTS

Arizona Public Service
Best Products/La Belle's Catalog Showrooms
Bush Public Schools Executive Fellows Program
The Bush Foundation, St. Paul
City of Golden Valley
City of Plymouth
City of St. Paul
Colorbrite, Inc.
Control Data Corporation
Courage Center
Cowles Media Company
Custom Research, Inc.
Danis Industries Corporation
Detroit Edison
First Bank System
Gamma One, Inc.
General Mills, Inc.
Hennepin County Medical Center
Hennepin Parks
Hopkins Public Schools
IDS Financial Services, Inc.
Independent School District 281
Intermediate District 287/Hennepin Technical Centers
Interstate Medical Center, P.A.
Keller-Crescent Co.
Lakeville Public Schools
Lillemores, Inc.
Metropolitan Medical Center
Metro Sales, Inc.
Minnesota Department of Transportation
Minnesota Higher Education Coordinating Board
Minnesota Power
Mounds View Public Schools
NCR Comten, Inc.
NCR Corporation
Northern States Power Company
Northwestern Colorgraphics, Inc.
Photo Mechanical Services, Inc.
The Pillsbury Company
Riverside Color Corp.
St. Paul Chamber Orchestra
St. Jude Medical, Inc.
Spectrum, Inc.
Spring Hill Center
University of Minnesota Foundation
Universal Cooperatives, Inc.
Viking Graphics, Corp.
Visual Arts
Weston Engraving Company, Inc.
Wisconsin Electric Power Company
Yoplait USA

Specialized Executive Search for Government



KORN/FERRY INTERNATIONAL

Specialized Executive Search for Government

Q: Why should a public agency use a private executive search firm?

To save time and money. Public agencies need the most efficient, cost-effective way to fill key positions with the best possible candidates.

In the past ten years, public agency use of private search firms has increased substantially because public agencies—like private corporations—have learned that looking for good people is a difficult, time-consuming interruption to the normal flow of work.

The best candidates are usually fully and happily employed—not reading ads or sending out resumes. They might also be half a continent away.

To a search firm, finding good people is a full-time profession—a finely tuned skill based on years of experience, a network of contacts, and a solid reputation gained only by providing excellent service consistently.

Q: Who is Korn/Ferry International?

We are the world's largest executive search firm with 38 worldwide offices serving over 1250 corporate, institutional and government clients. In the United States, Korn/Ferry has 17 offices in 16 cities.

Q: What is Korn/Ferry's experience in the public sector?

Our consultants are the most experienced in the field and have conducted over 1000 searches for executives at all levels of government and for special assignments such as the President of the Los Angeles Olympic Organizing Committee. We are the only major search firm with a full-time government service specialized search division, established in 1976, with a consulting staff in key locations across the United States.

Q: What kinds of positions do you search for?

We search for chief executives and key department heads in areas such as:

- Health
- Economic/Community Development
- Public Safety
- Utilities
- Personnel
- Finance
- Law

Q: How do you go about it?

For best results, we follow a proven method. The first step is to conduct individual interviews with the people who make the hiring decision to determine the experience and personal qualities desired. When appropriate, we also talk with key staff members to obtain a thorough understanding of the position for which we are recruiting.

Once we reach a consensus, we seek out superior individuals who fit our client's needs and encourage them to apply. We review, acknowledge and evaluate every resume and follow up by conducting in-depth interviews with the most promising candidates. Korn/Ferry staff members are thoroughly familiar with EEO requirements for the public sector and are experienced in working within those guidelines.

We then prepare a detailed report on the top candidates. When we meet with our client to discuss our recommendations, we give each decision-maker a bound copy of the report.

Depending on the client's wishes, we will arrange interviews with the top candidates and notify those not recommended of our decision. We check all references to confirm the educational background, integrity and professional competence of candidates.

We keep all information confidential in accordance with our professional standards.

Q: What is the client's role?

It is a very important one. We do not make judgments or decisions for the client. Rather, we articulate, clarify and carry out our client's wishes.

Our meetings with clients are a crucial part of the search process because they help us determine the style of the organization. The candidate's ability to fit in with the style of the client is often as important as education and experience.

Q: How long does it take?

As a rule, it takes around 60 days for a complete, nationwide search covering all reasonable bases. Of course, a more limited search that doesn't require national research may demand less time.

When we learn a client's specific needs, we provide a definite step-by-step timetable.

Q: How much does a professional search cost?

Costs vary according to circumstances. We are well aware of the public sector's special concern with costs and its need to publicly authorize budget expenses in advance.

For this reason, we have developed a fixed fee schedule specifically responsive to the public sector's needs. Before accepting an assignment, we submit a written budget naming the ceiling of our professional fee which is based on the time we will spend. Expenses for travel, communication, report reproduction and other directly related expenses generally add an additional 35 percent. We do not exceed this budget without written authorization.

With this fixed fee system, Korn/Ferry has no vested interest in the salary awarded the successful candidate. Therefore, we are better able to participate in the negotiation process to assist our client and the selected candidate to reach agreement on terms of employment.

Q: Does it make sense for a small public agency to use executive search?

Most definitely. Small agencies often have more difficulty attracting the right candidates than their larger, better known counterparts. Yet, there are many qualified people who would prefer the advantages of a small agency environment. The challenge is to find them.

Q: What are the chances of success?

Our track record is outstanding and we encourage you to discuss our services with our clients.

In the past ten years we have worked on over 1000 public sector assignments. These were completed on time, within budget, and in almost every instance the client has selected one of the recommended candidates.

Q: What will our constituents think?

Constituents are concerned with two things: cost and quality.

Once they understand that executive search virtually guarantees quality appointments at minimum cost and maximum efficiency, constituents see the advantages of using a search firm. Furthermore, we are able to counsel clients or personally handle media relations.

To contact the Government Division,
Call or write:

Korn/Ferry International
1800 Century Park East
Los Angeles, California 90067
(213) 879-1834

Korn/Ferry International
120 South Riverside Plaza
Chicago, Illinois 60606
(312) 726-1841



Korn/Ferry International

Executive Offices:

**237 Park Avenue
New York, New York 10017**

Corporate Offices:

**1800 Century Park East
Suite 900
Los Angeles, California 90067**

Action Alert

LEAGUE OF MINNESOTA CITIES

183 University Ave. E., St. Paul, MN 55101-2526

(612) 227-5600

April 21, 1987

TO: Mayors, Managers, *Don Slater* Clerks, Finance Directors
FROM: Donald, *Don Slater* Slater, Executive Director
Laurie Fiori Hacking, *Laurie Fiori Hacking* Legislative Representative
RE: THREE PERCENT LEVY LIMIT AND LGA CUT GAINING MOMENTUM

It is critical that you immediately contact your state representatives and senators in opposition to two proposals -- an extremely restrictive three percent levy limit (imposed even on small cities) and a large cut in local government aid (LGA). These proposals are being debated this week by both the House and Senate Tax Committees. They seriously threaten the financial viability of our cities.

LEVY LIMIT: On Monday, the Property Tax Division of the House Tax Committee adopted an amendment to impose an arbitrary three percent limit on nearly ALL levies for ALL cities and counties. This amendment will now be debated by the full House Tax Committee. The proposed three percent levy limit would apply to all cities, even those with populations under 5,000 (which currently are not affected by levy limits). All levies, including "special levies" would be included under the limit. The only exemptions under the new levy limit would be the costs of bonded indebtedness and unfunded pension liabilities.

In addition, under the levy limit proposal, if a city is forced to raise property taxes to make up for a cut in federal general revenue sharing or LGA, such a property tax increase would be subject to the same three percent levy limit. It now appears likely that the Tax Committees will approve imposing the six percent sales tax on city purchases --any property tax increase necessary to cover this increased cost for cities would also be subject to the levy limit. Furthermore, a community experiencing population growth would be subject to the same uniform three percent levy limit.

LGA: In an attempt to balance the state budget, lawmakers are considering an across-the-board cut in LGA that could reduce LGA payments due to cities in July and December of this year. The proposed reduction would be permanent, lowering LGA funding in future years.

CITY OFFICIALS SHOULD CONTACT THEIR STATE LEGISLATORS TODAY OPPOSING LGA CUTS AND FURTHER RESTRICTIONS IN THE LEVY LIMIT LAW. INFORM YOUR LEGISLATORS HOW SUCH A LEVY LIMIT AND LGA CUT WOULD AFFECT YOUR CITY --WHAT SERVICES WOULD YOU HAVE TO CUT AND WHAT JOBS WOULD BE ELIMINATED.

REQUEST FOR COUNCIL ACTION

MEETING DATE 4-13-87

AGENDA SECTION:	ADMINISTRATION	NO: 6.5	ORIGINATING DEPARTMENT:
ITEM:	ORGANIZED REFUSE COLLECTION AND RECYCLING PROGRAMS		CITY MGR. By: RMH

BACKGROUND 4-13-87:

In April of 1975 Brooklyn Center, Brooklyn Park, and Crystal entered into a Joint Health Service Agreement "...to employ qualified public health personnel to assist in developing and enforcing community health and sanitation ordinances..." and "...shall be administered jointly by the City Managers of the respective municipalities..."

This agreement has worked well over the years. In late 1986 and early 1987 we worked together trying to establish an Attended Donation Center as a first step to encourage recycling and reduce the solid waste stream going into landfills. Much more needs to be done and the mandates are clear to all of us. The question is: Do we continue to work together in addressing these mandates relating to refuse collection, source separation, recycling, compost collection, etc.? (Other adjacent municipalities may want to become a member of our joint powers organization.)

Pending H.F. 794 Section 19, Subd. 1, states, in part, "...'Organized collection' means a system for collecting solid waste in which a specified collector, or a member of an organization of collectors, is authorized to collect some or all of the solid waste that is generated within a defined geographic service area or areas."

"Subd. 2...A city...may organize collection...The local government unit may organize collection as a municipal service or by ordinance, franchise, license, negotiated or bidded contract, or other means, using one or more collectors or an organization of collectors..."

EXCERPT from Metropolitan Council Solid Waste Management Development Guide/Policy Plan:

WASTE COLLECTION SERVICES

The regional strategy depends on efficient solid waste collection services. Most of the waste is collected in the Metropolitan Area under an "open arrangement" where the collector contracts directly with those who generate the waste. This arrangement, however, has resulted in waste collection services that in many areas of the region are inefficient. Frequently, for example, there are several waste collectors collecting from homes along the same streets, perhaps even on the same day. As a result, waste collectors have to travel greater distances between stops, which increases their fuel and labor costs. For the community, it means more truck traffic, street maintenance, noise and vehicle emissions and safety problems.

This open arrangement has also been a hindrance to recycling and resource recovery. Under the existing system, the waste collector, not the recycler or resident, benefits from recycling. For each ton of material removed from the waste stream, the waste collector is rewarded by collecting, transporting and disposing of one less ton of waste. If the benefit of recovery, in this case avoided costs, is not distributed equitably throughout the system, there is no significant financial motive to expand existing recycling programs.

WASTE COLLECTION SERVICES...Continued

Under an organized system, the alternative to the open arrangement, the local government or residential association could negotiate with collectors for waste hauling on behalf of households, businesses and other generators of waste. Contracts with the collectors can establish efficient routing systems and provide for local recycling and other recovery services. An example that works well is the Minneapolis program. Working with a consortium of waste collectors, the city has been able to provide efficient collection services and curb-side recycling city-wide.

Organized collection services could play a major role in implementing the regional strategy. Organized collection is particularly adaptable to using sub-regional service areas, and offers savings to the local community and waste collector. The Council is currently evaluating organized collection, and will complete a report in mid-1985.

Attached: Ordinance No. 13 - Solid Waste Source Separation For Hennepin County and HENNEPIN COUNTY SOLID WASTE MASTER PLAN EXECUTIVE SUMMARY AND POLICIES

Your respective City Manager can supply you with additional requested information. For now, each City Manager needs direction from his respective Council to continue to work together.

ACTION REQUESTED OF THE COUNCIL 4-13-87:

MOTION _____, SECOND _____ TO WAIVE THE READING AND ADOPT RESOLUTION #1987-_____ DIRECTING STAFF TO PROCEED WITH INFORMATIONAL MEETINGS WITH REFUSE COLLECTORS TO IMPLEMENT ORGANIZED REFUSE COLLECTION IN THE CITY OF BROOKLYN PARK.

RESOLUTION #1987-

DIRECTING STAFF TO PROCEED WITH INFORMATIONAL
MEETINGS WITH REFUSE COLLECTORS TO IMPLEMENT
ORGANIZED REFUSE COLLECTION IN THE
CITY OF BROOKLYN PARK

WHEREAS, the City of Brooklyn Park currently has an open system of refuse collection; and

WHEREAS, the Metropolitan Council Solid Waste Management Development Guide and Policy Plan points out the advantages of an Organized Collection System; and

WHEREAS, increasing emphasis by State, Metropolitan Council, and County Governments dictate a more active role in the Waste Management area by local governments; and

WHEREAS, the City desires to reach the recycling goals established by Hennepin County; and

WHEREAS, and Organized Refuse Collection System would provide a means to achieve those goals.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Brooklyn Park, MN that the staff participants of the JOINT HEALTH SERVICES AGREEMENT hold informational meetings with licensed refuse collectors with the intent to establish Organized Refuse Collection and keep the City Council advised concerning subsequent Council action required to achieve implementation.

Another energy-recovery facility proposed to be built by the Reuter Company will handle another 146,000 tons per year of the county's waste. This facility is not sponsored by the county but is being developed and financed independently. Ash from all combustion facilities in the county will be landfilled until uses for this ash can be found.

The county will be investigating other facilities and methods to handle additional volumes of waste generated in the county. These additional facilities are necessary to help meet the county's long-term goal of 100% landfill disposal abatement.

Hennepin
County
Ordinance

The report also specifies plans to recycle approximately 160,000 tons per year (16 percent) of waste generated in the county - the Metropolitan Council's recycling goal for the county. Minnesota Statutes require the county to set specific recycling goals for each city of the first, second, and third class. At the recommendation of the county's advisory committee, the county has set a uniform 16 percent recycling goal for all cities in the county.

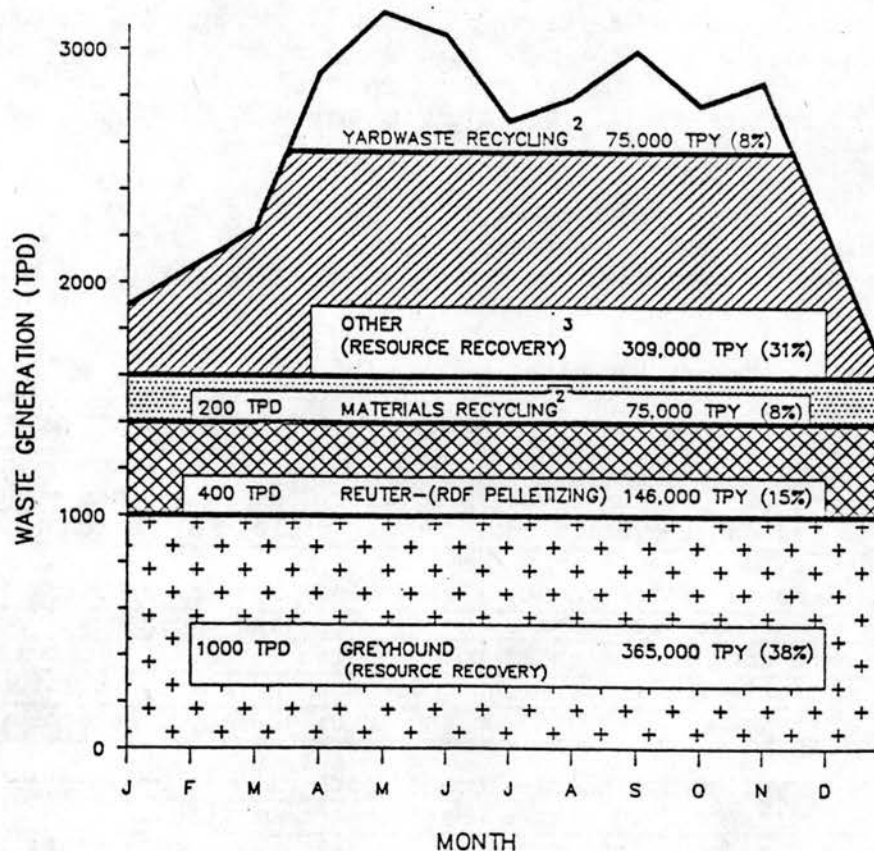
The main elements of the county's recycling plan are a county funding program for local recycling programs, and a county recycling ordinance. Under the funding portion, each city is obligated to establish a recycling program to meet or exceed the county's 16% recycling goals and the county will fund 50% to 80% of these city programs, depending on the level of recycling achieved. (partial payment)

Under the recycling ordinance element, each city is obliged to establish a city recycling ordinance. In cities where the combination of the city recycling ordinance and a recycling program - preferably a curbside collection program - do not achieve city recycling goals, the county recycling ordinance will apply. The county ordinance requires residents to keep cans, glass and newspapers separate from other garbage for separate collection.

The county will also continue its yard-waste-composting program. Commercial recycling will also be important; however, the county's initial focus will be on residential recycling and continuation and expansion of yard-waste composting. Recycling publicity and public education will be a joint effort by the county and cities.

The following figure summarizes the county's daily waste generation, and the waste reduction, recycling, and waste-to-energy programs planned to utilize this waste. This figure also indicates additional facilities will be needed to handle seasonal surges in waste generation to minimize long-term use of sanitary landfills. The county is in the process of planning facilities for these seasonal waste volumes.

HENNEPIN COUNTY SOLID WASTE UTILIZATION¹



1. BASED ON APPROX. 970,000 TPY WASTE GENERATION (1986)
2. RECYCLING PROJECTED AT 16%—1/2 YARDWASTE + 1/2 MATERIALS RECYCLING.
3. OTHER RESOURCE RECOVERY FACILITIES CAN BE SUPPLIED A VARIABLE QUANTITY OF WASTE RANGING FROM ABOUT 350 TPD TO 1,000 TPD DEPENDING ON TIME OF YEAR.

The plan contains strict policies regarding future landfill siting and operations, and favors expansion of existing landfills over start-up of a landfill at a new site.

There are now many monitoring and reporting requirements by Minnesota Statutes and the Metropolitan Council, and this report indicates how the county will monitor programs and facilities. The overall goal of this plan is to end the use of sanitary landfills for unprocessed solid waste by 1990, and at the same time establish, with maximum private industry involvement, safe and effective landfill disposal alternatives.

HENNEPIN COUNTY

SOLID WASTE MASTER PLAN

DRAFT

October 3, 1986

Department of Environment and Energy
Hennepin County, Minnesota

HENNEPIN COUNTY SOLID WASTE MASTER PLAN
EXECUTIVE SUMMARY AND POLICIES

EXECUTIVE SUMMARY

This report is Hennepin County's plan for management of solid waste in the planning period between year 1985 and year 2000. This plan is required by Minnesota Statutes. It was prepared with the extensive participation of an advisory committee, and was drafted to be consistent with the Metropolitan Council's "Solid Waste Management Development Guide/Policy Plan" (March 14, 1985).

This report sets forth existing solid waste facilities and estimates waste quantities in the county. It's estimated approximately 960,000 tons per year of solid waste is generated in Hennepin County, and this amount will increase to approximately 1,070,000 tons per year by year 2000. The county's daily solid waste generation ranges between a low of 1,900 tons per day in the winter months to 3,100 tons per day in the spring and fall when there are high volumes of waste leaves and grass.

This report sets forth planned programs and facilities to recycle materials which generally are recyclable and to burn those wastes which are not recyclable. This plan also indicates up to 4% of the waste will be handled by waste reduction programs.

Up to 80 percent, or 770,000 tons per year of the county's waste will be processed in central processing facilities such as waste-to-energy plants. At these plants solid waste would be burned and its energy value recovered in the form of electric power and/or steam for heating buildings or for industrial processes. These facilities include a county-sponsored plant to be built by a qualified private corporation under contract with the county, and a facility proposed by a local company.

The county-sponsored waste-to-energy facility (called the Greyhound plant) to be located at the site of the former Greyhound bus maintenance building near downtown Minneapolis, will burn 365,000 tons of solid waste per year. Electric power generated at this plant will be sold to an electric utility, and steam will be used for heating downtown Minneapolis buildings. Hennepin has signed a construction and operating agreement with a limited partnership, of which Blount Energy Resource Corp. is the general partner. Bonds will be sold in 1986 to finance construction, which is scheduled to start in late 1986. Full operation is scheduled for 1989.

Four transfer stations - in Bloomington, south Minneapolis, Brooklyn Park and at a site in the southwest area of the county - will be built to provide convenient disposal points as part of the waste-to-energy system and to reduce traffic at the Greyhound plant. The county will adopt an ordinance directing that all waste - with several exceptions - be delivered to the transfer stations or the Greyhound plant. The Greyhound plant construction costs will be approximately \$70 million (1985 dollars), and transfer station construction costs will total approximately \$20 to \$25 million.

ORDINANCE NUMBER THIRTEEN
SOLID WASTE SOURCE SEPARATION
FOR HENNEPIN COUNTY

An ordinance regulating the separation of recyclable materials from mixed municipal solid waste by generators, before collection of such materials within Hennepin County; defining the geographic area and the types of materials subject to designation; establishing procedures and principles to be followed by the various municipalities located in Hennepin County in order to reduce the volume of solid waste generated in the County as specified herein; in order to promote the health, welfare and safety of the public pursuant to Laws of Minnesota 1969, Chapter 847, and Minn. Stat. Section 473.801, et. seq.

WHEREAS, the Metropolitan Council, by state statute, has established a source-separation goal of at least sixteen (16%) percent for Hennepin County; and

WHEREAS, in accordance with Minnesota Statutes, Hennepin County is required to establish source-separation goals for each city in Hennepin County; and

WHEREAS, said sixteen (16%) percent source-separation goal is hereby established for each city in Hennepin County; and

WHEREAS, the County desires to provide financial incentives for cities to establish source-separate programs to meet their city's source-separation goals and contribute toward meeting County source-separation goals; and

WHEREAS, the County desires to establish a further inducement to cities to develop source-separation programs which meet source-separation goals by adopting a County source-separation ordinance requiring the separation of mixed municipal waste by generators, before collection, of materials which can be readily separated for use or re-use; and

WHEREAS, the County desires to support local source-separation programs by establishing a facility or facilities to receive, store, process and/or prepare for sale, reuse, or otherwise dispose of recyclable materials.

The County Board of Hennepin County, Minnesota, does ordain:

SECTION I DEFINITIONS

The following words and phrases, when used in this ordinance, unless the context clearly indicates otherwise, shall have the meanings ascribed to them in this section.

Subsection 1 "Aluminum Recyclables" shall be deemed to include all disposable containers fabricated primarily of aluminum and commonly used for soda, beer, or other beverages.

Subsection 2 "Can Recyclables" shall be deemed to include all disposable containers fabricated primarily of metal or tin.

Subsection 3 "Cities" means statutory and home rule charter cities and towns authorized to plan under sections 462.351 to 462.364.

Subsection 4 "Collection" means the aggregation of waste from which it is generated and includes all activities up to the time when it is delivered to a "waste facility".

Subsection 5 "Collector/(s)" means any person/(s) who owns, operates or leases vehicles for the purposes of collection and transportation of any type of mixed municipal solid waste, and/or recyclables.

Subsection 6 "Compostible Material" means organic material consisting of grass clippings, leaves and other forms of organic yard waste.

Subsection 7 "County Board" is defined as the Hennepin County Board of Commissioners and their authorized representatives.

Subsection 8 "Department" means the Hennepin County Department of Environment and Energy.

Subsection 9 "Facility" means any resource recovery facility or related Transfer Station or similar facility to which waste is required to be delivered.

Subsection 10 "Garbage" means animal and vegetable wastes resulting from the handling, preparation, cooking and consumption of food.

Subsection 11 "Generation" means the act or process of producing waste (as defined in Minn. Stat. Sec. 115A.03, Subd. 11).

Subsection 12 "Generator" means any person who generates waste (as defined in Minn. Stat. Sec. 115A.03, Subd. 12).

Subsection 13 "Glass Recyclables" shall be deemed to include jars, bottles and containers which are transparent or translucent and primarily used for packaging and bottling of various matter.

Subsection 14 "Hauler" means a collector or transporter of recyclable materials.

Subsection 15 "Metropolitan Council" means the council established in Minn. Stat. Sec. 473.

Subsection 16 "Mixed Municipal Solid Waste" means garbage, refuse and other solid waste from residential, commercial, industrial and community activities which is generated and collected in aggregate, but does not include auto hulks, street sweepings, ash, construction debris, mining waste, sludges, tree and agricultural wastes, tires and other materials collected, processed and disposed of as separate waste streams.

Subsection 17 "Municipality" means any incorporated city within the boundaries of Hennepin County, Minnesota.

Subsection 18 "Paper Recyclables" shall be deemed to include paper of the type commonly referred to as newsprint. Expressly excluded, however, are all magazines or similar periodicals.

Subsection 19 "Person" means any human being, any municipality or other public agency, any public or private corporation, any partnership, any firm, association, or other organization, any receiver, trustee, assignee, agent or other legal representative of any of the foregoing or any other legal entity.

Subsection 20 "Political Subdivision" means any municipal corporation, governmental subdivision of the state, local government unit, or special district.

Subsection 21 "Recyclable Materials" means all items of refuse designated by the Hennepin County Department of Environment and Energy to be part of an authorized recycling program and which are intended for transportation, processing and remanufacturing or reuse.

Subsection 22 "Recycling" means the process of collecting and preparing recyclable materials and reusing the materials in their original form or using them in manufacturing processes.

Subsection 23 "Source Separation" means the separation of recyclable materials from mixed municipal solid waste at the source of generation.

Subsection 24 "Solid Waste" has the meaning given it in Minn. Stat. Section 116.06, Subdivision 10.

Subsection 25 "Recyclable Materials Processing Facility" means a facility established and used for the receiving, storage, preparing and/or processing of recyclable materials for sale or reuse.

Subsection 26 "Waste Tire" means a pneumatic tire or solid tire for motor vehicles as defined in Minn. Stat. 169.01. and included in the Solid Waste Management Plan pursuant to Minn. Stat. 115A.46.

SECTION II GENERAL PROVISIONS

Subsection 1 It shall be the responsibility of each municipality to adopt an ordinance or ordinances relating to the separation of recyclables within the boundaries of the municipality, the purpose of said ordinance being to reduce the amount of solid waste generated within the municipality by at least 16% during calendar year 1990 which is an amount established by the Metropolitan Council and adopted by the Hennepin County Board as set forth in Hennepin County Solid Waste Master Plan.

Subsection 2 The implementation and enforcement of said ordinance shall be the responsibility of each respective municipality. If a municipality should fail to implement a program by January 1, 1988, or implement a program which fails to meet the 16% waste reduction percentage during calendar year 1990, as set forth in Subsection 1, the provisions appearing in Section V of this Ordinance shall come into effect. This Ordinance shall not prohibit a municipality or municipalities from entering into agreements relating to any facet of source separation of recyclables.

SECTION III REPORTING REQUIREMENTS

Subsection 1 Each municipality shall report all information relating to waste generation, collection and disposal within its boundaries to the Hennepin County Department of Environment and Energy. Such information shall include but not be limited to; data on tonnage generated in the municipality, data on recyclable materials generated and collected within the municipality, and such additional information as is requested by the Department of Environment and Energy. Such information shall be provided on an annual basis by or on March 1st of each year, or as otherwise directed by the Department of Environment and Energy.

SECTION IV MUNICIPAL FAILURE TO MEET STANDARDS ESTABLISHED IN SECTION II

If any municipality fails to establish or implement a source-separation ordinance as provided in SECTION II, or fails to meet the percentage level of waste reduction as established by the County Board, the County Board may implement a source-separation program which includes source separation provisions as provided in section V, within the boundaries of said municipality. If such a program is implemented it shall be enforced upon all persons residing in said municipality. This ordinance shall be applicable to all municipalities, unincorporated areas, and political subdivisions within the geographical boundaries of Hennepin County Minnesota.

SECTION V SOURCE SEPARATION PROVISIONS

The County Board may implement any of the provisions contained in this section within the boundaries of a municipality, if said municipality fails to meet the requirements established in section II of this ordinance.

A. PRE-COLLECTION AND COLLECTION

Subsection 1 Pre-collection. All persons who are owners, lessees, and occupants of any building, commercial or residential, within Hennepin County, which generates mixed municipal solid waste, shall separate from all solid waste the designated recyclable materials before disposal, removal or collection:

- a.) Paper recyclables, which shall be bundled separately and/or secured in such a manner as to prevent them from being blown or scattered, and shall be maintained in a dry condition free of any other substance and shall not be placed in plastic bags.
- b.) Aluminum recyclables shall be clean of all contents and such recyclables shall not be placed in plastic bags.
- c.) Glass recyclables shall be clean of all contents. Caps, lids and all metal shall be removed prior to collection and such recyclables shall not be placed in plastic bags.

- d.) Can recyclables shall be clean of all contents.
Can recyclables shall not be placed in plastic bags.

All aluminum, glass and can recyclables shall be placed into containers and not mixed with other forms of solid waste or mixed municipal solid waste in a manner consistent with the rules, regulations and procedures adopted by the County Board.

Subsection 2 Container Requirements. Containers shall be provided by all persons who are owners, lessees, or occupants of any building, commercial or residential, and shall be:

- a.) maintained in a clean and sanitary condition in accordance with all pertinent health statutes, ordinances, rules and regulations;
- b.) located in such a manner so as to prevent them from being overturned or obstructing pedestrian or motor vehicle traffic or being in violation of any statute, ordinance, rule or regulation; and
- c.) adequate and substantial enough to contain the recyclables therein.

Such further specifications relating to containers may be adopted by the County Board.

Subsection 3 Collection. The collection, removal and disposal of recyclables shall be supervised by the County Board, which shall have the power to establish the time, method and routes of service. Special times for large item pick-up may also be established. Collection provisions shall include but not be limited to the following:

- a.) Notice of dates and times of collection will be published or otherwise made available to persons affected herein.
- b.) The Department may establish drop-off or collection sites where any person may deposit recyclables at such times and locations as determined.
- c.) It shall be unlawful for any person other than employees of the Department, or authorized persons, collectors or haulers to distribute, collect, remove or dispose of recyclable materials after said materials have been placed or deposited for collection.
- d.) Nothing in this Ordinance shall abridge the right of any person to give or sell their recyclable materials to any recycling program lawfully operated for profit, non-profit or charitable purposes.

- e.) Nothing in this Ordinance shall abridge the right of any authorized recycling program to lawfully operate within Hennepin County, subject to such other licenses or other regulations as may be required by law.
- f.) It shall be unlawful for a person to collect, remove or dispose of mixed municipal solid waste which consists of recyclables combined with other forms of mixed municipal solid waste.

B. VIOLATION AND PENALTY

Subsection 1 Misdemeanor. Any person who fails to comply with the provisions of this ordinance may be charged with a violation not exceeding a misdemeanor and upon conviction shall be punished as provided by law. A separate offense shall be deemed committed upon each day during or on which a violation occurs or continues.

Subsection 2 Remedies Cumulative. No remedy set forth in this Ordinance for violation of this Ordinance is intended to be exclusive of any other available remedy or remedies, but each and every such remedy shall be cumulative and shall be in addition to every other remedy given under this Ordinance or now or hereafter existing at law or in equity or by statute. No delay in the exercise of any remedy for any violation of this Ordinance shall later impair or waive any such right or power of the County.

Subsection 3 Injunctive Relief. In the event of a violation or a threat of violation of this Ordinance, the County may institute appropriate actions or proceedings including application for injunctive relief, action to compel performance or other appropriate action to prevent, restrain, correct or abate such violations or threatened violations.

Subsection 4 Costs and Special Assessments.

- a). If a Hauler or any Person within said County collects or disposes of recyclables in violation of this Ordinance, the County may take the necessary steps to correct such violations and the costs thereof may be recovered in a civil action in any court of competent jurisdiction or, at the discretion of of the County Board, the costs may be certified to the County Auditor as a special tax against the real property owned by such hauler or person.
- b). If any municipality, unincorporated area, or political subdivision within the geographical boundaries of Hennepin County fails to meet the requirements established in Section II of this ordinance, the County Board, to the extent that it has assumed the responsibilities that the local unit has failed to assume pursuant to Section II, may seek reimbursement in any court of competent jurisdiction, for all costs, expenses and expenditures which the County has incurred incident to the

adoption, implementation, administration and enforcement of a source-separation ordinance within the boundaries of a local unit.

C. ENFORCEMENT

Subsection 1 Warnings. The Department or any of its duly authorized representatives and collectors and haulers of recyclables, may issue a warning notice to any person observed not in compliance with any provision of this Ordinance.

- a.) The warning notice shall be on such form(s) as provided by the Department.
- b.) Forms shall be provided to collectors and haulers who may issue such warning notices by placing or attaching them to waste containers or on the premises where the violation occurs.
- c.) A copy of any warning notice as issued by a collector or hauler shall be forthwith sent to the Department.

Subsection 2 Collection Refusal. A collector or hauler may, upon issuance of a warning notice for noncompliance, not accept for collection the noncomplying waste materials.

Subsection 3 Costs for Compliance. A collector or hauler may, upon issuance of a warning for noncompliance, undertake to render any noncomplying recyclables placed for collection to be in compliance and a reasonable fee for undertaking shall be allowed and reported to the Department. The Department may certify the fee as costs to the County Auditor as a special tax to be assessed against the real property of the person in noncompliance.

Subsection 4 Citations. The Department or any of its duly authorized representatives shall have the power to issue citations for violations of this Ordinance, but this shall not permit such representatives to physically arrest or take into custody any violator except on warrant duly issued.

- a.) Form of Citations: Citations shall contain at least the following:
 - (1) The name and address of the person charged with the violation or the owner or person in charge of the premises at which the violation occurs.
 - (2) The date and place of the violation.
 - (3) A short description of the violation followed by the section of this Ordinance violated.
 - (4) The date and place at which the person receiving the citation shall appear and a notice that if such person does not respond, a warrant may be issued for such person's arrest.

name of the person issuing the citation.

other information as the Court may specify.

Citations: Whenever any representative of the County discovers any violation of this Ordinance, he shall issue a citation to the person alleged to have committed the violation and such citation shall be in the form prescribed in paragraph A) of this subsection. The citation shall be made out in quadruplicate (4). One copy thereof shall be issued to the person alleged to have committed the violation; one copy shall be retained by the Department; two copies thereof shall be filed with the County Ordinance Violation Bureau (hereinafter referred to as Bureau).

The citation shall be issued to the person responsible for the violation, or in the case of a corporation or partnership, to any officer or agent, expressly or impliedly authorized to accept such issuance.

After the issuance of the citation and within such time as shall be fixed by court rule, the person charged with the violation shall report to the County Ordinance Violation Bureau.

If the person charged with the violation fails to appear at the Bureau within the time specified by court rule, the Bureau shall send him a notice directing him to respond to the citation within seven days of the date of the notice and if the person fails to respond, the Bureau shall cause a return to be signed and a warrant to be issued for the arrest of such person to compel his appearance in court.

SEPARABILITY

It is declared to be the intention of the County Board that the provisions of this ordinance are separable in accordance with the following:

If any court of competent jurisdiction shall adjudge any provision of this ordinance to be invalid, such judgment shall not affect the validity of any other provision of this ordinance not specifically included in said judgment.

PROVISIONS ARE ACCUMULATIVE

The provisions of this Ordinance are accumulative to all other laws, regulations heretofore passed, or which may be passed hereafter, and shall not be construed to repeal any other matter in this Ordinance.

Councilmember Johnson introduced the following resolution and moved its adoption:

RESOLUTION

RESOLUTION SUPPORTING PROPOSED LEGISLATION
REGARDING ORGANIZED COLLECTION OF SOLID WASTE.

WHEREAS, the Metropolitan Council "Solid Waste Policy Plan" calls for rapid development of recycling and other forms of resource recovery in place of landfills, and

WHEREAS, organized garbage collection is essential for development of a curbside recycling program, and

WHEREAS, current landfill sites are at or near capacity and new landfills are severely limited in number, and

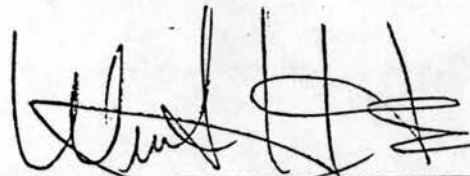
WHEREAS, the City of Champlin currently has multiple garbage collectors duplicating service on City streets which causes deterioration of streets, and produces additional traffic and redundant noise which detracts from the safety and welfare of the community, and

WHEREAS, organized collection would benefit the taxpayers since collection costs are anticipated to be lower, and reducing the number of garbage trucks on streets will reduce maintenance costs, and

WHEREAS, organized garbage collection will benefit the waste haulers by providing more efficient and economical operations,

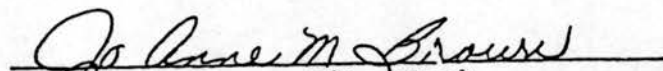
NOW, THEREFORE, BE IT RESOLVED by the Champlin City Council that the City supports proposed legislation regarding organized garbage collection.

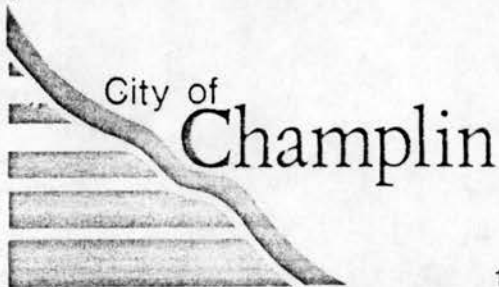
The motion for the adoption of the foregoing resolution was duly seconded by Councilmember Isom, and upon vote being taken thereon, the following voted in favor thereof: Mayor Pro Tem Rick, Councilmembers Isom, Johnson and Simpkins, and the following voted against the same: none, whereupon said resolution was passed this 14th day of April, 1987.



Wm. G. Haas, Jr., Mayor

ATTEST:


Jo Anne M. Brown, City Clerk



12001 JEFFERSON HIGHWAY CHAMPLIN, MN 55316 (612) 421-8064

April 17, 1987

Dear Mayor:

The Minnesota Legislature is currently considering legislation which I believe may be of specific interest and importance to you and your community.

House File 794 (enclosed) which is a comprehensive amendment to the State Waste Management Act, includes a provision (Section 19) that would authorize local governments to organize solid waste collection within their local communities. Organized garbage collection means that the City would designate only one garbage hauler to serve each neighborhood or district within the City.

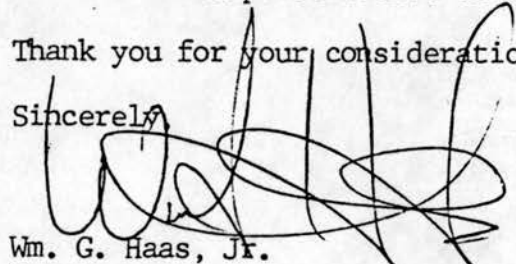
The City of Champlin strongly supports organized garbage collection legislation for the following reasons:

1. Reduced traffic, noise and air pollution, and lower long-term street maintenance costs in residential areas.
2. More efficient and economical garbage hauling service for both the haulers and customers, due to manpower and energy savings.
3. Organized collection systems encourage competition among haulers of all sizes, thus insuring that local customers pay a fair price for garbage service.
4. An organized collection system establishes a foundation for future curbside recycling programs, which will be required to effectively reduce our dependence on expensive and potentially hazardous landfills.

The Champlin City Council recently adopted the enclosed resolution in support of the pending legislation. I ask that you and your council also consider the adoption of a similar resolution of support for organized collection, and that you forward a copy of your community's resolution to your local State Senator and Representative as soon as possible.

Thank you for your consideration of this important issue.

Sincerely,


Wm. G. Haas, Jr.
Mayor

WGH/jj

Enclosure

HOUSE RESEARCH

Bill Summary

H.F. 794

S.F. _____

SUBJECT:

Waste Management Act Amendments

AUTHORS:

Long, Munger, R. Anderson, D. Nelson, Ozment

COMMITTEE:

Governmental Operations

DATE:

3-24-87

This bill is a collection of amendments to the Waste Management Act and related statutes. The bill is of interest to the Governmental Operations committee because it changes powers and duties of the following state agencies:

a. Waste Management Board

- may make grants for industrial waste management (sec. 3);
- will coordinate public education on waste (sec. 4);
- may revise the hazardous waste management plan after a public meeting (sec. 5);
- will join with PCA to prepare a comprehensive report on non-metro waste management (sec. 6);
- may make grants for market development for recyclables (sec. 9);
- will have sole authority for the solid waste management demonstration program grants (sec. 10-14).
- Repeals the June 30, 1992 sunset of the Board (Sec. 43)

b. Pollution Control Agency

- has clearer responsibility with the Metro Council for providing planning assistance to counties for solid waste management (sec. 7-8);
- must establish a household hazardous waste management program (sec. 21);
- may use a training account to provide general waste disposal training (sec. 23);
- must approve used oil storage tanks for grant approval by DEED (sec. 24);
- volunteers to be covered by workers compensation (sec. 25); and
- must establish a waste pesticide pilot project (sec. 39).

c. Department of Public Service

- must enforce law requiring retailers of oil to notify customers of where to take used oil and requiring retailers of lead acid batteries to accept used batteries for recycling. (Sec. 26, 27, 29)

d. Department of Administration

- must establish a program to test the purchase of recycled paper and writing paper by the state.

Legislative Analyst: Linda Taylor (296-8961)

Tom Todd (296-5048)

Research Department . Minnesota House of Representatives . 600 State Office Building

Section by Section Summary

Section 1. "Disposal" Definition. Amends section 115A.03, subdivision 9, to include "dispose" in the definition of "disposal".

Section 2. "Mixed Municipal Solid Waste" Definition. Amends section 115A.03, subdivision 21, to exclude lead acid batteries and used oil from the definition of "mixed municipal solid waste".

Section 3. Industrial Waste. Amends section 115A.06, subdivision 14, to authorize the Waste Management Board to make grants for industrial waste:

- facilities and service;
- technical assistance; and
- reduction

Section 4. Public Education. Creates section 115A.072 to grant the WMB authority to develop and implement an education program, in coordination with public education efforts of public agencies in the area of waste management issues.

Section 5. Revision of Hazardous Waste Management Plan. Amends section 115A.11, subdivision 2, to allow the WMB to revise or amend the hazardous waste management plan after notice and a public meeting.

Section 6. Solid Waste Management Policy. Creates section 115A.41 to require the WMB and the PCA to jointly prepare an annual report on solid waste management policy outside the metropolitan area and to specify contents of the report.

Subdivision 1 requires the report.

Subdivision 2 specifies contents as:

- (1) a summary of current solid waste management;
- (2) a summary of current policies, goals and objectives;
- (3) an evaluation of progress made in accomplishing (2);
- (4) estimates of future amount and management of waste;
- (5) identification of unresolved issues; and
- (6) recommendations for future policies, authorities, and programs.

Sections 7 and 8. Planning Assistance. Amend sections 115A.42 to 115A.46 to clarify provision of technical assistance by the PCA and Metropolitan Council for planning for solid waste management.

Section 9. Market Development for Recyclables. Creates section 115A.48 to authorize the WMB to assist and encourage development of markets for recyclable materials.

Subdivision 1 requires the WMB to encourage facilities and services using recyclable materials.

Subdivision 2 authorizes the WMB to make matching grants to persons seeking to develop or operate facilities or services using recyclable materials.

Subdivision 3 requires the board to provide technical assistance to public entities and agencies to encourage waste reduction and development of markets for recyclables through procurement policies and practices.

Sections 10 to 13. Solid Waste Management Project Assistance. Amend sections 115A.49, 115A.51, 115A.52, and 115A.53, to remove PCA involvement in the funding of local solid waste management projects making it administered by the WMB alone and to clarify that grants for waste reduction and separation projects are for development and implementation and may be given to projects that include the management of household hazardous waste.

Section 14. Capital Assistance. Amends section 115A.54 to allow grants for solid waste management projects in recycling, composting and co-composting of up to 50% of capital costs or a maximum of \$2,000,000 whichever is less.

Section 15. Waste Designation. Amends section 115A.81 to allow designation to a specified resource recovery facility of all solid waste regardless of whether it is currently deposited outside the state.

Section 16. Automotive Batteries. Creates section 115A.915 to ban disposal of lead acid (automotive) batteries or placement of them in the solid waste stream.

Section 17. Used Motor Oil. Creates section 115A.916 to ban placement of used motor oil in the solid waste stream or in a disposal facility unless authorized by the PCA.

Section 18. Landfill Disposal Fee. Amends section 115A.921 to provide that the 15 cent fee a city or town may impose per cubic yard of waste disposed at a facility located in the city or town may be used for landfill abatement as well as for mitigating risks, costs or other adverse effects of facilities.

Section 19. Organized Collection of Solid Waste. Creates section 115A.94 to authorize local governments to organize solid waste collection within geographic service areas.

Subdivision 1 defines organized collection.

Subdivision 2 grants a city or town authority to organize collection as a municipal service or by ordinance, franchise, license, negotiated or bidded contract or other means. If done by contract or as a municipal service, a waste facility may be designated as long as any such provision conforms to any designation ordinance adopted under section 115A.86.

Subdivision 3 grants counties authority to require cities and towns to organize collection. The county ordinance may require:

- (1) separation and collection of recyclables;
 - (2) specific material to be separated; and
 - (3) cities and towns to meet source separation standards in the county plan.
- If a city or town does not comply, the county may organize collection for it.

Section 20. Recyclable Materials. Amends section 115A.95 to include a resource recovery facility that composts waste in the prohibition against accepting recyclables.

Section 21. Household Hazardous Waste. Creates section 115A.96 to establish a household hazardous waste management program.

Subdivision 1 defines "household," "household hazardous waste" and "collection site".

Subdivision 2 requires the PCA to establish the program to collect waste and provide information.

Subdivision 3 allows the PCA to contract for all parts of the program.

Subdivision 4 requires any collector of household hazardous waste to manage it in compliance with standards for a hazardous waste generator.

Subdivision 5 requires persons other than the PCA who want to collect household hazardous waste to first notify the PCA.

Section 22. Hazardous Waste Facilities Permits. Amends section 116.07, subdivision 4b, to delete obsolete references to preliminary permit applications for hazardous waste facilities.

Section 23. Waste Disposal Training. Amends section 116.41, subdivision 2, to require that fees paid for training waste facility operators go into a separate account.

Section 24. Used Oil Loans and Grants. Adds a subdivision to section 116M.07 to authorize the economic development authority to make loans for the purchase of used oil processing equipment and grants for the installation of used oil storage tanks.

Section 25. PCA Volunteers; Workers Compensation. Amends section 176.011, subdivision 9, to define PCA volunteers as employees for the purposes of workers compensation coverage.

Section 26. Inspection of Oil and Batteries Retailers. Creates section 239.54 to require the division of weights and measures to produce and distribute signs required in sections 27 and 28 and to inspect retailers of motor oil and automotive batteries to ensure compliance with those sections.

Section 27, 28. Used Oil Collection; Notice. Specifies language for signs required at retail outlets of motor oil to direct customers to collection tanks for used oil.

Section 29. Used Batteries Collection; Notice. Creates 325E.115 to require wholesalers and retailers of automotive batteries to accept used batteries for recycling and requires retailers to post a specified notice of collection.

Section 30. Metro Land Disposal Abatement Plan. Amends section 473.149, subdivision 2d, to remove the requirement of a separate report on metro land disposal abatement to the Legislative Commission on Waste Management.

Section 31. Report. Amends section 473.149, subdivision 6, to add the landfill abatement report as part of the biennial report currently required from the Metropolitan Council to the legislature on operation of solid waste facilities.

Section 32. Metro Recycling Implementation Strategy. Amends section 473.803 by adding a subdivision to require each metro county to submit a local recycling implementation strategy to the Council by December 1, 1988.

Section 33. Allocation of Debt Service. Amends section 473.834 to delete allocation of debt service for metro waste bonds based on degree of success in waste abatement.

Section 34. Market Development. Amends section 473.842 to remove "economic" as a modifier of markets in the definition of market development.

Section 35. Metro Landfill Abatement Fund. Amends section 473.844, subdivision 1, to clarify that money in the fund may be spend only for:

- (1) assistance for resource recovery projects or market development for recyclables;
- (2) grants to counties under section 36;
- (3) program administration.

Section 36. Metro Resource Recovery Grants and Loans. Amends section 473.844, subdivision 4, to require that a grant or loan to a city or town be reviewed and approved by the county for conformance with the county master plan.

Section 37. Metro Local Recycling Development. Creates section 473.8441 to authorize the Metropolitan Council to make matching grants to counties for planning, developing and operating yard waste composting and recycling programs. Grants will be allocated as follows:

- (1) to each county, \$25,000 plus
- (2) a proportionate share based on number of households in two distributions:
 - (a) one-third of the county's proportionate share, not more than half of which may be spent on planning and consultants; and
 - (b) remaining funds to counties that receive a grant under (a), have reported on expenditures and have a local recycling implementation strategy.

Section 38. Report. Amends section 473.846 to allow the Metropolitan Council to combine its reports to the legislature on spending from the landfill abatement and contingency action funds and on facility operation and landfill abatement required in section 473.149.

Section 39. Waste Pesticide Collection Pilot Project. Requires the PCA in cooperation with the Agriculture Department to establish a two year pilot project to collect and dispose of waste pesticides to determine the extent of waste pesticide problems and the need for future legislation.

Section 40. Recycled Paper Project. Requires the Department of Administration to establish a program to test the purchase of recycled printing and writing paper by the state and to report its findings to the LCWM by November 15, 1987.

Section 41. Appropriations.

Subdivision 1 lists recipients but no amounts.

Subdivision 2 lists increased complements.

Subdivision 3 expands authorized uses of the waste tire recycling account to include loans and grants for used oil processing and storage tanks.

Subdivision 4 appropriates money in the metro landfill abatement fund to the PCA for transfer to the Metropolitan Council and specifies a spending amount for local recycling development.

Section 42. Metal Casting Disposal Fees. Extends the temporary exemption from certain disposal fees for nonhazardous solid waste from metal casting to January 1, 1990.

Section 43. Repealer. Repeals sections:

- 115A.13 - Waste Management Board expiration
- 115A.43 - Eligible recipients for planning assistance for solid waste plans (incorporated into section 115A.46)
- 115A.44 - Financial assistance for solid waste plans
- 473.834 subdivision 3 - Reduced payments for debt service on metro solid waste bonds based on waste abatement
- 473.844 subdivision 2 - Allocation of metro abatement fund
- subdivision 5 - Abatement cost recovery

Section 44. Application. Sections 30 to 38 are effective in Anoka, Carver, Dakota, Hennepin, Ramsey, Scott and Washington counties.

1 the appropriate city or town.

2 ~~X~~ Sec. 19. [115A.94] [ORGANIZED COLLECTION.]

3 Subdivision 1. [DEFINITION.] "Organized collection" means
4 a system for collecting solid waste in which a specified
5 collector, or a member of an organization of collectors, is
6 authorized to collect some or all of the solid waste that is
7 generated within a defined geographic service area or areas.

8 Subd. 2. [LOCAL AUTHORITY.] A city or town may organize
9 collection. A county may organize collection as provided in
10 subdivision 3. The local government unit may organize
11 collection as a municipal service or by ordinance, franchise,
12 license, negotiated or bidded contract, or other means, using
13 one or more collectors or an organization of collectors.
14 Organized collection brought about by contract or as a municipal
15 service may include a requirement that all or any portion of the
16 solid waste (except recyclable materials and materials that are
17 processed at a resource recovery facility at the capacity in
18 operation at the time that the requirement is imposed) be
19 delivered to a waste facility identified by the local unit.
20 Where a resource recovery facility has been designated by
21 ordinance under section 115A.86, organized collection must
22 conform to the requirements of the designation ordinance.

23 Subd. 3. [COUNTY ORGANIZED COLLECTION.] A county may by
24 ordinance require cities and towns within the county to organize
25 collection. Organized collection ordinances of counties may:
26 (1) require cities and towns to require the separation and
27 separate collection of recyclable materials, (2) specify the
28 material to be separated, and (3) require cities and towns to
29 meet any performance standards for source separation that are
30 contained in the county solid waste plan. A county may itself
31 organize collection in any city or town that does not comply
32 with a county organized collection ordinance adopted under this
33 subdivision, and the county may implement, as part of its
34 organized collection, the source separation program and
35 performance standards required by its organized collection
36 ordinance.



COUNCIL AGENDA

May 5, 1987

Pursuant to due call and notice thereof, the Regular meeting of the Crystal City Council was held on May 5, 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
- 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 21, 1987 and the Special Council Meeting of April 28, 1987.

2/10th
Moved by Councilmember Sm. and seconded by Councilmember Moravec to
(approve) (approve, making the following exceptions: page 33 (Langsdorf, Moravec + Leppa) Recycling
to) Committee
the minutes of the regular Council meeting of April 21, 1987 and the Special Council
Meeting of April 28, 1987.

Motion Carried.

28th
3 6 Mar. 2/ 6 Langs. 13. -
✓ 6 - 28, 1987 - 4 re

CONSENT AGENDA

1. 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 sit as a Board of Adjustments and Appeals to consider a request for a variance from Terrance R. Couilliard for a variance in lot width (lot is 58.05'; requires 60') to build an 11' x 24' and 12.5' x 10' addition to the existing house and to build an 8' x 8' shed at 4401 Welcome Avenue North.
2. Consideration of donations of \$100 from Kubinski & Palmer and \$200 from Crystal Gallery Mall Merchants (J.T. Mega & Associates) for the Becker Park Performing Arts Program.

Moved by Councilmember _____ and seconded by Councilmember _____ to remove items _____, and _____ from the Consent Agenda.

Motion Carried.

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

Motion Carried.

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 seal coat improvement project #87-1. The Mayor asked those present to voice their opinions or to ask questions concerning seal coat improvement project #87-1. Those present and heard were: (6 votes needed for approval)

^{toysignant?}
 Jim ~~toysignant?~~ 5225 Georgia Ave. No.
 Terry ~~Tice~~ 6701 Clowderdale Ave. No.
 Gary Boyle 6812 Clowderdale Ave. No.
 Frank ~~Boyle~~ 6050 Hampshire No.

The Mayor
~~Aaker~~

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

RESOLUTION NO. 87-18

RESOLUTION ORDERING IN SEAL COAT IMPROVEMENT PROJECT #87-1

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) seal coat improvement project #87-1.

Motion Carried.

May 5, 1987

2. 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 & Appeals to consider a request from Craig R. Lewis for a variance of 30' in the required 40' rear yard setback and 10' in the required 30' side street sideyard setback to build a 34' x 26' detached garage at 4801 Louisiana Avenue North. The Mayor asked those present to voice their opinions or to ask questions concerning the variance. Those present and heard were: (5 votes needed for approval) *2 letters of opposition; 4809 and 4817 Louisiana*
Mr. Lewis appeared

The Mayor declared the public hearing closed.

Moved by Councilmember *Sm.* and seconded by Councilmember *Leppa* to (grant as recommended by and based on the finding of facts of the Planning Commission) (deny) (continue until _____ the discussion of) 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 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 sideyard setback for construction of a 34' x 26' detached garage at 4801 Louisiana Avenue North as requested in variance application #87-21 and #87-22.

Motion Carried.

3. It being 7:00 P.M., or 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 & Appeals to consider a variance request from James and Pamela Williams for a variance to encroach 2' in the required 5' side yard setback to build a 10' x 25' attached garage to the existing house at 5208 Quail Avenue North. The Mayor asked those present to voice their opinions or to ask questions concerning the variance. Those present and heard were: (5 votes needed for approval) *Pamela Williams appeared + was heard.*

The Mayor declared the E. C. -

Moved by Councilmember *Herke* and seconded by Councilmember *Merrill* to (grant as recommended by and based on the findings of facts of the Planning Commission) (deny) (continue until _____ the discussion of) the authorization pursuant to Section 515.55 of the Crystal City Code 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 to build a 10' x 25' attached garage to the existing house at 5208 Quail Avenue North as requested in variance application #87-20.

Motion Carried.

4. It being 7:00 P.M. or 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 request from the Chalet Company Limited for a variance to expand a non-conforming building (said non-conformity being the existing building encroaches 7' in the required 22' side street side yard setback) to allow the construction of a 40' x 70' addition to the existing building at 3359 Vera Cruz Avenue North and to consider a variance of 14 off-street parking spaces in the required 45 parking spaces at the same address. The Mayor asked those present to voice their opinions or to ask questions concerning the variances. Those present and heard were: **(5 votes needed for approval)**

^{2 words}
Van Nutt & Chalet Co. Limited
Serwint Ward, 3356 Welcome Ave. No.
Letter from H.W. Elfstrom,

The Mayor declared the E. is. my

- A. Moved by Councilmember Mer. and seconded by Councilmember Rygg to (approve as recommended by and based on the finding of facts of the Planning Commission) (deny) (continue until _____ the discussion of) 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 building to permit a 40' x 70' addition to the existing building at 3359 Vera Cruz Avenue North as requested in variance application #87-27.

Motion Carried.

- B. Moved by Councilmember Sm. and seconded by Councilmember Leppa to (approve as recommended by and based on the findings of facts of the Planning Commission) (deny) (continue until _____ the discussion of) 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 t), to grant a variance of 14 parking spaces in the required 45 parking spaces at 3359 Vera Cruz Avenue North as requested in application #87-25.

Motion Carried.

- C. Moved by Councilmember Rygg and seconded by Councilmember Herbes to set surety in the amount of \$20,000 as a guarantee of faithful performance of certain work requirements as a condition of building permit approval for Chalet Company Limited, 3359 Vera Cruz Avenue North.

Motion Carried.

May 5, 1987

5. 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 variances as requested from Brutger Companies, Inc. for variances: **A.** to allow a variance of 20 units to the allowable 59 units maximum density; **B.** a variance of 44 off-street parking spaces in the required 158 parking spaces; **C.** to allow a variance of 20' in the required 40' rear yard setback; **D.** to allow a variance of 20' in the required 30' setback between the property line and the parking lot as code prohibits parking in the front and side yard setback area within residential zoning designations at 6315 - 55th Avenue North. The Mayor asked those present to voice their opinions or to ask questions concerning the variances. Those present and heard were: **(5 votes needed for approval)**

Steve Wilson, Brutger Companies, St. Cloud

Gary Boyle 6812 Clowdale Ave. No.

- A. Moved by Councilmember *Leppa* and seconded by Councilmember *Leppa* to (grant) as recommended by and based on the finding of facts of the Planning Commission) (deny) (continue until _____ the discussion of) the authorization pursuant to Section 515.55 of the Crystal City Code to vary or modify the strict application of Section 515.15 Subd. 2 d) to allow a variance of 20 units to the allowable 59 units maximum density as requested by Brutger Companies, Inc. in variance application #87-17.

Rest. Aye

Sm. - no.

Motion Carried.

- B. Moved by Councilmember *Moreau* and seconded by Councilmember *Leppa* to (grant) as recommended by and based on the finding of facts of the Planning Commission) (deny) (continue until _____ the discussion of) 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 o) to allow a variance of 44 off-street parking spaces in the required 158 parking spaces as requested by Brutger Companies, Inc. in variance application #87-18.

L-R-M
Aye - Rest

Sm - no.

Motion Carried.

May 5, 1987

- C. Moved by Councilmember Leppa and seconded by Councilmember Leppa to (grant as recommended by and based on the finding of facts of the Planning Commission) (deny) (continue until _____ the discussion of) 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 allow a variance of 20' in the required 40' rear yard setback as requested by the Brutger Companies, Inc. in variance application #87-19.

*Rest - Aye**Sm. - No*

Motion Carried.

- D. Moved by Councilmember Mar. and seconded by Councilmember Leppa to (grant as recommended by and based on the finding of facts of the Planning Commission) (deny) (continue until _____ the discussion of) the authorization pursuant to Section 515.55 of the Crystal City Code to vary or modify the strict application of Section 515.09, Subd. 6 e) to allow a variance of 20' in the required 30' 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 Avenue North as requested by Brutger Companies, Inc. in variance application #87-23.

*Rest - Aye**Sm. - No.
Herkes - No.*

Motion Carried.

6. The City Council considered a conditional use permit for elderly housing in an R-O District at 6315 - 55th Avenue North.

Moved by Councilmember Mar. and seconded by Councilmember Leppa to (approve as recommended by and based on the finding of facts of the Planning Commission) (deny) (continue until _____ the discussion of) conditional use permit #87-15 to permit elderly housing at 55th and Douglas Drive as requested by Brutger Companies, Inc.

*Aye: Rest**Sm. - No.*

Motion Carried.

7. The City Council considered setting surety in the amount of \$43,500 as a guarantee of faithful performance of certain requirements as a condition of building permit approval for Brutger Companies, Inc.

Moved by Councilmember Lygg and seconded by Councilmember Lygg to set surety in the amount of \$43,500 as a guarantee of faithful performance of certain work requirements as a condition of building permit approval for Brutger Companies, Inc.

Aye: Rest

Imm. - No.

Motion Carried.

Moved by Councilmember _____ and seconded by Councilmember _____ to (deny) (continue until _____ the discussion of) setting surety in the amount of \$43,500 for Brutger Companies, Inc.

Motion Carried.

8. The City Council considered a petition from residents in the Hampshire, Georgia and Florida area north of 54th Avenue to rezone their properties from B-4 (Community Commercial) to R-1 (Single-family Residential).

*36 Mar. / 216 Lygg is the
1 (Camp) is - by Eos
- 101*

May 5, 1987

11. The City Council considered a request from Gopher State Expositions to hold a carnival at the Crystal Gallery Shopping Center on June 10-14, 1987.

Shirley Jorcus

Leone Flanders,
Agent for Gopher State

June 10-11-12 12 to 11 ^{noon} ^{p.m.}
13 - 10 to 11 ^{a.m.} ^{p.m.}
14 - 12 to 10 ^{noon} ^{p.m.}

More & Sm. ¹⁵ ^{proposals} ^{6.2} ^{6.2} ^{6.2}
Carnival = siteplan in future

Moved by Councilmember _____ and seconded by Councilmember _____ to (approve) (deny) (continue until _____ the discussion of) a carnival license application from Gopher State Expositions to hold a carnival at the Crystal Gallery Shopping Center on June 10-14, 1987.

Sm. withdrew second
Langford seconded Moreau's motion. N-H ¹⁵ ^{Sm A.} Motion Carried.
A-L R M Motion failed.

12. The City Council considered an amendment to the lease at Thorson Community Center to add rental of an additional room to the Minnesota Waste Management Board.

Moved by Councilmember Sm. and seconded by Councilmember Leppa. to (approve) (deny) (continue until _____ the discussion of) an amendment to the lease at Thorson Community Center to add the rental of additional room to Minnesota Waste Management Board, and further to authorize the Mayor and City Manager to sign such agreement.

Motion Carried.

Have Mayor & City Mgr.
Sign contracts if approved.

Sm. & Herbes P so 6.2) for 10-14 13
Larry Leppa / 4 P 2 (can 4 (5 6
12 noon 2 4 14) 6 11
Herbes. Mor. that carnival cloudbrown 4 11
allayed V. 1 main (4 11) 10, 11, 12 11 p.m.

13. The City Council considered candidates for the Human Rights Award for 1987.

Murawiec - Jack Irving - 30 yrs, y. 1 22 v 22
Aaker, Leppa, echoed -
Lang.

Smather - JJ Choromanski - Bank North
22%

14. The City Council discussed a request of the Police Department and Frank Rondoni regarding abandoned motor vehicles.

Moved by Councilmember Herb. and seconded by Councilmember Lang. to adopt the following ordinance:

ORDINANCE NO. 87-

AN ORDINANCE RELATING TO LITTER:
 INOPERATIVE VEHICLES:
 AMENDING CRYSTAL CODE SUBSECTION 635.01, SUBD. 1

and further, that the second and final reading be held on May 19, 1987.

Motion Carried.

Moved by Councilmember _____ and seconded by Councilmember _____ to (deny) (continue until _____ the discussion of) an ordinance relating to litter: inoperative vehicles: amending Crystal Code Subsection 635.01, Subd. 1.

Motion Carried.

Herbes withdrew motion.

Herbes Leppa 12 L is over

for revision
Review Statutes 1688
change
g
re

May 5, 1987

15. The City Council considered the contract agreement between Local #49 and the City of Crystal for maintenance employees.) ~~the year 1987.~~

Moved by Councilmember Leppa and seconded by Councilmember Sm. to (approve) (deny) (continue until _____) the discussion of contract agreement between Local #49 and the City of Crystal for maintenance employees.

Motion Carried.

16. The City Council considered information regarding City Manager position as requested by the City Council at the Special Council meeting of April 28, 1987.

Memo from J.T.D. dated 5-5-87 re: managers for Search Committee

Herb - Morawiec - Doug Ruder, Maple Grove

Leppa + Herbes + Gerry Splinter, Brooklyn Center

Aye: Herbes, Leppa No. Sm Long Rygg M. Aaker

Rygg Morawiec, Bob Thistle

League of Cities Ad

Aaker questioned Masters degree - Rygg - Qualifying degree.

Leppa + Sm. 12 5 9 Masters Degree + 10 yrs. = 30 - 40

Salary Range ~~negotiable~~ with experience & qualification
 Max. ~~Salary~~ ~~commensurate with~~ ~~negotiable~~

date:

Herbs + Sm. 6th 15th deadline application 3

Resolution ⁸⁷⁻²⁰ from Jack 87-3-234 in pocket

36 Lamps 6 Leppa 18 (2) 18

Moved by Councilmember Leppa and seconded by Councilmember Herb to approve the list of license applications. addition:
 Aviles Plumbers + Bldrs., Inc. (30.25)
 699 Arcade St., St. Paul, Mn. 55106

Motion Carried.

Moved by Councilmember Sm. and seconded by Councilmember Leppa to adjourn the meeting.

Motion Carried.

10:45 p.m.

APPLICATIONS FOR LICENSE
May 5, 1987

POOL - Outdoor (\$66.00)

Douglas Courts Apartments, 6300 27th Avenue North
Krystal Kourts Apartments, 5930 West Broadway
Twin Lake No. Condos, 4710 58th Avenue North

POOL - Indoor - Whirlpool (\$110.00)

Twin Lake No. Condos, 4710 58th Avenue North

SIGN HANGER - (\$66.00)

National Advertising Company, 6850 S. Harlem Ave
LeRoy Reiter dba Leroy Signs, Inc., 6325 Welcome Ave N

Plumbers

Avoles Plumbers & Bldrs, Inc. (#30,25)
699 Arcade St. St. Paul, MN. 55106

DUE DATE: NOON, TUESDAY
MAY 5, 1987

MEMO TO: John T. Irving, City Manager
FROM: John A. Olson, Assistant City Manager
ACTION NEEDED MEMO: From the April 28, 1987, Special Meeting

The items listed below are the actions requested by the City Council at their special meeting of April 28, 1987. These items should be taken care of and returned to the Assistant City Manager for his review by May 5, 1987.

<u>DEPARTMENT</u>	<u>ITEM</u>
CITY MANAGER	Formation of City Manager's Search Committee. ACTION NEEDED: Prepare list of four names of City Managers to City Council for the May 5 Council meeting. ACTION TAKEN: Being compiled; will be given to Council at May 5 meeting.
FINANCE DIR.	Consideration of payment of members of Search Committee. ACTION NEEDED: Note that all members of Search Committee except Council members will be paid \$50 for daytime meeting of short duration or evening meeting; \$100 for an all day meeting during the work week and \$150 for a meeting on the weekend. ACTION TAKEN: Noted and will be prepared when all names of committee members are known.
CITY MANAGER	Appointment of citizen members to the Search Committee. ACTION NEEDED: Contact appointed members to determine if they will serve (John Schaaf & Peter Meintsma). ACTION TAKEN: Members contacted.
CITY MANAGER	Preparation of items for Council review at next Council meeting. 1) City Manager's job description 2) Advertisements to be placed in National League of Cities weekly newspaper, Minnesota Cities Magazine, and ICMA Newsletter. 3) List of managers' salary in the metropolitan area 4) Time frame for advertising and reviewing by committee ACTION TAKEN: Sent with 5/1/87 preliminary agenda.

DEPARTMENT

ITEM

ASSIST. CITY MGR.

Consideration of interim procedures during City Manager's search.

ACTION NEEDED: Place item on June 2 Council Agenda.

ACTION TAKEN: Item will be placed on June 2 Council Agenda.

DUE DATE: NOON, WEDNESDAY
April 29, 1987

MEMO TO: John T. Irving, City Manager
FROM: John A. Olson, Assistant City Manager

ACTION NEEDED MEMO: From the April 21, 1987, Council Meeting

The items listed below are the actions requested by the City Council at their regular Council meeting of April 21, 1987. These items should be taken care of by noon, Wednesday, preceding the next regularly scheduled Council meeting and returned to the Assistant City Manager for his review.

CONSENT AGENDA

<u>DEPARTMENT</u>	<u>ITEM</u>	
BLDG. INSPECTOR	1.	Set public hearing to consider request for variance at 4801 Louisiana Ave. N. ACTION NEEDED: Notify affected property owners. ACTION TAKEN: Notice sent April 21, 1987.
ASST. CITY MGR.		ACTION NEEDED: Place item on May 5 Council Agenda. ACTION TAKEN: Item placed on May 5 Council Agenda.
BLDG. INSPECTOR	2.	Set public hearing to consider request for variance at 5208 Quail Ave. N. ACTION NEEDED: Notify affected property owners. ACTION TAKEN: Notice sent April 21.
ASST. CITY MGR.		ACTION NEEDED: Place item on May 5 Council Agenda. ACTION TAKEN: Item placed on May 5 Council Agenda.
CITY ENGINEER	3.	Consideration of variances for Brutger Companies, Inc. for proposed elderly housing at 6315 - 55th Ave. N. ACTION NEEDED: Notify affected property owners. ACTION TAKEN: Applicant notified and site improvement agreement forwarded.
ASST. CITY MGR.		ACTION NEEDED: Place item on May 5 Council Agenda. ACTION TAKEN: Item placed on May 5 Council Agenda.

DEPARTMENTITEM

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BLDG. INSPECTOR &
CITY ENGINEER

4.

Set public hearing to consider request for variance at 3357 Vera Cruz.

ACTION NEEDED: Notify affected property owners.

ACTION TAKEN: Applicant notified and notice prepared for publication and mailing.

ASST. CITY MGR.

ACTION NEEDED: Place item on May 5 Council Agenda.

ACTION TAKEN: Item placed on May 5 Council Agenda.

CITY ENGINEER

5.

Set public hearing to consider tentative approval of proposed plat J.J.J. Estates located at 5401 West Broadway.

ACTION NEEDED: Notify affected property owners.

ACTION TAKEN: Applicant notified and notice prepared for publishing.

ASST. CITY MGR.

ACTION NEEDED: Place item on May 19 Council Agenda.

ACTION TAKEN: Item to be placed on May 19 Council Agenda.

CITY CLERK

6.

Consideration of gambling license for Cystic Fibrosis Foundation at Nicklows, 3516 North Lilac Drive.

ACTION NEEDED: No action needed at this time; no Council objection.

REGULAR AGENDA

CITY ENGINEER

1.

Public hearing to consider Storm Sewer project #87-4.

ACTION NEEDED: Direct Water & Sewer Department to check all lateral lines in the area to determine if plugged and clean up as necessary and make report back to City Council on status of laterals in the "J" district.

ACTION TAKEN: Field work initiated for follow-up report on conditions of existing storm sewer system.

CITY ENGINEER

2.

Consideration of request for street light between 5716 & 5724 Twin Lake Terrace.

ACTION NEEDED: Send letter of request to Northern States Power for pole between 5716 & 5724 Twin Lake Terrace.

ACTION TAKEN: Letter of Council action sent to NSP.

DEPARTMENTITEM

Page 3

- | | | |
|-----------------|----|--|
| BLDG. INSPECTOR | 3. | Consideration of building permit for remodeling at 6616 - 56th Ave. N.
ACTION NEEDED: Notify applicant of Council approval.
ACTION TAKEN: Applicant present at meeting. |
| CITY MANAGER | 4. | Consideration of first reading of an ordinance rezoning property at 5264 West Broadway from B-4 to B-3.
ACTION NEEDED: Item tabled until adjacent property also comes up for public hearing; bring them back to Council at that time.
ACTION TAKEN: Awaiting action on other property. |
| CITY MANAGER | 5. | Consideration of a discussion of the Council Task Force on recycling.
ACTION NEEDED: Direct the completion of grant to apply for funds for curb side pickup.
ACTION TAKEN: Grant application being written. |
| CITY MANAGER | | ACTION NEEDED: Direct staff to prepare grant to Metropolitan Council and/or have the money for funding the contest suggested by the Council Committee.
ACTION TAKEN: Grant application being written. |
| CITY MANAGER | | ACTION NEEDED: Direct staff to allocate funds from professional services in Department 32 for paying for part-time person for all the work done recycling.
ACTION TAKEN: To be allocated when work begins. |
| CITY ENGINEER | 6. | Consideration of change order #5 for the Becker Park Building.
ACTION NEEDED: Notify consultant of Council approval of change order.
ACTION TAKEN: Consultant and contractor notified. |
| CITY MANAGER | 7. | Consideration of a resolution regarding housing revenue bonds.
ACTION NEEDED: Notify law firm that public hearing has been set.
ACTION TAKEN: Certified copies of resolution sent 4/27/87. |

DEPARTMENTITEM

Page 4

ASST. CITY MANAGER

ACTION NEEDED: Place item on May 19 Council Agenda.

ACTION TAKEN: Item to be placed on May 19 Council Agenda.

CITY ENGINEER

8.

Consideration of final approval of Anderson's Garden Dale Acres located at 3443 Douglas Drive.

ACTION NEEDED: Notify property owners of Council approval of plat and file plat.

ACTION TAKEN: Owner will be notified as signature and certification process completed.

CITY ENGINEER

9.

Consideration of final approval of St. James Second Addition located at 4615 Hampshire Ave. N.

ACTION NEEDED: Notify owners of Council approval of plat and file plat.

ACTION TAKEN: Owner will be notified as signature and certification process completed.

CITY ENGINEER

10.

Consideration of bids for maintenance materials.

ACTION NEEDED: Notify recommended bidder of Council approval.

ACTION TAKEN: Bidders notified and contracts to be executed.

CITY MANAGER

11.

Consideration of the Civil Service Handbook.

ACTION NEEDED: Work with Civil Service Commission in considering changes suggested by the Council.

ACTION TAKEN: Will work with the Commission as requested.

CITY MANAGER

12.

Consideration of methods to conduct search for new City Manager.

ACTION NEEDED: Prepare information necessary for a special meeting on April 28.

ACTION TAKEN: Information sent to Council 4/23/87.

CITY CLERK

ACTION NEEDED: Post notice of special meeting to be at 7:30 p.m., April 28 in City Council Chambers.

ACTION TAKEN: Notice posted 4/22/87; newspaper present at meeting.

DEPARTMENTITEM

Page 5

CITY CLERK

13.

Licenses

ACTION NEEDED: Issue licenses.

ACTION TAKEN: Licenses issued.

Sent with Preliminary Agenda on May 1, 1987

- Copy of memo and checks from Park & Rec. Director for Becker Park Performing Arts Program (\$100 from Kubinski & Palmer and \$200 from Crystal Gallery Mall Merchants).
- Copy of public hearing notice & memo from City Engineer dated 4/30/87 re: seal coat project #87-1.
- Memo from the City Engineer dated 4/8/87 re: Chalet Company Limited variance.
- Memo from City Engineer dated 3/24/87 re: conditional use permit - 6315 - 55th Ave. No.
- Copy of petition and map layout from the City Engineer re: rezoning from B-4 to R-1 in the Hampshire, Georgia and Florida area north of 54th Avenue North.
- Copy of memo from City Engr. dated 5/1/87 re: Twin Lake North, 4710 - 58th Avenue North.
- Copy of letter from Wm. Mavity, Attorney for Steve Weisman of Steve O's dated 4/15/87 along with Attachments A, B, and C; memo from City Engineer dated 4/29/87 re: parking restrictions on West Broadway.
- Copy of license application & memo from Gopher State Expositions dated 4/24/87; letter from Lincoln Properties dated 4/27/87 re: carnival at the Crystal Gallery Shopping Center June 10-14, 1987.
- Copy of lease and memo from Admin. Asst. dated 4/29/87 re: Waste Management Board room rental at Thorson Community Center.
- Memo from Dave Kennedy re: proposed ordinance amendment re: abandoned motor vehicles; memo from Police Chief dated 3/23/87.
- Job Description, Salary Survey, Suggested Advertisements re: City Manager position.
- Human Relations Commission mtg. minutes of 4/27/87.
- Environmental Quality Commission mtg. minutes of 3/19/87.
- Crystal Domestic Assault Intervention Project quarterly report.
- Park & Rec. Advisory Commission Agenda of 5/6/87.
- Council minutes of 4/21/87, Special Council Mtg. of 4/28/87 and Planning Commission minutes of 4/13/87.

Handouts at May 5, 1987 Council Meeting:

Memo from J.T. Irving to Council re: Managers to consider for City Manager's Search Committee.

Letter from MnDOT dated 4-28-87 re: May 3-9

Proclaimed State Bicycle Week.

Letter from MnDOT dated 5/1/87 re: Traffic hotspots.

Memo from Supervising Sanitarian re: Attended Recycling Center.

Memo from Supervising Sanitarian re: Metro Council Recycling Grants.

Letter from Brian Lorenson, 4809 Louisiana dated 5/5/87 re: Variance request for 4801 Louisiana.

Letter from John A. Pepera, 4817 Louisiana dated 5/1/87 re: Variance request for 4801 Louisiana.

Memo from City Manager dated 5/5/87 re: Local #49 Labor Agreement for maintenance workers.

Nardene

May 1, 1987

Dear Councilmembers:

With the exception of a public hearing for seal coat, which normally attracts some people, the meeting should be relatively easy. There is a series of public hearings most generally relating to requests for variances for additions to present homes. The meeting should go pretty easily but every time I say that it somehow provides a kiss of death. I want to call your attention to the fact that you have two sets of minutes to approve. I hope I caught the gist of what happened last Tuesday night at the Special meeting. I had forgotten how difficult it was to keep minutes and participate at the same time. I have a feeling my notes were adequate and the minutes reflect an accurate account of what happened. Be sure to read them; you may disagree. Tuesday night's meeting should go as follows:

Consent Agenda

<u>ITEM</u>	<u>SUPPORTING DATA</u>
1. Set public hearing to consider a request from Terrance R. Couilliard for a variance in lot width (lot is 58.05'; requires 60') to build an 11' x 24' and 12.5' x 10' addition to the existing house and also to build an 8' x 8' shed at 4401 Welcome Avenue North.	None
2. Consideration of donations of \$100 from Kubinski & Palmer and \$200 from Crystal Gallery Mall Merchants (J.T. Mega & Associates) for the Becker Park Performing Arts Program.	Copy of checks & memos from Park & Recreation Director dated 4/23/87 & 4/29/87.

As you can see there are two items; one to set a public hearing and the other to recognize contributions to the Performing Arts Program.

The regular meeting should go as follows:

Regular Agenda

1. Public Hearing to consider seal coat project #87-1.	Copy of public hearing notice; memo from City Engineer dated 4/30/87.
--	---

This is the public hearing that I talked about in the lead-in. I haven't discussed the number of calls the Engineering Department may have received since the notices went out, but generally, we have some people in at these meetings. I wouldn't expect that this would be different.

2. Public Hearing to consider request from Craig R. Lewis for a variance of 30' in the required 40' rear yard setback and 10' in the required 30' side street side-yard setback to build a 34' x 26' detached garage at 4801 Louisiana Avenue North. Planning Commission minutes of 4/13/87, Item 9.
3. Public Hearing to consider a request from James and Pamela Williams to encroach 2' in the required 5' side yard setback to build a 10' x 25' attached garage to the existing house at 5208 Quail Avenue North. Planning Commission minutes of 4/13/87, Item 8.

Items 2 and 3 are requests for variances regarding a building permit, have been through the Planning Commission and the Planning Commission recommends approval. Don Peterson can explain in greater detail or answer your questions Tuesday evening.

4. Public Hearing to consider a request from the Chalet Company Limited for a variance to expand a non-conforming building (said non-conformity being the existing building encroaches 7' in the required 22' side street side yard setback) to allow the construction of a 40' x 70' addition to the existing building at 3357 Vera Cruz Avenue North and to consider a variance of 14 off-street parking spaces in the required 45 parking spaces at the same address. Planning Commission minutes of 4/13/87, Item 11; memo from the City Engineer dated 4/8/87.

I think Bill Monk's memo is self-explanatory. The Planning Commission has heard this and recommends approval. Building permit could be authorized to be issued subject to receipt of bond and signed agreement which has been normal procedure for years.

5. Public Hearing to consider a request from Brutger Companies, Inc. for variances as follows: (1) a variance of 315 sq. ft. per unit in the required 1,250 sq. ft. per unit in density, (2) a variance of 44 off-street parking spaces in the required 158 parking spaces, (3) to allow a variance of 20' in the required 40' rear yard setback, (4) to allow a variance of 20' in the required 30' setback between the property line and the parking lot as code prohibits parking in the front and side yard setback area within residential zoning designations at 6315 - 55th Avenue North. Planning Commission Minutes of 4/13/87, Item 4.
6. Consideration of a conditional use permit for elderly housing in an R-O District at 6315 - 55th Avenue North. Planning Commission Minutes of 4/13/87, Item 3; memo from City Engineer dated 3/24/87.

These are the variances and conditional use permit for the elderly housing project to be constructed by Brutger Companies. A development agreement is just about completed and as soon as it is completed, will go to the HRA for their consideration and action. Very likely they will hold a Special meeting for this purpose. On the agenda Tuesday night Items 5 and 6 will very likely be condensed into one item so that we can get proper placement of each specific item. As you can see, the Planning Commission did recommend approval and building permit should wait until the development agreement is acted upon, but it is possible for the Council to authorize the issuance of the building permit subject to receipt of bond and signed agreement. It seems to me that the whole issue after that point, must be put on hold until the development agreement is agreed upon between Brutger, the HRA and the Council. If the City Attorney can figure a way to word that to conserve time for Brutger, I would be in favor of that. I just want to be cautious enough so that we don't jeopardize the City's position.

7. Consideration of a petition from residents in the Hampshire, Georgia and Florida area north of 54th Avenue to rezone their properties from B-4 (Community Commercial) to R-1 (single family residential). Copy of petition and map layout from the City Engineer.

This situation is a result of conversation at the storm sewer public hearing and in my opinion is a very good idea. My recommendation, if the Council

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agrees that it is a good idea, would be to send it to the Planning Commission with instructions to review and hold appropriate public hearings and recommend action to the Council.

8. Consideration of a request from the Gittelman Corporation to dredge a portion of Twin Lake adjacent to the Twin Lake North Condominium Complex at 4710 - 58th Avenue North.

Copy of memo from City Engineer dated 5/1/87.

I urge you to read Bill's memo and I think time should be set aside to discuss this proposal Tuesday evening. It may be something that the Council would want staff to look at throughout the City, not just at this location. In my opinion the dredging would not facilitate the flow of water but would make the area more aesthetically pleasing. The same thing could be done in other portions of the City if funds are set aside or have a fund to accomplish same.

9. Consideration of a request to modify parking restrictions on West Broadway adjacent to Steve O's, 4900 West Broadway.

Copy of letter from William Mavity, Attorney for Mr. Weisman of Steve O's dated 4/15/87 along with Attachments A, B, & C; memo from City Engineer dated 4/29/87.

I think some of you were aware that this request was coming in; others were not. I urge you to read Bill Monk's memo.

10. Consideration of a request from Gopher State Expositions to hold a carnival at the Crystal Gallery Shopping Center on June 10-14, 1987.

Copy of license application and memo from Gopher State Expositions dated 4/24/87; letter from Lincoln Properties dated 4/27/87.

The proposed site of this carnival would be out at the point of West Broadway and Bass Lake Road in the lesser used portion of the parking lot. It seems to us that the carnival operator plans to bring in a lot of equipment which may severely curtail patrons of the carnival and shopping center's ability to park. You may want to limit the size of it. I also call your attention that it winds up on the same day the City will be dedicating Becker Park and the Performing Arts Center.

11. Consideration of an amendment to the lease at Thorson Community Center to add rental of an additional room to the Waste Management Board.

Copy of lease and memo from Administrative Assistant dated 4/29/87.

I believe this is housekeeping. We do have the room for them to rent. The fuller the building the less it costs the City.

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12. Consideration of candidates for the Human Rights Award for 1987. None

Members of the Human Relations Commission are asking for suggestions on people to be considered for the Human Rights Award for 1987.

13. Discuss request of Police Department and Frank Rondoni regarding abandoned motor vehicles. Memo from Dave Kennedy regarding proposed ordinance amendment; memo from Police Chief dated 3/23/87.

The Police Department and the Prosecuting Attorney have asked for this clarification. Dave Kennedy did provide an amendment to the ordinance to accomplish their request. The Police have reviewed it and have indicated to me that it should serve their purpose.

14. Consideration of information regarding City Manager position requested by the City Council at their Special meeting of April 28, 1987. Job Description, Salary Survey, Suggested Advertisements.

This is the information you asked for Tuesday evening. I hope it is in the form you expected it. If you desire any information between now and Tuesday night just call; we will provide it if we can. Regarding the advertisement for a new City Manager, the earliest that the add can get into the National League of Cities Weekly and the ICMA Newsletter is May 25, 1987. The earliest the add can get in the League of Minnesota Cities is the first week or two in June. It would be my suggestion that you have a cut-off date of July 15, 1987. That is something you might want to discuss Tuesday.

That should take care of the meeting as we see it now. I have included some things for your information. They are listed below:

1. Human Relations Commission meeting minutes of 4/27/87.
2. Environmental Quality Commission meeting minutes of 3/19/87.
3. Crystal Domestic Assault Intervention Project quarterly report.
4. Park & Recreation Advisory Commission Agenda of 5/6/87.

Have a good weekend. See you next week!

J A C K

P.S. By Tuesday evening I may have reached agreement with Local #49 for 1987 salaries and terms or conditions of employment. If we do I will add this on and bring the necessary information to you. It is getting late in the year. I am sure the employees are getting anxious for their salary adjustments.

APPLICATIONS FOR LICENSE
May 5, 1987

POOL - Outdoor (\$66.00)

Douglas Courts Apartments, 6300 27th Avenue North
Krystal Kourts Apartments, 5930 West Broadway
Twin Lake No. Condos, 4710 58th Avenue North

POOL - Indoor - Whirlpool (\$110.00)

Twin Lake No. Condos, 4710 58th Avenue North

SIGN HANGER - (\$66.00)

National Advertising Company, 6850 S. Harlem Ave
LeRoy Reiter dba Leroy Signs, Inc., 6325 Welcome Ave N

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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: 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.

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

Moved by Councilmember Smothers and seconded by Councilmember Langsdorf to approve the minutes of the regular Council meeting of April 7, 1987.

Motion Carried.

The City Council considered the following items on the 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' rear yard setback and 10' in the required 30' side street side yard setback for construction of a 34' x 26' 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' in the required 5' side yard setback to build a 10' x 25' 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 side yard setbacks for the proposed elderly housing at 6315 - 55th Avenue North.

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4. 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 Chalet Company Limited for a variance to allow the expansion of a non-conforming building to permit a 40' x 70' 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 Nicklow's, 3516 North Lilac Drive.

Moved by Councilmember Herbes and seconded by Councilmember Rygg 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 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: Keith Shannon, Orr-Schelen-Mayeron; Ken Lindberg, 5334 Hampshire Avenue North; Frank Sprague, 5517 - 56th Avenue North; Mr. Gjerstad, 5458 Orchard Avenue North; Richard Ekstrand, 5248 Idaho Avenue North; Ray Mathieu, 5756 Nevada Avenue North; Anthony Guenther, 5568 Xenia Avenue North; Al Marfiz, 5115 - 53rd Avenue North; Ken Hanauska, 5248 Hampshire Avenue North; Steve Wilson, Brutger Companies of St. Cloud; Ernie Klinger, 6801 - 62nd Avenue North; Robert Eck, 5219 Maryland Avenue North; Dick Jorgensen, 5213 Idaho Avenue North; Bruce Johnson, 5641 Adair Avenue North; Gary Boyle, 6812 Cloverdale Avenue North; and Larry Danek, 5733 Adair Avenue North.

Moved by Councilmember Smothers and seconded by Councilmember Herbes to close the public hearing.

Motion Carried.

Moved by Councilmember Herbes to deny Storm Sewer Project #87-4.

Motion failed for lack of a second.

Moved by Councilmember Smothers and seconded by Councilmember Herbes to continue indefinitely the discussion of Storm Sewer Project No. 87-4 for further investigation by staff of the current condition of the existing storm sewer system.

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

Motion Carried.

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

Moved by Councilmember Smothers and seconded by Councilmember Herbes to approve a request for a street light between 5716 & 5724 Twin Lake Terrace.

Motion Carried.

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

Moved by Councilmember Herbes and seconded by Councilmember Rygg to approve as recommended by the Planning Commission, a request from Paul Bridgeman of Champion Auto for building permit #8146 for remodeling the exterior of existing building at 6616 - 56th Avenue North.

Motion Carried.

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. Those present and heard were: Medard Kaisershot, attorney for Mr. Aarestad.

Moved by Councilmember Smothers and seconded by Councilmember Herbes to table until the Planning Commission makes a recommendation on the request for rezoning by the property owners directly to the south.

Motion Carried.

The City Council considered a discussion by the Council Task Force on recycling (Langsdorf, Moravec and ~~Langsdorf~~). Pam Hanly, Chair of the Environmental Quality Commission also appeared and was heard.

Moved by Councilmember Langsdorf and seconded by Councilmember Rygg to make application for grant funds from Metropolitan Council for curb-side pick up of yard waste.

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

Motion Carried.

Moved by Councilmember Leppa and seconded by Councilmember Smothers to make application for funding from Hennepin County and Metropolitan Council for the purpose of sponsoring a contest for Crystal residents who recycle at designated recycling drop-off centers.

Motion Carried.

Moved by Councilmember Smothers and seconded by Councilmember Langsdorf to obtain additional monies needed from Professional Services in Department 32 of the Crystal City Budget.

Motion Carried.

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The City Council considered Change Order No. 5 for the Becker Park Shelter.

Moved by Councilmember Moravec and seconded by Councilmember Leppa to approve Change Order No. 5 for the Becker Park Shelter, and further to authorize the Mayor and City Manager to sign such agreement.

Motion Carried.

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

Moved by Councilmember Moravec and seconded by Councilmember Smothers 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

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 462.05 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

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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 Tuesday, 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

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"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.

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

Mayor

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ATTEST:

City Clerk

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 \$4,300,000. 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

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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.

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

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. 87-15

A RESOLUTION APPROVING PLAT

WHEREAS, the City of Crystal is a Municipal Corporation, organized and existing under the laws of the State of Minnesota, and

WHEREAS, the City Council of the City of Crystal has adopted subdivision regulations for the orderly, economic, and safe development of land within the City, and

WHEREAS, the City Council has considered the application for a subdivision plat for Anderson's Gardendale Acres, as submitted by Keith Anderson,

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Crystal hereby approve the plat entitled ANDERSON'S GARDENDALE ACRES, City of Crystal, Hennepin County, Minnesota.

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

Mayor

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ATTEST:

City Clerk

The City Council considered final approval of St. James 2nd Addition located at 4615 Hampshire Avenue North.

Moved by Councilmember Herbes 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

WHEREAS, the City of Crystal is a Municipal Corporation, organized and existing under the laws of the State of Minnesota, and

WHEREAS, the City Council of the City of Crystal has adopted subdivision regulations for the orderly, economic, and safe development of land within the City, and

WHEREAS, the City Council has considered the application for a subdivision plat for St. James 2nd Addition, as submitted by William Stanley,

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Crystal hereby approves the plat entitled St. James 2nd Addition, City of Crystal, Hennepin County, Minnesota.

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

Mayor

ATTEST:

City Clerk

The City Council considered bids for maintenance materials.

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

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RESOLUTION NO. 87-17

RESOLUTION AWARDING BID FOR STREET MAINTENANCE MATERIALS

WHEREAS, the City of Crystal did advertise for bids for street maintenance materials, and

WHEREAS, such bids were received and publicly opened on April 15, 1987, and tabulated as follows:

	<u>AT PLANT</u>	<u>DELIVERED</u>
<u>TACK OIL</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>AT PLANT</u>	<u>DELIVERED</u>
<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	

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AND WHEREAS, it is the City Engineer's recommendation that all bituminous patching mixtures be purchased from the same company, and

WHEREAS, Bury & Carlson, Inc. was the apparent low bidder on all bituminous patching mixtures with the exception of Bituminous Patching Mixture (3/4")(5.0% Oil), and

WHEREAS, Koch Asphalt Co. is the apparent low bidder for Tack Oil; Barton Sand & Gravel Co. is the apparent low bidder for Sand, Class 5 Gravel and Granular Materials; C. S. McCrossan is apparent low bidder for Bituminous Patching Mixture (Winter Mix),

NOW, THEREFORE, BE IT RESOLVED that the City of Crystal award the contract for Tack Oil at \$1.25/Gal. delivered to Koch Asphalt Co.; Bituminous Patching Mixture (Sand) (5.0% Oil) at \$16.25/ton at plant, Bituminous Patching Mixture (Sand) (5.5% Oil) at \$16.85/ton at plant, Bituminous Patching Mixture (3/8") (5.0% Oil) at \$16.25/ton at plant, and Bituminous Patching Mixture (3/4") (5.0% Oil) at \$16.25/ton at plant, be awarded to Bury & Carlson, Inc.; Bituminous Patching Mixture (Winter Mix) at \$35.00/ton at plant be awarded to C. S. McCrossan; Sand at \$2.25/ton at pit, \$4.50/ton delivered, Class 5 Gravel at \$2.75/ton at pit, \$5.00 delivered, and Granular Materials at \$1.50/ton at pit be awarded to Barton Sand & Gravel Co.,

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

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

Mayor

ATTEST:

City Clerk

The City Council discussed the Civil Service Handbook. Those present and heard were Arthur Cunningham, Chair of the Civil Service Commission; Cyril Soukup, Civil Service Commissioner; and Kathy Seal, Intern from University of Minnesota, who helped the Civil Service Commission put the handbook together. Items of concern by the City Council were: the City Council being left out of the Operating Procedures and other portions of the document, Article V General Provisions, Employee Handbook, Civil Service Coordinator Don Andersen's position with the Commission, Civil Service testing

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standards, City Manager/Appointing Authority being consistent throughout the document, Special Duty and Jury Duty, who falls under the Civil Service rules, amendments to the By-laws being approved by the City Council, what does "immediate family" mean?.

Attorney Dave Kennedy reminded the Council that many of the changes in policy created in the Civil Service Handbook would result in changes being made to the City Ordinances. By consensus the City Council asked Mr. Kennedy to prepare a list of those changes for their information.

The Civil Service Commission will consider the concerns of the Council and return with a second draft of the Civil Service Handbook.

The City Council considered methods of conducting the search for a City Manager.

The Mayor called a Special Meeting for Tuesday, April 28, 1987 at 7:30 P.M. in the Council Chambers of City Hall, to begin discussion of the search for a City Manager.

Moved by Councilmember Herbes and seconded by Councilmember Moravec to approve the list of license applications, as submitted by the City Clerk to the City Council, a copy of which is on file in the office of the City Clerk, 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 Smothers to adjourn the meeting.

Motion Carried.

Mayor

ATTEST:

City Clerk

28 APRIL 1987

Pursuant to due call and notice given in the manner prescribed by Section 3.01 of the City Charter, the Special meeting of the Crystal City Council was held on April 28, 1987, at 7:30 P.M., at 4141 Douglas Drive, Crystal, Minnesota. The roll call was called and the following were present: Langsdorf, Rygg, Moravec, Aaker, Leppa, Herbes; Absent: Smothers. Staff members present were: John T. Irving, City Manager.

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

Moved by Councilmember Leppa and seconded by Councilmember Rygg to delete the programming of this meeting on live television and to record it on tape only.

Motion Carried.

The City Council discussed procedures to be enacted in the search for a City Manager to replace the present City Manager who is retiring, effective June 30, 1987. After some discussion regarding the alternatives submitted by the City Manager, the City Council acted as follows:

Moved by Councilmember Leppa and seconded by Councilmember Herbes to appoint a committee that will review candidate's application and interview those they deem necessary in order to submit five candidates to the City Council for final decision.

Motion Carried.

The City Council discussed the make-up of that committee and received suggestions from Councilmember Moravec, Councilmember Rygg, Councilmember Leppa, Councilmember Herbes and the Mayor. After considerable discussion the following action was taken:

Moved by Councilmember Leppa and seconded by Councilmember Moravec to establish a committee consisting of two city managers, two citizens and the Mayor, with the present City Manager on the committee with no voting power.

By roll call and voting aye: Moravec, Leppa, Aaker; voting no: Rygg, Herbes, Langsdorf; absent, not voting: Smothers.

Motion Failed.

Further discussion was held and finally, the following motion was presented:

Moved by Councilmember Rygg and seconded by Councilmember Herbes that the make-up of the committee be three councilmembers, two city managers, two citizens, and the present City Manager ex-officio.

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The following amendment was submitted:

Moved by Councilmember Leppa to amend that motion to say the Mayor be appointed as a councilmember and the other two councilmembers be decided by lottery.

This amendment failed for lack of a second.

The main motion was acted upon and carried.

Discussion was held regarding the qualifications of the citizen members at which time the following action was taken:

Moved by Councilmember Rygg and seconded by Councilmember Langsdorf that the following citizen members be appointed to the City Manager Search Committee: Peter Meintsma and Gary Joselyn.

After some further discussion Councilmember Langsdorf withdrew her second. With no other second being made, the motion failed for lack of a second.

Further discussion was held regarding what process be used to appoint members of the Committee, after which the following action was taken:

Moved by Councilmember Moravec and seconded by Councilmember Herbes that the City Manager recommend the names of four qualified city managers to the City Council so that they could name two to serve on the proposed City Manager Search Committee.

Motion Carried.

Discussion was held regarding reimbursement for serving on this committee and it was decided with the following action:

Moved by Councilmember Leppa and seconded by Councilmember Herbes that, with the exception of City councilmembers who serve, those other members will receive \$50 for a day-time meeting of short duration or an evening meeting; \$100 for an all-day meeting during the work week; and \$150 for meeting on a weekend.

Motion Carried.

Further discussion was held regarding appointments of citizen members to the Committee with the following action taken:

Moved by Councilmember Herbes to appoint Fran Feyereisen and Marty Gates to the Committee as citizen representatives. This motion failed for lack of a second.

After further discussion the following action was taken:

Moved by Councilmember Langsdorf and seconded by Councilmember Leppa that John Schaaf be appointed as a citizen representative to the City Manager Search Committee.

28 APRIL 1987

By roll call and voting aye: Langsdorf, Moravec, Rygg, Aaker, Leppa; voting no: Herbes; absent, not voting: Smothers.

Motion Carried.

After that motion the following motion was offered:

Moved by Councilmember Moravec and seconded by Councilmember Rygg to appoint Peter Meintsma as a citizen representative on the City Manager Search Committee.

Motion Carried.

The following action was taken:

Moved by Councilmember Herbes and seconded by Councilmember Rygg to appoint Marty Gates as an alternate citizen representative to the City Manager Search Committee.

Discussion followed regarding the advisability of having alternates and the motion was withdrawn.

Discussion turned to appointments from the City Council and how they were to be made. The following action was taken:

Moved by Councilmember Moravec and seconded by Councilmember Langsdorf to appoint Mayor Thomas Aaker as one of the councilmembers to the City Manager Search Committee.

Motion Carried.

Considerable discussion followed regarding the appointments of the other two councilmembers which resulted in the following action:

Moved by Councilmember Leppa and seconded by Councilmember Moravec to choose the other councilmembers by lottery, picking one member from the three southerly councilmembers and picking one member from the three northerly councilmembers.

By roll call and voting aye: Leppa, Aaker; voting no: Langsdorf, Rygg, Moravec, Herbes; absent, not voting: Smothers.

Motion Failed.

After further discussion the following action was taken:

Moved by Councilmember Leppa and seconded by Councilmember Moravec that the Mayor appoint one councilmember from the north portion of the City and one councilmember from the south portion of the City.

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By roll call and voting aye: Moravec; voting no: Herbes, Langsdorf, Rygg, Leppa, Aaker; absent, not voting: Smothers.

Motion Failed.

Moved by Councilmember Leppa and seconded by Councilmember Moravec to reconsider Councilmember Leppa's motion to appoint two city managers, two citizen members and the Mayor to the City Manager Search Committee.

By roll call and voting aye: Moravec, Leppa, Aaker; voting no: Rygg, Herbes and Langsdorf; absent, not voting: Smothers.

Motion Failed.

Moved by Councilmember Rygg to appoint Councilmember Rygg to the City Manager Search Committee. Motion failed for lack of a second.

Moved by Councilmember Langsdorf and seconded by Councilmember Moravec that the Mayor appoint members of the Council to serve on the Committee.

By roll call and voting aye: Moravec, Langsdorf; voting no: Herbes, Leppa, Aaker, Rygg; absent, not voting: Smothers.

Motion Failed.

Moved by Councilmember Leppa and seconded by Councilmember Herbes to select by lottery from the whole City.

An amendment to that motion was as follows:

Moved by Councilmember Leppa and seconded by Councilmember Langsdorf to amend that motion to select by lottery, one councilmember from north Crystal and one councilmember from south Crystal.

By roll call and voting aye: Langsdorf, Moravec, Leppa, Aaker; voting no: Herbes, Rygg; absent, not voting: Smothers.

Motion Carried.

By roll call and voting aye on the motion amended: Leppa, Langsdorf, Aaker; voting no: Herbes, Rygg, Moravec; absent, not voting: Smothers.

Motion Failed.

After further discussion the following action was taken:

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Moved by Councilmember Herbes and seconded by Councilmember Leppa that members from the Council be chosen by lottery from the whole City at large.

The following amendment was offered to that motion:

Moved by Councilmember Moravec and seconded by Councilmember Langsdorf to amend the motion to accommodate a north/south lottery.

By roll call on the amendment and voting aye: Langsdorf, Moravec, Aaker; voting no: Herbes, Rygg, Leppa; absent, not voting: Smothers.

Motion Failed.

Voting on the original motion and voting aye: Herbes, Leppa; voting no: Langsdorf, Rygg, Moravec, Aaker; absent, not voting: Smothers.

Motion Failed.

After further discussion the following action was taken:

Moved by Councilmember Moravec and seconded by Councilmember Langsdorf to reconsider the councilmember north/south lottery proposal.

By roll call and voting aye: Lansdorf, Moravec, Leppa, Aaker; voting no: Rygg, Herbes; absent, not voting: Smothers.

Motion Carried.

The Mayor suggested that the City Manager prepare three match sticks to be drawn by each member from north Crystal and each member from south Crystal. Because of the absence of Councilmember Smothers, the Mayor declared he would draw for Councilmember Smothers, which was agreed upon by the consent of the other councilmembers.

When the lottery was completed the members chosen by said lottery were Councilmember Smothers from the north end and Councilmember Rygg from the south end at which time, by common consent, they were appointed.

The Mayor suggested, and the Council agreed, that the City Manager prepare the following items for the Council's review at the next City Council meeting:

1. City Manager job description.
2. Advertisement to be placed in National League of Cities weekly newspaper, Minnesota Cities magazine, and the ICMA Newsletter.

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3. List of managers' salaries in the metropolitan area.
4. Time frame for advertising and reviewing by Committee.

Moved by Councilmember Leppa and seconded by Councilmember Herbes to decide on an interim procedure at the first Council meeting in June.

Motion Carried.

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

Motion Carried.

Mayor

ATTEST:

City Manager

DATE: April 29, 1987
TO: ✓ Jack Irving, City Manager
FROM: Edward Brandeen, Park & Recreation Director
RE: Donations received for the Performing Arts Fund - Week of 4/27.

The following businesses in Crystal have donated \$200.00 each
for the Performing Arts Program at Becker Park:

CRYSTAL GALLERY MALL MERCHANTS (J.T. Mega & Associates)
2318 - 1st Ave. N.
Minneapolis, MN 55404



J.T. Mega & Associates
2318 First Avenue South
Minneapolis MN 55404
(612) 871-3966

MARQUETTE LAKE STATE BANK
MAIN OFFICE
MINNEAPOLIS, MINNESOTA 55407
17-94-910

10957

PAY
TO THE ORDER OF: ***200 Dollars and 00 Cents

DATE

AMOUNT

04/21/1987

\$200.00

Crystal Park & Recreation

Copies to: Miles
Mike
File

DATE: April 23, 1987

TO: ✓ Jack Irving, City Manager

FROM: Edward Brandeen, Park & Recreation Director

RE: Donations received for the Performing Arts Fund - Week of April 20.

The following businesses in Crystal have donated \$100.00 each for the Performing Arts Program at Becker Park:

KUBINSKI & PALMER
5701 Kentucky Ave. N., Suite 200
Crystal, MN 55428

KUBINSKI & PALMER
5701 KENTUCKY AVE. N., SUITE 200
CRYSTAL, MN 55428

3589

75-1662/910

PAY
TO THE
ORDER OF

4/2 19.87

BECKER PARK PERFORMING ARTS PROGRAM

\$ 100.00

DOLLARS

EASY PLACE
North Star Bank Minnesota
Formerly Crystal State Bank
7000 BASS LAKE ROAD, CRYSTAL, MN 55428

FOR

J T Kubinski

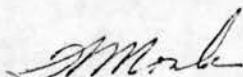
For donations of \$100.00 or more, according to the criteria established by the Ad Hoc Arts in the Park Committee, all donors will receive an engraved plaque.

Copies to: Miles
Mike

TO: John T. Irving, City Manager
FROM: Bill Monk, City Engineer
DATE: April 30, 1987
RE: 1987 Seal Coating Program

On April 7 the City Council accepted the feasibility report for the 1987 Seal Coating Program and acted to schedule a public hearing to review the proposed improvements with affected property owners. Legal notification concerning said hearing has been published and mailed consistent with provisions of State Statutes. The Seal Coating Program as outlined in the report is consistent with past projects with the exception of the type of cover aggregate to be used.

At this point the City Council is in a position to act on initiating the project following the public hearing. It is recommended that the Council approve the authorizing resolution for the 1987 Seal Coating Program, Improvement Project 87-1.



WM:jrs

Encls

CITY OF CRYSTAL
NOTICE OF PUBLIC HEARING
SEALCOAT IMPROVEMENT NO. 87-1
MAY 5, 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, May 5, 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 both for or against the 1987 Sealcoat Program, Improvement Project 87-1. Streets to be improved as part of the project are as follows:

Brentwood Ave.	- Hampshire Ave. to Elmhurst Ave.
Cloverdale Ave.	- West Broadway to Elmhurst Ave.
Douglas Drive	- West Broadway to 55th Ave.
Douglas Drive	- 60th Ave. to 61st Ave.
Dudley Ave.	- West Broadway to Elmhurst Ave.
Edgewood Ave.	- 52nd Ave. to dead-end at West Broadway
Elmhurst Ave.	- 56th Ave. to 60th Ave.
Florida Ave.	- 52nd Ave. to 53rd Ave.
Florida Ave.	- Lombardy Lane to 62nd Ave.
Georgia Ave.	- 52nd Ave. to 210' N. of 54th Ave.
Hampshire Ave.	- 52nd Ave. to 210' N. of 54th Ave.
Hampshire Ave.	- 56th Ave. to 62nd Ave.
Hanson Court	- West Broadway to West Broadway
Idaho Ave.	- 52nd Ave. to 54th Ave.
Jersey Ave.	- 52nd Ave. to 54th Ave.
Jersey Ave.	- 58th Ave. to 120' N. of 61st Ave.
Kentucky Ave.	- 52nd Ave. to 54th Ave.
Kentucky Ave.	- 59th Ave. to 170' N. of Lombardy Lane
Lombardy Lane	- Louisiana Ave. to Hampshire Ave.
Lombardy Lane	- Lakeland Ave. to Douglas Drive
Louisiana Ave.	- 52nd Ave. to 56th Ave.
Louisiana Ave.	- Lombardy Lane to 62nd Ave.
Maryland Ave.	- 54th Ave. to 56th Ave.
Maryland Ave.	- 56th Ave. to 58th Ave.
Nevada Ave.	- 56th Ave. to 58th Ave.
Oregon Ave.	- 59th Ave. to 59th Place
Pennsylvania Ave.	- 56th Ave. to 58th Ave.
Pennsylvania Ave.	- 58th Ave. to 59th Ave.
Quebec Ave.	- 58th Ave. to 155' N. of 59th Place
Rhode Island Ave.	- 56th Ave. to 58th Ave.
Rhode Island Ave.	- 58th Place to Quebec Ave.
Sherburne Ave.	- 55th Ave. to 56th Ave.
Shirley Place	- Oregon Ave. to cul-de-sac
Sumter Ave.	- 56th Ave. to 58th Ave.
52nd Ave.	- Douglas Drive to W. City limits
53rd Ave.	- Douglas Drive to W. City limits
54th Ave.	- Maryland Ave. to West Broadway
55th Ave.	- West Broadway to Douglas Drive

57th Ave.	- Hampshire Ave. to Elmhurst Ave.
58th Ave.	- Nevada Ave. to West Broadway
58th Ave.	- West Broadway to Elmhurst Ave.
58th Place	- Rhode Island Ave. to Quebec Ave.
59th Ave.	- Winnetka Ave. to Rhode Island Ave.
59th Ave.	- West Broadway to Elmhurst Ave.
59th Place	- Quebec Ave. to Shirley Place
60th Ave.	- West Broadway to Elmhurst Ave.
60th Ave.	- Lakeland Ave. to Douglas Drive
61st Ave.	- Jersey Ave. to Hampshire Ave.
61st Ave.	- Florida Ave. to Douglas Drive
62nd Ave.	- Lakeland Ave. to Douglas Drive
Alley	- Hampshire Ave. to Elmhurst Ave., between 56th Ave. & Brentwood Ave.

The total estimated cost of the project is \$230,922. Per front foot assessments are projected at \$2.28.

All properties abutting the streets to be improved by this project as listed above are subject to special assessment for the cost of such improvement, and the owners thereof may submit their opinions at said Public Hearing.

BY ORDER OF THE CITY COUNCIL
DARLENE GEORGE, CITY CLERK

(Published in The North Hennepin Post April 23 & April 30, 1987)

FEASIBILITY REPORT FOR
1987 SEAL COATING PROGRAM

Project 87-1

In an effort to prolong the usable life of Crystal streets, a seal coating program has been continually performed for many years. The seal coating is set up on a district basis so that each street is improved on a six to eight year schedule. This year the northwest section of Crystal, bounded by Douglas Drive and 52nd Avenue, is scheduled for seal coating. As noted on the attached map, some streets within this area are not included in this year's program as they were seal coated in 1984.

Past programs have included placement of buckshot (FA-2) as the surface treatment for residential streets while granite chips (FA-3) were used in high traffic and commercial/industrial areas. Justification for using the buckshot is strictly economics. The granite chips are more expensive; however, this surface provides better traction, allows for a heavier oil treatment and gives an improved structural finish.

The streets in the northwest quadrant of the City are still in good condition. To protect their structural integrity and prolong their useful life, the use of granite chips on all City streets, instead of buckshot on some, appears to represent a reasonable investment. This is especially true when reconstruction costs are reviewed as was done by the Council in establishing an infrastructure fund during the 1987 budget process.

The City has long assessed seal coating costs on a front foot basis. The criteria used in determining the length of that frontage is as follows:

Lots zoned residential or multiple are assessed on the basis of their actual front footage abutting the improvement. For corner lots, the full frontage along the short side is always assessed while the long side is assessed for one-third of the first 135 feet and full measure on the balance. For lots abutting a street on both the front and rear lines, assessment along the rear footage shall be handled as the long side of a corner lot. Lots zoned commercial and industrial are assessed for full frontage abutting the improvement. Assessments for seal coating are levied for a two-year term.

The footage noted does include park land and other City property of general use to the public.

Using granite chips as surface treatment for all 12.5 miles of street in the 1987 Seal Coating Program, the project breakdown is as follows:

Total Project Cost	\$230,922
Assessable Footage	101,380 L.F.
Cost per Front Foot	\$2.28

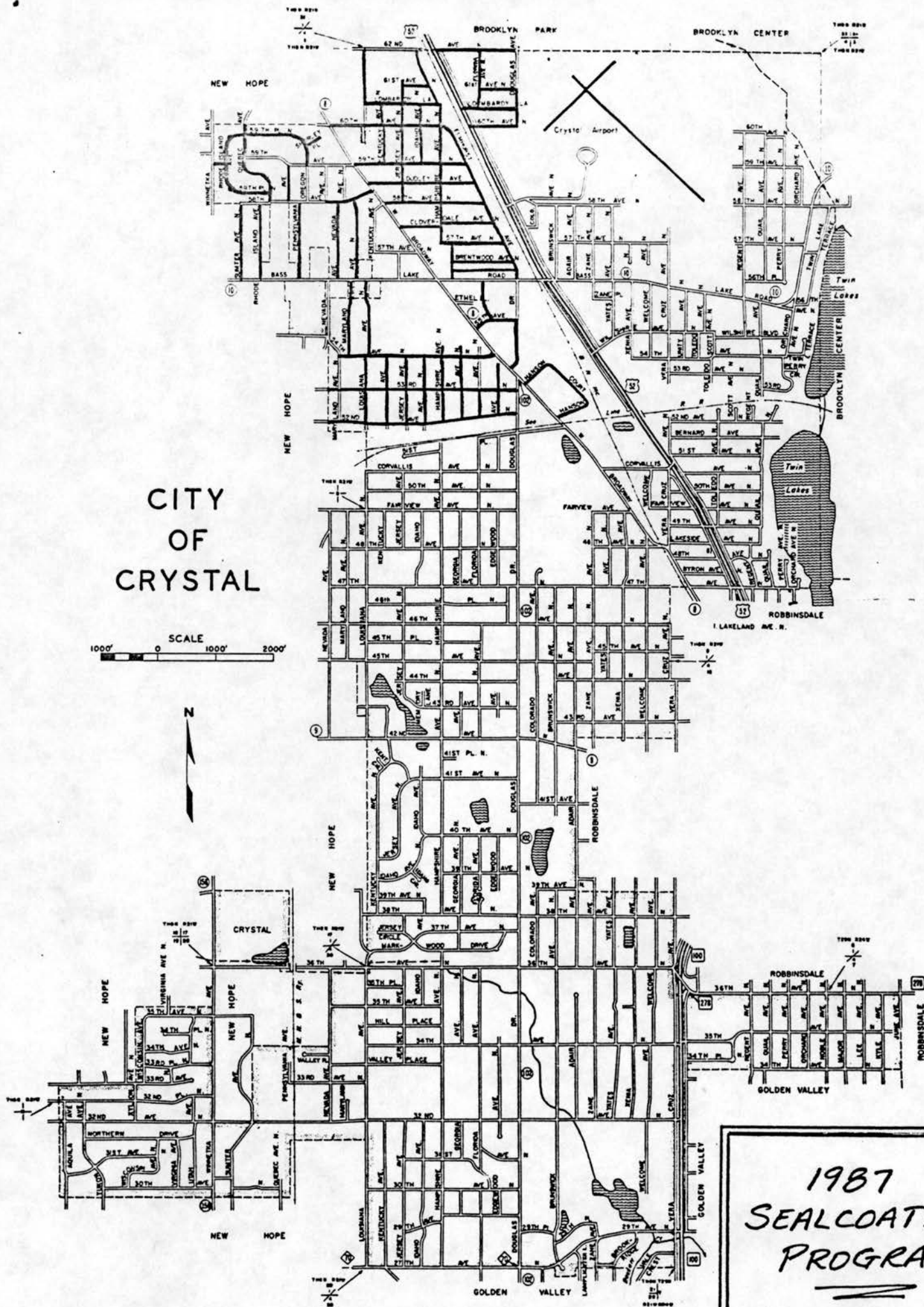
This per foot assessable cost represents an increase of approximately \$0.38 for the change in materials recommended. The rate assessed in 1986 was \$2.04 per front foot.

Report prepared by Crystal
Engineering Department


March 25, 1987 Reg. No. 14170

CITY OF CRYSTAL

SCALE
0 1000' 2000'



1987
SEALCOATING
PROGRAM

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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.

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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.

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April 13, 1987 -.Continued

Warren Waleen, 2747 Brookridge Ave.
Barb Miles, 3132 Edgewood Ave. N.
Shirlie 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.

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

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

118.
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. *Widener-Staley*

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

Date 5/5/87

To City of Crystal

From Brian Lorenson 4809 Louisiana AV NO. inter-office

SUBJECT Reference Application 87-21
87-22
4801 Louisiana AV NO.



MEMO

TENNANT COMPANY

Minneapolis, MN 55440

we feel that building a Garage at 4801 Louisiana AV. NO. would influence our Property Value and bring it Down. It will also change the look of the Neighborhood. Therefore we oppose the Decision to build.

Brian Lorenson

John A. Pepera
12350 - 45th Place No.
Plymouth, Minnesota 55442

May 1, 1987

City of Crystal
4141 Douglas Drive North
Crystal, Minnesota 55422

Attention: Darlene George
City Clerk

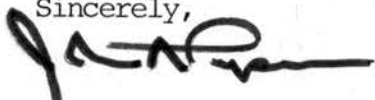
RE: REQUEST FOR VARIANCE
APPLICATION #87-21 & 87-22
CRAIG AND JEAN LEWIS
4801 LOUISIANA AVENUE NORTH

Because of a previous commitment I will be unable to attend the Board of Adjustments and Appeals meeting on Tuesday, May 5, 1987. Therefore I am employing this vehicle to verbalize my opposition to the proposed variance application of Craig and Jean Lewis.

Building Codes are a system or collection of rules and regulations established to develop, increase and strengthen the property value of all residents of a community by offering us all uniformity and protecting the common welfare. Additionally the Plumbing and Electrical codes assist in providing us protection for a healthy and safe living environment.

I consider that the detached garage proposed by the Lewis family to be excessively large for placement on their property. Its construction would not be aesthetically pleasant to the attractiveness and symmetry of the neighborhoods atmosphere. I am consequently formally entering my opposition to the Board granting a variance for this construction project.

Sincerely,



John A. Pepera
Owner 4817 Louisiana Avenue North

cc: Craig and Jean Lewis
4801 Louisiana Avenue North
Crystal, MN 55428

CORRECTION*

NOTICE OF PUBLIC HEARING
ON REQUEST FOR VARIANCE
IN REAR & SIDE STREET SIDE YARD SETBACKS

Application #87-21 & #87-22

City of Crystal, MN

NOTICE IS HEREBY GIVEN that the City Council of the City of Crystal, serving as the Board of Adjustments and Appeals, will meet on Tuesday, May 5, 1987, at 7:00 p.m., or as soon thereafter as the matter may be heard, at the Crystal Municipal Building, 4141 Douglas Drive, in said City, to consider variances of 30 ft. in the required 40 ft. rear yard setback (Section 515.13, Subd. 4 a) and 10 ft. in the required 30 ft. side street side yard setback (Section 515.13, Subd. 3 a) 2) ii) to allow the construction of a 34'x26' detached garage at 4801 Ave. N., P.I.D. #08-118-21-31-0044. *Louisiana

The proposed variance applications have been submitted by Craig & Jean Lewis, 4801 Louisiana Ave. N.

Persons desiring to be heard on this matter may do so at this time.

DATED: April 21, 1987
BY ORDER OF THE CITY COUNCIL
CITY OF CRYSTAL
DARLENE GEORGE, CITY CLERK



City of Crystal
4141 Douglas Drive North
Crystal, Minnesota 55422

ATTN: Darlene George
City Clerk

REFERENCE:

REQUEST FOR VARIANCE
APPLICATION #87-21 & 87-22
4801 Louisiana Avenue North

JOHN A. PEPERA
12350 - 45TH PLACE NO.
PLYMOUTH, MINNESOTA 55442

TO: Planning Commission
FROM: Bill Monk, City Engineer
DATE: April 8, 1987
RE: Parking Variance for Expansion of Chalet Ski Shop at
3359 Vera Cruz

The Chalet Company is proposing to expand its building at 3359 Vera Cruz. The two-level addition totals 4,800 square feet and would be constructed on the lot directly south of the existing building (1,975 square feet). Both lots are presently zoned B-4 which permits the land use being proposed.

As noted in the attached variance application, the proposal does include a variance to the parking requirements of Section 515.09, Subd. 8 t). According to ordinance provisions 45 parking stalls are required while 31 spaces are shown. A variance to allow expansion of a non-conforming structure as per Section 515.05, Subd. 2, is also required due to a substandard setback between the existing building and the 34th Avenue right-of-way.

A detailed site plan will be available on Monday night to assist in the detailed review of this item.

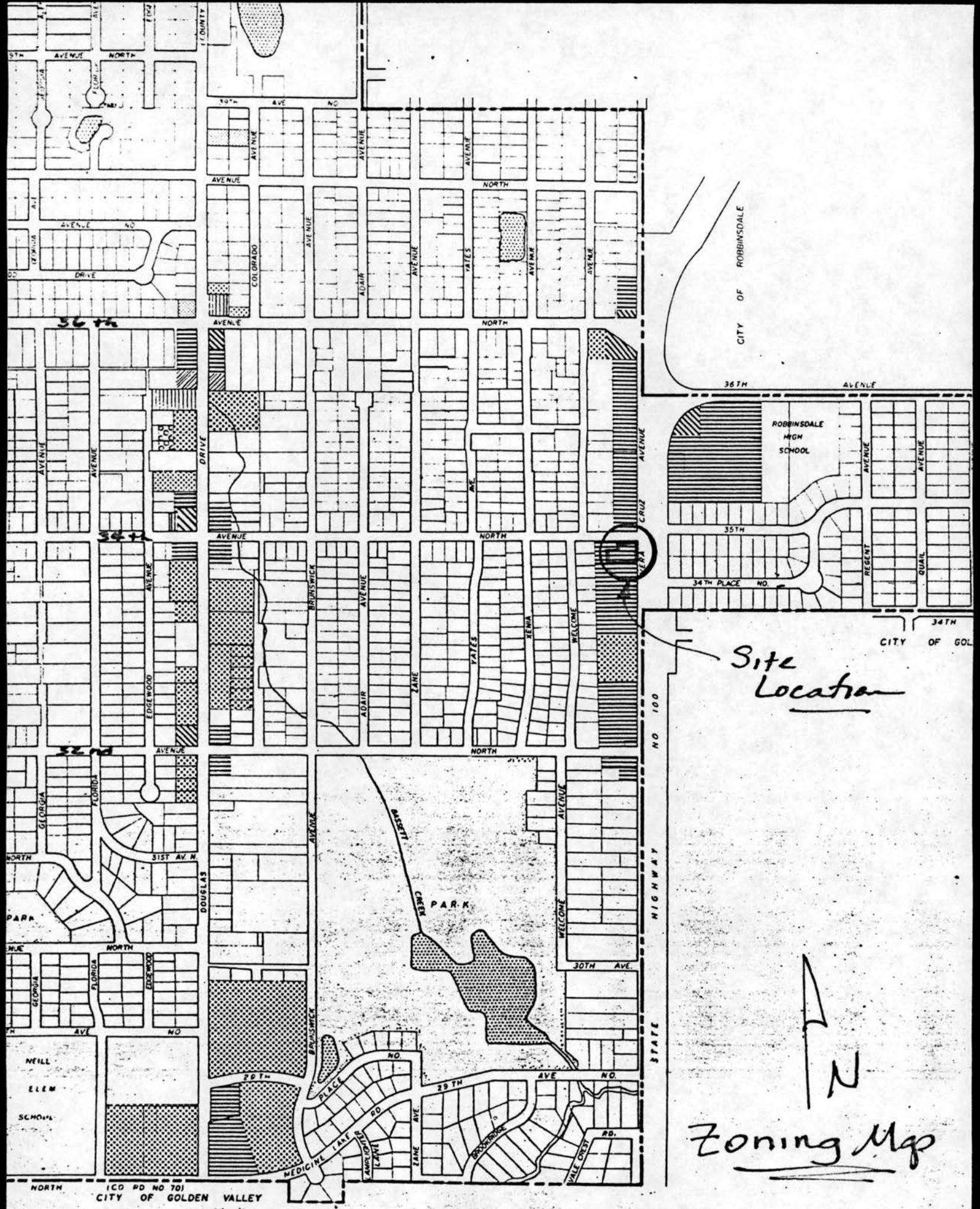


WM:jrs

Encls

4/28/87 UPDATE

On April 13 the Planning Commission acted to recommend approval of the variances and building permit. The findings of fact included that the proposal would be an improvement to the area given the existing situation and that the parking variance was minimal given the intended use.



Site Location

N
Zoning Map

EXHIBIT "A"

A G R E E M E N T

THIS AGREEMENT made by and between the City of Crystal, a municipal corporation in the State of Minnesota, hereinafter called the City, the first party, and _____, hereinafter called the second party,

WHEREAS, second party has requested that the City Council approves the issuance of a building permit.

WHEREAS, as a prerequisite to the approval of said permit, the City Council requires the construction of certain improvements for the orderly development of property known as Chalet Ski & Patio, 3359 Vera Cruz Avenue North.

NOW THEREFORE, in consideration of the granting of said permit, said second party agrees and covenants as follows:

- Prepare and record plat of property.
- Grade and restore boulevards to conform to Crystal standards.
- Close driveway opening in curb and repair street adjacent.
- Construct V6 (minimum section) cast-in-place concrete barrier curb.
- Construct parking area, access aisles and drives with a minimum of 6" Class 5 base and 2" bituminous surface.
- Stripe parking stalls with white paint.
- Erect handicap parking stall sign.
- Construct storm sewer and appurtenances to collect and dispose of all surface water on the site.
- Disconnect abandoned water service at the main and restore disturbed area.
- Prepare and submit "as built" utility plans.
- Note how area lighting if proposed will conform to Section 515.07, Subd. 10, of the Crystal City Code.
- Landscape all open and disturbed areas.
- Provide all lot irons in place and to grade at the time of final acceptance.

That the second party warrants and guarantees all work done under the agreement against any defect in workmanship, materials, or otherwise that may occur within one year from the date of final acceptance by the City of all said work and other requirements.

That construction work be completed prior to issuance of the occupancy permit but not later than one year from issuance of building permit.

To hold the City harmless from any and all claims which may arise from third parties for any loss or damage sustained resulting from pursuance of the above-described work.

That all just claims incurred in the completion of aforementioned work requirements shall be paid in full by said

second party to all persons doing work or furnishing skill, tools, machinery, services, materials, equipment, supplies or insurance.

All work pursuant hereto shall be in compliance with existing laws, ordinances, pertinent regulations, standards, specifications of the City of Crystal, and subject to approval of the City Engineer.

In the event that said second party has not completed any or all of the aforementioned work and requirements on the completion date as set forth herein, then in that event said second party shall be considered in default. Should said second party be in default, then said second party authorizes said City, its officers, its employees or its authorized agents to enter upon said second party's property and to complete any or all such uncompleted or improperly performed work or other requirements in conformity with this agreement.

That surety be deposited with the City in the amount of \$20,000 to insure the faithful performance of the above construction work and requirements, said surety to be in the form and manner as prescribed by law.

IN WITNESS WHEREOF we have hereunto set our hands this ____ day of _____.

SEAL

ATTEST:

CITY CLERK

CITY OF CRYSTAL

MAYOR

CITY MANAGER

IN THE PRESENCE OF:

SECOND PARTY

SECOND PARTY

Date: 04/02/87

APPEAL FOR A VARIANCE TO THE ZONING ORDINANCE

Street Location of Property: 3357 Vera Cruz Avenue, N. Crystal, Minnesota

Legal Description of Property:

Property Identification Number:

Applicant: Chalet Company, Ltd.

(Print Name)

3359 N. Vera Cruz Avenue

(612) 535-1911

(Address)

(Phone No.)

Owner: Walnut Center Company

(Print Name)

5005 University Avenue, Madison, WI 53705

(608) 233-4784

(Address)

(Phone No.)

REQUEST: Applicant requests a variance on the above-described property from Section 515.09 Subd. 8 t) of the Zoning Ordinance, as amended, which requires One parking space per 140 square feet of retail building area. Maximum possible is 31, where the code requires 45.

State exactly what is intended to be done on, or with the property which does not conform with the Zoning Ordinance. A plot plan drawn to scale showing the proposal must be submitted with the application.

Explain in detail wherein your case conforms to the following requirements:

1. That the strict application of the provisions of the Zoning Ordinance would result in practical difficulties or unnecessary hardships (other than economic) inconsistent with its general purpose and intent.

Chalet Company would not be able to purchase and expand the existing facility to the required number of square feet for retail sales if the code were strictly complied with.

2. That there are exceptional circumstances or conditions applicable to the property involved or to the intended use or development of the property that do not apply generally to other property in the same zone or neighborhood.

Chalet's existing facility requires a great amount of "on-street" parking at times.

We feel that with additional parking "even though not to code", that "on-street" parking will be lessened because our customers will not increase proportionate to square feet added.

3. That the granting of a variance will not be materially detrimental to the public welfare or injurious to the property or improvement in such zone or neighborhood in which the property is located.

We feel an actual improvement will result due to lessened "on-street" parking, the removal of an old non-retail house office and extensive landscaping.

NOTE: The Planning Commission is required to make a written findings of fact from the showing applicant makes that all three of the above-enumerated conditions exist and in addition thereto must find that the granting of such variance will not be contrary to the objectives of the Comprehensive Plan.

THIS PROPERTY IS:

TORRENS / ABSTRACT

(Circle one)

(Applicant's Signature)

(Owner's Signature)

(Office Use Only)

FEE: \$ 75.00

DATE RECEIVED: 4/3/87

RECEIPT # 34352

(Approved) (Denied) - Planning Commission

(Date)

(Approved) (Denied) - City Council

(Date)

Re: 3401 Vera Cruz &
3402 Welcome

H.W. Elfstrom
owner of these two parcels

NOTICE OF PUBLIC HEARING
TO EXPAND A NON-CONFORMING BUILDING AND
A VARIANCE IN THE REQUIRED NUMBER OF
OFF-STREET PARKING SPACES

Applications #87-27 & #87-25

City of Crystal, MN

NOTICE IS HEREBY GIVEN that the City Council of the City of Crystal, serving as the Board of Adjustments and Appeals, will meet on Tuesday, May 5, 1987, at 7:00 p.m., or as soon thereafter as the matter may be heard, at the Crystal Municipal Building, 4141 Douglas Drive, in said City, to consider the request to expand a non-conforming building (Section 515.05, Subd. 2), said non-conformity being the existing building encroaches 7' in the required 22' side street side yard setback, to allow the construction of a 40'x70' addition to the existing building at 3359 Vera Cruz Ave. N., and to consider a variance of 14 off-street parking spaces of the required 45 parking spaces (Section 515.09, Subd. 8 t) at 3357 Vera Cruz Ave. N.

The property at 3359 Vera Cruz Ave. N. is described as P.I.D. #21-118-21-24-0120 and the property at 3357 Vera Cruz Ave. N. is described as P.I.D. #21-118-21-24-0117.

The proposed variance applications have been submitted by Chalet Company, Ltd., 3359 Vera Cruz Ave. N.

Persons desiring to be heard on this matter may do so at this time.

DATED: April 21, 1987

BY ORDER OF THE CITY COUNCIL
CITY OF CRYSTAL
DARLENE GEORGE, CITY CLERK

Gentlemen:

*I want to go on record, of approval
of this request. I think that the south
end of Crystal needs development & much
consideration by the planning commission &
the City Council.*

H.W. Elfstrom

TO: Planning Commission
FROM: Bill Monk, City Engineer
DATE: March 24, 1987
RE: Elderly Housing Conditional Use Permit (CUP)
at 55th Avenue and Douglas Drive

Background

In 1981 the Crystal City Council adopted a Revitalization Plan for the Bass Lake Road/Becker Park area. In essence, this plan was a redevelopment model for the area as outlined in the excerpt attached. The land use and zoning classification elements were key ingredients in determining the economic viability of the overall plan since tax increment revenue was a cornerstone of the redevelopment proposal.

Included as a part of the adopted Revitalization Plan was the development of subsidized elderly housing units on the 1.7 acre site at the southwest intersection of 55th Avenue and Douglas Drive. The plan targeted 96 dwelling units for this particular site and noted that parking and density guidelines should be relaxed given the nature of the development and the severe existing ordinance requirements.

As implementation of the redevelopment plan got underway, the Crystal HRA acquired and in 1983 initiated a request to have the proposed elderly site rezoned to R-O, Residential Office District. At that time it was becoming evident that development of the elderly site might well be the final element of the revitalization plan to be constructed.

Review Process

The Crystal HRA recently reviewed several development proposals for the elderly site and has endorsed the plan as submitted by Brutger Companies, Inc. That site plan must now proceed through the required review process and, as such, has been referred to the Planning Commission. As the property is already zoned R-O, a conditional use permit is required for the 79-unit elderly complex under provisions of Section 515.27, Subd. 4 c) of the Zoning Code.

In addition to the CUP, four variances are required to process the site plan. A description of each is as follows:

- Section 515.09, Subd. 8 o) of the Zoning Code requires that one parking space be provided per unit while a second

space be reserved (shown on site plan) for development if needed. The plan as submitted provides for 79 enclosed and 30 exterior parking spaces to be initially developed while 5 are shown in reserve. The resulting variance is for 44 parking spaces.

- Section 515.15, Subd. 2 d) of the Zoning Code calls for a density of 1,250 square feet per unit for elderly housing. The proposal includes 79 units in 74,052 square feet for an overall density of 937 square feet per unit. A variance of 313 square feet per unit is therefore required.
- Section 515.13, Subd. 4 a) of the Zoning Code requires a rear yard setback of 40 feet. With only a 20-foot rear setback shown, a variance of 20 feet is required.
- Section 515.09, Subd. 6 e) of the Code prohibits parking in the front and side yard (on corner lots) setback area within residential zoning designations. The plan proposes a 10-foot setback between the property line and parking lot so a 20-foot variance is required.

Site Plan

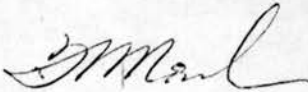
Issues regarding the site plan center on the density, parking and setback elements of the variances. With the site being surrounded by streets and parking lots, the development concept uses Becker Park as its green space in offsetting the extra density and reduced setbacks. Additionally, upon review of ordinances for other cities covering elderly housing and similar facilities already in service, parking at a ratio of 1.5 spaces per unit appears more than adequate while the 1.0 ratio noted in the revitalization plan is questionable at best.

As the CUP hearing was scheduled, the Planning Commission asked for some information on existing senior housing in Crystal. Only the Crystal apartments at 5755 West Broadway were approved as an elderly complex including 38 market-rate units. Other apartment complexes, such as Cedarwood, may have designated specific areas for elderly use; however, elderly housing was not a part of the City's approval.

In terms of utility service, drainage and street access, the issues are all rather straight forward as the full range of facilities all exist adjacent to the site. Connection to these facilities does not present any problems including the location of the driveway access which is well back from the Douglas Drive/55th Avenue intersection and safely separated from other access drives in the area.

Summary

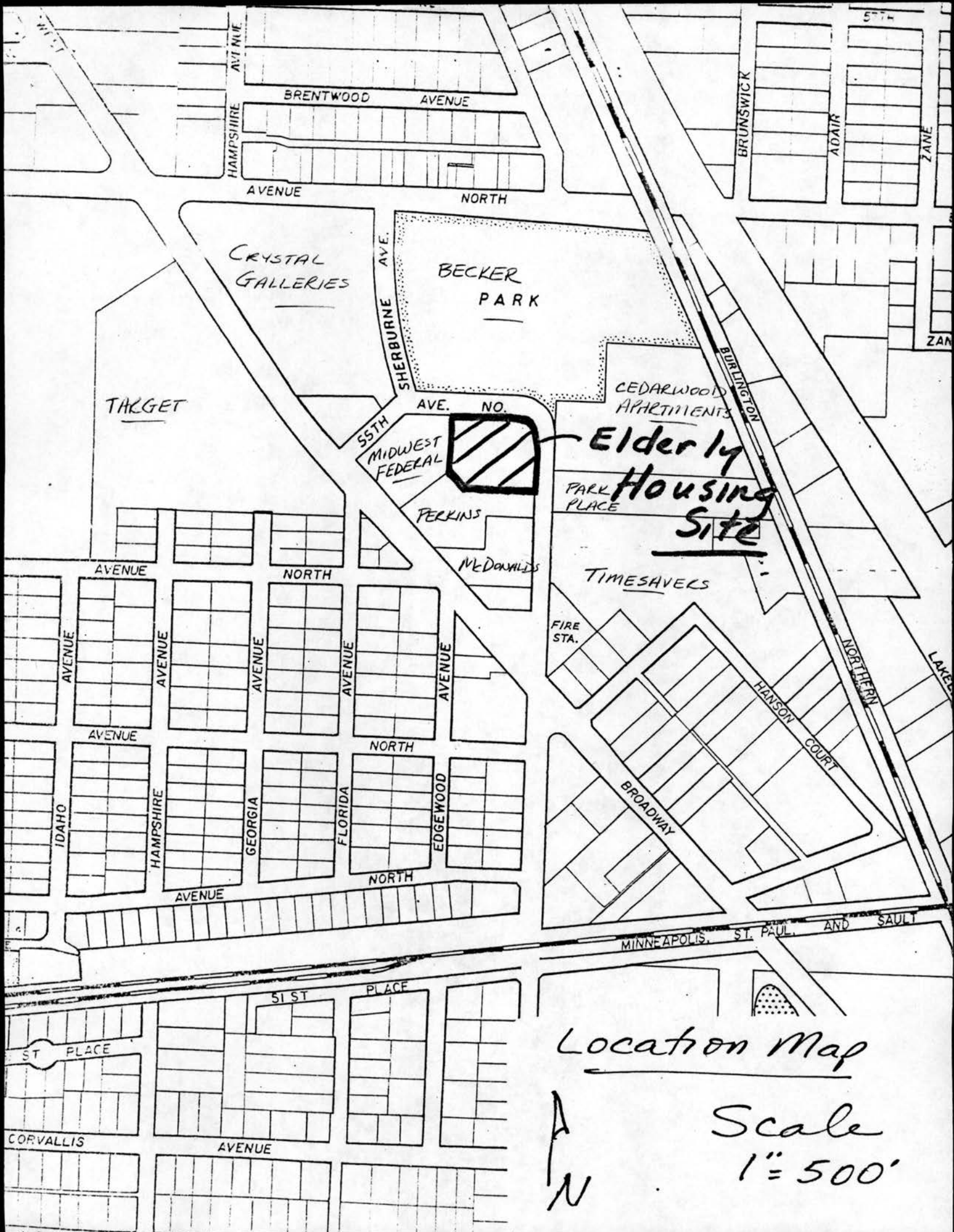
Although the revitalization plan included land use and economic development provisions, the plan was still only a guide. Actual developments must still be reviewed in terms of ordinance process and individual code requirements. In this particular instance the conditional use permit for the elderly complex appears to meet all City standards. The questions, instead, involve whether the variances are justified by the development's overall benefit to the City. This office has no doubt that the development can function adequately as proposed while not having a detrimental impact on surrounding property.

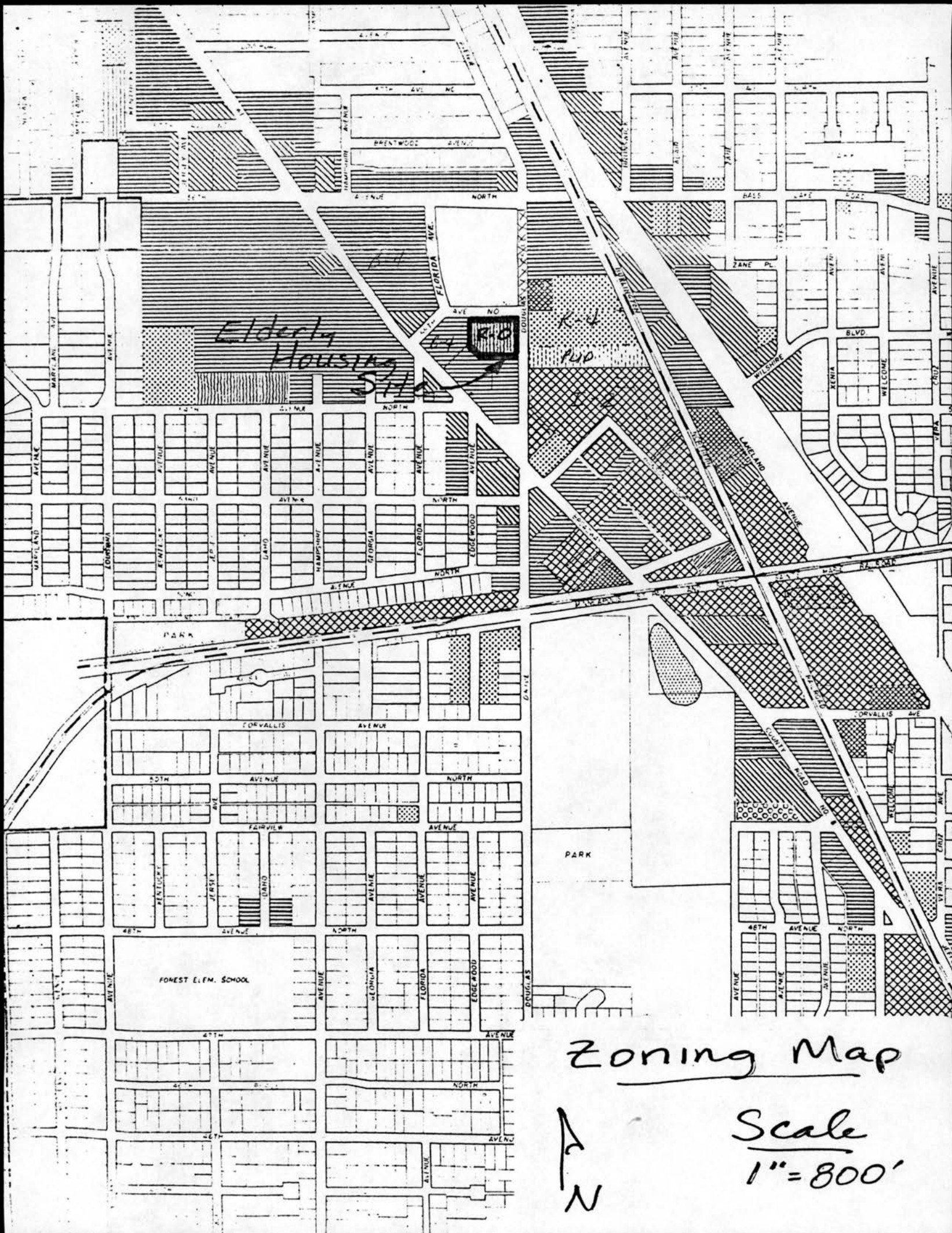


WM:jrs

4/28/87 UPDATE

On April 13 the Planning Commission acted to recommend approval of the conditional use permit, the variances and the building permit for elderly housing at 55th Ave. and Douglas Drive as proposed by Brutger Companies. The findings of fact were that the need for elderly housing seems to outweigh the parking and density limitations.





Zoning Map

N
A
N

Scale
1"=800'

Adopted Revitalization Plan

7/1981

LAND USE PLAN

The Land Use Plan for the Bass Lake Road/Becker Park Study Area reflects the Selected Development Program (Development Program Alternative #1). The Land Use Plan is illustrated on Figure 18, Land Use Plan. Upon the adoption of this study by the Crystal City Council, the City of Crystal Land Use Plan (an element of the City Comprehensive Plan) will be modified to conform with Figure 18, Land Use Plan. Any future requests by landowners in the Study Area for rezonings or land development must be consistent with the revised City of Crystal Land Use Plan. The Land Use Plan shown in Figure 18 will also become an essential element of the official Tax Increment Financing Plan to be packaged by the City of Crystal to support the proposed redevelopment activities.

The Land Use Plan proposes six categories of land use: (1) retail/service commercial, (2) office, (3) light industrial, (4) low-density residential, (5) high-density residential, and (6) public. These land use categories are arranged to reflect the Selected Development Program as well as the existing land use pattern to remain in the other portions of the Study Area.

Within the area proposed for redevelopment east of West Broadway Avenue and west of the Target Store each of the land uses is expected to be composed as follows:

- Retail/Service Commercial:

- New Development:

- a. 60,000 square feet of gross leasable space.
- b. 300 parking spaces (ratio: 5 parking spaces/1000 square feet of gross leasable area)
- c. Not intended to include a major "anchor" store.

- Rehabilitation of Existing Structures:

- a. 72,000 square feet of gross leasable space.
- b. 114 off street parking spaces (approximate ratio: 2 parking spaces/1000 square feet of gross leasable space)

- Office Development:

- 30,000 square feet of gross leasable space.
- 120 parking spaces (ratio: 4 parking spaces/1000 square feet of gross leasable area)

- High Density Residential:







- Market-Rate Family Housing:

- 260 apartment and/or condominium units located in midrise structures (approximately 1075 square feet of land area per dwelling unit)
- 390 parking spaces (ratio: 1.5 parking spaces/dwelling unit)

- Housing for the Elderly:
 - 96 dwelling units (approximately 800 square feet of land area/dwelling unit)
 - 96 parking spaces (ratio: 1.0 parking space/dwelling unit)
- Low Density Residential:
 - Market Rate Family Housing:
 - 50 townhouse dwelling units (approximately 4000 square feet of land area per dwelling unit)
 - 100 parking spaces (ratio: 2 parking spaces/dwelling unit)
- Public:
 - Becker Park (12.62 acres in size, relocated and designed to include all present facilities plus "passive" recreation area).
 - Municipal fire station site.
 - Two to four entrance monument sites.
 - Current U.S. Post Office on Hampshire Avenue would be relocated into the new retail center.

The parking ratios proposed for the developments listed above are not totally consistent with those of the current City of Crystal Zoning Ordinance. This study proposes that current parking ratios required by the zoning ordinance be relaxed in accordance with the recommendations listed above, and that the City of Crystal reexamine its overall parking requirements in light of revised guidelines (Urban Land Institute), energy considerations and currently-accepted standards in other metropolitan municipalities.

Land Use Plan

-  Commercial Retail/Service
-  Office
-  Light Industrial
-  Low-Density Residential
-  High-Density Residential
-  Public

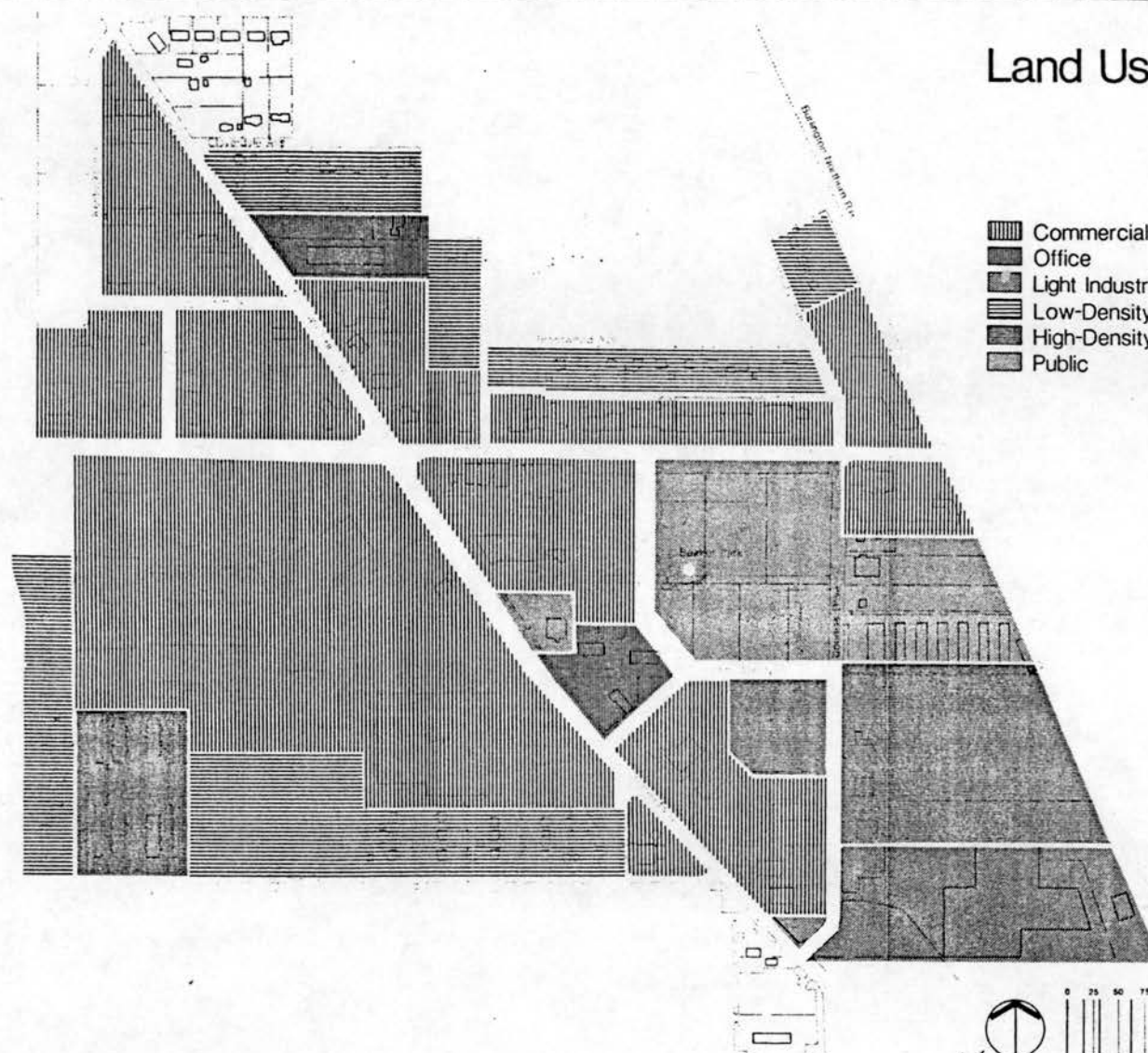


Figure 18

Bass Lake Road Commercial Area
Becker Park Revitalization Study



Land Use
Plan

Figure 18

MAR 25 1987

BROOKWOOD

...a Brutger Companies, Inc. Development

March 24, 1987

Steve Wilson
Brutger Companies, Inc.
One Sunwood Drive
St. Cloud, Minnesota 56302

Re: Parking lots for Brookwood Estates/Manor

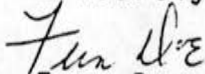
Dear Steve,

We have a total of 27 spaces at the Manor of which two are for handicap parking. The Estates has a total of 32 spaces of which two are for handicap.

I checked out both parking lots from Friday March 20th thru Monday March 23rd. On Friday at the Manor there was one car and that belongs to a resident that forgot to park in side. On both Saturday and Sunday at both buildings there were car's in the parking lots during the day and they were just visitor's. None of them were over night. Monday at the Manor there was one car and again it was a resident that forgot to put their car inside.

In closing I feel that both building have adequate outside parking for the age group that we are renting to. Should you need any further information on this please feel free to contact me.

Sincerely,



Fern Doe
Resident Manager
Brookwood Estates/Manor

EXHIBIT "A"

A G R E E M E N T

THIS AGREEMENT made by and between the City of Crystal, a municipal corporation in the State of Minnesota, hereinafter called the City, the first party, and _____, hereinafter called the second party,

WHEREAS, second party has requested that the City Council approves the issuance of a building permit.

WHEREAS, as a prerequisite to the approval of said permit, the City Council requires the construction of certain improvements for the orderly development of property known as Senior Citizens Apts. 6315 - 55th Avenue North.

NOW THEREFORE, in consideration of the granting of said permit, said second party agrees and covenants as follows:

- Construct B618 concrete curb & gutter adjacent to site and repair street.
- Construct 5' wide concrete sidewalk adjacent to site.
- Construct bituminous boulevard between walk and street curb.
- Construct concrete driveway apron across boulevard.
- Construct curb opening at driveway and repair street adjacent.
- Construct V6 (minimum section) cast-in-place concrete barrier curb.
- Construct parking area, access aisles and drives with a minimum of 6" Class 5 base and 2" bituminous surface.
- Stripe parking stalls with white paint.
- Erect 3 handicap parking stall signs.
- Construct storm sewer and appurtenances to collect and dispose of all surface water on the site.
- Provide fire hydrant with auxiliary gate valve.
- Erect stop sign at exit from parking area.
- Disconnect 1 abandoned water service at the main and restore disturbed area.
- Prepare and submit "as built" utility plans.
- Designate and sign fire lanes.
- Note how area lighting if proposed will conform to Section 515.07, Subd. 10, of the Crystal City Code.
- Landscape all open and disturbed areas.
- Provide all lot irons in place and to grade at the time of final acceptance.

That the second party warrants and guarantees all work done under the agreement against any defect in workmanship, materials, or otherwise that may occur within one year from the date of final acceptance by the City of all said work and other requirements.

That construction work be completed prior to issuance of the occupancy permit but not later than one year from issuance of building permit.

To hold the City harmless from any and all claims which may arise from third parties for any loss or damage sustained resulting from pursuance of the above-described work.

That all just claims incurred in the completion of
aforementioned work requirements shall be paid in full by said
second party to all persons doing work or furnishing skill, tools,
machinery, services, materials, equipment, supplies or insurance.

All work pursuant hereto shall be in compliance with existing
laws, ordinances, pertinent regulations, standards, specifications
of the City of Crystal, and subject to approval of the City
Engineer.

In the event that said second party has not completed any or
all of the aforementioned work and requirements on the completion
date as set forth herein, then in that event said second party
shall be considered in default. Should said second party be in
default, then said second party authorizes said City, its
officers, its employees or its authorized agents to enter upon said
second party's property and to complete any or all such uncompleted
or improperly performed work or other requirements in conformity
with this agreement.

That surety be deposited with the City in the amount of
\$43,500 to insure the faithful performance of the above
construction work and requirements, said surety to be in the form
and manner as prescribed by law.

IN WITNESS WHEREOF we have hereunto set our hands this ____
day of _____.

SEAL

ATTEST:

CITY CLERK

CITY OF CRYSTAL

MAYOR

CITY MANAGER

IN THE PRESENCE OF:

SECOND PARTY

SECOND PARTY

CITY OF CRYSTAL

4141 DOUGLAS DRIVE NORTH
Crystal, MN 55422
Phone: 527-8421

Date: February 27, 1987

TYPE OF REQUEST: () Rezoning (X) Conditional Use Permit
() () Plat Approval
() Sign Variance () Other

Street Location of Property: 55th + Douglas Drive

Legal Description of Property: LOT 1 BLOCK 2 HRA 3RD Addition

Property Identification Number: 05-118-21-44-0048

Owner: City of Crystal - HRA
(Print Name)

(Address)

(Phone No.)

Applicant: Brutger Companies, Inc.
(Print Name)

P.O. Box 399, One Sunwood Drive, St. Cloud, MN 56301
(Address)

612/252-6262
(Phone No.)

DESCRIPTION OF REQUEST: Allow the development of a 79 unit elderly housing building
on the referenced property

APPLICANT'S STATEMENT WHY THIS REQUEST SHOULD BE APPROVED:
(attach additional sheets if necessary)

To complete the HRA's Bass Lake Road Redevelopment District

NOTE: Attach plan or survey of proposal.

THIS PROPERTY IS:

TORRENS / ABSTRACT

Steve Wilson
(Applicant's Signature)

4141 DOUGLAS DRIVE NORTH
CRYSTAL, MN 55400
Phone 837-8421

Date: 3/6/87

APPEAL FOR A VARIANCE TO THE ZONING ORDINANCE

Street Location of Property: 55th & Douglas Drive

Legal Description of Property: Lot 1, Block 2 HRA 3rd Addition

Property Identification Number: 05-118-21-44-0048

Applicant: Brutger Companies, Inc.

(Print Name)

P.O. Box 399, 1 Sunwood Drive, St. Cloud, MN 56302 612/252-6262

(Address)

(Phone No.)

Owner: City of Crystal - HRA

(Print Name)

(Address)

(Phone No.)

REQUEST: Applicant requests a variance on the above-described property from Section 515.15, 2.d. of the Zoning Ordinance, as amended, which requires Density minimum of 1,250 square feet per unit. Proposed plan includes density of 935 square feet per unit.

Var. 315 sq. ft.

State exactly what is intended to be done on, or with the property which does not conform with the Zoning Ordinance. A plot plan drawn to scale showing the proposal must be submitted with the application.

Explain in detail wherein your case conforms to the following requirements:

1. That the strict application of the provisions of the Zoning Ordinance would result in practical difficulties or unnecessary hardships (other than economic) inconsistent with its general purpose and intent.

The HRA's intent is to maximize the site with the largest number of units to benefit the most Crystal elderly residents.

2. That there are exceptional circumstances or conditions applicable to the property involved or to the intended use or development of the property that do not apply generally to other property in the same zone or neighborhood.

This development is the only elderly housing development actively promoted by the HRA.

3. That the granting of a variance will not be materially detrimental to the public welfare or injurious to the property or improvement in such zone or neighborhood in which the property is located.

The greater number of units will benefit more Crystal residents.

NOTE: The Planning Commission is required to make a written findings of fact from the showing applicant makes that all three of the above-enumerated conditions exist and in addition thereto must find that the granting of such variance will not be contrary to the objectives of the Comprehensive Plan.

THIS PROPERTY IS:

TORRENS / ABSTRACT

Steve Wilson
(Applicant's Signature)

APPEAL FOR A VARIANCE TO THE ZONING ORDINANCE

Street Location of Property: 55th & Douglas Drive

Legal Description of Property: Lot 1, Block 2 HRA 3rd Addition

Property Identification Number: 05-118-44-0048

Applicant: Brutger Companies, Inc.

(Print Name)

P.O. Box 399, 1 Sunwood Drive, St. Cloud, MN 56302

612/252-6262

(Address)

(Phone No.)

Owner: City of Crystal - HRA

(Print Name)

(Address)

(Phone No.)

REQUEST: Applicant requests a variance on the above-described property from Section 515.09, 8.0. of the Zoning Ordinance, as amended, which requires 1 parking stall per unit plus one shown in reserve on layout. Proposed plan requires a variance of 44 reserved parking stalls. Reg. 79

State exactly what is intended to be done on, or with the property which does not conform with the Zoning Ordinance. A plot plan drawn to scale showing the proposal must be submitted with the application.

Explain in detail wherein your case conforms to the following requirements:

1. That the strict application of the provisions of the Zoning Ordinance would result in practical difficulties or unnecessary hardships (other than economic) inconsistent with its general purpose and intent.

The maximization of the number of units in the building prevents the inclusion of more surface parking.

2. That there are exceptional circumstances or conditions applicable to the property involved or to the intended use or development of the property that do not apply generally to other property in the same zone or neighborhood.

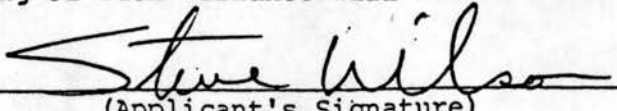
As an elderly housing development, the number of cars per unit can be expected to be much less than a non-elderly apartment.

3. That the granting of a variance will not be materially detrimental to the public welfare or injurious to the property or improvement in such zone or neighborhood in which the property is located.

With one underground parking stall provided with each apartment, the planned exterior parking will be sufficient to accommodate this market segment.

NOTE: The Planning Commission is required to make a written findings of fact from the showing applicant makes that all three of the above-enumerated conditions exist and in addition thereto must find that the granting of such variance will not be contrary to the objectives of the Comprehensive Plan.

THIS PROPERTY IS:


(Applicant's Signature)

TORRENS / ABSTRACT

4141 DOUGLAS DRIVE NORTH
CRYSTAL, MN 55421
Phone: 537-8411

Date: 3/6/87

APPEAL FOR A VARIANCE TO THE ZONING ORDINANCE

Street Location of Property: 55th & Douglas Drive

Legal Description of Property: Lot 1, Block 2 HRA 3rd Addition

Property Identification Number: 05-118-21-44-0048

Applicant: Brutger Companies, Inc.
(Print Name)

P.O. Box 399, 1 Sunwood Drive, St. Cloud, MN 56302

612/252-6262

(Address)

(Phone No.)

Owner: City of Crystal - HRA

(Print Name)

(Address)

(Phone No.)

REQUEST: Applicant requests a variance on the above-described property from Section 515.13. 4.a. of the Zoning Ordinance, as amended, which requires rear yard depth of 40 feet. Proposed plan shows setback of 20 feet.

State exactly what is intended to be done on, or with the property which does not conform with the Zoning Ordinance. A plot plan drawn to scale showing the proposal must be submitted with the application.

Explain in detail wherein your case conforms to the following requirements:

1. That the strict application of the provisions of the Zoning Ordinance would result in practical difficulties or unnecessary hardships (other than economic) inconsistent with its general purpose and intent.

The placement of building to within 20' of the south and west property lines will not affect the adjacent properties since parking lots lie between adjacent buildings and the proposed building.

2. That there are exceptional circumstances or conditions applicable to the property involved or to the intended use or development of the property that do not apply generally to other property in the same zone or neighborhood.

As part of the HRA's redevelopment district, the building is positioned to maximize the number of units being built.

3. That the granting of a variance will not be materially detrimental to the public welfare or injurious to the property or improvement in such zone or neighborhood in which the property is located.

Neighboring properties will benefit from the addition of 79 elderly families through increased use of their facilities.

NOTE: The Planning Commission is required to make a written findings of fact from the showing applicant makes that all three of the above-enumerated conditions exist and in addition thereto must find that the granting of such variance will not be contrary to the objectives of the Comprehensive Plan.

Steve Wilson
(Applicant's Signature)

THIS PROPERTY IS:

TORRENS / ABSTRACT

REZONING PETITION

Honorable Mayor & City Council
City of Crystal, Mn.

The undersigned respectfully requests that our property be rezoned
to what it should have always been R-1 Single Family Residential District.

NAME	ADDRESS
<u>James Barber</u>	<u>5401 Hampshire Ave N.</u>
<u>Maretha Barber</u>	<u>5401 Hampshire Ave N.</u>
<u>Marilyn Lutgen</u>	<u>5407 Hampshire Ave North</u>
<u>Marilyn Lutgen</u>	<u>5407 HAMPSHIRE NO</u>
<u>Kenneth Amann</u>	<u>5400 Hampshire Ave N.</u>
<u>Louise Amann</u>	<u>5400 Hampshire Ave N.</u>
<u>Curtis R Hall</u>	<u>5412 Hampshire Ave. No.</u>
<u>Carolyn Hall</u>	<u>5412 Hampshire Ave N</u>
<u>Quill Work</u>	<u>5407 Georgia Ave No.</u>
<u>Virian Norby</u>	<u>5407 GEORGIA AVE NO</u>
<u>James Krang</u>	<u>5401 Florida Ave No</u>
<u>Jerome Krang</u>	<u>5401 FLORIDA AVE. NO.</u>
<u>John H. Hoge</u>	<u>5413 HAMPSHIRE AVE NO.</u>
<u>Wallace Thilman</u>	<u>5406 Hampshire Ave. N.</u>
<u>Louise A Thilman</u>	<u>5406 Hampshire Ave N.</u>
<u>David Hane</u>	<u>5401-Georgia Ave No</u>
<u>Melissa Hane</u>	<u>5401 Georgia Ave N.</u>
<u>John & Helen Bladen</u>	<u>5406 Georgia Ave N.</u>
<u>Erin Bladen</u>	<u>5412 Georgia Ave. No.</u>
<u>Patty Krdu</u>	<u>5413 Georgia Ave No.</u>

All persons in the immediate area have been contacted by me.

Those persons not signing are deemed to be opposed to the rezoning.

Signed

James Barber

Date filed

4-28-87

Address

532-6477

Phone No.

JPPING

CENTER ADDITION

CARDINAL COURT
(TARGET)

HRA

BROADWAY

SHERBURNE

3RD

PARK

FIRST FEDERAL
RON DOPP

12
ADD.

2ND
2
ADD.

MCDONALD'S
2ND ADD.

ROONEY'S
ADD.

54th.

NO.	133.06	133.06
73	133.07	133.07
74	133.08	133.08
75	133.09	133.09
76	133.10	133.10
77	133.11	133.11
78	133.12	133.12
79	133.13	133.13

2
THIRD

53rd.

NO.	133.06	133.06
73	133.07	133.07
74	133.08	133.08
75	133.09	133.09
76	133.10	133.10
77	133.11	133.11
78	133.12	133.12
79	133.13	133.13

1
ADD.

52nd.

NO.	133.06	133.06
73	133.07	133.07
74	133.08	133.08
75	133.09	133.09
76	133.10	133.10
77	133.11	133.11
78	133.12	133.12
79	133.13	133.13

2
BECKER'S

51st.

NO.	133.06	133.06
73	133.07	133.07
74	133.08	133.08
75	133.09	133.09
76	133.10	133.10
77	133.11	133.11
78	133.12	133.12
79	133.13	133.13

1
2nd ADD.

50th.

NO.	133.06	133.06
73	133.07	133.07
74	133.08	133.08
75	133.09	133.09
76	133.10	133.10
77	133.11	133.11
78	133.12	133.12
79	133.13	133.13

2
BECKER'S

49th.

NO.	133.06	133.06
73	133.07	133.07
74	133.08	133.08
75	133.09	133.09
76	133.10	133.10
77	133.11	133.11
78	133.12	133.12
79	133.13	133.13

2
WHINNERY
TERRACE

54th.

NO.	133.14	133.14
73	133.15	133.15
74	133.16	133.16
75	133.17	133.17
76	133.18	133.18
77	133.19	133.19
78	133.20	133.20
79	133.21	133.21

6
JERSEY

53rd.

NO.	133.14	133.14
73	133.15	133.15
74	133.16	133.16
75	133.17	133.17
76	133.18	133.18
77	133.19	133.19
78	133.20	133.20
79	133.21	133.21

5
IDAHO

52nd.

NO.	133.14	133.14
73	133.15	133.15
74	133.16	133.16
75	133.17	133.17
76	133.18	133.18
77	133.19	133.19
78	133.20	133.20
79	133.21	133.21

4
HAMPshire

51st.

NO.	133.14	133.14
73	133.15	133.15
74	133.16	133.16
75	133.17	133.17
76	133.18	133.18
77	133.19	133.19
78	133.20	133.20
79	133.21	133.21

3
GEORGIA

50th.

NO.	133.14	133.14
73	133.15	133.15
74	133.16	133.16
75	133.17	133.17
76	133.18	133.18
77	133.19	133.19
78	133.20	133.20
79	133.21	133.21

2
FLORIDA

49th.

NO.	133.14	133.14
73	133.15	133.15
74	133.16	133.16
75	133.17	133.17
76	133.18	133.18
77	133.19	133.19
78	133.20	133.20
79	133.21	133.21

1
EDGEWOOD

52nd.

NO.	133.14	133.14
73	133.15	133.15
74	133.16	133.16
75	133.17	133.17
76	133.18	133.18
77	133.19	133.19
78	133.20	133.20
79	133.21	133.21

5
NORTH

51st.

NO.	133.14	133.14
73	133.15	133.15
74	133.16	133.16
75	133.17	133.17
76	133.18	133.18
77	133.19	133.19
78	133.20	133.20
79	133.21	133.21

4
RSE

50th.

NO.	133.14	133.14
73	133.15	133.15
74	133.16	133.16
75	133.17	133.17
76	133.18	133.18
77	133.19	133.19
78	133.20	133.20
79	133.21	133.21

3
SUBDIVISION

49th.

NO.	133.14	133.14
73	133.15	133.15
74	133.16	133.16
75	133.17	133.17
76	133.18	133.18
77	133.19	133.19
78	133.20	133.20
79	133.21	133.21

2
BALDWIN

48th.

NO.	133.14	133.14
73	133.15	133.15
74	133.16	133.16
75	133.17	133.17
76	133.18	133.18
77	133.19	133.19
78	133.20	133.20
79	133.21	133.21

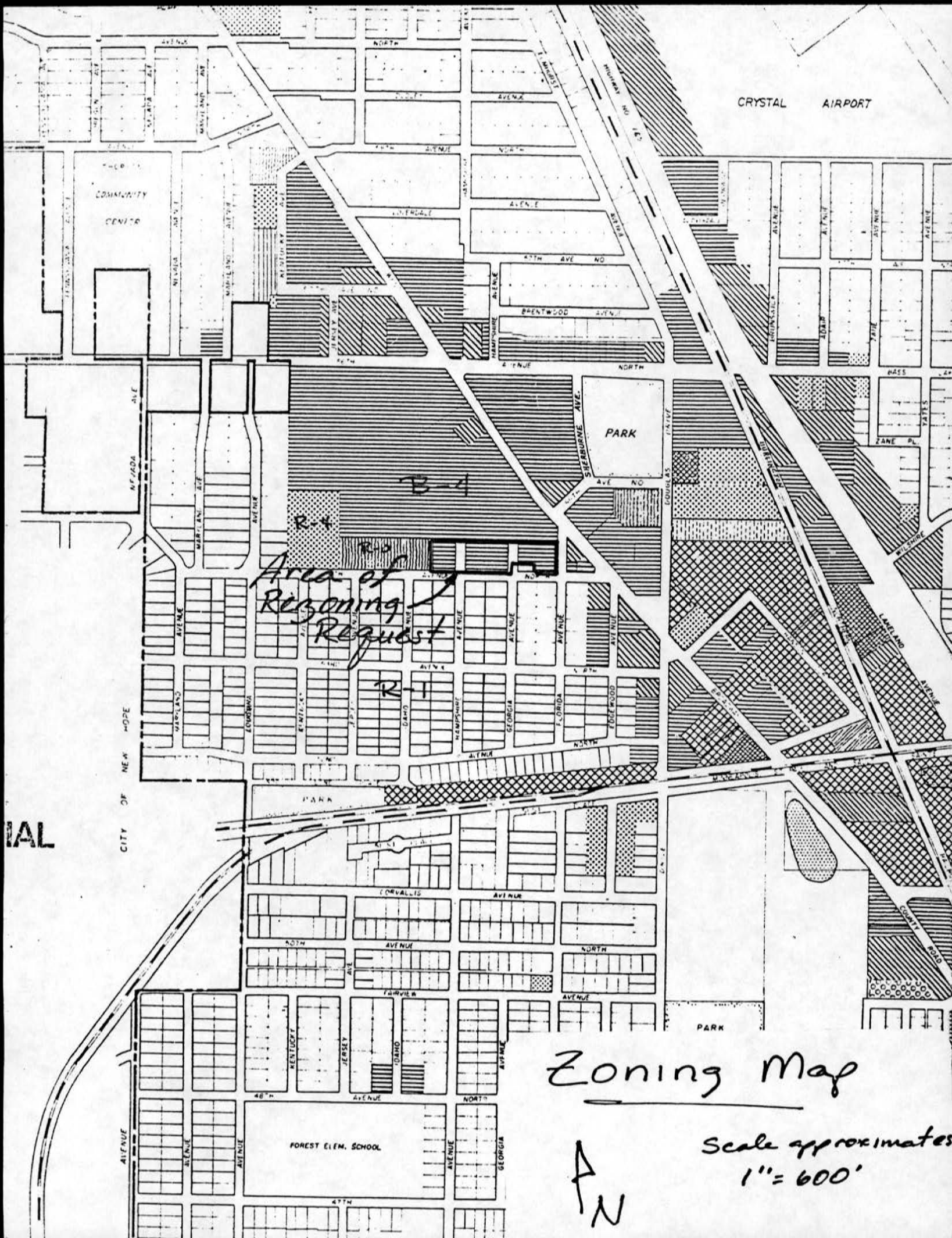
1
ST. MARIE

ADDITION
M. ST. P. & STE. ST. MARIE R.I

LOCATION Map

Scale -
1" = 200'

A
N



TO: John T. Irving, City Manager
FROM: Bill Monk, City Engineer
DATE: April 30, 1987
RE: Channel Dredging in Wetlands Adjacent to
Twin Lake North Condominiums

In recent months this office has received numerous inquiries concerning the need for maintenance operations to be programmed for existing ponds and overland drainageways. These drainage facilities (as noted on attached map) have been reviewed in some detail by this office and found in need of varying degrees of maintenance work. Sedimentation and aquatic growth have combined to reduce the effectiveness of these facilities in terms of overall operation and storage capacity.

Given the condition of the various ponds, it was intended to include this restoration work as a part of a five-year capital improvement program, so funds could be budgeted annually. This type of set up would allow for a systematic clean up operation over a period of years with a minimal effect on the City's operating budget.

One area needing attention as a part of any drainage improvement schedule is referred to in the attached letter from the Gittleman Corporation. The channel adjacent to the Twin Lake North Condominium has been choked off almost entirely by aquatic growth and needs to be dredged. Such dredging will allow for better water flow in a more defined drainageway. It must be noted, however, that this work will not affect the lake level which has been a recurring problem in relation to a low lying parking lot on the west side of the complex. The periodic flooding of the parking lot will only be resolved using options 2 and 3 as described in the attached letter.

Regardless of its effect on the parking lot situation, the dredging of a channel in this area along with work on other City ponding areas needs to be done as a routine maintenance operation. Depending on the Council's receptiveness to this concept as a part of the budget process, the channel work could be scheduled as early as January or February of 1988. In terms of the parking lot, the North Condominium Homeowners' Association will have to wait for action by the Shingle Creek Watershed Commission regarding work on the France Avenue and Ryan Lake culverts or reconstruct the parking lot using their own funds.

W. Monk.
WM:jrs *jrs*

Encls

GITTLEMAN

Development/Construction Management

GITTLEMAN CORPORATION • 920 NORTHWESTERN FINANCIAL CENTER • 7900 XERXES SOUTH • MINNEAPOLIS, MN 55431 • (612) 831-2505

April 8, 1987

City of Crystal
4141 Douglas Drive
Crystal, MN 55429

Attention: Mr. John Irving

Dear Mayor & Council Members:

Our firm is the management agent for Twin Lake North Condominium Homeowners' Association located at 4710 58th Avenue North, Crystal, MN. This letter is written on behalf of the Homeowners' Association, as directed by its Board of Directors.

The residents of Twin Lake North Condominiums believe that the members of the City Council are aware of the water problem (flooding) on the west side of their property. In 1986 there was over six inches of water standing on the rear parking lot during the entire summer.

Several options have been explored with the Shingle Creek Watershed Commission, the Department of Natural Resources and with Bill Monk, City Engineer of Crystal. The options are:

- 1) To dredge and clean out the water channel from the northwest corner of the condominium complex to the culvert under 58th Avenue North. The channel is full of debris that prevents the flow of water down stream to Twin Lake.
- 2) Lower culvert on France and 46th Avenue North in Robbinsdale.
- 3) Fill and raise parking lot area approximately one and one half feet and install a sump pump.


We respectfully request the council to give consideration to Option #1, the dredging of the water channel from the condominium complex to 58th Avenue North.

Your efforts will be greatly appreciated by the residents of Twin Lake North. Please let us know when this item will be on your agenda for hearing.

Thank you for your consideration.

Yours very truly,

GITTLEMAN CORPORATION


Melvin C. Gittleman

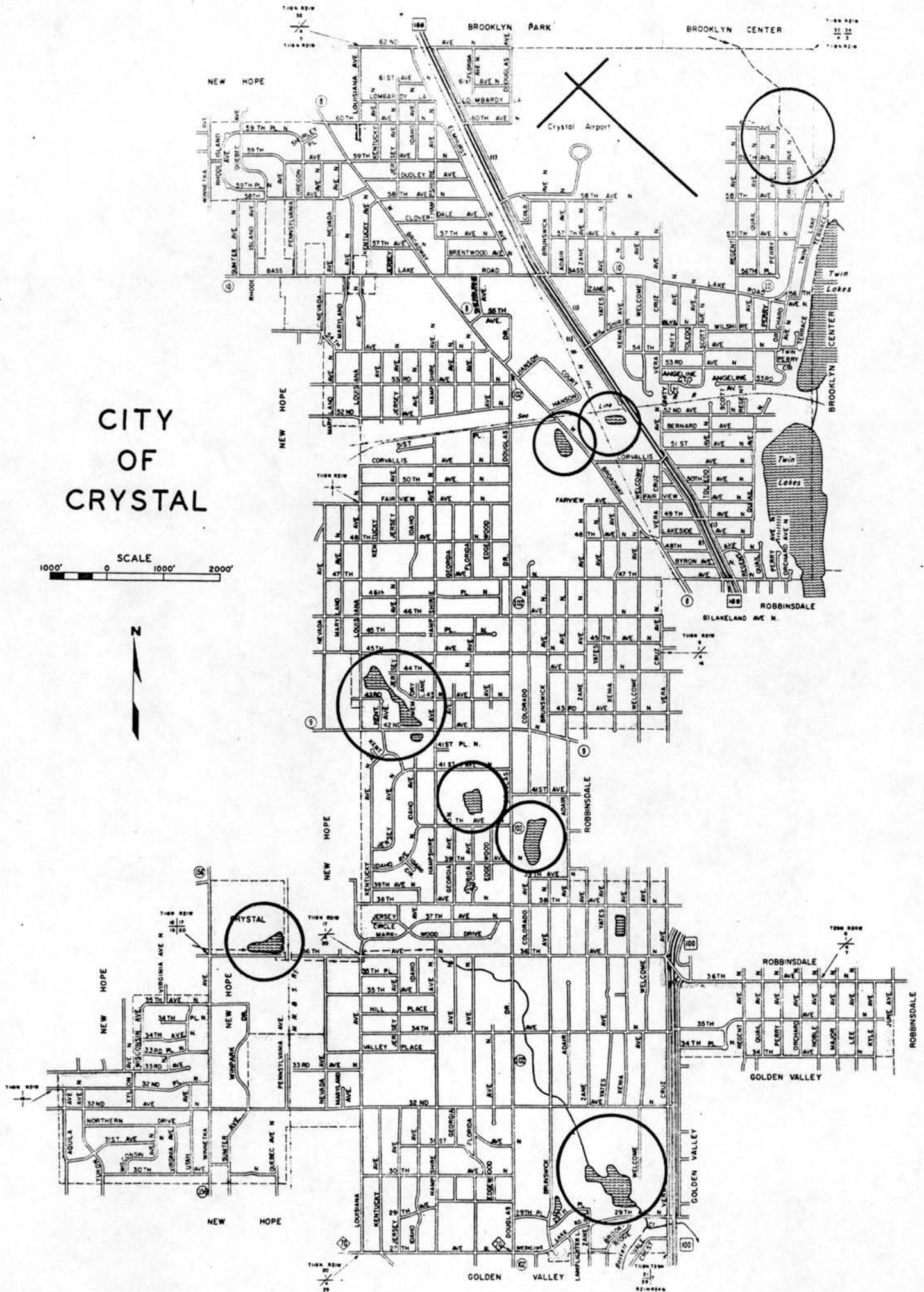
MCG/dl

TWIN LAKE NORTH CONDOMINIUM
ASSOC.

Carl Anderson, President
Bob Hastings, Vice-President
Pat Durand, Secretary
Hjelton Johnson, Exterior Monitor
Lois Weaver, Interior Monitor

CITY OF CRYSTAL

SCALE
1000' 0 1000' 2000'



MAVITY & RYAN
LAW OFFICES
PARKDALE PLAZA
SUITE 426
1660 SOUTH HIGHWAY 100
MINNEAPOLIS, MINNESOTA 55416
(612) 545-7677

WILLIAM J. MAVITY
JAMES G. RYAN

• ALSO ADMITTED IN WISCONSIN

April 15, 1987

Mr. John T. Irving
City Manager
City of Crystal
4141 Douglas Drive North
Crystal, Minnesota 55422

Dear Mr. Irving:

I represent Mr. Steven Weisman, owner and licensee of Steve-O's, 4900 West Broadway, Crystal Minnesota. Mr. Weisman hereby requests City Council approval of a modification in the present parking restrictions on West Broadway adjacent to his property.

The modification requested would change the restriction of "no parking any time" to "no parking 7-9 a.m. and 4-6 p.m." along a portion of West Broadway as indicated on attachment A. The no parking ban would be maintained along West Broadway from the south parking lot entrance to the Burlington Northern right-of-way at the east end of Mr. Weisman's property.

This modification is necessary to provide additional parking during peak hours of restaurant business. The change will provide safer access to Steve-O's for restaurant patrons without negatively affecting traffic flow or safety conditions along West Broadway.

I have also attached several photographs showing that portion of Mr. Weisman's West Broadway curb lane affected by this proposed modification. (Attachment B) I have also attached photographs of similar high volume traffic lanes with the request "7-9 a.m. 4-6 p.m." restriction. (Attachment C)

I will be present at the Council's April 21, 1987 meeting to discuss Mr. Weisman's proposal. Please contact me if you have any questions.

Very truly yours,

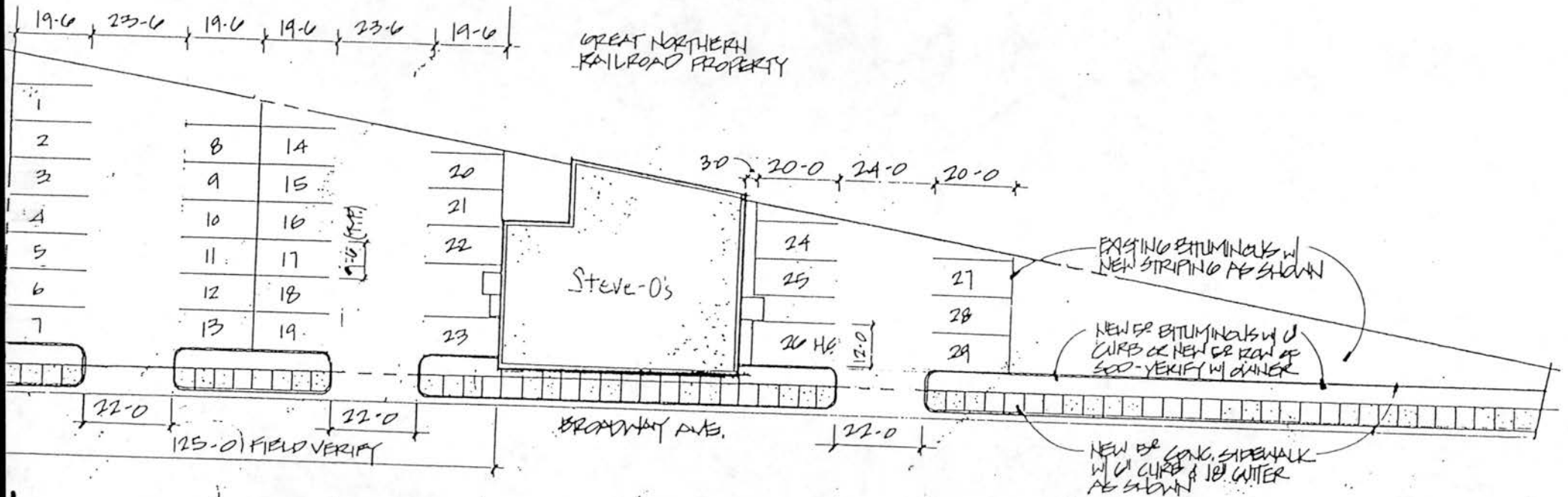
MAVITY & RYAN


William J. Mavity

WJM/pmn
Enclosure

cc: Steven Weisman

Attachment A



← NO PARKING 7-9 a.m. and 4-6 p.m. →

Steve-O's
4900 West Broadway

← NO PARKING ANY TIME →

Change requested (No change)



Attachment B



Attachment C







TO: John T. Irving, City Manager
FROM: Bill Monk, City Engineer
DATE: April 29, 1987
RE: Modify Parking Restrictions on West Broadway

In 1984 the City Council approved non-conforming structure and parking variances for property located at 4900 West Broadway so a permit could be issued to renovate the building. Site improvements, as noted on the attached plan, were required and parking was prohibited along West Broadway in the area as conditions of approval.

Due to problems inherent with the location and configuration of the parcel involved, only 29 parking spaces could be fit on the site while ordinance provisions indicate a need for 57 stalls. This situation has prompted a request (attached) from the owner to eliminate parking restrictions on a section of West Broadway adjacent to the site.

Specifically, the request involves allowing vehicles to park along the east side of West Broadway adjacent to the building and between the northern two driveway entrances during off-peak hours.

The parking would occur within a 15-foot wide portion of the street section across which thru traffic is presently prohibited (by striping). It is in this vicinity that West Broadway transitions from a two to a four lane roadway. Given the 22-foot standard length for a parallel parking stall, five parking spaces would be provided within the areas requested and described previously.

While it is evident that the parking situation at Steve-O's will be somewhat enhanced by the addition of five spaces, I do not agree with the applicant's contention that thru traffic on West Broadway will be unaffected. This position is based on the following:

- use of parallel parking spaces will require vehicles attempting to park to stop and enter the stalls from the northbound traffic lane,
- northbound vehicles will no longer be able to pull out off to the side out of the traffic lane when accessing the two north driveways,
- sight restrictions will be introduced for all the driveways and increase hazards for vehicles exiting the parking lots. This would be especially applicable for

vehicles having to back out of the lots when space is not available.

While City staff attempts to resolve local problems with businesses and residents, easy and totally equitable solutions are not always readily available as was the case with Herman Furniture. In this particular situation, this office is unconvinced the benefit of five stalls outweigh the hazards being introduced to traffic in the area. I continue to believe that a cooperative effort with the owner of the property to the north to install site improvements where parking could be jointly used is the best permanent solution given the magnitude of the parking problem.

It should be noted that if approved, a copy of the authorizing resolution will be forwarded to Hennepin County for their consideration. A final change in the parking restrictions is not effective until the County formally approves revised parking regulations.



WM:jrs

Encls

MAVITY & RYAN
LAW OFFICES
PARKDALE PLAZA
SUITE 426
1660 SOUTH HIGHWAY 100
MINNEAPOLIS, MINNESOTA 55416
(612) 545-7677

WILLIAM J. MAVITY
JAMES G. RYAN

ALSO ADMITTED IN WISCONSIN

April 15, 1987

Mr. John T. Irving
City Manager
City of Crystal
4141 Douglas Drive North
Crystal, Minnesota 55422

Dear Mr. Irving:

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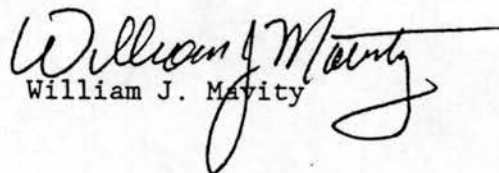
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I will be present at the Council's April 21, 1987 meeting to discuss Mr. Weisman's proposal. Please contact me if you have any questions.

Very truly yours,

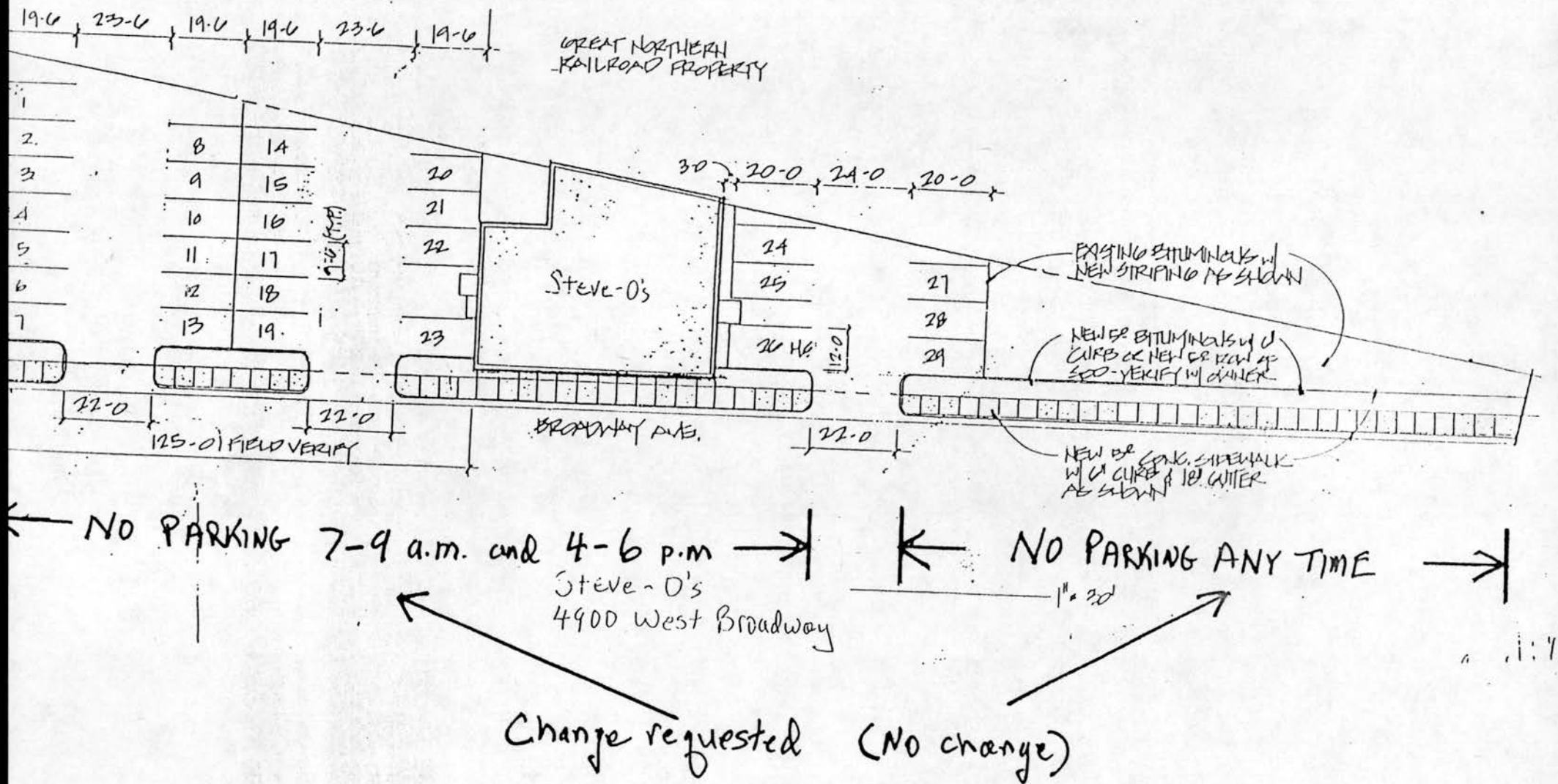
MAVITY & RYAN


William J. Mavity

WJM/pmn
Enclosure

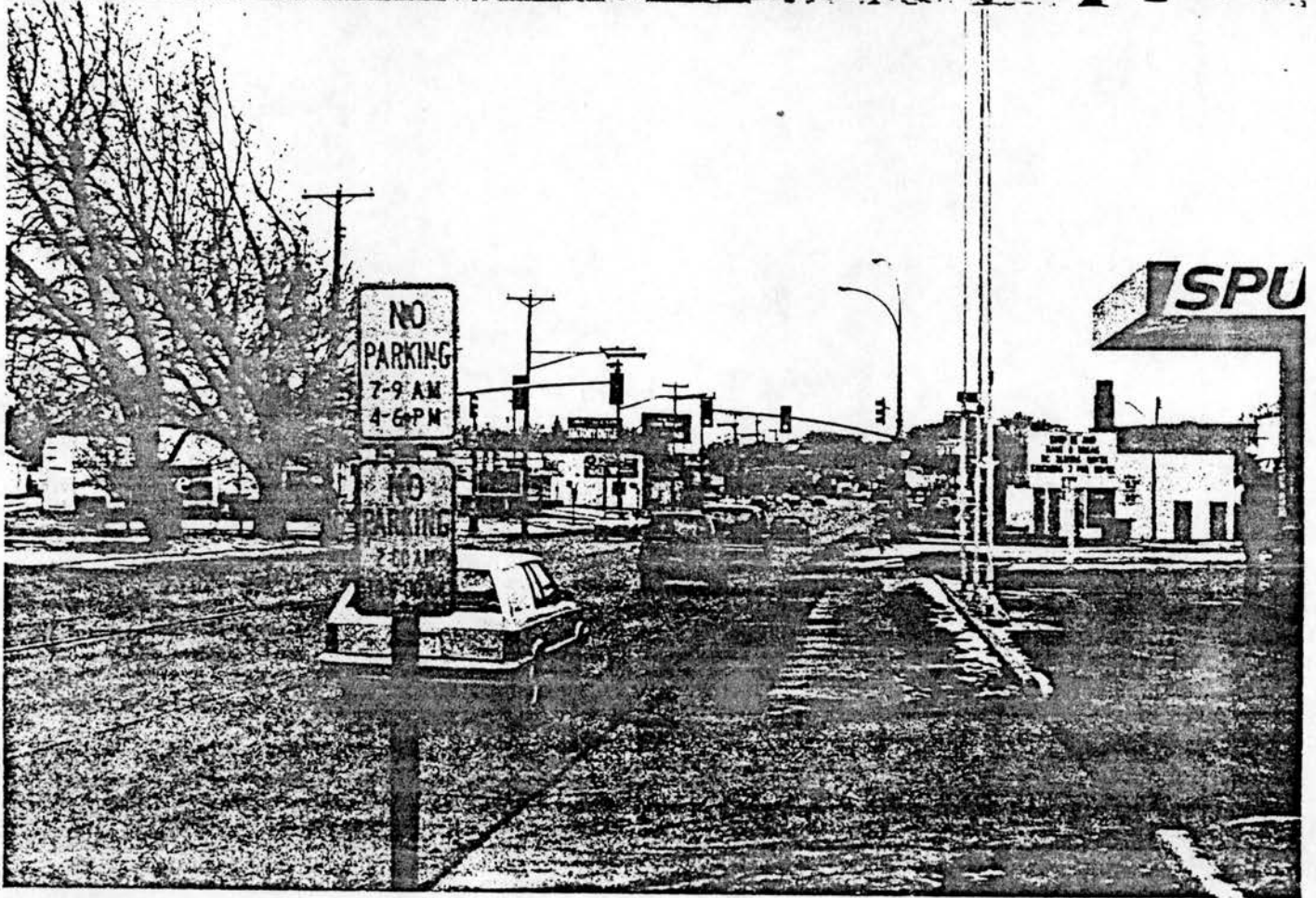
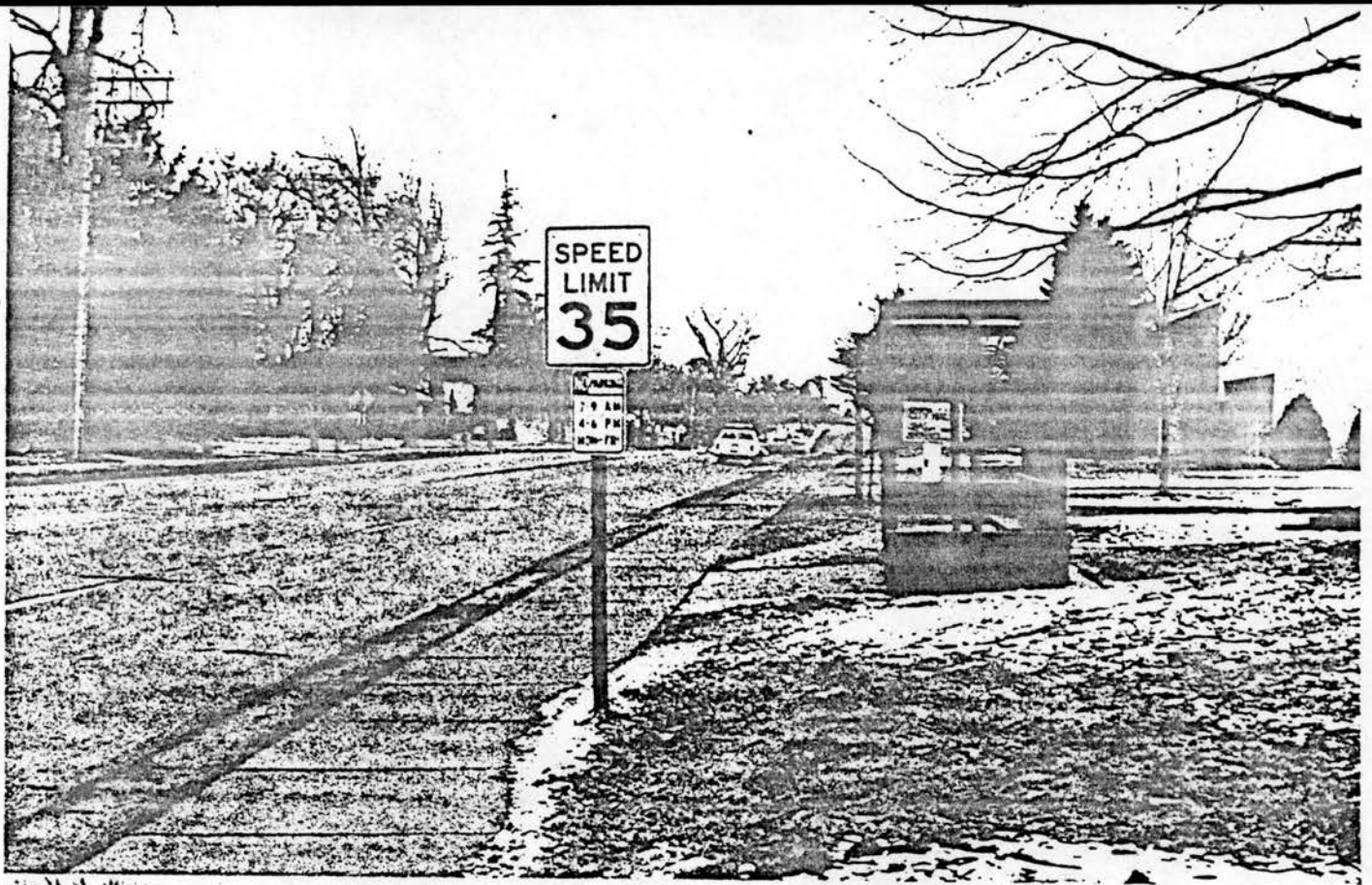
cc: Steven Weisman

Attachment A





Attachment B



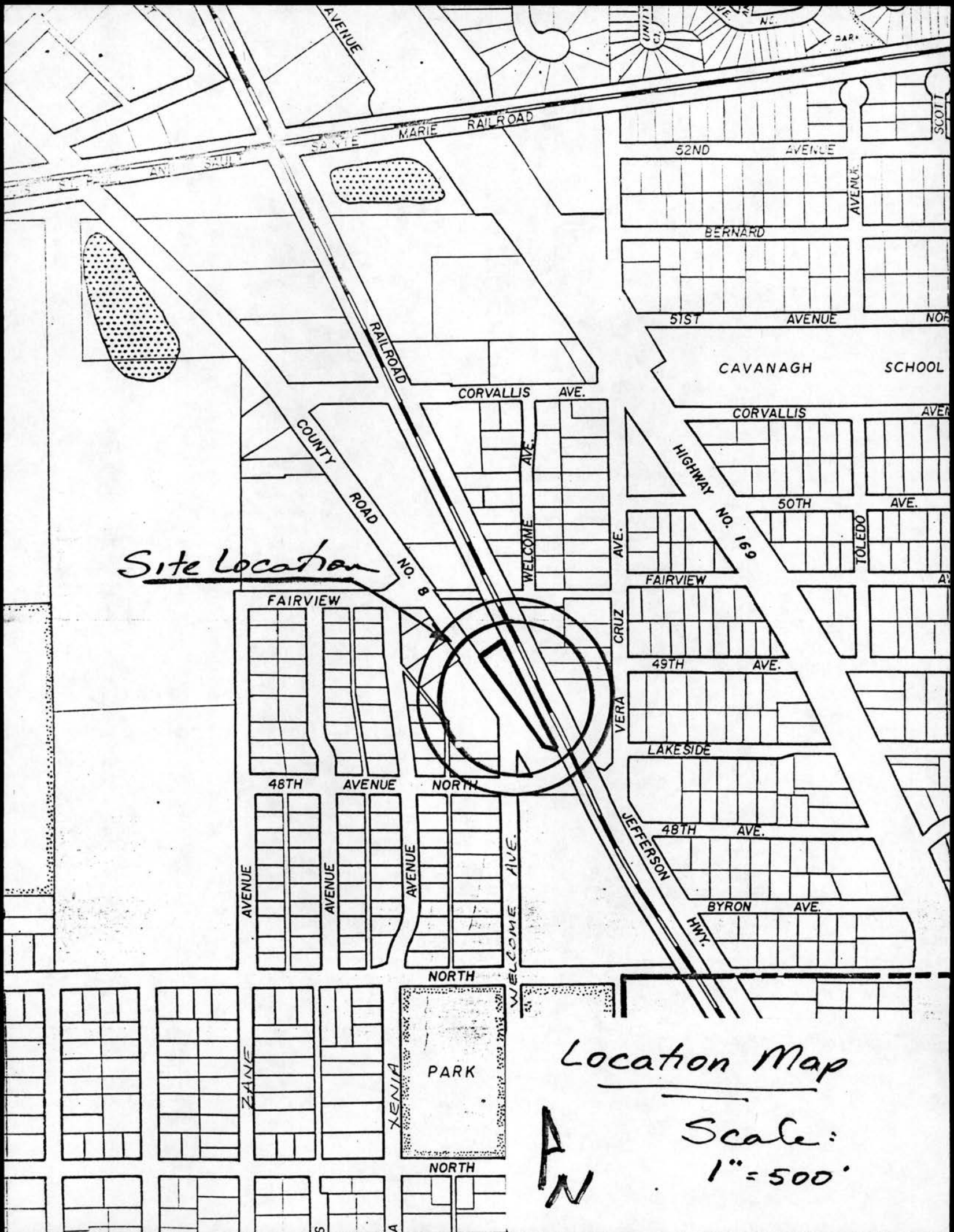
Attachment C

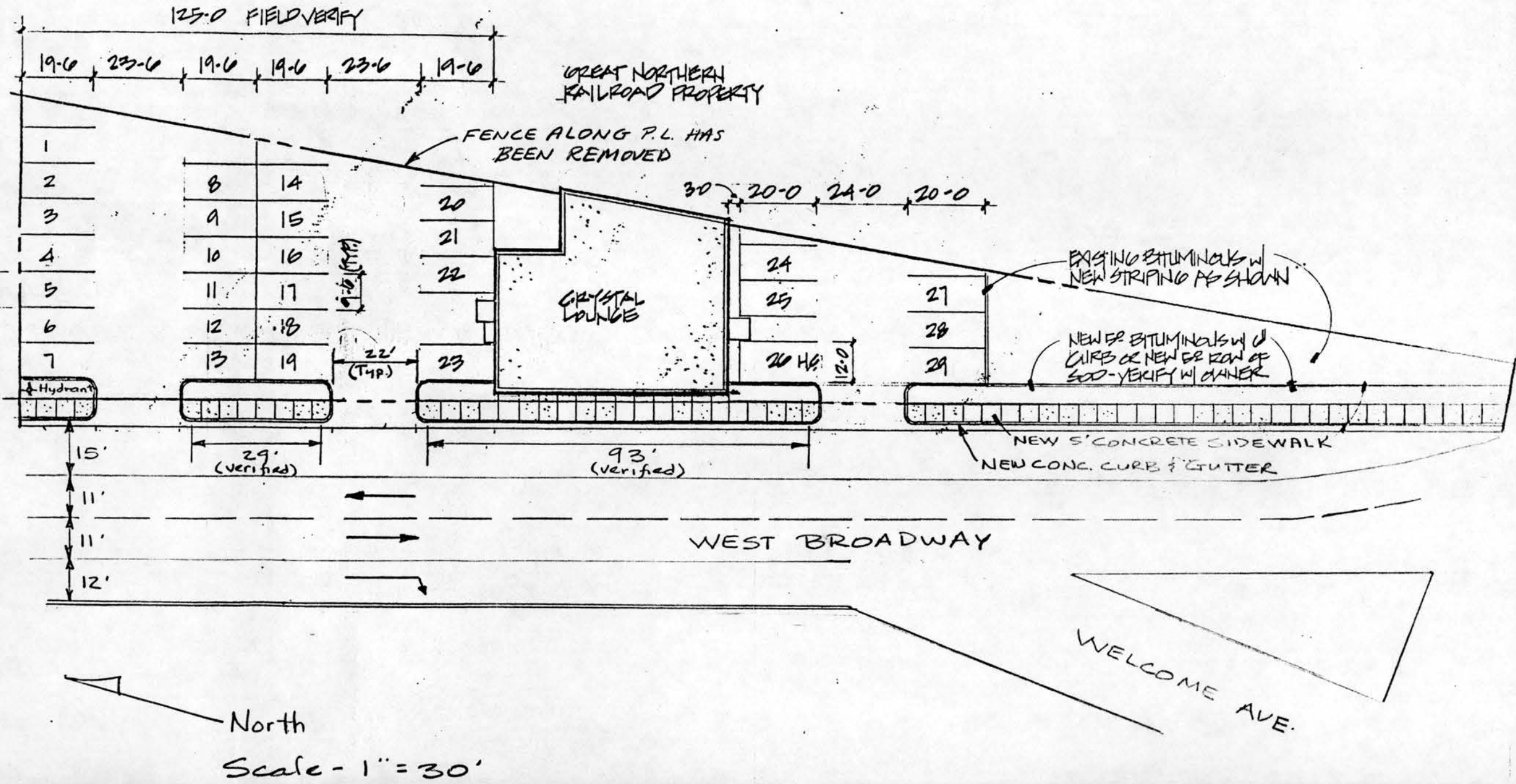
Site Location

Location Map

Scale:
1" = 500'

A
N





APPLICATION FOR LICENSE

4141 Douglas Drive, Crystal, Minnesota 55422

*Receipt
34562
4-25-87
Received*

HONORABLE CITY COUNCIL
CRYSTAL, MINNESOTA

COUNCILMEMBERS:

I Shirley Forcier for
WE Gopher State Expositions

Route 5, P.O. Box 785

St. Cloud, MN 56302

Fee, \$ 71.50 1st day +
\$18.75 ea. addn'l. day +
insurance.
New Renewal
Seasonal
Telephone 252-0583

enclose the sum of ONE HUNDRED FORTY-SIX and 50/100 - - - - - DOLLARS
to the City of Crystal as required by the Ordinances of said City and have complied with all the
requirements of said Ordinances necessary for obtaining this License:

NOW, THEREFORE, I

Gopher State Expositions hereby make application to

operate a carnival at Crystal Gallery Parking Lot

for the period June 10, 1987 through June 14, 1987 subject to all
conditions and provisions of said Ordinance.

City Use Only

SHIRLEY L. FORCIER
Print Name of Applicant

Shirley L. Forcier
Signature of Applicant

Haas-Wilkerson-Wohlberg

4300 SHAWNEE MISSION PARKWAY-SHAWNEE MISSION, KANSAS 66205 (913) 432-4400
9705 WATSON RD., SUITE 203-ST. LOUIS, MO 63126 (314) 821-1442
P.O. BOX 2430-PINELLAS PARK, FL 34290-2430 (813) 546-0037

Certificate of Insurance

Attention: This Certificate of Insurance neither affirmatively nor negatively amends, extends or alters the coverage afforded by the policy (ies) described hereon, and is issued as a matter of information and confers no rights upon the Holder.

The Policy identified below by a Policy Number is in force on the date of certificate issuance. Insurance is afforded only with respect to those coverages for which a specific limit of liability has been entered and is subject to all the terms of the Policy having reference thereto. Nothing herein contained shall modify any provision of said Policy.

In the event of cancellation of the Policy the company issuing said Policy will make all reasonable effort to send Notice of Cancellation to the certificate holder at the address shown herein, but the company assumes no responsibility for any mistake or for failure to give such notice.

Any Carnival or Circus Liability Insurance made a part of the Policy includes as a person insured with respect to an occurrence taking place at a Carnival or Circus site (1) The Fair or Exhibition Association, sponsoring organization or committee (2) The owner or lessee thereof and (3) A municipality granting the Named Insured permission to operate a Carnival or Circus.

INSURED.

GOPHER STATE EXPOSITIONS, INC.

ADDITIONAL INSURED: LINCOLN PROPERTIES; THE CRYSTAL GALLERY MERCHANTS ASSOCIATION; CRYSTAL GALLERY MALL; THE TENANTS OF CRYSTAL GALLERY MALL THEIR RESPECTIVE EMPLOYEES, AGENTS, INVITEES, LICENSEES, AND ASSIGNEES; CITY OF CRYSTAL, MN.

TO: CRYSTAL CITY HALL
4141 DOUGLAS DRIVE
CRYSTAL, MINN 55422 ATTN: CITY CLERK

AMUSEMENT LIABILITY COMPANY	BODILY INJURY AND PROPERTY DAMAGE LIABILITY COMBINED SINGLE LIMIT	POLICY NUMBER	EXPIRATION DATE
CONTINENTAL CASUALTY COMPANY	\$1,000,000 CSL	CCP303035153	4/01/88
TOTAL LIMITS	\$1,000,000 CSL		

DATES: JUNE 10, 1987 THROUGH JUNE 14, 1987
LOCATION: CRYSTAL GALLERY MALL

SEE REVERSE SIDE FOR HOLD HARMLESS

APRIL 24, 1987

DATE OF CERTIFICATE ISSUANCE

REF.#

970

J Philip Coulson
Haas-Wilkerson-Wohlberg



GOPHER STATE EXPOSITIONS



CELEBRATIONS • FAIRS • CENTENNIALS

ART FORCIER
Bookings: (612) 252-0583

April 24, 1987

P.O. Box 785
Route #5
St. Cloud, MN 56302

Darlene George
City Clerk
Crystal City Hall
4141 Douglas Drive
Crystal, Mn. 55422

We will be bringing approx. 10-12 rides into Crystal Gallery Shopping Center June 10-14, 1987.

Types of rides to be 5-6 Kid rides, 5-6 Major rides.

Location to be corner of Shopping Center by Pier I Import.

Shirley Forcier

Mr. Bill Morin
Lincoln Properties
7205 Ohms Lane
Edina, MN 55435
(612) 893-9000

April 27, 1987

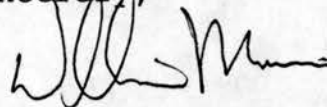
City Hall
City of Crystal
4141 Douglas Drive
Crystal, MN 55422

To Whom It May Concern:

Please be advised that on June 10th through June 14th we will be sponsoring a carnival at Crystal Gallery Mall. You have our authorization as the property management company to issue a license for the said event to Gopher State Expositions.

Should you have questions, please contact Pam Nordaune, Promotions Coordinator at 871-3966. Thank you for your cooperation.

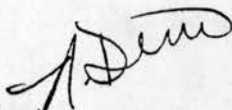
Sincerely,



Bill Morin
Vice President

PN/kjh

April 29, 1987

TO: John T. Irving, City Manager 
FROM: Nancy Deno, Administrative Assistant
RE: Amendment of Lease - Thorson Community Center & Minnesota Waste Management Board

Attached is an amendment to a lease we have with Minnesota Waste Management Board and Thorson Community Center and the City of Crystal. As of April 1, 1987, Minnesota Waste Management Board requested additional space at Thorson Community Center. Space was available and I recommend that the City Council approve the amended lease agreement to include Room 117 in the lease with the City of Crystal, Thorson Community Center, and Minnesota Waste Management Board.

Account No.	Organization	Requisition No.	Vendor Number	Type	Term	Source	S. Act	Task	S. Task
Cost, Job or Client Code			Amount	Suffix	Object	SEND			

AGENCY MUST COMPLETE: 1. PRIOR YR SEQ# _____ 2. TOTAL LEASE PERIOD _____ TO _____
 3. MONTHLY RATE \$ _____

TYPE OF TRANSACTION ☐ A40 ☐ A41 _____ Entered by _____

☐ A44 ☐ A45 ☐ A46 _____ Entered by _____

AMENDMENT OF LEASE

Amendment No. 1 to

Lease 8419

THIS AGREEMENT, made this 28th day of April 1987, by and between
 City of Crystal, 4141 Douglas Drive North, Crystal, Minnesota 55422, as Sub-Lessor

hereinafter referred to as "LESSOR", and the STATE OF MINNESOTA, Department of Administration,
 hereinafter referred to as "LESSEE", acting for the benefit of the
 Waste Management Board

_____ shall be considered as an amendment and
 addition to Lease No. 8419.

WITNESSETH:

WHEREAS, the LESSOR and the LESSEE entered into Lease No. 8419, dated
September 3, 1986, involving the rental of 6,837 square feet of
office space in rooms 119, 120, 121, 122, 123 124 and 125 in the Thora Thorson Elementary
School located at 7323 - 58th Avenue North in Crystal

and,

WHEREAS, the parties deem certain amendments and additional terms and conditions mutually beneficial for the
 effective continuation of said Lease,

NOW THEREFORE, the LESSOR and the LESSEE agree to substitution and/or addition of the following terms
 and conditions which shall become a part of Lease No. 8419, effective as of the date set forth
 hereinafter.

1. The parties agree that effective April 1, 1987, room 117 containing approximately
 997 square feet was added to the Lease, at a rental of \$574.23 per month.
2. The net effect of the above is a new total of office space of Seven Thousand Eight
 Hundred Fourteen (7,814) square feet and a new rental of Four Thousand Five Hundred
 Ninety and 73/100 dollars (\$4,590.73) per month.

3. Except as modified by the provisions of this Amendment, said Lease is ratified and confirmed as originally
 written.

IN WITNESS WHEREOF, the parties have set their hands on the date(s) indicated below
intending to be bound thereby.

APPROVED:
STATE OF MINNESOTA
WASTE MANAGEMENT BOARD

By _____

Title _____

Date _____

LESSOR: CITY OF CRYSTAL

By _____

Title _____

Date _____

By _____

Title _____

Date _____

Above signature(s) attested to by:

As to form and execution this

_____ day of _____, 19

OFFICE OF THE ATTORNEY GENERAL

By _____
LEGAL ASSISTANT

DEPARTMENT OF FINANCE:

By _____

Date _____

LESSEE:
STATE OF MINNESOTA
DEPARTMENT OF ADMINISTRATION
SANDRA J. HALE, COMMISSIONER

By _____

REAL ESTATE MANAGEMENT

Date _____

LeFevere
Lefler
Kennedy
O'Brien &
Drawz

A Professional
Association

2000 First Bank Place West
Minneapolis
Minnesota 55402

Telephone (612) 333-0543
Telecopier (612) 333-0540

Clayton L. LeFevere
Herbert P. Lefler
J. Dennis O'Brien
John E. Drawz
David J. Kennedy
John B. Dean
Glenn E. Purdue
Richard J. Schieffer
Charles L. LeFevere
Herbert P. Lefler III
James J. Thomson, Jr.
Thomas R. Galt
Dayle Nolan
Brian F. Rice
John G. Kressel
Lorraine S. Clugg
James M. Strommen
Ronald H. Batty
William P. Jordan
Kurt J. Erickson
William R. Skallerud
Rodney D. Anderson
Corrine A. Heine
David D. Beaudoin
Paul E. Rasmussen
Steven M. Tallen

April 14, 1987

Mr. John T. Irving
City of Crystal
4141 Douglas Drive North
Crystal, Minnesota 55422

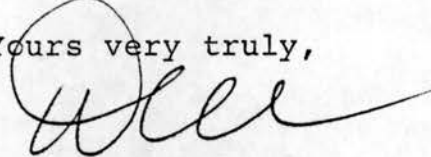
Re: Abandoned Motor Vehicles

Dear Jack:

Enclosed is a draft ordinance designed to respond to Frank Rondoni's request to Chief Mossey. The definition added to the ordinance includes, I think, all of the points requested.

I may be, however, that the enforcement people would prefer to have the statutory definition in Section 168B of the statute repeated in the text of the ordinance.

Yours very truly,



David J. Kennedy

DJK:caw

Enclosure

cc: Francis J. Rondoni
Chief James Mossey

ORDINANCE NO. 87 _____

AN ORDINANCE RELATING TO LITTER:
INOPERATIVE VEHICLES: AMENDING CRYSTAL
CODE SUBSECTION 635.01, SUBDIVISION 1.

THE CITY OF CRYSTAL DOES ORDAIN:

Section 1. Crystal City Code, Subsection 635.01, Subdivision 2, is amended to read:

635.01. Definitions. Subdivision 1. For purposes of this section, the terms defined in this subsection have the meanings given them.

Subd. 2. The term "litter" means:

- a) garbage, refuse and rubbish as those terms are defined in Subsection 605.01 of this Code;
- b) the meaning given by Minnesota Statutes, Section 609.68; and
- c) abandoned property in the form of deteriorated, wrecked or derelict property in unusable condition, having no value other than nominal scrap or junk value, and left unprotected from the elements; the term includes, but is not limited to, deteriorated, wrecked, inoperable, or partially dismantled ~~motor~~ vehicles, trailers, boats, machinery, refrigerators, washing machines, plumbing fixtures, and furniture; and
- d) abandoned motor vehicles as that term is defined in Minnesota Statutes, Section 168B, subdivision 2, and including (i) motor vehicles not currently registered under Minnesota Statutes, Chapter 168, and (ii) motor vehicles without current motor vehicle license plates attached.

Sec. 2. This ordinance is effective in accordance with Crystal City Code, Subsection 110.11.

Mayor

Attest:

City Clerk

00110D09.F16

MEMORANDUM

TO: John T. Irving, City Manager
FROM: Chief of Police
DATE: March 23, 1987
RE: Change in the Litter Ordinance

Attached please find a suggestion made to us from the prosecution attorneys Rosenthal and Rondoni regarding our litter ordinance. Apparently, there are some areas of the ordinance that the court has problems with and the attached ammendments to the ordinance should alleviate those problems.

I am requesting that this information be submitted to Dave Kennedy so that he may write a revision to our City Code and have the revisions acted on by the City Council. If you have any questions, please let me know.

James F. Mossey

JFM/bc

Attachments

May 5, 1987

TO: City of Crystal Councilmembers

FROM: John T. Irving, City Manager

As I indicated in the preliminary agenda on Friday, I was working on a final settlement with Local 49 for the 1987 contract. Late Friday we did reach an agreement. The agreement is as follows.

The Union and the MAMA Organization agreed on a 3% salary increase for 1987 for all pay categories under the jurisdiction of the contract. That includes for the City of Crystal - heavy equipment operator, mechanic, light equipment operator, sewer and water maintenance person and park keeper.

The increase of 3% sets the salary for those categories as follows:

Heavy Equipment Operator	\$ 12.60
Mechanic	12.60
Light Equipment Operator	12.10
Sewer & Water Maintenance	12.25
Park Keeper	12.10

An increase will also be granted in the City contribution for health and medical benefits in the amount of \$10 *per month*.

The reason I have not come to you before this is that we were trying to work out what is called local negotiations. The MAMA Organization normally negotiates for what is called a Master Contract. Each individual community does its own local negotiations and we have been doing that for the last two or three months with the business agent. We have finally come to terms, I believe. One of the problems I saw with the original Master Contract Agreement which is agreed upon between MAMA and Local 49 and is recommended for adoption to all MAMA cities. The final settlement in salaries was 3%. This bothered me and I believe would bother the City Council because we have, with the exception of one employee, adjusted salaries in the amount of at least 4½% increase.

In order not to throw off the whole negotiation process, the Union Business Representative and I have agreed on a way of treating the City of Crystal people on a fair basis for the year 1987; we would provide for on a one-time basis a "bonus". In effect this would give them a one-time amount of money equivalent to 1½% which would bring their 3% settlement to 4½% for the year 1987, and 1987 only. The Union and whoever replaces me can negotiate on whatever terms they feel necessary to bring Local 49 salaries adjustments in line with the other employees of the City of Crystal.

1 1/2 yr. bonus all employees
Because there are at least three different pay categories under Local 49 jurisdiction, I have averaged that one-time bonus to be in the amount of \$375 to be paid on the first pay day in December 1987 for those employees that are still working for the City of Crystal at that time. This in my opinion is as fair as we can be with these employees and to treat them in the same manner we've treated all other employees whether they are organized by a union or not.

They have also indicated that they would like the vacation schedule provided in the Police Union contracts. On the attached page I have shown you the effect of my recommendation concerning vacation for those employees under Local 49 jurisdiction. I think it is self-explanatory but if you have any questions I will attempt to answer them this evening.

However, this recommendation requires me to make another recommendation. The City Council has always tried to treat each employee group of the City in a fair and even handed manner, trying to keep those benefits appropriate to all levels of staff as close to the same as possible. If you agree with my recommendation for Local 49 as far as vacation and health and medical benefits are concerned, I recommend you treat the non-organized employee the same and grant them those same benefits. This will make all benefits pretty much the same for the new Manager. In that way all employees of the City of Crystal as far as benefits are concerned will be treated as fairly as possible when the new Manager takes over.

This may be my last strong request and I hope you act affirmatively.

*Retros to 1-1-87
City Contr. for Health & Medical Benefits \$10 per month*

Vacation Schedule

Local #44 & #56

0-6 years 12 days
6-10 years 17 days
11 years 18 days
12 years 19 days
13 years 20 days
14 years 21 days
15 years 22 days
16 years 23 days
17 years 24 days

Local #49

0-7 years 12 days
7-15 years 15 days
15-20 years 20 days
over 20 years 21 days

1987 Local #49

0-6 years 12 days
6-10 years 15 days
11 years 16 days
12 years 17 days
13 years 18 days
14 years 19 days
15 years 20 days
16 years 21 days
17 years 22 days

1988 Local #49

0-6 years 12 days
6-10 years 17 days
11 years 18 days
12 years 19 days
13 years 20 days
14 years 21 days
15 years 22 days
16 years 23 days
17 years 24 days

1987 1½% Bonus

Light Equipment	\$368.01
Parkeepers	368.01
Sewer & Water Maintenance	372.39
Heavy Equipment Operator	383.04
Mechanic	383.04

Average of \$375.00

POSITION: CITY MANAGER

DEPARTMENT: City Manager's Office

POSITION OBJECTIVE:

To direct the administration of the City government as provided for by City Charter, City Ordinances and resolutions, and within the guidelines and policies set by the City Council so as to provide the citizens and City Council with the most effective City Management.

DUTIES AND RESPONSIBILITIES:

Manage operations of all City Departments to include but not limited to the following duties:

- Develop administrative policies and procedures.
- Develop operational plans for all departments.
- Set goals, strategies and objectives for the organization.
- Establish guidelines for evaluating the effectiveness of operations.
- Coordinate the development of policies for the consideration by the City Council.
- Direct and coordinate City Council meeting preparation including research, reports and correspondence.
- Direct the implementation of City Council actions by all City departments (ordinances and resolutions).
- Oversee the election process.

Direct the Financial Activities of the City to include:

- Preparation of the annual City Budget for presentation to the City Council.
- Preparation of financial goals and objectives.
- Monitor and control overall departmental budgets and expenses.
- Authorize all purchases and expenditures.
- Provide for independent audits of City financial operations.
- Recommend financial systems improvements to the City Council.

Coordinate and direct personnel functions of the City to include:

- Act as Appointing Authority under Civil Service guidelines for all employees except City Attorney.
- Establish personnel policies in coordination with Civil Service rules.
- Provide for staff assistance to the Civil Service Commission for distribution of employment applications and testing of applicants.
- Direct the implementation of all Federal, State and Local Laws and regulations regarding City personnel.
- Recommend salary changes based on position requirements and employee performance.

DUTIES AND RESPONSIBILITIES (CONT.)

Personnel:

- Conduct labor negotiations on behalf of the City.
- Perform disciplinary action as prescribed in labor agreements and Civil Service regulations.
- Direct the implementation of employee benefit programs and recommend new programs or changes in existing programs which would benefit both the City and its employees.

Direct the planning and community development programs of the City to include:

- Meeting with developers regarding land uses and potential land developments.
- Direct staff preparation of materials for the development of capital improvement programs and long-range planning.
- Recommend courses of action regarding development planning.
- Provide for and obtain planning advice as directed by the City Council.

Perform communications activities to include:

- Resolution of citizen complaints/problems regarding City Services.
- Respond to media inquiries through the preparation of news releases and other methods of public information.
- Deliver presentations on behalf of the City at various official functions.
- Testify at legal proceedings or legislative bodies.

Advise the City Council on actions by other jurisdictions which would affect City operations.

Act as a liaison between the City and other governmental and non-governmental entities.

Attend all City Council Meetings.

KNOWLEDGE AND SKILL REQUIREMENTS:

Knowledge of the organization of City Government and the functions of all divisions and departments.

Knowledge of authority of outside governmental agencies.

Knowledge of grantsmanship procedures.

Knowledge of principles and practices of public and municipal administration.

Knowledge of budgeting procedures and public financing.

Ability to manage an operation with diverse functions.

Ability to evaluate organization and management procedures and make recommendations for improvements.

Ability to establish and maintain effective working relationships with officials, department heads, employees and the public.

Ability to express oneself effectively both orally and in writing.

DESIRABLE QUALIFICATIONS:

Ten years experience in municipal government and/or Masters degree in Public Administration or related field.

MINIMUM QUALIFICATIONS:

Eight years experience in municipal government and/or Bachelors Degree in Public Administration or related field.

Survey of 1987 Salaries
For City Managers/Administrators*
By Population

<u>CITY</u>	<u>MANAGER/ADMINISTRATOR</u>	<u>POPULATION</u>	<u>1987 ANNUAL SALARY</u>
Bloomington	Manager	81,831	\$74,500
Edina	Manager	46,073	72,500
St. Louis Park	Manager	42,931	67,000
Brooklyn Park	Manager	43,332	71,388
Minnetonka	Manager	38,683	67,275
Richfield	Manager	37,851	63,000
Coon Rapids	Manager	35,826	65,350
Roseville	Manager	35,820	66,000 (1986) ¹
Burnsville	Manager	35,674	57,000
Plymouth	Manager	31,615	72,800
Brooklyn Center	Manager	31,230	66,300
Fridley	Manager	30,228	61,500
Blaine	Manager	28,558	55,900
Maplewood	Manager	26,990	57,600
Crystal	Manager	25,543	69,700
New Brighton	Administrator	23,269	53,000
New Hope	Manager	23,087	55,330
Golden Valley	Manager	22,775	72,010
White Bear Lake	Manager	22,538	51,696
Apple Valley	Administrator	21,818	53,472 (1986) ²
Eagan	Administrator	20,700	61,350
Maple Grove	Administrator	20,525	58,275
Columbia Heights	Manager	20,029	54,808 (1986) ¹
Cottage Grove	Administrator	18,994	51,001
West St. Paul	Manager	18,527	52,272
Shoreview	Manager	17,300	51,696
Inver Grove Heights	Administrator	17,171	55,800
Eden Prairie	Manager	16,263	62,500
Hopkins	Manager	15,336	48,438
Lakeville	Administrator	14,790	52,692
Robbinsdale	Manager	14,422	65,280
Hastings	Administrator	12,827	43,833 (1986) ³
Mounds View	Administrator	12,593	46,800
Stillwater	Coordinator	12,290	42,876
Oakdale	Administrator	12,123	48,132
Woodbury	Administrator	10,297	56,783
Ramsey	Administrator	10,093	40,300

Survey of 1987 Salaries
For City Managers/Administrators
By Population - Page 2

<u>CITY</u>	<u>MANAGER/ADMINISTRATOR</u>	<u>POPULATION</u>	<u>1987 ANNUAL SALARY</u>
Shakopee	Administrator	9,941	\$49,727
Andover	Administrator	9,387	45,770
Champlin	Administrator	9,006	41,000
Anoka	Manager	5,634	55,120

* Group 5 Cities - Stanton Survey

NOTE:

- 1 - 1987 Adjustment Pending
- 2 - Now has acting City Manager
- 3 - 1987 Adjustment to be considered in June

Survey of 1987 Salaries
For City Managers/Administrators*

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* Group 5 Cities - Stanton Survey

NOTE:

- 1 - 1987 Adjustment Pending
- 2 - Now has acting City Manager
- 3 - 1987 Adjustment to be considered in June

League of Cities Magazine (Deadline May 10. Distributed 1st week in June)

CITY MANAGER: City of Crystal, Po. 25,543. 1987 Operating budget-\$5.5 million. 100 employees. Appointed by Mayor and six Councilmembers elected by wards and sections on a non-partisan basis. Degree in public administration or related field and/or eight years experience in municipal government. Salary Range _____ depending on qualifications and experience.

Submit resume to City Manager Search Committee, City of Crystal, 4141 Douglas Drive, Crystal, MN 55422 by _____.

National League of Cities Weekly (Deadline May 8. Distributed week of May 25)

CITY MANAGER: Crystal MN (Pop. 25,543) First ring suburb of Minneapolis, MN; council-manager form of government; appointed by seven-members non-partisan City Council elected for three year terms; administer \$5.5 million operating budget and other associated funds. 100 employees. B.A. degree in public administration or related fields and/or eight years experience in municipal government. Salary range _____ depending on qualifications and experience. Submit resume to City Manager Search Committee, City of Crystal, 4141 Douglas Drive, Crystal, MN 55422 by _____.

ICMA Newsletter (Deadline May 14. Distributed May 25)

CRYSTAL MN (25,543) - City Mgr. Salary Range _____ DOQ/E. 2 pers. holding position since City formed by charter in 1960. Appt. by mayor & 6-member council elected on a nonpartisan basis for 3-yr staggered terms. \$5.5 million operating budget. 100 employees. Min. Req. degree in public administration or related field and/or eight years experience in municipal government. Resume to City Manager Search Committee, City of Crystal, 4141 Douglas Drive, Crystal, MN 55422 by _____.

May 5, 1987

TO: City of Crystal Council Members

FROM: John T. Irving, City Manager

RE: Council Request for Managers to Consider for
City Manager's Search Committee

Per your request, I have contacted several Managers to see if they were interested in serving on the Crystal City Manager's Task Force. I am now recommending Jerry Splinter, City of Brooklyn Center; Bob Thistle, City of Coon Rapids; Doug Reeder, City of Maple Grove; and Bob Schaefer, City of Inver Grove Heights, for your consideration. All four have been in the area for considerable time and worked in several jurisdictions during their career. Any one of them would serve the City of Crystal well.



BOARD OF HENNEPIN COUNTY COMMISSIONERS

2400 GOVERNMENT CENTER
MINNEAPOLIS, MINNESOTA 55487

April 22, 1987

The Honorable Thomas N. Aaker
Mayor of Crystal
4141 Douglas Drive North
Crystal, Minnesota 55422

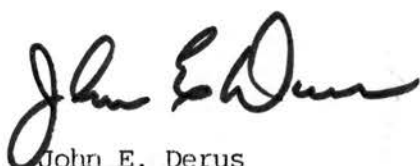
Dear Mayor Aaker:

The State has proposed, as part of its comprehensive tax reform program, that the State and all of its political subdivisions should pay sales tax on purchases of personal property. Hennepin County would thus pay approximately \$3 million annually in sales tax to the State and would likely have to levy property tax to finance the cost.

Enclosed is a copy of a resolution approved by the County Board which formally opposes the sales tax proposal. As Co-chairs of the Intergovernmental Committee, we encourage your city to take appropriate action to voice similar objections to the Governor and the Legislature.

Sincerely,


John Keefe
Co-chair
Intergovernmental Committee


John E. Derus
Co-chair
Intergovernmental Committee

JK:JED:sw
Enclosure

RESOLUTION NO. 87-3-234

A Resolution Regarding Proposed Sales Tax

The following resolution was offered by Commissioners Keefe and Derus, seconded by Commissioner Johnson:

WHEREAS, Governor Perpich has proposed that counties, cities, schools and other political subdivisions pay state sales tax on their purchases; and

City of Crystal
WHEREAS, Hennepin County would incur an estimated ^{\$95,000} \$3.0 million of sales tax annually, and other taxing districts would pay substantially more than that amount in sales tax each year; and

City of Crystal
WHEREAS, Hennepin County and the other taxing districts will be required to cut services or increase future property tax levies to pay for the sales tax;

now, therefore
City Council of the City of Crystal
BE IT RESOLVED, that the Hennepin County Board opposes the imposition of a state sales tax on the county or other taxing districts in the county.

BE IT RESOLVED, that the Co-chairs of the Intergovernmental Committee communicate this position to the cities, schools and other taxing districts in the county and encourage them to express their concerns to the Minnesota Legislature on this issue.

Roll Call
The question was on the adoption of the resolution, and there were SEVEN YEAS and NO NAYS as follows:

COUNTY OF HENNEPIN BOARD OF COUNTY COMMISSIONERS	<u>YEA</u>	<u>NAY</u>	<u>OTHER</u>
Jeff Spartz	<u>X</u>	—	—
Randy Johnson	<u>X</u>	—	—
John Keefe	<u>X</u>	—	—
John E. Derus	<u>X</u>	—	—
E. F. Robb, Jr.	<u>X</u>	—	—
Sam S. Sivanich	<u>X</u>	—	—
Mark Andrew, Chairman	<u>X</u>	—	—

RESOLUTION ADOPTED.

ATTEST:

Kay Mitchell
Clerk of the County Board

MAR 10 1987

Utilities
Prof. Serv. }
\$ 320,000

265,000

85,000

36,000

135,000

375,000

385,000

\$ 300,000

\$ 1,581,000

X 6%

\$ 94,860

\$ 95,000



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

ADMINISTRATIVE OFFICE

May 11, 1987

Ann H. Rest, State Legislator
House District 46A
213 State Office Building
St. Paul, Minnesota 55155

Re: Proposed 6% Sales Tax on political subdivisions

Dear Ann:

Attached please find an extract of the minutes of our regular City Council meeting held on May 5, 1987. Please note the resolution which they adopted in opposition to the proposed sales tax on political subdivision purchases.

We are asking your support in opposition to this bill.

Yours very truly,

John T. Irving,
City Manager

JTI:djg

Attach.



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

ADMINISTRATIVE OFFICE

May 11, 1987

Lyndon R. Carlson,
State Legislator
House District 46B
209 State Office Building
St. Paul, Minnesota 55155

Re: Proposed 6% Sales Tax on political subdivisions

Dear Lyn:

Attached please find an extract of the minutes of our regular City Council meeting held on May 5, 1987. Please note the resolution which they adopted in opposition to the proposed sales tax on political subdivision purchases.

We are asking your support in opposition to this bill.

Yours very truly,

John T. Irving,
City Manager

JTI:djg

Attach.



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

ADMINISTRATIVE OFFICE

May 11, 1987

Senator Douglas J. Johnson
205 Capitol
St. Paul, Minnesota 55105

Re: Proposed 6% Sales Tax on political subdivisions

Dear Senator Johnson:

Attached please find an extract of the minutes of our regular City Council meeting held on May 5, 1987. Please note the resolution which they adopted in opposition to the proposed sales tax on political subdivision purchases.

We are asking your support in opposition to this bill.

Yours very truly,

John T. Irving,
City Manager

JTI:djg

Attach.



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

ADMINISTRATIVE OFFICE

May 11, 1987

Gordon O. Voss,
State Representative
District 52A
255 State Office Building
St. Paul, Minnesota 55155

Re: Proposed 6% Sales Tax on political subdivisions

Dear Representative Voss:

Attached please find an extract of the minutes of our regular City Council meeting held on May 5, 1987. Please note the resolution which they adopted in opposition to the proposed sales tax on political subdivision purchases.

We are asking your support in opposition to this bill.

Yours very truly,

John T. Irving,
City Manager

JTI:djg

Attach.

5 MAY 1987

Smothers that July 15, 1987 be the deadline for receiving applications for the City Manager position in all three advertisements.

Motion Carried.

The City Council considered the proposed sales tax for the State's political subdivisions.

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

RESOLUTION NO. 87-20

A RESOLUTION REGARDING PROPOSED STATE SALES TAX

WHEREAS, Governor Perpich has proposed that counties, cities, schools and other political subdivisions pay state sales tax on their purchases, and

WHEREAS, the City of Crystal would incur an estimated \$95,000 of sales tax annually, and other taxing districts would pay substantially more than that amount in sales tax each year, and

WHEREAS, the City of Crystal and the other taxing districts will be required to cut services or increase future property tax levies to pay for the sales tax,

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Crystal strongly opposes the imposition of a state sales tax on the city or other taxing districts in the city.

By roll call and voting aye: Langsdorf, Rygg, Moravec, Aaker, Leppa, Herbes, Smothers.

Motion carried, resolution declared adopted.

Mayor

ATTEST:

City Clerk

Moved by Councilmember Leppa and seconded by Councilmember Herbes 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 Avoles Plumbers and Builders, Inc., 699 Arcade St., St. Paul, MN 55106, and further, that such list be incorporated into and made a part of this motion as though set forth in full herein.

Motion Carried.

Mn/DOT News



Date: April 28, 1987

612/297-3532

To be Released:

Immediately

May 3-9 Proclaimed State Bicycle Week

Governor Rudy Perpich has proclaimed the first week in May as Minnesota State Bicycle Week. Highlights include the 4th Annual Lt. Governor's Bike Ride with Marlene Johnson and Gopher Wheelmen bike races. Minnesota bicyclists are invited to participate in a celebration of the state's single most popular outdoor recreational activity, as confirmed by a recent study conducted by the University of Minnesota.

The Lt. Governor's Bike Ride begins Saturday May 9, at 9:30AM. Bicyclists will meet at Douglas State trailhead in Douglas, Minnesota. It's expected that bicyclists will make a weekend of it and camp at Oxbow County Park and County Zoo. A hotline for information and camping reservations has been set up: 296-6048 metro or 1-800-652-9747. Ask for Lt. Governor Bike Ride information.

Also new for State Bicycle Week is the Pocket Guide to Minnesota Biking, containing a complete directory to bicycle maps, group tours, races, safety and other information, as well as highlights of Minnesota bicycle traffic laws....all in convenient business card size. Don't wheel on without it!

Additional information on the Lt. Governor's ride, as well as free copies of the Pocket Guide, are available at 7-Eleven stores and participating bike shops throughout Minnesota.

Several additional events that are scheduled:

Gopher Wheelmen Points Race Series Wed. May 6, 6:00, 6:45 & 7:30

For a glimpse of fast paced racing by women, juniors, and vets, go to the yellow circle of the Opus complex at County Road 18 and the Crosstown (exit west on Bren Rd. from Co. Rd. 18) for the Gopher Wheelmen points races. No charge to spectators. Sanctioned by the Minnesota Cycling Federation. Call the race hotline at 612/920-5900 for info about other races.

Evening training rides

Tues-Fri May 5-8, 5:30PM

For a challenge, take one of the 25 to 35-mile training rides that begin at the Sibley High School parking lot on Delaware Avenue just north of Highway 110 in Mendota Heights. Helmets are required. Cost is \$1 per individual or \$2 for families. Training rides will be made through May; to check for cancellations, however call 375-1904. Sponsored by Minnesota Council, American Youth Hostels. For more information, call Mike Carlson at 612/681-5122 during the day.

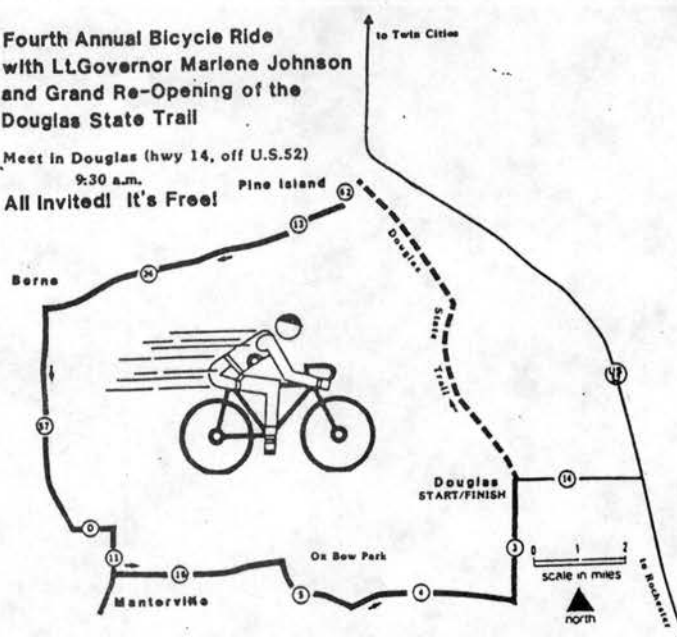
For recreational tours, call the Minnesota Council, American Youth Hostels at 612/375-1904. For more information call:

Jim Dustrude,
State Bicycle Coordinator
612/297-1838

Michelle Korf
Public Affairs Coordinator
612/296-1634

**Fourth Annual Bicycle Ride
with LL Governor Marlene Johnson
and Grand Re-Opening of the
Douglas State Trail**

Meet in Douglas (hwy 14, off U.S.52)
9:30 a.m.
All Invited! It's Free!



EXPLORING MINNESOTA BY BICYCLE

Come along on the
**4th Annual Lt. Governor's
Bike Ride**

and grand re-opening of the
Douglas State Trail
near Rochester, MN

**Saturday, May 9, 1987
9:30 A.M.**

Get the feeling!

Ride 36 or 16* miles with **Lt. Governor
Marlene Johnson** on the newly blacktopped
Douglas State Trail and then along beautiful
country roads to Mantorville, with a pro-
gressive brunch served up along the way,
courtesy of Pine Island and Mantorville.

Optional: Make a weekend of it and 'sleep
with the animals'! Camp overnight at Oxbow
County Park & country zoo. (Reservations
recommended).

* up and back on the Douglas Trail only

All Invited! It's Free!

**Minnesota State Bike Week — May 3 - 9,
1987**

snip snip

snip snip

A Pocket Guide to Minnesota Biking

Chart Your Course

Explore MN Biking brochure 612/296-5029

800/652-9747 ask for Travel Info Center

Mn/DOT Bikeway Map sales 612/296-2216

DNR State Trails, Explorers' routes and ORB

trails 612/296-6699; 800/652-9747, ask for DNR

AYH Bike Atlas 612/375-1904

Bikecentennial's Great River Route 406/721-1776

Group Bicycle Tours

MN-American Youth Hostels (24hrs) 612/375-1904

Spokesongs 612/429-2877

Go To the Races

MN Cycling Federation (24 hrs) 612/920-5900

Bicycle Licenses (DPS) 612/296-6911

Rules of the Road (DPS) 612/296-6652

Effective Cyclist Training (MCC) 612/341-7043

Bicycle Safety (DPS/4 H) 612/625-7246

Bicycle Advocacy

MN Coalition of Bicyclists

612/822-0254 (eve.)

L.A.W. Area Representative

612/929-4431 (eve.)

Other info/referral

State Bicycle Advisory Board/Coordinator

612/297-1838

Local bicycle club

EMERGENCIES 911

Avoid Emergencies! Wear a helmet, be Predict-

table; drive on the Right; Obey all traffic laws; be

Visible. Set an Example! And license your bike.

4/87

Schedule

4th Annual Lt. Gov. Bike Ride

Saturday, May 9, 1987

- 9:30 a.m.—meet at trailhead in Douglas, MN
(on Co. Rd. 14, 2 miles west of U.S. 52)
- 9:45 - Douglas State Trail Grand Re-Opening
- 10:00 a.m. - Start ride
- 10:30 - 11:30 a.m. Festivities and
brunch stop #1 in Pine Island..... 8 mi
- 12:30 - 1:30 p.m. Brunch stop #2
in Mantorville.....16 mi
- 2:00 - 3:00 p.m. Rest and lemonade at
Oxbow County Park and country zoo... 6 mi
- Arrive back at Douglas 6 mi

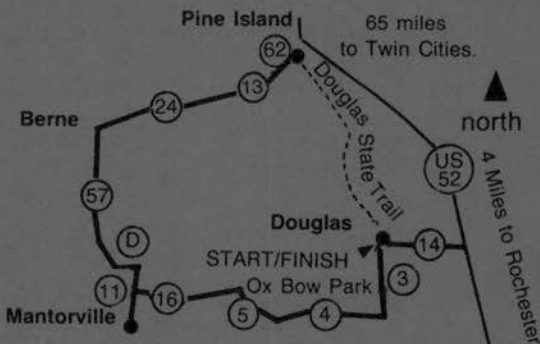
- Oxbow Park camping fee: \$6 per tent.
- Camping gear will be transported from Douglas to Oxbow Park by van for those who prefer not to carry their own on their bikes.

For further information or
camping reservations call:

296-6048 metro or

1-800-652-9747

Ask for Lt. Gov. Bike Ride Info.



Know Your Rights and Responsibilities

Minnesota Bicycle Laws, Abridged (M.S. 169.222)

1. Ride on the right with traffic, obey all traffic signs & signals; bicyclists have all rights/duties of any other vehicle driver. (1)
2. Legal lights and reflectors required at night. (6a)
3. Continuous arm signal required during last 100 feet prior to turn or lane change (unless arm needed to control bike) and while stopped waiting to turn. (6)
4. On roadways may ride two abreast but don't impede normal & reasonable movement of traffic. Ride in single lane. (4b)
5. Ride as close as practicable to right hand curb or edge of roadway except:
 - (i) when overtaking a vehicle
 - (ii) when preparing for a left turn
 - (iii) when necessary to avoid conditions that make it unsafe, eg. fixed or moving objects, surface hazards, or narrow-width lanes. (4a)
6. Yield to pedestrians on sidewalks and crosswalks; give audible signal when necessary before overtaking. No riding on sidewalks within business districts unless permitted. (4c)
7. No hitchhiking on other vehicles. (3)
8. Only one person on a bike unless equipped for more, or legal baby seat is used. (2)
9. Don't carry anything that prevents keeping one hand on handlebars or proper operation of brakes. (5)
10. Brakes must allow skidding on dry, level, clean pavement. (6b)
11. Handlebars must not be above shoulder level. (6c)
12. Bicycle size must allow safe operation. (6d)
13. On sidewalk, parking that does not impede normal & reasonable movement of pedestrian or other traffic is allowed unless locally restricted. (9a)
14. Legal parking on a roadway, that does not obstruct legally parked motor vehicle, is allowable. (9b)
15. Safe bicycle events approved by local authorities, which do not seriously inconvenience other highway users, are not unlawful. Traffic laws can be waived. (10)

PROVE your status!

Mn/DOT

News



Date: May 1, 1987

612/593-8400

612/593-8414

To be Released: IMMEDIATELY

NEWS TIPS

Traffic hotspots in the West Metro area (includes major construction projects outside I-394/TH 12):

- Th 65/Central Avenue Bridge - closed and detoured (April 16 - November 14)
- TH 55/Hiawatha Avenue - One lane of traffic each direction from 46th Street to 54th Street and from Franklin to Lake. (April 27 - June 15)
- TH 212 Norwood to Cologne - Closed to through traffic and detoured via Highways 41 and 5. (May 6 - July 1)
- TH 169 Minnesota River Bridge to CSAH 1 - One lane of traffic in each direction during non-rush hours. (May 11 - July 1)
- TH 7 from Division Street Excelsior to TH 100 - Temporary lane closures during non-rush hours. (May 11 - June 1)
- I-35W from I-494 to University Avenue - Temporary lane closures from 10:00 p.m. to 6:00 a.m. on I-35W, TH 65 & CASH 62. (April 15 - September 1)
- TH 55 in Rockford - New bridge construction with one lane of traffic available in each direction. (March - August)
- TH 55 in Medina at CASH 116 - One lane of traffic in each direction (May 4 - Sept. 15)
- I-35W at 98th Street Bridge - 98th Street traffic restricted to one lane each direction; occasional non-rush hour lane closures on 35W. (September 2, 1986 - October 15, 1987)

Traffic hotspots, West Metro area road maintenance:

- TH 100 Golden Valley** - Chicago-Northwestern Railroad Bridge deck replacement; northbound lane closure; frontage road access closed; northeast ramp at TH 55/TH 100 closed. (May 1 - May 4)

#####

For more information, call:

Marsha Storck
Media Relations Coordinator
593-8432

M E M O R A N D U M

TO: John T. Irving, City Manager
FROM: Thomas L. Heenan, Supervising Sanitarian *TLH*
RE: Attended Recycling Center
DATE: May 1, 1987

We have received information from Erin Ford, Goodwill Industries/Easter Seal, that Conco has agreed to provide a site for the Goodwill Industries Recycling Center. The site will be in the parking lot of the old Cub Food building now used by Conco Shoes.

Goodwill expects to have a signed contract by sometime in the week of the 4th and to be setting up the facility immediately afterward.

We will be arranging publicity for this event once we have a firm date.

TLH:jt

M E M O R A N D U M

TO: John T. Irving, City Manager
FROM: Thomas L. Heenan, Supervising Sanitarian *THL*
RE: Metro Council Recycling Grants
DATE: May 1, 1987

I have discussed with Metro Council staff, Glynnis Jones and Sunny Emerson, potential grants available to the City of Crystal or to the Joint Powers group for recycling. We are already receiving the \$4.00 per ton and \$.50 for household recycling grants from the Metro Council.

The Metro Council incentive grants are also available to the City. They are to be used for the start-up cost to implement new programs. This means that they cannot be used for on-going programs or service costs.

Metro Council staff suggested that we apply for a grant under the category of planning to implement services. This way the grant would not have to be as detailed or as specific as would be necessary otherwise.

The grant, if applied for from Crystal, would be for a maximum of \$10,000 on a basis of 25% reimbursement of costs. If we were to apply, as a three-city group, this would be allowed a higher priority for the grant because of the larger area and number of households served.

A decision should be made soon to finish the application process. I would like an opportunity to review the grant with the Metro Council staff prior to the May 15, 1987, deadline.

TLH:jt

CRYSTAL HUMAN RELATIONS COMMISSION
April 27, 1987

Members Present: Darla Carlson, Catherine Howard, Carolyn Carlson,
Burke Hilden, James Darner, Jean Wild, Scott
Kerner, Glenda Sims

Members Absent: Donald Fish, Gregg Peppin*
*excused

Minutes approved from last month.

In Gregg Peppin's absence, Carolyn Carlson Chaired the meeting.

Acting Secretary - Jean Wild

Visit/information from Jack Irving and John Olson

We will invite Civil Service Commission to meet with us at our next meeting - NOTE*** Date of next Human Relations Commission Meeting is CHANGED to MAY 18th - 7:00 p.m.

Discussed Affirmative Action Policy:

- 1) Has been updated in minor ways several times since its origination in 1976.
- 2) Carolyn asked if we could compare our policy with other cities.
- 3) Civil Service & Affirmative Action is sometimes in direct conflict with each other.
- 4) Burke Hilden feels that this policy could be updated in many ways.
- 5) Burke and James Darner will do some research on this policy, i.e., sexual harassment statement, updating procedures, etc., and will present their findings at our next meeting.
- 6) Burke commented that our Commission (Human Relations) is an advisory for the City Council, thus we CAN make a recommendation to change ordinances - important to take a positive look at this.
- 7) Burke brought up the Utilization Analysis and Availability Analysis of various minorities within this policy.
- 8) Burke reinforced the need for establishing Goals of the Affirmative Action Policy.

April 27, 1987

Agenda for Next Month -

- 1) Becoming more visible - our Human Relations Committee
- 2) Glenda Sims will provide notes/information to form a brochure for the enhancement/advertisement of Committee
- 3) Glenda will put together notes/articles for Human Rights Award. Council will release names at next meeting. Old list will also be used.

Next meeting Monday, May 18, 1987

Jean M. Wild
Acting Secretary

jw

ENVIRONMENTAL QUALITY COMMISSION MEETING MINUTES

March 19, 1987

7:30 P.M.

Crystal City Hall

The meeting was called to order by Vice-Chair Gerald Shoultz at 7:30 P.M. Those in attendance were: Gerald Shoultz, Diane Christopher, Lerry Teslow, Robert Langerud, Gail Gove, John Hawk, Steven Voss and Hugh Munns. Also in attendance were Nancy Deno, Administrative Assistant, Jim Mossey, Chief of Police, and Tom Heenan, Supervising Sanitarian.

A motion was made by Hugh Munns and seconded by Robert Langerud to approve the February 19, 1987 minutes of the Environmental Quality Commission meeting.

Motion Carried.

Jim Mossey, Crystal Chief of Police, appeared before the Commission to discuss vehicle emissions. The Chief stated that rulings on vehicle emissions are under the PCA guidelines. Presently the Crystal Police Department does not test for vehicle emission violations. The Chief of Police stated that he would investigate this matter further and ask the PCA if they are involved in enforcement of their ruling. It was the consensus of the Commission to request the Chief to get a ruling about enforcement from the PCA and report back to the Commission in writing about this matter at the April 16th meeting. The Commission also requested that the Police Department recognize that the Environmental Quality Commission feels that this is a problem and they would like the Police Department to do a survey about vehicle emissions and report back to the Commission in three months.

Tom Heenan, Supervising Sanitarian for the City of Crystal, Brooklyn Center, Brooklyn Park, appeared before the Environmental Quality Commission to report on recycling. Tom discussed the joint powers agreement the City of Crystal had with Brooklyn Center, Brooklyn Park, and Goodwill for a central recycling site. This central recycling site had tentatively been approved to be set up at the Cubs Foods in Brooklyn Park. Tom Heenan passed out pictures of the Goodwill recycling site at Burnsville showing the trailer set up and the site location. Tom also discussed that presently the City of Crystal has one recycling project that has been on going for quite awhile and that is the waste oil recovery that is open to the public down at the City garage at 41st and Colorado. The Commission discussed curb side recycling. The Commission recognized that St. Louis Park and North St. Paul have curb side recycling. The Commission discussed drop off sites. The Commission recognized that Robbinsdale and Osseo have drop off sites. The Commission discussed composting, yard waste pick-up as a possibility of a source of recycling in Crystal. Tom Heenan stated that a study was done in Crystal; that it will cost the City of Crystal approximately \$60,000 for yard waste pick-up in Crystal, and if done by City Staff, it would take approximately six weeks for Staff to pick up Crystal residents' yard waste. The Commission viewed the League of Women Voters' video tape on trash.

Nancy Deno stated that a news article was written on recycling and is to be published in the City newsletter to go out to residents this spring.

Diane Christopher discussed the recycling program that is currently ongoing and planned for the City of Plymouth. The Commission discussed the problems with recycling such as colors of glass, source separation, excessive packaging on products.

It was the consensus of the Commission to form two sub-committees to study recycling. The first sub-committee will study curb side recycling. That sub-committee is made up of Diane Christopher, Hugh Munns, and Lerry Teslow. The second sub-committee is to study a drop-off site recycling within the City of Crystal. Those members to study drop off recycling are: Steven Voss, Gerald Shoultz, and Robert Langerud. It was the consensus of the Commission that both sub-committees meet separately and talk to the Council sub-committee prior to the meeting of April 16, 1987. It was the consensus of the Commission that these sub-committees should bring forth information to the Environmental Quality Commission and decide on April 16, 1987 which direction of recycling they wish to pursue, either curb side or drop off.

Motion was made by John Hawk and seconded by Diane Christopher to adjourn the meeting at 9:55 p.m.

Motion Carried.

CRYSTAL DOMESTIC ASSAULT INTERVENTION PROJECT

January 1, 1987 - March 31, 1987

Arrests

Ten suspected assailants were arrested for assault in this reporting period--one more arrest than in the same time frame last year.

- One fifth degree assault charge was dropped because of other charges against the same suspect (a felonious assault against a police officer was one of these charges).
- Guilty pleas were entered by two assailants at arraignment and one joined the court process.
- Four cases were continued for dismissal. These cases receive particular attention to ensure further action by the court should the victim be threatened in any way.
- Two cases were pending court action March 31, 1987.
- Recidivity this period was -- 0.

Advocacy

Eight victims were visited in their homes by volunteer advocates within an hour after receiving the police call.

Two victims could not be reached immediately because they chose to go to relatives, however, they were contacted by staff the next day.

All ten victims received information about the criminal court process and the availability of the order for protection.

In these three months none of the victims required accompaniment to a medical facility nor did they choose to use the shelter.

Two victims did take advantage of the order for protection and were accompanied by volunteer or staff advocates both to the filings and the hearings.

Considerable time (to date 15 hours) was spent with one victim because of cultural differences and a long history of abuse.

Information has been dispensed to five other Crystal women whose abusers were not arrested. Two of these women were visited personally at coffee shops.

Jail Visits

Jail visitors made contact with seven of the suspected assailants, dispensing information about available counseling agencies particularly qualified in domestic abuse.

Visits were not made to one assailant because of the likelihood of the charge being a gross misdemeanor, another assailant was taken to Hennepin County Jail where we cannot make visits and the third was arrested and immediately taken to court.

Systems Advocacy

The intervention projects for Brooklyn Center, Crystal, Golden Valley and Plymouth have provided the leadership in the development of a Hennepin County Domestic Assault Task Force. This would not be possible without the solid support of the Police Chiefs of these four communities. Their involvement and commitment to holding the court system accountable in domestic assault cases is an example we hope other communities will follow. To date there are five Hennepin County Judges who have agreed to sit in on this task force. Our projects have organized all the Hennepin County womens' programs in order to speak with one voice on issues that affect us all-- such as release of prisoners, conditions of release, etc. To date two meetings have been held.

PARK & RECREATION ADVISORY COMMISSION

Agenda, May 6, 1987

1. Call meeting to order - 7 p.m.
2. Approval of minutes.
3. Monthly report.
4. Review Crystal Frolics Meeting - Liz.
5. Review Arts Committee Meeting - Gene.
6. Review Long-Range Planning Meeting - Burt.
7. 5-Year Plan booklets - discussion.
8. Commission input on 1988 budget.
9. Other business -
 1. Fun Run - need coordinator
 2. Next meeting - Becker Park
 3. Apartment development - Brunswick Av. & Bassett Creek Park